

**Faculty Senate Meeting  
Southwest Tennessee Community College  
Farris Building Hospitality Room, Macon Cove Campus  
April Minutes (Approved May 9, 2002)**

- A. Call to Order, Election of Senate Officers, and Roll Call  
The Senate was called to order at 3:00 P.M., April 18th.

The following Senators were each elected by acclamation:

Vice President	L. J. Smith
Parliamentarian	K. Singleton
Treasurer	T. Blankenbeckler
Secretary	J. Williams

The following Senators were present for roll call:

M. Bodayla, L.J. Smith, C. McKinney, M. Moses, K. Singleton, , B. Abernathy-Phillips, T. Blankenbeckler, B. Turner, L. Miller, S. Park, T. Waters, R. Schlichter, B. Simon, V. Armstrong, M. Beloate, J. Pritchard, L. Gatewood, M. Pratt, T. McColgan, J. Williams, M. Vines, L. Pope (and S. Haley)

The following Senators were absent for roll call:

W. Payne, M. Northern, R. Burkett, G. Foon

The following Senators submitted a proxy:

none (Although the Senate Bylaws states that "A senator who is absent from a session may give a written proxy to another senator or be represented by a colleague-level proxy," Haley requested that Senators try to be represented by a colleague-level proxy.)

- B. Reading and Approval of Minutes

Under D.7.b. "Departmental Elections: final report from Williams," Singleton pointed out that R. Schlichter's name is misspelled. With that noted, the Senate approved the March minutes.

Before the meeting began, Haley distributed a *Chronicle of Higher Education* titled "States With the Biggest Deficits Take Aim at Higher Education." The article specifically refers to campuses in California, Tennessee and Wisconsin that are cutting programs, freezing hiring, or raising tuition.

Also, he distributed a "Faculty Senate Priorities 2002-03" and asked Senators to give him a list of priorities by the end of the meeting. He will use these suggestions as he and the SEC prepare charges for the Senate committees.

Haley welcomed everyone to the 2002-2003 Senate, saying that he wanted the Senate to be active and meaningful to the faculty. He cited that only 65% of the faculty voted in the presidential election. One of his goals is to bring the campuses together. And to emphasize that, he asked the Senators to introduce themselves, not only by name, but also by division and department.

- C. Reports from Officers and Senate Committees

1. Senate Executive Committee

Haley said that in talking with the faculty, he has received a wide range of suggestions, often conflicting, for dealing with the administration. To maintain communication, Haley reported that the SEC would meet once a month, once a month with Dr. Miller, and once a quarter with Dr. Essex. Haley will meet with the Vice-Provosts as needed during the year.

- a. Faculty Concerns about Recent Notices from Dr. Essex: update from Haley

Haley has met with Dr. Miller and Dr. Essex about this matter. He said that after state schools sent out the termination letters, there were numerous problems arising across the state. Consequently TBR instructed

the schools to return to their previous budgets. Dr. Essex has rescinded the letters, and the faculty who received these termination notices are “safe” through this year. Any budget reductions will be made by means of staff and administrative cuts and reductions in other areas such as operational expenses. Haley said this still leaves the uncertainty for “term contract” faculty, particularly the large number at the Macon Cove campus. Dr. Miller said that the school is in compliance with TBR, and that it is a TBR matter, and there is nothing that STCC can do about it. A “term” faculty cannot be offered tenure track appointment unless there is such an opening.

Simon reported that in 1999 at Macon Cove, there were four or five instances in which tenure track faculty were “pulled off” tenure track and placed in term appointments. He said this was unfair, and he wanted to avoid having such a thing from happening again. **Haley said he would look into this matter.**

b. Connectrics Computer Program for Presidential Election: evaluation of program and election process ...  
Bodayla

Bodayla reported that the presidential election went very smoothly. She has received some reports of faculty who did not know how to use the system, and she said there is a need to educate the faculty in using this process. Before the next election, she suggested that Senators check with their departmental colleagues and help those who are not yet comfortable with this technology. She commended Henriksen and Firth, the program author, for all the work required to get this program ready in time.

(Secretary’s note: When votes from the presidential election were tallied, Haley received one hundred votes, Nozinich received sixty-six, and there was one write-in. This information is provided in compliance with Robert’s Rules of Order.)

When Blankenbeckler asked about other uses for the program, Bodayla responded that the program could be used for polling as well as elections. Schlichter asked if the Senate should not be concerned about having the program and STCC data housed on the Connectrics file server. L. J. Smith and Singleton also said that if the Senate used this program for polling, faculty might be concerned that sensitive responses may not be secure. Schlichter also asked about the “nominal fee” for keeping the program on the Connectrics file server. Williams said that in the March Senate meeting, the amount of the fee was not stated. After further discussion, Schlichter recommended that the Senate acquire a physical copy of the program and determine the nominal fee amount. Singleton suggested that the **Senate check with Henriksen** about this.

c. Election to Fill Liberal Studies and Education Divisional Senator Vacancy

Since Haley’s position as divisional Senator is now vacant, Williams has asked the four chairs in the division of Liberal Studies and Education for nominees for a division election, but at this time he has not received them. Once these nominees are known, the election process will be easy to arrange.

Williams suggested that Haley write a follow-up note to the chairs and remind them to send the names of the nominees to the Senate secretary. (L.J. Smith said that the nominee from Social Sciences is Victoria Gray.)

d. Faculty Awards Senate Charge to SEC: update from SEC

At the March meeting, the Senate charged the SEC with distributing the faculty awards guidelines from last year, the application form, a timetable, and instructions for faculty nominations and applications.

Having understood that the Farris family would not be making further contributions to the Outstanding Faculty Award, the Senate decided last spring to change the name to the Autian Outstanding Faculty Award. After Mr. Griffin sent out the awards documents in early April, he and the SEC learned that the Farris family had contributed \$2500 for this year’s award. After considerable discussion among a number of people across the campus, Mr. Griffin sent out a “correction” saying that the name of the award will once again bear the name Farris.

Haley encouraged the Senators to nominate deserving faculty for these various awards.

e. Report from Dr. Miller's Weekly Staff Meeting

Dr. Miller suggested that the Senate appoint a liaison to serve on the Curriculum Committee. Haley asked the Senators to give some thought to this and provide the SEC with suggestions. This committee will hold a retreat on May 10<sup>th</sup>, and Haley would like to have someone in place to attend. He noted that the procedure for appointing faculty to the curriculum committee has changed. This year the division deans requested nominees from respective divisions, and there were three faculty selected from each division. Haley pointed out that the chair of this committee for the coming year is B. Summons, who will be replacing the current chair, L. Rudolph.

On another matter, Haley said that he has always been concerned about the inconsistent way the department heads evaluate faculty. He spoke about this concern to Dr. Miller, and she agreed to have Mr. P. Thomas, Affirmative Action Officer, conduct a seminar next week for department heads in an effort to develop a more consistent, even-handed evaluative approach.

Haley warned that the administration might be "back-tracking" on the assurances made earlier about summer school for nine-month faculty. Haley said that money to retain the faculty who received termination notices must come from somewhere, and it will likely be from summer school. It is likely that the administration will charge the deans with developing a plan for summer school, and their approaches may vary. He suggested that the Senate remain aware of that possibility.

Because of the budget problems, Haley said that administrative restructuring – cutbacks – has already begun. Dr. Miller said that a recommending committee is in place and will be reporting to Dr. Essex.

2. Academic Matters Committee

a. Status of Administrative Evaluation:

This committee has not met to consider the matter. See sections C.7 and D.8. of these minutes for an update on this business.

3. Readmission Appeals Committee – no business

This committee has suggested that the members be "forgiven" registration assignments and meet during registration to hear readmission appeals. It is not certain at this time if that will be offered as a recommendation.

4. Grade Appeals Committee

a. Status of One Grade Appeal: no report

There is no information on this grade appeal, and **Haley will call this committee together** to deal with the matter.

5. Faculty Handbook Committee: no report

Haley noted that the Faculty Handbook Committee must complete its business by August 1<sup>st</sup>.

He has talked to a member of the committee, H. Enterline, who reported that the committee is about a third of the way through its task and needs help. Enterline would like for the committee to have the information on disks to facilitate the task. Turner noted that the information is on disk, and that he and K. Dunn prepared a rough draft for SACS sometime back.

6. Faculty Development and Evaluation Committee

a. Status of Faculty Evaluation: no report

In January the FDEC reported that it would distribute a questionnaire to the faculty, and the responses were due back to the committee by February 14<sup>th</sup>.

Pratt said that the committee has compiled the data from these questionnaires, and based on the results, roles were determined. She said that during the month of April, the committee has requested that department chairs meet with their faculty to determine the minimum and maximum weights. At the May FDEC meeting, the committee will determine the minimum and maximum for the college based on the

responses from the departments. This committee may have a report ready for the Senate by the May meeting.

7. Faculty Welfare Committee – no business

The Faculty Welfare Committee will be charged with developing the administrative evaluation. See D.8. for a discussion about this.

8. (ad hoc) Senate Scholarship Committee – no business

After Haley and Williams said they did not know anything about this committee, L.J. Smith explained that the committee is a carry-over from the STIM Senate. **Haley said he would check into this for more information.**

D. Unfinished Business

1. “Grievance Procedure for Students” Recommendations: Senate ad hoc committee

In October, an ad hoc committee consisting of Nozinich, Turner, and McColgan was established to review the proposed “Grievance Procedure for Students” and draft recommendations for Dr. Miller. The Senate will consider what to do about this continuing issue at the next meeting.

2. “Kelly” Resolution to Administration: administrative response

The following resolution was presented to the Senate in October by Haley and Land:

The Senate feels that no student complaint should be allowed to bypass the proper procedure in place at the college. Student grievances should work their way up through the chain of command. In this particular instance, the student was allowed to initiate the complaint with the President, thus violating this procedure.

The faculty Senate voices a concern regarding a student complaint about a handout distributed by faculty member, Mike Kelly.

Furthermore, the Senate is very concerned that a faculty member was given a directive without input into the process.

Haley reported that Dr. Miller feels that she handled this matter in an appropriate way. Upon hearing about the incident, she referred the matter to the math department head, and then the grievance process followed the appropriate channels.

3. Request to Take Parking Concerns to Campus CEOs: response from Griffin and Kirk

Haley discussed the parking concerns with Mr. Griffin. The matter of parking is a “done deal” according to the Vice-Provost, the Provost, and the Vice President of Financial Affairs.

Waters and Armstrong said a major problem at Macon Cove is that students are parking in the faculty-staff lots after 4:30 P.M., and adjuncts are forced to park in distance sites. Schlichter and others from Macon Cove maintained that the faculty-staff lot should be for faculty and staff, and there should be enforcement to keep students out of particular lots before and after 4:30. The lots in question are those in front of the Whitehead and Fulton Buildings. **Haley agreed to look into this matter.**

4. Motion to Replace Campus Clock System with Individual Quartz Clocks: administrative response

Haley reported that Ken Smith from Physical Plant has checked into this. Also, Mr. Griffin has agreed to take responsibility to either fix or replace the clocks.

5. Salary Compression Issue: update from Haley

Mr. Griffin suggested that Mr. D. Johnson address the salary compression issue before the Senate. In response to Haley’s request, Williams reviewed the history of compression as it happened at Shelby State. He said that Dr. Cox compressed faculty salaries into narrow ranges depending on degree, giving everyone in that range a similar salary regardless of years of service. As a result, faculty with few years of service

benefited, while those with many years at SSCC generally received nothing. Over the years there have been promises to address this issue but nothing has been done.

The consensus of the Senate was to drop this matter.

6. “Faculty Senate Strategy for Salary Equity Funding” Resolution: administrative response  
At the March meeting, the Senate approved the following resolution:

Faculty Senate Strategy for Salary Equity Funding:

- The faculty Senate should go on record as understanding the current financial crisis of the state. We further state that because of this we will not request in the current budget (2002-03) any continued funding.
- The faculty Senate expects that for this consideration at least 30% funding should be included in the 2003-04 budget.
- The Faculty Senate requests the remaining funding be considered in the 2004-05 budget.

Williams agreed to present this resolution to Dr. Miller prior to the meeting that Dr. Essex held on March 22<sup>nd</sup>.

