

**MINUTES**

Provost Gary Kuleck called the meeting to order at 3:00 p.m. Academic Council members present were: Seth Anthony, Sharon Beaudry, Phil Howard for Todd Breedlove, Tiernan Fogarty, Wendy Ivie, Tom Keyser, Veronica Koehn, Debbie McCollam, Jeff Pardy, Lloyd Parratt, Dan Peterson, Paula Russell, Matthew Sleep, Sean St.Clair, Farooq Sultan, Ken Usher, and Jack Walker. Anna LaGreca, Millennium FAST, and Ben Kintner, Registrar's Office also attended for a portion of the meeting. Steve Addison, Hope Corsair, MariaLynn Kessler, LeAnn Maupin, Dustin Brown for Dawn Taylor, Dawn Lowe-Wincentsen, and Adam Wagner attended remotely. Roger Lindgren, Hallie Neupert, and Mark Neupert are on sabbatical and will join remotely when able. Abdy Afjeh, Todd Breedlove, Brian Moravec, Maureen Sevigny, Dawn Taylor, and Erika Veth were absent.

**REQUEST FOR ADJUNCT FACULTY FORMS**

Paul Titus reminded all that spring Request for Adjunct Faculty forms are due to the Deans today. Titus added that contracts need to be completed in a timely manner to ensure that adjuncts are paid on time, avoiding legal complications from the State of Oregon. Titus continued that for spring term, the Provost's Office will send out an inventory as a periodic reminder of which documents have been submitted and to please remember that Portland-Metro forms should be sent to Trish Hower.

**WORLOAD DISCUSSION – FAST TRAINING**

Wendy Ivie introduced Anna LaGreca from Millennium FAST. LaGreca stated that this module was created for Oregon Tech three years ago to address faculty load and compensation. Although Oregon Tech has not yet implemented it, other schools are using the module. LaGreca gave the group a tour by going to TECHweb, FAST Reporting, Student, and then Faculty.

LaGreca stated that workload can be looked at several ways (term by term, a year at a time) but suggested going to the *Faculty Course Workload Data Entry* page which will show all courses for all faculty within a department for a given term. Ivie added that information is fed from Banner – as such, there is likely dirty data that will show up and that this will be a good time to clean it up. LaGreca stated that courses that show up are those that students can register for. Chairs will need to check workload for each (and make corrections if needed) and check for overload. LaGreca added that forms can be adjusted to best suit our needs (building in desired defaults), and that filters can be applied to sort information.

LaGreca stated that FAST is a tool that works with Banner – FAST will show what Banner is doing and may need some adjustments. Farooq Sultan will meet with LaGreca and Ivie to determine which fields will need to have data entered. Ivie added that the Registrar's Office will enter last year's information and Chairs will begin entering data as of 2018-19. Ivie continued that access to forms will be granted to all right away and that Ben Kintner will reach out to Chairs soon to schedule one-on-one lab sessions to enter Fall 2018 workload. LaGreca stated that working with the Chairs will give her a better idea of what is needed. Sharon Beaudry would like to see a guide with screen shots developed to refer to.

## **TECHNOLOGY REPLACEMENT PLAN**

Provost Gary Kuleck stated that at the last meeting Chairs were notified of faculty up for computer replacement. Dr. Kuleck added that Jim Jones was to send communication regarding replacements scheduled for spring break but has not. Dr. Kuleck asked Chairs to be proactive and reach out to IT to get this accomplished. Ken Usher asked how proactive Chairs need to be, adding that two NSC faculty slated for replacements do not need them – Usher has reached out to Jones but has not hear back. Usher continued that the replacement list contains faculty no longer at OIT and that computer ages seem to be incorrect. Dr. Kuleck asked that Chairs reach out to the Deans and Associate Deans to resolve the issues. Dr. Kuleck added that funding for Klamath Falls replacements came from the Provost's budget but he is unclear of how the Portland-Metro computers will be paid for. Dr. Kuleck believes there is a different policy for Portland-Metro and a separate list for computer replacements. Dr. Kuleck and several Portland-Metro faculty have reached out to Jones and Tony Richey but have not heard anything yet. Dr. Kuleck will speak to Richey and Jones regarding funding.

## **MERIT PAY DISCUSSION**

Dr. Kuleck distributed copies of *OIT-20-016 Faculty Merit Pay Policy*, the *Annual Merit Score Form*, and a message explaining the recent announcement by Dr. Nagi of a .5% merit pool to be distributed to select permanent faculty and unclassified staff. Dr. Kuleck stated that this is a one-time process and that distribution eligibility will follow policy. Dr. Kuleck added that scoring will be completed using merit reviews for the past 3 years. Dr. Kuleck continued that some Chairs did not complete faculty Annual Merit Score Forms but will need to do so retroactively and send them to the Deans for final evaluation. Dr. Kuleck added that last year he conducted reviews for each ETM Chair – he did not send final evaluations to the Chairs but will do so soon. Dr. Kuleck added that Titus will scan faculty APE and Merit forms and send them to Chairs as soon as possible.

Dr. Kuleck stated that the goal is for pay to be distributed in April paychecks and asked Chairs to submit forms to the Deans by March 4 to allow time for possible appeals. Phil Howard commented that per policy, appeal time has passed for faculty who had merit forms completed in past years. However, faculty who did not receive merit forms should be given a week. Dr. Kuleck agreed.

Maureen Sevigny asked if scores will be normalized to account for Chairs that may score higher or lower. Dean Tom Keyser stated that funds will be distributed to and within each department based on faculty FTE and that Chair ranking should not matter. Sean St.Clair asked how much money would be distributed. Matthew Sleep responded that it was about \$67K.

Veronica Koehn inquired as to why the April deadline was chosen. Dr. Kuleck responded that the goal was to distribute pay as quickly and fairly as possible, adding that he is open to changing the date and asked for input. There was also discussion around which years to include. Ken Usher suggested using the current year plus the past two years and receiving pay in the June. Usher stated that it makes sense to reward those currently employed on their most current behavior. Many agreed that as a one-time bonus it makes sense to take into account the current year as well.

Mark Neupert stated that he has never received merit scores and asked if the other Chairs have. All stated no, except for Sean St.Clair who stated that years ago Charlie Jones completed them. Neupert added that this is problematic. The Chairs concurred that they would like to have merit forms completed as well.

Howard asked about scoring new faculty stating that if they had a good year they could potentially come out better than those who have been here 3 years. Policy states that “faculty members who were not employed as OIT faculty members in the previous year are not eligible for merit pay.” The Council agreed that as per policy, zeros should be given for years not employed and that faculty on sabbatical during that time would include the 4<sup>th</sup> year’s APE.

Sharon Beaudry asked if the merit review committee’s recommendations were followed. Paula Russell stated that the committee recommended striking the policy as there were too many “first this,” “then that’s,” which ultimately led to receiving no merit pay. Russell added that if overload and merit pay are both paid in June, almost all will be eaten up in taxes. Howard asked if the merit pay will be a one-time process or if it will go to base pay. Seth Anthony stated that per policy, pay can be either per the President’s discretion. Kessler added that the memo sent in November says base.

Dr. Kuleck stated that he will clarify the following with Dr. Nagi and get back to the Council:

- Does the current year qualify as the 3<sup>rd</sup> year?
- Can pay be pushed back to June?
- Is pay a one-time distribution or will it be added to base salary?

#### **NEXT MEETING**

The next Academic Council meeting is scheduled for Friday, March 15, 2019.

The meeting adjourned at 3:35 p.m.

Respectfully submitted, Valjean Newsome