

## MINUTES OF THE FACULTY COUNCIL MEETING

Date: 2/07/2014

Time: 1:30 pm

Location: Cooper Campus, AT 219

**Present:** Val Zeps, James Kolasa, Becky McCane, Vicki Partin, Angie King, Robert Hinkle, Kathy Swango, Maureen Cropper, Richard King, Joshua Hoekstra, Norm Strobel, Irene Camargo, Melissa Anderson, Nathan Hoskins, Charles Coulston, Daniel Livingston, Karen Gauthier, Beth Healander, Kaye Black, Keith Allen, Susan Hayes, Jeff Durham, Robert Chirwa, Rick Smoot, Leon Lane

**Ex-Officio:** Augusta Julian, Dave Hellmich, Erin Tipton

**Guests:** Bonnie Nicholson, Greg Feeney, Lisa Bell

**Submitted by:** Becky McCane, Secretary of the Faculty

Agenda/Issues	Discussion	Action
Additions to the Agenda	One addition on inclement weather conditions	
Approval of Agenda	Motion to approve the agenda, with addition – Zeps; second Motion approved unanimously	The Agenda was approved, as amended. The Secretary of the Faculty will post the approved agenda on the Faculty Council webpage.
Approval of 1-09-14 Faculty Council Meeting Minutes	Motion to approve the minutes from the 1/09/2014 Faculty Council meeting – Strobel; second Motion approved unanimously	The Secretary of the Faculty will post the approved minutes on the Faculty Council webpage.
Proposal to form FAHCIT [Richard King]	Richard gave some background on the Information Technology Committee and the rationale for forming a Faculty Ad-Hoc Committee on Information Technology (FAHCIT) for the next 17 months. This committee would focus on the day-to-day information technology issues that affect the faculty.  Richard presented the proposed charge for the FAHCIT and explained the items.  Motion to form the Faculty Ad-Hoc Committee on Information Technology, with the presented charge – R. King; 2 <sup>nd</sup>	

	<p>Discussion on the charge and the composition of the committee. Richard would like the co-chairs to be members of the Faculty Council, one representing technical programs and one representing general education. The committee members may be any faculty member, with one representative for each division. He would also like the committee to report to Faculty Council each month.</p> <p style="text-align: center;">Motion approved unanimously</p> <p style="text-align: center;">Motion to allow the chairs of the committee to be members of Faculty Council – R. King; 2<sup>nd</sup> Motion approved unanimously</p> <p>It was announced that the co-chairs of the new committee are Cindy Tucker and Robin Davis</p>	<p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p> <p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p>
<p>Curriculum Review Committee Report [Rick Smoot &amp; Kathy Swango]</p>	<p>Rick reported that the local CRC did not meet last month and currently has no business scheduled for this month's meeting.</p> <p>Kathy reported that the System CRC met yesterday (2/6/14) and endorsed everything on the agenda except for two items. One item not endorsed included COM 181 modules for Learn-On-Demand. They were asked to take the proposal back to the Communications Curriculum Committee for revisions. Also not endorsed was BCTC's HIS 215 proposal. It needed more support from the statewide History Curriculum Committee and more work on the proposal.</p> <p>Kathy reported that the next System CRC meeting would be Friday, March 21 with a deadline of March 3 for submitting materials.</p> <p>Kathy also mentioned that a new Assessment and Placement Policy draft was in progress. Robert Hinkle announced that the draft was to be voted on at the March meeting.</p> <p>James Kolasa brought up an issue on the statewide Digital Literacy requirement. Currently, all KCTCS degree and diploma students must</p>	

	<p>have demonstrated digital literacy within 5 years of enrolling at a KCTCS school. James asked the council if the 5-year requirement was appropriate or does the requirement need to be lessened or extended. Various aspects of the issue were discussed. No recommendation was made by the council due to the lack of sufficient information on the issue.</p>	
<p>Rules Committee Report [Leon Lane &amp; Robert Hinkle]</p>	<p>Leon reported that the 2015-2016 academic calendar is not yet ready to present to Faculty Council. The Rules committee is waiting on possible parameter changes since we were told that we will no longer be granted exceptions on Summer Start dates.</p> <p>Leon also reminded everyone that the Spring elections are coming up. He mentioned that there are no elections for KCTCS Representative Alternates and the Rules committee is working on an election process to elect these alternates. Leon also brought up a problem with staggering the terms of the Standing Committee Chair and the KCTCS Representative. The Rules committee is looking into an election process where these terms are not staggered.</p> <p>Leon also brought up a question as to whether the Rules committee should be in charge of the graduate lists or should this be a function of the ASA committee. The Rules Committee will be looking into this issue further and report back at a later date.</p> <p>Robert reported that the KCTCS Rules committee met yesterday and a couple of items were discussed. The Senate Council gave KCTCS Rules the charge of creating a definition of technical certificates that would be based upon financial aid rules and employability skills in the community. The KCTCS Rules committee was concerned as a group how this would affect the existing general education certificates, so the committee remanded the charge back to the Senate Council. The Senate Council voted unanimously to send it back to KCTCS Rules, clarifying that they, in fact, wanted a definition that limited the certificates to technical programs based on financial aid rules. KCTCS Rules voted to</p>	

	<p>approve the definition that puts us in compliance with Board policy, setting the parameters of a technical certificate from 12 credit hours to 30 credit hours. They were told that the general education certificates would likely be phased out and the 2+2 pathways will take the place of general education certificates. Dr. Quillen was asked to come in and clarify exceptions to certificate programs that fall below 12 credit hours or above 30 credit hours. Dr. Quillen said that a required industry-recognized certification would be considered as an exception for allowing a certificate above or below the parameters. Rules voted to approve the definition and sent it to Senate Council.</p> <p>Robert also reported that the KCTCS Rules committee looked at the draft of the proposed Student Assessment and Placement Policy. He reported that the Math Curriculum Committee did not support the inclusion of the math tables for the WorkKeys placement test, stating that the information was “shop math” and would not properly assess whether the student was ready for college algebra. Dr. Quillen clarified that the WorkKeys math would be taken out and he went on to say that WorkKeys and TABE are not placement tools to replace COMPASS, but are additional placement tools.</p>	
<p>Academic Standards &amp; Admissions Committee Report [Robert Chirwa]</p>	<p>Robert reported that the ASA Committee met last month and had a lengthy discussion on the proposed actions of the committee. Robert wants to take the initiative to visit classes to assess academic standards and see how they are carried out. The committee does not support this initiative. Robert will contact the Deans and get reports on area reviews and the committee can look at those to assess academic standards.</p> <p>The Faculty Performance Review Action Team chair contacted Val and wants to report to Faculty Council instead of to the President, either directly or through ASA. They feel that a lot of important information on their hard work has been lost in the channels and is not being</p>	

	<p>considered. Dr. Julian reported that she has not received any information from that action team. Dr. Hellmich reported that the action team was originally appointed to review the IDEA evaluation of instruction instrument. There was more discussion on the role and charge of the FPR action team.</p> <p>Motion to allow the Faculty Performance Review Action Team to report to Faculty Council – Strobel; 2<sup>nd</sup></p> <p>Discussion – Dr. Julian reported that the original charge of the FPR action team has been completed. There was further discussion on whether the action team should receive a new charge or disband</p> <p>Motion on the floor withdrawn by Strobel</p> <p>Motion to allow the ASA committee to work with the Faculty Performance Review Action Team to determine its function and to whom they should report – Lane/2<sup>nd</sup></p> <p>Motion approved unanimously</p>	
<p>KCTCS Senate Council Report [Angie Davis]</p>	<p>Angie reported that the Senate Council will meet on March 6.</p>	
<p>CEO/CAO Report</p>	<p>Dr. Julian thanked everyone who went to the marketing discussion last Friday. She said there were a lot of rich discussions and there will be updates from time to time as we work with the agency and the System on our new marketing campaign. She reported that the new campaign should be begin in April and go through at least August, including the 75<sup>th</sup> Anniversary celebration.</p> <p>Dr. Julian mentioned that LET looked at the request for the provision of benefits for domestic partners, but it was determined that we do not have much control over the issue. She said she will request that the System look into the matter further, on behalf of our faculty, and determine what we can do at BCTC.</p>	

Budget Discussion – Dr. Julian and Lisa Bell presented a Budget Update FY14 and Budget Planning FY15 PowerPoint presentation (available on the Faculty Council webpage).

It was pointed out that the figures in the presentation are estimates and will change over time.

Dr. Julian began by discussing the basic principles of budget planning and development. Principles in determining the budget include: meets core values/goals, supported by evidence/data, provides return on investment, and supports faculty/staff. She went over these principles and pointed out that faculty layoffs are a last option.

Dr. Julian discussed the priority criteria for ranking budget request items. These priorities include: academic programs, operational funds, student access services, revenue-generating programs, courses, and service, grant responsibilities, safety/security, and economic development/workforce and business services.

Lisa Bell discussed the budget composition, including revenues and expenses. The sources of revenue and the figures for the Fall, Spring, and Summer sessions were presented and discussed. Lisa also presented the projected FY14 revenue deficit and the estimated offsets.

Lisa discussed our recurring budget issues. We do not have a non-recurring budget. She discussed the FY2013 fund balance and the January 2014 estimated fund balance.

Lisa discussed revenue estimates for the Fall, Spring, and Summer sessions, pointing out that recurring decreases need to be included

in the next budget. She also went over the state mandated budget cuts in past years and estimated current cuts.

Lisa discussed performance based funding that the KCTCS Board of Regents has mandated. She also went over the expense lines that must be added or adjusted in the next fiscal year budget, including Blackboard support, Lumina grant, waiver expenses, etc.

Lisa discussed ways in which we can help to alleviate our budget problems including, focusing on our important work, advocating our cause to legislators, students, etc., and finding creative and resourceful ways to save or generate funds. Ways to save or generate funds have included/can include, revenue-generating programs, bad debt expenses, R2T4, contract re-negotiations, energy savings from IT, and a spending “hard frost” (not a “freeze”).

Lisa pointed out that we do have some fund balance, but we should not use all of that money to balance the budget.

Dr. Hellmich reported that Academics has been meeting and actively discussing budget issues and possible budget cuts. ALT met on January 23 and February 6 and will again on February 20 and March 4. On February 6, ALT drafted an initial list of budget reduction possibilities and they will then narrow down the initial possibilities. Seven categories were discussed, including: 1) recurring equipment budget, 2) recurring operating budget, 3) staff assignments, 4) faculty assignments, 5) programs, 6) courses, and 7) work-loads.

Dr. Hellmich pointed out that while all staff assignments and faculty assignments were on the table, it will most likely result in reassignments instead of cuts. Faculty reassignments will include

	<p>3 categories; coordinators, ADs, and college-funded activities. ALT is generating different scenarios and looking at the impact of each. They will then develop additional scenarios as they narrow down the reduction possibilities.</p> <p>Dr. Hellmich also pointed out that while 23 programs are on the table for discussion, it does not necessarily mean they will be cut. Possibilities include offering the program at a certain location, looking at the course offerings, increasing efficiency, or even growing certain programs. Courses are being looked at to develop more efficient scheduling, possibly offering less options to students. Work load possibilities include increasing course caps or teaching loads.</p> <p>Dr. Hellmich reiterated that ALT is looking at everything broadly first then narrowing down to prioritize reduction possibilities. He is discussing the issues with Val Zeps, and Greg and Bonnie are discussing the issues with the ADs. On February 20, ALT will draft a prioritized list of reduction possibilities, which will then be presented to the Divisions. On March 4, ALT will finalize the prioritized list of reductions, bring them to Faculty Council, and then present them to Dr. Julian.</p> <p>Lisa asked everyone to send her creative suggestions to increase our revenue and she will develop a list to present to LET.</p>	
Additions	The addition was withdrawn, no discussion	
Announcements	<p>Items posted for objection following the January 9, 2014 meeting passed without objection.</p> <p>The next meeting will be Friday, March 7 at 1:30pm on the Leestown Campus, Room M-122. Val would like to call a full faculty meeting but</p>	

	will make the decision at a later date due to a SkillsUSA competition scheduled at the Leestown campus on March. 7	Meeting adjourned at 3:52pm
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