

Polk State College Faculty Senate Agenda

Date: January 13, 2025

Time: 3:00 P.M.

Meeting Held via Zoom (recorded)

Steering Committee to Meet Following the Senate Meeting

Officers:

- Bill Caldecutt, President - Present
- Anthony Cornett, Vice President Winter Haven - Present
- Jess Jones, Vice President Lakeland - Present
- Heather Childree, Secretary - Present
- Greg Harris, Parliamentarian - Present

Additional Positions:

Chris Bothelo, Senator at Large - Present

Administrative Liaison: Provost Amy Bratten-Present

Attending Senators:

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

Faculty Attendees:

Heena Park, Pam Jones, Melissa Shapiro, Shakira Riggins, Susie Moerschbacher, Latrice Moore, Nerissa Felder, Carolyn Orr, Jacklyn Gray, Jamie Haischer, Jennifer Shaw, Joseph Cook, Penny Morris, Alison Sutton, Matina Wagner, Jacqueline Gray, Dawn Drake, Latonya S., Herb Nold, Niqui Young-Pringle-Brown, and Mehdi Miri

Presenting Guests and Others:

Tamara Sakagawa (non-presenting), Angela Falconetti, Yovan Reyes (non-presenting)

I. Approval of Minutes from December meeting

Michael Derry made a motion to approve the *Faculty Senate Meeting Minutes: December 2024*; it was seconded by Greg Harris. The motion passed unanimously.

II. Approval of January Agenda

Greg Harris made a motion to approve the Faculty Senate Agenda: January 2025; this was seconded by Misty Sparling. The motion passed unanimously.

Dr. Falconetti wished everyone a happy new year. She recognized former Professor David Woods, who passed recently. On February 12 and 13 she is holding informal meetings to check in with faculty. She asked that faculty register for Winter Haven Fine Arts Building ribbon cutting ceremony. Professional Development Day is on April 11.

III. Faculty Senate Officer and Administrative Liaison Reports

A. President Report

1. New Evergreen Salary Study: There are no updates to the salary study; however, Bill sent an email to Brit Gamble (Evergreen) to clarify that the definition of steps has changed without faculty consent and that this could affect the salary study. The Salary Schedule used to say that a step is “normally equivalent to one year of service” and that “faculty may start no higher than Step 10 to account for years of experience.” Now the wording is that a step is “approximately one year of experience,” not “service,” so the link between steps and service was removed from the Salary Schedule. Faculty Senate has asked that the language be changed back. The Faculty Senate President and Vice Presidents met with Dr. Falconetti, and she said the language *would* be changed back, but there was objection at the December President’s Staff meeting. The study’s deadline for results has passed, but the Evergreen is in limbo due to waiting for other colleges to respond to requests for data (requiring public records requests).

2. Workgroup for Procedure 6073: *Procedure on Rules and Procedures*: This has been a Senate Objective for years. This was changed without Senate or faculty involvement over a summer. Its processes conflict with *DBOT Rule 2.24 Faculty Senate Constitution* (and other governing documents). Rule 2.24 establishes the Senate’s role at the College and the expectation of shared governance. District Campus Group (DCG) does not exist in the College’s committee system (Procedure 6002), yet has the authority to approve or reject faculty recommendations. Changes were made to the procedure in 2015 that were not approved by Faculty Senate and did not use any governance process. This was brought up at President’s Staff meeting in the fall and many other times over the past several years. Mary Clark asked during President’s Staff to work on this objective. She then established the workgroup and selected all its members. Mary Clark indicated the workgroup would be looking at Procedure 6073 and the *Senate Constitution* (Rule 2.24) (which has a unique faculty-driven process for review and approval that is Senate and faculty driven). Anthony Cornett attended the first meeting, but since then, Mary Clark has “closed” the meetings and prohibited any other attendees. Bill shared concerns he has received that this was a *Sunshine Law* issue, and wrote to Lonnie Thompson for clarification. Lonnie replied that the workgroup is only “brainstorming”, so the *Sunshine Law* does not apply. If the workgroup is discussing changes to the *Faculty Senate Constitution* or changes to a Rule or Procedure, it is open to *Sunshine Law*, so senators or interested parties should be allowed to attend.

The workgroup is evaluating the definition of *shared governance*. This represents a big potential change in the atmosphere at the College. The DBOT established the Faculty Senate in 1989 and wrote Rule 2.24 to enable fully shared partnership in the governance of the institution. They wrote that at Polk State the “*faculty enjoy full partnership with administration in the initiation, review, and modification of rules, procedures, and policies.*” This is our written and established definition of *shared governance*.

