

Faculty Affairs Meeting Minutes, Feb. 2, 2018

In attendance: Kurt Campbell, Darrel Negelein, Jeff Tate, Pam Stinson

Enid

Request to have all in-service meetings held via ITV or rotated among NOC locations:

“If it is required than [sic] maybe suggest that we alternate meeting sites and have half of the meetings on the Enid campus.

I wonder if this mandate to meet once an academic year is for our college only. I can’t imagine all colleges putting up with this – especially because there is no good reason for it.

Did HLC really do an in-depth systems analysis and needs assessment for our college and determine that a mandatory meeting once a year is a solution to an identified problem?? I doubt it. Most likely someone just made this up.

I would guess if this is a mandate for all colleges than attendance is probably voluntary. No reason that meetings couldn’t be done by video conference.”

Response:

Having annual required in-service and professional development that all faculty attend is certainly not all about HLC, but is it common for other schools to bring everyone together—absolutely. The Council on Instruction discusses this requirement annually and what information is covered for most schools. In an earlier meeting, we addressed the rotation with a plan to meet in Stillwater Fall of 2018 to all see the new building and then a rotation to Enid for Fall of 2019.

Stillwater

Faculty asked which copiers would be moved to the new building and reported that the four big copiers currently used are often unreliable.

Response:

Pam emailed Mike Machia to ask if he could review information on the downtime for the copiers and any maintenance updates that might be performed, as well as asking if there are any plans for purchasing new equipment.

Tonkawa

Can Maintenance issues be sent directly to Maintenance/IT rather than using School Dude?

Can we have China cater faculty meetings?

Why can’t faculty be paid what they are paid at Connors State College, per website.

Response:

School Dude is used to generate reports for maintenance needs in budgeting, so this record is needed; however, for all emergency requests, calls are better with follow-up documentation of the School Dude report to track progress. Pam asked Ray Weidman to send a reminder email out to employees with passwords/instructions.

Current contracts do not allow outside vendors to provide meals in most meeting areas; this contract, however, is reviewed annually and the request for food options has been passed along to President Evans and Vice President Simpson.

The website referenced for the Connors State College pay scale appears to have some errors (e.g. the current President of Connors is still listed as VPAA), and information on NOC is also outdated, so I suspect there are other errors. I’m attaching to the minutes here the full report that the State Regents generate, showing average faculty salary at all institutions across the state, as well as a couple of pages pulled out below to show where we fall with salaries and benefits. It was not yet ready at the time of our fall faculty in-service and the report runs a year behind, but it does show NOC is still the fourth highest community college, behind only the metro schools (OCCC, TCC, and Rose).

TABLE 2 (continued)
AVERAGE SALARIES PAID ALL FULL-TIME FACULTY
2013-2014 THROUGH 2015-2016

Institution	Period	Professor	Associate Professor	Assistant Professor	Instructor	Average, All Ranks
Carl Albert State College	2013-2014				43,013	43,013
	2014-2015				43,252	43,252
	2015-2106				42,248	42,248
	\$ Chg. 14-2016				(764)	(764)
	% Chg. 14-2016				-1.8%	-1.8%
Connors State College	2013-2014				44,866	44,866
	2014-2015				43,450	43,450
	2015-2106				43,993	43,993
	\$ Chg. 14-2016				(873)	(873)
	% Chg. 14-2016				-1.9%	-1.9%
Eastern Oklahoma State College	2013-2014				41,765	41,765
	2014-2015				43,254	43,254
	2015-2106				42,511	42,511
	\$ Chg. 14-2016				746	746
	% Chg. 14-2016				1.8%	1.8%
Murray State College	2013-2014				45,577	45,577
	2014-2015				45,998	45,998
	2015-2106				46,473	46,473
	\$ Chg. 14-2016				896	896
	% Chg. 14-2016				2.0%	2.0%
Northeastern Oklahoma A&M College	2013-2014				45,543	45,543
	2014-2015				45,078	45,078
	2015-2106				45,855	45,855
	\$ Chg. 14-2016				312	312
	% Chg. 14-2016				0.7%	0.7%
Northern Oklahoma College	2013-2014				46,760	46,760
	2014-2015				48,487	48,487
	2015-2106				49,457	49,457
	\$ Chg. 14-2016				2,696	2,696
	% Chg. 14-2016				5.8%	5.8%
Oklahoma City Community College	2013-2014				51,171	51,171
	2014-2015				49,352	49,352
	2015-2106				48,844	48,844
	\$ Chg. 14-2016				(2,327)	(2,327)
	% Chg. 14-2016				-4.5%	-4.5%
Redlands Community College	2013-2014				41,335	41,335
	2014-2015				40,481	40,481
	2015-2106				43,240	43,240
	\$ Chg. 14-2016				1,905	1,905
	% Chg. 14-2016				4.6%	4.6%
Rose State College	2013-2014				47,892	47,892
	2014-2015				46,815	46,815
	2015-2106				46,566	46,566
	\$ Chg. 14-2016				(1,325)	(1,325)
	% Chg. 14-2016				-2.8%	-2.8%
Seminole State College	2013-2014				45,101	45,101
	2014-2015				43,688	43,688
	2015-2106				41,191	41,191
	\$ Chg. 14-2016				(3,910)	(3,910)
	% Chg. 14-2016				-8.7%	-8.7%
Tulsa Community College	2013-2014				57,906	57,906
	2014-2015				57,285	57,285
	2015-2106				56,906	56,906
	\$ Chg. 14-2016				(1,000)	(1,000)
	% Chg. 14-2016				-1.7%	-1.7%
Western Oklahoma State College	2013-2014				44,450	44,450
	2014-2015				44,538	44,538
	2015-2106				43,567	43,567
	\$ Chg. 14-2016				(883)	(883)
	% Chg. 14-2016				-2.0%	-2.0%

TABLE 5

**AVERAGE STAFF BENEFITS PAID 9-10 MONTH FULL-TIME FACULTY
2015-2016**

Institution	Number of Faculty	Retirement Plan	Medical Dental Plan	Social Security Taxes	Unemployment Compensation	Group Life Insurance	Workers' Compensation	Other	Total	Benefits as % of Salary	FY15 Benefits as % of Salary
OU	1,029	\$17,592	\$5,530	\$6,047	58	\$142	\$249	\$2	29,570		
OSU	792	13,541	5,417	6,139	57	572	527		26,253		
Research Universities	1,821	\$15,830	\$5,481	\$6,087	\$29	\$329	\$310	\$1	\$28,127	33.6%	33.9%
UCO	513	\$5,022	\$6,181	\$5,155	\$420	\$224	\$4	\$104	17,110		
ECU	154	9,847	6,297	792	273	190	306	158	17,863		
NSU	273	8,920	6,120	4,287	149	347	800	208	20,831		
NWOSU	81	10,281	6,252	4,157	175	209	598	182	22,354		
SEOSU	117	10,637	5,921	4,696	37	191	719	189	22,393		
SWOSU	182	13,896	7,028	4,563	150	208	597	741	27,186		
Carrollton	171	10,828	5,916	4,191	169	581	975	243	22,846		
Langston	81	3,750	4,960	3,249	482	379	281		13,101		
OPSU	47	6,819	6,036	2,827	170	306	261	185	16,599		
RSU	83	10,262	6,158	2,255	169	252	217	71	19,384		
USAO	50	5,679	6,207	3,829	175	145	510	188	17,233		
Four-Year Universities	1,752	\$8,417	\$6,206	\$1,078	\$247	\$279	\$430	\$212	\$19,870	33.9%	34.2%
CASC	47	\$8,627	\$6,227	\$3,181	\$175	\$193	568	568	19,012		
CSC	43	9,013	5,440	3,396	133	298	275	217	18,722		
EOSC	43	8,741	6,706	3,252	175	48	1,154		20,076		
MSC	44	9,233	6,753	3,574	275	177	297		20,259		
NEOJAMC	40	9,265	5,824	2,800	-	394	636	234	19,153		
NOC	97	10,611	7,174	3,783	187	172	264	73	22,264		
OCCC	140	12,533	7,215	3,736	78	229	469	171	24,431		
REDFLANDS	26	8,974	6,785	3,331	435	73	457	178	20,233		
ROSE	100	10,988	7,494	3,533	149	111	300	394	22,909		
SSC	31	10,390	7,494	3,164	165	152	256	61	21,682		
TCC	255	12,960	6,395	4,210		349	200	447	24,561		
WOSC	33	8,713	5,647	2,615	101	151	1,100	64	18,391		
Two-Year Colleges	919	\$11,057	\$6,710	\$3,644	\$103	\$235	\$375	\$239	\$22,362	45.4%	41.3%
All Colleges & Universities	4,492	\$11,967	\$6,815	\$4,994	\$129	\$290	\$394	\$132	\$23,227	35.1%	35.1%
FY15 Total Benefits									\$23,189		
FY2016 Dollar and Percent Increase in Total Benefits									(\$162)	-0.7%	

POLICIES UNDER REVIEW (to be updated for the 2018-2019 Employee Handbook):

RIF policy was approved by Faculty Affairs in fall and was reviewed by Executive Council. We can add that to the Employee Handbook when it's updated this summer. The recommended addition to current policy is highlighted below as part of policy 3.4.2 Reduction in Force.

Question asked of Faculty Chairs: Policy on maintaining records—5 years has been suggestion in the past. Based on our academic appeals policy, can we lower that to make record maintenance easier for faculty and what should our policy be for maintaining records for faculty no longer with us?

Response: Faculty Affairs Chairs agreed that two years would be sufficient. The chairs also discussed a recommendation for all full-time faculty leaving (and adjunct faculty at the end of each semester) providing copies of all grade records with supervisors so that if there is a question about a final grade, the scores used to calculate are available to a supervisor as well. This has become an issue with requests for grade changes with faculty no longer with us and difficulty in contacting them.

Proposed wording--

Faculty Record-Keeping Policy: All faculty should retain copies of any graded work (including papers and exams) that is part of the final grade calculation but was not returned to students for a minimum of two years. These records should be retained in the event of a grade appeal. Adjunct faculty should provide a copy of complete grade records for all assignments included in the calculation of final grades to their direct supervisor (faculty liaison or division chair) at the end of each semester. Non-returning full-time faculty should provide a copy of these complete grade records to their supervising division chair or to Academic Affairs for the last full academic year of their service.

3.4.2 Reduction in Force

In accordance with, and complimentary to, the official College policies dealing with budget reduction(s) or other reasons such as technological replacement and/or program discontinuance, these policies and procedures will be implemented at such time(s) it becomes necessary to have a reduction in work force, commonly referred to as "layoff."

It is the policy of the College to provide stable employment to personnel. However, there may be occasions which necessitate a reduction in the work force.

A reduction in work force resulting in employee layoff(s) shall be among the last options implemented. It may be instituted in cases of bona fide budget reduction, lack of work, lack of funds, program discontinuation, technological replacement, obsolete job qualification requirements, or any other condition of serious financial distress that may be determined or declared at any time in the future. When such conditions exist, the President will announce or declare the implementation of this policy.

The decision as to the extent of the reduction in work force within the affected division/department shall be discussed with the appropriate division chair, director, or department head (with prior review by the College's Office of Human Resources) by the appropriate Vice President and/or President.

If reduction in force for full-time faculty is necessitated, program review data may be considered, including cost of the program, credit hour production, graduation and transfer rates, and regional workforce needs, as well as tenure status and seniority.

Employees who are scheduled for layoff do not routinely have the right to enter formal grievance charges in regard to layoff action, except for reasons of alleged violation of these policies and procedures governing such reduction of work force, or for alleged acts of illegal discrimination. This provision supersedes normal grievance procedures adopted by the College.

All employees affected by a Reduction in Force shall be notified in writing as early as possible or at least 30 days prior to the enforcement action. However, it is noted that in the case of funding by a grant or contract, shorter notice may be appropriate. The Reduction in Force notice shall be composed by the Office of Human Resources for the President's signature.

The written layoff notice shall contain the following information:

- The effective date of the layoff.
- A statement advising the employee of eligibility to apply for unemployment compensation at the Office of Oklahoma Employment Security Commission
- The College shall extend the option of continuing eligible insurance coverage to employees and/or dependents at their own cost for a specified period after their date of termination in accordance with Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). This is administered through our Third-party administrator. For additional information, contact the Office of Human Resources. The College reserves the right to conduct an audit of dependent coverage eligibility.