

Polk State College Faculty Senate Minutes
November 2019
Date: Monday, November 11, 2019 Time: 3:00 p.m.

Officers:

Bill Caldecutt, President
Anthony Cornett, Winter Haven Vice President
Lorrie Jones, Parliamentarian
Lee Childree, Secretary
Lee Thomas, Administrative Liaison

Senators: Keith Libert, Misty Sparling, Alexandros Dimitriadis, Rebecka Ramos, Greg Harris, Aaron Morgan, Andrew Coombs, Jess Jones, Penny Morris (for Jim Rhodes), Amy McIntosh, Dann Hazel, Bruce Dubendorff (for Cindy Freitag), Danielle Delgiudice, Rafaela Ellis, Lorne Fairbairn, John Stewart

Guest: Melvin Thompson, Orathai Northern

Meeting called to order: 3:04 P.M.

Approval of October Minutes. Amy moved to approve the September minutes. Andrew seconded the motion. The motion carried.

Approval of November Agenda. Amy moved to approve the November agenda. Keith seconded the motion. The motion carried.

Reports

President's Report

Bill updated the Senate on the way overload and adjunct pay is being handled this semester (distributed over four months instead of five). Lee Thomas stated that all faculty will be getting an email on this. This will be an opportunity for all faculty to chime in on potential changes.

Lee Thomas addressed a late-running Citrus Connection bus that is causing students to be late for classes. From what he understands, the situation has been addressed.

Bill stated that the plan is to propose a salary step increase at the DBOT meeting in January. If approved, it would be implemented in February. Discussions regarding additions to the base pay are ongoing.

The House Higher Education Appropriations Subcommittee has asked colleges around the state to look at ways to cut 5% from their budgets. This exercise is occurring within each department.

The total for the College would be \$2.7 million. The Planning and Budget Council will wait until after this exercise to have its next meeting.

All Senate vacancies have been filled. For Winter Haven Business and Technology, Tina has been re-elected. For Winter Haven Math, Alexandros has been re-elected. Cindy has been re-elected to Lakeland Science. Megan Cavanah has been elected as the new representative for Lakeland Math. For Lakeland Gateway, Amy has been re-elected. For Lakeland Collegiate, Dawn Dyer will replace Lee Childree. For Lakeland English, Rafaela Ellis has been elected. Rafaela's term begins immediately; all others will begin their terms in January.

Enrollment increased 0.3 percent in the fall and has increased 3.0 percent thus far for the spring.

Bill updated everyone on the Senate Constitutional Bylaws, which will go to DCG on Wednesday, November 13. If approved there, it will move on to President's Staff and DBOT.

Lakeland Vice President's Report

Nothing to report.

Winter Haven Vice President's Report

Nothing to report.

Administrative Liaison.

Dr. Thomas thanked all the ACs and DCs for their help in the collection of assessment data in preparation for the College's next SACS visit, and he encouraged the Senate to thank those individuals. Dr. Mary Clark may continue to contact individuals for additional artifacts.

Dr. Thomas thanked the Science department for coming together and filling in for each other.

Next week is International Educators Week. Two distinguished individuals from a technology institution in Mexico will be visiting Wednesday, November 20 through Friday, November 22. One is the dean of academic affairs, and the other is the director of academic services. Dr. Thomas encouraged everyone to come interact with them.

Dr. Thomas thanked and congratulated Cate Igo and Donald Painter and their team for winning the Chancellor's Award for their Pathways work.

Committee Reports and Updates:

Greg stated that the screening committee for the HR Manager position met on October 24. Interviews were held and names were forwarded. No selection had been made as of the Senate meeting.

Misty served on the hiring committee for the Student Success Advisor. Names were put forward, but the decision has not been publicized yet.

Old Business:

Procedure 6080 Sick Leave Pool. A change was made to the sick leave pool to allow (career only) employees who have vacation time to retain a few days of vacation time even if they have exhausted all of their sick leave and the sick leave pool. The question at the Senate last month was whether or not those without vacation days could have something equitable. Jill shared via email that Florida Statutes would prohibit this. Misty moved to approve the procedure. Jess seconded the motion. The motion carried.

Rule 4.16 Hazing. Melvin clarified that exemptions for athletes are only for game competition. Misty moved to approve the rule. Greg seconded the motion. The motion carried.

Rule 5.04 Fundraising for Student Clubs and PSC Related and Community Non-profit Organizations. Lee Thomas said that he had spoken to the high school principals, who asked for exclusion from this process. Language to address the high schools will be added. Rebecka moved to approve the rule with this addition. Greg seconded the motion. The motion carried.

College Calendar. There will be two graduations in the spring and one in the fall. Dann asked if the two graduations in the spring would be concurrent. Lee Thomas will get the answer to this question for the Senate. There was also a question about why graduation was moved to a Friday, the answer to which may be because of the availability of the Lakeland Center and the difficulty faculty have in attending a Thursday graduation. Penny asked a question on behalf of a colleague: Could we ensure the same number of T/R days as M/W days? Penny asked why Veterans Day was not a holiday. Rebecka asked about the times for the graduations. Lorrie asked how the two graduations would be divided. Bill stated that he would forward all of these questions and concerns to the calendar committee. Misty motioned to approve the calendar. Amy seconded the motion. The motion carried.