The following is Dr. Miller’s response:

I discussed this resolution with Dr. Essex and we both appreciate the considerations of the faculty Senate. What we appreciate most is the cooperative spirit of the Senate on this issue. Please accept our apologies for failing to mention this spirit of cooperation during the all college meeting this past Friday on the budget crisis. Also, please be advised that the implementation of the Senate’s expectations for the 2003-2004 and 2004-2005 budgets will depend on a number of factors including but not limited to: %appropriations, enrollment, tuition, whether budget cuts are still necessary, etc. Again, thank you for your support. Please express our appreciation to your colleagues.

Haley said the strategy is to “hit hard” for the 30% funding next year, and that Dr. Essex is committed to completing the salary equity plan.

7. Senate Approval of Minigrant Guidelines and Minigrant Application Sheet: administrative response  
At the March meeting, the Senate approved the minigrant guidelines and application form developed by the FDEP committee. The administration, according to Mr. Griffin, has approved them as well.

8. Administrative Evaluation: course of action  
Last January Haley brought this issue of an administrative evaluation before the Senate. The following is an excerpt from the January Minutes:

Haley distributed and reviewed an administrative evaluation package that was prepared and used for a brief time at SSCC. The package included evaluations for several SSCC administrative levels, but he said these could be modified for use at STCC. He described another component that was used, a comment page, but it was dropped after administrative complaints. Nozinich said that Dr. Miller believes that only those who answer directly to administrators should evaluate them; that is, faculty would evaluate deans, deans would evaluate the academic vice-presidents, and the vice-presidents would evaluate the president. Haley responded that the SSCC President at the time wanted faculty to evaluate the administrators, and the results were sent not only to the one evaluated, but also to the immediate supervisor of the administrator. Nozinich asked what was done to verify the validity of any statistical analyses. Haley said that the matter was turned over to N. Robbins, but after 2 or 3 years of discussions, nothing was done. He conceded that if this were approved, Robbins would have to develop a way to

analyze the results. Haley concluded that this package is ready for use with some modifications, whereas something else might require 2 or 3 years to develop.

At that time, the Senate forwarded this business to the Academic Matters Committee; however, that committee has not met to consider this proposal. Haley reported that he has talked with Dr. Miller about an administrative evaluation, and she strongly believes that faculty should evaluate their immediate supervisors, but she is open to negotiation on the matter.

Turner believed that administrative evaluations accomplish nothing if they do not include administrators beyond department chairs. Schlichter noted that such a limited evaluation does succeed at insulating and isolating senior administrators.

Throughout the discussion, Haley continued to push for the evaluation because he felt that through negotiation the Senate could get the evaluative process established at least through the deans and perhaps up. Pritchard agreed this was necessary because he said senior administrators should be accountable.

In the end, and at Haley's suggestion, the Senate decided to remove this business from Academic Matters and charge the Faculty Welfare Committee with developing an Administrative Evaluation. Haley said he would like to have a report from the committee by fall.

9. Areas of Focus for the Faculty Senate: tabled at the March meeting  
The Senate consensus was to wait until Haley had compiled the list of priorities that he had requested at the beginning of the meeting.

10. ID Badges: no action taken at March Meeting  
Haley reports that everyone – students, staff, faculty, and administrators – will be required to wear and prominently display the ID badges, and that it is a “done deal.” The requirement will be enforced, but at this time, no one is sure how this will be accomplished or what penalty might be set for someone without the badge. The badge requirement will possibly begin in the fall.

Abernathy-Phillips said that the photo taken for the ID badge would be the same one that the school will use on the new Internet photo directory this fall.

#### E. New Business

1. Senate Committees: appointments, election of Chairs, charges, expectations  
Haley said that the SEC will meet with the Senate committees very soon, have each elect a chair, and charge each one.

Haley stated that he must replace five people on the Senate committees and requested names from the Senators. Specifically, two faculty are needed on Academic Matters, one on Grade Appeals, one on Faculty Development and Evaluation, and two on Faculty Welfare.

Haley reminded the Senate to make use of Action Requests to the SEC, and this could be a way of getting things to the Senate committees.

2. FDEC Operational Fund and Autian Fund: accounting of budgets  
Haley has learned that the funds for the minigrant awards have been coming out of a TBR account called the Operational Fund. This past year the Autian Fund has increased to \$23,000. Recently Mr. Griffin has emailed faculty the Internet site where the application and guidelines are posted.

3. Selection of Grand Marshall for Graduation  
Senate consensus was that the winner of the Farris Outstanding Faculty Award should also be the Grand Marshall at graduation.
4. Determination of Senate Meeting Time: importance of attending meetings at both campuses  
Haley proposed that future meetings be the first Tuesday of each month at 3:00 P.M., and the majority of the Senate agreed to this suggested time. However, the next meeting in May will follow the Awards Ceremony on the 9<sup>th</sup>, and it will be at Macon Cove. He said this meeting would be limited to about an hour.
5. Senate Communication with both Faculty and Administration: invitations to administration to attend meetings  
Dr. Miller has been invited to the May meeting on the 9<sup>th</sup>. Singleton suggested that the Senate present her with questions in advance as a more efficient use of time. In response, Haley said Senators could prepare questions for her in advance, but others could ask questions during the session as well.
6. Curriculum Committee Status  
Haley has decided not to discuss this issue at this time, other than to note that the committee is supposed to report to both the President and the Senate. Haley pointed out that this committee did not report to the Senate last year.
7. Shared Governance: possible need for ad hoc committee  
Haley stressed the importance of shared governance between the administration and the faculty, and he said that developing a plan should be a Senate goal. He said that Dr. Essex is willing to adopt this approach. However, he pointed out that Dr. Miller has said there have been problems getting faculty to take on responsibilities. Specifically, three Senate committees never met this past year. Schlichter said that this would continue to be a problem until there is a way to hold faculty accountable. This, he said, has to be addressed.
8. STCC Survey 2001 Results: comments  
Haley reviewed some of the results of the October 2001 Faculty-Staff Culture Committee Survey. He said the percentages were startling, and he said it was our responsibility to do something about this. He asked what proactive steps the Senate could take to help solve the problems that generated these kinds of responses.
9. Other Business  
Abernathy-Phillips has prepared an internal "Sharepoint Web Site" for the Senate at <http://internal.stcc.tn.edu/fac-senate>. She has already posted the Constitution, Bylaws, approved February Minutes, and the draft of the March Minutes. Haley and Williams will have access to the site to make changes.

Haley requested that Senators send agenda items to Williams. The Senate will meet in the summer as needed, but the first fall semester meeting will be after Labor Day.

Turner asked if the current fiscal problems would have any bearing on promotions and tenure appointments. Haley responded that he has not heard anything about this.

Haley **moved** that the Senate thank Lisa Henriksen for the great job she did in getting the voting program set up for the Senate. The motion carried unopposed.

Singleton **moved** that the Senate thank Pat Nozinich and those Senators who have rotated off the Senate for their service. The motion carried unopposed.

Pritchard asked who at STCC has power ultimately? That is, does the Senate serve at the pleasure of the

President? What are the dynamics between the administration and the Senate? To this, Haley suggested a need for a Senate that blends confrontation with collaboration.

F. Adjournment

The Senate moved to adjourn at 4:15 P.M. The next Senate meeting will be on May 9<sup>th</sup> at the Macon Cove Campus following the Awards Ceremony. A meeting room has not been determined at this time.

# STCC Senators and Senate Committees

## May Roll Sheet

### 2002-2003 Senate

President: Steve Haley                      shaley    5635

#### Division Senators of Liberal Studies and Education - Five Seats.

Roll

(Developmental Studies, Education, Fine Arts/Language and Literature, Social and Behavioral Science/Criminal Justice)

Mary Ann Bodayla (1yr)	mbodayla	Social Behav. Sci./Crim. Just.	5197	_____
Doug Branch (1yr)	dbranch	Fine Arts/Lang. and Lit.	4483	_____
Lilliette Smith (1yr)	ljsmith	Social Behav. Sci./Crim. Just.	4125	_____
Clark McKinney(2yrs)	cmckinney	Social Behav. Sci./Crim. Just.	4574	_____
Mark Moses(2yrs)	mmoses	Developmental Studies	4434	_____

#### Division Senators of Business, Career Studies and Technology - Five Seats.

(Accountancy/Office Adm./Career Studies, Business Adm. and Paralegal Studies, Information Tech/Graphic Arts/Geog. Info. Sys., Engineering Tech., Industrial and Environ. Tech.)

Wes Payne (1yr)	wpayne	Business Adm. & Paralegal Stu.	4681	_____
Kathy Singleton (1yr)	ksingleton	Information Tech., Graph. Arts	4415	_____
Mike Northern (1yr)	mnorthern	Engineering Tech.	4286	_____
Bettie Abernathy-Phillips (2yrs)	baphillips	Business Adm. & Paralegal Stu	4691	_____
Todd Blankenbeckler (2yrs)	tblankenbeck	Information Tech., Graph. Arts	4677	_____

#### Division Senators of Math, Natural Sciences, & Health Sciences - Four Seats.

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner (1yr)	wturner	Mathematics	6023	_____
Ray Burkett (1yr)	rburkett	Natural Sciences	5225	_____
Gerald Foon (2yrs)	gfoon	Allied Health	5412	_____
Lynda Miller (2yrs)	lmiller	Natural Sciences	4447	_____

#### Departments by Division:

##### Division: Business, Career Studies & Tech.

##### Departments:

- a. Accountancy, Office Admin. & Career Studies
- b. Administration & Paralegal Studies
- c. Info. Tech. & Graphic Arts Tech.
- d. Engineering Technologies
- e. Indus & Environ Technologies

Sheridan Park (1yr)	spark	Accountancy/ Office Adm.	4682	_____
Twyla Waters (1yr)	twaters	Business Adm. and Paralegal St.	4596	_____
Roger Schlichter(2yr)	rschlichter	Information Tech./Graphic Arts	4144	_____
Bill Simon (1yr)	wsimon	Engineering Tech.	4163	_____
Vicki Armstrong (1yr)	varmstrong	Industrial and Environ. Tech.	4293	_____

##### Division: Liberal Studies & Education

##### Departments:

- a. Developmental Studies
- b. Fine Arts, Languages, and Literature
- c. Education
- d. Social & Behavioral Science/ Criminal Justice

Mickey Beloate (2yr)	mbeloate	Developmental Studies	6015	_____
John Pritchard (2yr)	jpritchard	Fine Arts/Language and Literature	5645	_____
Lafayette Gatewood (2yr)	lgatewood	Education.	5147	_____
Mary Pratt (2yr)	mpratt	Social Behav. Sci./Crim. Just	6056	_____

**Division: Math, Natural Sciences & Health Sciences**

**Departments:**

- a. Mathematics**
- b. Natural Sciences**
- c. Nursing**
- d. Allied Health**

Tamara McColgan (1yr)	tmccolgan	Mathematics	5530	_____
Jim Williams (1yr)	jiwilliams	Natural Sciences	5978	_____
Mary Vines (1yr)	mvines	Nursing	5549	_____
Linda Pope (2yr)	lpope	Allied Health	5056	_____

**\* Senators are exempt from serving on other standing committees.**

**Faculty Senate Committees for 2002-2003**

**ACADEMIC MATTERS:** Lynn Huggins, Ron Gephart (**Chair**), Clarence Christian, Janice Van Dyke, Lynn Spivey, Carolyn Brown, Pam Trim; (March 2002)

**\* Two more faculty members are needed.**

**READMISSION APPEALS:** Darius Wilson, Pat Foley, Asmelash Ogbasion, Joe Carson (**Assist. Chair**), Kathy Germain (**Chair**), Brenda Phillips

**GRADE APPEALS:** Louis Moses, Deborah Barton, Melvin Tuggle, Loretta Regan (**Chair**), Carol Gazik, Jody Couch;

**\*One more faculty member needed.**

**FACULTY HANDBOOK:** Lydia Linebarger, Roma Magtoto, Mark Moses, Holly Enterline, Cy Pipkin, Loretta McBride, Shipharah Williams-Evans (**Chair**);

**FACULTY DEVELOPMENT AND EVALUATION:** Linda Lipinski (**Assist. Chair**), Georgia Whaley, Saeid Baki, Jane Santi, Vicki Robertson (**Chair**), Mary Pratt, Thurston Shrader, Janice Van Dyke, Donna Toole;

**\*One more faculty member needed.**

**FACULTY WELFARE:** Indiren Pillay, Fonda Fracchia, Clair Berry, Malinda Wade, John Friedlander, Cecil Coone, Patti Lechman, Robert Prytula, Dave Darnall, Yvonne Jones, Eddie Jones, Dwight Campbell, Tamara McColgan, Deborah Haseltine (**Chair**);

**\* One more faculty member needed.**