



MINUTES OCT. 15. 2021

10:30 – 12:00 p.m. Virtual Meeting - Zoom

Meeting called to order: 10:30 a.m.

In attendance: Johanna Bell, Michael Dalton, Ben Davis, Felipe Gutierrez De Alba, Tommie Guy, Jennifer Hock, Leslie Jia, Staci Miller, Ashlyn Moreno (Chair), Keegan Philips, Micaela Rubalcava, Jack Sato, Brandy Scarnati, Sidney Sullivan, Barb Walden

Absent: Kate Kirkpatrick (Proxy: Jennifer Hock), Thomas Kerns, Miguel Martinez, Nicole Scollard (Proxy: Michael Dalton), Nicole Shimabuku,

Guests: YeVonne Allen, Amber Anaya, Ricky Genz, Jennifer Pierce, Maggie Eirenschmalz

Approval of 09/17/21 Meeting Minutes

Motion: Johanna Bell

Second: Micaela Rubalcava

Motion passed with one abstention.

Summer Synergy Summit Update

The Faculty Staff Innovation Grant application cycle is starting soon. Chair Ashlyn asked if the committee wants to apply for funds to be used in the Summer Synergy Summit. Taking into consideration other projects the committee is working on this year, they opted to put a hold on the summit.

Merit Pay

Merit will be distributed in July of 2022 based on performance this year. Chair Ashlyn is a member of the Merit Pay Taskforce. The committee questioned why some departments do not turn in annual evaluations and whether supervisors are aware it needs to be done. The current Merit Policy in the TMCC Bylaws will be used. The committee discussed timeline concerns and communicating to supervisors the need to have the evaluation completed. The current evaluation period is July 1 to June 30. Evaluations may be due as early as March 31, so an evaluation period of Jan 1 to Dec 31 has been suggested. There is concern that timeline changes could miss activities from April and May which can be a very busy time for Administrative Faculty. Chair Ashlyn will take the committee’s concerns to the Merit Pay Taskforce.

Annual Evaluations

The committee discussed changes to the form such as creating parallel questions on the self-evaluation and supervisor evaluation, adding space for additional duties taken on throughout the year. Jennifer Pierce attended today’s meeting to provide a historical background from the taskforce convened last year. She noted training for supervisors was an item that was requested, such as a professional development. The committee also wondered what older forms looked like, what things could be used from the Academic Evaluation form, and a consistent definition for satisfactory and commendable. A suggestion received during discussion was to establish a rubric.

Chair Ashlyn asked if the committee wants to take on the following changes: make consistent parallel questions, add space for extra job duties, professional development for supervisors, & training for employees filling out the form?

It was suggested to hold this item, collect feedback, and it was recommended to collaborate with the Professional Standards Committee.

It will take two votes at Senate to approve. This item will need to get on the Senate Agenda by March with the draft being completed in February. This would go on the April Senate Agenda as an action item. It was also noted to be sure to include how Administrative Faculty can roll goals over to the next year.

Administrative Faculty Committee – Faculty Senate Executive Board

YeVonne Allen introduced this item which will include an amendment to the Faculty Senate Bylaws with two readings at Faculty Senate. This could be moved forward with a no compensation to the Administrative Faculty Chair or moving forward with a time release.

New Business

None

Old Business

The work from home policy was approved and awaiting arrangements from Human Resources.

On December 1 employees must be vaccinated.

Committee Announcements

Micaela Rubalcava highlighted an upcoming Professional Development opportunity: Curriculum Transformation Diversity Statements Workshop. You can register on the [Professional Development web page](#).

Agenda items for the next meeting are Annual Evaluation project and the bylaw change.

Next Meeting November 19, 10:30-12 P.M. via Zoom

Adjournment: 11:59 a.m.