

Polk State College Faculty Senate Agenda
Date: October 13, 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, Provost, Administrative Liaison (present)

Attending Senators: Amanda Jones (substitute for Dirk Valk), Jess Jones, Heather Childree, Jillian Capper (substitute for Gwyn Phillips), Kim Hess, John Stewart, Anthony Cornett, Gregory Johnson, John Woodward, Laura Brimer, Misty Sparling, Lee Childree, Chris Botelho, Michael Derry, Andrew Coombs, John Barberet, Pal Good, Michelle Bissessar

Faculty Attendees: Alison Sutton, Koushik Banerjee, Susie Moerschbacher, Ed Smith, Kyle Seiverd, Heena Park, Penny Morris, Pam Jones, Niqui Young-Pringle-Brown, Von McGriff, Jacqueline Gray, Matina Wagner, and Jeff Barnum

Presenting Guests and Others:

Presenting: President Angela Falconetti with Marty Gang (CIO), Cody Moyer (Director of Learning Technology)

Non-Presenting: Tamara Sakagawa (VP/Chief of Staff); Mary Krell, Jacqueline Shepard, and Regina Tino (PTA Program); Jordan Emro (Respiratory Care Director); Beth Luckett (Health Sciences Dean); Kelly McMorrow (EMS Coordinator); Lucerito Gonzalez and Annette Bullard (OTA Program); Jim Davis (Fire Sciences Coordinator)

The meeting started at 3:10 p.m.

I. Approval of Minutes from September 2025 meeting

Anthony welcomed everyone and called the meeting to order.

Dr. Falconetti congratulated Anthony Cornett on his future term as Faculty Senate President. She introduced Marty Gang, Vice President of Institutional Technology/CIO. Dr. Falconetti stated she would like the *Employee Satisfaction Survey* to be completed by October so it can be offered in the Spring 2026 Semester.

Anthony said that the majority of faculty prefer the Hanover Company, if the College needs to do other surveys. If there's no need to do other surveys, Pace is recommended. Anthony suggested that Mary Clark create a deal with Hanover for two years instead of doing the surveys in just one year.

Dr. Falconetti said she and Amy Bratten would follow up with Anthony.

[Approval of Minutes followed and was the second order of business (see below).]

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

It was discovered that the *September 2025 Faculty Senate Minutes* were not viewable in PIE, so Jess Jones motioned to table the minutes. Chris Botelho seconded. The motion carried, and the *September 2025 Faculty Senate Minutes* will be put forward at the November meeting.

II. Approval of October 2025 Agenda

[This was the first order of business.]

Misty Sparling motioned to approve the *October 2025 Faculty Senate Agenda*. Jess Jones seconded. The motion carried.

III. Faculty Senate Officer and Administrative Liaison Reports

A. President's Report – (none—absent)

B. Lakeland Vice President's Report—Jess Jones

1. Open Enrollment [for insurance] opens October 13 and closes October 31. It is a passive enrollment. If an employee doesn't need to make changes, it can be left alone to keep the same insurance as last year.
2. NOED Faculty Training is due Monday, November 10. This is the Human Resource Compliance Training.
3. The 2025 Polk County Heart Walk at Joker Marchant Stadium on November 1 is looking for volunteers and participants. Teams are welcome.
4. Fitness classes begin this week:
 - Lakeland Wellness Center
 - Tuesdays 5:30 – 6:30 p.m. Step and Flex (Shagon Collins)
 - Thursdays 5:30 – 6:30 p.m. Step and Flex (Shagon Collins)
 - Winter Haven (WHC 142/Health Center)
 - Tuesdays 5:15 – 6:00 p.m. Total Body Burn (Michael Pagano)
 - Thursdays 5:15 – 6:00 p.m. Yoga (Mary Ann Murdoch)
5. WCAG 2.1 AA: Web Content Accessibility Guidelines Canvas Deadlines
 - Spring 2026 Course Shells – December 1, 2025
 - Summer 2026 Course Shells – April 1, 2026
 - Fall 2026 Course Shells – July 1, 2026

6. Reminder: Faculty Load and Compensation (FLAC) System is using contact-hour calculations per semester (cf. Polk State Procedures 1006 and 1024). For simplicity, contact-hours per semester calculate as “points” times four. So, a 60-point load is 240 contact-hours per semester (i.e., 60x4), and an 84-point “maximum load” is 336 contact-hours per semester (i.e., 84x4).
7. Remember to complete fingerprinting with Human Resources.

