



**Friday, February 24<sup>th</sup>, 2023**

**Regular Meeting**

**Minutes**

A regular meeting of the Executive Council of the Faculty Association (FA) of Trinity Valley Community College was held in the conference room of the Athens Administration building with a call to order at 9 a.m. Friday, Feb. 24, 2023. The following were present:

- TVCC President Dr. Jerry King
- TVCC Vice President of Instruction Dr. Kristin Spizzirri
- TVCC Vice President of Student Services Dr. Phillip Parnell.
- Jennifer Hannigan
- Tom Sheram
- Regina Clary
- Craig Lee
- Mike Young
- Angel Martinez-Ellis
- Mike Hart

**I. Safety and Security**

FA discussed the importance of safety and security on campus and the need for more AED's throughout the various campuses, especially in highly populated areas. Dr. King and Dr. Parnell agreed, and Dr. Parnell discussed some of the current problems that have been identified as well as some of the solutions being developed. With a new Chief of Campus Police in place, plans are being developed to improve emergency equipment and faculty training. FA specifically asked that CPR and AED training be offered for employees.

**II. Dress code**

Dr. King said the current dress code will stand as written at this time. He did note that policies need to be consistently enforced and communicated.

**III. Recruitment**

Several issues affecting TVCC recruitment were discussed at length. Dr. Parnell said he is working with recruiting to develop new procedures that will maximize TVCC's presence in the communities it serves. He noted word of mouth is really the best way to recruit students, and that right now the department is working heavily with the area ISDs because it has proven to be a successful recruiting channel. He also noted recent changes in the way Marketing and Communications is functioning in order to increase awareness of TVCC.

He discussed the possibility of expanding student services to make the process easier for incoming students, such as a Saturday registration, reducing wait times for students, and making sure walk-in students are waited on in a timely manner. He said that although improvements have been made, the more smooth the entrance process is for students, the better.

Dr. Parnell also discussed offering a job placement service for students and making sure that Career Coach is updated and maintained. By giving students those types of options, it will help students understand TVCC is equipping them to begin a career.

#### **IV. Purchase Orders**

Dr. King said he needs to be notified immediately if there is a PO submission issue. He can solve that problem easily and there is no reason a purchase order should be taking weeks to approve.

#### **V. Request for Survey Results**

FA updated Dr. King on this issue. No further action was discussed.

#### **VI. Weather Day Concerns**

FA updated Dr. King on the discussion during the meeting with Dr. Spizzirri. He said there is never a smooth process for weather delays, but that administration makes the best call possible with the information at hand.

#### **VII. Teaching Awards**

FA updated Dr. King on this issue. No further action was discussed.

#### **VIII. Zoom Issues**

FA updated Dr. King on this issue. No further action was discussed.

## **IX. TDCJ Issues**

A discussion was held regarding technical support in the TDCJ units. Computer labs in the units need additional support from the Athens campus in order to function efficiently. There are long wait times for technical support, simply because of the distance between IT and the units. A member of the TVCC staff at TDCJ serves as technical support, but communication and resources for that person need to be increased. The computers in the units belong to TDCJ and not TVCC, which increases the complexity of the problem.

With the expansion of the Pell Grant program to TDCJ students, Dr. King said TVCC needs to be ready for the increase. The college will need not only better computer labs and the personnel to support them but will also need additional faculty to handle the workload. He noted funds are available for new computers and said additional conversations on this issue would be happening in the coming weeks. In the short-term, he said additional technical support would be offered as quickly as possible.

## **X. Census**

A summary of the earlier conversation on the issue was provided by FA. No matter how the system functions, said Dr. King and Dr. Parnell, faculty are required to certify classes. They noted census issues are improving, and that measures will continue to be taken to make the process as smooth as possible.

## **XI. Evaluation Policy**

FA updated Dr. King on this issue. No further action was discussed.

## **XII. Overload Pay**

FA updated Dr. King on this issue. He noted that the breakdown often happens on certain campuses, and that everyone needs to be able to see their salary before it goes into My Cardinal Connect.

## **XIII. Add/Drop**

The group discussed how to make sure faculty know there are options for late add/drop if a student needs to be moved and it's a high-priority issue. In addition, some of the challenges of improving the add/drop process with night and weekend

classes and the coming 8-week schedule were discussed. In a weekend model, for example, a student may have not even attended class before the add/drop deadline, Dr. Parnell noted. Because of the short deadlines in those kinds of classes in particular, he wants faculty to know there is a late option.

#### **XIV. Adjunct Communication**

FA stated a request that adjunct faculty be included on all emails and any needed meeting that includes all faculty. Dr. Spizzirri noted that should be occurring, but that in the future division chairs would be instructed to make sure essential emails are issued to everyone in each department.

#### **XV. Communication Issues**

#### **XVI. Morale issues**

#### **XVII. 8-week transition**

These three items were addressed in a single discussion. Dr. King noted that administration has taken numerous steps to improve morale, including giving the largest pay increases in TVCC history just last year and improving the overload pay for faculty. However, he noted, there are lots of questions regarding the changes that are occurring and he knows faculty will have questions and concerns as TVCC moves to a new president and the 8-week model.

For course recertification, he noted that TVCC is required by SACSCOC to prove courses are continuously improving and changing to reflect new information and new technology. For that reason, he noted, the course certification process is moving forward.

FA noted that while that's true, some of the new requirements, such as encouraging all faculty to use Canvas, are causing confusion and uncertainty.

FA asked for permission to move forward with an initiative to identify the issues causing low faculty morale. Dr. King approved the measure and said that it would be beneficial to develop solutions after identifying specific issues. Communication, he noted, can always be improved and he said he would continue to work to improve communication

#### **Other items**

Parking at the Terrell campus was discussed. Bids are out for additional curb painting, including redoing the faculty parking areas in front of the “L” building on the campus

The meeting adjourned at 10:47 a.m.