

**Collin College Faculty Council
September 16, 2016 Meeting Minutes
CHEC, 107**

- I. Lunch 12:30 PM**
- II. 1:00 PM Call to Order**
- III. Faculty Council New Faculty Welcome Reception following formal meeting**
- IV. Roll Call**

Executive Committee

President: Regina Hughes

Vice President: Amina El-Ashmawy

Treasurer: Kat Balch

Secretary: Kelley Reynolds

Central Park

Joe Jaynes (16-18)

Jeni Long (15-17) (Audrey Krueger proxy)

Toni McMillen (16-18)

Gina Perkins (15-17)

Preston Ridge

Levi Bryant (16-18)

George Jackson (15-17)

Nick Morgan (16-18)

Kim Nyman (16-18)

Debra St. John (16-17)

Lupita Tinnen (15-17)

Spring Creek

Doug Boliver (16-18)

Peggy Brown (16-18)

Mike Cohick (16-18)

Chris Grooms (15-17)

Tony Howard (15-17)

Joan Jenkins (15-17)

Lynn Jones (16-18)

Rebecca Orr (16-18)

Michael Phillips (16-18)

Steve Stallings (16-18) (Kristi Clark-Miller proxy)

Barbara Stern (15-17)

Roger Ward (16-17)

Associate Faculty

Patricia Coble (16-18)

V. Approval of May, 2016 Minutes

P. Coble made a correction to the August 2016 minutes. She had asked about the status of a salary increase for Associate Faculty, not specifically a 4% increase. K. Nyman made a motion to approve the August 2016 meeting minutes as corrected. The motion was seconded by K. Balch. The August 2016 minutes were approved unanimously.

VI. Treasurer's Report

K. Balch reported that there was \$672.00 in the operating budget and \$91.00 in the Sunshine Fund.

VII. Vice President's Report

A. El-Ashmawy reported that there was now a direct link to TimeClock Plus under "My Workplace" on CougarWeb.

VIII. President's Report

i. Canvas Training/Canvas Use

Canvas training continues. R. Hughes pointed out that faculty must populate the calendar for the students to use this feature on Canvas. There was a discussion regarding students having so many sources of information that they may not go back to the syllabus for more complete information.

ii. BlackBoard will not be accessible after 9-30-16.

iii. Faculty Salary Letters

R. Hughes contacted N. Allen with questions regarding the new compensation scale. The reply was shared with Faculty Council (please see attached document "Communication with HR" in Appendix).

Please send any questions to R. Hughes.

R. Hughes read the information stated in the letter accompanying the recent salary notifications in which Dr. Matkin indicated he would be establishing a Compensation Committee in order to review faculty salary rates – FC wants to be involved. R. Hughes suggested FC wait to see what the Compensation Committee presents and then offer any necessary response to the Committee outcomes. FC wants to be involved in the negotiation process, not just afterwards. R. Hughes will ask for an agenda item to be added at the next Leadership Meeting, if that isn't possible she will contact HR to ask for faculty involvement in this process. P. Miller asked if FC could do some analysis of the data that was used to come up with the current plan. R. Hughes suggested data from other colleges/resources is accessible by anyone interested from public websites and access to this information is not predicated on formation of a committee. There was discussion of forming an ad hoc committee.

J. Jenkins made a motion that was seconded by M. Phillips that R. Hughes should contact HR and ask for the database that was used to formulate the new salary plan and that a committee would be formed to review the data. The motion passed unanimously. If you would like to be on this committee contact R. Hughes.

iv. Associate Faculty Compensation

Associate Faculty did not receive a pay increase according to the communication we all received from HR.

It was noted that stipends were increased for Dual Credit classes. M. Cohick stated that Dr. Matkin should be informed of the unintended consequences of not increasing Associate Faculty pay. Associate Faculty may not feel appreciated and morale may decrease. Associate Faculty are an important part of Collin College.

v. Hiring Committee Assessment Clarification

R. Hughes discussed that there had been very little feedback within the new hiring system from Hiring Committee members (see attached spreadsheet “Search Committee System Feedback” in Appendix). There needs to be more opportunity for feedback before another round of hiring begins. R. Hughes does not know if only the original faculty committee will be asked for feedback or if others involved in the hiring process will be included. If a survey were to be sent out it would need to be done quickly. If you were on a hiring committee please send any comments or concerns to R. Hughes. FC members that participated on the original committee thought they would be meeting again, that was the purpose of serving on actual committees.

vi. Personal Days/LWOP Clarification from HR

Please review attached document in Appendix (Communication with HR).

FC members reviewed the response from HR regarding personal days and LWOP. FC members would like additional clarification on the following: Do we have to disclose the reasons we are taking personal day(s)? Can you take your personal days or LWOP days all at once? Is there a reason we could not use them during work weeks if needed? If someone is denied the ability to use a personal day or LWOP day what is our recourse and what is the timeline?

R. Hughes will contact HR and ask for additional clarification.

vii. Communication Lists for Faculty Representatives

R. Hughes asked for us to please utilize the lists that were sent to us. All of us should be encouraging faculty members to become involved in Faculty Council.

viii. Board of Trustees Meeting will be on 9-27-16

IX. Committee Reports

Technology: See attached report in Appendix

Policy: N. Morgan reported that there will be 6 information sessions (2 at each campus) starting 10-15-16. There was a discussion regarding the expense of lockdown systems and the possibility of installing panic buttons. M. Phillips reported that a sub-committee is reviewing policies from 4-year institutions and plans on compiling best practices data. The Student Government Association would like to have input on Campus Carry. They are planning on soliciting input from other students.

Common Good: K. Balch reported that she has exceeded the volunteer requirement for the Plano Balloon Festival Half Marathon on 9-25-16. Next year she plans on asking for an increased donation for the Collin Foundation.

FC Process and Nominations: D. Lipscomb presented some minor edits to the Policy and Procedure manual (see attached FC Procedures Committee Power Point in Appendix). L. Jones made a motion to accept the changes as presented. D. St. John seconded the motion. The motion passed unanimously.

Teaching and Learning: FC needs someone to head this committee.

Academic Freedom: no report

Associate Faculty: P. Coble stated that there was disappointment in the communication regarding the (lack of) salary increase.

X. District Committee Reports

Council on Excellence: K. Reynolds reported that COE is getting ready to begin the MYC review process

CAB: please see attached report "Committee Report CAB" in Appendix

COAT: no report

SOBI: no report

XI. New Business

No new Business

XII. Call to Adjourn

T. Howard made a motion to adjourn at 2:33 pm. The motion was seconded by G. Jackson.

XIII. Please join us in welcoming New Faculty

Minutes approved by Faculty Council President Regina Hughes, 9/28/2016

Appendix

Communication with HR

Response to Questions from Regina Hughes:

#1. Feedback from the resulting changes in the Hiring Process. Will the original faculty committee be invited to provide feedback to HR as to what's worked/what hasn't/areas for continued improvement? If so, will HR provide a survey or invite this committee to gather again for the purpose of feedback? Will there be any solicitation of feedback from those serving this past year on hiring committees using the new hiring process pilot?

The faculty were asked to provide feedback within the search committee system throughout the process. However, we only received a few responses. See attached. We are open to sending out a survey to try to get additional feedback, but this would need to be done pretty quickly.

#2. Can you please confirm the new benefits offered regarding personal days, LWOP days, and extension of sick time plus provision to return after an extended illness? Also, can you please confirm if there are any restrictions/limitations on the use of personal days ie. can they be used in succession, do faculty members need to report to their dean/associate dean the nature of the personal day, etc. Just wanting some clarity of these benefits.

All full-time, benefits-eligible employees are allowed up to three days (24 hours) of personal leave each fiscal year to conduct personal business that cannot be handled outside of normal business hours. Please note that employees hired after December 31st of any academic year will be eligible for a pro-rated amount of personal leave. (2 days if hired between January and April and 1 day if hired between May and August). Unused personal leave may not be carried over to the next year and is not reimbursable if unused upon termination from employment with the College. Supervisors are responsible for the approval of personal days, considering the needs of the department.

Up to five (5) days of leave without pay may be granted to full-time benefits-eligible employees for extraordinary circumstances that cannot be addressed within the paid leave benefits already provided. This leave is not limited to health reasons, but should not be used for routine matters. Supervisors are responsible for the approval of leave without pay, considering the circumstances and the needs of the department.

Employees who have been with the College more than 12 months may request leave without pay of up to 720 hours after they have exhausted all eligible leave, including paid, unpaid, and FMLA leave for their own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee.

[See Board Policy DEC \(Local\) for more details.](#)

#3. As it relates to the recent salary letters sent out to faculty: some are wondering how the compression numbers were calculated, how one was qualified to receive compression increase, and/or not included in the compression increase. And of course, any information you can provide relative to the decision not to provide the cost of living increase to Associate Faculty is appreciated. I realize Dr. Matkin did send out a letter with some specific details, and I am happy to use that information, but if you have anything else I can share, I'd appreciate it.

[Dr. Matkin provided the explanation related to the Associate Faculty pay rates.](#)

[Below is the information we have drafted for questions regarding the compression adjustment calculations:](#)

There have been a few questions regarding the review of faculty salaries and how the compression adjustments were calculated. Therefore, we have drafted this email to explain the process.

First, as you may already know, the base faculty hiring ranges have been increased as follows:

Associate's	Bachelor's	Master's	Master's + 24	Master's + 48	Doctorate
\$46,621	\$48,134	\$50,000	\$51,560	\$54,209	\$58,900

New faculty members receive an additional .05% of the base hiring range for each full-time year of experience, for up to 10 years (or a maximum of 5%).

Adjustment amounts for current faculty members, were determined by comparing the following:

- A. A Faculty Member's actual 2015-2016 Base Salary; and
- B. A Calculated Salary - What the faculty member would be making using the new faculty hiring range for their degree level, plus .05% for each year of experience at hire (up to 10 years) and each year of experience at Collin College (up to 30 years), for a total maximum of 40 years of experience credit (or a maximum of 20%).

If the results of the calculation indicated that the Faculty Member's 2015-2016 Salary was lower than the Calculated Salary, then the faculty member received an adjustment equal to the difference between the Calculated Salary and the Faculty Member's 2015-2016 Salary. If the

results of the calculation indicated that the Faculty Member's 2015-2016 Salary was more than the Calculated Salary, then the faculty member did not receive an adjustment.

The 4% general pay increase was added subsequent to adjustments.

Search Committee System Feedback

First name	Last name	Email	System	Comments
Jaslyn	Lue	jlua@collin.edu	Search Committee System	give chairs and HRC's ability to edit ranking grid, interview plan, interview questions.
Jaslyn	Lue	jlua@collin.edu	Search Committee System	The Deans are unable to see the grids, it only shows that it was completed. can you please add this to be visible to the deans.
Rebecca	Orr	rorr@collin.edu	Search Committee System	When looking at my ranking summary for all applicants: 1. it would be very helpful to be able hover over each question (Q1, Q2, etc) at the top and see the text of the question. 2. We should be able to edit rankings in the summary view. Thanks!
jaslyn	Lue	jlua@collin.edu	Search Committee System	concerns from interview team 2 meeting - dean should have some visibility of committee scoring so they are able to identify outliers in the event someone ranked a candidate poorly/highly. faculty do not like the not in top 10 options" they would prefer a not recommended options instead. when selecting candidates as semifinalist
Emily	Henderson	ehenderson@collin.edu	Search Committee System	I am not being notified when each section is approved by dean and HR so that I am able to move on
Rebecca	Orr	rorr@collin.edu	Search Committee System	When ranking, there was consensus and approval in the hiring committee meeting that faculty would have the option to not recommend." This option does not currently exist in the system and should be added. Thanks."
Jaslyn	Lue	jlua@collin.edu	Search Committee System	Can we include a notification email similar to what the HRCs get for the dean/hiring manager when ranking grids/interview plans/interview questions have been entered. The hiring manager has no notifications.
Michael	McConachie	mmconachie@collin.edu	Search Committee System	There were many things I liked about the new faculty search process. I thought the ranking committee step worked well. Our HR consultant (Rebecca) did a great job narrowing the field. The ranking grid and system worked well other than having to jump to Cougar HR all the time to read the materials. I also liked that the grid scores went away with the semi-finalists. I liked the bank of interview questions that could be drawn from. I think the Search Committee should have the option of deciding one or two interview teams. It's tough on the candidates to present, meet with the Dean(s), and then with two interview committees to cover the same thing. I would have liked to have heard the answers the candidate gave to the questions the other interview committee asked. I also think the Search Committee Chair should be the same throughout the entire process. I would give the new search system a B+, and a I do think it is a definite improvement over the previous one.
Joyce	Sizemore	jsizemore@collin.edu	Search Committee System	I really like the new ranking system however the approval process takes way too long. Instructions/checklist needs to be better defined
Bryan	Rasmussen	brasmussen@collin.edu	Select One	As a member of the committee that worked to develop the new hiring process, I was asked to serve on a English faculty hiring committee at SCC. I want to report that it went very well and we ended up with a recommendation that the English faculty down there seem happy with. A few points I would make going forward: 1) Forming the committee before formulating the ad is an important step we will take next time. That will make the paper cut process much easier and more accurate. 2) If we are doing a round of screening interviews to reduce the number invited for face-to-face interviews, can we increase the amount of \$ we are willing to pay to bring people in for the interviews to make sure that isn't a reason why we lose our best candidates. We screened it down to 4 for face-to-face, but the two outside candidates couldn't come. It may have been for other reasons than the money in this case (for example our timeline called for less than a week between screening and final interviews which would have made planning and travelling difficult), still, I believe we should be willing to do a little more to make sure our elite options can come in. We also don't want to look like we are rigging the system in favor of our internals (which obviously is something we would never do). 3) I got the sense that having separate committees for the process will take some getting used to. It'll be a challenge to go through the whole paper cut and screening process then hand the decision over to others. It'll also be a challenge to be handed two(or more) candidates and a list of predetermined procedures and questions and feel like you are really engaged in the process. Still, having done all 3 steps (with the committee starting later than it will in the future) it was a lot to do, and the more voices the better in the final equation. So, despite the challenges, I do like with the structure going forward. 4) We got the impression that a couple of our candidates didn't take the phone interview process very seriously. Maybe they were internal candidates that just thought it was a formality. In any case, could language be added somewhere to let the candidates know that the phone interviews are a veto point" or whatever so that we avoid any potential confusion there. Once we get this cleaned up with the qualifications the committee is looking for in the ad and a better timeline (we were a little rushed as this all started late in the year) this procedure should work great. The committee was great and I always appreciate working with Dean Weisenforth. "
Kathy	Fant	kfant@collin.edu	Search Committee System	Overall I think the system really simplifies the process. It was not totally intuitive, so I think some text instructions on each process could help. I did have an issue with the application ranking with the question links not working on Mozilla. They did work on IE, so I was able to proceed. Also, I was a little confused that the final ranking was not a venue for input from the evaluation points determined for the interview ranking, but simply a final judgement. It seems to take some of the accountability out of the process since the search committee member has to give no rationale for the judgement. Still, we are definitely going in the right direction!

Faculty Council Committee Report

September 2016

COMMITTEE: Technology Committee

SUBMITTED BY: Karout, Mervat

Last Meeting Date: Meeting held on Friday September 2nd, 2016

Active Members: (In order of last name, list all members who attended meeting/or contributed to work listed in this report.)

Member's names: Ann Blackman, Deborah Cardenas, Tebring C.Daly, Mark Garcia, Sharon Hirschy, Rajasree Kannampuzha, Mervat Karout, Raja Khoury, Gwen Miller, Elizabeth Pannell, Patricia Jean Pierson, Dustin Potter, Meredith Wang, Mary Weis.

Summary of Discussions/Activities: (List the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)

- The committee is addressing updating the computers on all three campuses with Windows 10 and Microsoft office 2016. The chair of the committee discussed the matter with Mr. David Hoyt and he asked about updating the libraries' computers. The chair of the committee spoke to the library staff and they welcomed the update.
- The committee agreed and recommends updating the podiums, computer labs and libraries' computers with the new software. Science lab computers will be updated on a later date due to the incompatibility of certain software with Windows 10. Faculty will be given the option of updating their office computers.

Summary of Action Items: (List action items current under way.)

- The committee recommends to adding the software update to the Instructional Technology Committee's agenda.

Next Meeting Planned: on Friday 10/07/2016

Faculty Council Process and Nominations Committee Report

September 16, 2016

Proposed Updates to Faculty Council Procedures Manual [2]

- **Page 7, Officer Duties**
- Vice-President:
 - e) Assists the President in overseeing the Faculty Council budget **in agency account.**
 - f) Makes arrangements for and prepares rooms for all Faculty Council meetings.

Proposed Revision:

- Vice-President:
 - e) Assists the President in overseeing the Faculty Council budget.
 - f) **Coordinates with webmaster any necessary changes and updates to the Faculty Council website.**
 - g) Makes arrangements for and prepares rooms for all Faculty Council meetings.

September 16, 2016

Proposed Updates to Faculty Council Procedures Manual [3]

- **Page 7, Officer Duties**
- Secretary:
 - c) Makes copies of minutes available to all full-time faculty.
 - d) Maintains a file of minutes and all other official correspondence to and from the Faculty Council.

Proposed Revision:

- Secretary:
 - c) **Shares meeting minutes with Executive Committee and webmaster for posting.**

September 16, 2016

Proposed Updates to Faculty Council Procedures Manual [5]

- **Page 14, Appointments**
- Committee Chair:
 - c) Submits a written report of committee activities to the President monthly, or upon special request by the President.

Proposed Revision:

- Committee Chair:
 - c) Submits a written report of committee activities **using the report template** to the President monthly, or upon special request by the President.

September 16, 2016

Proposed Updates to Faculty Council Procedures Manual [5]

- **Page 14, Appointments**
- Committee Chair:
 - c) Submits a written report of committee activities to the President monthly, or upon special request by the President.

Proposed Revision:

- Committee Chair:
 - c) Submits a written report of committee activities **using the report template** to the President monthly, or upon special request by the President.

September 16, 2016

Proposed Updates to Faculty Council Procedures Manual [1]

- **Page 7, Officer Duties**
- Vice-President:
 - e) Assists the President in overseeing the Faculty Council budget.

Proposed Revision:

- Vice-President:
 - e) Assists the President in overseeing the Faculty Council budget **in agency account.**

Faculty Council Committee Report

Sep 2016

COMMITTEE: CAB

SUBMITTED BY: Miller, Gwen

Last Meeting Date: (List date of last physical meeting or the dates of e-discussions.)

Click here to enter dates: [August 17, 2016](#)

Active Members: (In order of last name, list all members who attended meeting/or contributed to work listed in this report.)

Click here to enter members names: Rodney Boyd, Pete Brierley, Loyd Campbell, Will Geisler, Sean Geraghty, Kristi Clark-Miller, Cynthia Gruver, Kerry Loinette, Gwen Miller, Chris Morgan, Tom Ottinger, Barry Piazza, Traci Ramsey, Charles Ring, Pamela Sawyer, Diane Schull, Greg Sherman, David Weiland, David Malone, Kathleen Fenton, Karen Murph, Vickie Stone,

Summary of Discussions/Activities: (List the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)

- CAB has not met since the August FC meeting. No new updates.

Summary of Action Items: (List action items current under way.)

- Awaiting list of action items after Sep 9th CAB meeting
- ?? Potentially reviewing language courses for inclusion in Collin's core.

Next Meeting Planned: Sep 9th, Sep 23, Oct 7th