



DETAILS	
Date	October 3, 2023
Time	3:15 pm
Location	CDC Room and Zoom

I. Attendance

ATTENDEES						
Chair	Elizabeth (Liz) Rexford					
Vice Chair	Peter Anderson					
Secretary	Haydee Ruiz					
Attendance	Member	Present	Absent	Member	Present	Absent
	Marci Espinosa		X	Karl Johnson	X	
	Gina Wilson	X		Frank Becak	X	
	Jeff Tix		X	Muna Saqer	X	
	Matthew Tougas	X		Alexandria Price		X
	Joseph Reeve	X		Hector Weir	X	
	Latasha Herndon	X		Kenneth Grubb	X	
	Melissa Moore	X		Kay Gardner	X	
	Justin Guidry	X				
	Haobo Yang		X			
Others Present	T.K. Krpec					

II. New Business

DISCUSSION
<p>1. Presentation by TK Krpec</p> <p>TK's presentation consisted of comparing WCJC's faculty salaries to other colleges in the Gulf Coast consortium. TK found information from the Integrated Postsecondary Education Data System (IPEDS), Texas Community College Teacher Association (TCCTA), and contacted WCJC's Office of Institutional Research (IR) for information. Using the information in IPEDs, the average 9-month contract is 63k and WCJC's is 55k.</p> <p>Question: Hector asked if the diagram shown was the average from the consortium and if TK will discuss the distribution based on degrees.</p> <p>TK looked at different contracts, and if there was a difference based on degrees and age ranges. TK reported that some colleges use a percentage value for their steps, and needed to clarify that the charts shown were for a person with a Master's degree, a 9-month contract, step 1. TK mentioned that most colleges have salaries based on longevity, except San Jacinto and WCJC. For core expenses, WCJC does have more full-time employees than other colleges, and Liz mentioned that the administration doesn't want to rely too much on adjuncts. Concerning the faculty-student ratio, WCJC is average among the other colleges. TK also compared benefits across all colleges.</p> <p>TK asked for suggestions on how WCJC can have a competitive salary schedule. Options like performance-based or longevity can be factors.</p>

Question: Hector asked TK if there was a possible solution or method for presenting the changes to the salary schedule.

Matt asked if there was a potential risk, such as the rescaling of salaries. Liz commented that if House Bill 8 is performance-based, a method of approaching this topic could be that the salary scales could be adjusted based on performance. Liz invited TK to present during the spring Faculty Association meeting, and TK agreed. A conversation regarding dissertation hours was discussed among the faculty; Muna commented that recently she completed her Ph.D. and the step advancement is a little low.

A motion for TK to present during the spring Faculty Association meeting was made by Hector Weir, and seconded by Joseph Reeve. The motion carried with all in favor.

2. Approval of Board of Trustee notes

Liz asked if there were any comments or changes to the September Board of Trustee notes. No objections were made.

A motion from Matthew Tougas, seconded by Joseph Reeve to accept the notes as written and to include them in the minutes was made. The motion carried with all in favor.

3. Approval of Extended Cabinet notes

Liz asked if there were any comments or changes to the September Extended Cabinet notes. No objections were made.

A motion from Matthew Tougas, seconded by Joseph Reeve to accept the notes as written and to include them in the minutes was made. The motion carried with all in favor.

4. Lyceum Presentation – Justin Guidry

Justin Guidry a member of the Strategic Implementation Committee and Faculty Council presented a proposal for WCJC’s Lyceum Series. The proposal involves WCJC faculty developing lectures and presenting them to faculty and community members. This will allow WCJC to show off and further develop the skills of our faculty, but most importantly align with WCJC’s strategic priorities, values, and vision.

There was a discussion regarding the marketing of the Lyceum Series, and the possibility of a proposal/lecture vetting committee was discussed among the members.

Peter mentioned that Justin should reach out to the WCJC Foundation.

Hector mentioned that it would be great to bring teachers from the local ISDs for professional development.

Liz commented that WCJC had a speaker bureau, and the presentations were announced throughout the community.

Liz asked Justin to present during the spring Faculty Association meeting. Justin agreed.

On a motion from Hector, seconded by Ken, Justin will present the WCJC’s Lyceum Series proposal to all faculty members. The motion carried with all in favor.

III. Old Business

DISCUSSION

1. Program Director, Department Head Summer Pay

Liz has found and updated the survey.

A motion by Joseph Reeves was made for the survey to be sent out to all Program Directors and Department Heads, and seconded by Muna. The motion carried with everyone in favor.

The results will be explained during the spring Faculty Association meeting.

<p>2. <u>Campus Safety Issues</u> Liz reported that Jeremy will be in charge of all campus safety alerts, and Zina will handle weather safety alerts.</p>
<p>3. <u>VP Collins Request</u> Liz commented that she will work on an email reply to VP Collins. Only a couple of faculty members responded to her request.</p>
<p>4. <u>Social Media Issues</u> Liz commented that 13 Administrative Procedures were sent for review. A few faculty members have submitted comments and the respective author has clarified the issue. Liz mentioned that one of the Administrative Procedures is regarding social media. Karl commented that the criteria for approval is not in the policy and that if the request is rejected there should be clarification, or a rubric/matrix, to indicate why the request was denied. Peter volunteered to meet with Zina regarding the issue. Peter will also contact the librarians to attend the meeting. Hector proposed that Peter and the librarians convene with Zina to seek clarification on the procedure for requesting access to social media pages. Matthew seconded the motion, and it received unanimous approval from all members.</p>

IV. Extended Cabinet Items

DISCUSSION
<p>1. <u>Agenda Items for October Extended Cabinet</u> Liz mentioned that the following topics will be placed on the October Extended Cabinet agenda, and asked if any member wanted to add additional items. Members did not have any additions.</p> <ul style="list-style-type: none"> a. Webpage redesign update b. Progress for the Richmond campus expansion c. Legislative Update – HB8

V. Other Items

DISCUSSION
<p>1. Liz attended the ADA meeting and Amber Barbee wanted to thank all the instructors for properly documenting any ADA issues.</p>

VI. Action Items

ACTION/DISCUSSION ITEMS FOR THE NEXT MEETING	OWNER	DUE
Program Director, Department Head survey to be emailed	Rexford	
Plan a visit with marketing and librarians regarding social media	Anderson	
Matthew Tougas to present in next month's meeting	Tougas	
Dr. Allen will present in next month's meeting	Dr. Allen	

VII. Adjournment

ADJOURNMENT	
1. The meeting adjourned at:	4:30 pm
2. Signature Approval:	<i>Elizabeth Rexford 10/16/23</i>

Board of Trustee Meeting Notes: Sept. 19, 2023

1. Quorum established. Minutes of previous meetings approved as a whole.
2. No citizen comments.
3. Special Items: Board approved setting the ad valorem taxes rate for 2023 fiscal year. No reports from Board Committees.
4. Presentations, Awards, and/or President's Report
 - Retirement resolution for Tammy Hann.
 - VP Kocian presented a Physical Plant Report. Most projects are nearing completion and should be done by end of fall term. During winter holiday the Richmond campus elevator will be modernized.
 - President McCrohan announced that she is working with Highly Innovative Fuels in Bay City on possible collaborative efforts.
 - President McCrohan announced that she will be giving a presentation to the George Foundation about the expansion at the Richmond campus. She also announced that she is working with Congressman T. Nehls on the possibility of federal funding for the expansion of the Richmond campus.
 - President McCrohan presented various updates on legislative items that have passed and will be/or are in effect. She will be providing the Board with a written overview. FC officers will request a copy of the overview.
 - President McCrohan discussed HB 8 and told the Board members that she and VP Allen are working on a response to present during the comment period. Board member Macha repeated his request that the college ask for a representative on the advisory committee reported to THECB.
 - President McCrohan also stated that it would unlikely for WCJC to participate this year in the high school FAST program because of the inordinate expense at this time. She stated that the various members of the college community will be exploring avenues to make the program work for the college and the high school students. This involves more outreach to school superintendents.
5. No student success reports.

6. Reports to the Board

- VP Kocian presented the August Financial Report. August is the close of the fiscal year and there are still some invoices outstanding. For August expenditures over revenues were \$2.3 million.
- VP Kocian also stated that the fiscal year closeout would be sent to the auditors in October.
- He also stated that under the new state financing plan the college would receive three payments. Previous to this the college had received 10 payments.

7. The Consent Agenda was approved. Items of note on the Consent Agenda include:

- Approval of an increase in the Cosmetology Salon Services Fees.
- Approval of several purchases for Allied Health programs.
- Approval to seek bids to replace the roof on the Fine Arts building.
- Approval of a contract with Strata Information Group to provide cybersecurity services.
- Approval of a number of personnel changes or new hires.
- Approval of Dept. Head Compensation, overloads and Division Chair Compensation.

