

Faculty Assembly March 21, 2024

64 Faculty in Attendance, BSH 114

Meeting Called to Order at 2:32pm

I. Remarks from President Dr. James Klauber

Dr. Klauber remarked on the Cade formula budget cuts that will impact HCC. In all, HCC will receive about \$300k less in state funding. Dr. Klauber noted a budget had been developed and approved in anticipation of having a larger cut, so the plan is to move forward with planned projects. Dr. Klauber also shared with faculty that the Board of Trustees voted and approved a 6% pay increase for the next fiscal year. There may be increased costs associated with health insurance policies, although he is hopeful those increases will not be substantial.

For the faculty who have offices in the ATC, Dr. Klauber explained there is not yet an official date that offices will be moved. Instead, he asked that faculty whose offices are located in the ATC work with their division director to identify the most convenient date (for the faculty member) to relocate.

The search for the VPAASS has been narrowed to four candidates, and Dr. Klauber noted interviews are ongoing this week. Once finalists have been identified, HR will arrange a campus-wide meeting with the finalists. Questions can be submitted ahead of time to HR. More information will be sent nearer that time. Dr. Klauber offered clarification on the topic of hiring adjunct instructors who may be located outside of the geographic region (geographic region includes: Maryland, Pennsylvania, West Virginia, Virginia, Delaware, and D.C.). Insurance coverage is a state-governed entity. The insurance carrier that HCC has adopted will not provide coverage to individuals who live outside of the geographic region. Hence, applicants for adjunct positions who live outside the geographic region are not considered.

Dr. Klauber offered brief remarks regarding IT security. He anticipates there will be upcoming policies related to IT security. Restrictions that have been imposed to block access to HCC systems while individuals are out of the country have been made in order to protect the integrity of the system.

Lastly, Dr. Klauber remarked on the buckets hanging from the trees in the wooded area behind campus. Workforce Solutions & Continuing Education is now offering bee keeping courses. The buckets are bee swarm traps, and have been placed in the trees in an effort to catch a swarm of bees that can be moved to a hive.

II. Fletcher Center Update from Linda Cornwell

Linda asked the faculty body for input regarding the topics for the upcoming faculty development and other ways to spend time together. Topics that were suggested include:

- A tree & bee event
- Meditation
- D2L question banks
- An end of the year event for employees
- Leadership training for program coordinators
- A Blueprint- MOU Information session
- Faculty Best Practices- SLOA
- DEI sharing event, language on syllabi, inclusiveness
- Classroom Management
- Faculty-lead QM certification process sharing

- Inclusive Access information

Faculty Only Meeting:

III. Approval of the February, 2024 meeting minutes

- a. Sean Wynkoop 1st; Ed Bass 2nd; unanimously approved

IV. Committee Reports

- a. **Teaching and Learning** - co-chair Robin Witmer-Kline
 - a. No report. The committee will meet on 3/28/24.
- b. **Faculty Affairs** – co-chair Lore Kuehnert
 - a. The committee has continued their work on program coordinator and lead faculty descriptions. A survey was sent from the committee to all program coordinators. Lore asked that coordinators please submit survey responses ASAP as responses will be reviewed at the next meeting. A question was posed to Lore if the committee had been taking input from lead faculty. Lore explained the survey was only sent to program coordinators, but that lead faculty input is welcomed. Lead faculty interested in completing the survey were encouraged to communicate with Lore.
- c. **Academic Standards** - co-chair Amanda Miller
 - a. The committee has continued to work on the policy related to repeat courses.
- d. **Student Affairs** – co-chair Alicia Henson
 - a. No report. The committee will meet on 3/28/24.
- e. **Admin & IT** –co-chair Greg Betz
 - a. The committee has continued to review policies that are due in cycle.
- f. **Institutional Assessment** – co-chair Tanda Emanuel
 - a. At last month's meeting, the committee brainstormed ideas to assess non-academic areas on campus. The committee will meet on 3/28/24.
- g. **Campus Safety** –co-chair Margaret Yaukey
 - a. James Niessner provided the report. The committee has continued work on the lab safety and chemical plans. During the F.A. meeting, it was noted that it may be beneficial to have science faculty representation on the committee as a topic of review pertains to lab safety. The committee meets on the 4th Thursday of the month in the LRC. It was noted that any faculty member can attend shared governance meetings, although they are ineligible to vote on topics unless they are a member of the committee.
- h. **Curriculum** –co-chair Olu Bamiduro
 - a. No report. The committee will meet on 3/22/24.

V. Chair's Report

- a. Academic Council Update
 - There is an increased emphasis on QM certification. Faculty have been encouraged to participate in available training.
- b. There is a checklist feature now available in Kronos that depicts mandatory trainings which faculty must complete within one year of being hired.
- c. Board of Trustees
 - Eric shared with the faculty there are two newly-adopted policies that pertain to IT security. More information pertaining to these policies will be provided to faculty during May workshops.

VI. New Business

- a. Faculty Assembly Executive Officer Positions
 - Eric encouraged anyone who is interested in serving as F.A. officer reach out for additional information.
 - Eric noted he would be willing to serve another term if no one volunteers to run for the Chair position. Megan noted she is not willing to serve for an additional term as secretary.
 - Following discussion on the topic, the faculty body agreed to have nominations for officer positions submitted to Megan by Friday April 5th. Megan will communicate directly with nominated individuals to confirm their interest in running for the officer for position.
 - Voting for all officer positions will take place at the April, 2024 Faculty Assembly meeting.
- b. Outstanding Faculty of the Year
 - The faculty discussed the nomination process for outstanding faculty member of the year. It was collectively decided that nominations for outstanding faculty of the year would also be submitted to Megan by Friday April 5th, to include a short bio of the nominated faculty.
 - Megan will communicate directly with the nominees to confirm their nomination and will compile the bios. Megan will submit the bios to the full faculty body in preparation for vote at the April, 2024 meeting.
- c. Faculty Assembly Constitution- Alicia Drumgoole
 - Alicia noted she is still interested in forming a small, internal F.A. group to review the current Faculty Assembly constitution. She asked faculty to consider participating. She is hopeful to have a group formed to begin the review process in May. Alicia encouraged anyone who is interested to contact her via email.
- d. Update on Middle States- Kate Benchoff
 - Kate explained there is a steering committee meeting scheduled for 3/22/2024. Work has been ongoing to draft the chapters of the self-study. Kate noted that HCC has been assigned a team chair who will visit the campus in the fall 2024 semester. The current goal of the self-study working groups is to have a draft of the study completed by 6/1/24 so that the steering committee can review the draft in preparation for the team chair visit.
 - If anyone has questions about the self-study data or process, they are encouraged to contact Kate, Carlee, or Heike.
- e. Campus Book Update- Alicia Drumgoole
 - There is a campus book meeting scheduled for 3/22/24. Alicia explained the book club meeting had low participation with only five attendees.
 - The campus book committee is working with W.A.C. to develop assignments and curriculum to accompany the book. Alicia noted she has a copy of the book she is willing to share with anyone interested in using it for coursework. There are copies of the book available in the library, as well.
 - The author will be coming to campus in late September. Alicia explained that the book committee is hoping to partner with several local organizations for the event- Washington Goes Purple and the Department of Social Services among others.
- f. Nominations for student speakers: Honors Convocation & Commencement
 - Faculty were encouraged to nominate student speakers for both events.
- g. Collective Bargaining Discussion
 - Collective bargaining was discussed.

VII. Questions/Comments/Feedback

- a. A question/request was posed- is it possible for HCC to consolidate privacy statements from outside vendors? QM Certification requires this information to be posted in D2L. A suggestion was made that HCC create a link that could be included/embedded into D2L course shells.
- b. A point of clarification was requested regarding the Outstanding Faculty of the Year criteria that had previously been emailed to faculty from Eric. A few faculty members voiced disagreement over the length of service requirement that was listed in the details sent.
 - Eric will verify the criteria.

VIII. Adjournment at 3:24 PM

IX. Next meeting Thursday 4/18/24 2:30 PM in person