

Polk State College Faculty Senate Minutes
October 2017

Date: Monday, October 9, 2017 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

Jamie Haischer, Parliamentarian

Lee Childree, Secretary

Greg Harris, Senator at Large

Administrative Liaison, Donald Painter

Senators: Aaron Morgan, Jim Rhodes, Jude Ryan, Danielle Delgiudice, Michael Harrison, Lorrie Jones, Cary Gardell, Tina Feleccia, Alexadros Dimitriadis, Misty Sparling, Johnny Stewart, Earl Brown, Carol Stinson

Guest: Dann Hazel

Meeting called to order: 3:03 PM.

Approval of August Minutes. Jamie moved to approve the minutes. Jim seconded the motion. The motion carried.

Approval of September Agenda. Jim moved to approve the agenda. Jamie seconded the motion. The motion carried.

Reports

President's Report

Bill thanked everyone for providing feedback regarding the Senate bylaws. Faculty have provided some input on how to divide up departments and the Senate will continue to discuss this. He vowed to keep the faculty informed of the process.

Bill noted that the Senate has been asked by some faculty to review the Faculty Schedule Assignment (Procedure 1024), which details the process by which we assign teaching schedules to full-time and adjunct faculty. There were concerns about whether or not the procedure accurately reflects the way different departments build their schedules, and there were concerns about the criteria by which courses are assigned to full-time or adjunct faculty.

Bill announced that the former and current Senate Presidents at Saint Petersburg College have agreed to work with us initiate the construction of a communication network among the faculty governance bodies at our sister institutions.

President's Staff had a discussion about convocation and some changes were considered. Bill shared feedback he had received from several faculty members regarding the time spent on service awards. The Convocation Committee will be asked to explore possible changes to the process in order to reduce the amount of time spent on the ceremony without failing to acknowledge everyone's service.

President's Staff also had a discussion about compensation for adjunct faculty. In general, most employees at the college agree that adjunct pay should be increased. However, this has not been possible given our budget situation. One specific problem that has resulted from this is related to accreditation in some programs that are required to maintain a minimum percentage of faculty with various degrees. An adjunct who earns a higher degree after being hired currently has no tangible incentive to obtain transcripts for their program. Thus we have an underestimate of degree level when reporting for accreditation. President's Staff discussed options for providing incentives to adjunct faculty who otherwise fail to report and document their higher-level degrees. If we can't raise pay overall, we might be able to stratify pay for adjuncts according to degree (as we do for full-time faculty). This may not be prohibitive in terms of budget impact. Research is being done to assess this option. The need to ensure that adjunct pay and overload pay remain linked was also discussed. Maintaining the correct pay "step" for full-time faculty is of primary importance, particularly since increases to our base salary have become so rare. But if we can make any progress with adjunct pay in the meantime, it needs to benefit full-time faculty who teach overloads.

Bill stated that Polk State will be advertising in the near future to begin a search for a Vice President of Academics (currently filled by Donald Painter on an interim basis). He has circulated the job description to the Senate representatives for input. Suggestions were due by Wednesday, October 11.

Lakeland Vice President's Report

Cindy announced that there was no District Campus Group (DCG) meeting for the month of September; the next meeting is scheduled for Wednesday, October 18.

Cindy shared the highlights of the Provost meeting that was held on August 31, including the fact that Polk State students may use Citrus Connection Route 58, the College Connector, to get to the Lakeland campus at 7:55 AM.

Fall registration was also reviewed at the Provost meeting. Lakeland campus enrollment was up 4.4% in FTE and 2.8% in total headcount.

Cindy shared upcoming Lakeland campus events, including:

- Joggin' for the Noggin' Run/Walk on Friday, October 20 at 6:30 PM

- DBOT meeting on Monday, October 23 at 4 PM in LTB 110
- Capturing Cultures Exhibit from October 16 to December 8, including a reception on Thursday, November 16 from 5 – 7 PM

Winter Haven Vice President's Report

Anthony shared upcoming events on the Winter Haven campus, including:

- PSC Fallfest on October 21
- Winter Haven Campus Open House on October 26, 2017 from 5:00 – 7:00 p.m. in WST 126/127
- Several writing workshops to be held throughout the month

Administrative Liaison Report

Donald shared the highlights of his report, including an update on the next SACSCOC review. He and Kevin Jones will be meeting with assessment coordinators and program directors during the month of October to discuss revised assessment timelines and forms. The College will need to focus on, and enhance, existing assessment processes in preparation for the next SACSCOC review. The meeting with ACs is scheduled for October 13 at 10:00 AM. The meeting with program directors will take place during the Workforce Education Quality Council meeting, which will be held during the week of October 16.

Donald reminded the Senate of the new civic literacy requirement that the state passed during its last session. Dawn Dyer, Professor of Social Science at Collegiate High School, has been selected to serve on the statewide taskforce charged with implementing HB 7069. HB 7069 requires all FTIC FCS and SUS students beginning in 2018/2019 and later to demonstrate civic literacy. This can be accomplished by completing a course or taking a standardized test. The task force's recommendations will be incorporated into State Board of Education Rule for colleges to implement.

Donald provided the Senate with an update on student ID cards. SALO has developed a student ID discount program. They have been recruiting local businesses to provide discounts to students with an ID card and post a decal at their point of sale. The list of discounts is available at <https://www.polk.edu/student-life/studentids/student-id-discounts/>. In addition, an e-mail is sent each semester to students who do not have a current ID card reminding them that it is required and explaining the benefits available to students who have one.

Donald also updated the Senate on another issue discussed previously at Senate, specifically that of textbook affordability. The Textbook Affordability Committee met on August 30, 2017. The committee discussed with the bookstore managers the process for obtaining estimates of textbook retail costs. The department coordinator or program director should contact the bookstore manager with book title and ISBN. The manager will provide an estimate of the cost to students. If publisher representatives offer special pricing, the department coordinator or program director should ask for the offer in writing to provide to the bookstore manager. Aaron asked if "an email is good enough" and Donald confirmed that it is.

Lastly, Donald thanked the Faculty for all that they have done to help students recover after Hurricane Irma.

Committee Reports and Updates

Jamie shared that Human Resources is working on the Grievance Procedure. The committee had some concerns about the wording and the procedure is being sent to the lawyer. Jamie is hopeful that the updated procedure will be available to share with the Senate in December.

Tina requested updates on the Distance Education Committee. Lorrie and Greg serve on this committee and Greg agreed to give future updates.

Old Business:

Bill reminded the Senate that the Senate bylaws were sent out to get input on the membership structure. He asked if any departments had input. Cindy shared that Wellness, as a small department, was fine being combined with Science for representation. Likewise, the Science department was fine with being combined with Wellness.

Bill suggested that the Arts department may want to have their own representation, which requires a process to review the bylaws.

Lorrie added that with the addition of Baccalaureate programs it may be time to identify specific representatives from those programs.

Donald reminded the Senate that a list of all Faculty by Department has been added to the Senate's PIE page. This spreadsheet data can be used to help make a determination for Senate representation.

Jamie stated that the Senate president should call for an ad hoc committee to look at restructuring the Senate. Bill stated that he would summarize the Senate's discussion and send an email to the effected, or potentially effected, departments. He agreed to seek volunteers for an ad hoc committee. Donald agreed to enhance the spreadsheet to make it easier to read.

New Business:

2018-2019 Calendar. Tina suggested that all faculty get a chance to view the proposed calendar before the Senate approved it. Bill agreed to send the calendar out and give the faculty a week to give feedback to the Senate. Jude asked if there were an equal number of each day of the week for the fall of 2018; Donald stated there are not. Michael motioned to table the vote pending faculty feedback. Jamie seconded the motion. The motion carried.

Night Hours for Lakeland and Winter Haven Cafés. Jude stated that he spoke to Steve Hull about the issue. The vendor has determined that there is not enough business to remain open and be profitable during the evening hours. The College is looking for new ways for the cafeteria to be profitable. The College is open to suggestions. Jamie suggested allowing Barnes and Noble to operate a coffee shop. Aaron stated that college cafeterias tend to be unprofitable and that if that

is the goal (turning a profit), then the quality of the food will decrease. Donald shared that the College is already subsidizing Metz. Donald stated that the state is unwilling to allow the College to increase fees or create new fees, which might help subsidize the café more than it does already. Earl shared faculty input that not having a café open creates quite an inconvenience for staff needing lunch or dinner. Bill agreed to send an email to all faculty to get feedback on the issue.

Rules and Procedures

Procedure 1024 Faculty Schedule Assignment. Bill heard from faculty who told him that the procedure doesn't match reality. Jude suggested that the procedure should remain as is. Donald added that the concern with the procedure was with parts II-3 and II-4. Donald stated that the need is for there to be consistency in following the procedure. Cindy stated that now the College is publishing the schedule a year in advance, every effort should be made to adhere to the schedule. Another issue with the procedure deals with allowing full-time faculty to teach courses already accepted by adjunct faculty. Lorrie stated that there is no need to build "what-ifs" to deal with isolated incidents. Jamie stated that it would be difficult to write a procedure detailed enough to deal with every possible issue in this procedure. Aaron suggested the solution may be to remind faculty to follow the grievance procedure. The Senate determined that no action was necessary on this procedure since no changes were recommended.

Procedure 5002 Graduation. Donald stated that the changes here are related to regalia and mortarboards that graduates may wear. Jamie moved to approve the procedure with the changes. Cindy seconded the motion. The motion carried.

Procedure 6002 Committee Systems: Committee Composition (Attachment). Donald stated that the changes were minor, including the description of the high schools. Michael moved to approve the procedure with the changes. Cindy seconded the motion. The motion carried.

Procedure 6005 Overtime. Donald stated this procedure has been updated to match the language required by the Fair Labor Standards Act. Jamie moved to approve the procedure with the changes. Cindy seconded the motion. The motion carried.

Procedure 6021 Accidents and First Aid. Donald stated that there were only editorial changes. Michael motioned to accept the procedure with the changes. Jim seconded the motion. The motion carried.

Procedure 6042 Petty Cash. Donald stated this was updated to match the College's process. Jude motioned to approve the procedure with the changes. Jamie seconded the motion. The motion carried.

Procedure 6068 Screening Committee. Jude moved to table the procedure until the Senate had more time to review it. Cindy seconded the motion. The motion carried.

Procedure 6087 Investment of College Funds. Donald stated that the changes were editorial. Michael motioned to approve the changes. Jamie seconded the motion. The motion carried.

Procedure 6088 Fraud Reporting. Donald stated that the changes were editorial. Jamie moved to approve the changes. Jude seconded the motion. The motion carried.

Rule 2.10 Facsimile Signatures. Donald stated that a five-year schedule for the review of rules and procedures was created and the time to review this rule was here. No changes were made. Michael moved to approve the rule. Jamie seconded the motion. The motion carried.

New Business from the Floor:

At 4:27 and prior to New Business, Cindy moved to extend the meeting. Michael seconded the motion. The motion carried.

Cindy shared a concern from a constituent regarding students being unable to add classes after those classes have met. This creates a hardship for students who learn only after the semester begins that they are in the wrong class or classes and need a change of schedule.

Bill asked if there was a way to allow students to change their schedules. Donald stated it is possible for students to make schedule changes, but the data shows that students who start courses late are much more likely to do poorly in the course. Donald stated that there are always exceptional cases. Michael stated that some of these exceptions include problems with financial aid. Donald stated that he would talk to Reggie Webb about working with Student Services so that students with exceptional circumstances that may necessitate schedule changes are able to make those changes in a timely manner.

Bill heard from a faculty member who requested clarification on why contracts come out as late as they do. The Senate was of the opinion that improvements have been made in the timeliness of contracts. Donald stated that the Letter of Appointment process is very time-intensive.

Adjournment: Michael motioned to adjourn at 4:43. Aaron seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary