

OZARKS TECHNICAL COMMUNITY COLLEGE FACULTY SENATE REGULAR MEETING MINUTES

Thursday, November 21, 2019 3:00 PM

Agenda

Meeting Items
Call to Order and Roll Call
Reading and Approval of Minutes
Program
Reports
Unfinished Business
New Business
Announcements

Item I: Call to Order and Roll Call

- A. Mrs. Melissa Wittmer (President) called the meeting to order at 3:00 PM.
- B. Roll Call

Senators present: Mr. Andrew Crocker (Past President), Ms. Lisa Dark, Ms. Rima Freeman, Dr. Kristine Harris (Secretary), Ms. Lisa Gardner, Dr. Jessica Gerard (Treasurer), Mr. Gary Larson, Mr. Gary Lumley, Ms. Kelly Miller, Ms. Donna Pritchard, Mr. Landon Vinson

Senators absent: Mr. Robert Clark (Vice President), Ms. Tina Engel, Ms. Tal Kroll, Ms. Misty Stark

Guests: Mr. Wayland Mueller, Safety and Security, Ms. Sarah Bargo, Dr. Gavin O'Conner

Item II: Approval of Minutes from Last Meeting

- A. Minutes from October were approved.

Item III: Program

- A. Innovation of Celebration
 - a. February 18, 2020 – White River Conference Center – 2 pm until 5 pm
 - b. Awards will be presented in three categories following a Shark Tank-esque presentation and will be decided by vote from the Faculty/Staff.
 - i. Game Changer Grants – 3 grants of up to \$10,000 each – for projects that leverage innovation and improve college operations. Application closes February 3, 2020.
 - ii. Trailblazer Awards – Recognizes OTC employees who lead extraordinary change on their campuses. Nominations close January 17, 2020.
 - iii. Student Success Mini Grants – funds to support evidence-based initiatives that promote student success. Application closes February 3, 2020.
- B. Internal Auditor Position Description: Mr. Wayland Mueller, Internal Auditor
 - a. Overview of Role – helps out with areas in which we need to comply and/or processes that are broken or can be done better. He is helping different areas of the College – policies, risks, etc.
 - b. Overview of the current work - Internal audit is currently admissions department (he chooses by high impact areas – past was payroll, now – admissions, etc.)
 - c. Ethics hotline – intended for staff or employees. Lots of discussion. He would like Faculty Feedback. Not intended as HR issues (use of sick leave, etc) but Fraud issues – processes that are broken, risks that the college is not adequately addressing, etc.

- C. Attendance Software
 - a. OTC is considering purchasing new attendance software with many reporting options.
 - b. Pinnacle is not supported anymore and will be replaced in Fall 2020. Discussion:
 - i. Pros - New Software will be accessed from Canvas, The new software will be customizable to accommodate employability notes, etc.
 - ii. Cons – may not have pictures (but may be able to import from Datatel) – may not have seating chart.
- D. Safety and Security Discussion – Scott Levin
 - a. How to handle student emergencies on and off campus
 - i. Student emergencies or illness – Safety and Security (S&S) will help Faculty and Staff deal with each situation – call 6911.
 - 1. Do not hesitate to call 911 and then always call S&S at 6911.
 - 2. Do not transport to the hospital. Always call 911 and then let the student decide – there is no bill until they get in the ambulance and there is an ambulance substation very close to OTC.
 - ii. Field trips are more unique, however:
 - 1. Do not hesitate to call 911 and then call 6911 (communicate with S&S)
 - iii. Worker's comp issues need to be identified and reported immediately. After the incident, there are only 5 days to report and complete paperwork.
 - b. DSS Medical Protocols – Students with Disabilities do not always contact the appropriate office but they should be encouraged to do so. Not so much because of disability but as a support service and so there is a central location of student information and faculty access.
 - c. Classroom equipment and instructions – Discussion:
 - i. First Aid Kits are everywhere
 - ii. AED – Automated External Defibrillators are being installed in hallways
 - iii. Recommended that faculty and staff identify closes exits, location of AEDs, location of first aid kits, etc.

Item IV: Reports

- A. Dr. Jessica Gerard reported on the treasury – no activity in the last month

Item V: Unfinished Business

Item VI: New Business

- A. Discussion and Concerns
 - a. Sexual Harassment was due the week before midterm grades were due – Does it have to be done every year?
 - b. Discussion of Adjunct Faculty Pay Dates – everything is calculate from the 20th of the month. If the 20th falls on Saturday, it is paid on Friday. If the 20th falls on Sunday, it is paid on Monday.
 - i. Student emergencies or illness – Safety and Security (S&S) will help Faculty and Staff deal with each situation – call 6911.
 - 1. Do not hesitate to call 911 and then always call S&S at 6911.
 - c. Committee Updates
 - i. Advising Taskforce
 - 1. Steve Foust will be presenting on the data driven advising.
 - ii. Adjunct Appreciation – Is Financial Help from the Foundation possible?

Item VII: Announcements

Meeting adjourned at 3:58 pm.