**HCC FACULTY SENATE**

February 09, 2018 @ 1:00 pm; Central College LH-100

1. **Call to Order:** Mohamad Tlass (MT)
   1. Meeting is called to order at 1:05pm
2. **Guests:**
   1. Newly Elected Board of Trustees: Dr. Pretta VanDible Stallworth
   2. Dr. Stallworth provides the Senate with some background.
      1. Bachelor of Science and Master in Chemical Engineering - Rice University; Bachelor of Science in Chemistry - Texas Southern University; MBA and a Ph.D. in Christian Education / teacher for 16 years; former HCC adjunct / president of Parents for Public Schools of Houston / former Trustee of District IX from 89-93
      2. Q&A
         1. Compensation for full-time/adjuncts: will the Board be receptive? What are you doing to prepare our adjunct professors (e.g. Professional development funds)
            1. What kind of package is on the table? (Gladys Bel offers to share the Compensation's committee's report on salary data.)
            2. Trustee Stallworth notes the significant drop in HCC grant funding: why are we not looking at these opportunities for funding?
         2. Philosophy on Board's role
            1. Policy to support the college which creates procedures

HB5 discussion - partnership with ISDs for an adequate bridging system from K-12 to 4-year higher education

* + - 1. Ad Astra Concerns
         1. Cost/Time Performance: investigate this system is from a project management standpoint

MT - newly convened committee for scheduling; she would like to be included in that new conversation

* + - 1. Students as Customers / what is your view?
         1. Students are stakeholders with vested interest inside and outside of the classroom.

Comment on HCC attrition: how are we determining student satisfaction at HCC? (looking beyond surveys)

* + - 1. Power to change what you see as HCC's biggest problem
         1. reduce the size of upper Administration
      2. SACS issue (probation/potential loss of accreditation)
         1. We need to return to the star of community colleges in the nation

1. **Approval of January 2018 Minutes**
   1. David White moves to approve January minutes; motion is seconded.
      1. The minutes are approved as-is.
2. **Treasurer’s Report**: James Battieste
   1. Nothing to report
3. **Standing Committee Reports:**
4. **Compensation, Benefits, & Workload:** Tod Bisch
   1. Meeting on Friday, February 2nd with Carin Hutchins (CH), Interim VC Finance; Janet May, Exec. Director, Talent Engagement; Rodney Nathan, Manager, Talent Acquisition.
      1. Last year, there were 50 full-time faculty positions: of 48 hired, 40 (83%) were internal hires
      2. 2,323 applied / 515 were internal adjuncts: 1,040 released to screening committee; 282 selected to interview
      3. however, hiring process could stall: no attachments prevent moving forward.
   2. Preliminary goals from committee - Gladys Bel presenting / data based from TCCTA survey of salary rankings; according to survey, HCC is ranked 3 of 8 in the TUCC8 for FT pay
      1. Adjunct pay
         1. 4 years ago, HCC stopped paying by degree (BA, MA, PhD) and by lecture/lab; this raised the pay significantly. Others weren't doing this.
         2. Market - based on local (San Jac, Lone Star, HCC). Currently, HCC at market with the three rates within $12 of each other—HCC at middle
            1. Within 5% is highly competitive; within 10% is competitive
      2. Full-time pay
         1. Market - based on TUCC8. Currently, HCC is very close to market.
      3. Full-time pay structure
         1. MAX pay is well below market.
            1. To achieve equity - increase number of steps from 29 to 37 / this will redistribute the 144 faculty stuck at the top.

Estimated cost for 37 steps for 9-month scales: 840-933K

* + 1. Transparency
       1. Still lacking / HCC salary scales only available internally
  1. Voting to move goals to TE: quorum remains for voting (33 delegates will vote)
     1. David Ross - motion to suspend rule to adopt the goals outside of New Business. David White seconds.
     2. Nathan Smith moves to adopt the goals, and there is a second; the goals pass.
  2. Closed meeting on February 21st with the Chancellor to discuss expansion of the role of Compensation Committee
  3. Next committee meeting on March 2nd at 1pm, SJAC 140

