



MEETING MINUTES

Friday, November 1, 2024

In-Person at System Offices w/Remote Option (WebEx)

9:00am-3:00pm

I. SFAC Call to Order

- A. Members Present: Travis Parkhurst, Chair (PCC), Ewan Magie, Vice-Chair (MCC), Ellie Camann, Recorder (RRCC), Catlyn Keenan, Faculty Board Member (FRCC), Kelly Zepp (CCD), Kelly O'Dell (CCA), Becky Sporrer (OC), Todd Ward (CNCC), Paul Boone (TSC), Joe Miller (PPSC), Erica Henningsen (ACC), Nathan Robinson (NJC)
- B. Members Absent: Zach Sands (LCC)

II. DIANE DUFFY, CCCS Executive Vice Chancellor

DR. SARAH HEATH, CCCS Vice Chancellor for Academic & Student Affairs

DR. TINA PARSCAL, CCCS Associate Vice Chancellor for CCCOnline & Academic Affairs

- A. Revisions to Board Policies (BPs) and System Procedures (SPs)
 - 1. Tracker for work in progress on updates currently on VP portion of SharePoint; Stacie Amaya is working on best way and location to make this viewable to all faculty, perhaps via the Dean and Faculty Vault; goal is to improve transparency
 - 2. BP 9-30 Approval of Academic Programs and SP 9-30a Associate Degrees were updated over summer with primary change reflecting awarding of high school diplomas
 - 3. SFAC will be invited to give input on changes to BP/SP 9-80 Academic Standards and Practices & BP/SP 9-72 Transfer of Credits from Area Technical Colleges
 - 4. BP/SP 9-47 Program Review and Evaluation
 - a. Leaning toward total re-write instead of just editing since current version is out-of-date with modern best practices and law has changed for CTE
 - b. Ayelet Zur-Nayberg, CCCS Director of Adult Student Success, is taking lead role since this relates to her doctoral research; she has been investigating possible changes
 - c. CDHE used to be a lot more top-down so some of the language/steps currently in procedure probably date back from that time and may not be happening any longer
 - d. Program review has become an amplified consideration for HLC
 - e. SFAC suggested this might be a good test case for shared governance being built into a procedure, perhaps involving SDCs
 - f. Will discuss at SFAC next month, after Ayelet's initial draft is prepared
 - 5. SP 9-71 Community College Course Numbering System
 - a. Revising to only focus on CCNS and developing new SPs (SP 9-xx) describing the curriculum process
 - b. Working with SFCC and will provide redline documents for SFAC to look at



B. Surveys and Evaluations of Presidents

1. 360 Survey for Presidents – Chancellor decides who will receive the survey, based on areas of interest for individual presidents on which he would like input; he also considers all other types of feedback he has received both formally and informally; presidential evaluations are based on a coaching model
2. SFAC recommendation is to survey more than just a few faculty – at least 7-10%, chosen at random, would follow best practices for survey design
3. CCCS website has a link to a Concerns Hotline at the bottom right of each page (<https://cccs.edu/about/governance/internal-audit/concerns-hotline/>); it is supposed to be for anonymously reporting fraud and unethical activity, but is often used for other types of feedback – perhaps a separate link for general concerns would be worthwhile?

C. AI Summit Debrief

1. Positive feedback received from event attendees
2. D2L AI tools exist but are not currently part of our package, looking into RFP or other way to make these or other AI software tools available
3. *BoodleBox* (<https://boodlebox.ai/>) is a Colorado company that seems to have a good product, but their software does not currently integrate with D2L
4. Each school's team reported out action steps to be taken after the summit
5. System IT is looking into data security issues and BPs/SPs that may prevent some AI use, due to data mining aspect, and may need to set some parameters for use
6. Concerns about companies not being permanent and then data being at risk
7. Emphasis more on lightening loads rather than replacing people
8. Timing of meeting in the middle of the week was difficult for faculty participation
9. Moving forward, hope to find more ways to get more people involved in the conversation; want to meet people where they're at and have regional opportunities, hybrid modalities, a variety of meeting times, etc.

D. System Strategic Plan Updates

1. Diane commended Catlyn for bringing faculty voice forward in an effective way that Board received well
2. Board reached consensus on current version; intended to be final unless Board member, a school President, or an external expert has a "showstopper" comment
3. Not at Action Plan level, yet, but that will come next; SFAC will work with Sarah and Tina on plans related to Academic and Student Affairs
4. Board will officially vote to approve Plan in December, marketing will work on website to present it to public and constituents, kick-off will happen at Capitol in late January
5. SFAC's most significant remaining concerns – would like to see Empowered Talent Board Measure for retaining employees go beyond just first three years; DEIB still not emphasized strongly enough



- E. Colorado Online
 - 1. Simple Syllabus – pushed back full deployment to summer (small scale) and fall (larger scale) as they work to solve integration issues
 - 2. Transition Updates
 - a. Kevin Kelly looking into models for how other schools/systems have moved past start-up phase of similar projects
 - b. Where do we need college support versus system support/individuals?
 - c. Goal of having a plan drafted by December – Steering Committee meets in November and then will work with presidents in December to determine where investment at college level will fall and develop a financial plan with Mark Superka
 - d. Plan needs to be officially submitted for approval by February
 - e. Do not want organization to be too top-heavy and recognize need for support more directly at schools; idea is to fit CO@ within our current structures rather than add new structures
 - f. SFAC expressed concern that there is no faculty vote on steering committee and that OFIAC has not been faculty/instructor driven – how can we make that group more central to the process?
 - g. Tammy Vercauteren’s and Chin Ya Russell’s positions are ending June 30; Discipline Liaison positions due to end in March (may be extended); endeavoring to have position overlap; some of consultant support will continue throughout transition
 - h. SFAC expressed need to have ongoing person to contact with Academic concerns at the System when issues arise
 - i. Leadership will work on having constant communication and support throughout the transition

III. SFAC Discussion

- A. We will keep pushing, along with OFIAC, for faculty voice on Colorado Online issues including a faculty representative on Steering Committee, continued pay for State Discipline Chairs, Academic Freedom for disciplines to decide whether/how classes should be offered, better coordination, etc.
- B. Board Updates (Catlyn)
 - 1. Strategic Plan Discussion
 - 2. Danielle Bundy, CCCS Internal Audit Director, indicated the following areas of risk for the System (these could be good areas for developing Action Plans around)
 - a. Cybersecurity
 - b. Increased workload with not enough employees, creating negative impacts with partners and stakeholders
 - c. Decreasing funding
 - d. Insufficient pay and benefits for employees



- e. Declining trust in higher education, from the public and political officials
- C. Belonging Survey – faculty results will be sent to us by Christina next month
- D. BP 2-30 Revisions Approval – one wording suggestion, one oxford comma addition, recommendation of expansion of SFAC Representative to the Board term beyond the current 2-year limit
- E. System requires that people use their legal name in *Banner* but most schools maintain lists of legal and preferred names; FRCC faculty member has requested that System do the same; we will ask Christina about this
- F. Could we advocate with CCCS IT for having a say in software renewals, such as *Banner*? There are so many issues and much of our new software is not integrating properly.
- G. Timely Pay for Faculty and Adjuncts for System Work
 - 1. Discussed recommendation to meet with new Controller (Kelsey Jones), System IT, and Sarah/Christina/Stacie to establish a way to streamline the process
 - 2. Perhaps advocate for inclusion of process/timeline in SP 3-10b and SP 3-55
- H. Our December meeting will be Remote only

IV. DANEN JOBE, CCCS Director of Academic Programs and Curriculum

- A. Academic Freedom Updates
 - 1. First very-rough draft will go out to entire working group soon to talk about at next meeting, a lot of current language is taken from other sources
 - 2. Hope to have first draft to share with all faculty in November before the Fall Break
 - 3. SFCC recommended that SFAC lead another meeting in January to get more feedback on Academic Freedom from faculty
 - a. SFAC recommended a RSVP process to be able to prepare breakout rooms appropriately, optional attendance, checking with schools to make sure no other big event is going on at the same time, and addition of something like a Microsoft form that people could instead/also fill out with written feedback
 - b. Will probably be scheduled for the Friday of the first week of classes
- B. Fall Faculty Meeting
 - 1. Danen will ask VP Council about venue – SFAC discussed possibility of Tivoli Turnhalle, UCCS, PCC
 - 2. Maybe incorporate the burnout project, AI discussions, and collecting some quantitative and qualitative data into the event
 - 3. Possible Components: Chancellor and Vice Chancellor addresses, keynote speaker, acknowledgment of faculty accomplishments during lunch, breakout sections
- C. Training for those who Evaluate Faculty
 - 1. Late January/early February
 - 2. Would like a volunteer or two from SFAC to share faculty perspective with deans



3. Danen hopes to normalize how evaluations are conducted, emphasizing holistic consideration of entirety of job as described in current SP 3-31

V. CHRISTINA CECIL, CCCS Chief Human Resources Officer

JEN PARKER, CCCS Assistant Director of Human Resources Operations

A. Upcoming Revisions to Board Policies (BPs) and System Procedures (SPs)

1. SP 3-60b Employee Leave
 - a. Mostly cleanup and updating language to comply with recent changes in state law, including FAMILI leave
 - b. Get procedure in line with practice regarding faculty being able to use sick leave throughout entirety of employment, starting in August even though it doesn't show up in leave bank until September
 - c. Allowances for leave to include taking care of estate issues during bereavement
2. BP/SP 3-45, 3-55, 3-56
 - a. 3-45 Administrative and Professional/Technical Salary Plan and 3-55 Faculty Salary Plan basically say the same thing, so plan is to combine them into one BP/SP inclusive of both APT and Faculty
 - b. Decoupling performance evaluations from pay, so will remove all references to evaluation ratings from this SP
 - c. Colleges will have flexibility to determine how Board-approved increases to salary will be applied
 - d. Adding language on current practices for applying salary adjustments (equity, market, merit)
 - e. Removing requirement for Chancellor approval of all salary adjustments
 - f. Adding language specific to Colorado Equal Pay for Equal Work Act
 - g. Colleges will be required to develop and have available compensation documents that clarify how salary decisions are determined
 - h. Intent is to have this done and in effect for next academic year
3. BP/SP 3-31 Evaluation of Faculty Job performance
 - a. Original plan was for this to be reviewed in 2027, but Presidents agreed that SP for Faculty should be done at same time as 3-31a (for APT) due to major changes being proposed by HR
 - b. Considering removing all of evaluation categories/tiers; concern is that these are being used merely as "check boxes"
 - c. Instead of tiers, want to move toward a coaching model including regular conversations between employee and supervisor to proactively work on goals
 - d. There would still be some sort of top-down intervention when there are significant performance problems
 - e. System is looking at platform such as *NeoEd* to help facilitate the evaluation process



- f. Hope to get SP completed by July 1, 2025, followed by a year of training, with implementation on July 1, 2026
4. SFAC asked about BP 3-90 Copyright and Patents – HR will collaborate with Academic Affairs on this one; work has not started, but we can participate when it is
- B. Preferred Name vs. Legal Name
 1. Jen is currently working with IT to figure out a solution to get preferred names for individuals used for things like course catalog, email communication, etc.
 2. Certain organizations (IRS, PERA, etc.) require use of legal name
 3. When HR has a solution in place, there will be a resource webpage
- C. Impact of Changes to Fair Labor Standards Act (FLSA) on APT Staff
 1. Rules set by Federal Department of Labor; penalties for non-compliance are severe
 2. Salary threshold for exemption from overtime has been \$35,568 but as of 7/1/24 changed to \$43,888; on 1/1/25 the threshold is going up to \$58,636
 3. Exemption depends both on salary and job description
 4. Exemptions include faculty, instructors, tutors, coaches; *if* their primary duty is instruction, then the salary threshold does not apply
 5. Administrative exemptions are based on specific job duties of position; determining which jobs qualify gets complicated, Christina will collect some resources to share to help us better understand
 6. For an APT employee to teach as an adjunct, would need to be paid regular pay for APT duties plus overtime for teaching duties
 7. Over 90,000 comments when new policy was put out for review, reflecting broad nationwide concern of the harmful impacts on some employees
 8. We need to be supportive of our APT colleagues; personal harmful impacts are happening as a result of this change; librarians and others feel this is a demotion and that they are no longer being treated as professionals

VI. ADJOURN (3:00pm)