

**Minutes of the Faculty Senate
Thursday November 20, 2008
Central Campus 17/425-6**

Faculty Senate Attendance:

Senators: Alan Applebaum, Kate LeGrand, Renee Pleus, Maria Bernal-Dobek, Karen Roberts, Jacqueline Henning, Ione Turpin, Damon Davis, Steve Roig-Watnik, Todd Bernhardt, Darena Borgers, Neil Linger, Bob Brasco, Teresa M. Hodge, Chris Casper, Carole (Angela) Michaels, Barry Mowell, Greg Reeder, Catherine Leisek, Blaine Browne

Visitors: Peter Battaglia, Monica Ramirez, Hank Martel, Jorge Guerra, Elaine Cohen, Eileen Garcia, Donna Henderson, Neil Cohen, Colleen Quinn, Russ Adkins, George Masfarroll, Cathleen Horne, Judy Scherer, BG Thompson, Holly Gilley, Bob Heppler, Pam Katzia, Juan Calle, Thi Houser, Jeff Nasse, Sonia Nieves, Anne Cardozo, Audrey Hunter, Joyce Walsh-Portillo, Irmgard Bocchino, Deborah Hopkins, Linda Wood, Peggy Turcotte, Denese Edsall, Patti Barney, Miguel Menendez, Lulrick Balzora, Trish Joyce, Sandra Block, Lois Bolton

01. **Call to Order.** President Catherine Leisek called the meeting to order at 2:40pm.
02. **Approval of the Agenda.** The motion was made by Ione Turpin and seconded by Alan Applebaum to approve the agenda as presented. The motion carried.
03. **Approval of the Minutes.** A motion was made to approve the minutes of the October 2008 meeting by Neil Linger and seconded by Maria Bernal-Dobek.. The motion carried.

Senate President's Report — Catherine Leisek

Graduation Update: December Graduation will be held on the 12th at North Campus in two sessions: the ceremony for graduates whose last names begin A through L will be held at 10:00am; Maria Bernal-Dobek will read the names of the graduates. The ceremony for graduates whose last names begin M through Z will be held at 1:30pm; Dora Romero will read the names of the graduates. Marshalls for the two ceremonies should report at 8:30am or 12:00pm respectively.

Foundation Update: Nancy Botero asked Catherine to advise the Faculty that due to the recent financial market turmoil funding all the Foundation's usual projects: endowed teaching chairs, student scholarships, and faculty mini-grants may not be possible. If funding is restricted and no alternative sources are available, the mini-grants will be cut first. However, no decisions to cut have been made as yet.

December Senate Meeting: The meeting date for December needs to be changed again (apologies). The new date is tentatively set for Thursday, December 11, 2008. Since this is during exam week, Catherine will send out an RSVP to determine who would be able to attend and if that would constitute a quorum. She will confirm the date after that.

President's Cabinet: Catherine reported that the President's Cabinet was being re-established and that the Faculty Senate President would be a member as in the past. Steve Roig-Watnik asked if the President's Cabinet would still have student and UFF representatives. Catherine indicated that she thought that representation would be re-established but that others were working on that. Steve again voiced his

concern for the future of the Senate from remarks that the President had made at the Collegewide Faculty meeting earlier in November. He was encouraged to hear that Catherine felt positively about the future of Senate participation at the College.

Meetings: Catherine said she had received several complaints from faculty that meetings in the College were being called with little or no notice given. Faculty teaching schedules always come first, thus she suggested that a two-week notice be given before meetings are called so that participants have time to plan to attend and can participate.

Catherine asked that in the future Standing Committees of the Senate report regularly at each monthly Senate meeting to improve communication and keep everyone apprised of what was happening.

Catherine and Jim Lansing had hoped to meet with the President to discuss faculty concerns brought up at the October Senate meeting before the December break if a commonly accepted date could be found.

Catherine's Resignation as President: Catherine announced to the Senate that she had decided the time had come for her to resign her Senate President duties beginning in the Winter Term. Jim Lansing has agreed to serve as President until our regular election in April 2009. Catherine reiterated that it was her feeling that President Armstrong did see a future for the Faculty Senate with the understanding that the focus was on academic matters and that Union (UFF) matters were kept separate from it.

Jim Wilson asked if the President's Cabinet would suggest to the Board of Trustees a possible tuition increase. He noted that some of the State Universities had a 15% tuition increase last year and apparently another 15% is being supported by Governor Crist for the Universities for the next year. He wondered if the President's Cabinet might recommend that the Board of Trustees go the Legislature to advocate for comparable increases for the College and if the Board of Trustees would like to see the Legislature and Governor take a position to increase our support so that we don't fall further behind the State Universities.

Barry Mowell made a motion that the President's Cabinet recommend that the Board of Trustees advocate for a tuition increase for the College and that the Board of Trustees communicate to the Legislature and the Governor our need for support to stay comparable to that of the State Universities. Kate LeGrand seconded the motion. There was no further discussion. The motion carried.

.05 Old Business

A. *Textbook Committee:* George Masforroll reported that the Committee met last week to review the Searcy textbook adoption document for suggestions to be forwarded to Tallahassee. Apparently, the group (DOE and BOG) drafting the 'final' guidelines met on November 17. Another meeting is scheduled for that group in December. At this point there is nothing more concrete to report except that the Textbook Committee still needs a chair. George added that whatever comes out of Tallahassee is not final; there is still time for input.

VPAA Judith Scherer noted that the rulemaking timeline was drawing to a close. The College would then respond with institutional rules, procedures, and policies. These need faculty input. Scherer hopes to assemble a representative body of faculty to work on the College's rules and procedures in the upcoming year. Examples of rules: textbook ISBN posted online 30-days before the term begins. College must develop the local procedure for that rule. Or conflict-of interest: the College needs to define and agree on scenarios that would "fit-in" under the rule.

Catherine reminded the Senators to look over documentation about this textbook legislation previously sent out on email.

Kate LeGrand volunteered to chair the Senate Committee. Meetings will be Wednesday afternoons; tentatively 2:30pm. Catherine thanked Kate.

- B. *Policy and Procedures Review Committee:*** Catherine reported that the members of the Committee in addition to herself are Carol Angela Michaels, Steve Roig-Watnik, Jim Lansing, Xiao Wang, Damon Davis, and Neil Linger. The group met last Friday (November 14) to review five policies from VPAA Scherer. The objective of the Committee is that no academic policy be forwarded to the Board of Trustees that has not been vetted by the Faculty Senate. The Board does have the final say on policy. The five policies reviewed will be on the Board's December 3, 2008 agenda.

This Committee will be reviewing policies on a regular basis as a Standing Committee for the Senate. With no other volunteer apparent, Catherine volunteered to chair the Committee in the upcoming year when she is no longer Senate President.

Damon Davis, speaking as a Senator and the UFF President, voiced his concern with the revisions to policy that include verbiage about "termination". He referred to the Faculty Contract, Article 3.6: Policy Changes which covers changes to "conditions of employment". VPAA Scherer explained that the "Violation verbiage" is being inserted into all policies for consistency. Scherer indicated that the attorney recommended that Academic Affairs policies not read differently from other College policies.

Damon indicated that at the meeting on Friday the group had suggested that the language on violation in the case of faculty should refer "per collective bargaining agreement". Damon voiced his frustration with giving input that seems to go unheard.

The discussion continued among Senators and Administrators who had worked on the language revisions during the summer. Though Statute might be referred to, no one recalled that reference was considered to the collective bargaining agreement. Additional examples cited instances where violation language seemed a bit harsh within the context of certain policies: Alan Applebaum gave as example Academic Policy 4.17: "Advisory Committee for Technical Programs" in which he first noticed the "violation" language.

Michael Tenenbaum questioned the Substitution of Courses policy and the apparent absence of any reference to the role of the Academic Standards Committee. Michael will review the revised policy and send comments to Scherer and the Review Committee.

VPAA Scherer said she understood the concerns voiced by the Senators and would bring them forward to the President's Cabinet.

C. *SACS Assessment and Accountability*

Catherine reminded the Senate that this Committee had been established by the Senate at the October meeting with the intent that the Committee once formed would define the mission and that the membership would be made up of Senators as well as other Faculty who wished to participate. This Committee is an important part of the upcoming SACS visit to review the Bachelor program change.

VPAA Scherer is searching to employ a current Faculty member to serve as resource to this Committee. She hopes to find a full-time, tenured, well-respected individual who would be granted 3-course release time for communicating with the Senate and UFF to begin our work on outcomes and assessments. Scherer explained that the software acquisition actions announced at the October meeting had been slowed down, so that the conversation about identified assessable outcomes to improve practice could become more widespread and understood by the College.

Catherine indicated that this Committee needed participants: a chair, one Senator from each campus and two other faculty members from each campus hopefully with academic background. Catherine then asked for volunteers from North campus. Hearing none, she asked for volunteers from Central campus. Again hearing none, she then suggested that the Senate could decide to make an open call to all faculty to participate on this Committee.

Kate LeGrand said she would represent South Campus, but suggested that the lack of volunteers stemmed from the perception on the part of faculty that there was no co-governance at the College and therefore why step up when you feel you have no part, no voice.

Catherine decided from the direction of the conversation, the Senate would leave this topic for the moment and go on to the next item on the agenda: SACS Co-governance Committee.

D. SACS Co-Governance Committee

Catherine stated that this Committee was established at the October Senate meeting 1) to review and reconcile issues of co-governance with SACS criteria and the overlap of State Statute; 2) to review violations of co-governance at the College if any had taken place; 3) to identify problem areas of possible violations that might endanger our accreditation. She noted that as we become a four-year degree-granting institution, co-governance is ever more important an operating concept. Many District-level committees of the past left faculty with the feeling that their voices though included were not heard; the decisions had been made at the District level prior to the committees' work.

The Senate Co-Governance Committee would identify violations; direct complaints to the appropriate department: for example HR, Academic VP; and get the Board of Trustees to understand how co-governance works within SACS criteria and State Statute.

There followed considerable discussion about SACS, the upcoming visits, the survey instrument they would use, what specific co-governance issues they might be looking at. VPAA Scherer said she had a copy of the document the site surveyors would be using which could be made available online for review. It was noted that part of co-governance was access to information and education for these accreditation issues.

Michael Tenenbaum clarified that the College had two SACS issues upcoming: one, the substantive change site visit for the BA program in March 2009 and the other, the five-year interim report which is due in Fall 2009. Michael as a member of the Student Affairs Department asked who would be providing input for that five-year interim report.

VPAA Scherer said that members of the President's Cabinet had been asked to offer up names of faculty and staff with front-line responsibility to work on the report. That working group was being assembled now.

VPAA Scherer noted that the College was a complicated place and that since she had started working here she had noticed one theme that kept surfacing: communication -- in all directions: up/down/around didn't seem to flow. Was information or action in committees with faculty representation communicated to the rest of the department? She opined that if we were serious about co-governance we had to start talking to each other; using more nimble forms of meeting so that more participation was possible; video conferencing between campuses, for instance.

Kate LeGrand stated that participation was not the problem. It was more a matter of "trust".

Teresa Hodge stated adamantly that the problem was the Board. Our problem is the Board, not the faculty, not the administration, but the Board. Morale issues and co-governance failures track back to the Board and their apparent distance from the Faculty and Associate Deans.

Catherine Leisek responded that the Senate had attempted to do something about the Board last year with our petition to the Governor. The only apparent response to that action was the suggestion from the Administration that the Faculty Senate would not exist at this College.

Steve Roig-Watnik suggested that communication with the Board might improve if their meetings had regular reports from the Faculty Senate following the model of the Broward School Board. To get on the agenda now you must request time on the agenda for a specific meeting within a certain time period. The Board is not getting information from the Senate nor from UFF on a regular basis.

VPAA Scherer stated that as an academic officer for Broward College, she could say that the Faculty Senate had done a lot of work in the 40 years since its establishment. But she continued that Broward College was about 10 years behind its sister institutions across the United States. Though there was some evidence of Terry O'Banion's work here on outcomes and course outlines in certain pockets of the College, there was no common vision which could have been driven by the Faculty Senate.

At this point in the discussion, Catherine Leisek called the conversation to an end stating that we have no co-governance; administrators have no tenure, no security to speak up. The Faculty can speak up, but that does not mean that the Faculty will take the blame for the current state of the College.

Steve Roig-Watnik moved that the Faculty Senate recommend to President Armstrong that all Board of Trustee meeting agendas include a standing spot for the Faculty Senate President and the UFF President in the interest of co-governance. Kate LeGrand seconded the motion. There being no discussion, the motion carried.

Karen Roberts moved that the January 15 meeting of the Senate be a meeting with President Armstrong, administrators and faculty to discuss co-governance. Alan Applebaum seconded the motion. Catherine Leisek offered an amendment that the Board of Trustees be invited to attend the discussion. Kate LeGrand seconded the amendment.

During discussion, the question was asked about a meeting between the Senate group and President Armstrong approved at the last Senate meeting. Catherine indicated that President Armstrong did not agree to meet with the group of Senators. Since she is resigning as Senate President, she would prefer the conversation take place at this proposed meeting instead.

The motion carried as amended: the January 15 Senate meeting to which the Board of Trustees will be invited will be a discussion of co-governance issues between administrators and the Faculty Senate.

.05 New Business

A. Microsoft Migration – Frank Sandmier, Information Technology

The College is replacing workstation authentication with Microsoft instead of Novell as well as upgrading MS Office 03 to 07. The IT staff will be re-imaging every College computer, hoping to finish by Spring Break. Staff should have any special, individual software licenses available for IT personnel to install when the re-imaging is done. After Spring Break, the new email program should be ready for implementation. Courses on MS Outlook will be available in January.

In answer to questions, Frank indicated that there is a Compatibility Pack available now which enables Office 03 users to open 07 files. (Send a Helpdesk ticket.) Office 2008 for the MAC would be

available as well. IT has a tool that will migrate all files and emails to the new software, but it's always a good time to clean out any unnecessary files! No change to student email is scheduled as yet. Licensing and timing of the changeover are among the issues involved. Student email accounts remain open for one-year after students leave the College.

B. Document Management – Frank Sandmier, Information Technology

Frank described this two-year project to replace the College's vendor for copiers and to make the system more functional. The College has signed a letter of intent with Sharp, the prospective vendor so that a system, equipment types, and budget costs could be designed and presented for review by the College and the Board. The vendor's proposal is slated to go to the Board at the December 3 meeting. Sharp representatives have been working with the Business Deans surveying what printing needs in departments are now and mapping current locations of equipment. The goal is to have the copiers deployed by the end of January '09; dovetailing with the re-imaging of the computers.

In answer to questions: if printers would be centralized in one department, one room? Frank said that depended upon use and common areas as well as service to students. Current printers would be redistributed to areas where shared printers would not work. Personal equipment attached to computers is not encouraged by the College.

Patti Barney said no final decisions had been made yet; cost-savings and improved functionality were the main goals; how many devices and what locations were issues still to be determined. The College's goal was to find a full-service provider and better service.

C. Emergency Management Grant – Linda Wood, IPS

Linda Wood told the group that Institute for Public Safety had been awarded a \$485,000 grant, the details of which would be rolled out after the first of the year. Currently, the work from the funds is envisioned to rollout in two phases. Phase 1: a review College plan to be sure it is NIMS compliant. Phase 2: create an early warning system, a programmatic initiative to identify troubled students and best practices for violence prevention. Topics could include concerns in the classroom, red-flags for intervention, and making the environment safe and secure for student success.

.06 Announcements

There were no announcements, but Donna Henderson rose to thank Catherine Leisek for her work as Faculty Senate President. Those assembled agreed with a round of applause.

.07 Adjournment

Kate LeGrand moved to adjourn; Carole Angela Michaels seconded. The motion carried.

Meeting adjourned at 4:57pm.

Respectfully submitted,
Jacqueline Henning
Secretary, Faculty Senate

The Next Faculty Senate Meeting is tentatively scheduled for December 11, 2008. (Location: TBA)