

**Polk State College Faculty Senate Minutes
August 2014**

Date: Monday, August 11, 2014, Time: 3:00 p.m.

Location: WMS 124 and LTB 1295

Officers:

Greg Harris, Interim-President

Kaye Betz, Vice President, Lakeland

CR Junkins, Secretary

LouAnne Harto, Senator-at-Large

Senators in Attendance: Kaye Betz, Cindy Courtney, Cary Gardell, Greg Harris, LouAnne Harto, CR Junkins, Derek Menchen, Rosa Walsh.

Others in Attendance: Dodie Cowan, Reggie Webb.

Greg Harris called the meeting to order at 3:02 p.m. A quorum of Steering Committee officers was not present at the start of the meeting. The decision was made to hold an information-only meeting, with all voting items tabled.

Approval of Minutes from July 2014:

Approval of the minutes was tabled for the September 2014 meeting.

Approval of the August 2014 Agenda:

At this time, the remaining Steering Committee members arrived. The decision was made to change the meeting to enable voting on items. CR Junkins asked that two typos on the agenda be corrected. "Rule 1.12: Process for Awarding Endowed Teaching Chairs" should instead read "Procedure 1017: Process for Awarding Endowed Teaching Chairs. "Rule 4.27: Graduation" should read "Procedure 5002: Graduation." No other changes were requested. CR moved that the agenda be accepted with those changes, and Kaye Betz seconded. All voted in favor.

Reports:

Lakeland Vice President's Report:

Kaye did not have a report to submit for August. She mentioned that her one item, the ice cream social for the Lakeland campus, was also reported in Greg's report.

Interim-President's Report:

Greg highlighted the following items: New Faculty Orientation, beginning August 11 in Winter Haven and August 12 in Lakeland; New Adjunct Orientation, beginning September 16 on both

campuses; Convocation for New School Year and College-Wide Faculty Meeting, both August 13; 3-D Printing Workshop at the Lake Wales Art Center; the need for First Days Volunteers; and the President's All-Faculty Meeting on September 19 at the Lake Wales Art Center.

Administrative Liaison's Report:

Dodie Cowan highlighted the following items: Groundbreaking for the Center for Public Safety on August 21; the need for volunteers for the TiAnViCa Riding Academy in Bartow; and the addition of a financial hold that prevents students from registering if they have any past financial obligations to us.

Committee Reports and Updates:

Screening Committees:

Executive Administrative Assistant and Office Manager: Dodie reported that Christine Lee would be replacing Brenda Edwards.

WH Associate Dean of Academic Affairs: CR reported that the committee has been formed but has not met. Applications are still being received.

LK Aerospace Full-Time Faculty: Derek Menchen reported that no change had occurred since the last update.

WH Associate Dean of Student Services: Greg reported that on-campus interviews were being scheduled for the first week of September.

Coordinator – Disability Services: Greg reported that a selection had been made.

LK BSN (Nursing) Full-Time Faculty: Greg reported that a selection had been made.

WH OTA Coordinator of Clinical Education: Greg reported that the position was re-opened.

WH Music Full-Time Faculty: Greg reported that the position had been filled.

LK Accounting Full-Time Faculty: CR reported on Greg Richeson's behalf that a candidate had been hired who would begin August 13.

WH Math Full-Time Faculty: Kaye reported that only one offer had been accepted. A candidate was hired who would begin August 13.

Director of Purchasing: CR reported on Kim Thomas' behalf that the committee met on August 6 to narrow the list of candidates. A decision will be made concerning phone versus in-person interviews.

WH Ceramics Full-Time Faculty: CR reported on Kim Thomas' behalf that the position is on hold until Fall Semester.

LK Earth Science Full-Time Faculty: CR reported on Michael Derry's behalf that a name had been moved forward to the hiring manager.

LK Web Dev Full-Time Faculty: CR reported on Tina Feleccia's behalf that Donald Painter has placed the position on hold and will re-advertise in Fall.

New Business:

College-Wide Faculty Meeting:

Greg demonstrated the special election ballots and envelopes, and he summarized the procedures for the special election. Note: the procedures did not change from those listed in the July 2014 Faculty Senate Minutes. CR and LouAnne Harto agreed to represent the Faculty Senate during the vote count.

Faculty Pay Raises:

Greg said that Dr. Holden would address this issue during the President's All-Faculty Meeting scheduled for September 19 at the Lake Wales Art Center.

Rules:

No rules were brought forward to consider.

Procedures:

Procedure 1017: Process for Awarding Endowed Teaching Chairs:

CR asked if only minor corrections to grammar and spelling were being made to the procedure. Dodie confirmed. Kaye asked about Sections V.C. and V.D. Section V.C. reads, "Award money must be spent within five years from date of notification." Section V.D. reads, "Recipients must remain employed with the college for one year after receiving the award funds. If a recipient leaves during that time, he/she must repay the award based upon a pro-rated quarterly time." Kaye asked if the faculty member spends (e.g., "receives") that last remaining portion of the award during the fifth year, does he or she need to remain employed an additional year, meaning

that a faculty member might have to stay employed five years plus one. CR moved that the procedure be tabled so that Dodie could get clarification, and Kaye seconded.

Procedure 5002: Graduation:

CR asked if only minor corrections to grammar and spelling were being made to the procedure. Reggie Webb confirmed. LouAnne moved that the change to the procedure be accepted, and CR seconded. During discussion, Kaye asked if the phrase “minimum scores” be changed to “passing scores.” LouAnne amended her original motion, to accept the procedure with the change “passing scores.” CR seconded.

Procedure 1001: Communicating Core Information to Students:

Dodie stated that the change to the procedure involved Section II.C.6, removing the reference to Follet’s website. Kaye moved that the change to the procedure be accepted, and CR seconded.

Procedure 6038: College Calendar:

Dodie stated that the change to the procedure involved Section II.D.3, with the addition of “82 faculty contract days.” Kaye moved that the procedure be tabled until the September Faculty Senate meeting, and CR seconded.

Procedure 6059: Employee Education Fund:

Dodie stated that the changes to the procedure included the following: inclusion of domestic partners; the change in wording to “regular full time”; the stipulation that aerospace flight training is not covered; the change to “Student Financial Services” and “Business Services-Office of Student Accounts”; and the change to “successful completion” rather than a specified grade. Kaye asked about the removal of the three month waiting period for faculty to be eligible, wondering if that would lead to abuse. Kaye moved that the change to the procedure be accepted, and LouAnne seconded.

New Business:

Bystander Intervention Training:

Greg called attention to Reggie Webb’s recent email announcing Bystander Intervention Training for September 4.

Upcoming Special Election:

Kaye asked who would represent the Faculty Senate during the vote count. Greg answered that CR and LouAnne had volunteered. Dodie asked if the provosts would meet together and to whom would they report? Greg agreed to ask the provosts and report back. Kaye and Rosa Walsh volunteered to represent the Faculty Senate as well. CR agreed to announce the winner on the morning of September 2.

Upcoming Faculty Senate Meeting Locations:

CR noted that the first Monday of September landed on Labor Day. He asked if the Faculty Senate wanted to hold the Steering Committee meeting on September 8 (the second Monday) and the full Senate on September 15 (the third Monday). Kaye said that AQC is scheduled to meet on September 15. The Steering Committee agreed to meet on Tuesday, September 3 instead, thus keeping the second Monday for the full Senate. CR said that several Faculty Senate members had requested that the last Faculty Senate meeting of the semester, when officers were elected, be held in one location to make the nomination and voting process easier. Dodie stated that many senators prefer to teleconference at the end of the semester because of final exams. CR agreed to poll Senators for their preference in the September Faculty Senate meeting.

Adjournment:

LouAnne moved that the meeting be adjourned at 4:05 p.m. CR seconded.

The next Faculty Senate meeting will be held Monday, September 8, at 3:00 p.m. on the Lakeland campus in LAC 1243.

Respectfully submitted,
CR Junkins
Secretary