



MEETING MINUTES FEB. 21, 2020

10:30 – 12 p.m., RDMT 333

Meeting called to order: 10:30 a.m.

In attendance: Johanna Bell, Lauren Gatto, Leslie Jia, Kate Kirkpatrick, Archana Kumar, Ashlyn Moreno, Diane Nicolet (Chair), Jennifer Pierce, Micaela Rubalcava, Jack Sato, Nicole Scollard, Nancy Thiele, Jose Torres-Jasso

Absent: Natalie Brown, Marcie Iannacchione, Miguel Martinez, Heather Maye (Proxy: Lauren Gatto), Staci Miller (Proxy: Jennifer Pierce), Kyle Sadanaga, Kim Studebaker, Nicole Shimabuku, Sidney Sullivan (Proxy: Kate Kirkpatrick)

Guests: Ben Davis, Cathy Brewster, Fred Egenberger

Welcome & Note Taker – Diane Nicolet

Quorum was met with 15 of 26 members present.

December 20, 2019 minutes review

The minutes were approved unanimously with no changes.

Faculty Senate – info sharing

February 7, 2020 senate meeting: The senate discussed the NFA Contract. Administrative Faculty and their defined place in NFA Contract continues to be unclear – throughout document the term “faculty” typically refers to academic faculty.

AFC member participation in other FS committees: Cathy Brewster attended the Recognition & Activities Committee. A new program, “Career Champions”, was discussed along with the nomination process for students who want to nominate a TMCC employee for their greatness. There will be an info session Tuesday, February 25, at 2 p.m. in RDMT 255. Both Cathy and Fred Egenberger attended the Part-time Faculty Committee. A “Faculty Loyalty Incentive” program that monetarily rewards PT faculty for staying with TMCC will be implemented. Components include a set number of years and a points/credit accrual system that aligns with a set incentive dollar amount, budget commitment, and part-time faculty eligibility was discussed. Fred Egenberger also attended the Salary, Benefits & Budget Committee. Their work continues with Professional Standards to finalize academic faculty point system. The Administrative Faculty Committee “Category Guide for Annual Performance Evaluation of Academic Faculty.” The draft 1.25.2020 was utilized.

AFC members are committed to attending/participating in other committees of the Faculty Senate as time & work allows.

Established Ad Hoc Committee Reports

Summer Synergy Summit: Progress report forms provided by Foundation Office to track expenses for the Final Report submission for the Innovation Grant. Next steps: Heather Maye, Chair of Planning Committee will give a progress report at the next AFC meeting. Event planning meeting to follow today's AFC meeting. The Ad Hoc Committee will meet in RDMT 212. All AFC members and other interested employees are welcome to attend.

January Professional Development Days: Kate Kirkpatrick, Nicole Scollard, and Diane Nicolet provided session highlights. There were 24 attendees across diverse departments, PowerPoint slides provided AFC evolution, data collection information, and next steps information. Probing and information and gathering questions from the session audience was completed. The committee discussed renaming the “At-Large Faculty Senators” title to meet the 4- departments which

include Administrative Faculty representation: "President's Office, Academic Affairs, Finance & Administrative Services, and Student Services."

Chair Nicolet will share an abbreviated PowerPoint slide at March 13 Faculty Senate meeting related to Administrative Faculty information "Who We Are." AFC members provided ideas for tailoring the PPT slides.

Administrative On-Boarding: Nicole Scollard provided an update on the pilot project. Additional Administrative Faculty new hires were added to the on-boarding pilot project. Information was presented at the December 10, 2019 Dean's and Director's meeting. Questions were fielded and there was a general interest shown for the process. There are 6 new hires included in the project. The next steps are to continue to inform others about the on-boarding process and include new Administrative Faculty hires.

Professional Advancement: Via email, Dr. Hilgersom requested her direct reports supply information related to those administrative faculty currently enrolled in an advanced degree program. To date, information received by Chair Nicolet, 8 students are enrolled.

AFC Chair – need a Mar. 27 meeting facilitator

Chair Nicolet will be out of town on March 27 presenting at the annual conference for National Coalition for Campus Children's Centers. Diane asked for a volunteer to facilitate the meeting in hopes that an interested "next chair" will gain experience through a trial run. Diane will be retiring in June 2020. Chair Nicolet requested to email her if interested.

Other & Cool Happenings

P-card changes are coming in September 2020. Committee members shared their department related activities.

Next Meeting: March 27, 2020 in RDMT 252 at 10:30-12 p.m.

Adjourn: 12 p.m.