Faculty Senate Meeting
January 28th, 2015
Myer’s Center Board Room 2 pm

PRESENT: Sherry Sherrill, Jason Moir, Stephanie Hyman, Mark Carver, Heather Bruch, Phonzie Childers, Scotty Brooks, Leslie Martin, Sharlene Smith, Teresa Worthy

ABSENT: Liz Godfrey (Proxy with P. Childers), Shannon Smith, Rusty Graham, Jane Ross

Special Reports
1. President’s Report
   a. Increase efforts to collect issues ahead of time so we can address them at meeting
   b. Trying to schedule faculty/staff senate officer’s meeting
   c. Fundraiser policy
      i. Todd Benet is contact
      ii. Get together with faculty senate to come up with policy for fund raisers for programs that is good for college as a whole
   d. To use faculty senate money need specific ideas to present to determine if we can use faculty senate funds. Not just generic professional development, leadership training, or round tables need to be specific on what will be done.
   e. There have been concerns raised about faculty attendance at graduation (some faculty perceived as not attending on regular basis)
   f. If a senator cannot attend be sure to have a proxy assigned for voting purposes.
2. Treasurer
   a. Still have same amount of money – no changes
3. Secretary
   a. None

New Business
1. Guest Speaker – Dr. Husain; speaking about students awards banquet
   a. An email will be sent in February to request students for recognition, there will be a new format for sending the request email, one will be sent to deans, then sent to chairs, then distributed to faculty
   b. One student will be selected to win per category in each division (different categories are assigned to different divisions)
   c. Sponsored by SGA, ceremony will be held on 5/5/15
   d. Fellowship committee would like to have a faculty representative
   e. Gaston college scholarship applications begin 2/1
   f. Scholarship review and award committee is combined this year, the scholarship review is no longer done separately
2. Guest Speaker – Savonne McNeil; speaking on concerns about tech support for students
   a. Technical assistance is available throughout the year in CET 111
   b. Technical assistance begins with tech fest but continues through the entire year, students can get assistance from the tech services office or from lab assistants who are trained in basic tech support
   c. Students can receive help with software issues (i.e. viruses) on their personal devices 2x a year in CET 111, students are encouraged to get virus protection when receiving help if they do not already have it
   d. Password change initiative has been a success; this allows students to manage their own passwords and has cut down on calls to technical services for password resets.
   e. Can assist with technical issues in the classroom (computers, projectors, etc.)
   f. Open to suggestions
      i. One suggestion made, have something like tech fest for late start classes
3. Special Election of Vice President
   a. Emails were sent out requesting volunteers for vice president of faculty senate, 3 responses
4. Guest Speaker – Susan Whittemore; speaking about NCCCFA (information packet distributed)
   a. NCCCFA – North Carolina Community College Faculty Association
   b. Susan is now an officer with NCCCFA, one of the goals of the association is to get a pay raise for faculty and staff at community colleges
   c. There is an initiative to remove the 1% reversion and reduce amount of money paid per FTE, this will reduce budget of community colleges and make raises prohibitive
   d. In order to see raise in near future NCCCFA requests that faculty contact local representatives to protest change and bring issue of faculty/staff raises to the attention of representatives (so they know it is a problem)
   e. In the South East region NC is 15th out of 16 for community college pay, we have some of the best community colleges in the SE but pay is not representative of that and if we want to remain competitive raises are required
   f. Keep 1% reversion and current FTE levels for community colleges
   g. NCCCFA is pushing for a 5% raise for faculty and staff at community colleges
   h. State representatives claim that they do not know pay levels at community colleges is an issue, we need to be vocal
      1. Do not email from work computer or use work address
      2. Do not call from work phone or while at work
   i. To join NCCCFA a lifetime membership has a onetime $30 fee
5. Faculty Affairs Committee: Chris Thurly
   a. 4 choices for faculty of the year have been made
      i. Ashley Hagler – Arts and sciences
      ii. Mark Shelman – Business Information technology
      iii. Kathy Livsey – Computer sciences
      iv. Jacob Serrat – Human and Health Services
   b. Email sent to nominees with requirements for essays
   c. Trying to schedule all interviews in 1 day
   d. Wants to get group together to make some decisions about changes to the interview questions
   e. Trying to schedule interviews between 2/23 and 2/25
   f. New version of interview questions distributed
   g. Clarification of scoring was added as well as 2 new questions
   h. Questions added concerned professional development and reflection questions about what makes them unique as an instructor – in hopes of making candidate more competitive at state level
6. Graduation attendance issue/complaint
   a. It is in faculty contract to attend graduation and attendance by faculty is policy
   b. Some faculty do not follow this policy (no names were named)
   c. Concerns about the year Dr. Skinner didn’t attend were raised (change in schedule of graduation conflicted with college sponsored travel event Dr. Skinner was part of, unexpected absence due to this)
   d. The issue about the year there was 2 days of break and then had to return for graduation was raised again
   e. Some faculty resentment created by apparent unequal application of policy
   f. Divisional deans can approve absences from graduation ceremony from year to year, frequently missed graduation ceremonies should be addressed by deans
   g. If person is consistently not coming to graduations this needs to be dealt with by deans with clear consequences for not attending spelled out
      i. Existing disciplinary procedures are in place
   h. Question was raised about how to “take attendance”, if we are not willing to do an attendance sign in then individual faculty need to make deans aware of infraction
   i. Faculty senate authored the code of ethics for faculty and faculty are responsible for enforcing it
      1. Speak to person not attending
      2. If no response speak to administrator
7. Calendar committee
   a. Next meeting 2/3 at 2pm
   b. Bojangles coliseum renovations beginning, this will prove to be an issue for scheduling graduation ceremonies

Old Business
1. Faculty Workload
   a. Faculty need to learn as much about the decisions and why they were made so that they can best understand and address issues and provide clarification
   b. Best way to provide clarification and address faculty issues is drop in sessions with those who are most knowledgeable with the policy (those who were on the committee through the whole development process)
   c. Alternate proposal handed out by BIT
      i. Need to address that not all 30 hours on campus
      ii. Prep time needs to be included based on new regulations that adjuncts work time be calculated at 1.25 hours per credit hour to account for prep time
      iii. Need to have better process to accommodate work from home for online instruction
   d. One issue raised was 2 office hours per day, some departments have 12 hour days off campus coming back for 2 office hours after that is a bit much
      i. Clarification – 2 office hours is going to be changed to 2 hours on campus or approved offsite location (misspeak)
   e. Accrualment and spending of faculty sick leave needs to be addressed, interpretation of the policy is that faculty work 40 hours but only earn sick leave for 30 hours. 10 hours of indirect contact doesn’t accrue sick leave and does not require sick leave. Faculty should be earning and spending sick leave at 30 hours per week.
      i. Complications for faculty with release time need to be addressed so that they are not earning at 30 and spending at 40
      ii. Suggestion made for clarification of sick leave spending be addressed by division and have a clear cut policy communicated to faculty
      iii. Faculty should be spending sick leave at 6 hours per day regardless of release time
   f. 10 hours of indirect time shows and illustrates work in addition to what is done in the classroom
      i. To show those outside of the college the workload expected of faculty
      ii. Not an attempt to make faculty 40 hour employees
      iii. Trying to eliminate outside “they only work 30 hours a week” complaints/issues
      iv. Intention of 10 hours of indirect work is to illustrate to the community and board all that faculty do in their jobs
   g. Question was raised about faculty incidental leave needing to be pre-approved except in an emergency – what constitutes and emergency?
      i. Something that cannot be planned ahead of time
   h. Recommendation taken that we take what we gained from current discussion and assess the policy and work on scheduling drop in sessions
   i. Recommend to faculty in our divisions that they attend the drop in session
   j. The impetus behind the new policy is to accommodate online learning into our written policy before it becomes an issue that we are not following current policy. Trying to stay ahead of concerns that may be raised by the board of trustees.

2. Next faculty senate meeting
   a. Shooting for 18th or 19th possibly 25th or 26th
   b. May wait to make final decision to see if we can get drop in sessions for faculty workload scheduled before next faculty senate meeting.

Meeting adjourned
ADDENDUM A: AGENDA Faculty Senate Meeting
January, 28 20145, Myers Center Board Room 2:00 pm

Call to Order

*Member / Proxy Attendance

Approval / Adoption of Minutes

Approval of Agenda

Special Reports

Officer Reports

1. President
2. Treasurer
3. Secretary

New Business

A.) GUEST: Dr. Husain, Vice President for Student Services and Enrollment Management
   a. Discussion: Awards Banquet
B.) GUEST: Savonne McNeil, Chief Technology Services Officer
   a. Addressing concern brought up by Faculty Senator concerning student technical assistance.
   b. “There is a need for this to be ongoing throughout the semester, and at more times when students
      are most likely to identify needs and areas of concern. Students need more tech help. Who can
      facilitate this?”
C.) Special election of Vice President
D.) GUEST: Susan Whittemore, GC Instructor and Western Regional Director of the NCCCFA (North Carolina
Community College Faculty Association). Topic: Raises for faculty and staff (10-15 minutes, needs to show 1
minute PP video on overhead)
E.) Faculty Affairs Committee: Chris Thurley
   a. Faculty/Instructor of the Year Update
   b. Proposed changes to interview questions
F.) Graduation Attendance Issue/Complaint: Discussion
G.) Calendar Committee (upcoming meeting)

Old Business

A.) Faculty Workload Policy Discussion
B.) Request for Funds: Discussion / Vote
   a. Water for faculty at GC Graduation

Announcements

• Next Faculty Senate Meeting:
  o Update Senator Pictures/Info for Website
• Next President’s Council Meeting
  o ???
• Upcoming Board of Trustees Meetings,
  o March 23, 2015 4:00 pm. Myers Center Board Room
  o May 11, 2015 4:00 pm. Myers Center Board Room
  o June 22, 2015 4:00 pm. Myers Center Board Room

Adjournment
A. New Business
   a. **Review of Committee Assignments**
      i. Indicate on attendance sheet
   b. **Faculty Senate / Staff Senate Executive Meeting**
      i. Time and place TBA
   c. **Student Technical Assistance**: Guest Speaker Savonne McNeil
   d. **Fundraising Policies**: Todd Baney/Julia Allen (The Foundation)
   e. **Faculty Senate Money used for Professional Development / Roundtable discussions**
      i. Email ideas, suggestions at least 2 weeks before a faculty senate meeting.
   f. **Graduation Attendance**
      i. Discussion Today

B. Old / Continuing Business
   a. **Faculty Workload Policy**
      i. Discussion today (time limits)
      ii. Due to the number of questions, concerns and issues, I have delayed the deadline previously agreed upon for returning the issue to the Faculty Workload Committee
         1. Discussion today
         2. Drop-In Question/Answer session to be scheduled
   b. **Water for Graduation (Carol Denton)**
      i. **TOTAL ESTIMATE: 250 people**
         165 Curriculum Faculty
         55 Student Services / Student Affairs
         Deans / Executive Council
         Staff