

Faculty Assembly
Thursday, September 16, 2021 at 2:30pm
LOCATION: KEPLER THEATER/ZOOM

Faculty Only Meeting:

- I. Approval of April 2021 minutes – Faculty Approved the April minutes by a unanimous vote.

- II. Chair's Report:
 - A. Welcome new faculty! Professor Ryan announced new faculty members.
BSSB Division: Dr. Robin Witmer-Kline
EM Division: Andrew Bumstead and Jeffrey Schramm
HS Division: Kathy Fike

 - B. Fall Enrollment update: Fall enrollment is down 2.9% this semester. Prof. Ryan discussed that this is part of a downward trend in the last five years.

 - C. Board of Trustees – Past meetings (since our last Faculty Assembly on April 15)
Tuesday, April 20 ACTION ITEMS:
 1. Revision of FY 22 Student and Community Fee Schedule
 2. Salary and Salary Scale adjustments FY22
 3. Staff Reclassifications for FY22
 4. Pay Rate Schedule for Temporary and Grant-funded Positions & Stipends FY22
 - Tuesday, May 18 ACTION ITEMS:
 1. Faculty Emeritus – Terri Bidle and Joan Johnson
 2. Children's Learning Center Accredited Operator – Little Jack's Corner
 3. Draft Plan and Operating Budget for FY22
 - Tuesday, June 8 ACTION ITEMS:
 1. Plan and Operating Budget FY22
 2. Finalize Board Meeting Dates FY22
 - Next Board meeting: Tuesday, September 21
 3. Board of Trustees dates for FY-22: September 21, October 19, November 16. December 21, January 18, February 15, March 15, April 19, May 24, June 14 (no meetings in July and August)
 4. Board wants to see faculty at the meetings, particularly when there is some accomplishment to present. Let Faculty Chairman Ryan know if you have something to offer or a reason to participate.

 - D. Faculty Retreat with Dr. Klauber was on August 23: Professor Ryan
Faculty retreat was well documented by Ed Sigler and Rebecca Westmeyer. Professor Westmeyer has offered to share these notes. Faculty may be interested to know that the recently adopted Intellectual Property policy will now be reviewed by outside legal counsel.

 - E. Annual Review and Professional Development Plan (ARPD) A Committee is being formed to review the document. Interested faculty should sign up for the committee: <https://forms.gle/YeTpByHkFDNNwmmmy6>

 - F. Promotion and Tenure
 - Timeline sent with agenda
 - Link to sign up for peer review: <https://forms.gle/fTyrmPIXf92g1yETA>

 - G. Upward evaluations of Directors
 - Charge proposed—May 2021 Governance Council
 - Tabled to September 2021 Governance Council

H. Governance Council – The Governance Council will meet on Friday, September 24 at 2:00pm

I. Vaccine Incentive – verify in Kronos-- \$500 will be added to your October 8, 2021 paycheck

- Instructions to verify vaccination sent with agenda – faculty need to register and submit their Covid vaccine cards in Kronos to be eligible for the bonus.

J. Title III Grant Update: The College is still waiting to hear whether they received the Title III grant.

K. Pay schedule: Please see the Agenda for pay scale adjustments. For 10-month employees paid on a 10-month cycle, there is a gap between pay periods between December and January that may need consideration.

L. Advising Training: The Advising Training Schedule is as follows:

Friday, September 17th – New and Current Student Process – 9:30am-11:30am

Friday, September 17th – The Technology Dimension – 1:30pm-3:30pm

Tuesday, September 21st – The Technology Dimension – 2:30pm-4:30pm

Friday, September 24th – Programs and Advising Best Practices – 9:30am-11:30am

Friday, September 24th – Transfer and the Transfer Process – 1:30pm-3:30pm (**LEVEL 2 TRAINING)

Tuesday, September 28th – Records, FERPA, and Maxient – 2:30pm-4:30pm (Chris Baer and Jaime Bachtell)

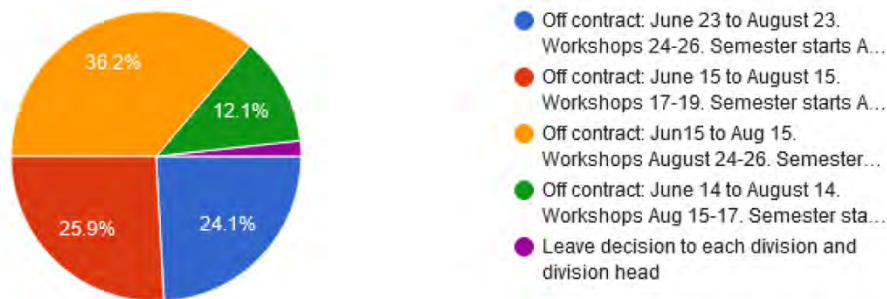
Friday, October 1st - Programs and Advising Best Practices – 9:30am-11:30am

Friday, October 1st – Financial Aid and Finance – 1:30pm-3:30pm (**LEVEL 2 TRAINING)

M. The proposed schedule for 2022/2023 would align with the WCSD schedule. The spring semester would start after MLK day in January. Board may approve this schedule in October. Chair Ryan presented the results of a faculty survey regarding off-contract time and semester start dates.

Off-contract time and Semester start date

58 responses



N. Professor Olu Bamiduro volunteered to assume the role of HCC faculty representation for the AFACCT organization.

O. PIE office emailed a “PACE” climate survey to the faculty and staff. Many faculty members shared that they had not seen it. It was sent by NC State University’s Belk Center for Community College Leadership and Research. PIE hopes to use the survey results in the development of the five-year plan.

P. The Long Term Strategic Plan development project involves many from faculty and staff. Subcommittee meetings are being held regularly. Dr. Klauber aims to reduce the strategic plan from 25 pages to 5 pages.

Q. Chair Ryan showed the communication provided by the college regarding COVID protocol. He recommended that this topic be created as a charge for the Campus Safety and Security Committee.

COVID Response Information

COVID Response

Sent: Monday, August 30, 2021 11:38 AM

To: allstudents@student.hagerstowncc.edu; All

Good Morning Students, Faculty & Staff

Welcome Back to Campus, we hope you have a great first day of fall classes at HCC.

As our pandemic response continues to evolve we have updated a few of our processes and procedures on campus to help work through any questions and concerns you might have regarding exposures, testing and quarantine periods. Our biggest difference this semester is that we do have more people vaccinated and we hope to continue to provide opportunities for all students and staff to be vaccinated and help protect them from getting sick. As our numbers of COVID cases have recently increased within Washington County, we recognize that our HCC community will be at risk of exposures. We want to provide you as much assistance as possible so we have set up a direct email for all students and students to communicate with our COVID Response team.

covidresponse@hagerstowncc.edu

This email will be monitored regularly Monday-Friday 8:30am-4:30pm and periodically on evenings and weekends

Students –

If you have been exposed, tested positive or have symptoms of COVID – Please email the COVID Response team at the address above. We will respond and provide guidelines on next steps or recommendations based on your vaccination status.

Faculty & Staff –

If you or a student or staff member in your area have been exposed, tested positive or have symptoms of COVID – Please email the COVID Response team at the address above. We will respond and provide guidelines on next steps or recommendations based on your vaccination status.

As always, Please make sure to wear your mask indoors and around other people. If you are sick – STAY HOME.

We appreciate everyone's patience and assistance as we move forward through the fall semester.
Let's all do our part to help keep each other stay safe and Healthy.

Thank You
HCC COVID Response Team

III. Announcements

- A. Campus Book: Prof. Drumgoole requested that interested faculty email her if they'd like to join the campus book committee that will be headed by Dr. Klauber. This year's campus book will be 'This I Believe, The Personal Philosophies of Remarkable Men and Women, edited by Jay Allison and Dan Gediman.**
- B. Phi Theta Kappa: Prof. Szczesniak announced that she would be stepping down as PTK Advisor. The position will be open to interested faculty and comes with a stipend.**

III. Fletcher Center Report—Linda Cornwell. There will be refreshments in the Fletcher Center following today's meeting.

IV. Committees: No Committees have met. Governance will meet September 24.

- A. Teaching and Learning— co-chair**
 - B. Faculty Affairs – co-chair**
 - C. Academic Standards co-chair**
 - D. Student Affairs – co-chair**
 - E. Admin & IT – co-chair**
 - F. Institutional Assessment – co-chair**
-
- G. Campus Safety – co-chair**
 - H. Curriculum – co-chair**

V. Other matters – No other matters were discussed.

VI. Announcements/ Questions/ Feedback

- A. HCC 75th Anniversary Welcome Back Bash
Thursday, Sept. 23, 11:30 a.m. – 2:30 p.m., Student Center**
- B. Waynesboro library virtual trivia games, Saturday September 25**

C. STEAM Fest on campus, October 23

VII. Adjournment: There being no further business, the meeting adjourned at 3:35 p.m.

NEXT ASSEMBLY: THURSDAY, OCTOBER 21 at 2:30pm