

**JUNE MINUTES
HCC FACULTY SENATE
June 13 – 2:30 pm
Central College – LHSB-100**

I. Call to Order – Mikki Novak

2:31

Special Guest: Dr. Cesar Maldonado, Chancellor

Opening Remarks

2:32 – 2:39

Q&A

2:39 – 3:15

Not really prepared to lay out vision, because it is your rollout. My vision is that we remain leaders in higher education and 21st century learning. Big universities are slow to change. Despite our size, we can change on a dime. Keep this in mind as you see changes rolling out. Everything is built around students, communities and partnerships with universities. This is not my grandfather's college. Education will come in shorter blocks of time, a trend that is accelerating. The old way of getting an education is behind us. Education is driven by technology. These shorter blocks of education will be stackable because of convergence of technology. This convergence ends up in overlap. The bifurcated vision of education is finished. Cross pollination is being driven by technology. Today's engineering graduation may need more statistics than calculus. Much of calculus is done on a calculator. While we still need calculus, other disciplines will cross over. My vision is for us to be the world leader in 21st century education. We have our own stakes. Your input is essential. This is not a copout but is a way for me to have more time to learn about the institution. Still learning.

QUESTION:

Controlling administrative overhead is vital. All the data suggests we're top heavy. What do you plan on doing?

CHANCELLOR:

This assumes we have control. Higher education has its quirks. The point is very well made. WE have to make sure we're categorizing expenses correctly. We must turn in the right numbers to the Coordinating Board, and those numbers must be correct. There are a lot of games that can be played. We need to understand where we're placing revenue compared to other institutions. Majority of cost should be instruction. At the end of the day the stakeholders are the community. We have to stay vigilant on all our costs, not just overhead.

QUESTION:

There is also bloat at the college level with so many different deans. M. Novak has been concerned about this.

CHANCELLOR:

My observation is the same. Must have an equitable balance. At some point, the lack of administration can affect the operation of the institution. This is not an excuse for FTE's but we must have balance. We're going through an organizational change and I'll be looking carefully at the ongoing change. Don't necessarily agree with rollout thus far. Taking a look at the organizational change going on now has my attention. Can't take the position that they aren't needed, but there appears to be an imbalance.

QUESTION:

What was the Board's charge? What are they hoping to see you accomplish?

CHANCELLOR:

Have been charged with the bond issue. This is a big priority with the Board. Budget and overseas partnerships are also part of the scope. Sill working on some of the important points. But it's still really the bond issue right now. What is our organizational health? I have expertise is organizational design. Some of my org. charts aren't typical. Use a radial chart, which is more circular. Who is in what "orbit?" This is the communication link. Another important point is organizational health. It's all about people. Will take this issue up with the Board, hopefully before the end of the summer. We'll derive

data points that can get us started. Are all colleges at the same level in terms of confidence and cohesion and in alignment with 3100? Doesn't have to be exact, but needs to be close. Some will get too far ahead. Some will get too far behind: this can be problematic for the institution. Want to see how aligned with we are with culture, student success.

QUESTION:

Do you plan to look at the basic infrastructure of current building?

CHANCELLOR:

Yes. There was a commitment made to community during bond issue and we will meet that commitment. When the bonds sold, and the current state of today are different. We're putting up 21st century buildings. How will it fit today and years from now? Will not micro manage, but will be asking questions. Design is fairly well complete and won't interfere with this. Will make adjustments to the degree needed/allowed. Would like to have been here 6 months earlier.

QUESTION:

Need to hire a position, also losing part timers to Lone Star. When will the hiring moratorium be lifted?

CHANCELLOR:

As soon as we get word from the Board. If we have critical need, it's possible to hire someone. If you have a compelling reason, let me know. But, probably right before the end of August

QUESTION:

Hiring committee will be disbanded by end of August. So what do we do?

CHANCELLOR:

Don't need to be involved in hiring adjuncts. 68% of our expenses is in people. Don't have an answer that you'll be happy with. I'm not in this my by myself.

QUESTION:

Trying to get students through developmental math without watering down the course. What are your thoughts about this?

CHANCELLOR:

Longer students are in developmental, the greater the chance they will drop out. Sometimes, having students taking college level classes while at the same time taking developmental classes might be helpful. The quicker a student is exposed to applications of developmental math in higher level courses, the better.

QUESTION:

What about replacing faculty, like someone who has been dismissed?

CHANCELLOR:

The short answer is yes. But this needs to be explained. I'm not trying to say that I make the best decisions, but it's a matter of resources. Shifting money must have explanations. Without right faculty, we won't benefit from having the latest in technology. If someone is retiring, not likely to say no to hiring a replacement.

QUESTION:

How do you see shared governance at HCC?

CHANCELLOR:

Earlier I mentioned organizational health. We have to provide a comfortable work environment, our interaction with people. It's important that you know why I make the decisions I make. I don't work in a vacuum. Some information I can't share of course. But shared governance cuts to organizational health. You must have shared governance. I can't keep all of you happy all of the time. But we must make the best decisions for the institution as a whole. One day, Lone Star instructors will want to work at HCC.

QUESTION:

Has a bad feeling of next session of legislature. Your bio reveals you have experience, so do you have some insight on how we might advance our interests in Austin?

CHANCELLOR:

Had lunch today with a state senator. Already reached out to many state senators, who will listen. No idea how much revenue will be available for higher ed. But we haven't had a unified voice from HCC at Austin. This will change. We must be consistent in our message, we are a unified institution with our mission and vision regardless of what the newspaper says. We need to put on the front page all the positive programs and changes we're making. We will be at the table in Austin.

QUESTION:

How will you bring the business community together with HCC?

CHANCELLOR:

Used to having business community having committees that drive programs. Community must be a partner. Have met with a group of business leaders. Presented at Greater Houston Partnership and didn't get stoned. There's positive relationship that's been under the surface. Haven't met anyone with all bad news. They want more transparency, partnership. Will engage business community and asking for help to fund programs. We have technology that needs upgrading every 2 years so and we can't pay for it. Automotive industry should buy two machines, one it uses and one for the college for students to use as a learning tool.

QUESTION:

How are you reaching out to the Medical Center? Students aren't being placed. Have not been at the table? Don't have the right person at the table.

CHANCELLOR:

Haven't met any from Medical Center. If MAGNET is a designation we need to achieve, then we must work toward that. I believe in partnerships, which must be leveraged. We also need to be at the table. We must expand our reach.

Sounds like a wiggle answer, but I will find out why there's trouble. Only as good as you allow me to be. Don't have a monopoly on ideas. You're subject matter experts and your thoughts are important. Been here a month and haven't changed anything, so I know your patience is wearing thin. This is a great opportunity to be a part of a winning team that can make a difference in the entire country. Want to be part of what you're doing. Can't achieve success with you telling me where the land mines are. Need help and patience. M. Novak got into see Chancellor when other people didn't. Hold you in very high regard.

II. Approval of May Minutes – Suna Ridouane

Approved

III. Treasurer's Report – Jenn Graves

No activity

IV. Standing Committee Reports - 2013-2014 Committee Chair

a) Compensation, Benefits, Workload Committee – Wes Anthony and David Wilcox

No report

b) Finance Committee – Jenn Graves

Moving along with Bedichek-Orman and have a contract with events planner. Theme is Journey to Outer Space. Starting thinking about donations. Take donations to campus libraries.

c) Professional Development – Mikki Novak

Trying to find money to fund awards. Investigated Bedichek-Orman which was originally used to fund Teaching Excellence Awards. Narrowed to 10-11 candidates. Will be making a decision on top 3 next week.

d) Educational Affairs – Ritu Raju

SEE REPORT BELOW.

Educational Affairs Committee
Instructional Technology Subcommittee

16 May 2014

In attendance: Steve Levey , Ritu Raju, David White, Karen Yip, David Diehl, Lorah Gough, Mikki Novak, Nathan Smith, Fheryl Prestage

1. **The committee's insistence on advance notice of Moodlerooms downtime has been fruitful—Lorah gave us notice of a planned downtime on June 26th as early as May 16.** David noted that faculty (and students) really appreciate the notices placed on the login page of EO. Mikki suggested that we could place this as early as right now. Ritu suggested that we put as many notifications in as many places as we could).

Action item: our committee will continue to monitor the EO maintenance schedule and ensure advance and repeated notice

2. Term lengths: The issue of varying semester durations had come up in the last meeting as an obstacle to planned downtime for maintenance of both PeopleSoft and Eagle. Update: there is some movement to simplify the number of total course terms. Additionally, there will be a policy to restrict Chairs from just creating their own term lengths. (Chairs currently have this capacity in PS).

Action item: our committee will follow up and reiterate this request when we meet with the new VCIN

3. Change over from Jmail to Quickmail

Quick mail is being substituted for Jmail since Moodlerooms will not support Jmail anymore. Quickmail tool enables emails within EO, but these are sent to the HCC email system (identified by CRN in the subject heading). When you reply to a Quickmail message, it will be sent to the email address selected by the DE development department (either HCC student email or the email account selected in PS). This determination can be made internally and there is a capacity to restrict where the emails are sent.

Proposal: this committee recommends that we require the use of HCC email by students and faculty.

Action items:

- **Follow up with IT about the possible creation of two HCC email accounts for faculty—one dedicated to student emails and another for all other communication**
- **Include people from Records and Storage at the next meeting to discuss archival and storage issues and state requirements for storage of student records**

4. IT is moving from Webmail to MS 365.

Where do emails get stored? We are supposed to have emails saved for at least 2 years. Fheryl indicates that any storage length can be accommodated in IT. When we go to the MS 365 (cloud-based storage), storage will no longer be an issue.

Committee's concern: Reviews of MS 365 are not very positive.

5. Training: the issue of gaps in the online training and its limited efficacy (given that some instructors skim the training) came up again. Moving training to online was initiated by Dr. Cook in order to provide flexibility for adjuncts (in particular).

Some observations:

- some instructors need face-to-face guidance.
- DE training is the role of the CTLE courses and that faculty who need the training can seek it out through CTLE.
- Steve Levey indicated that they had offered 6 face to face courses across the system (they had 102 faculty complete the courses)
 - ✓ Proposal: create faculty trainers at the individual colleges who would receive a release time from the college to provide—trained and approved through CTLE— hands-on training on campus in Eagle Online. (e.g. Audrey Crawford, Wayne Stauffer, and David White)
 - ✓ Proposal: tighten the requirements for the application for new DE instructors to enforce approval of the course prior to teaching (specifically, course approval form).
 - ✓ Proposal: Online training for DE needs to require faculty to access more course content before completing the quiz. (David Diehl will investigate this.)
 - ✓ Proposal: promote the “substitute” hiring procedure for new part-time hires as “best practice.”

All approved and passed.

Action items: Committee will work with DE, CTLE and VCIN's office to implement these proposals.

Next meeting in August; time and date TBD.

e) Policies and Procedures – Melissa Miller-Waters

Been working on a procedure to come up with a workable PEP document for Senate President. Trying to streamline so that it accurately reflects bylaws and college policies and procedures. Also working on amending bylaws on

impeaching officers. This needs review and discussion. This will be sent out tonight through email (impeachment language)

QUESTION: Does it mean removal?

ANSWER: No, but there will be a hearing and a procedure. Not an immediate removal.

COMMENT: Send questions, comments to M. Miller-Waters, A. Ainsworth or D. White.

f) *Student Success – Marilyn Douglas-Jones*

No report.

g) *Graduation –David White, Mannie Bloeman*

Still fixed. Parking needs to be more organized. Send all comments to D. White. Works better for administration that academics go first. This needs to be revisited. This is a new day. Administrators WILL NOT agree to rotate.

IV. Special Committees and Caucuses

a) *Faculty Conference Committee – Linda Comte*

Meet before next faculty senate meeting

b) *Past Presidents – Linda Comte*

Haven't met yet.

VI. President's Report – Mikki Novak

Meeting with Dr. Maldonado – Discussed shared governance and transparency, which is part of how he operates. We will be brought to the table. He will listen and take recommendations. When he cannot follow recommendations, he will tell everyone why. Also discussed Vice Chancellor position but didn't have time to pursue it. Hasn't made his mind about who will be appointed acting. Discussed budget issues and is more than will to listen if we have real suggestions. Not afraid to make decisions and if a cut is necessary he'll do it, but he wants data. Took copious notes. At least right now, will be making improvements. Keep hearing 13 – 45 million deficit. Doesn't want to cut faculty or do anything that will hurt students. Bond will take precedence.

Hiring moratorium – Chancellor covered hiring moratorium. Some presidents have been told they can't fill cluster dean positions and other positions. He will make exceptions. Don't know what criteria is.

Budget meeting tomorrow at 9.

VIII. Old Business

IX. New Business

X. Announcements

Should we acknowledge C. Cook's service? D. White will draft a resolution

Senate Elections close June 15.

XI. Adjournment (no "second" required)

3:38

NEXT MEETING: July 11, 2014 – Central Campus, LHSB-100 @ 2:30 pm