

LAMAR STATE COLLEGE PORT ARTHUR
Faculty Senate Minutes
December 2, 2022 12:00 p.m.

I. Attendance.

- A. Present
 - 1. Academic Faculty. Jim Cammack, Dr. Tina Capeles, Caitlin James, Dr. Percy Jordan, Ragayle Yates, Dr. Zach Dailey, Dr. Michelle Judice, Zeb Lowe, Dr. Blas Canedo,
 - 2. Technical Faculty. Brandon Buckner, Dr. Zack Dailey, Albert Faggard, Carl Richardson, Helen Fontenot, Sarita Medhekar, Doneane Beckcom
- B. Absent: Tonya Harbert, Maurice Abelman, Morgan Chaddick
- C. Staff Representative: Dayna Hyatt, Testing Center Coordinator
- D. Adjunct Faculty Representative: Ken Ballou (absent)
- E. Guest: Michelle Askew

II. Call to Order.

- A. Meeting called to order at 12:00 PM by James Cammack.
- B. The meeting was held in-person and virtually in Student Center 422.

III. Approval of Minutes.

- A. Faculty Senate meeting minutes are available in Teams folder for review.
- B. Motion to approve the November 2022 minutes. Seconded and unanimously approved.

IV. Correspondence.

- A. No correspondence received.

1. V. New Business

- A. Faculty and Staff resignations: Dr. Michelle Davis, GEDS Department Chair;
 - 1. Joe Trevino, Director Campus Safety and Security;
 - 2. Kiet Le, Director of Student Activities; Ragayle Yates, Math Instructor

II. B. Old Business

- A. Blackboard issues (re: need for logging in several times) being addressed by Samir, who reports it is a security issue he is looking into and will work on.

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- B. Syllabus revision issues still being addressed.
- C. Dual-credit classes being assigned at the last minute addressed by
 - 3. Dr. Millsap who said this should not be a recurring issue in the future.
 - 4.

III. Committee Reports

- A. Academic Issues: Chair, Zeb Lowe. No report.
- B. Facilities: Chair, Caitlin James: Parker Center (side) workout room now open. Student Center offices on 4th floor now have comfortable temperatures.
- C. Faculty Development/Welfare: no report.
- D. Faculty and Campus Relations: Chair, Dr. Tina Capeles: waiting to hear back from Dr. Millsap and Dr. Bradford regarding Student Incivility matter.
- E. Finance and Compensation: Chair, Carl Richardson: Salary transparency questioned. Administration has been asked for transparency regarding full-time and adjunct faculty and staff salaries. No word yet. Faculty advised to see openpayrolls.com for LSCPA salaries.
- F. LIT Faculty Senate: no report. (New Faculty Senate President, Dr. Valerie Worry, invited but did not attend).
- G. LSCO Faculty Senate: No report. (Faculty Senate President, Amanda Smith invited but did not attend).
- H. Tribute Fund: Brandon Buckner, currently \$123. Senators' dues \$10 a semester.
- I. Staff Report: Dayna Hyatt. No report.

Upcoming events:

- Faculty Senate Meeting (in-person and on-line) **Friday, February 3 at noon** on 4th floor of the Student Center, also Teams.
- Commencement: Friday, December 9, Parker Center, speaker Christian Manuel Hayes, SETX newly elected State Representative for Texas House District 22

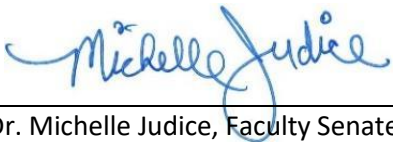
IV. Executive Committee Report - Jim Cammack (for Meeting Minutes see Appendix A)

- 5. Dr Reynard and Dr Millsap provided updates on various campus events and projects. Some of these included information on Faculty Development Day, the hiring of a new Director of Online Education, the three-day On Course Workshop scheduled for April 2023, and an update on Allied Health building.
- 6. Dr. Millsap asked for faculty volunteers to be early Blackboard Ultra adopters.

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7. Senate officers requested information on the migration of older courses into the new Blackboard system.
8. The issue of MyLSCPA and Blackboard sign in problems were discussed. It is difficult to sign back into Blackboard after a period of inactivity. IT is being asked to provide a solution.
9. Senate officers inquired as to the role of faculty in the selection of the new department chair. Dr. Millsap stated she sees faculty serving on the search committee.
- 10.** Senate officers asked for a printed or digital copy of faculty salaries with years of service and rank. The committee would like to do a faculty compensation analysis to make some comparisons and see how the campus is doing in terms of standards and benchmarks. James Cammack stated that Administration has discretion in how money is spent and allocated across the college. Faculty compensation can also be a reflection of the spending priorities of the institution. Similar colleges seem to compensate faculty better than LSCPA. Dr. Reynard stated that enrollment is the driving force to our budget. The campus lost \$4 million in funding because there were no contact hours generated at the Prisons. Prison enrollment has increased but needs to get to the enrollment levels in 2019. Dr. Reynard will meet with Mary Wickland about the information being requested.

Minutes submitted by:



Dr. Michelle Judice, Faculty Senate Secretary

December 7, 2022

Date

APPENDIX A

**Lamar State College Port Arthur
Executive Faculty Senate Meeting
Minutes
December 1, 2022**

- I. Call to Order (Virtual Mtg.).** The virtual meeting was called to order at 10:00 a.m. on Thursday, December 1, 2022 by Dr. Pam Millsap.
- II. Attendees.**
 - A.** Present: Brandon Buckner (Vice President, Faculty Senate), Jim Cammack (President, Faculty Senate), Dr. Michelle Judice (Faculty Senate Secretary), Dr. Pam Millsap (Vice President for Academic Affairs), and Dr. Betty Reynard (President).
 - B.** Absent: None.

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C. Guests: None.

III. Approval of Minutes.

A. Members were asked to submit changes and/or corrections to Judy Hoffpauir.

IV. Home for the Holidays Christmas Program Sponsored by Motiva & Port Arthur ISD (Betty Reynard).

Dr. Reynard provided an update on the Home for the Holidays Christmas Program.

Dr. Reynard announced that Motiva and Port Arthur ISD are sponsoring a Christmas Program on Saturday, December 3rd, at 7 p.m. featuring Daniel Emmet and The Symphony of Southeast Texas at Woodrow Wilson Early College High School. Gerry Dickert will be sending out a campus wide announcement about the Christmas Program.

2. V. CDL Examination Center Ground Breaking (Betty Reynard).

Dr. Reynard provided an update on the CDL Examination Center Ground Breaking.

The New Commercial Driving Examination Center Ground Breaking was held at 3:00 p.m. on Wednesday, November 30th. A Grand Opening will be held in the summer of 2023 after the project is completed. Some concrete has been poured. Starting to look at furniture.

VI. Armory & Motiva Training (Betty Reynard).

Dr. Reynard provided an update on the Armory & Motiva Training.

Still working on a few punch list items on the Armory, but the building is occupied now. Dr. Stafford has a training class from Valero starting at the end of January and running until April. The campus is also doing some training for Motiva through Workforce Training. The training is not on campus, but we are still collecting those contact hours.

VII. Director of Online Education (Pam Millsap).

Dr. Millsap provided an update on Director of Online Education position.

Dr. Millsap is interviewing individuals for the Director of Online Education position. Dr. Reynard approved Tammy Riley making an offer to the candidate contingent on the background check coming back favorably.

Decision: Dr. Millsap will contact Tammy Riley to discuss making an offer to the candidate contingent on the background check coming back favorably.

VIII. Blackboard (Pam Millsap)

Dr. Millsap provided an update on Blackboard.

