

FACULTY SENATE MEETING MINUTES

November 4, 2016

Faculty Senate Chair: Cheryl Cardoza	Faculty Senate Chair-Elect: Mike Holmes	Executive Committee member, Academic Standards and Assessment Chair Brian Ruf
Executive Committee member, Curriculum Review Chair Haley Orthel-Clark	Executive Committee member, Professional Standards Chair Scott Huber	Executive Committee member, Salary, Benefits and Budgetary Concerns Chair Steve Bale
Library Committee Chair Corina Weidinger	Part-Time Faculty Issues Committee Chair Marynia Giren-Navarro	Recognition & Activities Committee Chair Olga Katkova
Senators At-Large: Yevonne Allen Erin Frock Kate Kirkpatrick Brandy Scarnati	Senators for Allied Health: Julie Muhle Patti Sanford	Senators for Applied Industrial Technology: Clifford Bartl Mike Schulz
Senators for Biology: Meeghan Gray Dan Williams	Senator for Business Division: Ben Scheible	Senators for Computer Technology: Steve Bale Judy Fredrickson
Senators for English: Elizabeth Baines Robert Lively	Senator for History, Political Science & Law: Fred Lokken	Senators for Humanities: Tom Cardoza Wade Hampton
Senators for Math: Anne Flesher Blisin Hestiyas	Senator for Physical Sciences: Dave Boden Patrick Guiberson	Senators for Social Sciences: Haley Orthel-Clark Micaela Rubalcava
Senator for Visual and Performing Arts: Candace Garlock Corina Weidinger		

Absent: Yevonne Allen (Proxy: Kate Kirkpatrick), Dave Boden (Proxy: Scott Huber), Erin Frock (Proxy: Kate Kirkpatrick), Julie Muhle (Proxy: Patty Sanford), Ben Scheible (Proxy: Robert Kirchman) Pat Guiberson.

Guests: Dr. Karin Hilgersom, David Turner II, Julia Hammett, John Frederick, Hieu Do, Rich Olson, Barb Painter, Kyle Dalpe, Thomas Kearns, Jonathan Lam

The meeting was called to order at 12:36 p.m.

Approval of Meeting Minutes from May 13, 2016

Motion: To approve the meeting minutes from May 13, 2016 as submitted.

Movant: Senator Haley Orthel-Clark

Second: Senator Steven Bale

Vote: Passed unanimously. Abstentions: Proxy Senator Robert Kirchman & Senator Judy Frederickson

Approval of Meeting Minutes from September 30, 2016

Motion: To approve the meeting minutes from September 30, 2016 as submitted.

Movant: Senator Haley Orthel-Clark

Second: Senator Wade Hampton

Vote: Passed unanimously. Abstention: Proxy Senator Robert Kirchman

Consent Agenda

Motion: To approve the consent agenda as submitted.

Movant: Senator Steven Bale

Second: Senator Haley Orthel-Clark

Vote: Passed unanimously

Chair Report—Cheryl Cardoza

- **Bylaws Revision 1st Reading - Standing Committee Chair Removal from Office:** Currently the Committee must file a petition with the Executive Board with 30% of the Standing Committee members' signatures. Typically, members leave the committee instead of participating in a chair's removal. This bylaw revision provides another mechanism for this. It is intended to be fair. The revision entails a 3 step process that builds in checks and balances.
 - The removal suggestion would come from the Executive Board.
 - It would then go to the standing committee in question.
 - Lastly, the motion will go to the full Senate for final determination.

The Executive Committee will need to provide evidence for this removal process to go forward. Please review the proposed revision and send any changes, suggestions or discussion via email to Chair Cardoza. This is the first reading. At the next Senate Meeting we will review and take up any discussions regarding changes to the language. A final vote will be taken at that time.

- **Board of Regents Updates--Mission Differentiation aka "Mission Creep:"** Mission Differentiation was discussed at the last Board of Regents Special Meeting and the direction it needs to go. Cheryl shared the Strategic Master Plan from 2005 with the Senate. In it, the BOR defined Mission Differentiation in a way that Community Colleges agreed with. Cheryl advised that Senators take these documents to their Constituents. The Board of Regents will be moving forward with their Master Plan and hopefully including mission differentiation in the new version.

