

Polk State College Faculty Senate Minutes
October 2019
Date: Monday, October 14, 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: Tina Feleccia, Aaron Morgan, Amy McIntosh, Dann Hazel, Jess Jones, Keith Libert, Misty Sparling, Carol Stinson, Rebecka Ramos, Andrew Coombs, Li Zhou (for Alexandros Dimitriadis), Erin Duce (for Greg Harris), Danielle Delgiudice,

Guests: Dr. Mary Clark, Mary Grant, Joe Clark, Jillian Capper

Meeting called to order: 3:05 P.M.

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

Approval of October Agenda. Cindy moved to approve the October agenda. Tina seconded the motion. The motion carried.

Dr. Mary Clark spoke about the College's efforts to be SACS compliant. Under review by the College are the outcomes for the Associate of Arts programs. In the past, it has been an acceptable practice (according to the Florida College System and SACSSOC) to have AA programs access only general education outcomes, and by assessing general education outcomes they would thereby be accessing program outcomes. This is no longer an acceptable practice with SACS, and so it is no longer an acceptable practice within the Florida College System. The College developed program outcomes for five areas within the AA. The College then developed new outcomes. She added that the deans received the document in question, but senators reported that they had not yet received it. Bill will work with Dr. Clark to ensure the deans distribute this document.

Dr. Clark stated that another issue the College is addressing (to ensure SACS compliance) is being true to the procedure that says that the program-level student learning outcomes are on each program of study and those programs of study are housed in the catalogue. Currently, that is not true for all programs of study.

Aaron motioned to approve having Mary Clark collect program outcomes for courses in AA, AS, and BAS degree programs from assessment coordinators and program directors. Jess seconded the motion. The motion carried.

Dr. Clark also stated that the College has created an administrative (non-curriculum) program review. The process was formalized. It was determined that this was informational and there was no need to take a vote on it.

Finally, Dr. Clark stated that the curriculum program review was revised so that both AS and AA programs will have reviews. Program reviews have not been conducted in AA; currently, that leaves the College out of compliance. It was determined that this was informational and there was no need to take a vote on it.

Reports

President's Report

Bill reminded the Senate of the email he released the previous week detailing what is going on at the College (an informal president's report).

Bill provided an update on Senate membership. Amy, Alexandros, Carol, and Tina will continue to be their departments' representatives. Dr. Dawn Dyer will replace Lee Childree for Lakeland Collegiate. Lakeland English is in the process of confirming a replacement for Jude Ryan. Cindy indicated that her department is in the process of nominating a representative.

Bill was the only individual nominated for Faculty Senate President and he has accepted the nomination and will continue to represent the Senate in that capacity during the 2020 calendar year.

Next month will include an election for officers. The requirements are that the officers must be on the Senate and on continuing contract.

Bill provided an update on the Jenzabar transition. It will occur in January of 2021.

Lakeland Vice President's Report

Cindy updated the Senate on District Campus Meeting. The next meeting is Wednesday, October 16, 2019.

Cindy clarified the new system of paying faculty for overloads. Jenzabar's delay will not affect the change to a four-month system of overload/adjunct payout. Adjuncts, for instance, will not receive a paycheck in January (nor will overloads be paid out in January).

At the September DC meeting, a large number of rules and procedures were approved or reviewed. The detailed list may be viewed on the Senate PIE page under the Lakeland VP Report.

Cindy reminded the Senate of upcoming important dates and events, including Joggin' for the Noggin' on Friday, October 18. Also, priority registration for the spring semester begins Monday, October 28 and open registration begins Monday, November 4. The detailed list may be viewed on the Senate PIE page under the Lakeland VP Report.

Winter Haven Vice President's Report

Anthony stated that Jill Hall asked him to remind everyone that open enrollment for health care begins October 21, 2019 and ends November 1, 2019. Little has changed in the overall plan designs from last year, but unlike in previous years, employees must complete active enrollment (using our online benefits website) in order to ensure proper payroll authorization and beneficiary designations. Failure to do so will result in a delay in payroll. All 2020 plan documents will be available in PIE by the end of the week. However, you will not be able to access the online benefits website for 2020 Open Enrollment until October 21st and through November 1st. You can review your current plan elections on the Benefits Management (BMC) [website](#) now. If you have not registered before, you will have to do that first. Everyone is required to actively register for their plan of choice online.

Anthony reminded the Senate of Polk State College Cyber Security Awareness Month 2019 training. Once you click on the URL below, you will enter the KnowBe4 site with the available training. If you are off campus, you may be required to enter your passportusername@polk.edu and your Polk State password. This training video will take 25 minutes to complete and covers several key areas pertaining to Cyber Security. You will have until Friday, November 1, 2019 to complete your training. As a reminder, this training opportunity is in addition to the required cybersecurity training that has previously been distributed by the HR Team. All who successfully complete the training will be entered into a drawing to win a HP laptop. Please feel free to contact William De Witt at 5320 for additional information. Here's the link: <https://training.knowbe4.com/auth/saml/ecce67d9cb7d>.

Anthony reminded the Senate that Fall Fest is this Saturday, October 19, 2019. Other upcoming events may be viewed in Anthony's full report on the Senate PIE page.

Administrative Liaison.

Nothing to report.

Committee Reports and Updates:

The HR Manager hiring committee is winding down. Greg Harris is serving as the Senate representative. Erin Duce, Greg's substitute for the meeting, shared that 7 of the 24 applicants will be interviewed Thursday, October 24th.

Cindy stated that the Athletic Director search has ended and a hire has been made.

Danielle Delgiudice is serving on the Registrar's hiring committee. Interviews with four candidates have been completed, but not everyone on the committee was present (and will thus be watching the videos). A decision is expected soon.

Andrew Coombs updated the Senate about the Gallery committee. The student show is Thursday, October 17th from 5 to 7 p.m. on the Winter Haven campus. Andrew asked about getting new lights in the gallery. Lee Thomas stated that he is the contact for this request.

Old Business:

Procedure 1024 Faculty Schedule Assignment. Bill stated that the committee is communicating via email. The communication is in its initial stage, but by the next Senate meeting, the committee will have something to share.

Procedure 1006 Faculty Workload - Academic Accounting System and Department Coordination. The committee is at the data collection stage. The committee is planning to add a section similar to what exists for department coordinators. It will have a specific definition of responsibilities. It will also have the compensation plan. As soon as more data is available, the committee will have something to share with the Senate. Tina asked if the number of students enrolled affected should matter more than the number of sections; Bill replied that if that's what affects the workload, then we should. He added that what the College is looking for is the best proxy for the amount of effort required.

Faculty By-laws/Constitution. Bill stated that the required number of votes were cast. The next step is for District Campus Group to vote.

Procedure 6080 Sick Leave Pool. The changes are mostly cleanup. The only substantive change is to allow (non-faculty) employees to keep five days of vacation time. Rebecka asked why this is different from the policy for faculty. Bill stated that he would get clarification. Rebecka motioned to table the procedure. Amy seconded the motion. The motion carried.

New Business:

Nothing to report.

Rules and Procedures:

Rule 2.23 HIV/AIDS Policy. This rule required a basic cleanup. Rebecka motioned to accept the changes. Cindy seconded the motion. The motion carried.

Rule 4.09 Student Records. Mary stated that a sentence was added to ensure that the College is in compliance. Rebecka motioned to accept the changes. Cindy seconded the motion. The motion carried.

Rule 4.12 Standards of Progress for Veteran Certification at PSC. This rule required a basic cleanup. Rebecka motioned to accept the changes. Cindy seconded the motion. The motion carried.

Rule 4.15 International Students. This rule required a basic cleanup. Rebecka motioned to accept the changes. Cindy seconded the motion. The motion carried.

Rule 4.16 Hazing. Tina motioned to table the rule until more information about it could be obtained. Amy seconded the motion. The motion carried.

Rule 4.23 Educational Opportunities for Students with Disabilities. Cleanup. Aaron motioned to approve the changes. Cindy seconded the motion. The motion carried.

Rule 4.25 Recognition of Student Participation in College Decision Making. This rule required a basic cleanup. Aaron motioned to approve the changes. Cindy seconded the motion. The motion carried.

Rule 4.27 Academic Standards of Progress. Cleanup Aaron motioned to approve the changes. Cindy seconded the motion. The motion carried.

Rule 4.29 College Prep Instruction. This rule required a basic cleanup. Aaron motioned to approve the changes. Cindy seconded the motion. The motion carried.

Rule 5.03 Funding Student Activities and Organizations. This rule required a basic cleanup. Aaron motioned to approve the changes. Cindy seconded the motion. The motion carried.

Rule 5.04 Fundraising for Student Clubs and PSC Related and Community Non-profit Organizations. The language was altered to make it consistent with current practices. There were questions about how this affects the high schools. Anthony motioned to table the rule. Cindy seconded the motion. The motion carried.

Procedure 5022 Course Audits. This procedure required a basic cleanup. Anthony motioned to approve the cleaned-up procedure. Jess seconded the motion. The motion carried.

Procedure 5024 Presidential Fee Waivers. This procedure required a basic cleanup. Anthony motioned to approve the cleaned-up procedure. Jess seconded the motion. The motion carried.

Procedure 5025 Student Appeals Hearing. This procedure required a basic cleanup. Anthony motioned to approve the cleaned-up procedure. Jess seconded the motion. The motion carried.

Procedure 5027 Student Code of Conduct: Sexual Conduct Procedure. This procedure required a basic cleanup. Anthony motioned to approve the cleaned-up procedure. Jess seconded the motion. The motion carried.

Procedure 5028 Student Code of Conduct: Sanctions and Assignment of Penalties for Violations. This procedure required a basic cleanup. Anthony motioned to approve the cleaned-up procedure. Jess seconded the motion. The motion carried.

Procedure 5029 Student Code of Conduct: Violation Procedure—Student Groups and Organizations. This procedure required a basic cleanup. Anthony motioned to approve the cleaned-up procedure. Jess seconded the motion. The motion carried.

Procedure 5032 Institutional Review Board (IRB). Mary stated that this rule was up for review. It was changed to align with current practices. Rebecka moved to approve the changed procedure. Anthony seconded the motion. The motion carried.

Procedure 6002 Committee System. Dr. Thomas stated that titles were changed. Tina moved to approve the updated procedure. Aaron seconded the motion. The motion carried.

Procedure 6031 College Catalog Procedure. This procedure required a basic cleanup. Tina moved to approve the updated procedure. Aaron seconded the motion. The motion carried.

Procedure 6066 Substitutions and Waivers Committee. This procedure required a basic cleanup. Tina moved to approve the updated procedure. Aaron seconded the motion. The motion carried.

Cindy moved to extend the meeting by fifteen minutes. Tina seconded the motion. The motion carried.

Business from the Floor:

Andrew expressed a concern about the change in city bus routes. It is harming students who need to use it to get to and from classes. In a previous Senate meeting, Steve Hull indicated that the College was looking into a grant to help with transportation. Lee Thomas stated that he would look into this.

Andrew asked for an update on the move to increase adjunct and faculty pay. Bill stated that Dr. Falconetti is looking for a way to add money to the base salary schedule. He added that there is some hope for the implementation of a step. Bill has been persistent in raising this issue with administration. Dr. Thomas added that Dr. Falconetti is “diligently working on this.”

Cindy expressed the concern of a faculty member who was docked a full day for a single class missed in the summer. Rebecka stated that there is a procedure for this and that a faculty member should only be docked for the actual time missed. Rebecka suggested that the faculty member should call Mark Brett to have this resolved.

Amy asked if a form exists to allow for the recording of professors. Bill stated that he would get an update.

Lorrie shared a concern from nursing. Individuals are very aggressive in approaching students and faculty for signatures for petitions. Dr. Thomas stated that he would pass this concern along to Security.

Adjournment: Jess motioned to adjourn at 4:41. Aaron seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree