**HCC FACULTY SENATE**

November 10, 2017 @ 1:00 pm; Central College LHSB 100

1. **Call to Order:** Mohamad Tlass (MT)
   1. Meeting is called to order at 1:01 pm
   2. Introduction of Fellow - Dr. Carlos Medina, SUNY
2. **Talent & Engagement:** Rodney Nathan (RN) – Manager, Talent Acquisition (TA)
   1. Question - How long does the Fall 2017 processtake?
      1. Answer - fill-time varies for FT vs PT; screening committee can take up to 45 days
   2. Question - Taleo: results won’t appear - “too many people”
      1. Answer - this suggests you are searching by candidate—not requisition; always search by latter since there could be adjunct pools with over 1000
   3. Question - Screening committee: how can TA cut down on unqualified applicants?
      1. Two-part answer - How do I respond to your colleagues who want all candidates who meet the threshold? We have to strike a balance here.
      2. Recruiters are still learning criteria, and are relying on pre-screening and job questionnaire. Only 1 of 6 has been with HCC longer than a year.
         1. Assigned TA representative will become more involved in the future.
   4. Question – are pre-screening questions unduly punishing fully qualified candidates? Some aren’t sent for consideration because of incorrect answers to prescreening questions - automatic disqualification
      1. Two-part answer - questions will stay to disqualify or gear to specific role.
         1. Will work to address ambiguity of questions
      2. Many qualified candidates don’t submit all required materials; applications can’t move forward.
      3. Question - should program committee be author of questions?
         1. Relying on hiring manager (HM)—normally, Dean for Fac. Positions—to clarify these questions are correct; it would be fine for this person to run the questions by committee (if HM isn’t on it.)
      4. Question - do applicants know why they don't move forward?
         1. Answer - while things are better than pre-January 2017 (when RN began with HCC), this is still not at 100%
            1. Please let RN know if applicants aren’t getting this information.

Recognition from department chair: Taleo has vastly improved speed of hiring process

* + 1. Question - what is the timeline for full-time hires for 2018? (results for need analysis was expected by end of October 2017)
       1. Answer – we have asked for this for January 2018 so that we can start process in February.
    2. Request for patience
       1. currently, 328 posted positions; 827 active requisitions – best recruiting practice is 12 requisitions per recruiter (currently, there are 6 recruiters)
       2. Recruiters might not answer phones: let RN know if they don’t follow-up.
       3. Additional challenge: 653 in HCC can serve as hiring managers.
    3. Improvements in 2017
       1. 60,000 people applied for positions; one million+ views; 36,000 referrals
          1. Of the million-plus views, most are external
    4. Contact RN if you have suggestions or questions about the hiring process.
       1. Questions can also be sent to MT

1. Approval of October 2017 Minutes.
   1. Approved as-is
2. **Treasurer’s Report**: James Battieste
   1. New Foundation Director: Karen Schmidt
   2. Approx. half-million available remains stable
   3. Issues w/professional development remunerations

1. **Standing Committee Reports:**
2. **Compensation, Benefits, & Workload:** Tod Bisch& Andre Hermann
   1. Preliminary goals: adjunct pay and underlying issues
      1. Based on last year’s data, HCC - 6th in adjunct pay
      2. Only five pay for advanced degrees; only two pay for teaching experience
         1. HCC does both (but only for FT)
      3. Salary information in December; after, we can make a recommendation
         1. Question – what percentage needed to bring PT to market average?
         2. Answer – we can’t give a figure without new salary data
      4. Preliminary goals approved by Senate
   2. Meeting with Chancellor rescheduled - waiting
   3. Joyce Roberta “JR” Miller-Alper (JR) for Adjunct Caucus: caucus recognized efforts of Compensation committee
      1. Adjunct salary ranges from TCCTA: $1824-3009 – HCC, $2010
      2. HCC is 3rd in number of adjuncts employed (over 2000)
      3. Even w/20% raise, adjuncts would only go from 6th to 5th
   4. David Wilcox requests increased involvement: next meeting - Friday, December 1st from 1:00-2:30pm in SJAC 140 at Central.
   5. Adjunct Affairs:
3. **Finance:** James Battieste
   1. Any department using funds needs to be a part of Finance (re: presenting “one voice” to the Foundation)
   2. Issues with funding or professional development remunerations, contact james.battieste@hccs.edu
4. **Professional Development:** Mia Tayler
   1. Meetings are from 3-5pm in SJAC 243 every first Thursday
      1. Request: please post current meeting schedule(s) to Senate website
      2. Contact mia.tayler@hccs.edu if you no longer want to be on the committee
   2. Conference will be May 15-18 in Galveston at the Tremont
5. **Educational Affairs:** Antrece Baggett (Nikky Boutte-Heiniluoma presenting)
   1. Post-feedback from Dr. Perez: brainstorming best practices for rigor
6. **Policies and Procedures:** Laurel Lacroix (NBH presenting)
   1. Still working to post Comprehensive Handbook
   2. Recommendations have been sent for Senate logo
   3. Reminder: Data Support - ad-hoc committee; Dual Credit - Educational Affairs
   4. Syllabi Revision for shorter document
      1. Goal - link HCC policy website so syllabi only relate to curriculum
   5. Classroom space issues: currently, inconsistent. The hope is that

Ad Astra will help after it goes into effect in Spring 2018.

1. **Student Success:** 
   1. MT will email, reminding of the pressing need to meet
2. **Graduation:** Darin Baskin
   1. 9 on the committee (approx. 19 needed to work 4 graduations): if you want to serve, email darin.baskin@hccs.edu
   2. Meeting in Fall 2017 isn’t practical (nothing happening yet), but starting January 2018, there will be 1-2 meetings/month
   3. Faculty should not sign in at graduation and leave
   4. Make Regalia orders as soon as website opens: no extended time.
      1. Still looking into assistance with cost: this process is unknown as current distributor is getting out of the Regalia business
         1. Idea of using professional development funds
3. **Instructional Technology:** Stacey Higdon
   1. Online Proctoring Taskforce: meeting on Thursday, November 16th
   2. Phase II of Online Grade Change: waiting for follow-up from 3100 Main
4. **Diversity and Inclusion:** Melissa Miller-Waters
   1. David Cross of Institutional Equity attended last meeting and will continue to collaborate with this committee
   2. Continuing inventory of current D&I endeavors
5. **Special Committees and Caucuses:**
6. **Past Presidents**: Melissa Miller-Waters
   1. Dinner with current and future Presidents
7. **Chair Caucus:** Nikky Boutte-Heiniluoma (NBH)
   1. Current discussions
      1. Master schedule and process - new system
      2. Chair election process – giving feedback to Dr. Perez
      3. Ad Astra: matching up with staffing and facilities
8. **Adjunct Caucus:** Joyce Roberta “JR” Miller-Alper (JR) & Charles LaMendola (CL)
   1. CL: compensation and TCCTA stats from above (5A)
   2. Still having a problem getting people to show up to meetings
   3. Requesting time at Adjunct Orientation
      1. contacted Dr. Perez regarding this; she directed us to MT
   4. Of current goals: main thing is presenting at Adjunct Orientation
   5. Current meetings: 11:30am, day of Senate
      1. Question - have you discussed afternoon meetings?
         1. Answer - we kept it this way this semester in order to allow adjuncts to “see” the senate
         2. Survey administered at Adjunct Orientation to better determine monthly meeting schedules (multiples)
      2. Question - Is there an online component for the Caucus?
         1. Answer – Not at this time. Right now, we are relying on emails from MT to adjuncts; we would like an HCC page.
9. **Bedichek-Orman Auction:** Linda Graham & Sheryl Ballard
   1. Auction planned for November 2, 2018
   2. Recognizing negotiation tactics for better food
10. **Faculty Conference:** Linda Comte
    1. Scheduled date is February 10th, and four hotels have been contacted: waiting for more specifics form venues
    2. Motivational speaker – while there is a shortlist, any suggestions are welcome.
    3. Theme and more information is forthcoming.
       1. Question – have we considered West Houston Institute for a venue?
       2. Answer – unsure the Institute will be ready, and it’s a tradition to have it off-campus; in addition, if we have it at HCC, admin. can get involved—something that can lead to complications.
11. **President’s Report**: Mohamad Tlass
    1. Meeting with Dr. Perez last Friday
       1. Comprehensive Handbook: while she is halfway through the book, she also wants Communications to make “clickable” links to sections. She is hoping to have something by the end of November (or January 2018).
       2. Rigor: if we set the standards now, we will just have to revisit in 3-5 years
          1. Schedule meeting with the Chancellor’s Executive Cabinet has been cancelled (no rescheduling yet)
       3. Adjunct Orientations on January 9th and January 10th, 6-9pm
          1. While some Faculty are concerned about this move from Saturday, we cannot move dates at this point.
             1. Dr. Perez had to work with the Chancellor’s schedule.
