

**Polk State College Faculty Senate Agenda**  
**Date: September 8, 2025**  
**Time: 3:00 pm**  
**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 (present)

**Others:**

- Chris Bothelho, Senator at Large (present)
- Amy Bratten, Administrative Liaison (present)

**Attending Senators:** Anthony Cornett, Heather Childree, Greg Harris, Lee Childree, Misty Sparling, Johnny Stewart, Kim Hess, Chris Bothelho, Gwyn Phillips, Johnny Woodward, Dirk Valk, Andrew Coombs, Michael Derry, Jess Jones, and Gregory Johnson

**Faculty Attendees:** Heena Park, Michelle Bissesser, Fatin Morris Guirguis, Susie Moerschbacher, Jacqueline Grey, Niqui Young-Pringle-Brown, Azhar Hussain, Pam Jones, Jennifer Shaw, Amanda Hurtt, Ed Smith, Latrice Moore, Penny Morris, Matina Wagner, Jillian Capper, Alison Sutton, and Tiffany Messerschmidt

**Presenting Guests and Others:**

**Presenting:** Mary Clark (VP Institutional Effectiveness) and Angela Falconetti (President)

**Non-Presenting:** Mary Krell, Lisa Correll, Beth Luckett, Kim Thomas Manning, Cody Moyer, Tamara Sakagawa, Yovan Reyes, Deleise Wilson, Belkis Capeles, Reggie Webb, Lucerito Gonzalez, Annette Bullard, and Amy Lewis

The meeting began at 3:01 p.m.

- I. Approval of the *Faculty Senate Minutes: August 7, 2025***  
Chris Botelho motioned to approve the *Faculty Senate Minutes: August 7, 2025*. Andrew Coombs seconded the motion. The motion carried.
- II. Approval of the *Faculty Senate Agenda: September 8, 2025***  
Greg Harris motioned to approve the *Faculty Senate Agenda for September 8, 2025*--with an amendment to add a section discussing nominations for Faculty Senate President. Misty Sparling seconded the motion. The motion carried.
- III. Faculty Senate Officer and Administrative Liaison Reports**
  - A. President Report – none (absent)**
  - B. Lakeland Vice President Report—Jess Jones**

1. Cody Moyer and Instructional Technology have presented *Web Content Accessibility Guidelines* (WCAG 2.1 AA) to various departments. Spring 2026 course shells are to be ready by December 1, 2025. Summer 2026 course shells are to be ready by April 1, 2026. Fall 2026 course shells are to be ready by July 1, 2026. Online courses must now show accessibility compliance.
2. The new Banner Faculty Load and Accounting (FLAC) System uses total semester contact-hours instead of points (cf. Procedures 1006 and 1024). A faculty member can multiply the number of points by four to get the semester contact-hours for comparison to the old system. A 60-point, full-time load is 240 contact-hours per semester (i.e., five three-credit classes that meet 48 hours a semester =  $5 \times 48 = 240$ ). An 84-point “maximum load” is 336 contact-hours per semester (i.e., 7 classes  $\times$  48).
3. Please complete fingerprinting for HR.
4. Degree *Pathways* are now referred to as “Ed Plans.” Department Coordinators (DCs) and Program Directors reviewed existing *Pathways* for inconsistencies and inefficiencies. They also looked at whether the courses were offered during the listed semester in the Ed Plans to better accommodate scheduling.

#### **C. Winter Haven Vice President Report—Anthony Cornett**

1. Anthony Cornett welcomed Dr. Falconetti to present:  
*Dr. Falconetti welcomed everyone. She stated that she met with Anthony and the DBOT Chair [Ann Barnhart] last week regarding the Senate’s goals and how administrators can work more effectively with Senate. She’d like Anthony to present to the DBOT on the College’s progress made toward the Senate’s goals [Senate Objectives List]. She added that there have been some news articles about Foundation scholarships, and if faculty have questions, they can contact her or Tamara [Sakagawa, Vice President and Chief of Staff].*
2. Anthony had emailed senators that he was meeting with Dr. Falconetti and Chair Ann Barnhart. It was a two-hour conversation covering many topics. Anthony renewed the faculty request to return to allowing individuals to teach three overload courses (96 points or 384 contact-hours total) instead of just two classes. Anthony was told that the question would again be put to Mary [Clark, VP of Institutional Effectiveness] and the Southern Association of Colleges and Schools (SACS). This is the last College review with SACS before accreditation is being moved to the Higher Learning Commission (HLC), which is more lenient with respect to overloads. He also discussed the need to increase adjunct and faculty pay. It was a productive conversation, but there were no guarantees.

#### **D. Parliamentary Report –Greg Harris**

It is time for nominations for Faculty Senate President. Anyone wishing to be nominated must be a full-time, permanent faculty member [five years in an instructional Faculty position at the College]. Nominations must be sent as a PDF to Greg by October 1 at 8:00 am. A nominee needs at least ten signatures with the printed name next to each signature. Greg will verify the nominations. If there’s more than one candidate, an election will be held by the end of October.

**E. Academic Liaison Report—Amy Bratten (Provost)**

1. Reminder: Twelve-week classes started.
2. Enrollment Management: Administration is making scheduling adjustments to ensure the College is offering courses at the right times without overlap. Mike Long is overseeing enrollment and curriculum management. He is using demographic data and student and faculty input to tweak the schedule to maximize student matriculation without roadblocks. This included meetings with DCs and Program Directors to develop a student-centered schedule while ensuring fewer silos regarding what other departments are doing.
3. Online Courses: Spring online sections will not be attributed to a specific campus to increase accuracy regarding student foot-traffic at each campus, allowing the College to merge low-enrollment courses and identify DIS opportunities.
4. Letters of Appointment (LOAs): Administration is working on LOAs. In the spring, the new Banner FLAC System will be used for overload approval, but for fall, we are still using LOAs. Please sign and return these quickly as they cannot be processed until they are returned with signatures.
5. Overload Pay: The College is trying to clean up payroll processes, so overloads will be calculated through December, with the last payment in December this year (not January). When the LOA or overload pay is received, if something doesn't look right, please contact administration quickly so corrections can be made.
  - **Q: Kim Hess**: Will that be four payments [for overloads] then?
    - *Amy*: I'm not sure if September will be processed in time.  
*[Later response for Kim Hess from Paula King, Administrative Assistant, via Amy]*: As long as the overload approvals are sent in, the overload payments should be made for September, October, November, and December. Again, faculty should not expect any payment in January.
  - **Q: Michael Derry**: For all the new online accessibility work, will there be extra compensation?
    - *Cody*: There is no money for compensation, but my team is willing to do some heavy lifting. This is the law, and we have no choice but to comply.
  - **Q: Fatin Morris Guirguis**: I'm having an issue with the reporting of my salary to FRS. It's almost 20% less. I believe the problem is with Banner. I raised this to Art [Sierra, Human Resources Manager], but so far no one seems to be able to sort this out. Art said he thought it was a wider problem. Who do I talk to? If it is a Banner issue, I want to bring that to Amy's attention, especially since we don't have leadership in HR right now.
    - *Amy*: I will check with HR on this, so stay tuned.
6. Full-Time Equivalent (FTE) Calculations: Amy shared morning data from Mike Long showing the number of sections and students. These are duplicated numbers, so they cannot be used to calculate FTE, but it's a glimpse at some of the numbers the College can access. This is one of Mike Long's tasks as curriculum manager. [Amy displayed an Insights table showing the number of students for 16-week, 12-week, FT1, FT2, KCTIPS, and multi-session courses, which showed a total of 29,513 enrollees.]

Data pulled by Mike Long from Insights: duplicated student #s and # of sections (so far) for Fall 25

16 Week	12 Week	FT 1	FT 2 (current and still enrolling)	KCTIPS (still enrolling)	Multi session (CJ, OTH, EMS)
17106 students	7870 students	1877 students	2042 students	560 students	58 students
957 sections	398 sections	122 sections	176 sections	41 sections	6 sections

Total students: 29513 (duplicated)

\*This is a snapshot in time and pulled from Insights.

- **Q:** *Jess Jones:* With online sections not “assigned” by campus, will there be an internal designator noting that the course is a Winter Haven or Lakeland section? If we have “mystery classes” that are unstaffed, it’s good to know where the sections originated. Also, if online sections are not campus-designated, won’t that impact DC pay, adjunct pay, faculty, books, etc.?  
  - *Amy:* This change is meant to provide more accuracy regarding how many students are involved on each campus. Cody has been working with the bookstore to enable textbooks to be delivered to students’ chosen campus. We’ll know how many online sections are available based on historical data for numbers of sections offered and run, and have DCs collaborate on which professors get online sections.
- **Q:** *Jess:* Sometimes there are anomalies, so it is imperative to clarify whose responsibility it is to staff a course--if it’s your [a specific DC’s/campus’s] rollover, it’s your responsibility. Is there a way to tag these online sections?  
  - *Amy:* This will be based on the DCs and deans knowing who is responsible. The spring schedule is not a rollover; it’s being created from scratch. Previously, people in advising have been creating sections, and that’s been closed down so we can monitor who is creating sections. We’ve locked down some of those open variables.
- **Q:** *Jess:* The following spring may see the anomalies in the rollover.  
  - *Amy:* Summer and fall will be built from scratch. Then we’ll rollover and see if there are any “mystery” items. Mike Long should be able to manage load tracking for previous offerings and watch student enrollment as well.
- **Q:** *Jess:* If there’s a large number of online sections not attributed, this affects DC pay, which is based on the number of sections taught in the DC’s purview. We need a way to determine the number of sections for DCs.

- *Amy*: DC pay is based on the last three semesters, not the current one. We'll have a curriculum manager watching over that process, which we haven't had before.
- *Jess*: Three semesters down the line, it is going to be an issue to determine who was responsible for these sections.
- **Q: Kim Hess**: There are several DCs in this meeting. We do our jobs by keeping up with the enrollment report, creating new sections based on this. It's problematic not to have online courses designated by campus. It should at least be coded internally in Banner. A lot of classes are marked "TBA" until adjuncts can be assigned. I share adjuncts with Scott Perkins [WH Mathematics DC]. There needs to be one person [i.e., DC] assigned to handle each section from beginning to end. Issues will add up if the courses aren't internally marked. I understand the concept, but in running reports, wading through all of Winter Haven courses to get to Lakeland courses will be a much bigger task.
- *Amy*: [*Cody had sent Amy information*]: Cody said we can create an internal attribute, or descriptor, for each course section. I will find out from Mike Long if we can create campus-specific attributes that the students wouldn't see so we can filter courses by the different attributes.

#### **IV. Committee Reports and Updates**

Director of Enrollment and Registrar Screening Committee - Michael Derry (member) reported that from nine applicants, the committee has submitted three candidates. The deadline was September 1, but the interviews were held at the end of August. The new target date is likely the middle of September to October 1.

#### **V. Old Business [None]**

#### **VI. New Business**

**A. Employee Satisfaction Survey – [This discussion occurred at the start of the meeting as a courtesy to the presenting guest.]**

Mary Clark presented information to Senate that she had provided to President's Staff. In the summer, a District Board of Trustees (DBOT) member asked that an external organization conduct a faculty satisfaction survey. Senators received this information approximately a month ago. There are three options. The more expensive options allow for more customization.

- Ruffalo Noel Levitz (RNL)--Standard cost: \$2,250 with add-on costs of \$2,900; total cost \$5,150.
- PACE Campus Climate Survey (North Carolina) --Standard cost: \$6,000/\$7,000/\$8,000 with add-on costs of \$750 per question set, \$750 for a quantitative data file, \$1,000 for custom questions; total cost: \$8,000-\$12,000.

- Hanover Research --Cost: One survey package: \$22,500-\$24,500; “membership” package of up to four projects: \$47,500-\$52,500 with no add-on costs; total cost: \$22,500/\$47,500 until 8/31 or \$24,500/\$52,500 until 9/30.

In all three cases, the results go directly to the company, not to the College, and the company presents an executive summary of the results.

RNL is the benchmark company used in higher education. RNL-type questions were selected for an employee survey a few years ago. This company designs questions specifically for community colleges, so there are no questions regarding housing.

PACE has created a campus climate survey specifically for community colleges; it has bronze, silver, and gold packages. The lowest cost (\$6,000) has no customization while the highest cost (\$12,000) has maximum customization.

Polk State has worked previously with Hanover. It has membership packages with no add-on costs that are completely customizable. The employee satisfaction survey would be one project with the option of up to three more additional projects (i.e., purchased as a package).

Hanover currently has 28 active users in Florida. RNL has 70 current clients; none are in Florida. PACE has 119 clients, with one in Florida. Hanover and PACE will compare results to peer institutions in the state, while RNL will do a national comparison. PACE only has one Florida college it is working with for comparison.

- **Q:** *Anthony Cornett*: How much did we spend to run Student Performance of Instruction Instruments (SPIs) last year per semester?
  - *Cody Moyer*: Just under \$4,000.
- *Anthony*: SPIs will have to run until next year when Baz [Abouelenein, Interim Chief Information Officer] indicated there would be an internal survey for use. You [Mary] wanted to do a program review, so there are at least four surveys needed in the next year. Many senators are interested in helping to build the faculty survey.
  - *Mary Clark*: I’m happy to resend the specifics back out to everyone.

## **B. Procedure 1006 (Faculty Workload – Academic Accounting System and Department Coordination)**

Anthony sent the Administration’s additions to Procedure 1006 to Senators to enable faculty review, but the additions were not placed on the version that the Faculty Senate and District Campus Group had reviewed in May (stamped with the Editor's “draft” mark). He said he would merge the new material with the previously approved text and resend it, but the Senate would not be able to vote on the procedure today.

- *Dirk Valk*: Sections A7 and A8 discuss the full-time load and overload. In Section 8, the overload is limited to 192 contact-hours per semester during the summer. Our summer load has been 63 points which is 252 contact-hours. This would limit us to 80% of what we currently have. Now that we're using contact-hours, it's pretty straightforward when you're meeting with a 16-week class, but that class is evaluated the same as a 12-week and 8-week, but they should be the same as a 12-week during the summer. There needs to be some language that makes it clear that we're using contact-hours.
- *Michael*: Article 4, Section B, subsection 3(b) says Procedure 6021, and it should be 6012.
  - *Anthony*: It's been corrected.
- *Michael*: Article 3, Section B, subsection 3(c): The limitation for adjunct hours is less than the total number of contact-hours listed on a per-semester basis. Adjuncts are allowed 192 hours in spring and fall and 154 in summer which is 538 contact-hours, but the procedure limits them to 464 contact-hours [total for the year]. Is there an error in the math or is there some type of limitation happening?
  - *Amy*: That is correct. The math doesn't match. Adjuncts need to be below full-time status. You can have this many contact-hours per semester, but your overall annual total cannot be over the lower amount. Otherwise, the individual becomes a full-time interim instructor and the College must pay benefits.
  - *Michael*: It's 9.66 classes per term per year. [It's not a round number as one would expect.]
  - *Amy*: You can have a certain maximum in a semester, but for the total year, you have to stay below this level.
  - *Michael*: Effectively it's 4 [three-credit courses in fall], 4 [three-credit courses in spring], and 3 [three-credit courses in summer] and it's a total of no more than 9 classes in a year.
  - *Amy*: Keep in mind that contact-hours are not the same as credit hours.
- *Misty*: The Collegiate faculty were concerned with Section III.A.7, where it addresses collegiate faculty assignment. It should say "the full-time assignment for a 4x4 schedule is three classes with one planning period per semester." If a Collegiate professor forgoes a planning period, the person is paid an overload.
- *Andrew*: Page 2, III.B.(1a) Course Instruction: one contact-hour is 50 minutes with a ten-minute break. Is contact-hour being calculated correctly?
  - *Anthony*: That's the standard: 50 minutes and then 10 minutes.
- *Andrew*: Page 4, III.B.(3g) discusses a course section located outside standard parameters and refers to Procedure 6049: *Travel*. Is this correct?
  - *Amy*: That refers to a situation where the instructor is housed at Lakeland but is teaching at Winter Haven. It means the instructor receives mileage compensation for traveling, which is listed in Procedure 6049: *Travel*.
- *Dirk*: Were Banked Points originally part of Procedure 1006?

- *Anthony*: Banked Points disappeared, and on the new version I have added this topic back in.
- *Amy*: It still exists, and I wondered if Faculty Senate wanted to get rid of it. It went to the VPs. We'll need to make sure we get that back in there. Cindy Baker [VP of Finance] requested that if we include Banked Points, that the language says these are for a single Academic Year.
- *Jess*: Can't someone bank points in advance? If we limit it to an Academic Year, what happens if we want to use Banked Points in the fall, and we can't because that's the beginning of the Academic Year? I understand Cindy's reasoning, but that excessively limits when the points can be used.
  - *Amy*: We need to talk that out.
  - *Jess*: We need an agreement for using a former spring's work to pay for a future fall.
  - *Amy*: We need to figure out language for documenting and tracking the points. Mike Long is looking into how to use Banner to track Banked Points.
- *Susie*: Have the contact-hour distribution limits been conveyed to the adjunct faculty members? We have several adjuncts who've taught four courses in the fall and four in the spring, and two in the summer. That would exceed the limit per the procedure.
  - *Amy*: I believe that information has gone out to adjuncts. The state is watching, and adjuncts are aware they need to stay below a certain limit for all state institutions.
  - *Jess*: Are they aware that they have an Academic Year limit, not just a semester limit?
  - *Amy*: I'm pretty sure that information went out to adjuncts, but I'll check.

Greg Harris motioned to table Procedure 1006. Dirk Valk seconded. The motion carried.

### **C. Procedure 1024 (Faculty Schedule Assignment)**

Anthony did not have a rectified version containing Administration's additions on the Senate-approved document. He asked senators if there were any issues with the additions to Procedure 1024.

- *Andrew*: The title of "program director" is capitalized in the second paragraph and stops getting capitalized. Section II.2.A.1 indicates that in the fall and spring terms, DCs and program directors will assign full-time faculty members their full-time base load of 240 hours and "up to two overload courses." Should "up to two overload courses" be taken out?
  - *Anthony*: We could say: "up to 96 contact-hours as an overload."
- *Michael*: Contact-hours are not defined. It needs to say, "contact-hours, as defined in Procedure 1006," defining contact-hours as "a 50-minute period with a 10-minute break."
- *Jess*: I have a "why" question: Several of us spent a large portion of Summer 2024 in a workgroup ironing out how to move from points to weekly contact-hours. Why did we decide to go to semester-long contact-hours? It's cumbersome.



- *Michael*: When they have to input payroll in Banner, they have to enter the entire semester. They're writing the procedure to match Banner.
- *Amy*: That's right. That's how Administration enters information in Banner.
- *Jess*: Weekly contact-hours are used in other places.
- *Amy*: We did it by semester because that's what Administration inputs. Are you recommending we go back and do it differently?
- *Jess*: I can "math," but some cannot. We went from cumbersome with points to four times as cumbersome. Communication would be easier with smaller numbers, but I made this recommendation a year and half ago.
- *Amy*: This is how Administration inputs this in Banner.
- *Anthony*: This is really confusing. We will never see the back end.

Anthony stated that the procedure will go back to the College Editor after reconciliation of the Administration's additions is finished.

Jess Jones motioned to table Procedure 1024. Heather Childree seconded. The motion carried.

## VII. New Business from the Floor

Kim Hess brought up recent credentialing questions. The Winter Haven and Lakeland Math departments had questions regarding *College Algebra*. At other colleges, SACS allows alternate credentialing, but Polk State does not. The College has to abide by what is in the *Polk State Credentialing Manual* for SACS, but this needs to go through the procedure to make a broader change to the Math Department's credentialing.

- *Amy*: If it's not in the *Polk State College Credentialing Manual*, it cannot be accepted. If changes are needed, the Math Department must make them.
  - *Kim*: There is an error in the manual. The College used MGF (Mathematics General and Finite) as a *level* of Mathematics, but the State uses MGF as a *category* of Mathematics. We just introduced a new course, MGF 1100, which is not a college-level class; it is on the level of *Intermediate Algebra*, which does not count as a college-level math credit. We have professors who are technically not credentialed to teach MGF 1100, but they were credentialed to teach its counterpart MAT 1100 (*Introduction to College Mathematics*). We used MGF as a *level*, but we should have used the State Course Numbering System (SCNS) *number* as the difficulty level. That's one error that needs to be fixed. What is the procedure for changing the Credentialing Manual?
  - *Amy*: My opinion is it should start in the department. In the past it's followed the same process as for a procedure, but I have not found it in writing. We need an SOP for the credentialing manual.
  - *Michael*: When it's updated, it should comply with SACS and HLC rules.
- *Kim*: We have information on alternative credentialing that SACS uses--and that our sister colleges use--which is based on things like experience. The instructor needs 18 credit hours in theoretical Mathematics courses in addition to a master's in some field. SACS alternative experience-based credentialing is a judgment call, which may be why we've never used it. SACS has a much broader allowance than used at Polk.

- *Amy*: Because we report to SACS, we have used our Credentialing Manual for the process. The Manual needs to be reviewed by each department to determine if changes are needed. Some adjuncts have applied for positions and have been told they can't teach here because, even though they've taught a class at other institutions, they don't match our credentialing requirements. Credentialing for faculty, and the revision process should be led by faculty.
- *Kim*: Can Senate do an ad hoc committee with members from each department?
  - *Anthony*: That's something we can do. We'll pull in senators from each of the departments. Would an easier solution be that when we report to SACS, we say that we follow our Credentialing Manual *and* the SACS alternative guidelines? This would allow us to use our Manual and the alternative guidelines.
  - *Kim*: Our Credentialing Manual has a section for alternative methods, and we have "none" in all those spaces.
  - *Amy*: The next Faculty Senate President at the next President's Staff should bring this up, and we need to have Mary [Clark] weigh in on that.
  - *Michael*: The College should put alternatives into the Credentialing Manual to avoid a second credentialing processes issue with a new agency.
  - *Anthony*: We can form a review committee.

Anthony reminded attendees that Procedures 1006 and 1024 will be sent back out in a couple weeks, and then the Senate can vote on them next month.

## **VIII. Adjournment**

Misty Sparling motioned to adjourn. Jess Jones seconded. The motion carried. The meeting adjourned at 4:20 pm.