8. Information Items: Approval of PPAs for Assistant Dept. Heads and various grant funded positions.

9. Adjournment.

Extended Cabinet Notes

Sept. 14th Meeting

Meeting was held via Zoom at 3:30

The meeting agenda and Zoom link were sent on Wed. the 13th and the agenda was revised on 14th, the 13 Administrative Procedures to be approved at the meeting were withdrawn because the college community needed time to review them.

President McCrohan called the meeting to order at 3:30 with roughly 55 members in attendance.

President McCrohan called for approval of the July and August minutes. The June minutes have not been approved. At the July meeting Rexford asked that minutes be made more accurate, delineating some of the discussion occurring during the minutes. Rexford sent revisions to the June minutes but there has been no action.

The July and August minutes were approved with four members voting for non-approval based on the fact that the minutes do not follow the intent of Robert's Rules and do not show that other members are discussing items. As Rexford stated the minutes seem to show that only President McCrohan and her designees are participating.

President Items:

Zina Carter presented an update on the redesign of the Web Pages. She reported that the project is near the finish line. Currently pages are being loaded, but there have been some problems loading images, based on size restrictions. President McCrohan has provided additional funds for upgrades on the calendar and directory. Ten training videos are being developed for training faculty who will have access to the page. A distinct vendor will be working to develop a separate Athletics page with Presto sports. Mr. Dees had some questions about what appeared to be a duplication of efforts concerning the Athletics pages, Ms. Carter stated these are separate entities and that there is no duplication.

VP Kocian presented an update on physical plant projects. The elevator will be installed in the library during October. The Fine Arts drive is done except for landscaping which will be done when the weather permits. The Pioneer Student Center roof project is nearing completion as well. The internal damage to the student center has been repaired. At the next Board Meeting

a request for solicitation of bids to replace the Fine Arts Building roof should be approved. During the Christmas holiday the elevator at the Richmond Bldg. should be modernized.

Faculty Council Items

Before the meeting, President McCrohan called Rexford to discuss these items.

Securing Emergency Response Items: President McCrohan acknowledged that a comprehensive review of the current policies and uses of Rave needed to be conducted given the increasing frequency of active shooters, intruders, and weather-related events. She has asked the Safety and Security Committee to meet and has placed Rexford on the committee. Rexford has asked that serious consideration be given to allowing the Director of Safety and Security to post on Rave during shooter, intruder, and other events that need a, "police presence," while continuing the practice of having the Director of Marketing post on RAVE for weather related events, power outages etc. Rexford stressed that the training provided on safety and security via the online sessions, stresses the need for the presence and guidance of a trained security officer. The Faculty Council has previously expressed concerns about the delay in using RAVE, not using RAVE when needed, and the inaccuracies provided in some RAVE postings.

HB 8 and the Focus on Student Performance: President McCrohan stated that she has been in contact with the THECB Commissioner and area colleges regarding the issues with the current HB 8 funding. She has sent several letters and has reached out to our local senators and the other colleges in the Gulf Coast Consortium. Rexford requested that the President make it clear to all attending the meeting that the college had a PR plan ready to use if the information about the unique situation for WCJC was made public in the local media. There is a concern among faculty that the college might be mistakenly seen as an underperforming institution. There is additional concern that such a label could hurt the ability to raise funds for the expansion at the Richmond campus. President McCrohan stated that she will be providing updates to the Board of Trustees and will continue to provide information to the college community. There was also a discussion of the FAST program. Mr. Dees asked several questions about the program and whether or not WCJC would participate in the program and how the college might attempt to offset the costs of the program. President McCrohan clarified that under the program the costs of books, etc. could not be passed on to the students but could be incurred by the school

district. Mr. Dees expressed a concern that WCJC may permanently lose LCISD and other school districts in Fort Bend to HCC or some other college if we did not participate in the program.

Richmond Campus Update: President McCrohan stated that she is still in negotiations with several entities in Fort Bend to secure possible funding and could not provide details at this time. Mr. Anderson asked her about the timeline and what adjustments would need to be made to the timeline. The president admitted that we are behind, as much of the funding was to be secured during the summer, and that we may also have to revise the plans yet again. She reminded those attending that funding was secured for Bay City expansion. President McCrohan stated she is working with a member of Congress to try to secure some federal funding.

Staff Items:

No staff items were brought forward.

Student Concerns:

No students were present.

The meeting adjourned at 4:23