

**Faculty Senate
Meeting Minutes
January 17, 2014 at 9:00 am**

In Attendance:

Jessie Bishop, Jayme Feagin, Russell Fulmer, Mark Gatesman, Blanca Gonzalez, Jim Graham, Fred Green, Sharryse Henderson, Christine Hicks, Teresa Hutchins, Lisa Jellum, Leslie Johnson, Toni King, Mark Knauss, John Kwist, Melanie Largin, Bronson Long, Shea Mize, Laura Ralston, Steve Stuglin, and Jake Sullins. Please email Sharryse if you were inadvertently left off this list.

Call to Order: Teresa Hutchins called the meeting to order at 9:00 am via videoconference between all campuses. She reminded everyone that the December meeting was cancelled and welcomed everyone back to the spring semester.

Old Business:

- A. **Meeting Minutes:** Minutes from the November 15th meeting (as well as the special called meeting with GHC administrators on November 15th) were distributed via email to the members of the faculty senate prior to the meeting. Sharryse Henderson called for any additions, deletions, or corrections. None were given. A motion to approve the minutes as written was made and seconded. Vote to approve the minutes was unanimous. Sharryse is now posting the meeting minutes in Outlook for all faculty members to access. Faculty can find them in the public folders.
- B. **Old Business:** Teresa gave the following updates:
 - a. **Cabinet:**
 - 1) **BOR Meeting:** Presidential Search Committee has been named. A meeting with the Chancellor has not yet been scheduled.
 - 2) **Ethics Hotline:** faculty/staff can call or go on-line to file a complaint anonymously. The complaint is sent to one of three people in HR who then investigates the complaint and resolution offered. Reference was made to a specific case where GHC ended up on the front page of the Cartersville newspaper recently.
 - 3) **E-time:** Non-exempt employees need to audit their time cards. There have been problems with clock-ins and clock-outs for staff and being consistent. Jeff Davis mentioned auditors will be looking at the timecards of faculty as well and red flags will be issued for anyone who has not taken sick leave in two years.
 - 4) **Spring enrollment:** The last spring 2014 enrollment update available to Teresa suggested GHC enrollment numbers were slightly up from our spring 2013 numbers but there was an additional wipeout scheduled for last night so those numbers could have changed.
 - 5) **Dental Hygiene proposal:** The first draft of their full proposal is done and they have hopes to get that proposal to the BOR by the March deadline.
 - b. **Academic Council:**
 - 1) **Learning Support Changes:** Dissolution of MATH 0097 at the end of spring 2014 and MATH 0099 at the end of summer 2014. This is a system-wide change which we are piloting. Similar changes will occur in ENGL and READ will be piloted in the fall semester. Obvious updates to advising will be required.
 - 2) **DOCSoft:** DocSoft is a solution for providing captioning and transcripts. Casual labor will be used for the transcripts. Training on this software will include one person from each division so there is a point person for questions. There is a possibility of adding others later.
 - 3) **Summer Session Minutes:** It was decided that minutes for Maymester would not change and instead of adding 10 minutes to the June only and July only classes, they decided to simply add a day to each of those terms. It seemed changing the minutes would interfere with science courses so adding a day was determined to be a better option.

- 4) **Summer Pay:** Administration is planning to keep the sliding scale for summer 2014 and they do not see the need for additional draconian measures. The Deans have trimmed their course offerings for summer. Leslie asked about the confusion of 11 or 12 being the number to determine percent pay. Teresa stated all discussion at Academic Council centered around 12 while Bronson and summer pay committee confirmed all conversations with Dr. Musselwhite and Mr. Davis referenced 11. Teresa will seek clarification. There was also conversation about going to a two-day a week schedule in Douglasville and Paulding but unfortunately, this again interferes with science labs so this idea was not well supported.
- 5) **Dean Searches:** The notice for a Social Science Dean position has been posted and will appear in the Chronicle soon. They hope to start reviewing applications for that position by April 1st with a start date for the position to be July 1st. The Math Dean review process is already underway.

C. **Subcommittee Updates:**

- a. **Lecturer Subcommittee:** Shea had nothing new to report on behalf of this committee.
- b. **Summer Pay Subcommittee:** Teresa distributed the summer pay proposal prior to the meeting and thanked the committee for tackling a difficult subject. Bronson gave an overview of the proposal. He acknowledged that the committee considered many options and gathered a lot of data from Dr. Musselwhite to facilitate the creation of the proposal. He stressed the following:
 - 1) The only guaranteed funds the college has to pay faculty for teaching in the summer come from tuition dollars. Tuition is \$259 for a three-credit hour class. This means that enrollment has a huge bearing on what the college can realistically pay the faculty.
 - 2) We inquired why 11 is "the magic number" for a course to "make" at the full rate of compensation. Dr. Musselwhite said that the number 11 was chosen back when Virginia Carson was VPAA. It was not based on hard numbers of pay vs enrollment (see the attachment), but rather the general sense that one was in double digits for enrollment. We have to keep in mind that summer enrollment was much higher then. The current three-tier pay structure, namely 1-5 students independent study rate, 6-10 adjunct rate, 11 and more full rate is thus probably the best we can hope for at the moment.
 - 3) With all that said, the fiscal situation is still worrisome. It is thus important for the faculty to do something to show the administration that while faculty compensation for the summer is vital, the faculty recognizes that the fiscal viability of the summer session is also important. After considering many options, the sub-committee came to the conclusion that the best way to do this in a manner that negatively impacts the fewest number of faculty members is to impose a "cap" on faculty pay for the summer of \$1,500 per credit hour, or \$4,500 for a three-hour course. This would only result in a salary reduction for those whose ten-month salary is over \$50,000.

Blanca inquired as to why the college felt we were seeing such a drop in enrollment during summer semester. According to statements made by Dr. Jones in the November meeting, the following reasons are believed to be behind the declines: 1) changes in federal financial aid, 2) the availability of online course offered by transient student's home institutions acting as competition, and 3) the transferability of courses from technical colleges and the low fee structures of the technical college acting as competition. In response to these, Dr. Jones reported the college is considering changes/waivers to our fee structure, offering more online courses as opposed to in-class courses, and targeting recruit of untapped populations. Teresa reminded the senate that other institutions are also seeing declines in their summer enrollments.

Jake asked for Bronson to clarify what he felt resulted in the biggest holes in the budget. Bronson confirmed the instructional deficit of nearly \$94K was the result of salaries that were not supported by tuition dollars.

Steve asked if the subcommittee knew what proportion of the faculty would be impacted by the salary cap and how much money would this put back into the budget. Bronson acknowledged that we did not know the exact number of faculty but we would inquire with Dr. Musselwhite to see what the savings would be. After the meeting, Bronson reported the following via email:

- 1) There were 21 faculty members who taught in Summer 2013 who were above the \$50,000. These faculty taught a total of 37 courses across summer and had the cap been in place, would have resulted in a savings of \$31,699.
- 2) Other numbers to consider:
Net tuition earned (all parts of summer 2013): \$999,828.4
Instructional expenses (salaries, taxes, retirement for faculty): \$1,098,251.08
Resulting instructional deficit: \$ (98,422.62)

Laura applauded the subcommittees work on the proposal and further went on to support the 4th item of the proposal where faculty members who are not teaching during the summer are not expected to participate in advising and/or committee work. She admitted that it would likely result in problems with staffing for orientations and other support activities but for liability reasons felt it was a good recommendation.

Jessie Bishop inquired about "and benefits". Teresa stated retirement benefits paid on behalf of a faculty member is the primary benefit to which Mr. Davis were referring.

Motion was made to accept the proposal as written and to forward to the full faculty for consideration and Academic Council. Motion was seconded. Vote to approve was unanimous.

New Business:

- A. **Senate Elections:** Each senator serves a term of two years and can serve for two consecutive terms. However, in order to stagger elections, it was decided that elections for the Cartersville and Floyd campuses would be held this year while Marietta, Paulding, and Douglasville elections would take place next year. Elections need to be conducted within each division and names forwarded to the senate by April 1st. Current senate members holding those positions can run for re-election for an additional two-year term if they so choose. New senators will begin their service in August of each year.
- B. **Unresolved issues:** Laura felt the senate has left some issues unresolved and asked for reports on:
 - a. **E-Learning Subcommittee:** Jessie said that for many reasons, the committee was largely on hold. The D-LAG committee will be meeting soon and can get more information from that meeting about E-core and hence the shaping of our policies with those decisions.
 - b. **New Course Development Subcommittee:** Nothing to report. Teresa stated that this issue has been postponed with the Academic Council because of Dr. Rob Page leaving and Dr. Diane Langston being out.
 - c. **In-service Subcommittee:** Jake Sullins, Laura Ralston, and Leslie Johnson agreed to serve on a subcommittee to develop proposals for changes/improvements to the annual In-service. Teresa announced that HR is considering removing faculty recognition from in-service and moving it to the Town Hall meetings.
 - d. **Camera Policies:** Sharryse recommended we continue to encourage the Cabinet to follow through on the development of formal policies on the use of cameras for surveillance.
- C. **Presidential Search:** Blanca encouraged the other senate members to develop a list of characteristics of an "ideal" president and requested that Teresa be sure to have this as a discussion item at the next senate meeting.

Next Meeting: Teresa reminded everyone of the next senate meeting scheduled for February 21st 2014 at 9:00 am. This meeting will be video-conferenced and all senate members are encouraged to participate. Jeff Davis will be available afterwards at 10:00 am to field summer pay questions.

Adjourn: Motion to adjourn was made and seconded. Meeting was adjourned at 10:10 am.

Respectfully submitted,
Sharryse Henderson, secretary