

Polk State College Faculty Senate Minutes
November 2018
Date: Monday, November 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
Steve Hull, Administrative Liaison

Senators: Jim Rhodes, Danielle Delgiudice, Amy McIntosh, Dann Hazel, Lorne Fairbairn, Michael Harrison, Cynthia Freitag, Jude Ryan, Aaron Morgan, Earl Brown, Misty Sparling, Lorrie Jones, Andrew Coombs, Carol Stinson

Guests: None

Meeting called to order: 3:00 PM.

Approval of September Minutes. Michael moved to approve the September minutes. Tina seconded the motion. The motion carried.

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

Reports

President's Report

Bill announced that two new Senate representatives will join the Senate in January: Rebecka Ramos (Winter Haven Letters) and Jess Jones (Lakeland Science). All other Senate seats with expiring terms will continue to be filled by re-elected Senators.

Bill thanked the Senate for re-electing him as Senate president.

The first annual Strategic Planning Summit was held on October 12. People from all corners of the College came together and drafted definitions of *student success* so that the strategic plan can be focused on student success. The process will proceed as a whittling down of the draft definitions that the group came up with. Once this definition is agreed upon, it will enable an ongoing analysis of how our students are doing. There will be overlap with how the State defines student success because this is partially the way the College is funded by the State. Bill will keep the Senate updated as this process moves forward.

FTE Enrollment is up 3.3%.

The College will no longer be using Allied Universal for campus security. The new company will be Dynamic Security. Some staff will be retained, and some will not be retained. The change will occur in January.

Faculty are asked to RSVP for the Presidential Inauguration.

Salary steps are going to be put into the budgeting process in a way that will ensure steps are budgeted for at the front end. Step increases will start at the beginning of each fiscal year.

Dr. Falconetti is going to recommend a 3% increase in adjunct and overload pay. This would continue for multiple years in an effort to catch up to the neighboring colleges. Though not official until approved by the DBOT, the proposed changes to the salary steps and adjunct/overload pay would start in the next contract period. Bill stated that he believes this to be the first change in adjunct pay in eight years.

Jude expressed displeasure over what he feels is inadequate faculty salary. He stated that the Senate should express its continued disaffection of the pay structure of the College and that the pay is “insufficiently low and unfair and has continued to be.” The last change to the pay scale occurred several years ago. Bill vowed to keep the Senate updated on salary and adjunct/overload changes.

Lakeland Vice President's Report

Cindy reminded the Senate that her report was posted to PIE last week. She noted upcoming events, including “Coffee with the President” on the Lakeland campus on November 13. “Pizza with the President,” an event for students, will occur in the afternoon of November 13.

Cindy gave an update about the QEP Selection Committee. The QEP Selection Committee had its kick-off meeting Friday, September 14, 2018 on the Winter Haven Campus. A second meeting was held on Friday September 28, 2018 on the Lakeland campus. The purpose of this meeting was to present an overview of various types of data included in the Resource Binder. This was followed by a group activity to discuss data points and determine what other data needs to be obtained moving forward. The committee also met on October 22, 2018 and November 9, 2018. The final meeting for the fall term is scheduled for December 7, 2018. For the spring term, the QEP Selection Committee will meet twice a month. The Final Topic Selection is anticipated for March 2019.

Winter Haven Vice President's Report

Anthony recapped the College's Veterans Day events, which were well-attended on both the Lakeland and Winter Haven campuses.

Anthony announced that *Our Town* is still being performed in the theater on the Winter Haven campus. Shows run through November 18.

Anthony reminded the Senate that Dr. Falconetti's inauguration is scheduled for November 15 at 4 p.m. in the Winter Haven Health Center.

At the request of Jennifer Fiorenza, Anthony shared information about Florida KidCare Health and Dental Insurance. This is an option for both full-time and part-time employees, especially staff. Digital pamphlets have been posted on the Senate's PIE page.

Construction has been completed in the WAD building, Student Services area. It is completely renovated both inside and out.

The State Board of Education has designated Polk State Chain of Lakes Collegiate High School and Polk State Lakeland Collegiate High School as Schools of Excellence for the second consecutive year. The Schools of Excellence program was created by the 2017 Florida Legislature to recognize schools with grades ranking in the 80th percentile or higher for at least two of the last three school years.

Administrative Liaison Report

Steve yielded his time to ensure that the Senate had time to cover the remainder of the agenda.

Committee Reports and Updates:

Jude stated that the hiring committee for the new Lakeland Campus Dean has concluded. The position has been offered to John Glenn, who will be moving from Nebraska and starting on January 3. There will be a meet and greet for the new dean in early to mid-January.

Greg shared that the search committee for the Administrative Assistant for the Lakeland Dean will meet Friday, November 16 to host interviews.

Greg announced that the search committee for the Registrar's Office will be meeting Tuesday, November 20 to decide upon the applicants they want to interview.

Tina announced that the SPI committee will meet on November 27. Lorrie added that Nathan developed a rubric for the committee to gauge the products, 6 – 8 of which have been reviewed.

Lorrie updated the Senate on the work of the Distance Education committee, which met the previous week. Online at Polk State is being worked on, especially in an effort to make onboarding smoother. The online tutoring that has been piloted is not having wide usage; this is in-house tutoring (instead of Smarthinking). Data is still being gathered. For those who are using

it, the experience is good. The Canvas LMS implementation is complete. It is difficult to track the goal of increasing online instruction, since online students have the option of taking courses face-to-face as well. The group is discussing how to tease out the data in order to get a true reading of online student data. Two new advisors will be designated for online students, specifically. The Honor Lock is now in place for online proctoring and, though there have been a few glitches, the company has been very helpful and efficient in fixing them. The program is being used by “a pretty good number,” according to Nathan Neuman. It has proven to be cost affordable. The Open Resource Initiative is in progress. The goal of having at least 50 classes meeting universal standards has been achieved. The retention rate for online students has improved. For the goal of improving professional development, the College is looking at creating its own professional development opportunities, including instruction in Universal Design. The State is also looking at developing instruction in Universal Design.

Anthony shared that the Winter Haven Academic Advisory Committee has concluded. Four candidates were interviewed. Three candidates are being hired.

Bill shared that the Lakeland Academic Advisory Committee has concluded. Bill experienced a problem with the screening of applicants for these positions. Very few applicants met the minimum qualifications. Several applicants were invited, but HR screened out some and others accepted other positions. Two candidates were hired.

Misty reported that the Student Resource Specialist position at C.O.L. was filled. An Administrative Assistant screening committee started at the same time. Additionally, a new screening committee has formed to hire a new principal at C.O.L. and Lee and Misty will be serving; the committee will convene on November 24.

Bill reported that the committee to hire a Vice President of Institutional Research and Effectiveness is in the middle of its second iteration. On-campus interviews are being set up.

Bill requested a representative to hire an Anatomy and Physiology professor for Winter Haven. Anthony agreed to serve.

Old Business:

Senate Constitution and Bylaws. There is a contradiction between the two documents as to who is able to serve as an officer. The Senate discussed this contradiction and how to present a resolution to faculty. Jude proposed keeping the language about needing to hold a continuing contract in both documents. The Senate agreed that the Constitution should match the Bylaws.

The Senate discussed the stipulation in the Bylaws that “Each Faculty Unit shall be represented on the Senate by a minimum of one Senator, with one Senate representative for each eight full-time regular faculty members (or major fraction thereof).” The discussion centered around what that number should be. The Senate agreed that 13 should be the number to allow for a second representative. The Senate agreed that there is no need to change the language here.

The Senate discussed language pertaining to *when* newly elected Senators should begin their terms. It was agreed that the practice of beginning new terms in January should be continued.

Tina suggested changing the Faculty headcount month from October to August. The Senate agreed.

Tina suggested changing the wording regarding the posting of the agenda to reflect the fact that it is now done via email and electronically. The Senate agreed.

The Senate discussed language in the Bylaws stipulating *who* should run the meeting should the President not be present. It was agreed to leave the language as is.

The Bylaws stipulate that election ballots should be collected by the Provost, a position that no longer exists. The Senate agreed to change “provost” to “administrative liaison.”

The Senate discussed Article X—Amendments, but the Senate agreed to leave it as is.

The Senate will vote on changes at the December Senate meeting.

