



Details	
Date	Tuesday, November 5, 2024
Time	3:20 PM
Location	CDC Room and Zoom

I. Attendance

ATTENDEES						
Chair	Peter Anderson					
Vice Chair	Elizabeth Rexford					
Note Taker	Haydee Ruiz					
Attendance	Member	Present	Absent	Member	Present	Absent
	Gina Wilson		X	Julieta (Julie) Rodriguez	X	
	Matthew Tougas	X		Latasha Herndon	X	
	Joseph Reeve	X		Matthew (Jason) Bennett	X	
	Melissa Moore		X	David McDaniel	X	
	Frank Becak	X		Grady Smith	X	
	Hector Weir	X		Christy Ruby		X
	Kenneth Grubb		X	Jessi Snider	X	
	Patricia (Pat) Korenek	X		Kornelia Oostingh		X
Others Present						

II. New Business

DISCUSSION
<p>1. <u>Approval of Board of Trustee Notes</u> Peter reported that the October Faculty Council minutes were approved through email.</p> <p>Peter stated that the October Board notes, sent in a previous email, need to be approved. Peter asked the Faculty Council members if there were any comments or changes to the Board notes. No comments were made.</p> <p>Frank Becak made a motion to accept the Board notes as written. Pat Korenek seconded the motion. The Board notes were approved by acclamation and will be attached to these minutes.</p>

III. Old Business

DISCUSSION
<p>1. <u>Marketing Meeting Update</u> Peter commented that several emails have been sent requesting a meeting on marketing concerns. A meeting was scheduled in late October with President McCrohan. This meeting was later canceled as the President had a schedule conflict. The meeting was to be rescheduled, but</p>

the Faculty Council Officers who have requested another meeting, still have not been able to schedule a meeting.

The Faculty Council Officers, at the request of Faculty Council members, wish to meet with the President to:

- receive clarification on how to submit a successful marketing request for a social media account,
- clarification on Program Directors responsibility in marketing their programs, as program directors who go to marketing are asked about what budget will be used, at this time marketing budgets are not routinely provided for programs,
- clarify the process for Program Directors to request or budget for marketing items,
- to receive information of traditional marketing opportunities,
- to request, once again, that marketing provide a professional development session during convocation week to inform Program Directors of marketing strategies, opportunities and procedures. In particular, if programs are to develop budgets information on costs and supplies needs to be exchanged.

The Faculty Council Officers have previously met with Marketing to try to resolve issues but have not received clear answers. Marketing has stated that the President makes final approvals. So, the Faculty Councils Officers wish to meet with the president to resolve marketing concerns for all programs and for student activities.

Liz commented that over the summer Program Directors and Department Heads worked on creating Level I Certificates and Occupational Skill Awards (OSA), and she has not seen them being promoted.

Liz asked the members if they have seen any type of advertisement or have the Level I Certificates and OSAs been posted to the department webpage. The members have not seen the Level I Certificates nor the OSAs be posted on the department webpages nor promoted. Based on the new funding models from the state that provide additional money for certificate and program completers it is essential that these new student opportunities be marketed.

IV. Extended Cabinet Items

DISCUSSION

1. Items for November Extended Cabinet

Peter mentioned that the following topics will be placed on the November Extended Cabinet agenda and asked if any members wanted to add additional items. Members did not have any additions.

- a. Update on Richmond campus expansion
- b. Information regarding compensation study starting in January

Julie Rodriguez made a motion for the Faculty Council Officers to forward the items to Extended Cabinet. Frank Becak seconded the motion. The motion was approved by acclamation, and the items will be forward to Sheryl and asked to be placed on the agenda.

V. Other Items

DISCUSSION

1. Faculty/Employee Badges

Jason Bennett commented that a faculty member pointed out that the titles on our badges are different. Some badges read 'Faculty' and others 'Employee'. Jason wanted to know if anything could be done to keep the badge titles consistent.

Jason made a motion for the Faculty Council Officers to ask security to correct the titles on the badges. Frank seconded the motion. The motion was approved by acclamation and security will be contacted about the issue.

2. Faculty Council December meeting

Liz stated the next Faculty Council meeting will be on February 4, 2025. Liz explained that a December meeting would occur during finals week and traditionally there is no meeting so faculty can focus on student issues. Liz did state if there was an emergency or urgent item a meeting would be called.

VI. Action Items

ACTION/DISCUSSION ITEMS FOR THE NEXT MEETING	OWNER	DUE
Circulation of November minutes for approval	Ruiz	After initial review
Send an email to reschedule a meeting with President McCrohan	Anderson	
Send topics for Extended Cabinet meeting	Anderson	
Reach out to security regarding titles on badges	Anderson	

VII. Adjournment

ADJOURNMENT

1. The meeting adjourned at:	3:32 pm
2. Signature Approval:	<i>Peter Anderson</i>

Board of Trustee Notes

Oct. 15, 2024 Meeting

1. Quorum established. Previous minutes adopted. No citizen comments.

2. Special Items:

- Board Members did not complete and submit the President's evaluation forms in time. The scheduled evaluation of the President (on agenda) will be postponed.
- Mr. Pope also noted that at the Nov. Board Meeting the Board will be addressing the results of the Board self-evaluation.

3. Presentations:

- The new Vice President of Information Technology: Kettida Vasiknanon, was introduced to the Board members.
- Mike Feyen provided an update on various physical plant projects around the college's campuses.
 - ✓ The HVAC units for the Gym will need to be replaced, they are 15 years old. Several bids have also been received to repair the roof of the gym.
 - ✓ The Carpentry Program is now using the Bay City building. The building has passed inspections. The second phase of the project is now being started.
 - ✓ The college is seeking bids on replacing the roof for the library.
 - ✓ At Richmond several studies have been done regarding the foundation issues. The foundation issues appear to be the result of poor drainage. The drainage issue must be addressed, then the building can be stabilized and the leaking window issue can be addressed.
 - ✓ Several activities and schematics are being worked on to enable the new design for the student center renovation/expansion.
- ✓ The elevator in the PSC will also need to be modernized. The overhang for the PSC will need to be repaired so that the leaking windows can be fixed.

4. Reports

- Cindy Ward provided the monthly fiscal report for October. This is the first month of the new fiscal year. The income for the college is up from this time last year, the expenditures for the college are about the same. Last year the expected revenue over expenditures for the time period was a little over 5 million, this year it is a little over 6 million.
- Ms. Ward also provided the investment report for the period of June to August. No major investments were called and the college's investments remain solid.

5. Consent Agenda:

- Several software issues were approved.
- Two new recruiter positions for outreach in Fort Bend County were approved.
- Approval of a new reporting structure for the Office of Admissions and Registration.
- The Board was notified that the WCJC has been awarded several grants.
- Approval of a stipend for full-time AND faculty.
- Approval of a lease agreement for new copiers.
- Division Chair and Department Head compensation approved.

- Several changes in titles approved, several new hires approved, and a change in contract length approved.

6. Executive Session:

The Board was to have held an executive session to evaluate the college president, but this was postponed and no executive session was held.