

# **Roane State Community College**

## Minutes of the Monthly Meeting of the Faculty Senate

November 13, 2015

2:00pm

### **Location of Meeting:**

ORBC – Goff Building Room 209

### **Present at Meeting:**

Brad Fox – President

Mike Farmer – Vice

President

Saundra Stiles –

Secretary

Pam Siergiej – TBR

Representative

Shannon Meadows

George Meghabghab

Adolf King

Michelle Jones

Gary Genna

Vicky Hensley

Marianna Mabry

Pat Wurth

Stacie Bradshaw

Cody Villarreal

Elizabeth Lewis

Fran Kinnunen

Brenda Luggie

Jason Fishel

Marcia Shloush

Bill West

Brooke Lakin

Laura Vaughn

Robert Alfonso

- I. **Quorum was established**
- II. **Approval of minutes** from October Faculty Senate meeting – Pat Wurth motioned for approval. Motion was seconded by Gary Genna. Minutes approved.
- III. **Constitution Update** – Mike Farmer provided a comparison table with the differences in the two constitutions (one from FS webpage and one from RSCC policy page). Mike reported that the majority of the content was the same in both documents, small changes/differences in wording were discussed. Mike will make changes into an updated final version and bring to December FS meeting for approval. If any senators have suggestions on wording, send to Mike via email. Senate was in agreement that the constitution should only be in one place, with a link on the other page to the document. A motion was made to accept the proposed changes for the updated final version based on the two versions of the constitution; seconded and approved.
- IV. **Faculty Senate attendance** – Brad discussed attendance at FS meetings; specifically who is allowed to attend. Wording in constitution was discussed, as was interpretation of wording. Decision was made to revise wording to make clear who is able to attend FS meetings. First, Mike will combine two versions of constitution, once approved, then FS will work on attendance wording. A question was posed if adjunct faculty were allowed to attend meetings.

Answer was yes they are invited to attend, but not allowed to vote. However, if there is an issue, they should discuss with their division senator first and ask them to bring before senate.

**V. Security Committee Updates and Concerns –**

George discussed the EBC – emergency building coordinators that were originally assigned in 2009 in Harriman. None were ever assigned in Oak Ridge. These people help during drills, are assigned a certain area, and report problems to security. He asked if this was something needed at the Oak Ridge campus (specifically the Goff building). Volunteers for a security committee to discuss roles of EBC's in Oak Ridge and if we want them or no. Committee will be George Meghabghab, Pat Wurth, and Marianna Mabry.

OTA lab in Oak Ridge will have new locks installed on doors (issue was brought up some time ago, and the decision was made to replace locks).

**VI. TBR Faculty Sub-Council Representative update –**

Pam reported talking to Dr. Denley about post tenure review and he said this was something that has been discussed for years and he just wanted to mention it at one of their meetings. Dr. Denley has also proposed going back to the fee payment where students will be charged for 12 hours (even if enrolled up to 15 hours). Students would be charged extra for anything over 15. Research has indicated students have taken less hours when they were being charged more for hours 13, 14, and 15. Jackson State has asked TBR to reexamine sick leave and how it is applied. TBR has said it is state law dictated, and they cannot change or amend how sick leave is viewed (Jackson State had an issue during inclement weather). Faculty handbook on RSCC page is very outdated (2009). Discussion about who is responsible for updating this, and what needs to be done to get a new one on the website.

**VII. Workload Committee Report – Shannon** said the committee has met and they are collecting data and working on analyzing the data in a spreadsheet. They are comparing other TBR institutions and how they calculate work load. Several handouts presented with information from other institutions. Working on drafting a policy that is fair for both faculty and institution.

**VIII. Personal Leave for Faculty –** workload committee will continue to work on this. Several handouts were given regarding other institutions who grant personal leave for faculty.

**IX. President's Report –** Success coaches – the hiring process is almost complete. Those who have accepted positions and where they will be stationed are: Kat Baker (Harriman), Juliann Cole (Oak Ridge/Lenoir City), Wendy Floyd (Oak Ridge/LC), Sonya Thomas (Harriman), Vanessa Overton (Campbell/Scott), Karry Hamby (Harriman), Amanda Houston (Cumberland), and one more in Oak Ridge that has not been identified. Incoming freshman will have a success coach assigned for their first 24 hours, and then they will be assigned to faculty. Completion Institute was informative, and gave insight into how success coaches will

work. Also discussed was academic advising and career planning. There are teams forming for success coaches, GPS, and data driven scheduling. More information coming.

Administrative Council November meeting was cancelled. Brad is still pushing for meeting to be videoed and posted for faculty to view. Academic Council met, all files can be found online (November Meeting Folder: \\nassrv\ACADCSL\2015 Meetings\2015-11-13) or ask your Senate representatives what was approved. New online photo directory committee is meeting November 23.

#### **X. New Business –**

- a. Memorial Tree for Bob Thomas – motion made, seconded, and approved to plant a tree (donated by Brad) in memory of Bob Thomas at the Harriman campus.
- b. Sick Leave Bank – faculty member gave background on sick leave bank (established 3 years ago to help faculty members who are out on sick leave and exhaust their leave due to extreme medical reasons). There is a faculty member who is in need of sick leave if anyone is willing to donate time. Forms are available. See Pat Wurth for more information.
- c. Title IX and Pregnancy policy – faculty member raised question if there should be a more concrete policy related to pregnancy and Title IX. Because it is a Title IX issue, many faculty members gave suggestions and agreed that there doesn't need to be a written policy on how to handle situations (due to the fact there are numerous possibilities/situations that could arise) but did suggest that faculty have students complete a "contract" in writing or via RSCC email that agree to terms by which the student will complete the course requirements.
- d. Computers timing out in classrooms/labs – one faculty member expressed concern because computers timeout and require the password to be reentered. There is a policy that dictates usage of passwords and office/classroom computers that are unattended. A motion was made to suggest Brad talk to Danny Gibbs about how we can comply with the TBR policy and allow for designating dedicated classrooms in the same category as office space or "no public access" spaces (which will then extend the "timing out" problem of the computers). The motion was seconded and approved.
- e. President Whaley has been invited to the next faculty senate meeting and will attend a portion of the next meeting to share any updates.

#### **XI. Meeting adjourned**