

**Draft**  
**Faculty Senate Meeting**  
**Southwest Tennessee Community College**  
**Hospitality Room, Farris, Macon Campus 3 p.m.**  
**Minutes**

February 1, 2005

A. Call to Order and Roll Call

The meeting was called to order at 3:00 p.m. on February 1, 2005 by S. Haley.

The following Senators were present for roll call:

S. Haley, M. Bodayla, D. Branch, L. Smith, V. Cook, V. Gray, J. Redmond, D. Railston, S. Dunn, L. Smart, B. Turner, D. Smith, L. Pope, L. Peoples, C. Crabtree, R. Schlichter, M. Cutler, C. Wagner, M. Beloate, T. Campbell, C. McKinney, T. McColgan, B. Drake, L. Regan.

The following Senators were absent:

G. Spencer, D. Boland

The following proxies were submitted:

R. Magtoto, J. Pritchard

B. Reading and Approval of Minutes

The minutes were approved as written.

C. Reports from Senate Officers and Senate Committees

1. Senate Executive Committee

- a. Senate Committee Liaison (Miller) – No report
- b. Curriculum Committee Liaison (McKinney) – No report
- c. Scholarship Committee Liaison (L. Smith) – No report

2. Academic Matters Committee (S. Dunn)

S. Dunn presented the Academic Matters Report addressing faculty committee assignments. L. Smart moved that the committee report be accepted. C. Crabtree seconded the motion which passed.

Under I. A., C. Wagner questioned why a faculty is required to serve on a committee. S. Dunn explained that when the committee researched this issue all divisions of the college require membership on committees but there is a wide variance in each area. To eliminate this variance, the Academic Matters Committee recommended everyone serve on one committee. After discussion, L. Smart moved that in statement I. A. the following change should be made. "A Faculty member should be encouraged to serve on at least one Standing Committee. . . ." D. Branch seconded the motion which passed.

Item I. B. was also a concern. Faculty Senators felt serving on the Senate should count as serving on a committee. A motion was made to remove I. B. from the document. The motion passed.

3. Grade Appeals Committee (Shaw) – No report
4. Faculty Handbook Committee (D. Smith) – No report
5. Faculty Development and Evaluation Committee (Singleton) – No report
6. Faculty Welfare Committee (C. Berry)

S. Haley presented the Department Chair Evaluation Form developed by the Faculty Welfare Committee. The report was accepted. Discussion followed. Is there a place for totals? S. Haley reported there is not. L. Regan recommended the document be shown to faculty if possible. After discussion, C. McKinney moved the Department Chair Evaluation Form be forwarded as submitted by the committee to Dr. Miller. L. Smart seconded the motion, which passed.

7. Senate Scholarship Committee – No report.

The following are College Standing Committees with specific Senate Relationships:

8. Curriculum Committee – No report
9. Promotion and Tenure Committee – No report
10. Readmission Appeals Committee – No report

#### D. Unfinished Business:

1. Salary Equity Update – L. Smith  
L. Smith reported that the Salary Equity Committee is not meeting anymore. The Ad Hoc Merit Pay Committee will begin looking at merit pay issues.

2. Math Issue Update – M. Beloate  
M. Beloate reported that Dr. Miller has turned over issues with the “I Can Learn” program to Dr. Shotwell, who is responsible for determining what if anything will be done.

M. Beloate also reported that as a result of the Salary Equity Study, it was identified that there were differences in the salary of developmental math and regular math faculty who had the same credentials. The issue has been resolved and M. Beloate thanked the Senate and Administration for the quick resolution.

3. Marketing Update – J. Redmond  
J. Redmond reported that enrollment is still down in the technology area for Spring, 2005. Program Coordinators are developing active plans to help with marketing the programs. Two areas addressed by Senators as good marketing tools not currently being used are the printed schedules and the parking sticker for the bumper.
4. Faculty Web Site Update – J. Redmond  
S. Haley asked for a volunteer to coordinate information for the Faculty Web site. There were no volunteers.
5. Traffic Information Update – S. Haley – No report

#### E. New Business:

1. Report from Vice President of Finance - Dr. Dhingra  
Dr. Dhingra presented a power point presentation to update the Senate on current issues at Southwest Tennessee Community College. The presentation can be viewed at:  
<http://internal.southwest.tn.edu/Financial%20Administration/Forms/AllItems.htm>
  - Salary Equity  
82% of STCC employees received raises as result of the Salary Equity Study. Several issues need to be addressed for the future.

- Going forward we need to look at salary schedules competitive with peer group institutions. This is targeted for July, 2005. A peer list has been developed for all state community colleges. From our peer group we can analyze data, compare salaries for future salary schedules, etc.
  - Provide for salaries that recognize individual performance beginning July, 2005 with a merit pay system in place by July, 2006.
  - Maintain a responsible approach for compensation that recognizes Southwest Tennessee Community College's ability to pay.
- New Campus  
Money was approved in the Governor's Budget to purchase land for a new campus at Shelby Drive and I-385. A planning team has been established. Money has also been added to the budget for an Administration Building and Library for the Macon Campus.
- Purchase of New Property at Union  
Properties being looked at for the Union Campus are 690 Linden Avenue, the Nextel Air Property on Walnut and the property across the street from Nextel.
- Campus Entries and Beautification Projects  
An Engineer has been contracted to design a new main entrance to the Macon Campus and 2 new entries on the Union Campus. The lake at Macon will also be enhanced.
- SCT Banner System  
Will be implemented shortly. It is a management system to help the institution make better decisions.
- Wireless Network  
Will be added to various sites on the Union and Macon campus soon.
- Surveillance System  
Cameras have been installed at Union and the contract should be awarded shortly for Macon to install a surveillance system.
- 911 Enhancement Project  
When 911 is called the specific location of the caller on the Southwest Tennessee Community College campus will be shown. Currently the Macon address shows up regardless of where the person is located.
- College Debit Card  
Will be used for door entry, money as well as many other things. Door access cards have been placed on hold in favor of the college debit card which can do multiple things.
- Search Update  
VP of Student Service and Enrollment Management – Fill by June, 2005  
Executive Director Of Human Resources – Fill by June, 2005  
Director of Training and Development
- Building E, Union Campus  
Will be renovated for Middle College High School. Cost is approximately \$275,000 with TBR paying about \$190,000.

Dr. Dhingra asked for additional suggestions for project be emailed to Nat Parker and copied to him.

2. Ad Hoc Merit Pay Committee – S. Haley  
S. Haley reported that T. McColgan has agreed to chair the committee. K. Singleton will also meet with the committee. The members of the committee who volunteered are: Clair Berry, Lillie M. Jackson, Loretta McBride, Clementee Whaley, Lillie Lewis, Dagny Wright, Tamara McColgan, Anne Mitchell-Hinton, Osborne Burks. The committee needs to have something to forward by July.
3. Faculty Awards – M. Bodayla  
M. Bodayla will email information to the senators about the Faculty Awards and request comments.
4. Faculty Senate Elections – L. Smith  
L. Smith will email information about faculty elections as well as the timeline to senators.
5. Other issues  
The following issues were brought up by Senators for future discussion.
  - Registration assignments. Could they be reduced from 3 to 2?
  - LDA – Does anyone have problems with the short turn around time on LDA's?
  - Advisees. Is there a standard number of advisees for each faculty? If so, what is it?
  - Why is there so much time between the date grades are due for spring (May 9<sup>th</sup>) and graduation (May 14<sup>th</sup>)? This really give faculty little time before summer school.
  - Overload pay. Southwest Tennessee Community College is still below other TBR schools for overload pay. This needs to be addressed.
  - Spring semester registration had many students wanting to register for classes but there were not enough sections of some classes open. Why not, especially if our numbers are down?

F. Adjournment

The meeting was adjourned at 5:00 p.m.

\*Senate Sharepoint Web Site: <http://internal.southwest.tn.edu/fac-senate/>

**2004-2005 Senate**

President: Steve Haley shaley 5635 \_\_x\_\_

**Division Senators:**

**Division Senators of Liberal Studies and Education - Five Seats.** Roll  
(Developmental Studies, Education, Fine Arts/Language and Literature, Social and Behavioral Science/Criminal Justice)

Mary Ann Bodayla (1yr)	mbodayla	Social Behav. Sci./Crim. Just.	5197__x__
Doug Branch (1yr)	dbranch	Fine Arts/Lang. and Lit.	4483__x__
Lilliette Smith (1yr)	ljsmith	Social Behav. Sci./Crim. Just.	4125__x__
Vava Cook (2yrs)	vcook	Education	4648__x__
Victoria Gray (2yrs)	vgray	Social Behav. Sci./Crim. Just.	4678__x__

**Division Senators of Business, Career Studies and Technology - Five Seats.**

(Accountancy/Office Adm./Career Studies, Business Adm. and Paralegal Studies, Information Tech/Graphic Arts, Engineering Tech., Industrial and Environ. Tech.)

Jerry Redmond (1yr)	jredmond	Information Tech., Graph. Arts.	4410__x__
Gary Spencer (1yr)	gspencer	Engineering Tech.	4404__absent__
Dale Railston (1yr)	drailston	Indus & Environ Technologies	4152__x__
Sarah Dunn (2yrs)	sdunn	Information Tech., Programming	4152__x__
Lee Smart (2yrs)	lsmart	Accountancy/ Office Adm.	6025__x__

**Division Senators of Math, Natural Sciences, & Health Sciences - Four Seats.**

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner (1yr)	wturner	Mathematics	6023__x__
Doug Smith (2yrs)	dsmith	Natural Sciences	5128__x__
Linda Pope (2yrs)	lpope	Allied Health	5056__x__
Roma Magtoto (1yr)	rmagtoto	Nursing	5435_Proxy__

**Department Senators:****Division: Business, Career Studies & Tech.****Departments:**

- a. Accountancy, Office Admin. & Career Studies
- b. Administration & Paralegal Studies
- c. Info. Tech. & Graphic Arts Tech.
- d. Engineering Technologies
- e. Indus & Environ Technologies

Leslie Peeples (1yr)	lpeeples	Accountancy/ Office Adm.	4006__x__
Christy Crabtree (1yr)	ccrabtree	Business Adm. and Paralegal St.	4668__x__
Roger Schlichter (2yrs)	rschlichter	Information Tech./Graphic Arts	4144__x__
Max Cutler (1yr)	mcutler	Engineering Tech.	4166__x__
Carl Wagner (1yr)	cwagner	Industrial and Environ. Tech.	4160__x__

**Division: Liberal Studies & Education****Departments:**

- a. Developmental Studies
- b. Fine Arts, Languages, and Literature
- c. Education
- d. Social & Behavioral Science/ Criminal Justice

Mickey Beloate (2yrs)	mbeloate	Developmental Studies	6015__x__
John Pritchard (2yrs)	jpritchard	Fine Arts/Language and Literature	5645_Proxy__
Toni Campbell (2yrs)	tcampbell	Education.	5353__x__
Clark McKinney (2yrs)	cmckinney	Social Behav. Sci./Crim. Just	4574__x__

**Division: Math, Natural Sciences & Health Sciences**

**Departments:**

- a. Mathematics**
- b. Natural Sciences**
- c. Nursing**
- d. Allied Health**

Tamara McColgan (1yr)	tmccolgan	Mathematics	5530__x____
Bob Drake (1yr)	bdrake	Natural Sciences	4501__x____
Loretta Regan (1yr)	lregan	Nursing	5447__x____
Delores Boland (2yrs)	dboland	Allied Health	5542_absent_

- Senators are exempt from serving on other standing committees.

**Membership of Faculty Senate Committees for 2004-2005**

**ACADEMIC MATTERS:** Sarah Dunn (**Chair**), Clarence Christian, Patsy Fancher, Ron Gephart, Lillie M. Jackson, Pat Keene, Leslie Peeples, Carl Swoboda, Sarah Warrington

**GRADE APPEALS:** Sandy Shaw (**Chair**), Larry Butts, Lisa Fuller, Steve Katz, Virginia Melvin, Sandy Shaw, Dewey Sykes, Mary Vines, Karen Webb

**FACULTY HANDBOOK:** Douglas Smith (**Chair**), Pat Foley, Tracy Freeman, Victoria Gray, Phyllis Porter, Tracy Rusco, Dagny Wright

**FACULTY DEVELOPMENT AND EVALUATION:** Kathy Singleton, (**Chair**), Linda Lipinski (**Assist. Chair**), Mathilda Doorley, Evelyn Little, Ross Land, Loretta Regan, Vicki Robertson, Jane Santi, Donna Toole, Janice Van Dyke, Georgia Whaley, Darius Wilson

**FACULTY WELFARE:** Clair Berry(**Chair**), Kun-San Chang, Vava Cook, Sarah Dunn, Carol Gazik, Liz Lawrence, Megan Murphy, Bridgett Smith, Rita Springer, Robert Tate, Donald Thomas, Lois Washington, Twyla Waters, Clemetee Whaley, Robert Whaley

**(AD HOC) SENATE SCHOLARSHIP COMMITTEE :** to be appointed;

**ELECTION COMMITTEE:**

**The following are College Standing Committees with specific Senate Relationships: (See Constitution.)**

**CURRICULUM COMMITTEE:** liaison to be appointed;

**PROMOTION AND TENURE COMMITTEE:** to be appointed;

**READMISSION APPEALS:** to be appointed;

**(AD HOC) MERIT PAY COMMITTEE:** Tamara McColgan (**Chair**), Clair Berry, Osborne Burks, Lillie M. Jackson, Lillie Lewis, Loretta McBride, Anne Mitchell-Hinton, Clementee Whaley, Dagny Wright.