President Hilgersom explained that the Master Plan from 2005 was forwarded to all of the College Presidents. It was discussed in a 5-hour special meeting of the Presidents in September where they were told that this policy is no longer in effect. The president expressed hope that the Regents will work on defining mission differentiation as an element of their strategic planning. The Interim Chancellor summarized at the BOR Meeting 3 weeks ago with the Presidents the definition for the public record. The important points were:

- There is no agreement which colleges should do remediation. This deviates from the 2005 document which made that the purview of community colleges. Reports show that levels of remediation continue to be very high among our recent high school graduates and continue to account for about 1/3 of the high school advanced diploma earners.
- President Hilgersom went on to say that the major flaw with the performance based funding model is that if the budget was to expand as students improved, it would be fine. However, the pie is not going to expand, even with improvements. It is a disincentive for growth for everyone in the System.

- Several Regents feel the universities should be more exclusive. Dual credit belongs to the community colleges. President Hilgersom did not think this is a reason for the community colleges to break from the System, however.

The president argued that if institutions would like to move on this, it will have to be faculty to faculty. According to her, TMCC gets rewarded approximately \$153.00 per credit. If the Legislature funds our caseload growth for

\$59 million, then it is sort of working. Unfortunately, \$52 million of that caseload growth is going to the two Universities. Due to revenues falling extremely short, the odds of them doing this is slim to none. This means that the mathematical necessity is going to be that instead of \$153.00 dollars per credit, we will have to adjust this number down because the pie did not get bigger with that number. This is a problem for all of NSHE, not just the Community Colleges. The universities have grown and the community colleges have done much better with completions. We would gain about \$1 million dollars from caseload management growth, which does show we are growing and we are improving. The president also mentioned that a better scenario for community colleges is CTE funding which would help to correct the funding formula oversights more than caseload growth. She concluded by saying that NSHE needs to have a strong Chancellor, strong Regents and a strong plan that holds the Presidents to that budget.

Chair Cardoza directed the conversation back to the task at hand. She argued that it is time to look at this issue from a faculty point of view and put forward a TMCC faculty voice on the pending strategic master plan document. I am hoping to come up with a statement from the Faculty Senate Chairs as a whole. Please review the 2005 Strategic Master Plan document. She requested Senators who have further ideas to share them. She will also be encouraging the other Faculty Senate Chairs to do the same at their institutions.

- **Board of Regents Policy: Student Absences from Class:** Cheryl reported on NSHE Revisions to the Student Absences policy, changes that came about from listening to the Faculty Senate Chairs and the Presidents. The Council of Senate Chairs had further concerns and has asked Crystal Abba to look at these but Cheryl asserted that we are on the right track. She asked if anyone had issues or concerns, but there were none.
- **Administrative Assistant and Office Assistant:** Cheryl asked senators to welcome Tara Lewis, our Administrative Assistant, back from leave. She let everyone know that Faculty Senate will still have Pamela Thomas as an Office Assistant to help while Tara is getting caught up.
- **Department Chair Elections:** Chair Cardoza reminded Senators that there was an agreement with the NFA and the Administration to postpone chair elections because of reorganization plans. It is now time to hold elections, so Faculty Senate has instituted the Department Chair Elections for Biology, Computer Technologies, English, History, Political Science, & Law, Humanities, and Visual & Performing Arts. Nominations will end today at 5 p.m. and need to go to Tara Lewis in the Faculty Senate Office. Voting will open Monday Nov. 7 and go through Monday, Nov. 14 at 5 p.m. A senator suggested to have NFA Review and consider if only one person is on the ballot to not hold an election. Cheryl suggested the NFA take that up.

Chair-Elect Report—Mike Holmes

- **Academic Reorganization:** Chair-Elect Holmes reported that there have been two campus-wide forums. The first was held yesterday and the second will be held on Monday. He reported that since last month's Faculty Senate Meeting, the empirical data that was the cause for most of the rebalancing with the Academic driven issues for the Re-org plan, have been supplemented in narrative and also a flow chart of what is going and what is coming. Mike reported that he has moved on gathering his committee: which was solicited from Faculty Senate, then supplemented to make sure there was a diverse group of 15 or 16 people. He is looking for a collaborative group that are practical, pragmatic, and knowledgeable about the college and operations His aim is to ensure that the committee includes representation from all four divisions—Liberal Arts, Science, Tech Sciences & Business. In addition, a few people from Classified Council, Admissions & Records & Jim New for the Financial/Administrative perspective will be included. Mike reported that although this is an academic driven proposal plan, there may or

may not be other areas that are affected with the implementation. The first Ad Hoc Committee Meeting will meet either Wed/Thurs of next week.

Mike added that he has received a narrative that explains some of this from the VPAA this week. It will be sent out ahead of time with a checklist and a review. This will help ensure the committee is doing a diligent job and that its effectiveness and efficiencies are in line with the College's Mission. Mike felt the committee will be able to make short order of this. He thanked the VPAA for making a valiant effort to approach all of the departments, divisions and constituency groups both collectively and individually, explaining the drive behind some of these changes, which are more hierarchal and efficiency related. According to Mike, This Re-Organization has been very well thought out, addressing a revenue neutral proposal and no new administrative faculty. The main charge of the committee is to focus on the plan's attempt to make the college more effective and more efficient on the academic side of the house and providing the support that needs to drive that. After the next Ad Hoc meeting and reporting to the Faculty Senate, the committee will send the proposal to the President's Office.

Dr. Buchanan thanked Mike for his positive comments, and pointed out that this reorganization has been a good exercise for her too. She said that she has enjoyed this entire process. She reported that across the board 99% of the people that have visited with her have really had the interest of the college at heart. Some of the things administration thought were good ideas, faculty had issues with and we have made changes to accommodate those views. That is an important part of the process, the listening that we needed to do to make this work for everyone. She reported also that there is still an area or so that the Senate Committee can advise her about.

NFA Report—Julia Hammett

Dr. Hammett announced that NFA dues are going up January 1. She recommended that faculty join now to keep that lower dues rate permanently. On November 14 at 11:30 a.m., President Hilgersom and SGA President David Turner III will be signing the Second Nature Resilience Commitment for our College. Julia went on to say that NFA for years has stood for the transparency, accountability, and inclusiveness. The biggest tool we have for this is shared governance. She noted that administration is supportive of these values. Julia then discussed how the NFA Contract is an imperfect document, so we need to hold to the intent of the contract as faculty and administration. Julia turned to concerns about the new legislative session. There are rumors that we can expect 5 to 10% cuts in the education budget this time around. She gave kudos to the VPAA and the President who have agreed that any changes to Student Services or Finance and Administrative Services should go through a transparent process as they go into any budget proposal. Julia announced that UNR's Kent Irven will be NFA's lobbyist for this legislative session. He has worked with our previous lobbyist and will represent all of the Colleges in NSHE. Julia also asked that all faculty stay engaged with employee issues, budget news, and exercise our free speech when needed.

Administrative Report— President Karin Hilgersom

President Hilgersom announced that she and Jim New are meeting with Bob Molten, the Interim Vice Chancellor over IT this afternoon. She then covered some important topics: Reorganization, Student Service changes, Title IX Duty shift, and the Legislative Session.

- **Reorganization:** Dr. Hilgersom displayed a graphic that will be posted publicly. The graphic showed the four divisions and what units they would be comprised of if the proposal were acceptable. The intent is to show how the divisions will even out with the proposed changes. She then thanked Dr. Buchanan and the Deans for reaching out to their stakeholder groups and trying to make this a collaborative process. She noted a timing issue. This proposal has to get to the regents by the March meeting, so it will need to get to the AAC Committee by December. Some time for back end coding changes will be required, hence the haste.
- **Student Services:** Dr. Hilgersom then turned to a simple change in Student Services. She explained that the Office of Equity and Inclusion currently reports to the President. Because she has to remain fair and impartial, she felt that a unit that reports to her and then reports to students, faculty & staff, causes a problem as she can't really advocate for them. It is not appropriate. The goal in moving this office to Student Services is to create a

synergy between Student Service personnel and the Office of Equity and Inclusion. I have asked that they report to the VPSS instead of me to create that.

The SGA has asked for a different office space, leaving their space vacant creating. Dr. Hilgersom wants to open a multicultural center in their space. It should be more of a Student's Center, rather than academic unit. This will also be housed in the Student Services area.

- **Title IX Duties:** Dr. Hilgersom announced that Title IX duties will be moving to Human Resource and will become part of the new HR Director Position. She stated that any questions can be sent to her by email. Chair Cardoza asked that she send an email to all faculty on these changes.
- **Legislative Session:** The president had bad news regarding revenue coming into the state but agreed with Chair Cardoza that until elections are over, we can't get too worried. She went on to say that back in July, the chancellor asked each of the presidents to consider how they would cut 5%. She sent a document to the chancellor, saying that in the case of a real cut, she would ask all units to plan scenarios at 3%, 5% and 7% cuts. She asked department chairs and other unit leaders to consider how they would do this. She also announced that she would be holding two-hour drop-in sessions if people have questions or want updates. There is a good chance the governor will support the CTE Funding Request that is part of the NSHE lobby sheet. That would mean \$2.4 million for TMCC. This increase in revenue would mitigate the cut by a significant amount.

Another proposal for the budget is called caseload growth. This funding would net TMCC about \$1 million out of the \$59 million being set aside. The president is more interested in CTE Funding because it would ensure a clear audit trail showing how we are spending that money. The president said that the community colleges are in good favor with some of the top legislatures. They pigeonhole us as Workforce Colleges, but we can tolerate that until we get through the session. If that is going to be worth \$2.4 million it might be worth it. The president pointed out that though the workforce label keeps sticking we are a comprehensive community college. It's the classes in the Liberal Arts, Social Sciences and similar programs that enable us to fund programs in Manufacturing, Health Careers and other programs. We need both workforce and transfer programs to balance our budget. The president thought that her team did its very best to keep New Tenure Track faculty from being cut to balance the budget. The odds of this occurring are slim to none in her opinion. She went on to say that when we calculate retirements and voluntary separations, we can come close to 5% to 7% of our budget. She would rather delay hiring of positions lost to retirement and voluntary separations. Jim New added that we would focus more on the vacant positions for cuts. If we don't do that, we cannot guarantee that we can protect the Tenure Track faculty. Even so, he did agree with the President that the odds are slim that the New Tenure Track faculty would be cut to balance the budget.

President Hilgersom said she would rather freeze all travel, including Administrative Travel and President's Travel for a year instead of cutting faculty.

Action Items

- **Memorial for Faculty and Staff who have passed away – Tammy Johnson**

The Recognition & Activities Committee realized discussed creating a place to honor those employees who have passed on. Tammy Johnson talked with Facilities, trying to keep the cost low, something we can support long term. She pointed out the amphitheater between the Vista Buildings. This space has been underutilized. There is not a lot of traffic there and the space includes a vista point. She proposed brushed metal panels (which are weather resistant) with plaques because they can be taken down and moved to another place easily should the amphitheater need to be used for something else in the future. Tammy spoke with Teresa Golden and they decided that three 4'X8' panels and a couple of benches would make a nice space. She reported that Gretchen Sawyer from the Foundation Office was able to find an endowment to support this.

Tammy worked with Facilities, Greenbrae Trophies and Mike's Sheet Metal to come up with the cost to start the project, which was about \$6,000.00. Tammy guessed that we would need 50-60 plaques to bring us up-to-date. After that initial outlay, Facilities will order nameplates and the maintenance department will attach them to the

wall. Each department will be responsible for their own plaques and the cost will be around \$20.00 each. The goal is to honor everyone we've lost.

Motion: To approve using the amphitheater area as a Memorial for Faculty and Staff who have passed away.

Movant: Senator Hayley Orthel-Clark

Second: Senator Wade Hampton

Vote: Passed unanimously.

- **Policy 2600: TMCC Email Use - Scott Huber**

Professional Standards has discussed an email use policy to ensure that students, faculty and staff are using official email channels to communicate. While TMCC has added this policy to new hire documents in HR, there is no discipline process if they do not follow the policy. Scott asked how we enforce this with the rest of the College. He suggested that department chairs educate their departments. We can also encourage all Faculty to put this on their Syllabi. It's important to emphasize this with students and the Part-Time Faculty. Scott pointed out that enforcement works only if PT faculty have emails when they start and it's included in the contract that they use it. Many felt that the access needs to be addressed to make this policy work.

Motion: To accept the proposed resolution that the TMCC email account is the official TMCC email account and is to be used by all.

Movant: Senator Candace Garlock

Second: Senator Haley Orthel-Clark

Vote: Passed unanimously.

- **DRC Notification Policy – Scott Huber**

Scott reported that the Professional Standards committee also looked at a DRC Notification Policy. He started with some background. The Disabilities Resource Center takes care of students who need more help in the classroom because of their disabilities. Documentation from the DRC will specify the type of assistance the student needs in the classroom, such as needing more time, a quiet area to study, etc. If the class is online, faculty typically get an email from the DRC. Scott noted a breakdown in communication with Part-Time faculty especially. The department chairs do not receive any notices and are kept out of the communication. Scott reported that department chairs have come to him to complain that they don't receive any information. This new policy's intent is to inform chairs when faculty are given notices so that they can help faculty respond. It is not intended to overwork DRC staff. In some cases, the accommodations requested are not reasonable and cannot be accommodated because of space utilization problems, course parameters, etc.

Tom Kearns, Assistant Technician at the DRC mentioned that there are a couple of issues we are trying to address. The DRC currently uses a blanket release but are thinking that it should be more focused to the student's individual issues. He also pointed out a logistics issue in the number of letters that would have to go out given this policy.

There are currently 562 to 650 students with disabilities. This means that anywhere over 2,000 letters have to go out to 200–300 addresses. If students sign a waiver, that information can then be shared with the Chair as well as the Instructor. The DRC loves the idea, but needs help implementing it.

Motion: To approve the policy that the DRC is to notify faculty by email, with a cc to the department chair/director. The department/director is to send an updated list of Part-Time Faculty to the DRC each semester.

Movant: Senator Cliff Bartl

Second: Senator Mike Schulz

Vote: Amended by Proxy Senator Robert Kirchman. Amendment accepted by original movant and second.

Senator Proxy Robert Kirchman: Amended motion to include that DRC is to notify faculty of student accommodations by email.

Motion: To approve the policy that the DRC is to notify faculty of student accommodations by email with a CC to the Department Chair/Director. The Department Chair/Director is to send an updated list of Part-Time Faculty to the DRC every semester.

Movant: Senator Proxy Robert Kirchman

Second: Senator Wade Hampton

Vote: Passed unanimously.

Committee Reports

- **Academic Standards and Assessment – Brian Ruf**

The Committee met Oct. 7. There was a brief discussion about the General Education Rubric. A method of gathering data that can be quantified is needed, and a rubric can provide that data. This would provide important support for accreditation. Because we have not provided this data in the past three accreditation reports, we must do so now.

The ASA committee has started the process of PUR evaluation. The committee will tackle the Core Humanities, Humanities, and Philosophy PUR report as a trial. This has been sent out to committee members after a review of the process and timeline. The committee will also address a number of other PURs over the semester: Culinary, Veterinarian Technology, Dental Hygiene and Sociology among others. The next meeting will be November 18 at 10 a.m. in SIER 209. We will be discussing our findings on the Core Humanities PUR.

- **Recognition & Activities – Tammy Johnson for Olga Katkova**

The Committee last met on October 13. The committee discussed the proposal for the Recognition of the TMCC members who have passed away presented earlier. The Professional of the Month for October & November has been decided, but cannot be shared until they have been announced. The Pumpkin Decoration Contest was on Oct. 26. There were 300 votes. First place went to FLAMES with a theme from Alice in Wonderland, second place was awarded to Media Services/IT for their Pie Factory submission, and third place was shared between Student Services/Counseling Center. Pictures have been posted on TMCC Facebook. During the Decoration contest, we held a raffle to raise funds for the R&A Committee, which went well. The Recognition and Activities committee organized a social event for the opening night of TMCC's Fall play, Dracula. Cathy Brewster made a special effort to reach out to new Faculty. About 35 people came together for this. The TMCC Holiday Party will be held December 13, 3–5p.m. at the Student Center. Our next meeting is Nov. 10 from 3:30–4:30 p.m. in RDMT 255.

- **Library Committee – Corina Weidinger**

The committee has met twice since the last Faculty Senate Meeting: on October 6 & November 3 and has spent its time planning for 2 panels:

- The Political & Elections Panel on October 19. This was in collaboration the Political Science Faculty. Those in attendance said it was the best discussion on the elections that they have heard this year. There were about 80 students in attendance.
- The Monsters Panel on October 27. There were great presentations from Faculty. About 90 students attended. It has been filmed and posted on TMCC YouTube Channel thanks to Tim III.

Corina announced that Susan Malek just started in the Library. She is an expert in genealogy. She wants to put together an event in the Computer Room SIER 110 on November 18 from 10–12p.m. It is called How to Start Your Family Tree. If there is enough interest in the community, she will do another in the Spring. Send her an email and fill out the form that will help get you started. On November 15 there is a speaker related event related in theme: Genealogy Research. Corina also reported that Beau Rogers, part-time faculty at TMCC and a photographer who went Mexico to film and research the Day of the Dead. The committee plans to have a viewing of this in association with the Day of the Dead next October. The committee is organizing three more panels for the Spring:

- February 23, 2–4 p.m. in SIER 108 will be a Getting Published Panel; we have a few speakers and are looking for more.

- March 16 in SIER 108 2–4 p.m. we will host the Opiate Epidemic Panel. Neil Siegel is looking for Community Members, Legislators and Counselors to speak on this topic.
- On April 20, 2–4 p.m. we will hold a poetry reading. We will announce the location soon.

The next committee meeting will be on Feb. 2 of next year.

- **Curriculum Review Committee – Haley Orthel-Clark**

The CRC met on October 21. It was a heavy submission period as we just had the Dec. Catalog Submission Deadline.

The next meeting will be on December 9. This will be the final meeting of the semester. Our submission deadline will be November 25. This will also be our deadline for MCO's for new, changes or deletions.

The committee also had an update from Leslie Jia from Financial Aid. The Department of Education will finally be funding BAS's Degrees starting Spring 2017.

We put into place as a Committee some Capstone Criteria for reviewing capstone. We also finalized our discussion regarding the English Communication AAS General Education Criteria. Both the Capstone Criteria and the AAS GenEd English/Communications came through the Faculty Senate on the Consent Agenda.

Curriculum Migration to LeapFrog is moving forward. There will be a number of trainings during Professional Development Days. In the Spring of 2017, we will be piloting/rolling out the new Curriculum platform which will be completely online and no longer requiring paper trails for DEC's. Hopefully in Fall 2017, we will be fully in the new system.

- **Student Government Association – David Turner II**

Before David Turner made his report, Chair Cardoza noted that Faculty Senate awarded David an Award for Bravery in the Face of Regents for his work addressing issues at the September Board of Regents meeting.

David reported on three resolutions currently adopted by the SGA.

- An Accessibility Resolution: The Nevada Student Alliance passed one and have requested that each individual Institution pass one. The students want to hold Regents accountable for TMCC being accessible and support funding for accessibility projects.
- A Fitness Fee Resolution for our Athletics Program: This SGA Resolution supports a \$9 per credit fee to build a soccer field and later a multisport facility that would be needed to house our Athletic Program. The fee would sunset into a \$2 or \$3 per credit fee in the end. This would support our Athletic Program.
- An SGA Fee Increase of \$1: This fee increase would increase the Student Association Fee. This would put our SGA at the same levels of the other Institutions Student Governments. This would bring the fee to \$1.50; \$1 for activities and programs for all students and \$.50 would stay in the SGA for wages and training. We have requested that this come out of the mandatory tuition increase instead of adding on to the tuition.

David announced that a resolution SGA will be working on for the Spring voicing student disapproval of the excess credit fee. Students feel that this is putting a damper on lifelong learners and will steer students away from enrolling in TMCC for 1 or 2 classes because they are now facing this excess credit fee. The Students want to tell the Regents that this is not working and that we would rather see students who are over their excess credit limit to not get preference for registration. They would have to wait two weeks, so that all students who are degree-seeking and who are on track to earn their degrees can get these classes first.

- **Classified Council – Valarie Kelly**

Valerie reported on Recognition describing a combined celebration for Employee of the Month. For July, the awardee was Helen Scott. In August, it was Cassandra Hawthorne. For September, it was Laura Meacham, and for October, the committee selected Ruben Perez. She took that moment to thank everyone who nominated during those periods. Nominations for November classified of the month are being accepted until the end of today.

Last week, Classified Council held their Decorating Contest. The overall winner was Facilities. It was a legitimate haunted house. Runners up were Scheduling, Auxiliary Services and Financial Aid.

Upcoming events include: the Annual Craft & Bake Sale on November 30 from 9-5p.m. in the Student Center. Please contact Scottie Lockrem or Cassandra Hawthorne to reserve a table. The committee will soon begin selling tickets for the turkey/ham raffle that we do at the Holiday Party on Dec. 13.

- **Part-Time Faculty Issues – Marynia Giren-Navarro**

The Committee met today at 10 a.m. in RDMT 333. Our guest was Cheryl Cardoza who talked to us about the proposed bylaws to include a Part-Time Faculty Senator on the Faculty Senate. She requested the bylaws to be listed on the next Faculty Senate Agenda for the first reading. The committee also had Lee Raubolt present from Admissions and Records with an update on Spring 2017. He has encouraged part-timers to promote early enrollment by encouraging students to enroll early. The committee went over the Part-Time Faculty Survey. They plan to submit this to the Professional Standards Committee by the next meeting. Part-Time Faculty of the Month was Blakely Hume in October. The November nominee is from the Technical Sciences Division. The committee heard an update from Cathy Brewster and acknowledged her for putting together yet another successful professional development session for part-timers. Observations part-timers did of full-timers went smoothly.

- **Professional Standards Committee – Scott Huber**

Scott reported that aside from the two action items brought forward earlier, Professional Standards was alerted by Lars Jensen that there seems to be some gaming of the System going on in the first week of school where students are not in classes but attend anyway. Andy Hughes is looking at how the purge date is affecting student attendance. Scott suggested that the first week needs to be tied down a bit and the purge dates need to be consistent across the board. Students are not paying for classes and shopping around that way.

The committee discussed whether or not Faculty should have a short survey regarding their philosophical thinking about the reorganization. The general census from the committee was that without something in hand, to discuss and have a survey about, it would not achieve what we want it to achieve. The matter was tabled until more information could be presented.

Scott announced that at the next meeting, he will bring up some of the issues regarding email and the communication lines with the DRC. They will also be doing the survey about part-time issues.

- **Salary, Benefits & Budgetary Concerns Committee - Steve Bale**

Chair Bale announced that the last meeting was on October 7. The committee's next meeting will be held on November 18. The committee will be sending out an agenda and minutes one week before each meeting. They are pressing forward with a review of the Annual Plan. Steve encouraged interested parties in attending meetings to discuss these issues.

The Task Force is now fully staffed: Three administrators and three faculty in addition to Steve are serving. The first meeting is set for November 18.

Unfinished Business

Mike Holmes reported that Sabbatical sub-committee met on November 4. They are proceeding on schedule for their deliberations and ranking the applications that have been submitted as proposals. This should be on schedule for the President to give notice by December 1.

New Business

- Kate Kirkpatrick mentioned the early registration initiative professional development session earlier in the day. She noted that her office had made t-shirts and asked that faculty to take one and wear it as many times as possible during the month of November to encourage students to register early so we can better plan for classes. She announced that priority registration begins Monday, November 7. There will also be a raffle for any continuing students who register by November 30 who has completed 3 credits this semester and is enrolling in 3 credits next semester. Prizes include a \$500 bookstore scholarship, a free 3-credit class for Spring and an I-pod Nano. She offered to send a PDF flyer to both the Full-Time and Part-Time List Serves to share with students.
- Mike Holmes pointed out upcoming proposals about representation of Part-Time faculty on the Faculty Senate, and the inclusion of the Web College Committee on Faculty Senate. The first reading for those proposals will be at the next Faculty Senate Meeting on December 16.
- Micaela Rubalcava announced the new FREE theme: The Watershed Project. There will be public presentations from March 27 to 31, expanding the event from 1 day to a weeklong augmented reality sandbox, murals, water, and watershed issues. Planning is going on now. Any ideas and expertise are appreciated.
- Brandy Scarnati reminded faculty that the Instructor Course Evaluations will be available from November 18 to December 16. The 2 days that they will be required to go and submit that evaluation are December 7 & 8.
- Steve Bale mentioned next Tuesday is our election day. He encouraged voting for local candidates based on whether or not they are education friendly.
- Tara Lewis announced that the weekend of November 5 & 6 is the Extra Life Fundraiser. Extra Life unites thousands of players around the world in a 24 hour gaming marathon to support Children's Miracle Network Hospitals. Since its inception in 2008, Extra Life has raised more than \$22 million for local CMN Hospitals. All funds raised go to our local Children's Miracle Network Hospital. This will be the third year that her son Ian Goddard has been participated in and completed the Extra Life Fundraiser. Please take a moment and check out their website.

Adjournment at 2:28 p.m.