

**Polk State College Faculty Senate Minutes**  
**December 2016**  
**Date: Monday, December 12, 2016, Time: 3:00 p.m.**  
**Location: WMS 124 and LTB 1295**

Officers:

Bill Caldecutt, President  
Cindy Freitag, Lakeland Vice President  
Anthony Cornett, Winter Haven Vice President  
Lee Childree, Secretary  
Sally Fitzgerald, Senator at Large

Senators: Tina Feleccia, Amy McIntosh, Aaron Morgan, Johnny Stewart, Lorrie Jones, Cary Gardell, Cindy Courtney, Louanne Harto, Carol Stinson, Earl Brown, Alexandros Dimitriadis, Greg Harris

Others in attendance: Nathan Neuman, Orathai Northern, Reggie Webb, Ken Ross, Donald Painter, Kim Thomas, Stephanie Benton

Guests: None

Meeting called to order: 3:00 PM.

**Approval of November Minutes.** Tina moved to approve the minutes. Misty seconded the motion. The motion carried.

**Approval of December Agenda.** Greg moved to approve the agenda. Tina seconded the motion. The motion carried.

**Reports**

*President's Report*

Bill officially welcomed Amy McIntosh, Aaron Morgan, and Carol Stinson to the Senate.

Bill addressed the need to have more volunteers for the committee addressing the Kapersky internet filter, led by Bill DeWitt. As no senators expressed an interest in volunteering, he requested the senators seek volunteers from their departments. Ken added that Kapersky has already been active. He reminded the Senate that it can be customized to allow specific individuals to access specific sites. Ken suggested that professors work with one another to develop a protocol for accessing filtered sites.

Bill gave an update to the Student Tracking and Retention System (STARS). STARS is running concurrent with our early reporting system, which allows for professors to report students with academic issues. STARS will eventually be more comprehensive and it should be more

responsive. It will allow the reporting faculty member to log in and see what action has been taken with the reported student. It is being piloted in a few courses, namely MAT 1100, MAT 1033, ENC 1101, and SLS 1122. Ken shared that 472 students were reported via STARS this term and over 70 percent were resolved in a positive manner. Except for students who are referred to BayCare for counseling, the system keeps a record of what actions have been taken for reported students. The system is extremely hands on. The only way to expand the system college-wide will be to expand the number of individuals working the system from 2 to 4. The expectation is that STARS will have a positive effect on the College's retention rate, though it will be a couple of school years before the effect is evidenced on the state performance metric. Bill reminded professors that if they do not have access to STARS yet, they may continue using the early warning system already in place.

Bill returned to the issue of a lack of a comprehensive employee grievance process, which had been brought forward at a previous Senate meeting. This concern has been brought to FHRC. FHRC is looking into our existing procedures. Since this affects more than just faculty, a supergroup that includes the chairs of the other employee human resources groups has been formed. Bill will be working with Rebecka Sare, the chair of FHRC, throughout the process. The hope is to create a more comprehensive process somewhat expeditiously as a fundamental change in the College's administration is forthcoming. Bill anticipates that this will be a running agenda item for some time because of the scope of the task.

Bill reminded the Senate of the process for joining committees and reporting on those committees to the Senate. The procedure for each committee specifies that someone from Faculty Senate may be a representative on that committee. As the representative, the Faculty Senate member should participate like all other members of the committee. During the Committee Reports and Updates portion of each Senate meeting, those serving on committees should report on the progress of their committees, especially anything that may be of interest to the Faculty, including any controversies or irregularities.

#### *Lakeland Vice President's Report*

Cindy mentioned that Dr. Holden reported on her upcoming retirement at the November 28th DBOT meeting. The DBOT was to have a special meeting on December 15<sup>th</sup> to discuss the search for a new College president. Ken added that there is a Florida statute on the process for hiring a college president and the board will follow this process and the College rule.

#### *Winter Haven Vice President's Report*

Anthony shared the highlights of his report. He announced that C.O.L. is conducting a toy drive to benefit Heartland for Children.

The construction work on the Winter Haven library is on schedule. Tours of the remodeled library will be available starting January 3<sup>rd</sup>. Furniture will be purchased as a determination is made of how students use the existing furniture.

The administration is looking to update the phone system.

A representative of the Fulbright Scholar program is coming to the Lakeland campus January 25<sup>th</sup> at 3 PM and to the Winter Haven campus January 26<sup>th</sup> at 3 PM. Rooms will be announced later.

The College is planning to eliminate VCRs and VHS tapes. The goal is to digitize VHS tapes by the end of next year.

#### *Administrative Liaison Report*

Ken announced that he will be retiring January 20, 2017. Orathai Northern will replace him as the liaison to the Senate.

#### **Committee Reports and Updates**

Sally reported for the Learning Resources Committee. There will be an extension of hours for technology assistance at the Airside Center. Also, a part-time librarian has been hired for Lakeland. Lastly, professors may request information from the TLCC for their program review. This will provide professors with data to show how their students use college services.

Sally reported that the hiring committee for Education is in progress. Interviews were to be completed on December 13<sup>th</sup>.

Cindy reported that the Biology screening committee has completed interviews and has sent their recommendation to Dean Painter.

Misty reported that C.O.L. has hired a Spanish instructor.

#### **Old Business:**

Canvas LMS Selection. Cindy moved to accept the recommendation to make Canvas the new learning management system. Tina seconded the motion. The motion carried.

Nathan shared that the current D2L contract runs through the spring term of 2018. If the College is unable to terminate the contract early, a small rollout of Canvas will begin in the spring of 2018, with a full rollout during the summer of 2018. Nathan added that the College is looking for a new place to host our PAL videos. Nathan suggested that any senators wanting to know more about the rollout may contact him.

#### **New Business:**

Faculty Senate Elections. Without the parliamentarian, the suggestion was made to postpone the elections until January. Misty motioned to postpone. Tina seconded the motion. The motion carried.

2017-2018 College Calendar. Anthony shared a suggestion from a constituent for having one day between the end of finals and when grades are due. Ken added that the only alternative would be

starting the school year a day sooner. He suggested that making the change at this point might be problematic. Bill shared a concern about the imbalance between Monday/Wednesday and Tuesday/Thursday classes created by the MLK holiday. Bill suggested the possibility of making the Tuesday after MLK Day a day off as well, but Ken indicated that doing so would extend the spring term to the degree that it would interfere with the summer terms. After Ken suggested that professors could balance their semesters by giving finals before the last day of the term, Bill referred to the Faculty Handbook, which may indicate that Faculty should hold classes through the end of the academic calendar. Bill said he would look up the exact wording and bring this back to the Senate for a discussion. Lorri moved to approve the calendar as is. Greg seconded the motion. The motion carried.

Hiring Committee Processes. Because the Senate is waiting for an update from FHRC, the suggestion was made to move this item the January agenda. Bill said he would check with Jamie and Rebecka Sare to see if any progress has been made on this issue. Sally moved to table this item. Tina seconded the motion. The motion carried.

Custodial Maintenance Contract. Greg reminded the Senate that the maintenance contract is up for renewal in February of 2017. The decision was made to keep the current company for the next contract. The committee awarding the contract to the current company is seeking feedback on the current service provider so that improvements may be made. Faculty with feedback must email their campus provost (Steve Hull on the Lakeland campus or Martha Santiago on the Winter Haven campus) by January 13<sup>th</sup>. Bill agreed to send a reminder of this to the Faculty.

### **Rules and Procedures**

Procedure 5034 Textbook Affordability attachment. Ken requested that the textbook price variance for this procedure be written as \$150. This is an amount he determined to be fair and comparable to the number USF has used (which was approved by the state). Greg motioned to approve the procedure with Ken's suggestion. Misty seconded the motion. The motion carried.

Procedure 6072 Grant Development and Administration. Most of what was removed was editorial, according to Ken. Greg moved to approve the procedure with the changes. Tina seconded the motion. The motion carried.

Procedure 1006 Faculty Workload—Academic Accounting System and Department Coordination. Bill shared a recommendation from FHRC to tweak the role of the department coordinator. The change would allow a department to recall a DC. Bill suggested that all faculty have a chance to look at the proposed change before taking a vote on it in January or February. Greg motioned to table the procedure until February. Earl seconded the motion. The motion carried.

Procedure 1024 Faculty Schedule Assignment. Ken shared that the change was to account for online and hybrid classes. Greg moved to approve the updated procedure. Cindy seconded the motion. The motion carried.

Procedure 1028 Faculty Transfers. There were no changes to this procedure, but it was brought to the Senate because of the need periodically to review procedures. Greg moved to approve the procedure. Louanne seconded the motion. The motion carried.

**New Business from the Floor:**

Cindy raised a concern about the end of her Senate term. There was some confusion about when the end of her term is/was. Her department (Nursing and Allied Health) agreed to discuss this internally and decide who would represent them.

**Adjournment:** Anthony moved to adjourn at 4:16. Greg seconded the motion. The motion carried.

Respectfully Submitted,  
Lee Childree  
Secretary