

McLennan Community College

Faculty Council 2017-2018

MEETING DATE: The McLennan Community College Faculty Council met Thursday, October 5, 2017, in MAC 304. President Melody Flowers called the meeting to order at 3:02 p.m.

ATTENDEES: Melody Flowers, Andrew Clayton, Ashley Cruseturner, Bill Lockhart, Bonnie Sneed, Brian Johnson, Carol Zaricor, Cynthia Morris, Cynthia SoRelle, Donna George, Donna Mendoza, Elizabeth Grassmann, Elizabeth Painter, Jessica Zbeida, John Seawright, Karen Garrett, Meredith Heffner, Mike Campenni, Otsmar Villarroel, Sharon Kenan, Suzanne Baldon, Teri Barnes, Vincent Clark, Lisa Lindloff, David Davenport, Ganna Iushchenko, William Shiu, Deborah Williams, Bob Ammon, Mary Sides. **ABSENT MEMBERS:** Angela Alejandro, Anne Merchant, Derek Clapp, Ellen Zboril, LaTarsha Edwards, Shannon Thomas, Yolanda Gonzalez, Kim McCoy, Terri Bukowski.

MEETING MINUTES

NEW BUSINESS

1) ISSUE. Faculty member inquired about more faculty designated parking near the MAC.

DISCUSSION: FCP said she spoke to Dr. McKown about this issue and McKown related it is difficult to police an open lot. This is why we have closed lots where faculty can park to ensure they can meet their classes.

ACTION: FCP will ask about the little lot possibly being designated as gated faculty only parking that is near the MAC.

2) ISSUE: TCCTA Fall 2017 Faculty Leadership Conference update.

DISCUSSION: FCP reported what she learned after attending the TCCTA Leadership Conference in Georgetown.

She reported: Dr. Rex Peebles, from THECB spoke about:

- the Texas State budget is tight due to hurricane Harvey

- dual credit student issues are being looked at for 2017 legislative session (i.e. are DC students prepared intellectually, cognitively and emotionally to take college courses)? FCP reported they are actively asking these questions.

-Do DC students hinder rigor/ academic freedom in the classroom? FC members discussed the difficulty of presenting adult issues with under 18-year-olds in the classroom.

-most growth in DC has been 9th and 10 graders.

-Addressed the idea of measuring marketable skills being taught in the classroom- Goal is for programs to identify and measure which and how marketable skills are being taught in our classrooms and how to assess them. This falls in line with performance funding for community colleges. https://www.tacc.org/uploads/tiny_mce/legislative%20resources/sspfactsheet_122116.pdf

FCP also reported TCCTA lawyer Jay Brim reminded us that we do NOT have the right to freedom of speech in the classroom if it falls beyond the scope of our subject matter and that no student grade should be changed by an institution, only the faculty member.

FCP learned at the conference other institutions seem to be changing grades for athletes unbeknownst to the faculty member. FCP reports we are fortunate MCC actively works against this occurring at our institution and this is a good thing.

ACTION: None

3) **ISSUE:** FC seeks to support MCC Administrative and Support Staff

DISCUSSION: Last meeting FC raised the question concerning the need for FC Compensation Committee to include Administrative and Support Staff compensation figures into the annual report submitted to the MCC Board of Trustees in light of the fact they have developed their own committees that voice their particular concerns to MCC administration. To enlighten FC about this issue Administrative Staff leader Jodi Tindell spoke to the FC about what MCC staff is doing through their own committees. They have two committees (9 members each; elected by each division) – One is Administrative Staff, the other is Support Staff led by Kim Henderson (who could not attend today).

Tindell informed FC:

- these committees were formed to give a voice for staff on campus.

-they have completed their first year in existence.

-Administrative Staff Committee: called for ideas and concerns that might need to be brought to MCC administration. These concerns spurred the formation of three subcommittees 1) Compensation 2) Training 3) Morale/Communications

In particular about staff compensation concerns, Tindell explained there is no structured compensation scheme for more education/experience after arriving at MCC for staff. Staff members rely strictly on MCC Board recommendations. This can lead to problems such as a 10-year person getting the same as a starting person. They would like to see some increases

and is happy to report the Board has responded to these concerns with compensation for education as well as a raise in salary.

Tindell also related how Dr. McKown responded with their suggestion to improve communication within the campus by sending out the Friday Newsletter via email. FC agreed this was helpful.

Also the new McLennan Mingle began in hopes of improving morale and communication on campus and shows appreciation for a job well done.

Tindell candidly expressed that Administrative and Support Staff welcome and appreciate the continued tradition of the Faculty Council supporting them in the compensation report to the MCC Board.

ACTION: Suggestion from FC: Staff should come to FC meetings on occasion and FC rep could go to Staff meetings. Jodi would welcome our input. Dave Davenport volunteered to help Administrative and Support Staff in the formulation of future salary increase requests by helping staff committees determine cost of living increases etc . . . Bonnie Sneed made motion to invite Administrative and Support Staff reps to work more with FC especially in terms of compensation requests. The motion was seconded by Jessica Zbeida and approved by FC members.

- 4) **ISSUE:** Andrew Clayton is chairing an Ad-Hoc committee made from FC reps to work on testing center issues.

DISCUSSION: FC review policies for testing center. Volunteers requested.

ACTION: None taken.

- 5) **ISSUE:** Dr. Hills wants to let us know that MCC culture talks are moving forward. The goal is to arrive at a vision statement that fits into our upcoming strategic planning. All faculty should have input on this in terms of attending culture talk meetings as well as having input on the final vision statement to be implemented by the college such as voting for the vision statement finally used.

DISCUSSION: Dr. Hills wants faculty input on developing a vision statement and not have it mandated from above. FC members discussion followed that suggested a vision statement should be first and a strategic plan should follow.

ACTION: None taken.

- 6) **ISSUE:** Non-FC Member Request FC Meeting Attendance:

DISCUSSION: Dr. Hills wants FCP to inquire if FC wants a permanent (non-voting) success coach representative to sit in on FC meetings. The goal is to allow faculty and success coaches to build a better working relationship.

Laura Wichman of Institutional Effectiveness also inquired about sitting in as a permanent non-voting member to lend support and resources at these meetings.

Lengthy discussion was held on this issue by FC members. Faculty Council members were hesitant to agree to this expressing the idea that FC members are free to talk about faculty issues in these meetings and felt having non faculty persons present might hinder free discussion. FC members decided it might be better to have FCP to communicate ideas and concerns to success coaches and Institutional Effectiveness Department or possibly form a committee similar to FC Bookstore Committee that could meet regularly with success coaches.

ACTION: Motion made by Karen Garrett to create an Ad Hoc Committee to coordinate and communicate with Success Coaches. Seconded by Donna George. FC member passed the motion. Ashley Cruseturner agreed to chair the committee.

7) ISSUE: Academic Advising

DISCUSSION: During discussion about success coaches, FC members expressed concern about some academic advising issues that FC may need to address.

ACTION: FCP added advising issues to November's FC meeting agenda.

8) ISSUE: Posting of religious or political articles on office doors and/or bulletin boards

DISCUSSION: Several faculty members are asking about the legality of posting religious and or political articles on office doors. FCP related that her investigation revealed MCC only addresses this issue here: http://www.mclennan.edu/marcom/docs/Flyers_on_the_MCC_Campus.pdf

<http://www.mclennan.edu/employees/policy-manual/docs/E-XVIII.pdf>

FCP said these policies seem to fall short of addressing the exact question. FC members decided to go back and ask their constituents if they felt this was a big enough issue for FC Policy Committee to address or was this an isolated issue that may better be addressed departmentally?

ACTION: FC reps are to ask their constituents, informally, what they think of this as an issue. Is it a non-issue? Is there enough concern to consider creating a policy? Should this be addressed strictly by MCC Administration since it is an institutional policy that needs to be put in place? Here is info provided by FCP for FC reps to review.

