

Staff Council



MEETING MINUTES Thursday, November 14, 2019 3:00 - 5:00 p.m. CPD Rm. B110

Members Present (✓):

✓	Andrews, Linda	✓	Head, Kimberly	X	Nixon, Jana
✓	Andrews, Shayla	X	Heitz, Tiffany	✓	Northup, Genevieve
✓	Apple, Shane	✓	Heliste, Pam	✓	Peeples, Jinger
✓	Barron, Monica	✓	Helm, Colin	X	Richardson, Casey
✓	Campbell, Andrew	✓	Hines, John	✓	Rossato, Kelly
X	Carpenter, Deidra	✓	Holmes, Melody	✓	Stewart, Gregory
€	Chavez, Ana	✓	Howard, Elizabeth		Guests:
X	Duckworth, Andy	✓	Khedairy, Nadia		
✓	Dunn, Debbie	✓	Long, Renee		
✓	Faircloth, Ross	✓	Morman, Lisa		
✓	Gray, Arianna				
✓	Guerra, Rosa	✓	Present		
X	Guy, Joe	X	Not present	✓	Langford, Jackie – Past SC
		€	Excused	✓	West, Aaron – Faculty Council liaison

Call to Order:	Meeting called to order by Liz Howard at 3:02pm
Approval of Minutes:	Colin H. motioned to accept the minutes of the October meeting. Linda A. seconded.
Welcome:	Liz welcomed everyone
Updates Announcements:	<p>Liz:</p> <ul style="list-style-type: none"> • Liz has been attending Executive Leadership Meetings. • The executive team has been attending the Town Hall meetings at each campus regarding the Marshall program. The last one is next week. • Staff Council Website: Liz has been working with the Web Services and Rajesh Michael on the new SC website. It is still under construction, but staff will be able to submit a proposal and upload supporting documents. When a proposal is submitted, it goes to the Staff Council email box.
Treasurer's Report:	<p>Current Balance: \$ 4,680.00</p> <p>There is a \$22 charge against this year that was actually spent last year because a final receipt from last year just came in.</p> <p>Renee looked at what the various committees spent last year:</p> <ul style="list-style-type: none"> • Rose Award: \$1,314.60 • Silent Auction: \$237.91 • Student of the Year: \$842.18 • Staff Council: \$2,196.46
Other Reports:	<p>President's Report: Nothing in addition to the above updates</p> <p>Shane (VP): Let Ari know that his name is spelled SHANE and not SHAYNE. Ari used both spellings in last month's minutes. No additional items.</p>

Ari (Recorder): Nothing at this time

Service Committees:

Rose Award: (Debbie) The committee had their first meeting November 12th. They will meet again in January. The date for the Rose Award ceremony is set for Wednesday, June 17, 2020. 1 – 3pm meeting with ceremony at 3pm

SEOTY: (Andrew) Dr. Matkin has been scheduled to attend. Date set for Thursday, April 16, 2020. 11-1pm in the Boardroom at CHEC.

Silent Auction: No update.

Meals on Wheels: No update

Research Committees:

Full-Time Staff Retention: (Nadia) Nadia spoke with Golda George (the staff person who submitted the proposal for the dependent tuition recommendation) to see if she could get clarification. After information provided by Golda, Nadia needed additional information/research/examples for SC discussion. Points that need to be decided:

- Should the proposal include a request for in-county tuition?
- Should the tuition be waived up front? Or reimbursed on the back end? (after the semester ends and grades post)
- Should there be a grade cut-off and if so, would someone (and who would that someone be) either pay back the money or not get reimbursed?
- What is the definition of dependent? Children only or children and spouse?
- How long would a dependent be able to get the benefit for?
- Should this be a dollar amount per semester/year? Or a number of classes per semester or year?

Clarification was made that this proposal would encompass both staff and faculty dependents.

