

MINUTES
HCC FACULTY SENATE
August 24, 2012 – 1:30 pm
Central College – LHSB-100

I. Call to Order – Thomas Urban @ 1:35 pm

II. Approval of July 20th, 2012 Minutes – Michelle Novak

Approved

III. Treasurer's Report – Jennifer Graves

No change from last report. Anticipating expenditures for auction.

IV. Standing Committee Reports (Volunteer Sign-up Sheets)

a) *Compensation – Wes Anthony and David Wilcox*

Report by Pres. Urban: Everyone will receive a 2% step increase. Pres. Urban suggests that everyone check to see that they got the step. Adjunct pay: Masters \$1800, PhD \$1851, which is a few hundred dollars less than what was paid in 1995. There was supposed to be a 6% which somehow became 3% over the spring. Hourly rate for faculty subs, tutors, etc. raised from \$1950 to \$2150 because HCC was so far under rates of other institutions.

b) *Finance Committee – Jennifer Graves*

Guidelines for grants have been broadened. Technically, the due date is today, but all faculty are encouraged to apply for grants. Took in \$10,000 and awarded \$7,000 last year. Call for donations. Also consider asking local businesses to contribute.

c) *Faculty Development – Jennifer Graves*

See above

d) *Educational Affairs – Robin Raborn*

R. Raborn will not be returning as a Senator this year. No report.

e) *Policies and Procedures – Tod Bisch*

Final version of faculty guidelines (58 pages) done and submitted/approved by C. Cook. Published last week. Submitted at Instructional Leaders Conference recently. A. Ainsworth made some final revisions. Recognition of M. Miller-Waters for her efforts. Norma Perez is the person to contact if you find something incorrect online. For example, a 21 page faculty guidelines document was erroneously placed under Discipline Guidelines.

f) *Student Success – Jacqueline Gascon*

New chair: Marilyn Douglas-Jones, who is asking for volunteers to sit on the committee.

There is also a new committee "Graduation Committee" Sign-up sheets are being circulated. Alternates can serve. Even faculty who aren't Senators can serve.

V. Special Committees and Caucuses

a) *Faculty Conference Committee – Mary Puccini*

Met at end of May. Will change date to early Feb. 2 to avoid conflict with Rodeo. Critical thinking is one of the main themes. Transliteracy is another major theme (ability to write, read, think across a range of disciplines, tools and media). Looking for a speaker. New Core Competencies is also an important agenda item. David Ross may also present his experience in Qatar. Robert Ford would also like to do a real time video link with Qatar staff. Technology must be in place and seamless to undertake a video link.

b) Past Presidents – Linda Comte

Please sign up for conference committee. Past Presidents have not actually met since dinner with Chancellor. There are plans working from the last meeting. L. Comte will be in contact with Past Presidents to move these plans forward.

VI. President's Report – Thomas Urban

Welcome to new Senators.

• **Senate Cabinet – Report on August 20th, 2012 Meeting**

- HCC Foundation Agreement Re-do: Foundation asked Pres. Urban to resign agreement; Language inserted that protected FAS from any interference from K. Zuniga. Zuniga also needed to protect Foundation from any undue charges. Foundation is under microscope by the IRS. New agreement is roughly the same. Language still in place. Agreement signed and submitted.
- Discussion of Resolution honoring non-returning Senators and Alternates: Resolution recognizes retiring Senators and thanks them for their important work.
- Discussion of lifetime Email “retirement benefit” for fulltime faculty and professional staff: Chancellor supports this idea, available to retired faculty and professional staff. This is important because if you're retired and still participating professionally, you need an affiliation. Without an institutional affiliation, even PhDs are denied access to certain professional journals. Thirdly, K. Zuniga has long wanted an HCC alumni, a formal organization of retired HCC faculty and staff. The motion sent on the list serve has been tweaked just a little, adding a retroactive clause. Bill Carter, Vice Chancellor, IT, says it wouldn't be difficult. The potential problem is HR. Reported HR concern is that scams might be perpetrated with an HCC email address.

• **Board of Trustees – Report on August 9th Special Meeting and August 16th Regular Meeting.**

- Approval of \$425M Bond Issue to be voted on in November election. Board is hoping that this election cycle will bring out wider variety of

voters who are pro-education. The thinking is that the bond issue will have a greater chance of passing. Question: Is this a serious initiative on the Board's behalf? Administration, Finance, Art Tyler and others are very serious. Not as clear about the Board's commitment to the initiative.

- Approval of 2012-2013 Faculty Contracts: Contracts were approved. New hires from last year who did not have contracts now have them. A question about new employees and whether they will get a 10.5 contract. A new hire who was on board on or by January 2nd, 2012, would be eligible for 10.5. Those individuals were given 9 month, based on erroneous information. The problem was resolved and those employees got 10.5 month contracts. Anyone hired on or before Jan. 2, would be eligible for 10.5 contract for this year (2012-2013). Anyone hired today will have only a 9 month contract for 2012-2013 with the option of teaching during the Summer at adjunct rate. If you have a 10.5 month contract, HR can't renege and give you a 9 month contract. The awarding of a 10.5-month contract is at the discretion of college department/division chairs and Deans. Hourly pay for faculty substitutes and tutors has been raised from \$19.50 per hour to \$21.50...still low in comparison to other area institutions, but better.
 - Daniel Seymour Settlement: Details not available. Seymour was responsible for the Strategic Plan and took it in a direction that wasn't expected/wanted. There was considerable disagreement that escalated until the only resolution was Seymour's departure. Seymour was always supportive of faculty. Some question about faculty involvement in the SP plan: Pres. Urban says he had an opportunity to give input about the language and philosophical of HCC's "Guiding Principles" which are part of the BOT-approved SP. This language includes support for AAUP principles and SACS guidelines concerning Academic Freedom. Comment: Faculty and others were able to make significant contributions, when all of a sudden the whole process was shut down. Everyone had equal voice; then it just went away.
 - Public Comment Segment: Chair Mary Ann Perez moved this segment up from the BOT meeting end to immediately prior to Executive Session.
- **Chancellor – Report on August 15th, 2012 Meeting**

The bond issue is the main issue and also to get the SP moving. (SP has been approved) There is still some fine tuning of strategies. At the end of Pres. Urban's tenure, there was a good working relationship throughout the year.
 - **Civility and Respect Project – Where that's headed**
 - **Relation to Guiding Principles; Strategic Plan; and new CORE**
 - President Urban believes HR is aiming for the adoption of HCC Ethics Code that all employees will have to sign.
 - **Hiring Deadline for new fulltime faculty to be given second-year 10.5 month contract (see above).**

- **Vice Chancellor of Instruction's Office**

- Fall 2012 and Spring 2013 Instructional Leaders Meetings (ILM); Is now switched, these meeting come before instructional meetings. ILM should be preceding week so it doesn't interfere with Div./Dept. chairs. For Spring 2013, this has finally been achieved. Friday, Jan. 7th (ILM); Friday, Jan. 11th (ID)
- Report Date for Spring 2013: Jan. 2nd, 2013.
- SACS Reaffirmation Conclusion: Only a few line items, none of which were a threat to accreditation. There was a reception hosted by the Chancellor for all who participated in the 2-year Self-Study.
- PEP Revisions: D. Seymour had brought together a group to address PEP to revise document. Dept.Div/ Chairs have the same PEP as faculty. Committee will continue under C. Cook's direction. T. Bisch, A. Ainsworth, and T. Urban are part of this process.
- EGLS3 Future: Will continue. After the first 8 week class, it will be available to those students. Then, end of semester EGLS3 will be available for all remaining sessions. (two over the 16 week semester).
- Eagle Online Improvements: Has been successful. Faculty very pleased according to Pres. Urban. We've outpaced the budget allocation for Eagle Online usage.
- Instructional Leaders' Guidelines – Final Draft Now Posted (See preceding discussion)
- Spring and Summer 2013 Rollover, Schedule-Building, and Academic Calendar (Contact Hour Discrepancy Reports, etc.): The timeline is fully implemented. Sept. 15 Program Coordinators will submit book orders for spring 2013. At the same time, summer rollover (2012 for 2013) will appear. Purpose is to give involved parties sufficient time to get their part of process complete.
- Instructional Materials Committee
 - Committee Make-up and Delegation Elections: Report from N. Smith: had 4 different workgroups this summer. Bookstore relations/bookstore contract in terms of improvement, innovative resources (open education resources) and a group working on user engagement (faculty, students), textbook and publishers group. C. Cook wants a standardized procedure. Faculty and Administrative support page to see this document. Clarified two textbook rule. Defining a text and differentiating it from other resources. A policy, driven by C. Cook, leaves control in the hands of the Program Committees. Every program has to review online educational resources and if these resources compare adequately, these materials should be adopted alongside books. Committee will try to make all of this available. Still many open questions about OERs, print on demand policies, and other significant issues need attention. Will meet Sept. 28 with entire group.
 - New Worksheet and Instructions
 - OERs and other “free” instructional materials
- Faculty Advising of Students
 - PS Early Alert Changes: New online electronic early alert tool.

- Faculty Advising and Advising Handbook: There has been a movement to have faculty advise students. With C. Cook's document the "Changing Nature" there has been some questions about this. Faculty not altogether equipped to help at every level. Faculty not yet integrated into the training stream. Some faculty have been integrated at the developmental level. This is coming in the future. The Senate must continue working on this. Can't afford to hire enough Student Services Advisors. C. Cook has called for meeting in the coming weeks with Senate leadership, Student Services, and others to begin work on details.
- Another issue has come up: coming from Risk Management, Gwen Drumgoole: all faculty had to come with driver's license and a signed form about your driving record. This came up a couple of years ago. If you're going to drive an HCC vehicle, then you must let HCC have a copy of your driver's license. But what has been put out, is a very narrow reading of this policy. Drumgoole says this applies to everyone. Email to Renee Byas, pointing out the problems with this request and that it needs to be corrected. She replied almost immediately saying she would reply soon (by the end of business on Aug. 24). There will be a push to get an answer before Aug. 29.
- **Introduction of 2012-2013 Faculty Association and Senate President Tod Bisch**
President Urban passed the gavel to President Bish after thanking the Senate for having had the opportunity to serve over the past year. President Bish then presented Urban with an engraved walnut gavel commemorating his tenure as FAS President.

VII. Election of 2012-2013 Officers – Tod Bisch

Vice President -

Mannie Bloeman

Secretary -

Suna Ridouane

Treasurer -

Jennifer Graves

President-Elect (Nominations Only – Election September 14, 2012).

Mikki Novak

Motion to close nominations for VP, Sec'y, and Treasurer. Nominees declared winners.

Nominations for President-Elect will remain open until Sept. 14th meeting.

VIII. Old Business

a) none

IX. New Business

a) **Resolution** recognizing service of non-returning 2012-2013 Senators, Alternates, and dedicated Volunteers.

A Resolution

By The Houston Community College Faculty Senate

Introduced for Senate consideration by the 2011-2012 Senate Cabinet

Whereas, service to one’s community is a hallmark of fine character in keeping with the principles that guide our lives at Houston Community College, and

Whereas, besides our service to students, there is no greater service a faculty member can give to both colleagues and our institution than that of taking on the responsibility of active participation in the HCC Faculty Senate, either as a Senator, Alternate, or dedicated volunteer, and

Whereas, we find at this time a large number of those dedicated colleagues are not returning to service in the Senate for 2012-2013, many of whom have led this body as either President or member of our President’s cabinet, and

Whereas, the help and wise-counsel these individuals have provided our association over the years will be greatly missed, but not forgotten.

Now therefore be it resolved, that we, the delegates of The Houston Community College Faculty Senate extend a heartfelt “Thank You” to all those members of the 2011-2012 Senate who are not returning in 2012-2013, including:

Angela Holder B.K. Smith Charlotte Hamilton Marcia Braun Ron Homick Velva Tyson Cynthia Lundgren Jeff Gricar John Galitos Linda Denkins Linda Griffin Robin Raborn Terrye Perry-Ridley Vick May Gisela Ables Helen Jones	Joanne Hsu Michael Ronan Antrece Baggett Michael Lee Kevin Clement Deborah Ewing Ralph Johnson Marie Dybala Lee Harrison Sharon Hendry Janett Hillar Helen Jackson Ileana Loubser Ian Mayer Stephanie McKenzie	Betty Proctor Linda Rosenkranz John Templeton Steven Tran James Wright Christopher Dunn Cynthia McNamara Joella Robinson Amy Tan Panquing Wu Deborah Johnson Richard Boyd Victoria Davila Etta Smith Jacqueline Gascon
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b) **Motion** calling for “Lifetime HCC Email Benefit” be given to HCC Faculty and Professional Staff members at the time of their retirement from HCC.

Resolution passes unanimously.

**HCC Faculty Senate
August 24, 2012**

Motion calling for the HCC Administration to Grant fulltime HCC Faculty and Professional Retirees a “lifetime HCC Email Address” and directory listing.

By the Faculty Association Cabinet

Rationale: Today, college faculty and professional staff members who retire from service to HCC, per rules that designate them as retirees, more often than not continue to maintain their scholarly and professional lives locally, nationally, and internationally, though no longer working. Because these connections to scholarship and one’s professional standing are enhanced by the weight of an institutional affiliation, granting a “lifetime HCC Email Address” and HCC directory listing to fulltime faculty and professional staff retirees ought to be provided as a retirement benefit by HCC.

Motion: The Houston Community College Faculty Senate moves that all fulltime faculty and professional staff retirees, including those who have retired previously, be provided a “lifetime” HCC Email address and that they be listed in the HCC directory according to their position at retirement with the added word “Retired.” This motion does not extend to individuals who voluntarily resign their position with HCC for reasons other than retirement, and does not imply any other HCC-covered retirement benefit.

The last sentence of this motion is intended to deflect objection from HR.

Motion passes unanimously.

X. Announcements

NE Senators please meet after adjournment of Senate meeting.

Pres. Urban: All Delegations MUST elect/reelect delegate to the Instructional Materials Committee.

M. Douglas-Jones: Global Houston on HCC TV, to showcase international/multicultural personnel, students, initiatives. First show is next month. Please submit names of students who might be featured on the show.

XI. Adjournment (no “second” required) 3:16.

NEXT MEETING: Friday, Sept. 14th, 2012 – Central Campus, LHSB-100 @ 1:30 pm