

Faculty Assembly – MINUTES

Meeting Location: Respective IPV rooms on each New Martinsville, Wheeling, and Weirton campuses.

Meeting Date: April 6, 2018

Meeting Start Time: Executive Committee, 1:00 p.m.

Full assembly, 2:00 p.m.

Facilitator / President: Kathy Herrington

I. Call to Order –Welcome / Robert’s Rules of Order – Applied

II. Attendance:

- a. Wheeling – C. Baker, A. Beatty, J. Britt, H. Buchanan, J. Doolin, D. Fitzgerald, B. Fulton, M. Goldstein, K. Herrington, M. Kahl, C. Kefauver, J. Keyser, D. Knecht, A. Kuca, M. Merz, R. Mulyuk, M. Mangficio, M. Pallisco, B. Peterman, T. Pitcher, C. Rogerson, P. Roper, M. Stephens, M. Watson, B. Killeen
- b. Weirton – R. Canter, G. Winland, J. Reho, F. DeCaria, M. McIntosh
- c. New Martinsville – Jennifer Lantz, John Lantz, D. Ryan, S. Ledergerber

III. Review Minutes [10 min.]

Motion to approve March minutes: H. Buchanan/D. Ryan ***(Did you get the corrections on these and ask Becky to re-post?)***

IV. GUESTS:

Guest	Topic
D. Barnhardt	Mr. Barnhardt presented the results of the “Student Marketing Survey.”
J.Britt/M. Watson	Ms. Britt and Ms. Watson report that attendance at the Open House increased by 40% this year. Also, the Open House committee requests feedback from the faculty and assembly on the recent event. The committee would like to know if there was anything faculty noticed that didn’t work, could be changed, or improved. Britt and Watson ask faculty to send their feedback to them via email. Also, the Open House committee is considering a Fall Open House. The committee would like input from faculty on if they believe this is a good idea. Please send thoughts to Britt and Watson via email. Comments from Faculty did indicate that they support the idea of doing one in the fall as many high school seniors have already made their decisions by January re: which college they will attend in the fall.

V. ACTION/AGENDA ITEMS FROM PREVIOUS MEETING (OLD BUSINESS)

Speaker	Topic
K. Herrington	Ms. Herrington reports that the Employee Satisfaction Survey comment period has closed. Melanie Baker will release results after the data has been compiled.
K. Herrington	Ms. Herrington met with VPAA Jill Loveless concerning the proposal for summer contracts and adjunct faculty pay rate. The Budget Committee and Ms. Loveless recommend that the adjunct pay rate be increased across the board \$600 per credit hour. This recommendation eliminates the years of service pay scale and will have all adjunct/summer contracted employees being paid the same rate if approved.
K. Herrington	Ms. Herrington met with VPAA Jill Loveless. Beginning Fall 2018, faculty office hours will be five (5) on campus and five (5) flexible hours, which can be online, by appt, or in service to the College (committee or special meetings or advising).
K. Herrington/ D. Ryan	Distance Education committee is still working on the process to regarding a procedure for approval of online programs. We are leaving the course approval procedure as is for now.

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<p>K. Herrington</p>	<p>Ms. Herrington met with VPAA Jill Loveless concerning the calendar recommendations for 2019-2020. Ms. Loveless said that we need a Professional Development Day and if we don't want the 5th Friday, she would request that we move it to Monday of Thanksgiving week instead of having the whole week of Thanksgiving off.</p> <p>Discussion - M. Goldstein pointed out that Good Friday may not always fall on a fifth Friday, so that recommendation would not be feasible. Mr. Goldstein suggests keeping the fifth Friday mandatory professional development and not holding classes or meetings during Thanksgiving week. This was our original request that was approved by faculty and we prefer to stay with that.</p> <p>Motion to keep the fifth Friday mandatory professional development and not hold classes or meetings during Thanksgiving week beginning in 2019: J. Britt/P. Roper. Motion carried.</p>
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VI. NEW ACTION/AGENDA ITEMS (NEW BUSINESS):

Speaker	Topic
<p>K. Herrington</p>	<p>The stipend for Program Directors being recommended by the Budget Committee will be \$2,400 for accredited programs, including one 3 credit release time, and \$2,640 for unaccredited programs. Discussion that this is not enough of an increase, as we originally requested \$3,500. This is only a 20% increase. Staff on the budget committee were largely not in favor of it.</p>
<p>K. Herrington</p>	<p>Ms. Herrington met with VPAA Loveless to discuss the "D,F,W" issue. After reviewing data presented by Ms. Herrington concerning why students earn a "D," "F," or "W", Dr. Loveless understood and just wanted faculty to be thinking about retention – if they are mostly for personal reasons on the part of the student, faculty can't be held totally responsible. Ms. Herrington reports that Dr. Loveless was just pleased that faculty took her concerns seriously and analyzed what was the reasoning behind the "D,F,Ws."</p> <p>Ms. Herrington asks that any faculty member who would like to share their "D,F,W" information with her, may do so and she will send it along to Loveless as an assessment activity.</p>
<p>K. Herrington</p>	<p>Ms. Herrington announced the new Faculty Assembly Executive Committee members. They are:</p> <ul style="list-style-type: none"> • President- Kathy Herrington • Vice President/President Elect – Matt Pallisco • Secretary- Chana Baker

VII. COMMITTEE REPORTS (IF IT IS LEFT BLANK, COMMITTEE DIDN'T MEET OR NO REPORT)

Speaker	Topic
<p>ACF/ M. Goldstein</p>	<p>Mr. Goldstein reports that the Chancellor for the West Virginia Higher Education Policy Commission, Dr. Paul Hill, announced his retirement.</p> <p>AFC initiative to end the 1% pool of money that went to WVU was successful and funds have been restored to all colleges in the state.</p> <p>Mr. Goldstein reported on PEIA and the successful fight of the state employees, especially public K-12 school teachers. There will not be any premium increases or changes in deductibles for at least 18 months. State employees will work with state administrators to solve funding issues.</p> <p>The W.Va. Legislature has commanded the HEPC and CTCC to devise a new funding model. The current model is based on Full Time Enrollment. The legislature wants funding based on other criteria including FTE. It is proposed that colleges would be funded 70% based on FTE and 30% on criteria including graduation rates, the percentage of students enrolled in 15 credit hours, and those who serve an underserved population. During the first three years, any college that</p>

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	<p>loses money will be supplemented by the legislature, but after that the institutions will be on their own for funds.</p> <p>Also, the free community college bill did not pass. WVU and Marshall were upset that the initiative didn't include a free freshman year at any institution.</p>
<p>Assessment/ B.Fulton</p>	<p>Mr. Fulton reports that the Assessment Committee met with Dean of Academic Affairs Pam Sharma to review the assessment schedule. The committee is working on reviewing assessment reports that have been submitted.</p> <p>Ms. Sharma wants to remind program directors to work with faculty to begin assessment procedures and work for 2018-19. Please be sure all divisions are represented, especially health sciences. Pre-assessment proposals for next year, fall and spring, are due from lead faculty to Dr. Sharma by the 4th Friday of this month. K. Herrington recommends you copy in your division chair as well.</p>
<p>BOG/ K. Herrington</p>	<p>BOG faculty representative was unable to attend and report due to a conference for Division Chairs in Colorado.</p> <p>Ms. Herrington reports that at the last BOG meeting the board took no action on property and personnel matters. She reminded the assembly that the board must hold a vote to renew President V. Riley's contract and that a vote must be done in open session.</p> <p>The BOG is scheduled to hold its next meeting April 19, 2018.</p> <p>Ms. Herrington encourages as many faculty as possible to attend the BOG meeting and announced that the Faculty Assembly Executive Committee will hold a special meeting on April 20, 2018 to discuss the results/outcome of the BOG April 19, 2018, meeting.</p> <p>Discussion ensued and M. Watson asked what happens if the college loses its accreditation? Is the institution able to reapply? Is it possible for WVNCC to be absorbed into another accredited institution? K. Herrington will ask Dr. Loveless, as she is going to the HLC conference next week, and will try to get some answers.</p> <p>M. Stephens asked that if the BOG took no action, can the president's contract be revisited at any later BOG meeting? Discussion ensued and we believe the answer is yes, the board can vote to renew or not renew the president's contract at any time; however, it has to be sent down state for approval by a certain date, which may have passed.</p> <p>Ms. Herrington replied that she did not know, but would look into those questions for answers.</p>
<p>Budget Development/ M. Goldstein</p>	<p>The W.Va. governor has approved a 5% pay increase for all teachers.</p> <p>In the end of "running the numbers" the college will have \$240,000 in funds. The budget committee decided to use this money to cover the increases in adjunct salaries and program directors then redirect the remainder to salary increases. This may potentially result in a 1-5% increase for college employees.</p> <p>Ms. Herrington asked M. Goldstein to find out what the new faculty position is that is listed on the college budget report released by CFO Jeff Sayre to the BOG at the last meeting. The position and salary is not defined.</p> <p>Ms. Herrington reports that the faculty needs three representatives to serve on the Budget Committee. Steve Ledergerber volunteers to serve. Delilah Ryan also volunteers to serve</p>

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	pending her removal from the Rules Committee. Jeremy Doolin also volunteers to serve on the Budget Committee.
Curriculum/ K. Herrington	No report – they are done meeting for this year
Distance Ed	Report listed above
Enrollments Management	No report
FERC	No report
Faculty Promotion	Promotion packets have been received and the committee has sent their recommendations to the chair of the committee who is to send them to VPAA Jill Loveless.
Financial Aid	No report – they are done meeting for this year
IT/ A.Beatty	<p>Committee met and discussed connectivity for the New Martinsville campus. The college is moving forward on a bid to upgrade fiber optic lines to the campus. The committee is hoping these lines will be installed by fall semester.</p> <p>The committee is discussing the idea of assigning every faculty member a Microsoft Surface laptop/tablet to use as work and home stations. The devices would have a roaming profile and the faculty “m-drive” on them.</p> <p>Discussion ensued and faculty are in favor of the idea.</p>
LRC	No report
Professional Development	No report
Retention	The committee met and discussed Academic Alert Codes and took comments for revisions.
Rules/ K. Herrington	<p>Ms. Herrington reminds faculty that HR Director Peggy Carmichael emailed new rules and procedures to be reviewed. There is a 30 day period where comments, suggestion, and concerns can be made on the proposals.</p> <p>The proposals are for:</p> <ul style="list-style-type: none"> • Intellectual Property • Academic Appeals • Copyright Compliance <p>Comments are due April 27, 2018.</p> <p>C. Baker, a member of the Academic Appeals Committee, asked where the rule and procedure proposal came from as a meeting was not held to discuss changes.</p> <p>Other Academic Appeals Committee members in attendance at assembly agreed they were not consulted either. K. Herrington checked with P. Carmichael, who reported that committee members on the Rules committee either help draft the rules before they go out for comment, or have an opportunity for input before they are sent out for comment.</p>

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	<p>Rita Berry submitted questions via email to K. Herrington concerning the Academic Appeal rule. She would like clarification on who can be present in the hearings and if a student can have an advocate in attendance at these hearings.</p> <p>K. Herrington said she would look into the matter. After clarification, it appears that the Rules Committee will discuss comments and make recommendations at their April meeting?</p>
Safety/ M. Pallisco	<p>After the incident in the ATC where a student allegedly physically assaulted an instructor, a meeting was held to discuss safety concerns and issues. It has been decided that a City of Wheeling Police Officer will be on duty at the institution Monday-Friday from 6 a.m. to 10 p.m. This officer is for all buildings.</p> <p>S. Ledergerber discussed panic buttons and reported he sent this suggestion to HR Director, Safety Committee member P. Carmichael.</p> <p>S. Ledergerber and M. Pallisco reported that the college administration and Safety Committee was very responsive to the concerns brought forth.</p> <p>Discussion ensued regarding the evacuation of the EC building last week due to a “hot smell”. As we have not had any drills, and there were people missing who were designated as responsible for evacuating certain areas of the building, there was some confusion and chaos. We ask that the safety procedures and processes be cleaned up and that drills be held so people know what their role(s) are, and what we do if certain individuals are not present. P. Carmichael did not send a text alert to faculty, staff, and students and only said that we were “short staffed” that day. Faculty do not believe that is an excuse in the event of an emergency.</p> <p>T. Pitcher asked what the safety committee and college is doing to ensure safety at the Weirton and New Martinsville campuses also.</p> <p>Discussion ensued about more use and more timely use of the text alert system.</p> <p>D. Fitzgerald, Safety Committee member, asked that suggestions and comments be emailed to her so she can discuss them at the next meeting.</p>
Student Appeals	No report
Textbook Affordability	No report
Others?	<i>No additional reports</i>

VII. ACTION ITEMS FOR NEXT MEETING:

Person Responsible	Notes / Responsibilities
K. Herrington	<ul style="list-style-type: none"> Look into Academic Appeals rules and procedure changes process and if committee members indeed have an opportunity for input before they are sent out for comment Discuss adjunct salary proposal, calendar proposal, program director proposals with VPAA

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All faculty	<ul style="list-style-type: none">• Thoughts/suggestions on Fall Open House• Share “D,F,W” data with K. Herrington• Attend the April 19, 2018 BOG meeting• Comments on proposed rules and procedures are due to P. Carmichael by April 27, 2018• Share comments/suggestions on safety with D. Fitzgerald and/or M. Pallisco
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Motion to Adjourn: D. Fitzgerald/A. Beatty 3:46 p.m.
Next Meeting date: April 27, 2018, 2:00 p.m.

Submitted by,

Chana Baker, Secretary 2018-19

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