

Polk State College Faculty Senate Minutes
January 2019
Date: Monday, January 14, 2019 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
Lorrie Jones, Parliamentarian
Lee Childree, Secretary
Greg Harris, Senator at Large
Steve Hull, Administrative Liaison

Senators: Misty Sparling, Alexandros Dimitriadis, Lorrie Jones, Rebecka Ramos, Penny Morris (for Jim Rhodes), Keith Libert, Aaron Morgan, Tina Feleccia, Lorne Fairbairn, Johnny Stewart, Jude Ryan, Danielle Delgiudice, Jess Jones, Dann Hazel, Carol Stinson

Guest: Erin Montgomery.

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

Approval of December Minutes. Cindy moved to approve the December minutes. Johnny seconded the motion. The motion carried.

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

Reports

President's Report

Bill reported on that morning's meeting regarding SEIU (Service Employees International Union) and their ongoing attempt to unionize a subset of adjunct faculty at Polk State. The labor attorney for the College gave the group a synopsis of how the process will proceed and how negotiations went at HCC. The College is working on its official response. More on this topic can be found under New Business and in Bill's President's Report.

Jude objected to the idea that the faculty is one with the College on the issue of adjunct unionization. He stated, "We, the faculty, should have nothing to say on this topic."

Bill reported that enrollment is up 1.6 percent FTE for the semester. This does not include Fast Track courses, so there is the potential that enrollment rise even more.

As Nathan Neuman shared at the December Senate meeting, there is a new SPI instrument being rolled out at the College. It is called Evaluation Kit.

Lakeland Vice President's Report

Cindy announced that the new Dean of Academics for the Lakeland campus, Dr. John Glen, is on board.

Schedule-building for the 2020 academic year is currently in progress. Administrative assistants are finalizing the schedule input, and schedule proofing will begin soon. The full 2019/2020 schedule is scheduled to go live to the public on March 18, 2019.

The QEP Selection Committee had its final meeting for the fall term on December 7, 2018. Meetings for the spring term begin on Friday, January 25, 2019. Final Topic Selection is anticipated for March 2019.

President's Staff is requesting faculty and staff input on the student success definition suggestions there were generated by the table workgroups at the Strategic Planning Summit held during the fall semester. Input is requested by January 23, 2019.

The next District Campus Group meeting is scheduled for Wednesday, January 16, 2019.

Upcoming events on the Lakeland campus:

- The Lakeland campus Health Fair on Friday, January 18, 2019 from 10 a.m. to 2 p.m.
- The Lakeland Art Gallery is featuring an exhibit entitled "Precious Cargo" for the month of January. A reception is scheduled for Thursday, January 24, 2019.
- There is a musical performance entitled "Viva Viola" scheduled for Friday, January 18 at 7 p.m. in the LTB atrium. It features Derek Menchan and special guest Michael Klotz. There is a suggested donation of \$5.
- There is a Study Abroad Safety and Security Forum scheduled on Friday, January 25 from 9 a.m. to noon in LTB 1125.

Winter Haven Vice President's Report

Anthony reported on upcoming events, including:

- Welcome Week will be held on January 16 and January 17 on the WST lawn. Clubs and organizations are encouraged to attend.
- The Winter Haven campus theater is presenting "The Music of Sam Cooke: A Change is Gonna' Come" on Friday, January 18.
- The Winter Haven Health Fair is Wednesday, January 23, 2019 from 10:30 a.m. to 1:30 p.m. in the Health Center. Employees are encouraged to make an appointment for a complementary health screening.
- "12 Angry Jurors" will be performed at the Winter Haven campus theater one weekend only, February 14 – 17, 2019. This will be a black box performance, meaning there will only be 100 seats available.

Dean Robinson sent an email about the open-themed writing contest, sponsored by the Creative Writing Club. Encourage your students to submit. The deadline is March 2, 2019. First and second places will receive gift card prizes.

Administrative Liaison Report

Nothing to report.

Committee Reports and Updates:

Misty reported that hiring committee for a new C.O.L. principal has decided upon five candidates to move forward with for interviews.

Bill updated the Senate on the progress of the Student Success Advisors hiring committee. The committee is looking to hire three student success advisors. In the first round of applications, over seventy people applied, but very few applicants met the minimum qualifications, probably due to ambiguous wording in the advertisement and in screening questions asked of applicants by HR. Two candidates were recommended to the hiring manager and one person was hired. For the second round, the committee has been tasked with filling the remaining two positions and to attempt to hire a candidate who is bilingual. Bill explained that fourteen of the applicants were identified by HR as bilingual, but only one had the required three years of professional, full-time experience in a Student Services position. Since the committee was instructed to focus only on bilingual candidates, and members were instructed to provide their top ten candidates for consideration, Bill submitted the one name and asked for clarification on the process but received none.