1. **Finance:** James Battieste
   1. Nothing to report
2. **Professional Development:** Mia Taylor (Mohamad Tlass presenting)
   1. February 10th is the Faculty Conference at the Doubletree; valet parking will be validated, but we will not reimburse for self-parking.
   2. Faculty Retreat - May 15th-18th at Tremont House, a Wyndham Grand hotel in Galveston
   3. Registration link is available - will be sent out after the conference this weekend
   4. Faculty Teaching Excellence Awards –emailed survey will go out from Richard Gosselin
   5. Link to apply for Bedichek-Orman funds is active.
   6. Old business
      1. Brian Waddle and David Tietz have presented the design for Bedichek-Orman promotional materials.
      2. Katherine Fields: what constitutes legitimate professional development activities/ committee to work with Institute for Instructional Engagement and Development to provide lists
   7. New Business
      1. Bloom's Student Engagement Series: February 16th and 17th from 8am-1pm at 3100 Main, Seminar Room A
3. **Educational Affairs:** Antrece Baggett
   1. nothing to report
4. **Policies and Procedures:** Laurel Lacroix
   1. Mock-up of Senate logo for branding purposes: limited in choice of fonts and using the HCC eagle / will discuss at New Business
5. **Student Success:** Annie Tsui (Thomas Lane, new co-chair, presenting)
   1. Data on yearly college testing centers/ prepared list of questions for Jason Wilson
6. **Graduation:** Darin Baskin
   1. Mandatory rehearsal for TEXChase because of changes to ceremony; rehearsal remains optional for other ceremonies
   2. Registration goes live soon; when that happens, register as soon as possible – will only be open for two-and-a-half weeks
   3. Reminder: it is our responsibility as elected senators to disseminate information presented at meetings to faculty
7. **Instructional Technology:** Stacey Higdon
   1. Preferred names in PeopleSoft (possible collaboration with Diversity & Inclusion)
   2. Online grade change workflow
      1. TE data for Chair notifications needs to be corrected
      2. Work to get rid of lingering paper form to clarify process (might be Records issue)
   3. PeopleSoft notifications for drops
   4. Improved functionality in PS emails
   5. Eagle Online Quick guide/Start Here module– will discuss with Lorah Gough of LMS Advisory committee before making recommendation to Institute for Instructional Engagement and Development
8. **Diversity and Inclusion:** Melissa Miller-Waters
   1. Issues for remainder of academic year
      1. Diversity & Inclusion certificate – proposed by Dr. Cephus Archie; we will develop a subcommittee to check on the status
      2. Gender neutral bathrooms – at least one in each building
      3. Safezone training - status; could it be revived if no longer active?
      4. Inclusion to be part of instructional day – to better address how we can weave this into our everyday work lives
   2. Basecamp is a collaborative online tool we are using in order to build better records
   3. Next meeting is Thursday, February 22nd – West Loop
9. **Special Committees and Caucuses:**
10. **Past Presidents**: Melissa Miller-Waters
    1. Nothing to report
11. **Chair Caucus:** Nikky Boutte-Heiniluoma
    1. Issues from last meeting
       1. Ad Astra; master schedule; campus safety data from our faculty; working to invite Chief Cunningham to a meeting; working to get badges for all who still need them; West Houston Institute
12. **Adjunct Caucus:** Joyce Roberta “JR” Miller-Alper, & Charles LaMendola (CL)
    1. CL: work facilities at West Loop; similar issues at Northline and South
       1. Establish a WestLoop workroom based on the design of the workroom at Spring Branch; Helen Graham: end of march is the timeline; space has been located
    2. JR and CL: Adjunct Appreciation Day – small mixer after April Senate somewhere in the Midtown corridor; we need a motion made and budget/ will discuss in New Business
    3. Caucus meetings continue before Senate: new idea: late afternoon meeting at West Loop
13. **Bedichek-Orman Auction:** Linda Graham
    1. Nothing to report
14. **Faculty Conference:** Linda Comte & Debra Schultz
    1. Nothing to report – Linda and Debra are preparing for tomorrow's conference
15. **President’s Report**: Mohamad Tlass
    1. Ad Astra concerns
       1. Dr. Perez has assembled a committee: she has decided to give back control to Centers of Excellence, presidents, and deans under the condition that classes within degree plans don't overlap or conflict; there will be a meeting in the coming weeks
          1. Ad Astra has a functionality for uploading pictures of rooms
    2. Chair and Associate Chair Elections – April 6th
       1. Email from Dr. Perez will go out soon: working to refine the associate chair description and duties
       2. Working to implement 6-month probation for chairs – an opportunity to step down
          1. Concern raised: this procedure is already in place; MT will let Perez know
    3. Emergency Response Guides should be in classrooms soon
    4. West Loop incident
       1. issues with initial emergency alerts through email/text: working with Risk Management
    5. Comprehensive Handbook has gone to Dr. Perez for review
    6. SACS
       1. remind all faculty to work together as an organization to get rid of this; the Trustees also need to help us move forward
16. **Old (unfinished) Business:** 
    1. Nothing to report
17. **New Business:**
    1. Adjunct Appreciation: JR moves David White (DW) investigate event and report back in March
       1. DW: seconds to initiate discussion
       2. CL: entice adjuncts to come to Senate; off-campus event to encourage attendance
       3. Budget and agenda will be submitted by Adjunct Caucus co-chairs to Finance committee
    2. Logo: David Ross moves to adopt; the motion is seconded.
       1. David White projects the logo on screen for Senate review
       2. Discussion: the preposition "in" should be removed from the date (currently, "founded in" with roman numerals for the year)
       3. Eva Foster calls for a straight-line vote; Laurel Lacroix advocates that we can send the rejected logo back to committee for changes, if needed.
       4. Nathan Smith (NS) moves to vote for the adoption of the logo; this is seconded.
          1. Quorum present for voting purposes: 30 vote /20 for adoption with Katherine Fields (as the designer) abstaining
18. **Announcements:**
    1. Elections (JR)
       1. reminder to vote in the primary on March 6th / early voting is February 20th
    2. Archivist (David White)
       1. online archives of minutes go back to 2012; request to former presidents and secretaries for copies of old minutes in e-format
       2. live-streaming as a replacement for live-blogging; will need to be discussed with Cabinet
    3. Speaker at West Loop (Nathan Smith)
       1. March 2nd at 2pm, West Loop auditorium – international Open Education speaker David Wiley
    4. Moment of Silence
       1. Davis Ross leads the Senate in a moment of silence for Dr. Irene Porcarello
    5. Blood Drive/ Bone Marrow Match
       1. February 26th from 8:30am-3:30pm at Spring Branch campus, Eagle room
19. **Adjournment** (no “second” required)
    1. Meeting is adjourned at 3:12pm

**NEXT MEETING: March 09, 2018**

**1PM at Central’s Learning Hub, Room 100**