

Polk State College Faculty Senate Minutes
August 2019
Date: Wednesday, August 14, 2019 Time: 3:00 p.m.
WST 127

Officers:

Bill Caldecutt, President

Anthony Cornett, Winter Haven Vice President

Lorrie Jones, Parliamentarian

Lee Childree, Secretary

Greg Harris, Senator at Large

Steve Hull, Administrative Liaison

Senators: Lorne Fairbairn, Misty Sparling, Keith Libert, Jess Jones, Andrew Coombs, Alexandros Dimitriadis, Dann Hazel, Amy McIntosh, Rebecka Ramos, and Carol Stinson.

Guests: Lee Caldecutt

Meeting called to order: 3:02 P.M.

Approval of May Minutes. Rebecka moved to approve the April minutes. Greg seconded the motion. The motion carried.

Approval of August Agenda. Greg moved to approve the August agenda. Misty seconded the motion. The motion carried.

Reports

President's Report

Budget. The last meeting of the Planning and Budget Council was in April. This was mainly an informational meeting, as the State legislative session was still active and decisions were postponed until the state funding of the Lake Wales Center was determined. There is currently no date set for the next meeting, but Bill will keep everyone updated when this is scheduled. As always, he will continue to advocate for implementation of the annual salary step for full-time faculty, and continually emphasize the need for an increase to base pay. He will also continue to ask that attention be given to the increasing number of faculty on or above the 30th salary step who do not receive annual step increases.

SEIU. The Service Employee's International Union has officially withdrawn its petition to form an adjunct faculty union at Polk State College. The Faculty Senate will continue to represent all faculty issues. We welcome all faculty members—both part-time and full-time—to our monthly meetings and encourage all to communicate with their departmental representatives.

Enrollment. As of Tuesday, August 13, 2019, enrollment for the fall semester was down 0.9, with headcount down 1.6. Academic Affairs is actively seeking ways to increase the

College's average headcount per class, as this is one of the most direct ways to improve our bottom line.

Scheduling Procedure. The Faculty Senate has formed a small group of representatives to begin a conversation about Polk State Procedure 1024: *Faculty Schedule Assignment*. Several faculty members have expressed concern about the lack of guidance in the procedure regarding the assignment of course sections in cases where two instructors would like to teach the same class. For example, there is some ambiguity regarding how to assign a course desired by both full-time and adjunct faculty within and between departments, and also between campuses. In general, the Senate is looking to see if the procedure can be modified to provide more clear-cut guidelines. Although we intended to move more quickly on this issue, the arrival of SEIU necessitated delay. During unionization activity, it was not permissible for the College to work on a procedure that directly impacts the assignment of classes to faculty members. Now that unionization activity has ceased, the Senate can move forward. We will be seeking input from all faculty in the near future. I will keep everyone posted.

Professor Emeritus Procedure. A new procedure has been drafted by a group of Faculty Senate representatives and others. This, when finished and approved by the Senate, District-Campus Group, and President's Staff, will provide a mechanism for recognizing retired faculty members and staff in *the Polk State College Catalog*, as well as allow individuals to maintain a tangible connection to the College through its various services. See more on this topic below in Rules and Procedures.

VPAA. The new Vice President of Academic Affairs is Dr. Lee Thomas. He will be joining us this fall.

What's New-What's Up? Bill has uploaded to PIE the latest copy of the document regularly produced by President's Staff to show what is happening in other areas of the College.

Bill asked for Senate representation for two committees: a Senior Student Success Advisor (specifically for Bachelors programs) in Winter Haven and the HR Manager position. Misty volunteered for the Student Success Advisor hiring committee and Greg volunteered for HR Manager hiring committee.