Anthony reported that the hiring committee for Winter Haven campus Student Success Advisors also had difficulty finding qualified candidates. Though eight candidates were chosen to be interviewed, some withdrew before interviews. Four candidates were interviewed for three positions. Anthony believes that three candidates were hired.

Anthony reported that the hiring committee for an Anatomy and Physiology professor for Winter Haven has been initiated. The advertisement for the job closed in mid-November.

Tina reported that the Academic and Student Services Assessment Council, which meets twice a year, met last week. The group looked at metrics and discussed issues pertaining to advising. The group also discussed the new checklist students receive when they apply to the College. Additionally, the group discussed feedback received from student surveys. A subcommittee formed to look at getting dual-enrolled students to a full-time student status.

Old Business:

Senate Bylaws (Second Vote on Amendments to Senate Bylaws). At the last meeting, the required two-thirds of the Senate was present to vote in the affirmative for the bylaws. Jude moved for the Senate to conduct a second vote. Misty seconded the motion. The motion carried.

Senate Constitution Faculty-wide Vote. A majority affirmative vote is required from all full-time faculty. Lorrie suggested using Survey Monkey. Lorrie suggested Nathan Neuman be contacted to conduct the survey. Bill stated that he would contact Nathan. After a full-time faculty vote, DBOT must have an opportunity to discuss it and then vote on it at a subsequent meeting.

New Business:

Discussion of Senate Representation. Bill reminded the Senate of the previous discussion about adjunct faculty representation. Aaron asked if the Senate should contact all of the adjunct faculty and ask them to decide upon a couple of representatives. Cindy stated that there was a time when there was an adjunct professor attending Faculty Senate. No one could recollect this adjunct having voting privileges. When this professor was no longer an adjunct, the Senate decided that there was no interest from the adjuncts in having representation.

Bill reminded the Senate that adjuncts are free to join our meetings. The question is whether or not adjuncts are seeking official representation. Alexandros stated that adjuncts have two representatives at Valencia College; this representation is a direct result of adjunct faculty unionization efforts there. Alexandros stated that adjuncts at Polk State do not have an outlet to be heard. Bill explained that the Senate recently, and successfully, worked with Administration to apply a 3% raise for adjunct pay, and that this is because adjuncts have a voice and the Senate is responsive to all faculty concerns. Alexandros suggested that the Senate contact the adjunct faculty to see what their concerns are. Others suggested using Survey Monkey for this purpose. Jude suggested that the Senate should do nothing until the effort to unionize is resolved; otherwise, this looks like tampering. Tina agreed with Jude's assessment of the situation.

Andrew asked if the Senate would be in favor of providing some of what adjuncts are requesting. Bill stated that this is clearly the case, since they were just granted a pay increase for classes. Steve added that the things adjuncts are looking for at other schools are things that the College is already proactively providing.

Rules and Procedures:

Procedure 6003 Budget Development (Operating Fund). Erin stated that there were no substantive changes to the procedure. The changes dealt with wording and capitalization. Misty moved to approve the updated procedure. Tina seconded the motion. The motion carried.

Rule 5.13 Delinquent Student Records. Erin stated that this is about how the College addresses delinquent accounts. There were no changes to the rule. Misty moved to approve the rule. Cindy seconded the motion. The motion carried.

Business from the Floor:

Alexandros expressed a concern about the short timeline of the attendance confirmation and the lack of an email reminder. Steve stated that the calendar is set up based upon a formula. What happened this semester is that the term began on a Friday. Steve stated that he would check on

why there was no email notification and to see if a longer period of time can be allowed for the confirmation.

Cindy shared a concern from faculty in her department that students are being added after classes have had their first meeting and without faculty approval. Steve stated that this occurred because of the transition from Genesis to Jenzobar and the challenges this has created for Financial Aid. Jude suggested that the advisor, instead of the student, be the person to ask the professor if he/she will accept an overload. Steve agreed that that made sense. Jess added that students were added to classes beyond capacity for labs and this creates a safety problem.

Andrew asked about the delay in adjuncts getting their contracts at the start of the semester. Steve suggested that it would be ideal for everyone to get their contracts then. Steve stated that the challenge is getting all of the necessary information from the adjuncts before the term begins. Sometimes, the College doesn't know who is teaching certain classes until just before they begin. Letters of appointment are currently being worked on.

Adjournment: Danielle motioned to adjourn at 4:13 p.m. Dann seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary