

Faculty Council Minutes

Date	Thursday, October 6, 2016
Time	3:30pm
Location	Wharton-CDC; FBTC-137; Sugar Land-201A; Bay City-112

1. Attendees

Role	Name
Chair	Elizabeth Rexford
Minutes Taker	Marissa Saenz
Attendees	Wharton: Amanda Smith, Debbie Lutringer, Frank Becak, Franci Bay (substituting for Sharla Walker), Jeff Shine, Jennifer Jeffery, Liz Rexford, Marissa Saenz, Shelly Mayfield Richmond: Jeff Tix, Natalie Pittman Sugar Land: Amanda Celaya, Dale Neaderhouser, David Woods, Anna Patrick, Wiley Parkman Bay City: Willie Myles
Excused	Alyson Matheaus
Absent	Susan Denman-Briones
Guests	None

2. Agenda

	Description
1.	Determination of a Quorum & Call to Order
2.	Old Business A. Update on Extended Cabinet Meeting B. Update on Longevity/Part-Time Pay C. Update on Campus Carry D. Update on Board of Trustees Meeting
3.	New Business A. ADA Reporting B. Mail Room Policy
4.	Other
5.	Adjournment

3. Information Items

	Description
1.	Meeting called to order at 3:35pm
2.	Old Business A. Update on Extended Cabinet Meeting a. Regulations - Rexford, on behalf of Faculty Council, respectfully asked that in the future regulations needing to be reviewed be sent to FC at least a week in advance to allow time to review and provide input. b. Locked doors - Rexford asked for clarification on the policy regarding locked doors based on the recommendation by security during convocation. Discussion pertaining to this topic focused on two areas of concern: rooms at the FBTC that do not lock and notification for students regarding a locked door policy. Now that the administration is aware of the issues with classrooms in Richmond that do not lock, it will be a priority item. Faculty

doors are a lower priority.

- c. Faculty members who wish to lock the classroom door after the start of class will need to have an explicit statement in their syllabus covering when the door will be locked and the consequences of arriving after the door is locked (i.e. will the student be counted absent or will the door be opened; if the instructor has a no late paper policy and the student is late, will the paper not be accepted). The locked door policy, including consequences will need to be explicitly stated in the syllabus and connected to the late policy statement, and late work policy statement.
- d. **Strategic Plan** - Rexford requested clarification about the process for obtaining funds set aside for strategic plan initiatives. President McCrohan indicated that the administration is still working on the process. President McCrohan announced that Dr. Dan Jones, Dean of Planning & Institutional Effectiveness will be leaving the college in the near future and that she will be working with Dr. Jones to ensure a process for requesting funds and evaluation of the requests. The President will inform the college of how this process will proceed.
- e. **Presidential Scholars** – Rexford informed the administration that Faculty Council as a whole is not able to be actively involved in the Presidential Scholars Program; however, Faculty Council does believe that individual faculty members can and should be consulted about potential changes to the program.
- f. **Awards** – Rexford informed the administration that Faculty Council is unable to accommodate HR's request to move up the selection date for the Faculty of the Year Award to February 15 as it would be detrimental to the selection process. Rexford suggested to HR that the winner may be acknowledged at the Employee Banquet even if a plaque is not available at that time.
- g. **Regulations** – Several regulations were brought forward for review. Most received only minor clarification and/or grammatical changes.
 - i. **REG 357: Closing and Suspension of Activities** – Rexford shared concerns raised by faculty, specifically the timing of announcements.

Announcements are often made too late to reach faculty and students commuting from longer distances and between campuses. Rexford asked if the determination on closing a campus can be made before 6:30 am. There have been instances where faculty have made it to campus to receive notification after arriving.

Rexford suggested that it is confusing to some students, staff, and faculty to hear that area ISDs are closed but WCJC remains open. This creates child care issues for many students and staff.

Rexford, on behalf of Faculty Council, suggested that someone else in addition to the Director of Marketing and Communications be designated as an alternate for sending out notification for closing and suspension of activities. President McCrohan indicated that one

person will be responsible for sending out notifications.

President McCrohan stated that the administration is up at 5:00am to start the decision process and that it is a time consuming process. The President also stated that WCJC must communicate with the University of Houston with regard to the Sugar Land campus. It is therefore, often not possible to make the decisions any earlier.

Question from Jeff Tix: If the announcement is sent late and faculty have already made the trip and are on campus to meet their class or are taking care of other assigned duties, will they be compensated for their mileage?

Answer: No.

- ii. REG 892: Contract and Non-Contract Employment** – Jennifer Jeffery and Kevin Dees shared faculty perspectives that the lack of two year contracts may be contributing to low employee morale and asked the college administration to consider reinstating two year contracts. President McCrohan stated that she would discuss with the Board of Trustee members prior to the March meeting.

Questions from FC members:

Is there currently faculty with two year contracts?

Answer: Yes

Are two year contracted employee being changed to a one year?

Answer: Not necessarily, it is decided on a case by case basis. There are cases in which two year contracted employees have been renewed on a one year contract basis.

Are two year contracts no longer an option?

Answer: The regulation allows for contractual employees to be eligible for a two year contract after three years of service with the college.

Background Information – In 2008 adjustments were made. Any contracted employees hired prior to 2008 on a two year contract carried forward this contract. New full time employees hired after 2008 were not offered two year contracts.

- iii. REG 887: Nonrenewal, Termination, and Dismissal** – Rexford inquired about the insertion of the term “exigency” to replace the term “emergency.” It was explained that a financial exigency is more severe than a financial emergency and may require more immediate action by the college administration.

- h. Testing** – Rexford presented faculty concerns regarding distraction free testing at the Wharton campus. The President indicated that she was not aware of this issue. Rexford explained that this issue was brought before Faculty Council and the hope is to be able to use Strategic Plan funds to outfit and equip the Testing Center in the Wharton Library for distraction free testing and extended testing time accommodations. President McCrohan asked Rexford to send her the FC and other meeting minutes where this issue has previously been discussed. She also asked VP Leenhouts to look into the

issue.

This concern was discussed in February and March and is reflected in the minutes. VP Leenhouts and Susan Denman-Briones discussed this issue after the Faculty Council sent a memorandum of support to Susan Denman-Briones and VP Leenhouts requesting more distraction free testing locations at the Wharton campus. Earlier this semester Rexford and Denman-Briones brought the issue back to Faculty Council to see if Faculty Council would bring forward the proposal for Student Services to be able to use Strategic Plan funds to address this situation.

- i. **Student Concerns** – SGA student rep. S. Hollingsworth thanked the President and the college administration for working on the wireless internet access issues in the student dorms last year, as well as the cafeteria issues. Ms. Hollingsworth also asked for an update on the progress on the SGA's recommendation to update the college's anti-discrimination policy. President McCrohan asked for and received a copy of the proposed changes from last spring and assured Ms. Hollingsworth that she will work with the administration and the college lawyers on the proposed changes. Ms. Hollingsworth will meet with VP Leenhouts and Michele Betancourt to move forward on providing training and educational materials on the new anti-discrimination policy.

Question from Frank Becak: What was the concern about food?

Answer: Running out of it and the poor quality of the food.

- j. **Support Staff Council** – No members of the staff council were in attendance to present any staff issues.

B. Update on Longevity/Part-Time Pay

The Longevity Compensation Task Force will be meeting next Tuesday, October 11 to begin analyzing data from the survey sent out over the summer to colleges in the Texas Gulf Coast Consortium of Community Colleges. Task force members expressed a concern that HR sent out a separate survey prior to the task force, which may have impacted the response rate and responses to the survey received by the Task Force.

Discussion pertaining to the sharing of data.

Shelly Mayfield moved that FC formally request at the next Extended Cabinet meeting that HR share their survey data with the task force. Frank Becak seconded the motion. Motion carried by acclamation.

C. Update on Campus Carry

The Campus Carry Task Force is scheduled to meet next week. The plan is to hold meetings at each campus in October to address questions from the campus community and discuss the draft policy. Check your WCJC email for an announcement of the dates and locations for the draft policy review and discussion.

D. Update on Board of Trustees Meeting

The board approved advertising the tax rate change.

3. New Business

A. ADA Reporting

Student Services is hiring a new Coordinator of Disability Services.

What are faculty issues in their buildings? Ex. placement of light switches, location of ramps, type of door handles, height of desks and dry erase boards. Other things to consider, windows in doors, shelves and hooks to place items in restrooms.

There is a concern at the FBTC about the ramp on the right side of the building that appears to be in need of some repair and that the ramp may not work well with regard to providing access and egress.

Jeff Tix stated that students have raised concerns about computer lab accessibility. Ex. height and width of desks, software on machines, etc.

Natalie Pittman noted that in some classrooms and meeting rooms there are mobility issues. Ex. The passage way between tables in the ITV room is narrow.

Liz Rexford asked that Faculty Council members send concerns to her so that she can compile a list.

B. Mail Room

Jeff Tix raised concerns over the sending of financial information through campus mail, such as checks. Tix suggested that FC make a recommendation that this type of information not be sent through campus mail or that there be a process for handling this type of mail to provide a chain of custody.

Shelly Mayfield inquired if there have been issues.

Jennifer Jeffery offered to share the story of what occurred that led to this item being on the agenda.

Jeff Tix shared his story about sending a check for TCCTA from Richmond to Jennifer Jeffery (TCCTA campus rep) in Wharton through campus mail that did not arrive. Jeff spoke to staff at each campus and the mailroom was unable to account for the missing mail.

Jennifer Jeffery stated that she did eventually receive the mail.

Discussion about:

- logistics for tracking and chain of custody
- other types of confidential information sent through campus mail
- others' experiences who send checks through campus mail
- alternative options to an official policy as in delivering in person or paying online if an option (as in this case)
- concern over imposing processes on support staff (most FC members not comfortable with that)

Jeff Tix made a motion to formally address this issue. Motion not seconded. Motion did not pass.

4.	<p>Other</p> <p>A. Faculty Evaluation Committee – Jeff Tix The committee will be moving forward with a recommendation for evaluating department heads, division chairs, directors, and college administrators within each academic and administrative department.</p> <p>Faculty Council representatives will discuss this with their academic areas and it will be added to the November meeting agenda.</p> <p>B. Release of Information – David Woods David Woods shared a story about a parent on the weekend inquiring about their student. Mr. Woods was unable to discuss the matter because he could not verify that the student had a release form on file since the Registrar's Office is closed on the weekend. David suggested that the form be put online like the transcripts or be made readily available to faculty in some other manner.</p> <p>Liz Rexford will discuss with VP Leenhouts and VP Collins when also addressing the academic dishonesty concern brought forward during the September FC meeting.</p>
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4. Action Items

	Description	Responsible Party	Due Date/Status
1.	Send accessibility concerns to Liz Rexford	All	Ongoing
2.	Discuss Faculty Evaluation Committee evaluation recommendations with academic areas	All	End of October
3.	Discuss release of information and academic dishonesty with VP Leenhouts and VP Collins.	Liz Rexford	TBD

5. Adjournment

Debbie Lutringer moved to adjourn, Franci Bay seconded. Meeting adjourned by acclamation at 4:27pm.

Chair _____

Date _____