

**Polk State College Faculty Senate Agenda**  
**Date: October 12<sup>th</sup>**  
**TIME: 3:00 P.M.**  
**Meeting Held via Zoom**  
**Steering Committee to Meet Following the Senate Meeting**

**OFFICERS:**

Bill Caldecutt, President  
Anthony Cornett, Vice President – Winter Haven  
Cindy Freitag, Vice President – Lakeland  
Rebecka Ramos, Secretary  
Lorrie Jones, Parliamentarian  
Greg Harris, Senator at Large  
Lee Thomas, Administrative Liaison

Bill called the meeting to order at 3:05.

**Approval of Minutes from September Meeting.** Greg moved to approve. Jess seconded. Minutes were approved.

**Approval of October Agenda.** Greg moved to approve. Rafi seconded. Rule 3.08 has been approved. Agenda was approved with amendment.

**Guests:** Jill Hall, Erin Montgomery, Pamela Jones, Larry Young, Christina Gesmundo, Nerissa Felder, Val Baker, Tiffany Messerschmidt, LaTrice Moore, Kim Hess, Susie Moershbacher, Joseph Cook

**Senators:** Jess Jones, Johnny Stewart, Megan Cavanah, Andrew Coombs, Rafi Ella, Misty Sparling, Dawn Dyer, Jamie Haischer, Amy McIntosh, Tina Felicia, Aaron Morgan, Keith Libert, Lorne Fairborn

**Reports:**

- **President's Report:** Bill posted his report in PIE. He recapped his report for Senate:  
Elections: There are six seats open on the Senate for next year. Some departments are already nominating representatives. Jamie will be substituting for Dan and will be officially joining Senate in January. Lorrie will continue to serve for Winter Haven Nursing. The other departments should be reporting back by the end of this week. Bill completed the full-time headcount of faculty to ensure proper representation on Senate. Once a department has 13 full-time faculty, the department is entitled to two representatives. Those departments already have a second representative. Cindy asked if vacancies that are to be filled are counted in the total. Those vacancies expected to be

filled are. Bill will send the list to everyone for everyone to double check for accuracy. Presidential elections are in progress. Rebecka sent out a message to faculty asking for nominations. Nominations can be received until Friday, October 16<sup>th</sup>. In November, Senate will elect officers with the voting members of the Senate body.

**Budget:** The College has had a significant drop in enrollment and is still working through the 6% cut to the budget from the State. There is reason to expect the 6% cut will be permanent and more is expected. The College is continuing to work towards solving the budget deficit without losing personnel. The early retirement option was one of the measures the College is taking. Aaron asked about any faculty input for how to generate revenue. He offered the example of parking fees. Bill said he is representing faculty on several budget committees, and any ideas that should be sent to Bill so he can present them at meetings. Amy mentioned a lot of high school students would be paying to park at high schools. Jess mentioned that adding some more money to the student activity fee would be reasonable as well. Dr. Thomas mentioned that students pay a fee already for student activities, but any ideas from faculty would be welcomed.

**Procedure 1006:** At the last meeting, Senate approved the change from the 84 to 96 maximum instructional points. In response to this, a new committee formed was to review that request. The purpose is to examine best practices and what other Colleges do. In the first meeting on the 6<sup>th</sup>, data from the other colleges was brought forward. Of the 23 schools, ten allow 96 points. Much of the discussion surrounded quality of instruction. Many members of the committee believe faculty provide lower quality instruction when teaching more than 84 points. Given this concern, some faculty have asked for consideration of an apparent contradiction: Procedure 1006 allows adjuncts who have full-time jobs to teach 48 points. Bill has been asked about the equity of 1006 for high school teachers. Nobody has suggested the limit for adjuncts should be reduced, but this potential equity issue should be recognized. Rebecka asked if the committee is looking at how the lack of raises can impact faculty morale and performance. Cindy and Bill both brought up the issues of raises at the previous meeting. Megan mentioned that there are incentives at other institutions for faculty to take overloads. This, coupled with the low rate of pay for adjuncts and overloads being low compared to the sister colleges, is a significant issue. Discussion ensued. Tina asked if the procedures are being approved for changes or if the older procedures are being followed. She has less points in Spring than her maximum caps. Lee said this is an issue for deans. Tina asked what the number of classes will be for Spring and Lee confirmed that it will be 84 points. Lee suggested that Tina talk with her dean and her VP. Rafi offered that one of the measures departments take to ensure full-time faculty make their loads is to hold adjunct classes until faculty have made their baseload. Dr. Thomas stated that this could cause an adjunct equity issue. Discussion ensued.

**Common Points of Concern:** Bill included some commonly repeated points of concern (The CRP List) that he has heard from faculty in his report. Right now, he has four points that he is hearing. First on his list are steps and raises. While faculty understand it is not popular to talk about these issues with the current budget crises, Bill argued that it is now, in these difficult financial times, that many faculty are feeling the

very real effects of a lack of raises over the last decade or longer. There may be no money for raises or steps, but that should not stop the conversation about steps and raises. Aaron reiterated that it needs to be a discussion point just so that faculty knows there is a plan, and it is an issue administration is listening to this concern. Dr. Thomas stated that there is no plan right now as COVID continues to impact the College in unforeseen ways. Amy mentioned that not getting steps or raises is an issue that precedes COVID.

Bill has also hears from faculty about the retirement incentive and capping of teaching points. People are worried about the potential negative effects on the faculty adjunct ratio. Bill reported that Dr. Clark as looked at the adjunct/full-time ratio and most departments are in compliance. Jess mentioned that there is a lack of flexibility for departments with different point values for classes, like Science. Bill echoed this as an issue for several departments.

Bill is also hearing about student quality. Students are not seeming to be successful in the current climate and not adapting to the online environment well. Jess added that most of the other schools he has worked for has not allowed freshman to take online classes. While this creates an impetus for getting back to face to face instruction, the class space is difficult. Cindy added that if faculty could get approval to cap classes at 18, instructors could work with two groups of nine. This Spring, faculty must run classes at full capacity. However, HCC is capping classes at ten for COVID and paying full class rate. Megan mentioned she was struggling as well because of the caps. The College is asking professors to teach double the lectures as well as doing online instruction. The workload for hybrid is significantly larger. Amy asked if there was a possibility to prioritize students into face to face classes for the Spring. Lee stated that Polk is using a lot of innovation to try to get students back to campus as safely as possible.

Bill mentioned that the pay schedule for overloads and adjuncts will be distributed in 1/5's, so the final payment will be in January.

There is a state-level push to have online classes rated as High Quality, Quality, or Not Rated. Polk is going along with this and trying to get ahead of it. DOE has not given the criteria for writing classes, but they are allowing colleges to contribute to that process now.

Jess asked if there are contracts coming this year. Jill mentioned that they were delayed because of having to distribute them electronically and those should be on their way to faculty. Jill stated that annual contracts and high school contracts are out. Continuing contracts are coming soon.

- Lakeland Vice President's Report: No report.
- Winter Haven Vice President's Report: No report.
- Administrative Liaison's Report: Dr. Thomas took a moment to recognize that passing of Dr. Anna Butler. Dr. Thomas recommended that everyone watch the interview she did with Dr. Johnson.

Lee followed up on the full-time/part-time ratio and the information was given to the 1006 committee. The report will be distributed.

The College applied for a grant to establish a central hub for faculty and students to call about any online student success help. Megan mentioned the student need's survey that was distributed in Canvas and asked if this is a part of the grant. Dr. Thomas said it is, and feedback from the survey will inform practice.

The SACS visit is scheduled for later this month.

Lee recognized that the work that Megan and the QEP team have done. Megan said there is a faculty QEP PIE shell where some groovy swag is being given away. Aaron added that Rashod Webb is the student success coach and that the Early Warning System is pivotal for students to be successful. Melissa Shapiro is the success coach for Winter Haven.

4:25: Greg moved to extend. Aaron seconded.

#### **Committee Reports and Updates:**

- **Research Specialist:** Megan represented Faculty Senate on this committee. The committee has concluded and sent names forward.
- **Director of PTA:** Rebecka is representing Senate. Meetings are starting this week.
- **Nursing Faculty:** Greg Harris is serving on this committee. Meetings begin later this month.

#### **Old Business:**

- *Procedure 6085 Investigations:* Several questions were brought forward about this procedure in January. The procedure has been approved for some changes, but the steps in the procedure are confusing. Megan offered detailed notes of Senate's questions and areas where more clarity was requested. Jamie mentioned that the current copy has only some of the updates. Rebecka made a motion to send the procedure to FHRC. Anthony seconded. The procedure will be forwarded to FHRC and brought back to Senate for discussion and approval.
- *Procedure 6049 Travel and Subsistence for Authorized Personnel:* Erin presented the changes to this procedure. The business office worked to make the travel procedure more accessible. There were a lot of changes to make the language clear and to match the procedure to state standards. The only major content changes were an increase to the student per diem compensation and flexibility for tips. Any particular issues that faculty deal within this procedure should be sent to Erin. Jess asked about rental cars. Erin said that there is nothing in the procedure about renting cars and any options for taller folks who are not flexible enough to get into a Fiat. Erin stressed flexibility and reasonableness when traveling and requesting reimbursement. Amy asked a few questions about carpooling, including unfair compensation and possible safety risks when riding with another person. Erin mentioned that there is new wording requiring a valid insurance and

license, so that may help. Erin will take the carpool issue back to the group to work on further. Aaron moved to approve. Tina seconded. Procedure was approved.

- Procedure 1024: *Faculty Schedule Assignment*: Dr. Falconetti has requested that any procedures related to 1006 be held until the 1006 committee was finished. Jamie motioned to table. Lorrie seconded. The procedure was tabled until 1006 is finished.

### **New Business:**

- Academic Calendar: The proposed academic calendar for 2020-2021 was presented to Senate. The College is following the school board start dates. Rebecka asked if 10-week classes should be included. Dr. Thomas will look into it. Tina mentioned that Senators should send out the calendar to department. Jamie moved to table for business next month. Greg seconded. Motion passed. Calendar will be distributed for feedback and voted on in the next meeting.
- Open Enrollment: Jill reminded Senate that open enrollment opened today. Enrollment is passive if there are no changes. There are some changes in copays and adjustments in the deductible. Jill will be sending a detailed email and power point. More information can be seen in PIE. The College will continue to pay all plans at 100%. There is detailed information on the changes of the two top plans (A and B). In 2022, employees will start sharing the cost difference should the employee remain enrolled in the A plan. In 2023, faculty will start paying 100% of the difference between the A and B plan if the employee chooses to remain enrolled in Plan A.

### **Rules and Procedures:**

- Committee Composition List - Attachment for Procedure 6002: Lee brought Senate's attention to a few items. There is now a Dean of Institutional Effectiveness and the title has been added to several committees. Other title changes were added including Vice President and Dean of Workforce as well as the Vice President of Institutional Effectiveness. Jamie moved to approve. Greg seconded. Changes were approved.

### **New Business from the Floor:**

No new business from the floor.

Jamie moved to adjourn at 4:54. Greg seconded.