

Polk State College Faculty Senate Minutes
September 2018
Date: Monday, September 10, 2018 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
Tina Feleccia, Parliamentarian
Lee Childree, Secretary
Greg Harris, Senator at Large
Steve Hull, Administrative Liaison

Senators: Earl Brown, Michael Harrison, Alexandros Dimitriadis, Misty Sparling, Amy McIntosh, Dann Hazel, Lorne Fairbairn, Danielle Delgiudice, Penny Morris (for Jim Rhodes), Lorrie Jones, Aaron Morgan, Earl Brown, Johnny Stewart, Andrew Coombs, Carol Stinson

Guests: None

Meeting called to order: 3:00 PM.

Approval of August Minutes. Michael moved to approve the August minutes. Tina seconded the motion. The motion carried.

Approval of September Agenda. Cindy moved to approve the agenda. Michael seconded the motion. The motion carried.

Reports

President's Report

Bill announced that he will be meeting with Steve Hull and Peter Elliott next week to discuss adjunct pay, overload pay, and faculty salaries. Bill pledged to keep the Senate apprised of the results.

Lakeland Vice President's Report

Nothing to report.

Winter Haven Vice President's Report

Nothing to report.

Administrative Liaison Report

Steve gave an update on the Faculty and Staff Emeritus procedure. There is a procedure in place that is in the development stage. It has a purpose, benefits, eligibility, and a procedure for obtaining the title. Benefits have been identified. The College is checking with the departments

who will be affected by those benefits to make sure that they will be able to provide those benefits. By next President's Staff meeting, there should be more to report.

Steve sought names for those willing to serve on a new committee to find a new Student Perception of Instruction instrument. The College would like to pilot a new instrument in the summer of 2019. Lorrie, Alexandros, and Tina volunteered to serve on this committee. Steve will seek additional committee members. Bill offered to help recruit members as well.

Committee Reports and Updates:

Bill is serving on the hiring committee for a new Vice President at the College. This is the second iteration of the committee. The position was re-advertised and the committee will be meeting again soon.

Bill is also serving on the hiring committee to hire three new Academic Advisors for the Lakeland campus. Anthony is serving on an identical committee for the Winter Haven campus. These committees convene next week.

Greg is serving as the chair for the hiring committee for Manager of Planning and Construction. The first meeting for this committee is September 11 in Winter Haven.

Misty Sparling is serving on the hiring committee for Student Resource Specialist Representative at COL.

Jim Rhodes is serving on the hiring committee for a TLCC support position.

Tina is serving on the hiring committee for the TLCC Manager for Winter Haven campus. The committee has already met and is in the process of submitting their recommended names. She expressed the frustration felt by other members of the Senate who have served on other hiring committees, namely that there are a large number of applications to read through and HR does minimal screening.

Anthony is on the Educational Talent Search committee, which will commence interviewing next week.

Cindy served on the committee for the position of Academic Success Coach for the Lakeland campus. A person was hired for this position.

Alexandros suggested the College do more to share with its employees positions that are opening up. Tina indicated that this information is available on HR's website. Steve suggested that Bill could share the periodic report of new positions via email to the faculty. This report includes any and all positions that have just opened. It also includes status reports of positions that have already been advertised. Bill agreed to do so.

Old Business:

Senate Bylaws. Bill stated that he put the Senate Constitution and Senate Bylaws on the Senate PIE page. Bill requested the senators look at changes to these two documents prior to the October senate meeting. Changes are mostly minor, but there are two more significant and necessary changes. The first of these is the need to reflect the new reality for recent high school professor hires—they may not obtain continuing contract. The second significant change needed is to update the administrative positions eligible for the position of Faculty Senate Liaison. Bill floated the idea of allowing the College President to choose the administrator who will serve in this position. Steve suggested that for simplicity's sake to allow for the College President to make this decision. Amy suggested that the Senate should also have a say. Current language does allow for the Senate to have a say.

Cindy identified a discrepancy between the Constitution and the Bylaws. The discrepancy was regarding the requirement for members of the steering committee to have continuing contract.

Bill agreed to re-work the bylaws into something more streamlined. He will start an email discussion about changes to the Constitution and Bylaws.

Tina suggested a change in the election of senators—from October to August. Tina gave a current tally of full-time faculty. She reminded the Senate of those senators whose term expires in December.

Tina stated that the bylaws do not reflect the reality of how minutes are communicated. Bill suggested that she add her ideas on this to the email discussion thread which will be forthcoming. Lorrie recalled a previous Senate discussion about changing the bylaws to indicate how minutes are currently approved.

New Business:

Nothing to report.

Rules and Procedures:

Procedure 6078 Accommodation of Disabilities-Employment. It was agreed that the Senate needed to hear from Jill Hall about the changes made to this procedure. Cindy motioned to table this procedure. Michael seconded the motion. The motion carried.

Business from the Floor:

Cindy reported that professors in her department are receiving an overload of students to their classes without having granted their approval. Most senators reported that they have always been asked for approval before students are added above the cap. The problem may be specific to Lakeland Science. Steve stated that, by procedure, the professor should be apprised and has to agree to the overload. Steve suggested that this was an apparent oversight this semester.

Cindy had a request in her department to revisit the procedure of not allowing students to add new classes beyond the start of the semester. The professor making the request asked for some room in allowing for students to add by Wednesday morning at 8 AM (beyond the current Monday at 8 AM policy). Cindy sought the advice of the Senate. Tina suggested that students who join late come in unprepared for the start of the semester. Danielle suggested that making exceptions for one will lead to the need to make exceptions for others. Aaron suggested that the College continue to work on a case-by-case basis. Lorrie alerted the Senate to the problem of purged students being unsuccessful in sending emails to faculty. Instructors do not get the messages that these students send. Bill stated that he would bring this to the attention of Nathan Neuman.

Tina stated that she updated the Faculty Senate membership list and that the number of representatives should stay the same based upon the number of faculty in each department and the bylaws. She added that, per the bylaws, anyone interested in running for Senate President should follow the proper procedure, found here: <https://www.polk.edu/wp-content/uploads/6056.pdf>. She agreed to update the list and send it to Lee to add to the Senate's PIE page.

Adjournment: Michael motioned to adjourn at 4:08 PM. Tina seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary