

Call to Order: The meeting was called to order at 11:15 PM by John White, Faculty Council President.

Approval of Minutes: The minutes from the January 14, 2013 meeting were distributed. Alyson Crow's name was misspelled.. Motion to approve the minutes with this correction was made by Claudia Turner. Craig Collins seconded the motion. It carried. [The word "Consultation" was also mistyped in one spot and was corrected.]

Treasurer's Report: Secretary-Treasurer M. Hatsell gave the report.

- The General Operating Account beginning balance was \$2805.56. Deposits for dues totaled \$850.60. There was one disbursement to D. Kirkland in the amount of \$171.01 for FOG expenses incurred. The ending balance is \$3485.15.
- The Retirement Account had a beginning balance of \$575.37. Deposits totaled \$160.00 (cash); one disbursement was made in the amount of \$90.00 for a \$100.00 James Avery gift card for Carlye Weber. Jeff Fritz noted that the lesser disbursement amount was correct. The apparent discrepancy in the amount covered a card fee which Jeff "contributed". The ending balance is \$645.37.
- The College Account (Operating Expenses) had a beginning balance of \$542.00. There were two disbursements from this account. One in the amount of \$29.15 covered duplicating/copying during August 2012 and through June 2012. The second disbursement for \$33.32 was made to Perry's Office Plus for supplies (bank bag, desk top sign holders and sheet protectors).

Committee Reports:

- **Faculty Development Leave Grant:** Lesley Keeling-Olsen (chair). The deadline (set by the College) for applications is February 1, 2013. See the personnel handbook for the application procedure. Grant can be a precise program of study, coursework leading to an advanced degree, research and/or writing or the development of curriculum/material related to your field. Link will be sent to you via John White
- **Faculty Advancement:** Sharon Hoffman (chair). No disbursements yet this AY. As past chair of this committee, Cynthia Martinez reminded us that when you submit your blue form make sure it is complete. All signatures must be secured; then, the committee votes on the application. Do not route it to Elizabeth Arnold before the Committee votes. Do not route it to the Committee without all signatures.
- **Elections:** Maryann Sorey (chair). Ralph is still on the committee. Start thinking about nominees. You may nominate yourself. Secure potential nominees' consent. Andrea Maddux asked if there was a place we could go to see the responsibilities of each committee. FC President White referred all to our constitution and by-laws. D. Kirkland commented that committee responsibilities are usually distributed with the nomination form. John will email the constitution and by-laws to everyone. Claudia Turner commented that the committees are also listed in the Personnel Handbook. President John White reminded us that they will not remain there but will reside on the intranet in the future.
- **Social:** FC Vice-President Jeff Fritz (chair) reported. Retirement reception was Wednesday, August 22, 2012. Christmas luncheon was Friday, December, 14, 2012. Jeff did a great job on these events. The next retirement reception will be in August again this year. Claudia moved that the bill for this meeting's lunch be paid by FC. Sandra Creech provided the second. The motion carried
- **Faculty Orientation Group (FOG):** D. Kirkland (chair) reported.
 - We have 3 new faculty members this semester. They will meet in the new Academic Building and will be taken to lunch at Joe's Italian Grill tomorrow. All are invited to attend.
 - Q & A with Craig Collins will be in the new Academic Building tomorrow. All faculty, including adjuncts, are welcome to the procedural review.
 - There will be a meeting Thursday from 3:00 p.m. until 5:00 p.m. in the new Academic Building to formulate an online faculty orientation program. Anyone is invited to attend. Several have indicated interest. At the meeting we will review and survey information collected, brainstorm, and disseminate assignments. The target completion date for this project is Fall 2013. You can get PD credit for attending this meeting.
 - D. Kirkland moved that we set aside \$200 for FOG for next year. John wanted to hold off until later in the meeting.
- **Barnhart Award:** Kate Darnell (chair) had no report. The 2014 recipient will be chosen this semester. The 2013 winner is Tom Fairlie.
- **Legislative:** (chair not yet appointed). One vacancy. The Texas Legislature is in session. The TCCTA website (www.tccta.org) is a good source for info about legislation concerning higher education as is the website brought to our attention by Dr. Barron during All College Meeting (www.tacc.org/govt.htm).
- **Ways and Means:** Bill Cornelius (chair).
 - Faculty survey is forthcoming electronically later this Spring. Please participate.
 - There is an ongoing charge to this committee to update the Constitution and Bylaws. The committee found that some committees needed reaction from the membership w/r/t organization, function, existence, etc. This was addressed through the survey (results distributed at this meeting). Thank you for participating in this additional survey last Fall. Results of this survey were discussed at length in conjunction with this committee's report from their Fall meeting.
 - We need to keep our information updated and move toward an electronic meeting format. John White commented that the new portal should make posting electronically easier.
 - FC not viewed as relevant given as reason survey takers didn't join FC.
 - Question from D. Kirkland: What happens with all these things that have support? Bill Cornelius said we'll take these survey results and come back to the FC with recommended changes.
- **Benefits (A TC Committee):** (Andrea Maddux, John Stevens); no report.

- **Athletic (A TC Committee):** (Mike Caldwell, Henry Castillo, Alyson Crow, Melissa Machalek, Pam Riegel); Danny Scott reported during All College Meeting regarding the state of athletics. No additional information was provided.
- **Consultation:** FC President John White (chair) reported. This committee consists of the FC officers and four elected members. The four elected members are: Sharon Hoffman (tenured with one year remaining to serve); Marianne McGrath (non-tenured with one year remaining to serve), Jason Locklin and Claudia Turner both of whom are tenured and have two years of service remaining. No current business to report.

Unfinished Business:

- **Elections (Committee Membership):** The Legislative Committee still needs a chair (Parliamentarian). Interested?
- **Grievance Policy in the Personnel Handbook:** Last January, the FC voted to work with the administration to develop a unified grievance policy to cover faculty, classified, and professional personnel, with special provisions/procedures for faculty-specific matters. The FC has four volunteers serving in that group led by Dr. Mark Smith that will work on this: Esther Guenat, Pam Jackson, Steve Trawick, and Claudia Turner.
- **New Faculty Contingency Funds:** In response to a request at our August meeting, John White reported that new faculty are entitled to apply for loans through the Leopard Loans program.
- **Honor Walk Brick:** In the Fall Lesley Olson questioned the follow-through procedures regarding brick placement as her brick has yet to be placed. John White reported that the Honor Walk Brick situation is currently in limbo. He walked by the ASU and found that the 2008, 2009, 2010 bricks are there. The bricks for Lesley Keeling-Olsen, Neil Coker, and Tom Fairlie have not been requested nor billed. He has asked but no one knows who is in charge of this now. Lesley suggested calling Donna Dobson. D. Kirkland said Donna wouldn't know. She also said that the TC Foundation dropped this responsibility and maintenance picked it up and that Skeet pocketed the money but no action has been taken. John talked with Jennifer Graham concerning this issue; she deferred to Dr. Barron. John then went to Dr. Barron. She has not gotten back with him. D. Kirkland said John should go back to Jennifer Graham.

New Business:

- **Approval of Requested/Anticipated Expenditures for 2013-2014:**
 - **Faculty Orientation Group (Fall 2013 and Spring 2014):** D. Kirkland made a motion that \$400.00 (for Fall 2013 and Spring 2014) be allocated to cover upcoming FOG expenses. Dave Hansen seconded the motion. The motion carried.
 - **Dues for Next Year:** Sandra Creech motioned that FC dues remain \$10.00 for AY 2013-2014; Claudia Turner seconded it. The motion carried.
 - **Retirement Reception Funding:** Claudia Turner asked if we knew who was retiring and asked whether our current balance would cover the potential retirees. John said he knew of no retirees at this point.
 - **Lunch:** Motion was made earlier by Claudia Turner to pay Jeff for today's lunch. Second provided by Dave Hansen. This motion also carried.
- **D2L Issues:**
 - Sandra Creech reported that D2L is changing way too often, way too much and at the most inopportune times. "We don't want to be the 'Bleeding Edge'". Brian tries to wait as long as he can to approve a maintenance update. We don't need to change one week before the semester starts.
 - Turn-It-In has issues when copied over. Folders over a certain time period have issues. To work around this, create a new folder with same info. If delete is working, delete old folder. Come to D2L Beyond the Basics by Sandra Creech for more help like the previous tip.
 - We need to stay on a release at least a year before any changes are made. It was stated that Consultation should be charged with taking care of this with Sandra being invited to authoritatively address the issues.. Cynthia Martinez indicated ESC would be a more expeditious route. John White is in class during their scheduled meeting times. VP Jeff Fritz will bring this issue up in ESC on behalf of John and FC. Issues can then be addressed quickly and to all the major players at once. Sandra Creech made a motion to charge our VP to report to ESC for a resolution. Misty Lenox suggested the distance learning committee. (Alyson Crow and Sandra Creech are on this.) Sandra Creech replied that this committee has addressed the D2L issue in the past, but it needs to come from higher admin to effect change. Claudia Turner said that Sandra needed to edit her motion. Another member suggested a pilot group to try out new releases. Sandra Creech replied that we have done that, but it didn't help. Sandra then moved that we charge VP Jeff Fritz to present to ESC the FC recommendations to make changes on the platform in July and leave it alone for at least one AY and that Beta testing should be a common practice to occur no later than July 1. Jeff Fritz brought up the fact that he had classes in July too. The group could choose no better time as this is when the least number of classes are taught. Motion received a second from Cynthia Martinez and carried without opposition.

Announcements:

- **Thank you Jeff Fritz for lunch!!!!**
- **TCCTA in Houston at the Galleria**
- **Safety and Security Committee:** Lesley announced that this is now a new college committee called the Risk Compliance Committee Seth Vance chair and will serve a two-year rotation; two members are needed to serve on this committee.
- **Threat Assessment** had been created in the past and some wanted to combine that with Behavioral Intervention Techniques. Lesley (a vital part of the threat assessment team) did not want to go into classrooms and tell people how to run things. Combined with budget cuts resulting in the dissolution of building coordinators, this left us without a threat assessment policy at all. This is NOT good. Mark is aware of the situation. Issues involving threat assessment are currently being addressed through the disruptive behavior policy.

- **Handgun Licensure:** Licensure to carry on campus is once again a real possibility. There is a Texas senator advocating for this and it has some university support.
- **More New Business Occurs:** Ralph Hicks stated that receiving texts for emergencies is ineffective when he's in class. We need an alarm that we can't ignore. Lesley informed us that Leopard Alert is combined with the visual impairment alert system and the public address system. When a take cover emergency presents itself, the PA system and the yellow alert lights will activate. Not all sites have this system. In addition, Jeff Fritz said that the lights were in the halls not the classroom in the Health Sciences building. The gym is also at risk. The point was made that drills should be occurring. Cynthia Martinez made a motion that Professional Consultation meet with upper admin to see what the plan is that we have at all centers because nothing has been said for over two years. We have new faculty and need to stay up to date. Sandra Creech seconded the motion. Lesley Keeling-Olsen asked if the motion was to update everyone on procedures in place or test the sirens? Cynthia amended her motion to include testing the sirens before classes start. Discussion ensued regarding the need for an email to go to admin immediately so action can be taken. Robb Cabaniss brought up the fact that if a test is done, this needs to be made clear to avoid unnecessary panic. Then drills vs. system tests was briefly discussed. The motion passed by consensus. Lesley Keeling-Olsen then moved that John White email the Risk Compliance Committee (Seth Vance, Michael Markum, Mark Smith, Van Miller) immediately and, respectfully, request that our emergency notification system be tested before classes begin this semester and that employees be notified when this occurs. This was followed by the charge to the Consultation Committee to meet with Barron about an update of where we are. These motions passed by consensus and without opposition.
- **New Business Occurs w/r/t Final Exam Schedule:** Sharon Hoffman asked FC their opinion on the new final exam schedule. John White reported that Mark Smith said the Thursday before the last week of classes was our Dead Day for this semester. Others understood that there was no dead day. No information has been uniformly disseminated regarding this across the campuses. Forrest Marler gave rationale for the new schedule by pointing out that 8-week classes are still in session when finals begin. This precipitated the need for change as the number of 8-week classes increases. The point was also made that in some cases, the instructor was simultaneously scheduled to be teaching a class while administering a final in another class. Discussion ensued: Finals can be split over two days if you like. John McClain pointed out that he could give finals on Monday and Tuesday and not come Wednesday or Thursday. Cynthia Martinez brought up the increased probability of students with three exams scheduled in one day. If they petition to move one, where would it go? John foresees a train wreck. Claudia Turner then charged Consultation Committee with discussing with administration all issues surrounding the final exam schedule. Sandra Creech seconded. Motion carried without opposition.
- **Faculty Tickets:** Misty Lenox commented that faculty would get two warnings and then a real ticket for parking violations. Cynthia Martinez said the initial policy was \$25 every offense and a warning by the supervisor; however, the supervisor wouldn't know unless the guilty party confessed to them or a system report was generated. This was not favorably viewed so the policy morphed into a two-ticket waive and then the real ticket. This stems from someone abusing the parking policy. We should be examples to our students.
- **Policy Revision Review:** Go to the HR website. Explore these policies. Currently, there are 13 policy revisions. Read through them; compare each to our current policy—also available there. Make comments. This is a way to have a voice and to be relevant.

Discussion

John White called for suggestions in response to this suggestion and/or description below:

What is the purpose and/or function of the Faculty Council?

"The Temple College Faculty Council exists as a group effort to promote the best interests of Temple College, its faculty individually and collectively, and the community. It exists as an organization of persons using the highest standards of professional ethics in discussion and solution of teaching problems, promoting pleasant collegiality, association and concern among peers, and seeking maximum fulfillment of the purpose and functions of Temple College."

Adjournment: The meeting adjourned around 12:15 p.m. with a request for days and times to best schedule future meetings. Following adjournment, John acknowledged, with plaques, the following former officers for their service to FC. Carol Ranking, Past Secretary-Treasurer; Lesley Keeling-Olsen—Past Vice President; Claudia Turner—Past President.