Associate of Arts Program Outcomes. Dr. Thomas stated the College has to show SACS general education and program learning outcomes. Dr. Clark is meeting with each area of the College. She wants each area to address two learning outcomes and collect data for those areas. This data could be used as evidence for SACS. This is part of a plan to show SACS that the College has a long-term assessment plan. Dr. Clark is looking for a blessing from the Faculty Senate. Misty indicated that the document in question needs another proof-reading as it contains grammatical errors. This item did not require a vote; it was simply informational.

New Business:

Officer Elections. Rebecka nominated Anthony for Winter Haven VP; Anthony was the sole nominee and accepted the nomination. Jess nominated Cindy for Lakeland VP and was the sole nominee; Bill indicated that he had already spoken to Cindy and she would accept the nomination. Lee nominated Keith Libert for secretary; Greg nominated Rebecka Ramos. A vote took place and Rebecka was elected. Alexandros nominated Lorrie for parliamentarian; she was the sole nominee and accepted. Lorrie nominated Greg Harris for member-at-large. Greg was the sole nominee and accepted.

Faculty Reviews of Administrators. Dr. Thomas learned from HR that the last time this occurred was March of 2018 and the next time this will happen is in March of 2020. Several senators stated that they have been here several years and have never evaluated an administrator. Dr. Thomas asked to hear the concerns of the Senate. Bill stated that the main concern is that it hasn't been done lately. Rebecka expressed concern that HR says it has been done, but several professors do not believe this has happened. The procedure for this is 6009. Faculty evaluate their direct supervisors. Dr. Thomas will look further into this matter.

College Health Care Plans. Last year, the health care plans were offered at 100% coverage by the College. This year, some of the plans come with a cost to employees. Some faculty felt they were not fully communicated with. Administration is looking into the communication plan that was used for this. A meeting was scheduled for November 12 to discuss what worked and what didn't work. Bruce stated that the information was shared at the benefits information sessions. Apparently, there was not a broadcast to all users about the increase in costs. Amy asked that faculty be communicated with in a timelier manner. Alexandros asked if the Senate was part of the discussion of benefits; Bill stated that the decision was made by the College consortium and that the Senate would not have been involved. Bill shared that this cost has been in the works; it may have occurred last year but for the fact that the new costs to the College came too close to the time of Open Enrollment in 2018. Alexandros asked who does the decision-making for the College participating in the consortium; Bill indicated that he would seek the answer to that question. Dr. Thomas stated that next year the cost for College employees will double.

Cafeteria Lunch Availability. Lee shared the concern of a faculty member who has been unable to get lunch at the advertised lunch time several times. Others on the Senate shared similar experiences. Dr. Thomas stated that he would investigate this matter.

Rules and Procedures:

Rule 1.01 Board Membership and Organization. Wording was added to address the dismissal of members of the District Board of Trustees (DBOT). That wording: "The policies concerning dismissal of DBOT members as 'local officers' are contained in the Florida Constitution, Article IV, Section 7. Members of the DBOT may only be dismissed by the Governor for cause and by due process." Rebecka moved to approve the rule. Amy seconded the motion. The motion carried.

Rule 3.05 Contracts for Administrative, Instructional, and Professional/Technical. There were no substantive changes made to this rule. Jess motioned to approve the rule. Andrew seconded the motion. The motion carried.

Rule 3.08 Suspension or Termination of Employees. There were no substantive changes made to this rule. Several senators took issue with this procedure. Amy motioned to table this rule. Keith seconded the motion. The motion carried.

Rule 4.29 College Preparatory Instruction. This rule had already been approved by the Senate, but DCG approved with the condition that all references to "college preparatory" be changed to "developmental education." Rebecka moved to approve this rule. Lorne seconded the motion. The motion carried.

Rule 4.31 College Preparatory Alternatives for Career Certificate Applicants. Rebecka suggested an edit in the wording, a reference to college preparatory instruction that had yet to be changed. Orathai took note of the needed change. Orathai added that the wording “career certificates” was struck. Andrew motioned to accept the rule with the changes. Lorne seconded the motion. The motion carried.

Procedure 6043 Ticket Sales. This procedure was approved by the Senate in August; however, the College added language about graduation tickets. Rebecka moved to table the procedure until the senators had more time to review it. Rafaela seconded the motion. The motion carried.

Procedure 7006 Ban on Smoking in College Buildings—Florida Clean Indoor Air Act. No edits were made to this procedure. The College is just complying with five-year review cycle. Rebecka asked for clarification on the use of e-cigarettes to make this procedure clearer. Alexandros motioned to table this procedure. Misty seconded the motion. The motion carried.

Procedure 7007 Safety Reports. Changes only involved the updating of titles. Greg moved to approve the procedure. Andrew seconded the motion. The motion carried.

Procedure 7009 Florida Building Code Compliance Program. Not enough was known about this procedure to proceed. Rafaela motioned to table the procedure. Jess seconded the motion. The motion carried.

Business from the Floor:

Andrew shared the concern of a colleague. The question: Is there a rule and/or procedure about who is allowed to substitute teach for a professor. Bill indicated that the details of this are addressed in Procedure 1007. Rebecka looked at Procedure 1007 and stated that there is no mention of adjuncts. It was agreed that this issue should be discussed further at a later senate meeting.

Alexandros motioned to extend the meeting at 4:30. Anthony seconded the motion. The motion carried.

Amy expressed a concern about the number of rules and procedures the Senate is tasked with reviewing, especially those that arrive not long before the start of the Senate meeting.

Adjournment: Misty motioned to adjourn at 4:35. Amy seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree