

**Roane State Community College
Faculty Senate Meeting, Feb. 14th, 2014
Meeting Minutes**

Attendees:

President – George Meghabghab
Vice President – Bill Schramm
Secretary – Ollie Nolan for Pat Wurth

Shannon Meadows
Ron Sternfels
Sue Sain
Teresa Manis
Marcie Shloush
Bill West
Valerie Herd
Elizabeth Lewis
Ollie Nolan
Brenda Luggie

Alternate - David Blevins also representing Teri Gergen
Alternate – Sammie Mowery also representing Ralph Monday

1. Quorum was established.
2. Minutes of the January 24, 2014 meeting were approved.
3. Speakers at today's meeting were **Darrell West, Tim Carroll, and Elizabeth Lewis**

a. Darrell McGraw, EH&S Compliance Manager

Mr. West provided information about his credentials (training and previous work positions). He stated the necessity for having Safety Guidelines. Currently there are no TBR guidelines for environmental and safety issues. He is working on preparing guidelines. The other big issue is training employees on how to work more safely. He would like the safety metrics to be visible for all employees to see.

Mr. West presented data on the past five years of environmental and safety issues here at Roane State. There were two missing years. He indicated that it is unsure if the data is lost, misplaced, or was never collected.

Mr. West provided the areas that are required to be monitored and reported. He indicated that for the maintenance group he wanted monthly meetings with training for other groups as needed. He requested assistance/input for training in specific areas. He is aware that training must be in dental (radiation), nursing, chemistry, theatre, etc. He needs specific topics in those groups (radiation, chemical storage, painting materials, clothing [shoes], Freon, gas, and manure). All training done must be documented.

There is a report that must be turned in coming up within the next two months and he wants to be ready. The Safety Committee has not been active for the last 2 years. Senators that were chosen to be on this committee were **George Meghabghab, Ron Sternfels, David Blevins, Brian Wilkerson and/or Stacy Jacobs, and Bill West. Brenda Luggie requested Mr. West contact Jon Chemay and Megan Anderson** regarding the Theatre and the Princess facilities.

b. Tim Carroll, Assistant VP Information Technology

Mr. Carroll presented for discussion and vote on approving the Strong Password Policy. He explained that why we need this is because it is required by TBR and IT has an audit scheduled shortly. The recent “hacking” events have prompted this policy to protect our privacy and prevent hackers from breaking into our system. The strong password is to be eight characters long with a mixture of numbers, letters and special character. There was a vote and it was approved. This policy will go into affect in the next 120 days.

Mr. Carroll also indicated that another policy is going to be presented for discussion/vote by Faculty Senate. It is the use of distribution lists. There will be three distribution lists. One will be for the President/VPs and Security; another for Deans/Departments. This is to eliminate the “glut” of reply to all responses. Each of us may create our own distribution lists.

c. Elizabeth Lewis – Alternate for Pam Siergiej to the TBR Sub-Council Meeting

Attended by phone and was unable to see PowerPoint slides. She has asked for minutes because she also lost connection during the meeting and was unable to quickly reconnect. Issues that were discussed:

- ... Approval of American Sign Language class to complete the Foreign Language requirement.
- ... TBR is proposing to reduce Faculty summer pay by 1/32nd to reduce expenditures. There was an objection to any reduction in pay so this was tabled for further discussion.
- ... Memphis CTAT has been outsourced (need follow-up information with Pam).
- ... Visibility of student/faculty is an issue at some campuses. This regards the student and faculty ID cards. Discussion included possible violation of FERPA. The new ID badges will allow access to ORBC new building. President Meghabghab will obtain and provide directive on requirement to wear the ID badges from President Whaley. The ID badges will be needed by the first week of May. Each entrance of the new ORBC building will have a Card X machine that you must swipe your ID card through in order to enter the building.

Ralph Monday did not attend to this issue was tabled until next meeting.

President Meghabghab reported that Harriman has an intranet system. ORBC and the eight other campuses do not have intranet. This system would have allowed campuses to be able to connect with each other during the recent loss of AT&T service.

Adjourned

Respectfully submitted: