



Faculty Senate 2021 – 2022 Meeting Minutes

Meeting: Friday, October 8, 2021 at 1:00 pm

Virtual Teams link

Minutes typed by Amanda Brammer, Faculty Senate Secretary

Amanda Jacob began the meeting at 1 pm.

Attendees: Amanda Jacob, Amanda Brammer, Michael Singley, Amy Fleming, Chris Chandler, Gary Wheat, Julie Kupper, Tracie Bates, Abdellah Laamarti, Michelle Guidry, Owen Brown, Meghan Martinez, Melissa Templeton, Ollie Vignes

- I. Minutes from August Meeting—Amanda Brammer motioned to approve August meeting minutes and Owen Brown seconded the motion. Minutes were approved without opposition. Minutes will be sent out to faculty every month by Amanda Brammer.
--didn't have a meeting in September because of Hurricane Ida
- II. Updates from Administration
 - a. Hurricane Ida – Foundation raised money.
--Administration is working on distributing to faculty in need—did have 10 faculty/staff members with catastrophic losses and admin is working to help them. If you know anyone in need, have them contact administration.
 - b. Calendar Changes due to Hurricane Ida
 - i. Midterm Grades due October 15th
 - ii. Monday and Tuesday before Thanksgiving now class days.
CTS faculty stay up to date with Lizette for any extra updates/changes
 - c. Covid-19 Exposures – Faculty – Christi Brown
--If students test positive, send them the link from Christy Montgomery. Information from form goes straight to Christy Montgomery and she will conduct an investigation. Faculty will be asked the student's last date of attendance, masking in your classroom, and several other questions.
--Faculty will then need to see Christi Brown in HR and she will ask questions to determine if you will need to be quarantined. If you have students that are quarantined, you will need to work with students to make up class or go virtual.
 - d. Website Update and Branding Policy—
--The college recently had an update to website and we need to use appropriate branding in emails and other correspondence from now on (especially with

outside companies). Lauren Donaldson is your go-to person for branding and logos and we will receive more information on this soon.

e. One extra laptop per campus in case someone forgets

--The college has had a few problems with faculty not being able to teach or having to borrow a laptop if they forget theirs at home. The school will be purchasing one extra laptop per campus, which faculty will have to sign out for the day and then return it.

--This is a back-up emergency situation, not a license to leave your laptop at home. It will take some time for the order to go through purchasing but its in the works and the laptops will be coming.

III. Sub-committees—most haven't met yet due to Ida but briefly checking in today

a. Finance Committee

- i. Mr. Laamarti talked about dues collection (especially in light of Hurricane Ida). He asked if everyone would be ok for us to collect dues using a form and he was wondering if anyone knew how we were allowed to use funds, or if we can figure out how funds were allowed to be used. Also, he wanted us to know that Ollie Vignes volunteered to be co-chair. Send him an email if we have any input about dues.

--Amy Fleming said that she will look around for policy and Dawn Brownlow would be a good person to ask as well. She had a copy of the policy at one point, Megan also agreed with this. Mr. Laamorti will reach out to Dawn and ask her. Amanda Jacob thinks dues were \$25 for full time and \$5 for adjunct and asked us if that sounded like a good amount to continue with.

--Amanda Brammer said that sounded fine and Chris Chandler was wondering how Senate originally came up with that amount. Amy Fleming said that Dawn Brownlow had researched amounts other colleges charge and that is how Senate ended up with that amount.

--Meghan Martinez found an email what dues are used for and put the document into the chat. Amanda Jacob said we need to find the policy and decide whether to keep it as is or tweak it. Chris Chandler motioned to wait until the next meeting. This motion was seconded by Julie Kupper and Tracie Bates. Everyone agreed to wait to discuss again at the next meeting.

b. Public Relations Committee

- i. Amanda Brammer – news for the Gator Good News focused on Faculty
ii. Committee Members: Michelle Guidry

--Things you want to celebrate or anything about faculty you want everyone to know, let Amanda Brammer know and the committee will take care of it. Also, faculty list serve has been created now, so we have a way to email the faculty.

--Amanda Brammer said that the committee hasn't met yet but asked if anyone would like to volunteer to be featured in the Senate Spotlight for the newsletter. We were hoping to feature some new Senators who have not been spotlighted before. Three Senators were chosen for the months of Oct-Dec. The chosen Senators will submit a brief bio and picture to Amanda Brammer to be given to Mary Slazer for inclusion in the newsletter. Ollie will submit hers by Oct 15th to Amanda Brammer for the month of October.

Oct—Ollie Vignes, Nov—Owen Brown, Dec—Chris Chandler

c. Faculty Affairs Committee

i. Amanda Jacob Co-Chair: Julie Kupper

ii. Committee Members: Christopher Chandler

--Amanda Jacob talked about the responsibility of this committee being to collect concerns (as well as good things too) to take to administration. If you have any issues or concerns, you can reach out to Amanda, Julie or Chris. You don't have to attach your name, can just mention to one of the above or really to any Senator and it can be confidential

--Julie Kupper said that the true purpose behind Faculty Senate is not really understood by the general faculty—such as Faculty Senate being here to help faculty with issues. Julie mentioned that Senate should send something out with our mission or purpose to all faculty. Amanda Brammer offered to send something out as the secretary and asked for help with wording.

d. Faculty Onboarding Committee

i. Melissa Templeton – Start of 1st on-boarding cohort

ii. Committee Members: Amy Fleming, Gary Wheat, Tracie Bates

--Melissa Templeton said the committee did not meet in Sept. She showed the website link to the onboarding program that was created by Paul. Melissa mentioned that the college had 16 new faculty that are starting with onboarding program this year.

--Tracie B said we should include the role of Faculty Senate in onboarding program and Melissa said that was possible to incorporate into the program. Tracie also asked for a committee list for new faculty. Amanda Jacob said that this is in the works but got somewhat derailed by Ida.

IV. Thanksgiving Drive – Would we like to partner with PTK?

--Amanda Jacob discussed how, pre-COVID, Senate would participate in drives along with other organizations in the college. The college has 2 drives coming up that we might want to participate in.

--Amy Fleming is assisting with a food drive for PTK (honor society), since they do several service projects. PTK will have a box in the lobby in throughout November

and will distribute flyers about donation. At the end of November, PTK will set up a food pantry at NTCC for students or will donate to a local food bank in the area.

--Amanda Jacob was wondering if Senate wants to assist by getting word out and assisting with flyers and boxes. Several Senators said that they would like to help coordinate and Amy Fleming said that would be great, especially at satellite campuses.

V. Toys for Tots – would we like to partner with SGA (Lacombe Campus)?

--Amanda Jacob discussed that SGA wants to conduct a toy drive for Toys for Tots along with Marine Corps at the Lacombe Campus, through November and into December. Amanda mentioned that SGA could do this at other campuses as well, if we have help from Senate. It is kind of hard for SGA to do it alone especially with trying to do it college-wide. Amanda Jacob asked if Senate wanted to help, and several Senators indicated that we would like to help.

VI. Open Discussion / Call for New Business

Amanda asked if we have any new business. Nobody indicated that they had any new business.

--Amanda indicated that Senate Sub-Committees need to meet prior to the next meeting.

VII. Next Meeting

a. Week of November 8th – 12th

b. Availabilities on Monday – Wednesday to allow Allied Health representatives to participate?

--Amanda Jacob mentioned that allied health said that Friday wasn't a great time to have meeting due to clinicals.

--Amanda asked if Mon-Wed would work instead of Thurs or Fri. People typed in the chat what day they prefer. Amanda Jacob scheduled the next meeting for Wednesday November 10th at 12:15. Amanda Jacob said that she will check in with anyone that has to miss or have a short sub-meeting if necessary to accommodate as many Senators as possible.

Motion to adjourn by Gary Wheat, motion was seconded by Tracie Bates.

Meeting ended with no opposition at 1:36 pm.