

McLennan Community College

Faculty Council 2014-2015

MEETING DATE: The McLennan Community College Faculty Council met Thursday, March 5, 2015, in Science 235. President Elaine Fagner called the meeting to order at 2:30 p.m.

LOCATION: SCIENCE 235

ATTENDEES: Amy Antoninka, Anne Borsellino, Mark Crenwelge, Donna Ewing, Elaine Fagner, David Fleuriet, Jon Fox, Karen Garrett, Laura Hays, Ron Hochstatter, Linda Pelon, Emily Stottlemire, Norman Townsend, Brad Turner, Frances Turner, Paula Unger, Karen Weil, Gail Woodward.

ABSENT MEMBERS: Jennifer Black, Brenda Bradley, Brad Christian, Melody Flowers, Donna George, Sue Graham, Becky Griffin, Marianna Hampton, Meredith Heffner, Stacy Kuehn, Heather Mattingly, Cynthia McAdams, Stan Mitchell, Kelly Parker, Andria Ramon, Mary Sides, John Spano, Caleb Stroman, Angela Tibbitt, Nick Webb

March Meeting Minutes:

MCC INNOVATION: Shred-Day & Recycle (March 27th) from 8 am – noon (MAC parking lot). (FCP)

- Faculty are encourage to participate by recycling paper and cardboard goods. A certified shred truck will be available in the MAC parking lot for bulk shredding.

NEW BUSINESS:

1) **ISSUE:** Election committee policy change – request for vote (David Fleuriet).

DISCUSSION: The Policy Committee was asked to examine policies concerning FC and suggest recommended updates. The main suggestion was to replace the name “Personnel Handbook Committee” with “Policy Committee.” Discussion was held regarding the change at February’s FC meeting.

The procedures for changing the document are:

- To present the suggested policy change in a FC meeting and hold discussion.
- Approval of the policy change is then put to a vote at the next month’s FC meeting if there is a quorum present.
- If the policy change is approved by a quorum at the second meeting, the policy change is then submitted for a vote requiring a simple majority from faculty.

A vote was taken from the members present at the meeting. FCP will extend the vote through email to absent FC members in order to constitute a quorum. Karen Garrett moved to vote and was seconded by Paula Unger. The motion to approve the proposed policy changes passed unanimously.

ACTION: FC members should watch for an email regarding absentee votes. Faculty members should watch for an email pertaining to an approval vote.

OLD BUSINESS:

2) **ISSUE:** Committee Updates (Chairs).

DISCUSSION:

- **Compensation Committee** – updates are discussed in item three below. Brad Turner recommended that any proposed changes to the recommendation be postponed until next year.
- **Elections Committee** – The survey for Minnie Piper nominations was extended by one day due to inclement weather.
- **Bookstore Advisory Committee** – Updates and concerns are addressed in item five.

ACTION: None at this time.

3) **ISSUE:** Compensation Recommendation to Administration (FCP/FCVP)

DISCUSSION: The proposed faculty raises researched by the Compensation Committee and discussed at the February meeting were presented by the FCP and FCVP to administration. Administration is considering the proposal.

ACTION: None at this time.

4) **ISSUE:** Traveling course form requirements per request by FC member (FCP)

DISCUSSION: A request was made from a faculty member requesting more information about how to start a traveling course. In order to start a travel course there are five required forms.

- The first approval form requires description information about the proposed course. Faculty must demonstrate that learning objectives are still being met if it is a course for credit. A schedule and budget must also be included.
- The trip fee must include a buffer to cover the traveling costs of trip sponsors.
- A school sponsored travel course that has a trip is required have the following forms that the College has approved specifically for these courses:
 - A conduct release form requiring a notary (Missy Kittner can provide that service given enough planning notice).
 - A liability form requiring a notary.
 - A HIPPA release form requiring a notary (faculty would be encouraged to take an original of this form on the trip).
 - A photography release form.
- Regular field trips and student activity events are covered using the online liability form This form is required to be submitted prior to students traveling or doing student activities/volunteering for any travel even a field trip within a course:
<https://mclennan.wufoo.com/forms/m17ajcyw1ycofya/>

ACTION: If you have questions or would like more information regarding creating a travel course, please contact Elaine Fagner.

- 5) **ISSUE:** Bookstore Bookmarks for students; International book adoptions; Summer/Fall adoptions (FCP; FCVP; Bookstore Advisory Committee Members)

DISCUSSION: There was a situation with a faculty member who had an international book adoption that was unavailable this semester due to import issues. Faculty should be aware that if they have any type of international, exotic, or custom book adoption that those may require more time (submit adoptions early) or possibly be outside of the bookstore's realm of influence.

Book adoptions for summer courses were due March 4th. If you have not submitted your adoption, please do so immediately.

The bookstore is going to try to implement a link (likely on WebAdvisor) for faculty to check their book order amounts. Faculty are still *strongly encouraged* to check in the physical bookstore during open house days.

A question was raised pertaining to the bookstore emailing receipts to students after purchases. Based on an administrative decision, the bookstore is not currently offering that service.

ACTION: Complete any outstanding book adoptions. Watch for bookstore open house days for Faculty to attend.

- 6) **ISSUE:** Open Door – Open Floor time (FC Members; Guests).

DISCUSSION: No new business or issues were presented.

ACTION: None required.

The meeting adjourned at 3:30 pm

Marianna Hampton
Faculty Council Secretary

Abbreviations:

FC = Faculty Council

FCP = Faculty Council President

FCVP = Faculty Council Vice President