

Polk State College Faculty Senate Agenda
Date: November 10, 2025
Time: 3:00 P.M.
Meeting Held via Zoom (recorded)
Steering Committee to Meet Following the Senate Meeting

Officers:

Bill Caldecutt, President (absent)
Anthony Cornett, Vice President Winter Haven (present)
Jess Jones, Vice President Lakeland (present)
Heather Childree, Secretary (present)
Greg Harris, Parliamentarian (absent)

Others:

Chris Botelho, Senator at Large (present)
Amy Bratten, Administrative Liaison (present, late)

Attending Senators: Michael Derry, Misty Sparling, Lee Childree, Heather Childree, Andrew Coombs, Laura Brimer, Michelle Bissessar, Gwyn Phillips, Johnny Stewart, Gregory Johnson, Chris Botelho, John Woodward, Dirk Valk, John Barberet, Jess Jones, and Anthony Cornett

Faculty Attendees: Heena Park, John Huff, Susie Moerschbacher, Christen Shea, Latrice Moore, Herb Nold, Jacqueline Gray, Thelma Chicas, Matina Wagner, Pam Jones, Niqui Young-Pringle-Brown, Dene Gainey, and Susie Moerschbacher

Presenting Guests and Others:

Presenting: Jay Culver (Assoc. VP for Student Services) and Tamara Sakagawa (VP of OCPA and Chief of Staff)

Non-Presenting: Cody Moyer (Director of Learning Technology), Yovan Reyes (Early College Dean), Deleise Wilson (Nursing Dean), Beth Luckett (Health Sciences Dean), Kim Thomas Manning (Academic Affairs Dean), and Bert Rivera Marchand (Academic Affairs Dean)

The meeting began at 3:02 p.m.

I. Approval of Minutes from September 2025 and October 2025 meetings

Jess Jones motioned to approve the *September 2025 Faculty Senate Minutes*. Michael Derry seconded the motion. The motion carried.

Michael Derry motioned to approve the *October 2025 Faculty Senate Minutes*. Chris Botelho seconded the motion. The motion carried.

II. Approval of November 2025 Agenda

Michael Derry motioned to approve the *Faculty Senate Agenda* with the correction of “October 2025” to “November 2025” so that it reads *November 2025 Faculty Senate Agenda*. Jess Jones seconded the motion. The motion carried.

III. Faculty Senate Officer and Administrative Liaison Reports

A. President Report – none (absent)

B. Lakeland Vice President Report

1. NOED Faculty Compliance Training is due Monday, November 10 (today!)
2. Online Accessibility: WCAG 2.1 AA (Web Content Accessibility Guidelines)
Deadlines for Canvas shells:
 - a. Spring 2026 Course shells – December 1, 2025
 - b. Summer 2026 Course shells – April 1, 2026
 - c. Fall 2026 Course shells – July 1, 2026
3. Graduation: Wednesday, December 3 at 6:30 p.m. at RP Funding Center

C. Winter Haven Vice President Report

1. Anthony wished the Marine Corps a happy 250th birthday.
2. On October 17, Anthony met with President's Staff regarding the final decision to administer an employee satisfaction survey.
 - a. Hanover will cost \$46,000 with 4-6 surveys. It is the most expensive option but is the most customizable.
 - b. Pace had mid-level pricing and customization at \$10-15,000 a survey.
 - c. The cheapest option (with premade questions) is \$7-8,000.

Anthony asked for final input. Jess Jones said that Hanover is the most versatile; Michael Derry agreed that Hanover was the better deal. Michael also asked whether the contract could extend beyond a year. Anthony said they won't extend the contract, but the year does not start until the first survey is built. This pricing was from August, and Hanover will honor it.

3. Anthony contacted the deans about Senator vacancies and elections. The deans were supposed to reach out to departments. Anthony will follow up in a day or two. Hopefully Senator elections will be done by the December meeting.
4. Anthony reported that Kim Hess said there was still an issue with some faculty not receiving All-Faculty emails from the HR list. Anthony suggested to administration that we test the All-Faculty email system. He wondered if there is a problem with onboarding new faculty, where they are not being added to the email list or if there is a glitch in the system. When he is notified of the test, he'll email the Senators to tell their constituents to look for emails.
5. Anthony corrected information from an email sent out from administration—faculty time and leave reports are due only if leave was taken. Tamara Sakagawa confirmed that nothing is required if no leave was taken. A link is included for instructions on completing time and leave reports:

(<https://polkstatecollege.sharepoint.com/sites/projects/elb/Videos/Forms/Video/videoeplayerpage.aspx?ID=14&FolderCTID=0x0120D520A8080041DDC1C3693AA741AF1371D43DF4255E&List=78445c44-7e69-4e1f-8ab4-c9a5fef19824&RootFolder=%2Fsites%2Fprojects%2Felb%2FVideos%2FPOLK%20PORTAL%20FULL%2DTIME%20LEAVE%20REPORT%20SUBMISSION%2FAdditional%20Content&RecSrc=%2Fsites%2Fprojects%2Felb%2FVideos%2FPOLK%20PORTAL%20FULL%2DTIME%20LEAVE%20REPORT%20SUBMISSION>)

6. According to Anthony, Senior VP Reggie Webb sent an email about indoor air-quality inspections. The College wants to employ NOVA Engineering Environmental to do annual or biannual inspections at all campuses and centers. It is \$25,000 for annual inspections or \$50,000 for biannual inspections. Given the ongoing mold situation in LTB rooms (Lakeland Campus), this is good.
 - a. Misty Sparling asked if the troublesome buildings can be assessed more frequently.
 - b. Niqui Young-Pringle-Brown asked if the College has received quotes from more than one source, emphasizing that the need to shop around.
 - c. Anthony does not know if the College has received multiple quotes but will ask Reggie. He said that the College is shortlisting different companies for basic maintenance tasks, and this may be under the same umbrella. He will ask Reggie if they've solicited anyone other than NOVA, who did the LTB testing. The first tests are over Christmas Break after all have vacated the building.
 - d. John Barberet suggested that the air in LAC also be tested, given the level of construction dust and debris in his classroom.
 - e. Jess Jones said he was asked back in August to write something up for administration, and he suggested *quarterly* testing for the places that were *positive for mold*, such as the library and LTB, until these areas come back consistently clean over multiple testing cycles. Once places that have tested as "clean" repeatedly, they should then be okay to be tested *annually*.
 - f. Jess asked that if Administration is looking at outsourcing certain tasks, such as if they have looked at outsourcing some of the College's needed environmental health and safety tasks. The College's Risk Management Department is not equipped to handle the responsibilities of environmental health and safety. The responsibilities should be handled by a salaried person or outsourced to a qualified third party.
 - g. Anthony said he will bring up more frequent testing and environmental risk management with Reggie and Dayshalis Ofrey [Winter Haven Lab Manager].
 - h. Jess said that for lab safety purposes we need someone knowledgeable about environmental health and safety.

D. Parliamentarian Report – none (absent)

E. Academic Liaison Report—none (late)

[Anthony stated Amy Bratten was in a meeting, but didn't have much to report.]

IV. Committee Reports and Updates

Anthony Cornett reported on the committee to hire a new Executive Vice President for Human Resources who will also act as in-house counsel. Interviews are Wednesday and Thursday. Applicants need a Juris Doctorate in labor law.

V. Old Business

A. Polk State Procedure 1006: *Faculty Workload – Academic Accounting System and Department Coordination* (Presenter: Anthony Cornett)

1. Language in the procedure was updated to reflect the proper number of hours adjuncts teach.
2. If a faculty member is teaching 100% face-to-face, he or she can do one or two office hours per week online with dean approval.
 - a. Heather Childree asked if faculty must seek approval from the dean.
 - b. Anthony said that yes, but once approval is given, it's in effect until rescinded.
 - c. Jess asked if there was a reason for the caveat?
 - d. Anthony said, no, there wasn't a reason, but some deans were waffling.
Online office hours would allow 100% face-to-face faculty to do nights online.
 - e. Jess said that someone fully face-to-face might offer nights and weekends.
 - f. John Barberet asked what the difference is between offering office hours and answering emails at all hours. He suggested that he can shorten his hours and answer student questions at only the selected times.
 - g. Anthony said there are professors who answer student emails only during office hours.
 - h. Niqui Young-Pringle-Brown reiterated that the number of weekly hours is 10.
If faculty teach fully face-to-face, they can have two online hours.
3. Jess asked if the summer teaching hours are correct.
 - a. Amy Bratten said the way it is written is correct.
 - b. Michael Derry asked what the number was.
 - c. Anthony said it was 240 hours for summer as opposed to 252 hours in past summers. It is 63 points versus 60 points.
4. Niqui asked if the Senate can send the procedure out to constituents once more and then do a final vote in December.
Jess Jones made a motion to table Procedure 1006 until December. Johnny Stewart seconded. The motion carried.

B. Polk State College Procedure 1024: *Faculty Schedule Assignment* (Presenter: Anthony Cornett)

1. Anthony said that President's Staff wanted to make slight changes. This document is in PIE with last month's changes approved. Only the current administrative proposed changes are visible.
 - a. Jess asked if checking credentials for teaching outside of the department requires a paper trail for SACS to follow. Otherwise, it might appear as if there's a violation of SACS regarding teaching outside the department and the checking of credentials.
 - b. Amy said that there will need to be a credential form on file for each class a faculty member teaches.

Misty Sparling motioned to approve Procedure 1024. Jess Jones seconded. The motion carried.

VI. New Business

A. Elections for Faculty Senate Officer Positions

1. Anthony talked with Parliamentarian Greg Harris (absent), who is unable to get to a computer. Anthony said he requested to table the officer vote until December, as

there are 6 or 7 Senators whose terms are up. If they don't win their departmental elections, the Senate would have to redo the officer elections in January.

2. Jess asked, and Heather confirmed, that the December Senate meeting is on December 8, after the semester is over. We might not get to the elections in December, because the Senate meeting is after the end of the semester.
3. Anthony said he wasn't opposed to holding the elections now, though Greg asked that the Senate wait.
4. Michael asked about Senate attendance in May 2025, when the spring semester had let out. Anthony said attendance was good at the May meeting. Niqui said we can tell everyone that we're doing elections in December so as to make sure people attend. She also asked about doing ballots *in absentia*. Anthony said he'd have to check the Bylaws. Jess said we had 17 out of 19 senators attend in May.

Misty Sparling motioned to table elections for Faculty Senate officer positions. Michael Derry seconded the motion. The motion carried.

B. Polk State Procedure 5024: *Presidential Fee Waivers* (Presenter: Jay Culver)

Jay Culver said that language was updated to match Florida statutes. The Director of Financial Aid was removed from a deciding role since she must also distribute the funding (conflict of interest). Language was added to denote where students can find and return the application (the Financial Aid Office).

1. Jess asked about the change in the number of waivers. Jay said they went from 40 to 54. Jess asked what these numbers represent. Jay said these are the number of waivers the College can hand out. Many go to athletes.
2. Michael asked if the College could award partial waivers (i.e., that total up to 54 waivers, but help more students) or if the wording means 54 waivers total. Jay said he did not know, but it must be 54 full-time students to receive the waiver. Michael said we may need to note in the procedure that the waivers are for full-time students. Jay said he would verify that.

Misty Sparling motioned to table Procedure 5024. John Stewart seconded the motion. The motion carried.

C. District Board of Trustees (DBOT) Rule 2.07: *Campus Advertising* (Presenter: Tamara Sakagawa)

[This was discussed after Rule 2.27]

Tamara Sakagawa said that this is an update of the campus advertising rule. The "and/or" phrase was removed from the text.

Jess Jones motioned to approve Rule 2.07. Andrew Coombs seconded the motion. The motion carried.

D. DBOT Rule 2.09: *College Publications* (Presenter: Tamara Sakagawa)

Tamara said the updates were for clarification; nothing substantive was changed.

Jess Jones motioned to approve Rule 2.09. Misty Sparling seconded the motion. The motion carried.

E. Polk State Procedure 6030: *External Public Relations* (Presenter: Tamara Sakagawa)

Tamara Sakagawa said the changes reflect correction of titles; also, a section was added related to the approval of digital and social media materials. In addition, the time for OCPA to receive materials was changed from two weeks to three weeks before an event.

1. Jess asked for the rationale behind moving from two to three weeks.
2. Tamara said that the same number of people are in the OCPA, but the office is receiving more requests. Sometimes they receive a request with only one week's notice. OCPA needs people to be cognizant of the workload.

Misty Sparling motioned to approve Procedure 6030. Lee Childree seconded the motion. The motion carried.

F. Polk State Procedure 6057: *Distribution of Literature, Solicitation on Campus, and Campus Free Speech* (Presenter: Tamara Sakagawa)

1. Tamara Sakagawa said many of the edits are related to matching the policy to the state statute. Position titles were also updated.
 - a. John Barberet asked if this included *Gideon Bible* distributors.
 - b. Tamara said material can be offered but cannot be forced on a person.
2. Anthony said that he received an email referencing the second paragraph which says that the person may be on campus "as long as the person's conduct is lawful and does not materially or substantially interfere...." The person's question is, "What conduct would be considered as interfering with the College?"
3. Tamara said that she believes the wording is from the statute. It means that they cannot block doorways or walkways, and they cannot make loud noises that interfere with classes.

Jess Jones motioned to approve Procedure 6057. Michael Derry seconded the motion. The motion carried.

G. DBOT Rule 2.27: *Animals on College Property* (Presenter: Jay Culver)

[This was discussed after Procedure 5024.]

1. Jay Culver explained that only dogs or mini-horses are acceptable on campus.
 - a. John Barberet related an anecdote about a student bringing a pig to campus, which security removed.
 - b. Misty asked about stress-relief days when puppies and kittens are brought to schools and are then offered for adoption. She asked if a dean or administrator can approve such activities.
--Amy Bratten said that no, they are not approved. Any approval must go through the Disabilities Office.
 - c. John noted that the library has therapy dogs.
2. Jay said that definitions were added to the rule.

Misty Sparling motioned to approve Rule 2.27. Jess Jones seconded the motion. The motion carried.

VII. New Business from the Floor

A. Workgroup on Procedure 6012

Susie Moerschbacher said that the committee has been working since January and is happy to present the Senate with the revisions. Anthony said that it was received, but it

had to be sent to the College Editor before it came to Faculty Senate. The Editor is working on it, and it should be out to Senators in December.

B. New Pay Calculations

Herb Nold said that we've seen the emails about how we're going to be calculating pay. The College doesn't have a very good track record with going to new systems, and communications have been vague. He asked that someone like Johnny Stewart or John Huff, who have technical expertise in such systems, be allowed to observe the process. The employees can't afford a Banner type of implementation when it comes to paychecks. Anthony said he can run this by Marty Gang, the new head of IT.

C. Student Teaching Lab Assistants

Gregory Johnson read the following into the record:

CONCERNs ABOUT RESTRICTIONS AGAINST STUDENTS IN TEACHING LAB ASSISTANT POSITIONS

The Digital Media department along with several other departments use part-time Teaching Lab Assistants and other student workers to fill special roles. These are part-time students with very specialized skills and internal knowledge that support the critical functions of our lab, help students with projects and assignments, support students with accommodations who require specific instructional services, and support faculty with instruction, assessment, classroom demonstrations, and lab assignments.

We have always been able to use senior Digital Media students in these roles because they possess the specific skills and workflows we need in the department. They are familiar with the courses, lab assignments, and project requirements, and once hired, they are immediately ready to go to work without extensive training.

Recently, one [off] our lab staff moved to a new country, and when I asked for the position to be filled, there was a notation listed on the new vacancy announcement that students were not eligible for this position due to the nature of the position. When I asked about the meaning, I learned that there was concern about the possibility of a FERPA violation for Teaching Lab Assistant positions, if the chosen candidate was also a student. One of our students who applied for the position received a response email from HR that made clear he was disqualified from the position due to his status as a student.

I did research on this matter and found that sister institutions such as St. Petersburg College, Pasco-Hernando State College, Miami Dade College, and Valencia College have active open vacancies that match our vacancies and, in some cases, exceed the responsibilities of our staff, yet they have no restrictions against students applying. In fact, in several cases, they explicitly require student workers for these positions.

I found the same situation at Florida Polytechnic University where being a student was a requirement for the positions. In all cases, adherence to FERPA and privacy rules was required for student workers in the same way that it is required for all staff.

There is also another implication for this. This restriction against student workers would make it impossible for a Polk State staff member, such as admin assistant with access to limited student data, to enroll in a class at Polk State. This restriction would hinder professional development or personal growth options since these staff members would be prohibited from enrolling in classes.

Here is another example. Imagine that a student graduates from the Digital Media Department and is no longer a student. He or she has the exact skillset we need. Imagine that this person applies for the Teaching Lab Assistant position and is selected to fill the position. Imagine the person completes one academic year successfully and then decides to enroll in a Digital Media course to improve their skillset. Based on this rule, that staff member, who is now also a student in a DM course, would be disqualified for the very job that he or she holds.

The emails I have received indicate the administration is looking into this matter, but I would like some input from Faculty Senate as to why senior students with the skills we need are not eligible to apply for positions at the college because of the possibility of FERPA concerns, and the implications of this rule for fulltime staff at the college, with access to limited student data, who later enroll in a course. Thank you for the consideration.

- Amy Bratten asked when the screening committee will be reconvening.
- Johnny Stewart said that the committee is done; the last two meetings were cancelled.
- Amy told Anthony to make sure to bring this up at President's Staff.
- Gregory said he's done quite a bit of research on this matter, and other schools have 10 active job descriptions with some of the positions requiring the approval of time sheets; some of these positions are required to be students.
- Amy asked Gregory to send the document to her, Anthony, and Tamara.
- Amy said that President's Staff meets in about a week.

VIII. Adjournment

Misty Sparling motioned to adjourn the meeting. Jess Jones seconded the motion. The motion carried. The meeting adjourned at 4:15 p.m.