

Roane State Community College

Minutes of the Monthly Meeting of the Faculty Senate

March 17, 2017

2:00pm

Location of Meeting:

Oak Ridge, Goff 226, 2:00pm

Present at Meeting:

Senators:

Brad Fox – President

Mike Farmer – Vice President

Saundra Stiles – Secretary

Pam Siergiej – TBR Sub-Council Rep

Jill Denton

Ben King

Elizabeth Weaver

Ron Sternfels

Michelle Jones

Sue Sain

Kathy Arcangeli

John Brown

Pat Wurth

Elizabeth Lewis

David Rath

Cody Villarreal

Fran Kinnunen

Ralph Monday

Matt Waters

Teresa Lucas

Peggy Hilliard

Marcia Shloush

Brooke Lakin

Bill West

Laura Vaughn

I. Quorum was established

II. Approval of Minutes – February Faculty Senate meeting minutes approved.

III. Catawba Valley Community College representatives. Three representatives from CVCC spoke about using Infosilem at their institution. Infosilem helped move from scheduling to looking at patterns of enrollment. Facility utilization was also helped tremendously by using Infosilem. Infosilem works for facilities, students, faculty, and departments to help see patterns of enrollment. Infosilem remembers from semester to semester how courses are scheduled. In recognizing patterns of enrollment, it is easier to determine where courses need to be in terms of requirements (lab, computer, etc.). It also helps make sure classrooms are not sitting empty, and some are overcrowded. One of the biggest fears of CVCC faculty was being assigned a crazy schedule, such as an 8am and then 4pm class. That doesn't happen because courses are still assigned by the Deans or Department Heads. Infosilem is really

a tool to use to maximize successful scheduling for everyone and to make things more efficient. CVCC has 5 campuses and 7 high schools in their service area. Infosilem allows for parameters to be set to allow for travel time between campuses for faculty and students. CVCC also has health science programs, and the clinical sites are taken into account when setting parameters in Infosilem. Infosilem also helped department heads because it showed how many students need certain courses, and it forces students to take the courses they need to complete their degree. The only thing they could say that was a problem was one of their degree programs didn't have a clear sequence of courses to take for completion. They had to create that for that particular degree program. There is quite a bit of time required on the front end to set things up, input data, and set parameters. As the college begins using Infosilem, patterns will emerge and they can be put in the system. There haven't been any complaints from students, they don't even know about Infosilem. In fact, students had complained in the past about needing certain sections of courses, and that has been eliminated because of Infosilem. If you are involved with scheduling, talk with your Dean about being involved in the upcoming meetings.

IV. Financial Aid forum update – Sandra Stiles. Faculty Senate representatives met with Financial Aid representatives – Jamie Stringer, Robin Townson, and Misty Magill on 2/16/17. Several topics were addressed at the meeting. The SAP process and the three components of SAP were explained. Students who are filing a SAP appeal must submit third party documentation, as required by federal guidelines. RSCC has “SAP Workshops” during the summer where the SAP appeal committee and financial aid representatives meet individually with students to approve or deny their appeal. If an appeal is approved, students only have to submit an academic plan for future semesters (provided they continue to successfully complete courses on the academic plan). If an appeal is denied, students can submit another appeal to Robin Townson, the Director of Financial Aid. If it is denied there, students can submit another appeal to Dr. Jamie Stringer, Assistant VP Enrollment, Student Services, and Innovation. Students are notified via Raider Net that they are on a SAP hold, and when workshops are scheduled. With mandatory advising, Faculty will be required to talk with students about financial aid, but specific questions should be filtered to One Stop. Also, Program of Study will help students stay on track. Brad suggested another meeting and inviting more faculty to attend so that more faculty can ask questions and become more familiar with the process. The group suggested having a website with a little more information so that faculty could easily refer to it for quick answers.

Several faculty members asked questions and asked for clarification on statements made during the FA forum. After discussion, a motion was made to clarify the following specific questions. A request was also made from Senators that the answers be returned in writing prior to the next meeting that is scheduled with financial aid (it has not been scheduled yet).

1. How do the financial aid policies of RSCC support the overall mission of student success?

2. Why are students placed on a SAP appeal at 70 hours?
3. Why do students get placed on a SAP appeal at the certificate level?
4. Why do all remedial (developmental) credits and transfer credits count?
5. Should Program Directors and/or Deans be included in discussions regarding financial aid and their specific programs?

V. Bookstore update – The call for RFP’s will go out to 8 companies that replied to the original RFI. TBR will send the RFP’s on May 24. In the RFP, TBR does not take a stance on brick and mortar stores, and does not include a revenue section (there is nothing specifically written about revenue, such as the company will pay a certain amount or percentage of sales, etc.). The deadline for a decision is July. Each contract would replace the old bookstore contracts at each institution when they expire.

VI. Danny Gibbs – CFO report.

There are basically 4 budget cycles during the year – July, October (revise the original budget), March (final adjustments are made), and June (for Capital Budget, major projects for upcoming year). For RSCC, the Capital Budget includes approximately \$500K for paving in Harriman, and roofing several buildings that are in need of new roofs (Coffey-McNally, and the Tech building in Harriman), and for new security cameras. Also, a generator is being purchased that will back up the computer center and gym in Harriman. This is necessary for protecting the computer software and keeping things secure. We are currently working on a facilities master plan. A consulting firm from Atlanta does this and will send a report in late March/early April regarding what facility upgrades need to be done over the next ten years. Some of the things we expect to see in the report: Harriman is the oldest building and needs some updates, enrollment has been flat since the 1990’s so no new structures are needed to house the student population. The current budget is positive. RSCC is awaiting legislative approval for \$1.3 million in new state appropriation funds. Part of this will be salaries, and there will be guidelines given about how to disperse the funds in regards to salaries. Enrollment was down slightly in the spring. For fall there is an estimated 1 – 1.5% decrease, this is mostly in adult population. If enrollment is down, we could see approximately \$500K - \$600K loss in revenue from enrollment. There will probably be a tuition increase in the fall, anywhere from 0% - 4%, THEC will make a recommendation and then TBR will decide what to do. We should know in March/April what the recommendation is. A 2.5% increase is what is expected. Our current year budget talks are happening now. If you have a need for something, talk with your Deans about it and see if you can get the request in. The funding formula is driven by what we produce, not enrollment. We receive about 47% of our funding from the state, and about 43% from enrollment revenue. Enrollment is a big part of revenue. We are hopeful the RECONNECT program will bring in

some new students and help increase enrollment. The funding formula is outcomes based. If it ever goes back to enrollment, RSCC could hurt us. The salary plan is also driven by enrollment. Mr. Gibbs says we all own enrollment and should be asking what can we do, and where are the opportunities for growth? The salary plan is a big priority for the President. We need approximately \$1.1 million to pay it off, then we will turn our attention to pay for adjuncts. They are aware that this is a need, but we can't focus on it until the current salary plan is paid off. PSTCC has the highest adjunct pay, but they are competing with UT. RSCC is about in the middle when compared to all community colleges in TN. Security is always a priority. We also are aggressively funding success coaches to help boost enrollment, and help with retention and completion.

Some faculty had questions:

Question: There has been a growth with Middle College students and in some of the satellite campuses there has been a growth in high cost areas such as labs, etc. Do we have enough money to cover the things necessary to be successful? Mr. Gibbs said he believed we were ok on these, but faculty should talk with their Deans if they see a need to try and get requests in this budget cycle.

Question: A few months ago, there was a question about timely payment for peer review courses and other extra compensation contract work. Mr. Gibbs said there was a new software program being purchased that should help streamline this process, has that been put in place yet? Yes, it is being utilized for temporary/hourly contracts currently and the next place it will be put in place is for extra compensation contracts for faculty.

Question: FOCUS Act saw an increase in freshman students, some schools have grown significantly such as Motlow and Columbia State. Why has RSCC not seen such a growth? RSCC participated in TN Achieves and already had a large number of freshman who were attending college with this program, when it became TN Promise and went more statewide, some areas saw a big increase because more students were attending college.

Question: Will we see a big increase with RECONNECT? We think we will see some, but we don't really know how much of an impact it will have.

VII. Workload Committee update, Mike Farmer-

The committee is planning on meeting 3/21/17 and will try to answer the question, what now? They are looking at moving forward, figuring out how to bundle classes that look alike and how to categorize classes. More updates to come.

VIII. President's Report, Brad Fox.

- Be Safe Team – upgrades to the website that will help students and faculty/staff know what to do in an emergency.
- Commencement Ceremonies – Kathy Rhodes will be sending out an online tool that faculty can schedule their commencement ceremony time. This is in an effort to have good representation at all ceremonies. You may attend multiple, but only sign up for one.
- Achieving the Dream Survey – please complete this. It was sent out by Karen Brunner a few weeks ago. It will take about 30 minutes to complete. Some have experienced problems completing on phones. If having difficulties let Brad or Karen know so they can figure out what to do.

IX. New Business

- Pat, Fran, and Mike are working on statements from the Constitution to make sure they are worded correctly. They will work on a little longer and report next time.
- Next month is our final meeting for the semester. If anyone wants to nominate someone for the offices of President, Vice President, and Secretary please see Brad's email about how to do that.

VI. Adjourn