

Faculty Senate Minutes

October 7, 2016

Lynn Library, Room 207

Members Present	Jodi Lindseth, Nancy Forrest, Emily Gilbert, Courtney Milleson, Scott Beckett, Brant Davis, Tara Meraz, Susan McClure, Donna Cleere, Marcia Julian, Brant Davis, Nichol Dolby, Deborah Harding, Shawna Lopez, Mary Dodson, LaVon Barrett,
Members Absent	Brian Jacob, Bob Gustin
Guests	Paul Bratcher, Steve Smith, Deborah Vess

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Call to Order	President Nancy Forrest called the meeting to order at 2:05 p.m.	
Approval of Minutes	September 2 minutes were approved by consensus via email.	
Special Guest Report	<p>VP of Business Affairs, Steven Smith:</p> <p>Current budget year –</p> <p>Based on last year, people have a lot of concerns, so I wanted to give you an overview of the current budget and allow you all to ask questions.</p> <p>Earlier this year - in July- there was a letter sent to all state agencies. It instructed to plan for a 4% budget cut, except for healthcare. 4% of our budget is around \$550,000. With the expectation that we could receive a cut, Steve put away 1.2 million dollars to protect us from the cuts. That would cover our expected cut (4%) x 2. So, we will not have another retirement incentive and administration won't be asking for reductions in budgets, retirements, layoffs, etc.</p>	<p>Steve will send the amount spent on faculty salaries to Senate.</p> <p>Dr. Vess will return, or send the final wording - that will then be sent to the Board - from the Handbook committee.</p> <p>Mead Award discussion was tabled until the committee chair (Dr. Harding) could be present.</p>

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The State is asking for the cut because of issues relating to price of oil and sales tax. Due to people buying more and more of their purchases online, there is less sales tax revenue. Most people don't know that you are actually supposed to pay sales tax on your internet purchases. There is a form you can download from the state website that you are supposed to fill out yourself and submit to the Texas government. Businesses do this because they get audited; regular folks usually do not do this.

Reassure everyone that the college is in a good position right now. Last year, there was no money put away; this year we have put money away and we are prepared. Please tell everyone that any rumors about asking for budget cuts are just that - rumors.

Senator question: Can you explain why payroll is moving to the Business Office?

Answer: The person who used to be responsible left and a brand new person was put in who didn't really know the process. We felt it was better to move it to Accounting because we are used to reconciling and balancing accounts.

Sharon Grahs is the person to ask payroll questions in the future. Right now, the contact is still Cindy Lanham. There will be an announcement when Sharon fully takes over.

Benefit changes are still through EOD, even if it comes out of your paycheck. The way that system works is that EOD enters it, then

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payroll checks to ensure that it has been input correctly.

Regarding the Raise -

Raise affects FT employees and it affects your base pay. Faculty pay is figured using a complicated system [See Attached Sheet]. Any stipends faculty receive were not given a 3% - it was only for base pay. We recently found out that the raise was applied differently for those with steps. We are looking into the issue.

Faculty pay is complicated.

Senator Question: Can you discuss overload pay?

Answer: We have formed a faculty task force to discuss pay. This is mainly due to the 8 week vs. 16 week change. Faculty pay is based on what we did in the past, not what we are doing now. We think the way it's calculated currently is unfair and we are trying to figure out how to change it. That means our main question to tackle is, how is load divided? Instead of dividing it by semester, we may change it to "term", which is based on 8 week. So, if you have a 16 week class it would be split in half between 8 week terms.

In the past we have had load based on 15 hours; what is the fairest way to balance it over two 8 week terms? 15 isn't easily divisible by 2 in terms of credit hours. We want to get pay where it's flat, instead of the rollercoaster that it is now.

We are also aware that there are inconsistencies in stipends for

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extra duties. We want a clear definition of what is extra work. We are looking at how much committee involvement is too many and how labs are calculated.

We want to get an email survey out so the “masses” can give us more input on pieces, such as how should we split 15 into the two 8 week terms?

Senator discussion involving communication problems surrounding pay. Consensus is that the system for how we receive pay is confusing. It’s difficult to get to, and then it’s not clear what we are being paid for. So, unless the raise was spelled out, it’s not even easy to know if it has been applied or not. It’s also difficult to tell the difference between various stipends, and between stipends and steps.

Steve: I hear you. We are hoping Cornerstone will fix many of these problems once it is fully implemented. We just took over payroll this week, so now we can see the problems and try to work on the issues.

Sharon and Jeanette (Nelson) are the people to ask about what you are getting paid. Jeanette is overseeing payroll now, she is Sharon’s supervisor. The Business Office has it calculated out for individuals; if you want to know how you are getting paid, then you can contact Jeanette to show you. Eventually, you should be able to see this in Cornerstone.

We are trying to ensure more of the payroll process is online (such

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as 310s, etc.).

Senator Question: What about Summer sessions/pay?

Answer: Summer sessions are outside of the 8 week discussion. What we want to do is to eventually get to six terms (2 Fall, 2 Spring, and 2 Summer). The summer terms might not be exactly 8 weeks because of time. We want to put more emphasis on summer terms because it's important to the College. The problem, we are finding, with the May mini-mester is that high school students can't enroll because they aren't out for summer break yet. Currently, summer is a loser for us because we don't have enough enrollment. We need to schedule it so students can fit, but also incentivize/encourage folks to be here in the summer.

To explain that more fully, the state doesn't give money directly to AC. They give a flat amount to all Community Colleges and we get a piece of that. Our share is based on contact hours and on success points (completions). Together those give us a score. If our score is too low, we could lose money. If our score is high, we get more money. That's why we are moving toward a focus on success points. Are you completing your students in 3 years? Lower number, less money; higher number, more money. It's good for budget if we get students through in 3 years.

Right now we have a 59 million budget. Fourteen million of that is State appropriations; the biggest piece is tuition and fees. While the 14 million might not sound like a lot, keep in mind that the 3% raise to everyone cost \$997,000. We can really only focus on State

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revenue and tuition and fees to increase our money. Our local tax revenue is a big amount of money, but we can't really control that...although we do have some impact if our students get a degree, stay here, and buy a house and pay property taxes. We want to move to six terms because students can get out faster if we have two summer terms; i.e., more students graduating in 3 years. That directly affects our success points and directly affects our students' lives. The earlier they start their career, the more raises they can get, and it impacts our tax revenues for the city.

Senator Question: Is the mini-mester happening?

Answer: This year it is because the calendar is already out. Any schedule changes will need to be implemented next Summer.

Senator Question: What about VA students? The VA doesn't pay students when they aren't in class (i.e. the Fall Break).

Answer: We have a meeting scheduled Thursday, October 13th. A very broad amount of people will be part of a discussion to see the impact of the 8 weeks. Financial Aid, Olga for the Business Office, and more are included. (At a Senator suggestion, Steve added Kelly Murphy to the list). The Federal Government doesn't make changes quickly or around any certain person or groups of persons. We will need to figure that into the discussion.

Senator Question: What if the classes don't fill, but you have done all this work?

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Answer: That's one of the issues that we want to discuss on a larger scale. It's easier to fill classes if we know WAY in advance that we need to have them. It's hard to run it the way we are now - where you don't really know what's offered until slightly before the start date. We are looking at options of signing people up for 4 terms at a time, or even a whole degree at a time so we have enrollment. We also want to change how students are paying. We are thinking about a system where they can pay for 24 months, with payments based on their paycheck. We also may provide a discount for signing up early and/or for the longer terms (enrolling in 4 or 5 at a time vs. just 1). Right now, students have to pay 50% before they even enroll which causes them to enroll late, and then they have 2 more payments at 25% a piece. It's hard on our students. We need to spread it out over time for them to make it more affordable. The biggest piece of early enrollment is knowing what we need to offer. Some of the reasons for the current payment policy were CoBoard stipulations, but those are gone now.

Discussion about the one year projection for departments (re: pay) and the difficulty to plan out.

Senator Question: With the new system you are considering, would students have to pay if they drop a course?

Answer: They would be responsible for paying for the course they were currently enrolled in (if they drop in the middle of the semester), but not for the rest of the courses they were registered for. We are trying to find the balance in being flexible so the students will enroll, but stringent enough that we aren't writing off

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too much.

One of the things we did to help enrollment this year was to work with students that had financial holds on their records.

Senator Question: What is the total amount spent on faculty salaries?

Answer: I don't have that right now, but I will get it to you.

A lot of people don't realize that benefits is a lot of money. It's worth a third of your salary.

VP of Academic Affairs, Dr. Deborah Vess:

Piper Nominee –

Every year we are asked to submit a nominee from AC. "I would love to see all of our nominees get that award." Last year there was a voting process for choosing the nominee, but we weren't really getting any information regarding how applicable the faculty member is to the award. I'd like this year's nomination process to be more tailored to the requirements of the award. We want our nominees to have a chance to win! It is very prestigious.

Senator Question: Can we see the requirements?

Answer: Yes. If people would nominate their people based on the requirements, then the nominee has a better chance at winning.

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The nomination form would need to have more information to fill out, in order to ensure the names are applicable to the award.

Senator Question: Could Cornerstone be part of the solution? It seems to be a portfolio of sorts.

Answer: I don't have all the answers regarding Cornerstone. I know you can put in your resume and your skill set. For the Piper process, you have to be able to talk in depth about the person's teaching ability, communication with students, appraisals from supervisors, and more.

Senator discussion - Should adhere the survey to the requirements. For this process, we need to have the information from the nominator, but have the nominee include more information. We need to open it up earlier so the nominee has a chance to add information to the nomination. It is different than it is done before. We should have it be a partner process, where the nominator and the nominee have to work together to fill out the nomination.

November 21st is the deadline for the College nominee to send to the Piper folks.

Regarding the Mead Award -

This should be prestigious, but right now it's really just a student popularity contest. The selection should be based on extracurricular activities, committee work, etc.

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My suggestions is that there should there be a nomination from a Chair, in addition to students, to lend a little more credence to faculty excellence. We need some more metrics outside of just student opinions because we have some ideas ourselves of what constitutes teaching excellence and there needs to be some evidence and measurement of that.

Regarding the Handbook change -

The Handbook Committee submitted a recommendation for the makeup for the Rank and Tenure committee. It includes some of the recommendations that Senate suggested at the September meeting. It has been vetted through the Handbook Committee, is here to be vetted through Senate. [See Handout] It needs to be finalized through the Board for it to be official because it is a Handbook issue.

Senator Question: It says they are going to amend, but they didn't give us the official wording. Can we see it?

Answer: I would be happy to bring forward the final wording, but it needs to move along. I haven't seen the final wording yet, but I will send it to you when I do.

Elections haven't been happening for the Rank and Tenure committee, but they do need to happen from now on. The issue has been that we haven't been able to meet the requirements for some time now.

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Senator Question: Why aren't these committees [ref: Handbook] going through Faculty Senate?

Answer: Because many of these are institutional committees, not just Academic Affairs. Other VPs also have nominees/elected representatives.

The Handbook is governed by the Board of Regents. They have the full right and authority to change anything they want to change in the Handbook. They have been looking at a process to change it over the last year or so. Looking especially at places that are contradictory. When they are ready to bring out those changes, they will. We have a Handbook committee that makes recommendations, but has no actual power to change things. The Board takes input on a lot of things, seeks it even, but final decision is theirs.

Pay for Performance Committee, Nancy Forrest, Emily Gilbert, Donna Cleere, Shawna Lopez, and Brian Jacob:

As we all know, the Board instructed Dr. Lowery-Hart to move the College into a merit-based raise system rather than an across-the-board system. Pay for Performance is now the only way that raises will be given. **This will not affect Rank and Tenure pay.** The evaluation for the Administrators and Classified staff was created last year and goes into effect this year (2016-2017). Faculty were given an additional year due to the special circumstances of faculty duties. The Committee was formed by Dr. Vess and began work in

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January 2016. It was very imperative to her that this was a fully faculty driven process. The committee presented what they have done so far to Cabinet on October 11th and are scheduled to present to the Board of Regents on November 15th.

Building a Comprehensive Faculty Evaluation System, a book by Raoul Arreola, provided the basis for the new system. Over 250 colleges and universities have used this process to create faculty evaluation systems. The committee presented a timeline of their work to date; Nancy gave an overview of the 5 institutional goals, Core Values and the iCare Faculty Values. The iCare values are only applicable to the faculty evaluations. The committee then presented the findings from the April 2016 workshops and discussed what faculty would be asked to do in the October workshops. While they have worked on several pieces of the evaluation system, they are at a spot where they cannot go any farther without more faculty involvement. There was a workshop on October 14th for the East and West Campuses, and the Washington Street Campus workshop will take place on October 28th.

The current to do list:

1. Determine Role Component Weights (how much should each piece of the Teaching Role – Design, Delivery, Assessment, and Resource Management – and the Service Role – Department/Institution and Community - be worth?)
2. Determine Sources & Weights (Where should the evidence for each Component come from?)
3. Determine Concrete Tasks for iCare Values (measurable tasks

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	<p>that can be put into Cornerstone)</p> <p>A copy of the presentation will be sent out after the workshops. For more information, contact anyone on the committee: Nancy Forrest, Emily Gilbert, Donna Cleere, Shawna Lopez, and Brian Jacob.</p>	
President's Report	<p>Faculty Eval Committee Merit Pay has continued to meet weekly. Have to make a presentation at the Board in November. Will present to the Senate today.</p> <p>The new "learning-centric" statements for the WIFFY values need to be given to Dr. LH soon. There were a few suggestions; an email will be sent out to Senators.</p>	<p>Nancy will send an email to all Senators with the suggested additions. [DONE; October 10th. Sent to Dr. LH on October 13th.]</p>
Secretary's Report	<p>none.</p>	
	Committee Reports	
Courtesy	<p>none</p>	
Elections	<p>none</p>	
Legislative	<p>See Attached.</p>	
Mead Award	<p>Tabled.</p>	
Professor Emeritus Award	<p>none.</p>	
Questions	<p>Several Questions were submitted [see attached]. In order, Question 1 - tabled until the Survey is closer. Question 2 - a clear answer wasn't provided, so we are still looking</p>	<p>Officers will meet with Dr. Vess to discuss the suggestion & questions in Question 4. [The officers met with Dr. Vess on October</p>

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	<p>into it. Question 3 - Yes. Feedback - conversations a) (From your account setting in Cornerstone, hover over your Settings Icon () and select the Help link. b) From the Online Help page, search for "Feedback". c) Select the Feedback – Set Availability to view the various visibility options and descriptors.</p> <p>Comments (Only Supervisors have access to My Team and Comments) a) (From your account setting in Cornerstone, hover over your Settings Icon () and select the Help link. b) From the Online Help page, search for "Comments". c) Select the My Team – Comments Overview to view the comments section . d) To expand the Comments instructions, click the Comments link on the left side of the page to view additions pages for the Comments section.</p> <p>Question 4 - Great idea. The officers will approach Dr. Vess on this topic. Question 5 - Per Dr. Vess, the spirit of the commitments is being rolled into the evaluation, but not the actual announced commitments as they were.</p>	<p>24th. She thought the idea of Faculty Senate having a short presentation at the general Faculty Meetings before each semester was great.]</p>
Salary	none.	
Technology	none.	
Faculty Survey	none.	
Hospitality	none.	
Faculty Development	none.	

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Instructional Technology	none.	
Pinning	The pinning ceremony has been rescheduled for February. The specific date will come later. It will be in the same basic come-and-go reception format as last year.	
Faculty Committee Appointments	none.	
New Business	Question from the Commencement Committee regarding where the podium flowers should go after commencement.	Decision: BSA Hospice.
Updates and Announcements		

Recorder: Emily Gilbert, Senate Secretary – Director of Information Services, Library