

Polk State College Faculty Senate Minutes
September 2019
Date: Monday, September 9, 2019 Time: 3:00 p.m.

Officers:

Bill Caldecutt, President
Anthony Cornett, Winter Haven Vice President
Lorrie Jones, Parliamentarian
Lee Childree, Secretary
Steve Hull, Administrative Liaison

Senators: Aaron Morgan, Penny Morris (for Jim Rhodes), Amy McIntosh, Danielle Delgiudice, Jess Jones, Tina Feleccia, Dann Hazel, Alexandros Dimitriadis, Andrew Coombs, Lorrie Jones, Rebecka Ramos, Keith Libert, Lorne Fairbairn

Guests: Lee Thomas, Joe Perez, Diane Welsch, Jill Hall

Meeting called to order: 3:06 P.M.

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

Approval of September Agenda. Amy moved to approve the September agenda. Jess seconded the motion. The motion carried.

Lee Thomas, the College's new Vice-President of Academic Affairs, introduced himself to the Senate. He encouraged faculty to contact him with any concerns they may have. He shared his contact information: Extension 6211 and LAC 1193 (Steve's old office).

Reports

President's Report

Bill reminded senators who are coming to the end of their three-year terms to begin the re-election or replacement process. These senators are Tina Feleccia, Lee Childree, Amy McIntosh, Alexandros Dimitriadis, Jim Rhodes, Carol Stinson, and Cynthia Freitag.

Bill shared the highlights of the email communication he sent to the entire College faculty earlier. What follows is that communication in its entirety.

Budget. The last meeting of the Planning and Budget Council was in April. This was mainly an informational meeting, as the State legislative session was still ongoing and decisions were postponed until the state funding of the Lake Wales Center was determined. There is currently no date set for the next meeting, but Bill will keep everyone updated when this is scheduled. As

always, he will continue to advocate for implementation of the annual salary step for full-time faculty, and continually emphasize the need for an overdue increase to base pay. He will also continue to ask that attention be given to the increasing number of faculty on or above the thirtieth salary step, who do not receive annual step increases.

SEIU. The Service Employee's International Union has officially withdrawn its petition to form an adjunct faculty union at Polk State College. The Faculty Senate will continue to represent all faculty issues. We welcome all faculty members—both part-time and full-time—to our monthly meetings and encourage all to communicate with their departmental representatives.

Enrollment. As of Friday, September 6, 2019, enrollment for the fall semester was up 0.6%. This is likely to go higher, as students continue to enroll for the 8- and 12-week classes. Academic Affairs is actively seeking ways to increase the College's average headcount per class, as this is one of the most direct ways to improve our bottom line.

Faculty Senate Constitution. In the spring, the Senate drafted and approved some necessary amendments to DBOT Rule 2.24 (Faculty Senate Constitution). This requires approval from a majority of full-time faculty, and we attempted to accomplish this via a paper-ballot poll. We did not get the minimum number of votes necessary, so we will be conducting an electronic poll in the near future. Please watch your email for instructions and details.

Scheduling Procedure. The Faculty Senate has formed a small group of representatives to begin a conversation about Polk State Procedure 1024: Faculty Schedule Assignment. Several faculty members have expressed concern about the lack of guidance in the procedure regarding the assignment of course sections in cases where two instructors would like to teach the same class. For example, there is some ambiguity regarding how to assign a course desired by both full-time and adjunct faculty within and between departments, and also between campuses. In general, the Senate is looking to see if the procedure can be modified to provide more clear-cut guidelines. Although we intended to move more quickly on this issue, the arrival of SEIU necessitated delay. During unionization activity, it was not permissible for the College to work on a procedure that directly impacts the assignment of classes to faculty members. Now that unionization activity has ceased, the Senate can move forward. We will be seeking input from all faculty in the near future. Bill will keep everyone posted.

Assessment Coordinator Procedure. The Senate has been asked to review Procedure 1006 (Faculty Workload) to consider adding language that would modify the way assessment coordinators are compensated. All ACs are currently paid the same amount, but we have been asked to consider a system that is more like the way Department Coordinators are compensated (i.e., according to the number of course sections managed). We have assembled a sub-committee to start the conversation and we will be meeting this month. The discussion about this procedure can be found below under Old Business.

Professor Emeritus Procedure. A new procedure has been drafted by a group of Faculty Senate representatives and others. This, when finished and approved by the Senate, District-Campus Group, and President's Staff, will provide a mechanism for recognizing retired faculty members and staff in *the Polk State College Catalog*, as well as allow individuals to maintain a tangible

connection to the College through its various services. The Senate sent the draft document to all faculty for feedback and input, and we will be formally discussing the proposed procedure at the September Senate meeting. The discussion about this procedure can be found below under Old Business.

Lakeland Vice President's Report

The first District Campus Group meeting is this Wednesday. Cindy will have something to report after that.

Winter Haven Vice President's Report

Nothing to report.

Administrative Liaison.

Steve referenced the organizational changes (including his upcoming temporary retirement) discussed in Dr. Falconetti's email on September 9th.

Committee Reports and Updates:

Cindy is on the Athletic Director screening committee. Interviews are to begin and end this week.

Danielle is on the Registrar's hiring committee. The committee will convene this week.

Old Business:

Procedure XXXX Faculty Emeritus. Penny questioned how one might continue as a faculty emeritus member year after year; it was suggested that the procedure needs to be more specific about this. Steve stated that because the College provides access to licensed products, it must get confirmation on who is using the products that are licensed. Penny asked if those who have already retired may apply; Steve stated that they may. Bill added that this needs to be clarified in the procedure. Someone asked if the un-retired were eligible; Rebecka stated that this is not the intent. Jill suggested adding a definition of what retirement is. Aaron stated that he heard passionate feedback about the term "emeritus," which some believe is considered a high reward. Bill, in his research about faculty emeritus programs around the country, found that faculty had to have done something of distinction to be granted faculty emeritus. Steve stated that there is nothing sacred about the title; the significant part is that the College is providing these services to retired employees. Rebecka stated that the Director of Human Resources has the power to decide if a retired faculty is ineligible for faculty emeritus. Someone asked Bill if faculty emeritus would be allowed to use faculty parking; as the proposed procedure currently stands, they would not be able to. Aaron and Tina asked if this procedure was intended to be an honor; Rebecka stated that the intent is for this to be an honor and a title. Lorrie moved to accept the procedure with the addition of a statement to indicate that retired faculty will be accepted retroactively. Anthony seconded the motion. The motion carried. Steve stated that he and Rebecka will make the addendum to the procedure.

Procedure 6059 Employee Education Fund (EEF). Steve stated that the term “domestic partners” was added back into the procedure. Steve confirmed with HR that its deletion was an error. Cindy moved to approve the amended procedure. Tina seconded the motion. The motion carried.

Procedure 1006 Faculty Workload – Academic Accounting System and Department Coordination. Bill stated that there seems to be some confusion about the purpose of the changes here. Bill requested that senators explain to their constituents that in departments with directors, the directors are responsible for assessment. In those departments without directors, assessment coordinators are responsible for assessment. The College is looking at the possibility of moving compensation for assessment to a scaled system. Rebecka shared feedback from her department, namely that there is a lack of training for assessment coordinators to do their jobs well. Rebecka added that the same sentiment exists for DCs taking on those positions anew. Andrew stated that he received identical feedback to Rebecka’s. Steve stated that he believed Mary Clark would support training for this and that her office will probably provide the required training. Aaron expressed frustration over the difficulty he faces as an assessment coordinator in getting forms back from some professors. Cindy stated that the assessment coordinators in her department communicate with the departmental coordinator if professors are unwilling to share assessment data. This procedure did not require a motion.

Procedure 1024 Faculty Schedule Assignment. Bill stated that the subgroup is planning to have its initial meeting this Friday. He added that he would share the results of this first meeting at the next Senate meeting.

Faculty By-laws. Bill reminded the Senate that the plan is to go with an electronic ballot. Mary Clark will be coordinating the vote with Bill. More on this can be found in the President’s Report (above).

New Business:

Jenzebar Payroll Update. Sara Kniffin, who was formerly in the College’s HR department, provided an update. Jenzabar is replacing Genesis and is going live in October. Everything in payroll will stay the same until January 2020. In November, on-line training will be occurring. Also in November, in person face-to-face meetings with each of the major groups (Faculty, Career, Pro Tech and Administration, Adjuncts, and Part-time Employees). There will be at least two in-person meetings per group, one on each campus. Anyone in each group will be able to attend the meeting and ask HR questions. There will be no changes in *how* and *when* faculty are paid. What is changing is the use of leave sheets; the recommendation is to use Jenzabar’s online system for leave sheets. The College is looking for faculty volunteers willing to participate in the test phase between now and the end of the calendar year, so Sara will be reaching out to the Senate for this purpose. There will be more functionality regarding the pay stub in the new Passport. The goal in January is to make sure everyone gets paid and the functionality will be limited at that point. Overloads will be paid out in December (as opposed to January). The letter of appointment process will be changing, though what that means is still being defined. Overall,

the goal with the payroll changes is to make them as simple as possible. Alexandros asked if the new LOAs would be online; Sara stated that she did not have the details of the final process yet, but added, “That is the direction in which we are moving.” In response to questions from Andrew and Tina, Sara stated that overloads would be paid out in full in December of this year, primarily for tax purposes. Lorne asked about employee access to past payroll data; Sara is encouraging employees to download this data because this information will not be available online with the new Passport, though the business office will maintain this information. Amy asked if there would be a bigger paycheck overload in December or if there would be equal payments over four months; Sara stated that she would have to get back to the Senate on this question after conferring with the payroll department. Anyone with questions is encouraged to email Sara at skniffin@polk.edu.

Rules and Procedures:

Procedure 6080 Sick Leave Pool. Since Jill had left the meeting, Tina motioned to table the procedure. Amy seconded the motion. The motion carried.

Rule 1.07 Trustee Performance Standards. Steve stated that changes were simply editorial. Cindy moved to approve the updated procedure. Anthony seconded the motion. The motion carried.

Business from the Floor:

Andrew shared a request for an update from adjunct faculty about their contracts. As of the Senate meeting, adjuncts had yet to receive their contracts. The concern is that they may be working up to six weeks without being paid. He sought guidance on the movement to move adjunct pay to be bi-monthly. Sara stated that after January, career employees will be going to bi-monthly pay. None of the other groups are going bi-monthly at this time; however, after “the dust settles with Jenzebar,” the College is willing to talk with any of the pay groups (including the adjuncts) at the College interested in being paid bi-monthly. Steve stated that the adjunct faculty have already requested that this be investigated. Sara added that there has not been discussion in the payroll department about any employees potentially being delayed in their pay. Andrew stated that it is a problem when the College asks adjuncts to work six weeks without pay.

Andrew asked about additional pay raises for adjuncts. Steve stated that the College is in wait-and-see mode with this.

Adjournment: Tina motioned to adjourn at 4:18. Amy seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree