

Polk State College Faculty Senate Minutes

Date: December 9, 2024

TIME: 3:00 pm

Meeting Held via Zoom

(Steering Committee Meets Following the Senate Meeting.)

****Link to supporting documents/reports without PIE access on last page.**

OFFICERS:

Bill Caldecutt: President (present)

Anthony Cornett: Vice President – Winter Haven Campus (present)

Jess Jones: Vice President – Lakeland Campus (present)

Misty Sparling: Secretary (present)

Greg Harris: Parliamentarian (present)

Chris Bothelo: Senator at Large (present)

Amy Bratten: Administrative Liaison (present)

Attending Senators: Gwyn Phillips, Johnny Stewart, Anthony Cornett, Greg Harris, Kim Hess, Jess Jones, Misty Sparling, Heather Childree, John Woodward, Pal Good, Lee Childree, Andrew Coombs, Chris Bothelo, Lorrie Jones, Laura Brimer, Michael Derry, Gregory Johnson, John Barberet, and Dirk Valk

Faculty Attendees: Latrice Moore, Aaron Morgan, Heena Park, Jamie Haischer, Mark Mershon, Jennifer Shaw, Niqui Young-Pringle-Brown, Penny Morris, Shakia Riggins, Susie Moerschbacher, TC Mangus, Housam Khader, Bulmuo Maakuu, and Frank Dunn

Presenting Guests and Others: Angela Falconetti, Stacey Carey, Cody Moyer, and Yovan Reyes, Amy Bratten

[Note: This meeting was recorded.]

I. Approval of Minutes:

The *Faculty Senate Meeting Minutes: November 11, 2024*, were reviewed. Greg Harris motioned for approval and was seconded by Anthony Cornett. The minutes were unanimously approved by vote.

II. Agenda Approval: Faculty Senate Meeting Agenda: December 9, 2024

The *Faculty Senate Agenda: December 9, 2024* was reviewed. Heather Childree motioned for approval and was seconded by Greg Harris. A vote yielded unanimous approval.

III. Guest Speakers:

President Falconetti wished all Happy Holidays. She thanked faculty for their work during the semester and those who participated in commencement. She reminded everyone there would be two spring commencement ceremonies (May 2) and encouraged everyone to attend. She stated that President's Staff met on December 5. She said Administration looks forward to collaborating and supporting the Senate's objectives in the spring "to further the transparency for our College."

[Michael Derry motioned in favor of modifying the Agenda to allow Stacy Carey (Human Resources) and Cody Moyer (Instructional Technology) to present their New Business items before beginning the Officers' Reports. The motion was seconded by Jess Jones. A vote yielded unanimous approval.]

IV. New Business:

A. Payroll Issues: Vice President of Human Resources Stacey Cary

Bill explained that Stacy Carey had been asked to visit the Senate to provide answers and information related to many issues regarding payroll, tax deductions, retirement and investment deductions, and miscellaneous concerns with the implementation of the new Banner ERP system. [Note: *faculty questions were answered by Vice President Carey unless otherwise indicated.*]

- *Q: I received an email Friday about my salary and benefits not being submitted correctly, could you explain?*

Yes-- salaries were submitted to *People First* for the health insurance benefit plan. In September, employees received a pay increase, and that was not on the record sent from the College to *People First*. So, the College had to resubmit. Benefits (e.g., Life Insurance) are based on salary; therefore, this change will alter the premium slightly. The College wanted people to know why the estimate changed.

- *Q: Will we be able to review the increases and change or modify our coverage if needed?*

If salaries go up, premiums may change again. I don't know that individuals will be able to change that. I'll let people know when the premiums are available to review.

- *Q: I noticed that Federal Taxes are not being deducted from overload pay. Isn't that going to be a problem for faculty later, when filing taxes?*

Yes, it could show up on taxes at the end of the year. HR is working on this issue for next year. Overload and base pay are on two different payroll calendars, and Banner cannot accommodate two different payroll calendars. Payroll is actually processing four different payrolls in the system. The goal is to consolidate to just two payrolls going forward, but that will take the implementation of the Faculty Load and Compensation Module in Banner. This will lead to changes in how faculty see their contracts and how payments go out. In January 2025, if a person wants to have taxes taken out of the overload pay, or any additional pay other than the base, then the person can put in an additional withholding or *W-4 Form*. Please note that any W-4 information is applied to both payrolls. If a person wants, for example, to have \$50 taken out, then the person would fill out the W-4 for \$25, and then it will come out of the overload and regular salary base equaling \$50. Hopefully next year's modifications will make this problem go away.

- *Q: Do faculty need to re-do withholdings? When I put it in before, I didn't see it coming out of my second paycheck?*

Stacey said to reach out to Bannerpayroll@polk.edu to find out why.

- *Q: When I reached out, I was told that they were looking at it but was never given a resolution.*

Okay.

- *Q: Is there an ETA on when the changes from the two paychecks will occur?*

No, I don't have one.

- *Q: You mentioned that the payrolls would go from four to two, so would that not change for faculty?*

The two payrolls would be for full-time and part-time, and any supplemental pay would be part of the full-time pay.

