

**LAMAR STATE COLLEGE-PORT ARTHUR**  
**Faculty Senate Minutes**  
**November 5, 2021, 12:00 p.m.**  
**Virtual Meeting**

**Attendance:**

**Academic**

\*Michelle Askew  
 Jim Cammack  
 Dr. Tina Capeles  
 Caitlin James  
 Dr. Percy Jordan  
 Dr. Michelle Judice  
 Zeb Lowe  
 Christina Wilbur

**Technical**

\*Doneane Beckcom  
 \*Michael Betar  
 \*George Bohn  
 Brandon Buckner  
 Dr. Blas Canedo  
 \*Helen Fonteno  
 \*Tonya Harbert  
 \*Sarita Medhekar  
 \*Matthew Roe  
 \*Michael Sparrow

**Staff:**

Ruth Nelson

**Adjunct Rep:**

Chelsey Galloway

**Other**

LIT Representative: Sara Ridley

LSC-O representative: Dr Ni Song

\*Denotes Absence

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**Pre-Meeting Guests:**

Dr. Lona Alexandra-Mitchell (Title V Program Director) and Trenida Lewis (Excelencia Center) Explained background/history of the grant that established the Excelencia Center and how Title V funding should allow better connection and assistance for students. A definite “need for basic skills” analysis was reviewed (Strengths/Weaknesses/Significant Problems) with the goals of better onboarding and better retention identified.

Title V resources being used for tutoring: Tutor.com. Last year paid for 300 hours but only 50 hours were used. Now, Year 3, goal is to use all purchased hours.

One-on-one tutor (upstairs in ruby Fuller) available to help students. Supplemental Instructors also available.

Faculty asked what the Excelencia Center can do to encourage more students to visit and use its resources. What are the gaps/problem areas? More peer mentors? More bi-lingual help?

## **Call to Order**

Meeting called to order at 12:10 PM by James Cammack

**Approval of Minutes** Minutes for September and October were approved.

**Correspondence** none

## **Old Business**

**Handbook revisions:** the Senate Executive Committee (EC) was asked by Dr. Milsap to look at the revisions to the Faculty Handbook. Dr. Milsap indicated that the recommendations the EC made would be accepted. Michelle Judice did extensive editing of the document. It was noted that now the forms have been pulled out of the handbook and they are now uploaded to the website, so that if there are changes to the forms in the future, the handbook does not need to be revised again.

The consensus of the EC was the new handbook is good document and will be especially helpful for new faculty. It is no longer a book of rules and procedures, which are now in the Policies and Procedures Manual. The EC conducted a comparison between the two manuals (Policies and Procedures Manual and the old Faculty Handbook) to see if there were differences. It was noted to administration that a few of the policies in the *Policy and Procedure Manual* differ from those in the current *Faculty Handbook*. Adopting a new *Faculty Handbook*, therefore, effectively removes the policy currently in the *Faculty Handbook* in favor of the policy in the *Policy and Procedure Manual*. There is a change in the process for Termination and Due Process section, where there is no longer an appeal to the Board of Regents and the decision of the president is final; The EC recommended the language of the old Faculty Handbook be included in the current *Policy and Procedure Manual*

Another concern was regarding faculty initial starting salaries. That policy has changed as well. Regarding the changes in the section on Salary Administration, the EC noted that elimination of specific starting faculty salaries contributes to salary compression issues. We requested LSCPA establish a clear and publicly available salary schedule and continue to work to eliminate salary compression.

The *Policy and Procedure Manual* indicates we can obtain the “compensation plan” from HR, so Jim Cammack has emailed Tammy Riley a request to acquire a copy.

## **New Business**

PAC air conditioning issue: average temperature 60-65 degrees. Also offices in Student Center have AC problems as well; Topic will be pointed out to Dr. Reynard and George Bohn.

Internet outages occurred nine times this past week, November 1 – 5. Dr. Reynard called Entergy, told it was due to “birds” so she made on-site visit to said location but saw no “birds.” Downtown Port Arthur also lost power. Alternative power outage explanation is that poles swayed in the high winds causing wires to touch and blow transformers.

LSCPA website frequent log-in problems; faculty reports that they have to repeatedly log-in throughout the day.

