

# Faculty Senate Agenda

February 28 @ 4 pm

## *Call to Order*

### *Senate President, Welcome – Vicki Todd*

Guest Speaker: Melanie Phillips- college and career readiness

Making these resources accessible to adult learners that are not curriculum students

- High school equivalency: classes in-person, hybrid and online
- HRD (human resources development) career readiness, digital literacy, financial literacy
- ELA (English as a second language)
  - Learning English Skills Petra Espinoza 339-4262
  - High school 339-4272
  - Melanie Phillips 366-2023
- Project Search

## *Old Business*

Good news!

1. Faculty senate approved the following position statement:

### ***Leave Position Statement as voted by Faculty Senate:***

*Faculty are exempt employees with contractual obligations. Faculty Senate asserts that contractual fulfillment to serve our students and community is paramount and affirms the college's expectation that full-time faculty members will be on campus or at an SCC instructional site, Monday - Thursday to maintain office hours, participate in college functions and contribute to the college community. Additionally, as [one month of creditable service is allowed for each 20 days of unused sick leave accrued within the provisions of retirement law](#), sick leave can be used to complete years of service toward retirement, and thus is unquestionably part of faculty compensation. Therefore, when faculty cannot meet contractual requirements for any reason specified in Policy 4.02.03 (below) and the time missed can not be "made up," sick leave should be used and reported consistently across all divisions of the college. Since faculty contracts are not hourly arrangements, requiring faculty members to report sick leave while also requiring that*

*contractual obligations be met at a later time penalizes faculty as if they were hourly, rather than exempt, employees.*

*Faculty members who believe leave has been inappropriately charged may refer to the [4.03.06 Grievance policy](#).*

#### **Policy 4.02.03**

**6. Use of Sick Leave - Sick leave may be used for illness or injury which prevents an employee from performing assigned duties and for the actual period of temporary disability connected with childbearing or recovery therefrom. Sick leave may be used for the following reasons:**

**a. Disability - In accordance with the College's Equal Employment Opportunity Policy, female employees shall not be penalized in their condition of employment because they may require time away from work caused by or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery. Disabilities resulting from pregnancy shall, for sick leave purposes, be treated the same as any other temporary disability suffered by an employee. Accumulated sick leave may be used for the period of actual disability as a result of childbearing or recovery therefrom. Since there is no certainty as to when disability actually begins and ends, a doctor's certificate shall be required verifying the employee's period of temporary disability.**

**b. Medical Appointments - for an employee or member(s) of the employee's immediate family.**

**c. Illness or Injury - of an employee or member(s) of the employee's immediate family.**

**d. Death - of a member of the employee's immediate family.**

**e. Personal Leave - An employee may use up to twenty four (24) hours of accrued sick leave as personal leave during the fiscal year. Personal leave shall be taken in units of no less than one (1) hour and in quarter hour increments thereafter**

2. Faculty senate has had the following examples approved by Thom. They need to be approved by the board but I feel confident that they will be in the faculty handbook.

*Faculty Senate has provided concrete examples based on Dr. Brooks's recent explanations of how sick leave is to be reported. While these examples are not exhaustive, they are intended to provide guidance for faculty members and deans so that professional obligations to students are met and leave policy is consistently applied across all divisions.*

#### **Example 1:**

Your schedule indicates you will be on campus or at a clinic site from 8 to 5 for clinic or face-to-face classes. You need to be away 2 hours of the day for a medical appointment. Report 2 hours of leave.

#### **Example 2:**

Your schedule indicates you will be on campus from 9 to 2 for a hybrid class and office hours. You need to be away 2 hours of the day for a medical visit, and the only appointment available is during your office hours. You do need to take leave for the time that you missed your office hours.

Example 3:

Your schedule indicates you will be on campus from 10 to 4 for a hybrid or web-supported class and office hours. You need to be away 2 hours of the day for a medical visit, and the only appointment available is during your hybrid class. You will be on campus for your office hours and other duties. You do not need to report 2 hours of leave provided your hybrid or web-supported class is working online or otherwise managed and you've fulfilled your obligations to your students.

Example 4:

Your schedule indicates you will be in for office hours from 9 to 12 and shows no other on-campus or off-site obligations for the day. You can not be on campus due to a mild illness, a medical appointment, etc. However, at a later time in the day, while off campus, you will be performing other professional tasks, including, but not limited to, planning classes, evaluating student work, and monitoring communication. Report 3 hours of leave.

Example 5:

Your schedule indicates you have office hours from 9 to 12 and shows no other on-campus or off-site obligations for the day. For whatever reason (flu, surgery, etc), you are unable to work. You can not even answer emails. Report 8 hours of leave for a Monday-Thursday or 4 hours if it is a Friday.

Example 6: Extenuating Circumstances.

When leave might be needed for a longer period of time, consult with your dean who will work with you, Dr. Brooks, and Human Resources to develop a plan.

Suppose you are scheduled to have surgery and will be away from campus for 2 weeks. The amount of leave you will take will depend on the following factors:

- Can the instructor complete the work remotely?
- Can the subject be taught remotely?
- Is it an essential function? (i.e. Most classes cannot be made up. Many programs require lab or clinic hours that must be F2F.)
- How might this affect other faculty in your department? Can adjunct faculty be employed to teach courses?

A statement from the faculty senate president:

I could not be more proud of the work that faculty senate has done. The committee worked hard on what was taken forward and administration listened. Dr. Brooks has been very supportive of what we are doing. Faculty senate will continue to advocate for faculty.

***New Business***

Revisit consideration of pursuing one of the following:

1. Revisit and hopefully implement the mentoring program that was presented before the pandemic. This would expand the present new faculty orientation to also include faculty who may have been here for awhile. This idea came about because of some issues that

were noted about withdraw process as related to financial aide. I also think its a good idea for faculty to have a person to go to. That is harder to ignore than an email.

2. Revise the constitution for clarity as well as to reflect the changing dynamic of faculty. For example, there is no specific representation of faculty from the Macon campus.
3. Faculty has asked for Promoting upward appraisal/evaluation of administration. Just as faculty are required to consider students' course evaluations, administrators should have opportunities to be appreciated for their strengths and to hear suggestions for continuous improvement.

***\*\*Will send out an email: google form to pick one of the three to see where the faculty senate wants to move forward or to add anything that needs to be addressed.***

*Adjournment : William Clark*

*Motion made to adjourn the meeting*

*Second*