

## Faculty Assembly September 21, 2023

68 Faculty in Attendance, BSH 114

Meeting Called to Order at 2:33pm

### I. Remarks from President Dr. James Klauber

Dr. Klauber shared an update from the MACC (Maryland Association of Community Colleges). The MACC is currently evaluating the requirements for student entry into college-level courses. There is interest from the MACC to lower the GPA for entrance into college-level courses to 2.6. The current GPA standard for college-level readiness is 3.0. Dr. Klauber explained to faculty that he attended a MACC presidents' meeting last week and has expressed opposition to this lower standard. He has voted to keep the current standard of 3.0 in place. Dr. Klauber believes the 3.0 GPA requirement will be upheld in the next version of the CCR (College and Career Readiness) Standard, distributed by the Maryland Department of Education. As such, HCC will uphold the 3.0 GPA requirement for college-readiness for this year and next.

Dr. Klauber briefly discussed outside employment forms. According to the Faculty Guidebook, faculty are required to submit outside employment forms if the faculty member maintains employment external to HCC. He expects faculty to prioritize their full-time positions and commitments at HCC.

Dr. Klauber responded to the list of questions that had been submitted prior to the meeting.

- Regarding upward evaluations: timeline and privacy of responses. The upward evaluation forms are available now in Kronos. Submissions will be accepted until September 29<sup>th</sup>. Dr. Klauber reiterated the evaluations are anonymous. He also stated the evaluations will be used as a tool for identifying and implementing improvement, and assured faculty that supervisors will not be fired because of comments left on the evaluation. The evaluations may be used to provide constructive feedback and praise. Dr. Klauber suggested if faculty believe there are significant issues with a supervisor, those concerns should be taken directly to Human Resources.
- Regarding the status of revising the Shared Governance system: Dr. Klauber explained the first item required in order to make revisions is a charge to do so. Dr. Klauber explained Dr. Carlee Ranalli is open to reviewing the Shared Governance system, however Dr. Klauber explained the process of review will need to be conducted expeditiously- start in January, 2024 and be finished by May, 2024. He noted that overall, he is conflicted by the current Shared Governance processes. Dr. Klauber discussed with the Board the procedure for appointing chairs and co-chairs to Shared Governance committees. He reiterated to faculty that according to Shared Governance documents, the faculty assembly appoints faculty co-chairs to Shared Governance committees. There was collective discussion regarding this topic, as faculty sought to clarify conflicting information that had been previously received from Dr. Ranalli. Dr. Klauber made clear it is the responsibility of the Faculty Assembly to appoint faculty co-chairs to Shared Governance committees. He also noted it is the responsibility of the faculty co-chair to equally share the workload (with the administrative co-chair) for carrying-out activities of the committee, which includes calling the committee to meet. Dr. Klauber reminded faculty there should be adequate representation from all divisions on Shared Governance committees.
- Regarding the criteria for promotion and the possibility of reviewing/revising the promotion requirements to advance in rank: Dr. Klauber stated he is not in support of reviewing or amending the current criteria for promotion. He noted the faculty ranking system is similar to that of military personnel. Early ranks are for those who are early in their career, working toward operational and personal accomplishments. Dr. Klauber indicated those who reach Associate rank and who are pursuant of full Professor rank, are those who should be gaining experience and developing expertise in their chosen field, and he noted these individuals set the stride of leadership. Dr. Klauber reminded faculty that a measure of sacrifice is required to reach goals. He

also noted the recently-updated (increased) tuition reimbursement/professional development benefits.

- Regarding potential revisions to intellectual property rights: Dr. Klauber explained a review of the Intellectual Property policy was recently conducted. The college consulted with a copywrite/trademark lawyer through the policy review process. The current policy was adopted February 15,2022. The Board reviews policy in a 5-year cycle. In that, the Intellectual Property policy will be reviewed again in 2027. Dr. Klauber encouraged faculty who may have questions about the policy to consult with college legal counsel, Jamie Cannon.
- Regarding faculty use of sick time: Dr. Klauber referred to the Academic Affairs Faculty Guidebook to provide the specific language and expectations for faculty to report and take sick time. Discussion evolved on this topic. Faculty sought clarification on the appropriate use of sick time, given the varied schedules faculty maintain. Dr. Klauber noted that if a faculty member cannot meet college commitments/ fulfill work duties, sick leave must be taken. Interim VPASS Schoenenberger noted: It is the Division Director's responsibility to identify a substitute if a faculty member is sick and cannot fulfill a teaching commitment. Dr. Klauber explained that faculty are paid for 37.5 hours of work per week, and faculty are non-exempt employees. Additionally, Dr. Klauber stated faculty should refer to the Faculty Guidebook [page 9] to review the minimum number of hours that faculty should be spending on each assigned duty (i.e. teaching, college service, professional development). Dr. Klauber noted the pathway to change in policy begins with taking an issue to the Board.

## **II. Remarks from Jennifer Childs, Executive Director of Human Resources & Campus Safety**

Jennifer Childs responded to the list of questions that had been submitted prior to the meeting.

- Regarding the number of days required for faculty to be physically present on campus: Jennifer reiterated that faculty are compensated for a 37.5 hour work week. The college expects all faculty to uphold commitments. It was noted during the meeting the discrepancy between the Faculty Guidebook outline of workweek commitments, based on 40 hours, rather than 37.5 hours. Jennifer stated the attendance policies outlined in the Faculty Guidebook are many years old and she stated the current policies may need to be revised. She stated that faculty attendance on campus may have safety implications- administration needs to know who is physically on campus if there is an emergency. Further discussion evolved.
  - Faculty concerns were brought forward regarding:
    - The level of professional courtesy offered to faculty
    - The importance of being physically present on campus for 37.5 (or 40) hours per week versus faculty carrying-out the commitment of meeting student needs whilst fulfilling other college-related duties, as necessary
    - The Faculty Guidebook does not specify the hours of day in which college duties should be fulfilled (i.e. a traditional 8:30AM-4:30PM work day). It was noted that in the past, there was a policy that if faculty taught an evening class, they could be excused early from work on Friday.

Following the discussion on this topic, Jennifer's summation was that faculty are professionals and are expected to work 37.5 hours per week. It is not currently expected that faculty be physically present on campus on Fridays, unless there is a face-to-face commitment. Faculty should consult with their Division Director to arrange coverage if they cannot carry-out work duties. Jennifer re-iterated sick time documentation must be made in Kronos for any time that faculty are unavailable to fulfill work obligations.

- Regarding the current overload pay structure/system: Jennifer noted that she is happy to review the current overload pay structure/system. She will investigate current policies among other

MACC institutions regarding overload, course caps, partial pay, etc. and determine how the system at HCC aligns with other institutions. She stated will initiate the investigation and will report back on findings.

- Questions were brought forward to Jennifer regarding HCC-sponsored insurance coverage of COVID and flu immunizations. A few faculty members noted that insurance coverage of these immunizations was being denied in Pennsylvania and West Virginia. She stated will investigate and rectify issues.

### **III. Remarks from Dawn Schoenenberger, Interim Vice President of Academic Affairs and Student Services**

Interim VP Schoenenberger responded to the list of questions that had been submitted prior to the meeting.

- Regarding faculty workload: Interim VP Schoenenberger confirmed all the expectations of faculty workload are outlined in the Faculty Guidebook. Interim VP Schoenenberger acknowledged this year has been challenging for faculty because of Kirwan, and noted she is willing to review faculty work duties after the completion of the first full year of the Kirwan roll-out. Interim VP Schoenenberger stated she believes duties should be evaluated and re-prioritized.
- Regarding the trust relationship between Interim VPASS and faculty: Interim VP Schoenenberger explained the ways she will build trust with faculty: continue to be transparent, be timely in responses, and provide results. She noted she strongly believes in building strong trust relationships and is open and willing to listening to the needs of faculty. She noted she has worked diligently over the last few months to make positive changes. Interim VP Schoenenberger provided examples of some changes/implementations that have been made: restructuring of the PTK alternative assignment, approval of other alternative assignments to align faculty with the college-service work they're doing.
- Regarding under-loaded faculty: Interim VP explained she is currently in the process of developing alternative assignments that support the college. She asked that faculty communicate with her if there are challenges with meeting load, or if faculty identify conflicts with meeting load (staff/administrators teaching courses which could be taught by under-loaded FT faculty).
- Regarding the question of who determines lead faculty: Interim VP Schoenenberger stated she is in the process of clarifying the responsibilities of faculty, lead faculty, and program coordinators. She noted that the duties/expectations of all three tiers should be examined. She acknowledged program coordinator positions (duties/responsibilities) will soon be going through review through the Shared Governance process.
- A faculty question was posed to Interim VP Schoenenberger during the meeting- will there be faculty training for Shared Governance processes? To which she replied- yes. Dr. Ranalli should offer training on Shared Governance processes if the faculty so desire it.

### **Faculty Only Meeting:**

#### **IV. Approval of the April, 2023 meeting minutes**

- a. Sean Wynkoop 1<sup>st</sup>; Jim Pierre 2<sup>nd</sup>; unanimously approved

#### **V. Committee Reports**

The faculty discussed the appointment of faculty co-chairs for Shared Governance Committees. Based on the directive of Dr. Klauber at the start of the meeting, faculty agreed to appoint new/reaffirm faculty co-chairs for each Shared Governance committee.

- a. **Teaching and Learning** - new co-chair Robin Witmer-Kline
- b. **Faculty Affairs** – co-chair Lore Kuehnert
- c. **Academic Standards** - co-chair Amanda Miller
- d. **Student Affairs** – co-chair Alicia Henson
  - a. The committee met on 9/14/23. The committee has been working on edits to policy 5032. With the proposed edits, current policy 4042 (Anti-Discrimination Policy) is being proposed for elimination. The amended policy 5032 contains updated, more-inclusive language. The proposal will be sent to the Board for approval in October.
- e. **Admin & IT** – new co-chair Greg Betz
- f. **Institutional Assessment** – co-chair Tanda Emanuel
- g. **Campus Safety** – new co-chair Margaret Yaukey
- h. **Curriculum** – new co-chair Olu Bamiduro

## VI. Chair's Report

- a. Enrollment update
  - Enrollment is up 67%
- b. Academic Council Update
  - From Enrollment and Student Services Council: undergoing current review of enrollment pipeline. It has been noted that more registration staff may be needed to meet student needs.

## VII. New Business

- a. Writing Across the Curriculum Upcoming Workshop
  - Sean Wynkoop discussed W.A.C.'s upcoming October workshop. Email invites will be sent to all faculty.
- b. Faculty Reviewers for Promotion Process
  - Eric Schwartz put a call out for faculty volunteers who are willing to serve as peer reviewers for this year's faculty promotion process. Dr. Renninger will be assigning peer reviewers. Volunteers at Assistant Professor rank or higher were requested. Megan Dayhoff will collect faculty volunteer names and forward them to Dr. Renninger.
- c. AFACCT and Adjunct Participation
  - Olu Bamiduro discussed with faculty his desire to have more adjunct participation in the Association of Faculty for Advancement of Community College Teaching (AFACCT).
  - A motion was put forth to support adjunct faculty in AFACCT participation.
    - **Motion: For HCC to pay for adjunct participation at the AFACCT conference.**

- Motioned: Olu Bamiduro; 2<sup>nd</sup> Liz Hadley, unanimously approved
- d. Collective Bargaining Discussion
  - Collective bargaining was discussed.
- e. Campus Book Discussion
  - Alicia Drumgoole noted the Campus Book event will be held in the fall semester this year (Fall 2024). More information is forthcoming.

**VIII. Questions/Comments/Feedback**

- a. DJ Madron announced there is a meeting of the Shared Governance Council tomorrow, September 22<sup>nd</sup>. He was invited to present the Diversity, Equity, and Inclusion committee as a formal Shared Governance Committee.
  - A motion was put forth to review the roles of the Shared Governance committees.
    - ***Motion: Re-evaluate shared governance committees and their roles so the topic can go to shared governance council tomorrow.***
    - Motioned; DJ Madron; 2<sup>nd</sup> Alicia Drumgoole; unanimously approved.
  - Faculty engaged in discussion regarding the Shared Governance review of charges and documentation.

**IX. Adjournment at 4:09 PM**

**X. Next meeting Thursday 10/19/2023 2:30 PM in person**