**HCC FACULTY SENATE**

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

1. **Call to Order:** Mohamad Tlass
   1. The meeting is called to order at 1:01pm
2. **Guests:**
3. Financial Aid Office “Rise Up Food Scholarship”: Joel Philistin, Financial Coach for CE; Chris Ardoin, Financial Coach for NW
   1. Financial coaches bring financial education/literacy to faculty, students, and alumni; coaches will go into classes to host events, go to high schools, and into the community (help with saving, budgeting, credit, etc. - helping our students with barriers, so they can remain in study and graduate)
   2. Partners - United Way Houston, Houston Food Bank // help holistically and offer referrals for rent, shelter, utilities, etc.
   3. Food Scholarship: in collaboration with Food Bank
   4. Students receive groceries every 2 weeks for 2 semesters. Northline/South campuses - both are "food deserts" - FDs lead to issues because of health and finance and act as a barrier to academic progress.
      1. 500 recipients chosen through lottery; 500 more placed in a control group: to arrive at numbers--
         1. Northline or Central students, 18 or older, receiving financial aid to fund education
         2. EFC – estimated family contribution (lower EFC = more aid: focus on EFC of 0)
         3. Income (single vs. family): $25000 or less
         4. Registered for classes by January 10, 2018
         5. SAP– satisfactory academic progress
         6. Enrolled in 6 hours or more
   5. Amount of food: students receive 120 pounds of fresh food (meat, produce, etc.) (60 pounds each distribution); food is distributed on mobile markets with Houston Food Bank trucks
   6. Outcome: focusing on the impact on students losing aid / will there be a decrease in the number because of the scholarship?
   7. Volunteers needed: there is a Sign-up Genius for shifts – Mohamad will send out the link, and post this to the Senate site. The coaches ask us to also spread awareness.
   8. Question (Mohamad Tlass) - how could we arrange for a one-time Senate financial contribution?
      1. Coaches can help set this up--
   9. Symposium for student needs is upcoming – see Announcements for more information.
4. Adult Education and TXCHSE: Executive Director, Dr. Christina Robinson
   1. Approx. 400 on team (across campuses) - in Workforce and Career training
      1. 70 off-site locations/partners
      2. Still defining roles as to how the program relates to faculty
   2. Mission and Vision: how is this tied to the 60/30 initiative? How can we bring recognized change for skilled workforce and programs that focus on credentialing?
      1. Grant-funded: program is measured by completion; cost to students is only $20 for any program covered – no other costs
      2. Students are mainly low-income and high-risk / on average, about 10,000 HCC students, but this program is also in the ISDs and handles Corrections
         1. Program Compliance: Students need to complete 12 hours or more; 100% of students must remain compliant
         2. Students: 19 or older; no F-1 status, but undocumented students accepted; valid ID; SSN (if applicable); $20 fee; Meningitis vaccine (if required)
      3. Workforce preparation; baseline testing – recommend TSI failures to this program -TSI prep; ESL program: focused on level 4 or below; ESL Civics (i.e. those interested in U.S. citizenship); High school credit classes / credit recovery; TXCHSE (previously known as GED)
         1. "Hybrid" programs - students take 10 hours of distance education each week
         2. Trying to take the HS component online
5. **Approval of February 2018 Minutes.** 
   1. Laurel Lacroix makes a motion to approve; seconded by Nora Jo Sherman. The minutes are approved as-is.
6. **Treasurer’s Report**: James Battieste (Mohamad Tlass reporting)
   1. After Faculty Conference - $1100 in deposits
   2. As of March 9th, no marked changes: we remain at approximately half a million
7. **Standing Committee Reports:**
8. **Compensation, Benefits, & Workload:** Tod Bisch
   1. Tod Bisch and Gladys Bel met with the Chancellor on 2/21, regarding expansion of Compensation committee to include Professional Development
      1. Tod will contact Mohamad and FS Professional Development after Spring Break to move forward with this idea.
   2. The Chancellor likes the move of 37 steps, but it remains unclear how this will be implemented. It did go to the Board, so we are hopeful.
   3. Gladys Bel questions the location of the workload document that discusses that 10.5-month faculty work 6.5 weeks and not 8 weeks in the summer
      1. Tod will work on this after he returns from vacation.
   4. The Adjunct Caucus questions goals on Adjunct pay and Stipends
      1. Tod Bisch: as per last Compensation and Senate meetings - these salaries are at market; Senate approved the goals, and 37 steps (to fix the MAX scale) are the priority right now
      2. Gladys Bel: additional comment on Adjunct market / this was mentioned to the Chancellor; in the future , Senate could even set the market
9. **Finance:** James Battieste
   1. Nothing further to report / See Treasurer's Report above
10. **Professional Development:** Mia Taylor
    1. Richard Gosselin: Faculty Teaching Excellence Awards - 5 more volunteers are needed for judges; while there are 10 right now, this will allow for a better experience
       1. So far, 116 nominations - judging would take place after semester
    2. Helen Graham: Faculty Retreat – applicants selected: adjuncts have also applied
11. **Educational Affairs:** Antrece Baggett
    1. Nothing to report
12. **Policies and Procedures:** Laurel Lacroix
    1. We have looked online for associate chair guidelines; these were not decided arbitrarily.
13. **Student Success:** Annie Tsui and Thomas Lane (Thomas Lane reporting)
    1. Make-up policy, Testing Center - draft: responses from Jason Wilson; there are inconsistencies: priorities seem to be new students / then, ADA
    2. Mohamad tells Student Success to expect email from Piper Butler on this issue
14. **Graduation:** Darin Baskin
    1. First Graduation Speaker is still not confirmed. We have tried six speakers, so far; we have sent a letter to a former astronaut.
    2. Committee meeting will likely be held the last week of March
    3. TXCHSE / VAST were not on Marching Order because of size of ceremony
       1. Question: Gladys Bel – will these be an option?
          1. You could see them appear if you have not yet registered, but it isn't likely (TXCHSE has only 55 faculty spots, for example)
       2. Question: David Ross – regarding contracts for TXCHSE faculty and graduation vs. HCC faculty contracts and graduation
          1. Right now, attendance is on a volunteer basis for her full-time faculty, but she is revising contracts
    4. As of 3/8, only 259 faculty have registered for graduation; as senators, we have a duty to disseminate this information.
       1. Question: is rehearsal mandatory for the large ceremonies?
          1. No. It is just encouraged; however, the option must be picked on Marching Order.
15. **Instructional Technology:** Stacey Higdon
    1. PeopleSoft notifications for student drops: pending – this feature is available, but has not been activated by IT
    2. Preferred names for students: this feature should be available with PeopleSoft 9.2 / this will be confirmed.
    3. 9.2 will go live in February 2019: while this will feature Fluid Interface Technology (same experience across devices), this will not offer a Cloud-based experience – Oracle is not likely to offer this until at least 2022.
       1. There will be more functionality, but no single-sign-on: ex. You will still have to log on to Faculty Center and @ Your Service.
          1. Question: Tod Bisch – will the same password still work across the system, though?
             1. Yes. You will just have to use it at multiple sites.
16. **Diversity and Inclusion:** Melissa Miller-Waters
    1. We are discussing certification process / what D&I scholars should look like.
17. **Special Committees and Caucuses:**
18. **Past Presidents**: Melissa Miller-Waters (Tod Bisch reporting)
    1. A strong turn-out at last meeting: discussed progress with Mohamad Tlass
19. **Chair Caucus:** Nikky Boutte-Heiniluoma
    1. Nothing to report
20. **Adjunct Caucus:** Joyce Roberta “JR” Miller-Alper, & Charles LaMendola
    1. Spoke to Adjunct Academy about Caucus and Senate; we also presented at the Faculty Conference: emailing approx. 150 that are considered members.16 in attendance on 2/10.
    2. Survey to approx. 2000 adjuncts to determine best time for meetings / Department chairs, please pass this on to your immediate faculty; respond to emails / there will be another survey for additional information (financial situation, work-life balance, etc.). This will be presented to Senate —
    3. Social, 4/13 at Axelrad: requesting $500 for pizza, etc. from J. Battieste
21. **Bedichek-Orman Auction:** Linda Graham
    1. Co-chair needed: Mohamad requests someone to help Linda Graham.
22. **Faculty Conference:** Linda Comte & Debra Schultz
    1. There were approximately 300 attendees on the day of the conference.
    2. The committee will meet after Spring Break for a de-briefing.
23. **President’s Report**: Mohamad Tlass
    1. We now have two delegates from Senate that will serve as voting members on the HCC Foundation Board
    2. Issue with locks on classrooms and safety concerns: there will be an all-college meeting after Spring Break; we are trying to get universal access for all classrooms - specific timeline is unknown, but this could work with ID badges
       1. met with Risk Management: Chuck Smith was against the idea of locks, but we are waiting to hear from Marshall Heins
    3. Meeting with Carin Hutchins: Mohamad Tlass raised the concern with her, regarding 600-700 HISD faculty losing jobs; nothing is known for HCC, but there is a possibility that these HISD faculty will become our adjuncts (silver lining)
    4. Election: volunteers from Senate
       1. As representatives of your department, please encourage people to campaign nicely and follow procedure: 2 complaints have gone to HR
       2. You are representing Senate, so let Mohamad, Darin Baskin, or Laurel Lacroix know of violations or discrepancies right away. They will be on hand at elections.
       3. Mark Tengler - on hand at the elections to identify legibility; If you are FT and credentialed to teach in a department/meet the qualifications, you have right to vote.
       4. Deans have been told that they should not attend the election; some were upset; however, Deans are appointed; Chairs and Associates are elected
          1. Question: Richard Gosselin - is 3/16 deadline for applications firm?
             1. Laurel Lacroix: this cannot budge due to the timeline; the email address and responses will be sorted on Monday, 3/19
          2. Questions: Eva Foster - is there any movement on classroom access for podiums, and can we get clarification on what is inappropriate campaigning?
             1. Podium access is sometimes unavailable for some faculty: Mohamad writes this down to investigate.
             2. Inappropriate campaigning: ex. intimidation and threats; spreading rumors or false information about candidate(s) / such behavior puts us in an awkward position with administration when it comes to asking for things; Mohamad is also having a meeting with HR about this.
          3. Question: Nathan Smith - Guidelines: process to arrive at decisions for eligibility and nepotism? (former: voting AND chairs who don't teach in department)
             1. Meetings held in September and October of 2017 to discuss this.
             2. Nepotism: we are waiting on Dr. Perez to approve from the Handbook / she proposed a meeting with HR; we are going to try and mirror policies at large institutions

Nathan Smith reminds that the current recommendations of what to do in a supervisory conflict are to move faculty to a different department or have the leader step down; this is very restrictive.

* + - * 1. Eligibility: 4-year eligibility for voting, but there was pressure for a shorter time-limit: compromise was made before the transformation; this also came out in a Deans' meeting.
      1. Question – if you teach on Fridays, are you justified in finding a substitute, etc.?
         1. Mohamad: find a substitute, arrange a group assignment, or create an online assignment.

1. **Old (unfinished) Business:**
2. **New Business:**
3. 2018-2019 Faculty Senate Election, Ritu Raju
   1. Call for nominations will be 3/19 - 3/26; first round will follow, with the second round ending on 4/30; results will be announced on 5/15
   2. David Ross comments: consider qualifications for subsequent elections: incumbents who are consistently truant - we may want to amend bylaws.
      1. Mixed opinions on this. Some feel we are representing the faculty and should always be present; others feel that other HCC duties should loosen the reigns.
4. Policies & Procedures: 60/40 Rule
   1. Laurel Lacroix – nothing will be done for this summer—Dr. Perez is sticking to this rule.
      1. Contacting multiple FS committees to create a workgroup to focus on the history of this rule, its realities, how we can adapt F2F and alternatives to adjust to 21st century teaching
      2. Gladys Bel- 60/40 came from Dr. Charles Cook in 2004 / Dr. Cheryl Peters had said we want people to have a presence on campus; this was a long time ago, so we will revisit it.
      3. At one time, there was this perception that if you weren't on campus, you weren't doing your job.
5. Faculty Senate President term
   1. Numerous people and Chancellor have commented there is a need to expand this role to 2 years / rationale: by end of President's term, you are on your way out, yet very familiar
      1. David Ross – A change to President's term length requires a change to Senate Constitution, not just Bylaws. This would require an all-Faculty vote.
      2. Question: Gladys Bel - are Senate Presidents eligible to run right after a term?
         1. You must wait one year
6. **Announcements:**
   1. On 4/13 from 3:00-5:30pm in SJAC 112 at Central, the Philosophy Club will host Blade Runner with a discussion afterwards; donations will also be accepted for the HCC Food Pantry. When the flyer is ready, Stacey Higdon will email it to Mohamad Tlass.
   2. Mohamad Tlass will discuss one-time donation to the Food Scholarship / will discuss with J. Battieste
   3. Two senators are on the list of West Houston Institute Fellows.
   4. Professional development for Faculty – Symposium for Student financial needs: 4/5 from morning to around 2pm. Mohamad will send out registration link.
7. **Adjournment** (no “second” required)
   1. The meeting is adjourned at 2:41pm.

**NEXT MEETING: April 13, 2018**

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