



Faculty Senate

Monroe Community College

**March 29, 2018
Faculty Senate Meeting**

PRESENT: B. Babcock, E. Basnayake, E. Baxter, L. Blew, M. Boester, K. Borbee, A. Burns, B. Burritt, A. Colosimo, T. Custodio, P. Emerick, R. Fisher, A. Flatley, A. Freeman, B. Grindle, M. Harris, M. Heel, J. Hill, H. Holevinski, R. Horwitz, A. Mallory, H. Murphy, M. Pentz, E. Putnam, J. Santos, J. Scanlon, T. Schichler, J.C. Senden, C. Shanahan, C. Silvio, R. Straubhaar, K. Tierney, M. Timmons, M. Vest, T. Vinci, J. Volland, J. Waasdorp, J. Wadach, H. Wynn-Preishe, L. Zion-Stratton

ABSENT: M. Cameron, J. Carson, M. Connolly, M. Dorsey, B. Ellis, K. Farrell, J. Flack, D. Gasbarre, M. Griffin, S. Lautenslager, D. Lawrence, K. Leite, J. Morelli, J. Nelson, R. Pearl, W. Rotenberg, G. Thompson, W. Wagoner

STUDENT REPRESENTATIVE: A. Waight-Morabito

GUESTS: B. Gizzi, T. Keys, R. Messenger, N. Pares-Kane, B. Stewart, H. Wheeler

Meeting called to order at 3:33 p.m.

1. Reports

a) Faculty Senate President

A. Colosimo reported the following:

- The response from President Kress regarding the Faculty Senate Resolution suspension was sent out to Senators to be forwarded to constituents.
- Congratulation to the MCC Women's Basketball Team for the NJCAA DII National Champions
- Faculty Senate will host another PB&J Event for the Open Door Mission will be held April 13, 2018 from 12-2 in Monroe A. Monetary donations are still being accepted.

b) Student Representatives

A member of the Student Government Association (SGA) reported the following:

- Elections will be held soon. He provided a flyer with information.
- International Day will be held April 25 with food and entertainment. They are holding auditions for student, faculty and staff April 16, 17, 19 & 20. Please contact SGA with any questions.

c) Standing Committee Reports

Academic Policies (R. Fisher)

- The Committee is reviewing Faculty Senate Resolution 1.1.4 – Repeatable Courses and a request regarding Course Information Sheets changes
- Discussed the issue of faculty contribution in grievance process. Review is ongoing.
- The Committee is reviewing a request to included language in the Course Information sheet to inform students where to get specific services (i.e. food insecurities).

Curriculum Committee (M. Vest)

- See attached report (Exhibit B)

NEG (M. Heel)

- The Committee continues its review of the Faculty Senate Bylaws.
- He will be working with William Dixon on the ballot to FS Bylaw vote. It will be sent out to voting faculty electronically.
- The Committee will begin the process for filling Faculty Senate vacancies.

Planning (P. Emerick)

No report.

Professional Development (J. Scanlon)

- The Committee is finalizing its review applications for Leaves for Professional Development to Benefit the College and will forward its recommendation to Provost Wade. The Committee has received three applications.
- The Committee has completed a draft schedule for the June Professional Development Week.
- The Dr. Wesley T. Hanson Award for Teaching Excellence and Hanson and MCC Award for Excellence in Professional Service are due April 2, 2018 by noon.

SCAA (A. Flatley)

The Committee is currently working on the following searches:

- Director of Schools
 - AVP Curriculum
 - Chief Diversity Officer
 - Director of Campus Events
 - Director Library
 - Director of Student Financial Aid Operations
 - Director of Advisement
- The Committee put forwarded its recommendation on the GEIS reorganization

2. Action Items:

- a) Minutes from the March 15, 2018 Faculty Senate Meeting.** Motion to approve. Motion seconded. Discussion: No discussion. ***Motion passes.***

b) Curriculum Proposals:

M. Vest summarized the following program revisions (summaries attached as Exhibit A):

- 2016-PR95-Spring AAS Air Conditioning Technology: Heating and Ventilation
- 2016-PR103-Spring AAS Fire Protection Technology
- 2016-PR105-Spring Cert Addictions Counseling
- 2016-PR93-Spring Cert Agriculture and Food Studies
- 2016-PR62-Spring AS Health Studies

Approved.

- c) APC: Proposed Revision to Faculty Senate Resolution 1.9.4 – Academic Grievance Procedure**
R. Fisher reviewed the proposal changes. Motion to support the proposed changes. Motion seconded. ***Motion passes.***

d) Policy Review:

Animals at the College

A. Colosimo stated the proposed Policy was tabled at the last meeting to address the suggestion to require services animals to be certified. She explained this is not required at the federal level therefore adding language to the Policy would cause issues. There was discussion and additional questions.

Motion to support the proposed Policy with the inclusion of the edits. Motion seconded. No further discussion. **Motion passes.**

Policy on Relationships of Power Between College Employees and Students formerly known as the Policy on Consensual Relationships

A. Colosimo presented the proposed Policy as revised. She summarizing the changes, feedback from SLCC and her meeting with M. Fingar and K. Lowe.

There were questions clarifying the proposed Policy and discussion on the following feedback:

- Change to title and policy statement to include "Romantic or Sexual" Relationships
- Focus on a Policy between students and employees
- The policy loses its effectiveness when it also includes employees – much cleaner and more precise document if only addressing student relationships

After some discussion, A. Colosimo pointed out there were three options to move forward:

1. Make a motion to write a memo supporting idea to pulled out the Employees and put into a more appropriate policy such as the Employee Code of Conduct
2. Table the Policy and develop more specific language
3. Recommendation to create a separate policy rather than included in the Employee Code of Conduct

She also pointed out the Board of Trustees will be voting to on this proposed Policy at its April 9 meeting, however she can address any concerns in her statement to the BOT.

Motion to separate into two separate Policy (Student vs. Employee and Employee vs Employee). Motion seconded. There was discussion and additional feedback provided. Question was called. **Motion rescinded.**

Motion to support the changes as outlined in the edited version including the following feedback:

- Suggestion to change Title
- Separate Employees and Student
- Included Rationale in memo

Motion seconded. No further discussion. **Motion passes.**

Procurement Policy and Procedure

A. Colosimo presented the proposed Policy and Procedure. There was discussion and questions clarifying the Policy.

Motion to support the proposed Policy with inclusion the suggested edits and questions. Motion seconded. No further discussion. **Motion passes.**

Surplus Policy and Procedure

A. Colosimo presented the proposed Policy and Procedure. She explained the policy was a result of the Damon City Campus move. In the future, there will be an electronic catalog listing surplus property which is available to the College community. There was discussion and questions clarifying the Policy.

Motion to support the proposed Policy with the inclusion of the suggested edits. Motion seconded. No further discussion. ***Motion passes.***

3. **Future Action Items:**

a) Shared Leadership Coordinating Council Bylaws (SLCC)

A. Colosimo stated there will be additional edits and a revised version will be posted to the FS Blackboard for review.

4. **Old Business**

There was no old business discussed.

5. **New Business**

a) Building Services and Recycling Committee Update – Blaine Grindle

B. Grindle gave an update on Building Services. He acknowledged there are issues and provided the following information:

- Currently have open 16-18 positions: the night shift has 11 open positions (1 staff member on medical leave) and the day shift has 4 open positions
- Dealing with complaints daily on what is not getting done
- Building 5 is being cleaned during the day
- He explained two staff members were hired for building 8 however, one person quit before they started. He understands the building is suffering but asked for patience until the staff issues can be resolved.
- Staffing issue not a budgetary issue.

He also explained the Recycling Committee is doing an experiment with the black bins for recycling in several buildings.

There were questions and feedback provided.

b) United Way Campaign - Ryan Messenger

R. Messenger gave an updated on the United Way which runs until April 20. The College goal currently a third of its way to the goal \$110,000. He along with C. Sprague would be happy to meet with departments or answer any questions.

He announced the following upcoming events:

4/13 – 100th Birthday Celebration – 2-2:50

4/14 – Night Out – Parents can drop of their kids for \$20 per kid – games and food

4/18 - Event in the Cove – Atrium from 1 – 3:00

More information will be provided in the Trib.

Meeting adjourned at 4:28 p.m.

Respectfully submitted,



Amanda Colosimo
President
Faculty Senate



Heather Murphy
Secretary
Faculty Senate Executive Committee

Minutes approved at the April 29, 2018 Faculty Senate Meeting.

Exhibit A



Action Items
Faculty Senate Meeting
March 15, 2018

Action Items, 3/15/2018

Program Revisions		
<u>2016-PR58-Spring</u>	AA	Philosophy
<ul style="list-style-type: none"> • Added MCC-TL elective • Changed SUNY-FL requirement to SUNY-FL OR SUNY-SS • Changed HMN 220 AND HMN 221 to HMN 220 OR HMN 221 • Program Electives: added program elective in semester 3 • SUNY-NS 4 credit to SUNY-NS 3-4 credits • ENG 230 replaces ART 121 • PHL 250 replaced with Open Elective • Credit hours reduced from 62-63 to 60-63. 		
<u>2016-PR94-Spring</u>	AAS	Office Technology - Office Administrative Assistant
<ul style="list-style-type: none"> • Removed OFT 110 • Required students to complete SPC 141-Interpersonal Speech Communication • Added two SUNY GER Electives in place of other requirements. • Required SOC 101 • Required either ENG 250 or SPC 143. • Added choice of ACC 130 to ACC 101 • Removed Literature Elective. • Total credits reduced from 64 to 62. 		
<u>2016-PR102-Spring</u>	AAS	Public Safety Communications
<ul style="list-style-type: none"> • Math requirement has been revised to exclude MTH 104 and MTH 141; note added to require MCC-QL Mathematics course. • Require SOC 101 instead of Social Science elective • Require SUNY-NS instead of Natural Science elective • Require SUNY-GER elective instead of liberal arts elective • Choice of SPC 144, ENG 250 or SUNY-FL elective replaces SPC 241 • Add ENG 200 as a choice in the Fire and EMS Dispatcher track 		
<u>2016-PR31-Spring</u>	AS	Business: International Business
<ul style="list-style-type: none"> • Open elective replaces MCC-SSD elective • PHL 101, 103, 105 or 250 required • SUNY-NS Elective 3 credits to 3-4 credits • BUS elective changed to BUS 204 or BUS 208 or BUS 220 • Replaces Business Program Elective with recommended courses required • Removed the MCC-SSD elective in semester 4 • One of the Open Elective credits from 3 credits to 2-3 credits • Total credits reduced from 64 to 60-62 		

Future Action Items, 3/29/2018:

Program Revisions

2016-PR95-Spring	AAS	Air Conditioning Technology: Heating and Ventilation
2016-PR103-Spring	AAS	Fire Protection Technology
2016-PR105-Spring	Cert	Addictions Counseling
2016-PR93-Spring	Cert	Agriculture and Food Studies
2016-PR62-Spring	AS	Health Studies

Exhibit B



**Curriculum Committee Report
Faculty Senate Meeting
March 29, 2018**

Curriculum Committee has given approval to:

Program Revisions

2016-PR31-Spring	AS	Business: International Business
2016-PR58-Spring	AA	Philosophy
2016-PR102-Spring	AAS	Public Safety Communications
2016-PR103-Spring	AAS	Fire Protection Technology
2016-PR105-Spring	Cert	Addictions Counseling
2016-PR93-Spring	Cert	Agriculture and Food Studies
2016-PR62-Spring	AS	Health Studies

Course Revisions

2016-CR174-Spring	MUS 108	College Chorus
2016-CR173-Spring	MUS 113	Song Writing
2016-CR171-Spring	MUS 114	Contemporary A Cappella Ensemble
2016-CR170-Spring	MUS 140	Jazz Ensemble
2016-CR172-Spring	MUS 141	Madrigal Singers
2016-CR168-Spring	MUS 142	Musical Production
2016-CR169-Spring	MUS 145	Jazz Combo
2016-CR175-Spring	MUS 146	Vocal Jazz/Show Choir
2016-CR176-Spring	MUS 151	Music Performance and Lessons
2016-CR177-Spring	MUS 290	Independent Study
2016-CR180-Spring	THE 142	Musical Theatre Rehearsal and Performance
2016-CR179-Spring	THE 190	Theatre Rehearsal and Performance
2016-CR178-Spring	THE 211	Theatre Production Laboratory

Course Learning Outcomes

2016-CO240-Spring	HEG 215	Global Health and Culture
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The Curriculum Committee has approved the following proposals for posting until 3/27/2018:

Program Revisions

2016-PR95-Spring	AAS	Air Conditioning Technology: Heating and Ventilation
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New Course

2016-NC35-Spring	HEG 211	Black Women's Mental Health and Wellness
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Course Revisions

2016-CR183-Spring	HVA 102	Air Conditioning Theory
2016-CR184-Spring	HVA 104	Commercial Air Conditioning and Heat Pumps
2016-CR185-Spring	HVA 201	Electronic Controls and Troubleshooting
2016-CR186-Spring	HVA 202	Boiler Systems
2016-CR187-Spring	HVA 203	Commercial Load Calculation
2016-CR182-Spring	HVA 204	Energy Management
2016-CR189-Spring	HON 195	Honors Seminar in Critical Analysis

The Curriculum Committee has approved the following proposals for posting until 4/3/2018:

Course Deactivation

2016-CD143-Spring	CRJ 105	Criminal Procedure Law
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Course Revisions

2016-CR190-Spring	HON 201	Honors Studies: Scholarly Process
2016-CR191-Spring	HON 202	Honors Studies: Scholarly Presentation
2016-CR193-Spring	HVA 205	New Products
2016-CR195-Spring	HVA 206	Advanced Heating Systems
2016-CR197-Spring	HVA 211	Commercial Refrigeration
2016-CR198-Spring	HVA 212	Industrial Mechanical Systems

New Course

2016-NC33-Spring	PEC 250	Fitness and Wellness
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Program Revision

2016-PR100-Spring	AAS	Computer Systems Technology
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