

HCC FACULTY SENATE MINUTES

August 21, 2015 @ 11:30 pm—Central College SJAC 112

I. **Call to Order** – Susan Goll

Susan Goll calls the Senate to order at 11:47 AM

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

Amend spelling of a name. Motion to approve. Approved.

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

Some checks came in from Faculty conference. Food provided for today's meeting from the account.

IV. **Standing Committee Reports**

A. **Compensation, Benefits, Workload** – David Wilcox/Heath Giesbrecht

A round of applause for Compensation!

No report. We heard that the first phase of proposed increase will be implemented. The goal this year will be to pursue a strategy for the second phase. Giesbrecht thanked all the faculty, in addition to the committee, for their advocacy. Wilcox noted that this is the first time in a long time that we have received an increase in the entire scale, not just a step increase. He encouraged faculty to thank the Chancellor and any Board members for their support if they have the opportunity.

B. **Finance** –Jenn Graves

Save the date for October 16 at 5:30 PM. This is lots of fun: there will be costumes, adult beverages, and fundraising for the Bedichek-Orman foundation. Please donate anything you have to your local HCC library. The sooner you can get items donated, the easier it is for the organizing committee, the deadline is October 2. If you are interested in the workgroup, please contact jennifer.graves@hccs.edu.

Deadline for submitting applications for fall travel funds is 5:00 PM today.

One question: would the faculty support a "recommended donation" for the evening? There seemed to be broad support for this.

C. **Professional Development** –Mikki Novak

Mikki Novak has retired. Ashley Fontineau is serving in her place.

Teaching Excellence awards were announced Instructional Day and the check will be presented at the auction. Teaching excellence award winners were: Theresa Jach, Amani Francis,

Question: what qualifies for the use of the \$2000 promised for faculty development, how do we proceed? These processes will be announced soon. It will be handled through David Diehl's office. Approval will be required from Chair and Dean. Will the documentation be the same as before? Likely, documentation will change and there will be an online submission form.

Regarding membership on TCCTA: this is something to pursue with your chair and dean. Mary Page urged us to insist that HCC continues to pay this. Linda Comte encourages everyone to join the society. The conference will be in Houston this year, February 27 at the Houston Galleria. Juan Carlos – HCC's TCCTA representative – passed out pamphlets with information about the society. Additionally, another faculty member highlighted the \$2 million in life insurance, which is a real benefit of membership.

D. Educational Affairs/IT – Ritu Raju

There is a proposal to separate Educational Affairs and Instructional Technology that will be presented under old business. Lorah Gough is looking to bring in a new LMS that gets around the procurement process. We will be inviting vendors to do presentations in the Fall. The top candidates are Blackboard, Desire 2 Learn, Moodle, and Canvas.

Troubling workload issue will be discussed under new business. Educational Affairs discussed this topic.

E. Policies and Procedures – Melissa Miller-Waters

Urged individuals to sign up for this committee. There will be two big projects (but likely many other things will be on the committee's agenda this fall): 1) how to reconfigure the Senate under the new organizational structure and 2) rewriting the curriculum handbook.

F. Student Success – Mikki Novak

No report.

G. Graduation –David White

David White noted that at this point there will be no December graduation. There will be one ceremony, on the morning of May 14 (for all graduates). Dr. Beatty has assured White the ceremony will be completed in under 3 hours. The expectation is that all faculty will be present. White urged senators to sign up on the committee in order to begin working on this.

The December graduation was dropped because of cost.

Question: Is Dr. Beatty aware that the Chancellor stood before the Senate and said that he saw no reason why all faculty would be required to attend graduation as part of their contract?

White also mentioned the cost of subsidizing regalia as well as the time increase of time for the entire process. There was a question about paying for parking but no clear response. There was a recommendation that faculty purchase their regalia to save money.

Alan Ainsworth restated that committees are to elect chairs at their first meeting.

V. Special Committees and Caucuses

A. Faculty Conference –

Linda Comte encouraged faculty to begin thinking about the conference. She will convene a meeting soon. Typically this group is a sub-group of professional development. If you want to work on the conference, put your name on the professional development committee and put “conference” next to it.

B. Past Presidents –

No report. There will likely be some activity in the fall for past presidents.

VI. President’s Report – Susan Goll

Susan Goll thanked her cabinet for their hard work. She also thanked each of the standing committee chairs.

Looking back: we wanted professional development funds and we got them. We need to make sure that we continue to use it. We received a raise [applause]. There was some talk about adjusting the time frame for implementing the compensation changes in 2 years rather than 3, but that doesn’t look like it will happen. Goll encouraged faculty to reach out to the faculty leaders (chairs and deans) on their campuses. Please reach out to them with your needs. We need to make sure that whatever the campus leadership (particularly college operations and presidents) looks like, we need to make sure that faculty senate representatives continue to sit on leadership teams. This has been somewhat inconsistent in the past.

VII. Old Business

Technology Committee resolution: an amendment to the Faculty Senate by-laws to create an 8th standing committee because Educational Affairs was being eaten alive by technology issues. Technology issues will continue to be central to the affairs of the senate. But there are other concerns that pertain to Educational Affairs more directly and need to be addressed.

Lydia French discussed creating transformation FAQs. Sherman Harness, working on MyHCC is building a space for that. Unfortunately, only one person has submitted a question. The outgoing president will send an announcement through the all faculty listserv. Ritu Raju added that there is an

VIII. New Business

Faculty Workload Concerns: James Battieste raised an issue with workload. The president of Southeast College sent an email that required faculty to participate in registration and in reply to Battieste's question about this policy, suggested that the faculty member had ample time (while off contract) to develop syllabi. There is also an issue of tone in the email. An additional issue is that Mr. Battieste was not clear which classes he would be teaching in the fall until the week prior to class start – so it was, in fact, impossible for him to develop his syllabi. Most importantly, it is illegal for administration to require faculty to do work for the college while off contract.

David Ross linked this issue to “matrix management” since the college president is not the instructor's manager. There has been several presentations regarding the operations of the college as a matrix management organization. In this case, however, it was a workforce instructor under the logistics center of excellence who does report to the president. Ross reiterated that this will be an important issue for the senate to be vigilant about. We need to get the administration to clarify what is meant by “matrix management.” Nora Jo Sherman insisted that this matter should be taken up by the body. There was further discussion about the tone of the email.

What was the outcome? Prior to this email, Battieste's supervisor had requested participation from him and he had already agreed to participate in registration.

Susan Goll shared that she had communicated with this President about this matter. She relayed the email conversation and was asked what her role was. Her conclusion from the conversation was that the president “does not know what we do.” Mary Page clarified that this individual had been a faculty member for 30 years. He knows perfectly well what it is we are supposed to be doing. We need to be clear, she said, he is being an a**hole.

A further point was raised regarding the phrase “It's not about you, it's about the students!” It is very important that administration recognize that they cannot simply order around faculty and must be respectful in their communication with faculty.

Directors and campus administration have acted in ways that are inappropriate and intimidating to faculty. This was particularly the case in the selection of office locations on campus. The stories provided regarding this process demonstrated that it was not collaborative (even though we were promised a collaborative process) and even at times it was completely unreasonable.

Is there some protocol for chairs and faculty to meet with deans? Faculty have largely been left out of the loop in addressing concerns with the deans. It is important that there is a line of communication open for faculty to talk with the deans and directors. Amy Tan suggested

that this should be a practice in the system. A suggestion was made that faculty members should take it upon themselves to meet with their deans and directors and suggest that sort of meeting. Goll suggested that this would be an appropriate thing for Educational Affairs to take up in the upcoming term.

Pamela Norwood raised concerns about faculty workload. She is chair of a small program and is being asked to cut sections, but she is concerned about her faculty who may not make their workload requirement. Jenn Graves reminded us that chairs and deans are supposed to take a global perspective when determining when to cut classes (there is no "hard number"). The overall aim is to reach an 85% fill rate. Even if you have small courses you may be allowed to keep them.

Issues related to workload and scheduling policies should be referred to Policies and Procedures and Educational Affairs.

The senate unanimously expressed its displeasure with the activity of the President at Southeast College. It finds the tone of communication demeaning and disrespectful and the requirement to provide work for the college while off contract is illegal.

Passing of the Gavel: Ritu Raju presented flowers to Susan Goll and a gift to her daughter, Emily. In lieu of the traditional gavel and name plate, the senate is presenting a monetary gift in Susan's name to a student scholarship fund for first generation college attendees.

David White asked Charlotte Hamilton to make an announcement: she will provide a link to a trial for close-captioning software that David White will send to all faculty. This is not only an ADA accommodation, but it appeals to students with different learning styles. There are two levels of the process: the first is "machine captioning" and the second is "human captioning" – we are trying to allocate the few hours we have of human captioning for ADA requirements. There's usually about a 48 hour turn around for machine captioning. Once you have the link, you will talk to someone at the college.

Election of New Officers – nominations are open for new officers. Reminder: just because you have been nominated for a position does not mean you must refuse nomination to another position. President-elect will be nominated today and elected at the next meeting.

Point of order: requesting an affirmation that when voting for office, only newly elected senators are eligible to run for office (per the constitution). Only current delegates can be nominated. Only full-time faculty are eligible for office.

Vice-President:

Ritu Raju, Nathan Smith declined the nomination, Antrece Baggett declined the nomination

Nominations closed. Ritu Raju elected by acclamation.

Secretary:

Laurel Lacroix

Nomination closed. Laurel Lacroix elected by acclamation.

Treasurer:

Jenn Graves

Nomination closed. Jenn Graves elected by a shout of “Yahoo!”

Reminder that there are three unelected positions that are typically appointed by the president: archivist, social media correspondent, and parliamentarian. Laura Ayers will be social media officer, archivist will be Daniel Dylla, and David Ross will serve as parliamentarian.

President-elect:

Melissa Miller-Waters, Mohammad Tlass

Nominations closed until next meeting.

Reminder: there is an expectation that the president-elect will compose a short (300 word) biography and send it to the current Secretary, Nathan Smith. These will be distributed along with the minutes of the August meeting prior to the September meeting.

IX. Announcements

Bedichek-Orman Auction is October 16 at West Loop campus at 5:00 PM

Retirements

Mary Page and Mikki Novak have retired.

If you have recently relocated to Northeast College campus, please contact Linda Comte so that she can help them acclimate.

Current delegation chairs (of the regional college delegations) are responsible for convening delegations. These delegations must meet prior to the September meeting.

X. Adjournment

NEXT MEETING: September 11, 2015 @ 1:30 pm—Central College LHSB 100