**HCC FACULTY SENATE**

June 08, 2018 @ 1:00 pm; Central College LH-100

1. **Call to Order:** Mohamad Tlass
   1. Meeting is called to order at 1pm
2. **Guests:**
3. HCC Foundation:

Karen Schmidt, Executive Director of Foundation

Cydney Peters, Director of Foundation Development and Communications

Zandra Henderson, Alumni Specialist

1. HCC Foundation – established by HCC to support and raise funds for students and faculty in the form of scholarship and grants and capital needs
   1. IRS determination – 501(c)(3) exempt from federal taxes; 509 (a)(1) private foundation that raises money from the public; and 170(b)(1)(A)(vi) affiliation w/institution that receives funds for the public
2. Two faculty serve on Foundation board –Antrece Baggett and Mary Lawson
3. In 2017, the Foundation awarded $2.5 million in scholarships and grants.
   1. Many of the Foundation funds (93%), though, are restricted by donors. On average, 95% are restricted within higher education.
   2. $11 million in endowments - endowments cannot be spent; only the annual earnings are eligible
   3. There is a small fee structure (4.5%) for named scholarships, but nearly 100% of our funds go directly back to students: no fees on Funds of Excellence, Faculty Memorial funds
   4. Fee covers administrative costs that aren’t paid by the college: ex. credit card fees to banks; armored car pick-up; audit fees, legal fees
4. Faculty/Staff campaign launches Fall this year: Bedichek-Orman auction will be the capstone event that leads into the campaign
5. Question: a small part of income is from vending machines; does the Foundation maintain an interest group that restricts for whole food facilities that would compete with vending machines?
   1. No: the foundation maintains no such group; to catalog income: 60% of the vending machine income goes back to Student Life; 20% goes to the Chancellor’s awards; 20% stays with them as a residual
   2. We are working with groups of Faculty Senate so that you can raise funds for students to combat food insecurities.
6. Question: paying rent
   1. Since the foundation consists of HCC employees, the legal entity of the has to show that it has some sort of separateness from the college.
7. Question: does the Bedichek-Orman fund pay a fee, and if so, is that 4.5% of value or 4.5% of income?
   1. Bedichek-Orman is a fund that provides grant, and it fits within the mission; the initial gift was an endowment, but the standing college fund has no fee.
8. **Interim Activities** 
   1. Memory Letter – Howard Bodner
      1. David Wilcox reads a formal letter in memory of Howard Bodner
      2. David White invokes personal privilege, and the Senate observes a moment of silence in memory of Howard Bodner.
   2. Bill Tapp from Southeast
      1. Crosswalk at Eastside (from street at garage to campus)
         1. at this point, only a “beware of pedestrians” sign exists
         2. As soon as HCC finished garage, we contacted the city to learn that crosswalks or protected areas can only go at corners of streets: the garage is some way down Rustic—not at a corner
         3. No ideas (stop signs, speed bumps, etc.) have made it past the city; if you have any, please email Mohamad Tlass.
9. **Approval of May 2018 Minutes.** 
   1. Laurel Lacroix makes a motion to approve. Many second simultaneously.
   2. The minutes are approved as-is.

