

Polk State College Faculty Senate Minutes

Date: September 14, 2026

Time: 3:00 P.M.

Meeting Held via Zoom (recorded)

Steering Committee to Meet Following the Senate Meeting

Officers:

Anthony Cornett, President (present)
Greg Harris, Vice President for the Winter Haven Campus (present)
Jess Jones, Vice President for the Lakeland Campus (present)
Heather Childree, Secretary (present)
Michael Derry, Parliamentarian (present)

Others:

Chris Botelho, Senator at Large (present)
Provost Amy Bratten, Administrative Liaison (present)

Attending Senators: Heather Childree, Jess Jones, Lynsay McCaulley, Greg Harris, Michelle Bissessar, Johnny Stewart, Niqui Young-Pringle-Brown, Lee Childree, Andrew Coombs, LJ Russum (for John Barberet), Laura Brimer, Jennifer Shaw (for Cindy Freitag), Herb Nold, Gwyn Phillips, Andrea Hofeditz, Kari Misa, Michael Derry, Dirk Valk, John Woodward, and Chris Botelho

Faculty Attendees: Kim Hess, Penny Morris, Jamie Haischer, Courtney Brinton, Dawn Drake, Emily Smeltz, Tiffany Lowden, Jason Old, Pam Jones, LaTrice Moore, Adam Pridemore, Susie Moerschbacher, Lee Caldecutt, Jacqueline Gray, Nerissa Felder, Fatin Morris Guirguis, Steve Brickner, Aaron Morgan, Von McGriff, Mandy Hurtt, Joseph Cook, Heena Park, Melissa Shapiro, Salma Wehrmeyer Nawlo, Matina Wagner, and Consuela Bonney

Presenting Guests and Others:

Presenting: Cody Moyer [Interim VP of Institutional Technology/CIO, Director of Learning Technology]

Non-Presenting: Maria Lehoczky [BAS Program Director], Yovan Reyes [Dean of Early College], Beth Luckett [Dean of Health Professions], Deleise Wilson [Dean of Nursing], Kim Thomas Manning [Dean of Academic Affairs], Tamara Sakagawa [Senior VP of Communications and Public Affairs]

The meeting started at 3:02 p.m.

I. Approval of the Minutes from the August 2026 Faculty Senate Meeting

Greg Harris motioned to approve the *August 2026 Faculty Senate Meeting Minutes*. Jess Jones seconded. The motion carried.



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II. Approval of the September 2026 Faculty Senate Meeting Agenda

Greg Harris moved to approve the agenda with Cody Moyer presenting *Weekly Attendance* before the Officers' Reports. Lynsay MacCauley seconded. The motion carried.

[Note: The meeting opened with discussion of Item VI.B. Weekly Attendance Processes.]

III. Faculty Senate Officer and Administrative Liaison Reports

A. President's Report (Anthony Cornett)

- **Retirement Benefits for those hired before 2004:** There was a missing word, *faculty*, in Rule 3.24 that left terminal sick leave payout open to interpretation. In the past, this was paid out for this group at about 50%. Administration wanted to cap it at 480 hours. Anthony stated that he worked with Administration to develop a framework for paying out retirement benefits to those faculty (about 20) at the 50% mark, consistent with Rule 3.24. Administration has stated it is amending the Rule and has promised to pass it through the College's normal processes as detailed in Procedure 6073: *Procedure on Rules and Procedures*. The documents are in the Faculty Senate PIE page for reference.
- **Business Faculty Course Issue:** Anthony stated that when he and President Stasi walked together on campus, they talked with Business professors (Herb Nold, LaTrice Moore, and Paul Howe) who were having several issues. One was the lack of a Capstone Course [for the bachelor's in Business], that would prevent students from graduating. The next day he was told that courses were being opened. There are other issues, but this specific one was quickly resolved. This indicates that President Stasi seems willing to work with the faculty to help advance the College and the needs of the faculty and students. He's been here two months. Anthony said, "If you know me, I'm certainly not a shill. I think last summer showed that extensively. But President Stasi deserves real credit for working with the faculty in the short time he's been here. It's certainly a lot better than it was over the past almost decade."
- **Implementation of Rule 2.29: Interim Procedures, Revision of Procedure 1006: Faculty Workload--Academic Accounting System and Department Coordination, and Removal of Procedure 1024: Faculty Schedule Assignment:** Many have heard about the implementation of Rule 2.29. This is one of the two Rules that the District Board of Trustees (DBOT) passed without going through proper procedure [Rule 2.24; Procedure 6073]. The Board passed this Rule at the June 29, 2026, meeting. The other was Rule 1.10, passed at the March 2026 meeting.
 - Additionally, at President's Staff this month, a new version of Procedure 1006 was put forward that Anthony had not seen before. The Faculty Senate had passed a version of this Procedure in October 2021 (where it was shut down at President's Staff) and passed again in October 2022 (same results), and passed again in May 2025 (same results). The new version of Procedure 1006



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[September 2026] was pushed through using the new Rule 2.29, bypassing all Rules and Procedures [related to document review].

- The Senate also passed another version of Procedure 1024 in May 2025. At the meeting, Anthony was informed this Procedure had been dissolved.
- A copy of Rule 2.29 is in PIE, as are copies of the new September 2026 version of Procedure 1006 and the version that the Senate collaborated to pass in May 2025 [there are two documents, as the Department Coordinator position has been separated out of Procedure 1006 in one of them]. There is also the version of Procedure 1024: *Faculty Scheduling Procedure* that the Senate passed in Spring 2025 and a description of the Department Coordinator (DC) “position” which was also approved at President’s Staff. He explained that Administration dissolved Procedure 1024 entirely, saying it was redundant because all necessary information was in the new (2026) version of Procedure 1006.
- Once something is out of procedure, it can be changed, which is why the Senate has been pushing reattachment of relevant documents. The DC portion was moved into a “position description” and is no longer in Procedure 1006.
- Several other procedures were passed as well (i.e., 5016, 5024, 7013, and 6002). As far as he can tell these documents look to be the same as what was passed by the Senate in 2025.
- Anthony said he was at the DBOT meeting in June when Rule 2.29 was passed. The text is NOT what it was implied to be used for. Anthony’s notes from the meeting state, “Allows Interim Presidents to have the authority to enact something should an issue arise (i.e., closing a campus because of a storm, closing a building because of a fire alarm, etc.).”
- The “emergency” stated in the case of Procedure 1006/1024 was the SACS report that was due the week of President’s Staff, as SACS would be examining these procedures.
- Administration said for the SACS report, it needed to pass these procedures [particularly the new Procedure 1006], immediately. This is despite having a reviewed Procedure 1006 and 1024 that passed through the proper channels THREE times. A completely new version [of 1006] was written without input, with the explanation that SACS would have heartache over many things, including the “prominence” of the word “overloads.” In the 2025 version that Faculty Senate passed, the word *overload* is mentioned 20 times in a 9-page document; five of those times are in the *definition* for what an overload is. Procedure 1006 was established in 1974. SACS has had zero complaints with the document for 52 years, and even if they did, he feels that the Faculty and Administration could have worked on it collaboratively as they always have before.
- Anthony explained: This was not an emergency. It was entirely preventable. This SACS report has been fretted over for years. He and Bill Caldecutt [former Faculty Senate President] told President’s Staff in 2022, if Administration gives the Senate 3-4 Rules and Procedures a month [for the review process], the College will be ready for the SACS report. In 2023, he and the former Senate



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President stated this *again*. In 2024, they stated this *again*. In 2025, he did it again, *alone*.

- Since 2022 [since those warnings], there were 42 months with Faculty Senate meetings. In 26 of those months, literally no Rules or Procedures were given to the Senate by Administration to review. In 16 of those months, the Senate was given Rules and Procedures, but in 9 of those months, the Rules and Procedures that were passed by the Senate were put on hold indefinitely at the President's Staff level. In summary, in the past 42 months, the Administration has only allowed material to pass in 7 of the months. He put a document listing, by month, everything the Senate has passed since 2019 in PIE, and stated that he keeps *everything*.
- All this being said, Anthony reiterated that he believes President Stasi will work with the Faculty. When Anthony brought up the issues with Administration's delays with Rule and Procedure review at President's Staff, President Stasi said, rightfully, that he wasn't here for these issues. "I have a feeling we would not be in this situation if he had been," Anthony said. President Stasi has demonstrated this in many of his actions so far.
- This new Rule 2.29 stipulates, "Unless earlier repealed, replaced, or adopted as a permanent Procedure following completion of the applicable review process, an Interim Procedure shall expire one hundred eighty (180) days after its effective date." It must go through the process [Rule 2.24, Procedure 6073]. So, if Administration wants to make these changes [Procedure 1006 and 1024] permanent, according to the Rule, it must go through the process as normal through the Faculty Senate, DCG, President's Staff, then to the DBOT.
- **Procedure 6002: Committee System** There has also been talk about moving the Committee Composition from Procedure 6002 into a handbook to make changes easier. We can tackle that later.
 - **Michael Derry** stated that he planned to discuss Rule 2.29 in his report.
 - **Andrew Coombs** said that it sounds like the new Interim Rules are supposed to be temporary but can become permanent if Senate reviews them.
 - **Anthony** said that any change made, in 180 days or sooner, must go through the process, Procedure 6073. [Anthony paused to ensure all related documents are in PIE.]
 - **Andrew** asked if it matters that we vote or are we under advisement.
 - **Michael** referenced Rule 2.24 for jurisdiction. He said that Rules are under advisement; Procedures are in partnership. [Rule 2.24 says, "The Senate shall enjoy a full partnership with the College administration in the initiation and development of rules, policies, and procedures within its jurisdiction. The Senate shall monitor the implementation of these rules, policies, and procedures."]
 - **Jamie Haischer** asked how this version of [Procedure 1006] differs from the old one, and who put it together.
 - **Anthony** said he took the old [Senate] version [of Procedure 1006], the new [President's Staff] version of the Procedure, and Procedure 1024 and ran them



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through AI for comparison. It's an extensive rewrite. He can email the results. One major issue is with the Department Coordinator (DC) description. It says that DCs are not in charge of scheduling, that the deans are. Anthony feels that the deans are going to have the DCs do scheduling because of how busy they are. Otherwise, the role for DCs has minimal changes, and there's slightly more of a definition for the role. The caveat is that the role is no longer in (and protected under) the Procedure; it is only a "position description."

- **Aaron Morgan** asked when Procedure 1006 was changed to remove the DC position. He was on a Procedure 1006 Review Senate Sub-committee several years ago, and there were issues with Administration not following the Procedure. It made him quit the committee. He asked if the Senate approved these changes. He said it has been his experience that the College does not follow Rules and Procedures. He asked when Procedure 1006 was changed and what recourse the Senate has when Administration doesn't follow College Procedures.
- **Anthony** said that he doesn't know who wrote the Procedure and assumes that it was Mary Clark's [Vice President of Institutional Effectiveness, Accreditation and Research] office. It was approved at President's Staff two weeks ago.
- **Aaron** asked if Anthony was present at the President's Staff meeting and wanted to know who is on President's Staff.
- **Anthony** stated that he was at the President's Staff meeting. He stated that he said some "not nice things." He mentioned several members of President's Staff. He assumed [Interim CIO] Cody Moyer would take over for outgoing Marty Gang; he indicated Mary Clark, Amy Bratten [Provost], Tamara Sakagawa [VP OCPA], Steve Warner [VP Foundation], Reggie Webb [VP Student Services], and Cindy Baker [VP Business/Finance] are in this group. He said he assumed the new Executive Vice President would also be on President's Staff.
- **Aaron** asked if Faculty have only one representative and if the Senate has any real influence.
- **Anthony** said he didn't want to get into hypotheticals.
- **Aaron** reiterated that the College is making Procedures and Rules without following its Rules and Procedures. He explained that he does not want to come off as combative, said he is concerned about whether the Administration plans to follow Rules and Procedures, and if not, what is the recourse? He was at the DBOT meeting when they tried to remove the Faculty Senate, and that is where these concerns stem from.
- **Anthony** said there have been positive advancements by the President, which we've not had for 8 years. He hopes this will not be the permanent situation. He will meet with President Stasi in a couple weeks. He said he knows things at Polk State are "not okay," but that he believes President Stasi is willing to work with the Senate. Anthony said he is not pleased with this [Rule 2.29, Procedure 1006 and 1024] and indicated Administration had four years of notice to fix



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these issues. If Administration ignores Procedures, then there are reporting bodies that can be told.

- **Tiffany Lowden** asked if the new DC position has been shared. She said her DC role was included in her [FLAC] appointment. There have been rumblings about getting rid of DCs. Can you share what you know?
- **Anthony** said he has not heard anything specific about DCs. He says he's "not thrilled" that the DCs are not in the Procedure anymore, as this the Procedure provides a protective measure to stop abuses. Rule 2.29 states an Interim Procedure is limited to 180 days maximum. If Administration wants to adopt the new Procedure 1006 permanently, it must go through the review process, which includes Faculty Senate. Usually, the Senate is the first stop because faculty tend to be good at finding flaws and these can be fixed. He feels that this will go nowhere if brought to Senate.
- **Andrew** asked if the Senate plans to discuss Procedure 1006 or if we're waiting.
- **Anthony** directed Heather Childree to put Procedure 1006 and Procedure 1024 on the October Agenda. He asked that Senators send the documents he is posting to their constituents to get feedback from all faculty.
- **Jennifer Shaw** asked about the dissolution of Procedure 1024. How is scheduling going to be done now?
- **Anthony** said that the Spring Schedule has already been made.
- **Jennifer** said she does not have a schedule. She asked if Rule 2.29 is in violation of Rule 2.24, in direct violation of shared governance.
- **Anthony** indicated that in May, he had a conversation with a trustee and was told that Board rules are subject only to the Board and that faculty and staff have no input. He read verbatim Procedure 6073 to the trustee, which includes any Rule or Procedure, but the Board member said this doesn't apply. In June, Rule 2.29 went through. Was the Rule read aloud and notice given to the public? He doesn't think so. Was it a surprise? Yes, it was. He got a paper copy at the President's Staff meeting [August].
- **Herb Nold** asked about the process to bring feedback and the process to amend a Rule or Procedure.
- **Anthony** told Herb that we'll be looking at these Rules and Procedures next month. He asked Senators to talk with their constituents and bring feedback to the October meeting.
- **LaTrice Moore** asked if the Business Department was the test case for getting rid of DCs.
- **Anthony** said that Business is the only department that lost a DC.
- **Aaron** asked if there was a reason for losing DCs.
- **Anthony** said he didn't say the College was losing DCs. He said that the position's description has been pulled from the Procedure [1006].
- **LaTrice** answered Aaron that DCs in the Business Department were eliminated.
- **Anthony** said he only knows of this happening in the Business Department.



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- **Chris** said that Rule 2.29 states the time horizon as 180 days. He asked if the same action can be renewed indefinitely.
- **Anthony** said no, not the way Rule 2.29 is written, since it is for emergencies. But the Senate has already said this was *not an emergency*. After 180 days, Administration can revert to the old procedure, or the College can send an item through the full process.
- **Fatin Morris Guirguis** asked about overloads being removed due to the SACS emergency. Will overloads be reduced from two to only one from now on?
- **Anthony** said he doesn't foresee changes to how overloads are doled out. With the new state rules on adjuncts and the low pay for adjuncts, he doesn't see overloads as being taken away from full-time faculty.

[Greg Harris motioned to extend the meeting. Andrew Coombs seconded. The motion carried at 4:24 p.m.]

- **Lee Caldecutt** noted that the College website still has the 2017 version of Procedure 1006 published. For the SACS visit, how would SACS be aware of the Procedure 1006 changes if these are only in PIE [internal site]? How would individuals know the information or the start date for the 180 days?
- **Anthony** said the new Procedure is not on the website, and it should have been in order for SACS to see it. He doesn't know if it was included in the packet that was sent to SACS. He indicated that Interim Procedure 1006 is already in effect.
- **Lee** asked if everyone has a Spring Schedule. She made a request but has not seen anything.
- **Anthony** said everyone should have a Spring Schedule because it was made last summer. He stated that Jennifer Shaw and Lee Caldecutt don't have Spring schedules. The College needs to find them courses.
- **Jennifer** said that she knows some faculty members who teach Biomedical classes were placed under the Natural Sciences while others are classified under Biomedical—was this reclassification from Rule 2.29? There's confusion about who makes the schedules for the Science Department.
- **Anthony** said that he plans to ask the appropriate Administrators. He knew his Spring schedule by early July.
- **Anthony** acknowledged Herb Nold's concern regarding overloads not being allowed for Business and Education faculty and said that this also needs to be addressed.

B. Lakeland Campus Vice President's Report (Jess Jones)

1. Constitution Day is Thursday, September 17
 - U.S. Congressman Byron Donalds will speak in LTB 1100 from 9:30-10:30 a.m.
 - Florida Senator Rosalind Osgood will speak in WFA Lobby from 12:30-1:30 p.m.



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2. The Fine Arts Program
 - *Ricordano l'Italia in Fotografie* (Remembering Italy in Photographs): September 1 – October 15 in the Lakeland Art Gallery, which is open from 10 a.m. to 2 p.m.
 - Student Work from Study Abroad: September 22 from 5 to 7 p.m. in Lakeland Art Gallery
 - *Capturing American Culture*: October 19 – January 30 from 10 a.m. to 2 p.m. in Lakeland Art Gallery
3. The 5th Annual International Banquet is November 12 from 6-8 p.m. in WHC Gym

C. Winter Haven Campus Vice President's Report (Greg Harris)

1. Reminder of Constitution Day - The times for the keynote speakers have changed:
 - U.S. Congressman Byron Donalds (R) will speak in LTB 1100 from 9:30 a.m. to 10:30 a.m.
 - Florida Senator Rosalind Osgood (D) will speak in the WFA Lobby from 12:00 p.m. to 1:30 p.m.
 - He encouraged people to attend. He asked Tamara [Sagagawa] if this could be recorded.
2. The *Our Flag in American Art* reception is Tuesday, September 15, 2026, from 5 - 7 p.m. in the WFA Gallery. The exhibit runs September 1 - October 30, 2026; Free Admission / Open to the public
3. DUO is being replaced by Microsoft Authenticator (starting August 28, 2026).
4. Big Brothers and Big Sisters is seeking faculty, staff, and community members to volunteer as mentors to make a meaningful impact in the community (contact: Rashod Webb email: rdwebb@polk.edu, phone: 863.669.2924).

D. Parliamentarian's Report (Michael Derry)

1. Michael Derry said that the Senate was not informed at its last meeting that the DBOT had passed a new Rule at the June meeting: Rule 2.29 *Interim Procedures*. It should be noted that with the passage of Rule 2.29, there should be examination of Procedure 6063 [provides for Interim Procedures] and Rule 2.24 Article VI. The key elements of Rule 2.29 are:
 - This gives authority to the President to implement a procedure outside of the normal procedure-approval process under circumstances that require an immediate response in matters affecting students, enrollment, accreditation, fiscal stability, legal compliance, safety, security, or effective operation of the College.
 - An Interim Procedure cannot conflict with federal or state law, Department of Education Rule, accreditation requirements, or other DBOT Rules.
 - The DBOT retains exclusive rights to change Rules under Rule 1.03: *The Powers and Duties of the Board*.



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- The Rule says: “*An Interim Procedure shall be narrowly tailored to the specific circumstances requiring adoption and cannot exceed the scope of authority granted or rules adopted by the DBOT.*” This includes Rule 2.24, and the associated Procedures 6063 and 6073.
 - Rule 2.29 emphasizes that immediate implementation must be necessary prior to usage, providing a long list of items that could be reasons for changes, basically summarized as “everything.”
2. Limitations of Rule 2.29:
 - No Interim Procedure or change can last longer than 180 days from implementation.
 - If an Interim Procedure should be determined by the President to be necessary for more than 180 days, it must go through Procedure 6073: *Procedure on Rules and Procedures* and/or Procedure 6063: *Procedure to Implement Article VI Senate Constitution DBOT Rule 2.24*.
 - An Interim Procedure can’t be renewed unless it goes through Procedure 6073.
 - Any Interim Procedure must be presented by the President to the DBOT at the next meeting with a summary of the circumstances necessitating implementation. Procedure 6063 states that the Senate is to be notified of Interim changes within 20 days.
 3. It should be noted that the passage of Rule 2.29 did not comply with Rule 2.24 Article VI, Section 3 or Procedures 6073 or 6063. While the passage of a Rule is exclusive to the DBOT, there is provision for review by the Faculty Senate for suggested changes and other considerations. This relates to SACS Standard 10.4. If DBOT Rule 2.24 had been followed, it would have been noted that Rule 2.29 does not provide a process of maintaining dual procedures.
 4. As noted earlier, an Interim Procedure can last only 180 days with no renewal. After that time, the Interim Procedure reverts to the original procedure. Rule 2.29 does not provide a method identifying when an Interim Procedure is in effect, and how a reversion to the original procedure is to be processed in a case where the Interim Procedure does not go through Procedure 6073 to become permanently adopted. It is recommended that these safeguards be considered.
 - **Jennifer Shaw** pointed out that part of SACS is shared governance. It sounds like this Rule is in violation.
 - **Michael** replied that the violation was in how Rule 2.24 was passed. SACS Standard 10.4 talks about the process of shared governance. DBOT Rule 2.24 Article VI says that the *Faculty Senate has full partnership in the development of Rules and Procedures*. Rule 2.29 says that it cannot violate DBOT Rules, so



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the passage was not only a violation of Rule 2.24 but also a violation of the Rule itself.

5. Michael stated that he has asked the Faculty Senate Secretary to append the inflation information to the Faculty Senate minutes. Anyone wishing to see the original report and explanatory commentary may send an email to be added to the distribution list (mderry@polk.edu).

E. Academic Liaison Report (Provost Bratten)

1. **College Reorganization:** Dr. Kevin O'Farrell is the new Executive Vice President of Workforce & Strategic Initiatives. President Stasi sent an email about the reorganization. Academic Affairs will remain under the Provost, and she will closely collaborate with Dr. O'Farrell. They are working on committee allocation and budget alignment. The Registrar's Office and Academic Advising are to be housed under Academic Affairs to give students a smoother process. Student Services will focus on student retention and customer service.
2. **Faculty Advising and Mentoring:** Faculty interested in advising and mentoring students can contact Provost Bratten with questions.
3. **Faculty Load and Compensation (FLAC, former LOA) Notices:**
 - Administration is still in the learning process about who should receive Banner FLAC notifications. Only people who are affected should receive calendar invites. Recommendations to improve the FLAC process can be sent to her.
 - Administration is processing loads 3 times a semester. A faculty load is 15 credit hours. Anything over that is an overload. Faculty might not make a "load" until Round 3 of the FLAC processing.
 - Questions about FLAC should *not* go to the administrative assistants. They have been answering questions, but they've been answering incorrectly. Faculty should instead contact the dean.
 - **Michael Derry** said that students often ask questions about who to contact regarding various issues. He asked that Administration keep faculty informed about the reorganization of positions.
 - **Provost Bratten** said the documents in PIE give us a visual of where things are going. The changes officially take place on October 1.
 - **Aaron Morgan** said that he's had faculty members report problems with getting into the FLAC [Banner system]. He had an adjunct who contacted IT at 8:30 a.m. regarding a problem, and the issue wasn't fixed until Aaron escalated the issue at 2:30 p.m. on Friday, so the faculty member missed her FLAC acknowledgement. Will she be paid on time? If not, can her pay be sped up?
 - **Provost Bratten** said that the adjunct faculty's pay will be delayed. The Business Office would have to issue a stand-alone check, and they've been bumping those payments to the next FLAC round.
 - **Aaron** said that he received an email from Dean Manning stating that Student Services didn't see a need for a class; however, he's been doing scheduling for the last decade, and there is a need. Who does he bring this issue to while being as respectful as possible?



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- **Provost Bratten** said she would need to see the data. She said he should work with Dean Manning, and then the dean will work with Mike Long [Director of Enrollment], who will then work with Student Services, to determine which classes are needed. If he does not get what is needed from Dr. Manning, he should contact her.
- **Aaron** said he was hoping for a more collaborative discussion, but instead there is no response for a week and then he is told there is no need for a class. It would be good to be included in the rationale. The Procedure for scheduling has changed again, and there are more voices involved in the conversation. He sees a need for the course for the students, the Department, the College, but all he received was an email stating that Student Services, who for the last 8 or 9 years has not been involved in scheduling, now is. He has no problem with organizational change, but it is difficult to do the job if his recommendations are not answered.
- **Provost Bratten** said that if there's a need for more explanation, Aaron should set up a Teams meeting with Dean Manning rather than using email and loop the Provost in if needed.
- **Jess Jones** asked if calendar invites went out for FLAC Round 2 to only those affected. He asked that DCs be included on invites because adjuncts don't understand the invites or the relationship to their pay.
- **Provost Bratten** said that the DCs can be included in those invites.
- **Laura Brimer** asked what training or professional development is available to faculty mentors, and whether release time or compensation is to be provided since mentoring is time intensive. How will faculty mentors differ from student success coaches?
- **Provost Bratten** said she has a research report that addresses these questions. She invited all faculty interested in mentoring to come talk with her.
- **Jennifer Shaw** asked when faculty should expect to see their Spring schedules.
- **Provost Bratten** said she does not know the exact date but will find out.
- **Jennifer** said that she asked the Dean of Biomedical Sciences but did not receive a response. She has taught in that field for 22 years, so it's offensive to be a senior faculty member and to be treated this way, and to not have a schedule.

IV. Committee Reports and Updates

- A. **Academic Quality Council (AQC):** Provost Bratten said to watch for her invite.
- B. **CIO Screening Committee:** Johnny Stewart said that interviews begin Friday.

V. Old Business

A. Low-Enrollment Section Pay Structure

- **Anthony:** Where did we leave off on this?



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- **Provost Bratten** said that she's waiting for faculty recommendations for how to structure pay for Low-Enrollment Sections (LES) because it should be differentiated from Directed Independent Study (DIS). That is where she left off.
- **Jess Jones** said that LES prorating seemed preferable to the current DIS pay, but this has to be created as a procedure.
- **Anthony Cornett** said that there was supposed to be a workgroup formed. There were volunteers at last month's Senate meeting.
- **Niqui Young-Pringle-Brown** said the leader for the workgroup has not started the process.
- **Anthony** said he'd go back to the minutes to determine the volunteers and circle back [to that leader]. He hopes to have something in place by the Spring term.
- **Provost Bratten** said to be ready for the Spring term, the work must be done by November.

B. Removal of Overloads from Fulltime Faculty

- **Anthony Cornett** said that in at least two departments, overloads have been removed from full-time faculty. Please let Anthony know if it's happening in your department so that we can find out why.
- **Michael Derry** said he doesn't understand the justification. If the College is subject to potential financial liabilities related to providing too many courses to adjuncts, it doesn't make sense to restrict full-time faculty overloads. Financially, it makes more sense to use full-time faculty. There are insurance impacts. He understands Mary Clark's [Vice President of Institutional Effectiveness] explanations on overloads, but SACS also requires prudent financial management.
- **Anthony** said that full-time faculty were hired for a reason and are a known entity. There is faculty apprehension about losing overloads when they have not received a Step [pay] increase in three years.
- **Michael** said that inflation is at about 5.1% this year. Using the milk bottles analogy, in January faculty could buy 100 bottles; by the end of December, it will be 94.8 bottles. With the various geopolitical conflicts, inflation is likely to increase, and faculty are getting hammered. A Step increase is only 1.6%. The original pay scale in the 1990s called for an Annual Inflation Adjustment + the 1.6% Step increase as a "raise" [for years of service]. The pay scale has been changed several times without consulting the Senate.
- **Aaron Morgan** said that he understood when he was hired that giving Steps was automatic [to years of service]. He asked if not giving Steps was a violation of Rule or Procedure.
- **Anthony** said that he does not know of it being a violation. Previously, exceeding or meeting expectations on the *Annual Faculty Review Form* qualified the individual for a Step increase. Sometime around 2015 that verbiage disappeared from the Annual Review form. April Robinson [former Winter Haven Academic Dean] kept using the old form until 2020, but in Lakeland the dean stopped using the old form when many attachments were removed from procedures. This relates



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to Anthony's concern about removing DCs from Procedure 1006. If the attachments are removed from procedures, they can be changed without faculty knowing and create inconsistency. Faculty Senate was previously making sure that attachments were connected to procedures. Not giving a faculty member a Step is just "not a nice thing to do."

- **Aaron** asked if the situation with Steps was like the DC position where it was removed without Senate or faculty knowing.
- **Anthony** said that yes, concerning the removal of the language on Steps, Procedure 6073 was not followed when the material was just removed. There is a risk when material is detached. Things can be changed, and faculty may never know until they are asked to do something or get assigned something. DCs are out of the procedure; for the next 160 days they are not protected.
- **Aaron** pointed to a repeating pattern of violation and hoped that there would be a path forward. He asked if Provost Bratten had any input on the Steps since she is the President's Staff representative.
- **Provost Bratten** said she has only been at the College for 3 years and can't provide context. She does not think there is a paper trail to follow on the change. She was not part of the compensation study process because that was an HR thing. A Step is awarded if the Board votes to give one.
- **Aaron** noted Procedure 1006 being changed and not being published, and an overall concern regarding the pattern of violating Rules and Procedures. He asked Provost Bratten her thoughts on the Procedure 1006 changes and the DC position. He asked for her guidance on what faculty can expect in the future. One of the major tasks of the DC is to schedule faculty, but now his questions go unanswered for a week, and the response is, "We're not going to do that."
- **Provost Bratten** said that Administration was trying to get the SACS report in before September 1. There were lots of people making calls to SACS to make sure their interpretations were correct. No one from SACS will be on campus to ask questions; they are only reviewing the submitted document. There are appendices with the required documents. Administration does not create the SACS report to say: "go to the website"; the report uses an Appendix. The Reaffirmation Report is "as stand-alone as possible." The College won't know anything until December. The deans do not have any capacity to take on scheduling. It was assumed that the DC role should be housed in HR like other positions.
- **Aaron** clarified that Procedure 1006 was changed because SACS was coming.
- **Provost Bratten** said that President's Staff discussed that *overload* was mentioned before *load* was. The conversation was that the procedure focused on overloads rather than loads. She said the procedure states faculty can have 5 [3-credit hour] classes and up to 2 [3-credit hour] overloads. SACS wants to make sure the student experience is good, and faculty are not being overworked.
- **Aaron** said that he understands excess overloads have to be approved. There was a department meeting last Friday; the issue of communication was brought up and the issue of "being ghosted." If Procedure 1006 was changed because the College was not prepared for SACS, it would be good to communicate any SACS issues



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beforehand so the College can work on it beforehand rather than having an emergency. There's a concern about Procedures being broken but no communication. I appreciate the answers. If everyone understands that Procedure 1006 is an emergency procedure, in 160 days it will go back to the old way, and we can follow the Procedure.

- **Provost Bratten** said, “as Anthony had mentioned, during the 180 days that we have this emergency procedure in place, if the Procedure were to go through the actual process and be done in 180 days, you can have it revamped however you want to.” After 180 days, it goes back to its original form. Anthony did say at President’s Staff that we’ve been working on this Procedure for *literally years*—and there have been times when we’ve been told at President’s Staff to stop [working on procedures]. A President’s Staff member stewards procedures through President’s Staff—from Faculty Senate to DCG and President’s Staff.
- **Aaron** asked what DCG [District/Campus Group] is and when it became part of the governing process.
- **Provost Bratten** said she didn’t know when it became part of the process and that it is in Procedure 6002 [Committee Systems].
- **Anthony** said that *DCG is not in Procedure 6002*—it is not in Procedure *at all*. He explained that he and Bill Caldecutt [former Faculty Senate President] have been telling administration this for 7 or 8 years. Rules and Procedures have to go through a nonexistent committee.
- **Aaron** asked if there’s documentation.
- **Provost Bratten** said that it is in Procedure 6002 [*Committee System*] and its attachment of committee composition. She also said that in Procedure 6002 it says Anthony [Faculty Senate President] identifies faculty to serve on the committees. [**Note:** *Dr. Bratten later clarified it the chat that DCG is an information-sharing group and is not in Procedure 6002.*]
- **Jamie Haischer** clarified that Steps are not guaranteed by any Rule or Procedure. They were originally understood in the 1990s through early 2000s as denoting years of service--period. It didn’t relate to the evaluation. The Step System is designed to be self-sustaining--retirements finance Steps. When the Steps are not granted [over the years], the money is put into other areas of the College, predominantly to Administration, based on her report. In her new report, *Above Water, Below Water*, she’s tracked everyone hired since 2014, and a faculty member’s highest earnings occur ONLY in the year of hiring. After that time, faculty lose ground.
- **Anthony** said that Jamie is right: Steps are self-sustaining when applied properly. The College has at least four faculty retiring at the end of this year, and these people have 35-38 years of service [top of pay scale]. The College has 166 fulltime faculty. In general, an equal amount of faculty leave as exist in the Step System. Some years will be short; some years will be over—the Step System fund equals out [if the retirement-pay excess remains in this system].
In 2021, a tremendous number of faculty left. The Step System pay that is recouped from retirements should go into a specified account to pay for the Steps of others. If the Step System funding is not going to Faculty every year as Steps, where did the



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money go? There have been about 20 faculty retired in the last three years. Michael, what is the average amount of a step?

- **Michael** answered that for a person earning \$64,000, a Step is about \$1,000.
- **Anthony:** That's \$600,000 that's gone missing over the last 3 years. The money got rolled into other budgets, which means that the money for giving Step System Steps has to be discovered instead of doing the roll-over that is supposed to happen. With inflation, faculty are being given nothing to offset.
- **Anthony** did a wage calculation for his career. As a 24-year-old video store manager in 2001, he made the equivalent of \$72,000 in today's money. So as a 24-year-old without a degree, he made the equivalent of 20% more than what he makes now with 20 years of experience and a master's degree teaching at the College. Anthony said he knows that this is on President Stasi's radar. The Step issue is just as critical as the retirement issue.
- **Chris Botelho** observed that Steps have been a constant strain for faculty. The Step System process should be in a Procedure that defines what a Step is and provides consistency and transparency while preserving the Board's power to make decisions. It would be a great example of incorporating shared governance.
- **Jess Jones** had a quick statement regarding the discussion of Procedure 1006. In looking at the new version of Procedure 1006, he had thought Dr. Bratten said there was still an option of teaching over 336 hours. It actually reads, "Full-time faculty may not teach more than 336 contact hours in the end of the fall or spring." Before, it gave the College the ability, in an emergency, for faculty to teach over that limit. The new version of 1006 says explicitly that it cannot exceed that limit, period.
- **Provost Bratten** agreed that there's supposed to be an emergency clause.
- **Aaron Morgan** referenced shared governance. In June 2024, [former Faculty Senate President] Bill Caldecutt submitted his report about Steps. Dr. Falconetti [former College President] submitted her report. There was a third report from HR's acting manager Traci [Hamm]. Trustees indicated that they were unclear what Steps were but one expressed support in paying people appropriately. The result of the second Compensation Study [Gallagher Study] said that faculty were underpaid by 28-30%. Two Steps were given out and a [6.8%] raise. Administration stated faculty received a 10% raise; Administration received a 10% raise.
- **Chris** recommended that Steps be put into a Procedure and expressed hope that with the new President there will be more willingness to work together.

VI. New Business

A. Phones in LAC Building for Communication and Safety

- **Provost Bratten** said that Administration is working on providing LAC Building with phones [which were removed during the renovation]. Cody has been helpful. The Teams platform is going to be able to make emergency calls. The College's phones are internet based, so if there is no internet, there is no phone use. Administration is trying to build in layers, as we don't want liability for something we didn't provide. Cody is working with IT to get price quotes and to map out in the Teams platform how to make emergency calls.



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- **Dawn Drake** asked if there is a timeline. She has several students with health serious issues and she is terrified.
- **Provost Bratten** suggested asking students in the room if they have a working cell phone, then have someone stay with the student and send another to get help.
- **Dawn** said that if she calls 911, she might be able to get a signal out, but Security won't know and then EMS can't find her. Calls used to be routed through Security, and they would know if there was an emergency. Is it possible to put a button on the wall to notify security? If I'm on the phone with security, someone outside the room will have to call into the room to tell us what 911 is telling us to do. There's no Security routing even if we can get a call out to 911.
- **Provost Bratten** said that when a call goes to 911 from our "geo-fenced walls," the Security team is notified.
- **Dawn** said that Jennifer Shaw said that the medics couldn't find her classroom during a medical emergency.
- **Provost Bratten** said that with geo-fencing, there have been technological advances.

B. Weekly Attendance Processes (Cody Moyer)

[Note: This item was discussed before the Officers' Reports.]

Cody Moyer presented the following information:

- For the College to remain eligible to provide Title IV financial aid, it must consistently report attendance using the Canvas LMS. All courses, in all modalities, must enable "Attendance" on the [course navigation menu](#) for each active course. Once enabled, a new "assignment" called "[Roll Call Attendance](#)" will populate. Instructors can edit this "assignment" to determine if it counts toward the final grade calculation.
- Attendance Tracking Expectations:
 - **Every Monday, attendance should be recorded for the previous 7-day period.** Instructors should track attendance at every class meeting; however, weekly reporting must be documented at minimum every Monday.
 - Each student must be marked as present or absent based on in-person attendance or completion of an academic activity/interaction in Canvas at least once during the 7-day period. A student with excused absences should be marked as present with the appropriate badge selected. (**Note:** Absences and excused absences are at the discretion of the instructor.)
 - Use the "more" button to add the appropriate badge for:
 - 1 week absent
 - 2 weeks absent
 - Excused absence (marked present)
- Instructors can verify attendance by clicking on the calendar in the upper right corner and selecting the appropriate Monday to review what was reported. Students receive a notification in the "Grades" area each time attendance is reported, along with any badges applied. While attendance reporting will continue past the course Withdrawal Deadline, automatic withdrawals will stop at the Withdrawal Deadline during each session.



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- **Each Tuesday, Financial Aid will pull the attendance records for all courses from Canvas to identify students who were absent during the previous 7-day period.** Students marked absent for two consecutive weeks (14 days) are to be processed for *Withdrawal* [W2] by the Registrar's Office. Students are auto-withdrawn after two weeks of absence, no matter the financial aid status. (For more about Canvas Attendance Tracking, [click here.](#))
- **Cody** noted that attendance can count or be excluded from the student's grade. Once the Attendance tool is enabled, a faculty member can go to the "Assignments" area to review the "Roll Call Attendance Assignment" for reporting. The item can be edited to not count toward the grade by checking the box. The attendance percentage shows in the gradebook, but this is not counted if the box is checked.
- **Cody** clarified that instructors can still have their own policies regarding attendance and can still withdraw students for nonattendance. Faculty should ensure the attendance policy is clearly stated in the syllabus. A new Institutional Attendance Policy section has been added to the *Simple Syllabus* form.
 - **Lynsay McCaulley** asked about face-to-face classes that meet twice a week.
 - **Cody** said the course would have two 7-day periods. If a student misses two consecutive weeks, then the person missed four classes in a row.
 - **Andrew Coombs** noted that this is not for never-attended confirmation [W4]. This is for the middle of the semester.
 - **Cody** confirmed that this does not replace attendance confirmation in Banner. This is for attendance during the semester.
 - **Andrew** said that he wasn't aware of a new Institutional Attendance Policy.
 - **Cody** said that the new policy was pushed out late.
 - **Andrew** said that there is a concern if a student is absent two Mondays in a row. Is there a work around?
 - **Cody** said the "excused absence" item can be used, if appropriate.
 - **Laura Brimer** said that the attendance markers are not student facing; only faculty can see them.
 - **Cody** said that faculty need to make sure they verify attendance each Monday.
 - **Andrew** asked what happens if a student is withdrawn and wants to be reinstated. Would the student go through the appeals process?
 - **Cody** said it is a W2 withdrawal and can be appealed. The new attendance process allows financial aid to retract funds from students who stop attending.
 - **Provost Bratten** said that faculty have discretion in reporting. Financial Aid will pull a report once a week. If faculty notice that a student is absent, then faculty should work with the Success Coaches and Academic Advisors to input early alerts [i.e., Watermark in Banner]. A student who was absent may have talked with the professor to be excused.
 - **Cody** said students receive an immediate notification when marked absent.
 - **Provost Bratten** said the process begins now. There have been many audit findings regarding the last date of attendance and RSI [Regular, Substantive Interaction]. This new attendance measure is the quickest way to solve the audit problems. The next audit is in October. The College has some time before



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FastTrack 2 to start implementation, so that by FT2, it can be implemented 100%.

- **Cody** said that this also applies to online courses. The student must complete the weekly activities to meet the minimum requirements for attendance. Online courses need to mark student attendance on Mondays.
- **Provost Bratten** said this does not strictly apply to current 16-week courses; faculty can begin taking attendance now, but do not need to “retroactively” take attendance.
- **Cody** said an auditor looks for the College to have instituted measures.
- **Provost Bratten** confirmed that taking attendance regularly is in addition to the College’s no-show reporting [W4 reporting] that happens in Banner.
- **Michael Derry** said that not all of the College’s terms start on a Monday. Will the attendance reporting day change?
- **Provost Bratten** said that Monday will always be the attendance reporting day. Financial Aid will pull the report every Tuesday.
- **Michael** said that a lot of online classes do not have assignments due until the last day of the first week. He gives his students 2 weeks to finish each assignment and asks how he is supposed to handle attendance with the one-week extension he grants.
- **Provost Bratten** said that faculty can use the metrics in Canvas to see if students are interacting with the material, and watch students’ interactions with the course shell, not just the assignment. Administration is looking for course interaction. If the student is interacting with the course, the faculty member can still decide to mark the student “present.”
- **Kari Misa** asked for a definition of “absence.”
- **Cody** said the definition is at the faculty member’s discretion. Professors can use whatever definition they deem appropriate as “having attended.”
- **Provost Bratten** said Administration’s request is that it be very clear in the syllabus as to how faculty are defining “present” and “absent.”
- **Jacqueline Gray** asked if there were an easier way to do this. Students might log in to Canvas, but they might not be completing assignments.
- **Cody** emphasized that the definition of “attendance” is at the faculty member’s discretion. Completion of a discussion or an assignment—the faculty member determines the level of interaction needed to match the syllabus. The long-term goal is to automate this in the future.
- **Latrice Moore** asked what happens if a student is in the hospital and does not log in for a week. What if she emails the student and the student responds about being in the hospital but doesn’t submit assignments. Does the student’s response count as present as “attendance”?
- **Provost Bratten** said this is where faculty can tag the attendance as absent, but it’s “excused.” The interaction can count as “excused” to indicate to Financial Aid that we’re not dropping the student.
- **Herb Nold** asked if faculty need to add an attendance assignment each week after activating Attendance in the navigation.



