



Wharton County Junior College

Extended Cabinet Minutes

Item	Description
Date	November 10, 2016
Time	3:00 P.M.
Location	Library Curriculum Development Center

1. Attendees

Role	Name
Chair	Betty A. McCrohan
Minute Taker	Deanna Feyen
Attendees	Brink, Ben; Briones-Denman, Susan; Collins, Leigh Ann; Feyen, Mike; Johec, Geraldine; Kocian, Bryce; Regan, Tommy; Rexford, Liz; Saenz, Marissa; Terronez, Danny; Voulgaris, Emily; Ward, Cindy; Wessels, Gus; Wolter, Robert; Wuthrich, Philip; and Youngblood, Pam
Absent	

2. Agenda

	Description	Date	Participants
1.	Call to order		
2.	Approval of Minutes		
3.	Faculty Items: A. Security Issues B. Phones at FBTC C. E-mail Concerns D. Update on EAP E. Faculty Offices – Sugar Land		
4.	Staff Concerns		
5.	Student Concerns		
6.	Other Items: A. Regulation 781: Associate in Arts Degree Requirements B. Regulation 782: Associate in Applied Science Degree Requirements		
7.	Adjourn		

3. Information Items

	Description	Date	Participants
1.	The meeting was called to order at 3:00 P.M. Ms. McCrohan welcomed everyone.		
2.	Approval of Minutes: Liz made a motion to accept the minutes from September 15, 2016 with corrected.		
3.	Faculty Items: Liz thanked Ms. McCrohan for hosting the Thanksgiving lunches held		

	<p>at each campus.</p> <p>A. Security Issues – Committee Priorities: -Security Cameras -FBTC locks Liz asked about body cameras and Bryce stated that security already had them. Betty stated that 5 major issues for security and safety: -Locks – done with exception of FBTC (ordered) -lighting – P.O.’s generated today -cameras – Sugar Land – cameras have been approved -alert system – changed to RAVE -big piece left - \$1 mil. – President will review</p> <p>B. Phones at FBTC – Liz stated that there was a new problem with calling from outside, the phone will not ring. Liz gave more examples. Pam explained what has to be done to fix the problem. Liz suggested sending an email to notify people giving instructions to notify IT(tickets) if having problems. Liz asked for an update during the solving of the problem. Liz asked if RAVE would work and the answer was yes because it uses a 10-digit number.</p> <p>C. Email – Liz stated that emails can take up to 24 hours to receive or not be received at all. Pam explained the email situation. Pam also asked everyone to delete emails containing large attachments. Liz stated that with online classes, the faculty member needs to set hard and fast rules and the email situation could be a problem meeting the deadlines. Pam stated that if they were on Blackboard it should not be a problem. If there are problems with Blackboard, Pam suggested contacting Michele Betancourt.</p> <p>D. Update on EAP (Employee Assistance Program) – Liz stated that the EAP is still referenced in the HR training. Betty stated that she directed Judy to take it out of the trainings.</p> <p>E. Faculty Offices – Sugar Land – Liz asked if the new offices will be for new faculty or reassigning old faculty. They will be for new faculty.</p>		
4.	Staff Items - NONE		
5.	Student Concerns - NONE		
4.	<p>Other Items –</p> <p>A. Reg. 781: Associate in Arts Degree Requirements – Leigh Ann explained the changes.</p> <p>B. Reg. 782: Associate in Applied Science Degree Requirements – Leigh Ann explained the changes. Both regulations will move to the next Board of Trustee meeting.</p> <p>Betty thanked everyone that attended the 70th Gala.</p> <p>Leigh Ann gave an update on the QEP -focus groups with staff and faculty</p>		

<p>-students choosing their major pathway (who to contact, how to achieve their goals) Dr. Martha Ellis will narrow down the direction of the theme. There will be a QEP presentation at the January convocation. In mid-March there will be competition on the brand. The same focus with everyone involved was that our students need guidance.</p> <p>Betty gave an update on the appropriations. The Coordinating board is asking for more money for colleges. Other big issues are Community College Day, Blinn College issues, and concealed handguns.</p> <p>Danny announced that the last campus carry forum is tomorrow. Veterans at the flagpole is tomorrow morning.</p>		
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4. Action Items

	New Action Items	Owner	Date	Participa nts
1.				
2.				
3.				
4.				
5.				

5. Adjournment

	The meeting adjourned at 4:05 P.M.

Chair

Date