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## MEETING MINUTES FOR SEPT. 21, 2018

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SIER 111 Noon–2:00 P.M.

**In attendance:** Ron Marston (Chair), Amy Cavanaugh, Kristen DeMay, Elizabeth Humphrey, Marcie Iannacchione, Heidi Julius, Paula Reynolds, Jeff Olsen, Cheryl Olson

**Absent:** John Coles, Jim Cotter, Bill Gallegos, Matt Leathen, Mike Schulz, Neil Siegel, Gail Small

**Guests:** Anne Flesher, Steve Bale, Fred Egenberger, Lars Jensen, Judy Fredrickson (as proxy for Matt Leathen)

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

### Welcome

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Chair Ron Marston opened the meeting welcoming all attendees.

### Approval of the April 20, 2018 Meeting Minutes

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Motion: Heidi Julius, Second: Cheryl Olson, passed with three abstentions.

### Approval of the August 17, 2018 Meeting Minutes

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Motion: Amy Cavanaugh, Second: Kristen DeMay, passed.

### Sabbatical Subcommittee

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Deadline for Sabbatical applications should be October 12, 2018. Deadline needs to be posted on website, and email reminders sent to faculty. Ron will follow up with Amber.

Steve Bale gave a presentation on an Excel based version of the annual evaluation form. It calculates the scoring automatically and collapses unused activities so the form becomes more streamlined, with a Collapse button. The annual plan will be in one tab and the self-evaluation will be in a second tab. The committee supported the idea of moving to an Excel based form and will pursue it this semester. Revisions will need to be made but the form is mostly built. The committee thanks Steve for his work on this. Ron will run the form by Web Services to make sure we can proceed.

### Phase-In Retirement

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Lars Jensen presented his retirement calculation for phase-in cost to the college. Lars made the point that the more years you stretch phase-in, the greater the financial benefit to the college.

Discussion points:

- As people approach the retirement age, people need to evaluate if they have enough money to retire, and so may consider the phase-in option.
- In smaller departments it is not feasible for a full-time member to be replaced by a part-time faculty member.
- The savings in replacing phase-in faculty could be distributed to those smaller departments that need a full-time member.

Ron suggested that Lars draft language for a Resolution that can come from the committee. Lars is going to draft a resolution for the committee to approve at the next meeting.

## Travel Fund Requests

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Spreadsheet of applicants is available on the Drive – Seven Faculty have applied. FS has \$5,000 a year to distribute to faculty for professional development. The intent is to reimburse faculty who are unable to use department funds. There was a system in place, but with Workday that significantly complicated things. SBBC needs to update the travel process on what they need to submit

Fred will look into the account of the travel funds. Are they self-supported or state funds. Can they be saved for future use? If there are any leftover funds, is it possible to go back to those requests that did not receive enough to cover expenses and divide up the remaining amount at the end of the fiscal year?

Ron will look to see if there is past data to see the number of requests per time frame to see if the amount available should be adjusted. Agenda item on next meeting.

Motion: To approve the funding of the current application for the amount proposed. First: Cheryl, Second: Kristen. Passed with 2 abstentions.

Ron will create a one-page form for the travel fund application process, with deadline and items that needs to be submitted.

## Revisions to the Annual Evaluation form

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SBBC will collaborate with PS on updating the form. PS committee met earlier in the day and Ron attended the meeting.

Report from Ron is that the deans are welcoming the FS to come up with activity items that can be multiplied. Professional Standards was leaning toward any item being able to use as many times as faculty want. This may not be what administration would like to see. They may want to see faculty to diversify their activities.

If you do the same activity twice, you should do it twice, such as preparing a new course? And, taking the same activity and using it for more than one category should not be allowed.

For tenure-track faculty, a concern was raised that the larger valued items are not attainable because they require tenure to even do the item. So, some items need to be multiplied, such as teaching a new course, and more than twice since teaching is their primary focus and primary means on which they will be evaluated. Looking for more faculty feedback on multiplicity factor.

Discussion about allowing all items to have multiplicity factor, but to a “reasonable” limit. If an item is marked beyond that limit, then a further comment needs to be given to justify the high multiplicity. Then it’s up to the dean to approve whether that multiplicity on that item is justified and can be used to that extent.

Another suggestion is that the primary responsibilities (teaching duties) need more scoring weight since teaching should be the primary focus. Another suggestion is to change the verbiage on the April dates. The annual plan is for the academic year, however activities completed after April 1 can be completed on either annual plan, but can only be used once.

The committee will bring comments and suggestions about the annual plan to the next meeting.

Ron will ask the deans to provide feedback. By the end of the semester, we would like the Faculty Senate to approve any changes that are going to be made to this form.

## NSHE Retirement Plan Advisory Committee

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Anne will speak to the President to let her know that she needs to appoint the TMCC rep for the NSHE Retirement Plan Advisory Committee. Dan Williams has retired and that position is now vacant.

## SBBC Committee Other Tasks for Fall 2018

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Priorities for Senate to take to BOR/Legislature:

Summer Pay Formula and policy regarding pay increase on July 1: Brad Summerhill suggested that because pay increases go into effect on July 1<sup>st</sup>, summer rate should go up accordingly for classes that start after July 1<sup>st</sup> (second session).

Committee Name Change: Motion – To change the name to the Salary, Benefits, and Budget committee. Motion: Amy Cavanaugh, second: Cheryl Olson. After brief discussion, the motion passed.

The meeting adjourned at 1:50 P.M.