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- **Cody** said that once the Attendance link is enabled via the Navigation tool, Canvas will automatically create the *Roll Call assignment*.
- **Herb** confirmed that faculty have to edit the *Roll Call Assignment* so that it will not count towards a student's grade.
- **Fatin Morris Guirguis** asked what the implications of an absence are for a student. If the student misses a class, he or she could be withdrawn.
- **Cody** said that any student who is reported absent for two consecutive weeks will be automatically withdrawn by the Financial Aid Office. If faculty [or departments] have a more stringent policy, they can withdraw the student earlier.
- **Fatin** asked about military students. She said that if they miss two or three weeks, she marks them as present.
- **Anthony Cornett** said that in the case of the military, by federal law we cannot withdraw the student. Anyone in the military who gets called up is federally protected. We have to let them back in the class or allow them to finish the work.
- **Fatin** asked about a student who went to the hospital. If she decided she wanted to give the student a week, could she?
- **Cody** said it's at faculty discretion. If she wanted to give the student an extra week, she would mark the student as "present".
- **Fatin** then asked about students who are not allowed to be withdrawn because they've already repeated the course twice.
- **Provost Bratten** said that faculty should reach out to students with attendance issues; however, she needs to check with Financial Aid and the Registrar to determine how to handle this situation.
- **Cody** said that instructors report attendance—Financial Aid would process the situation from there.
- **Andrew** asked how to resolve a mistake. What would the reinstatement process look like? Will students have to go through the appeals process?
- **Provost Bratten** said in a situation in which a professor makes a mistake and a student is withdrawn, the faculty member should talk with the dean as soon as possible to get assistance.
- **Jess Jones** said that some students are gone for more than two weeks. How is this being audited in terms of going into faculty course shells? Are faculty going to be given complete freedom to determine how students are absent? Will someone be checking this?
- **Provost Bratten** said that Administration will be checking, and faculty need to make sure everything is outlined in the Syllabus.
- **Jess** said that faculty did not have this information at the start of the semester. We need to update our Course syllabi now to indicate the new policies.
- **Cody** explained that the Course Syllabus item in Canvas has been updated with the *Institutional Attendance Policy*. There will also be global Canvas announcements to let students know this process is going to start.



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- **Chris Botelho** said this is late [in the semester]. The expectation is that all faculty will report attendance starting now. Has this been communicated to DCs so they can disseminate the information to adjunct faculty?
- **Provost Bratten** said that Administration is first coming to Faculty Senate to spread the information. Deans are also meeting with Departments.
- **Dean Manning** said she had Department meetings this past Friday, but she didn't communicate this as an absolute. She heard a lot of feedback.
- **Jacqueline** asked why the College didn't provide a better time frame instead of saying we're "doing this now" [mid-semester]. Can it start in the spring?
- **Provost Bratten** said that it's being implemented now because the auditor will be back in October. The 100% attendance-reporting expectation is to begin with Fall FastTrack 2.
- **LJ Russum** asked if faculty can get a copy of the student email.
- **Cody** said it can be posted in Canvas.

VII. New Business from the Floor - none

VIII. Adjournment

Greg Harris motioned to adjourn. Niqui Young-Pringle-Brown seconded. The motion carried.

The meeting adjourned at 5:42 p.m.

[At the Parliamentarian's request, his Inflation Report is appended to these minutes.]



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Inflation Report August 2026

Statistics released recently from the Bureau of Labor Statistics ([Consumer Price Index - August 2026](#)) calculate the latest inflation trends. These numbers are not seasonally adjusted unless otherwise indicated.

General Inflation Rates

- Table of the Consumer Price Index (CPI) with Year Over Year (YOY), Month Over Month (MOM) and the monthly rate projected into an annual rate (not seasonally adjusted).

<i>Month</i>	<i>CPI Index</i>	<i>YOY</i>	<i>MOM</i>	<i>Annualized Rate</i>
June	333.952	3.5%	-0.3%	-4.2%
July	333.918	3.4%	0.0	-0.1%
August	334.980	3.4%	0.3	3.8%

Key Components

- Seasonally adjusted MOM is 0.1%. Seasonal adjustments can be significant and are calculated from an average of past price data.
- Average prices since the beginning of the year (January 1, 2026) have risen +3.4%. If this pace is maintained, then inflation will rise by 5.1% over the course of 2026.
- CPI Core inflation (excludes food and energy) in August measured +2.4% YOY (not seasonally adjusted) and +0.3% MOM, seasonally adjusted. This component is approximately 80% of the CPI.
- Food rose +0.1% MOM (seasonally adjusted), energy measured +2.1% MOM (seasonally adjusted).
- Medical expenses rose 2.5% YOY with a -0.1% MOM. The projected annual rate is -1.3% in August.

The Shelter Index – which measures the owners’ equivalent rent of residences and that of actual renters to measure the cost of shelter. This is approximately 33% of the CPI and 42% of the core rate of inflation. Not seasonally adjusted.

<i>Month</i>	<i>Shelter Index</i>	<i>YOY</i>	<i>MOM</i>	<i>Annualized Rate</i>
June	429.062	3.3%	0.1%	1.1%
July	429.491	3.2%	0.1%	1.2%
August	430.611	3.0%	0.3%	3.1%

Notes

Your relative earnings position, as measured by an income percentiles table, can be found here ([Income Percentile Calculator for the United States \(dqydj.com\)](#)).

Michael



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