



Minutes, May 7, 2019 [Draft/Revised 5/21/19]

Present: Alan Pruit, Angel Luna, Brooke Ayers, Ed Schubert, Joann Chang, Kara Tucker-Morgan, Martha Martinez, Maureen Garrett, Paul Koblas, Rita Brown, Sonja Greiner, Steve Lund, William Blomquist, Scott Donnelly Guests: Bob Walker, A.J. Buchtel, Steve Moore.

A. Guests: Bob Walker, Interim IT Director through 7/31: Bob Walker discussed plans to replace approx. 610 computers with leading edge equipment by the start of the fall, 2019, semester, and to address other campus technology concerns on a classroom by classroom basis. A capital replacement plan will also be in place by 7/31/19 to catch up AWC's technology needs. Walker queried senators about their technology experiences, and said he will take any opportunity to talk with faculty to get things solved.

B. Old Business

1. Employee Handbook: Faculty expressed concern about aspects of the new handbook, and about the significance of signing off on the receipt form, but complained that answers have not been forthcoming. President Corr is reported to be reviewing all employee responses to the handbook.
2. Assessment Update: Martha Martinez reported that faculty assessment training would be Tuesday, August 13, and would be more hands on than in the past.
3. Education Growth: The Faculty Senate voted 14/0 to move Eric Lee's proposed revisions to educational growth policy to the President's Cabinet with minor modifications. (Appendix A)
- updated form with minor modifications sent (Appendix B) and voted on 5/14/19:
11 yes, 0 no, 0 abstain
4. Technology Expenditures: It was reported that \$500,000 had been diverted from technology expenditures to audit remediation. Bob Walker (above) had earlier stated that AWC's \$7 million technology plant requires approximately \$1 million annually in capital replacement and maintenance.

[Note: At this point the secretary had to leave to meet a class and Joann added in the remaining minutes.]

5. Base salary: Dr. Corr has announced that he will be hiring a 3rd party to do a market analysis on faculty pay in the fall. He would like to have recommendations from faculty as to the parameters for this study.

6. Compensation update: The Faculty Compensation Committee plans to meet with Dr. Corr to request the report in regards to the study done with PA and CEA increase in salary. They will

hopefully also get more information as to what Dr. Corr would like to have done on the faculty salary market analysis.

7. Common college hour: A request was made at the April Senate meeting to get feedback on the common college hour proposal. Steven said that the concern his division had was with regards to those who serve on multiple committees and how that would work with only the 2nd Wednesday of the month designated for committee meetings. Joann said SCID would not be able to do the 3-4:15pm hour due to SCID's 2hr 40min block courses and would prefer to have the common hour at 1:30-2:15pm. It would be after lunch hour time slot where potential students could be taking courses during their lunch hour. Steven said that this could be looked into.

8. DGB minutes: Senate officers discussed the condensed DGB minutes with Dr. Corr and we noted how there is substantially less details or noted discussions about action items that were voted on by the board. Dr. Corr said that they did go to the minimum requirements for minutes, but that he would talk to Ashley to come to a better level of detail, especially on action items that are voted on so that if someone were to read the minutes that they would have more details.

C. New Business

None

D. Good of the Order

1. Mo Garrett wanted to know the status of the Gila Ridge football field since we no longer have a football program.

Appendix A: ARIZONA WESTERN COLLEGE

EDUCATIONAL GROWTH FULL-TIME FACULTY MEMBERS

PURPOSE: To promote and foster educational growth, the College will provide Educational Growth Credit for continued education directly related to the employee's job through college coursework, work experience, summer institutes, research, production of an exhibition, or performance of one's own work, other special studies, or pursuit of a pre-approved degree. (See Procedure 415.4 section 2.2).

PROCEDURE: Educational Growth Credit may be earned when the coursework (with prior approval from the immediate supervisor and Vice President or designee), work experience, production of an exhibition or performance of one's own work, summer institutes, research, or other special studies are directly related to the employee's area(s) of principal assignment or in which the employee has been requested to work.

Summer institutes, workshops, and seminars will be considered, providing the hours required are at least equivalent to 1 credit hour of classroom instruction. Less than 1 credit hour will not carry forward to subsequent institutes, etc. Sufficient documentation to evaluate the program, time spent, and effort expended must be submitted to the appropriate vice president.

Work experience must be of sufficient length to warrant minimum credit evaluation independent of other work agreements. Credit evaluation will be determined based on continuity of assignment and hours of employment verified by official documentation.

A Request for Education Growth Credit form must be completed by the employee prior to enrollment and/or notification of acceptance submitted to the immediate supervisor and appropriate College Officer for final approval of the individual coursework, etc.

A copy of the signed Request for Educational Growth Credit form will be held in the Human Resources Office. Prior to October 31, the employee must provide the Human Resources Office with Official transcript(s) of the college course(s), and/or documentation of work experience, summer institutes, research, etc.

Salary adjustment to the base salary: Salary adjustment will be made to the full-time faculty's base salary on an academic year basis appropriate to the Faculty Salary Schedule.

Please see Procedure 415.4 bullets 1.2, 1.21, 1.2.2 and 1.2.3. "There is no maximum for professional conference presentations or scholarly published work."

Degree	Increase per credit
Bachelor	\$ 80.00
Master	\$ 90.00
Doctorate	\$ 100.00

Following the submission by October 15, the full-time faculty's contract will be amended and the salary recalculated for Payroll no later than December 15 of the same year.

A one-time incentive award of \$500 will be granted for earning a pre-approved degree higher than the current degree. This award will not be added to the full-time faculty's base salary.

Appendix B: ARIZONA WESTERN COLLEGE

EDUCATIONAL GROWTH FULL-TIME FACULTY MEMBERS

PURPOSE: To promote and foster educational growth, the College will provide Educational Growth Credit for continued education directly related to the employee's job through college coursework, work experience, summer institutes, research, production of an exhibition, or performance of one's own work, other special studies, or pursuit of a pre-approved degree. (See Procedure 415.4 section 2.2).

PROCEDURE: Educational Growth Credit may be earned when the coursework (with prior approval from the immediate supervisor and Vice President or designee), work experience, production of an exhibition or performance of one's own work, summer institutes, research, or other special studies are directly related to the employee's area(s) of principal assignment or in which the employee has been requested to work.

Summer institutes, workshops, and seminars will be considered, providing the hours required are at least equivalent to 1 credit hour of classroom instruction. Less than 1 credit hour will not carry forward to subsequent institutes, etc. Sufficient documentation to evaluate the program, time spent, and effort expended must be submitted to the appropriate vice president.

Work experience must be of sufficient length to warrant minimum credit evaluation independent of other work agreements. Credit evaluation will be determined based on continuity of assignment and hours of employment verified by official documentation.

A Request for Education Growth Credit form must be completed by the employee prior to enrollment and/or notification of acceptance submitted to the immediate supervisor and appropriate College Officer for final approval of the individual coursework, etc.

A copy of the signed Request for Educational Growth Credit form will be held in the Human Resources Office. Prior to October 31, the employee must provide the Human Resources Office with Official transcript(s) of the college course(s), and/or documentation of work experience, summer institutes, research, etc.

Salary adjustment to the base salary: All faculty will receive \$100.00 per educational growth credit awarded to their base salary. Educational growth will not be capped by salary. Also, please see Procedure 415.4 bullets 1.2, 1.2.1, 1.2.2 and 1.2.3. "There is no maximum for professional conference presentations or scholarly published work."

Following the submission by October 15, the full-time faculty's contract will be amended and the salary recalculated for Payroll no later than December 15 of the same year.

A one-time incentive award of \$500 will be granted for earning a pre-approved degree higher than the current degree. This award will not be added to the full-time faculty's base salary.

REQUEST FOR EDUCATIONAL GROWTH CREDITS

Applicant Information

Employee Name: _____	Employee ID#: _____
Job Title: _____	Department: _____

Procedure:

- All requests for Educational Growth Credits (EGC) course work must be submitted to their immediate supervisor and appropriate College Officer for approval previous to enrollment in course work.
- Requested course work must relate to the employee’s area of principal assignment and the completion of the course work will enhance the employee’s job performance.
- Employee must provide proof of successful completion of Educational Growth credits requested. Please attach evidence of professional growth credits activities to this sheet.
- Requests for publications, workshops, conferences, and peer juried reviews must be submitted previous to the event, or national publication in a peer-reviewed journal. EGC is not retroactive
- Failure to comply with the procedure may result in the revocation of the request.

_____ *I have read and agree to comply with the procedure herein.*

Initials

Current Degree Status:

Choose an item.

- | | | | | |
|--|---|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Presentations | <input type="checkbox"/> Workshops | <input type="checkbox"/> Conference | <input type="checkbox"/> Peer-reviewed | <input type="checkbox"/> Publications |
| Choose an item. | <input type="checkbox"/> Other Attachment | | Juried exhibitions | peer-reviewed Journals |

Seminar/Course title	Degree Program	University/Institution	Credit hours	Enrollment Date	Class Schedule

Supervisor / College Officer Approval

I agree the requested Educational Growth activity is related to the duties this employee is currently performing or prospective duties of a position to which this employee would reasonably be promoted.

Supervisor Signature

Date

College Officer

Date

Human Resources Verification

I have verified that the employee is eligible for Educational Growth Credit(s).

Human Resources Signature

Human Resources Reviewer

Date