3. Reduction of Faculty Overloads: Some faculty who’d like to teach 84 points are being kept below that number; they are having courses taken and given to adjuncts at the last minute, affecting financial stability. This is despite Procedure 1006 and 1024 supporting the ability to teach up to 84 points and giving scheduling priority to full-time faculty.

Additionally, some faculty had classes with lower enrollment cancelled after the first few days of class; some of these classes are vital to students in smaller or specific programs, such as a two-semester sequence courses that are only taught on the Lakeland Campus once a year. It's placing students in a difficult situation because it's the only section of a required course, and it's been cancelled.

[Note: Jess, Anthony, and Chris took over the meeting because Bill's connection to Zoom failed.]

If we're not offering a course, students may choose another college. Discussion ensued.

- Laura Brimer asked for confirmation that these classes met Monday through Wednesday and were then cancelled late on Wednesday. Chris confirmed this.
- Per Friday's faculty meeting, faculty were supposed to be given an option for directed independent study (DIS) or cancelation. Amy Bratten said numbers looked healthy on Monday, but they changed, and the classes were canceled. Amy said the threshold for running is 7 and Administration is trying to be fiscally responsible. The classes should have been cancelled sooner than they were. They're working on creating better processes for the future.
- Faulty stated that some courses should not be cancelled or run as DIS, such as if it's the only class for students to take for graduation or part of a sequence that is infrequently offered. Amy said was not done perfectly and she is listening.
- Anthony Cornett asked how much we would lose if students moved to a different college because they can't get classes at Polk State. Classes can't be cancelled willy nilly. Students need time to change schedules if classes are going to be cancelled.
- John Stewart asked if these students were offered a 12-week option to give opportunity for more enrollment, as this has been a standard way to handle low-enrollment options (change them to a 12-week section). The answer was no.
- Dirk Valk said that a lot of the classes that we're bringing up are laboratory classes, where there's a difference between contact and credit hours. DIS is not financially equitable for lab courses, with DIS pay disincentivizing this option for faculty.

Amy Bratten shared that enrollment is determined by total headcount (who's here) and FTE (full load or more). Funding is by FTE, not headcount. As compared to a year ago, the Winter Haven campus is down FTE but not headcount; Lakeland is down FTE and headcount. The College is down total FTE but up for headcount. Discussion ensued about the changes in enrollment, including that students who don't make Satisfactory Academic Progress (SAP) might not have financial aid for returning. There's not a good way to explain why the numbers are different between the two campuses.

Jennifer Shaw asked if the discrepancy could be due to scheduling. Amy says she'd have to look at the course numbers. Amy said it is important to look at raw numbers and not percentages. Both campuses have been impacted similarly, but she doesn't know why.

Amy's said her report delineated enrollment differences only by campus, but Nursing is reflected in both the Winter Haven and Lakeland numbers, for example, so it doesn't give a full picture. Jess Jones asked how much of the decline is due to students not having paid for the last semester. Amy says there's a lot of students who still have not paid their

balances. Lorrie Jones indicated that Lakeland students have more College options, but those on the east side of the County have only the Winter Haven Campus. Lakeland's enrollment may be lower because due to the greater number of schooling options.

[*Note: Bill re-connected to Zoom and re-engaged with his report.*]

3. Mold in LTB: At the last Senate meeting there was talk about mold sampling updates.

Retesting was done over the break, and toxic mold (*Stachybotrys*) was found again in LTB 2285 (storage room sharing ventilation with two labs). It received cleaning and then tested adequately. A recent email from Reggie Webb said that testing will be done annually rather than quarterly, as agreed. Some testing from late 2024 found fruiting bodies, which means the mold is growing within the building, but the conditions that are causing mold to grow have not been identified or resolved. Annual testing is not adequate unless more is done than superficial bleaching and air filtering. Additionally, faculty have relayed questions about informing the public. The rooms containing toxic mold have been marked with a sign that says "construction" is taking place instead of the real reason these rooms are closed. Faculty have expressed concern that students have been exposed because there's high air flow under the doors shared into the two adjacent labs. Another concern is that the documents are supposed to be public (based on what Reggie stated), but they are currently under PIE, which requires a password. Faculty have stated that they do not want to wait a year for retesting because spraying bleach clearly has not worked.

4. Questions for Stacey Cary, Vice President of HR: Stacey sent an email with answers to faculty questions from a previous Senate meeting. Bill will send this document to Senators for delivery to constituents. Please email Bill and Stacey with any further questions.

5. Continuous Improvement Distance Learning Proposal with Cody: There are no updates yet. If additional criteria are going to be placed on faculty evaluations, the information needs to be inside of a rule or procedure that is vetted through the Senate. We are waiting for information from Cody.

