

Faculty Assembly – Minutes

Meeting Location: ZOOM
 Meeting Date: October 7, 2022
 Meeting Start Time: 2:30 PM
 Facilitator/President: Said Leghlid

- I. **Call to Order** – Robert’s Rule of Order – 2:01 pm Said Leghlid
- II. **Attendance** – Attendance will be included at the end of document
- III. **Review Minutes** – August 24, 2022 minutes approved with no objections

IV. GUESTS:

Guest	Topic
Pam Sharma	<p>Employee Satisfaction Survey Presentation Pam shared her Employee Satisfaction Survey Report PowerPoint Presentation – Presentation will be sent to all faculty via email.</p> <p>HLC Update HLC committee met on Sept 16, 27 and 29th to review the evidence. HLC has completed the review. The report is now in the hands of the editors. They will start working on the assurance system later this month. You may receive an email requesting verification – please respond.</p> <p>Mock interviews will take place later this month or the beginning of next month – check your email.</p> <p>The team visit is December 5th and December 6th.</p> <p>As you are accessing documents on our website, if you see something that needs updated or has been updated but is not reflecting on the website please let David Barnhardt know so we can have updated information for HLC on our website.</p> <p>Pam stated the document on Brightspace is not the final draft.</p>
Dr. Mosser	<p>HR Concerns & Questions Vacancy in the VP position – we put together some ideas on how we should conduct the search, an email was sent two weeks ago. We will do our search in the spring with hopes to get someone in for July 1 or sometime before the Fall semester. The job description has been completed and is ready to be sent to the search firm.</p> <p>Based on the satisfaction survey, you will notice the concerns about HR. We are talking to Align HR again about the following needs:</p> <ol style="list-style-type: none"> 1. Focusing on the strategic priority on HR needs 2. Address the length of time it takes to hire employees <p>Dr. Mosser is asking faculty to consider the pain points (faculty promotion, merit, compensation, etc.) This is an opportunity to package them together and put them in a proposal and get Board buy in for a multi-year approach. We are looking for institution wide buy in.</p> <p>AW Process There have been no complaints in the President’s Office from students about the AW process. Dr. Mosser thanks Chana and Becky for their work on the process.</p>

V. OLD BUSINESS/AGENDA ITEMS:

Speaker	Topic

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VI. NEW BUSINESS/AGENDA ITEMS:


Speaker	Topic
Kathy Herrington	<p>ACF Report There will be a retreat in November to talk about how we can influence legislature and to discuss bills that were introduced in years past including the campus carry bill.</p> <p>Kathy stated that if we have opinions on the campus carry bill, please email her.</p> <p>If Amendment 2 passes, all personal property taxes will be removed (vehicle, company's equipment). They will have to make up several millions if they remove personal property taxes. The state is not allowed to remove money from K-12. We are taking a position against this because we do not want money taken from higher-ed.</p> <p>Promotion Process Promotion committee has met in regards to the statement in the policy that promotion candidates "may" receive across the board raises if funds are available - this has not been done in the past three years.</p> <p>We would like to address this issue for the individuals who have received a promotion in the past three years. 2019-2021 years. Please send Kathy an email if you received promotion but not an across the board raise. We will be asking Dr. Mosser to make this right.</p> <p>The policy is in the process of being changed to state that promotion candidates will receive across the board raises as well as their promotion.</p> <p>In addition, more changes are taking place in the promotion policy including condensing the amount of paperwork. We hope that this change takes place before Jill's departure.</p> <p>Kathy will send out the document once it is approved by the Promotion Committee for review</p> <p>Said requested a motion from faculty to address the promotion concern– John Lantz, David Stoffel. All for. No objections.</p> <p>Said stated that 2019 and further will be sought after.</p> <p>Several faculty shared their promotion / raise information.</p>
Chana Baker (Becky Y)	<p>AW Process Update & Questions They are at a point of finalizing the process. Lots of progress has been made. The core group will meet again on Monday to try to finalize it and put it in writing. The finalized document will be shared.</p>
Joyce Britt	<p>Online Bookstore Joyce shared information regarding the online bookstore and stated the current process could create a retention issue.</p> <p>Book vouchers are given two weeks before the start of the semester until the third week of the semester. Students can only use their book voucher at the WVNCC bookstore. Students who miss the book voucher availability period will have to purchase the book with their own money and wait for their refund if that applies to them.</p> <p>E-books are not always instant access sometimes students have to wait for their code. There is a market place within the bookstore that allows other choices for textbooks.</p> <p>Items show if its ready to ship, sold out, or back order. Students have the ability to send the book to the library and the library will contact the student when the order arrives.</p> <p>The following things need to be improved</p> <ol style="list-style-type: none"> 1. Communication – faculty need to know if the availability has changed (back-order/out-of-stock) and students should be aware of this timeline 2. Website – the website should include more specific shipping dates instead of "Shipping Soon" 3. Express the importance of the book voucher availability period. <p>Bonnie stated that Academic Affairs has met to discuss issues with Akademos. The current contract can be terminated with a notice.</p>

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	<p>The schedule has not been updated in Akedemos, therefore, Division Chairs are unable to order books (Book orders were due today)</p> <p>John Lantz stated that for those of you with bookstore issues, please send him an email. He will compile a list of complaints and review them with Jill.</p>
Lyndsie Scott-Guzek	<p>Committee Reports</p> <p>If you chair a committee or are the faculty representative of the committee please respond to Lyndsie's emails for committee reports. If you do not have a committee meeting before the next meeting please send your meeting date and time.</p>
Crystal Harbert	<p>Student Showcase Symposium</p> <p>December 9 – Wheeling 12:00 – 2:00 PM December 7 – Weirton 11:30 – 1:30 PM December 6 – New Martinsville 11:30 – 1:30 PM</p> <p>There is a place on the website – November 28th is the deadline to submit their information</p>
Jennifer Lantz	<p>FERC</p> <p>The deadline to get the FERC document finalized is coming soon. An email has been sent requesting feedback. One thing Jennifer is really interested in hearing about is your feelings about merit. She is urging everyone to send feedback by October 14th.</p> <p>Kathy stated that the changes to the FERC policy will impact the promotion policy. We should see if we can get a separate pot of money for merit aside from raises.</p> <p>Said stated that if you have any concerns about merit or salary, please address the salary committee.</p> <p>Jennifer L asked if we should make a motion to have merit funded differently.</p> <p>Jennifer L made a motion to add a new line item to the budget to fund merit, Joyce seconds. No objections.</p> <p>Jennifer K asked if we could use results from the FERC to determine if the person is merit eligible. Kathy suggested to keep merit part of FERC.</p> <p>Said suggested the FERC and Salary committee should meet and discuss in November's meeting.</p>

Other:




VII. COMMITTEE REPORTS

Committee Contact	Topic
ACF Kathy Herrington	Will discuss during assembly
Academic Appeals Chana Baker	NO Report
Academic Judicial Board	NO Report
Anniversary Adhoc Delilah Ryan	NO Report
Assessment Darcy Ferrell & Jennifer Lantz	 <p>Assessment%20Minutes%20-%202023</p>

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<p>BOG Chris Kefauver</p>	<p>BOG Report Aug 2022</p> <ul style="list-style-type: none"> • President's report – <ul style="list-style-type: none"> ○ Bomb threat July 11 in the B&O <ul style="list-style-type: none"> ▪ Cleared 2 hour later ▪ Related to a national trend that week ○ 8/29 first day of classes <ul style="list-style-type: none"> ▪ 6-8% increase in enrollment ▪ Most other schools flat or down ○ All college day happen today ○ Coronavirus update <ul style="list-style-type: none"> ▪ Watching monkey pox, covid & influenza ▪ No restrictions at this point ▪ Staying in line w/CDC guidelines ▪ If we spike may see masks or social distancing come back ○ College update <ul style="list-style-type: none"> ▪ Accreditation update <ul style="list-style-type: none"> • On 2nd draft • Looks good • On campus Dec 4-5 ○ Nursing grant expansion <ul style="list-style-type: none"> • Labs all 3 campus – open soon – all fully op by spring semester ○ New neighbors <ul style="list-style-type: none"> ▪ The old bookstore has YWCA in the first floor for a few weeks ▪ WCD is in the 2nd floor ▪ Helping hands is coming to the old gas building ○ Eventually the old bookstore will be remodeled for the testing center (4th B&O) to move into • Financial current fund tracking <ul style="list-style-type: none"> ○ Project updates – see me for more details <ul style="list-style-type: none"> ▪ There are issues with the exterior of the B&O exterior. We are waiting on funding from the state. ○ Fund tracker – see me for more details • Marketing annual report – see me for power point • Key performance indicators – see me for report <ul style="list-style-type: none"> ○ 96% up in FTE ○ 4-6 International students this term • Exec session
<p>Budget Development Bonnie Peterman</p>	<p>NO Report</p>
<p>CIC ?</p>	<p>NO Report</p>

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Curriculum Kathy Herrington	Will discuss during assembly
Danford award Missy Stephens	NO Report
Distance Ed Jeremy Doolin	NO Report
Diversity, Equity, and Inclusion (DEI) Brandy Killeen	NO Report
Enrollments MaryJean McIntosh	NO Report
FERC Jennifer Lantz	   FERC%202023.docx FERC%202023%20w FERC%20committee %20Sept.%20minute%20minutes%20Apri
Faculty Emeritus Hollie Buchanan	NO Report

Faculty Promotion
Kathy Herrington

Hi everyone: Here's what I took away from the meeting the Promotion Committee had on 9/22 (minutes if you will):

- We don't want to have to include the entire FERC documents for the last 3-6 years and we are suggesting that we only have to include P. 15-16 from those FERC documents, which have the scores we need to use to see if the candidate has above average/excellent scores
- We don't want to have to include all the student course evals either, so I have asked Pam/Hope if they could generate a summary sheet of these for only the people applying for promotion and use those to verify a majority of above average scores
- We want the policy to say that faculty "will" receive additional compensation in the case of across the board raises (see p. 15, #19) and cited state code to support this
- I added a title page, better identification of the major sections of the document, a table of contents, and the promotion chart (Table I) that folks have requested be put in the actual document
- I removed some of the redundant language in certain items (which you will see with

~~striketroughs~~ and added some things and some clarification (in **bold, underlined, highlighted italics**) of:

1. what exactly needs to go in the portfolio
2. changed the verification form to clarify the Division Chair and Chief HR officer's responsibilities and added years of work experience to it as far as having them verify years of service and professional development activities before it gets to the committee
3. procedure/exact responsibilities/review process for the reviewers who are on the Promotion Committee
4. how mentors are selected (and we are recommending that faculty assembly select a pool of about 6-8 promotion mentors every year (who will receive 3 points of merit for serving as a promotion mentor; we didn't think they necessarily have to be from within their division, but someone who has been through promotion before. Do we need them to be associate professors or full professors, or anyone who has successfully been through promotion? I'm not sure how many Associate & full Professors we have but I will find out)
5. what the "self-evaluation" means, which folks didn't seem to understand - we have re-worded it as a "summary/self-reflection paper" in which the candidate can summarize their accomplishments for that period of time since the initial appointment or the last promotion

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	<p>6. changed some of the dates that things need to be submitted (and we need to discuss this one) - regarding the timeline, the current policy says that the discussion with the division chair takes place by the last Friday in September and the intent to apply for promotion is the last Friday in October. Some of us thought that should be reversed, with the candidate sending the intent in September and then meeting with the Chair the next month. Let me know what you think about that.</p> <p>So, I have tried to fix a few things, and its down to 15 pages not including the forms and appendices, but since the first paragraph in the policy, which is in state code says the following, I don't think we can simplify it to the point that it is only a few pages long and takes only a couple of weeks to accomplish. Its a big deal and I think it requires more than putting in one's time.</p>
Faculty Salary John Lantz	NO Report
Faculty Welfare/Advocacy Kathy Herrington	NO Report
IT: Dave Hays	NO Report
LRC Crystal Harbert	NO Report

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Mental Health RJ Canter	<p style="text-align: center;">MENTAL HEALTH COMMITTEE MTG SEPTEMBER 26, 2022 – 12:00PM</p> <p>Members Attending: K Aulick, R Canter, H Kalb, M. Murad, I. Williams</p> <ol style="list-style-type: none"> I. Welcome/Intro New Members New members – Maclaine Murad, Barbara Nopwasky, Vikram Tugali II. Student Reps on Committee? Reaching out through SGA and committee members will submit possible names for students who may be interested in participating. III. Meeting dates for the year?? Doodle poll forthcoming IV. Mental Health Professional Position update Position is with HR; on their list, no other updates V. Well Connect – Faculty/Staff option update Service options with HR; on their list, no other updates VI. Well Connect – Portal Buttons update Currently assigned to Hilary in Marketing (for web design) VII. Usage Report Yearly usage report received in mid-Sept; will be forwarded to committee members. VIII. Project Echo Calendar of workshops reviewed; forwarding to committee members for voluntary participation IX. Additional Resources/Options (beyond Well Connect) Brief discussion to seek additional mental health and support services; will continue at next meeting X. Well Connect promo materials – more posters/cards/flyers – food pantry areas? Will request materials for account manager for distribution at all three campuses for the 2022-23 year.
Open House Crystal Harbert	NO Report
Professional Development Curt Hippensteel	NO Report
Representative for External Delilah Ryan	NO Report
Retention Dr. O	NO Report
Rules Delilah Ryan	NO Report

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Safety Bonnie Peterman	NO Report
Scholarship Delilah Ryan	NO Report
Student Appeals Chana Baker	NO Report
Student Showcase Symposium Heather Kalb	NO Report
Textbook Affordability/OER Daniel Gomez	NO Report

Next meeting:

Faculty Executive committee at TBD

Full Faculty Assembly at TBD

Location TBD

Motion for Adjournment: 3:44 PM; Bonnie Peterman and Jennifer Lantz

Attendance: Attached below