

**Officers:**

President – George Tedder  
Presiding Officer – Diana Matthews  
Secretary – Laurel Woolsey

**Committee Chairs and Co-Chairs:**

Professional – Ritsa Mallous, Melanie Roberti  
Salary & Benefits – Nick McMillen, David Price  
Curriculum (LAS) – Karim Diff, Alexis Dirienzo  
Curriculum (CTE) – Brian Fox, Brittany Williams  
Curriculum (Baccalaureate) – Kezia Awadzi

**SANTA FE COLLEGE SENATE  
EXECUTIVE COUNCIL MEETING**

September 12, 2023

**Attendance:**

The Executive Council attendance roster is available on the Senate website.

**Call To Order/Quorum Call**

The meeting was called to order by Senate Presiding Officer Diana Matthews at 3:34 p.m. There was a quorum of 17.

**Approval of the Minutes**

Presiding Officer Matthews announced the minutes from the May 9, 2023, meeting. Motion made (Chris Gay) and seconded (Nick McMillen) to accept the minutes. Minutes were accepted and approved by consent.

**Communication from the President of the College**

- Enrollment and FTE has increased again this year. G term is up 6%.
- SF Academy of Science and Technology (SFAST) and UF Health have partnered; 75 students currently; anticipated enrollment over four years is 350; first board meeting September 19 meets twice/year; separate from SF board
- TikTok ban will include more apps; awaiting complete list from DOE
- Provost search committee to be created early October; HR will send an email inviting people apply to serve on the committee
- Ralph W. Cellon Jr. Institute for Skilled Trades and Advanced Manufacturing groundbreaking; doubles capacity in welding and HVAC as well as adds program in advanced manufacturing
- Food truck pilot outside of O building will extend to Oak Grove this fall

**Asha Brunings**

- Student Celebration Center coming for students and student groups to meet in a centralized area; will likely include administrative changes
- East Gainesville Initiative Oct. 5 at Blount Center
- In process of applying for Hispanic student serving institution (HIS) status for access to federal funds

### **Communication from Senate President:**

- Hurricane days not built into fall calendar; make up days should be handled in-house
- Copies of Robert's Rules and a cheat sheet are available at the library (online and physical copies)
- Standing committees should publish meeting days, times, and locations; consistent no reports may indicate the committee may not need to be standing

### **IT Updates: Bill Penney**

- TikTok is blocked on SF networks except wireless (will never happen); policy to be developed; College devices cannot have these apps installed/used; more apps to come on banned list
- Penetration test this fall will not affect services
- N building getting hardware updates: N109 and N110 will be combined to become N109; English N117 and N119 will be combined to become N117; Graphic Design N114 and N116 for Math
- Submit ticket for any IT problems, equipment issues, low or no wi-fi on campus; don't wait
- Any tickets submitted to IT that are not answered, text Bill Penney 386-747-3294
- Current projects: finance/HR/payroll system; financial aid; eStaff modernization
- Two-factor authentication for students is coming; Microsoft's Authenticator may not be future tool (considering other applications)
- Re: Microsoft's Authenticator app's recent change that requests user to input two-digit number code for verification: recommendation/consideration eliminate any code or puzzle requirement for authentication due to difficulties for dyslexic users
- IT updates will be sent to employees using the email address [sfit.updates@sfcollge.edu](mailto:sfit.updates@sfcollge.edu). This is a real, non-responding email (not spam) and will include various types of updates.

### **Announcements:**

#### **Lela Frye**

- SF Connections Luncheon: In response to positive feedback from Professional Development Day, HR will host a monthly lunch to give all employees a chance to interact. Low-cost lunches (≈ \$10; cash or check at door) will be available for pre-registration, but brown bags are welcome. HR will send a flyer with pertinent information including future dates, times, and locations. Employees attending should do so as part of their lunch break not part of their workday.

#### **Naima Brown**

- Replaced student health care center and nurse with TimelyCare
- Through the TimelyCare app, students can access health and wellness services at low to no cost.
- Students needing help with affording or accessing testing for documentation of learning disabilities should contact the DRC or Dr. Awoniyi. If professors have concerns

regarding students who may not already be registered with the DRC, they can reach out to the DRC to discuss their concerns.

Diana Matthews

- Volunteers needed to form Adjunct Excellence Awards committee; email Diana
- Deadline for award nominations TBA

### **Committee Reports:**

- Salary and Benefits Committee Nick McMillen & David Price
  - Emeritus stipends and critical need stipends: faculty who qualify for both should not have to choose between the two but should receive both stipends; send opinions/thoughts to David or Nick
  - \$225k allotted for phase three of faculty salary equity study should ensure we “don’t go backward”; HR wants to standardize credit for years of experience, however if the old credit afforded more credit, new criteria should not penalize
  - New members are encouraged to join S&B; meetings on non-Senate Tuesdays in B-001 at 3:30; A&P representatives needed, especially; Teams meeting is an option (not Zoom)
- LAS Curriculum Committee Karim Diff & Alexis DiRienzo
  - Concern shared that when using the simple syllabus tool, office hours are searchable; should not be mandated to make this information publicly available but to be shared with a class’s enrolled students only
  - Considering work-based learning criteria for future courses (will eventually be required)
  - Meetings on non-Senate Tuesdays at 3:30pm in B-012; Zoom is an option (not Teams)
- CTE Curriculum Committee Brittany Williams
  - No report
- Baccalaureate Curriculum Committee Kezia Awadzi
  - No report
- Professional Committee Ritsa Mallous & Melanie Roberti
  - Update to 3.23 has been received and is being reviewed
  - Next meeting is September 19<sup>th</sup> at 2pm
- Select Committee Reports
  - Online Teaching Ad Hoc Committee (continuing discussion)

### **Ongoing Business**

#### **Online teaching Ad Hoc Committee**

- Continue to solicit feedback from constituents
- Jodi Long, Vice Provost, will oversee online teaching, Learning Commons, among other areas.

New Business: none

Non-Member Requests: none

**Adjournment:**

Motion to adjourn: Chris Gay

Second: Nick McMillen

Meeting adjourned at 5:24 p.m.