

HCC FACULTY SENATE MINUTES

July 10, 2015 @ 1:30 pm—Central College LHSB 100

I. **Call to Order** – Susan Goll

Called to order at 1:35 PM.

Point of order: question about quorum. It was determined that quorum had been reached.

II. **Approval of March Minutes** – Nathan Smith

Two amendments regarding misspelling or misidentification of names.

Motion to approve the minutes. Approved as amended.

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

No report. Nor changes. Motion to approve. Approved.

IV. **Standing Committee Reports**

A. **Compensation, Benefits, Workload** – David Wilcox

No report.

B. **Finance** –Jenn Graves

No report.

C. **Professional Development** –Mikki Novak

No report.

D. **Educational Affairs/IT** – Ritu Raju

Ritu Raju reported that two representatives from IT presented to the committee on the reorganization of the MyHCC website. There will be a main MyHCC website as well as separate “team” sites that will be owned by various departments. The website looks really nice and the team is working with stakeholders to shape the design of the site. It will have a page for faculty, one for staff, etc. The search works well and can be filtered by document type. The navigation of the site is seamless and intuitive. There is a feature for searching for colleagues where profiles are presented in a branching frame with a small org chart (reporting structure) surrounding them.

Lydia French reported that the committee would like to create a transformation FAQs. If you have or have heard of questions regarding transformation, please email them to lydia.french@hccs.edu.

The committee will present a resolution in New Business.

Raju reported on a problem that has arisen where some Associate Chairs have not been given private offices. Associate Chairs must have secure spaces where they can meet with students in private.

Goll discussed the issue of grade turn-in and a possible modification to that process. There is a record of grades in PeopleSoft and if a faculty member is using EO, then their grade books are also archived and accessible in the system. In the Fall, the committee might revise this process so that online submission of grades could remove the need for paper submission.

E. Policies and Procedures – Melissa Miller-Waters

Alan Ainsworth reported that a smaller group of members attended a meeting where they discussed the membership of the Senate given the transformation structure. The idea would be that in the future delegates would represent programs with a set of delegates elected at large and a set of delegates representing underrepresented faculty, such as adjuncts. These proposals will be submitted to the Policies and Procedures committee when it convenes in the Fall. The incoming faculty senate president would like a vote on this by Winter Break.

David White added that the current plan is to allow for minimum representation from each program and also to allow for proportional representation for each program – something similar to what the House and Senate, together, do in the US Congress. This looks like it will produce slightly larger senate, but would be more representative.

F. Student Success – Mikki Novak

Peer mentorship proposal was presented to Dr. Beatty and accepted. The committee will be moving forward with peer mentoring in the Fall. Those who are interested in helping with student mentoring, please contact either Mikki or Melissa Miller-Waters.

G. Graduation –David White

No report, but a reminder that the December graduation ceremony will be coming quickly. The new committee will need to be working on it very quickly.

Are students aware of December graduation? No one was aware of any official announcement. The administration will have to address this soon.

The deadline to apply for graduation is usually October. Students will need to know about the ceremony in December for those who apply in October. We need to make sure that students can make a clear selection for December graduation ceremony.

V. Special Committees and Caucuses

A. Faculty Conference – Linda Comte/Rosalyn Crain

No report.

B. Past Presidents – Linda Comte/Mikki Novak

No report.

C. Dual-Credit—Alan Ainsworth

The committee met with Dr. Catherine O’Brien and many of the concerns were met. In particular, there will be a common MOU developed. This meeting ended the term of the special committee. Dr. O’Brien will be appointing interested faculty members to help advise this process. If you are interested in working on Dual Credit, contact alan.ainsworth@hccs.edu and he will forward your name to Dr. O’Brien.

VI. President’s Report – Susan Goll

A. Delegation Reports

No reports.

B. Innovation Conference Report

David White reported on a conference that he, Dr. Herod, Dr. Peters, Dr. Burrillo, and Dr. Edwards attended at the Haas School of Business at UC Berkeley. They learned a lot about lean business models, being innovative, adaptive, and nimble to address needs. White felt that this conference provided a window into the way that the Chancellor thinks about the way the organization functions. We are certainly not nimble as an organization. Following the first phase of transformation, White hypothesized that the Chancellor will be moving in the direction of enabling “start-up” type activities without a lot of oversight and bureaucracy.

C. Meeting with Chancellor

The G65 is being changed to the T² (Transformation Team). Susan Goll reported on the most recent transformation meeting. The next big phase is to transform the Student Services department to focus on attending to the “student experience.”

Goll met with the Chancellor particularly to talk about the nepotism procedure and issues that have arisen as a result of the restructuring. We are lacking some procedures to deal with issues regarding nepotism procedures.

Goll also talked about compensation with the Chancellor. Her report pertains to the BoT meeting.

D. BOT Updates

Teri Zamora presented to the board a proposal for the budget to include a several percent raise for faculty (5 or 6%), plus the step. Teri reported to the BoT that the entire proposal (of 15% increase) would be enacted in 2 years.

Tod Bisch reported that the recommendation from the compensation task force was to have the adjustment implemented in 3 years with a review of compensation a every two years.

An issue re: Fall academic calendar that was presented on the DE listserv. The calendar is now live and available as of Thursday. Goll posed a question regarding the workflow for posting this calendar and did not get a response. Mary Page pointed out that the calendar needs to be posted prior to the beginning of registration in order to assist students.

E. Miscellaneous Updates

Locations of instructional leaders: chairs, associate chairs, and deans know at what campus their office will be located. However, this information has not been disseminated widely. If you have a question regarding the location of your chair, email your chair or dean. The details will be presented at an orientation (for adjuncts) and instructional day (for all faculty). Additionally, you will be presented with information about whom you can visit and appeal to at your campus.

David White reported that one of the issues that arose in the Dual Credit meeting is that there will be an orientation for faculty who teach at high schools or work with those at the high schools.

Question regarding office space and privacy: this is a problem for all faculty who need to meet with students. There is supposed to be a private conference room if the need arises. We will have to make sure that we have a private space for any sensitive issues that may arise.

Copy codes and campus security codes: Goll has made the administration aware of the issue that there are different codes per campus and that faculty need to have access to the appropriate codes. However, she noted that the upper administration has a lot of issues on their plate and encouraged faculty to be vigilant in terms of making sure that these issues are worked out. She clarified that IT manages the network, but procurement manages the copy machines.

Charlotte Hamilton reported that there are many different copiers and different contracts at different locations. They are trying to make this uniform, but it is really difficult to manage – it is a procurement issue more than an IT issue.

Some faculty have been trained for “safe zones” and Antrece Baggett pointed out that no matter how many stickers a faculty member has posted, no student will discuss those issues in a cubicle.

Instructional Day is August 19 and Faculty Senate will be on August 21 at 11:30 AM and the senate will provide lunch. Why was instructional day moved? There were a variety of reasons, but the main reason is that there will be a plenary session with a keynote speaker and lunch provided. This would have pushed Senate to such a late start time that it would not be feasible.

VII. Old Business

VIII. New Business

David White presented a motion on behalf of Educational Affairs Committee: this committee proposes an amendment to the bylaws for the creation of a new standing committee. Following a clarification of procedures, it was decided that a motion will be presented at the next Senate meeting to amend the bylaws. A draft of the amendment will be circulated prior to the next meeting.

Nathan Smith announced that he had seen a draft of the new shared governance structure under Instructional Services. Committees and Councils are presented in a clear organizational chart with reporting lines going up to the Vice-Chancellor of Instruction. He was encouraged by the clarity of the governance draft and the inclusion of faculty senate representation on every committee or council.

Question regarding open enrollment (HR benefits): we need to ensure that all providers are present at open enrollment. Apparently some providers were not notified about the current open enrollment fair and so will not be able to attend. Open enrollment started June 29 and is ongoing. There was an email today; check email for dates. The fair is July 21 at West Loop from 9:00 AM – 12:00 PM.

Question about administrators returning to faculty: has there been any training required of those individuals who are returning to faculty? Goll did not know. Some of those returning have continued to teach. Goll will inquire. Perhaps there should be some discipline-specific professional development for those individuals.

IX. Announcements

Mary Page reminded us that Donald Green, professor in the Psychology department, who retired in the Fall of 2014, passed away recently at the age of 77. The service is tomorrow, Saturday, July 11 at the Levey funeral home at Bissonnet and Bellaire at 11:00 AM.

X. Adjournment

NEXT MEETING: August 21, 2015 @ 11:30 am—Central College LHSB 100