

Faculty Assembly Meeting Minutes, March 18, 2026

Lee College Faculty Assembly

March 18, 2026, 3:15 p.m., Tucker Hall

1. Call to Order at 3:15 p.m.

2. Approval of Minutes

Secretary: Kathleen Anderson

A motion was made by Joe Ganakos to approve the February 11, 2026, minutes.

The motion was seconded by Dana Woods.

Approved.

3. Reports of Officers and Standing Committees

Interim President: Georgeann Ward –

Good things: Our first meeting in compliance with SB37 is a good thing! Special thanks to Joe Ganakos, Karen Guthmiller, and William Walker for all their hard work.

Because of SB37, the changes require the meeting to be audio recorded, and the recording is posted to the webpage (<https://www.lee.edu/groups/faculty-assembly/>)

I know we are all surprised by the President's resignation, and many faculty reached out to get Dr. Villanueva's contact information to let her know she's appreciated for her contributions to the college.

Interim Vice President: Francisca Castillo — I'm still looking for candidates for Secretary and Vice President.

Emily Hause, Student Engagement & Recreation Coordinator & SGA advisor asked that faculty let students know SGA officer nominations are open March 16-27.

Please make them aware of SGA, and she is excited about elevating the presence and impact of SGA.

Interim Professional Standards and Responsibilities: Karen Guthmiller—

Highlights of board meeting: resignations, retirements, and new hires were announced, including two dual credit advisors.

Interim Benefits: Lara Capson— no report

Interim Professional Development: Joe Ganakos

There are funds available. Backlog issues have been resolved. Reach out if still not approved. For summer travel, go through the EEC. Travel max offered is \$900; may want to look at increasing

Interim Honors and Recognition: Shemeka Phipps —

Last semester FA gave \$500 to SRAC; gave out 22,000 pounds of food and assisted many students/families. (Shared messages of gratitude from students); want to continue this momentum.

Requesting the same this semester to help with graduation expenses; asking FA to commit \$500 to SRAC (who will then distribute the funds to help students with graduation).

A motion was made by Channell Cook to approve asking Faculty Trust for \$500.

The motion was seconded by Steven Saunders

Audience Member: What is total need?

Answer: 270 students asked for help purchasing cap/gown/tassel/stoles; know what was requested but not how many students. The \$500 will be distributed to eligible students as they ask for help. The general process is:

SRAC sends email about funds to students

Students go to SRAC to determine eligibility

If eligible, students get a gift card to use at campus store

Motion approved; will take the request to Faculty Trust for funds.

4. **Unfinished Business**

a. **Excellence in Education Award Update: Ed Korzetz**

Faculty have been chosen, have plaques and medallions; recipients will be announced at April meeting.

b. **Load Proposal Update: Dr. Norris**

Dr. Norris unable to attend. Dr. Ward summarized: administration is working on next year's budget; Akin is supportive of the proposal, but will depend on funding.

c. **Adjunct Pay Committee Update: Jennifer Herzberg**

No update

d. **Public Student Evaluations Committee Update: Jessica Thompson-Falla**

No update

e. **Non-teaching Faculty Hours Update: William Mayer**

Moving forward. Have necessary votes but need to take to Interim President.

Dr. Lane-Worley clarified that Dr. Norris is taking it to the cabinet, then will report back with the decision.

f. **Faculty "Trust" Update: Karen Guthmiller**

Thanks to Georgeann Ward, Joe Ganakos, and William Walker for all their hard work finalizing the Faculty Trust Constitution. Reviewed by attorneys in the process, the final document was created with careful attention and thought to how the Faculty Trust acts as a parallel body working in collaboration with FA to ensure funds are protected. It's important to note that this is a separate constitution and bylaws. Read it carefully and take time to review it. Stay after the meeting as a separate group for more information.

g. **Applied Bachelor's Degrees Update: Channell Cook**

Submitted 3 "umbrella" degree plans (more specificity will be added). In the future, we want to look at adding public service leadership degrees. No feedback from Dr. Walcerz yet.

- Business Management
- Applied Science, Information Technology
- Applied Science, Industrial Management

5. **New Business**

Officer Nominations for April Election: Francisca Castillo

Contact by email if you are interested in serving as FA President, Vice President, or Secretary.

LMS Plans: Lane-Worley

Dr. Norris, IT, and the EEC are discussing options in moving forward; looking for different options, trying to alleviate anxiety and approach it in a way that makes sense.

Audience Member: Looking for options? What does that mean?

Answer: Ways to expedite moving to Bb Ultra

Audience Member: Is the Ultra course still being offered? All courses will be in Ultra by Fall?

Answer: Yes, it is still being offered. By Fall is the intent. During convocation, there will be open labs with instructional designers and fewer required PD sessions. (Dr. Ward reminded faculty to check for the email sent from Paula Lee on March 17 for details.)

Grading Reports / Attendance Reports

Dr. Ward summarized: Our division was made aware of grade reports being run; if faculty have more than 30 ungraded assignments, then they are put on a list. Faculty asked to change the query from 30.

Dr. Lane-Worley: I spoke with Jenise Gilbert and the number can be set differently. We're looking more at excessive amounts not graded; or an extended length of time left ungraded. Asking chairs to look at reports in detail to filter out unreliable results. We know they aren't that accurate; the purpose of the reports is not to get anyone in trouble.

Audience Member: Does it make a difference if several instructors are in the course?

Answer: No.

Clarify; the report is for more than 30 ungraded assignments for each class. Report also shows amount of time spent in gradebook each month.

Audience Member: Question about attendance; do we still have to report holidays, like MLK or spring break?

Conflicting answers.

6. Comments by Interim President of Lee College, Jacob Atkin, or other representatives of the administration (Dr. Lane-Worley)

Dr. Lane-Worley: Update on cabinet meeting; Atkin's new way of looking at the budget; done at the cabinet level. Still using budget forms; "big asks" for academic affairs will be people and equipment; all have to be connected to the strategic plan.

Audience Member: I have a question about the policy that says faculty must be available after the semester; a faculty member was told by a chair that they had to be available over spring break (for an 8 week class) even though the college was closed.

Dr. Lane-Worley: Not aware of that requirement; 8 week is a session, not a semester

Audience Member: Will there be more funds for PD travel?

Answer: There are discussions over domestic and international travel by Fall 2028 but not sure about increasing PD travel. Any request for increased funds needs to be tied to the strategic plan (KPIs).

Audience Member: I saw that consideration of approval for the college reorganizational chart was on *the* agenda for the board meeting, but I thought that was already done.

Answer: Nothing was changed; something needed to be added in, so it had to be reapproved.

7. Announcements

Alexa Ramirez, CAAC Chair

Need volunteers for the Secretary position for Fall 2026; ask that division chairs send recommendations; hoping to have the position filled by the CAAC April meeting to ease in the transition.

Brianne Dayley

Thanks to faculty for your student nominations for Honors Day and Hall of Fame awards!

Next step: if you nominated someone chosen; make sure they get the invitations.

Invitations will be distributed to each division, then passed on to instructors with student recipients. Want to avoid issues in the past with students not receiving invites.

Honors Day is April 15, from 3-5pm; faculty need to arrive 10-15 minutes early in regalia.

Lane-Worley

Regarding the Master Facilities Plan, if you have opinions about what the college needs, I will bring them forward.

8. **Adjournment** — Adjourned at 4:02 p.m.

Signature _____

Date _____

[FIND A CAREER](#)
[My Next Move](#)