



# Eastern Florida<sup>SM</sup> STATE COLLEGE

Tenure Council Meeting  
18 November 2022  
TEAMS Meeting  
Chair: Ms. Kelli Norris  
Vice Chair: Dr. Daryl Davis  
Meeting Minutes

Members Present: Kelli Norris, Sasan Kermani, Mevlut Guvendik, Donovan Cox, Joe Wakim, Harry Holdorf, Amy Rieger, Dustin Files, Michelle Rezeau, Asiya Satdanova, Daryl Davis, Cristina Moisii, Rhonda Rye

Members Absent: Steve Heneghan

Kelli Norris called the meeting to order at 9 AM.

- I. Tenure Committee Updates: Kelli Norris presented the list of discipline/program tenure committees and their corresponding chairs for the 2022-2023 tenure applicants.
  - a. A question from Michelle Rezeau was, "Why are there so few tenured librarians on the librarian's tenure committee?" Kelli Norris answered, "I am unsure about the reason, and other candidates in other areas have librarians on their tenure committee. A possible reason is now librarians are under the communications discipline and have access to more tenured faculty members to serve."
- II. Issues with Tenure Portfolio System: Kelli Norris described two issues she experienced with the first round of using the online tenure portfolio system.
  - a. IT incorrectly entered Dr Sharon Cronk-Raby's e-mail address into the NextGen Dynamic Forms system. As a result, she was not receiving e-mail notifications to sign section 3 of the tenure applications. Cory Cash in IT corrected this error.
  - b. Some supervising administrators were not responding to requests for signatures in a timely manner. This delayed the applicant's access to section 4 of the tenure portfolio. A deadline for signing section 3 of the application will be put into place during full book CBA negotiations.
- III. Leadership Summit Update—MOU, Charter: Administration had no major edits to the TC Charter. An MOU is posted on the EFSC UFF webpage regarding Article 11 (Tenure) and electronic portfolio submission guidelines. Kelli Norris sent all 2022-2023 tenure candidates this MOU via e-mail
- IV. Overview of Online Tenure Portfolio System: Kelli Norris presented the new online tenure portfolio to the TC members. Members were reminded that all information viewed in portfolios is to remain confidential.
  - a. Rhonda Rye asked, "How does Tammy Leon validate the official hire date for a candidate?" The answer from Kelli Norris was, "She has access to their official personnel file."

- b. Faculty can only submit one file per section, and the file size is limited to 25 megabytes.
  - c. Michelle Rezeau asked, "Are faculty penalized if they submit more than one activity in each section?" Kelli Norris answered, "No, faculty are permitted to submit more than one activity per section."
  - d. It was noted that faculty often confuse commitment to the profession and commitment to the college activities. Please refer faculty to Appendix N of the CBA for examples.
- V. Removal of TC Member: Steve Heneghan had missed two consecutive meetings. Per the TC Charter, members that miss two consecutive meetings shall be removed through a no confidence vote. Kelli Norris made a motion for a vote of no confidence; the motion was seconded by Dr. Dustin Files and unanimously approved by TC.

The meeting adjourned at 10:46 AM.