

Minutes, College Council Meeting, January 9, 2012

Hon called the meeting to order at 2:01 p.m.

Open Discussion:

- **Harris** asked if anyone has been using the Haviland Endowment for internships. **Hon** will look into the parameters of the gift agreement and follow up.
- **Carlson** reported that the Digital Collaboration Suite is mostly complete and encouraged everyone to take a look at the space. Technology is being installed and it will be ready to use for classes next week. **Hon** mentioned that the lab is really impressive and thanked **Carlson** and others involved. She said the task force will hold faculty meetings to discuss the space and the lab's mission.
- **Vettel** announced the soft launch of the student version of MyCJC. She pointed out that the students have to own it, support it, and work with it (e.g., organizations like PRSSA need to post their information there). **Vettel** would like to host an informal workshop for teams and departments to show it is a useful informational tool. She also will promote the site in large lecture classes to target younger students. The site will include career oriented information for graduating students as well. **Harris** said his office is working with the CRC to provide a series of workshops preparing students for the job search.
- **Hon** welcomed **Jon Morris** from the College Faculty Senate.
- **Sutherland** made an addition to the calendar – March 21-23, Department of Advertising Advisory Council Meeting.
- **Hon** mentioned the schedule for mid-term reviews, tenure and promotion, and SPP. She reminded everyone that teaching observations should be completed prior to going through mid-term review as well as before applying for tenure and/or promotion. **Hon** reminded everyone that the deadline for SPP candidates to get their materials to department chairs is January 20.

Faculty Meeting- January 18:

Hon announced the time of the upcoming faculty meeting, 3:30 p.m., Weimer 3032, and welcomed suggestions for agenda items. The meeting will focus on information and questions about the site visit. The final schedule for the site visit is posted on MyCJC. Staff should be on campus during the entire visit, have departmental files in order, and be prepared to provide any documents the team might request. Faculty should be in their office or class from 8:30 a.m. (after the breakfast) to 6:00 p.m. Monday and 8:00 a.m. to 5:00 p.m. Tuesday.

Faculty Annual Self-Evaluation Template:

Hon will send information by the January deadline. **Weigold** created an online form - a Google document. This is a step toward a database management system where the annual self-evaluation, departmental report, and other college level reports are in synch and digital. Let **Hon** know if you have anything else to add. This new form also will help us keep track of faculty supervision of student awards.

Weimer Hall Fire Sprinkler Work Plan:

R. Wright distributed a map of fire sprinkler phases for every room in Weimer. Ajax and Ageis are working mostly at night and have a good record of not being impactful. When you are notified they will be in your area, take your valuables home that evening just in case. Let **R. Wright** know if issues come up. The sprinkler portion of construction cost the college in excess of \$400K and will limit the ability to put technology in the new convergence space. Donor support will be needed.

Convergence Newsroom Construction Update:

R. Wright reported construction is slightly ahead of schedule. The main addition should be complete in July with minor tweaks into August. The newsroom should open as a fully functional space for the fall semester. A tour is offered every Thursday at 2:00 p.m. He warned that late January to late February will be the most disruptive period and assured that they will not make noise during the site visit. The service drive should be open in June or early July. **Matt Sheehan** and the news managers meet weekly to discuss how to revolutionize the way they've been doing their business and make CMIR and the convergence newsroom a truly multimedia convergence journalism experience for students and faculty.

Streetside Multimedia Studio Update:

R. Wright said a new streetside multimedia property is opening in the office to the left of the first floor entrance into the Flanagan Wing. Each station will broadcast live from that studio during the day. The second phase of the GatorVision partnership has been approved and a donor has provided support to complete that project. It will be fully operational by the Orange and Blue football game and includes full fiber between the College and each athletics venue so we can control all of the video boards which were previously outsourced. This HD control room will allow us to broadcast any athletic event – CJC students will be the ones with the cameras and also in the control room.

Vacation and Sick Leave – 12-month vs. 9-month faculty:

Luther, Jackson, and Ward stated that 12-month faculty accrue vacation time; nine-month faculty do not. Twelve-month faculty are required to take leave when they are out of the office for vacation.

Exempt vs. Nonexempt Employees:

Luther explained that nonexempt employees are hourly employees – including office assistants, program assistants, administrative assistants, and executive secretaries. They enter their time each week and it is approved by a supervisor. Most employees who have a coordinator title are exempt and do not enter their time on a weekly basis. **Hon** and **Luther** clarified that nonexempt employees should work their exact hours, should not take work home, and should not check work email at home. If they do work outside that time, they are eligible for overtime. Exempt employees are not eligible for overtime. Out-of-unit faculty are those in a 12- month administrative role. The rest of the faculty are considered in unit.

Upcoming Leave Changes:

Luther, Jackson, and Ward clarified changes to policy. They distributed a template that explained accrual of vacation and sick leave and payout entitlements. Any staff member who retires after June 30, 2016, will not be able to cash out sick leave. This is being considered for faculty also, depending on the result of the current lawsuit. They anticipate no changes to leave between Christmas and New Year's.

Faculty Searches and Funding Needs:

Hon reminded the group that funding is typically \$1,000 per search and cautioned everyone to be mindful since the College's major unrestricted fund is the only money available for searches as well as so many other activities the College must fund. **Luther** discussed tuition waivers and said they are taken off the top of the state budget allocation--if we don't spend our money, we lose it; i.e., it doesn't carry forward. The expenditures from that 101 fund aren't taxed. If they're not claimed, we pay overhead. It is helpful that GAs can be paid using the waiver authority. **Sutherland** asked about Summer B funding since it comes out of the next fiscal year. **Luther** will provide updated budget information for summer planning. But, the overall strategy is the same: Departments should plan to offer at least as much this year as last year. **Luther** will provide chairs information about what they spent for GAs and adjuncts for Summer B, 2011.

Online FARs:

Luther stated it is mandatory to complete FARs online. The online form combines the instructor workload report with the FAR so faculty can compare effort to their FAR. **Jackson** said he gave the required security to the chairs so they can complete the online FARs. The faculty should have the opportunity to make changes to the FAR if necessary. Faculty can complete RSH200 training to get used to the online system for effort and FARs.

Other Business:

- **Harris** mentioned a calendar correction: CJC interviewing Day – March 20.
- There was discussion of online course evaluations with varying participation levels reported. Having students fill out evaluations during class seemed to be the most effective strategy.

Members Present: Carlson, Chance, Chan-Olmsted, Fitzpatrick, Harris, Hon, Jackson, Luther, Morris, Ostroff, Sutherland, Treise, Vettel, Wanta, Ward, Weigold, R. Wright.

Respectfully submitted by Sarah Fitzpatrick
Meeting Adjourned 3:01 p.m.