

MINUTES OF THE PRESIDENT'S ADVISORY COUNCIL MEETING
FRIDAY, NOVEMBER 20, 2009, 8:30 A.M.
AL SNIPES BOARD ROOM

Present: President Sechrist, Dianne Broyles, Paul Buckelew, Michael Machiorlatti, Cecilia Pittman, Akram Taghavi-Burris, Luther Trent, Darin Behara, Mike Reeves, Joan Sublett, Lori Johnson, Sally Strebis, Virgil Teter, Nicholas Webb, Lydia Rucker, John Claybon, Paige Landreth, Alexandra Wilkes, and Stu Harvey.

Absent: Terri Walker, Michael Panches, Molly Henderson, Cheryl Stanford, Denny Myers, Eddie Noble, Jason Howard, Nicholas Webb, Tamara Duncan, Tino Ceballos, and Pat Berryhill.

President Sechrist welcomed the President's Advisory Council (PAC) representatives to the meeting.

President Sechrist stated that the question regarding pay for holiday leave is still being reviewed, and a response will be provided in writing or at the December PAC meeting (see attached responses).

President Sechrist stated that a question was sent to him asking how aggressive are the OCCC security officers in enforcing that the right people are parking in the faculty staff parking spaces. Dr. Sechrist stated that he would find out more information on this issue and provide a response in writing or at the December PAC meeting, which was followed by a group discussion concerning faculty staff parking (see attached response).

President Sechrist discussed the budget. He stated that, at this point, the state is continuing to report a shortfall in revenue, and, in turn, it is anticipated that OCCC will experience a shortfall of more than 5% from state appropriations before the end of the year. The Governor is currently trying to minimize the impact on education and is recommending the use of some of the rainy day funds. Even though OCCC is experiencing a shortfall from state appropriations, OCCC's tuition revenue may be a little higher than anticipated. At this point, OCCC is not planning any student fee increases or unpaid employee furlough during this year. Some colleges have announced hiring freezes. OCCC will slow its hiring. It is anticipated that OCCC can manage through the remainder of 2010 and also get through 2011 without dramatic negative impact, due to federal stimulus funds. FY2012 will be a difficult year for revenue because stimulus funds will not be available. OCCC will continue to be cautionary during the coming years anticipating the shortfall in FY2012.

President Sechrist stated that the numbered entry signs at all the doors will be removed soon and replaced by the name of each building. The next phase will be updating the monument signs outside, and then the interior directional signs will be updated. Funding is from section 13 offset monies, which can only be used for capital improvements.

President Sechrist invited PAC representatives to ask questions or share comments. The following were shared:

- A PAC representative announced the Oklahoma Association of Community Colleges (OACC) will have its annual conference on February 25-26, 2010, at the Reed Conference Center in Midwest City. More information will be on the OACC website soon.
- A PAC representative announced that the Communications Lab will have Documentation Day to instruct students on the APA or MLA format on November 30th. Staff in the Communications Lab would like to have as many students attend this event as possible. There will be workshops on prevention of academic dishonesty at 11:00 a.m. and 1:00 p.m., and other workshops throughout the day.
- A PAC representative announced that Mayor Mick Cornett will be on campus on December 2, 2009, at 4:00 p.m., in College Union 2 and 3. Mayor Cornett will speak about the MAPS 3 project. President Sechrist commented that the OCCC aquatic center is in need of some significant repairs and expansion, and President Sechrist is hopeful that OCCC will receive money to do the needed upgrades if the MAPS 3 initiative is passed. OCCC was not specifically listed in the project, but health and wellness aquatic centers for senior citizens were included as a proposed MAPS 3 project in the amount of \$50 million. In order to obtain a portion of the money, the College will have to submit a proposal and explain how improvements to the OCCC aquatic center would benefit senior citizens.

President Sechrist stated that salary increases for the next couple of years could be very difficult, and he gave the PAC representatives an assignment. He asked if they would assist him in coming up with non-monetary ways that the College might reward or recognize faculty and staff. He asked that PAC representatives bring a list of items to the PAC meeting on December 11th.

President Sechrist thanked the PAC representatives for their input, and the meeting adjourned.

The following are the responses provided to concerns/issues/questions/comments presented during the month and prior to the November 20, 2009 meeting:

1. **QUESTION/CONCERN:** Can the requirement of a decal to park in the spaces marked for faculty and staff be enforced? If so why is it not enforced with any degree of regularity? What duties does security have that prevents them from doing this job? It would seem to me that the visibility of security checking the parking regulations would create a safer environment for those walking in the lot at various times of the day as an added benefit.

RESPONSE: I forwarded the question to Dr. John Boyd, Vice President for Business and Finance, and Mr. Ike Sloas, Director of Campus Safety and Security to provide information for the response. The information provided to be me is the basis for the response. The requirement of a decal is enforced, but there is not a dedicated parking enforcement officer on duty at all times. Even with other duties, the officers do

regularly issue citations related to parking. Last year, OCCC Safety and Security issued 328 citations for parking in the faculty/staff area without a proper parking decal. The primary job duties for armed security officers focus on life safety issues including active patrol of the College campus and other off-site campus locations, medical response, incident and criminal investigation, and traffic control. These life safety and prevention issues require the officer's priority and impact the amount of time can be dedicated solely to parking enforcement.

2. QUESTION/CONCERN: If the administration knew that the student success data would be a "touchy issue" for the faculty, then why was the faculty not engaged in dialogue before a policy decision was made? In the division meeting, Dean Tabor stated that the data "may" be used in the faculty development and performance appraisal processes. Subsequently, reassurances have come from various administrative quarters – the dean's office included -- indicating that the data will not be linked to performance appraisal and faculty retention. Yet, such reassurances don't feel particularly reassuring for people who have not, up to this point, been given a voice.

RESPONSE: I forwarded the question to Dr. Felix Aquino, Vice President for Academic Affairs, who along with Division Dean prepared the basis for the response.

Prior to the college's migration to the Datatel student information system, faculty grade distributions were routinely generated as part of the previous student information system. These grade distribution reports were shared with the faculty member and his/her dean. The capability to generate the reports has been restored with Datatel and the previous practice of providing the information to the faculty member has been reinstated. The fact that it is a "touchy issue" as described in the question was probably under-estimated largely because it was the reinstatement of a previous practice that was only suspended due to the lack of functionality in the Datatel student information system.

The intention behind these reports is to inform a conversation between the faculty member and dean with respect to faculty development. The intention is that the information and the conversations between a faculty member and his or her dean or department director be private, confidential, and used as one of many sources for faculty development. Our recent collective renewed focus on student success, not just access, provided the motivation in our recovering the ability to get grade distribution reports in the hands of faculty. We are aware of the sensitive nature of the information in these reports. Therefore, the reports are considered confidential and are restricted to the staff members who generated them (who as part of their responsibility are bound by the confidential nature of the reports), the respective dean/director, and the faculty member.

3. QUESTION/CONCERN: Why do they only get 8 hours of holiday leave on a day when there were scheduled to work more than 8 hours which requires them to make up the hours on a different day of the week to complete their hours for the week?

RESPONSE: I forwarded the question to Mr. Gary Lombard, Vice President for Human Resources. The information provided to me is the basis for this response. Only regular full-time employees are eligible for holiday leave pay. OCCC uses an 8 hour standard hour workday, regardless of whether the employee was scheduled to

work more than 8 hours or less than 8 hours on that day, including those who are not scheduled to work. Supervisors can then balance the work schedule up or down to meet operational requirements and provide the employee with a 40 hour week. This methodology of calculating holiday leave hours provides a balanced way to award leave and not penalize an employee for not being scheduled to work at least 8 hours on the holiday.