



**Friday, November 4, 2022**

**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 9:00 am on Friday, November 4, 2022. 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
- Jennifer Stephens
- Regina Clary
- Craig Lee
- Mike Young
- Angel Martinez-Ellis

Invited guests

- Tony Buford, Director of Building Services

**I. Outside Employment**

Jennifer Hannigan updated the group on what was discussed regarding this item during Wednesday's pre-meeting. No further discussion was held regarding the issue.

**II. Facility Concerns**

After a recap about the concerns on facility issues discussed on Wednesday, Dr. King stated that custodial services will be updated on holidays and the requirement for doors to always remain locked. Dr. Parnell noted that campus police have increased the number of parking tickets issued, but that there are still improvements needed. If a faculty member sees a vehicle parked in violation, they should call Campus Police. Dr. Spizzirri added that in order to effectively enforce parking policies, campus police should be asked to patrol after the beginning of each class. In addition, Dr. King noted if there are faculty members who need dedicated parking for physical mobility reasons that will be permitted and any faculty member who needs special parking should contact him. Dr. King also noted that plans are being made to repaint certain areas of campus so that parking is clearly marked and fire lanes are noticeable. The need for water filtration systems on campus was discussed, and following the meeting several new water filtration units were ordered to be installed around campus. Tony Buford noted to the group that anything that needs to be fixed or updated will be fixed quickly if faculty members will submit a work order.

**III. Professional Development**

Jennifer Hannigan updated the group on what was discussed regarding this item during Wednesday's pre-meeting. Dr. Spizzirri stated that this is being worked on and there will be a manual. No further discussion was held regarding the issue.

#### **IV. Sick Day Clarification**

Dr. King and Dr. Spizzirri both stated that there will be edits in the faculty handbook to clarify the use of personal and sick leave for faculty. Further explanation of prioritizing class time and the use of FMLA will also be added. Dr. King also noted that personal time does not need to be used before sick time and that doctor's notes are not needed for faculty who need to be out sick for a day or two. He noted that faculty members who abuse the sick time flexibility and do not prioritize class time will be subject to disciplinary action.

#### **V. Transfer of Courses**

Dr. King explained that a large part of this issue lies with inconsistencies in transferability of courses. He noted that universities change their policies with changes in leadership and that a course that is accepted one year may not be accepted the next. TVCC works with many of the universities in Texas to help minimize this issue, but it is still a problem in many areas due to a lack of a uniform transfer system in the state.

#### **VI. Student Evaluation of Faculty**

Jennifer Hannigan updated the group on what was discussed regarding this item during Wednesday's pre-meeting. No further discussion was held regarding the issue.

#### **VII. Add/Drop**

Dr. Parnell stated that the goal is always that the students will benefit academically. If there is a need for a student to move out of a course and into another after the add/drop date, requests are handled on a case-by-case basis. However, this will become more complex once the 8-week schedule is in place because students will have missed a significant percentage of class material by the end of week 1. Dr. King charged Drs. Parnell and Spizzirri to come up with a procedure to allow faculty to initiate late adds or drops for a student.

#### **VIII. Other items**

A discussion about faculty members teaching overloads with small numbers of students was held as a follow up to Wednesday's discussion. Dr. King stated that this will continue to be an issue as online courses continue to affect faculty loads. He noted that the split between online and face-to-face courses makes sense in the current educational environment, but that as student needs change that procedure may need to be reevaluated in a few years.

Tom Sheram noted that there will be a new full scholarship in welding, worth \$3,000 a semester. The funds are being donated by a local businessowner. Parnell thanked the welding students for building the TVCC holiday tree, which will be introduced during a tree lighting ceremony Nov. 28.

Craig Lee noted that more than 300 people came to the Theater Department's recent production and thanked the Student Government Association for their help with the production.

The meeting was adjourned at 10:16 am.