- *Q: Is there a method, other than going to a tax professional, to ensure that a person is estimating the proper amount of withholdings for taxes deducted [to avoid an issue when filing taxes in January]?*

Not really, other than the tax calculator on the IRS website.

- *Q: Faculty retirement is based on a percentage of our paycheck, so is that being computed correctly in terms of what percentage is withdrawn towards our different retirement setups?*

I'd look at your paystub to see if there is a percentage coming out of your overload pay.

- *Q: So, you don't know if it is coming out of both of them?*

I don't, but I'm making a note to find that out.

- *Q: This concern is important due to the percentage-matching portion of the funds that should be coming out. Do you happen to know the percentages so I could look that up?*

I don't have that information in front of me right now.

- *Q: In the future, will Banner put out paychecks that people can read and understand what they are being paid for different duties and classes?*

HR does not have the ability to change the paystubs but can provide explanations of what is being shown.

- *Q: So, who should we contact if we want to find out if our paycheck is correct or not [to review and interpret the coded entries]?*

We are working on putting together some "trainings" and explanations or comparisons to the old paycheck stubs. As soon as we have that it will be sent out.

- *Q: Is there any way to know what OVL1100 or OVL1101 are attached to? Which courses of the overload?*

No, we can't change that.

- *Q: Why aren't federal taxes being withheld from the second overload payroll?*

It is my understanding that it doesn't reach the threshold of having federal withholding taken out of it.

- *Q: I get my retirement pulled from my normal paycheck and my overload, but I also have a 403b Plan that is only being pulled from my standard paycheck and now it is not being pulled from my overload.*

I will look into that for you.

- *Q: How many W-2s are we going to get? Since we have two different paychecks, which of course is only for the last part of the year [with Banner], because we then still have the first half of the year on another system [Passport]? The year-to-dates in Banner only start mid-year.*

Any pay in Banner will come in one W-2. It will be combined based on what is in Genesis. Payroll has been working on transferring over year-to-date amounts, but I can't promise that we won't have to do a separate W-2 for Genesis.

- *Q: Since we can't access Genesis [Passport] anymore, how would we access that [to check that it is correct or to get the information]?*

You can't access your Passport account anymore?

- *Q: I haven't been able to--is that where it would be?*

Your W-2 may not be in there, but your year-to-date information as of June 30 would be. I have access to my Passport still, so you might need to login with a new

password. I'm not sure, but if the W-2 is still going to be generated out of Genesis then I would assume that you would be able to get it through Passport. I'm not in a position to say if it will be combined or not.

- *Q: When filing taxes, it would be problematic with the IRS to have to add the amounts for a line item, so I think that is something that should be at the forefront of how we are going to navigate this...*
- *Q: Are there plans to pay supplemental income quarterly-- or monthly, as is usual?*
I have no knowledge of whether or not they are changing when they will pay supplemental income.
- *Q: My leave-hour numbers have changed, and for no reason. I have gone back and looked at it and I've asked for it to be audited. No one has any answers.*
Your leave balance was correct at one time and now it is incorrect?
- *Q: Yes. It was correct when it was in Genesis, but additions and adjustments have not happened. I had leave time of 1028 hours, and I print every paystub the day it is released. When I printed it last week it said 999 hours. I went back and looked at all those I printed from Banner, and they all say 999. Where is the trail [to determine what is happening or audit]?*
Okay, I will check into that for you.
- *Q: Also are there any resolutions to the 2022 contributions?*
Yes. We plan to have those answers to you by the time we close this week.
- *Q: I have noticed my Personal Time has disappeared. In Genesis I had 25 hours of personal time, and now in Banner it says 0 hours.*
We can't calculate Personal Time in Banner the way we did previously. An email went out saying that we were no longer going to be moving Personal Time over-- it will be up to the supervisor to ensure a person is not using more Personal Time than allotted. Personal Time is documented in the Sick Leave balance.
- *Q: Can you tell us what the big sticking point or issue is that we are having with Banner? For instance, is there a module that we don't have or is there something else creating or causing these issues? Is there a plan to fix it? If so, when?*
There is no single reason as to why the previous system does not match the new Banner ERP System. I came from a different college, so points and different pay calendars are new to me. It appears that in looking at Banner, and how things are being addressed in terms of Faculty pay, that we may need to make some changes. There was a committee set up to convert points to contact hours or load hours or credit hours, because that is what Banner recognizes in terms of pay. We don't want any errors in payroll, because it just creates more work for us, just as it causes concerns for you. We will continue to notify you as things come up and ask that you continue to notify us.

Bill added that Stacey Cary should email updates to him, Misty (or Heather).

B. Continuous Improvement Distance Learning Plan: Cody Moyer

<https://polkstatecollege.sharepoint.com/:w:/s/departments/aa/fs/EfAzojiTtGtEleJ4gIYafkcBD3aMLmR914xisKaEvXkcCQ>

Cody explained that today's proposal is a response to the Higher Learning Commission's 2021 Distance Learning Requirements. It is intended to help with SACS. There has been tremendous change to distance learning in the last five years. COVID disrupted education, but also spotlighted distance learning and continuous improvement. The

proposal being discussed is for individuals teaching hybrid or online courses, and is an idea for how to ensure the College is equipping faculty appropriately and adequately. [Note: *Questions from faculty* were answered by Cody unless otherwise attributed.]

Bill explained that the plan was shared in advance with Faculty Senators in order to receive feedback to provide to Cody for a collaborative discussion of the idea.

- *Q: My department is concerned about the 20 hours required for certification and recertification every five years. How was this number arrived at? Can you address the inequity of asking more of those who teach online versus face-to-face [many teach in both or all modalities simultaneously]?*

We see it as a privilege to teach distance learning courses, so there is more expected of those with more responsibilities and privileges. We have different requirements for online course development. I can't speak to what the deans have in place for professional development requirements and pedagogy. The requirement for 20 hours was derived by adding up if a person attended every training that we offered in each of those 5 years, then they could meet the minimum requirement to have the 20 hours; however, we are providing multiple different mediums to interact with content.

- *Bill added that he has talked to many people who are concerned that Administration is placing a greater burden and more obstacles on those teaching online.*

- *Q: When faculty go to a separate professional development conference, is that counted towards the 20 hours?*

The intent is that the 20 hours of professional development must relate to making you a better online instructor, so if that is the case then it applies.

- *Q: We already have a process for evaluations, so won't this mean that there are two forms of evaluating faculty for the online requirement as well [with more hoops for anyone teaching in multiple modalities]?*

It was developed this way to alleviate the deans having to communicate this information, but it may be that all the professional development has to go through the deans, and the Instructional Technology Department gets this information later. That way it would not be two different processes.

- *Q: How necessary is this? It seems like we are already doing this [various types of professional development] in our current evaluative mechanisms. Is this just proof?*

According to *Instructional Technology's Certification Spreadsheet*, probably 80% of instructors have taught at least some online courses, and some even started when the College was using PAL [former LMS prior to Canvas]. The scope in online learning has changed over time. We don't know what experiences instructors have relative to current best practices. With the requirement to change accreditors and with HB 1285, there is a spotlight on online education. Being prepared with a plan in place will help us to be successful with different initiatives.

- *Bill added that he has heard from many faculty who are concerned about this-- that it will be used to create a new "dean" for online courses, separating requirements or departments by instructional format, when most teach using both modalities already.*

- *Q: [If approved] when would this take effect?*

The proposal is that those who are out of certification would take a refresher course starting as soon as March 2025. It would not be an intense course that would take a long time, but it something that could be completed in a week. Instructional Technology would give people until the December 2025, which would re-up them for the next five years.

- *If someone were Level 2 or 3 Certified in PAL, would that still qualify them for the refresher course, or would they need the Quality Course Designator?*

The Quality Course Designation is a separate process certifying a course as “Quality” or “High Quality.” We are proposing building a best-practices recertification course for online training that is less intense.

- *In your proposal, if someone completed the Quality Course Designator then they would be considered current as well?*

Yes, because that’s an intense process. Anyone who’s been “Quality Certified” in the last three years would be current now, so they would not need to re-certify for five years. Anyone who obtains Quality Course Designator Certification for at least one class would be considered current in terms of the 20-hour certification.

- *Would it count towards the 20 hours if we work with Katie [Ragsdale] on specific things as it relates to our department or a particular course we are teaching?*

Working with us to troubleshoot an issue or find a new workflow would not necessarily qualify. If you asked us to develop a specific training, that could count.

- *What is the reporting mechanism for these hours?*

In the proposal, it says that Instructional Technology would maintain records for everyone, but I plan to ask the deans to see if we can incorporate this into an existing evaluation process. We will work within the existing mechanism so that we don’t add something new.

- *How are hours calculated if we are at a professional development conference and attend a session on online teaching?*

Typically, the sessions are an hour, so that would mark an hour off the 20 required.

- *Are adjuncts going to be required to do this as well?*

We currently require all adjuncts to do Canvas certification to teach in the online and hybrid environment, so to be equitable, they would also be required to do this. They would do the same refresher course as full-time faculty.

- *Will the refresher course in Canvas be a self-paced training?*

We don’t currently have a catalog of asynchronous courses built, but we could look into partnering with other entities. Also, if you are a member of an online subscription and you could do an online course through them, then we will essentially accept anything that deals with teaching and learning with technology respective to your discipline.

- *If I teach a course that basically outsources to a third-party website through Canvas, then would I still need this certification?*

- Yes. If the course is in the *Polk State Catalog* as hybrid or online.

- *For high school, we have our own recertification requirements. If someone is teaching a course that is considered hybrid, would we be required to get 20 more hours in addition to the 120 “points” we are already required to have for other certification requirements?*

I would assume that in those 120 points that there would be 20 hours that could apply to this requirement. We will offer synchronous courses throughout the year and have lots of webinars to watch in terms of an asynchronous library.

- *We should be very leery of putting an extra requirement on our adjuncts, because they get paid only for their teaching time and nothing else. We need to look for ways to not push adjuncts away.*

There was a process to pay them to go through the online training when they onboarded, so this may be a conversation regarding recertification parameters.

- *So, this affects anyone who teaches one online class or seven, adjunct or full time. And, after December 2025, Department Coordinators (DCs) or deans will not assign online classes to anyone who does not have the refresher course to meet the 20 hours?*

Yes.

- *As a DC, how are we going to track this? I usually just assign who I normally assign; so, if we aren't told otherwise, we assume the person is ok to teach online.*

In the past, the Deans and the administrative assistants have access to the spreadsheet, but we could broaden that access to the DCs.

- *Bill stated that these seem more specific than the requirements currently in the Faculty Evaluation Procedure. Will the proposed aspects be an addition to an existing procedure, or a new procedure?*

We are looking to incorporate a proposal into the existing *Online Teaching Guidelines*.

- *Bill said that to combat the already existing issue of attachments drifting away from procedures and thereby not being subject to shared governance, he said documents (e.g., Online Teaching Guidelines) must be part of the text of an existing procedure to provide for shared governance--or be formally attached to a procedure. Then any changes will need to go through the established review process.*

We are working towards making a *Distance Learning Procedure*, but currently the most applicable place would be Procedure 6012: *Faculty Evaluation*. Cody thanked the Senate and indicated that he would take the information on the proposal back.

V. Faculty Senate Officer and Liaison Reports

A. **Faculty Senate President's Report:** Bill Caldecutt

The *Faculty Senate President's Report* is posted in PIE. Link below:

https://polkstatecollege.sharepoint.com/:b:/s/departments/aa/fs/EYsZxAcs6B5Iqp_UEnw d8iABixBL2i3rd8fPMDobBvXnhg

1. Evergreen Salary Study: Britt Gamble hosted a webinar that was open to all faculty (for text-based questions only). Bill said he gathered the following points:

- 67% of faculty are either dissatisfied or very dissatisfied with base salary.
- 72% of faculty are dissatisfied or very dissatisfied with administration of our Step System for annual salary progression.
- 74% of faculty say overloads are often required to supplement base pay and are critical for financial stability.
- When given the opportunity for open-ended response regarding the most important priority for the College becoming more salary-competitive, the responses clearly favored raises to base pay with indexing to cost of living changes, and alignment of pay with years of service (i.e., consistent and annual application of salary steps).

Evergreen is awaiting responses from other colleges for comparisons; some of declined to give data, so this requires a public records request. There is also

controversy about not comparing our Continuing Contract with Valencia College's Continuing Contract, due to some perceived differences; faculty significantly disagreed with not using this institution for comparison as we share employees and proximity. Faculty are waiting for the analysis, which will lead to Evergreen's recommendations being sent to Dr. Falconetti.

2. Procedure 6073: Procedure on Rules and Procedures: This document been on the Senate Objective list for years. At a President's Staff meeting a few of months ago, the President asked members to review the Senate's Objectives to determine if anyone wanted to work on any items with the Senate. Dr. Clark requested Procedure 6073.
 - The Faculty Senate has had concerns regarding unapproved changes made to this procedure—these changes were made over a summer without any Senate involvement, but provide an erroneous way to review and approve rules and procedures. This current process does not reflect the way rules and procedures are (or ever were) processed at the College. It acknowledges District/Campus Group (DCG) as a step in the approval process, even though this group has no membership, scope, or authority—it is not a committee listed in the College documents (Procedure 6002: *Committee System*). Procedure 6073 must align with DBOT Rule 2.24 *Faculty Senate Constitution* for shared governance processes to be properly applied.
 - Mary Clark appointed a workgroup to review 6073, selecting all of its members on her own. She is the chair. In the meeting on November 19, she charged the group with reviewing not only Procedure 6073, but also DBOT Rule 2.24 *Faculty Senate Constitution*. This document uses faculty oversight and a specialized faculty-driven process for change, including a vote of the full faculty for approval of changes. Currently, this means that ***the Faculty Senate Constitution is under review by a workgroup commissioned by and led by Administration.***
 - Anthony Cornett attended the first meeting on Nov. 19 as an observer. The second meeting is at 2:00pm on Jan. 10 (WAD 236). The group was informed by Mary Clark that it is a “***closed meeting,***” and “***no one other than those invited are permitted to attend.***”
 - The concern is whether this is within Florida's *Sunshine Law* to have a closed meeting, particularly regarding changing college governance, operations, and policies. Discussion ensued with several individuals expressing alarm.
 - *Q: Should we reach out to Lonnie Thompson or the lawyers to make sure we are not breaking the law by allowing that?*
[Several affirmative responses.]
 - *Q: Doesn't the Faculty Senate Constitution literally say that the only people who can revise the constitution are the Faculty Senate itself?*
Yes.
 - *Q: How is this okay?*
It is highly unorthodox that the *Faculty Senate Constitution* is being reviewed by somebody other than the Faculty Senate.
 - Jess Jones, Faculty Senate Vice President of Lakeland, formally asked that Bill make inquiries regarding the legality of having a closed meeting, while deliberately excluding one of the Faculty Senate Vice Presidents.

Bill responded that he would.

3. Reduction of Faculty Overloads and Stipends: The Senate learned during the last Faculty Senate meeting, that there was an Administrative plan for a review process of full-time faculty teaching loads, overloads, and stipend responsibilities for reductions to be made. The Senate was told that there was ‘pressure from the Department of Labor and SACCOC to make these changes’ but there are no findings or letters that faculty have seen to support these statements. A number of people who have been teaching 84 points, which is allowable by Procedure 1006: *Faculty Workload*, have since been told this would be reduced.

- Bill said he had been hearing from faculty members who are being asked to reduce their loads below 84, the established allowable value in procedure--without any documented cause. For example, one person, who was not at 84 points was still having a course transferred to a part-time instructor despite a request not to do this. ***There are people who cannot pay rent or afford their mortgage without overloads, and this is being done without warning.***
- Bill has sent an email to Amy Bratten requesting a tangible response to the questions “What did we hear from the Department of Labor?” and “What did we hear from SACCOC?” regarding the need for these changes. “Can the Senate have something more specific?”

There has been no response.

- *Q: Isn't it violation of Procedure to give the loads to adjuncts over full-time faculty?*

Yes, it violates procedure [1024].

- *Q: If the administration is saying they are worried about SACCOC, what the College actually got in trouble with before was **not following our own procedures**, [rather than the point load]. By doing this, we are not following our own procedures again. Why?*

Discussion ensued.

4. Issues Annual Salary Steps Application: Administration has been in the habit of saying: “Where does it say that steps are supposed to be awarded every year?” The answer has always been on the *Faculty Salary Schedule*, which is approved by the DBOT. It has historically always said, “Each step is normally equivalent to 1 year of service”, and it also states that “New faculty may start no higher than Step 10 to give credit for previous experience”. That is what it has always said, and that was always the answer; however, the wording on the *Salary Schedule* changed couple of years ago, and it changed without explanation and without Faculty Senate approval. After researching, nobody in Administration claims to know how or why the wording was changed. Over the last couple of years, the Senate has had many discussions with Administration to re-establish agreement [that faculty use “longevity steps” (the industry term), for years of service—and these are not salary increases for cost of living or “raises.”].

- The Vice Presidents and I have met with the College President. We have received assurances that the changes were without explanation, and that it will be changed back; however, at President’s Staff recently, Dr. Falconetti asked that I forward Stacey Cary what faculty think the wording *should be changed to say*. I forwarded the original language [to reset to the last approved version].

I emphasized that this was merely a restoration of what the language was... not necessarily what faculty would want for it to say if given an open choice. That would be a separate discussion. We are only asking for this erroneous change to be reversed at this time.

- At the Dec. President's Staff meeting, Mark Clark stated it was inappropriate for the faculty to ask that the language be changed back, saying this constitutes a "Mulligan." Stacey Cary said it should not be changed back, because the College is using the current language to hire people. Again, it still says that 'newly hired faculty may start no higher than step 10,' so that has not changed [and the vast majority of faculty were hired prior to any change]. There was a lack of support at President's Staff for changing the language back. The President said she would have to give it more thought.
 - *Q: Stacey Cary's argument that this is being using for new hires is void, because we were hired under the old rules, so shouldn't the old rules apply to those of us who were hired within that time span?*
Bill: I did not understand the logic for her argument.
 - *Q: So, to be clear, Mary Clark admits that the changes were made outside of procedure?*
Bill: You can hold up the two salary schedules and see that it was changed, so everyone acknowledges that. Also, it was changed **twice**—without Senate involvement. There were two words in there that were changed in two different salary schedules. It was a two-step process to get it where it is now.
 - *Q: Dr. Clark seems to admit that it was changed outside of procedure, and is saying that is okay? Dr. Bratten, do you agree with that rationale?*
Amy: I'm not sure what she meant by "Mulligan." All I know is the President wanted to take some time to consider it, given the fact that there are a couple of opinions for where we should go from here.
 - *Q: If they were changed in an inappropriate way then our leadership should have the opinion to correct any errors that might have been made. Considering that we are doing another faculty salary study, and the last faculty salary study clearly stated that we were underpaid by almost 30%, I would think it would be very important to determine why our procedures are changed illegally and if our leadership team is interested in correcting the errors.*

[Parliamentarian Greg Harris motioned to extend the meeting at 4:25 and it was seconded by Andrew Coombs. The meeting was extended after a unanimous vote.]

- *Q: How long has the President said she was going to restore the language?*
Anthony answered that it has been about a year.
- *Q: Would that not affect the salary study that is going on right now?*
Bill responded that he shared with President's Staff that he was concerned it might, and added that he would communicate with Evergreen about this issue. He will ask them not to use that wording as the basis for any of their recommendations.
- *Q: Regarding the salary study, after reading the prior proposal from when the compensation committee was first started, I thought it stated that one of the final steps before submitting it to the President was to go to the committee first.*

Bill clarified that he thought that was the case as well [for collaboration], but at the recent webinar he heard that the next step would be to submit the proposal to the President.

- *Back to the Faculty Salary Schedule wording being changed--did anyone go back and check the minutes from different committees and see if they stated that it was to be changed?*

Bill: This would have been changed by upper-level Administration, but yes, we did look at minutes and there was no record of the change. So that is why I've said that the Senate is willing to consider it an error at this point.

5. Security and Passwords: A full-time faculty member lost access to email and other systems that use the same email address. Someone called into Polk State impersonating the individual and gave details including middle name and cell phone number, to gain trust, enabling a password change. The instructor and Information Technology are working on restoring access. This is an important reminder to make sure to watch your access, check email often, and consider security aspects.
6. Faculty Senate Objective List Finalization: Technically the list is always an open file--never final—as items can be added or taken off as accomplished. Bill said the file looks far more cluttered and lengthy than in the past, as the *Senate Objective List* generally never had items on it for more than a month or so-- certainly less than a year. These would be collaboratively addressed and removed. Now items remain on the list for years and years. [Note: After officer reports, Bill shared the *Faculty Senate Objective List* for formal approval].

A. Lakeland Campus Vice President's Report: Jess Jones - none

B. Winter Haven Campus Vice President's Report: Anthony Cornett – none

C. Parliamentarian's Report: Greg Harris – none

D. Administrative Liaison's Report: Provost Amy Bratten

The General Education Review has gone to the State Board of Education, and we won't know until after their meeting if it has been approved by the State.

1. Polk State was assigned American History (AMH 1020) to review for antisemitism, and the General Education committee of the Academic Quality Council reviewed the course and didn't find any. The report was submitted today.

- *Q: What is the future for the Gen. Ed. group? I understand that Megan Cavanaugh accepted another position.*

Yes, she accepted a Dean of Mathematics at another institution. We have posted a back-fill position and are awaiting applicants. In the meantime, Cate Igo has been asked to help manage things. The person who is hired for the role will work with the General Education Committee.

VI. Committee Updates:

Compensation Committee – Jamie Haischer's presentation is posted in PIE. The three links are below.

<https://polkstatecollege.sharepoint.com/:w:/s/departments/aa/fs/EXspQXZturNFtbbjhU72Q7oB2WmHkkKhYo-U4xdVwPWjNg>

https://polkstatecollege.sharepoint.com/:w:/s/departments/aa/fs/EbEs1yn21upAsBfY92gOndcBO0C-_MzMSQ2ELIv2KEa5iQ

<https://polkstatecollege.sharepoint.com/:w:/s/departments/aa/fs/EUvOdEgcMnZGggfmn1Xpw84BEI37TszGOBHzOQIVS6eIJA>

Bill introduced Jamie's report by sharing that she was the head of the previous Salary Study Committee and had some information she wanted to share.

1. Jamie stated that she will be disseminating information regarding Polk State College and the Florida State College System. Every month she sends out information about inflation and wages. All data is fact based. There are explanatory items, but no other comments. Information is from the Florida Department of Education (FLDOE) website from published documents, but she added ratios and percentages to help with analysis. The Compensation Committee was an ad hoc, so anyone can participate; all may download, share, and email questions. She takes full responsibility for errors and omissions, and if there is one made known, she will point out.
 - The *Balance Sheet Trend and Analysis* was shared first. College funding is divided into little entities, and each fund has assets and liabilities. The fund balance is kind of like equity. Her presentations mostly address the unrestricted fund, so that means the cash, the deferred outfalls, deferred inflows, and fund balance. A deferred outflow is kind of comparable to a prepaid expense, which will work as an explanation for today. A deferred infow is like a deferred revenue item. There is an accounting manual, accessible on the FLDOE website for details.
 - *Polk State College Trends and Analysis* was shared next. This information was also from the FLDOE for the unrestricted fund. It shows all revenues, the sources revenues, all the expenditures, and the balance which might be called 'net income,' but is really called a change in fund balance. In 2020 it was negative 3 million dollars, 1 million in 2021, 8 million in 2022, 13.5 million in 2023, and in 2024 it is 2.6 million. She noted that the 2024 numbers have not been audited.
 - *Florida System Trends and Analysis* was shared next. This shows how we fare against other colleges and provides system averages. Again, this is for Fund 1, or unrestricted funds. It is important to notice the trends for Administration, roughly 11% of total compensation. You can see that compensation for instruction has a range between 31% and 28% and there is no clear trend. Benefits are a bit tricky because it bounces around a lot from a range of 32% to 18%, which is due to the FRS pension.
 - This information provides a view of state college operations and how we compare over time, and how we compare with the state system averages.
 - *Q: What are the individual percentages for our college by comparison with the State?*

They are mostly comparable, so they are within 2% in the categories; however, we have had an increase in Administrative expenses, so this is at the high end. The Faculty Compensation is at the low end. Our benefits costs have skyrocketed, but in the budget, the lion's share of the contribution is the retirement benefits. That will be cut in half in the coming year.

- College enrollment is declining across the State and the country. This particular enrollment cycle, we had a problem with FASFA [with deferred payments, Banner, and financial aid].

- *Q: Bill added that President's Staff announced that enrollment was currently down 8% FTE, and 6% headcount. He asked Amy to clarify, as the President said offices will remain open and available over the break to address this issue.*

Amy responded that this information was outdated. An enrollment report is run daily, and we are now down 3.9% for FTE, and up headcount 0.3%.

There are a number of reasons that enrollment is down. The way the numbers are presented are variable. For example, the police academy uses only FTE because it is a professional certificate. They just graduated their largest class ever, but the next round of classes does not start until January, so they are going to be showing a significant drop in enrollment (at this moment).

Amy added that there was a low number at Airside East, because of the issue with the Aerospace flight school vendor that had to be switched (the vendor went out of compliance with FAA regulations). Anytime you switch vendors, students only bring half the number of flight hours accrued. So, it costs money for those students to be caught back up. We had to fundraise through the Foundation and get the balances covered for students. That only happened after the enrollment report came out. It showed that the Aerospace numbers were quite low. Now those are slowly trickling back up, because we are applying scholarships to student records for re-enrollment.

Amy clarified that enrollment numbers at both Lakeland and Winter Haven were down also due to issues remaining from Banner implementation. Students were being miscounted within programs. We had students showing up as dual-enrollment that have since graduated and matriculated into our college programs. All of these data have to be found and corrected, so some offices would remain open over the break to help with enrollment.

Amy added that they did not do a purge, because Banner purges differently than Genesis. In Genesis we could purge by term type, but in Banner we can only purge by semester. So, if you purge a student for non-payment during any term within a semester, the individual would be purged from the current term, but also any subsequent term during that semester. All of these factors caught up to the College a week ago.

- *Q: So, this had to do with the \$50 hold on accounts?*

Amy confirmed that if a student had a \$50 balance, we would not allow them to register for another class, increasing that balance. However, she explained that there was a lot of erroneous data in the system that needed to be figured out. A lot of it has been figured out, but not all of it.

- *Q: Why wasn't this figured out before students started enrolling?*

Because we didn't do a purge. The purge shows these types of errors every semester. We didn't purge, so it all caught up to us simultaneously.

- *Q: It looks like the new US administration is going to abolish the Department of Education, so how crucial is that funding for Polk State College?*

Amy responded that as a state college, we are run by the state, but also accept federal funding. The FASFA issue that Jamie referenced could be a ding, but that doesn't mean that it won't trickle down to the state level.

Bill thanked Jamie for her presentation and asked that other questions be emailed to Jamie Haischer. *Link below for Compensation Committee Report on PIE:*
https://polkstatecollege.sharepoint.com/:w:/s/departments/aa/fs/EW_FZatTMUZArYw3OWQXEJwBYffYtb43KtNZzCPcNCiddg

VII. Old Business:

A. Senate Objectives for 2025: Bill Caldecutt

<https://polkstatecollege.sharepoint.com/:w:/s/departments/aa/fs/Eb3w-DobeTNGqNadzSv8A0BsUpP-Tit4s-BbZpxqqwC-A>

- There are items on the list that he would like to remove and a few that need to be added. The *Faculty Senate Objectives List* was sent out for input during the last month in order to gain feedback from faculty.
- Faculty Senate Minutes are being posted on the website not just on PIE, per governing documents. The minutes are being sent to the DBOT via the Polk State College President, which does not follow our rules and procedures, so that may be revisited in January. Bill considers the website posting of the minutes to be resolved and is ready to remove this item.
 - Heather asked that it remain until at least January before removing it, since she will be the new secretary.
 - The item will remain on the objectives through January 2025.
- Rules and Procedures have not been reviewed by Administration per our normal processes for the last five years and many are inaccurate or unusable. The Senate did not receive any documents this Fall, as we were told to expect. The new workgroup is looking at Procedure 6073, which is involved in shared governance with the Faculty Senate for amendment of the Rules and Procedures. The Senate leadership is waiting to determine how it will proceed. We hope to have our partnership with the Administration for shared governance fully restored, but we will wait to determine next steps.
- Full-time faculty and adjunct pay are top priorities and remain on the objective list.
- Procedure 1006: *Faculty Workload* should remain on the list. Many items need to be addressed in this procedure, including completely outdated language, but thus far we await cooperation from the Administration.
- The Department Coordinator and Assessment Coordinator portion of Procedure 1006 is on the objective list separately and it needs updating. We need partnership from the Administration on that as well. The Faculty Senate had recommended changes and had no support or collaboration from Administration.
- Procedure 1024: *Faculty Schedule Assignment* has the same situation--changes were recommended by the Faculty Senate and there was no partnership or collaboration from Administration.

