

FCCJ Administrative and Professional Collaborative Minutes
Friday, April 17, 2009
9:30–11 a.m.
MCCS, Room 443

Members Present: Sheri Litt, Dana Thomas, Dan Richardson, Melanie Clark, Kathryn Birmingham, Judy Jones-Liptrot, Katie Meyer-Griffith, Gary Krupa, Maria Butts

- 1) Sheri Litt welcomed everyone to the meeting. She and Dana Thomas brought breakfast bagels. Katie Meyer-Griffith offered to bring breakfast to the next meeting.
- 2) The minutes were reviewed and no changes were made. Dan Richardson moved to approve the minutes and Melanie Clark seconded the motion. The minutes were approved.
- 3) **Legislative Trip** – The group that attended said the trip was very informative, worthwhile and enjoyable. They learned a lot about the Senate and the House of Representatives, and how bills are passed. Susan Lehr was an incredible host. It was very interesting to see how she worked with the Senators and the Representatives to encourage approval of certain bills. A bonus for the group was meeting Senator Steve Wise and Representative Mike Weinstein. Those who went sent a dish garden arrangement to Susan as a thank you. APC will also write a thank you note to Susan.
- 4) **Gala** – The APC would like to adopt the Gala for next year and work with Bob Stamp and his committee. The Gala will be very important next year as it will be the first as Florida State College at Jacksonville. Patty Adeeb will contact Bob Stamp. As the new name will make the College more prestigious, the goal is to entice more community members to consider Florida State College. An alumni association can be developed as we have more bachelor's degree graduates. It is important to emphasize to community leaders the purpose of the Gala. This might be accomplished through testimonials.
- 5) **Coffee and Compensation** – This was well attended and everyone felt it was very informative, and the gentleman who spoke did a great job in speaking in layman's terms. There are different options for 403B's being discussed.
- 6) **State College/Budget** – Campus reorganization can't happen until we know the final budget figures. The budget is due June 1 so everything should be decided at that time. We had hoped this wouldn't be the case but it needed to be postponed. Small groups of A&P's have been notified that their positions have been eliminated. New positions are being created College-wide under a new College structure. Dr. Green will continue to act as the Open Campus President until the new Open Campus President, Nancy Cooley, begins on June 1.

Welcome Center – This will encompass the Learner Support Center and enrollment. The vision is a greater telephone and virtual presence but it will not be completely ready on August 1. The Center will reduce confusion and promote consistency. The Center will need additional staff to accomplish everything they want to in the Welcome Center concept.

Academic Skills Center – There is still not a clear picture of what this Center will look like. They are going to hold off on it until they have everything in place to do it right.

Career Employees Council – They have been alerted that there's a chance they won't get a raise, so there's a good chance A's and P's won't get a raise, either. State employees are taking a 4% pay cut. There have been suggestions as to other means of compensation in lieu of a raise, such as more vacation days, a one time stimulus check (3%) in a lump sum. It could be that later in the fiscal year when the budget is better, a raise (not retroactive) might possibly be approved.

We need to look at a new structure, of innovation and quality, so employees aren't overwhelmed. The A's and P's should develop a plan to present to Dr. Wallace addressing equitable distribution of workload, and prioritizing of projects, rather than days off or money.

Curriculum Committee – The minutes should be shared with employees, in addition to them being posted on the Web site. There are things that might be brought to Dr. Wallace's attention.

The suggestion was made to link Dr. Wallace's blog to the APC Web page.

- 7) **APC Awards/Election of Officers** – Since the APC Awards is a monetary piece, it will need to be approved. Dana Thomas has the awards criteria that she will send to Sheri Litt. The new APC chair will take office July, 1, 2009.

Committee Reports

- a) **High Level Leadership Series** (Katie Meyer-Griffith) – Dr. Cabral-Maly and Dr. Darby presented “Work/Life Balance.” The discussion included how administrators prioritize their work. Sheila Green will take feedback. Support groups are meeting next week and on the May 7.
- b) **Health and Wellness** (Judy Jones-Liptrot) – The last workshop is today (April 17) titled “Snack Smart and Lower Fat for Better Weight Control. She will begin planning for 2010.
- c) **FACC Linkage** (Dana Thomas) – No report.
- d) **APC/CEC linkage** (Dana Thomas) – The discussion was about Faculty Screening Committees. What is the correct process? The screening committee is formed and then they present the names to the appropriate employee group chair for approval. Finalists are forwarded to the campus president. Downtown Campus videotapes faculty interviews and presentations. The process needs to be streamlined. The interviews consist of the actual interview, teaching observations, tour of the campus, and meeting with the campus president. If the candidate is flying in from out of town, traditionally they would meet with the campus president, even if there is a possibility they aren't a finalist to save the cost of having to bring them back in. We need further discussion on the process. A

- session was suggested to discuss the hiring process and interpreting the APMs.
All A's and P's will be invited and a two hour session is recommended.
- e) **EBAC** (Sheri Litt) – No report.
 - f) **Strategic Conversation/EOV** – The next EOV meeting scheduled for May has been cancelled.
 - g) **ALC** – No report.

The meeting was adjourned at 11 a.m.

The next meeting is Thursday, May 7, 2009 from 9 to 10:30 a.m.