



TVCC Faculty Association Executive Council

Thursday, October 28, 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 conference room of the Athens Administration building with a call to order at 3:03 pm on Thursday, October 28, 2021. The following members were present:

- Carol Pendland
- Jennifer Hannigan
- Tom Sheram
- Brian Allen
- Richard Crosby
- Dana Curry
- Dr. Jerry King, TVCC President
- Dr. Kristin Spizzirri, TVCC Vice President of Instruction
- Dr. Philip Parnell, TVCC Vice President of Student Services

Invited guests:

- David Hopkins, TVCC Vice President of Administrative Services & CFO
- Stephanie Golem, Director of Accounting Services & Controller
- Janene Dotts, Director of Human Resources
- Tony Buford, Director of Building Services

I. Welcome

Dr. King welcomed everyone and began the meeting.

II. PO Requests

A question was raised as to the length of time and the number of signatures needed to get an approval for PO requests. David Hopkins and Stephanie Golem discussed the PO approval process and addressed issues. For one, there have been reports of PO requests taking several weeks to get approval. Typically, a PO request may take at the least two days. Dr. King stressed that taking weeks (specifically 3 weeks) to get a PO request approved is unacceptable. In order to keep the originator informed as to the approval progress, it was suggested to copy them in the email progression. Ms. Golem mentioned that clear communication would be helpful, such as marking high priority items as such.

The question regarding the chain of signatures was discussed. Several signatures are important for keeping multiple eyes on the verification process. In special emergency



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situations, someone may have to move up the chain of approval if needed. Ms. Golem suggested that a blanket PO might be an option for commonly purchased materials from the same vendor. Ms. Golem reminded the faculty association that any purchase \$5000 or more must have 3 quotes, with the only exception being a one source purchase. In addition, if you make a purchase over \$300 and are expecting reimbursement, you are at risk of having to pay for it yourself. Ms. Golem emphasized that if anyone has questions, please feel free to contact her.

III. Salaries

A question was raised as to how salaries are calculated so that faculty can verify where their salary should fall on the schedule. Janene Dotts addressed the questions about the new salaries, cost of living increase, and salary schedules. Ms. Dotts explained that their initial research included looking at different methods used by other institutions for developing salary schedules. After looking at the various methods, they chose to create their own method which gives the most benefit to TVCC employees. Ms. Dotts discussed some aspects of the faculty salary schedule including the 12 year look back with a 10 year cap, no steps for experience, and the schedule being used only for placement of new incoming faculty. Ms. Dotts mentioned how adjustments for cost of living can be made if needed. In addition, salary ranges (min, med, and max) are for informational purposes only and the compensational manual will be posted once approved.

IV. Lack of cleaning

Tony Buford addressed the concern for cleaning of the facilities. He assured those present that steps have been taken to alleviate any issues. Mr. Buford explained that the janitorial services company has had a tough time maintaining personnel for a fully staffed crew with the exception of Palestine, and some staff has not been appropriately trained. Dr. King again reminded the members that the company has been notified and threats of non-pay/less pay for not receiving high-quality service. Dr. King reminded the members of his goal to present a proposal to the Board by February. The members expressed their appreciation for all the work maintenance provides for TVCC.

V. Covid notifications

Dr. Parnell explained the process for Covid notifications in face-to-face classrooms. When notified, Dr. Spizzirri or Dr. Parnell will forward the information on to Dr. Reid and necessary instructors. Covid protocols should still be followed for testing, notification, and other procedures. Instructors can notify students who were near someone who tested positive (without disclosing the name of the person who tested positive) telling them to watch for possible symptoms.



VI. Regulation of air temperature in the classrooms

Tony Buford addressed the issue with air regulation in certain buildings. Mr. Buford explained the systems should automatically maintain 70 degrees, however, this past week there was an issue on Monday. There were two scheduled updates (IT and the air conditioning system) and unfortunately the air conditioning update was interrupted and the unit did not come on as usual. The buildings are maintained by zones and the start times are staggered to minimize the load.

VII. Line of communication

Dr. Spizzirri discussed the line of communication for instructors on satellite campuses. If communication is regarding instructional issues such as curriculum, syllabus, or textbook, instructors should contact their division chair. If communication is regarding daily activity on the campus or employment, the campus provost should be contacted.

