

FACULTY COUNCIL MINUTES

Date	Tuesday, Sept. 5, 2023
Location	Zoom
Time	3:20 PM

Attendees

Role	Name
Chair	Elizabeth Rexford
Minute Taker	Peter Anderson/Haydee Ruiz
Attendees	Peter Anderson, Liz Rexford, Jeff Tix, Alexandra Price, Haobo Yang, Justin Guidry, Hector Weir, Marci Espinosa, Frank Becak, Gina Wilson, Matthew Tougas, Melisa Moore, Haydee Ruiz, Joseph Reeves and Ken Grubb.
Absent	Latasha Herndon, Muna Saqer, Karl Johnson (excused absences), Kay Gardner (excused on college business)

Call to Order

The meeting was called to order at 3:17 PM Quorum was present.
--

Information Items

	Description

<p>1.</p>	<p>New Business</p> <p>A. Rexford asked all FC members to introduce themselves.</p> <p>B. Rexford stated the duties of the three Faculty Council (FC) Officers and called for nominations. The following individuals were correctly nominated for the offices listed below and approved by acclamation to those offices. Chair: Liz Rexford Vice Chair: Peter Anderson Secy: Haydee Ruiz</p> <p>C. The members of FC duly nominated and approved by acclamation the following individuals to serve on the committees listed below: Faculty Awards Committee: Joe Reeve Contracted Student Services: Peter Anderson Faculty Evaluation Committee: Frank Becak and Jeff Tix Summary Appeals Committee: Liz Rexford, Hector Weir (Alternate) Technology Advisory Committee: Melissa Moore and Matthew Tougas Strategic Implementation Committee: Liz Rexford and Frank Becak</p> <p>D. The Board notes for May, June, July, and August were approved by acclamation and will be attached to these minutes.</p> <p>E. The Extended Cabinet notes for June, July, and August were approved by acclamation and will be attached to these minutes.</p> <p>F. The Faculty Association minutes for the fall 2023 meeting were approved by acclamation and will be posted in the Board Packet, on the WCJC Intranet, and on the FC Brightspace shell.</p> <p>G. Rexford restated the request from VP Collins for input from the faculty on how to inform students about the services available to the students on the various WCJC campuses. Any additional information on recruiting and retaining students in keeping with the “Choose, Connect, Complete” QEP initiative is also requested. FC members were asked to send, in writing, their input on these issues to Rexford by Friday, Sept. 15th.</p> <p>H. As a follow-up on an issue raised at the Faculty Association meeting, FC members were asked to send in writing to FC officers their suggestions for improving the WCJC Social Media Presence. Rexford asked for specifics on the type of Social Media requested, the rationale, and the anticipated benefit for the college. Members were encouraged to share their experience with the current Social Media request and the college’s response in requesting a Social Media presence.</p>
<p>2.</p>	<p>Old Business-</p> <p>A. Program Director/Department Head Summer Pay: Rexford stated that this had been an issue for several years but was backburnered due to the pandemic. She stated that there has been a request to add “Dual Credit” to the list of campuses supervised, this was approved by FC. She also stated that the survey would be resent to all Program Directors and Department Heads as there had been significant turnover in these positions since the</p>

	<p>last survey. The results will be discussed at a subsequent FC meeting.</p> <p>B. Campus Safety Issues: Rexford discussed the recent incident at Wharton High School (WHS) where the WHS campus went on lockdown but no official communication was sent to WCJC employees many of whom were teaching WHS dual credit students at the time. FC officers will meet with Security to garner more information on this issue. After considerable discussion raising various concerns about the lack of communication, delivered in a timely manner, on campus safety, two motions were duly made and passed. The first motion was to request that the Director of Safety and Security be given the right to post to RAVE to ensure prompt communication about campus safety. The second is that the campus administrators of the Fort Bend and Bay City campuses also be given access to ensure swift action on all safety issues. These issues will be presented at Extended Cabinet.</p>
<p>3.</p>	<p>Extended Cabinet Items</p> <p>A. Update on Richmond campus expansion plans. B. Update on Web Page Revision C. Update on HB 8 response plan. D. Campus Safety Issues</p>
<p>4.</p>	<p>Other Items</p> <p>A. Rexford clarified that the delay in HR training on CyberSecurity was due to a pending request for approval of a shorter (30-minute) course to replace the longer (2-hour) course. This approval is anticipated this week and the new link should be sent soon.</p> <p>B. Rexford asked for a motion to approve subsequent FC minutes via email to try to maximize the meeting time for discussion on new and existing items. The motion was duly made and approved.</p> <p>C. FC approved asking TK Krpec to provide an informational overview at the Oct. meeting on the results of his salary survey. After the presentation, FC will decide if a meeting of the Faculty Association should be called.</p> <p>D. FC approved asking VP Allen to provide an updated report on the status of HB 8 and the response plan at the Nov. meeting.</p> <p>E. There was discussion on the following issues:</p> <ul style="list-style-type: none"> • Summer Pay: There has been previous discussion about the possibility of summer pay at the “regular faculty pay scale” versus the adjunct scale. Rexford explained that summer teaching was optional and that if “regular pay” was to be provided summer teaching may no longer be optional. • Class sizes for writing-intensive classes. A request has been made to explore the possibility of reducing class sizes for writing-intensive classes. Rexford asked that this request be submitted in writing and sent as a possible method to improve student retention and satisfaction, as part of the response to VP Collins. • There was a discussion of creating an associate degree in Geology. Rexford asked that this information also be provided in writing as part of the response to VP Collins. • Several faculty expressed concern that the higher cost of parking at Sugar Land

	<p>may be related to declining enrollment at the campus. Several different suggestions for handling the issue were discussed. Rexford asked that this information be provided in writing. Weir added that parking costs be addressed with regard to the impact on online students who venture on campus for tutoring or office hours. FC offices will meet with VP Kocian to discuss the possibility of a minimal fee to help offset Sugar Land fees.</p> <ul style="list-style-type: none"> Representatives from the Sugar Land campus also discussed the lack of any facility for students of the campus to buy necessary supplies. Rexford asked that this be submitted in writing to send to VP Collins.
--	---

Action Items

	Description	Responsible Party	Due Date/Status
1.	Submission of FC Officers and committee nominees to appropriate college officials.	Rexford	9/6/23
2	Submission of Extended Cabinet Items	Rexford	9/7/23
3	Submission of Faculty Association Minutes	Rexford	9/6/23
4.	Submission of items per VP Collins Request	All FC members	9/15/23
5.	Submission of Social Media commentaries	All FC members	9/15/23
6.	Follow up with library staff on Social Media Requests	Anderson	
7.	Request for new FC officers to Brightspace shell	Rexford	9/6/23
8.	Meeting with Security	FC Officers	ASAP
9.	Submission of Discussion items under other business	FC members based on participation	9/14/23
10.	Revision and resending proposal for summer pay for Department Heads and Program Directors	FC Officers	ASAP
11.	Scheduling an Oct. Meeting and an invitation to Krpec	FC Officers	ASAP
12.	Circulation of Sept. minutes for approval before Oct. meeting.	Ruiz	Last week in Sept.
13.	Submission of letter thanking administration for paying TCCTA dues for Faculty	Anderson	Sept. 18
14.	Contact the members of the Faculty Awards Committee to send written guidelines and to have the FC nominee set the first meeting.	Rexford to inform Reeve to set a meeting.	Info. Sent 9/6/23. Meeting TBD

Suspension

Meeting adjourned 4:34

Attachments:

1. Board of Trustees Notes for May, June, July, and August meetings.
2. Extended Cabinet Notes for June, July and August meetings.

Minutes approved by: *Lix Rexford on 9/25/2023*