



Faculty Senate 2021 – 2022

Meeting Minutes

Meeting: Tuesday, August 10, 2021

Lacombe Campus Room 123 OR Virtual Teams link

- I. Welcome—we will have meetings once a month, we will discuss when those meetings will be
 - a. Welcome new officers
 - President—Amanda Jacob, located at Lacombe Campus
 - Vice President—Melissa Templeton, librarian, located at Lacombe Campus
 - Secretary—Amanda Brammer, located at Lacombe Campus
 - Treasurer—Abdellah Laamarti, located at CTS Campus
 - b. Welcome new senators:
 - Sullivan—Rose Dedeaux, Michael Singley
 - Lacombe—Tracie Bates, Owen Brown, Robert Pate
 - HAC—Deborah Jenkins (at Lacombe but still HAC Senator) Gary Wheat
 - CTS—Ollie Vignes, Amy Fleming, Chris Chandler
 - Florida Parishes—Julie Kupper, Michelle Guidry
 - Adjunct—Meghan Martinez

Talked about adding a Senator for Livingston but need to go through the process. We will be working to add a Senator by Feb; if you know someone that wants to start engaging they can start now (just won't have a vote yet).

- II. 2020 – 2021 Faculty Senate Recap
 - A. Communication issues—one of the big issues brought up last year is dissatisfaction with communication. Meetings were held with administration to address this issue. One of the issues was the problem with knowing how to join college-wide committees and how to become involved.
 - B. Academic issues with enrollment—
 - i. Senate submitted resolutions in the Fall and Spring semesters to change minimum enrollment for a full section to 10 instead of 12, which were approved. Now, it minimum enrollment is back to 12 because the college took a financial loss with the lower numbers. The college was allowed to use HEERF funding to plug the holes, however this was a one-time thing.

- ii. Amanda Jacob did bring it to attention of administration that some faculty members have classes with low enrollment but also have some healthy classes. Administration will look at balance and attempt to average to make a full-time load when possible.
- iii. Amanda mentioned that the departments went through some restructuring. If have a concern, go to Daniel Roberts for academics, Christy Marceau for health science and Dewayne Lambert for Technical.
- iv. Another issue that the Senate brought up last year is the fear about retaliation when faculty express concerns. Amanda said all of administration was very kind and welcoming when faculty concerns surrounding this issue were expressed.
- v. Another issue that was brought up last semester is faculty concerns about too many meetings being scheduled at the last minute. Administration is working on a campus by campus college wide calendar to alleviate these concerns some.
- vi. Senate did a bunch of work on faculty onboarding last semester. The main people that worked on this were Melissa Templeton and Meghan Martinez.
- vii. Amanda Jacob gave us the schedule for the rest of this week. Department Chairs will pass it on to their departments.
 - Academics--for now, Wed and Thurs will be working on home campus. Friday are the department meetings. Mon and Tues, faculty will be working on SACS (academics).
 - Technical and Allied Health—Dewayne Lambert and Christy Marceau should have already shared schedule with their faculty.
- viii. If having health situations, follow CDC guidelines and reach out to your Campus Dean, Dept Chair, and Christi Brown (Faculty Liaison for HR).
- ix. Melissa Templeton talked about the changes to onboarding process. The Onboarding Committee wants to make the onboarding process mandatory, part online and part face to face over the course of 2 semesters. The onboarding process will be different for academic and technical.
- x. Amanda mentioned that allied health and technical brought up concerns that there is no clear explanation of what is considered 100% workload for these divisions (where it is obvious for academics). The Senate has the current policy for allied health and technical. The Senate can look at the policy and understand what is currently in place and whether we want to re-write policy.

- III. Roles and Responsibilities of Senators—we were kind of loose last year with this but will be more structured this year (so everyone is attending and has an equal voice).
 - a. Attend all meetings of the Senate, or send a proxy—today we will look at what is

the best way to schedule meetings to accommodate everyone. Meetings will be virtual. If you want to send a proxy, email one of the officers with the name of your proxy.

- b. Participate in discussions and debate in the Senate—visitors can participate in discussion but won't have a vote.
 - c. Make decisions in light of what is best for the faculty and college as a whole.
 - d. Serve as a liaison between full-time faculty and the Senate—Senators should talk to faculty to see what consensus is and vote with consensus of your home faculty.
 - e. Make recommendations to the President for committee appointments.
 - f. Be available to serve on committees as assigned by the President.
- IV. Sub-committees—open to anyone; don't have to be a Senator to join a committee
- a. Finance Committee—Chair is Abdallah Laamarti; Committee is in charge of helping organize the Faculty Dues Campaign; in charge of how Senate spend the dues it collects (for example money can be given to faculty for professional development if the faculty member has paid dues).
 - b. Public Relations Committee—Chair is Amanda Brammer; Committee in charge of how to communicate campus wide (email); goal is to collect information that needs to be shared with everyone; puts together The Senate's part of the Gators Good News Newsletter (Senator and Faculty Spotlight).
 - c. Faculty Affairs Committee—Chair is Amanda Jacob (but needs a co-chair); Committee is in charge of gathering information about issues from faculty and figuring out how to address the issues; works on Agenda for Senate meetings.
 - d. Faculty Onboarding Committee—Chair is Melissa Templeton; Committee is in charge of faculty onboarding process; committee will be ongoing even through basic procedure is established (determines how faculty will onboard, creation of onboarding materials).
- V. Old Business Carryover—talked about this some in the re-cap already
- a. Faculty Workload Policy for Technical / Allied Health
 - b. Faculty Concerns and How they are addressed—one of the big concerns expressed last year in Senate was plagiarism/academic dishonesty. This issue was addressed with administration last year and will be ongoing this year.
- VI. Open Discussion / Call for New Business—if you would like to bring up some new business, please bring it up now or email Amanda Jacob or Melissa Templeton for discussion at future meetings.
- A. Deborah Jenkins brought up the need to update a faculty member's salary if the employee obtains a higher degree. As of this point, can't update unless the employee changes positions. Amanda Jacob said that this is a LCTCS policy, not a NTCC policy. This is on agenda to be discussed with Dr. Sullivan and Amanda Jacob will work on getting this addressed with LCTCS.

- B. Amanda clarified about pay raises. Legislation earmarked a certain amount of money for raises for community colleges. The caveat is that the colleges had to give across the board pay raises and also had to also address high demand positions like technical positions. All NTCC faculty got a 2% raise but some high demand positions will get more. Amanda Brammer also brought up that there is an increase in pay for rank and promotion pay, but we don't know how much that will be yet.
- C. Change to Rank and Promotion—there was an issue with people not being eligible for promotion because of not having committee service. This has been changed and faculty no longer have to have served on 2 committees per year to apply for promotion. Faculty Senate can modify Rank and Promotion but takes time because has to go through ranks of NTCC first and then go on thought the ranks of LCTCS as well.
- D. If a Senator or guest isn't comfortable bringing up business in the meeting, email a senator or even drop off an anonymous note. We welcome suggestions on business, things to go on the agenda and any concerns. Amanda Jacob wants to have agenda ready and emailed out at least 72 hours in advance. Thus, she requests you make suggestions within 5 days if you want your business listed on the agenda/discussed in meeting. Meeting minutes will be ready within a week of the meeting. However, minutes won't be posted on the website until after the Senate votes on the minutes at the next meeting.

VII. Planning Meeting Schedule for Fall 2021

- a. Amanda asked for Senators to email her some potential times for meetings. Last semester, we met on Fridays. The Senate will aim for once-a-month meetings and plans to have a more organized schedule this year.
- b. Tracie Bates suggested 1 pm on Friday as a meeting time. Amanda Brammer mentioned that less people are teaching on Fridays than on Monday through Thursday (at least in academics).
- c. Amanda Jacob suggested maybe 2nd Friday of the month because administration meetings are often on the 3rd Friday of the month. That way the Senate can discuss topics prior to the administration meetings (that Amanda Jacob attends).
- d. Homework: Let Amanda Jacob or Melissa know if you want to be on a committee. Also email Amanda Jacob time blocks you are available for meetings on the second Friday of each month. Also think about new business that you would like Senate to address at a future meeting.
- e. Amanda Brammer brought up that Senate sub-committees count as committees for Rank and Promotion.

VIII. Closing--Motion to Adjourn by Gary Wheat, Second by Tracie Bates

Attendance:

Amanda Jacob, Kathleen Elstrott, Larry Carrier, Tommy Zenon, Rose Dedeaux, Misty Hellmers, Meghan Martinez, Julie Kupper, Tracie Bates, Amy Fleming, Gary Wheat, Chris Chandler, Sarah Alford, Richard Distefano, Owen Brown, Robert Pate, Abdellah Laamarti, David Lloyd, Amanda Brammer, Deborah Jenkins, Sharon Dickens, Melissa Templeton, Michelle Guidry, Ollie Vignes, Pamela Braden, Ricky Hano, Michael Singley, Dwayne LaFontaine

**Minutes will be officially voted on during the next meeting.