

- I. **Call to Order—3:00pm**
- II. **Approval of Minutes—approved**
- III. **Reports**
 - A. **President**
 1. LSC 20/20 Culture Refresh—November 9, Office of Organization and Professional Development, Alicia Friday, will review LSC 20/20 and feedback gathered from FS Presidents
 2. Core Assessment
 - B. **Vice President—NA**
 - C. **Secretary—NA**
 - D. **Committee Reports**
- IV. **Old Business**
 - A. **FERPA (From 9.27.2018)—Updates to come, as this is being taken to OGC by FS Presidents**
 1. Parents who violate FERPA – response from OGC
 2. Level of employee (and training)
 - A. **Information Security (From 9.27.2018)—Comments being reviewed, meetings with Link will take place, and policy expected to be revised.**
- V. **Current Business**
 - A. **Phishing Attack: Discussion**
 1. BE VERY CAREFUL WHEN OPENING E-MAIL OR CLICKING ON LINKS.
 2. Steps to follow:
 - a. DO NOT CLICK to open that e-mail; DO NOT CLICK on that link!
 - b. USE THE REPORT PHISHING ICON (TOP RIGHT-HAND CORNER OF OUTLOOK PAGE)
 - c. CALL OTS. WAIT! DO NOT CLICK ON THAT LINK BEFORE YOU GET CONFIRMATION! Your personal data IS at stake!
 - d. Most recent phishing scam occurred September 2018 – description and what to do (or not do!) will be presented.
 - e. Visitor, Jim Crawford—68 people shared their credentials during this most recent “attack.”
 - f. Attackers are typically detected based on email (Outlook) activity because that is usually the first place attackers go.
 - g. Strong recommendation—NEVER SHARE YOUR LOGIN/PASSWORD. This will never be requested by an official or employee.
 - h. Attackers are usually after either money or information—Phishing attacks are less aggressive and simply waiting (and hoping) you will respond.
 - i. Once attack occurs and credentials are shared, they can access all your information, including payroll—re-routing pay, for example.
 - j. Look for “Report Phishing” icon in Outlook (not the app and not on a Mac). Screenshot will be shared with meeting minutes.
 - k. NOTE: If you hover over the link requesting information, you can see if the request is tied to Lone Star.
 - l. Motion to discuss this issue was made and accepted.

- m. Clarification—If you open the email or even click on the link, you are not providing enough information to fall victim to the phishing.
- n. The “Report Phishing” icon does not seem to be available to everyone—even through Outlook and on a PC. Jim will be investigating that.
- o. Any suspect emails should be forwarded to OTS—can be sent to Jim Crawford directly.
- p. It is possible someone can reset your password and you can still access your account as long as it is an active session.
- q. It is unclear how encrypted the Google storage of passwords is (for example, if you are using the browser for email). It was recommended you not store passwords if you are using a browser.
- r. LSC police asked victims of the phishing scam to file police reports to allow them to investigate. They followed up with individuals who changed their direct deposit accounts. This will also serve as a “marker,” so there is an official point from which to investigate identity theft.
- s. NEVER GIVE OUT LOGIN INFORMATION
- t. Note: Individuals whose payroll information was hacked WERE paid.
- u. RECOMMENDATION: EVERYONE GO BACK AND BE SURE YOU WERE PAID DURING THE LAST PAY PERIOD (OCTOBER).
- v. System is looking into two-factor authentication to help with security.

B. Enrollment and its Effects Feedback wanted

- ❖ *Contact hours are reimbursement mechanism for State funds to come to LSC. LSC-M decreased contact hours this semester results in less money from State.*
- ❖ 90% of money that CCs get from the State is based on contact hours; 10% is based on “success points.”
- ❖ This funding is awarded to the System, and then it is divided among the campuses based on contact hours and success points.
- ❖ Budget is based on legislature, which meets on “odd” years, and funding decisions are made for two-year periods.
- ❖ Motion was made (and approved) to open up issue for discussion.
 1. Discussion occurred about the two-year budget decisions, raising the question of incidents that occur in the non-base years.

POSSIBLE ACTION ITEM: Initiate Committee, (follow-up to last year) combined with staff, to address “administrative” issues in the process.

C. Human Resources/Benefits: Discussion

1. Reminder of retirement insurance changes (from 2016)
 1. Motion was made and approved to open up for discussion.
 2. If you began working for LSC before September 1, 2014, you may be “safe.”
 3. Many were told that, after working for the system for ten years, upon retirement, health benefits would be free; however, something changed, and now you had to have been with the system for five years by September 1, 2014, and ten years total. If not, you have to have 20 years with the system to have free health coverage. ERS has also provided mixed information about these benefits and rules. Legislator stated that Congress passed HB 4259 (from 2013), which changed the rules about the 5-year provision. It is still unclear, and mixed messages are coming from both the legislature and ERS. However, the 5-year provision does appear to be in place.
 4. NOTE: Upon retirement, you’d still have to pay for Medicare A & B; LSC would be providing secondary coverage.

5. Reminder about BCBS “Health Select” changes was given.
 6. **The request was made that faculty share questions, concerns, and personal experiences with either the retirement concerns OR BCBS “Health Select” to Janeu, so she can take these to the OGC. Also, if you would prefer to change health coverage to something other than our current BCBS Health Select plan, please share these requests.**
2. Fairly new leadership attempts more relational tact – phone calls /YouTube Channel
 1. New HR director is trying to change their image, processes, and overall role in the system (and interactions with faculty, staff).
 2. The phone calls about the YouTube Channel took many by surprise, and these calls were reported as spam by some.
 - ❖ A concern was raised about the need to create a Google account to access the YouTube Channel.
 - ❖ It was also expressed that HR should notify individuals when there is a pay discrepancy.
 3. **Share concerns or issues with Janeu to take on**—communication and transparency of the process was shared.
- D. Faculty Evaluations (responsible parties and formats): Feedback wanted**
- ❖ Concern was raised about faculty workload forms, which triggered a discussion about faculty evaluations.
 - ❖ Much of this came from a belief that recognition of great success and/or enthusiasm among faculty was not occurring enough. (This did not come from a desire to “punish” faculty.)
 - ❖ There seemed to be a misinterpretation from as high as the chancellor that this was a request to replace dean evaluations with peer evaluations. In fact, this was not the case. The FS Presidents did suggest that faculty be provided an option of including peer evaluation in addition to dean evaluation.
 - ❖ Some faculty worry about peer evaluations because of the bias that may come based on areas of expertise; however, it is suggested these peer evaluations be purely voluntary. Also, the college has a history of things beginning as “voluntary” and then becoming required because “that’s what we’ve always done.”
 - ❖ Some faculty believe the peer feedback is valuable, especially if a dean has no knowledge or experience in your subject area.
 - ❖ It was recommended that faculty design their own peer feedback form.
 - ❖ Many seem to agree that the potential for negative is greater than the potential for positive if peer evaluations become a part of the review process.
 - ❖ Even peer evaluations might benefit from some structure—similar to a mentoring relationship/process.
 - ❖ Concern was raised about the effectiveness of the committees that help determine ways faculty are evaluated.

VI. **New Business**

VII. **Announcements**

A. **Online Application Problems (i.e., scholarships) (Janeu Houston)**

- ❖ Students attempting to complete online applications have experienced serious problems with the “system” allowing them to finish the required paperwork. (Ex. Information not always saved or shutting down in the middle of the process) This has a negative impact on students. OTS, at the System level, is aware and working on the issue. Extension of application deadlines may apply. Completion by paper application is being

recommended. **Any known problem should be sent to Janeu as quickly as possible.** This helps troubleshoot the problem.

B. College Bookstore Update (Janeu Houston)

1. Food truck services will end – back to services in Buildings B and G (“grab-n-go”)
2. Book adoptions for (SP 2019) due beginning of November
 1. This may be an issue, as the process is not yet in place.

C. Title IX Training IN PROCESS 10/01/2018 – 12/-1/2018 (Janeu Houston)

D. Employee Giving Campaign Beginning (Cynthia Lawry Berkins)—Ends TOMORROW (Friday, October 26)

E. Voter Information Guides (Michele Richey)

F. Covered Parking in Facilities – Not covered parking, solar panels are being put on them and who get-up was paid for by Chancellor’s Grant (Janeu Houston)

G. Share Division Successes

1. October’s production of *12 Angry Jurors* was recognized by the Kennedy Center American College Theatre Festival for:
 - a. Meritorious Achievement in Directing-Chase Waites
 - b. Meritorious Achievement in Ensemble Work-Cast of 12 Angry Jurors
 - c. This production was also recognized as having elements that represent some of the best work in KCACTF Region 6 and has been held for consideration for the Region 6 Festival in Abilene in 2019.
2. In July, the original devised production of *1984*, directed by Emmy Frank and written by Emmy and the cast was recognized by the Kennedy Center American College Theatre Festival for:
 - a. Meritorious Achievement for Support of New Works- LSC-Montgomery
 - b. Meritorious Achievement in Sound Design-Michelle Tiu
 - c. Meritorious Achievement in Stage Management-Dorie Bloodworth
 - d. Meritorious Achievement in Ensemble Work-Cast of 1984
 - e. This production was also recognized as having elements that represent some of the best work in KCACTF Region 6 and has been held for consideration for the Region 6 Festival in Abilene in 2019.

2. Nursing program is certified for the next two years (preliminary)

VIII. Incentive Drawing

IX. Adjournment—4:12pm

Lone Star College – Montgomery Faculty Senate 2017 – 2019

Officers: President: Janeu Houston | Vice President: Michele Richey | Secretary: Simone Andrade

BASS Senators: Amy Curry | Phil McCue | Betsy Powers | Adjunct: Jason Sweeney

BELS Senators: Karen Buckman | Martina Kusi-Mensah | Mark Whitten | Adjunct: Gloria Kessler

NASH Senators: Kitty Gronlund | Mattie McCowen | Cynthia Lawry Berkins | Adjunct: Bernard Ambe

TEAM Senators: Emmy Frank | Carlos Landa | Chase Waites | Adjunct: Amy Nabors

Counselor Senator: Neil Phillips | **Librarian Senator:** Angela Colmenares

For information on the Lone Star College - Montgomery Faculty Senate, visit our website at:

<http://www.lonestar.edu/montgomery-faculty-senate.htm>