Faculty Senate Minutes
November 6, 2015
Louise Daniel Room, College Union Building

Members Present	Reem Witherspoon, Nancy Forrest, Emily Gilbert, LaVon Barrett, Donna Cleere, Craig Clifton, Nichol Dolby, Brian Farmer, Robert Gustin, Deborah Harding, Brian Jacob, Alan Kee, Marcia Julian, Jodi Lindseth, Shawna Lopez, Tara Meraz, Scott Rankin, Derek Weathersbee
Members Absent	Courtney Milleson, Kerrie Young
Guests	Dr. Deborah Vess, Lyndy Forrester, Bob Austin, Cindy Lanham, Kelley Prater

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Call to Order	President Reem Witherspoon called the meeting to order at 3:07 p.m.	
Approval of Minutes	October 2 minutes were approved by consensus via email.	
Special Guest Report	Lyndy Forrester- This new system was created because the Board of Regents requested an idea for merit pay by the November Board meeting. However, EOD would like to implement this new system regardless of Board approval because it is a better and clearer system than what we currently have. This is a presentation – the very first – of the Pay for Performance Committee's idea for classified and administration staff. [**Please see attached PDF for presentation.**] The faculty evaluation process is different, so that will be separate and we aren't yet sure what that will look like.	

The same presentation will be given to the Classified Council and the Administrator's Association. The week before the Board meeting there will be some public presentations so every employee has the opportunity to look at it and ask questions.

Our idea was modeled after San Jacinto's merit pay system. Favoritism was by far the biggest concern from every employee group and San Jack had the best plan to combat that.

EOD sent out an employee survey to check the employee happiness with the way things currently are and overwhelmingly people said "somewhat". We need to do better. Duties are often added and job descriptions don't change. Raises and promotions are not given and it dulls the spirit of the employees. HR/Admin knows this and it is being addressed. This idea aims to improve employee morale.

A 6 month check in period has been added to the performance evaluation. This the responsibility of both employee and supervisor to have at least one conversation throughout the year regarding how the employee is doing. The goal is for no one to be surprised with their results on evaluation day. This way the employee has an opportunity to improvement before they are evaluated. Everyone should know what is expected of them, and how they are performing in

| | regards to those expectations.

P4PC is recommending that EVERYONE will receive a 1% raise. See the matrix in the PDF for how the employees would receive a raise. The matrix is in addition to the 1% raise. So if they score a .75 on the matrix, it would be a 1.75% raise, not just .75.

The Percentage of raises could change every year, but this would be the setup for how to disburse the money.

This new evaluation system must be digital. There is too much paperwork otherwise.

Senators had a concern regarding time management for Department Chairs and other Supervisors. As it is, people are not making the time to sit down with their employees and come up with examples of what a good measurable goal is for that position. With this new plan, that time only looks to increase – as at least two lengthy visits with each departmental employee will be required.

Part of the program seems to be a lack of supervisor training re: HOW to come up with a measurable goal. Jodi Lindseth suggested a training session for supervisors. Lyndy agreed that this was a good idea.

Concerning the no '5's' myth: | |

| | We can't afford for everyone to be a 5 all the time. So it's purposefully difficult to achieve.

It's not a perfect system; there is no perfect system.

On the matrix - check the wording. "Often" doesn't sound like enough and "all" is too much.

Lyndy asked the Pay for Performance Committee to provide a tidbit about the rumors/myths/feelings regarding the current evaluation system:

Kelley Prater - Director of Financial Aid. "People think we can't give above a 3, so just they give everyone a 3."

Bob Austin – He worked at red Rocks when they were going through their implementation process of merit pay. There was a lot of grumbling at first, but once it was in place, people really liked it. It helped to advance careers and it's a positive thing to do.

Cindy Lanham - Chair of Classified Council. "The blanket raise makes everyone feel like their effort isn't worth anything. Merit pay changes that."

It's extremely important to be recognized for good work. The old system seemingly discouraged going above and beyond. This new system encourages working hard and putting in extra effort. | |

	Supervisors will be trained on the new system as well as a more nurturing attitude throughout the year. Lyndy – "We should be thanking and acknowledging our employees throughout the year, not just when it's evaluation time."	
	The Pay for Performance Committee tried to be as objective as possible. Dr. Harding was recommended as a person to check objectivity.	
	It was suggested to give the employee an example of what a '3', '4', and '5' level employee look like.	
	The system will be in its infancy, so problem could and probably will occur, we were asked to stay flexible.	
	Dr. Vess -	
	Faculty evaluations have to look different because faculty are evaluated based on teaching – and teaching looks different for every department. Rank and tenure also need to be factored in, of course. Above all, however, the evaluation and employee must be aligned with AC's Core Values and Strategic Plan.	
	Reem and Dr. Vess are currently working on a new faculty evaluation.	
	Lee Colaw -	

	The IT budget was reduced $700,000 a year ago, so there were no replacement money. This meant some systems needed to be prolonged instead of replaced. When they couldn't be prolonged, 125 systems were replaced in spite of the budget decrease. "Bring Your Own Device" - the computers of tomorrow (smart phone, tablet, etc). Lee Colaw contends that soon your cell phone will be your work phone and your desk will be wherever you are. The SPAM emails: There was a spam server crash and 33% of our spam filtering tools were lost. The system doesn't "know" what to keep and what to mark as spam – even if a site sent seemingly fine emails in the past, it doesn't mean their newest emails are good. Sites get spoofed all the time and it might appear to be coming from a legitimate website, but in actuality is spam. Anti-virus update: We recently changed from Symantec to Kaspersky. Kaspersky gives antimalware AND antivirus whereas Symantec only had antivirus. Malware affects everyone daily; it slows down computers. Spinning in the portal indicates malware on the machine. 786 computers on WSC have been updated to the new software. This costs thousands of dollars. The new software (Kaspersky) has new automatic updates every 15 minutes while the computer is on.	

	Additionally, people don't update their computers in a timely manner which affects the protection of network and can lead to large problems. Laptop carts need to be maintained by the departments; updates need to happen every week. Podium (instructor) computers are maintained by IT. Warren and Byrd were mentioned in particular re: problems on instructor computers. The dental clinic is one of few places watched very closely by IT because they deal with real patients and medical laws necessitate the need to keep that information secure. Library Database Access: The proxy server has not been updated in over 6 years. In the past it was maintained by the Library staff, but when Sherri Hromas retired it was given to IT. Lee Colaw was unaware of this as it happened before he started at Amarillo College. The company it is through was providing it for free but no longer do so and the free version is 3 years out of date. He is in negotiations with the company to get it fixed. If we have any concerns, ever, with IT related stuff contact Lee. AC Connect: When we started the portal we were one of 10 schools in the nation. Now there are more. A new	

version of the portal will be uploaded between semesters. Should bring up our concerns with the portal to our representatives on the Academic Technology Committee or Lee. Changes are made as "we hear it".

LearnCatalytics is wanted by some faculty on campus, but there is concern about the speed of our technology and supporting it. Lee said there should be no problem with speed.

Replacements: this year we have $100,000 in new computers due to a new Title V, emphasis on nursing and dental hygiene. Some nursing computers haven't been updated because of their SIM system which needs Windows XP. Title V or Perkins will update SIM and then computers will be upgraded. 4th floor lab in the Library is the next big place to get updates.

IT is working on closer refinement for who receives computer replacements and when they get replaced. If you are in an area of low enrollment than you probably won't get an upgrade. However, if any school computer dies there will be a replacement for it.

Printing: Need to increase our costs because people still want printing. We are currently cheaper than FedEx/Kinkos. A new system will roll out soon in which money will be added to your ID card. There will also be a department card. The hope is that with your printing

tied to your ID, people will print less. IT is trying to work on printing for East Campus. In the future we will also be moving to cloud printing. There will "Public" printers put out in areas that support themselves. Money that goes in is what pays for repairs, paper, toners, etc. This will be instead of department printers, student printers, etc.

If a student prints and it doesn't print out right, it's a "learning experience". We should not refund them for mess ups. This is why the rates are so cheap.

The printing money goes into a special pot that pays for all the toner, print cartridges, paper, etc. and it comes out even at the end of the year. There is no change from money you put on the cards.

Scanners in the classrooms: This is a Title V initiative. They are fully online and working - new or old ID card works, as well as smart phone app. It is for attendance tracking. It was put on hold while the administration is discussing retention. It is currently only at the WSC and Moore Cty original campus and won't be at others until Title V proves that it helps retention.

The scanner automatically ties to Colleague. The students can scan up to 15 minutes early or 30 minutes late and it automatically appears in the Colleague official gradebook. The system is smart enough to know if NONE of your students sign in to NOT put zeros in. The

	scanners are AUTOMATIC. You don't have to set ANYTHING up. The system automatically updates every night. Lee will send handouts on using it - just email him if you want one. The Music dept is using it to track practice times. There is not and will not be one at CFC. For 2 years in a row, AskAC ran out of ID cards at the beginning of the semester because a (former) employee was making phony cards. If a student's card doesn't work - take it from them. IT will replace it for free AND put some printing money on it. Lee gave AskAC 500 $2 print cards to hand out for "free" to new students. If you have troubles with who to talk to about issues, re: Blackboard, computer problems, Ellucian, Colleague, etc. contact askAC. Wireless: Everyone with an AC ID should be on AC Wireless. AC Wireless is encrypted and we get data from usage. AC Guest is for visitors to campus. We have students that are trying to use Guest, which blocks ability to see some things.	
President's Report	Stepped out faculty will be worked into the new evaluation. Reem and Dr. Vess are working on creation	Send a card to those 15+ up a card for their service from Faculty Senate.

	of the new evaluation. Two copies of the book on faculty evaluations that Dr. Vess requested are at the Reserve Desk on the 4th floor of the Ware Student Commons. Pinning ceremony went well. Again, will happen once a year. Feedback was good - save for timing. A Senator expressed concern that the people who have been here for 20+ years are getting little to no recognition, which seems insulting to those who are loyal. It is suggested that they could be recognized at General Assembly. Foundations of Excellence project will be discussed further in an email.	Melissa asked to be removed from Pinning Committee. Will email Senate members the Foundations of Excellence 9 areas and will relate any who are interested to Dr. Vess [Reem emailed on 11/18].
Secretary's Report	none	
Courtesy	Need new cards.	Will order.
Elections	There were 3 nominees for Piper Professor. Penelope Davies was selected as the nominee, paperwork will be submitted by 11/20. Dr. Vess has a concern that the process AC currently has is a popularity contest.	Craig and Reem will be meeting with Dr. Vess regarding our process for the Piper nominee.

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Legislative		
Mead Award	About to start	
Professor Emeritus Award		
Questions	Faculty Commitment concerns. Lyndy said they are not contracts, they have been created to more easily align what we do with our strategic plan. It has not been discussed at the Cabinet level what happens if someone doesn't sign. Dr. Vess addressed this some at the October meeting. As far as employee notice: employees are only required to provide 2 weeks notice. Anything beyond that is up to the employee, AC would hope for the person to fulfill their semester.	Officers will talk to Dr. Vess more about commitments.
Salary		
Technology		
Faculty Survey		
Hospitality		
Faculty Development	Dr. Vess has some great ideas for professional development.	
Instructional Technology		
Pinning		
Faculty Committee Appointments	Some faculty who were assigned are no longer here at the college. Wellness committee put under EOD now.	Cheryl Oldham and Reem would be the people to let know if a faculty member leaves the College and will no longer be serving.

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New Business		
Updates and Announcements	meeting adjourned 5:13 PM	

Recorder: Emily Gilbert, Senate Secretary – Instructor, Library