



## Faculty Assembly Meeting Agenda

<b>Facilitator / President:</b> Scott Owen	<b>Meeting Date:</b> May 6, 2016
<b>Meeting Location:</b> IP Video Rooms	[411 - E ; 215 - R ; 111 - N]
<b>Meeting Start Time:</b> 1:30 p.m.	<b>Meeting End Time:</b> 3:30 p.m. [Max. to 4:00 p.m.]

- I. **Call to Order – Welcome / Robert’s Rules of Order – Applied**  
Welcome – please sign in
- II. **Review Minutes [10 min.]**  
Motion – C. Baker/M. Watson to approve [pending correction of meeting date and attendance].
- III. **Guests: Dr. Vicki Riley; Melanie Baker; Hope Coffield**

Presenter	Topic(s):
Dr. Vicki Riley	<p>Nursing Program Accreditation Status – 45 minutes</p> <p style="color: red;">1:35 – 2:15</p> <p style="color: red;">Welcome - Thank you for your hard work this year – looking forward to tomorrow’s commencement.</p> <ol style="list-style-type: none"> <li style="color: red;">1- Budget – cuts could range from 0-18% May 19/20<sup>th</sup> local legislators told her may not be discussed until after May elections. Regardless BOG has been presented with balanced budget for next year. If they cut us 4% we are okay. If it is more we will need to adjust. Tuition increase of 4.9% included. (\$125 – 131 per credit hour). Plan B of increase of up to 8% already submitted to state if necessary.</li> <li style="color: red;">2- Fall Enrollment – please reach out to your students. Please indicate on your outgoing email/voicemail students need to reach out to while you are out.</li> <li style="color: red;">3- Marketing – increase for several existing programs, and new Chemical operators in NM and welding certificate in Wheeling.</li> <li style="color: red;">4- Nursing – (Some issues vacant faculty position need filled – eliminate overload, get tutoring, retention, student success, passing of boards, salary, etc.) Nursing Board will have us for fall reduce students by 35% (about 45 students) in order to address the deficiencies the accreditation organization nailed us with. Nurses held a retreat last week to focus on issues. Trying to compete with nurse base salary had a stipend added to lure, fall interviews did not accept the new salary, spring interviews did accept. <i>Board</i> does not like the base + stipend=total competition, because it can be removed at any time. Dr. Riley disagrees, a contract is a contract. It will now read \$40-42,000 calculated by starting salary of \$33,500 + stipend results in starting salary for nursing contract with a Master’s degree.</li> </ol> <p style="color: red;">K. Herrington – can these faculty be brought in as assistant professor as to not rock the faculty salary schedule, etc.</p>



## Faculty Assembly Meeting Agenda

	<p>L. Shelek – this is just for new hire. Existing nursing faculty will be brought up to new compensation package to          Current nursing faculty below 36,000 were given stipend to meet new faculty salary, and          Nursing Dept. will now have its own budget because Nursing Board wants the director to have access to it. This is not WVNCC policy however; it needs to be done to be compliant with state law.          Summary by Dr. Riley -----          2015-2016 entry level salary increased.          Look at making salary adjustment for current nursing faculty</p> <p>M. Goldstein – how can we pick and choose what we want to abide by. For example the \$450 increase each year has not been seen in the last couple years. Dr. Riley does not agree with the current faculty schedule – she wants to restructure it to a model of entry level, midpoint, higher. She agrees that President can make exceptions that all new hires begin at instructor</p> <p>R. Berry – Workload and tutoring. Work toward reducing the workload to open up time to assist students. It will be very difficult to hire tutors with Associates/Bachelors for only \$11 an hour.</p>
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### IV. Current Requirements: [Excluding Above Administrative Requirements.]

	Topic	Purpose	Max. / Time Limit
1. (3)	<p>Kathy Herrington, or Designee            2:29 – 2:46            Originally wanted to discuss contracts but we have them now. Check the details of contract - some have mistakes in favor of both college and employee.            [C. Kefauver]            R. Berry – I received an amended contract today, is my seven days from original contract or revised contract?            J. Britt and            M. Taylor – some people are out of town not just for a week or so but the whole summer.            R. Berry – Dr. Riley and Peggy have made it very clear that these are not contracts, they are appointments. Does an “appointment” have the same legal weight?            K. Herrington – Wants a motion to have contracts by April 30<sup>th</sup>            L. Shelek – years ago when FERC was due March – contracts            P. Sharma - WVCTCS (2yr) – HEPC (4yr) policies and procedures.</p>	Faculty Contracts	15 min.



## Faculty Assembly Meeting Agenda

	<p><b>MOTION</b>  Recommend faculty appointment letters are received by the last day of April  Herrington/Stoffel  <b>APPROVED</b></p>		
2. (1)	<p>Melanie Baker –  2:15 – 2:23  Students used to be able to have one week – students asked for two weeks. Faculty wanted to have evaluation date set to eliminate the ability for students that have dropped the course (final drop date for semester)  [M. Taylor]  K. Herrington – likes two weeks but hesitant to enter grades if evaluation still open.  M. Goldstein – likes one week with three notifications  [J. Britt]</p>	End of Course / Faculty Evaluations	15 min.
3. (2)	<p>Hope Coffield –  2:23 – 2:28  Confirm consensus of one week with three notification  Sharma – Fulton – Farnsworth attended conference in Phoenix.  Goals  1- Syllabi across campus have measureable outcomes  2- Faculty assessment professional development workshops  3- Conducting student learning through tutoring, service center, library, etc.  Committee working on grant proposal for HLC.  Still looking forward to assessment reports – get to div chair by May 15, so Chair can get it to I.R. by September.</p>	Course Assessment	15 min.
4.	<p>Thanks For Don Poffenberger’s Service To The College  2:46 – 2:46  Scott wants to formally thank Don for his years of service to the college.  Later in meeting --- R. Berry – Remember that there is a deadline to recommend a retiree for “Professor Emeritus.”  Last year, no one recommended Ralph Lucki. Scott will address.</p>	Faculty Appreciation	
5.	<p>Hollie Buchanan  2:47- 2:48  Purchased a gift card on behalf of the faculty to present to the tutors.</p>	Tutor Appreciation	

### V. Committee Reports:

Name	Topic(s):
Legislative / PEIA	Mark Goldstein [15 min.]



## Faculty Assembly Meeting Agenda

	<p>2:48-3:01  <b>MOTION</b>          Require HR allow us to sign appointment letters electronically.          Goldstein/Herrington  <b>APPROVED</b></p> <p>Waited to vote on the last day so it could not be vetoed to dump common core and smarter balance test.          \$100 million – hole in budget separate from existing holes. Without new taxes there could be up to 18% reduction. Read the ACF report - no real change is sighted. WV is not permitted to run without a balanced budget.          M. Taylor – Is there a link that can we can have access to in order to Mark –Liberty Caucus. There was a decrease in coal and oil tax revenue and about four years ago when the state was doing well, food and small business tax reduces/eliminated and now its          ACF – look at list Mark included in and let him know comments about his memo.          Great Teachers – June 20-23, 2016</p>
Board of Governors	<p>Dave Stoffel [15 min.]          3:01 –3:21          90% was Executive session so he has not much to report. However it deals with an employment issue – Board was very surprised that we had not an IT director, no email for two weeks, and our Nursing program is not fully accredited. Dave says the budget does not exist – he has not seen anything but a memo. We will be appointing a new President – Dr. Cummings can no longer be President of the Board (Board was <u>SHOCKED</u> that all start at “Instructor”/ \$33,500. A. Beatty - were they shocked because it was too high or low? Just clarifying.          P. Sharma -          Board does not hold meetings in May; however there will be a May meeting because of these issues. The president of the college does in fact control much of these issues.          L. Shelek – went to Board to fill them in on the nursing and faculty salary          P. Sharma – We need to be proactive – President has more influence without faculty repr. on the salary committee. Yeah I do not have to address it.          Dave – we need to speak up and be proactive.          We as a faculty assembly must set two goals to accomplish this year, 1- faculty schedule needs to be adjusted (for example) and 2- someone else devise. Then our rep can present our two goals to the board.          K. Herrington – went to Peggy last year to get the budget and not even CFO has it. [CFO needs info.]          President is to teach <b>WITHOUT PAY</b> to stay in touch with the students. Is President considered Administrator with Faculty rank?</p>



## Faculty Assembly Meeting Agenda

	<p><b>MOTION</b>          We ask Dr. Riley to bump Adam, Marissa, and any one with advanced degrees to Assistant Professor.          Herrington/Gene  <b>APPROVED</b></p>
FERC	<p>Kathy Herrington or Other Committee Rep. [15 min.] – Reserved As Needed.          3:22-3:26          Working with Carry and the faculty lawyer – there was rewording and reordering. No real changes to what was actually approved by faculty prior to lawyer changes.          Promotion policy is in progress almost ready to present to faculty assembly. Dave Stoffel commented that policy looks much better.</p>
Retention	<p>Joyce Britt or Other Committee Rep. [Midterm Grades, Academic Alerts] [15 min.] – Reserved As Needed.          3:26 – 3:26          Committee hasn't met.</p>
All Other Committees	As Needed.

### VI. Next Meeting: Tentative

Meeting date:	8/26/2016
Meeting start time:	1:30 p.m.
Meeting end time:	3:30 p.m.

### VII. Action Items For Next Meeting:

Person Responsible	Notes / Responsibilities
	<p>3:29  <b>MOTION</b>          Adjourn meeting          C. Kefauver/A. Beatty</p>