

**Faculty Senate Meeting Minutes**  
March 7, 2008

**Call to Order:** Scott Beckett, President, called the meeting to order at 3:03 p.m.

**Senators Present:** Scott Beckett, Lana Jackson, Steve Weber, , Larry Adams, Steve Beckham, Nancy Brent, Jnita Collins, Karla Dixon , Nichol Dolby substituting for Michael Kopenitis, Mindy Graham, Ann Hamblin, Diana Johnson, Bob Mathews, Aimee Martin, Gay Mills, Bill Netherton, Sheree Talkington, Lil Withrow, and Henry Wyckoff.

**Senators Absent:** Claudie Biggers, Marianne Jones, and Michael Kopenits.

**Guests:** Judy Isbell and Carroll Mack Forrester.

**Approval of Minutes:** Minutes of February 8, 2008 were approved as submitted. The motion to approve was made by Lil Withrow and seconded by Henry Wyckoff.

**President's Report:**

LMS Project Team updates: Scott Beckett commended the Project Team for their excellent work. He said that the team voted to include their meeting minutes with the faculty senate to further improve communication. The LMS Project Team has decided to take a step back to reevaluate LMS systems and their level of support. Larry Adams added that the teams plan is to make a decision on a new system by May (corresponding with the end of Eduserve's 9-month contract), begin the transition in the summer, test in the fall, and have full implementation by spring 09. Larry further stated that the committee is also examining legal issues regarding LMS systems. Scott mentioned that this overall reevaluation is positive, since we will now allow companies to court us. Scott also stated that faculty member input is actively strong (11 faculty on the committee) and he commends Eduserve project leader Sherry Hendricks for her excellent leadership.

Eduserve update: Scott stated that the IT Tactical Plan was presented and approved by the Board of Regents in their recent meeting. This document is a result of Eduserve's work over this past year. Scott encouraged the senators to read the document. Some of the highlights Scott highlighted were the shift to new computer rotation, the move to wireless, and the formation of a 9-month contract Chief Information Officer (CIO) who will help the transition after Eduserve is gone.

Senate Position descriptions: Scott set a submission deadline of the Senate April 4 meeting for materials regarding senate position descriptions. He mentioned that procedural manuals are being created by other areas on campus such as IT.

Parking – reserved places situation: Six temporary reserved parking spots in the faculty/staff parking lot were approved by Dr. Jones for the handicapped tutors from the Adult Literacy Council during the time that they were relocated from their house on Van Buren to the Lynn Library. Parking on 24<sup>th</sup> street could not be reserved since it is city property. Senators discussed this issue. Judy Isbell mentioned that there is an historical precedent for no college employee getting preferential parking. Bill Netherton, chair of the Informational Parking Committee was asked to look into this precedent.

Crisis Management Procedures: Scott read directly from an email from Paul Matney and Brad Johnson regarding crisis management. Dr. Matney's email indicated that the President's Cabinet spent almost the entire meeting on this issue. He mentioned that four documents have been prepared by AC personnel and a professional company specializing in emergency management: 1) a safety guide, 2) a flip chart on emergency procedures to be placed in all classrooms on campus, 3) an Emergency Plan prepared by Bomac, Inc., a professional consulting company (training here last summer), and 4) an Emergency Preparedness Manual. He also stated that refining these documents is underway and training is being developed as soon as possible. Dr. Johnson's email confirmed Dr. Matney's email and provided further

details to the plan, including the appointment of a crisis management team two years ago, hiring Bowmac – a company specializing in crisis management, and the cabinet review of the Emergency Response Manual, Crisis Management Manual, and Crisis Communication Plan. Brad suggested that “we finally have answers to the questions faculty and staff have – what should I do if...?” He has confirmed that training is now being developed.

### **Senate Committee Reports:**

Elections Committee – No report.

Technology Committee – Mindy Adams reported that the faculty senate minutes and schedule has all been uploaded on the senate website. She asked Steve Weber and Scott Beckett to forward any other attachments that need to be included.

Courtesy Committee –Lil Withrow reported that cards were sent to Rathna Prabhakar for the death of her mother, to Dr. Jones for encouragement, and to Jana Comerford for encouragement.

Salary Committee – Scott Beckett commended the salary committee for their excellent work in creating a very strong presentation. A copy of The Faculty Senate Salary Committee proposal was provided to each senator. Lana Jackson reported that the proposal was presented to Dr. Matney in place of Dr. Jones absence. She stated that the proposal addresses two areas of concern identified by Dr. Jones in a fall informational meeting with two committee members: 1) faculty compensation should be related to performance outcomes, and 2) attempts should be made to meet the CPI index for Amarillo. The proposal has three priorities, each supported by the AC Strategic Plan and by recent statistical data. A copy of this proposal is attached to the minutes. Members of the salary committee (Lana Jackson, Ann Hamblin, Aimee Martin, Nancy Brent, and Henry Wyckoff) took turns presenting different portions of the proposal to the senate. The three proposals include: 1) meet or exceed the 2007 Amarillo CPI of 4.0% on faculty salary adjustments, 2) increase rank pay, and fund the incentive pay separately from the salary increase, and 3) Increase part-time pay.

Some of the discussion included the professorial rank process. Some faculty believes the current financial incentive is not enough to go through the process. At current tuition rates, Henry Wyckoff noted that the cost of taking the 15 hours needed for rank advancement would take a faculty member 21 years to recoup their financial educational investment in those credit hours. A point was also raised whether the published amounts of rank advancement from Human Resources, as listed on the HR Web page, is the same amount the faculty actually receive. This question will be forwarded to the Rank and Tenure chair.

Questions Committee – Bill Netherton reported a question that resulted from the student behavior form sent to faculty from Bob Austin. This faculty member felt that we need to be more proactive for training faculty for dealing with various forms of inappropriate student behavior. Bill was asked to forward this question to Bob Austin.

Faculty Development Committee – Lana Jackson reported that the ACTS retreat deadline is fast approaching, and encouraged faculty to sign up. She also stated that many training opportunities are currently available for faculty, and that all employee groups are requesting crisis management training. Jnita Collins asked if a grant could be available to help develop this training. Lana will forward this question to the committee.

Faculty Survey Committee – Aimee Martin reported that Brandy is currently compiling data from the recent faculty survey. Aimee brought up an issue that a late election ballot was found in this process and that the East campus ballot box was removed. Aimee was concerned that paper faculty survey responses from East campus were not collected. Scott Beckett asked that the stray ballot be handled by the elections committee. He also asked the committee to be the only ones responsible for the ballot boxes and that senate officers need to have access to ballot box keys.

Information Parking Committee – Bill Netherton had no report, but asked the senates advice on how to best obtain faculty responses regarding parking. Senators discussed this issue and suggested that the committee follow similar guidelines to the faculty survey committee.

Professor Emeritus Committee - Lana Jackson presented senators a ballot with information on three candidates for consideration of Professor Emeritus. Senators voted by ballot and elected a designee. A motion to destroy the ballots was made by Larry Adams and seconded by Henry Wyckoff. The elected designee will be forwarded to Dr. Jones. Dr. Jones and Scott will present the recommendation to the AC Board of Regents at their March meeting for final approval.

Mead Committee – Bill Netherton reported that with the help of honors students, the Mead Faculty Award form has been placed on the website for both faculty and students. Separate criteria have been developed by the committee between students and faculty forms.

**Old Business:** none

**New Business:**

S.P.R.A.T. – Senate President Rank and Tenure: Scott Beckett asked the senate to consider drafting a resolution in support of granting faculty who have served as senate presidents an automatic rank advancement at the appropriate time, provided they have met all additional rank criteria (years of service, educational coursework, etc.). Senators discussed this issue. Steve Weber and Judy Isbell, former chairs of the Rank and Tenure committee suggested that serving as faculty senate president is certainly proof of meritorious service to the college, but that this is only one area that the RAT committee considers in rank advancement. Other senators suggested the possibility of class release time, while others didn't think administration would grant it because many others are serving extended hours as committee chairs. Aimee Martin suggested that a time comparison should be made to those already receiving release times from various responsibilities and what the faculty senate president does. The discussion was tabled until the next meeting.

Adjournment: A motion to adjourn the meeting was made by Mindy Graham and seconded by Henry Wyckoff. The motion was carried unanimously at 5:08 p.m.