

Glenville State College Faculty Senate Meeting Minutes

Date: April 6, 2021 12:25

I. Call to order and Roll.

- President Brian Perkins called to order the Glenville State College Faculty Senate at 12:25 p.m. in MCCC 319 and via conference call.
- Senators present: Brian Perkins, Kevin Evans, Marjorie Stewart, Jonathan Minton, Kandas Queen, Wenwen Du, Duane Chapman, Ken Lang, Maureen Gildein, Tim Konhaus, and John McKinney.

Also in attendance: Gary Morris, Bert Jedamski, and Kristen Tunno-Mullins.

II. Approval of Minutes; Reports

Motion to approve the minutes (as amended based on discussed changes) for March 23, 2021 meeting by Ken Lang; seconded by Marjorie Stewart. All voted; motion approved.

- Reports:
 - President: Brian Perkins: CLC approved the Overload Pay Policy. He forward the policy to Faculty Senate, along with the green card (internal) policy for dealing with international hires. Brian Perkins noted the CLC was ready to approve the shared governance diagram once we approve. Next CLC meeting - April 16.
 - Bert Jedamski – Provided verbal updates: First was on the CARES HEERF II funds related to students. Have already dispersed first round of funds (\$600) to each qualified students. The second round of funds based on hardship applications. Received around 300-400 hardship application from students, which were reviewed by a committee that included Kandas Queen as a faculty representative. The committee met several times and ultimately agreed on a structured approach based on three-four criteria points/categories for awarding funds. The largest dollar category was based on Pell eligibility. Other categories included consideration on housing, outstanding balance, and others points. The Pell eligibility was encouraged by Department of Education to be a priority category, and GSC structured awards accordingly. The results were roughly 260 students selected for awards; some were excluded based on things such as GPA or if they dropped out early. The second round of awards have been processed and are being distributed to students. Still have around \$100,000 that will be deferred to a third round of awards, which might go to help students in need during register to help with hardships. Kevin Evans asked when the funds had to be spent. Bert Jedamski thought we had a year to use the funds, but

government website only showed till end of April to spend the funds. Bert Jedamski and committee worked towards a Plan B for awarding funds if needed, but they were just notified of an extension on fund disbursement within the last few days. Now have up to a year to disperse funds, but Bert Jedamski did not figure it would take that long.

Update on upcoming registration from a finance perspective. Previously, GSC had a policy where students owing less than \$1,000 could still register. In last week's cabinet meeting, it was agreed that GSC will continue that for this semester, but graduating downwards for upcoming semesters. Next year it will only be for amounts less than a \$500 threshold on balance students owe; then to zero on the following AY. Bert Jedamski will send communication out to the campus to inform students. Another thing different will be invoicing students much earlier than in the past. Previously, we have waited until the following fiscal year (July 1st) to send students invoices, which was a long delay between registration and an invoice being sent. This was done to keep the AY billing cycle separate, but there are other ways to accomplish that. Students will be invoiced possibly by May 1st, but no later than May 15. Also, working on being more proactive on collections with the students prior to the semester starting. Stephanie Harper and the Financial Aid department are making sure aspects from their department are being addressed. That way the invoice can more accurately depict the students anticipated aid and show students what they will be responsible for. Bert Jedamski's office will follow up with invoices and other communications to show what students owe, and encourage students to pay balance before the semester starts. This will be more consistent with what our policy states.

Update on the budget, Bert Jedamski noted a lot has been accomplished, but still have more to do. Stated that a first round of review of the non-payroll budgets (operating budgets) has been completed. Bert Jedamski has had individual meetings with each cabinet member and covered each line item. Noted this was step one. The next step involved recirculating those numbers back to each cabinet member with the intent to have more detailed conversations with them and department heads (and others as needed) to refine those numbers. Looked at enrollment with Jason Yeager and his team and continuing to work on that, which is a more difficult budget area to cover in trying to predict where enrollment will fall. It is a complicated process and more time will be required to refine that process, which is one of the greatest drivers of tuition and fees revenue. Discounts and waivers

will be kicking off this week to identify where the budget needs to fall for next year. On April 21 at the BOG meeting, will be presenting a draft preliminary budget, and a time line of when it will be completed over the next month or so to seek BOG approval of the budget. Brian Perkins asked if the BOG had approved the tuition plan for the upcoming year. Kevin Evans noted in the special session BOG approved the online tuition plan, but no tuition change had been proposed to the BOG. Discussion followed with Duane Chapman stating it needed to be looked at two-three years out so recruiting efforts by admission and athletics was not undermined on the amounts they quoted to prospective students. Kevin Evans noted it seemed to be going in that direction, but questioned if we could afford to do so. Duane Chapman asked about the plans in the cabinet notes regarding two new positions and the purchase of two more buses, asked if we are in a position to budget for this. Bert Jedamski stated a typical budgeting process included all the facts be on the table, which he did not feel was the case here. Discussion followed as Bert Jedamski provided an example of the budgeting process: Where you are, where you want to be, what you want (or wish list) and what other requests are desired, and then it becomes a discussion on a prioritization basis. Stated we are not at that process yet. Discussion followed on budget concerns, and noted faith in the accuracy of the upcoming budget. Duane Chapman asked if there had been discussion on a soft budget regarding enrollment budget projections. Bert Jedamski stated that budgets based on the enrollment numbers was something hard to project, and the best way to refine it was to allow more time. Brian Perkins noted the difficulty of making a good guess and suggested having a cushion or buffer. Bert Jedamski stated we need to be able to make adjustment when it becomes apparent we are not going to make the projected budget number. Discussion followed on break even analysis and stress test analysis that was discussed in cabinet. Bert Jedamski noted we need a student population of about fifteen to sixteen hundred for the entire year to break even. Duane Chapman commented on the FTE rating and Bert Jedamski agreed that full-time students help to make money. Brian Perkins invited Bert Jedamski back on May 4.

- Board of Governors Representative: Kevin Evans noted BOG had no meetings, but would meet for two days, Tuesday and Wednesday, in two weeks.
- Advisory Council of Faculty Representative: Marjorie Stewart noted ACF had no meetings, but one was scheduled for Friday afternoon about college and university involvement in globalization efforts. Noted she will give update when gets minutes for that meeting as it conflicts with GSC events.

- Cabinet Notes: March 30th cabinet meeting notes had already been sent. Marjorie Stewart noted Bert Jedamski had covered a lot of what was discussed. Brian Perkins noted again Duane Chapman's concern about the budget for buses versus faculty pay. Discussion followed regarding Student Affairs, SGA president, administration, and faculty regarding diversity at GSC. Maureen Gildein noted this might be a topic for Meet and Confer. Brian Perkins noted it might be a conversation for cabinet, referenced buses again. Gary Morris commented on issues with being down to one bus this week. Marjorie Stewart noted these were just proposals for the budget. Discussion followed with Brian Perkins noting areas to consider using funds to support stipends for chairs or for overload pay if there was extra money. Kevin Evan noted when the budget gets to the BOG it would not be that detailed. Further noted the BOG has been asking questions about funds, and noted GSC cannot afford to increase our debt. Kevin Evans noted he would share concerns with BOG.
- Administrative/Academic Updates (GSC President, GSC VPAA, Others): Gary Morris updated information sent out regarding doing advising and registration for next three semesters by stating this would not happen until Spring 2022. He shared that update with the department heads last week. There were a number of issues with technology, banner, etc. Further noted we should still be scheduling all four years when possible. Once we get used to doing that it will tie in with the efforts by Bert Jedamski and help with budgeting. These numbers will help to make better projections. Gary Morris noted priority registration and how that works as a topic he would like to discuss in upcoming meetings. Kevin Evans questioned when we start getting everyone to register for three semesters how to do we know which ones will not pass and what kind of problems that would cause. Gary Morris remarked we still have that problem now and one possibility would be to have an advising session in the fall. Discussion followed. Duane Chapman noted getting students to preregister was like a psychological contract, but noted issue with students that do not pass and needing advising during the summer when many faculty advisers may not be available. ASC needs to be prepared to fix schedules with students. Gary Morris agreed and noted fall advising was going to be of a different nature than what we have done in the past. Noted the spring scheduling would be the most cumbersome, with the fall advising looking more at risk issues and fine tuning the schedule rather than all classes, and focus on what is needed for spring. Duane Chapman thinks doing all three semesters may not be cumbersome. Discussion followed on the ease and benefits of working further in advance on schedules and how getting students registered will

make it more likely they will return, and noted this will help with teaching loads. Gary Morris noted another thing was faculty contracts and the goal to have done them by end of April, if not before. We are returning to 24 hours for AY for tenured faculty, and 30 hours for lecturers. Gary Morris noted he was still interested in developing a senior lecturer's position that would follow a promotion process. He noted they are working hard and feels they deserve this, but at this time it was still just an idea. Gary Morris congratulated Kandas Queen and Jeremy Keene on their promotion to Associate Professor and tenure. He noted the Promotion and Tenure Committee was not done and that there were other considerations he was taking back to them, but that was all he could say on that point.

III. Old Business:

- Part-time Faculty Handbook – Brian Perkins noted to keep reviewing and see if we have more comments by next meeting.
- Shared Governance Diagram – Brian Perkins noted that CLC had made a couple of changes on the diagram and he had forwarded it on to Senate. Discussed changes from CLC on the diagram. Duane Chapman motioned to approve with noted changes. Kevin Evan seconded. All approved. Motion passed. Brian Perkins will send to CLC.
- Historical Preservation Committee – Jason Gum sent out revised bylaws based on changes suggested by Faculty Senate, which included president appointee, to include folk festival representative, and faculty appointee. Kandas Queen motioned to approve. Marjorie Stewart seconded. Tim Konhaus voted nay. Motion passed.

IV. New Business:

- Advanced Standing Policy – Academic Policy Committee wanted to remove the Advanced Standing section from the catalog. The rationale was that many students are already in dual credit classes and the committee felt this policy was not needed. Kevin Evans commented we were the only institution still doing this, and Gary Morris stated that it was a labor intensive process for the registrar's office. Kandas Queen motioned to approve. Kevin Evans seconded. All approved. Motion passed. Brian Perkins noted it will go on to CLC.
- Overload Procedure & Form – Brian Perkins commented on the form we designed that was updated and being used by AA. Stated some faculty were concerned about the lowest enrollment counting as the overload. Duane Chapman stated do not sign it if do not want an overload. Gary Morris noted it had not come to his attention, no one had said anything. Brian Perkins asked about the procedure to determine the overload. Gary Morris commented it depended on the situation. Noted if there was a previous conversation or email about a specific course, then

that would be what they tried to follow based on what was thought of as the overload. If a new section was being added, he would be in favor of the lowest enrollment being the overload. Discussion followed where Gary Morris and Brian Perkins noted faculty could use the form to make counter suggestions for the overload and send it to him for discussion and approval. Discussion followed on how to use the form and address policy. Gary Morris noted a variety of scenarios that could lead to an overload situation, such as student needed to graduate, mistake on schedule, etc. Kandas Queen noted concerns from the Department of Business had been related to already being scheduled for courses and then asked to teach another course, which they felt should be the overload, but that based on this conversation it might not be that simple. Noted faculty concerned about which class was going to be the overload might require a conversation with Gary Morris, who noted there were a lot of variables that went towards determining an overload. Gary Morris further stated he would talk to faculty having an issue on it, and noted that making schedules in advance could help with this issue. Discussion followed.

V. General Comments:

- Kandas Queen noted faculty could be receiving a survey from the Online Course Support Committee (OCSC) about how to define a hybrid.
- Duane Chapman commented on students burning out and we need to be positive to support students. Discussion followed on helping students and encouragement to complete. Maureen Gildein noted she had noticed it with her students and one of the things she found helpful for them was the gift of time. She took one class period and used it to help students get caught up and discuss things then needed. Noted the students appreciated this gift. Discussion followed on being pro-student.
- Marjorie Stewart noted the dining room (fish tank) area was open to eat and hang and that we should take advantage of it.

VI. Adjournment:

- Marjorie Stewart motioned to adjourn the meeting. Duane Chapman seconded the motion. Motion carried.

Meeting adjourned at 1:20 p.m.