

**QCC Faculty Senate
Fall 2016
September 22, 2016**

MINUTES

TYPE OF MEETING	Monthly Senate Meeting
FACILITATOR	Betsy Zuegg, Faculty Senate President
NOTE TAKER	Jean Kennedy, Faculty Senate Secretary
EXECUTIVE BOARD	Betsy Zuegg, President Jean McLean, Vice President Jean Kennedy, Secretary
COMMITTEES	Committee-Lead Faculty Alternative Modalities Committee-Amy Beaudry Governance Steering Committee Rep.-Anne Shull Governance Steering Committee Rep- <i>Alternate</i> -Mark Bates Curriculum Committee-Eric Mania Bylaws/Elections Committee-Lisa Cook Academic Policies Committee-Margaret Wong Staff Dev. Committee- Nancy Berthiaume AdHoc Committee/QCCPA liaison- Sue McPherson FS Enrollment Subcommittee-Kristy Glover/Lisa Cook

Agenda

- 1. Call to order**
Approval of April 2016 minutes

DISCUSSION	Approval of April 2016 minutes: No discussion		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Archive Minutes/Distribute Minutes to Faculty	Jean Kennedy	Per policy

2. Old Business

DISCUSSION	<ol style="list-style-type: none"> a. Faculty Senate (FS) Mission: FS beginning 11th year; Mission includes-promote teaching and learning; promote faculty development, welfare and moral; develop and recommend policies and guidelines in all areas of faculty responsibility; Provide liaison between faculty and the President including recommendations to college President. b. Formation of the (FS) Enrollment Subcommittee and call for volunteers- Kristy Glover and Lisa Cook volunteered for this committee. Update on the Enrollment Management Task Force-Representative for the FS is Amy Beaudry. President Zuegg and Amy attended meeting and reported that enrollment is down 4.6% (goal was to be down only 5%). Amy reported on student payment plan options that are adding confusing and causing issues with enrollment, FAFSA form has bogged students down; waiver of health insurance also confusing and impacting registration and enrollment. A Title III grant has been submitted which may assist in resolving these concerns and their effect on enrollment (if granted).
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	Enrollment Management Plan/Report -Report has been released and was distributed during the meeting; will be sent electronically to all faculty. There are three Listening Sessions regarding this report: October 4, 11 and 18.		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Enrollment Management Plan-Distribute Electronically	Betsy	October 1

3. New Business:

DISCUSSION	<p>a. President Carberry's Retirement Announcement: President Zuegg suggested a note of congratulations to be sent to President Carberry on behalf of the Faculty Senate. All agreed.</p> <p>i. Presidential Search Committee-Discussion on the make-up of the search committee. Requirements from the Commissioner reviewed. FS is recommending that four (4) faculty be on the search committee. Faculty represents the largest facet of the college community. Agreement that President Zuegg will send faculty representation request (recommendation) the Chair of the Board of Trustees.</p> <p>ii. Qualities of a Presidential Candidate: Discussion led to preferred qualifications: Higher Education teaching experience; Respect for, knowledge of and experience working with labor union; fundraiser skill; Understands the QCC mission, vision and values; Transformational Leadership qualities; Promote and advocate for community colleges; Understands the role of community college (internally and externally).</p>		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Send request to Chair of the Board of Trustees 1-faculty recommendations for search committee 2-preferred qualities of a Presidential candidate.	Betsy	October 15, 2016

4. Safety Training for Faculty

DISCUSSION	Report by Mike Gormley: Public Safety personnel had a specific training on campus safety. There was a request for this training to be presented to faculty. Discussion. It is proposed that a group or committee be initiated to evaluate safety and training for faculty. This will be carried-over to next FS meeting in October.		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Carry Item over to October Meeting	Mike Gormley	October

Proposed Agenda for October 27th, 2016 Scheduled Meeting

Enrollment Management Report-Review and Discuss
Safety Training for Faculty

Summary of Action Items	Person Responsible/ Target Date
1. Enrollment Management Plan- Distribute Electronically	Betsy/October 1
2. Send request to Chair of the Board of Trustees 1-faculty recommendations for search committee 2-preferred qualities of a Presidential candidate.	Betsy/October 15
3. Safety Training for Faculty	Mike Gormley/Agenda item for next meeting