

FACULTY COUNCIL MINUTES

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| Date | May 10, 2022 |
| Location | Via Zoom |
| Time | 3:30 pm |

Attendees

| Role | Name |
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| Chair | Peter Anderson |
| Minute Taker | Liz Rexford |
| Attendees | Peter Anderson, Liz Rexford, TK Krpec, Susan Denman-Briones, Erma Hart, Pat Korenek, Arthur Vallejo, Debbie Lutringer, , Kelly Eldridge, , Ross Couvillon, Hector Weir, Larry Jenkins, Willie Myles and Tracy Simmons Willis |
| Absent | Brady Hutchinson, Gary Bonewald, Ava Humme, Obiagelia Nwosu, and Russel Braeur |

Call to Order

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| Meeting called to order at 308. Quorum verified. |
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Information Items

| | Description |
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| 1. | <p>New Business:</p> <p>A. Peter and Kelly discuss the TCCTA Representative positions that VP Collins has asked FC to help fill. Kelly discussed the responsibilities for the position which include making a presentation at convocation, informing faculty of where and when the annual conference is being held, enrolling faculty once a year and confirming with the college president that the college is still paying for membership. These positions are not compensated positions, there is no stipend or release time. The FC officers will reach out one more time to Division Chairs to see if they have any interested faculty, Peter confirmed with VP Collins that in the absence of volunteers FC can appoint individuals.</p> <p>B. Peter and Liz made a brief summary of the discussion of the meeting with President McCrohan and the marketing presentation at the Board meeting. Prior to the meeting, written notes were sent out providing information. FC remains concerned that there was no clear indication in the marketing presentation of the role for faculty in helping to increase enrollment and market the college.</p> <p>C. Peter noted that the picnic has been rescheduled for the fall semester.</p> <p>D. Peter and Liz asked that FC members log in during the first week of the month over the summer to check for important emails. Liz asked FC members to check their email on Wed. to approve the minutes for the May meeting so the minutes can be placed in the Board packet.</p> |

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| 2. | <p>Old Business</p> <ul style="list-style-type: none"> A. The minutes of the April meeting were approved earlier via email B. The notes of the April Board meeting were attached. C. The notes from the March Extended Cabinet were also attached. The notes had been revised at the April meeting. D. Peter reported on the new signage at SL which will be way finding signage. The college will be looking into working with the city to get signage on highway 59 but there is no immediate plan of action for this item. E. There has been no real movement on the Strategic Plan since the Vision Statement was presented at the last Board meeting. F. There has been no movement on the bonus or stipend issue. It will be readdressed at the next EC meeting. |
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| 3. | <p>Extended Cabinet Items:</p> <ul style="list-style-type: none"> A. Update on Status of Strategic Plan: This has become a standing item on the Extended Cabinet agenda at the request of the FC. This will be expressed in terms of an update on actions in Fort Bend. B. Marketing Presentation: This request has been made several time. C. Update on Stipend/Bonus for Faculty and Staff D. Update on the status of signage at Sugar Land: E. Request for information on the status of defibrillators at all campuses including a list of which buildings have these machines. |
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| 4. | <p>Other Items:</p> <ul style="list-style-type: none"> A. FC wanted to thank the anonymous faculty donors who supported the movie night at the Richmond campus. The event was a success and indicated that student events on other campuses can be successful and that more events need to be held at campuses other than the main campus. B. Ross expressed his gratitude and support for FC members, he will be leaving to take a new position. FC members wished him well. |
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Action Items

| | Description | Responsible Party | Due Date/Status |
|-----------|------------------------|-------------------|--------------------------------------|
| 1. | Extended Cabinet Items | FC Officers | Submission for meeting in May1 2022. |

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| 2. | Contacting Division Chairs for TCCTA representatives | FC Officers | ASAP |
| 3. | Appointment of TCCTA Representatives | FC Officers | June 1 |
| 4 | Summer updates | FC Officers | First week of June, July and Aug. |

Adjournment

Meeting adjourned 355 pm.

Approved by Chairperson Anderson on June 8, 2022.

April 19, 2022 Board of Trustee Meeting Notes

1. Quorum established.
2. Minutes of previous meeting approved. It should be noted the Board packet included the minutes of the Dec., Feb. and March FC meetings as well as the specially called FA meeting. There were no questions about the meetings or the amendment.
3. Two citizens provided comments. They discussed the importance of reopening the Fitness Center to the greater community. The two presenters explained how important the center was, particularly to the senior citizens who enjoyed the atmosphere and the sense of community established at the center.
4. The retirement of Susie Bear was recognized.
5. Zina Carter provided a “Marketing, Communication and Advancement Presentation” to the Board. She discussed how her team was promoting “awareness of the college” she then went on to discuss several aspects of marketing and the need for consistency in our branding. Under college advancement she discussed the various events held including legislative events every other year as well as special events for the president. The marketing department will be working on updating the web page, a brand style guide which will be shared with the college community and a web communications strategy. Zina discussed that her office sends out news, on a weekly basis, about student, alumni and faculty highlights. She reported that the college is active on Twitter, Instagram and Facebook and serves a six county area. She stated that for staff and faculty who would like to get involved she would suggest they 1) update their web pages, 2) use the college approved logos, 3) submit the proper form for publications, and 4) fill out the proper form to request marketing materials. In the future staff and faculty can make use of the Brand Style Guide and the Departmental Marketing Guide. No mention was made of the many suggestions made in the faculty survey for using faculty to market and recruit students. She also stated that not only does the college use print ads and billboards, but also several radio stations including KRBE and KTMJ which serve the Houston area.
6. President McCrohan provided an update on the signage a Sugar Land. The U of H system has approved a number of “way finding” signs on the campus. These signs are basically large pillars with arrows pointing to the appropriate buildings or parking lots. There will be no sign on the side of the building. The signage will be interior signage, there will be no highway sign. There was no date provided for when the signage will go up. President McCrohan did state that she planned to try to work to get signage on the highway.

7. The financial reports and investment reports were also provided. The college had \$45 million in investments. The college did receive state appropriations during March but not as much as previous years.
8. Two items were pulled from the consent agenda because the items were not properly run in the newspaper those items involved proposals for equipment for the EMT program.
9. The approved consent agenda items included:
 - Repairing the floor in part of the Johnson bldg.
 - Approval to allow for > 50% of a degree program to be offered at Needville and Bay City High Schools
 - The retirement of Barbara Lynn, William Johnson, Susie Bear, and Mike Feyen
 - Han Lee and Alexis Brooks received a change in employment or title status.
10. Scott Glass addressed the Board asking that the Board consider the four day/flex time schedule for summer for the staff. There was no real discussion on the item and the item may be brought up for discussion at another meeting if a Board member wishes to review the issue.
11. The meeting was adjourned without going into special session.