



MEETING MINUTES FOR JAN. 19, 2018

SIER 111 Noon–2 p.m.

In attendance: Ron Marston (Chair), Jim Cotter, Dan Hooper, William Gallegos, Elizabeth Humphrey, Heidi Julius, Matt Leathen, Jeff Olson, Dan Williams

Absent: Kristin DeMay (Proxy: Melanie Purdy), Robert Kirchman

Guests: Amber Anaya, Cate Edlebeck, John Fitzsimmons, Neil Siegel

Meeting called to order: 12:04 p.m.

Welcome

Chair Ron Marston opened the meeting welcoming all attendees.

Approval of the December 1, 2017 Meeting Minutes

Melanie Purdy, proxy for Kristin DeMay, noted in the fourth sentence under Revisions to the Annual Evaluation form the word "advising" should say "counseling."

Ron Marston called for a motion to approve the December 1, 2017 minutes as amended. The minutes were approved unanimously.

Revisions to the Annual Evaluation form (Annual Plan)

Revisions to the Librarians and Counselors versions were discussed. The committee welcomed Neil Siegel, Melanie Purdy and John Fitzsimmons to provide input and participate in the discussion. Ron showed the summary of changes to the librarians and counselors and reviewed what has been proposed up to this point. It was requested to have the librarians and counselors review the list and assign weights to items concerning librarians and counselors. Ron will add items common to librarians and counselors. Also discussed was how these forms will be presented to faculty and the goal to have the forms completed by the end of the semester for faculty to review. These new forms would be used beginning in the Fall.

The Grievance Process, Article 13 of the NFA Contract is in the Google Drive to review. The SBBC may notify the NFA there might be changes in the wording of Article 13. This will require an MOU until the contract is re-negotiated in 2020.

The survey to be sent to faculty also was discussed. Ideas suggested were:

- A PSA to let faculty know what changes may be coming to their evaluation,
- possible forums before and after the survey is sent to get input and discuss survey results respectively,
- structure the survey based upon the summary document created by Ron,
- ensure faculty the results of the survey will inform how the Annual Evaluation is completed,
- hold a forum at the March SBBC meeting to voice concerns,
- send the survey with broad changes and then hold informational forum once input is collected,
- sort the survey results by longevity and departments.

The general steps, agreed upon as a group, are to create a video to announce the survey, send out the survey, hold a forum and then take to Faculty Senate for approval. Once approved, the results and changes will be presented in a forum for the Welcome Back Kickoff for Professional Development Days in August. During the next SBBC meeting the committee will form the survey structure and wording with explanations of changes provided by Ron. Suggestions for the survey were to have comment boxes on each section. The committee will also finalize a timeline.

Rank Advancement Policy Taskforce (RAT)

The RAT met on January 12. Instructor/professor titles and processes were discussed and the RAT is working on the process. It was suggested to be consistent with the universities in awarding titles. Initial placement will not include more money. A faculty-driven committee will review the rank advancement applications and approve based on available funding. A question was raised whether or not rank advancement would affect the equity studies. Ron stated it does not as the equity study gives an equity adjustment to faculty to correct compression in the salary schedule.

Other SBBC Committee tasks

Melanie Purdy asked about transparency with the Sabbatical Committee and suggested each applicant should be able to see his or her scoring form for valuable feedback.

The committee focus has been on the Annual Evaluation form. The committee is looking to the future to study the Summer pay formula. State funding for Summer programs may change how TMCC teaches Summer classes. The committee is waiting to see how the state plans to fund the Summer programs.

Adjournment by 2 p.m.

The meeting adjourned at 1:50 p.m.

Next meeting Friday, February 23, 2018 in SIER 111 at Noon–2 p.m.