

## Faculty Senate Meeting Minutes

Aug. 14, 2015

### Attendance:

Baleikorocau, Waisiki	Korean, Rosina	Seru, Jennifer
Bojos, Rosalie	Kreikemeier, Melissa	Shutz, Lola
Brady, Ashley	Lekka, Meitaka	Soje, Gabriel
Canonigo, Ernest T.	Leshan, Jacqueline	Solomon, Beylul
Castañó, Luciana	Manase, Manase	Sumaoang, Rosalinda
Endicott, Nicholas	McWilliams, Floyd	Switaj, Elizabeth
Enriquez, Emiliana	Perkins, Pamela	Teshome, Seyoum
Giardullo, Laura	Pagolu, John	Trevor, Mike
Good, Catherine	Pérez, Benjamin	Tsuchiya, Yukiko
Hazzard, Andrea	Peter, Florence	Van Auken, Mary
Ishiguro, Amanda	Ribeiro, Ricardo	Vila, Curtis
Jetñil-Kijiner, Kathy	Savu, Silipa	Willson, Nik
Knobloch, Nicholas	Savu, Vasemaca	

1. Meeting called to order at 11:05 am.
2. Minutes of May 8<sup>th</sup> meeting approved unanimously
3. The senate president welcomed continuing faculty back, welcomed new faculty, and congratulated Andrea Hazzard on her Developmental Education Specialist certification.
4. Old Business
  - a. Salaries and incentives
    - i. Amy Ishiguro worked during the summer and has made progress in getting the information on faculty contributions to the college debt from Stevenson. However, she requested that another faculty member take her place working with Stevenson during the semester. Elizabeth Switaj agreed to take on this role.
    - ii. There is a lack of direction on the performance management system until the new HR Director arrives. However, Dr. Theresa is very interested receiving faculty feedback and suggestions
5. Committee Reports:
  - a. EC, Student Life & Conduct, Physical Plant, and Library did not meet.
  - b. IPC met throughout the summer to continue working on the strategic plan, which is expected to be completed this fall.
  - c. HR education subcommittee met to approve funds for further education of GED instructors.
  - d. IT
    - i. Purchase of single sign-on software has been cancelled due to cost.
    - ii. The equipment replacement policy was approved but the budget request has been pushed back. According to Stevenson, the delay is due to the payment of faculty incentives.
  - e. EMC
    - i. CAP enrollment continues to be an issue.
    - ii. New students were given schedules prior to registration. However, there have been major issues with this process.
    - iii. Students were placed in Learning Communities without having requested placement.
    - iv. During discussion, the problem of faculty being asked to complete work outside of contract was raised.
  - f. CAC did not meet, but reminded the senate that new program sheets had been approved at the end of the last academic year.
6. New Business:

- a. Last year it was decided to take nomination for senate officers and committee representatives at the first meeting of the academic year and to vote during the second. The following nominations were made:
    - i. President: Elizabeth Switaj and Bill Knobloch
    - ii. Vice President: Floyd McWilliams
    - iii. Secretary: Pamela Perkins and Elizabeth Switaj
    - iv. EC: Bill Knobloch and Beylul Solomon
    - v. IPC: Wilbert Alik
    - vi. HR: Rosina Korean, Lucy Castaño
    - vii. IT: Curtis Vila and Ricky Ribeiro
    - viii. Student Life & Conduct: Ashley Brady and Ricky Ribeiro
    - ix. EMC: Jennifer Seru and Florence Peter
    - x. Library: Gabriel Soje and Benjamin Pérez
    - xi. Physical Plant: Melissa Kreikemeier and Rosalinda Sumaoang
  - b. The textbooks are still in Los Angeles. It has been suggested that faculty withhold their syllabuses until the books arrive and document time and supplies used to work around the textbook delay. It was also suggested that the prioritization of cash flow needs to be addressed.
  - c. The Academic Outreach Program is now officially funded for 3000 USD. Amy Ishiguro has requested that anyone interested in helping to organize it contact her this week. She will also be sending out an email looking for instructors interested in leading workshops in all fields.
  - d. This summer, there were fewer students than expected due to the lack of CMI and FSM scholarships and transportation difficulties for the outer island teachers. After classes had already begun, instructors were told that if they had fewer than twelve students in their courses, they would receive 40% pay instead of the standard overload pay. According to Don Hess, this situation should not arise again because of the number of factors that converged to create it and because in the future fewer course options will be scheduled for summer. During discussion, the following points were raised:
    - i. We need to document the issues that occurred this summer.
    - ii. The written policy for minimum course enrollment needs to be located.
    - iii. Writing a faculty handbook and having it approved would allow such policies to be found more easily in the future.
  - e. Bill Knobloch has proposed that the senate pass a resolution requesting the director of institutional integrity position be shelved for one year. The resolution will be voted on at the next meeting.
    - i. Nik Willson recused himself from the proceedings at this point due to a conflict of interest.
  - f. Bill Knobloch would like to collect written evidence as to the reasons why recent faculty searches have failed.
  - g. Elizabeth Switaj is organizing a committee to draft a faculty proposal for the faculty evaluation process. Please contact her if you are interested in participating. This document, once drafted, will be placed online and brought to the full senate for comment, discussion, and revision.
7. Announcements
    - a. The book club's first meeting of the academic year will be on Wednesday. The text for discussion is *Go Set a Watchman*. Next month's meeting will be individually chosen books.
  8. Meeting adjourned at 12:15 pm.