

Polk State College Faculty Senate Minutes

Date: October 14, 2024

TIME: 3:00 pm

Meeting Held via Zoom

(Steering Committee Meets Following the Senate Meeting.)

****Link to supporting documents/reports without PIE access on last page.**

OFFICERS:

Bill Caldecutt: President (present)

Anthony Cornett: Vice President – Winter Haven Campus (present)

Jess Jones: Vice President – Lakeland Campus (present)

Misty Sparling: Secretary (present)

Greg Harris: Parliamentarian (present)

Chris Bothelo: Senator at Large (present)

Amy Bratten: Administrative Liaison (present)

Attending Senators: Gwyn Phillips, Johnny Stewart, Anthony Cornett, Greg Harris, Kim Hess, Jess Jones, Misty Sparling, Heather Childree, John Woodward, Pal Good, Lee Childree, Andrew Coombs, Chris Bothelo, Lorrie Jones, Michael Derry, and Amanda Jones (substitute for Dirk Valk)

Faculty Attendees: Susie Moerschbacher, Jacqueline Gray, Jennifer Shaw, Nerissa Felder, Christopher Johnson, Brad Massey, Pamela Jones, Francisco Rodriguez, Jude Ryan, Matina Wagner

Presenting Guests and Others: Angela Falconetti, Tamara Sakagawa, Amy Bratten, George Urbano, Reggie Webb, Yovan Reyes, Belkis Torres Capeles, Niki Martin, Bert Rivera-Marchand

[Note: This meeting was recorded.]

I. Approval of Minutes:

A. The *Faculty Senate Meeting Minutes: September 16, 2024*, were reviewed.

- Kim Hess expressed her concerns that she did not see included in the minutes the request that she made for the election for Social Sciences to be re-done since it was not held properly, and for the election of the Senate President to take place after the Social Sciences election had occurred so that all eligible members could be nominated. Misty agreed to re-visit the minutes but stated that she thought the postponement of the Senate President election was not during the meeting but took place in an email after the meeting. However, she agreed to check to be sure and add in the election concerns that Kim brought forth during the September meeting. Bill added that the Social Sciences election was re-done, so there is a conclusion there. There is no requirement to be a member of Senate to be nominated for President, which was in Greg's call for nominations. Kim responded that she sent Bill a copy of the Bylaws with that section noted that says you have to be a member of Senate in order to be eligible to be President. Amy stated that she did see that somewhere in the Bylaws. Bill clarified that there is a part in there that states that you had to have previously served. Kim stated that she

was disappointed in our Senate leadership to not address that. Michael Derry clarified that it was simply nominations earlier this month, and not the election, but anybody could petition for becoming the Senate President. Afterwards it would be determined by the Parliamentarian or Secretary if the qualifications are met. That is done afterwards, and then the election is scheduled. Kim stated that in order to be nominated the person had to be qualified. It very much looked like nominations were closed with no one running, and the election was pushed through. Whether you agree or not, that is the look that it had.

- Amy Bratten asked that the minutes be formalized to say how she is attending the meetings. Bill suggested to say "present" beside the officers that attend the meeting. Greg Jones made a motion to approve with Kim and Amy's concerns added in, and Jess Jones seconded the motion. The Minutes were approved with those additions/corrections.

II. Agenda Approval: *Faculty Senate Meeting Agenda: October 14, 2024*

- A.** A motion was made to approve the *Faculty Senate Meeting Agenda: October 14, 2024*. Greg Harris motioned to approve; Jess Jones seconded. The agenda was accepted.

III. Guest Speaker: Dr. Angela Falconetti

- A.** The President congratulated Bill Caldecutt for his re-election and thanked Bill for making himself available to be on the Emergency Management Operations calls that were hosted with over 40 individuals across the college. She asked for clarification from Bill about the concern he brought forth related to the opening of the public schools regarding the college had opened earlier than the public schools. Bill confirmed that was what he heard most often from faculty. Bill added that there was also that people would like to hear about closing sooner. The sentiment is that our announcements are on the slow side, but that was a complaint that always happens in these situations, so he only relayed the one specific to this instance. The President stated that that concern was not communicated during those meetings. She made a point of asking faculty to make sure they know to communicate with Bill their concerns during these types of situations. They can also communicate with their deans and Amy as well. She also informed that Polk State College was very fortunate to hear from our Commissioner, Senior Chancellor, and Secretary of Commerce. They wanted to ensure that Polk State College and Polk County had as many resources as possible at the state level, if we need them. However, from a facility standpoint there were several leaks and water damage across the college, but they were able to attend to those. Later in the meeting we will hear from George Urbano and Reggie Webb to report on facilities. She was very grateful for the hard work that the Facilities and Safety & Security team did in order to make sure we could reopen, and added a special "thank you" to Lieutenant Andrews. The President also thanked everyone for pulling together and offering to support to our students. There are always concerns brought forward and we appreciate it. We make the decisions in a timely manner as best they can. If there are any concerns that need to be brought forward, please be sure they are brought so that the Emergency Operations Team can attend to them.
- B.** There will be a President's Staff meeting on October 18, and Bill will be unable to attend. Even though this has not been done in the past, she offered to allow one of the leadership members of the Senate to be able to attend in his stead.