New Business:

Senate Elections. For Lakeland VP, Michael nominated Cindy and Tina seconded; Cindy accepted the position. For Winter Haven VP, Tina nominated Anthony and Cindy seconded; he accepted the position. For Secretary, Aaron nominated Lee and Danielle seconded; he accepted the position. Anthony nominated Lorrie for Parliamentarian and Danielle seconded the motion; Lorrie accepted the position. Lorrie nominated Greg for Member-at-Large and Tina seconded the motion; Greg accepted the position.

Academic Calendar. Steve stated that the Senate needs to vote on the calendar. The calendar must be taken to the Board of Trustees in their February meeting. Steve stated that DCG is voting on the calendar later this week. Alexandros and Tina suggested that all faculty be allowed to view the proposed calendar prior to the vote. Michael motioned to table the calendar discussion. Tina seconded the motion. The motion carried.

Rules and Procedures:

Procedure 1033 Student Records Retention. A section regarding residency was added. This verbiage is required by the State. Michael motioned to accept the changes. Cindy seconded the motion. The motion carried.

Procedure 6002 Committee System. Changes in job titles were added. Tina moved to approve the changes. Michael seconded the motion. The motion carried.

Procedure 6013 Employee Grievance Procedure. Equity and Diversity added the word “inclusion.” Greg moved to approve the addition. Alexandros seconded the motion. The motion carried.

Procedure 6014 Recruiting Employment Process. Procedure 6013 Employee Grievance Procedure. Equity and Diversity added the word “inclusion.” Greg moved to approve the addition. Alexandros seconded the motion. The motion carried.

Procedure 6052 Equal Opportunity/Equity and Access. Procedure 6013 Employee Grievance Procedure. Equity and Diversity added the word “inclusion.” Greg moved to approve the addition. Alexandros seconded the motion. The motion carried.

Procedure 6054 Applicant Equity Complaint Procedure. Procedure 6013 Employee Grievance Procedure. Equity and Diversity added the word “inclusion.” Greg moved to approve the addition. Alexandros seconded the motion. The motion carried.

Procedure 6076 Sexual Harassment. Procedure 6013 Employee Grievance Procedure. Equity and Diversity added the word “inclusion.” Greg moved to approve the addition. Alexandros seconded the motion. The motion carried.

Procedure 6086 Harassment. Procedure 6013 Employee Grievance Procedure. Equity and Diversity added the word “inclusion.” Greg moved to approve the addition. Alexandros seconded the motion. The motion carried.

Procedure 6024 Tangible Personal Property. Job titles were updated. Michael moved to accept the updated procedure. Tina seconded the motion. The motion carried.

Procedure 6075 College-Owned Wireless Devices. It was agreed that the language in this procedure is archaic and was updated. Employees will no longer be given cell phone stipends. Greg moved to approve the changes. Cindy seconded the motion. The motion carried.

Procedure 6078 Accommodation of Disabilities-Employment. A definition for disabilities was added and minor cleanup occurred. Cindy moved to approve the changes and Michael seconded the motion. The motion carried.

Rule 3.27 Harassment and Sexual Harassment. The word “inclusion” was added. Greg motioned to approve the changes. Michael seconded the motion. The motion carried.

Rule 4.24 Policy Regarding Religious Observances by Students. The word “inclusion” was added. Greg motioned to approve the changes. Michael seconded the motion. The motion carried.

Rule 4.26 Student Appeal Complaint Policy. The word “inclusion” was added. Greg motioned to approve the changes. Michael seconded the motion. The motion carried.

Rule 2.25 Drug-Free Workplace. A basic language cleanup occurred. Michael motioned to accept the changes and Tina seconded the motion. The motion carried.

Rule 2.27 Animals on College Property. The change was made to report unauthorized animals on campus to Safety and Security instead of Facilities. Misty motioned to approve the change. Tina seconded the motion. The motion carried.

Rule 5.24 Identity Theft Prevention Program. A basic language cleanup was made. Michael moved to approve the change. Misty seconded the motion. The motion carried.

Business from the Floor:

Nothing to report.

Adjournment: Tina motioned to adjourn at 4:23 PM. Michael seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary