

Polk State College Faculty Senate Minutes
November 2015
Date: Monday, November 9, 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: Derek Menchan, Mike Malone, Cindy Courtney, Bruce Dubendorff, Tina Feleccia, Lorrie Jones, Greg Harris, Misty Starling, Johnny Stewart, CR Junkins, Alexandros Dimitriadis, Michael Harrison, Cary Gardell, Lee Childree, Kaye Betz, Anthony Cornett, Jim Haischer, Sally Fitzgerald

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

Guests: None

Meeting called to order: 3:00 p.m.

Approval of September Minutes. A minor correction was suggested by CR (which has since been made). A motion to accept the minutes was made by Jim and seconded by Anthony. The motion carried.

Approval of October Agenda. Kaye requested the addition of two items under New Business: Wifi in LMB and Senator Allocations for Departments. Jim requested the addition of Planning and Budgeting under Committee Reports. Sally requested the addition of the Global Initiative Committee Report to Committee Reports. Jim motioned to accept the November Agenda with the aforementioned changes. Anthony seconded. The motion carried.

Reports

President's Report

Bill recapped a couple of business items and provided updates.

Campus Security: The doors on campus are being looked at very closely to ensure that they comply with the Emergency Preparedness Plan (EPP). The next step will be to bring in a locksmith to estimate the cost. At that point, there will be a plan as to how to approach the problem. We should have the details within a couple of weeks.

Passport Photos: Following up from the last senate meeting, in which it was made known that professors wish to have access to student photos on the first day of class, Reggie Webb shared that there would be a meeting on 11/10. Reggie stated that we are trying to incorporate student IDs into our orientation process.

Smartphone Personal Device Email Standard: We found out that this covers not only smartphones and tablets, as previously known, but also laptops. Forms were signed prior to this knowledge and Bill is seeking information on our next steps to ensure these forms are accurate. Kaye inquired as to whether employees could choose which devices to sync and Bill answered that they could.

Elections will need to occur at the December faculty senate meeting. This includes each of the elected positions, except for the president (who was elected in October). The meeting will begin with elections. After the parliamentarian is elected, the new or re-elected parliamentarian will run the remainder of the elections.

Lakeland Vice President's Report

Kaye summarized her report as being mostly regarding extracurricular events. Please see the Lakeland VP Report on the Faculty Senate web page for further details.

Winter Haven Vice President's Report

Anthony shared that *Little Women* is opening Thursday, November 12 and will run the next two weekends. Opening night is free to everybody.

Administrative Liaison Report

Ken shared that we are transitioning to a simpler version of faculty contract updates. The hope is that we will no longer need to send contracts out to those who are already on continuing contract as of this year. Instead, these faculty will receive letters with their salary for the year on the letter. When faculty do get a raise, they will get another notification that their salary increased. Only those who are on an annual contract or who have just earned their continuing contract will receive a contract. This should reduce the paper load.

A donor gave \$300,000 to name the baseball field Bing Tyus Yard.

The final numbers from the state are in, and Teresa Vorous is working on a budget to bring to the board. Dr. Holden's wish is to give faculty their steps. However, enrollment is down almost 5%. Average class size is up slightly from over a year ago.

Committee Reports and Updates

Budget and Planning Council

Jim added to what Ken shared (above). The next legislative session begins in January and the feeling was that by March we will have more clarity. This would be the earliest time we would be able to consider adding a step. If a step is added, it would be made retroactive to January. The priority of the committee was to have healthcare “remain as it is.” There was also significant buy in to increase steps one at a time up to 35. There was also support to increase the pay for all “red-lined” staff and administrators. There was also a lot of support to increase adjunct pay. The District Board of Trustees is scheduled to have their retreat next week to discuss these recommendations.

Global Initiatives Report

Sally shared that Naomi Boyer will be discontinuing the faculty forum workshops that she has led over the last couple of years. In their place will be staff development opportunities throughout the year on various global initiative topics, and faculty will be invited to attend. Also, there has been a successful offering of Spanish for Nurses. Additionally, there is a new donor supported college employee who will be working toward the recruitment of Chinese students over a few years, though not immediately. Finally, International Week is coming up, and Thursday night at the Lake Wales Arts Center, there will be reception for those who received photography awards.

Textbook Affordability Taskforce

Kaye reported that the taskforce is getting input from the DCs and program directors. They have been looking at the Florida College System’s Work Group suggestions, including what should be in the procedure and how to go about reducing the cost of textbooks. Notable among the suggestions is that the college should have a Textbook Affordability Standing Committee, and the taskforce will be bringing this forward on 6002. The taskforce welcomes ideas and suggestions from the faculty. The taskforce will have a draft to bring to the senate next month.

Old Business:

Face-to-Face Observation Forms: Kaye shared that the Face-to-Face Observation Form and the Online Observation Form have been sent to Yvonne for posting as part of Procedure 6012 (Faculty Evaluation).

Student Services Request for Email Consolidation: Johnny raised a concern about how quickly our email would fill up if PAL emails are forwarded to our regular email. Ken commented that when our email goes to the cloud, this issue of email space will not be an issue. He expressed concern that we are doing our students a disservice by requiring them to track two email accounts. Ken stated that students are not using both of their email accounts. Jim expressed a concern with students being able to find pertinent instructor emails from a potentially vast amount of email (if we go to a single email for students). Ken shared that the subject line of an

instructor email will show the course that the email is coming from, thereby making such emails easier to find. Jim moved to table. Michael seconded. The motion carried.

Student Parking: Reggie shared a proposal from students to have the faculty park farther away than students. This idea was rejected by the senate.

New Business:

Honors by Contract: The art department requested additional courses for the honors designation. According to Sally and Kaye, Honors by Contract was approved at DCG (District Campus Group). It still must be approved by President's Staff.

Proposal for Revisions to OTA Program Admissions Guidelines: This was on the agenda, but there was no information to be shared. According to Ken, this was to be dealt with by District Campus Group.

Draft of 2016-2017 Calendar: Ken provided the highlights of the calendar, including:

- Classes would start Monday, August 22nd (with faculty returning the Wednesday before).
- Classes would end Tuesday, December 13th.
- There would be one fewer Monday than semesters past.
- Wednesday, December 14th is graduation.
- Spring semester classes would begin on a Friday to allow for 82 faculty work days during the semester and to give Financial Aid greater preparation time. This is also necessary to secure the venue (Branscomb Auditorium) for graduation on the last Thursday of the semester.
- Spring break is contingent upon the school board's decision. The thinking is that it will be the week that includes Good Friday (and so it has been tentatively placed on our calendar as such).
- Professional Development Day is tentatively scheduled for the Friday that is two weeks prior to spring break.

Tina requested that Fast Track II begin on Monday, October 17th. This would allow for students to get a better start on their coursework the first weekend of the class. Ken stated that he would attempt to change the schedule to have Fast Track II begin on October 17th.

CR shared the concerns of colleagues in his department that the proposed calendar cut down the number of Saturdays (to 15 instead of 16) and thus made completing instruction rather difficult. Ken saw no solution to this as adding any more would increase the number of work days.

Tina proposed making PAL available to online instruction on Monday, January 3, 2017. Ken stated that this was "an easy fix."

Jim moved to approve the calendar with the above proposed changes Anthony seconded. The motion carried.

Data Dashboard: According to Ken, all Passport and Genesis data is available on a dashboard. It's all downloadable as an Excel spreadsheet and is easy to export. The information is available to Polk State faculty, but it is also technically public record. Kaye expressed concern that she could not access the information from off campus. Ken said that he could request Naomi make the information external (so that it may be accessed from off campus). Ken offered assistance in teaching people how to access and use the data.

Wifi at the Lakeland Modular: There is a formal request from those housed in the modular to add or fix the Wifi. Johnny stated that he thinks there is an access point out there, but it needs to be repaired. Bill said he would make contact with Naomi regarding this issue.

Senator Allocations per Department: Bill shared that we need to make sure we have the correct number of senators per campus and per department. Also, we need to make sure that the current break down of the departments makes sense. Tina added that step one should be updating who has come and gone from each department. Tina and Bill offered to work with Ken on updating this information.

Rules and Procedures:

Procedure 5008 (Accommodations for Students with Disabilities): Melissa Futia shared that corrections were made and sent to Dawn. The senate has yet to see the corrected version. Jim moved to table until December. Tina seconded. The motion to table carried.

Procedure for Eligible Services (no number yet): Melissa Futia shared that corrections were made and sent to Dawn. The senate has yet to see the corrected version. Jim moved to table until December. Tina seconded. The motion to table carried.

Melissa shared that Rule 4.23 was also corrected and that she will be sure to send it to the senate.

Procedure 6065 (Access to Employees Records: Personnel Files): Kaye questioned how this new procedure applies to adjuncts. Ken stated that he would seek input. Jim moved to table until December. Michael seconded. The motion to table carried.

Procedure 6002 (Committee System): Ken expressed the need to take a close look at this procedure. Bill stated that he would send the procedure out with an explanation of what faculty should review and provide feedback regarding. Jim moved to table until December. Michael seconded. The motion carried.

New Procedure for Board Rule 5.03 (Funding of Students Activities and Organization): Reggie shared that the auditors ordered the college to make this a procedure. Kaye requested clarification as to where the standing committee referenced in this procedure is mentioned. Reggie responded that it is mentioned in Procedure 5016. CR expressed concern that the process for choosing student representatives to the committee is not addressed and asked if that could

open up the committee to favoritism in allotting money to the various clubs. CR also requested clarification regarding budget allocation of clubs. Ken responded that, unlike at state universities, state colleges have the last say as to how student money is spent. Sally moved to approve. Jim seconded. The motion carried.

Adjournment:

Jim moved to adjourn at 4:24. Michael seconded. The motion carried.

The next Faculty Senate meeting will be held Monday, December 14, 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