Upcoming Meetings

- DBOT at 4 p.m. on Jan. 27, WH campus
- President's staff Jan. 14, at 3:30 p.m.
- Planning and Budget Council at 2:30 p.m. on Jan. 29, in WST 126
- Dr. Falconetti requested a meeting with Bill and the two Faculty Senate Vice Presidents to discuss Senate Objectives: Thursday Feb. 13, at 2 p.m. [*Note: This meeting has changed to Tues. Feb 11.*]

B. Lakeland Vice President's Report

1. The start date for 12-week courses is February 3.
2. The second *Warriors for Wellness 5K* is March 8 on the Winter Haven Campus. It is hosted by the Occupational Therapy Assistant and Physical Therapy Assistant programs.
3. Men's Basketball plays Santa Fe January 18, at 2:00 p.m., and Daytona State on January 22, at 7:00 p.m.. Men's Baseball and Women's Softball begin at the end of the month.

C. Winter Haven Vice President's Report

1. Katie Ragsdale asked that the Learning Technology (LT) training schedule be shared; it's listed on LT's Canvas page with registration links. All on meetings are on Fridays.
2. The ribbon cutting for WFA is January 21, at 5:30 p.m.; RSVP is required.
3. WH's Phi Theta Kappa Chapter has a new PolkCast. Episode 4 just dropped and two more are coming. The podcast is based on a fall term survey about why students might consider quitting college and how to overcome these difficulties.

D. Parliamentary Report

DBOT Rule 2.24, the *Faculty Senate Constitution* is up for review in the upcoming year (last updated 2020). Greg is asking for volunteers for a subcommittee. There is only minor cleanup needed. Heather will collect subcommittee volunteers and send to Greg. Subcommittee members must be Senators.

E. Academic Liaison Report

1. There are unwritten agreements about not adding students to classes during the Drop Period. Amy will ask deans to reach out to faculty prior to placement. Bill explained that before the pandemic there was talk about shortening the Add/Drop Period. An agreement between Senate and Student Services regarding lab classes was in place such that a student would not be added after a lab class meets. The College wants to balance enrollment with student success, and if students are starting too late, it is not possible to successfully catch up. Watch for communication from deans about this issue.
2. Attendance reporting is needed for FTE. Eligibility for financial aid is determined by attendance reporting. It is due at 11:59 p.m. on Wednesday.
3. President's Get Togethers: February 12-13
4. Professional Development Day: April 11.
5. The Polk State Course Schedule is finally publicly viewable for students. The next step is to ensure people know it is available: <https://polk-prod-pxes02.banner.elluciancloud.com:8090/StudentRegistrationSsb/ssb/term/termSelection?mode=search>
6. Student Last Participation Dates: The Registrar will contact faculty to determine a student's last participation in a course. Cody's team is working with the Banner team so faculty have access to previous courses to answer this question.
7. Megan Cavanagh left the College to become Dean of Math at Lake-Sumter State College. Cate Igo and Katie Ragsdale are temporarily filling her position.

Discussion: Jess asked about course prerequisites not being implemented. Amy said students can register for the next semester during the current semester even if they haven't completed a prerequisite course. They are not being purged when the prerequisite is not passed. Herb Nold, Jess Jones, and Kim Hess all had situations with students not having met prerequisites. Amy asked to be sent these cases so she can investigate.

[Note: Misty Sparling motioned to extend the meeting, and Greg Harris seconded. The motion passed unanimously.]

IV. Committee Reports and Updates

Jennifer Shaw indicated issues with the Respondus Lockdown Browser remote proctoring tool recently purchased by the College. Honorlock is still tied to Canvas causing issues. Jennifer said she would forward a video Cody Moyer made for distribution to assist with some of the problems.

Laura Brimer talked with Dean Reyes, as the TLCC is having issues using the Lockdown Browser and this is affecting faculty's ability to use these testing resources.

V. Old Business: None

VI. New Business

New Meeting Time Proposal: Due to longer meetings and the desire for all to be able to participate, Bill proposed shifting the Faculty Senate meetings to begin at 2:30 p.m. Some faculty explained they would be unable to make it at that time, but a suggestion was made to restructure discussions to the end of the meeting to allow more efficient time use. Faculty Senate meetings will continue at 3 p.m. with restructuring for adjournment closer to 5:00 p.m.

VIII. New Business from the Floor

Bill was asked if there were any updates related to faculty's W2 Forms. He explained that this is related to the issues Stacey Cary came to the Senate to address and he plans to send Stacey's message tonight, as it contains information about sick leave and tax withholdings.

IX. Adjournment

Greg Harris moved to adjourn. This was seconded by Chris Bothelo; the meeting adjourned at 4:38 p.m.