There was considerable conversation to clarify the points above/what we would like to put forward. These included:

- **Genevieve:** Should we ask for more money for staff? **Consensus:** Not the issue...we're talking about dependents. If we want to ask for more for staff, would be a separate issue.
- **Colin:** Staff tend to only take 1 or 2 classes because they're working full time (which is probably why we have \$800 a year/we don't use more). But why can't dependents get more than what we get? **Consensus:** Agree
- **Kimberly H:** Why couldn't we "transfer" our \$800 to our dependents if we weren't going to use it that year? **Consensus:** People generally liked this idea.
- **Kelly R:** How many people are currently using the staff reimbursement? And where does the money come from/who holds that budget amount? **Genevieve:** Approximately 10 using the tuition reimbursement and 12 using the scholarships. Gen also reminded us that staff can get 3 hours off to go to class. No one seems to know where the budget "lives". Some people believe it is with Human Resources.
- **Shayla:** Suggested a lottery to keep the number of people who would use the benefit in any given year from being too high (too much money). **Consensus:** The tracking and administration of this could be very complicated and wieldy.
- **Shayla:** Suggested changing from a dollar amount per semester/year to a number of credit hours per semester/year. **Consensus:** Most liked this idea. Kimberly made the point that if we did credit hours, then if/when tuition goes up, it would not affect the dependents.

	<p>Final action item: Nadia will rewrite the proposal with the consensus items and we'll discuss at next meeting.</p> <p>Professional Development: (Kimberly) Expressed that the committee has struggled to find a time where most of them can meet. She asked Liz the status of the proposal for free CE courses for staff. Liz explained how the policy making committee of the Leadership Committee worked and approximately how long it takes a proposal to make it through and be approved.</p> <p>District-wide communication: (Colin) Stated that he had just sent out the final markup of the survey from Institutional Research today to the committee and have asked them to look it over and give their opinions. Once that is complete, IR should be able to send the survey out.</p> <p><u>Ad-Hoc Committees:</u></p> <p>Unsung Hero: No update</p> <p>Telecommuting: (Kimberly) Kimberly has been doing research on what other colleges/universities do with regards to telecommuting. Initial finding is that many colleges have had a telecommuting policy in place. She has a meeting scheduled with Kim Davidson in December to discuss.</p> <p>By-Laws: (Colin) No Update</p>
<p>Old Business</p>	<p>Retirement Funding Proposal: (Liz) Liz stated that the current policy with regards to staff & faculty retiring is each Department is given \$100 to have a staff retirement celebration. Liz submitted a proposal for more money. The outcome is that the President approved the following:</p> <ul style="list-style-type: none"> • The budget and responsibility for retirement celebrations will be moved to Kim Davidson. • There will be one celebration/reception per period; such as every two or three months, for all staff & faculty retiring in that timeframe. • HR will handle all aspects of the celebration including food, gifts, etc., for these celebrations. • The individual departments will no longer be responsible for this.
<p>New Business & Announcements:</p>	<p>Lift-up Campaign: (Liz) Thanked everyone who volunteered with the Lift-Up Campaign and gave a thermal bottle to each volunteer. The volunteers recognized included:</p> <ul style="list-style-type: none"> • Shayla Andrews • Rosa Guerra • Ana Chavez • Pam Heliste • Tiffany Heitz • Jinger Peebles • Renee Long • Liz Howard • Karla Pilcher (no longer on the committee but still recognized for her part) <p>You Make a Difference Coin: Debbie Dunn gave the coin to Kimberly Head for presenting the proposal for free CE courses for staff to the leadership team.</p> <p>Next Meeting: Liz said that the next meeting (December) is going to be a “fun” meeting and we'll have a surprise for everyone.</p>

	<p>Charity: Liz asked if we wanted to do something for a charity. She suggested writing notes in Christmas cards to service-members. She volunteered to bring the cards. Everyone agreed it was a good idea.</p>
<p>Roundtable:</p>	<p>Shayla: Registration has begun for Wintermester and Spring. Wintermester is now a part of the Spring semester. Payment deadline for both is December 4, 2019.</p> <p>Jackie: Wild West at the Park was last week. It was slow to start, but then came on strong. The committee already has some fantastic ideas for next year.</p> <p>Genevieve: Applications for sabbatical leave went out. December 6 is the deadline. Also, the Sabbatical Committee has five member positions open currently. People can nominate themselves or others to be on the committee. Deadline is Friday, December 6.</p> <p>Kelly: There will be much singing, dancing and frolicking at the Plano Campus in the coming months. Please feel free to join us.</p> <p>Jinger: She is working with the team to get the Technical Campus open. She and Dr. King and are moving to the Courtyard Campus next week.</p> <p>Pam H: The counseling office is very busy right now.</p> <p>Greg: Police Department growing. 5 new officers started last week. They have a new assessment panel (hiring event) coming up in December. Also, the chief and some of the officers have been doing the town halls for the Marshall Program. One remaining. The ground breaking ceremony for Farmersville Campus is December 6.</p> <p>Ari: Had the All Services Military Appreciation Ball this past Saturday at the McKinney Conference Center. Was well attended; in fact, the largest ball yet with over 300 attendees. We have been receiving great comments that everyone enjoyed it. The speaker was just amazing. Looking forward to next year.</p> <p>Linda: The annual gingerbread contest judging will be held on December 5th. They will have a 6 ft. by 4 ft. gingerbread house. The theme is Christmas movies. Everyone is welcome to enter. Also, the Makerspace workshops are ongoing at each campus. All staff are welcome to come by and learn what they do; make items for themselves, etc.</p>
<p>Adjourn:</p>	<p>Motion to adjourn – Colin; Motion seconded – Shane 4:20pm</p> <p>Next meeting: Friday, December 6, 2019 @ 3:00 – 5:00pm – Frisco Campus room J204</p>

Employee and Dependent Tuition Benefit / Guidelines for Employees Enrolling in Higher Education Courses

One of the great benefits of working at North Central Texas College is that full-time employees and their legal dependents (claimed on income taxes) may take credit courses offered by NCTC. Employees must be full-time by the Official Date of Record (ODR) for the requested semester.

Guidelines for employees to receive tuition benefits:

1) If eligible, NCTC may cover tuition for employees for a total of three (3) classes for the entire semester. The Institution will exempt tuition, general use fees, and out-of-district fees for up to three (3) courses for the employee each semester; all other fees/charges are the responsibility of the employee. The employee will be responsible for all fees/charges related to a repeated class for which a passing grade (D or better) was previously earned. If an employee enrolls in more than three (3) classes at NCTC, he or she will be responsible for tuition, general use fees, or charges for those additional classes.

2) During long-term semesters (fall or spring) a full-time employee may take one (1) classroom-based or hybrid course that meets on the campus where the employee is based during the workweek (8:00-5:00 M-F) under the following conditions:

- A seat is available in the course
- Must have supervisor's prior approval of course
- Must have supervisor's prior approval of how the time will be made up
- Course must be applicable to a filed degree plan or classes that pertain to current job duties
- Supervisor must approve all drops/withdrawals/incompletes
- All other academic policies apply

3) Online course:

- A seat is available in the course
- Must have supervisor's prior approval of course
- Course must be applicable to a filed degree plan or classes that pertain to current job duties
- Supervisor must approve all drops/withdrawals/incompletes
- All other academic policies apply
- Employee must not work on course readings or assignments during work hours

Guidelines for dependents of Employees (claimed on income tax return) to receive dependent tuition benefits:

- The Institution will exempt tuition, general use fees, and out-of-district fees; all other fees/charges are the responsibility of the employee or student.
- For each course in which a dependent does not make a grade of "C" or better, the employee must reimburse the college for the amount of tuition and associated fees. The bill must be paid before subsequent enrollment can be authorized.
- Course must be applicable to a filed degree plan. The student will be responsible for all fees/charges for classes that are not part of the student's degree plan.

General guidelines for employees who are enrolled in higher education courses:

- In most cases, employees are eligible to work at NCTC full-time while enrolled in college as a full-time student. This is regardless of the employee being a student at NCTC or another college or university, or whether the employee is receiving tuition assistance from NCTC.
- However, there are some programs that are not conducive to one being a full-time employee and a full-time student. For example, a full-time NCTC employee may not also be enrolled in the RN or LVN programs at the same time. Only the Provost may make an exception in these unique situations.
- Before enrolling as a full-time student at NCTC or another college or university, an employee must discuss with his or her supervisor to determine if any conflicts exist.

North Central Texas College

Faculty/Staff Dependent Scholarship Authorization Form

INSTRUCTIONS:

1. List courses below that benefits are to be applied toward.
2. Submit completed authorization form to the Office of Student Financial Aid **before** registering for the course(s).
3. Please attach a copy of the Employee's 2015 tax return with student listed as your dependent/spouse.

NOTE: Student must pass with a "C" or better and complete the course; otherwise you will be billed when the semester ends.

Student Name: _____

SSN/ID#: _____

Course Abbreviation	Course #	Sec No.	Course Description	Day(s)	Time Begin	Time End
<i>MATH</i>	<i>1314</i>	<i>100</i>	<i>College Algebra</i>	<i>MWF</i>	<i>9:00am</i>	<i>9:50am</i>

Total Number of Hours for Benefits

Requested By: _____
Employee Signature

_____ Date

Name: _____
Please Print

Department: _____ Assigned Campus: _____

Supervisor: _____
Supervisor Signature

Office Use Only

Fund ID

Term

Amount

Date Entered

Initials

Employee Scholarship Guidelines

One of the great benefits of working at North Central Texas College is that full-time employees and their legal dependents (claimed on income taxes) may take credit courses offered by NCTC. The institution will exempt tuition, general use fees, and lab fees up to \$24 (for up to three (3) courses for the employee each semester); all other fees/charges are the responsibility of the employee.

Guidelines:

A) During long-term semesters, a full-time employee may take one (1) classroom-based or hybrid course that meets on the campus where the employee is based during the workweek (8:00-4:30, M-F) under the following conditions:

- A seat is available in the course
- Must have supervisor's prior approval of course
- Must have supervisor's prior approval of how time will be made up
- Course must be applicable to a filed degree plan or job duties
- Supervisor must approve all drops/withdrawals/incompletes
- All other academic policies apply

B) Online course:

- A seat is available in the course
- Must have supervisor's prior approval of course
- Homework/assignments/research must not be conducted during work hours
- Course must be applicable to a filed degree plan or job duties
- Supervisor must approve all drops/withdrawals/incompletes
- All other academic policies apply
- VCT courses must follow the established VCT policy:
 - 1) May register for VCT only if NCTC online sections of course are full
 - 2) Total cost of VCT course may not exceed \$200
 - 3) Students who have dropped or failed VCT courses for two consecutive semesters MUST enroll in and pass 12 hours of non-VCT courses before enrolling in another VCT course.

TEACHING BY NCTC NON-FACULTY:

Non-faculty may teach one (1) course each long term provided they receive supervisor approval **in advance** for each semester; should the course be taught during the workweek (8:00-4:30, M-F), the supervisor must also approve how time will be made up.

EMPLOYEE DISCOUNTS IN BOOKSTORE:

All full-time NCTC employees receive a 10% discount on merchandise; this discount is non-transferrable. An NCTC employee must present his/her Employee ID at the time of purchase.

North Central Texas College

Faculty/Staff Scholarship Authorization Form

INSTRUCTIONS:

1. List courses below that benefits are to be applied toward (see guidelines on 1ST page).
2. Submit completed authorization form to the Office of Financial Aid **before** registering for the course(s).
3. Please obtain all signatures at the bottom of this form before submitting to the Office of Financial Aid.

Student Name: _____

Student ID#: _____

Department: _____

Campus: _____

Course Abbreviation	Course #	Sec No.	Course Description	Day(s)	Time Begin	Time End
<i>MATH</i>	<i>1314</i>	<i>100</i>	<i>College Algebra</i>	<i>MWF</i>	<i>9:00am</i>	<i>9:50am</i>

Total Number of Hours for Benefits

Requested By: _____
Employee Signature

_____ Date

Supervisor Approval: _____

_____ Date

Dean Approval: _____

_____ Date

Office Use Only

_____ Fund ID

_____ Term

_____ Amount

_____ Date Entered

_____ Initials