



Thursday, April 6th, 2023

Regular Meeting 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 2:35 pm on Thursday, April 6th, 2023. The following were present:

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

I. Faculty Handbook

Faculty Association members discussed a need to update the link to the syllabus system in the Faculty Handbook and requested information on the process for suggesting other handbook changes. Dr. Spizzirri stated any suggestions on improving the handbook can be emailed directly to her and she will make any needed changes. The first draft for the new handbook will be the end of June. Dr. Spizzirri discussed the process for reviewing the handbook and offered to let any of the FA officers who are interested review the 2023-24 draft. Once completed, the new handbook will be available online and in print form by request.

II. Faculty Evaluation Policy

FA members requested an update on the proposed change in evaluation policy for faculty. FA had submitted the policy for submission and requested an update on the policy change. A summary of the changes was discussed and FA was asked to submit the change again so it could be presented to the board for approval. The main proposed change involves conducting annual evaluations for faculty every year for the first three years of employment and every three years thereafter. Faculty are currently evaluated annually.

III. Employee Training and Communication

FA and administrators held a discussion about the need for better training for faculty, staff, and administration. In particular, the need for better training for new faculty was addressed. A suggestion was made to create instructional modules for frequently accessed processes, such as creating purchase orders, operating key systems, submitting syllabi, etc. By having a training

system, all employees can feel more prepared and have access to frequently used information. This would also help minimize confusion when new processes are needed. Administrators agreed with the idea and said they would move forward. Dr. Parnell noted that increased employee training is already being discussed on the staff side. Dr. Spizzirri said that the faculty resource area in Canvas could be used to house faculty training modules, and that consistency is key.

IV. Updates

- An update was provided on the Faculty Morale Task Force. The group has had its first meeting and is moving forward. The task force is made of a well-balanced group of faculty members from all campuses and various disciplines. The goal is to get a short survey out before the end of this semester and address persistent issues with a solutions-based mindset.
- The Faculty Association will be helping students in need by supplying \$25 gift cards to all campuses. The goal of this initiative is for students to have a resource they can use if they are in need of funds to meet emergency needs. More information will be going out to faculty soon regarding this initiative.
- The Faculty Association is also awarding \$500.00 to the winner of the 2023 Learning Symposium.
- Dr. Parnell shared with the group that \$3,000.00 worth of food was passed out to students in need on the Terrell campus. Plans are to do the same at the HSC as well as the Palestine campus. Student life events at satellite campuses are in the works as well.

V. Other Items

Installation of water filtration systems – Last fall, several filtration systems were purchased at the suggestion of FA to replace dated water fountains around the Athens campus, but those systems have not been installed. Dr. King is going to investigate the installation delay. Installing filtration systems on other campuses was suggested.

The meeting was adjourned at 3:57 pm.