C. Winter Haven Vice President’s Report--Anthony Cornett

1. In January, the new Banner-FLAC (Faculty Load and Compensation) Payroll System will be implemented and allow overload and supplemental pay management to be more clearly defined in monthly pay details. Final Fall 2025 overload and adjunct payments will be issued in December 2025—note that there will ***not*** be a January 2026 payment for Fall 2025 overloads. Beginning in 2026, all faculty compensation (e.g., base pay, overloads, and supplemental pay) will be combined into one paycheck under a single tax table. Human Resources encourages employees to check the Polk Portal to review withholdings and make adjustments.
2. Most Senators reported that they, and their constituents, did not mind having both checks combined into one check to be paid on December 12.
3. A Florida Retirement System Workshop: *Understanding the FRS Investment Plan* is offered on October 16 at 10 a.m. It’s in Kissimmee (1 Courthouse Square, Suite 4200). Individuals can register at this link: https://ey.zoom.us/webinar/register/WN_x2qYVrPwRc6wwrkWiPtWgQ
4. The HR Department is working through fingerprinting all of the College. Employees can also schedule fingerprinting or have it done off-site using the instructions in Felipe’s [Garces] email.
5. HR Faculty Training Modules are due by Nov. 10. There are a lot of modules, but they aren’t long [20-40 minutes each]. Anthony completed this in two days, with about an hour per day.
6. Fall Graduation Ceremony sign-up is occurring. Date: December 3, at 6:30 p.m.
7. The WH Fine Arts Theater is back! *Cyrano de Bergerac* will run from November 14-16 and November 20-23. Curtain is at 7:30 pm on Thursday-Saturday, and at 2:30 pm on Sunday. Cost is free to all Polk State students, faculty, and staff. General Admission is \$10.

D. Parliamentary Report – Greg Harris (none--absent)

E. Academic Liaison Report—Provost Amy Bratten

- Graduation sign-up is occurring (38 faculty have signed up so far).
- The Calendar Committee’s draft *2026-2027 Academic Calendar* is being formed. Amy hopes to reconvene the Calendar Committee in the spring to create a two-year calendar.
- The NEW Vice President of IT, Marty Gang, began today; he will transition into the role by December 2025.

- The College attended the Florida Banner Users Group Conference last week, and others are having the same Banner problems, so we're not alone.
- Thank you for being flexible with different processes for attendance reporting and helping with collaboration between Academics and the Registrar's Office for the data needed. The NEW Registrar [Danielle Chandonnet] will start soon.
- Reminder: Check on [insurance] Open Enrollment and the HR trainings.
- Thank you to those who went to Fall Fest.
- Reminder: Spring 2026 Semester syllabi are due 45 days beforehand. The 16-week and Fasttrack 1 syllabi are due November 23; 12-week syllabi are due December 22; and Fasttrack 2 syllabi are due January 19.

Q: John Stewart asked if Amy had sent these dates to everyone.
Amy said she would put the dates in the meeting's chat.

IV. Committee Reports and Updates – none

Michael Derry noted that it's time for Faculty Senator elections. Anthony said that either Greg Harris or Heather Childree will send election notices for those who are due.

Michael said that the following Senators are up for election: Lee Childree—Lakeland Collegiate, Kim Hess--Lakeland Math, Pal Good—WH Nursing, Dirk Valk--Lakeland Science, and Michael Derry--Lakeland Social Sciences. Retired Senator Lorrie Jones (WH Nursing) has already been replaced.

Misty Sparling said there's a list of Senators and their terms on the Faculty Senate website from January of this year.

V. Old Business

A. Polk State College Procedure 1006: *Faculty Workload, Academic Accounting System, and Department Coordination*

Anthony Cornett stated that most of the changes dealt with the new FLAC System and use of contact-hours. The document has gone through the College editor.

Anthony received permission from Melissa LaRock to accept the changes that were approved by the Faculty Senate in August 2025. The changes on this document reflect only the changes for the FLAC System.

1. Jess Jones directed attention to Section III.C(4a) and the breakdown of office hours into online and face-to-face hours. Regardless of modality, having a couple online office hours should be an option for face-to-face professors for student use. It does not currently read that online office hours are available for in-person instructors.
2. Michael Derry asked if it was intended the summer class maximum should drop from 5 to 4 courses.
 - *Anthony Cornett:* Verbiage for “classes” was removed since not all classes are the same number of hours. A full-time load is 60 points, which is 240 hours.
 - *Jess:* The summer max used to be 63 points [252 contact-hours].

- *Anthony*: It was. He said he asked Amy if that can be increased to 252. Amy said she needs to talk to Mary Clark because it's dependent upon how the College reports to SACS; we need to make sure we're not changing anything.
 - *Susie Moerschbacher*: If it is 240, we're limited to four summer courses.
 - *Anthony*: For 3-credit hour classes that is generally five classes.
 - *Kim Hess*: The point load for summer [12-weeks] is three-quarters of the fall and spring loads [16-weeks]. We teach a lot of 12-week classes during the fall and spring, and we can teach seven classes during those semesters, but we can only teach four during the summer. What we told SACS was three-quarters of a load.
 - *Niqui Young-Pringle-Brown*: The sciences have lab classes which make the calculations nuanced. It all goes back to how we report to SACS.
 - *Amy Bratten*: When SACS does its next visit, the five-year review, we need to be in strict compliance. The last report cannot have findings or the new accreditor will not accept the College.
 - *Anthony*: If Kim's right and we already reported this to SACS as our policy, then we can bump it to 252.
 - *Amy*: If we're talking maximum load (full load + overload), 252 contact-hours would be 75% of full load; it can be looked at.
2. Jess Jones said to look at Section III.A(10) on overloads. There's added language that is not necessary. It says that "Summer courses may be taught as overloads," then there is added language: "but are not guaranteed." Procedure 1024 already discusses guarantee of overloads.
- Anthony and Amy agreed that if it's in 1024, it's already covered.
3. Jess said to look at Section III where it talks about an adjunct instructor's assignment "cannot exceed 192 standard contact-hours, calculated October 1 to September 30." It also says that an "adjunct instructor's hours cannot exceed 464 contact-hours for each year." This does not agree with everything else in the procedure.
- *Michael*: [Fall semester is] 192 [contact-hours], [spring semester is] 192 [contact-hours], [and summer semester is] 164 [contact-hours, which] exceeds the hours permitted for adjuncts [i.e., 192+192+164=548].

[Discussion ensued regarding the exact number of contact-hours and classes for adjuncts: There's an overall maximum of 464 contact-hours for the year and a maximum of 192 in a semester. The College is not dictating when adjuncts can take the hours other than they cannot work full time to comply with state law.]

- *Amy*: Adjunct faculty should not exceed 29 credit hours [for the year], which is $16 \times 29 = 464$ contact-hours. Anything above this is full-time status. An adjunct has the flexibility within each semester to teach up to four 3-credit-hour classes, and then the total can't exceed 464 no matter how the semesters add together. That's why it feels like the math doesn't [work] because we're looking at an overall total, but we're also making sure that for each of the terms, the adjunct is staying at or below 80% of a full-time faculty load.

- *Andrew Coombs*: Would it make more sense to put the 464-limit first and fewer of the Department Coordinators will mess it up in the future? The 464 contact-hour limit is the more important one.
 - *Michael*: [Suggested language] *The total number of contact-hours for adjuncts is 464, of which no more than 192 can be [taught] in each spring or fall term...* and whatever the number is in the sum, right?
 - *Susie*: [Clarifying]: If an adjunct is teaching a standard 3-credit-hour course, they can teach a total of nine courses in a given Academic Year [from October to September], but in the past the adjunct could teach 12 classes.
 - *Amy*: That was our concern. New state insurance oversight is to monitor every adjunct at all state institutions to combine all of their work. The system's college that assigns those last overage-hours to place the adjunct at full-time status must pay the individual's insurance.
 - *Michael*: The total for the entire year is nine classes.
 - *Amy*: The problem is that not every class is calculated at the same contact-hour value [e.g., *First-Year Seminar* and lab sciences].
 - *Michael*: That ends up as 9.66 classes [standard, 3-credit courses], so there's some leeway. A person could do more for the 0.66.
 - *Anthony*: They have lectures as well. My standard load for a course is 5 contact-hours which is 20 hours.
4. *Jess*: [The document says that] faculty members must comply with District Board of Trustees Rule 3.01: *Personnel Program* with 15 [weekly] instructional hours and 10 office hours per week. Is the contact-hours language clear?
- *Anthony*: No, if we're using the numbers. We're thinking 15 is contact-hours in class. We need to put instructional-hour equivalent (which is 240) unless you want to throw in "weekly instructional contact-hours."
 - *Jess*: Yes, *weekly* [hours].

Anthony said he would verify the 252 versus 240 summer contact-hours with Mary and talk about the online office hours as an option regardless of teaching modality.

Jess Jones motioned to table the procedure. Chris Botelho seconded. The motion carried.

B. Procedure 1024 (Faculty Schedule Assignment)

[This procedure was reviewed after Cody Moyer presented.]

1. Michael Derry asked the Senate to look at Article II. B(1a): The first sentence is contradictory. Add "overload," and the closed parenthesis after contact-hour needs to be removed.
2. Jess Jones asked the Senate to look at Section G: Regardless of teaching schedule a person needs to abide by his or her contract. That wording seems unnecessary.
Anthony: [Agreed with the redundancy.] Can we just remove that?
 [No one objected, and Anthony removed that language.]

Jess Jones motioned to approve the procedure with changes. Chris Botelho seconded the motion. The motion carried.

VI. New Business

A. Faculty Human Resources Committee (FHRC) Vacancy Memo

Misty Sparling said that [COL] has a very new hire (Ann Walker) representing the Collegiate High Schools on the vacancy memo. It is not a wise choice because she's never served on a Screening Committee and has too many irons in the fire. Lyndsay McCaulley agreed to perform this service instead

- *Heather*: No one from Human Resources is here.
- *Anthony*: I don't think HR will care that she is being subbed in. I will tell them.

B. Distance Learning Input Request – Cody Moyer Presenting

[This occurred after the discussion of Procedure 1006 (above).]

[Cody Moyer placed the following slides in the chat, since the Zoom share screen function was not working:

https://www.canva.com/design/DAG1svcnidM/eFwAIR08e45dX94W7XxWjQ/view?utm_content=DAG1svcnidM&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utm_id=h865b31825d]

1. Definition of Hybrid Course:

Cody Moyer presented two definitions of a hybrid class, neither of which aligns with the Florida College System (FCS) definition. The Distance Learning Committee liked the wording from St. Johns River College that *hybrid course sections combine online and on-campus instruction and assessment*. The proposed wording is "At Polk State College, these courses typically meet 50% in person and 50% online, though the proportion may range from 30 to 79% in either modality, dependent upon the instructor." Cody is seeking approval to make this the new Polk State definition of a hybrid course.

- *John Barberet*: So, this is about attendance?
- *Cody*: No. This is about how much of a class is in person versus online.
- *John*: But we have to specify that they must come to class. We need to include a requirement to attend class because students will say they did an assignment anyway, even they didn't come to class.
- *Cody*: Attendance issues should be addressed in the *Course Syllabus*.
- *Andrew Coombs*: The new definition of *hybrid* gives clarity to what was lacking clarity.
- *Niqui Young-Pringle-Brown*: John, one thing that's important is for the campus meeting times to be placed in Banner so that students know ahead of time when the meetings will happen.
- *John*: Do office hours count?
- *Amy Bratten*: Students coming to office hours should not be part of the instructional time.
- *John*: In foreign language classes we have to do the oral exam face-to-face.
- *Amy*: Specify that in the *Course Syllabus* and be specific about your policies.

- *Jess Jones*: A question for Marty Gang: Can we come up with a way in Banner so students can see that the course they are signing up for is a hybrid course? Students don't understand the lecture component, online component, and lab component. They see two courses and choose the one they *think* is "less work," the online course, not realizing that it's actually a hybrid.
- *Amy*: I'm going to ask Paula [King] if we can do that.
- *Cody*: There's a Banner attribute for the "instructional method." Online and hybrid use the same "instructional method." Hybrid has two lines, and it is confusing for students. We're working to have Canvas include the modality in the course name.
- *Niqui*: If I'm using my office hours as instructional hours, there's an overlap. If office hours are instructional hours, that prevents students from having access to the professor.
- *Amy*: If you're redirecting what the office hours are then there should be notification to students.
- *Cody*: I went to where students can search for courses in Banner. If they click on the name of the course, they can see the "instructional method." To Jess's point, it's not readily available to the student. We can explore options to make that clearer.
- *Niqui*: We should navigate this through Advisors and Success Coaches. This was an issue with Genesis, so this issue isn't brand new.
- *Cody*: If students click "Advanced Options," they can search by "instructional method," but it is not super intuitive.

Anthony asked for any remaining input on the new definition of *hybrid courses*.

Kim Hess motioned to accept the new definition for a hybrid course. Misty Sparling seconded. Most were in agreement; John Barberet opposed. The motion carried.

2. Restriction of Post-Course Access for Students

Cody explained that currently, Polk State does not restrict a student's course view after a term ends; it goes into a read-only state. There's not necessarily a need for students to have indefinite access after a course ends. For example, a student can't re-access course information after a face-to-face class ends. If Polk State does not restrict access as part of implementation for the new Accessibility Legislation, every course from 2017 onward must be made accessible or the College could be sued. The Academic Quality Council (AQC) and the Distance Learning Committee have already approved a motion to restrict viewing after the semester ends.

Gregory Johnson indicated that since some students go back to pull content, it would be advisable to have something in the *Course Syllabus* to ensure students are aware that at the end of the semester they will no longer have access.

Cody encouraged individuals to place a statement in the *Course Syllabus*. He also indicated that if there are program-specific courses where content needs to be

available, a developmental space can be created for student access without keeping the old course shells open.

Laura Brimer motioned to approve restricting access to courses after course completion. Misty Sparling seconded. The motion carried.

C. District Board of Trustees Rule 1.01: *Board Membership and Organization*

Misty Sparling motioned to approve Rule 1.01.

Michael Derry said to look at Section II.B, as this mandates that the Secretary of the District Board of Trustees be the College President. State law requires that the Board have the option to appoint whom they want; if they don't appoint someone, state law requires the President be the Secretary.

Anthony made a notation for Cindy [Baker].

Amy asked where Michael saw this information. Michael explained that he was in a meeting a year and half ago at another institution and they said that the President is an option for Secretary. Amy read from Statute 1001.61:

A Florida College System institution president shall serve as the executive officer and corporate secretary of the board of trustees and shall be responsible to the board of trustees for setting the agenda for meetings of the board of trustees in consultation with the chair.

[She placed a link in the chat: <https://www.flsenate.gov/Laws/Statutes/2024/1001.61>]

Anthony commented that it looks like this information was changed this year, so Michael is not correct.

Pal seconded Misty's motion to approve Rule 1.01. The motion carried.

D. District Board of Trustees Rule 1.03: *Powers and Duties of the Board*

Misty Sparling moved to approve Rule 1.03. Jess Jones seconded. The motion carried.

E. District Board of Trustees Rule 2.10: *Facsimile Signatures*

Misty Sparling moved to approve Rule 2.10. Jess Jones seconded. The motion carried.

VII. New Business from the Floor

A. Independent Study Pay

Chris Botelho has been trying to get an answer from the Dean regarding how Independent Study pay is being done. This semester he didn't make his load until the second 8-week term due to low enrollment. He had nine students for the class, but he was told that the threshold was 10 students. He had three Independent Study students, and he finally made his load in the second 8-week term. It appears that Independent

Study pay is being held until a load is made, but he thought the Independent Study didn't contribute points to the load. He's looking for clarification.

[Michael Derry motioned to extend the meeting. Jess Jones seconded. The motion carried.]

Amy: Paula [King] has said that the administrative assistants work together to ensure that professors make their loads before Independent Study assignments are paid, and yes, that is how that is calculated.

B. Fingerprinting Options

Jaqueline Gray asked if employees can go to HR for fingerprinting instead of waiting for HR to come to a particular campus. There were very long lines at convocation.

- *Anthony Cornett:* That's what I ended up doing. Apparently the one machine bounces between the Winter Haven and Lakeland campuses. You can call Yvonne to make an appointment.
- *John Stewart:* Weren't they talking about going to different departments?
- *John Barberet:* I emailed and am still waiting for someone to respond.
- *Misty Sparling:* Those teaching in COL were told we had to make an appointment at the Lake Wales UPS store, and they billed the College.
- *Amy Bratten:* We have a fingerprint machine on campus. I'll make sure Felipe and his team know people are waiting to hear when they're going to go to departments.
- *Jillian Capper:* Yvonne emailed me last Thursday, and they will be offering sessions soon, and going to JDA. Reach out to Yessenia or Yvonne.
- *Anthony:* They need to tell us when the machine is going to be on campus and hold to that schedule.
- *Niqui Young-Pringle-Brown:* I wrangled them and had them come over on a Friday, and the whole department did it all at one go.
- *Jillian:* We did the same in Nursing.

VIII. Adjournment

Misty Sparling motioned to adjourn the meeting. Kim Hess seconded. The motion carried. The meeting ended at 4:40 p.m.