



MEETING MINUTES NOV. 15, 2019

10:30 – 12 p.m., RDMT 333

Meeting called to order: 10:30 a.m.

In attendance: Lauren Gatto, Leslie Jia, Kate Kirkpatrick, Archana Kumar, Miguel Martinez, Heather Maye, Staci Miller, Diane Nicolet (Chair), Jennifer Pierce, Micaela Rubalcava, Jack Sato, Brandy Scarnati, Nicole Shimabuku, Kim Studebaker, Tedi Taylor

Absent: Natalie Brown, Marcie Iannacchione, Danielle Lessard, Olga Mesina, Ashlyn Moreno, Kyle Sadanaga, Nicole Scollard, Nancy Thiele, Jose Torres Jasso, Sidney Sullivan (Proxy: Nicole Shimabuku)

Guests: YeVonne Allen, Cathy Brewster

Welcome & Note Taker

Quorum was met with 15 of 25 members present.

October 18, 2019 minutes review

The minutes were approved as amended with the addition of Heather Maye listed as present.

November 8 2019 Faculty Senate Meeting – Update

Discussion related to Faculty Senate “Resolution” concerning the word freshman” and its sexist nature. As a committee, we agreed to reflect on the words we use and notice where the word “freshman” is used to include Workday.

Established Ad Hoc Committee Reports

Administrative Faculty Professional Development Days, Summer Synergy Summit: The Innovation Grant has been submitted with many supportive signatures from the Faculty Senate Chair, TMCC administrators in Student Services, Business and Social Sciences, Technical Sciences, and the Vice President of Academic Affairs. The next steps will be to begin planning discussion for 2nd Annual Summer Synergy Summit following the grant decision. Any grant monies received will be housed in an account with the Professional Development Office.

January Professional Development Days: The RFP was submitted to present on the evolution, purpose, and future activities of the Administrative Faculty Committee. Following an acceptance decision, the RFP planning team of Kim Studebaker, Kate Kirkpatrick, Marcie Iannacchione, and Diane Nicolet will assemble to identify specific focus information and audience engagement activities for the presentation.

Administrative On-Boarding: New hire participants in the spring 2019 survey will be enlisted to update their progress with assimilation into the TMCC workforce; December 10 at 10:00 a.m. TMCC HR representatives will present the onboarding concept and current progress at the Deans and Directors meeting; discussed attending Classified Council meeting to share on-boarding work (final decision not made).

Acronym list: tabled

Future Ad Hoc Committees – discussion with Jim New

Scope of work: VP New provided extensive information related to the distinctions between an increased amount of work and a change in the work assigned that changes a person's job description i.e. scope of work. Kim Studebaker further clarified that more work does not always equate to an increased level of responsibility. An Ad Hoc Committee will be formed to research the concept of scope of work and develop language in the form of a recommendation to be included in future Faculty Senate discussions. Miguel Martinez voiced a desire to participate in the Scope of Work Ad Hoc Committee.

Pay Progression: Discussion focused on the exclusion, in the updated NFA Contract of Administrative Faculty and increased pay directly related to degree completion. TMCC-Executive Administrators want degree completion and pay increased written into TMCC policy and not included in the NFA contract. Sticking points were: academic faculty increase in pay related to degree completion is a long-standing tradition which includes supervisor approval and addressing the question: How does degree / course of study benefit the college? Currently a mechanism for such approval does not exist for administrative faculty. Executive Administration is supportive for moving forward with a targeted and proactive discussion related to TMCC Policy. YeVonne Allen and Diane Nicolet will schedule a meeting with President Hilgersom to chart next steps and a course of action. Executive Administrators and the NFA negotiations team will address the pay increase for related education as a TMCC Policy. According to VP New it is difficult to identify fiscal impact as no policy has been written, therefore variables that contribute fiscal costs cannot be assessed at this time.

New Business

Diane will be unable to attend the December 13 Faculty Senate meeting, Staci Miller will sit in as the Administrative Faculty Committee representative. Diane will supply notes from the 11/15/2019 meeting as informational talking points for Staci to share with Faculty Senate members and attendees at the 12/13/2019 meeting.

Old Business

Shared Governance: tabled

NFA negotiations: see Scope of work under Future Ad Hoc Committees

FS Committee Meetings: AFC participation update – tabled

Adjourn: 12 p.m.