             2. Staffing and facilities have already been requested.
       4. Three-hour release for President Elect will start in Spring 2018
    2. TCCTA Conference – space is running out at the hotel
       1. MT is finalizing approval from Warren Hurd (re: FT registration fee)
       2. Question – is there a procedure for adjunct reimbursement?
          1. Answer - PT can request Bedichek-Orman funds.
    3. Shared Governance (SG): October 30th – MT attended conference in Chicago with Chancellor and Trustee Capo
       1. HCC is much better with shared governance than other colleges (programs have had to close due to poor implantation of SG), but we will develop a definition to propose to the board.
    4. Letter from Academic Senate – Golden West College, Huntington Beach, CA
       1. Recognition of the HCC Senate’s efforts after Harvey
    5. Request for information: of the money for Harvey response, how was this money disbursed?
       1. NBH: $53453.11 for Harvey relief from 227 donors
       2. Melissa Miller-Waters (MMW) – additional Employee Emergency Assistance fund filled with $20,000 seed from Foundation and then refilled with $2,000 from auxiliary fund – given in $250-500 increments based on need.
          1. $5000 grant to Minority Business Development Agency in order to recruit and train in certain areas. This will be spent to help businesses get up and running.
          2. MT will work to get a stronger answer on how this money was distributed. (However, this might just be general information due to privacy concerns.)
    6. Question about Workload for CE: MT is waiting for more clarification and will then approach Perez
       1. MMW will forward her previous emails on this issue to MT
12. **Old (unfinished) Business:** 
    1. Faculty/Staff IDs
       1. Point of Order – David Wilcox requests that this matter be moved to New Business.
13. **New Business:**
    1. Faculty/Staff IDs
       1. Northwest and Southeast: unable to make IDs for F/S
    2. Procurement
       1. Procurement is releasing money, but MT does not have a formal report on this issue.
    3. Campus violence coupled with sluggish police response
       1. One fight happened in the classroom; one of the three students involved was not a student but had been in the classroom all semester
          1. Police response time - 18 minutes
       2. Student threatened staff, and then, attacked a worker in the French Corner
          1. While staff member called police, the student had enough time to get into a fight, and leave the building before police even arrived.
       3. NBH: this is an over-arching issue; transformation isn't working
          1. Chief Cunningham assured Senate that response should not take longer than five minutes; is he unaware of this new problem?
          2. MT is working on accumulating data so that he will have evidence for Dr. Perez and Chancellor
             1. Question - is there a place that we can report incidents between our meetings?
             2. Answer – send “who, what, when” to MT

MMW suggests MT send an email to department chairs in order to get a better understanding of range of incidents.

1. **Announcements:**
   1. Credentials.
      1. MT reminds Senate that he is working on a PhD but currently only has a Master’s degree.
   2. Chancellor’s Pop-out tour: 3 successful so far so these will continue
      1. Faculty concerns: re - late notice regarding classroom visits
      2. Visits allow for more publicity for programs.
      3. Students are able to meet the Chancellor.
   3. Eyes of the Storm- 4 students selected for $500 third-party scholarships
   4. Student Art Exhibition: Opening night - November 21st, 6-8pm. Open through Dec 9 - all proceeds go to students
   5. Thanks to Patti Wooldridge for support of Biology
   6. Adjournment (no “second” required) –
      1. Meeting adjourned at 2:43pm—

**NEXT MEETING: December 8, 1PM at Central’s Learning Hub, Room 100**