

**Polk State College Faculty Senate Minutes**  
**August 2018**  
**Date: Wednesday, August 15, 2018 Time: 3:00 p.m.**  
**Location: WST 127**

Officers:

Bill Caldecutt, President  
Cindy Freitag, Lakeland Vice President  
Anthony Cornett, Winter Haven Vice President  
Tina Feleccia, Parliamentarian  
Lee Childree, Secretary  
Greg Harris, Senator at Large  
Steve Hull, Administrative Liaison

Senators: Earl Brown, Michael Harrison, Alexandros Dimitriadis, Lorrie Jones, Misty Sparling, Amy McIntosh, Dann Hazel, Keith Libert, Lorne Fairbairn, Jude Ryan, Andrew Coombs

Guest: Colleen Caldecutt

Meeting called to order: 3:00 PM.

**Approval of May Minutes.** Michael moved to approve the May minutes. Cindy seconded the motion. The motion carried.

**Approval of August Agenda.** Tina moved to approve the agenda. Cindy seconded the motion. The motion carried.

## **Reports**

### *President's Report*

Bill asked for a Senate representative to serve on the committee to hire a TLCC manager in Winter Haven. Tina agreed to serve.

Bill announced that President's Staff has been reviewing several practices and making a few changes. The administration is ending cell phone stipends on December 31 for the majority of those receiving them. These stipends were implemented back when cell phone plans charged by the minute and certain individuals had to be available to receive calls around the clock for emergencies and critical operations. Changes in technology and the universality of "unlimited talk plans" have made this stipend obsolete. Very few non-exempt employees may retain a stipend upon a recommendation by their supervisors.

Bill shared that Polk State requested funding to address our problematically low advisor-to-student ratio. We received \$500,000 in recurring funds to address the issue. As a result, several changes have been made and are in-progress: A new caseload-based advising model has been adopted and all Academic Advisors have been re-named "Student Success Advisors."

Additionally, seven new advisors are being hired. There will be two screening committees, one for each campus. Anthony Cornett and Bill are serving as Senate Representatives on these committees.

Bill researched the implementation of the step increase. The increase will be visible in the August paycheck.

Bill explained the implementation of the salary step increase. In the spring, the District Board of Trustees approved a salary step (and step-equivalent raise for non-step-based employees). A message was sent to faculty explaining that the step increase would be reflected in the July paycheck. He received many questions after the July check was posted, indicating that the step was not yet implemented. He investigated, and the short answer is that there was an unintentional error in the message sent to faculty, and the step will take effect at the start of the academic year (August), and be reflected in the September paycheck.

Bill stated that adjunct and overload pay were discussed throughout the summer. There are significant differences in the adjunct/overload pay provided at Polk State versus other neighboring state colleges, an issue that has been on the College's radar for several years. Also discussed was fairly compensating those at the top of the steps. This fall, there will be active work done to address the lack of change for adjunct and overload pay. Bill will be meeting with a Peter Elliott and Steve Hull to look at how the College can start making progress on this issue. He will keep everyone updated. In addition, the College will be talking about how to address the lack of change to the full-time faculty pay scale, which has remained the same for the past eight years. While we have managed to remain on the correct step during this period, we have not received any change to the pay scale.

Bill thanked Donald Painter, who served as the Senate's Administrative Liaison since the retirement of Ken Ross. He stated that he did a phenomenal job and his help and collaborative spirit have been truly appreciated. After the recent changes to the College's organizational structure, Donald assumed the role of District Dean, and thus Steve Hull has been tapped as the Administrative Liaison from President's Staff.

Bill went to the new faculty orientation on August 14. He shared the list of new faculty. They include: Consuela Bonney (Gateway to College High School), Tristan Davidson (Lakeland Business), Kaylie Lindsey and Sonja Siegel Winter Haven Nursing), Benjamin Pila (Winter Haven Humanities), Niqui Pringle-Brown (Department Coordinator for College Success in Winter Haven), Bryan Rivers (Winter Haven English), and Beverly Woolery (Winter Haven Education).

The new position of Vice President, Institutional Effectiveness, Accreditation, and Research is being advertised and Bill is serving on the hiring committee.

Bill reminded the Senate of the process for Senate representation on screening committees. He conceded that there are not enough senators to expect representation on every committee. Bill is going to start a conversation with the chairs of screening committees to find a better way of having representation.

Bill reminded the Senate of its role in screening committees. The Faculty Senate has the option of sending a representative to all screening committees. According to Procedure 6068, “The committee chair is responsible for contacting the Faculty Senate President who may select a faculty member to represent the Senate on the screening committee.” He noted some recent confusion about this process, so he plans to reach out to hiring managers with a review of how we can maintain efficiency while holding to the procedure. He asked the senators to keep this situation in mind should they be asked directly by an individual to serve on a committee as the Faculty Senate Representative. We are trying to adhere to the procedure, increase participation, reduce confusion, and decrease the time spent in forming a complete committee.

Bill reiterated the good news that come out this summer: the College is now Silver! This means we not only automatically get our withheld funding restored, we also get an additional \$763, 619 in *non-recurring funds* to use for *non-recurring expenses*. Conversations about what to do with this money have begun. Please watch for requests for input.

The Strategic Planning Summit is Friday, October 12. Dr. Falconetti has requested a college-wide gathering of individuals to review the overall Strategic Plan. This gathering will include individuals from every department and all employee groups. Bill has worked with administration to develop a list of faculty members for this initiative.

Because of an impending SACS visit, the College has asked for a review of the accuracy and currency of the information on all College web pages. We will review the Faculty Senate listings. Those with any pages connected with their specific areas, clubs, departments, or other purposes at the College should review their pages. Bill also asked if the Senate should consider abandoning its website and sharing information exclusively through PIE, a question he asked the Senate to ponder and discuss at another time.

