

## Faculty Assembly –Minutes

Meeting Location: IP Video Rooms  
 Meeting Date: Nov. 1, 2019  
 Meeting Start Time: 2:00 p.m.  
 Facilitator/President: John Lantz

- I. **Call to Order** – Welcome / Robert’s Rules of Order – Applied
- II. **Attendance** – See attached sheets
- III. **Review Minutes [10 min.]**

Motion to approve Oct. 4, 2019 minutes with corrections from Michele Watson: Chris Kefauver/Dave Stoffel

### IV. GUESTS:

Guest	Topic
David Barnhart	Mr. Barnhart was scheduled to attend the meeting to present the new marketing plan for the college; however, he did not attend the meeting.

### V. OLD BUSINESS/AGENDA ITEMS:

Speaker	Topic
John Lantz	<p>Office hours:</p> <p>Met with Dr. Loveless and it was decided that faculty must dedicate five (5) hours a week to office hours. This will begin in January 2020. Faculty will be expected to dedicate ten (10) hours a week in their offices during registration periods and “faculty week.” These five and ten hour slots are to be completed on campus, in-office.</p>
Joyce Britt	<p>Course Learning Contracts:</p> <p>Joyce Britt brought concerns about assigning and compensating for Course Learning Contracts. Concerns:</p> <ul style="list-style-type: none"> <li>Grades have to be received before payment. What happens to faculty financial compensation when a student withdraws or is AW’d from class?</li> <li>There is no information about CLCs provided in the Employee Reference Manual</li> <li>Heidi Ryan requests clarification on compensation amount</li> </ul> <p>John Lantz commented that he will take these concerns to Dr. Loveless as well as work to include information in the Faculty Handbook he is working on.</p>
Kathy Herrington	<p>FERC Updates:</p> <p>The FERC documents have been updated and approved by Dr. Loveless. Ms. Herrington emailed all faculty a copy of the documents for their review. She also reminded that when using the paper document for FERC, that it must be submitted, in sectioned order, in a three ring binder. Dr. Loveless requests that the new document be used starting January 2020.</p> <p>There were no questions/concerns from faculty.</p> <p>Motion to approve revised FERC document and begin to use in January 2020: Dave Stoffel/RJ Canter. Motion carries</p>
Jeremy Doolin	<p>Digitizing the FERC:</p> <p>Mr. Doolin presented his graduate studies capstone project which makes the FERC documents digital. He is working to create the document and process online through a link in the Faculty Portal where faculty can work and upload all their evaluation documents. The program will retain information from each year and enable faculty to “pull” information from those years in order to</p>

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	<p>complete the current year FERC. This program also can be used when gathering documents for promotion.</p> <p>Mr. Doolin is seeking volunteers to use this system for the 2020 evaluation cycle. Please let him know if you are interested in participating.</p> <p>MaryJean McIntosh and Chana Baker volunteer.</p>
Hollie Buchanan	<p>Cancelling of classes and delays interpretations:</p> <p>Dave Stoffel will meet with Hollie to clarify and any information will be distributed to whole assembly.</p>

## VI. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
John Lantz	<p>Employee Reference Manual input:</p> <p>CHRO Peggy Carmichael requested revisions to the Employee Reference Manual be sent to her. Faculty thought they were not given enough time to review the document and submit revisions. Ms. Carmichael extended the deadline to Monday, Nov. 4.</p> <p>Bonnie Peterman did send some minor changes in wording etc. to Ms. Carmichael.</p> <p>John will email her Monday with any suggestions</p>
John Lantz	<p>Replace Pat Roper on Textbook Affordability Committee:</p> <p>Daniel Gomez volunteers to replace Pat Roper</p>
Gene Evans	<p>Unresolved sewage issues in EC Building:</p> <p>Mr. Evans brought attention to the unresolved sewage issues in the EC building. There has been 4 sewer backups in the EC building over last 2 months. The issue has been brought to the attention of the facilities director, Tricia Marker, who has not completed preventative maintenance. This issue is not receiving the attention it needs.</p> <p>Faculty in the EC building also expressed concern with the lack in communication about sewer and water problems in the building especially when water service is being turned off and on.</p> <p>Program chair, Chris Kefauver, sent the president’s cabinet an email discussing the issue. President Mosser did respond to follow up on this issue, but no other cabinet member or Ms. Marker has responded.</p> <p>The water break on the Weirton campus was discussed and faculty pointed out that Campus Manager, Lisa Soley, solved – not facilities.</p> <p>Discussion ensued about the confidence in the facilities director that resulted in faculty passing a resolution.</p> <p><b>The faculty resolve they are not satisfied with the accountability and lack of responsiveness by the Director of Facilities to problems that are interfering with the education of the students. The faculty request prompt attention to this matter.</b></p> <p>Motion to send resolution to President Mosser and Jeff Sayre: MaryJean McIntosh/Scott Owen. Motion carries</p>

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## VII. COMMITTEE REPORTS

Speaker	Topic
ACF	<p>Report by Kathy Herrington:</p> <p>WV Invests had 5,200 applicants. Of those, 1,000 students were eligible. This was because the other applicants had enough financial aid to cover the cost of college. Only five (5) of the 5,200 applicants failed the drug screening.</p> <p>Also:</p> <ul style="list-style-type: none"> <li>February 6 is the day that ACF members are going to talk to legislators, prior to the HEPC meeting February 7</li> <li>Higher education day at the legislature is Feb. 26, 2020</li> <li>The concealed carry bill will probably not come up in 2020 due to it being an election year</li> <li>There may be budget cuts coming to higher education</li> <li>Annual ACF retreat will be held at Oglebay Park this summer</li> </ul>
Assessment	<p>Report by Darcey Ferrell:</p> <p>Assessment Committee held peer reviews this morning of all fall reports. Any reports were completed. Nine faculty and one staff member assisted in the peer reviews. They were recognized and thanked by the committee:</p> <ul style="list-style-type: none"> <li>Crystal Harbert, Pat Roper, Tami Pitcher, John Lantz, Said Leghliid, Michele Watson, Misty Kahl, Chana Baker, and Anita Dahlem.</li> </ul>
BOG	<p>Report by Chris Kefauver:</p> <p>Presidents report – Dr. Mosser reported on the activity and networking he is doing</p> <ul style="list-style-type: none"> <li>Met with several committees</li> <li>Faculty &amp; Staff listening tour &amp; SWOT analysis</li> <li>One on one with direct reports</li> <li>Workforce</li> <li>Colleges, universities, school systems, government and other stakeholders</li> </ul> <p>Financial auditors report</p> <ul style="list-style-type: none"> <li>Showed no issues</li> <li>New standards coming – leasing reported</li> </ul> <p>Financial current fund tracking</p> <ul style="list-style-type: none"> <li>Project update</li> <li>HVAC expenditure – Board asked for more information before expenditure</li> <li>20% computer replacement</li> </ul> <p>Enrollment update</p> <ul style="list-style-type: none"> <li>93.10% headcount goal</li> <li>99.89% FTE goal</li> <li>Focusing on early entrance in Wheeling</li> </ul> <p>Any rule 15 years or older going to reviewed and come back through the process</p> <p>Provost’s Report</p>

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	<ul style="list-style-type: none"> <li>• Post audits and curriculum</li> <li>• Cyber security</li> <li>• Chem operator &amp; changes</li> <li>• Instrumentation</li> <li>• Rad Tech report</li> <li>• Medical assisting reaccreditation</li> </ul> <p>Enrolment trends</p> <ul style="list-style-type: none"> <li>• Wheeling going down, NM &amp; W steady</li> </ul> <p>Market Salary survey – Staff</p> <ul style="list-style-type: none"> <li>• 55 below market</li> <li>• 21 above market</li> <li>• All above minimum</li> </ul> <p>Strategic plan</p> <ul style="list-style-type: none"> <li>• Not driven by the state anymore</li> <li>• Is already started</li> <li>• Goal back to board 6-8 months</li> </ul> <p>Jennifer Lantz requested an update on the empty Board of Governor’s seats. Kefauver reported that President Mosser has repeatedly contacted the Chancellor’s office to get the seats filled but the governor’s office has not responded.</p>
<p>Budget Development</p>	<p>Report by Chris Kefauver:</p> <p>Program Fee Methodology was discussed</p> <ul style="list-style-type: none"> <li>• Program Directors in attendance at Faculty Assembly meeting expressed concerns regarding the methodology and distribution as many have not received their budgets even though it was reported that they had.</li> <li>• After lengthy discussion, Faculty Assembly President John Lantz decided to meet with President Mosser to express faculty concerns with the committee and institutional budget.</li> </ul> <p>Salary Rules</p> <ul style="list-style-type: none"> <li>• Classified Employee Salary Rule:             <ul style="list-style-type: none"> <li>• Suspended by BOG – June 26, 2017</li> </ul> </li> <li>• Non-Classified Salary Rule:             <ul style="list-style-type: none"> <li>• Non-classified salaries will be based on standards set by the President which could include local market, peer institutions or other factors.</li> <li>• Non-Classified employee’s salary increases will be based upon a combination of equity as recommended by the President.</li> </ul> </li> <li>• Faculty Salary Rule:             <ul style="list-style-type: none"> <li>• The College will implement annually a structure, based on available funding, of placing full-time nine-month faculty equitably on a base salary scale with appropriate ranges according to rank. {Instructor, Assistant Professor, Associate Professor, and Professor}. The goals of placement on the scale are both equity and reward for meritorious performance. The following principles of distribution will be followed:                 <ul style="list-style-type: none"> <li>• Promotions will be granted first at 10%</li> <li>• Distribution cannot be across-the-board.</li> <li>• All faculty should receive an increase unless salary is at rank maximum.</li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Distribution will consider equity first for faculty significantly below base, equity disparities within rank, and merit.</li> <li>• Any merit allocation is added to base, but is tracked separately to maintain the faculty salary scale.</li> <li>• The President will hold 10% of funds available for outstanding performance significantly beyond merit criteria or to address problems of retention due to academic market.</li> <li>• Annual increment for years of service is not part of faculty salary scale.</li> </ul> <p>Next budget committee meeting is scheduled for Nov. 22 at 2 p.m.</p>
Curriculum	<p>Report by Kathy Herrington:</p> <p>All proposals should be entered in Curriculog. Faculty who need trained how to use the software should contact Becky Yesenski.</p> <p>Committee’s next meeting is Nov. 8 at 1 p.m.</p>
Danford award	
Distance Ed	<p>Report by Jeremy Doolin:</p> <p>Committee is seeking faculty to become certified Quality Matters reviewers. Once trained, reviewers receive \$75 per in-house review. Becoming certified also makes reviewer eligible for outside institutions.</p> <p>Faculty are not required to use Course Messages in Blackboard. They are encouraged to use either WVNCC email or messages; whichever software best fits their and the student’s needs.</p>
Enrollments	<p>Report by Michele Watson:</p> <p>Open House is set for Nov. 9. Yard signs are available; faculty who would like to advertise and display the sign in their yards are encouraged to pick up a sign.</p> <p>Marketing department is working on new program brochures</p> <p>Geofencing through the marketing department is ongoing</p> <p>Bringing back student ambassadors</p> <p>Committee has been revised to be more faculty and staff driven – Michele Watson and Tami Becker are chairpersons</p> <p>Committee seeking more faculty members. To serve on the committee, please see Michele or Tami.</p>
Faculty Emeritus	
Faculty Promotion	Meeting on Professional Development Day to narrow committee to 5 for promotion cycle and reviews of Promotion Portfolios.
FERC	See above report from Kathy Herrington
Financial Aid	
IT	Scantron machine 3 <sup>rd</sup> floor B&O is not working- Carol Pegg should be able to call the maintenance company

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LRC	
Mental Health	Met today- established chair: Tiann King Next Meeting Nov. 22 at 10:30 a.m.
Professional Development	Curt Hippensteel: Have been reviewing requests as they come in
Retention	Faculty retention strategies being looked at to discuss for professional development day  Student ambassadors being revived  First Year Seminar summer option being investigated
Rules	Scheduled to meet Nov. 5
Safety	Report by John Lantz:  New Martinsville SGA requested that students should be informed of where security camers are located throughout campus. The committee decided to not disclose the locations of the cameras.
Student Appeals	Report by Chana Baker:  Meeting was scheduled for Monday, Oct. 28, for members to receive committee materials, but was cancelled due to Janet Fike being out sick. There are no appeals currently.
Textbook Affordability	Motion to disband this committee as a result of it being suspended by the HEPC since there is a push of OERs.  Hollie Buchanan commented that it cannot be disbanded as it has a meeting Nov. 4.  Kathy Herrington suggests the committee discuss changes as a result of the HEPC suspension as well as consider changing the committee name to include OERs etc.

### VII. ACTION ITEMS FOR NEXT MEETING:

Person Responsible	Notes / Responsibilities

**Next meeting:** To Be Determined – either January faculty week or first Friday in February

**Adjourn:** 3:30 p.m. Dave Stoffel/Chris Kefauver