

Faculty Senate Minutes

March 5, 2021

Hybrid Meeting(InPerson/Virtual)

Members Present	Amanda Lester-Chisum, President (in person) Donald Abel, Vice President (in person) Robin Malone, Secretary (virtual) Simone Buys, Parliamentarian (in person) Lavon Barrett (virtual by Aaron Gann) Brant Davis (in person) Fiona Denge (in person) Bernardino (JR) Gonzales (in person) Bob Gustin (virtual) Connie Haskins (virtual) Sabera Muna (in person) Bill Netherton (in person) Ray Newburg (virtual) Janie Lane (virtual) Dave Van Domelen (in person) Walter Webb (in virtual)
Members Absent	Camille Nies
Guests	DR. TAMARA CLUNIS (IN PERSON)

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Call to Order	President Amanda Lester-Chisum called the meeting to order at 2:11 pm.	<i>NOTE: Hybrid Meeting held allowing senators to appear in person or virtually via Zoom</i>
Approval of Minutes	Approval of 2/5/2021 meeting minutes.	MOTION TO APPROVE: Ray Newburg SECOND: Bill Netherton YEA: All

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		NAY: None
President's Report	(Discussion of various points, with alterations)	
Vice President's Report	No Report	
Secretary's Report	No Report	
Parliamentarian's Report	No Report	
Guest Report(s)	Dr. Clunis discussed COACH survey, compensation evaluation and possible adjustments. Also discussed was the newspaper article that circulated regarding AACAL and Amarillo College. Partnership between Amarillo College and AISD. Discussed data on the use and effectiveness of the tech-supported and online delivery methods. The data was developed from surveys sent out to students. Possibly send surveys out to faculty to obtain faculty input on effectiveness of alternative delivery methods.	
Questions	Discussed questions received and responses. See Faculty Senate Questions Committee Report.	
Elections	No Report	
Legislative	No Report	
Professor Emeritus Award	No Report	
Faculty Committee Appointments	The VPAA's office has sent out committee list and surveys to faculty requesting volunteer/applicant for committees	
Mead Award	No Report	
Technology	No Report	

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Faculty Survey	Report regarding dissemination of faculty survey results. Discussion regarding best method to relay the information to Administration and all faculty. Focus will be solution oriented. Committee will meet and develop a strategy and present at April Faculty Senate Meeting	
Hospitality	No Report	
Instructional Technology	No Report	
Courtesy	No Report	
New Business	<p>Discussion of the shining example of shared governance last month during the effort to preserve electricity, Amarillo College opted to have no instruction virtually or otherwise February 16-18, 2021. Administration consulted with faculty senate leadership prior to making this decision. Faculty Senators were appreciative of faculty being consulted in this decision that would impact faculty.</p> <p>Mode of next Faculty Senate Meeting: Virtual for Remainder of Semester.</p>	<p>Motion: Don Abell Second: Walt Yea: All Nay: None</p>
Unfinished Business	COVID discussions ongoing	
Updates and Announcements	(Discussion of various points, with alterations)	
Meeting Adjournment	<p>Next meeting scheduled for: April 9, 2021. Meeting adjourned at 3:51 pm.</p>	<p>MOTION TO ADJOURN: Don Abel SECOND: Walt Weber YEA: All NAY: None</p>

Recorder: Robin R. Malone, Associate Professor, Senator STEM

FEBRUARY 2021 QUESTIONS

Report for Faculty Senate Meeting on 3/5/2021

1. What can be done to ensure that our textbooks from our requisition are IN THE BOOKSTORE before the first day of classes?

This is my 4th year to experience problems with my students that have financial aid and need to purchase their textbooks from the AC Bookstore but the books they need are not available or 'out of stock'. I have heard several reasons why this occurs and this year it is because of Covid since everything is shipping later. We didn't have Covid the prior 3 years, so what's the problem? It is not getting better.

Does this problem happen with instructors that teach general education courses on Washington Street Campus? I know of several Programs that have been affected with this same issue year after year on the West Campus (in addition to our program). I know Mr. Andrew Flores is aware of this problem because I emailed him about it last year and this year. I hear from our Associate Dean that Mr. Flores has plans to improve this problem. When?

[Response from Andrew Flores, Amarillo College Bookstore]

Thanks for sharing this question with me, it's a rather complicated answer but it might be best to explain the whole process. Please allow me to start with the role and position of the textbook buyer.

The textbook buyer on the WSC campus manages roughly about 500 different textbook titles each semester. The textbook buyer coordinates with each department to determine course materials that need to be purchased and communicated to students for each class on the WSC, West, Moore County, and Hereford campuses. Throughout the semester, the textbook buyer is also coordinating buybacks, rental lists, and manages deadstock that is all based on the textbook requisitions.

Textbook requisitions are typically requested several months in advance before classes start. The buyer will then begin entering data into our system for about a month based on the textbook requisitions. During this time, the buyer will also try and identify anomalies which may require additional information. In some cases, the textbook buyer will recognize that an instructor is missing or is using a different textbook than what has been used in the past or that the material requested is out of print. Although, it is the department's responsibility to ensure the accuracy of the requisitions before they are submitted, the buyer will soon be making purchases, buyback lists, and rental lists based on the information submitted and it needs to be as accurate as possible.

Once we are about two months from the start of the semester, the buyer will continue to receive late or follow-up on incomplete requisitions. For most of these departments, it is now too late to add their books to the upcoming buyback list. This means that students will not be able to sell their books back and we will not be able to offer used options. The purchasing will also begin around this time frame and usually starts with custom titles since printing these take so much longer. The buyer uses estimates from the requisitions, current enrollment numbers, sales history from the previous year, and estimated

buyback numbers to determine the total number of textbooks that need to be purchased for upcoming semester.

By the time we reach about 4-6 weeks before classes start, the textbook buyer will finalize the rental textbook list and try to contact any departments that have not submitted a complete textbook requisition. In many cases, the materials requested are no longer available, out of print, or have moved to a new edition but the buyer cannot make any changes unless directed otherwise. The textbook buyer will also be uploading information to our online store and setting up the textbook shelves for the inventory that will be arriving daily for the next several weeks.

Between the first week of class and the week before classes start, the bookstore will see over 90% of the total number of sales for the entire month. The reason for this is partly due to time restrictions on financial aid and Thrive. The other factor is that students no longer trust the bookstore. Too many times, they've been told to purchase materials and have gone to class only to find out that their instructor has told them to return their books. On the first day of class, the bookstore will see about 1,000 students and have about 300-500 online orders. The second day of classes, will be similar but slightly lower numbers. These will be the two busiest days of the semester in the bookstore.

Once sales have started, the textbook buyer transitions into a more reactive role. The buyer is looking at out of stocks, sales history, enrollment, and contacting vendors for missing stock. This is also around the time we start discovering potential issues related to course requisitions. Reasons for textbooks being out of stock falls into either a controllable or uncontrollable causes.

Controllable causes:

- Textbook buyer ordered course materials late
- Textbook buyer under purchased
- Instructor or department submitted a requisition late or not at all
- Additional classes opened with enrollment exceeding the initial order of textbooks
- Requisition contained inaccurate information (e.g. invalid ISBN, out of print textbook, item not permitted for resale, etc.)
- Instructor or department has changed the required course materials after textbook sales have started
- Instructor is communicating to students to purchase textbooks without officially listing it on the requisition causing shortages for other classes

Uncontrollable causes:

- Publisher shipped in the incorrect textbook
- Publisher mismanaged the purchase order
- Textbooks are backordered or the print date for the new edition is not available before classes start
- Textbooks were damaged during shipping or transit
- Students from other colleges are purchasing textbooks from Amarillo College causing unexpected shortages
- Instructors or department underestimated value of a physical print textbook causing shortages for other classes

In an ideal situation, there would be few out of stocks related to controllable causes and any should be resolved before the ordering process begins. The buyer would be able to focus solving the uncontrollable and less predictable issues as they develop. However, this is not the case. We still have an alarming number of students coming in with class schedules with instructors listed that we have no record of teaching for the current semester. Far too often, we are giving students class materials based on the requisition and the student is returning with a copy of their syllabus with a completely different textbook listed. In most cases, we find out about these issues after classes have started, including multiple late requisitions. As it stands, the buyer spends a majority of the time resolving controllable issues which can affect anyone that submitted their information correctly and on time if an uncontrollable issues arises.

With that said, I would agree that there are certainly issues within our own process that needs improvement. After experiencing a delay in ordering last spring semester, we implemented a cross training and transparent schedule of the ordering timeline. This allows us the option of having more than one person accountable for purchasing textbooks, reducing the chance of critical failure if any one person is out of the office for an extended period of time. During COVID, staff shortages across the country with publisher warehouses resulted in severe delays, especially for custom bundles. While many of the issues fell under uncontrollable causes, we began the ordering process for spring semester ahead of schedule to try and avoid another round of COVID delays. This spring semester was a vast improvement considering the complications over the last year but we still had some issues with a few select programs or titles due to both uncontrollable and controllable.