1. **Standing Committee Reports:**
2. **Compensation, Benefits, & Workload:** Tod Bisch
   1. Continuing Education Workload
      1. In 2016, committee formed: recommendations never enacted
      2. Dr. Perez has asked we re-form committee to look at this issue.
         1. We would like to determine CE workload issues and post those so that faculty can know and go from there.
   2. Sr. Tuition waivers
      1. Age 55 or over: half tuition rate
      2. Age 65 or over: one-time only – two classes free
      3. No plan for implementation for the Fall of 2018
   3. Professional Development funds while off-contract
      1. We are working to identify a solution.
      2. Unused Professional Development funds
         1. David White: this idea was discussed at the last Concur meeting and is not viable.
   4. Financial aid issues
      1. More information for Faculty to give students
   5. Third-party fees for large contracts (professional development)
      1. Confusion as to whether this fee is paid by the college or siphoned from faculty professional development.
   6. Data criteria for Adjunct pay
   7. Next Meeting: July 6th at 1pm in SJAC 141
3. **Finance & Treasurer’s Report:** James Battieste
   1. Bedichek-Orman Operating Account Balance - $60,778.47
   2. Bedichek-Orman Endowment - $353,568.47
   3. Available Budget: $13,319 in fiscal year 2019
      1. Burgos-Sasser/J. Daley Endowed Scholarship fund ($59,086.64)
      2. Rita Kelly Memorial Scholarship Endowed fund ($32,878.01)
   4. Senate account at Smart Financial – $1712.40 and $6,335.13 in checking and savings for an overall balance of $8,047.53
   5. New procedures in place for professional development grant reimbursement
4. **Professional Development:** Mia Taylor
   1. Richard Gosselin has contacted winners of awards
5. **Educational Affairs:** Antrece Baggett
   1. **May 31st – meeting with Dr. Perez** 
      1. Make-up policies: committee recommended HCC address extenuating circumstances (i.e. college-related travel) and create standard policy
      2. Rigor update: working to hold Student Services accountable for student plagiarism
         1. Maxient form for reporting
      3. Dual-credit: contract negotiations for HCC work to take priority unless students are takingstate standardized tests
6. **Policies and Procedures:** Laurel Lacroix
   1. We sent in position paper regarding 60/40 stance for summer
7. **Student Success:** Annie Tsui
   1. Nothing to report
8. **Graduation:** Darin Baskin
   1. Marching Order cards for faculty check-ins were very successful
   2. Next semester, a different process will be implemented (still unknown)
      1. The changes will likely be centered around the recommendation for hiring a full-time graduation director.
9. **Instructional Technology:** Stacey Higdon
   1. Nothing to report
10. **Diversity and Inclusion:** Melissa Miller-Waters
    1. Nothing to report
11. **Special Reports, Committees and Caucuses:**
12. **Past Presidents**: Melissa Miller-Waters
    1. Next meeting on June 13th location TBD
13. **Chair Caucus:** Nikky Boutte-Heiniluoma
    1. Deans discussed policy to move chairs and associate chairs to other locations based on need; Deans would need approval for this.
14. **Adjunct Caucus:** Charles LaMendola
    1. Nothing to report: meeting next month
15. **Bedichek-Orman Auction:** Linda Graham
    1. Nothing to report
16. **Faculty Conference:** Debra Schultz
    1. Nothing to report
17. **All-Faculty Retreat:** Helen Graham
    1. Tod Bisch – approx.30 attended: Retreat was focused on teaching.
    2. This year’s cost was $745**.**
18. **HCC Foundation:** Antrece Baggett & Mary Lawson
    1. Nothing to report due to guest speakers
19. **President’s Report**: Mohamad Tlass
    1. 60/ 40 rule
       1. went forward to Dr. Perez; Mohamad is monitoring the next steps
    2. Professional Development for 9-month contracts
       1. Legal is now involved to ensure that there is not a misinterpretation by Talent Engagement.
    3. Salary survey
       1. Once the budget is approved, the Chancellor could likely look to this.
       2. Budget meeting (Board of Trustees) is on Thursday, June 14th at 2pm – faculty attendance is encouraged.
    4. Assignment for form for grade of I
       1. Sent to Policies & Procedures
    5. Comprehensive Handbook
       1. Academic Deans requested to see a copy in order to make recommendations.
20. **Old (unfinished) Business:** 
    1. Nothing to report
21. **New Business:**
    1. Travel denied coverage for one-day conference with and two days of archival visits (Parish Conkling)
       1. HCC policy: currently, this equates archive visits w/museum
       2. Mohamad Tlass asks her to email him with more details
       3. David Ross: in order to have this on record, we need to create a resolution to refer this to the Professional Development committee.
          1. David Ross moves that the Faculty Senate express its view that Professional Development funds available to Faculty may be used for archival research
          2. There are many seconds to the initial motion: it will be referred to the Professional Development committee with instructions to report back in no less than in two months.
          3. David Ross asks the Chair if he can call the question // no objections made: this motion has been made, seconded, and referred to committee.
    2. Resolution to honor Linda Comte (David White)
       1. The resolution is read aloud, seconded, and approved. It will be framed and delivered to her.
    3. Comment on adjusting contracts from 10.5- to 9-month
       1. This seems to be a stance from somewhere that would adjust schedules during the summer based on need. There is concern about the legality of adjusting a signed and dated contract.
       2. The suggestion is to refer this to the Senate Compensation committee for further discussion.
       3. Mohamad Tlass asks for more details on this issue via email.
22. **Announcements:**
    1. The Board of Trustees are having a budget meeting on Thursday, June 14th at 2pm in the 3100 Main auditorium. Anyone who can is encouraged to attend.
23. **Adjournment** (no “second” required)

**NEXT MEETING: July 13, 2018**

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