VIII. Other items

The yearly Board luncheon was discussed and it was agreed the event should not be held this year.

Listed below are items previously discussed at length with Dr. Spizzirri on Tuesday, October 26, 2021 at 1:30 pm. Regular members present: Carol Pendland, Jennifer Hannigan, Richard Crosby, Regina Clary, Brian Allen, Karen Shipman, Tom Sheram, and Dana Curry.

In addition, the following items were briefly discussed with Dr. King on Thursday, October 28, 2021. Dr. King's comments are included below.

I. Changes in hiring procedures/committee structure

Concern was raised as to the perception of bias when filling positions. Dr. Spizzirri explained the current hiring procedures and some changes that have been recently implemented. Human resources is now involved in the filtering of applications. Job descriptions are review and revised, if necessary, before posting job announcement (revision of job descriptions was also completed during the recent salary study). Hiring committees are balanced with instructional and non-instructional employees, if possible. Although immediate supervisors have input and the final say, they no longer chair the committees. The immediate supervisor decides the chair for the committee and the chair recommends a list of committee members for the supervisor to approve. Dr. Spizzirri explained the hierarchical steps if selection issues occur. The committees use a common rubric to assign points accordingly. It was suggested to possibly bring in an observer during the hiring process.



II. Change in Zoom policy for spring

Issues concerning the recent Zoom requirement during face-to-face classes was addressed by Dr. Spizzirri. Many students seem to be taking advantage, often those being students living on campus. Dr. Spizzirri explained the purpose was to assure arrangements were made to accommodate students who are quarantined only after the student has discussed and made arrangements with the instructor. Otherwise, Zoom access is not mandatory.

III. TDCJ concerns

Several items of concern were discussed as follows:

- i. A concern was discussed regarding the lack of TSI testing at the units. The issue is causing a bottleneck where students cannot move forward with their education. Dr. Spizzirri said she will check up on this issue. Personnel may need some adjustment. By Thursday, October 28, Dr. Spizzirri had reached out and was waiting on response.
- ii. A concern was discussed regarding the lack of routinely offering certain courses which is preventing students from completing and transferring. Dr. Spizzirri explained they try to offer some courses that will count as credit for those courses needed and they try to be strategic with how courses are offered. Communication needs to be clear between all parties and clearly transferred to students.
- iii. A concern was discussed regarding an inability to take vocational and academic courses at the same time. Dr. Spizzirri explained that the determination of courses should include evaluating where the students are in their program. Conversations need to take place for clearly explaining options. During Thursday's meeting, Dr. Spizzirri discussed possible ITV to Beto and Coffield.

Dr. King agreed students should have access to vocational.

- iv. A concern was discussed regarding vacation time for TVCC employees who work at TDCJ. TVCC employees have not had the freedom to choose their own vacation time and have had to take vacation at a set time during the summer. TVCC employees would like to have flexibility when choosing vacation time off.

Dr. King agreed that TVCC employees at TDCJ should have flexibility in choosing their own vacation time, within reason and with appropriate paperwork. Dr. King recommended talking to TDCJ and if TDCJ has no problem with it, then TVCC has no problem with flexible vacation time. Dr. King and Dr. Spizzirri will follow up to see what needs to be done.



IV. Learning Day

Dr. Spizzirri provided the results of the Learning Day survey. The majority of those who completed the survey voted to have Learning Day in person at Athens in Ballroom. It was suggested to talk around to verify the survey result. Learning Day will be held on Friday, November 19th, 2021.

V. Graduation

Dr. Spizzirri described the plan for the fall graduation. Graduation will be held Thursday, December 16th, 2021 with the AA ceremony at 10:00am and the AAS at 2:00pm in the TVCC gymnasium. Please be prepared to attend the appropriate ceremony.

VI. Lack of notice on deadlines

Dr. Spizzirri hopes the issues have been resolved.

VII. Q&A session on Learning Day

Dr. Spizzirri informed the members that they would like to revive the Vice President Q&A sessions with the Vice Presidents, hopefully during Learning Day.

Meeting adjourned at 5:02 pm