Bill shared additional good news regarding funding: Although we do not have the option of increasing tuition, enrollment has continued to rise slowly. The 2018 Summer Term FTE rose 3.9%, and so far FTE for the fall is up by 1%.

Bill reminded everyone that a new policy has been launched that requires faculty to log in to shared computers with their own credentials. An e-mail message was recently sent by Naomi Boyer with instructions and details.

The Faculty Senate had an active discussion early in the summer regarding a newly posted HR position. There were concerns, which led to a series of conversations with Administration. Ultimately, a decision was made to put the position on hold. Bill thanked those who provided input.

Another outcome of the conversations related to the HR position centered on the desire to have regular informational updates about newly created positions at the College. President’s Staff now

receives weekly reports that contain details about all open positions and all requisitions for new positions. Bill will be sharing these reports, called the Weekly Requisition and Jobs Report(s), with the Senate, and the most recent one is viewable in PIE. He asked for the Senate to peruse the report and provide him with feedback for improvements.

*Lakeland Vice President's Report*

Nothing to report.

*Winter Haven Vice President's Report*

Nothing to report.

*Administrative Liaison Report*

Steve reiterated what Nathan Neuman shared earlier in the day: the College is seeking a group of faculty to aid in the search and decision-making for new software for Student Perceptions of Instruction. The timeline is to evaluate in the fall and spring, to pilot a new system in the summer of 2019, and to implement the new system in the fall of 2019. Bill stated that he would remind faculty of the need for representation on this committee. Steve stated that this has to be a faculty-driven committee.

**Committee Reports and Updates:**

Cindy served as the Senate representative for the Academic Success position on the Lakeland campus. Seven people were interviewed and names were sent forward to the hiring manager.

Tina served on the hiring committee for a part-time tutoring position at Lakeland Collegiate that was changed to a full-time position. A person was named and hired.

Earl served on the hiring committee for Administrative Assistant III. Interviews occurred on August 3, 2018 and two names were put forward to the hiring manager.

Jude served on the hiring committee for Academic Dean. No names were sent forward and the position will be re-advertised.

Johnny served on the CIO hiring committee. No names were sent forward and the position will be re-advertised.

**Old Business:**

Senate Bylaws. There is a necessary cleanup because of inaccuracies as the result of changes in administrative positions that are eligible to serve as Senate liaison. Tina also has a proposal for some changes to the bylaws. She will review the bylaws and present her findings at the next Senate meeting. Cindy motioned to table this item. Michael seconded the motion. The motion carried.

College Organizational Chart. Bill reminded the Senate that Dr. Falconetti made changes to where people report and faculty have had questions about the College's organizational structure.

Steve provided an organizational chart from the academic side of the College. Bill stated that he would seek something similar from each of the College's administrators. Jude reminded the Senate that he made the request for the organizational chart and reminded the Senate of why—his belief that the College has become too heavy with administrators. Tina suggested that titles be added to the chart for clarification. Steve stated that what was being shared was not official. Steve stated that the only positions on the administrative chart that have been approved lately are those that have zero sum cost. In other words, administrators have left and their positions have been filled, but no new positions have been created. Steve stated that he does not foresee an increase in the number of administrators in the near future. Bill stated that as soon as he gets anything new, he will share it with the Senate.

Faculty Emeritus. When the committee to create a new procedure for this last met, Donald stated that he would seek input from Human Resources. Steve agreed to seek an update from Donald.

**New Business:**

Nothing to report.

**Rules and Procedures:**

Rule 5.16 Compliance with the Consultants Competitive Negotiation Act. Minimal changes were made to this rule. Misty motioned to approve the changes. Amy seconded the motion. The motion carried.

Procedure 1001 Communicating Course Information to Students. Steve stated that this procedure was amended because of the elimination of the Gordon rule. Michael motioned to approve the changes. Jude seconded the motion. The motion carried.

Procedure 1017 Process for Awarding Endowed Teaching Chairs. Bill explained a straightforward change that takes into consideration the fact that Collegiate faculty hired after a certain date may never obtain continuing contract. Jude motioned to approve the amended procedure. Earl seconded the motion. The motion carried.

Procedure 6004 Budget Amendments. Bill stated that the changes to this procedure were grammatical. Jude motioned to approve the corrected procedure. Earl seconded the motion. The motion carried.

Procedure 6077 Accommodation of Religious Beliefs. There are changes to punctuation and grammar and to titles of positions. Michael motioned to approve the changed procedure. Keith seconded the motion. The motion carried.

Procedure 6078 Accommodation of Disabilities-Employment. Changes to this procedure were the result of the need to be more specific about how the College responds to certain requests for accommodation. Amy motioned to table this procedure until more is known. Tina seconded the motion. The motion carried.

Procedure 6084 Purchasing Manual. This procedure was cleaned up to reflect new terminology at the College. Lorrie moved to approve the procedure. Earl seconded the motion. The motion carried.

**Business from the Floor:**

Misty stated that students are having difficulties downloading textbooks from open-source textbook sites. She asked that professors be accommodating for students who are facing this difficulty. Jude posed a question about how open-source textbooks are vetted. A discussion ensued. Tina suggested we discuss this at the next Senate meeting.

Tina asked if Procedure 1018 has been approved. Steve stated that it has been approved by all of the necessary parties, but it has not been uploaded to the College's website yet. Steve stated that he would seek to expedite the posting of this procedure.

**Adjournment:** Michael motioned to adjourn at 4:14 PM. Earl seconded the motion. The motion carried.

Respectfully Submitted,  
Lee Childree  
Secretary