Meeting called to order at 9:01am.

Members in attendance:
Adult Education                      Doug Rogers
Atmore At-Large                     Nate Dennis
Atmore At-Large                     Cory Moore
Brewton At-Large                   Deborah Albritton
Brewton At-Large                   Dan Wagner
Business & Social Sciences    Darrell Blevins
Humanities                              David Willis
Library                                    Kim Coale
Mathematics & Science          Allen Gainer
Nursing                                   Susan Mack
Technical Division                  Roger Harrelson

Old Business:
None

New Business:

1. **Reduction in Force Guidelines**

   The Faculty Senate was asked to review RIF guidelines and provide feedback by the end of January. The Chancellor has requested that each school have guidelines in place in the event that reduction in force is required. The college hopes these guidelines will not be needed, but must have guidelines prepared for the Chancellor. The only items the RIF committee could make changes to are item 1 and 7a. The full guidelines are available at [http://www.acs.cc.al.us/board/Policies/624.01.pdf](http://www.acs.cc.al.us/board/Policies/624.01.pdf).

   a. Item 1 (SBE element 4.2.1) Jefferson Davis Community College has identified each of its employees in terms of each employee’s job description (to include minimum qualifications) and organizational unit. *This information is available to each employee through the JDCC Policy and Procedures Manual, Policy 202.01.*

      **Discussion:** Because the job description is posted when a job is advertised, it is public anyway. The Senate had no problem with this policy.

   b. Item 7a (SBE element 4.2.7) In the event of a termination of employment the following guidelines for rehiring opportunities for all full-time non-probationary employees released as a result of reduction-in-force action will be used:
7a. For a period of one year from the date of termination, a person who was terminated as a result of a reduction-in-force action will have the right to be rehired for the position from which he/she was terminated.
   i. Such person will be notified by certified mail at the address provided to the college that the position is available
   ii. Such person will have 15 calendar days from the receipt of the letter in which to notify the college in writing that he/she wishes to be reinstated to the position.

Discussion: The Senate discussed that 1 year and 15 calendar days, respectively, are a reasonable amount of time for this provision.

c. General discussion of the topic:
   1. Question was raised about if a faculty member was let go, would they:
      a. Have to start the tenure process again? No, tenure does not start over if someone is let go and rehired.
      b. Restart at the same pay grade?

Motion made (and seconded) for a vote on approving the provisions for RIF
Motion passed by voice vote. Provisions approved.

2. Dr. McBride has asked Faculty Senate to review proposed changes to the Salary Payment Policy (319.04) in the Policy Manual (https://www.jdcc.edu/index.php?action=750). The change is to pay faculty on the last college working day of the month instead of the last working day for faculty. The current policy was created when employees picked up their checks from the business office. Since payroll is now direct deposited, this would help the business office by requiring only one payroll run. This would affect December payroll and possibly during Spring Break.

Discussion: No members objected to the change.

Motion made (and seconded) for a vote to approve the policy change.
Motion passed by voice vote. Policy approved.

3. Calendar Committee
The calendar committee will be meeting this month and the Faculty Senate discussed items they would like to see addressed with the calendar:
   a. Look at other schools’ college calendars to see if we can make improvements
   b. Discuss moving graduation from a Monday to possibly a Friday or Saturday
   c. In the Spring semester, move faculty duty days from Monday to Friday so night classes will not be affected.
4. Faculty Senate meeting time for the Spring semester
   a. Meeting time set for first Thursday of the month at 1:30pm
   b. Next meeting set for 2/5/09 @ 1:30pm

Motion to close (seconded)
Motion passed by voice vote.