<https://academia.stackexchange.com/questions/31854/is-it-legal-and-is-it-appropriate-to-display-religious-items-in-faculty-offices>

<http://www.calstate.edu/Gc/documents/HolidayReligiousDisplaysThreading1stAmendment.pdf>

OLD BUSINESS

- 1) **ISSUE:** Explore ideas about increasing faculty/student protection for active shooter situation. (Deadbolts on doors where faculty do not have to exit room to lock classroom).

DISCUSSION: Some FC reps expressed the notion that teaching behind a locked classroom door is very impractical. FCP demonstrated with MAC #304 door that it does NOT lock by flipping up the handle from the inside. This is the same case for the new science building doors. FC members inquired, what is the cost to retrofit the doors that do not lock from the inside? This should not be a matter of expense; it is a safety issue. FCP provided links of possible alternative solutions to being able to lock doors during active shooter situation.

<http://www.shotspotter.com/>

<https://fightingchancesolutions.com/>

<http://www.classroomsecure.com/>

ACTION: FCP will send an email asking for specific reps to catalog each classroom in their respective building to figure out exact number of classrooms that do not lock from the inside. FCP will also inquire with campus personnel who have a repository of knowledge about these issues to see about accomplishing the goal of all classroom doors having the capability to lock from the inside.

- 2) **ISSUE:** Electronic signing of load sheets- FCP reported Dr. Rhodes and Dr. Hills informed her that MCC is about to adopt a new system that will give us this capability and they are hoping to have it in place within one year.

DISCUSSION: Huzzah!

ACTION: None taken.

- 3) **ISSUE:** Design to Learn update-Andrew Clayton

DISCUSSION: Kelly White is looking for wizards to learn and train for this fall. Blackboard should transition seamlessly.

ACTION: None taken.

- 4) **ISSUE:** Dr. Hills response on grade reporting on LMS (learning manage system i.e. Blackboard or D2L).

DISCUSSION: FCP related Hills' assertion that faculty have a responsibility to post grades. He believes by not posting grades it can be a roadblock to student success and thus all faculty will be requested/required (Hills stated he would rather request than require) to post grades on the LMS by Summer 2018.

ACTION: None taken.

- 5) **ISSUE:** Committee Updates

1. Policy Committee Report-Policy Committee stated they are moving forward in getting the committee formulated and chaired.

2. Textbook Committee- See attached report. Bill Lockhart urged faculty to remind students about the dates for when they can return RENTAL textbooks. Also shared with the FC that the price match that the bookstore offers is a “credit” to be used in the bookstore and is not cash.

DISCUSSION: None

ACTION: None

6. ADJOURNMENT

A motion was made to adjourn the meeting by Cynthia SoRelle and seconded by Karen Garrett. FC approved this motion and meeting adjourned at 4:14pm.

Bonnie Sneed
Faculty Council Secretary

Abbreviations:

FC = Faculty Council

FCP = Faculty Council President

FCVP = Faculty Council Vice

President

****Attached Bookstore Committee Report on following page

Bookstore Committee Report (September 2017)

The Bookstore Committee met at 10:00 a.m. September 22, 2017. In attendance were Bill Lockhart, Lori Southern, Nikki Popko, Rebecca Long, Sara Roberts, and Sharon Kenan.

Important information

--Faculty may send bookstore recommendations and questions to Lori Southern, Director of Administrative Services, or to FC's Bookstore Committee representatives, Bill Lockhart or Sharon Kenan. Lori says having Faculty Council members on the college's Bookstore Committee has been helpful.

--Book orders should be turned in by October 15 for the spring 2018 semester so the bookstore can purchase used books while they are available. (There are approx. 1200 Follett bookstores and, therefore, many institutions are vying to get those used books. Used books are important because they enable students to spend less on textbooks.)

--Students need to be told to start selling textbooks back to the bookstore the week of finals (starting Dec. 8 this fall semester). Students may get up to half of the cost back if the book is going to be used the next semester and the bookstore knows that it will be used (so get those orders in!).

--Students need to be told that rentals are due December 18. Rentals that are not returned go to a collection agency after multiple contacts with the student are attempted by the bookstore. These contacts are primarily through email, but, as we know, not all students regularly review their email!

--The bookstore will "price match" with Barnes & Noble, Amazon, and any local bookstore. The ISBN must match exactly, and the condition of the book must be comparable. The bookstore rings up the book for the amount charged by Follett and then refunds the difference. The refund will be in the form of a gift card that can be used at all Follett stores—and/or can be applied to the cost of other textbooks.

Update on bookstore sales

– Sales were down \$55,000 last year and \$200,000 the year before last.

--This year sales are down \$63,000.

--Follett's fiscal year runs from April 1 to March 31.

Discussion regarding decrease in sales

--The bookstore averages 7.6% less profit now for retail books (all kinds of books) because the bookstore sells 7.6% more used textbooks and the profit is only 2.8%.

--The bookstore had a rental contest, but rentals are still down 7%. (The new edition of the learning framework book cannot be rented. In some classrooms, the students just buy the code.)

--Open Stax and other open resources have changed the way textbooks are selected and purchased. In some instances, students are saving money by buying books directly from the publisher.

--There has been a 100% increase this year in electronic textbook purchases—possibly due to dual credit enrollment increases. E-textbooks are cheaper than print books, so the bookstore's profit is less.

Bookstore issues relating to faculty include:

--faculty changing editions of textbooks at the last minute and leaving the bookstore with a large number of previous edition used books that the bookstore cannot sell or return to the publisher.

--faculty ordering textbooks one day and telling students the books are in the bookstore the next. (They are not that fast!)

--directors listing “staff” in the class schedule and then assigning faculty at the last minute who need for their students to purchase unordered required textbooks. (Some departments have been helpful to the bookstore by ordering “standard textbooks” that all “staff instructors” are required to use.)

--faculty changing their mind about the books that are needed for their classes.

Financial Aid

--Students are allowed to get financial aid money via Highlander One cards (accounts receivable) 10 days before class; however, these funds can only be used at the bookstore until financial aid funds are disbursed. (Note that students applying for financial aid late will not have that same access. Depending upon when they applied, it might take 15-30 days to receive financial aid funds.)

--Due to FERPA, the bookstore cannot see information about student financial aid money. They can, however, tell students how much money they have available to purchase bookstore items.

Uniforms/Scrubs

--The bookstore is using Advanced Online to sell t-shirts, jackets, athletic dept. items, etc. online. The bookstore is looking into including scrubs online for health careers students and other areas.

--Nikki and Sara discussed shopmclennan.com (which is new and is focused on athletic and MCC themed clothing) and mclennanshop.com (the MCC Bookstore site for books, etc.). Lori said the bookstore may change the “shop” part of the name to include the word “spirit” in order to reduce confusion.

--The bookstore discussed the difference in prices for uniforms/scrubs that were purchased from Landau Scrubs. Although Landau is less expensive, the nursing dept. prefers Banana Scrubs and the cosmetology dept. prefers Grey's Anatomy Scrubs. Other areas are using Landau Scrubs and ordering them through the bookstore.

University Center

--Tarleton students usually get textbooks from Tarleton, and they are delivered to the MCC Bookstore for pick-up by students. Some students misunderstand Tarleton's communication about textbooks, however, and think the books are at MCC's bookstore before they have actually been delivered. Delivery is twice a week by Annette Scott's husband.

--In the past, some Texas Tech textbooks were available at the bookstore. Rebecca Long, University Center Associate Director, is going to ensure needed information is sent to the bookstore so that service can continue.

--Sara Roberts stated that the main problem she experiences regarding the University Center is getting books that are needed by online students enrolled in UC courses.

--The bookstore is selling Tarleton and Texas Tech caps, t-shirts, long-sleeved shirts, etc.—which is helpful for school spirit and enhances the University Center experience.