

**Polk State College Faculty Senate Minutes**  
**January 2016**  
**Date: Monday, January 9, 2017, 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  
Jamie Haischer, Parliamentarian  
Lee Childree, Secretary  
Sally Fitzgerald, Senator at Large

Senators: Tina Feleccia, Anna Butler (for Jim Rhodes), John Stewart, Aaron Morgan, Michael Harrison, Dann Hazel, Alexandros Dimitriadis, Lorrie Jones, Carol Stinson, Earl Brown, Greg Harris, Misty Sparling, Cary Gardell, Cindy Courtney

Others in attendance: Donald Painter, Kristen Sykes, Ken Ross, Reggie Webb, April Robinson, Lynn Wilson, Jill Hall, Val Baker

Guests: None

Meeting called to order: 3:00 PM.

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

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

## **Reports**

### *President's Report*

Bill reported that there was a special meeting of the DBOT on December 15th to discuss the search for a new president for the College. The decision was made to hire a third party consultant to aid in the search. The DBOT will meet again on January 17<sup>th</sup> to choose the consultant. The goal is to hire a new president by June. Bill will give updates as the process develops.

### *Lakeland Vice President's Report*

Cindy reported that Dr. Ken Ross is retiring. Dr. Donald Painter has agreed to step into the VP role on an interim basis beginning February 1, 2017. In addition, Orathai Northern has agreed to serve as interim Lakeland Academic Dean.

The college is hosting a Fulbright Alumni Ambassador Workshop on each campus this coming month. The dates are Wednesday, January 25 at 3:00 PM in LAC 1133 on the Lakeland Campus and Thursday, January 26 at 3:00 PM in WLR 203K on the Winter Haven Campus. Dr. Dom Caristi, a 2009 Fulbright Scholar to Greece and professor at Ball State University, will speak about his experience in the program. Space is limited. Faculty who are interested in attending should RSVP to [jabell@polk.edu](mailto:jabell@polk.edu) by January 20.

The College is moving forward with a proposed plan to build the 2018 -1, -2, and -3 academic schedules simultaneously. Rollover schedules are to be distributed to departmental coordinators by January 16<sup>th</sup>. The goal is for 2018-1, -2, and -3 schedules to be available for public viewing sometime in May 2017.

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

Anthony announced that the Winter Haven library renovation is nearly complete. There is still some work being done, but it is open to the student body.

Club Rush on the Winter Haven campus is January 18<sup>th</sup> and 19<sup>th</sup> on the WST lawn from 10:00 AM to 1:00 PM.

#### *Administrative Liaison Report*

Ken reported that tryouts for *Oklahoma* are January 11<sup>th</sup> and 12<sup>th</sup>.

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

Sally reported that the Education Hiring Committee is meeting January 11<sup>th</sup> to decide which candidate(s) to put forward.

Cindy reported that the Biology Hiring Committee made an offer to a candidate. The offer was accepted and the new hire will begin in the fall.

#### **Old Business:**

Hiring Committee Processes. Jamie agreed to forward the minutes from last month's discussion on this topic to FHRC.

#### **New Business:**

Faculty Senate Elections.

Jamie nominated Cindy Freitag for Lakeland vice-president. With no other nominations, Cindy accepted and was elected Lakeland VP.

Alexandros nominated Anthony for Winter Haven vice-president. With no other nominations, Anthony accepted and was elected Winter Haven VP.

Cindy nominated Lee for secretary. With no other nominations, Lee accepted and was elected secretary.

Cindy nominated Jamie Haischer for parliamentarian. With no other nominations, Jamie accepted and was elected parliamentarian.

Michael nominated Sally Fitzgerald for senator-at-large. With no other nominations, Sally accepted and was elected senator-at-large.

### **Rules and Procedures**

Procedure 1006 Faculty Workload—Academic Accounting System and Department Coordination. To allow for faculty to have more time to view this procedure, Jamie motioned to table it. Michael seconded the motion. The motion carried.

Procedure 1017 Process for Awarding Endowed Teaching Chairs. Jamie questioned the phrase in II C of this procedure, namely that applicants may be “*encouraged* by one’s peers and/or supervisors.” Lynn agreed to strike *encouraged* from the sentence. Jamie moved to approve the corrected procedure. Michael seconded the motion. The motion carried.

Rule 1.12 Endowed Teaching Chair Program. Lynn indicated that the language regarding continuing contract was changed from “three years” to “five years.” Jamie moved to approve the updated procedure. Michael seconded the motion. The motion carried.

Procedure 6051 Accounting Process for Foundation. Basic changes were made. Jamie moved to approve the corrected procedure. Michael seconded the motion. The motion carried.

Procedure 6062 Process to Apply for Foundation Funds. Lynn stated that changes were esoteric. Jamie moved to approve updated procedure. Michael seconded the motion. The motion carried.

Procedure 6070 Fund Raising Activities. Basic changes were made. Jamie moved to approve the updated procedure. Michael seconded the motion. The motion carried.

Procedure 6014 Recruiting/Employment Process. The primary change to this procedure was the addition of a paragraph stating that employees seeking promotions to new positions must *apply* for those positions. Jamie moved to approve the updated procedure. Michael seconded the motion. The motion carried.

Procedure 6054 Applicant Equity Complaint Procedure. Jamie pointed out a typo. Jamie moved to approve the procedure with the correction. Michael seconded the motion. The motion carried.

Procedure 6068 Screening Committee. Jill answered a question Jamie had about the number of individuals (3) who may serve on hiring committees for career positions. Jill suggested that this be changed to “a minimum of three.” The Senate requested the deletion of the sentence, “A Faculty Senate representative will not be required on a career search (only professional/technical, administrative and faculty searches).” Bill stated that he would talk to hiring managers about ways to expedite the startup process for hiring committees. Jamie moved to approve the motion with the changes. Aaron seconded the motion. The motion carried.

Screening Committee Guidelines Attachment (Procedure 6068). Jamie recommended basic changes in wording. Sally expressed a concern with allowing only some applicants to submit materials beyond the deadline. Kristen explained that so many applicants fail to submit the

proper documentation, that if the College were to disallow a second opportunity to upload the required documents, the applicant pools would be quite small. Kristen explained that part of the problem is a lack of manpower. Lorrie asked how much control the College has over the format of the application submission software. Kristen indicated that the College has very little control over it. Ken suggested a solution to satisfy the Senate: a statement that includes a date indicating when HR will review the application and explaining what will happen next, including advisement that applicants without all of the required materials submitted will have 24 hours to upload those materials. Jamie moved to table the procedure pending Ken's suggested addition. Tina seconded the motion. The motion carried.

Screening Committee Confidentiality Form (Procedure 6068). Kristen and Jill explained the need for this new procedure—to reinforce the importance of confidentiality. Jill stated that this is not a policy or a rule, but rather a practice that we want all hiring committee members to adhere to. Bill expressed a concern with the phrase, “All of my actions related to this process are subject to the laws and regulations relating to equal and fair employment practices.” Since the Senate is particularly concerned with the hiring committee *processes*, it was suggested that this word be removed so as to allow for the continuation of the practice of senators reporting on hiring committee processes. Jamie moved to approve the procedure with the changes. Michael seconded the motion. The motion carried.

Procedure 6076 Sexual Harassment. Val indicated that the changes were recommended by the Civil Rights Compliance Review group. In order to be in compliance, the term *stalking* needed to be included within the definition of sexual harassment. Jamie moved to approve the procedure with the change. Michael seconded the motion. The motion carried.

Procedure 6086 Harassment. Jamie showed where the document needed clarity on the point of *who* students and employees should report to in cases of harassment. Jamie moved to table the procedure, pending clarity on this point. Johnny seconded the motion. The motion carried.

Rule 3.12 Equal Employment Opportunity. This procedure was changed to make it consistent with other procedures. Jamie moved to approve the procedure. Michael seconded the motion. The motion carried.

Rule 3.27 Harassment/Sexual Harassment. Jamie stated that she had the same reservations with this rule that she had with Procedure 6086, namely that there is a lack of clarity on the point of *who* students and employees should report to in cases of harassment. Ken suggested that our rules be made to comply with state board rules. Jamie moved to table the procedure, pending greater clarity. Michael seconded the motion. The motion carried.

### **New Business from the Floor:**

Tina requested the dates of the health fair. Jill said that she would get those dates out this week.

Jamie motioned to thank Dr. Ross for his service to the Faculty Senate. The entire Senate seconded the motion.

**Adjournment:** Michael moved to adjourn at 4:14. Jamie seconded the motion. The motion carried.

Respectfully Submitted,  
Lee Childree  
Secretary