

Polk State College Faculty Senate Minutes
December 2019
Date: Monday, December 9, 2019 Time: 3:00 p.m.

Officers:

Bill Caldecutt, President
Cindy Freitag, Lakeland Vice President
Anthony Cornett, Winter Haven Vice President
Lorrie Jones, Parliamentarian
Greg Harris—Senator at Large
Lee Childree, Secretary
Lee Thomas, Administrative Liaison

Senators: Lorne Fairbarn, Keith Libert, Rafi Ellis, Dann Hazel, Jess Jones, Megan Cavanah, Andrew Coombs, Carol Stinson, Misty Sparling, Rebecka Ramos, Amy McIntosh, Alexandros Dimitriadis

Guests: Dawn Dyer, Jill Hall, Erin Montgomery,

Meeting called to order: 3:01 P.M.

Approval of November Minutes. Amy moved to approve the November minutes. Rafaela seconded the motion. The motion carried.

Approval of December Agenda. Misty moved to approve the December agenda. Jess seconded the motion. The motion carried.

Reports

President's Report

Budget. Bill reminded the Senate of the ongoing exercise of cutting 5% of the College's total budget, which amounts to 2.7 million dollars. Each department was asked to reduce its budget by 5%. Bill will update Senate in the Spring.

Bylaws and Constitution. The Senate's Bylaws were approved at President's Staff. The Constitution went to DBOT and has been through its first reading. Hopefully, it will be approved at the next DBOT meeting.

Calendar. The College's calendar passed. Bill will follow up with the Calendar Committee regarding Senate's questions.

Graduation. Graduation for spring will be split into two ceremonies on May 7th. The first ceremony will be for AA graduates. The second ceremony will be for AS and Baccalaureate graduates.

Emerging Professional Leader's Summit: Bill represented the Faculty Senate at the Emerging Professional Leaders' Summit about Senate's role in faculty governance.

Lakeland Vice President's Report

Nothing to report.

Winter Haven Vice President's Report

Nothing to report.

Administrative Liaison.

Dr. Thomas provided several updates regarding Senate's questions from November's meeting.

Graduation. More details will follow as we approach May.

Evaluations. Administrative evaluations will be distributed in Spring. Distribution lists are being double checked for accuracy.

Health Insurance. Polk State College is a member of the Community College Consortium, which negotiates for insurance. The plans that Polk offers employees are at the top of the Consortium's available plans. Jill Hall reiterated that Polk offers the best plans to employees, and Polk currently pays 100% of the plans for the employee. Alexandros asked who represents faculty interests to the Consortium. The committees at the College who have prevue are the Human Resources Committees. The Consortium uses input from HR, President's Council, and CFO staff. Denise Andreu added that these groups meet with the Consortium regularly. Alexandros expressed concern that faculty are not represented in the process. Jill assured Senate that HR will be communicating more about changes in the health plans, and more opportunities will be provided for communication. Amy expressed concern that the decision how the College handled the extra cost of insurance. Bill indicated that Faculty Human Resources Committee will be working on this with its new chair on these issues.

Metz. Hours for Spring are still pending. There may be an adjustment of timing to satisfy needs. All pizza related concerns have been resolved.

Procedure 7006. Dr. Thomas reported that the Student Services Dean and campus security are in charge of regulating electronic cigarette usage on campus.

Rule 3.08. Updates will be provided later in the meeting.

Rule 5.04. The Collegiate High School will be excluded from the language.

Committee Reports and Updates:

No updates.

Old Business:

Faculty Substitutions by Adjuncts. In answer to the question of whether or not an adjunct can substitute for a regular faculty member when the adjunct is maxed out on point: Dr. Thomas stated that the answer is yes, but the College needs for this practice to be limited due to the Affordable Care Act.

Procedure 6043 Ticket Sales. Erin Montgomery spoke about additions and changes to this procedure. A portion of the new reworking was added to address changes to graduation. The RP Funding center now requires tickets, so the procedure needed updating. She added that there is a lot of cleanup because the procedure had not been updated for some time. One section is added to address changes in the theater and the availability online ticketing. Another significant change is that the College no longer does ticket sales by telephone. There are also a few changes to how complementary tickets are distributed and how money is handled at the door. Cindy moved to approve the amended procedure. Rafi seconded the motion. The motion carried.

Procedure 7006 Ban on Smoking in College Buildings. Dr. Thomas stated that Student Services Dean and Campus Security are responsible for enforcing the smoking policy. Denise added that all places in the procedure that address smoking will also have “vaping” added. Denise added that she compared Polk’s procedure to other colleges’ procedures for consistency. There are significant revisions coming to this procedure. Lorrie asked about the use of “smoking cessation products.” Denise replied that that sentence will be struck. Rafi motioned to table the procedure until the additional changes are made. Misty seconded the motion. The motion carried.

Procedure 7009 Florida Building Code Compliance Program. Dr. Thomas stated that much of these revisions have to do with changes in names/titles/codes. The procedure is now aligned to the Florida Building Code rules. Lorrie asked if the specific amount of \$280,000 should be included as any future changes would require revisiting the procedure. Dr. Thomas stated that he will find out if that is necessary. Misty moved to accept the changed procedure. Cindy seconded the motion. The motion carried.

Rule 3.08 Suspension or Termination of Employees. Dr. Thomas reminded the Senate that it had questioned the phrase “moral turpitude” and what “off-campus” means. Jill stated that this procedure is consistent with other colleges, but it is quite close to what was created in 1974. Therefore, the procedure will be undergoing changes. This procedure was created to address extreme situations that would cause immediate need for termination. Jill stated that it would be difficult to capture every fire-able offense, so phrases like “moral turpitude” and “just cause” are important. The word “drunkenness” will be struck. Jill suggested that “immorality” may need to be changed to “gross immorality.” Alexandros expressed reservations about the phrase “good cause” in the procedure and that a committee, not one person should, be able to make that decision. Bill expressed his concerns: As the procedure stands, there appears to be no due

process. Jill stated that there is a grievance procedure. The point was brought up that if one is fired, how can they utilize the grievance procedure. Andrew asked if it is possible to have a Senate more present for the faculty in this situation. Bill summarized that the three major concerns of the Senate: There is no due process, the terms “on-duty” and “off-duty,” and the vagueness of “good cause.” Rafi suggested that the procedure should include employee’s rights or a reference to where those rights can be found. Alexandros motioned to table the procedure to allow for further discussion. Amy seconded the motion. The motion carried.

New Business:

Nothing new.

Rules and Procedures:

Procedure 6012 Teaching Faculty Evaluation System. This procedure was reviewed and not changed. Cindy asked about the attached forms, which can be cumbersome, and asked that they be reviewed. Dr. Thomas mentioned that the forms have been removed from the procedures to allow for updating forms as needed. Misty moved to approve the reviewed procedure. Rafi seconded the motion. The motion carried.

Business from the Floor:

Add/Drop Period. Andrew shared the concerns of a constituent regarding the status of the Drop/Add process discussion. The question is where the College currently stands as there was discussion in May about the need to address this. Cindy agreed that Senate discussed students being able to add or drop online classes, as the current process is difficult for students and professors. The initial recommendation came from the Distance Learning Committee, and Senate asked the Committee to revisit the issue. Cindy stated that the current process does not help with the move to fill classes better, nor does it address accommodation of students very well. Dr. Thomas spoke about how other institutions deal with this issue, one which is to allow for late adds in the registration system. Such a process allows for the professors to decide whether or not to allow for the late additions. Megan stated that department coordinators already have many designators they must work with to code courses correctly and adding another designator that would show which classes allow late registration would be cumbersome. In the past, the answer was that Jenzabar would address some of these issues, but the wait on Jenzabar has been prolonged. Dr. Thomas stated that he would invite Vice President Reggie Webb to visit Senate and address the Senate’s questions in January. Some on the Senate suggested surveying the Faculty about their preferences. Dr. Thomas stated that he would invite Cody to the January meeting.

The Purge. Cindy asked the about purge, which was originally to happen on Friday. Erin stated that Financial Aid was verifying correct financial aid status for students. The plan was to run the purge Monday evening. If not, it will run Tuesday night.

Administration Evaluation Form. Rebecka asked about the evaluation form for administration. It is not connected to the procedure as a constituent has expressed concern about the form being anonymous.

Adjournment: Rafi motioned to adjourn at 4:11. Amy seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Rebecka Ramos