

Faculty Assembly – Minutes



Meeting Location: 121EC

Meeting Date: Jan 9, 2017

Meeting Start Time: **Full assembly, 3:00 p.m.**

Facilitator / President: Kathy Herrington

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

II. Attendance:

- a. Wheeling – A. Beatty, J. Britt, L. Brown, H. Buchanan, K. Bush, R. Canter, A. Dahlem, J. Doolin, G. Evans, D. Ferrell, D. Fitzgerald, B. Fulton, M. Goldstein, D. Hans, C. Harbert, K. Herrington, C. Hippensteel, M. Kahl, C. Kefauver, J. Keyser, B. Killeen, D. Knecht, J. Kriechbaum, N. Krupinski, A. Kuca, J. Lantz, John Lantz, S. Ledergerber, M. Marlin, M. McIntosh, M. Merz, R. Mulyuk, M. Magificio, S. Owen, M. Pallisco, B. Peterman, T. Pitcher, C. Rogerson, P. Roper, D. Ryan, H. Ryan, K. Silvestri, M. Stephens, D. Stoffel, C. Stokes, J. VanFossan, M. Watson

III. Review Minutes [10 min.]

Motion to approve minutes: Michelle Watson correction1-pilot green cards corrections

Motion to approve carried - D. Stoffel/B. Peterman approve with said corrections.

IV. GUESTS:

Guest	Topic
Dr. Riley	<p>welcome –</p> <p>Aaron is using his work phone trying to reach more to through texting. Purge was delayed due to bad weather. Trying to get more students in the door.</p> <p>Should not be any budget cuts.</p> <p>We will most likely have no more classified and no-classified employees. Legislation is about to pass combining into one group.</p> <p>Free community college tuition in the state – Tennessee model, students required to apply for financial aid, “free” tuition would cover the after financial aid balance.</p> <p>Mark – All WV institutions of higher education have for decades sent 1.5% of tuition and fees collected from their students to the central office (HEPC) to fund a group of system-wide initiatives that benefited every student and faculty member in the state. SB 2815, the bill passed by last year’s legislature that extricated WVU and MU from the HEPC budgeting and HR policies, also ended that Higher Education Resource Allocation (HERA fund) from every baccalaureate year and graduate school in the state effective July 1, 2018. Northern and the other CTC’s still send 1.5% to the WVCCTCE but overall the central office has lost more than 5.3 million dollars which will effectively defund some of the most beneficial programs that they have offered or subsidized throughout the years.</p> <p>Kathy H – Safety plan (since carbon monoxide issue) – Faculty would not be opposed to having fire department review the plan to be sure we are in state regulation, also clean up responsibilities on current proposal (too many responsibilities for certain individuals).</p> <p>Matt P – similar situation in ATC with natural gas.</p>
Jill Loveless	<p>Lecture/Lab hour’s issue – cleaned up language as well as ratio. 1 to 3, self-contained 3 to 1, non-self-contained 2 to 1. Contact hour’s needs to be replaced with load hours. Changing verbiage to reflect modality.</p>

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	<p>GPS – Judy is revising the sheets per meetings with program chairs.</p> <p>WLU sent several articulation agreements to us over break. Typically the articulation agreement is fluid and will may not have the specific agreements. Articulation agreements are more informational vs. a voting item that needs to go through curriculum.</p> <p>Bookstore – Faculty ‘enlight’ system will allow you to see the list of texts</p> <p>Honors – Recently learned the WVNCC system. She will be discussing it in cabinet tomorrow with Janet to see the list</p> <p>Finals week – 16 weeks not 15 with finals week identified. Also fall of 2018 we will have still partial Thanksgiving week</p> <p>DFW – If faculty has any data that supports the outside issues that cause students that to DFW, please submit ideas to work with students – Do Not Dumb down material or give all A’s!</p> <p>Late Ads – It is not policy however, please do not add students late this semester. If the student is not in class next week please do not add them. We have added late start classes and am interested in intersession classes. If you do withdraw a student please do not reinstate them. There are exceptions of course (complete all late work by next Friday and I will reinstate you) for example.</p> <p>Large number of waitlists student – to override cap, email Becky with details to let those students in.</p>
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V. ACTION/AGENDA ITEMS FROM PREVIOUS MEETING (OLD BUSINESS)

Speaker	Topic
	<p>Proposal for changes to summer contracts discussed as follows (strikethroughs for things we recommend be removed; <u>bold, underlined italics</u> for things we recommend be added:</p> <p>Proposed changed to appointment letters, adjunct faculty (all semesters)</p> <ul style="list-style-type: none"> • Include a copy of the position description with all appointment letters • Remove the 7 additional bullets in the 2nd section and put those in the position description, with a section specifically for faculty teaching online classes and make the following changes: <ul style="list-style-type: none"> ○ “All applicable faculty members are responsible for adhering to the following guidelines. The guidelines are used, <u>in part</u> by WVNCC to evaluate all faculty. WVNCC instructors are required to: <ul style="list-style-type: none"> ▪ Promptly fill out and return any <u>mandatory</u> departmental forms including Online Course Information Forms for each online course assigned ▪ <u>Use their WVNCC email for all communication with students, other faculty, or staff (no personal or otherwise external email account)</u> ▪ Be available in the instance of a possible grade appeal ○ <u>Additionally, online instructors are required to:</u> <ul style="list-style-type: none"> ▪ Promptly fill out and return Online Course Information Forms, for each online course assigned ▪ Actively participate in the discussion board(s) when applicable

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	<ul style="list-style-type: none"> Respond to all email within 48 to <u>72-96</u> hours (<u>3-4 days maximum</u>) Post a detailed syllabus on the Blackboard Welcome Page Post grades for all gradable items in the gradebook within 1 week <u>2 weeks of submission.</u> <p>MOTION passed - M Watson/D. Ferrell</p> <p>Adjunct faculty pay rate – Instructors with 1-3 semesters at WVNCC - increase pay rate of \$475 to \$525, Instructors with 4 plus semesters at WVNCC – increase pay rate of \$500-600 MOTION: M Goldstein/rj canter</p> <p>P Roper amend motion M. Goldstein will not allow amendment of motion Motion of increase to \$525 and \$600 respectively defeated.</p> <p>MOTION: P Roper/S Owen motions \$550 and \$650 M Stephen/S. Owen amend motion to read Instructors with 1-3 semesters at WVNCC - increase pay rate of \$475 to \$550, Instructors with 4 plus semesters and/or WVNCC full time faculty at WVNCC – increase pay rate of \$500-\$650. Initial request asked for this to be implemented in Jan of 2018, but since it just got approved, it probably can't go into effect until summer or fall of 2018. MOTION passed</p>
	HR office issues – no OZ tickets
Kathy Herrington	<p>DE recommendations – Faculty load 2 online classes in a semester be raise to 3 without special permission and virtual office hours are permitted on a one to one ratio. Discussion ensued on virtual office hours.</p> <p>Motion to recommend that faculty load of 2 online classes per semester without special permission be raised to 3 without special permission (with the understanding that a Division Chair can ask a faculty member to take a traditional daytime class over a third online class if the Chair is having trouble staffing it with an adjunct), and that they can reduce traditional office hours by 1 per online class and hold those hours as “virtual hours” online.</p> <p>MOTION passed: D Stoffel/A Beatty</p> <p>Motion to recommend that faculty may be permitted, if they wish, to change office hours format to allow for two hours by appointment, two virtual hours, and six hours in traditional office hours regardless of modality (meaning whether they are teaching online or not)</p> <p>MOTION passed: Jennifer Lantz/H. Ryan</p>

VI. NEW ACTION/AGENDA ITEMS (NEW BUSINESS):

Speaker	Topic
	<p>Jeff Sayre submitted to Kathy the entry level salary for each rank based on adjustment model worked on last semester. This is a moving target. Instructor \$37, 626 Assistant \$41,524 Associate Professor \$46,025 Professor \$49,828</p>
M Kahl	<p>Lecture: Lab hours discussed w/ changes recommended by Jill Loveless, VPAA. Discussion reflected that some programs accrediting bodies want the ratio to be 4:1, and one ATC instructor said his labs are 8 hours long, so the recommendation from Jill that all lecture: lab ratios be either</p>

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	2:1 or 3:1 won't work. One program director also asked that we define "on site" labs, "clinicals", "practicums", and "internships". Therefore Motion deferred . Division/Program chairs will to continue to discuss this, report back to faculty, and discuss with Jill before making a motion.
D. Stoffel	Presidential evaluation – Please submit!

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

Speaker	Topic
Assessment	
Budget Development	
Faculty Promotion	
Financial Aid	
Gen Ed	
Faculty Welfare	
IT	
LRC	
Professional Development	
Rules	<p>HR sent out a request for comment on a new "rule" affecting HR departments on Dec 14 (see email which provides the link and email address for Sarah Tucker. Comments are to be sent directly to Sarah Tucker at the WVCTCS and we had 30 days to do it. Please review and send in additional comments if you have any – the comment period will end on Jan 10 (tomorrow).</p> <p>Proposed email w/ comments on the rule read by K. Herrington:</p> <p>"Dear Chancellor Tucker:</p> <p>In the document, it refers to a Job Classification Committee, defined as "A Committee of employee and human resources representatives established by West Virginia Code tasked with evaluating classification appeals and other changes to classified jobs". If such a committee exists at the state level, we aren't sure why it doesn't also exist at the institutional level?</p> <p>At our small institution, we have only one Human Resource officer, the Chief Human Resource Officer (CHRO) who unilaterally and solely reviews and makes all decisions about the classification status of all classified employees. Sometimes this is done with in consultation with one other person (usually the person's supervisor), but sometimes it is only the CHRO. We (the faculty) feel that this process does not provide enough checks & balances in this important decision-making process for the staff who support us, potentially setting up a situation whereby</p>

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	<p>favoritism, unfair treatment or discrimination may occur, contributing to a hostile work environment. We understand that there is an appeal process, but do not believe that is sufficient, and causes the employee in question to have to file a grievance or appeal, which many are reluctant to do because of a fear of retaliation.</p> <p>Further, our CHRO sits on the statewide committee, and appeals from our institution are heard by this committee. In those instances, or in other instances where the institutional HR officer is the representative to the statewide committee, we believe that CHRO should recuse him or herself from the discussion and not be allowed to vote on appeals decisions that involve their home institutions. This clearly represents a conflict of interests, whereby the individual is voting on matters involving themselves and decisions they have made.</p> <p>We believe there should be an internal committee of employees along with the HR representative who meet to discuss and make this decision collectively instead of placing the responsibility for this decision in the hands of one person. We have requested this numerous times but no action has been taken, under the claim of personnel matters being "confidential". We have employees involved in many processes and on many committees where information is confidential, and believe that the benefits of such an approach outweigh the potential risk of breaching confidentiality, for which an employee can already be disciplined or terminated.</p> <p>We ask that a provision be added to the new rule which establishes a committee of employees, who, along with the CHRO, review and make recommendations about job classifications and changes to classified jobs, and that a provision be added to address the conflict of interests that exists for institutional HR representatives who serve on the state Job Classification Committee. We realize that the system for classified employees is changing, but we believe that this change (would better protect staff, the CHRO, the institution, and the integrity of the CTCs in West Virginia).</p> <p>Thank you very much for considering our comments. If you would like to discuss, please feel free to contact me at your convenience".</p> <p>Discussion ensued. Recommendation to add the last part that is in parentheses. Motion to approve and send to Chancellor Tucker. MOTION carried: B Fulton/H Buchanan</p>
Safety	
Student Appeals	
Retention	
Textbook Affordability	
Danford award	
Curriculum	

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Distance Ed	
Enrollments	
Faculty Emeritus	
FERC	
ACF	<p>Officers said that campus is private party of the Board of Governors this can be preempted. Mark read WVU and Concord statement -discussion pursued.</p> <p>WVNCC Faculty Assembly opposes any changes to the state statute that would prevent the institution from maintaining its own policy on firearms on campus.</p> <p>MOTION passed: D. Ryan/M. Goldstein</p>

VII. ACTION ITEMS FOR NEXT MEETING:

Person Responsible	Notes / Responsibilities
K. Herrington	Send motions regarding Adjunct faculty pay rate, overload & adjunct contracts, DE load, and office hour's change. Meet w/ Jeff Sayre about budget, safety plan, and HR.
Division Chairs, Pgm Directors, Jill Loveless	Meet to discuss lecture:lab ratios before finalizing

Meeting date: 2/2/2018 - Meeting start time: Exec 1:00; Full assembly 2:00 p.m. IPV rooms, 3 campuses

Adjourn
C Kefauver/D Fitzgerald