- Procedure 6073: Procedure on Rules and Procedures. This has been discussed as a focus of Mary Clark's workgroup, but there are major concerns with the way this is being handled.
- Drift of policies and attachments remains a concern with lack of oversight and alignment. There are many attachments and policies that are part of Rules and Procedures that have gone missing or have been changed without shared governance. We need the upcoming review of Rules and Procedures to look for more examples of this issue, and to have partnership between Faculty and Administration to fix this.
- The *Collegiate Faculty Handbook* is highlighted in grey for removal. It has been determined that the Collegiate Faculty will continue to follow the Polk State College Rules and Procedures and will not require a separate handbook.
- Faculty salary steps have been an issue since 2017, since they have not been awarded consistently every year [costing thousands to each individual].
- The change in language on the *Faculty Salary Schedule* was discussed previously. The Evergreen Study may or may not be considering this.
- Academic Integrity remains a top concern [e.g., loss of Honorlock and TLCC testing]. Faculty remain concerned about our options for remote proctoring and our ability to maintain solid academic integrity standards.
- TLCC testing support is a related issue. There are faculty concerned about the new protocols for students who can't or won't use the new processes for online/hybrid testing and remote testing. We continue to ask for more support from the TLCC consistent with the testing support we had before COVID.
- Evaluations of Administrators: We have Procedure 6009 to evaluate members of Administration. From input from the Lakeland and Winter Haven campuses, evaluations are inconsistently provided or stalled with regard to evaluating administrators. This does not follow our procedures.
- Re-leveling of Administrative positions during DBOT meetings is regularly done. We have been asking for more detailed information about the dollar value and meaning of these changes. For example, some have been moved from a P15 to P17 position, which generally means significantly more pay; or a Career position to a Pro/Tech position, which previously would indicate higher pay. We have asked for a better understanding of these moves with respect to the budget. We have had to do our own math regarding these expenditures. Dr. Falconetti said during President's Staff that all the re-levelings were budget neutral, and faculty had misinformation. It might better be characterized as a 'lack of information,' as we are just hoping to be informed of what this actually means for the budget.
- The Collegiate High School Faculty do not seem to have any input or participation with the budgeting process for determining their salaries. The Collegiate salaries were split off in a separate salary schedule a few years ago, and the Collegiate Faculty have been left out of budgetary salary discussions.
- The *Organizational Chart for Administration* on PIE needs to be updated more regularly—it is over a year old. Numerous Admin positions are new, and some no longer exist. Currently, for example, it states that David Sutton is our Associate Provost on PIE and there is no Dean in Lakeland or Winter Haven [all are inaccurate]. This file should be maintained for currency.
- Chris Bothelo motioned to adopt the *Faculty Senate Objectives List*. The motion was seconded by Greg Harris. Discussion ensued.

- Aaron requested an addition: He would like the Banner System to be adjusted so that faculty can see the entire schedule. Currently, faculty cannot see courses that are staffed by adjunct faculty, for example.
- Bill noted the November request that the disorganization of documents in PIE be addressed. Amy had said she planned to bring this up at President's Staff at the November meeting.
 - Amy had no update regarding this topic.
 - Bill added it to the *Faculty Senate Objectives List*.
- An amended motion to accept the list with the two additions was made by Greg Harris. Michael Derry seconded; the *Faculty Senate Objectives List* was unanimously approved.

VIII. New Business: none

IX. Business from the Floor:

- *Banner is causing us to lose students. A student must have Polk Credentials in order to login and see the list of available courses. Current students are having trouble with scheduling and clearing out erroneous balances.*
Amy responded that she would see what she can find out.
- *Banner has placed blocks on student accounts that they did not even know about.*
Amy responded that she has sent these to Susan Morgan (Registrar) who has been resolving issue-by-issue rather than a mass fix. For specific students' concerns, please have them email Susan Morgan.
- *Q: Are there plans for the LTB rooms that tested with high levels of mold to be re-tested?*
There should be another report with an update soon. ACT is working with Reggie Webb to determine what the regular testing schedule will be for all the spaces.
- *Q: Can we make the report public? There are students that have health issues, and they don't know why or what to say to their doctor. Admin says the documents are public; however, they are in PIE. With my student credentials, I could not see the report, so they are not public.*
Amy suggested sending an email to Reggie Webb or Nikki Martin to get this answer.
- *Q: Part of my load was taken away from me as a full-time faculty member. Normally my load is 5 plus 2 [allowed by procedure], but never over that. Now those classes were given to adjuncts. I don't have another assignment--all I do is teach. I am not getting a good answer as a reason. I need those classes.*
Amy asked if they went to a new faculty member [no]. Courses would go to full-timers first, but she will check with Belkis to find an answer.
- *Q: Banner's keyword function does not work. If someone searches "Art," for example there are no classes shown. Either search function must work or make it disappear.*
Amy asked if there were keywords that do work.
- *Q: Scheduling procedures have changed over and over since 2018. DCs have now been told not to open 12-week classes until 16-week classes are full. Students who are planning their schedules may not see a 12-week class available and may choose to not stay at this college. There was a study that was done by David Sutton showing best practices [he is no longer at the College]. We are missing out on opportunities to increase enrollment. There is a definite need for a common scheduling procedure. As Bill surmised earlier, this goes back to Procedure 1006 and 1024 being updated.*
Discussion ensued.

X. Adjournment

Laura Brimer motioned to adjourn at 5:32, which was seconded by Greg Harris. With a unanimous vote the meeting adjourned.

Link for viewing documents posted on PIE via Dropbox.

<https://www.dropbox.com/scl/fo/k6llzjy1bc2c3kam7u267/AL74ffYHf8W2s8TwpdoKDLs?rlkey=jtpbw52gi4r7oqjg9v5iwt8di&st=u90p19li&dl=0>