

HCC FACULTY SENATE MINUTES

January 9, 2015 @ 1:45 pm—Central College LHSB 100

I. **Call to Order** – Susan Goll

Called to order at 1:45 PM.

II. **Approval of December 2014 Minutes** – Nathan Smith

Motion to approve. Seconded. Approved by unanimous consent.

III. **Treasurer's Report** – Jenn Graves

No new activity. Waiting on reimbursement for Teaching Excellence awards and auction.

Application for B-O professional development grants is close of business today.

Proposal: B-O will approve the first 20 applicants for the grant just this semester. Proposal accepted.

IV. **Guest Presenter**—Charles D. “Chuck” Smith, P.E., Chief Facilities Officer

Chuck Smith has been in his position for about 6 months. He provided a presentation on the status of ongoing projects.

- There are constraints on the current designs that have been developed. Changes at this point are going to be expensive and difficult to make happen.
- We have broken ground on 2 parking garages and will break ground on the Stafford workfoce project on January 20.
- Every month we wait, we lose about \$2.5 million due to inflation.
- IRS target is driving a lot of what we are doing: we have to spend 10% in the first year, 30% in the second year, 80% in the third year, and we have to have spent all the money by the 5th year. If we do not meet these deadlines, the bonds that were sold as tax-free bonds, will become taxable and this will seriously harm our ability to generate bond revenue in the future.
- Because of the way the bond was issued, the process has been dictated in a way that is not in alignment with best practices. So, decisions have not been as inclusive as they should be.
- On furniture: Smith is looking for 10-year assets (tables and chairs), he is managing a “fleet” of furniture to create a standardized set of assets that are durable and interchangeable. He will likely not be responsive to aesthetic desires. The idea is to roll through inventory that is long-lasting and can be periodically updated.
- CIP: 20% of the classrooms will be “21st century learning spaces.” There will be about 7 project team concepts that will be developed and faculty will be consulted about developing these classrooms.
- 20% of rooms will have trapezoidal tables on wheels that can be moved into various configurations.

- 60% of rooms will have 48" desks with privacy shield.
- Furniture for computer labs is waiting on feedback on the use of those rooms.
- Chairs will be rolling, 75% adjustable, office chairs. Lots of other information was provided about furniture, including, office furniture, open space seating, teaching consoles, and laboratory and technical equipment.
- Every classroom will be built to accommodate 32 students at 6 foot tables, 8 ft. of space at the front, clear access lanes (fire), porcelain on steel boards, and no obstructions for any student to see the center board or screen. This number was driven by Smith's belief that we need to expect 16 students to a lab.
- We will need to develop standards for laboratory and classroom construction in the future because there are no state or board standards and HCC lacks internal standards currently.
- Smith would prefer to have future purchases driven by use and needs. He is primarily concerned about making solid investments and being a good steward of institutional resources.

There was a question period: a considerable discussion of classroom size, current status of facilities, white boards and projectors, (applause was provided for his candor), the status of Gulfton campus, [Smith] we have 27 college campuses (this economically irresponsible – we are trying to do too much) – we will need to look at the overall portfolio of campuses and make decisions, need for faculty input and communication (as well as consistency), [Smith] would like to roll out technology and structure on a trial basis rather than in big purchases at one time, some concerns about concrete floors were raised (Smith has had great success with this), how can we report on safety issues (this should be reported to the campus administration/manager or college operations officer), the 21st century classroom projects and faculty input (Smith would prefer a task-force driven and consensus-driven process).

V. Standing Committee Reports

A. Compensation, Benefits, Workload – Wes Anthony and David Wilcox

Compensation committee has not met. David Wilcox had a PowerPoint presentation to provide the compensation plan for Spring of 2015.

Important points from the presentation:

- Continue policy of one payment of \$1910 for all adjunct faculty.
- Compensation transparency.
- Move all faculty to one pay scale (recognizes the need for competitive salaries through additional stipend for competitive disciplines).
- Institutionalize bi-annual market research of full-time and part-time faculty compensation.
- 3-year 15% plan to increase faculty salaries.
- TCCTA data show: HCC is 8th (of 9) among urban community colleges. It would take around 4 million dollars to bring us up to the average of the top 4 compensated faculty at community colleges in Texas.

- According to apples-to-apples comparison of various levels of faculty employees, we rank 8th of 8 colleges and the gap between highest and lowest paid employees gets bigger as faculty move higher on the pay scale.

Senate approves presenting these findings to the Chancellor.

B. Finance –Jenn Graves

No report.

C. Professional Development –Mikki Novak

Michael Golden presented the report. Faculty teaching awards nominations will be made this year and will be publicized in the Egalitarian. They need faculty to publicize these award nominations (need representatives from Northeast and Coleman).

D. Educational Affairs/IT – Ritu Raju

Did not meet with Dr. Hodges in November, but will meet with the new Vice Chancellor of Academic Affairs when she arrives.

Please provide Ritu with feedback about the lack of replacement or provision of computers and laptops (ritu.raju@hccs.edu).

There was discussion about how administrative access is handled with laptops and desktops. According to Charlotte Hamilton, the policy is to require IT administrative approval for updating software for on-campus desktop computers, but for laptops, faculty should have administrative access.

Web governance committee is trying to standardize information on the website (particularly Lydia French and Nathan Smith have been standardizing a work flow for program coordinators to manage program information on the website).

E. Policies and Procedures – Melissa Miller-Waters

Presentation under Old Business.

F. Student Success – Mikki Novak

No report.

G. Graduation –David White, Mannie Bloeman

The committee has decided to insist that we continue to alternate between Academic and Workforce in the order of graduation in order to maintain equity between programs for the time being (there was a question about this below).

The committee will be asking for reimbursement for parking fees for all volunteers.

The committee will request a hot lunch for late graduation ceremony.

Question: Should we return to one ceremony given the idea that (philosophically) we are one college/one district? If we decide to move to one ceremony, how should we manage the logistics of this?

There was considerable discussion about the issue, though no clear consensus was reached.

Decision: graduation committee will continue to discuss this issue and return with a proposal for us to consider.

VI. Special Committees and Caucuses

A. Faculty Conference – Linda Comte

Rosalyn Crain reminded us that the conference is on March 21st and she encouraged presentations from faculty.

B. Past Presidents – Linda Comte

No report.

C. Dual-Credit—Alan Ainsworth

No report.

VII. President's Report – Susan Goll

Cabinet was able to meet with the Chancellor on the Thursday before break. They emphasized that institutional leaders should be elected by the faculty. There may be some shifts in faculty and staff roles through the transformation process.

Associate VC Steve Levey has emphasized that the program review process should be tied to budgeting. CurricUnet will be going away (they will be determining the replacement). Program reviews should be live and updated on a website of some sort.

New VC of Academic Affairs will be invited to the next Senate meeting. Goll wanted to thank Dr. Hodges for his service.

VIII. Old Business

Melissa Miller-Waters calls a vote on the change to the by-laws for the inclusion of the past-president's caucus. Moved to pass the change. Seconded. Motion passes with one objection.

IX. New Business

Miller-Waters made a proposal from policies and procedures on 360 degree evaluations. Assumptions: 360 degree evaluation means up and down as well as "around," Phase 1 will

be faculty and then it will be moved to other stakeholders, CourseEval (currently used for student evaluations) can be used to evaluate other members of the institution, evaluations must be entirely anonymous (not even notification of names completed). They have considered publicizing general numbers for these evaluations and how they might be used in informing administration about the status of particular employees. These evaluations can be driven by the sorts of feedback that would be most useful to the particular groups in question (this is part of what “around” above means). UNT and several others use a similar system. A proposal will be worked out in the next policies and procedures meeting on January 23 (please email m.millerwaters@hccs.edu if you are interested in participating).

X. Announcements

TCCTA conference is in Dallas Feb. 19-21

HCC has someone running for statewide office (Ola George) at TCCTA. Please vote if you are a member.

XI. Adjournment

NEXT MEETING: February 13, 2015 @ 1:30 pm—Central College LHSB 100