

Faculty Assembly – Minutes

Meeting Location: IP Video Rooms (Wheeling - 411EC, Weirton - 215R and New Martinsville - 111N)

Meeting Date: April 7, 2017

Meeting Start Time: **Full assembly, 2:00 p.m.**

Facilitator / President: Kathy Herrington

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

II. Attendance:

- a. Wheeling – C. Baker, A. Beatty, J. Britt, H. Buchanan, D. Fitzgerald, B. Fulton, C. Harbert, K. Herrington, M. Kahl, C. Kefauver, J. Keyser, J. Kriechbaum, M. Merz, S. Owen, B. Peterman, C. Rogerson, P. Roper, P. Sharma, M. Stephens, D. Stoffel, M. Taylor, M. Watson
- b. Weirton – R. Brinkley, R. Canter, F. DeCaria, J. VanFossen, J. Reho, G. Winland
- c. New Martinsville – D. Ferrell, J. Lantz, D. Ryan, C. Stokes

III. Review Minutes [10 min.]

Motion to approve March 3, 2017 minutes: H. Buchanan/R. Canter

IV. GUESTS:

Guest	Topic
Vicki Riley and Jeff Sayre	<p>Tuition & fees, Budget, Salary</p> <p>2:02</p> <p>V. Riley – Legislation HB2542 passed. Working close with staff. Still waiting for state budget. Promotion policy headed her way and when it arrives it will be signed and put into motion. Went back three years and have paid out MERIT. This year’s merit has been also paid. Vacancy announcement including faculty will be posted. Lastly – PLEASE HELP WITH FALL ENROLLMENT/REGISTRATION</p>
	<p>Tuition & Fees</p> <p>2:05</p> <p>J. Sayre-flat enrollment and flat state appropriation. Operating on the assumption we have possible 4% cut coming from the state. We will institute a 3% increase on tuition (\$4, 9, 13 per credit hour). \$135 instate this will generate \$213,000 increase in revenue. FEES – transcript fee of \$5 and \$200 international student fee, \$37.50 student activity fee will be applied to ALL student now instead of only certain students. Students Activities’ department will beef up the activities so they will see the purpose of the money.</p>
	<p>BUDGET</p> <p>With previous monies - operational funds \$12.5 million. With that said we will try to increase salaries across the board, adding faculty and classified positions, reducing RPA’s, supplies Impact on salary for faculty – we have created a plan to increase faculty per rank to be 75% SREB within 2-3 year period. 1.5% of our budget will be shifted from other places to cover these increases, distributing it accordingly so all get to 75% at the same time, i.e. those furthest away will get the biggest initial increases. *the goal is not to bring the individual to the 75% so this will be done by rank, not by employee.</p> <p>Current merit issue - ALL wages of those eligible for merit will be added, 2% of that will be merit total, then 25% of that total will be used for merit. With this methodology a little more money becomes available for merit. The decision for the ranks will be decided before merit will be applied. The need to track merit separate from base dollars was in the past, it will no longer be broken out.</p> <p>Instructional specialist will not be involved in this; they will receive pay increases along with staff system. In terms of promotion, if more than one increase is possible in a year, the larger increase will be applied, not both.</p>

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	<p>M. Koon – promotion says 10% but if rank increase is 12% - they will go with the 12%</p> <p>F. Decaria – state leg says 3% increase of educators – V. Riley clarifies that is secondary educators.</p> <p>B. Peterman – First pay at increased amount will reflect when?</p> <p>J. Sayre – July</p> <p>M. Koon – clarifies faculty will be first pay of new appointment (August/September).</p> <p>K. Herrington – will staff suffer for faculty increases</p> <p>J. Sayer – no all staff and faculty getting increase because 80/20 will become 87.5/12.5 operation/capital funds. These numbers are not arbitrary. This 12.5% will allow for these increases.</p> <p>C. Kefauver – will noticed by received from HR how this plays out</p> <p>J. Sayre – Once budget is finalized – I hope HR will communicate that to you.</p> <p>M. Koon – Reappointment letters will go out on time. Addendum: they didn’t and were held up until July (kh)</p> <p>P. Roper – rumored assistant facilities director posting</p> <p>J. Sayer – No, that is false.</p> <p>K. Herrington – IT director?</p> <p>J. Sayer - no chance we can offer the salary necessary to draw the correct person that the position deserves. Omni technologies is working well.</p> <p>K. Herrington – IT additional staff</p> <p>J. Sayer – in discussion.</p>
Mike Koon	<p>2:28</p> <p>Intellectual property rights</p> <p>Kathy or Jennifer forgot to send it to faculty for review – it will be sent today – please respond immediately with comments.</p> <p>HLC report</p> <p>Good shape with credentialing</p> <p>During the process they are permitted to look at anything – they went deeper and deeper into Assessment. They are recommending that we do not meet criteria 4, assessment. This will place us on probation. We have responded that we are aware that we have issues but there is a plan in place to correct. We will plead to be recognized as ‘met with concern’. We do not have data to prove our statements. We will have a visit in two years regardless of final decision. We will have Pam Sharma spearhead collection of documentation and data. HLC will be here in two years and are required to provide one year of data at that point. When Pam comes to you and asks you or something you must supply it – we have not time to delay.</p> <p>K. Herrington – Faculty Assembly Executive Committee discussed the loop not closing. Faculty submits but nothing gets done with it. It is possible to get to the next level without a position that focuses on that.</p> <p>M. Koon – that person will be Pam Sharma – this position will not end at end of nine month contract.</p> <p>P. Sharma – will work to take faculty course assessment to prove program assessment including the co-curricular outcomes too. The institution is a system and the system of many parts will work together.</p> <p>M. Koon – faculty driven is not entirely effective because the assessment committee, primarily the coordinator, did not have the authority to “demand” the goals, processes, and deadlines are met. Assessment is to help you make improvements, not to be an additional burden.</p> <p>M. Stephens – worst case scenario – probation means what?</p> <p>M. Koon – probation will go on our webpage to be public information on the accreditation where it. If we are on probation a full HLC visit will happen in two years. If not then assurance report</p> <p>M. Stephens – how does this effect our program accreditations when the school is required to be accredited?</p>

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	<p>M. Koon – WVNCC required to contact your accreditation to inform them but it does not affect your program.</p> <p>D. Stoffel – We feel leaderless – how are we to move forward on ALL that is going on with Presidential issues, no current VPAA, losing two of the three division chairs, etc.</p> <p>M. Koon – VPAA will be told not to institute change but to move forward with the direction we have put in motion to work with Pam or whoever that assessment person is.</p> <p>M. Taylor – I have not received any feedback for what I have submitted.</p> <p>M. Koon – that is what we are working on – to find where the cracks in the system are. Assessment is a peer review process and will remain that. This is one of the areas we have to fix.</p> <p>M. Grubor – this problem has been systemic and goes back 5-6 years. This is not a problem that started under the previous VPAA but before Carry DeAtley was VPAA</p> <p>M. Koon – 2007 we had assessment issues and made a concerted effort to get back on track – and changes in leadership as other issues had us drifting away. Periods of fits and stops. Assessment must be a constant priority.</p> <p>C. Rogerson – Assessment itself is problematic – the jargon slinging must stop – just show us what to do.</p> <p>M. Grubor – doesn’t curriculum show we are reviewing and making improvements?</p> <p>M. Watson – I can document to my accrediting body next year that we are accredited to 2022.</p> <p>M. Koon – Yes</p> <p>Promotion Policy</p> <p>M. Koon – the policy has been approved and Dr. Riley (president) will sign it on Monday.</p>
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V. OLD BUSINESS/AGENDA ITEMS:

Speaker	Topic
Chris Kefauver	<p>Budget Information for faculty</p> <p>3:04</p> <p>Chris had to leave so Pat will review budget meeting.</p>
Kathy Herrington	<p>3:07</p> <p>K. Herrington:</p> <p>How can admin work together to support faculty?</p> <ul style="list-style-type: none"> • IT committee has not met this year. Jeff has been asked to reactivate the committee. • October 2013 - Program chair requested to put criminal justice to be put online. Told to supply reports that it was needed and since then 10 programs added without a needs assessment being done first. • Previous request for a more formal review of President • August -2016 BOG not being fully informed on college issues (grievances, law suits, etc.) • Reassign time for ACF, BOG, and president of Faculty Assembly – possibly remove from merit or give the choice between release time or using for merit • Address increasing the hours for online instruction per faculty and increasing the maximum hours for online instruction from 2 to 3 courses without special permission. • Money be allocated for merit every year – those with higher credentialing be brought in at assistant professor • Culinary hours not calculated clearly like nursing contact/lab hours. • Advocate keeping division chairs instead of dean of academic affairs. • We should be permitted to fulfill faculty vacant position

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	<ul style="list-style-type: none"> • Maintenance is filling three workers and possibly creating an assistant director of facilities. • Need for an IT director • Faculty should be more involved in reorganization and budget issues • HLC – Corrected all issues that were ‘met with concerns’ but we are now on probation due to Assessment. <p>Adjunct Salary</p> <p>Change from \$475 to \$500 policy change in 2012 . It appears that the length of time for increase went from 3+ semesters to 5+ semesters with no input from faculty. Full-time faculty who hire adjuncts for their programs were not made aware of this.</p> <p>J. Britt Aug 2008 Dr. Olshinsky and Dr. Riley signed policy stating 1-4 semester \$425 – 5+ \$475per credit hour. Now its changed to 6 semesters.</p> <p>Also wants to make know that summer appointment changes with no notification – 7+ bullet points such as the Bb usage, and additional expectations that were applied to not only online contracts but traditional contracts as well. When P. Carmichael was asked about this, she said it was approved by faculty. It was not ever discussed and faculty knew nothing about it until they received their appointment letters.</p> <p>K. Herrington – anything else you want me to address with Mike and Vicki C. Rogerson – faculty should be permitted to wear jeans.</p> <p>B. Peterman – Clarified some accrediting concerns since Surg Tech has been through it - the visiting group will recommend probation – accrediting body may/may not choose to take recommendation; but they usually do.</p> <p>K. Herrington will draft a letter to the BOG expressing our concerns and results of our meeting with Vicki.</p> <p>Motion to take these items to Mike and Vicki - A. Beatty/B. Peterman</p> <p>ACF/BOG representative for 2017-2018 Faculty Exec recommends continuing with Mark Goldstein as faculty representative to ACF. Open floor to nominations – no nominations Nomination closed - P. Sharma/H. Buchanan Mark remains ACF representative.</p> <p>Faculty Exec recommends continuing with Dave Stoffel remain faculty representative to BOG for 2017-2018. Open floor to nominations – no nominations Nomination closed - C. Baker/J. Kriechbaum Dave remains as BOG representative.</p>
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VI. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
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M. Watson	Contacted Trish to be sure to have doors open for the advisory board that is coming. Trish cannot open doors – she was directed to Peggy. Concern of why the Director of Facilities does not have control over opening doors – why are doors controlled by CHRO?
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VII. COMMITTEE REPORTS 3:28

Speaker	Topic
ACF	No new information since last meeting. Next ACF meeting April 20 th .
Assessment	General discussion on need to become more coordinated between committee and admin to close loop.
BOG	<p>Dave Stoffel – BOG voted that WESCO will fully fund \$4.7-4.8 million, two votes against. The entire project will be done, not in stages. Stages would have cost more money.</p> <p>Constituents committee formed to bring questions from each of the committee groups to the group on Thursday. It appears that Bran actually read the entire document.</p> <p>We will be voting on the president future at the next meeting. Will the contract be one year, five years, no years. There will be changes to board members and with the passing of the legislation, the board will have control over things that they have not in the past. They will be an actual governing board.</p>
Budget Development	When Chris saw budget for Perkins or capital funding his request was not there - So check to see if your request is there.
Curriculum	<p>No more dev ed – co-req in ENG and MATH</p> <p>Health science example – rewrite your program requirements to reference these College Algebra will be a bit more rigorous and statewide transferrable.</p> <p>Discussion of how co-req will work</p>
Danford award	<p>K. Herrington asks how this now works –</p> <p>P. Sharma – It’s a nomination now</p> <p>D. Ferrell – Fill out nomination form and other documentation online and email to M. Koon.</p>
Distance Ed	<p>Delilah gave report to update online instruction policy to increase faculty to teach three instead of two online, if your entire program is online you could be permitted to has all teaching assignments online but office hours would be at minimum 4 on campus, 4 online and 2 by appointment.</p> <p>No discussion</p> <p>Motion passes - A. Beatty/ R Canter</p>
Enrollments	Big push to get them enrolled before they leave
Faculty Emeritus	Assembly will recommend motion from 2010 be forwarded to administration again and extend deadline from 6 months to 12 months
Faculty Promotion	<p>Packets are done – packets have been sent to Mike Koon. Those that have applied should be contacted by HR soon.</p> <p>Law said no more than 20% of the faculty can have tenure.</p>
FERC	Did not meet

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Financial Aid	No report
Gen Ed	No report
IT	No report
LRC	No report
Professional Development	No report
Retention	No report
Rules	No report
Safety	No report
Student Appeals	No report
Textbook Affordability	No report

Thank you Shelly Deluca visited our meeting. We will have faculty member attend staff meetings to increase communication and support.

Bill passing update - Eliminates bumping of classified staff and non-exempt applying for non-exempt, anyone hired after Jan. 2017 considered classified unless.... Anyone after July 1, 2017 will be exempt/non-exempt. Classified will slowly become smaller – removed the position from code, BOG is to take rules issues to the group it effects, have removed the temp salary schedule (this is a good thing).

K. Herrington – this bill effects faculty because they can make any changes they want regarding faculty with prior notice but no involvement.

VII. ACTION ITEMS FOR NEXTG MEETING:

Person Responsible	Notes / Responsibilities

Meeting date: 8/2017 - Meeting start time: 2:00 p.m.