

Faculty Association Minutes

October 24, 2023

LIB 407 and Zoom

Meeting was called to order at 11:04 AM

1. Welcome
2. Approval of Minutes from September 2023 Meeting
 - a. Minutes were approved.
3. Guest: PD Sgt. Josh Keith
 - a. Safety drills occur in the spring
 - i. Evacuation drill that simulates a bomb threat
 - ii. Shelter in place drill that simulates an active shooter
 1. For those in glass walled classrooms or offices, everyone should move as far away from the glass walls as possible and barricade the doors with classroom/office furniture
 - iii. Safer area drill that simulates a tornado emergency
 - b. Sheild app allows you to report suspicious activity anonymously or with your name
 - i. Has an emergency button that allows the PD to locate you on campus immediately
 - ii. Allows you to upload photos and videos
 - c. Always treat audible fire alarms as real = no false alarms ever
 - i. Everyone has to evacuate and wait for the all clear before returning to the building
 - d. Everyone at OCCC is automatically enrolled in the email system that will send out drill and emergency information. You can opt in to receive text alerts through the CAN system
 - e. The PD can assist with car issues like flat tires and dead batteries
 - f. 911 calls on campus go to OKC first and are then transferred to OCCC for a response
4. Guest: Jeff Sughru
 - a. Working on a new wellness initiative
 - b. A wellness consultant from BCBS came to campus to audit facilities and provide feedback on options
 - c. Establishing a wellness committee

- i. Committee will have members across campus so that faculty and staff will have input into the program development and timing of events
- ii. Jennifer Ball will serve as the FA rep to get the committee off the ground
- iii. The committee will build the new system from the ground up
- iv. No mandatory/punitive measures for the new system
- v. 1st meeting is coming soon

5. Treasurer's Report

- a. Membership – 59 members
- b. Balances
 - i. Endowed Scholarship Fund: \$15,091.00 (as of December 31, 2021)
 - ii. Expendable Scholarship Fund: \$8,766.19 (as of September 30, 2022)
 - iii. Checking Account: \$9,232.19 – includes \$10 for scholarships and \$68.97 spent for the chili cookoff which has not been deducted yet (as of September 30, 2023)
- c. Pay dues to your division reps or Cash App \$OcccFacAssoc
- d. Treasurer's report was approved.

6. Staff Award – Katie Chestnut, Library's Technology Lending Specialist

7. Scholarship Committee chili cookoff occurring today- get your chili and/or baked goods and support student scholarships! Applications coming soon – remember your early 8 week students as well as your current students can be nominated.

8. Amendments to the FA Constitution and By-Laws

- a. Cash Handling: Finance has asked that the FA no longer take cash/checks via the division reps, rather anyone wanting to pay in that way should go to the Bursar and pay. And also that there be a 2nd signer on the FA checking account
 - i. Bursar will provide receipts and keep the cash/checks in a secure safe location until the FA treasurer picks it up to deposit in the account
 - ii. This reduces the liability on the division reps
 - iii. Motion was made and seconded to accept this amendment to the constitution
 - iv. Discussion was opened

1. All checks should be made payable to the Faculty Association and the memo line should be used to say if the money is for dues, scholarships, etc
2. Receipts for cash payments will have all that information them that explains what the money was for
- v. Members needed for a quorum: 17
- vi. Members present: 13 in person; 13 online; 10 voting via proxy
- vii. Vote
 1. Yes: 12 in person; 11 online; 10 proxy: 34 votes
 2. No: 0 in person; 0 online; 0 proxy: 0 votes
 3. Abstain: 0 in person; 2 online; 0 proxy: 2 votes
 4. 2/3 of voting members required to pass (22): passed
- b. Chair compensation: Finance asked that the by-laws be changed to show that the decision was made to pay the FA chair 1 hour release time for the summer.
 - i. Motion was made and seconded to accept the changes to the by-laws
 - ii. Discussion was opened – none
 - iii. Vote
 1. Yes: 12 in person; 11 online; 10 proxy: 34 votes
 2. No: 0 in person; 0 online; 0 proxy: 0 votes
 3. Abstain: 0 in person; 2 online; 0 proxy: 2 votes
 4. Simple majority of voting members required (19): Passed

9. Chair Report:

- a. President
 - i. New assistant – Tanya Denton
 - ii. Faculty would like to participate in a PAC again
 - iii. Faculty would like to revive the IT committee
 1. Lack of support in IT, phones never answered and forwarded to the CLT who cannot assist in IT problems
 2. President is “working on it” and has a plan to fix the system instead of just putting band-aids on the problems
 - iv. Concern about college finances
 1. We had no audit findings – unheard of
 2. OCCC is doing great financially
 - v. Marketing has lots of issues with meeting needs of faculty and programs across campus
 1. DO NOT go out on your own to do marketing
 - a. OCCC has a brand and it cannot be used without express permission

- vi. Dr. Jones is judging the chili cook off
- vii. Rosewood Gala was a success
 - 1. Next year's gala is set for September 19, 2024
 - 2. What level does the faculty want to be involved?
 - a. Guests?
 - b. Sponsors?
 - c. Other options?
- viii. Dr. Jones regularly receives feedback wherever she goes about the amazing faculty at OCCC and the amazing job they do here
- ix. The Chair mentioned that we would like to see Dr. Jones on campus more. We want to get behind her vision for the college, but it's difficult to do when she is not visible on campus.
- x. Faculty would like convocation to be moved back to welcome week
 - 1. When in welcome week it serves as a sort of Pep Rally to get everyone excited to be back to campus for the new school year
 - 2. Very difficult to get faculty attendance if it is in the middle of a term

b. VPAA

- i. Chief Piazza would like to address the faculty and their concerns about safety on campus
- ii. Discussed the constitution and by-law changes that finance would like made by FA
- iii. Discussed convocation and the desire that it be returned to welcome week (Dr. Ortiz agrees)
- iv. Discussed the changes made to the IT policy (3058)
 - 1. Changes did not go through IPC
 - 2. Changes were not announced, no one knew anything until the librarians were updating their info concerning the public computers
 - 3. Was reminded that IPC is not required or expected for changes to policy and serves only as advisory when changes are sent through them
- v. Discussed the need for a "Dead Hour" where classes do not meet so that Faculty and students can have meetings without competing with classes
 - 1. Probably cannot do 5 days, but maybe 2
 - 2. Students signed a resolution in the spring
 - a. Admin was not aware of this
 - b. Chair worked with student life to get a copy to them

3. Looking into it
- vi. VPAA is obtaining a list of all out of state faculty teaching online
 1. Are they individuals with special training or expertise we cannot live without? Or can we hire locally?
 2. 27% payroll increase to pay for these out of state faculty
 3. No one is being let go in the Spring, everyone currently scheduled for spring classes will be teaching them
- c. Board of Regents
 - i. New Regent : Dr. Larry Hauk started this week
 - ii. Gala raised \$230,000 and had 300 attendees
 - iii. After the "Evening with Rosemary" event, there is a service trip to Uganda being planned
 - iv. Audit had no findings
 - v. Strategic plan is in progress
 - vi. OCCC won 3 of 5 awards at the OACC conference
 1. LiErin Probasco won the GIFT award
 2. Dr. Sechrist was inducted into the Hall of Fame
 - vii. Food Pantry has been moved to a better and more convenient location and blessing boxes have been installed in other areas of campus to make access to food supplies even easier
 - viii. OCCC has a Congressional Spending Grant that has \$485,000
 - ix. HR Compensation study resulted in a more equitable pay structure that will help in recruiting and retaining top level employees across campus
 - x. IT is having Sysco Systems assist with a total system assessment-IT
 - xi. Mr. Ruiz is now head of IT only
 - xii. Brandon Brooks is now the head of External Affairs
- d. Other – Drawings for fabulous prizes for membership drive. Attendees encouraged to get some chili and donate to Faculty Association Scholarship Committee

10. New Business – None

11. Announcements - None

12. Adjournment

- a. Meeting was adjourned at 11:58 AM

Respectfully Submitted

Johnny Hill

Faculty Association Secretary 2023-2024

Amendment to the Constitution: Article II Section 3

Section 3. Collection of Dues

- ~~A. Each member of the Executive Committee shall be in possession of a receipt book. The primary point of contact for the collection of dues in a Division will be the Executive Committee representative from that Division.~~ **The Primary point of contact for the collection of dues for the Faculty Association will be through the Oklahoma City Community College Bursar's office. Dues can also be paid with a cash transfer website maintained by the Faculty Association Treasurer. The Bursar's Office will hold the monies received in a safe location until said monies are collected by the Faculty Association Treasurer for deposit in the Faculty Association's operating fund.**
- ~~B. The member of the Executive receiving a member's dues shall fill out a receipt acknowledging the receipt of the dues, giving a copy of the receipt to the member.~~ **The Bursar's Office shall provide a receipt acknowledging the receipt of the dues, giving a copy of the receipt to the faculty member. The Bursar's Office will keep a copy of the receipt for their records and provide a copy of the receipt to the Faculty Association Treasurer when the monies are collected by the Treasurer.**
- ~~C. After receipting the dues, the individual receiving the dues shall record the following on a record sheet:~~ **The Bursar's Office shall record the following on the receipt:**
1. The member's name
 2. The member's division
 3. Amount received
 4. Purpose of payment (dues and/or scholarship donation)
 5. Method of payment (cash or check)

6. Date

~~7. The name of the Executive Committee
representative that collected the amount~~

~~D. At the next meeting of the Executive Committee, all dues
and record sheets shall be delivered the Faculty
Association Treasurer for accounting.~~ The Faculty
Association Treasurer shall pick up the paid dues and
receipts from the Bursar's Office prior to each regularly
scheduled Faculty Association Meeting to have an
accurate account of paid members.

E. The Treasurer and one other member of the Executive
Committee shall both tally the ~~delivered record sheets~~
Bursar's receipts to determine the amount of dues received.

F. ~~After tallying, two copies of the record sheets shall be
maintained, one by the~~ The Treasurer shall keep a copy of
the receipts for purposes of audits and the other by the shall
provide the Faculty Association Secretary for purposes of
maintaining a list a count of paid members.

Article III Section 4

Section 4. Chairperson's Duties

The duties of the Chairperson of the FA shall be:

- A. To promote the interests of the FA.
- B. To preside at all meetings of the FA and meetings of the Executive Committee.
- C. To coordinate all activities of the Executive Committee.
- D. To be a co-signer on the Faculty Association Operating Fund along with the Faculty Association Treasurer.
- E. To attend or to appoint a designate to attend all Oklahoma City Community College Board of Regents meetings.

- F. To submit an annual written report by June to be archived with Faculty Association records.

Amendment to the By-Laws: Title V

COMPENSATION FOR CHAIRPERSON'S DUTIES

The Chairperson of the FA will be allotted contractual compensation time equivalent to **one (1) credit hour per summer semester and** three (3) credit hours per semester administrative leave per fall and spring semesters for the fulfillment of the duties of this office.