



MEETING MINUTES FOR SEPT. 22, 2017

In attendance: Ron Marston (Chair), William Gallegos, Dan Hooper, Elizabeth Humphrey, Robert Kirchman, Matt Leathern, Jeff Olson, Dan Williams

Absent: Jim Cotter, Kristen DeMay

Guests: Amber Anaya, James Kuzhippala, Jim New

Meeting called to order: 12:05 p.m.

Welcome

Chair Ron Marston opened the meeting welcoming all attendees.

Approval of the August 2017 Meeting Minutes

Quorum was unable to be established and the August 18, 2017 minutes will be approved at the next meeting.

Update on Sabbatical Forms and Revision Process

Ron Marston reported the website is now updated with the new sabbatical forms and updated deadlines, which include an extended deadline for the deans to have review time. The pre-application form goes to the sabbatical committee.

Travel Fund Requests

The deadline for fall travel is October 2. The webpage for Faculty Senate travel is updated. There are currently three applicants which will be reviewed at the next meeting along with any other submissions between now and the deadline, and then go to the Faculty Senate Consent Agenda for approval. New deadlines for future travel will be set at the next meeting.

Rank Advancement Policy Committee Update

Ron Marston and Marie Murgolo-Poole are co-chairs for the ad hoc Rank Advancement Policy Committee. Jim New will be an advisor to the committee. Please contact Ron Marston if you want to serve on this committee.

Some questions and discussion arose about the process to get the policy completed. President Hilgersom and Faculty Senate approve the policy and it is then coded into the TMCC Bylaws. NSHE does not have to approve the policy.

One of the goals for the first meeting is to set a target date to present the policy to President Hilgersom for review.

Ron Marston will be updating the SBBC as the Rank Advancement Policy Committee progresses.

Revisions to the Annual Evaluation Form (Annual Plan)

Ron reviewed revisions made to the Annual Evaluation form (changes are in blue and eliminations are in red strike through), see attached document. These revisions were the result of discussion at our previous SBBC meeting.

Discussion followed pertaining to the Performance Achieved column under Job Responsibilities. Suggestions were to have ratings of:

0	Did not do the task.	.25
.5	Partially completed vs. percentiles	.50
1	Completed	.75
		1.0

The reasoning behind the performance achieved ratings was to provide activity weights for more difficult tasks. It was also noted that chairs receive a lot of points while also receiving extra compensation and are evaluated elsewhere. It was agreed to use as a maximum 3 points for chair duties, 2 points for program coordinators and 8 points for sabbaticals.

Other discussion points included grievance process for faculty and dean score disagreements and how many repeat tasks can be counted.

Suggestions were to have the dean justify why the score was dropped with faculty retaining the ability to properly grieve.

Limiting the frequency of repeat tasks gives more opportunity for diversification. It was suggested to study each item and place a cap where necessary while also making selection i) Other professional development activities as agreed upon with chair/dean/director an area where repeat activities could occur. The committee did not favor uncapped frequency of activities.

Under the Commendable/Excellent Requirements it was agreed by a majority of the committee to use an exponential growth range from 5 to 18 making each category 50% more difficult to achieve than the previous category.

The committee moved and seconded a motion to use the percentiles of .25; .50; .75; and 1.0 as a rating system. The motion passed with one voting against.

Other SBBC Committee Tasks

Other tasks the SBBC may tackle are: RAP Request process, Summer Pay formula, and the step system. These issues will continue to be held on the SBBC agenda.

An issue was brought to the attention of the SBBC Chair, regarding mistakes made by BCN on new hires' first paychecks, where the 14.5% retirement contribution for two months was not deducted, and so it is now owed on their upcoming paychecks.

The concern raised was that overloads will not occur on the current payroll run for those teaching extra beyond their base contract, compounding the problem for new hires. Ron checked with HR and was assured that overloads will appear on the October paychecks.

Adjournment by 2 p.m.

The meeting adjourned at 2:15 p.m.

Next Meeting Friday, October 20 at Noon
