

# Faculty Assembly – Minutes



Meeting Location: Wheeling - B&O Auditorium

Meeting Date: August 24, 2017

Meeting Start Time: **Full assembly, 2:20 p.m.**

Facilitator / President: Kathy Herrington

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

**II. Attendance:** S. Andenora, C. Baker, A. Beatty, R. Berry, C. Blatt, J. Britt, L. Brown, H. Buchanan, K. Bush, R. Canter, A. Dahlem, F. DeCaria, J. Doolin, G. Evans, D. Ferrell, D. Fitzgerald, B. Fulton, M. Goldstein, D. Hans, C. Harbert, K. Herrington, T. Hess, M. Kahl, C. Kefauver, J. Keyser D. Knecht, J. Kriechbaum, N. Krupinski, A. Kuca, J. Lantz, John Lantz, M. Marlin, M. Merz, S. Owen, B. Peterman, T. Pitcher, J. Reho, C. Rogerson, P. Roper, D. Ryan, H. Ryan, L. Shelek, M. Stephens, D. Stoffel, C. Stokes, J. VanFossan, L. Warren, M. Watson, G. Winland

**III. Review Minutes [10 min.]**

Motion to approve previous minutes: Deferred until October meeting.

**IV. GUESTS:**

Guest	Topic
Jeff Sayer	<p>Salary Enhancements                      M. Goldstein - Is there any place that we can see the BOG budget that was passed?                      J. Sayre - It will be in the minutes of the meetings made public.                      M. Goldstein – Federal not putting money of Pell grant up front – At ACF meeting, WVU said they are losing millions due to lost interest waiting for payback. Are we losing any interest funds?                      J. Sayre – we do not know yet how quickly USDE will replenish our money – that will determine how much interest we may lose but as long as it’s not more than a couple of weeks, we should be able to handle it.                      M. Goldstein - We planned for a cut back – how did we fare now that budget is final?                      J. Sayer – we anticipated for a 4% cut and since it came in under 5% (which we had planned for an extra 1%) we did not need to go back to the board for another budget approval.</p> <p>Instructional Specialists were not included in the calculations on the faculty salary adjustments.</p> <p>WESCO – operating expense will go up are we planning ahead for this increase?                      J. Sayer – it is projected that 4.7 mill to renovate and it is expected it to make money eventually and not be a loss.</p> <p>Travel:                      D. Knecht – Please explain college mileage policy when traveling campus to campus.                      J. Sayer – Please submit 5 business days prior to travel. Approved reimbursement can be;                      1) cheapest way – drive school car                      2) Enterprise – we will rent                      3) personal – we reimburse you                      4) if there is a compelling reason we can on a case by case analysis we have done a gas reimbursement. (Family in Columbus example)</p> <p>Policy was – Only traveling to one campus for the day you get no mileage, if you travel between campuses on any given day you can file for reimbursement. Recurring travel can be submitted on a monthly basis. Continued discussion. See Jeff with any questions as policy may become more defined.</p>

**V. OLD BUSINESS/AGENDA ITEMS:**

Speaker	Topic
Dave Stoffel	Board of Governors – Dave will keep us posted on the Board members. The board will be setting the Presidents goals at the next meeting. If you have genuine measurable goal to submit please

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get it to Dave. The BOG meets the fourth Thursday of every month.
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## VI. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
K. Herrington	Replacement of vacancy on Executive Committee Misty Kahl has accepted to replace Maresa Taylor (resigned from WVNCC) on executive committee.
K. Herrington	Committee Assignments <b>MOTION PASSED</b> <b>D. Stoffel/H. Buchanan – Dissolution of General Education Committee, as it is redundant with Assessment Committee.</b>
K. Herrington	Introduction of new Division chairs and Dean of Academic Affairs This was done in previous meetings today.
K. Herrington	HLC report, which cited us for: Assessment plans and activities for the upcoming year Faculty credentials This was discussed in previous meeting today.
K. Herrington	Promotion Process If you are planning to apply this year – you need to submit letter of intent On or before the last Friday in September (Check date to be sure.)
K. Herrington	Intellectual property policy At Executive yesterday Jill expressed wanting to get this policy finalized. Please re-read and submit any questions or concerns to K. Herrington no later than early next week.
Chris Kefauver	Merit/Evaluations Be sure to review your returned packet. Discussion ensued. K. Herrington will take this topic to Jill Loveless regarding possible improvements to the process.
K. Herrington	GPS - Sheets need to be updated – Please review your program and submit questions and concerns to K. Herrington as soon as possible.
K. Herrington	Chairs please hold your committee meetings in the month of September.
M. Goldstein	Can we find out if all Professional Development monies were used, is there any carry-over?  And Can we have IT support available for IPV and BBB for instructors at class times, especially the first few weeks of class, including evenings?

## VII. COMMITTEE REPORTS

Speaker	Topic
ACF	Retreat for coming year topics – Mark will send them as an email for faculty input.
Assessment	Have not yet met.
BOG	Have not yet met.
Budget Development	Have not yet met.
Curriculum	Have not yet met.

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Danford award	Have not yet met.
Distance Ed	Have not yet met.
Enrollments	Have not yet met.
Faculty Emeritus	Have not yet met.
Faculty Promotion	Have not yet met.
FERC	Have not yet met.
Financial Aid	Have not yet met.
Gen Ed	Have not yet met.
IT	Have not yet met.
LRC	Have not yet met.
Professional Development	Have not yet met.
Retention	Have not yet met.
Rules	Have not yet met.
Safety	Have not yet met.
Student Appeals	Have not yet met.
Textbook Affordability	Have not yet met.

**VII. ACTION ITEMS FOR NEXTG MEETING:**

Person Responsible	Notes / Responsibilities

Meeting date: October 6, 2017

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Meeting place: Respective IPV rooms for each campus.

Meeting time: 1:00pm Executive and 2:30pm Full Assembly