

Polk State College Faculty Senate Minutes
March 2014
Date: Monday, March 10, 2014, Time: 3:00 p.m.
Location: LTB 1295 and WAD 236

Officers:

Kaye Betz, Vice President – Lakeland
Greg Harris, Vice President – Winter Haven, officiating as President
CR Junkins, Secretary
Michael Derry, Parliamentarian
LouAnne Harto, Steering Committee Senator-at-Large

Senators in Attendance: Kaye Betz, Lee Childree, Anthony Cornett, Cindy Courtney, Michael Derry, Tina Feleccia, Sally Fitzgerald, Carey Gardell, Greg Harris, LouAnne Harto, Lorrie Jones, CR Junkins, Derek Menchan, Greg Richeson, Misty Sparling, Rosa Walsh, Mostafa Zamani

Others in Attendance: Donald Painter, Ken Ross, Martha Santiago and Reggie Webb.

Greg Harris called the meeting to order at 3:01 p.m.

Approval of Minutes from February 2014:

No further changes were requested to the February 2014 minutes. Misty Sparling moved and Anthony Cornett seconded to accept the February 2014 minutes as submitted. The minutes will stand as submitted.

Approval of March 2014 Agenda:

CR Junkins requested that “Photographs” be added to New Business on the agenda. Greg Richeson moved, and Anthony seconded that the March agenda be accepted with those changes.

Guest Presentation:

Reggie Webb introduced the Inaugural First Flight Student Convocation and Academic Tour, scheduled for August 14, 2014, starting at 10:00 a.m., in the Winter Haven gym. The First Flight convocation is designed to increase retention of first-time-in-college students. After the initial sessions in the gym, students will be broken down in Academic Tours, where students will have an opportunity to meet with various academic departments.

Reggie emphasized the importance of faculty support for the academic tours. He requested that Senators ask their departments for volunteers to participate. He asked that Senators forward the names of their volunteers by the end of March.

Sally Fitzgerald asked Reggie about the status of the SOAR committee. Reggie said that he would be meeting with Aaron Morgan to coordinate.

Reports:**President's Report:**

No President's Report at this time.

LK Vice President's Report

See attached document. Kaye Betz highlighted the upcoming Professional Development Series sessions, the upcoming Lakeland Faculty Forum scheduled for April 16, at 1:30 p.m., and installation of manual locks for classroom doors. Kaye also highlighted the Center for Excellence and Engagement as a college wide development: the Center will have an online presence and is currently under development by Nelson Marquez and Naomi Boyer.

WH Vice President's Report:

See attached document. Greg highlighted the continued construction work on the faculty offices in WLR, COL Night at Winter Haven McDonald's for Tuesday, March 11, from 5:00 p.m. – 8:00 p.m., Jewel of the Ridge Jazz Festival, April 10-12, in Lake Wales, and the upcoming Winter Haven fire inspection on March 21. Greg also announced that the time for the upcoming Winter Haven Faculty Forum had been changed to 2:00 p.m. – 3:00 p.m., but the date will remain Thursday, April 17.

Administrative Liaison's Report:

Ken Ross called for volunteers to present at the upcoming Professional Development day. Volunteers should contact Courtlann Thomas.

Committee Reports and Updates:Screening Committees:

Financial Aid Assistants: Anthony reported that 3 offers have been made. (Reggie Webb announced via email on March 12, the names of the three new financial aid assistants. The position will be removed from future updates.)

Bookstore RFP: Anthony reported that the committee will meet to finalize the RFP.

WH SLS Full-Time Faculty: CR reported that interviews are scheduled for March 14.

WH English Full-Time Faculty: CR reported that candidates will be named on March 18 for April 4 interviews.

LK Aerospace Full-Time Faculty: Derek reported that applications are currently being examined. The face-to-face interview date is being scheduled.

WH Provost: Greg reported on Dodie Cowan's behalf that phone interviews will be held on Friday, March 14. Open forums will be scheduled.

Design Tech, OCPA: Greg reported that a candidate had been hired on March 3. (The position will be removed from future updates.)

AVP, OCPA: Greg reported that phone interviews will be held on March 20.

LK Accounting Full-Time Faculty: Greg Richeson reported that the committee will meet for the first time on March 14.

WH Academic Services Specialist: Greg Richeson reported that an offer has been made.

WH Math Full-Time Faculty: Kaye reported that phone interviews have been completed. Five candidates have been scheduled for face-to-face interviews.

Food Services RFP: LouAnne Harto reported that RFPs have been submitted to clients. She also reported that OASIS will not be submitting an RFP for the next academic year.

LK Earth Science Full-Time Faculty: Michael Derry reported that face-to-face interviews are being scheduled.

LK Math Full-Time Faculty: Mustafa Zamani reported that names have been forwarded to HR.

LK Dean of Student Services: Sally Fitzgerald reported the committee met to discuss whom to offer telephone interviews.

LK Info System Specialist: Tina Feleccia reported interviews were held March 3, and 4 names were moved forward.

LK Web Dev Full-Time Faculty: Tina reported that the position is currently on hold.

WH Admin Assist VPSS: Tina reported that the committee will meet March 12 to select names.

LW Student Services Specialist: Tina reported that a candidate was hired March 3. (The position will be removed from future updates.)

Global Initiatives Committee

Sally informed the Senate on the Global Initiatives Committee's accomplishments. She specifically highlighted the seven Global Studies Program courses currently planned for Fall 2014. She called attention to the library committee being formed to recommend acquisitions for the Lakeland campus library. She also highlighted the addition of an \$80 stipend for trip leaders involved in Education Abroad trips to cover incidental costs.

Kaye asked if an additional objective that identifies a course as part of the Global Studies Program would be added to the BCIs for those courses. She cited courses in the Honors Program as examples. Sally said that Brad Massey would be bringing those changes to AQC. Kaye requested that DCs be contacted if changes to BCIs needed to be made.

Invitation for Next Month's Committee Updates

CR introduced a new, recurring agenda item, an invitation to Faculty Senators involved in committee work who would like to report on their committees' accomplishments during the next Faculty Senate meeting. He cited Sally's report as an example. No Senators requested time for next month.

Old Business:

No old business at this time.

New Business:

Additional Responsibilities for the Vice-Presidents

Ken Ross provided a list of all procedures, rules and committees that currently use the term "VP of Academics and Student Services." The list then divided those procedures, rules and committees between the new VP for Academics and the VP for Student Services. Ken recommended that the Senate, in one motion, accept the wording changes in those documents where the responsibility was divided rather than submitting each document for approval. The exception would be for the following procedures and committees that require the presence of both VPs: 5016, 5023, 5025, 6005, 6038 and the Petitions Subcommittee. Those proposals involve wording changes that require Senate approval. Misty moved to accept the division as proposed, and Anthony seconded. All voted in favor.

CR asked if a faculty member disagreed with a ruling from Student Services, what possible recourse would that faculty member have. Ken answered that a VP's ruling is final.

Update on Faculty Senate Constitution and Bylaws

Greg Harris opened the discussion of Board Rule 2.24: PSC Faculty Senate Bylaws.

Article 2.1: Rosa Walsh asked that the Senate first define "full-time continuing contract." After discussion, the Senate agreed to return to the original wording, "personnel holding a full-time faculty contract." The reversion will be made throughout the Bylaws.

Article 2.2.B: Tina Feleccia recommended striking Office Administration from the Business and Technology group. Tina said she would get the names of the new department units.

Article 3.1: Michael Derry recommended changing "The term for a senator shall commence at the start of the first regular Senate meeting..." to "The term for a senator shall commence at the end" to allow senators, and especially officers, to transition their duties to new members.

Article 6.2: Ken Ross suggested and Lorrie Jones agreed to not change the meeting length from "one and one-half hours" to "two hours."

Article 6.8: CR was asked if minutes were mailed to members of the Board of Trustees. He answered that minutes were posted on the PSC website. After discussion, the Senate agreed to reword the sentence to read, "Copies of the approved minutes shall be posted on the PSC website."

Article 7.1: Kaye recommended not changing "The President shall be a full-time faculty member," rather than the proposed "ALL faculty nominated for and elected as officers."

Article 9.2: Sally Fitzgerald recommend adding “. . . will be coordinated by the current campus Senate Vice-Presidents . . .”

Greg Harris opened the discussion of Rule 6Hx21 2.4: Faculty Senate Constitution.

Article 4.1: After discussion, the Senate agree to not change “personnel holding a faculty contract” to “personnel holding a full-time continuing contract.”

Article 4.2: Sally Fitzgerald recommended that the VP should serve on the Faculty Senate as the Administration Liaison, not his or her alternate.

Article 5.3: Several senators asked that “the Vice President’s Staff” be corrected to “the Vice Presidents’ Staff.”

Misty Sparling motioned that the above changes or reversions be made, and Anthony seconded. Michael Derry reminded the Senate that the motion would not count as one of the required two votes on the Bylaws and Constitution changes. The Senate would be required to vote twice on a finalized document. Kaye requested that Senators be allowed to read and make recommendations on the next draft before the April Senate meeting. Greg Harris agreed to make the changes, using Microsoft Word’s track changes features to highlight revisions. CR agreed to forward the second draft to all Senators.

Fire Drills

Ken Ross said that the first fire drill will be scheduled for Tuesday, May 27, occurring on all sites at once. Ken said that a second fire drill is being planned, and that date will be announced in the future.

Photographs

CR Junkins announced that while website photographs for Faculty Senators were still being scheduled, OCPA had requested two smaller photo shoots using their interns so that their interns could gain professional work experience. The photo shoots will happen on the Winter Haven campus only on Thursday, March 20, and Friday, March 21. A more extensive photo shoot for all faculty on all campuses will happen once OCPA’s new hires were fully transitioned. Senators would receive an email announcement shortly.

Rules:

No rules to consider.

Procedure:

Procedure 6002: Committee Composition

Ken Ross said that the changes included the addition of Student Data Analyst to the College Calendar Committee as well as the addition of the Graduation Committee, which had been serving as an ad hoc committee for some time. Tina motioned to accept, and LouAnne Harto seconded. The motion carried.

New Business from the Floor:

No new business.

Adjournment:

Lorrie Jones moved that the meeting be adjourned at 4:28 p.m.

The next Faculty Senate meeting will be held Monday, April 14, at 3:00 p.m., in LAC 1243.

Respectfully submitted,
CR Junkins
Secretary