

**Central Texas College
Faculty Senate Minutes
September 21, 2007
Friday, 9:00 am
Starlight Conference Room**

I. Call to Order

President Dawn Green called the meeting to order.

II. Roll Call of members present

Secretary Shane Simon called the roll.

Members Present (with the Department or Committee they represented) were:
Thomas Allen (Social Science), Janice Anderson (Faculty Affairs), Gordon Bacon (Professional Development), Gordon Carmichael (Adjunct), Jon Cella (Protective Services), David Daniels (Developmental Studies), Dawn Green (President), Pamela Hadnot (Nursing), Renee Henry (Elections and Awards), Richard Hindman (Social Committee), Bertha Kondrak (Professional Development), Suzanne Morales-Vale (Professional Development), Debra Prescott (Mathematics), Robert Shea (Treasurer), Jenny Shotwell (Past President), Shane Simon (Secretary), Ronnie Turner (Elections and Awards), Lisa Volle (Faculty Affairs), Delores Williams (President-Elect), Sandra Whisler (Science), Lovie Dunn (Office Technology), "Jack" Van Doren (Business).

III. Reading of the Minutes of April Meeting

The reading and approval of the Minutes from the April meeting were postponed until the November meeting .

IV. Officer Reports

A. President's Report

- President Dawn Green reported on the activities of the CTC College Board. At the Board meeting, Dr. Anderson alluded to a new temporary Tarleton building which would be replaced with a permanent 20,000 square foot building for Tarleton classrooms and offices.
- Dawn also announced Jane Zimmerman is the new director of QEP.
- Financially, it was considered to be a banner year for CTC. Full-time faculty received significant pay-raises and some adjuncts got increases as well.
- A new software program, CTC VIP, is now available. Information is available from Barbara Merlo.
- The MBS textbook company which provides books for our Pacific sites is now using an APO system, which has been a big improvement.
- One Faculty Association member said that she had been told that the first floor of the new 20,000 square foot building would be used by Tarleton, but that the second floor would be utilized by the CTC Nursing Department.

B. Treasurer's Report

Balance April 20, 2007	<u>\$3,046.29</u>	
Adj. to match Ledger (+) from previous year	\$40.48	
Receipts		
Dues	\$410.00	
Banquet Ticket Sales	\$843.00	
Publisher Donations	350.00	
	Total receipts	\$1,603.00
Disbursements		
Banquet Door Prizes	\$368.00	
Banquet Room + Food	\$1,404.00	
Printing	\$5.45	
Room Dep for next year Banquet	\$150.00	
Dr. Anderson Anniv. Gift	\$150.00	
	Total disbursements	\$2,077.45
Balance Sept 21, 2007	<u>\$2,612.32</u>	
Motion made, seconded, and approved to accept the Treasurer's report.		

V. Committee Reports

A. Faculty Affairs and Issues Committee- will report next time. Some new members have been added who need time to learn their duties.

B. Professional Development Committee

- Committee Chair Suzanne Morales-Vale analyzed the evaluation forms filled-out by faculty at the end of Pre-Service. The reaction to the TIDBITS sessions was very positive. The committee meets monthly.
- The Fall 2008 CTC Calendar is finalized and available. Summer School ends August 14th and we begin Fall 2008 Pre-Service on August 20th, which

doesn't leave much time in-between for vacations. We are reminded that attending Pre-Service is supposed to be mandatory.

- Next year's Fall Pre-Service Keynote Speaker will be Frank Hill, a TCCTA lawyer whose firm represents community college faculty in the Texas Legislature . We will have sessions in the morning related to the technology field, and TIDBITS sessions in the afternoon. Anyone interested in presenting a TIDBITS session should contact Suzanne through e-mail.

- The committee will be looking at streamlining our Faculty Professional Development Evaluations. The committee will be working with department chairs and Dean Mikles, and they also welcome suggestions from faculty.

C. Social Committee

- Committee Chair Shane Simon reported on the annual Peer Appreciation Banquet to be held on Friday, April 11, 2008 from 6:30 pm to 9:00 pm in Ballroom A of the Killeen Civic and Conference Building, which the committee has already reserved. Entertainment will be provided by Johnny Memphis, an Elvis Appreciation Artist. Themes are Elvis in the 50's, Hawaii, Las Vegas, and in the Army. Members said they thought this year's program would be fun.

- One member suggested that a 50's & 60's theme should include a malt shop and ice cream.

D. Elections and Awards Committee - no report

E. Executive Committee- same information as Faculty Affairs.

F. Bookstore Issues Committee-

- Committee Chair Robert Shea reported that there are two primary problems with the Bookstore's procedures. First, paperwork for orders of regular books is due-in to the Bookstore at least 90-days-in-advance.

- A second issue is that the Bookstore closes for inventory the second week of school, just when we need students to have their books.

- There were shortages of books in the Bookstore this semester.

- One Faculty Association Member said book companies change their ISBN barcode numbers and our book reps don't tell us about the change. There is "no feedback, no loop, no follow-up," and there is a "major communication problem."

- Dawn Green said that the Bookstore needs to change the complex forms that it employs.

- One Faculty Association Member said that it is also the textbook publishers' responsibility to make sure we are told about changes, not just our book reps.

- Another Faculty Association Member said that the Bookstore should still

- A Faculty Association Member said that students in Iraq don't get books.

VI. Special Orders: Review of Revised Constitution

- Dawn Green said that Mr. Lindley, CTC legal counsel, offered recommendations for changes in our revised Faculty Senate/Association Constitution. The revisions have been reformatted and highlighted. We will vote on the revised constitution during the October Association meeting.

- Suzanne said we needed to add a recruitment statement, "...recruit members and collect..." to the Department Rep Responsibilities.
- Dawn said she would send the revised version of the Constitution to all members next week. She said we want the Chancellor and Board to sign our constitution again because of the change in format.
- Jenny Shotwell proposed that our approval time be shortened to fifteen days. The motion was made, seconded and approved unanimously.

VII. Unfinished Business

A. Unstable Students and Due Process

- An Association Member said because CTC has open enrollment, we sometimes get unstable students in our classes. Students are guaranteed due process, and yet the student's behavior is inappropriate. We need a recourse to bypass the process when the student poses an immanent danger. Students should have to stay out of our classes until due process has run its course.
- Dawn Green suggested that there should be ways to expedite due process to prevent students from causing harm in the interim.
- An Association Member said that in a recent encounter with a student, the teacher asked the student to leave, but the student argued with the teacher. Before the process reaches Kirsten and Don Mikles, teachers and their classes need to be protected.

B. E-mails for Adjunct Faculty

- Suzanne Morales-Vale asked about the status of Adjunct Faculty e-mails.
- Dawn said that Adjunct e-mails were already happening for On-line Instructors. Squirrel Mail is morphing into regular e-mail, and Squirrel Mail will disappear in January. Now you just ask to add non-distant adjuncts.
- Jenny Shotwell said Deana in Technical is compiling a generic list of Adjuncts.
- An Association Member said that Dean Mikles and Mr. Beebe had promised to provide e-mails for adjunct faculty.
- Suzanne Morales-Vale said we should clean-up the list first. We need a process or protocol for departments to know how to apply and who to apply to when they have new adjunct members.
- An Association Member said we need a written protocol.
- Dawn said the lists of different groups don't jive (are not consistent.)
- Suzanne said PTAD's pay lists would have the needed information.
- An Association Member suggested Clara Mara has lists but HR said that they couldn't give it out.
- Suzanne said we only want names and departments, not personal info.
- Jenny Shotwell mentioned that the administration wanted pictures of our Peer Banquet Award winners and would have money for the four recipients.

VIII. New Business

A. Brainstorm Questions/concerns for Dean Mikles

- _____ Book/Bookstore Concerns (some of these are issues students have brought to us, we realize there is always two sides to a story)

- Annual inventory set at a time when students need access to the bookstore. (Could the inventory possibly be done early August instead of late August early September, it is not our desire for anyone to work weekends, but we must be able to get books to students)?
- Funds not being released to students in a timely manner leaving students without books for the first two to three weeks of class.
- Concerns regarding the markup of custom books.
- Concerns regarding buy back policy for custom books.
- Running out of books, leaving students to wait up to two weeks before re-supply.
- Students given the wrong book by bookstore staff.
- Review of due process when students are behaviorally inappropriate for the classroom setting.
- Status of emergency warning system including: siren status, student notification process, and weather alert notifications.
- Building plans, there are rumors afoot about changes for both central campus and our Fort Hood operations.
- Status of new coordinating board policy on withdrawals, and of the older policy on enrolling in a course for the third time.
- Status of main campus non DL adjunct faculty email.
- New requirement from Disability Support Services for us to email exams for facilitating testing accommodations (software compatibility, test security).
- Testing center availability for non-DL students to facilitate out of classroom testing.
- Need for student learning center.
- What is the standard software package for the school, will we be upgrading to VISTA, and can a more expanded software package be developed for faculty?

B. Open to floor

IX. Announcements

A. Next meeting is an Association Meeting on October 19, 2007, in Building 113, Room 106, the Criminal Justice Building.

B. Open to Floor

X. Adjournment