

**Central Texas College
Faculty Senate Minutes
Friday, September 26, 2008, 8:00 am
Starlight Conference Room**

I. Call to Order

A. Welcome- President Delores Williams called the meeting to order.

II. Guest Speaker- Kerstin Brooks

A. Diversity Awareness Conference – Kerstin Brooks said she already has a flier prepared for the first-ever Diversity Awareness Conference being held on October 24th in the Nursing/Science Building (Bldg 150) from 7:30am through 11:30am. Three tracks of two-workshops-each will be running concurrently. Faculty (and any CTC employees) can sign up for two sessions which can count toward Professional Development.

SESSION 1 8:15 – 9:45 a.m. Sessions include: Age in the Workplace, Cultural Awareness, and Identifying At-Risk Students

SESSION 2 10:00 – 11:30 a.m. We are Different and the Same (GLBT), Students with Disabilities, and Post Traumatic Stress Disorder (PTSD). Registration will be conducted on-line from October 1st through 22nd. For more information, contact Shelly Gonsalves at 526-1304 or Kerstin Brooks at 526-1259. Registration October 1st through the 22nd. The website for enrolling:

http://www.ctcd.edu/ctcf/Diversity/DC_conf_registration_main.asp

B. Note-takers: Mary Henderson-White, the Director of Student Support Services, has a desperate need for note-takers. To qualify for these note-taker jobs, which are listed on the HR website, students must have passed English 1301 with a “B” or better minimum. The note-taker job pays well at \$9.00/hr. To qualify to have a note-taker, students must be identified through testing as having a need.

III. Roll Call of members present

Officers: Delores Williams (<i>President</i>), Jenny Shotwell (<i>President-Elect</i>), Dawn Green (<i>Immediate Past President</i>), Shane Simon (<i>Secretary</i>), Robert Shea (<i>Treasurer</i>),
Faculty Affairs & Issues: Jan Anderson (<i>Chair</i>), John Frith, Jennifer Cabiness
Faculty Professional Development: Dawn Green, Gordon Bacon, Bertha Kondrak, Suzanne Morales-Vale
Social Committee: Les Ledger (<i>Chair</i>), Rick Hindman, Shane Simon
Elections & Awards: Sandra Whisler
Adjunct Representatives: Lynn Forster (<i>Academic</i>), Judy Cartee-Bryant (<i>Voc Tech</i>),
Library: Ina Kelly
Departmental Representatives: James Gebhardt (<i>Aviation</i>), Gerold van Doren (<i>Business</i>), Bethany Winkler (<i>Communications</i>), Steven Schroder (<i>Computer Science</i>), Barbara Little (<i>Developmental Studies</i>), Gordon Bacon (<i>Early Childhood Prof</i>), Jan Anderson (<i>ESL</i>), Celinda Hallbauer (<i>Fine Arts</i>), Tim Gohdes (<i>Industrial Tech</i>), Jennifer Cabiness (<i>Math</i>), Bertha Kondrak (<i>Mental Health</i>), Pamela Hadnot (<i>Nursing</i>), Lovie Dunn (<i>Office Technology</i>), Bethany Winkler (<i>Radio & TV</i>), Sandra Whisler (<i>Science</i>),

IV. Approval of Minutes of the April 25, 2008 Meeting

Treasurer Bob Shea asked for one correction to be made in the April 25, 2008 Minutes. The minutes should be corrected to say: "Two of three officers' signatures are required on any check. The bank is instructed to authorize the signatures of Jenny Shotwell (President Elect), Bob Shea (Treasurer), and Delores Williams (President)."

V. Officer Reports

A. President's Report- Board of Trustees' Meeting

•Board of Trustees Meeting Summary (reported by Jenny Shotwell substituting for Delores Williams) In a workshop for CTC Board Members, Dr. Anderson presented the same information and slides that he had shown to us. Overall, the members of the Board seemed generally supportive of faculty members' position on Board Document 400, overload pay. Several Board Members said that faculty members had budgeted for the overload amount and had come to expect it. One Board Member said that you don't take away what you have already given. The Board instructed all parties to find a compromise with which everyone could be happy. Management should make good faith effort and the Board would look at the issue again in December. Until the Board's decision, overloads will continue this year at the .045 rate that was being employed. The Board acknowledged the presence of CTC Faculty at the Board Meeting and said that they welcomed our participation.

B. Treasurer's Report

Account balance: \$2572.60. Thanks to Jack Van Doren for conducting the annual audit. He suggested that expenditures need to be "well-documented" through utilizing "tighter control of cash management."

Treasurer Bob Shea said that he would like to see us have a yearly budget approved in-advance at the beginning of the year, rather than authorize expenses as they are incurred. He also asked why Faculty Senate has to pay for Pre-Service expenses; one year we paid over \$300 for Pre-Service copies. The Treasurer will provide a proposed budget to the Executive Committee before our next meeting.

VI. Committee Reports

A. Faculty Affairs and Issues/Executive Committee- The Faculty Affairs/ Executive Committee will meet briefly today, after our regular meeting to discuss Board Document 400. All faculty members are invited to a meeting on Wednesday, October 1 at 4:00 p.m. in the Starlight Conference Room to discuss how we should respond to Revised Board Document 400 and attempt to devise a unified response from the faculty to the administration concerning this policy.

B. Professional Development Committee-

- Committee Chair Suzanne Morales-Vale worked diligently this Summer to prepare this year's Pre-Service. Our Pre-service speaker, legal expert Frank Hill, did not accept the \$300 honorarium we offered; to express our appreciation, it was moved and approved that a CTC delegation present a CTC globe to Frank Hill at the TCCTA Leadership Conference with the price of the globe not to exceed \$100.

- The Professional Development Committee is looking at faculty members' evaluations of our annual Fall Pre-Service. The committee welcomes any suggestions we might have.

- Dr. Constance Staley will be our Guest Speaker at our regular Faculty Association meeting on October 17 in Building 150, Room 1075 (the Nursing/Science Building.) Dr. Staley is a "dynamite speaker" who will discuss students' success in college, and get CTC faculty excited about teaching again. Several members of the CTC Guidance & Counseling have also expressed interest in this speaker.

- Participation in the Diversity Conference on October 24 can count toward our Professional Development hours.

C. Social Committee –

- Social Committee Chair Les Ledger announced that CTC Hospitality students had recently offered meals through the "Patio Café" with a Hawaiian theme. Debra Knudson can be contacted in the Hospitality Department at 526-1515. The Patio Café can be booked on Monday through-Thursday –but Fridays are no longer available.

- Les will provide bills and receipts when we have refreshments for our events, so we can accept the proposed billing. One-time approval for up to \$50/100 for Association refreshments was granted for the food provided for the Faculty Association meeting today by Social Committee Member Rick Hindman and Debra Knudson.

- A brief discussion noted that rulings forbidding alcohol for any events labeled "CTC" have not been clearly articulated. On-campus rules defined by Deborah Shibley, Director of Risk Management, have been strict. One faculty member pointed out that CTC Community Education classes offer a "Wine Tasting" class. The general rule seems to forbid alcohol at any event that uses the "CTC" name, regardless of whether it is on-campus or off-campus. Jenny Shotwell said that she will investigate further.

D. Elections and Awards Committee – Renee is not here, so there is no report.

VII. Old Business

- College Success Course Update-** Dawn Green reiterated what an exciting speaker Dr. Staley was going to be.

•**Bookstore-** Dawn Green has been working with Michelle Carter. Many faculty and students had problems with purchasing their textbooks this semester.

•Books keep selling out in the Bookstore. One faculty member speculated that on-line students and Ft. Hood campus students buy all the books intended for on-campus students and deplete the Bookstore's stock. The Bookstore does not have enough storage space to keep a large inventory in-stock.

• CTC on-campus Departments used to fill-out a form that estimated each department's need. Gary is willing to work with us and suggested that each department chair send an e-mail estimating the number of books needed for each course. Beginning in the Spring Semester, a new Book Request Form will be available for Department Chairs to estimate the number of books each course will require.

•We will be having an after-action meeting with the Bookstore. The Bookstore supervisors delayed closing the Bookstore for inventory until later in the semester, so they listened to our request.

•The Faculty Senate has created a Bookstore Committee to respond to these difficulties, and Tim Anderson, Bethany Winkler, Bob Shea, and Jenny Shotwell volunteered to join.

•RFP (Request for Proposal) from Bookstore. We wanted to keep MBS, but no one entity could handle both Distance Learning and the on-campus market. So MBS gets the Distance Learning portion, while the Bookstore stayed the same. MBS does not take Pell Grants so those students HAVE to buy at Bookstore. Our supplier operates through Nebraska.

VIII. **New Business** – A lengthy discussion ensued regarding what our faculty's response should be to Board Document 400, overload pay. It was agreed that faculty would coordinate our response with department chairs so that we would all speak with one united voice.

IX. Announcements

A. Next meeting is on October 17, 2008 at 9:00 am in Building 150, Room 1075 (the Nursing/Science Building)

B. Open to Floor

•Jan Anderson said ESL will conduct their "Conversation Café" on October 3rd.

•Gordon Bacon announced the Early Childhood Professions Department would present "Innovations and Discipline" on October 4th.

•Dawn Green offered a progress report on the CTC Memorial Wall. Herb Magletta is designing the wall. Mr. O'Brien is coordinating the fund-raising. A killed-in-action (KIA) list is being acquired from the Department of Defense.

•As part of the music program, local entertainment includes a choir and a jazz band.

•A bagpipe player, Patrick Reagan, will be performing on Thursday, November 6th.

X. Adjournment