

# Faculty Assembly – Minutes

Meeting Location: ZOOM  
 Meeting Date: November 4, 2022  
 Meeting Start Time: 2:00 PM  
 Facilitator/President: Said Leghlid

- I. **Call to Order** – Robert’s Rule of Order 2:04 PM – Said Leghlid
- II. **Attendance** – Attendance will be included at the end of document
- III. **Review Minutes** – October 7, 2022 minutes approved with no objections

## IV. GUESTS: No Scheduled Guests

## V. OLD BUSINESS/AGENDA ITEMS:

Speaker	Topic
Kathy Herrington	<p><b>Promotion Updates</b>            (In leu of Kathy – John Lantz)            According to Bob it is illegal to pay people retroactively. We discussed whether the president would consider awarding across the board raises in addition to the promotion increase.</p> <p>The new changes state that each year the CFO will report to faculty on the budget considerations determining a raise percentage for faculty. Individuals who are awarded promotion will also be eligible to receive those raises in addition to their salary increase for promotion. IF that occurs, the percentage of salary increase awarded to all faculty will be applied to their base before the 10% increase for promotion awarded.</p>
Jennifer Lantz	<p><b>FERC</b>            Jennifer reminded faculty that FERC was sent out a little over a month ago and received very little feedback. Some areas of the FERC are not established from the FERC Committee, they are established from the Job Description – If we have issues with that information, we should consider bringing that up with the new VPAA.</p> <p>She is stating that the FERC should be a basic checklist.</p> <p>The name of FERC has been changed to Faculty Evaluation and Merit Portfolio. She also stated that no points should be established until merit – everything else was qualitative data.</p> <p>Only three goals are included in the new FERC document. Two goals for teaching and one goal of your choice.</p> <p>Bonnie questioned if we would be able to use this in January. Jennifer stated that if the document is approved today, it would be used in January.</p> <p>Because of how we are going toward the unit rate merit payment, on the merit there is a spot for “other” for items that some are collecting merit points that other faculty are not aware of – If there is something that is not on the list and you want to put it in the other category – you can bring it to faculty assembly for a vote to have it included to</p> <p>Jennifer made a motion that anything in the “other” category will bring to faculty and get voted on, Daniel Gomez seconded.</p> <p><b>Further Discussion on the Motion:</b>            Joyce stated that merit is a policy. Jennifer stated that if additional categories need to be added to merit, they need to be brought to the faculty assembly.</p> <p>Curt stated that it does complicate the process because we would need approval. Consider capping that category. Consider adding a max to the “other” category.</p>

## Faculty Assembly – Minutes

	<p>Jennifer stated she needs permission to move forward to the next step with the next step, Bonnie Peterman seconds. No objections. Motion to take the FERC to the next level has been voted on and approved.</p> <p>Motion to include “other” category items did not get voted on after further discussion.</p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### VI. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
John Lantz	<p><b>Salary Committee</b> John shared his notes from a meeting with Dr. Mosser and Bob Brak. He stated that the faculty adjunct rate is being proposed to be increased.</p> <p>In addition, there is a proposed increase for Program Directors to increase their stipend by \$600.</p> <p>The salary committee will be focused on program directors stipends and adjunct rates this year.</p>
Jennifer Kriechbaum	<p><b>New Placement Policy</b> The new policy at WVNCC which was approved by the state, we no longer require state testing. Students will now be self-selecting the course they are enrolled in. We are no longer doing the Accuplacer test, we will be doing the Teas test. If a student comes in with testing scores, we will hold them.</p> <p>Those of you that have a pre-co requisite – now you have students that should have been in 097 – but they have self-selected ENG 101 – be aware of that student as an instructor.</p>
John Lantz	<p><b>Merit</b> John provided the new system recommendation and the new point system. The adding of the fourth level – there were several individuals who received way above the top tier.</p> <p>Jennifer Lantz stated that Merit falls under the FERC committee. Proposed that we go to a simple unit rate.</p> <p>Jennifer motioned to change the merit policy to utilize a unit rate system and not a level, Mary Jean seconds. Motion was voted on and approved.</p> <p>Joyce stated that Merit eligibility should be in writing in the Merit Policy.</p>


### Other:

Bonnie Peterman	<p><b>Faculty Rankings</b> If someone comes from another college and they were a professor at that college, they come into WVNCC as an instructor. Why If they achieve that at another institution, why wouldn't we recognize that. Hollie stated that he has been “reassessed” and his rank was changed.</p> <p>The rank can be taken into consideration. If you come from a different institution as a professor, you should be able to come into WVNCC as professor. Said said this is something that we will look into.</p>
Daniel Gomez	<p><b>Committees</b> Daniel questioned the role of Jill's position and the responsibility of some committees. Said suggested that Daniel request that information from Dr. Mosser. Bonnie stated that the division chairs met with Jill before her departure. Jill Designated a new chair of the committees she was on.</p>
Bonnie Peterman	<p><b>Faculty Return Week</b> Bonnie discussed faculty return week – Bonnie asked if we would consider coming in Thursday or Friday (January 6<sup>th</sup>) instead of using one of the days during return week to have all-faculty day.</p> <p>Jennifer stated that the amount of time we are working during faculty return week is too much. According to code, we should be prime in our field and this inhibits it.</p>

## Faculty Assembly – Minutes

	Daniel Gomez suggested that when we discuss the return week hour requirement in Executive Committee during the December meeting.
--	----------------------------------------------------------------------------------------------------------------------------------

### 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	Our last speaker cancelled. I'm cancelling the final history subcommittee event. Disband the committee officially
Assessment Darcy Ferrell & Jennifer Lantz	 Assessment Committee Minutes
BOG Chris Kefauver	Yearly audit report by Clifton & Larson <ul style="list-style-type: none"> <li>○ No issues</li> <li>○ See me for specifics</li> <li>• Cash management rule – approved</li> <li>• Bookstore and textbook rule - approved</li> <li>• Multi-year process for curriculum evaluation – approved</li> <li>• To edit Interpersonal violence rule – approved</li> <li>• Institutional review board – approved</li> <li>• Board Chair report               <ul style="list-style-type: none"> <li>○ HLC prep retreat</li> <li>○ HLC dinner 5 Dec</li> </ul> </li> <li>• Student presentation – Regan Blaha and Student government</li> <li>• President's report –               <ul style="list-style-type: none"> <li>○ HLC visit                   <ul style="list-style-type: none"> <li>▪ Visit Dec 5-6,2022</li> <li>▪ Due Nov 7 @HLC</li> <li>▪ BOG mint retreat Dec 1 from 1-4</li> </ul> </li> </ul> </li> <li>• Intro of new people               <ul style="list-style-type: none"> <li>○ Lisa Arron</li> <li>○ Tricia Binkiewicz</li> <li>○ Katherine McCarthy</li> <li>○ Maclaine Murad</li> <li>○ Darcy Riggs-Suslovic</li> <li>○ Parnell Sheldon</li> <li>○ Brenda Steiniger – Part time</li> </ul> </li> <li>• Financial current fund tracking               <ul style="list-style-type: none"> <li>○ Project updates – see me for more details</li> <li>○ Fund tracker – see me for more details</li> </ul> </li> <li>• Economic &amp; Workforce Development presentation – Phil Kline</li> <li>• Exec session</li> </ul>
Budget Development Bonnie Peterman	The Budget Committee will meet on November 11 <sup>th</sup>

## Faculty Assembly – Minutes

CIC ?	NO Report
Curriculum Kathy Herrington	<ul style="list-style-type: none"> <li>Changes to math and English placement tests, nothing decided yet</li> <li>Possibly doing away with ENG 097, which would necessitate a blanket change which would remove it as a pre or pre/co requisite for many courses</li> <li>Confusion and inconsistency with math supplements/prerequisites (students transferring in are designated as meeting developmental or supplemental math prerequisites if they took any developmental or supplemental course they took, but our inhouse students were not designated that way and had to complete supplements for every math course they took. However, it appears that student services has started coding them as meeting the prerequisites to all math courses no matter which supplemental math they took. Math faculty are working to clarify and formulate a solution to this.</li> <li>Combined the CRJ program into one, doing away with the 2nd option (the 2+2 WLU)</li> <li>Added the HS 205 seminar (which is currently taken by HS and ECCE students to help them prepare for their internships) to the Substance Abuse Skills Set and AAS degrees, to help these students prepare for their practicum and internship experiences. This brings the total credit hours to 30, converting it from a Skills Set to a Certificate of Applied Science (CAS), and making it financial aid eligible in preparation for when the federal grant which supports students with extra financial benefits is done</li> </ul>
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	Will discuss during assembly
Faculty Emeritus Hollie Buchanan	NO Report
Faculty Promotion Kathy Herrington	Greg Winland discussed during assembly – the promotion committee met to try to find ways to streamline the process, and make it 4 to 5 pages. They are trying to determine if HR is capable of storing the information that is held within the promotion package.
Faculty Salary John Lantz	<p>Will discuss during assembly</p> <p>Salary Committee agenda items for next round of budget:</p> <ol style="list-style-type: none"> <li>Program Director Stipend increases: looking at a flat rate suggestion of \$3,000 or more depending on discussions</li> <li>Adjunct Faculty pay raise from \$600 per credit hour to \$800 per credit hour—would bring us in line with West Liberty and other 4-year institutions.</li> </ol>
Faculty Welfare/Advocacy Kathy Herrington	NO Report
IT: Dave Hays	NO Report
LRC Crystal Harbert	NO Report
Mental Health RJ Canter	NO Report
Open House Crystal Harbert	NO Report
Professional Development Curt Hippensteel	NO Report

## Faculty Assembly – Minutes



Representative for External Delilah Ryan	NO Report
Retention Dr. O	The Enrollment Management and Retention Committees met jointly twice to discuss and brainstorm ideas about the ASCEND/ASAP programs. Tessa Weisenborn, Brenda Steiniger, and Adriana Wolf visited WVUP this past Friday. They met with their team to find out more about how they run their program and what aspects can be replicated at WVNCC. In a follow up meeting, the information was shared with Dr. Mosser and Dr. Loveless. That information will also be presented to the two committees this Friday at the meeting. Then, the committee will have to plan how it wants to move forward.
Rules Delilah Ryan	Continual review of older rules.
Safety Bonnie Peterman	The safety committee met and reviewed the safety plan which will be put forth.
Scholarship Delilah Ryan	This does not meet until the spring semester.
Student Appeals Chana Baker	NO Report
Student Showcase Symposium Heather Kalb	The student symposium will be held on the following dates and these times and locations for each campus:  Tues, Dec 6 – New Martinsville 11:30 – 1:30 PM Room 110 Wed, Dec 7 – Weirton 11:30 – 1:30 PM, Library Fri, Dec 9 – Wheeling 12:00 – 2:00 PM, Library
Textbook Affordability/OER Daniel Gomez	NO Report

Next meeting: TBD  
 Faculty Executive committee at TBD  
 Full Faculty Assembly at TBD  
 Location: Auditorium & Zoom

**Motion for Adjournment: 3:15 Daniel Gomez and Mary Jean McIntosh**

**Attendance:** Attached below