

**Polk State College Faculty Senate Minutes**  
**July 2014**  
**Date: Monday, July 14, 2014, Time: 3:00 p.m.**  
**Location: WMS 124 and LTB 1295 (teleconference)**

Officers:

Greg Harris, Interim President  
Kaye Betz, Vice President, Lakeland  
CR Junkins, Secretary

Lorrie Jones substituted as Steering Committee Senator-at-Large in place of LouAnne Harto

Senators in Attendance: Kaye Betz, Cindy Courtney, Greg Harris, Lorrie Jones, CR Junkins

Others in Attendance: Dodie Cowan, Peter Elliott, Dr. Eileen Holden, Tamara Sakagawa, Kim Thomas, Reggie Webb

Greg Harris called the meeting to order at 3:02 p.m.

**Approval of the July 2014 Agenda:**

Greg requested that the following topics be added to the agenda under New Business: New Parliamentarian, New Social Sciences Senator for the Lakeland Campus, and Item of Interest from the June District Campus Meeting. CR Junkins moved that the changes be accepted, and Lorrie Jones seconded. All voted in favor, and the motion carried. (Note: during the Summer Semester, the Steering Committee members vote. The minutes below record the votes taken by Steering Committee members rather than all Senators who were in attendance.)

**Approval of Minutes from June 2014:**

No further changes were requested to the June 2014 minutes. Lorrie moved, and CR seconded to accept the June 2014 minutes as submitted. The minutes will stand as submitted.

Greg welcomed the meeting's guests: Dr. Eileen Holden, Peter Elliott, and Tamara Sakagawa, the new Vice President of Communications.

**Reports:**

**Lakeland Vice-President's Report:**

CR read the Lakeland Vice-President's Report on Kaye Betz's behalf. He highlighted Sylvester Little's selection as the new Dean of Student Services for the Lakeland campus, the upcoming Lakeland campus meeting scheduled for Friday, August 15, the classrooms previously used by USF, the upcoming student convocation scheduled for August 14, and the role of Barnes & Noble as the new bookstore for Polk State College.

**Winter Haven Vice-President's Report:**

Greg highlighted the following items: the upcoming student convocation scheduled for August 14, the role of Barnes & Noble as the new bookstore for Polk State, a brief presentation by Andy Shaffer, the manager of the Barnes & Noble Polk State bookstore, scheduled during faculty convocation on August 15, and the upcoming new adjunct orientation scheduled for Saturday, August 16.

**Administrative Liaison's Report:**

Greg submitted the Administrative Liaison's Report on Dodie Cowan's behalf. The report included the following items: a legislative update, announcement of the education verification process which will verify faculty member's transcripts, and changes to the screening committee process by the academic deans to relieve the current workload of department coordinators as screening committee chairs.

**Committee Reports and Updates:**Screening Committees:

WH Dean of Academic Affairs: Greg reported that names had been moved forward.

WH Executive Assistant: Greg reported that the committee would be meeting Tuesday, July 15, to narrow down names.

District Disability Coordinator: Greg reported that interviews were held on Friday, July 11.

WH Ceramics Full-Time Faculty: Kim Thomas reported that the screening committee had held its first meeting.

Administrative Assistant for Dean of Student Services:

Lakeland Media Tech Specialist: Greg reported that Rafaela Ellis would be serving on the committee as the Faculty Senate representative.

Regarding other screening committees, Greg requested volunteers for the Director of Purchasing and the WH Associate Dean of Student Services. Lorrie Jones agreed to serve as Faculty Senate representative on the WH Associate Dean of Student Services screening committee. CR offered to send out a request to other senators via email.

**New Business:**Changes to Screening Committees:

Greg proposed a reduction to the number of screening committees that require Faculty Senate representatives. Specifically, he suggested minimizing the Senate's role on

technical positions. Because this seemed like a significant change to Senate procedures, CR moved that the discussion to be tabled until the full Senate reconvened in Fall. Lorrie seconded the motion.

#### Faculty Handbook:

Greg requested that an updated draft of the Faculty Handbook be distributed to all faculty so that they could offer feedback to Patricia Jones before convocation. CR agreed to forward the draft via email. Lorrie expressed concern that faculty would not check their email before convocation and suggested that a message be broadcast through PASSPORT for those faculty who log in to check their pay stubs. CR agreed to investigate. Greg asked that faculty been given a two week deadline for submitting feedback.

#### Adjunct Faculty Handbook:

Greg reported that a meeting would be held on Wednesday, July 16, in WMS 124, from 1:00 p.m. – 2:30 p.m. to review the current Adjunct Faculty Handbook.

#### Grant Project: Center for International Business Education Program:

Greg reported that Naomi Boyer had introduced the Center for International Business Education Program during the previous Presidential Staff meeting. Naomi had announced that USF will allow Polk State students to enroll in Mandarin Chinese classes at USF; Polk State students will still pay Polk State prices.

#### International Self-Directed Learning Symposium:

Greg reported that Naomi Boyer had introduced the International Self-Directed Learning Symposium currently scheduled for February 3-17, 2015, in Coco Beach, Florida.

#### Institutional Cohesiveness:

Greg suggested that the topic be tabled because of the low number of Senators present. He suggested that the topic be added to the college-wide faculty meeting in August instead. CR moved that the topic be tabled, and Lorrie seconded.

#### Discussion of Procedure 1018: Academic Student Complaint Procedure:

Greg stated that Saritza Guzman-Sardina had requested the Faculty Senate consider the possibility of audio or video taping student complaints. CR and Lorrie asked when the taping would occur and how the taping would be handled. Cindy Courtney asked if phone conversations would be taped, and if so, how we would verify the identity of the caller. Reggie Webb asked why paper records were not enough. Dr. Holden recommended that we not tape complaints in order not to begin the process with an adversarial tone. Dr. Holden also stated that a mediator would be needed to interpret each recording. Peter Elliott recommended that we not tape complaints because such records would need to be stored as an official record. Greg stated that he would speak to Saritza Guzman-Sardina to get further details.

#### Faculty Senate Election:

Greg requested that the nominations for Faculty Senate President be closed. Lorrie moved that no further nominations be accepted, and CR seconded.

Faculty Senate Parliamentarian:

Greg reported that Michael Derry had resigned his position as Faculty Senate Parliamentarian. He requested that CR send an email to all Faculty Senators to begin the nomination and election for the August Faculty Senate Meeting. (Addendum: Kaye Betz noted that only the Steering Committee would meet in August, and all the Senators would not be present to vote.)

New Senator for Lakeland Social Studies:

Greg reported that a new Senator would need to be elected by the Social Studies faculty on the Lakeland campus.

**Rules:**

Rule 2.09: College Publications:

Rule 2.09 only contained formatting changes. Lorrie moved that the changes be accepted, and CR seconded.

Rule 4.01: Code of Conduct for Students and Student Organizations:

Rule 4.01 only contained formatting changes. CR moved that the changes be accepted, and Lorrie seconded.

**Procedures:**

Procedure 1033: Student Records Retention:

Procedure 1033 changed the length of time student records are retained to two years. Lorrie asked where the records would be stored. Reggie recommended that the records be scanned, but Lorrie asked who would be responsible for scanning the documents. CR asked for clarification on what needed to be retained and what did not. Dr. Holden requested that Peter Elliott look into case law and inform the faculty on what records needed to be retained. CR noted that the procedure states “universities and community colleges”: he recommended that “state” be added. Lorrie moved that the procedure be accepted with the change, “state,” and CR seconded.

Procedure 5013: Financial Aid Procedures Access:

Procedure 5013 only contained formatting changes. CR moved that the changes be accepted, and Lorrie seconded.

Procedure 5023: Interpretation of College Regulations:

Procedure 5023 contained mostly formatting changes, but CR noted that a question had been typed into the comments on whether the President’s response be “approval or veto,” and that the question did not seem to be answered in the submitted procedure. Reggie stated that the previous DCG meeting had selected “approval.” The suggestion was made to insert “or veto” to give Dr. Holden more options. Lorrie moved that the procedure be accepted with the change “or veto,” and CR seconded.

**New Business:**

#### Task Force Concerning Assigning F Grades after Withdrawal Date:

Greg announced that Student Services was building a task force to address the issue of assigning an F grade before the end of the semester for those students who have stopped attending after the withdrawal date had passed. Greg stated that Student Services was seeking three members of the Faculty Senate to participate, and that he had already agreed to serve. CR agreed to ask Senators through email for two volunteers.

#### Faculty Senate President Election:

Dr. Holden and Peter Elliott offered the college's resources to the Faculty Senate when holding the upcoming Faculty Senate President election. Dr. Holden stated their offer to add a third party that can make sure all faculty are contacted and that all votes are counted. Peter presented the offer as follows:

- The Faculty Senate President election would be run similarly to an absentee ballot.
- The college would create a mailer that would include a ballot, a blank inner envelope, and a second outer envelope that would have a place for the faculty member to sign.
- The cashier's office would receive and collect the envelopes.
- Accountants on Peter's staff would collect and validate each ballot based on the information on the outer envelope.
- Inner envelopes would be given to the provosts to count.
- Packages would be mailed out the first week of August.
- Envelopes would be collected until August 29th.
- Ballots would be collected by Peter's group and counted by provosts and faculty by September 2nd.

Kaye Betz asked if the outer envelope could be pre-stamped so that off-site faculty could mail the packages. Peter said he could work that out. A request was made that the provosts office keep a supply of blank packages for faculty who might need a new ballot form. Peter agreed that the cashier's office would keep a list of the ballots received. Kaye expressed concern that this style of election might set a precedent; Greg said that this election would only happen once to address the last election. CR requested that the mail out not occur until convocation; receiving the packages before understanding why the election was occurring might create speculation. Peter said that shouldn't be a problem since most faculty would receive them the next day. A recommendation was made that blank ballots be available during convocation as well. CR offered to work with OCPA to post candidates' written statements on the Faculty Senate webpage. Lorrie moved to accept the proposal, and CR seconded.

#### Administrative Liaison's Report:

Lorrie asked that Dodie clarify the legislative moratorium on new bachelor's degree programs. Dodie said that while proposals would not be approved, Polk State could still work on proposals. Peter added that while the state cannot approve proposals at this time, the moratorium was scheduled to end on May 31, 2015.

#### **Adjournment:**

Lorrie moved that the meeting be adjourned at 4:33 p.m. CR seconded.

The next Faculty Senate meeting will be held Monday, August 11, at 3:00 p.m. in WMS 124 and LTB 1295 (teleconference).

Respectfully submitted,  
CR Junkins  
Secretary