

PENN STATE MONT ALTO FACULTY SENATE EXECUTIVE BOARD COMMITTEE MINUTES

Wednesday, September 9, 2016

In attendance: Chair, Ermek Nurkhaidarov. Francis Achampong, Somjit Barat (by phone), Michael Doncheski, Hanifah Harvey, David Seitz, Kendra Sites, Dan Dandy

Meeting commenced at 12:25pm.

New committee members, David Seitz and Daniel Dandy were welcomed.

The chair-elect and role of the secretary were discussed. Two members of the board are eligible for election to be chair. Hanifah Harvey and David Sensenig will be presented as the candidates during the upcoming MAFS meeting on 9/16/16. Dan Dandy was selected by secret ballot to fill the role of secretary for the executive board committee for the academic year 2016 – 2017.

The campus theme committee report: First meeting will be held on 9/15/16 at 1:30. There are presently 9 faculty members, and 2 staff members. During first meeting, recommendations for student and community member representation will be addressed.

The document shredding process was discussed. A suggestion that a mass shredding could be scheduled every two years was raised. However, limitations in storing the to-be-shredded material may render that option unfavorable, as, over a two-year period, the accrued material may exceed the given storage space. The present process stores the material in an area of the Conklin basement. When the area is near capacity, Ron Swope contacts the shredding company accordingly. That process will continue unchanged at this time.

Conference funding was discussed and reviewed. Funding matters will now proceed as per normal: Funding up to 100% will be provided when attendance is required for accreditation, for those on tenure track or those up for promotion. In situations where those criteria are not met, a 1/3 funding match will occur.

The role of the Faculty Affairs Committee was discussed. This committee, capped at 8 members, meets both in person as well as through other means, to discuss funding issues related to faculty. It was noted that last year's committee was very active when not meeting in person.

MAFS Committee participation was discussed as it relates to underutilization of the potential for some committees. Incentives to improve committee member participation and committee outcomes included: 1. Committee chair reports during MAFS meetings 2. Presentations on Committee-specific projects during MAFS meetings 3. Charging a committee or committees with specific tasks.

Regarding the charging of committees: A number of ideas for the IT Committee were discussed and included: 1. Creating a faculty-friendly cheat sheet for managing the new platforms of Starfish and LionPath; one that could include a language-translation form for Starfish and LionPath. 2. Act in the capacity of a repository: fielding issues related to the new platforms and then funneling the issue to the best resource. 3. Creating a faculty-friendly language-translation form for Starfish to LionPath. 4. Set-up training sessions for students and faculty. Of the latter, a session specific to entering grades into LionPath was suggested. 5. Clarifying the steps needed for flu vaccine scheduling.

Dr. A. will be working with the Athletic committee and, on September 8th, meeting with the Athletic department. He is hoping to improve and to increase the presence of the Athletic Department on the campus. The end goal is to increase the role of athletics in retaining students. A possible Athletic Department outreach strategy was presented: the hosting of another faculty and staff appreciation event. Prior to the given athletic completion that this will occur, a tailgating event could be held to further enhance the experience and entice participation.

Auditorium reservation issues were raised. Concerns included the inability to manage lights, the Gallery door being locked and equipment needing to be moved, relocated or positioned without an identified person(s) to do so. It was suggested that for events in the auditorium a designated person be identified and be available to assist during given auditorium events. The Event Request form was noted as a tool that could be used to assist with this process, but that the form, in its current state, may not be sufficient to capture all of the needed event criteria. To the end, Kendra will be meeting with Ron Swope for assessment of the Event Request form.

Dr. A. noted that he will be offering follow-up to the effectiveness of the retirement option announcement made on 9/2/16. He still hopes that the cost savings from this plan will allow for the hiring of a full time counselor. He will share further information and developments during MAFS meetings, Conversations with Administration and an Afternoons with the Chancellor.

Mike Doncheski informed the committee that the Benefit meeting is going to be moved to October 4th.

Flu vaccination scheduling was discussed again. Mike and Kendra will be following up with the IT committee to clarify the steps needed for flu vaccine scheduling.

The next meeting scheduled for Monday 10/3/16 at 12:20pm – 1:10pm