

MEETING MINUTES OCTOBER 16, 2020

10:30 – 12:00, Virtual Meeting - Zoom

Meeting Called to order: 10:32 a.m.

In attendance: Ashlyn Moreno (chair), Johanna Bell, Lauren Gatto, Marcie Iannacchione, Thomas Kearns, Kate Kirkpatrick, Archana Kumar, Miguel Martinez, Bruncha Milaszewski, Staci Miller, Jennifer Pierce, Micaela Rubalcava, Jack Sato, Brandy Scarnati, Sidney Sullivan, Nancy Thiele, Jose Torres-Jasso

Absent: Natalie Brown, Krista Johns, Nicole Scollard, Nicole Shimabuku (Proxy: Keith Bingham),

Guests: Keith Bingham, Leslie Jia

House-Keeping

Note Taker: Marcie Iannacchione

Approval of 09/18/20 Meeting Minutes

Motion to Approve: Bruncha Milaszewski

Second: Johanna Bell

Motion approved

Project Updates

Pay Increase for Increased Degree Attainment: Ashlyn reviewed Academic Faculty Professional Advancement Program. One question is - do we want pay increase to be tied to degrees only, or a policy like academic faculty which includes certifications and internships as well? What AFC developed last year was specific to degrees only, and language indicated that approval "may be based on whether the degree they are seeking was listed as a preferred qualification when applying for their position." It was communicated by administration that the degree would need to tie to the position. Degree completion would lead to 1 placement point, or 2.5% of their base salary.

Action Items: Bruncha will research other colleges' policies on this topic. Ashlyn will reach out to Nicole Scollard to see if she can run a report to see which Administrative Faculty have positions that indicate "masters preferred", or preferred degree subjects or certificates. Ashlyn and Kate will work on developing a survey regarding continuing education for Admin. Faculty to complete.

Scope of Work: Marcie Iannacchione will co-chair an ad-hoc committee, alongside Nicole Scollard if she is available to do so. Ad-hoc committee volunteers from last meeting also included Thomas Kearns, Staci Miller, and Jose Torres-Jasso.

Action Items: The ad-hoc committee will meet to discuss our process and report back at our next AFC meeting.

Annual Evaluations: Jennifer Pierce and Lauren Gatto met with Melanie Purdy and she provided suggestions on how to reframe our evaluation process. The committee discussed if we should look at utilizing an annual plan vs. self-evaluation. An ad-hoc committee was formed with Jennifer as the lead, and Lauren Gatto, Brandy Scarnati, and Sidney Sullivan participating.

Action Items: The ad-hoc committee will meet to discuss standards/definitions for our evaluation rating scale, an annual plan and/or a self-evaluation, and next steps. They will report back to the AFC at our next meeting.

Professional Development Days

Summer Professional Development Days: Faculty and Staff Innovation Grant funding is still available. The committee discussed having it in January vs. over the summer.

Action Items: Ashlyn will work on creating a survey to ask Admin. Faculty when they would like to have a professional development days event that's specific to Admin. Faculty.

January workshop: TMCC's professional development days will be held around January 19-21. Proposals for review/selection should be sent to the professional development email and will be due sometime in November.

Accessibility Training for Administrative Faculty: This item was tabled until the next meeting.

Participation in other Faculty Senate Committees: Ashlyn sent the survey out to AFC members but there's been limited participation so far. We will revisit this at our next meeting once we have more surveys completed. Ashlyn also provided our updates to Faculty Senate.

New Business

Ashlyn is expecting her first baby! She will be out March and April. We will need a temporary chair or co-chair to do two administrative faculty meetings and one faculty senate meeting. Please email her if interested.

Old Business

Administrative Faculty Furlough Recommendations: President Hilgersom has reviewed and approved our motion for Administrative Faculty Furlough Recommendations and she will take it into future considerations.

Shared Governance: The [Shared Governance document](#) is finalized and can be found on the TMCC Faculty Senate website. Most of the additions that AFC worked on were included in the final version.

Adjournment: 11:58 a.m.