Communicate to her if that will be the case. She ended by thanking everyone for all that we do to make our students successful.

IV. Faculty Senate Officer and Liaison Reports

A. Faculty Senate President's Report: Bill Caldecutt

- The *Faculty Senate President's Report* is posted in PIE. Link below:
<https://polkstatecollege.sharepoint.com/:w:/s/departments/aa/fs/EaPUV0AZeEJLvJpY3flppq8BaH0Mii9rbK9MsFg3O5X8-g>

B. In addition to talking about senate membership for Social Sciences, we have also had to verify membership in all departments. We have to make sure that we know exactly how many people are in each area. Previously, he mentioned that it has been a bit of a struggle to get an up-to-date and accurate list. The list that was used to email out the Evergreen salary survey came from HR, and by combing through it he found issues. The list from HR included temporary full-time, and that was supposed to only include regular full-time faculty. He found people who have retired, and some were temporary full-time faculty. He has received list from various people in administration and he does not get the same list twice. We need a list in senate so that we can function smoothly. We don't want controversies due to this. So, he sent out a list to most areas of representation for the senate who are regular full-time (not temporary full-time, not adjuncts, not interim etc.). I have asked for people to look it over and copied it to all the people in each area. Right now, he is receiving feedback. He hopes to have an accurate list within the next day or two to use as our senate master list and then maybe we can share that with HR. Amy asked to have that list shared with her, so we can have accuracy across the board. Bill stated that the purpose of this list is to make sure each person knows who their representative is in the senate, to make sure no one is left out, to make sure that we know the numbers in each department. There are some areas that have 13 or more people that are open for a second seat in the senate.

- The deadline for the Evergreen salary survey has been extended to Wednesday, October 16th. The last he checked there were 112 respondents. He has been in contact with Britt Gamble, the person in charge of that survey, to let her know that by his estimation approximately 20 people on that list should not have received the survey. We will see what happens with that. Regardless, he asked for all to fill out the survey by Wednesday, if eligible to do so.
- He had requests from faculty regarding the anonymous letters that the DBOT has been receiving, since it was discussed at a public meeting. An email was sent to Don Wilson, the board's attorney, by the senate leadership, specifically the senate President and the two Vice Presidents. We did not receive a response yet.

C. Lakeland Campus Vice President's Report: None

D. Winter Haven Campus Vice President's Report: Anthony Cornett (No report provided for PIE)

- Open Enrollment - look for your letter that came from USPS. If you didn't get the login information contact Felipe Garcia and he can email you the login information you need.
- Cody will be giving a ProctorU training, and it will be rescheduled. There will still be the Respondus training tomorrow from 2 to 3 o'clock.

See April Weimer's email to register for it. Amy sent the meeting link to Misty and Bill for forwarding to everyone.

- Academic Affairs Professional Development Series on Friday October 18, Cody will be giving a session on Regular Substantive interaction (RSI), an online DOE requirement course. Another session is our program assessment refresher.
- Register for our Graduation for this semester, which is on a Wednesday.
- Winter Haven's Open house has been moved to October 29th.
- The last day to drop with 100% refund for Fasttrack 2 is tomorrow, October 15th.

E. Parliamentarian's Report: none

F. Administrative Liaison's Report: Amy Bratten

The *Administrative Liaison's Report* is posted in PIE. Link below:

<https://polkstatecollege.sharepoint.com/:w:/s/departments/aa/fs/ET5HmMcqIUVDmu7nsVwXBOAB5EO7IE3dsqdgOgJeKff6g>

- Amy was pleased with the flexibility of faculty with their students and calendars, noting that some students and faculty still have no power or vehicles due to Hurricane Milton.
- She recognized that some faculty are experiencing losses at home and are still working to make sure standards are met, and she appreciated that. We were considered to be a State of Emergency, and now that has been switched to a disaster area. That means FEMA can come in, so she encouraged looking into resources available. Keep in mind that the Polk State College Foundation is not a resource for faculty, staff, or students in need during a time like this. They are there to serve regarding academics, textbooks, and materials.
- Open Enrollment starts this week, and an email from HR VP Stacy Carey should have been received about setting up an account and then take care of your open enrollment.
- Honorlock access will expire December 31, 2024, and we are transitioning to Respondus and ProctorU. Trainings will need to be re-scheduled due to Milton.
- Welcome to our two new Deans, Dr. Yovan Reyes, Dean of Early College and Student Engagement, and Dr. Belkis Capeles, Dean of Workforce Education. Yovan oversees civic literacy, dual enrollment, and the FYE courses and staff, librarians and TLCC's, and he is helping Amy oversee the three collegiate high schools. His office is in Lakeland.
- Yovan expressed his appreciation for the opportunity, and the air-conditioned office, since he is one of the ones without electricity.
- Belkis is our new Dean of Workforce Education, and she will oversee the staff that work with internships and experiential learning as well as career pathways. Belkis will also oversee some of our AS programs such as Engineering Technology, Digital Media, Network Systems, Computer Programs and Business Analysis. Belkis will manage the WEC committee as well and oversee things like articulations and state reporting for workforce. Belkis' office is located at CPS, so she will

serve as the academic liaison to the building of CPS and work with the facilities management team if there are any issues there.

- Belkis expressed appreciation for the opportunity and shared that she was also without power and her internet is intermittent. She thanked faculty for their contribution, for their vision, and for their voice in helping us make sure that we exercise transparency in all we do.
- Amy expressed that if there is something not working right then the Academic Affairs team blur the lines and will step in for one another, so if there is something that needs to be addressed then please let us know so we can fix things. Now that we have a team in place, we are ready to take on issues to work on behalf of faculty and students.
- At the last Faculty Senate meeting, Jen Shaw brought forth an environmental problem in the Lakeland LTB building, and Amy worked on providing background and an update for everyone by bringing in Sr. VP Reggie Webb and Director of Facilities, George Urbano to make sure faculty feel safe and are safe in their working environment. Nikki Martin, our Risk Manager attended as well as Bert Rivera, Dean of Academic Affairs.
 - a. George addressed the faculty senate and reiterated President Falconetti's statement that prior to the storm LTB offices and classrooms are operational and safe. He stated that this was an accurate statement. He informed that there will be follow-up testing of the laboratories to assure that there are no changes in the air quality following the storm. They will be addressing the remediation of some isolated areas in LTB and in a Florida Poly break room. This is a multiple phase project. We started with phase one, which is a data gathering process of our building moisture issues. It does address the September 5th email from Professor Shaw, and it includes the July 16th email from Risk Management and the September 4th various emails from Manny Maldonado, the lab manager. They mitigated one of the bigger items, which is the building had a negative pressure and that was completed. During this process we have consulted with many external subject matter experts to make sure what we are doing is correct. That is an ongoing effort.
 - b. He also wanted to address the ongoing mold problem that the senate brought to their attention. Those issues are in the laboratory along the west corridor and that is LTB 2283, 2284, 2285, 2286, and 2287. This has been completed. The cleanup was done by our custodial supervisor who has been trained to address mold, bloodborne pathogen, mildew, and Covid incidents. More importantly, we had an indoor air quality test performed by a third-party certified mold assessment company, Nova Engineering & Environmental. Those spaces that were included were : LTB 2283, 2284, 2285, 2286, 2287, LTB 1100, 1102, 1103, 1104, 1105, auditorium, Florida Poly breakroom. This was all done under phase one, but it is an ongoing effort. In phase two they will be identifying and repairing any faulty equipment or controls that are impacting the moisture in the building, which is also an ongoing effort. We are also monitoring

and adjusting the building pressures so that we can have a positive air pressure in the building and recognizing that laboratories have a slightly different air pressure process due to contaminants or smells that should stay in the laboratories.

- c. In the next phase they will begin the adjustment, purchase, and installation of new equipment and controls. We are going to be testing and balancing the air quality in the building air systems to maintain the proper air pressure in the building. Lastly, in phase four, due to mold being an ongoing process and concern, we want to remind and re-educate everyone regarding how to report mold. We need to document the effort so that we can assure ourselves that we have addressed the problem properly and report back to those who reported it to us.
- The Indoor Air Quality Report is a two-part report that contains an Executive Summary, which includes recommendations and report attachments (ie. tables, photos, and visuals). It states that laboratories 2283, 2284, 2285, 2286, and 2287 are safe for occupancy and we will continue to clean and sanitize them as always. The auditorium and breakroom do require remediation, so we have secured those spaces. We will be installing Hepa Filters, replacing ceiling tiles, and cleaning. Then we are going to retest. The report is 46 pages and will be available upon request.
 - a. George made a point to address how to report mold if it does occur. There is a process available. It is going to be a part of the Facilities Work Order, which is the baseline for reporting this information. So, the process entails submitting the Facilities Work Order. We need to copy the Facilities Manager, and Risk Manager so that everyone has eyes on the issue. We need to have details. Facilities should respond within 40 hours. We want to respond quickly and remediate it, then we will give leadership a report. Once we have completed this process we intend to provide college leadership with a report. Link on to PIE for reporting mold:
https://polkstatecollege.sharepoint.com/:b:/s/departments/aa/fs/EZ_xcP6Mdf1LhpT6O3e8L3UBUnZDSwUiYj81pmZnBs74Pw
 - b. Tuesday, October 15th, we will retest LTB 2283, 2284, 2285, 2286, and 2287.
 - c. Please email George Urbano, Reggie Webb and Amy Bratten with any follow-up questions.
- *Jess Jones asked if he needed to re-request for the Nova report or would that be sent to him since he already put in a request? No, we will send it. Send it to Misty or send it to both of you? Sending it to both of us would be fine, because I want to make sure I pass it along to all the faculty in LTB. We will put it on the Facilities website as well, so it can be accessed there.*
- Link to report:
<https://polkstatecollege.sharepoint.com/:b:/s/departments/aa/fs/ESPYZuoNx09LrjYbILaJW-IBAopTr5gxMLr0rJzhMxbHfw>
- Amy added that the Facilities website is a PIE page.

V. Committee Updates:

- A. Compensation Committee: Bill reminded everyone that Jess Jones and Chris Bothelo are also on that committee. Nothing new to report until the survey is in on Wednesday.

VI. Old Business:

- A. Bill asked Cody Moyer to attend to address any lingering questions about staff members checking on last attendance dates in Canvas and/or third-party products that connect to Canvas.
- *Jess Jones asked if the Light Boards were up and going?* Cody responded that they are put together, so we just need a guinea pig to come in and test them out. If you want to come in and work with Brandon to see how they are going to function. Jess said he would do that. Cody added that we have a Light Board in Lakeland and in Winter Haven. He clarified that this technology allows you to write on a glass screen one way and it records you and it automatically flips it so that your students can see what you have written. Once they have a grip on how it works, we'll be happy to help schedule time with anyone who wants to come in and test it out in the LT labs.
 - Cody stated he would like to alleviate any lingering concerns around my staff and our access to Canvas. The only time that we go into someone's course is if we are responding to a support request. We do not randomly decide to go into a professor's course. Amy clarified that she assumes it is a normal process for anybody who is over Instructional Technology or Learning Technology to be able to access course shells. That is used to support faculty, correct? Cody agreed.
 - Heather stated that if Cody had not been able to go in and impersonate her for the Writing Studio, that they would not have been able to figure out the problem they were having.
 - Jen agreed with being helped on a separate Honorlock and Chat GPT problem.
 - Bill clarified that there were some attendance verification issues happening unannounced that could have been handled differently. A lot of us have third-party software that we use through Canvas, and there were a lot of questions more than complaints from that angle. Cody responded that the only time there has been an access point to third party tools is when there is a direct request to find the last active participation in an academic activity for auditors. We go in and find that information, but we do not modify anything in any way. If we can't find the information, they need then we refer them back to the professor.
 - Heather asked if that should not already be the first step? Bill agreed and stated that if a professor is using a third-party tool, then you would only see what they have done in Canvas, and not get an accurate view.
 - Cody stated that they look in Canvas, then they can look at your syllabus and see what courseware you are using. Then we could say that there is additional information, so you should reach out to the instructor. They have limited access like the deans or academic team. Anything they can't see then they reach out to us to avoid putting more work on the instructor. Anytime we or the academic team access your Canvas there

is an Admin Log that records it. You can request that report at any time. Everything is on record.

VII. New Business:

- A.** Bill explained that we sent out a request for nominations for Social Sciences, once we were sure we had the correct list of people for Social Sciences and Education. This is currently the way thing is arranged according to our Bylaws, for the group that we call Social Sciences. We sent out a request for nominations to all full-time faculty in Education and Social Sciences for the seat that was held by Michael Derry, who was holding that seat to complete the term for Jamie Haischer. That term will expire at the end of next year. We had one person nominated, which was Michael Derry, so he will be completing the remainder of that term. Thank you to all who participated.
- B.** Michael Derry asked for clarification about who was included on the list. Bill responded that for senate purposes it includes all faculty and adjuncts, but for representation purposes for having a seat on faculty senate that is just regular full-time faculty.

VIII. Business from the Floor:

- A.** Heather Childree motioned to adjourn the meeting at 4:03 pm and Greg Harris seconded the motion. All voted in favor. The meeting adjourned.
- B.** Dropbox link for viewing documents without access to PIE:
<https://www.dropbox.com/scl/fo/35mjmfaa7eeftba70uzx/ABQQdrNnr7la-GaCEcJa2Y?rlkey=yg4clyqn9sjhmk52ozqgi7b0q&st=f96a6o7r&dl=0>