

**Polk State College Faculty Senate Minutes
March 2018**

Date: Monday, March 12, 2018 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

Tina Feleccia, Parliamentarian

Lee Childree, Secretary

Greg Harris, Senator at Large

Donald Painter, Administrative Liaison

Senators: Dann Hazel, Aaron Morgan, Michael Harrison, Jim Rhodes, Jerri Palmer (sub for Danielle Delgiudice), Johnny Stewart, Jude Ryan, Misty Sparling, Alexandros Dimitriadis, Earl Brown, Carol Stinson, Lorrie Jones, Lorne Fairbairn, Andrew Coombs

Guests: None.

Meeting called to order: 3:01 PM.

Approval of February Minutes. Michael moved to approve the January minutes. Jude seconded the motion. The motion carried.

Approval of March Agenda. Tina moved to approve the agenda. Michael seconded the motion. The motion carried.

Reports

President's Report

Bill shared his report with the Senate, including reminding them of the upcoming President's Staff retreat on March 13. He will update everyone with anything faculty-related that is discussed or decided.

Regarding the budget and the potential for salary steps this year, Bill stated that the answer depends on enrolment, money received from the State, and the deliberations of Budget Council, which meets on April 10. He vowed to keep everyone apprised with any relevant information and to seek input from the faculty. Enrollment is by 0.3% compared to last year. We budgeted for -5%, so this is cause for optimism as we approach budget discussions. We will not know about step increases until after the budget meeting.

Lakeland Vice President's Report

Cindy shared the highlights of her report, including the Faculty Emeritus meeting earlier in the month. In attendance were: Donald Painter, Jude Ryan, Lee Childree, Ana Maria Myers, Paul Pletcher, Rebecka Ramos, and Cindy. The group received copies of Faculty Emeritus programs from other colleges compiled by Jude Ryan. They also received a rough draft that had been previously discussed by the Faculty Human Resources Committee as a first step towards developing a plan for implementation. Rebecca will be drafting a procedure from the items discussed. The group asked that the draft also be shared the other Human Resources subcommittees at the college.

Cindy wanted the Senate to be aware of the College's new retention initiative called Early Fall Registration. The pertinent dates are as follows:

- April 2, 2018 – Priority registration for fall and summer.
- April 9, 2018 – Open registration for summer for all students and open registration for fall for *current students only*.
- June 4, 2018 – Open registration for fall for new and all other students.
- Polk State College athletes, Collegiate High School students, Honors students, students with disabilities, veterans, and Trio Services students and students with 30 or more credits are in the priority group which begins registration on April 2, 2018.
- The first purge date is the last Friday of July – July 27th for fall term.

Faculty can help communicate this message to students. Contact the deans or registrars with any questions. The College will also be advertising this exciting initiative.

Donald clarified that the Fall Registration Schedule will go live March 19.

Other items on Cindy's reports included details about the March District Campus Group meeting. At that meeting, several procedures were presented, discussed, and approved.

Also, there was a Building Leader Safety Training led by Sergeant Bobby Brigman on Wednesday, February 14. Campus Safety Information pamphlets and copies of the Polk State College Emergency Preparedness Plan were distributed. Information about Fire Drills and Basic Safety was presented. An Active Shooter video was shown, followed by a Q & A session.

Additionally, there was a Lakeland Provost meeting on Thursday February 15, 2018. The following items were discussed: SPOL and Budget process and timeline; Payroll/Time Sheets information: Courtlann Thomas, Anna Butler, Richard Decker, Nathan Newman, and Chris Fullerton participated in an OER conference in February; Brad Massey presented and received a Best Paper award at the 2018 Florida Conference of Historians in February; and the Lakeland library has a new cellphone charging station for iPhones and Androids.

Finally, Cindy's report mentions ongoing and upcoming events on the Lakeland campus, including the following:

- The Faculty Art Show is February 12 through March 16.
- The College is closed for Spring Break March 26 through March 30.
- The Wise and Witty Women and Many Magnificent Men Luncheon is Friday, March 16 from 12:30 to 2 PM in LTB 1100.
- The Health Fair is Thursday April 19, from 11 AM to 3:30 PM in LTB 1100.

Winter Haven Vice President's Report

Anthony shared the highlights of his report, including reminding the Senate of the mandatory sexual harassment and internet security training that should have been completed by all faculty and staff by March 5. If you have not yet completed it, please do so. He reminded the Senate of another training that everyone needs to complete by Friday, May 4—the mandatory FERPA training. For further information, please contact Kathy Bucklew.

Also included in Anthony's report is mention of the TLIC Open House on Friday, March 23 in WHC 143 from 12 PM to 2 PM. This is at the new location for the TLIC, as they moved from the portables over Winter Break.

A Campus Safety and Security forum for Winter Haven will be held on Friday, March 23. The forum will run from 9:00 AM to 10:00 AM in WLR106. The forum will focus on Polk State's ongoing efforts to improve safety. Faculty and staff will engage in conversations about security additions and how all members of the College community can prepare for emergency situations.

Three additional sheriffs have been added to the two main campuses at Polk State.

On Tuesday, March 20 at 8:00 PM, the College will host the Spirit Glow Run/Walk. This is free for all Polk State students and staff. Registration begins at 7:00 PM in the WHC lobby. Prizes will be awarded to the top 3 male and female runners, those displaying the most Polk State spirit, and random drawings! Contact Laurel Smith for more information.

Annual performance evaluations will be conducted by April 6.

The Winter Haven Health Fair will be on Wednesday, April 18 from 11:00 AM to 3:00 in the health center. Jill sent an email about this last week. There will be free health screenings for cholesterol, diabetes, and blood pressure for all employees, vendors with information on many health-related services, free lunch, and prize drawings all day.

There are several on-going art exhibitions, including:

- The Faculty Art Show running in Lakeland's Art Gallery until March 16.
- The Ceramic Invitational running from March 26 to April 27 in the Winter Haven art gallery.
- The Student Art Exhibition running from March 16 to May 4 in the Lakeland Art Gallery.

- Winter Haven art professor Holly Scoggins has a solo exhibition at the Polk Museum of Art running from January 27 to April 29.

Administrative Liaison Report

Donald started by sharing the details of Summer 2018 and Fall 2018 registration. Priority registration for summer 2018 will begin on April 2 and open registration will begin on April 9. Priority registration for fall 2018 will also begin on April 2 and registration for all other current students will begin on April 9. Open registration for new and dual enrolled students will begin on June 4. The 2019-1, -2, and -3 class schedules are tentatively scheduled to be visible to the public on March 19, 2018.

Professional Development Day 2018 is scheduled for Friday, April 13. College classes are canceled for the day. The program schedule will be released soon.

Beginning in fall 2018, all AA and bachelor's students who enter Polk State College for the first time will be required to demonstrate competency in Civic Literacy. This requirement was established in Statute during the 2017 Legislative Session. The General Education Committee has made a recommendation to the AQC to meet this requirement and a sub-committee will be working on implementation.

Dr. Falconetti will be hosting two Campus Safety and Security Forums. The forums will engage attendees in meaningful conversations about enhancements to security and how all members of the College community can prepare for emergency situations. The first forum will be held on Friday, March 16 from 8:00 AM to 9:00 AM. On the Lakeland Campus in LAC 1133 and the second forum will be held on Friday, March 23 from 9:00 to 10:00 a.m. on the Winter Haven Campus in WLR 106.

We are seeking faculty to join us for the Student Success Summit, which will begin exploring pathways work at Polk State College. The first part will be held on Friday, March 16 from 9:30 AM to 11:30 AM on the Lakeland Campus in LTB 1125. The second part will be held on Friday, April 27 from 9:30 AM to 11:30 AM on the Winter Haven Campus in WST 126. Please RSVP here--https://polkstate.col.qualtrics.com/jfe/form/SV_b2fyoUoK6rTH4qh.

Polk State will be conducting a pilot of an inclusive access program this summer with Barnes and Noble and three publishers: Cengage, McGraw Hill, and Pearson. The program will allow students to opt-in via Canvas and have the cost of their course materials billed directly to their student account. Students will benefit by gaining immediate access to their course materials and receiving a significant cost savings, which ranges from 20-40% off the national retail price. The summer pilot includes 20 sections of six different courses.

Misty asked for an update on the status of legislation in Tallahassee that may affect the College. Donald stated that Senate Bill 540 did not pass. House Bill 7055 did pass. This bill affects dual enrollment, specifically who pays for dual enrollment. The College is compelled to bill the public schools for dual enrollment instruction.

Cindy asked for clarification about what to do about classes that are not staffed yet. Donald stated if there is strong uncertainty about the ability to staff a class, then it should not be made available for students to register.

Committee Reports and Updates:

Cindy announced that the Lakeland Librarian Screening Committee learned that one of their chosen candidates did not meet the qualifications. The search was suspended and the requirements for the position were changed and the position was reposted. HR notified the former candidates of the change and their opportunity to re-apply. The screening committee will remain as is. Applications are due before spring break.

Greg is serving on the Winter Haven Academic Services Coordinator Screening Committee. The committee is scheduled to conduct interviews on March 22.

Earl is serving on the Assessment Specialist Screening Committee. All five candidates will be interviewed on March 19.

Bill indicated that there are several new hiring committees forming and he will send an email to all senators inviting them to serve.

Bill announced that the Bylaws Committee has had email conversations. The conversation centers around whether or not to add the Arts to department to another department or not. The group will seek additional feedback from faculty in the Arts department. Bill will provide an update in April.

Old Business:

Nothing to report.

New Business:

Nothing to report.

Rules and Procedures:

Procedure 5035 Determining Credit Hours. Donald stated that the procedure has been updated to conform to the State Board of Education rule. Misty moved to approve the changed procedure. Greg seconded the motion. The motion carried.

Procedure (Number TBA) Substantive Change. Donald stated that this new procedure is a result of the College working to get back into compliance with the amount of dual enrollment instruction offered off campus. Jude moved to approve the new procedure. Johnny seconded the motion. The motion carried.

Rule (Number TBA) Substantive Change. This rule is to accompany the above procedure. Jude moved to approve the new rule. Johnny seconded the motion. The motion carried.

Procedure (Number TBA) Behavioral Intervention Team (BIT). Donald explained the purpose of this new procedure, which is intended to complement Security and Law Enforcement and the College's conduct process. It does not replace any of those processes. BIT provides a more formal structure for dealing with serious behavioral issues from any member of the College community. BIT would be comprised of faculty and staff from the College. The job of BIT is to review referrals, complete a threat assessment, and suggest or take action on possible intervention. The College is using the National Behavioral Intervention Team Association (NABITA) for guidance and has worked closely with Santa Fe Community College. The hope is to have this up and running some time during the next school year. The Senate agreed that this needs to be shared with all faculty. Bill agreed to send this proposed procedure to all faculty. Misty motioned to table the motion. Greg seconded the motion. The motion carried.

Procedure 6002 (Attachment) Committee Composition. Misty motioned to table the attachment. Earl seconded the motion. The motion carried.

Business from the Floor:

Aaron shared that some of his constituents have asked what the Senate response is to the proposed Sentinel program. Donald stated that Dr. Falconetti will be addressing the Sentinel program at the upcoming Safety and Security forums. Bill stated that the entire College would have to approve the joining of the Sentinel program.

Adjournment: Jude motioned to adjourn at 3:52 PM. Tina seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary