

Polk State College Faculty Senate Minutes
October 2016
Date: Monday, October 10, 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
Jamie Haischer, Parliamentarian
Sally Fitzgerald, Senator at Large

Senators: Greg Harris, Johnny Stewart, Louanne Harto, Cindy Courtney, Lorrie Jones, Alexandros Dimitriadis, Michael Harrison, Tina Feleccia, Amy McIntosh, Jim Rhodes

Others in attendance: Orathai Northern, Ken Ross, Kim Pearsall, Reggie Webb

Guests: none

Meeting called to order: 3:00 PM.

Approval of September Minutes. Greg moved to approve the minutes. Tina seconded the motion. The motion carried.

Approval of October Agenda. Sally moved to approve the agenda. Greg seconded the motion. The motion carried.

Reports

President's Report

Bill shared that the Senate has received requests for clarification regarding FERPA (Family Educational Rights and Privacy Act) and its application to faculty. The Senate agreed to have FHRC look at Polk State's Procedure 5003 and work with administration to ensure that all faculty members are fully informed and prepared to navigate this complex issue.

Ken suggested that Drew Crawford, the College's attorney, update the College's FERPA policy to reflect the changes that have occurred due to the use of electronic communications. He also addressed the storage of student papers. He suggested that the College could store student papers or scan them to save them and store them electronically, if professors need these services. Ken also suggested that he work with the Faculty Human Resources Committee (FHRC) to schedule FERPA training to be delivered by Drew. He suggested making this training a requirement for new professors and adjuncts.

Bill reminded the Senate that he sent all faculty a link to the FERPA procedure. He suggested that the Senate have a discussion about the procedure at the November meeting. The aim is to elicit feedback from all faculty so that the Senate can know how to proceed with the procedure and/or training.

Bill also shared a request from the faculty for the Senate to look at the College's procedures for due process. Ken suggested that the matter be discussed at FHRC. Jamie agreed to bring the issue to FHRC and share the results of that discussion at the November Senate meeting.

Lakeland Vice President's Report

Cindy reminded the Senate that she sent her report via email to all of the senators. In her report, she shared what was discussed at the district/campus meeting and the provost meeting. Items discussed at these meetings included Procedures, the Strategic Plan Five-Year Refresh, and upcoming Lakeland events. The full report can be accessed on the Faculty Senate page of polk.edu.

Winter Haven Vice President's Report

Anthony shared the highlights of his report (also available on the Faculty Senate page of polk.edu), including the rescheduling of events affected by Hurricane Matthew, including the Fall Student Art Exhibition and the play *Waiting for Godot*.

Administrative Liaison Report

Ken provided updates to his previously submitted report. The College will be advertising to fill the Director of Arts and Cultural Affairs position starting in January.

Ken added that the Fair Labor Standards Act (FLSA) goes into effect December 1st. This does not affect faculty, but it does affect other College employees, including department chairs who also serve as adjuncts.

Ken also shared that no damage occurred on any of the college's campuses.

Committee Reports and Updates

None to report.

Old Business:

None to report.

New Business:

Faculty Senate Elections. To elicit feedback from the senators, Jamie shared a letter he drafted before sending it out to all faculty. The letter details how the election for Faculty Senate President will occur. Senators provided feedback to improve the clarity of the letter.

Jamie also referenced the document titled “Faculty Senate Terms,” which has been added to the Senate’s PIE page. It indicates the elected senator(s) for each department and when their terms expire.

Jamie reminded the Senate that officer elections will occur in January. She also shared that she and Lee would be informing departments with expiring senate positions that they need to hold elections for the next term. She added that she and Bill could aid any departments requesting help in running these elections. Senators should not run their own elections.

Baycare Services. Kim Pearsall reported that the College is changing the way in which it delivers counseling services. Baycare is the provider the College will use. Baycare is currently being used at 14 state colleges. Baycare has a long history of providing comprehensive care. Services will finally be available to all students, including online students. This is the most comprehensive plan that we can provide to our students. If a student wants to see a counselor, he/she will be able to call a toll-free number for Baycare. Faculty can advise students to call Baycare directly or Kim Pearsal, who can walk students through the process. This service will be available 24 hours a day. Students will not have to pay for this service. The College is paying for this service.

Other services that Baycare can provide include faculty training, on-campus workshops, and participation on threat assessment teams. The College plans to begin using Baycare Services in November.

Donald reminded everyone that faculty and staff have access to EAP.

Jamie raised a question about whether the Baycare counselors are able to handle LGBT matters. Reggie agreed to seek the answer to this question.

Reggie stated that in two weeks he would send out an email announcing this new service.

Rules and Procedures

Procedure 6063 Procedure to Implement Article VI Senate Constitution. The only change was to a date and the delivery method. Jamie moved to approve. Louanne seconded the motion. The motion carried.

Procedure 1020 Program Advisory Committees. The meeting dates have been changed from “at least two a year” to “at least one a year.” Jamie moved to approve. Greg seconded the motion. The motion carried.

New Business from the Floor:

None to report.

Adjournment: Jamie moved to adjourn at 3:47. Greg seconded the motion. The motion carried.

Respectfully Submitted,

Lee Childree

Secretary