



MEETING MINUTES FOR OCT. 12, 2018

SIER 111 Noon–2:00 pm

In attendance: Ron Marston (Chair), Amy Cavanaugh, Kristen DeMay, Elizabeth Humphrey, Marcie Iannacchione, Heidi Julius, Matt Leathen, Paula Reynolds, Jeff Olsen, Pat Jarvis (Proxy for Cheryl Olson), Paul Seybold, Neil Siegel

Absent: John Coles, Jim Cotter, Fred Egenberger, Kimberly Harn, Gail Small

Guests: Anne Flesher

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

Welcome

Chair Ron Marston opened the meeting welcoming all attendees.

Approval of the September 21, 2018 Minutes

It was noted the call to order time and adjournment time should be listed as 12:04 p.m. and 1:50 p.m. respectively.

A motion was made and seconded by Amy Cavanaugh and Kristen DeMay respectively to approve the amended minutes. The motion passed.

Sabbatical Subcommittee

The applications are due today by 5:00 p.m. There was no other report.

Phase-in Retirement

A resolution was created by the committee to forward to Faculty Senate. Anne Flesher and Ron Marston changed the language slightly from Lars' language and Ron described Lars' Excel worksheet noting its interactive features.

Discussion ensued on how librarians and counseling fit into the reduced load phase-in retirement option. For example, Kurt Hall is currently on phase-in and he has reduced his days. The committee was asked to read both versions, weigh in on each version, and lend its support to a resolution. One recommendation is to say "faculty and professional staff" instead of only "faculty." It was further noted, part of the point of the resolution is to push back on the premise that phase-in does not benefit the college, when, in fact, faculty and professionals believe that phase-in does benefit the college financially and is an incentive for faculty.

A motion was called to approve the updated resolution. Amy Cavanaugh and Elizabeth Humphrey motioned and seconded respectively. The motion passed.

Faculty Senate Travel Funds

A new form one page, double-sided form has been created for applicants by Ron Marston for the committee to review. The application includes an explanation of the purpose and instructions. The application was discussed thoroughly. A recommendation received was to conduct a comparative study both within NSHE and outside on what their respective faculty senate travel allocation is. It was further suggested to ask the other faculty senate chairs what is done at their institutions and then possibly look outside of NSHE at other similar community colleges. The committee also discussed and questioned if a completed fund authorization request was needed with the form. Suggestions received were: to specify what "additional back up information" should consist of and to provide a link to the most updated per diem amounts to

include in the application. Guidelines on the "justification" were updated during the meeting as well as location information. The process was also discussed. One issue arose; faculty had to submit a travel expense report for precisely the amount awarded. Most employees submit a travel expense report for the total amount of their travel. There should be some language in the form to state that the expense report should be the same amount of travel funds awarded. Another suggestion was to add steps the traveler should take to receive the approved funding. Other questions arose on the process of travel requests. How do they go back and disperse the extra funding at the end of the fiscal year? Do new expense reports need to be filled with updated amounts?

A motion was called to approve the updated form. Amy Cavanaugh and Elizabeth Humphrey motioned and seconded respectively. The motion was approved.

Faculty Annual Evaluation Form

This committee is collaborating with the Professional Standards committee and Ron is attending some of their meetings to info-share across both committees. Anne Flesher reported the feedback she has received from the deans. Kyle Dalpe created a spreadsheet that the deans could use to create consistency across the divisions on the use of multiplicities. Anne will continue to follow up with the deans and report back. Ron will place a spreadsheet in the drive with all activities. Each SBBC member will give each activity a value of 1 through 5 for the number of times the activity could be used. The committee will review the spreadsheet at the next meeting.

NSHE Retirement Plan Advisory Committee TMCC Representative

Amy Cavanaugh has volunteered to serve on the NSHE Retirement Plan Advisory Committee as TMCC's representative.

The NSHE Website description of the committee: "The Committee is composed of representatives from each of the NSHE institutions appointed by the presidents of the institutions. The committee also includes representatives of the faculty senate and NSHE retirees."

SBBC Committee Possible Tasks for Fall 2018

Priorities for senate to take to the Board of Regents / Legislature were listed: COLA, Merit, Rank Advancement, and In-Rank Advancement. This item was tabled at today's meeting and will be discussed at the next SBBC meeting.

The summer pay formula was also discussed. Brad Summerhill noted that faculty should get a higher rate for teaching after July 1. Ron would like the SBBC to form a resolution at the next SBBC meeting to support this premise. A draft has been created for possible revision.

SBBC committee name change will be voted on at the November 2 faculty senate meeting.

Any revisions to the Administrative Annual Evaluation will be placed on hold until the senate decides if there will be a new standing committee for Administrative Faculty.

New Business

Ron reported the Rank Advancement Committee has not met recently due to a lack of support by administration. Ron has not pursued the committee since the outcome looks bleak for rank advancement; however, a more viable path would be opportunity for faculty to get raises "in-rank" advancement. Ron is looking into an "In-Rank" Advancement Task Force (IRAT) to pursue this idea.

Meeting Adjourned: 2:00 p.m.