

**HENDERSON COMMUNITY COLLEGE
FACULTY MEETING
MINUTES**

**February 24, 2012 / 1:30 p.m.
Fine Arts Center
Stagg Room**

Faculty Meeting Called to Order/Approval of Minutes

Frank Furbush, Vice-Chair of the Faculty, called the February 24, 2012 faculty meeting to order at 1:30 p.m. Vice-Chair Furbush asked if there were any additions or corrections to the minutes from the January 27, 2012 meeting. There was one correction previously noted. Hearing no other changes, the minutes were approved by acclamation.

Rotary Colonels 2 College Scholarship Campaign

Vice-Chair Furbush introduced Joan Hoffman and she addressed attendees regarding the Rotary Colonels 2 College (RC2C) Campaign. Ms. Hoffman explained that 800 students have applied since 2009 and over 500 remain qualified. Ms. Hoffman explained the minimum criteria for a RC2C candidate and challenged all to financially support the Rotary Colonels 2 College Campaign. The fundraising goal is \$2.5 million. With the help of lead gifts from Rotary and the Koch Foundation, \$814,000 has been raised. It was noted this a five-year campaign and Susanne Wilson distributed payroll authorization forms in case donors wanted to donate through payroll deduction.

Standing Committee Reports

Faculty Affairs – Sharon Burton reported that the Faculty Affairs Committee met last week and have drafted a new advising evaluation. She reported the evaluation was in circulation for feedback.

Curriculum Review Committee – In the absence of Laura Winstead, Mike Knecht reported that Laura had previously emailed items for feedback and comments or questions should be sent to Laura as soon as possible. Dr. Brauer added that the equine curriculum material had previously been emailed and more information would be shared by Dr. Williams later in the meeting.

Rules Committee – Mary Jane Jones reported the committee met on February 9 and passed 6 proposals. Two proposals were returned for reconsideration: (1) the Physical Therapy Assistant program proposal was returned and is to be re-submitted with sponsorship from each local colleges' Rules Committee; and, (2) JCTC's proposal regarding English as a Second Language (ESL) was denied pending clarification from financial aid for international students who do not have official transcripts. The assessment and placement policy remains in draft form and comments are welcome. New rule proposal changes are due March 2 and the next meeting is March 23, 2012.

Senate Council – Tony Strawn reported that Senate Council will meet on March 8. The agenda and link for the material were previously emailed and feedback is needed by March 5. Tony went on to report if the Transitional Education proposals pass council at the meeting, then MAT 120 will be deactivated on December 31, 2012; it will be replaced by MAT 085. Starting in fall 2012, completion of MAT 085 will serve as a pre-req for MAT 150. It was clarified that MAT 085 will be a developmental course. Changes in Computer Literacy will also be discussed at the March 8, 2012 meeting. The final Senate Council meeting will occur April 20, 2012.

QEP Update

Tony Strawn was recognized to report on QEP. Tony distributed a schedule developed by the Advising Team. A total of 18 PeopleSoft training sessions will be offered. Faculty, staff and administrators have been extremely helpful with scheduling the training and everyone is encouraged to attend a session. Student training sessions will be scheduled in the fall. Links have been created to the faculty and staff PeopleSoft tutorials and the student tutorials. These links are on the faculty/staff page and the student page. The tutorials are for different tools in PeopleSoft.

Cathy Hunt and team have been doing a great job getting new advisor training modules ready and a link will be available on the HCC site when information is finalized.

Tony reported that the new advising form is on hold until the CAO team makes a report on a system-wide advising tool. QEP is on target with the timeline. Appreciation was extended for all the great work occurring on campus throughout the entire QEP process.

Dr. Brauer noted that Tony Strawn was now a “visiting” SACS team member.

Board of Directors – Bill Gary reported that the HCC Board of Director’s met on February 24, 2012. Tony Strawn gave a QEP update and Bridget Murray presented an enlightening presentation on the Interdisciplinary Early Childhood Education Program. Jerry Gentry reported on the budget and communicated the shortfall. Dr. Williams reported that she attended the Community College-to-Career Bus Tour with Dr. Jill Baden and Secretary of Labor. Video surrounding the bus tour visit would be available on the KCTCS site. Bill concluded his report saying that space utilization options were also shared with the Board.

Transformations Update

Dr. Brauer was recognized and reported that the FoE transfer process is moving along; three or four of the dimension committees have finished their report. All dimension reports are expected to be completed no later than April 4. The Steering Committee will develop the final report based on dimension committee reports. Dr. Brauer concluded by reporting that an open forum will tentatively be scheduled April 13 from 1 to 4 p.m. so faculty, staff and students can give feedback. All will be provided with an executive summary prior to the open forum.

President's Report

Dr. Williams was recognized. She asked Kara Becker if she had anything to report regarding student engagement; Kara reported the committee would wait. Dr. Williams proceeded to recognize new employee, Victoria Reed. She then thanked Bridget Murray for her presentation to the Board on the IECE program and exclaimed the Board enjoys the presentations regarding our programs and we will continue until all programs have been presented.

The President's Leadership Team meeting in Versailles had been moved in order to coincide with Dr. Biden's bus tour. Five graduates from various colleges and their employers presented their stories and she exclaimed it was amazing; the stories reaffirmed Dr. Williams' commitment to higher education and the Bluegrass campus did a nice job hosting the tour.

Dr. Williams extended thanks to Joan Hoffman recognizing her commitment to the Rotary Colonels to College Campaign and encouraged all to participate at some level.

Operation Preparation involves 8th and 10th graders meeting with a volunteer in order to discuss testing results. Hundreds of students need to be scheduled and all were encouraged to participate if they aren't committed. This project is yet another way we can partner with Henderson and our surrounding counties.

Dr. Williams reported on the State Diversity Plan and the Higher Education Diversity Plan; they are statutes that address the goal for institutions to mirror the diversity within the community - with regards to students and faculty - and monitor progress. In the past, the plan focused on African American ethnicity; the new plan focuses on additional ethnicity groups. KCTCS created six goal areas to address diversity - 3 are student oriented and 3 are representative of the employment side. When examining diversity, she reported that an institution must show progress. If progress is not shown in 4 of the 6 areas, an institution may not apply for new programs. Regrettably, HCC's snapshot on November 2010 did not show progress; therefore, HCC is not able to apply for new programs until February 2014. Dr. Williams stated we will apply for certificates and diplomas. There is time for the snapshot to be changed for November 2012 and we will continue to work on diversity; it is important that HCC reflect the diversity within the community regarding employees and study body. We will work on offering certificates in equine, mining, biofuels, machine tool technology, engineering technology and solar technology.

This summer or sometime within the next few months, a higher education diversity issue on admissions will go to the United States Supreme Court. Dr. Williams reported we will probably not hear a response from them until after the national election.

In March 2011 a series of "conversations" was held across the campus where people met in small groups. These sessions will be held again this year and the topics will include the cultural values and our future 50 years. Appointments will be sent out and dates were also communicated in The Green Street Journal.

Dr. Williams reported on HCC's current evaluation system. HCC has a merit bonus plan in place called top box. The Board of Regents has communicated that anyone achieving the ME rating with significant accomplishment will be given a monetary award. The Board further stated the college can determine the award for EE and ME and determine the definition of the significant accomplishment. With input from the Cabinet it was determined that the EE rating will be awarded at \$1,500. If employees desire to go for the ME rating with significant accomplishment, the award will be \$500. The faculty and staff committees will determine the criteria to demonstrate significant accomplishment and give a recommendation by March 19. The faculty calendar will change to give more time to prepare. The staff calendar will remain the same. If a ME has been received, then the employee can apply for the ME with significant accomplishment. If employees went for the EE rating and think they are a little short of accomplishing their goals, they may go for the ME with significant accomplishment. Any faculty using the carry over will continue to provide colleague evaluations, committee member and committee chair forms. Dr. Brauer strongly recommended that any Associate Professor within three years of being considered for promotion should not carry over. Dr. Williams welcomes any recommendations from the Faculty Affairs Committee that might create a better system.

Dr. Williams reported that Policy 4.12 was approved by the President's Leadership Team (PLT) and sent forward to Dr. McCall. Also, Policy 2.6.2.5 was approved by the PLT and sent forward to Dr. McCall. This policy addresses the President's right to appoint a representative from all faculty to take the position of a non-teaching faculty on the local promotion committee.

The Future 50 Forum will occur March 2. Among the 60 invited the audience will include faculty, leadership, and community leaders. The Future 50 blog exist at worldpress.com and is available for feedback; all are welcome to post their ideas and comments regarding what HCC might be known for, how we will look and what programs we might offer in the next 50 years.

Dr. Williams reported on the budget. With the gain in the fall and the loss in the spring, approximately \$40,000 will be needed to cover the shortfall. It is anticipated that HCC will experience a state budget cut and next year will be lean. Budgets for next year will be thoroughly reviewed in April and May. Dr. Williams reported that as a system we lose 28% to 34% of students from two groups – returning students that never return and students that get aid packaged and do not attend. The call center will help with some of these issues. The tuition is unknown at this time.

Other Business

Phi Theta Kappa college completion was on the agenda, but will be examined later.

Kara Becker was recognized to share information on the Interdisciplinary Learning Community (ILC). Kara reported that the group met last week to examine the student showcase process. A handout was distributed to provide updates regarding the student showcase and the showcase registration process. A handout was also distributed communicating the Lunch and Learn program. Kara and Scott Taylor will present on the Emporium Model of teaching on April 13, 2012.

Dr. Brauer reported that most have responded to the CCSSE emails but others still need to respond. Please respond so the schedule can be established as soon as possible.

Adjournment

No further business to discuss, Kevin Reid moved the meeting adjourn and Randy Owens seconded the motion. The meeting adjourned at 2:50 p.m.

Respectfully submitted,

Malinda S. Hudson for
Larry Tutt, Secretary

LT/msh