



**Friday, September 10, 2021**

**Regular Meeting with Dr. King, Dr. Spizzirri, and Dr. Parnell**

**Minutes**

A regular meeting of the Executive Council of the Faculty Association of Trinity Valley Community College met in the board room with a call to order at 9:01 am on Friday, September 10, 2021. The following members were present:

- Carol Pendland
- Jennifer Hannigan
- Tom Sheram
- Regina Clary
- Karen Shipman
- Richard Crosby
- Dana Curry
- TVCC President Dr. Jerry King
- TVCC Vice President of Instruction Dr. Kristin Spizzirri
- TVCC Vice President of Student Services Dr. Philip Parnell

**I. Welcome**

Dr. King welcomed everyone and began the meeting.

**II. Grade Challenges and Chain of Command**

Dr. Spizzirri discussed the appeal process and the chain of command. When grievances occur, the first step is to look at the syllabus to assure policies are being followed accordingly. Syllabus challenges were discussed, including the specific wording.

**III. Covid Clarification**

Covid tests are available. Instructors may require students with symptoms to not be in their classroom but cannot require a Covid test. It was requested that instructors have grace with students when needed. Weekly reevaluation of current Covid protocols and issues are discussed every Tuesday at 3 pm.

**IV. Evaluations**

Dr. Spizzirri reminded of the October date for the evaluations. The prison classes did not have evaluations due to the constant closures. Evaluations of embedded instructors was discussed with reminders that evaluations must be consistent across the college. Bring formal proposals for suggestion on evaluation process.



**V. Maintenance**

Concerns regarding the maintenance of the bathrooms and buildings were discussed. Dr. King had just learned of the issues and already addressed the contractor. In the near future, Dr. King will be proposing to the board the direct hiring of our own janitorial services rather than using contractor. Dr. King reminded the members to not hesitate to let him know when these issues arise.

**VI. Loads and Overloads**

Dr. Spizzirri discussed the process of assigning loads and overloads. The process begins with the jot form where instructors complete it according to their desired load for the semester. Instructional leaders build schedule based on student need and an equitable distribution of classes according to faculty desires; however, adjustments must sometimes be made. If concerned, it is best to have early discussions before the semester begins.

**VII. Other items**

Discussions and suggestions were made regarding the certification process. Certifying rosters must occur by 5 pm the day after census day. Dr. Spizzirri appreciated the suggestions.

Meeting adjourned at 11:00 am