**Date:** Thursday, March 28, 2024

**Time:** 3:00 pm

**Location:** Virtual Teams Meeting

**Facilitator:** Mr. Andrew Crocker – President of Faculty Senate

**In Attendance:**

***Officers Present:*** Ms. Tracie Liska (Vice President), Mr. Gabriel McLaughlin (Treasurer), Ms. Angie Messner (Secretary), Mr. Daniel Kopsas (Communications).

***Senators Present:*** Mr. Ross Lowrance, Ms. Dawn Wright, Dr. Katherine Craft, Ms. Cara Griffin, Ms. Kimberly Griffin, Mr. Dan Janssen, & Ms. Kimberly Kosmicke.

***Faculty and Special Guest Speakers:*** Ms. Lloyd, Ms. Madden, Ms. Crouch, Dr. Weaver, Ms. Erin Canton, Ms. Shelby Gannott, Mr. C.T. Moffitt, Dr. Morgan Presley, Mr. Jonathan Staats, & Ms. Emily Yoast.

***Call to Order:***

* Meeting called to order at 3:02 pm.
* Roll call – *Ms. Angie Messner*

***Reading and Approval of the Minutes:***

* February 2024 Faculty Senate meeting minutes were approved by Andrew Crocker; seconded by Cara Griffin.

***Reports and Announcements:***

* Treasurer’s Report – *Mr. Gabriel McLaughlin*
  + No Faculty Senate funds have been utilized this academic year.
* No council reports.

***Business/Program:***

* Faculty Senate nominations discussion
  + There are 5 Senators that will be returning next year.
  + The number of Senators needed for each division are:
    - 8 Senators for Arts, Sciences, & Business
    - 4 Senators for Tech Ed
    - 4 Senators for Health Sciences
    - 1 Senator as a satellite representative
    - Total: 17 Faculty Senators
  + All faculty are encouraged to email faculty nominations to [facultysenate@otc.edu](mailto:facultysenate@otc.edu)
  + Nominations can be submitted until Thursday April 18th 2024.
  + Voting on new Senators will occur after this date.
* Adjunct Appreciation Committee report
  + Carolyn Cantrell & Matt Harris are assisting in getting a list of adjuncts that have taught at OTC for 10 years, 20 years, & 30 years.
  + Gifts will be purchased this Spring semester using funds from the Human Resources budget and will be dispersed toward the end of the Spring semester.
  + Need assistance from Faculty Senators in dispersing gifts at all campuses and centers.
    - Dawn Wright- will disperse gifts on Richwood Valley Campus.
    - Tracie Liska- will disperse gifts at Lebanon & Waynesville Centers.
    - Angie Messner- will disperse gifts on Springfield Campus.
  + Adjunct appreciation gifts will be:
    - 10 years of service – engraved keyring & money clip from OTC bookstore.
    - 20 years of service – engraved 4-pack of coasters with wooden holder from OTC bookstore.
    - 30 years of service – engraved plaque from Springfield Engraving.
* Dr. McGrady regarding a “designated open hour for meetings”
  + Email response from Dr. McGrady: “Thanks for passing along the question about the possibility of OTC setting aside dedicated time for meetings so more people can participate without scheduling conflicts. This has been a topic of conversation for a while now, and I'm aware that the Operational Excellence task force of the Dream Plan Build strategic plan is investigating how to optimize professional development and our systems of communication and feedback. She says work on the new strategic plan is still in its infancy. So, I would encourage anyone who wishes to advocate for dedicated meeting times to reach out to J’Neal McCoy, who heads up the Operational Excellence task force, to share their ideas.”
* Email response from Mr. Wade on building access on weekends and holidays
  + Holidays- there is no staff scheduled to let faculty in campus buildings or centers. Only request access to buildings and centers if necessary.
  + Saturdays- college is open during regular business hours.
  + Sundays- special access would need to be requested in advance by contacting the Safety & Security office (extension 6911) as there are limited areas open for student & faculty access.
* Ms. Lloyd on the availability of the Faculty Salary Chart
  + The faculty salary chart that was previously on the OTC website (open access to the public) made recruiting new hires difficult due to the salary chart not reflecting the various benefits of working in higher education versus industry.
  + The faculty salary chart is still available upon request (contact Human Resources or the Finance Department).
    - A faculty member suggested having internal access to the faculty salary chart in PageUp and/or in MyOTC under Employee Resources.
  + Human Resources is discussing working with an outside consultant to assure faculty salaries are aligned with degree, years of experience, and industry experience (particularly in areas such as Health Sciences and Technical Programs).
    - If this occurs, Human Resources will communicate this information with faculty.
* Dr. Weaver on proctored events in online classes
  + HLC requires verification of student identity in online classes which is why OTC has the policy for one proctored event (one or more methods of student identification verification must be utilized).
  + Dr. Weaver shared a [link](https://www.hlcommission.org/Policies/verification-of-student-identity-and-protection-of-privacy.html#:~:text=HLC%20will%20review%20an%20institution%27s,includes%20a%20Federal%20Compliance%20Review.) to the HLC Policy regarding verification of student identity and protection of student privacy policy.
* Ms. Madden & Jennifer Crouch discussing the Early Childhood Education Center being open year-round
  + The majority of OTC students qualify for state subsidy & funds from the OTC Foundation to cover tuition costs for their children attending the ECEC (so increased tuition costs should not be a barrier for students).
  + Faculty shared concerns about teacher turnover and hiring new teachers for the ECEC classrooms.

***New Business:***

* The college is offering more short-term training courses (ex: taking current credit courses and modularizing them into short-term training courses).
  + Dr. Gavin O’Connor oversees short-term training course offerings. Faculty Senate will reach out to Dr. O’Connor to see if this topic can be discussed in the April meeting.

***Adjournment:***

* The next Faculty Senate meeting will be Thursday April 18th, 2024, 3:00-4:00pm on Teams.
* Motion to adjourn from Daniel Kopsas; seconded by Dawn Wright.
* Meeting adjourned at 3:50 pm.