

Faculty Council Minutes

April 16, 2014

Kim Holland called the meeting to order at 1:05 p.m. in the Classroom Building, Room 103, and began the meeting by welcoming everyone and beginning the agenda.

Council Members Present: Kim Holland, Council Chair (Nursing); Richard Skelton, Council Vice Chair (Business/Industrial & CIS); Sara Youngerman (Math & Natural Sciences); Richard Coppings (Dean Representative); Jerry Gilbert (Communications & Humanities); Vivian Grooms, Secretary (Social and Behavioral Sciences); Candyce Sweet, At Large (Communication & Humanities); Kim Todd (Allied Health); Mary Wadley (Communications & Humanities); Belinda Higgins, Proxy for Karolyn Smith, Nursing.

Council Members Absent: Karolyn Smith (Nursing); James Mayo, Ex-Officio (Communications & Humanities).

Visitors: Emily Fortner (Social Sciences), Amy West (Human Resources), John McCommon, (Public Relations), Newly elected Council Members: Abby Lackey (Communications & Humanities), Nick Ashbaugh (Natural Sciences); Tom Pigg, (Dean Representative), Carla Simpson (Allied Health); Josh Britt (Math).

Agenda:

Presentation of Service Plaques

Kim Holland presented plaques to Faculty Council members to designate their 2013-14 FC service. A special presentation was made to Bobby Smith in appreciation for his service as Interim VPAA. Bobby Smith subsequently commented on his time in the VPAA position; he noted how he had enjoyed working with three “phenomenal” FC Chairs, listening to concerns, being able to talk through issues before the issues escalate, and having the awareness that “we are all working for the best outcome for the students” while providing different perspectives at times. Photographs were taken by John McCommon, who then left the meeting.

Amy West Provided Relevant Updates and Pay increases for Advanced Degrees, Change in Rank, Contract Issues

Amy West, Human Resources, presented at FC meeting at the invitation of FC Chair to answer some of the questions being posed by faculty. The following was noted by Amy West:

- During 2011-12 increases for additional degrees earned were on hold; JSCC submitted requests to TBR to provide increases for these individuals. These increases have to be approved and are on the June meeting agenda. This should get these individuals up to

where they “need to be” not 100% of target pay, but increase will be approved and effective, but not retroactive to, July 1st, 2014.

- Comments regarding experience were given: The compensation plan gives a formula to go by, for example, 2 years working in the discipline equals one year of teaching; TA and GA experience was counted also.
- Amy West has a form and template used on anyone hired; she reported that there are resumes on file that she did not work with, as the previous HR was responsible;
- It was noted that classified and pro tech standards are very different and that their maximums and minimums are not related to the same formula;
- From a faculty standpoint, there is no database in banner that allows HR to extract the information related to experience and current salary; administration is reportedly working on getting information in banner;
- The policy still exists that JSCC will not bring any faculty member with the same years experience and degree in at a higher pay rate; Amy noted that for all term and tenure contracts, this standard is being met;
- Anyone who is unsure if their years of experience were figured correctly needs to contact Amy West to schedule a file review;
- Increases for rank promotions were mentioned to have been \$2,000.00; however, the exact amounts were \$2376.00 last year, and closer to \$2500.00 this year due to indexing that happens each year;
- Per the staffing and budget meeting: There are 16 vacant positions current or becoming vacant; JSCC we will not be filling all of these positions, due to the significant shortfall that has to make up; but will create office understaffing and higher workloads;
- Reason for the shortfall was reported to be related to economic analysts at UT projections during the last half of the fiscal year; budget projections were \$600,000 below where we were supposed to be, therefore, a smaller piece of the pie based on funding formulas;
- Faculty positions to be filled include two English (term), one Biology (term), and one History (either term or temporary) position(s);
- There will be about 8 or 9 faculty going up for tenure next year and the budget is of concern related to reoccurring costs of tenured faculty and whether JSCC can sustain the cost. A Faculty Council member asked Amy West to explain how budgets can be used as a reason for someone not to receive tenure. Amy West noted that this question is one for Academic Affairs; due to the college not being able to commit the college to 75% percent tenured “forever.” Amy West noted that in March, there were 3 other schools that are facing same problem. Mary Wadley asked if JSCC is using buyout to get people to leave. Amy mentioned that they are looking at all options at this time;
- A 3.5% increase in tuition approved;
- Deans will be contacted regarding any positions to be posted; Richard Coppings will be needing assistance finding members for the Biology Faculty Search Committee;
- One custodian and custodial manager will be hired;
- Geraldine in the Print Shop is retiring and that office will receive a part-time replacement;

- Positions noted today may not be a full list; faculty should contact Amy West with any questions;
- Positions not to be funded include: Vice President of Institutional Advancement (VPAA), the Director of Institutional Effectiveness (Research), and one position in the Office of Human Resources will not be refilled;
- Tom Pigg asked if any CIS positions would be funded; Amy West indicated a position had been discussed and that she would get back with Tom to clarify.
- For the 2011 equity increases that could be funded, JSCC used \$350,000 to bring faculty pay to minimum, which took the bulk of the money, and then \$97,000 was used to get everyone to 87.2% of target pay. After that, the cost of living index has increased more than equity increases. JSCC has been giving \$1000 equity increases instead of raises so that these would be a one time expense instead of a commitment to long term expenditure;
- Promotion and equity are totally separate from each other in terms of raises;

Other Related Discussion: Kim Holland reminded faculty to be sure to let FC be supportive of everyone's needs on these matters and she thanked the Council and Dean for help in moving this issue forward. It was noted that there is a Compensation and Reclassification Committee. It was suggested that faculty request, in writing, a meeting to discuss their pay or an audit. Consensus of FC discussion held was to continue to hold HR to task to perform audits as needed. Abby Lackey made a motion for faculty members to be asked to have their concerns heard on an individual basis and for FC representative contact the Compensation and Reclassification Committee to see if JSCC is abiding by a consistent rubric in order to calculate years of experience. Candyce Sweet seconded the motion. The motion passed unanimously. Kim Holland will speak to the Compensation and Reclassification Committee; and asked that FC members tell constituents that Amy West welcomes related questions and concerns.

Graduation Line-up

Kim Holland described the situation of concern related to last year's graduation; members of Council shared their recollections of events; concerns were that faculty of higher rank need to be in front of their respective line areas. Mary Wadley made a motion for faculty to be provided "the best lineup list within reason and for faculty to line themselves up." Kim Todd provided a second; all members voted in favor of the motion. Motion passed.

VPAA Search

Amy West named some of the search committee members: Deans, Leslie West-Sands and Richard Coppings; faculty, James Mayo, Sara Youngerman, and Kim Holland; Horace Chase, and other pro tech and Classified Council members. The VPAA search has reportedly been

extended for one month due to the need for more applicants. April 25th will be the deadline, and at that time applications will be reviewed again. Nine total applicants, including two internal applicants, have submitted applications. The advertisement was posted in a variety of locations; Amy West named other community colleges have recently filled or are currently searching for a VPAA. JSCC is hoping to bring at least 5 candidates to campus; the search will be on hold if there are not 5 good candidates to bring to campus for interviews.

Ingoing and Outgoing Faculty Council members introduced themselves and noted their current Council status. New Members noted in minutes under visitors; members rolling off: Kim Todd, Jerry Gilbert, Sara Youngerman, and Richard Coppings; members remaining: Richard Skelton, Candyce Sweet, Mary Wadley, Karolyn Smith, and Kim Holland (ex-officio). Council will officially begin after graduation; future Council Chair will attend cabinet meetings in May and the sub council meeting in July.

Expansion of Benefits

State of TN has ruled that they will support those recognized as married in another state; TBR will be discussing whether or not it will follow this direction. Kim Holland will send article out to faculty.

Classroom Building Faculty Conference Room, Other Campus Projects, and Building aesthetics follow-up and Safety and Security follow-up (AED, CPR, ID badges)

Kim Holland noted that because the faculty conference room in the Classroom Building is still housing OIT supplies/other, she will follow up on the progress of the project with Horace Chase. Kim Holland has requested, but not received, the funded projects list to date. Lisa is reportedly still working on that list and Kim will forward it to faculty when it is received. Tom Pigg mentioned that funded projects are linked to strategic plan.

Incorrect Reporting of Faculty Pay across TBR

Kim Holland reported that related information still not been made available by TBR to Horace Chase.

Adjunct Faculty Concerns

Kim Holland reportedly sent out an email to adjunct faculty and mentioned that for them to have a voice is of a concern. Candyce Sweet noted that her impression was that if she had had concerns in the past, she would not want to be perceived as the problem; so there may not be many or any adjuncts willing to respond. Emily Fortner mentioned that there is no contact information in the adjunct faculty office, and that the office is not marked for students; Kim Holland will report to Academic Affairs the need to update the adjunct list and to take adjuncts

no longer at JSCC off the list, and she suggested that the new Vice Chair send out emails and accept that responsibility in the future. Vivian Grooms noted that the new Faculty Council will need to decide on any additional responsibilities for members.

Idea Survey Interpretation Questions and Concerns, Timing of Idea Surveys

No instructions have been received to date regarding interpretation of the Idea Surveys. Kim Holland reportedly requested information from Sara Cooper; we have requested this a couple times this year so that faculty could benchmark the numbers for evaluations; faculty can't make progress if they are unable to understand what needs to be changed. Survey fatigue for the IDEA was discussed; there is a draft of a process to spread out the surveys. Deans are reviewing the policy and making recommendations.

Reports from Council members on college wide committees

SPEC Committee: Several FC members provided comment on SPEC meeting where the efficiency plan (due for annual update) was updated for the first time in approximately 5 years; FC members voiced concerns; Nell Senter provided a QEP update during SPEC meeting and Andrea Winchester had information on SAILS and dual enrollment. There has been a large increase in dual enrollment numbers for next year; delivery options include blue-jeans technology, SAILS, the math lab program which allows for LS math before they get to JSCC; Andrea and Dawn are reportedly working on a manual for dual enrollment and high school initiative; Emily said dual enrollment committee has not met and that they had done most of the work needed on a "different type" of dual enrollment manual. Chair of that committee was Linda Nickell, who took over for Bobby Smith; a subcommittee was the one who put together a manual that would adhere to JSCC policy and include information for staff, faculty, and parents. There were no policies on faculty side, which is what we need, and it was Emily's understanding that this agenda item for the dual enrollment manual subcommittee was put on hold.

It was mentioned that Andrea Winchester, Paula Ann David, and Dawn Patterson are responsible for dual enrollment; it was also noted that it is not clear if we are breaking even with the program, and that it is not to be considered a "cash cow."

Access to Success Committee: Mary Wadley mentioned the Single Parent Learning Community planned through this committee and other possible Learning Communities including athletes and veterans as other examples.

Faculty Handbook Committee: Jerry Gilbert spoke on behalf of James Mayo and noted that the has the faculty handbook is ready for final editing. Abby Lackey mentioned that she and James Mayo and a few others were responsible;

TAF committee: It was reported that \$170,000 was available through TAF funding; and 2.5 million was requested, partly because Horace required all of the Nursing needs to be requested thorough TAF before asking for additional types of funding. Ranking has occurred, but scores have not been tallied. Kim Holland noted that administration is addressing the \$25 per credit hour per credit hour additional funding for nursing program participants to help fund Nursing High program cost;

International Committee: Mary Wadley noted that Tuesday, Wednesday, and Thursday there will be celebrations (e.g., food events on campus) related to International Education Week, and she reminded that 85% of the money has to be spent on campus; 15% of the funds are available for study abroad students. This year, six students will be studying abroad. This summer, Carol Norman will be teaching Art in Greece; next year Tim Britt will go to France, and Anna Esquivel will go to Peru.

Student Aid and Award Committee: Carla Simpson attended; financial awards are discussed and this committee meets monthly; the appeals process is involved;

Summer Committee Meeting: Kim Holland noted that the Summer Scheduling Committee never met. The same concerns continue regarding increasing summer enrollment, how classes are handled related to scheduling and cancellation, and whether similar summer decisions will be made Summer 2014.

Additional Information Discussed:

- Mary Wadley noted that on June 1, 2014 we will be going with ETS, not the CBASE and there will be longer testing times, with fewer testing opportunities; so few schools using and comparative norms were not valid; JSCC and two other schools. There are limited computers and seating; students can't wait till the last minute to test.
- Dean news: None

All Faculty Council Members: Election for Cabinet Positions

Nominations for 2014-2015 Faculty Council:

Chair Nominations:

Vivian Grooms –Voted Chair

Karolyn Smith

Vice Chair Nominations:

Karolyn Smith—voted Vice Chair

Abby Lackey

Secretary Nomination:

Candyce Sweet—uncontested

Josh Britt provided a motion to adjourn; Candyce Sweet seconded the motion. All voted in favor at 3:29 p.m.

