

**Polk State College Faculty Senate Minutes
December 2018**

Date: Monday, December 10, 2018 Time: 3:00 p.m.

Location: LTB 1295 and WMS 124

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: Michael Harrison, Penny Morris (for Jim Rhodes), Dann Hazel, Jude Ryan, Amy McIntosh, Earl Brown, Lorrie Jones, Misty Sparling, Alexandros Dimitriadis, Andrew Coombs, Aaron Morgan, Carol Stinson

Guests: Nathan Neuman, Rebecka Ramos, and Larry Young

Meeting called to order: 3:00 PM.

Approval of November Minutes. Michael moved to approve the September minutes. Greg seconded the motion. The motion carried.

Approval of December Agenda. Amy moved to approve the agenda. Tina seconded the motion. The motion carried.

Reports

President's Report

Bill provided updates on the attempts of adjunct faculty to unionize. Last week, several adjunct faculty members began reporting that they were being solicited by the SEIU union (Faculty Forward) that represents adjunct faculty members at some of the local colleges. Individuals have reported union representatives waiting outside their classrooms, following them into the parking lot, and even showing up at their homes. As the Faculty Senate represents the interests of ALL faculty, he has written an email to adjunct faculty members to provide them with information and outreach. He encourages Faculty to give his contact information to any faculty member who has been approached or is concerned about the situation and has questions. He wholeheartedly supports our system of shared governance and hopes we can continue to advocate on behalf of adjunct faculty. He is striving to maintain an active network of information and communication through the Senate and its membership. Information and open communication can be instrumental to preserving the sense of community among members of the College.

Jude expressed his concern that Faculty Senate is not representing adjunct faculty well and stated that the Senate should be encouraging adjuncts to unionize. Jude reminded the Senate that Faculty Senate was created as an alternative to a union.

Bill added that Faculty Senate represents *full-time* faculty. Jude stated that this is an important distinction and that adjunct faculty have no representation at the College. Cindy stated that some of the adjuncts in her department have felt threatened by the aggressiveness of the union organizers. Alexandros asked why adjunct faculty are not in Faculty Senate; Bill stated that this is because of how the Constitution is written. Alexandros stated that we are not hearing what adjuncts have to say. Cindy stated that we have had adjunct representation on the Senate in the past. Bill stated that past justification for not having adjunct faculty representation in the Senate was that adjuncts are a lot more temporary and it would be hard to keep track of their membership. Bill added that, though adjunct faculty may not vote at the Senate meetings, they are welcome to otherwise participate in the meetings. Bill suggested that we could revisit the inclusion of adjunct faculty in the Senate at any time; he stated that he is not opposed to this. Misty suggested that adjuncts be allowed to serve on committees after serving one or two years. Tina stated that adjuncts have been invited to be part of graduation and few have chosen to be a part of the ceremony.

Bill stated that at some point in the attempt to unionize, the Senate will no longer be able to advocate for adjuncts. Steve stated that the Senate may continue to talk about adjunct relations until they have a certified vote. Bill suggested that making changes to how adjuncts are viewed now could be viewed as evidence of the effect the attempt to unionize has.

Earl suggested that continuing the discussion next month would be a good idea. Alexandros stated that adjunct faculty are very connected with regular faculty. Lorrie questioned how adjuncts within the Senate would represent one another when their issues are somewhat dependent upon the departments they teach within. Andrew stated that the problem of adjunct representation is much bigger than our institution. Tina stated that our budgeting structure has changed and that we cannot compare ourselves to other institutions when we have our own fiscal concerns.

The Senate sought to have further discussion and some suggested putting this on the January agenda.

Other items on Bill's President's Report may be found on the Senate PIE page or on the Senate's webpage.

Lakeland Vice President's Report

Nothing to report.

Winter Haven Vice President's Report

Nothing to report.

Administrative Liaison Report

Nothing to report.

Committee Reports and Updates:

Greg updated the Senate on four hiring committees he has served on or is serving on. The first, the Administrative Assistant for the Dean of Student Services in Lakeland committee, has met and made their recommendation to the chair. The Assistant Registrar on the Winter Haven campus committee has met and also made a recommendation to the chair. The Administrative Assistant for the Dean of Workforce Development committee has selected applicants and the interview process will begin the first week in January. The Administrative Assistant for the Dean of Academic Success committee has selected applicants and interviews will be held Wednesday, December 12, 2018.

Bill reported on the Vice-president of Institutional Effectiveness hiring committee. The decision is being made about how many names to send forward to the hiring chair.

Tina reported that Debbie Immel has been hired as the TLCC Manager in Winter Haven.

Andrew reported on two committees he has served on. The Gallery committee has finalized its schedule for the spring. Also, the Global Initiatives committee has a subcommittee that is creating a manual for Study Abroad to codify that program and make it align with what other institutions in the Florida state system do.

Misty reported on the C.O.L. principal committee. The committee was to reconvene on December 11, 2018 to discuss who to interview.

Old Business:

Academic Calendar. The calendar was in draft form and approved by District Campus. Cindy moved to approve the calendar. Michael seconded the motion. The motion carried.

Amendments to Senate Bylaws and Constitution. Bill reminded the Senate that he provided an explanation of the changes via email. Most of the changes were clean-up. The more substantive changes are explained below (and taken directly from Bill's email):

Constitution

Article IV - Membership (p.2) - This section describes the process of naming an Administrative Liaison for the Senate. It currently lists several specific Administrative positions that are eligible, but these positions have changed. We propose simplifying this language to state that the Liaison is nominated by the Senate Steering Committee and approved by the College President.

Article V - Officers (p.2) - This section currently specifies that the Senate President and Vice Presidents must hold continuing contract, but this contradicts the Bylaws, which state that all officers must hold continuing contract. We propose changing the Constitution to align with the Bylaws.

We also propose adding language to all mentions of continuing contract, throughout both documents, that would include faculty not eligible for continuing contract (i.e., Collegiate Faculty), but who have completed five years of satisfactory service.

Bylaws

Article II - Membership (p.1) - This section describes the process for adding additional Senate Representatives for departments with 13 or more members on one campus. We propose adding a requirement that, for these large departments, at least one representative hold continuing contract.

Article VII - Officers (p.5) - Election of Senate Officers takes place at the end of each calendar year. The Bylaws specify that this happens in December, but we have traditionally held this election each November. We propose changing the document to reflect this practice.

There was no opposition to the proposed changes. Greg moved to approve the amended bylaws. Michael seconded the motion. The motion carried with 17 votes, more than the required two-thirds majority of the entire Senate. Greg moved to approve the Constitution. Cindy seconded the motion. The motion carried with 17 votes, more than the necessary two-thirds of the entire Senate. Bill stated that a second vote on the Constitution must be anonymous. Steve stated that he would find out what the College uses for electronic voting and get back to the Senate with this information. Additionally, a second vote on the Senate Bylaws is required and will take place at the January Senate meeting.

New Business:

SPI Software Review. Rebecka Ramos provided an update on the progress of the SPI Software Review taskforce. The group of approximately 25 College personnel watched the presentations of six vendors and unanimously chose Evaluation Kit. Several of our neighboring schools use this product and it has a smooth integration with Canvas. Nathan added that part of the rubric used for evaluating the SPIs was to make user-friendly for students and to increase the opportunities for them to respond to SPIs. With Evaluation Kit, there are multiple ways to provide students access and direction to the SPIs. Evaluation Kit also allows for departmental-specific evaluations. The taskforce contacted other Florida colleges who use Evaluation Kit, and the feedback was overwhelmingly positive. The College would like to start the use of Evaluation Kit with a small pilot of Faculty in the latter part of the spring term of 2019 and have a full implementation in the fall term of 2019. In the fall of 2019, Passport will no longer be used at the College. Any Faculty interested in being a part of the pilot implementation should contact Nathan. The College would like to have a wide range of content areas in the pilot.

Rules and Procedures:

Procedure 5002 Graduation. Steve stated that the only change was to indicate specifically that there is a residency requirement for courses taken for a degree and that those classes must be taken through Polk State College. There was also a link provided for additional information on the Approved Language Exam. Michael moved to approve the updated procedure. Tina seconded the motion. The motion carried.

Business from the Floor:

Earl introduced Rebecka Ramos as his replacement on the Senate. Bill added that Jess Jones will be replacing Michael Harrison for Lakeland Science. Bill thanked Earl and Michael for their service on the Senate.

Steve stated that on January 2, there are a couple of welcome back gatherings. The first is at 9 a.m. in Lakeland. At 2:00 on the Winter Haven campus, there will be another. There will be no agenda at either event. Faculty are encouraged to go to either event.

Cindy asked what the plan is for the purge for nonpayment. Steve stated that it would occur on Wednesday, December 12.

Adjournment: Michael motioned to adjourn at 3:40 p.m. Anthony seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary