



**FACULTY SENATE  
MEETING MINUTES  
January 25, 2019**

**Location:** HEC – 129B

**Time:** 10:00 AM-12:00PM

**Chairs:** Chelsea Fine (SR) and Marina Whitchurch (JR)

**Attendance:** Kristi Kowalski, Dorothy Swain, Terrie Sandlin, Debora Coen, Tom Pike, Curt Erikson, Deb Murphy, Carolyn Oates, Dusty Rittenbach, Glen Moulton, Tracy Redd, Andy Childers

**Guests:** Leo Hirner

**Recorder:** Chelsea Kelsey

Agenda Item	Discussion	Action
<p><b>Approval of Minutes:</b> 02/11/19</p>	<p>Before voting to accept minutes from the November meeting, a clarification was needed on defining a quorum. The By-laws do not clearly state or offer a definition. It was determined that a quorum will now be defined as those who were in attendance for the meeting that the minutes are for. Six, of ten members attended today from the November 30 meeting and voted to approve the minutes.</p>	<p>11/30/19 minutes approved. Process: When minutes are emailed to the FS group by the chairs, ask those present to vote and report back at the next meeting.</p>
<p><b>VPI Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>World Café</b></li> <li>• <b>Budget</b></li> </ul>	<ul style="list-style-type: none"> <li>• Achieving The Dream (ATD) coaches were at RCC January 24-25. The common theme throughout the Café's was communication.</li> <li>• CCSF funding range is between \$543-%590 million. The college is working budgets with both these figures for the year. We should know from Oregon State Legislature by the June 30.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Proposed Budget</a></li> </ul>

**Old Business:**

- **Professional Development Form**
- **Senate membership & Department assignments**
- **Survey Monkey – meeting location(s)**

- The PD development form, draft proposal actually serves as one form, to replace three separate forms. This would replace, page 2 of FT workload, planning calendar, and professional development. **Feedback:**
  - ✚ Too vague, more guidance e.g.'s and prompts for the PD plan box.
  - ✚ Broaden committees to include service to the community.
- Chelsea Kelsey identified departments that do not have representation based on the current FS email group. The following departments do not have a representative: Allied Health, Auto, Business, Computer Science, and Continuing Edu. Diesel, Electronics, HPER, Humanities, Manufacturing, welding, and RCCEA. Instructional Administration will move forward on addressing this with the departments DC/CO and co-chairs will follow up with Jeremy Taylor for the RCCEA rep. Tracy Redd found old emails that Diana (VPI's Assistant) used for this correspondence, but we will need our meeting locations to be confirmed – via- the survey first.
- Terrie Sandlin created the survey and sent it out. It asks the following questions:

Using Likert Scales 1-10

1. How likely are you to attend a FS meeting this year if it is held on your home campus?
2. How likely are you to attend a FS meeting this year if it is held on a different campus than your home campus?
3. How likely are you to attend a FS meeting this year if it is held by IP video?



	<p>4. How likely are you to attend a FS meeting this year if it is held by ZOOM?</p> <p>5. (open ended response box) Please share your thoughts on the pros and cons of holding Faculty Senate meetings with remote access</p> <p>This is a link to the survey &amp; it is open until February 22.  <a href="https://www.surveymonkey.com/r/8RRXXZF">https://www.surveymonkey.com/r/8RRXXZF</a></p>	
<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• Elections for PT Faculty at Large</li> <li>• SharePoint training at In-service</li> </ul>	<ul style="list-style-type: none"> <li>• ByLaws 5.04 – <i>“Five representatives of the part-time faculty will be elected at large. The election of the part-time faculty representatives will be conducted by the co-chairs. The election will take place at the beginning of fall term each year.”</i>  We know we are behind on this process and are prioritizing it accordingly. Tracy Redd is going to look for the old email that was used for this; she is thinking that Diana (VPI’s Assistant) also did this election for FS, in addition to the election for co-chairs. However, the Bylaws state different.</li> <li>• Marina is going to follow-up with the in-service committee, one issue is to make sure FS has a rep on the committee and also to ask about SharePoint workshop being offered.</li> </ul>	

<p><b>Miscellaneous/Other:</b></p> <ul style="list-style-type: none"> <li>• <b>Communication</b></li> </ul>	<ul style="list-style-type: none"> <li>• Deb murphy will follow-up with corrections to the FS web page regarding the May 31 staff recognition luncheon – May 31, 11-1pm, TRC 184</li> <li>• It was suggested that FS form a small Professional Growth committee to address in inequity of distributions between FT &amp; PT faculty. It is said that \$100,000 was not used last year. Report back at next meeting.</li> <li>• It was suggested that FS be more active with FAMAT. Glen Moulton was on it last year and feels that they were not getting the input needed from adjunct faculty.</li> <li>• Add Professional Growth Opportunities to the FS web page.</li> <li>• Chelsea Fine announced that her co-chair position will end at the end of this year and she will not be available to run again for next year. She is completing her doctorate and time will not allow. FS identified that having two part-time chairs is far from ideal.</li> </ul>	
<p><b>Adjournment/Next Meetings</b></p>	<p><b>Meeting adjourned 12:00 p.m.</b></p>	<p><b>Next meeting:</b> February 22 RWC-H2</p>



**February 26, 2019 - Board of Education Meeting**

**Faculty Senate**

Report provided by: Chelsea Kelsey, Interim Assistant to the VP of Instruction

**Collaborative Partnerships:**  
**Wildly Important Goal (WIG) #3**

Select one or more Objectives and write a narrative that supports that objective:

**Objective 9: Maximize cross-divisional strategies to solve problems creatively.**

Faculty Senate will form a small committee to work with Human Resources and FAMAT regarding inequities in the distribution of funds between full-time and part-time faculty.