Dr. Millsap stated that she was asked by Sam Houston for a list of faculty who are willing to go ahead and move to Ultra in the B term of Spring 2023. LSCPA does not have a B term but Dr. Millsap noted that the campus could probably get some early adopters that would complete the training. Notify Dr. Millsap if you or any of your faculty would like to be an early adopter for Ultra. Sam Houston is also proposing a template for online courses that they would like our campus to use. The purpose is to make it easier for students to find things so that they always know where to find the calendar and what assignments are due. The courses would be set up with the template. Dr. Millsap asked the Executive Faculty Senate Committee members to let the faculty know that the goal is to get everyone converted to Ultra by Fall 2023. Faculty should be participating in and completing the training. Dr. Millsap has requested from Sam Houston a list of

the faculty that have completed training. Leslie Hale, the assigned instructor, is available to do one-on-one training.

James Cammack asked how far back Sam Houston migrated our classes over. Looking for one of his older classes and he did not see it. James also sent an email to IT regarding the sign out issue. Screenshots were sent with an explanation of the problem.

Decision: Contact Dr. Millsap if you have faculty that would like to be an early Ultra adopter. Dr. Millsap will send out reminders to faculty to participate in the Ultra trainings.

Decision: James Cammack will check with Sam Houston on how far back classes are being migrated over. Dr. Millsap will send out an email to faculty on the migration of classes. James Cammack will follow up today with Kash Cox to check on the status of the sign out issue.

IX. Graduation (Dr. Reynard).

Dr. Reynard provided an update on Graduation.

3. Graduation is Friday, December 9th. Our speaker is Christian Manual. Christian is the new representative-elect replacing Joe Deshotel.

X. Faculty Development Day (Pam Millsap).

Dr. Millsap provided an update on Faculty Development Day.

Faculty Development Day is January 10th. Dr. Millsap will send out an email to notify faculty to mark the date on their calendars. Have not discussed the agenda. Considering Retention and Diversity and Inclusion as topics for the agenda. Two faculty members will complete the micro-credential class opportunity. The micro-credentialing class turned out to involve a lot more hours of time than many people felt like they had to commit to the class. Currently searching for dynamic speakers to bring to the campus for January 10th or later in the Spring semester. Dr. Millsap has put in some requests for information from a couple of speakers but does not know if they will be available for January 10th. Also thinking of some different activities and would like input. Would like ideas on what can the campus do to get to the next level. James Cammack mentioned having faculty serve on committees that are meaningful, like Search Committees or Promotion Committees.

Decision: If a speaker can't be found for January 10th then start discussing a speaker for the Fall semester. Please share ideas or thoughts that you may have with Dr. Millsap.

XI. SACSCOC (Betty Reynard).

Dr. Reynard provided an update on SACSCOC.

The campus received the final report from SACSCOC. Responsible parties will begin working on response in January 2023.

Decision: Dr. Reynard will share our campus minority representation with Dr. Millsap and also relay any names of speakers for Faculty Development Day that she may acquire. Dr. Millsap will talk to our representative at the SACSCOC Annual Conference to get clarification on one of their explanations from the campus onsite review.

XII. On Course Workshop in April 2023 (Pam Millsap).

Dr. Millsap provided an update on the On-Course Workshop in April 2023.

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4. A three-day On Course Workshop will be presented in April 2023 that will accommodate 50 people. The campus will need to identify 50 people. May want to include dual credit faculty and early college high school faculty first.

Decision: Dr. Millsap and Chairs will identify 50 faculty to attend the 3-day On Course workshop.

XIII. Allied Health (Betty Reynard).

Dr. Reynard provided an update on Allied Health.

In the process of selecting an architect. Put out an RFP recently for a contractor for the Allied Health Building. Should have architects and contractors selected by mid-January. Had to purchase three pieces of property in order to construct the Allied Health Building. Closed on one piece of property and will close on the second piece of property. The third piece of property is going to be the most challenging to obtain since several family members are involved. Hope to have all of the properties secured by mid-January.

Dr. Millsap mentioned that the LSCPA Allied Health Dept. was recently complemented by Angela Hayes from Kountze High School who teaches Nursing and Pharmacy Tech classes. Ms. Hayes wants to work with LSCPA and really feels strongly that our Nursing Program is the best and also mentioned good things about our Surgical Tech Program.

XIV. Parking Lot Adjacent to the Armory (Betty Reynard).

Dr. Reynard provided an update on the Parking Lot Adjacent to the Armory.

The parking lot adjacent to the Armory will be expanded.

XV. LSCPA Basketball Game (Betty Reynard).

Dr. Reynard provided an update on the LSCPA Basketball Game.

Due to Graduation and other events going on in the Parker Center, the December 10th campus basketball game will be held off campus. The Lamar State College Port Arthur Basketball team will be playing a basketball game at East Chambers High School on Saturday, December 10th, at 4 p.m. The campus has invited the East Chambers High School band to play and their cheerleaders to cheer. Faculty and Administrators are encouraged to attend the basketball game to show East Chambers that we are interested in them and would like to work with them.

XVI. CMVPA Christmas Show (Pam Millsap).

Dr. Millsap provided an update on the CMVPA Christmas Show.

The Commercial Music and Visual Performing Arts Christmas Show is today at 1:30 p.m. and 7:00 p.m. Dr. Zach Dailey has a short little Christmas theater piece and Dr. Blas Canedo-Gonzalez will sing O, Holy Night. Show up to support them if you are available.

XVII. Executive Faculty Senate Meeting Minutes (James Cammack).

5. James Cammack provided an update on the Executive Faculty Senate Meeting Minutes.

Dr. Reynard stated Judy Hoffpauir will try to get the minutes to the Executive Faculty Senate members prior to the Faculty Senate Meeting. Please notify Judy if you see any errors or mistakes and she will correct the minutes.

XVIII. Hiring of a New GEDS Department Chair (James Cammack).

James Cammack provided an update on the hiring of a new GEDS Department Chair.

James Cammack inquired as to the role of faculty in the selection of the new department chair. Dr. Millsap stated that she would like to appoint an interim department chair from LSCPA and post the position as soon as possible. The interim person may apply for the permanent position. Dr. Millsap noted that she definitely sees faculty serving on the search committee. Dr. Reynard stated that it would be helpful for Dr. Millsap to know if there is anyone within the department that is interested in the GEDS Department Chair position.

XIX. Faculty Salaries (James Cammack).

James Cammack provided an update on Faculty Salaries.

James Cammack stated that Administration has discretion in how money is spent and allocated across the college. Faculty compensation can also be a reflection of the spending priorities of the institution. Similar colleges seem to compensate faculty better than LSCPA. The Executive Faculty Senate asked for a printed or digital copy of faculty salaries with years of service and rank. The committee would like to do a faculty compensation analysis to make some comparisons and see how the campus is doing in terms of standards and benchmarks. Dr. Reynard stated that enrollment is the driving force to our budget. The campus lost \$4 million in funding because there were no contact hours generated at the Prisons. Prison enrollment has increased but needs to get to the enrollment levels in 2019.

Decision: Dr. Reynard will meet with Mary Wickland about the information being requested.

XX. Important Dates (Betty Reynard).

- A. CMVPA Christmas Show at Performing Arts Center – Dec. 1st at 1:30 pm & 7 p.m.
- B. Home for the Holidays Christmas Show sponsored by Motiva & PAISD, Dec. 3rd at 7 p.m.
- C. 2022 SACSCOC Annual Meeting will be December 2-6th in Atlanta, Georgia.
- D. Graduation will be on December 9th. Speaker will be Christian Manuel.
- E. LSCPA Basketball Game at East Chambers High School, December 10th at 4 p.m.
- F. Faculty Development Day, January 10, 2023.
- G. On Course Workshop, April 12-14, 2023.

Meeting adjourned at 11:26 a.m.

Minutes submitted by:



Judy Hoffpauir, Executive Assistant

December 1, 2022

Date