



MEETING MINUTES APR. 19, 2019

SIER 111 12:00 pm – 2:00 pm

In Attendance: Chair Marston, Amy Cavanaugh, John Coles, Fred Egenberger, Heidi Julius, Matt Leathen, Paula Reynolds, Jeffrey Olsen

Absent: Kristen DeMay, Anne Flesher (proxy – Jeffrey Olsen), Elizabeth Humphrey (proxy- Paula Reynolds), Cheryl Olson, Neil Siegel

Guests: Melanie Purdy, Katie Bomberger

Welcome

Chair Marston welcomed everyone and thanked them for being there.

Approval of the March 15, 2019 Minutes

Minutes were approved with minor corrections. Motion: Amy C. (with edits), Matt L. second – passed

FS Travel Funds

- a) Update – RAP
 - i. The RAP request submitted by Chair Marston for the extra \$5000/year was approved by President Hilgersom and is pending approval at the April Budget Committee meeting. It was submitted as an ongoing expense so we wouldn't need to ask for it every year.

- b) Discussion – distribution timeline
 - i. After discussion a motion was made to revise the travel funds distribution periods:
Motion – Amy C., Second Heidi J.: to have two travel funds distribution periods; one in fall July 1st to December 31, and one in spring January 1st to June 30th. Motion passed with one abstention.

- c) Travel Fund approvals
 - d) There were two applications for summer travel funds; Crystal Swank and Julia Hammett. Details of the applications were shared from the Drive with the committee. The summer travel fund allotment is \$1,000. Motion – Amy C., second, Heidi J., to approve \$500 for each of the applicants. The committee discussed and the motion passed.

Faculty Annual Evaluation

- a. The list of Suggested Edits (rev 4/15) from the agenda were discussed:
 - i. Language: Revise Instructions language to be more clear about who the Evaluation goes to and when.
 - 1. Motion – Amy C., second John C., to approve the following revised instructions as drafted by Chair Marston:

Employee should complete the Annual Plan and submit the form to the chair/dean by the first business day after Labor Day. Revisions to the Annual Plan can be made up to March 31 with chair/dean approval.

The Self Evaluation will be completed and turned in to the chair/dean in April, per the timeline published on the website for the academic year. When completing the Self Evaluation, faculty should briefly address each activity completed: specifically what you did, and if appropriate, what came from it, or how it benefited the College.

Please refer to the TMCC website for complete procedures and timeline.

- ii. Give more weight/importance to Activities in C/E.1 Primary Job responsibilities.
 - 1. Discussion – this can be accomplished through weights and activity uses. No action taken.
 - iii. Move Activity C/E1.p to C/E1.g (Revamp in a significant way an existing class (new textbook[s], assignments, etc..))
 - 1. Discussion – this is a part of 4.b. on the agenda and will be addressed there. No action taken.
 - iv. Move Activity C/E2.k to C/E2.e (Chair a Faculty tenure-track probationary committee)
 - 1. Discussion – this is a part of 4.b. on the agenda and will be addressed there. No action taken.
 - v. Activity combine: C/E2.o and C/E2.s. (o) can be eliminated; covered by (s): As appropriate, participate in a PUR as outlined in the PUR approved cycle. Move to (i) (the activity should be a weight = 1.5)
 - 1. Motion – Matt L., second Amy C. to eliminate C/E2.o, contingent upon being able to use activity C/E2.s more than once. Motion passed.
 - vi. C/E1.f combine with C/E1.p - and keep a weight of 2
 - 1. Motion – Amy C., second Matt L. to eliminate C/E1.f, and add “Refocus content” to C/E1.p, contingent upon being able to use activity C/e1.p more than once. Motion passed.
 - vii. C/E1.b Strike “not requiring institutional approval.”
 - viii. Motion – Amy C., second Matt L. – to strike the words “not requiring institutional approval.” From C/E1.b. Motion passed.
- e) Reordering of the activities in to a more logical and organized sequence was discussed.
- i. Motion – Amy C., second Heidi J., to approve the reordering of the activities with changes as marked on the document titled *activities re-order* on Drive. Changes: revise language on C/E2.c and C/E2.l as marked, delete C/E1.q, and delete C/E1.o, contingent upon multiple uses allowed for the similar activities. Motion passed.
- f) The number of uses for each activity was discussed by the committee. The committee was in general agreement about allowing multiple uses of the more important “highly significant” activities but was unable to pass a motion with specifics. Chair Marston suggested the committee consider a less specific resolution that would give some direction to the VPAA/Deans that would indicate more broadly that significant activities should be capped at five or so uses and other activities would be capped at two uses, and others by necessity could only be used once.

Motion – John C., second Heidi J., to set a limit of one use for the following seven activities, which the committee came to full consensus on and which, practically speaking, can only be done once: C/E1.z, C/E1.aa, C/E2.b, C/e2.f, C/e2.h, C/e2.i, C/e2.l. Motion passed.

No other motions were made or passed regarding the number of times an activity can be used . The committee is willing to revisit the issue again next semester.

SBBC Chair Election

- i. Ron Marston was nominated by Amy C., second Heidi J., to serve again as SBBC Chair. Ron accepted. There were no other nominations. The committee voted Ron in for a second term.

Update - Compression/Equity/In-Rank compensation

- a. The Rank Advancement Committee met on April 16, and the president attended the meeting. Dr. Hilgersom wants to move forward with a rank advancement process and policy, and will discuss it with the other community college presidents. Language in the BOR Handbook will need to be revised if we are to have titles other than "Community College Professor" and if title changes are to be tied to pay changes. Stay tuned for more.

Update - Faculty Compensation and Benefits

- ii. There hasn't been any movement or changes to the compensation related legislation other than SB214, which didn't make it out of committee due to questions about how it would be funded.

Sabbatical Committee Chair

- iii. Motion – John C., second Amy C., to approve Steve Bale as the Chair of the Sabbatical Committee for fall 2019. Motion passed.

Meeting Adjourned: 1:50 p.m.

Next Meeting: Friday, 08.23.19