

# McLennan Community College

## Faculty Council 2016-2017

**MEETING DATE:** The McLennan Community College Faculty Council met Thursday, February 9, 2017, in MAC 304. Vice-President Melody Flowers called the meeting to order at 3:29 p.m.

**ATTENDEES:** Becky Griffin, Brian Johnson, Donna Mendoza, Erik Emblem, Jenna Hoefer, Jessica Zbeida, Karen Garrett, Karen Weil, Kurt Chunn, Larry Salazar, Laura Hays, Liz Painter, Mandy Morrison, Marc Nicholas, Mary Sides, Melody Flowers, Meredith Heffner, Misty Edwards, Reid Makowsky, Robert “Bob” Ammon, Sharon Kenan, Sondra Dubowsky, Teri Barnes

**ABSENT MEMBERS:** Andria (Andi) Ramon, Becky Parker, Bonnie Sneed, Caleb Stroman, Cynthia McAdams, Felicia Gladden, Heather Mattingly, James Gibby, Jennifer Black, Leslie Henderson, Lisa Lindloff, Miley Pulliam, Richard Pringle, Sholly Gunter, Suzanne Baldon, Theresa Sparks

---

### MEETING MINUTES

#### OLD BUSINESS

1) **ISSUE:** FC Compensation Committee Update

**DISCUSSION:** FCVP stated that President McKown’s office had to postpone the previous meeting. When they meet next, compensation will be discussed.

**ACTION:** NONE

2) **ISSUE:** Testing Center Opportunities

**DISCUSSION:** FCVP stated that FCP and FCVP relayed the information to the Vice-President of Instruction, Dr. Balmos, regarding the testing center’s response from the previous FC meeting. Dr. Balmos said that the testing center’s lack of paper should not be a limiting factor in emailing tests. Dr. Balmos felt that it was not out of the realm of possibilities for faculty to be able to email tests to the Testing Center and will research the opportunity.

**ACTION:** NONE

3) **ISSUE:** Faculty Evaluation Changes Update

**DISCUSSION:** The administration has approved changes for evaluation procedures to allow students more time to get their evaluations completed. For all regular sixteen-week

courses (and those running eleven-weeks during the summer), the process has been changed from two weeks to four weeks prior to finals. All other courses, namely eight-week courses and summer sessions, will have their evaluation process extended from one week prior to finals to three weeks. Lastly, minimester courses were extended to allow students seven days prior to finals to evaluate their instructors (previously it was only two days).

**ACTION:** NONE

4) **ISSUE:** FC Elections Report (Sondra Dubowsky)

**DISCUSSION:** Sondra reported that because other survey instruments (*e.g.* SurveyMonkey) are difficult to enter survey data into, Laura Wichman will now do the surveying for us. FC will announce the results once they have been tabulated. Also, language has been cleared up regarding voting for FCVP and the Minnie Piper Stevens Award (*i.e.* adjunct faculty members can vote, but not serve; adjuncts cannot vote for the PD committee; and in order to be eligible to apply for Sabbatical Leave, you must be a full-time faculty member for at least years prior to requesting Sabbatical Leave).

**ACTION:** NONE

5) **ISSUE:** Badges and Business Cards (MARCOM—Lisa Wilhelmi)

**DISCUSSION:** FCVP noted that MARCOM will be speaking with FC at the end of the meeting to discuss this issue. There were comments that MARCOM might be able to pay for badges and business cards (upon request) out of their budget. The issue was tabled temporarily until MARCOM arrived.

**ACTION:** NONE

## **NEW BUSINESS**

1) **ISSUE:** Distinguished Professor

**DISCUSSION:** FCVP mentioned that faculty thought it would be nice to recognize our long-serving faculty members (*e.g.* Henry Apperson, Gary & Wayne Duncan, Bob Ford) with the possibility of having a Distinguished Professor level. FCVP did mention that this would require an extensive amount of policy revision and approval by the administration before it could be implemented. It was initially discussed by FCVP that currently, long-serving faculty members can receive a reserved parking spot at either 35 or 40 years of service. Karen Garrett added that there used to be a committee for picking out gifts every five years. Other comments were added to the debate as well, such as “Why can’t we recognize someone at 30 years?” “What are other schools doing?” “Is there anything else to consider?” and “Is there a different word (that can be used) besides distinguished?” This issue will be discussed with Dr. Balmos.

**ACTION:** NONE

2) **ISSUE:** FC Elections Committee

**DISCUSSION:** There was a discussion about possibly having a “permanent” position for an adjunct instructor on the FC compensation committee. Karen Garrett added that she thought it would be a good idea, but we might not have an adjunct that wants to do it. Erik Emblem, chair of the current FC compensation committee, responded that people are asked to volunteer to serve at the initial FC meeting of the year, so anyone has the opportunity to join. Marc Nicholas, added that as an adjunct instructor, he would like to see adjunct instructors have representation on the committee, but that he felt that they are paid well currently. After a short debate, a motion was made by Marc Nicholas, and seconded by Erik Emblem, to have a “permanent” position for an adjunct instructor on the FC compensation committee. This issue will be discussed with Dr. Balmos.

**ACTION:** NONE

3) **ISSUE:** Sabbatical Leave (Kurt Chunn)

**DISCUSSION:** First, Kurt mentioned that he was asked to relay the information for the Building Success workshop. Apparently, in the email that was sent around, it stated there was a \$50 fee, but that would not be required for MCC faculty members. He said that a second email will try to be circulated noting this correction. More importantly, Kurt stated that the Sabbatical Leave Committee had six applications this year, but that they are only allowed to grant one sabbatical leave per year. He asked if there might be a possibility to have additional sabbatical leave requests in a year. Sondra Dubowsky contended that if a particular department (*e.g.* Biology) has two faculty approval for a sabbatical, then the department would be down two faculty members for teaching and staffing purposes. Kurt replied by saying maybe we should limit it to just one person per department or division. At this point, a motion was made by Sondra Dubowsky, and seconded by Becky Griffin, to form an *ad hoc* committee to look at this policy and report back to FC. A sign-up sheet was passed around for those that wanted to sign up to be on this committee.

**ACTION:** The *ad hoc* committee will examine the sabbatical leave policy further and report back to the FC at a future meeting.

4) **ISSUE:** MARCOM (Lisa Wilhelmi & Jennifer Norman)

**DISCUSSION:** Lisa introduced herself and Jennifer to the FC and showed off their “look book” that has examples of what services they can provide. Lisa mentioned that they are essentially a small advertising agency for MCC. Currently, they have six staff members: two designers (one who handles sports and the other who handles social media), two writers, a project manager (Jennifer), and the MARCOM director (Lisa). They are located on the third and fourth floors of the administration building. Lisa mentioned that if a member of the media were to call needing information, to redirect them back to Lisa for further information. She mentioned that most of those seeking information begin with her, but if they do not, send them to her office.

FCVP asked if MARCOM would be able to pay for badges and business cards. They replied that they did not have the budget for that and that it was a responsibility of the departments to pay for those.. Also, they mentioned that they can do many services, including creating advertisements (*e.g.* a flyer) for new classes (but that there were probably better options than just using a flyer). A question was asked about what

timeframe was needed to give MARCOM time to prepare an advertisement. Lisa and Jennifer both answered this question in part, saying that they need at least two weeks to create the advertisement and a minimum of a week after that to actually advertise. So, they generally recommend around 3-4 weeks *at a minimum* before the event so that the advertisement will be worthwhile.

**ACTION: NONE**

**OTHER MATTERS : NONE**

### **SERVICE TO COLLEGE OPPORTUNITIES**

- 1) Mary Sides stated that the agriculture division needs students and a supervisor to help proctor the events during the Ag Fair on April 5<sup>th</sup>.
- 2) There will also be a trash pickup for the MCC-designated litter pickup area on April 18<sup>th</sup>. If you are interested, please contact Donna Wiley and make sure you fill out a liability waiver that must be completed and on file before the event begins.
- 3) FCVP noted that the History Club will be doing their Elimination Game again this semester. She briefly described how it works and that there was a really high demand that “students love killing instructors.” The final elimination is scheduled to occur during the Highlander Games. There will be a \$10 entry fee this time, in an effort to help raise money for scholarships. Also, the History Club was considering having a historical costume contest in the future, with maybe the possibility of a \$50 prize for the winner.

### **ADJOURNMENT**

A motion was made to adjourn the meeting by Sondra Dubowsky, which was seconded by Erik Emblem. The meeting adjourned at 4:27 pm.

Larry G. Salazar  
Faculty Council Secretary

#### **Abbreviations:**

**FC = Faculty Council**

**FCP = Faculty Council President**

**FCVP = Faculty Council Vice President**