

Polk State College Faculty Senate Minutes
December 2015
Date: Monday, December 14, 2015, Time: 3:00 p.m.
Location: LTB 1295 and WMS 124

Officers:

Bill Caldecutt, President
Kaye Betz, Lakeland Vice President
Anthony Cornett, Winter Haven Vice President
Lee Childree, Secretary
Jim Haischer, Parliamentarian
Sally Fitzgerald, Senator at Large

Senators: Alexandros Dimitriadis, Louanne Harto, Johnny Stewart, Misty Sparling, Tina Feleccia, Lorrie Jones, CR Junkins, Earl Brown, Cindy Courtney, Erik Roldan, Bruce Dubendorff, Michael Harrison

Others in attendance: Ken Ross, Reggie Webb, Donald Painter, April Robinson, Melissa Futia

Guest: Melissa LaRock

Meeting called to order: 3:02 p.m.

Approval of November Minutes. Sally motioned for approval of the November minutes. Tina seconded. The motion carried.

Approval of December Agenda. An update on next year's academic calendar was added to Business from the Floor. Kaye requested the addition of SPI update to Committee Reports.

Misty motioned to accept the agenda with two additions (SPI and Calendar). Tina seconded. The motion carried.

Reports

Melissa LaRock shared information about the Relay for Life, a fundraiser for the American Cancer Society in which the college has participated in this event for many years. She is hoping that Polk State College can serve as a host. The date for the event is Friday, March 4th from 5:00 to 10:30 PM on the Winter Haven campus. The theme for this year's relay is "Be a Real Hero and Fight Cancer." Melissa is hoping for 15 to 20 teams. She is hoping that the event will be student driven. Please see her for more information.

President's Report

Bill recapped a report he sent out to all faculty earlier in the month.

Budget Update: Enrollment is looking flat.

Campus Photography Contest: CR shared that there were enough submissions for an exhibit on the Lakeland campus. They will be available for viewing in January.

Campus Security: Bill met with Peter Elliott and Captain Alan Cloud from the Polk County Sheriff's Department. All of the doors on all of the campuses have been inventoried and studied. Some doors need hardware. Of the 193 classrooms identified as priority, 66 face out of their building and so will be first. The work should begin in early January. The plan is to be done by spring break. This is in our budget. When the work is complete, professors should be able to lock their classroom doors from the inside.

The new Chancellor of the Florida College System, Madeline Pumariega, will be speaking to a small group from the college when she comes to be the December graduation speaker. Bill needs input from the faculty as to what he should speak to her about and/or questions he should ask her.

Bill had a meeting with the Director of Risk Management and Safety, Denise Andreu, who clarified who should handle questions pertaining to safety (including personal and building). All such questions should be directed to Denise Andreu, or Polk Sheriff Deputy Bobby Neal, or George Urbano.

Lakeland Vice President's Report

Kaye also shared an update on the door locks. She added that a thorough job had been done by the group responsible for campus security as each door was studied individually. Kaye added that if we see anything that looks like a safety hazard, we should report it.

Winter Haven Vice President's Report

Anthony shared that the Winter Haven library is moving to where Criminal Justice was.

The new building for Criminal Justice, the Center for Public Safety, will have a ribbon cutting on Friday, January 8th at 3 PM.

MLK luncheon is scheduled for January 13th at 11:30 AM. SALO needs volunteers for this event, both the day before the event and the day of the event. Get in touch with Nixsa if you or your group are able and willing to help.

Earl Brown is replacing CR as senator for Winter Haven Letters.

Administrative Liaison Report

Graduation is Thursday night.

Ken just returned from the SACS meeting in Houston. Our five-year report is due in September. Kevin Jones has been gathering assessment data from faculty and will be working on a write up. Those in charge of A.S. degrees are also working on a report.

We are moving to a new registration system, Jenzabar. The full transition will take five years. There is a retention module that will allow faculty to log in and see what has happened when a student has been referred. We are piloting Jenzabar with four classes. Jenzabar will be external to Genesis. Jenzabar does not currently have a payroll system, but the company promises to build one. Polk State is also partnering with the company to build better registration, financial aid, and reports generation components, among other components.

Committee Reports and Updates

SPI: Kaye shared that during the process of electronically uploading the SPI, the committee learned that there is a limit on the number of characters that each response may have. Kaye has worked to condense the responses to the required limit, but she would still like feedback from a couple of people. After feedback and revisions, the committee would like to bring the SPI report back to the full senate next month for approval. Tina and Bruce offered to help.

Textbook Affordability Taskforce: Kaye shared that the changes in the procedure are in the form of the language as necessitated by state statutes and rules. These changes are non-negotiable. However, the attachment to the procedure (Faculty Textbook Selection Process) can be changed a lot, if necessary.

CR added that the procedure is as “stripped down as possible.”

Kaye shared that the college will be forming a textbook affordability standing committee, per state requirements.

Honors by Contract: Sally corrected an error from last month’s senate meeting. The correction is that we do, in fact, have the use of Honors by Contract for A.S. courses.

Old Business:

Student Services Request for Email Consolidation: Ken said that we can table this for a while, “until email is moved to the cloud.” Our readership on my.polk.edu email is less than 30 percent. We need an email that everyone is reading.

Jim moved to postpone indefinitely. Tina seconded the motion. The motion carried.

Student IDs: Reggie shared that mandatory IDs will begin in the fall of 2016. Students will not be able to register for classes without having secured their IDs.

New Business:

Elections: Jim called for nominations for Lakeland vice president. Bruce nominated Kaye Betz. No other nominations were made. Jim called for a close of nominations. Kaye was elected unopposed.

Bill called for nominations for Winter Haven vice-president. CR nominated Anthony Cornett. Misty seconded. No other nominations were made. Michael moved to close nominations. Anthony was elected unopposed.

Bill called for nominations for secretary. Kaye nominated Lee Childree. Anthony seconded. No other nominations were made. Tina moved to close nominations. Lee was elected unopposed.

Bill called for nominations for parliamentarian. Jim Haischer was nominated by Sally. No other nominations were made. Anthony motioned to close nominations. Jim was elected unopposed.

Bill called for nominations for senator-at-large. Jim nominated Sally Fitzgerald. No other nominations were made. Anthony motioned to close nominations. Sally was elected unopposed.

Rules and Procedures:

Procedure for Eligible Services: Alexandros suggested a change for clarity: that it be made clear that if there is no volunteer for note-taking assistance, then one must be hired by the college. Alexandros suggested that the verbiage be change to indicate that teacher notes will be provided to students "if available," meaning that instructors need only provide notes for students if they have, in fact, created such notes. Kaye previously suggested two minor changes in wording to Melissa Futia. A motion to approve with the suggested changes was made by Kaye. Michael seconded the motion. The motion carried unanimously.

Implementation Procedure for Students with Disabilities: Melissa Futia shared that this procedure was simply cleaned up and just needs a number. Sally motioned to approve. The motion was seconded by Michael. The motion carried unanimously.

Service Animals: Melissa Futia shared that minor changes to verbiage were made. Jim moved to approve. The motion was seconded by Anthony. The motion carried unanimously.

Rule 4.23: Melissa Futia related that this was changed per the OCR Committee. This is an edited procedure. A request had been made to define each disability. Ken suggested that the rule include language that refers to the definitions in SBE 6A-10.014, rather than having to revise Rule 4.23 each time a change in definitions of disabilities occurs. The rule has been proofread. A motion to accept the changes was made by Jim and seconded by Kaye. The motion carried unanimously.

Procedure 6065: Ken shared the rewording for reference checks, specifically that reference checks will be completed in consultation with the director of human resources and his/her designee. Kaye shared that she has already tested the process and that it works. Jim pointed out a

problem in the language that needs to be tweaked, specifically in the last paragraph, which states that “*Anyone* desiring to photograph records may do so.” There is a limit to which information can be viewed by whom. This limit needs to be made explicit in the procedure. Ken agreed to have Jill Hall in HR change the language. Jim moved to table. Michael seconded the motion. The motion to table carried.

Procedure 6002. Sally shared feedback from her department, specifically confusion regarding the use of the word “staff.” Ken shared that this means “faculty and staff” and that he would have the language clarified. Kaye suggested that for consistency, the word *representative* be used exclusively instead of interchangeably with *liaison*. Next, Kaye asked for clarification of “the chairs responsible for organizing meetings, including full membership on invites and present at meeting.” Ken clarified the duty of the chair on taking attendance. He will rework the language for clarity and will then bring it back to the senate. Kaye also suggested that some language in the procedure is not currently true, particularly the line in 2F that states, “The president’s staff representative will do an all call email.” Ken stated that a protocol is needed for replacing people on committees when they leave. Per Kaye’s request, Ken also clarified language in 3B7, specifically that the “selection committee” indicated is, in fact, president’s staff. Ken offered to add “president’s staff” there to clarify. Additionally, Kaye challenged the language that “chairs may only serve two consecutive years.” Kaye suggested that this should read “elected chairs” to make a distinction between those elected and those appointed. A discussion regarding how long committee chairs should serve ensued. Ken suggested that senators take this topic to their constituents for feedback. Ken then clarified language regarding chair replacements, clarifying that the replacement shall “serve out the term of the previous person.” This will also be clarified in the revision. Finally, Kaye questioned whether or not membership on the Faculty Human Resource Committee is, in fact, at the recommendation of the Faculty Senate, as indicated in the procedure. After discussion, it became apparent that this needs to be clarified, as well. Jim moved to table. CR seconded the motion. The motion to table carried.

New Business from the Floor:

Calendar update: Spring break will be March 20 – 24. The college attempts to harmonize spring break with the school board. Professional Development Day will occur April 7th. The calendar has gone through District Campus Group. Time was built into the calendar to allow for the processing of grades between terms. Ken is ready to take this to the board upon senate approval. Jim moved to approve. CR seconded the motion. The motion carried unanimously.

Adjournment:

Jim moved for adjournment at 4:30. CR seconded. The motion carried.

The next Faculty Senate meeting will be held January 11, 2015, in LTB 1295 and WMS 124 at 3:00 PM. The steering committee will meet following the senate meeting.

Respectfully Submitted,
Lee Childree

Secretary