

## **JSCC Faculty Council Meeting Minutes January 15, 2021**

The Faculty Council met Friday, January 15th, at 10:00 a.m. via Zoom.

Present: Lauren Bryant, Tammy Prater, Liz Mayo, Bob Raines, Karolyn Smith, Cynthia Roberson, Kim Benson, Anna Esquivel, Jane David, Ben Lawrence, and Justin Curtis. Visiting Faculty: Emily Fortner. Non-Voting Members: Vivian Minton

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### **Welcome and Call to Order**

#### 1.1 Next Meeting

Faculty Council will hold the next meeting on Thursday, February 11, 2021, at 3:00 p.m. via Zoom.

#### 1.2 Review of December Meeting Minutes

*Minutes from the December meeting were reviewed and a motion to approve was made, seconded, and carried unanimously.*

#### 1.3 Reports from Committees

##### Pandemic Response

- Willing to work with any individual on campus who needs more privacy or who works in an open-air space.
- Continuing with 14-day quarantine protocols. We will also work on a case-by-case basis regarding 10- or 14-day quarantines, if necessary.
- If you see someone on campus without a mask, report them to your supervisor.
- Nursing and Health Sciences:
  - Nursing: All lectures, meetings and clinicals are on campus; lectures, dividing 51 students by 3 rooms/faculty
  - Allied Health: Lectures are virtual/hybrid and lab on campus one day a week; in clinicals still at this point
  - Radiography: lectures on ground, but 10 students at a time; faculty in charge of cleaning between classes
  - There is concern about nursing having to conduct lectures on campus with large groups.

##### Virtual commencement committee

- Needs a faculty council member: Cynthia Roberson will represent the council on that committee.

### **Old Business**

## 2.1 Faculty Council Constitution/By Laws and JWEB Voting Results

Results of the faculty-wide vote: **74 yes votes, 4 no votes, 1 abstention**. We achieved the 2/3rds majority needed for ratification of the constitution and by-laws

*Motion was made to certify the results of the election. It was seconded and carried unanimously.*

Additional items regarding meeting protocols:

- Voting Privileges of Chair
  - FC chair will abstain from open voting to maintain impartiality
- Motions can be made to request private votes on controversial agenda items
- Vice Chair will keep track of those council members and visitors requesting to be recognized by the chair during discussions
- Visitors should be recognized and called upon by the chair.
- Deans are no longer members of council, but they are welcome, as are all faculty, to attend any open faculty council meeting.

## 2.2 Texting Advisees in JWEB

Feature in JWEB to text advisees has been created. It is located under the Faculty Tab. Can Select All or select an individual advisee. Students cannot reply to the text.

## 2.3. Faculty Handbook

Faculty council handbook committee, comprised of Tammy Prater and Anna Esquivel, will complete the process of reviewing and editing the handbook.

- Committee will incorporate final revisions sent by council members and their constituents. Submit those suggested revisions in the Elearn course for Faculty Council.
- Faculty council will review the committee's final draft and then send it to all faculty to vote.
- Submit final comments on the handbook by Jan. 31.
- Revision will be completed by the first week in February.

## 2.4 Department Chair Update

- Dr. Pimentel sent the executive committee the chair description earlier this month. It was very extensive. Dr. Bailey took that document back to the deans and pared it down, but that version hasn't been reviewed by Dr. Pimentel.
- Dr. Bailey clarified that this is not a supervisory position.
- Potentially a 10-month position with summer stipend.
- Dr. Pimentel and Tim Dellinger are having conversations about financial aspects of the position.

## New Business

### 3.1 Public Gatherings

- Some faculty are concerned that some programs are having ceremonies and gatherings while others have not been allowed to.
- Dr. Pimentel is clear that he is not approving public gatherings of any kind, including graduation and other ceremonies.

### 3.2 Alternative Class Schedules

Dr. Pimentel intends to investigate alternative class schedules, such as 7/7 class schedules.

Council discussed the following concerns:

- Business and engineering does a hybrid fast-track, rather than true 7/7, in the evening. Not every course has to be offered in 7-week format.
- Not all classes are amenable to 7 weeks, so we should look closely at courses and departments for which this kind of scheduling would work.
- Students should be able to build a 7/7 semester, and not dilute it with 15 weeks. Complete 15-week schedules should be available too. There must be clear strategic scheduling and advising.
- Concern that some of the rigorous classes may be too overwhelming for most students to complete in 7 weeks.
- Council raised concerns about this scheduling being imposed on Nursing and Allied Health course. Many courses run parallel to each other. They would have to reformat that in a separate sequence. Cannot be applied across all degree programs.
- Clear communication with students about the scheduling and format needs to be a priority.
- We must have intentional and strategic scheduling, guaranteed schedule. Commit to full year. Needs to be rigorously piloted.
- Could be useful for a specific demographic, fast-track type programs.
- Is this a continuing, year-round schedule or just spring/fall?
- Needs a faculty (not dean) committee to coordinate the piloting of this schedule format.

Liz will email Dr. Pimentel to address some of those concerns and forward his response to the committee. After we hear back from Dr. Pimentel, we will solicit ideas and questions about the 7/7 scheduling from our constituents.

### 3.3 Summer Classes

We are down \$650K in enrollment right now. CARES Act can be used for that drop in revenue.

Dr. Bailey explained that summer pay should pay for itself, and we are hoping to provide ample time to let those courses make before cancelling.

### 3.4 Phase II of the Compensation Plan

Tabled for later in the meeting.

### 3.5 Staff Teaching

Staff members are teaching while faculty and adjunct faculty are getting classes and overloads cut.

Dr. Bailey is following up with the deans about how these decisions are being made.

### 3.6 Phase II of the Compensation Plan

We are moving forward with Phase II. The only person involved in this process at Jackson State is Amy West. Council anticipates that could cause concern among our constituents.

Executive Committee expressed these concerns to Dr. Bailey. We feel that there needs to be more oversight other than Amy West. Suggested Tim Dellinger could be involved in that process.

Dr. Bailey will update us when he takes those concerns to Dr. Pimentel.

### 3.7 Faculty Evaluations

There have been concerns about the inconsistencies in the implementation of faculty evaluations.

- Different deans are dealing with faculty evaluations in different ways.
- It has been seven years since the form has been reviewed for the SACS report.
- Was the process developed by the faculty? It was developed by Dr. Bailey and vetted by council.
- Some campuses have faculty evaluation plans fully developed by faculty.

Dr. Pimentel says tenure and promotion should be owned by the faculty.

Executive Committee will inform Dr. Bailey that reviewing the faculty evaluation process is a high priority.

### 3.8 Fireside Chat

Dr. Pimentel conducted a “fireside chat” session with staff on request. He suggested faculty may be interested in doing the same. This will be a casual conversation with him open to all faculty. Will ask Dr. Pimentel if he is available on a mid-February Friday afternoon.

### 3.9 Personal days (comp time) for faculty

Faculty volunteer time during summer and breaks. Is there a way to get personal days embedded into our contracts as a way to compensate for that extra time?

Amy West reported via email (Appendix A):

- Compensated time is only recognized for non-exempt or hourly employees. FLSA prevent adoption of comp time for exempt faculty. (See Appendix B.)
- Amy reached out to other HR reps on other campuses about how they handle faculty leave and attached their answers. (See Appendix C.)

There are concerns that the way comp time is handled from division to division is not consistent.

Comp time section in the handbook needs to reflect information from HR. Liz will send council the document from Amy to review

### 3.10 Online Security Training

Be cautious of clicking “unsubscribe” in all emails, because these could be phishing attempts and tests. You could be required to retake the training.

*A motion was made to adjourn at 12:07 p.m. The motion was seconded and carried unanimously.*

Respectfully submitted,

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Anna Esquivel  
Faculty Council Secretary

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Liz Mayo  
Faculty Council Chair

## Appendix A.

### Fw: Question about Comp/Leave for Faculty

Mayo, Dr. Liz

#### Reply |

Yesterday, 1:21 PM

**\*\* Faculty Council**

Inbox

9-10 Month Faculty Leave Other than Sick 1-2020.docx<sup>16</sup> Faculty Sick Leave Reporting Memo 3-2013.docx<sup>21</sup>  
KB KB

Show all 2 attachments (37 KB) Download all

Here's the email from Amy in reference to our conversation today about Comp time for faculty.

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**From:** West, Amy

**Sent:** Monday, January 11, 2021 1:31 PM

**To:** Mayo, Dr. Liz

**Subject:** Re: Question about Comp/Leave for Faculty

Liz,

Compensated time is only recognized by the Fair Labor Standards Act for non-exempt (hourly) employees. Exempt employees are considered to be in positions where education, knowledge, and skills required to do the job are necessary to complete the job. Exempt employees are paid a salary for completion of the job. Therefore, FLSA regulations prevent the adoption of a compensated time policy for any exempt position. The State of TN has a formal policy that all public employers are required to use for non-exempt employees.

JSCC, like most other TBR community colleges, recognizes that our exempt employees in 9 or 10 month positions do not have personal/annual leave. We understand there may be times that the employee needs to be away from work for reasons other than being ill or caring for an ill family member. In 2013, the Deans met with VPAA and discussed this issue. At that time, faculty in various divisions had discussed this issue and felt there was not equity across all divisions. I've attached the "working memo" that the Deans created at the time to address the issue.

In January 2020 this issue arose again. I reached out to other HR Directors in TBR to see how their community college handles faculty leave for reasons other than being sick. Only 3 schools responded; but I have attached their responses so you can see that as well.

It might be helpful to collect examples from Deans. Examples may allow faculty to see how the Deans are currently applying the practice described in the memo from 2013. If I can provide further insight, please let me know.

Thank you,  
Amy

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**Amy West**

*Director of Human Resources*

**Jackson State Community College**

(731) 425-2643

2046 North Parkway, Jackson, TN 38301

**From:** Mayo, Dr. Liz  
**Sent:** Monday, January 11, 2021 12:21:52 PM  
**To:** West, Amy  
**Subject:** Question about Comp/Leave for Faculty

Amy,

I received a question from a faculty member who wanted to add this discussion to the Faculty Council agenda for this Friday. I thought it would be best just to send it directly to you before we talk about it in the meeting. Here's what the faculty member wrote:

*Heard this was an ongoing issue, but we volunteer a lot of our time during summers and winter break. And, if we have a death in the family, or other emergency, we don't have days to be able to attend a funeral or help a family member that lives out of state. Is there a way to get personal days embedded into our contracts. ie. health days, personal days, non-specific holidays, whatever you want to call it.*

*As we move our leave forms online, I wonder if this will be more of an issue.*

Can you also send me the comp time policy for 9/10-month faculty?

Thanks,

Liz

Liz Mayo, Ph.D.

*Professor of English*

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## **Appendix B.**

March 4, 2013

TO: JSCC Faculty

FROM: Academic Deans

RE: Sick Leave reporting

Colleagues:

Upon request by the Faculty Council, the academic deans met Friday with Amy West and Bobby Smith and reviewed each division's procedures with regard to sick leave reporting. In particular, the purpose of the meeting was to ensure that the same requirements are being made of all faculty across campus and that TBR policy is being followed. Though the entire policy is available at <http://www.tbr.edu/policies/default.aspx?id=1426> , a relevant portion contains information worthy of inclusion here:

As a general guideline, all faculty have responsibilities Monday through Friday for a minimum of 37.5 hours of any week in which the institution is in session. Any day-long absence during the regular work week due to illness should be charged to the faculty member as sick leave at the rate of 7.5 hours per day.

Arrangements to cover a class either by the faculty member or the institution do not mitigate the fact that the faculty member was away from his or her work assignment and sick leave should be charged accordingly. If a faculty member is absent from his or her work assignment for part of a day, he or she should discuss the appropriate sick leave time to be charged with his or her department chair, dean, or immediate supervisor. (Policy 5:01:01:07)

After review of these requirements, the deans' approach to resolve any sick leave reporting discrepancies between divisions is to implement the following:

- 1) For faculty absence a portion of a day due to illness or medical reason, faculty should complete the Leave Request Form for the number of hours missed.
- 2) For faculty absence for an entire day due to illness or medical reason, faculty should complete the Leave Request Form for 7.5 hours.
- 3) For faculty absence for non-medical reasons, faculty should complete the Leave Request Form for the number of hours missed in consultation with their division dean or immediate supervisor.

According to the above referenced TBR policy, sick leave refers to "absences due to illness or injury to an employee, including illness or incapacity to work due to pregnancy, medical examinations and dental appointments" as well as "parental leave" and "illness in the immediate

family,” which includes spouse, parents, children, siblings, and other family members living in the home with the employee.

The purpose of the Faculty Leave Request form is partly to report sick leave or unpaid leave, but it also assures that deans are aware of those times when faculty need to be away from campus so that any student questions or needs can be addressed effectively. Faculty must communicate with the dean before class is missed to ensure students are being notified and taken care of in the best possible manner. Most faculty already follow the approach outlined above. However, if anyone has questions or foresees discrepancies or problems, please contact one of the deans, Bobby, or Amy.

## **Appendix C.**

### **Mississippi State – Carole Gary, HR Director**

Our practice is similar to yours. We don't have a policy either and I would not be in favor of creating one. Personally, I think a policy would take away the flexibility to the right thing. Sometimes we have found work for the faculty member to do outside of the classroom if they were teaching a reduced load. Sometimes we haven't depending on the circumstances. It hasn't really been an issue and I don't think we have ever docked pay for full day absences though we have threatened it a couple of times.

### **Northeast Community College- Megan Jones, HR Director**

We handle it the same as you do...the division dean has the authority to allow them to work a "flex" schedule or make up time some other way. Don't hurt me, but since this involves faculty, would it be appropriate for your Dean's Council or Academic Council to develop a policy on this? They're the ones who are going to have to live with it.

### **Roane State- Odell Fearn, HR Director**

We're handling this issue the same as you; the division Dean has the authority to allow faculty to "re-adjust" their schedule in a given week to accommodate their absence. A policy would be great.....but it would be binding and I'm not confident faculty want that 😊.