## **Committee Reports**

**Academic Issues:** Christina Wilbur reported. We are all having problems with plagiarism, spin bots, etc. Dr. Milsap wants us to help develop some guidelines across the board for this to be consistent. The Academic Committee will put some ideas together about proctoring, penalties, faculty training, etc. The committee will put together a report to send to Dr. Milsap. Michelle Askew reported that we are trying to develop something uniform across campus. Christina said they are also looking into video proctoring for online exams.

**Facilities:** George Bohn is the chair but did not have anything to report yet. If anyone has any issues, they can report those to George to investigate. George did report that work orders do not always go through the school, some go elsewhere. Michelle Askew reported that the parking lot at the PAC is holding water. George will work on that.

**Faculty Development/Welfare:** Brandon Buckner reported (for Tanya Harbert) that Dr. Millsap informed of faculty/staff/students' Mental Health concerns/issues. Seminars best moved to Spring semester. Drs. Barbay and Millsap, both psychologists, willing to present to faculty/staff/students.

**Faculty and Campus Relations:** Tina Capeles reported about issues with the Seahawk Bundle. Tina is asking for more suggestions so that next semester we will be better prepared. Jim Cammack reported that the Executive Committee talked about this in their recent meeting and administration is aware of the problems with the bundle and bookstore. Problems are due to both the bundle processes and the lack of a physical bookstore on campus. Dr. Reynard said she was working to get a B&N rep on campus to help us. Anyone who wants to give information or help Tina should contact her.

**Finance and Compensation:** Michelle Askew absent but report given: Salary Compression still needing to be addressed. Salaries have not yet been released; inquiries to HR, Tammy Riley, forwarded to Mary Wickland. Compensation plan was requested from HR. Some TSUS schools are filing "Freedom of Information Act" to gain access.

**LU-B Faculty Senate:** no contact yet

**LIT Faculty Senate:** Sarah Ridley, English Instructor, Faculty Senate President, provided information regarding several issues LIT is addressing.

**LSC-O Faculty Senate:** Dr. Ni Song, Anatomy & Sciences Professor, Faculty Senate President asked about the Seahawk Book Bundle as LSCO is starting the Gator Book Pack (\$15 per credit hour: all rentals and e-texts). Dr. Song reported they started 8-week classes this Fall semester.

**Tribute Fund Report** – Jim Cammack: we donated \$30 to place a book in the library in memory of Kathy Guidry's daughter. This leaves a balance of \$60.

**Executive Committee Report** – Jim Cammack and Brandon Buckner and Michelle Judice met with Dr. Reynard and Dr. Milsap on 11/3/21 .

Issues with ConnexED and Appointment Plus transition were discussed: some students could only reach Appointment Plus-but now in both systems. Dr. Milsap said she thinks

they will be transferred to ConnexED -she thinks students can only use ConnexED now. Dr. Milsap agreed we need better communication

Advising hours vs office hours were discussed. Faculty are not expected to advise during all of office hours.

The recent power outages with Entergy were discussed (see New Business)

Voice mail system has been restored.

Week of November 15th is the SACS site visit for Culinary Arts program. It is considered a "substantive change" for SACS; SACS will be meeting both virtually and in-person.

We will have in-person commencement this semester. Each student gets 4 tickets, To compress time, there will be no commencement speaker. Grad candidates will meet in Perf Arts Center and walk over; Commencement will start at 5:30 PM and should be over by 6:30 PM. On the day of commencement, there will be a rehearsal for those involved.

COVID cases last week: only one positive, the week prior there were none.

Allied Health was approved to get \$37.4 million funding for new building. Programming will begin before Christmas. It is not clear when the project will be funded— either in 2022 or 2023

Dr. Ben Stafford is working on EDA grant to increase healthcare professionals. We will know results of application in early December. The process is to first apply for planning grant (\$500k max) and when planning grant is completed, then submit for implementation grant. Dr. Stafford created a consortium of hospitals, nursing programs, and six counties. 526 others have submitted grants so far.

Tina's committee work with Seahawk Bundle was discussed. Administration reiterated they are frustrated, too. In their Friday meeting with B&N, they said they clearly laid out to B&N list of things to improve.

Vista College closing and we agreed to help those students where possible. We had informational meeting, mostly attended by nursing students.

### **Announcements:**

Christina Wilbur Cammack will attend LIT Faculty Senate meetings and Michelle Judice will attend Lamar Orange Faculty Senate meetings starting in November.

Meeting adjourned at 1:00 PM by James Cammack