Cindy raised the issue of the College adding an additional administrative position without justification. Rebecka stated that since the faculty have not received a raise in ten years, perhaps the College should take a hard look at adding another administrative position. Steve explained that the workload that is required in Human Resources has increased exponentially and they are having great difficulty in keeping up with the workload. Steve stated that if we are expecting better service from HR, then we must increase the investment in HR. Steve added that the intent is to bring in someone who can help the College improve the way HR runs. Bill stated that what the faculty is looking for is some reassurance that this will actually improve HR. Rebecka asked for a comparison of our HR with colleges of comparable size; Steve stated that our HR department is small by comparison. Alexandros and Cindy expressed doubt that simply adding a leadership position in HR would improve that department. Steve stated that we should not get

hung up on the term *manager*; the person isn't just managing. Keith asked what the new organizational structure would be; Steve was unsure. Steve stated that we are looking for someone who has expertise in HR functions and the only way to get that person is to offer the salary of an HR manager. Keith suggested that it would be better for the Senate to be a part of the hiring committee and have its influence. Other senators agreed with Keith.

Lakeland Vice President's Report

Nothing to report.

Winter Haven Vice President's Report

Nothing to report.

Administrative Liaison.

Nothing to report.

Committee Reports and Updates:

Greg stated that the Social Sciences department added an Economics professor.

Cindy is serving as the Faculty Senate representative for the Athletic Director hiring committee. Applications have been reviewed and individuals on the committee have sent in their recommendations for interviews. The goal is to conduct interviews the second week of September.

Misty is serving on the hiring committee for Teaching Lab Assistant at C.O.L. Candidates have been interviewed, but a hire has not been made yet.

Bill and Anthony are serving on the Student Success Advisors hiring committee. Bill expressed reservations about the pool of candidates; only four of approximately seventy candidates met the minimum qualifications.

Old Business:

Amy asked about the status of the Constitutional By-laws vote. Bill stated that the vote is incomplete and unresolved. He said he would ask Mary Clark for help in creating an electronic ballot for this.

New Business:

Nothing to report.

Rules and Procedures:

Procedure 5021 Student Media. Minor editing occurred with this procedure Jess motioned to approve the changes. Greg seconded the motion. The motion carried.

Procedure 6043 Ticket Sales. Steve stated that there was a basic clean-up and an attempt to align the procedure with our ticketing system. Greg motioned to approve the changes. Andrew seconded the motion. The motion carried.

Procedure 6047 Traffic Regulations. This procedure had a basic cleanup. Cindy moved to approve the changes. Lorne seconded the motion. The motion carried.

Procedure 6059 Employee Education Fund (EEF). Steve explained that “non-credit” at the College is referring to Corporate College courses. Rebecka suggested that the wording of the procedure is lacking in clarity. Rebecka asked why the College is taking away EEF funds for domestic partnerships. Amy motioned to table this procedure until Steve gets clarification. Misty seconded the motion. The motion carried.

Procedure 7008 Safety Manual for Polk State College. Minor editing occurred with this procedure. Rebecka motioned to approve the changes. Greg seconded the motion. The motion carried.

Rule 3.13 Travel and Subsistence for Authorized Persons. There was a basic clean-up of this procedure. Misty motioned to approve the changes. Andrew seconded the motion. The motion carried.

Rule 5.10 Receipt, Deposit, and Expenditure of Funds. There was a basic clean-up of this procedure. Rebecka motioned to approve. Jess seconded the motion. The motion carried.

Rule 5.22 Tangible Personal Property. This was a basic cleanup of this procedure. Cindy motioned to approve the changes. Lorne seconded the motion. The motion carried.

Proposed Procedure: Faculty and Staff Emeritus. Cindy suggested this be sent out to all faculty to view prior to approval. Rebecka heard concerns about retired faculty having access to email. Previously, it was not possible to give retired faculty access to email because of the nature of the Microsoft email system. There may now be a solution to this problem. Greg moved to table this proposed procedure. Amy seconded the motion. The motion carried.

Business from the Floor:

Cindy had a faculty member request that the Senate look at compensation for assessment coordination. Bill stated that the Senate could look at this procedure. Jess, Andrew, and Cindy agreed to be a part of a subcommittee to look at Procedure 1006.

Adjournment: Greg motioned to adjourn at 4:31. Amy seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree