**Non-tenure Line Faculty Committee**

**Friday, November 18, 2022**

**Minutes**

<https://txstate.zoom.us/j/91465392835?pwd=RnE0WmtZLzZ6a0VxREF2Q0VXYW1Xdz09>

**Meeting ID: 914 6539 2835**

**Passcode: onefaculty**

**Members Present:** Jenn Jensen, Kevin Jetton, Austin Talley, Dan Smith, Sandra Duke, Kay Newling, Brandon Lunk, Dan Sneed, Portia Gottschal, Wendi David, Glynda Betros, Susan Hall, Kristine Toma, Michelle Galles, Suzy Okere, Elvia Perrin, Christi Townsend, Ben Arnold, Kerri Anne Moon, Gloria Velasquez, Karla Hamelin, Matt Bower, Renee Wendell, Karla Hammelin, Ted Lehr, Selen Hatipkarasulu, Britney Parker-Webb, Amy Meeks, Matari Gunter

**Chair Jensen opened meeting at 1:00 pm**

* Approval of October 21, 2022 Minutes

**OLD Business:**

1. **Discuss NLF Workload Release Applications and vote on recommendation s to Faculty Senate**
   1. All applications were discussed by college
   2. It was noted that we have enough Credits to be able to fund ALL 13
   3. Motion made to approve and all in favor – motion Passes
2. **NLFC Fund Balance**
   1. Kevin recapped all the figures from the recent Fall, 2022 NLF reception event
   2. The Ending Fund Balances: $14,799.16 (vs $15,118.75 off by $319.59) and being researched between Kevin and GG)
      1. $8,330.65 NLFC: Internal Fund Initial Balance for Food, Printed Materials
      2. $6,468.51 NLFC: External Fund Initial Balance for Anything (food, alcohol…..)
3. **Spring, 2023 NLF Reception event in Round Rock**
   1. Kevin separately met with Rene Wendell to go over past and potential RR events
   2. Kevin updated the group with the current plans which are:
      1. Event Date: Wednesday April 12, 2023 11am-1pm
      2. Where: Avery 256
      3. RR contact: Amy Wong, Round Rock Campus Coordinator
      4. Attendance Estimate: 75
      5. NLF Faculty office count in RR=98 (+ more that office in SM but also are at RR)
      6. Caterer: PEJ Events (an approved university caterer and has done events in RR)
      7. Menu: 3 hot appetizers, charcuterie display, desserts & iced tea/water/lemonade
      8. Estimated Expense: $3,326.13 with a 50% deposit due ($1,663.07)
         1. $2,500 for food and staffing
         2. $826.13 for PEJ fee and the TxState Univ Fee
   3. Next Steps:
   4. Kevin
      1. Create a save-the-date flyer and send out to NLF’ers
      2. Reserve Avery 256 for the event
      3. Get the PEJ Events catering contract
   5. GG
      1. Create an AP-12 form for the food and get approved
      2. Create a P.O. for the event catering contract
      3. Approval on the PEJ Events catering contract

**New Business:**

1. **Faculty Mentoring Guidelines**
   1. Jenn mentioned in-coming NLF and the need they have for learning how to be a good faculty member in the classroom and the department.
   2. It may be the department’s job to help them learn/understand this information but departments do not seem to be doing it, so we as NLFC can step in and help.
   3. Perhaps Tenure Track would also find this useful, much as TT followed our lead (copied!) our New Faculty Orientation for NLF.
   4. Perhaps this could be a collaborative effort between TT and NLF.
   5. Two sub-committees were formed:
      1. Mentors: Glenda, Renee, Gloria, Brandon
      2. Mentee’s: Keri Anne, Karla, Dan Smith (Portia to provide feedback
   6. Goals are to provide best practices and work with Candace Hastings (Faculty Development)
   7. Ultimately provide a set of guidelines for both the Department Heads and the Mentors
2. **Around the Table**
   1. NLF that are 75% and 50% FTE and does/did expected levels of service yet in some departments are not entitled or treated fairly or consistently regarding special event tickets and more. Jenn agreed it is an issue and emphasized the need for university guidelines for all departments to follow.
   2. NLF Title Series Survey
      1. Kevin mentioned how happy/pleased he was to receive the email survey sent out to all NLF’s and their initial reactions however:
         1. It was sent to Lectures and Senior lectures ONLY
         2. The details of the Title Series Policy was not shared so outside our committee, the recipients had no idea of anything detail wise and/or criteria
         3. There was a question with the text “….some Lectures and Senior Lectures may be interested in seeking the associate Professor rank or the Professor rank (relatively rate) that came across wrong or simply “don’t go there” to which Jenn volunteered to reach out to Debbie Thorne to ask what she meant and did post-meeting.
      2. The need for a sub-committee for promotion guidelines was discussed.
   3. Salary Equity Study is underway by the Faculty Senate
      1. If any raises or salary adjustments come of it – they will not be effective until Fall, 2023
   4. Administrative Burden Task Force update by Britney
      1. Over 700 responses have been received to date and the 5 main topics center around:
         1. Purchasing and Accounts Payable
         2. Hiring Processes
         3. PCR’s (Personnel Change requests)
         4. Intellectual property (IP) and Contracting for services
         5. Travel
         6. Key and Access Cards
      2. Britney mentioned that discussion focused on fixing the problem easily at no added expense. Also stated that President Damphouse will not take “No” for an answer. He is focused on solutions and will keep pushing until solutions occur.
   5. NLF Workload Releases
      1. Portia asked about taking all 6 hours in 1 single semester vs split between fall and spring
      2. Jenn will forward our recommendations to the Faculty Senate for review and approval.
      3. They are then passed on to the Provost office for final review/approval.
      4. Faculty Senate chair Lynn will notify the applicants once all approved.

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**Meeting Adjourned** by Chair Jensen at 2:36 pm

Respectfully Submitted,

Kevin Jetton, Vice-Chair with assistance by Amy Meeks, committee member

**Upcoming Meetings and Events:**

1. NLFC Meeting, Friday, January 20, 2023
2. NLFC Meeting, Friday, February 17, 2023
3. NLFC Meeting, Friday, March 24, 2023
4. NLF Round Rock Reception Wednesday April 12, 2023
5. NLFC Meeting, Friday, April 21, 2023