

FACULTY COUNCIL MINUTES

Date	Tuesday, Feb. 7, 2023
Location	Zoom
Time	3:15 PM

Attendees

Role	Name
Chair	Elizabeth Rexford
Minute Taker	Jeff Tix
Attendees	Peter Anderson, Liz Rexford, Karl Johnson, Russel Brauer, Jeff Tix, Patricia Korenek, Tom-Kody Krpec, Erma Hart, Alexandra Price, Haobo Yang, Arturo Vallejo, Justin Guidry, Tracey Simmons-Willis, Kay Gardner, Hector Weir
Absent	Marci Espinosa, Gary Bonewald(in class) Latasha Herndon(in class) Muna Saqer
Guest	Amber Barbee

Call to Order

Meeting called to order at 3:22PM Quorum present.

Information Items

	Description
1.	<p>New Business</p> <p>A. The Board notes for the Nov. and Jan. meetings were approved.</p> <p>B. Presentation by Amber Barbee, Director of Counseling and Disability Services on the AIM system. The new system will offer several improvements for working with students with disabilities. Ms. Barbee stated that students will be provided with a PDF file to use for listing accommodations and that file will populate by semester. She also stated that the office is working diligently to verify the modified attendance status for students. There will be changes to the leniency of absences form, faculty will no longer have to provide notes (these are the intellectual property of the faculty) there will be specific options provided for breaks as needed, the audio recording agreement will be in the plan, and the 24-hour extension for students has been modified. She also stated that there is a proposal to change the name of the office to Accessibility Services. She encouraged faculty to ask for a visit from counseling services as they have now expanded the services to offer grief counseling, art therapy etc. Her presentation is attached to this document.</p> <p>C. Possible Additional Items for FC Action</p> <ol style="list-style-type: none"> 1. Pay Situation: There have been several suggestions for how to improve the pay situation at WCJC, including modification to the actual amount of the step, the possible revision of longevity, matching steps to cost of living adjustments, etc. TK Krpec is taking the lead on exploring this issue. The exploration will be extensive and will examine WCJC in conjunction to surrounding institutions, inflation, economy, living costs, etc. If you have any recommendations or suggestions please email him. 2. Lab, Practicum, Clinic and Studio Pay: This issue has been discussed before. Currently faculty are not paid as full-individuals for these instructional duties. There have been previous attempts to address the situation, however, it has been difficult because of the varying nature of the duties and time involved in each of



	<p>these activities. At this time, the FC decided the best avenue to move forward would be to have the members who represent divisions with labs, etc. to informally or formally survey faculty to see what their wishes and suggestions are on how to move forward with the issue.</p> <ol style="list-style-type: none"> 3. Program Director and Department Head Summer Pay: This issue has also previously been addressed. Rexford and Anderson will work on revising the previous proposal and bring it forth to FC for the March meeting. 4. All of the above items are only in the proposal or preproposal stage. At this time no items would be taken to Extended Cabinet, the FC is merely exploring possible options for each item. The next step would be for FC to approve the proposals which would then have to be circulated to the appropriate faculty members for approval. If approved the proposal would then go to Extended Cabinet or to the meeting of the Division Chairs for approval. <p>D. E-mail and Firewall Issues: Several faculty have expressed concerns that inbound e-mails with .edu extensions have not been received. This has a significant impact on several areas of the college. For instance for Athletics the blockage has made it difficult to schedule games, tournaments, recruitment visits, or scholarships at four-year institutions. For many faculty they have not been able to fill out recommendations for students, work on grants, work with other colleagues on TCCTA or other conference presentations and other professional work items. Additionally this most likely also impacts our enrollment and recruitment efforts as well as other essential communications. A proposal was made and approved to create a working group to approach Ms. Towsley about the issue to discuss possible solutions. The members of the working group are Anderson, Krpec, Tix and Vallejo. The group will report back to FC for the March meeting.</p> <p>E. Proposal to Set a Regular FC Meeting Date and Time: Rexford suggested that in order to ensure a quorum for meetings and to make it easier to recruit members for FC that the FC approve a set meeting date and time (similar to the Board and Extended Cabinet). This would enable Division Chairs to tell potential members when meetings are and to schedule existing/returning members classes or schedules to ensure their participation. This information could also be stated at the Faculty Association meeting when voting for at-large members. A motion was made and passed and set the first Tuesday of the month at 3:00 for the meetings.</p>
<p>2.</p>	<p>Old Business There were no old business items.</p>
<p>3.</p>	<p>Extended Cabinet Items A. Update on Status of Strategic Plan B. Update on Status of Expansion of Richmond Campus c. Update on Web Page Revision</p>
<p>4.</p>	<p>Other Items A. Rexford reminded FC members that some of them would be participating in a meeting on Friday, 2/10/23 with President McCrohan. Rexford stated that the President had initially requested a meeting only with the FC officers. Rexford stated that she discussed with the President the need to have more voices in the room to provide input from all campus, the academic and vocational side, new hires, those who have been at the institution longer, those who teach labs and clinicals and those who have student clubs. After several discussions President McCrohan and Rexford agreed to have a smaller (10 person) group meet to discuss the FC vote and how to move forward in a positive direction. Rexford urged</p>



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those who would attend the meeting to speak up and discuss their concerns. Several members of FC voiced their specific concerns and asked that these be presented at the meeting. Those present at the meeting will do their best to present the concerns as present at this FC meetings and at the larger spring Association meeting.

Action Items

	Description	Responsible Party	Due Date/Status
1.	Faculty Pay Situation: Interested parties should feel free to send to TK suggestions for improving pay. TK is currently working on one aspect of the issue.	Krpec	On-going
2	Lab, Clinical, Practicum and Studion Pay: FC members who represent divisions with labs, etc. will informally or formally survey facutly to see what their wishes and suggestions are on how to move forward with the issue.	Anderson, Weir, Braeur, Johnson, Korenke, Price, Simmons-Willis, Tix, Espinosa, Bonewald	On-going
3	Program Director and Department Head Summer Pay: Rexford and Anderson will work on revising the previous proposal and bring it forth fo FC for the March meeting.	Rexford and Anderson	March Meeting
4	Email Issues: The working group will meet with Mr. Towsley and report back to FC.	Anderson, Tix, Vallejo and Krpec	March Meeting
5.	Institution of Regular FC Meeting Date: Exploration of what, if anything needs to be done to get this published. VP's and Division Chairs will be notified.	Rexford	March Meeting
6.	Submission of Extended Cabinet Items.	FC Officers	Friday Feb. 10th
7.			

Adjournment

Meeting adjourned 4:39

Elizabeth Rexford _____ March 9,2023_
Chair Date

Attachments:

- 1.) Barbee Presentation
- 2.) Board Notes



Wharton County Junior College:

Office of Counseling and Disability Services ADA
Accommodation Letter: Spring 2023 STUDENT
NAME: Mouse, Mickey STUDENT ID: 11111111

Dear Mickey Mouse,

You are eligible to receive ADA accommodations in your courses this semester: Spring 2023. Below, the accommodations are broken down into eligibility groups and eligibility types.

These are your approved accommodations for Mickey Mouse- Spring 2023 at Wharton County Junior College:

1. Attendance

- **LA: Absences-leniency agreement - 10 day maximum per semester**

The student submitted an Attendance Accommodation Student Accessibility and Support Services Verification Form. The request for modified attendance was reviewed and approved. The student has a documented disability that directly affects his/her ability to attend class on a regular basis.

The student is approved to receive up to 10 disability-related absences in this course for this semester.

2. Breaks

- **RB: Restroom Breaks as needed**

3. Notetaking

- **INSG: Copy of lecture materials provided to the student**

This accommodation includes lecture slides and handouts used in class.

4. Participation

- **PS: Preferential Seating**

5. Technology

- **AU: Audio Record Lecture (Audio Recording Agreement below)**



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Audio Recording Agreement:

The student/instructor understands that receipt of this accommodation plan and audio recording agreement description affirms that the student and instructor will follow the guidelines. In addition, the student will not engage in any of the actions that are not allowable (detailed below):

Under Section 504, Subpart E Postsecondary Education, of the 1973 Rehabilitation Act of the Americans with Disabilities Act, institutions of higher education may not deny a student with a known disability equal access to the institution's programs, courses, and activities when a reasonable accommodation exists. Recording lectures may be a reasonable accommodation for students who present documentation that substantiates the need.

Wharton County Junior College faculty and the Office of Disability Services have the ability to require a student who uses an audio recording device as a reasonable accommodation to sign an agreement and present that agreement to the instructor of each course in which the recording equipment will be utilized.

The student understands that the recordings are only to be used for his or her personal academic needs for this semester.

The student agrees that he or she will not engage in any of the following actions throughout the term:

- Allow anyone else to listen to or use the tape recordings.
- Copy, broadcast, transcribe or share any part of the tape recordings.
- Release the recording, profit financially, or allow others to benefit personally from the lectures I will tape.
- Publish, or otherwise quote dialogue from the lecture without the written consent of the faculty member.
- Violate the rights of my faculty and fellow students by using the tape recording in any manner other than for my own personal study in this course.

After the conclusion of the semester and not to exceed ten days of the semester, the student agrees to destroy all copies of the recordings. The student understands that a violation of this agreement may subject him or her to discipline under the Code of Student Conduct or to liability under copyright laws.

■ **OTAF: Oral Testing or Audio File**

The instructor can either

- 1) make an audio file reading the test and send it to the testing center with a printed copy of the test
- 2) send the testing center a pdf copy of the test and the testing center will run it through the machine that will read the test to them.

6. Testing



■ **DLT: Limited Distraction Testing**

The student has the opportunity to test in a WCJC testing center.

When utilizing the testing center please check the following link to review the schedule for the testing center for the month, so you can plan accordingly:

<https://wcjc.edu/Admissions/testing/testing-schedule.aspx>

Due to the high volume of students that the WCJC Office of Disability Services assists, the following guidelines have been established to assist ADA students, faculty, and staff. These guidelines are in effect at all campus locations.

1. All students must make their own testing appointments after communicating with their instructor.
2. Students should contact the appropriate Testing Center on the campus of the class to schedule an appointment 48 hours in advance of the day of the test. The Testing Center numbers are Wharton and Bay City (979-532-6386); Sugar Land (281) 243-8434; Richmond (281-239-1532). Students may also make an appointment in-person at the appropriate center.
3. Testing Center personnel are not aware of students' accommodation requirements other than what is specified on the Instructor Exam Form, which is based on the information provided on the ADA Action Request. Students should verify the accommodations for testing are correct. Students should bring a copy of the ADA Action Request email to their testing appointment.
4. If the Testing Center is unable to provide approved accommodations, students should contact the Office of Disability Services (disabilityservice@wcjc.edu) as soon as possible.
5. Testing appointments are scheduled on a space, time, and day availability basis and also depend on the student's schedule and accommodation(s). It may not be possible for a student to test during regular class time. Testing appointments should not interfere with other class times.
6. If a student is late by more than 10 minutes, he/she may be unable to test on the same day.
7. Students must contact the Testing Center 24 hours in advance of missing an appointment. Tests may be rescheduled only with instructor/faculty member approval. Note that leniency of absences is an approved accommodation only in some very rare situations with documented chronic medical conditions. Most classes do not allow make-up exams.



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8. Students must complete testing within the scheduled appointment time window. Testing time starts at the beginning of the scheduled testing appointment window. When time is up,
 - students must surrender test documents to the Testing personnel.

9. Any student caught cheating on their test will have their testing materials removed immediately and the instructor/faculty member will be notified.

10. All ADA students should be prepared to present a photo ID (driver's license, state ID, recent student ID, passport) to Testing personnel at each testing appointment. Students will be required to store all personal items and will only be allowed to bring in items specified on the Instructor Exam Form. Students are not allowed to leave the testing room once they have started an exam unless breaks are allowed per the Instructor Exam Form.

XTD: Extended Test Time (Double)

This accommodation only applies to classroom, theory assessments. It does not include clinical, simulation labs, check-off labs, or clinical evaluations of any kind.

ATTENTION STUDENT:

It is your responsibility to forward this ADA Action Request from your WCJC e-mail to each of your faculty members and discuss this ADA Action Request/Eligibility letter in private with the faculty member for each of your current classes. The discussion should be immediately at the start of the semester or if after the semester starts, within 5 business days after receipt of this email. Please refer to your syllabus for faculty contact information and/or office hours.

REMINDERS:

Disability accommodations are not required to be retroactive. Classroom accommodations should be effective on the first day of class OR the day after the ADA Action Request is dated. Refer to your syllabus and discuss testing accommodations and dates with each of your instructors. Review the Testing Center's Guidelines. All testing services are by advance appointment only, with prior approval of the instructor. Please contact the Testing Center at the campus location of your campus class for appointments AFTER confirming testing with your instructor.

Online course accommodations may vary from in-person class accommodations based on what is reasonable in the academic environment.

Student disability files are not located within student academic records. Student disability records are active for 5 years past the last date of active use at WCJC. Upon the 5th year of inactive use, the student disability records will be expunged.

ATTENTION FACULTY:

The above student has enrolled in one or more of your classes. It is essential for faculty to understand that accommodations are not special privileges; they are protected by civil rights. In order for WCJC to be Section 504 and Title II compliant, accommodations must be provided. This ensures equity and due consideration for both faculty and student.

Faculty and student are required to discuss accommodations. If the student does not initiate the discussion, please contact the student privately via their WCJC student e-mail. The Director of Counseling and Disability Services is here to help if you have questions or concerns regarding the discussion or accommodations – including problems with contacting the student – so they can be documented and entered into the student’s file. WCJC Email is the preferred method of communicating problems and concerns.

Documenting the discussion ensures equity and due consideration for both faculty and student. When discussing accommodations with the student, the instructor should explain 3 things: How the accommodations will be provided –
Where the accommodations will be provided –
When the accommodations will be provided –

Classroom accommodations should be effective on the first day of class OR the day after the ADA Action Request is dated. Accommodations are not required to be retroactive but may be at the instructor’s discretion.

Testing accommodations may need to be provided through one of the WCJC Testing Centers. Faculty should be familiar with the guidelines and are required to use the Instructor Exam Form which can be filled out for each student and saved. Use for each test by changing the date.

NOTICE: This ADA Action Request, its contents, and the student’s identity in relation to disability status is strictly confidential and may not be shared with anyone.

For any additional questions, please contact the WCJC Office of

Disability Services. Amber Barbee, LPC-S, CSC, CART

Director of Counseling
and Disability Services
disabilityservice@wcjc.edu
du counseling@wcjc.edu

979-532-6384

November Board of Trustee Notes

Meeting Date: Nov. 15 2022

1. Quorum established.

2. Special Items

A. Approve the external audit FY 2022 no significant issues were identified in the audit.

B. Approve to cancel the December 20, 2022 Board of Trustee Meeting.

C. Reports from Board Committees: There are still some Board evaluations missing but they should all be in by the end of the year.

D. Official request from Wharton County Junior College Foundation to investigate future use of Brooking Hall. This may be used by Foundation and for additional office space. The foundation will look at the cost to renovate.

E. Update on Access to the Arts driveway. The foundation has sent out for a new round of biddings. Will look at specs and report to Board at Jan. meeting.

F. Request approval to support Houston Community College's request for a change in service area. Item pulled by President McCrohan for further investigation. The areas are the Meadows and near Pearland, HCC is currently serving these areas. The President wants to clarify the areas to avoid a service area dispute.

3. Presentations, Awards and President's Report

A. Retirement resolutions for Ava Humme and Marsha Hudson.

B. Report on Activities in Matagorda County.

C. President McCrohan discussed several college activities in Matagorda County such as the "Super Science Alliance" and various calls for some sort of WCJC trade school in the county. Board member Pope wants more information on the financial cost and was going to ask "hard questions about funding outside the district".

4. Student Success Report- No report.

5. Reports to the Board

A. Financial Reports – our Oct. report was similar to last years. Report was approved.

6. Consent Agenda:

A. Approval of additional services for website Redesign. Cost \$148,975.00

from Plant MIS Fund. Will includes Analytics Audit, Keyword Research Package and Writing Support Building into Omni CMS. There was some discussion on this item, mostly clarification of issues. The support is needed to help start the redesign.

B. Approval of Manufacturing Technology Level I Certificate (Effective fall 2023). NO additional cost.

C. Approval of proposed Academic Calendar for 2023-2024.

D. Approval of Revised Job Description for Director of AEL –Salary adjustment of \$5,333.00 from a grant.

D. Approval of quote for Richmond air quality improvements.

E. Approval to seek sealed bids for Charter Bus Services (\$75,000)

F. Approval for quotes for new AC and heating system in Fitness Center Weight Room area.

G. Approval of extension of services for Database Administrator and Functional Analyst services through Strata Information Group through April 2023 (\$250,000= CRRSAA Funds) This is to cover the transitional period.

H. Approval to hire several new full-time faculty members, extending the contracts of several Title V HSI employees and several administrative positions. Several PPAs were also approved.

Board of Trustee Meeting Notes for Jan. 17,2023 Meeting

1. Quorum established.
2. Citizen Comments: Two citizens from Needville addressed the board about more representation for Needville ISD, which is within the service district. As the citizens of Needville “interpret” section 130.083 on annexation the citizens of Needville are entitled to have greater representation on the Board because the area provides 1.2 billion in assets. The 1970’s “gentlemen’s agreement” should provide them with a specific seat on the board. They encouraged the Board to speak to Curtis Rhodes.
3. Board Committee Reports:
 - a. The Board Self Evaluation Committee has achieved 100% participation. The board members will receive additional training and updates. On Feb. 21 VP Allen will make a presentation on SAS, on May 16 there will be a review of the bylaws and in June there will be a vote on the bylaws. President McCrohan will continue to address specific areas in her monthly report.
 - b. The Board Strategic Vision Committee Chair once again requested a meeting with President McCrohan on where the college is on the plans for Richmond. Mr. Pope asked for any revisions or recommendations the President may have after she asked for additional information and time to look at the plan.
4. Presentation and Awards
 - a. The retirement of Susan King and Rosario Nunez were recognized with a resolution for each.
 - b. The College’s financial offices receive a Certificate of Achievement from the Government Finance Officers Association.
 - c. President McCrohan discussed the HCC requests for approval of extension of their service area. She stated that WCJC will need to update our service area to include Brazos ISD. She stated that neither WCJC nor Alvin are servicing the areas of the Meadows or Pearland that HCC wants to service. She believes that approving this expansion would not “jeopardize” WCJC. The actual vote on the expansion will be held at the next Board meeting. The President expressed some concern that TSTC may move into the areas and stated that TSTC has been sending negative messages about Community Colleges and is encroaching on a number of unserved or underserved ISDs.
 - c. President McCrohan provided a short statement on the latest report from the Texas Commission on Community College Finance. The latest

recommendations call for a “settle up” if a college lost money under the new system. President McCrohan announced she will be going to Austin the week of 1/23-27 as the legislature is now in session.

5. No Student Success Report

6. Financial Reports: Both the Financial Report and the Investment Report were approved. VP Kocian reported that for Dec. the college has a surplus of \$2.7 million. For the year the surplus of revenues over expenditures is \$6.7 million. C. Ward presented the Investment Report, no items were pulled, sold etc. the total investments for the college are \$39.4 million.

7. Consent agenda: No items were pulled from the agenda. The items include:

a. Revisions to the LOCAL policies as recommended by TASB.

b. Approval of a number of items including a fee increase for EMS student testing and a compensation change for Senior Citizen Program drivers and site managers.

c. Approval for installation of an elevator in the library, the construction of a circle drive for Fine Arts (to be funded by Foundation), approval of a new lease agreement for copiers, and a bid more bus services. Also approved were a new phone and internet service agreement and extension of the annual contract with Zogo Tech. for enrollment management..

d. Several changes in titles/positions were approved for faculty as well as IT employees. The contract for a new Direction of Security and Public Safety was also approved.

8. Informational Items: Several PPA’s were approved.

9. The Board went into Executive Session to review the the Campus Security Policy and Crime Statistics Report and the Emergency Operations Plan.

Board Of Trustee Notes

Special Meeting 1/30/23 at 12:00

1. Quorum present. Two members missing. Total of 67 participants.

2. Three agenda items.

3. Item One: Letter of Support for HCC:

President McCrohan repeated her initial support for the proposal as the land in Fort Bend was in “no man’s land” and had been serviced by HCC. The land is the Meadowlands and unincorporated areas near SL. The President stated that HCC is currently serving the school districts and she did not believe this would impact our enrollment because the classes involved are mostly dual credit classes. President McCrohan then went on to state that Alvin Community College (ACC) was also asked by HCC to sign a letter of support, but ACC declined to sign the letter and wished to remain neutral. President McCrohan stated that she believe the agreement would be approved without the support of WCJC. Several board members expressed their interest in staying neutral. Board member Pope asked whether or not ceding over the territory might encourage HCC to build another campus within the county. President McCrohan stated she did not think they would but there would be nothing to stop them from doing so. The Board approved a motion to stay neutral. The vote was unanimous.

4. Item Two: Resolution of Support for the Texas Commission on Community College Finance Recommendations. This resolution was approved unanimously by the board members. The recommendations include performance based funding based on measurable outcomes and support for dual credit students and students who are economically and educationally disadvantaged. The recommendations also support adult learners.

5. Item Three: Approval of Lease Agreement with UH for Sugar Land instructional space.

Under the new agreement WCJC would get 58K reduction because of using less space. The administration of the college would however, be able to request in the future to regain some of the space if it was needed. The motion for approval passed unanimously.

6. At the end of the meeting Board Member Pope asked for some talking points for meeting with members of the legislature. Board member Macha asked about the results of the Boards self-evaluation and also about the results of the President’s evaluation. Both are future board items.