

Faculty Assembly – MINUTES

Meeting Location: IP Video Rooms (Wheeling - 411EC, Weirton - 215R and New Martinsville - 111N)
 Meeting Date: Oct. 5, 2018
 Meeting Start Time: 2 p.m.
 Facilitator / President: Kathy Herrington

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

II. Attendance:

- a. Wheeling – S. Andenora, C. Baker, J. Britt, H. Buchanan, K. Bush, D. Cresap, S. Davis, J. Doolin, B. Fulton, C. Harbert, K. Herrington, C. Hippensteel, M. Kahl, J. Keyser, J. Kriechbaum, A. Kuca, J. Lantz, R. Mulyuk, M. Mangficio, S. Owen, B. Peterman, T. Pitcher, P. Roper, H. Ryan, M. Stephens, D. Stoffel, L. Warren
- b. Weirton – F. DeCaria,, RJ Canter, MJ. McIntosh, G. Winland, J. Reho, D. Hays, A. Dahlem
- c. New Martinsville – D. Ferrell, M. Goldstein, J. Lantz, C. Stokes, S. Ledergerber

III. Review Minutes [10 min.]

Motion to approve previous minutes: Dave Stoffel/Missy Stephens. Motion carried

IV. GUESTS:

Guest	Topic
Mike Koon Interim President	<p>Highlights from BOG: Mr. Koon is working with the Board of Governors on development. He has explained the governance process, and last month they discussed finances and expectations of the board. Mr. Koon reports that the board members wants to be involved with the college community and pointed out that Mr. Larry Lemon, BOG member, attended the recognition luncheon.</p> <p>Koon updated the BOG on two current grievances that have been filed.</p> <p>A report of financial information was given and the affirmative action plan was reviewed. No other action was taken during the meeting.</p> <p>Updates on HLC project: The assurance report has been submitted to HLC. Koon recognized and thanked the criterion leads for their work The full document will be placed on the faculty and staff portal log in areas. Koon noted that the links in the HLC assurance document will not work since it was composed in the HLC system. There are links to evidence and you can view that list at the end of the document.</p> <p>Also, beginning Oct. 15, once a week, a criterion will be emailed to the college community and meetings will be held about that criteria for questions and answers</p> <p>The HLC team will offer mock interviews to help prepare the college faculty and staff for the HLC team visit. Currently, there is no official HLC visit agenda. The tentative HLC faculty meeting is 10 a. m. Monday, Nov. 26. As the team visit agenda is finalized, Koon will let us know. It also was announced that the team will not visit the satellite campuses, but there will be an IP Video session.</p> <p>Koon expressed his confidence in the assurance document and the college.</p> <p>Update on the presidential search: Bids open at 3 p.m. Oct. 5 for a firm to run the presidential search. So far, six firms have applied. The RFP committee, made up of one faculty, one staff, one administrator, and two BOG members, will review the bids and make a recommendation to the BOG. The board will vote after examining cost. Koon is hopeful of a firm selection within the next two weeks.</p>

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	<p>Ms. Pat Roper asked for a report on the faculty salary concern. Koon reported that the college was allocated about \$250,000 from the legislature. That amount was based upon the calculation the state did for the 5%. The state took the average salary of everyone in the state, averaged that number, and got a salary figure. The governor said each institution would get that amount of money. The amount of money WVNCC received was 4%. Koon said the 5% number is an untruth. The recommendation from the budget committee was to take the \$250,000 and provide an increase in pay to program directors and adjunct salaries.</p>
<p>Jill Loveless</p>	<p>Thanks to all for work on MCGs and HLC. She expressed her pride in the work faculty has done during this process. She asks that full-time faculty reach out to adjuncts and work on consistency to make sure they understand the expectations and paperwork of the college..</p> <p>Loveless reported that the credentialing process is now contained in Weave. HR uploads the documents and division chairs are able to see faculty and adjunct credentials at any time. She noted that no one, other than HR, herself, and division chairs, has access to sensitive documents like social security numbers and birth dates.</p> <p>Loveless is investigating eliminating late registration - meaning students cannot register for a class after its first meeting. She will send faculty a link to research showing that late registrants are usually not successful. The college will continue to offer late start classes.</p> <p>Kathy Herrington mentioned that the letters students receive after an Administrative Withdrawal is issued needs revised. There is a line in question that tells the student to contact the faculty member if they want reinstated in the class, which puts the faculty member in a tough position. Loveless confirmed that the line in question will be removed.</p> <p>Ms. Herrington also addressed the turnaround time for faculty appointment letters. The letters state they must be returned seven days after the VPAA’s signature. This turnaround time is not feasible. Ms. Pat Roper mentioned that by the time her appointment letter arrived at her home, it was already seven days after the VPAA signature. Loveless will look into this and address the issue.</p> <p>Ms. Roper also discussed a problem she has encountered in her classroom. She has a student who has not purchased the required course textbook and citing financial hardship. Loveless responded that purchasing the necessary materials for class is part of being a student and the responsibility shifts to the student. Mark Goldstein reminded that the WVNCC foundation provides emergency assistance for students who encounter financial hardship. Ms. Roper said she was told by Janet Fike, students must have a 2.0 gpa in order to apply for aid from the foundation. The student in question does not have a 2.0.</p> <p>Crystal Harbert asked Ms. Loveless about courses using different textbooks, or no textbooks and referring students to Open Educational Resources. Dr. Loveless responded that courses need to have the same textbook.</p>
<p>Pam Sharma</p>	<p>Presented PowerPoint on the results of the All-faculty day survey and reviewed the documents to be distributed to HLC concerning Institutional Effectiveness and student satisfaction.</p> <p>These documents will be available in the Faculty Document Center.</p>

V. OLD BUSINESS/AGENDA ITEMS:

Speaker	Topic
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Herrington	<p>Discussion about the academic calendar for 2019/2020 and 2020/2021 school years. In order to have Thanksgiving week off, the calendar needs adjusted. Faculty will need to come back a week earlier than previous years in order to have a 16 week semester.</p> <p>An informal vote was held about the 2019/2020 calendar. Keep the later start date and hold classes on Monday/Tues of Thanksgiving week: 20 votes No classes the week of Thanksgiving: 7 votes</p> <p>Motion to keep later start date and hold classes on Monday/Tuesday of Thanksgiving week Missy Stephens/Heidi Ryan. Motion carried</p> <p>The same discussion continued for the 20/21 calendar. Motion to keep later start date and hold classes on Monday/Tuesday of Thanksgiving week Stephanie Andenora/Lindsay Warren. Motion carried</p>
Herrington	<p>Distributed “You’re Appreciated” cards from the recognition luncheon to thank people who help you. Please complete and submit to her for distribution. Hollie Buchanan will bring the cards to Weirton, and Ms. Herrington will send some to NM.</p>

VI. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
Joyce Britt	<p>Advising Task Force. Meeting was held in Sept. The task force is seeking recommendations and feedback about current advising method and how we can improve/change the model. Please share your ideas with Joyce Britt, Stephanie Andenora, Debbie Cresap, Dave Stoffel, Daniel Gomez, or Chana Baker.</p>
Joyce Britt	<p>Open House Committee: Met Oct. 4 and will meet weekly until the Nov. 3 Open House event to be held from 9:30 a.m. to noon. Local radio stations will be on each campus to broadcast. Those volunteering at the event should wear their “Team Northern” t-shirt. If you need a shirt, please see Rana Spurlock. David Barnhart has postcards that can be distributed in to current students</p> <p>The committee also is seeking input on keeping or discontinuing the use of the trifold boards and instead setting up seven stations. Please send suggestions to Crystal Harbert or Joyce Britt.</p>
Kathy Herrington	<p>Announced that travel reimbursement rates for the state of West Virginia is now 55.5 cents a mile but the college did not increase its reimbursement rate.</p>
Mark Goldstein	<p>The Budget Committee is looking for suggestions on what to do next in terms of goal setting for faculty salaries. The two options are:</p> <ol style="list-style-type: none"> Go back to salary schedule from 2008 that had base salaries for each rank and base increments for every year at that rank. This guarantees raises every year Set a percentage goal similar to the last plan where the college committed to bringing faculty salaries to 75% of the SREB average. <p>An informal, preliminary vote was held. The results are:</p> <ul style="list-style-type: none"> Option 1: preliminary vote - 22 Option 2: preliminary vote - 0
Kathy Herrington	<p>Announced that the executive committee elected John Lantz as the Vice President</p> <p>Ms. Herrington will serve on the faculty welfare and advocacy committee.</p>

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	Discussion held about late registration into classes by students. It was decided to table any major changes until fall of 2019 to allow time to analyze the data to determine how prohibiting late registration will affect enrollment.
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VII. COMMITTEE REPORTS

Speaker	Topic
ACF	Mark Goldstein reviewed the six goals of the ACF and asked for a vote from the assembly to support the goals. Motion to Endorse 18/19 issues: Hollie Buchanan/Debbie Cresap. Motion carried.
Assessment	
BOG	
Budget Development	Steven Ledergerber has left the budget committee citing scheduling conflicts. Dave Stoffel is leaving the budget committee, but will serve on the faculty salary committee. Mark Goldstein will remain on budget committee. Delilah Ryan will serve as an alternate. Paige Holt will serve as representative on budget committee for the health sciences division. Ms. Herrington reminds those on the committee to let Delilah know if she needs to attend a meeting in their place.
Curriculum	
Danford award	
Distance Ed	
Enrollments	
Faculty Emeritus	
Faculty Promotion	
Faculty Salary	Being revived as suggested by exec. but no report this meeting
FERC	
Financial Aid	
Gen Ed	
IT	
LRC	

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Professional Development	
Retention	Joyce Britt reports: There are a few new programs to aid in retention like Supplemental Instruction, peer mentors, and the academic recovery program. The committee is seeking input for ways to communicate with students during registration periods. Please send ideas for retention to Joyce Britt or Debbie Fitzgerald.
Rules	
Safety	
Student Appeals	
Textbook Affordability	

VII. ACTION ITEMS FOR NEXT MEETING:

Person Responsible	Notes / Responsibilities
K. Herrington	Will follow up with VPAA to see if statement about faculty reinstating students who have been withdrawn has been removed from the letters students receive
K. Herrington	Will follow up with VPAA about short turn around time for appointment letters and whether that can be extended
K. Herrington	Will follow up with Jeff Sayre, CFO, about reimbursement rates for travel being increased to match increase in IRS rates
Faculty salary committee	Meet with CFO and Budget committee to develop a plan for going forward with faculty salary plan since the current one ends this year (3 rd year)

Motion to adjourn: Misty Kahl/Heidi Ryan

Next Meeting: Nov. 2, 2-3 p.m. exec 1:30 pm **Addendum: November meeting canceled; next meeting December 7 at 2:00 p.m.; Executive Committee at 1:15 p.m. IPV rooms, each campus**