We are making steps to improve our process each semester. Some of these include changes to our own process, changes to the textbook requisition, and trying to improve relations between departments to provide us with information to help us help the students better. One of the larger projects in motion is the addition of medical uniforms to the Badger Central Bookstore and Café. We hope that through medical uniforms, we are able to reopen the West Campus Bookstore allowing multiple buyers to oversee Washington and West Campus needs respectively instead of one buyer for so many titles. We will also continue to encourage all faculty to visit the bookstore or check their section on our website to ensure that information is correct or that we have enough stock to support their class needs before classes start. This is a critical step in resolving controllable issues before classes start that any staff or faculty member can participate in throughout the semester.

I know that this email has turned out much longer than I intended but I think it's important to understand how complicated the situation is and can become if we are not working actively to solve the issues together. Simply put, requisitions being turned in on time, correctly, and checking with the bookstore prior to classes starting is the most effective way to reduce any potential issues. The instructors that walk the warehouse shelves before classes start of class tend to have the fewest issues. The issues we have are not unique to the West Campus, there're not even unique to Amarillo College. Most colleges across the country our size or larger have similar struggles for the exact same reason. We are actively addressing out of stocks every semester by looking for ways to improve our process, communication, and learning from our mistakes from the previous semester. While it may not be possible to be 100% accurate with our orders, we are striving to improve the experience for our students each semester over the last.

- 2. Is the Instructional Compensation information contained on the attached document accurate (dated 2012-2013).**

[Response from Cheryl Jones, Vice President of Human Resources]

No. The updated attached Instructional Compensation information(dated 2020-2021)(Exhibit B) is accurate. Essentially, the college is still fine-tuning instructional compensation, but the attached matrix is the one that we're currently using which is similar (save for rates) in construct to the 2012-2013(Exhibit A) one submitted for question. I did ask why this one is not currently available on our website to which Cindy replied that it was supposed to be and that she would check on why it is not. She claimed that it was submitted for web-posting before the fall.

Bob, IS THIS CURRENT?

AMARILLO COLLEGE

INSTRUCTIONAL COMPENSATION FOR ADDITIONAL SERVICES 2012-2013

DEPARTMENT CHAIR TEACHING LOAD AND COMPENSATION (Supervision of at least 3 Full-time Faculty Required) Any deviation in compensation and/or conditions requires approval of the Vice President of Academic Affairs. <table style="margin-left: 40px;"> <tr> <td>Points</td> <td>Extra Increment & Reassignment Time</td> </tr> <tr> <td>10-19</td> <td>\$3,000 & 20%</td> </tr> <tr> <td>20-29</td> <td>\$4,500 & 30%</td> </tr> <tr> <td>30-39</td> <td>\$5,000 & 30%</td> </tr> <tr> <td>40-49</td> <td>\$5,500 & 40%</td> </tr> <tr> <td>* 50+</td> <td>\$6,000 & 60%</td> </tr> </table> <p>* Two-month extended assignment and will teach 6 hours in summer</p>	Points	Extra Increment & Reassignment Time	10-19	\$3,000 & 20%	20-29	\$4,500 & 30%	30-39	\$5,000 & 30%	40-49	\$5,500 & 40%	* 50+	\$6,000 & 60%	FORMULA FOR CALCULATION OF FACULTY PAY FOR ADDITIONAL MONTHS OF SERVICE 10 months 9-month base salary x .111111 = salary for 1 additional month 11 months 9-month base salary x .222222 = salary for 2 additional months 12 months 9-month base salary x .333333 = salary for 3 additional months
Points	Extra Increment & Reassignment Time												
10-19	\$3,000 & 20%												
20-29	\$4,500 & 30%												
30-39	\$5,000 & 30%												
40-49	\$5,500 & 40%												
* 50+	\$6,000 & 60%												

PROFESSORIAL RANK INCREMENTS <table style="margin-left: 40px;"> <tr> <td>Assistant Professor</td> <td>\$1,750.00</td> </tr> <tr> <td>Associate Professor</td> <td>\$2,750.00</td> </tr> <tr> <td>Professor</td> <td>\$3,750.00</td> </tr> </table>	Assistant Professor	\$1,750.00	Associate Professor	\$2,750.00	Professor	\$3,750.00	ADDITIONAL DUTY DAYS SERVICE IF ADDITIONAL ASSIGNMENT IS LESS THAN 10 MONTHS 9-month base salary divided by 180 duty days = 1 day's salary times the number of extra duty days.
Assistant Professor	\$1,750.00						
Associate Professor	\$2,750.00						
Professor	\$3,750.00						

SUMMER TEACHING COMPENSATION FOR BOARD-APPOINTED PERSONNEL	
Faculty with 9-month appointments: Administrative and Classified:	75% of 1/30th of 9-month base salary per instructional load hour. Hours beyond a full load (12 hours) will be compensated at the overload rate. Same schedule as overload compensation scale if completion of the part-time certification. If no certification, will be paid on the part time faculty without certification scale.

TEACHING OVERLOAD COMPENSATION FOR BOARD-APPOINTED PERSONNEL and PART-TIME FACULTY COMPENSATION WITH CERTIFICATION (Load Hour: Based on degree and years of teaching experience at Amarillo College)			
Years of Experience	Less Than Master's Degree	Master's Degree	Doctoral Degree
1	\$440.00	\$490.00	\$540.00
2	\$490.00	\$540.00	\$590.00
3	\$540.00	\$590.00	\$640.00
4+	\$565.00	\$615.00	\$665.00

TEACHING COMPENSATION FOR PART TIME FACULTY WITHOUT CERTIFICATION (Load Hour: Based on degree and years of teaching experience at Amarillo College)			
Years of Experience	Less Than Master's Degree	Master's Degree	Doctoral Degree
1	\$390.00	\$440.00	\$490.00
2	\$440.00	\$490.00	\$540.00
3	\$490.00	\$540.00	\$590.00
4+	\$515.00	\$565.00	\$615.00

Clock Hour: \$19.00 per clock hour (\$21.00 per clock hour for state-funded Continuing Education courses.)

SUBSTITUTE TEACHING COMPENSATION \$19.00 per clock hour	COOPERATIVE EDUCATION PROGRAMS 3 Load Hours - 20 students (.15 load per student)
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REIMBURSEMENT FOR TRAVEL For authorized travel by private automobile: \$.48 per mile or Cost of round-trip coach airplane fare, whichever is less

Effective Date: 09-01-2012

Send To R Malone

Instructional Compensation for Additional Services			
2020 - 2021			
DEPARTMENT CHAIR TEACHING LOAD AND COMPENSATION (Supervision of at least 3 Full-time Faculty Required) Any deviation in compensation and/or conditions requires approval of the VP of Academic Affairs.		FORMULA FOR CALCULATION OF FACULTY PAY FOR ADDITIONAL MONTHS OF SERVICE	
Points	Extra Incr. & Reassign. Time	10 months	9-month base salary x .111111 = salary for 1 additional month
10-19	\$3,000 & 20%	11 months	9-month base salary x .222222 = salary for 2 additional month
20-29	\$4,500 & 30%		
30-39	\$5,000 & 30%	12 months	9-month base salary x .333333 = salary for 3 additional month
40-49	\$5,500 & 40%		
* 50+	\$6,000 & 60%		
* Two-month extended assignment and will teach 6 hours in summer			
PROFESSORIAL RANK INCREMENTS		ADDITIONAL DUTY DAYS SERVICE IF ADDITIONAL ASSIGNMENT IS LESS THAN 10 MONTHS	
Assistant Professor	\$1,750.00	9-month base salary divided by 180 duty days = 1 day's salary times the number of extra duty days.	
Associate Professor	\$2,750.00		
Professor	\$3,750.00		
SUMMER TEACHING COMPENSATION FOR BOARD-APPOINTED PERSONNEL			
Faculty w/ 9-mo. appointments:	100% of 1/30th of 9-month base salary per instructional load hour. Hours beyond a full load (15 hours) will be compensated at the overload rate.		
Administrative and Classified:	Same schedule as overload compensation scale if completion of the part-time certification. If no certification, will be paid on the part time faculty without certification scale.		
TEACHING OVERLOAD COMPENSATION FOR BOARD-APPOINTED PERSONNEL and PART-TIME FACULTY COMPENSATION (Load Hour: Based on degree and years of teaching experience at Amarillo College)			
Years of Experience	Less Than Master's Degree	Master's Degree	Doctoral Degree
1	\$490.00	\$540.00	\$590.00
2	\$540.00	\$590.00	\$640.00
3	\$590.00	\$640.00	\$690.00
4+	\$615.00	\$665.00	\$715.00
CLOCK HOUR: \$20.00 per clock hour (\$22.00 per clock hour for state-funded Continuing Education courses.)			
SUBSTITUTE TEACHING COMPENSATION: \$21.00 per clock hour			
COOPERATIVE EDUCATION PROGRAMS: 3 Load Hours - 20 students (.15 load per student)			
REIMBURSEMENT FOR TRAVEL: For authorized travel by private automobile: \$.48 per mile or Cost of round-trip coach airplane fare, whichever is less			
Effective date: 09/01/2020			