

**Polk State College Faculty Senate Minutes**  
**January 2020**  
**Date: Monday, January 13 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  
Rebecka Ramos, Secretary  
Lee Thomas, Administrative Liaison

Senators: Aaron Morgan, Andrew Coombs, Johnny Stewart, Tina Feleccia, Dawn Dyer, Misty Sparling, Amy McIntosh, Rafaela Ellis, Alexandros Dimitriadis, Megan Cavanah, Danielle Delgiudice, Carol Stinson, Lorrie Jones, Jess Jones, Dan Hazel

Guests: Jill Hall, George Urbano, Peter Elliot, Tamara Sakagawa

Meeting called to order: 3:01

**Approval of December Minutes.** Misty moved to approve the December minutes. Andrew seconded. The motion carried.

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

**Reports**

*President's Report*

President's Staff continues to discuss the College budget. President Falconetti is expected to ask for a step increase at DBOT, which would be effective from January 1, 2020. As legislative session starts, the College is concerned about securing funding for JDA. Bill took a moment to recognize Jim Rhodes and his service to the College and Senate.

*Lakeland Vice President's Report*

Nothing to report.

*Winter Haven Vice President's Report:*

Human Trafficking event will be held on the lawn on January 14th. On February 6th and February 16<sup>th</sup>, the Winter Haven Collegiate High School will hold its recruitment event in the student center at 6:30 pm.

*Administrative Liaison.*

Dr. Thomas reported that several faculty would like to do something to honor Jim Rhodes. Anyone interested in working on this should reach out to Dr. Thomas. Vice Presidents worked on Polk State's SACS packet over the break. It will be submitted on January 20<sup>th</sup>, and the College will have one more time to adjust before final submission. The progress is promising. Dr. Thomas reminded faculty to pay attention to happenings with the legislative session. Administrator evaluations are starting. Jill mentioned that she has sent out the reminder that the evaluation process should be started soon. The administration is working to make sure that everyone has a chance to complete a direct-report evaluation.

### **Committee Reports and Updates:**

Nothing to report.

### **Old Business:**

*7006 Ban on Smoking in College Buildings:* Updates were made to include vaping. Dr. Hutcherson and Denise Andreu both worked on the procedure to make sure all legal and health aspects are addressed. Amy asked about the new discussions of the legal age of use, as discussion about raising the age to legally purchase tobacco continues. Lorrie commented that adding an age to the procedure would require the College to change the procedure again, but it is understood that students must follow legal guidelines. Misty moved to approve. Lorrie seconded. Motion passed.

*7009 Florida Building Code Compliance:* George clarified that the dollar amount has been removed to avoid any futures issues with consistency in the procedure. The rest of the procedure is aligned with Florida Building Code. Amy moved to approve. Jess seconded. Motion passed.

*Rule 3.08 Suspension or Termination of Employees:* To address previous concerns, Jill answered several questions. Jill commented that there was due process available through the grievance procedure, despite an employee's termination. In most instances, a notice is sent to the employee before the termination at which time the employee would have the opportunity to grieve the action. The procedure covers employees who have an action taken against them by the College. Alexandros presented several procedures from other institutions to demonstrate their detailed explanation of "due cause" or "just cause." Alexandros also pointed out that there were over twenty instances of "just cause" detailed in the other institutions' procedures along with detailed discussion specific steps in the other colleges' procedures. Jill mentioned that employees should reference the grievance procedure (6013), which details the steps in the process at Polk State. The rule is intended to be a general, short statement, and the procedure should be the College's detailed process and steps used to carry out the rule. Lorrie recommended adding verbiage that employees should use the grievance procedure to the rule. Peter also clarified that this is a rule as opposed to a procedure. The rule should be straightforward and simple, but the rule should mention the grievance procedure. Termination is a grievable issue, so even if an employee is terminated, the grievance procedure is still applicable, which provides due process. This would involve the terminated employee having a panel of colleagues from the College. Peter also reminded Senate that if an employee is fired, then the employee also has access to The Department of Administrative Hearings, which involves a judge and hearing. Alexandros asked

where this specific information will be housed. Discussion ensued. Jill concluded that the rule needs to be aligned more closely with the procedures and due process available to the employee. Cindy moved to table. Tina seconded. Motion passed.

**New Business:**

No new business.

**Rules and Procedures:**

Rule 2.07 *Campus Advertising*: Megan was concerned that the terms used in the rule were not aligned with the terms that the College uses more regularly. Megan suggested changing “best interests, philosophies, and purposes” to “mission, vision, and values.” Misty moved to approve with the change. Tina seconded. Motion carried.

Rule 2.09 *College Publications*: This rule had few changes and was up for review. Alexandros moved to approve. Misty seconded. Motion carried.

Procedure 6085 *Investigations*: Megan brought concerns about the order and clarity of the steps in the process. Megan suggested tabling the procedure. The procedure is not written in a way that portrays a step-by-step procedure and there are several areas that are not well defined. Rebecka mentioned that the specific changes up for review on this procedure were the addition of “pregnancy” as a protected group and several other small edits needed for SACS. Val will be asked to come back to work on other language and address Megan’s and others’ concerns about the procedure. Bill suggested adding this procedure as new business for the next Senate meeting. Amy moved to approve the language as presented. Tina seconded. Motion carried.

Procedure 6013 *Employee Grievance Procedure*: Megan moved that Senate approve the current changes, which included the addition of “academic freedom,” for SACS purposes, but Senate should continue to keep this procedure in mind for discussion, specifically with the rules and procedures that Senate is currently working on. Rafi moved to approve. Aaron seconded. Motion carried.

Rule 2.03 *Standards*: This rule had few changes and was up for review. Misty moved to approve. Alexandros seconded. Motion carried.

Rule 2.26 *Annual Curriculum Review*: This rule had few changes and was up for review. Misty moved to approve. Rafi seconded. Motion carried.

Rule 2.28 *Academic Freedom*: This rule had few changes and was up for review. Cindy moved to approve. Aaron seconded. Motion carried.

Rule 3.04 *Faculty Titles*: The rule should reference the Professor Emeritus, Procedure 5039. The language should be changed to “Approved retired faculty member may apply for the title of professor emeritus.” The rule should also reference the Professor Emeritus Procedure 5039. Tina moved to approve with changes. Aaron seconded. Motioned carried.

Procedure 5023 *Interpretation of College Regulations*: This procedure had significant changes. Megan discussed several areas of concern with both wording and inconsistencies in the procedure. Bill agreed that there were several areas of concern and that the Senate would like some more information before voting. Lorrie moved to table. Tina seconded. Motion carried.

Procedure 5033 *Funding of Student Activities and Organizations*: Bill mentioned while the procedure appeared to have a lot of changes, but nothing substantial was changed. Tina suggested that some of the content may have been adjusted because of changes to Florida statute. Misty moved to approve. Johnny seconded. Aaron asked if this procedure applied to programs or clubs, as he has coordinated SOAR and has not been able to purchase food. Dr. Thomas stated that clubs are able to purchase food because the budget is a different allotment of money. Motion carried.

**Business from the Floor:**

Step increase for adjuncts: Andrew asked if there was an update for the 3% increase for the adjuncts' pay increase. Bill said that anything more than the step would be difficult to finance. Dr. Thomas stated that the College is watching the legislative session to see what kind of outcome the College will have. Depending on the legislature, the College will know what it is able to do with the money. Bill also mentioned that budget heads have been asked to cut 5% of budgets. Based on these factors, there may not be money available. Dr. Falconetti is paying attention to this issue and wants to provide more compensation for the adjuncts. She is working hard to get more pay for faculty and staff if the money is available. Jill echoed that there is hope for raises, but an uncertainty about the budget.

Late Adds: Cindy heard a concern from a faculty member that someone added a student as a late-add to his class without permission. The faculty was not notified by College staff, but the student emailed the faculty member and stated she needed the previously due assignment open. Dr. Thomas will follow up with this and asked that any instructor who has this happen to contact him directly with specifics.

Art Department: A congratulations to the Polk State College Art Department for being ranked number six in a national ranking of transformational art programs.

**Adjournment:** Tina motioned to adjourn at 4:07. Lakeland seconded the motion. The motion carried.

Respectfully Submitted,  
Rebecka Ramos