



Franklin Cummings Tech College Senate Meeting Minutes

Date: June 18th, 2024

Time: 12:00 PM – 1:00 PM

Location: Microsoft Teams

Co-Chairs: Heather Duffy, Gary Chin

Present: Bill Hans, Blair Wong, Chinecherem Ezeihejafor, Craig Christensen, Darwin Almonte, David Weafer, Emma Michalowski, Fathima James, Gary Chin, Heather Duffy, James Johanson, James Lawton, Jennifer Wall, Jim Dellot, John Terasconi, Kaissa Oulhadj, Kamyar Pashayi, Kweisi Johnson, Meredith Quinn, Min Chen, Mozghan Hosseinpour, Peter Kang, Sharon Bonk, Steven Lawrence, Victoria Maciel

Agenda:

- Welcome and Introductions [Gary] (5 minutes)
 - Introduce co-chairs
 - Introduce Senate officers
 - Ask meeting attendees: *Who has contributed to the College Senate previously? What was your experience like?*
- Overview of the Senate: purpose, membership, bylaws, purview [Heather] (20 minutes)
- Overview of governing documents and College Senate contact form (5 minutes)
- Questions and focused conversation: determining Senate priorities for FY2025 (30 minutes)

Resources/Links:

- [Meeting recording](#) – transcript also available
- [Shared Governance Teams and Purpose](#) document – shared by Performance and Accountability Council (PAC)
- [Franklin Cummings Tech Governing Documents folder](#) – contains links to the 2024-25 course catalog, 2021 employee handbook, and 2023-24 student handbook

Summary:

- Overview and Purpose of Senate:
 - The College Senate aims to work with the administration to develop policies and best practices for the college.
 - The goal is to ensure effective communication and collaboration in policymaking to benefit the entire college community, including administration, students, faculty, and staff.
- Membership:
 - All faculty and staff are members of the Senate.
 - Jen represents PAC, which also collaborates with the administration.
- Senate Structure
 - The Senate consists of the Faculty Senate and the Staff Senate, each led by a Senate Chair (Heather for Faculty Senate, Gary for Staff Senate).
 - Both have equal standing and include Senate officers who help organize subcommittees.
 - Subcommittees are formed to work on specific policy areas, and volunteers are encouraged to join these subcommittees.
- Senate Operations
 - Separate meetings are held for faculty and staff to discuss policy ideas and concerns.
 - Full Senate meetings are held to prioritize these ideas and present them to the administration.
 - The administration reviews these proposals and responds, with the Senate chairs relaying the feedback to the full Senate.

- The administration can also bring policy ideas to the Senate for consideration.
- Communication Channels
 - Ideas can be submitted via direct conversation, email (ftechsenate@franklincummings.edu), or through the Senate's website.
 - The Senate aims to maintain transparency by sharing meeting minutes and responses on the Senate web page.
- Scope and Limitations
 - The Senate addresses issues affecting the community as a whole, such as safety, working conditions, and inter-departmental communication.
 - Individual complaints, union negotiations, and specific faculty committee issues are outside the Senate's purview.
- Engagement and Participation
 - Members are encouraged to read the Senate bylaws, employee handbook, student handbook, and course catalog.
 - Attending Senate meetings or reviewing recordings is essential for staying informed.
 - Members can suggest discussion topics via email or the Senate website.

Key Discussion Points and Action Items:

1. Parking at New Campus
 - a. Discussion: Concerns about parking accessibility and communication of parking policies. Potential/possibility to use unused space next to the building, or partner with Goodwill across the street and use their lot, particularly for evening classes. Is there some parking compensation we can get for adjuncts who may be coming from work to teach for us?
 - b. Action Items:
 - i. Form a subcommittee to address parking issues and provide regular updates.
2. Holiday Schedule Confusions
 - a. Discussion: Confusion around holiday schedule changes, impacting labs and adjunct faculty. Holiday make-up days are not workable for some programs, with HVAC and Biotechnology being two examples. Can we personalize make up days for each program, with help from department chairs?
 - b. Action Items:
 - i. Form a subcommittee, including James Klasen and department chairs, to clarify and streamline holiday schedule communications.
 - ii. Create clear instructions for faculty to relay to students.
3. High School Student Integration
 - a. Discussion: Increasing early college opportunities for high school students and ensuring their preparedness.
 - b. Action Items:
 - i. Provide additional support for teaching high school students, best practices
 - ii. Faculty Development Committee to provide training on teaching high school students.

The meeting was adjourned at 1:00 PM.

Next meeting details to be communicated via email.

Prepared by: Gary Chin

6/21/2024