

Faculty Assembly – MINUTES

Meeting Location: Large Classroom of the ITC building
 Meeting Date: August 23, 2018
 Meeting Start Time: 10:45 a.m.
 Facilitator / President: Kathy Herrington

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

II. Attendance: Chana Baker, Kathy Herrington, Brandy Killeen, Mark Mangficio, Frank DeCaria, Steven Ledergerber, Greg Winland, John Reho, David Hays, Lindsay Warren, Stephanie Andenora, Daniel Gomez, Gene Evans, Crystal Harbert, Delilah Ryan, Debbie Cresap, Hollie Buchanan, Curt Hippensteel, Larry Brown, Paige Holt, Anita Dahlem, Mary Jean McIntosh, Mary Ann Merz, Charlie Rogerson, Jennifer Kriechbaum, Joyce Britt, Pat Roper, Scott Owen, Missy Stephens, Misty Kahl, Heidi Ryan, Jeremy Doolin, John Lantz, David Stoffel, Charlene Stokes, Chris Kefauver, Ben Fulton, Rustem Mulyuk, Debra Fitzgerald, Tami Pitcher, Bonnie Peterman, RJ Canter, Jennifer Lantz, Darcey Ferrell, Sarah Davis, Jill Keyser, Arlene Kuca, and Tamara Hess.

III. Review Minutes [10 min.]

Motion to approve previous minutes: Missy Stephens/Heidi Ryan. **Motion carried.**

IV. GUESTS:

Guest	Topic
Mike Koon Interim President, WVNCC	<p>Welcome/Question and answer session:</p> <p>Mr. Koon thanked the faculty for their work on assessment. The assessment reports and results are in progress of being uploaded to the college’s webpage.</p> <p>A discussion ensued about the confusion of the 5% increase in funds from the state for pay raises and how it is being disbursed to the faculty. Koon explained that neither the governor nor the legislature mandated the funds be used for salary increases. The college decided for faculty to receive about a 3.2% raise from the state funds. Once all the money was budgeted, cabinet members (administrators), and staff allegedly received a 4% pay raise.</p> <p>The discussion continued concerning why the cabinet members received a 4% pay raise. Mark Goldstein explained that the college committed to the three year plan for faculty salary increases before the governor allocated the 5% increase. Goldstein asked why faculty aren’t seeing another increase to salaries, as we had already determined that there was enough money in the existing budget to support the SREB 3 year plan <u>before</u> the Governor allocated the increase, resulting in thousands of extra dollars that we were expecting would be applied to raises as well as what we had previously allocated. Goldstein said we would rather see the funds, from the state, put toward faculty salaries rather than reserves gaining the money. Goldstein noted that this issue and question of funding was discussed at the Budget Committee meeting and he still has not received an answer.</p> <p>Mr. Koon said he will investigate this issue and question further and get an answer.</p> <p>Mr. Koon next addressed the upcoming presidential search. The Board of Governors did not meet in June. At their July meeting there was no time on the agenda to discuss the issue. Koon expects the board to discuss the presidential search at their meeting this evening. He believes the BOG will seek to use an outside agency to conduct the presidential search instead of just having our HR department do it. Faculty fully support this approach and commend Mike and the BOG for this.</p> <p>Steve Ledergerber asked Mr. Koon to clarify a previous email about email and video surveillance. Ledergerber asked how widespread the surveillance was that deemed such a decision. Mr. Koon explained that he has no evidence that emails were surveyed or that video surveillance was watched, however some personnel brought to his attention their fears that this practice was</p>

Faculty Assembly – MINUTES



	<p>occurring. Koon said the decision was made in an attempt to make sure this was not occurring, and to send a clear message that any practice of this kind will not be tolerated. Koon did mention that Officer RJ Faldowski does monitor the video cameras for security reasons, and only for security reasons.</p> <p>A discussion began about the IP Video service. The new service provider is installing the fiber into the ground. They are scheduled to connect the fibers on Friday of next week. After that time, the service will be tested. Until that time, and until the college is sure the new lines work, the college will use the current provider. Mr. Koon asked that if there is problems with IP Video to email him and IT so the problem can be addressed.</p> <p>Ms. Pat Roper asked if IT personnel will be available on the New Martinsville campus. Mr. Koon answered, yes; during the first week of classes, a member of IT will be on the NM campus.</p> <p>Roper also asked for clarification about the Center for Business and Industrial Training. Mr. Koon explained that it is a Workforce project where employers can send employees who need training.</p> <p>Lindsay Warren addressed issues the nursing faculty are facing. She reports that there are nursing faculty who need software installed on their laptops and that their SIM dummy, which we have had since June, has still not been taken to Weirton where it is needed. She then addressed a personnel issue with a one-semester full-time hire who is facing problems with the Human Resource office sending her incorrect paperwork and salary information, classifying her as an “adjunct” rather than a FT faculty member.</p> <p>Mr. Koon will look into the problem.</p> <p>Finally, Mr. Koon addressed the governor’s Blue Ribbon Commission. This commission did not include two year colleges. Last week, the commission was asked to revise their list of schools to include 2 year institutions, but the governor denied that request. Koon said he is monitoring this situation and will keep the college abreast of what is happening.</p>
Herrington	<p>Ms. Herrington gave an update on faculty concerns.</p> <p>Motion for closed session: C. Baker/C. Kefavuver</p>

V. OLD BUSINESS/AGENDA ITEMS:

Speaker	Topic
Herrington	<p>Replace two Executive Committee members:</p> <p>Ms. Herrington stressed that if you are elected by your peers to serve, it is important to do so. Many have been voted onto the Executive Committee for faculty assembly and declined denied the appointment. Ms. Herrington said that she knows we are all busy, but this is an important committee, and only requires meeting, at most, once a month for two hours. However, at this point, it is necessary to replace two Exec. Committee members.</p> <p>A discussion began. Chana Baker nominated Ben Fulton to fill one of the empty seats. Dave Stoffel second the motion. Motion carried.</p> <p>Heidi Ryan, who received the next highest # of votes on the ballot, said she would serve – Ms. Herrington had not contacted her yet; she will fill one of the remaining slots</p>
Herrington	<p>We need to elect new Vice President of Exec. Committee:</p>

Faculty Assembly – MINUTES



	This is tabled until the next Exec. Committee meeting.

VI. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
Herrington	<p>2018-2019 Committee assignments:</p> <p>Thanks to everyone who volunteered for 1 or more committee assignments. It's very important to "shared governance" that we stay actively involved in all areas of the College. An updated committee assignment document will be compiled, sent to Ms. Herrington for approval, sent to Stephanie Kappel for inclusion on the WVNCC website, and emailed to faculty and administrators who chair committees for their records. We still need an alternate faculty for Student Appeals Committee from NM campus. Ms. Herrington will send out a request.</p>
Herrington	<p>Issues to discuss with Interim President Koon:</p> <p>See Question and Answer session with Mr. Koon. Dave Stoffel, Ben Fulton, and Kathy Herrington will attempt to schedule a meeting with Mr. Koon for next week to follow up on several issues, including faculty raises.</p>
Kefauver	<p>Mr. Kefauver delivered a short presentation on the importance of logging out of websites rather than just "hitting the red 'x' when they are on the podiums in the classrooms. Faculty should actually log out of accounts to ensure privacy of sensitive information.</p>
John Lantz	<p>Mr. Lantz reported on the statewide diversity committee of which he is the WVNCC representative. The committee is aware of the importance of acknowledging diversity in higher education and seeks to hold a yearly conference.</p> <p>Also, the college has been charged with writing a diversity statement for the college. This statement will be displayed on the WVNCC website and should be in place prior to the Higher Learning Commission's visit in November.</p>
Herrington	<p>Ms. Herrington reports that some faculty have brought to her attention issues and questions they have with the college's Chief Financial Officer Jeff Sayre. She asked faculty to let her know about any problem or concerns they have encountered. If the reporting person wishes to remain anonymous, write your question/problem/issue down and leave it with Ms. Herrington.</p> <p>A discussion began about how to address the question, problems and/or concerns with Mr. Sayre. This led to a discussion about faculty salaries and percentage increases. Ms. Herrington asked faculty to examine their appointment letters and calculate the percentage of increase they received for this year, and if they choose to, share their findings with her. If any of us received less than 4%, while administrators and staff all received that amount, we may have to pursue further action.</p> <p>Mark Goldstein motions the Faculty Assembly Executive Committee request a meeting with President Koon to discuss this issue further and to relate faculty's concerns in regard to the CFO.</p> <p>The motion was seconded by Hollie Buchanan. Motion carried.</p>

VII. COMMITTEE REPORTS

Speaker	Topic
ACF	<p>Mark Goldstein reports the ACF is asking faculty to support the council's six topics of focus. A document has been emailed to faculty for their review on this subject. If you wish to endorse, please do so by email to Goldstein.</p>

Faculty Assembly – MINUTES



	There is also concerns about the Blue Ribbon Commission. This could be detrimental to community colleges. It is made up of only four year institutions and their administrations, especially WVU and Marshall. The situation is being monitored and Goldstein will continue to update faculty.
Assessment	No report
BOG	Chris Kefauver reports that the BOG approved roof repairs to the New Martinsville and Weirton campuses. Also, board development/training is set to begin this evening at the meeting. This training is meant to help the members be more aware of their roles and responsibilities as a Governing Board, and more in tune with the college, its employees, the mission, etc.
Budget Development	Delilah Ryan reports that the committee met yesterday and they are using the college’s strategic plan as a guide. Jeff Sayre ask the committee to speak to faculty assembly about combining the Budget Committee and Faculty Salary Committee. It was decided, yes, to combine the two committees. Dave Stoffel will return as a member of the Budget Committee.
Curriculum	No report
Danford award	No report
Distance Ed	No report
Enrollments	No report
Faculty Emeritus	No report
Faculty Promotion	No report
FERC	No report
Financial Aid	No report
IT	No report
LRC	No report
Professional Development	Mark Goldstein reminds faculty they are entitled to up to \$1,000 for travel and up to \$1,000 for graduate work. Also, he will send information out about the Great Teacher’s Seminar for June 2019.
Retention	Joyce Britt, as a representative of the committee, asked the assembly their thoughts on having the class syllabus posted to Blackboard the week prior to classes starting. Hollie Buchanan said this could be problematic since some faculty don’t receive assignments until the week before classes and will not have the syllabus prepared. Kathy Herrington added that in order to do this faculty will have to work while off contract, and while many do, some faculty do not work prior to the day their contract begins.

Faculty Assembly – MINUTES



	<p>Chana Baker suggested that the committee make this a suggestion but not a mandate for the reasons pointed out by Mr. Buchanan and Ms. Herrington.</p> <p>Ms. Britt also reported on a new program being piloted this fall through the Academic Support Center. It is the Academic Recovery Program. This program will be led by Kristi Aulick. Aulick will identify students who are on academic probation and work with the student to develop a plan to successfully come off probation. Faculty will be notified of these students and are encouraged to communicate with the student and Ms. Aulick.</p> <p>Britt also encourages faculty to emphasize the importance of the syllabus to students. She displayed a t-shirt that she plans to wear during the first week of classes. Faculty were receptive of the “It’s in the Syllabus” t-shirt. Ms. Loveless said if there is enough interest she would look into having shirts made for faculty.</p>
Rules	No report
Safety	<p>Chris Kefauver reports that the committee met yesterday. ALICE (active shooter) training has been scheduled for September; Narcan training for October, and Fire Extinguisher training in November.</p> <p>Also, unannounced fire drills will be happening this fall. Kefauver encourages faculty and responsible parties to be prepared and help students to learn the proper procedure.</p>
Student Appeals	No report
Textbook Affordability	No report

VII. ACTION ITEMS FOR NEXT MEETING:

Person Responsible	Notes / Responsibilities
Executive Committee	A few members of Exec will request a meeting with President Koon to discuss faculty’s concerns in regard to the CFO, HLC visit, and faculty salaries
All faculty	Read ACF email from M. Goldstein and respond by email if you are in support of the six focus topics.

Adjournment motion: Debbie Cresap/ Ben Fulton

Next Meeting: Oct. 5, 2018 at 2 p.m.