

Faculty Council Minutes

Date	March 2018
Location	Online

1. Attendees

Role	Name
Chair	Elizabeth Rexford
Minutes Taker	Marissa Saenz
Attendees	Allyson Matheaus, Amanda Celaya, Amy Acord, Ava Humme, Debbie Lutringer, Debbie Yancey, JB Groves, Jennifer Jeffery, Liz Rexford, Marissa Saenz, Sean Derrickson, Tammy Hann, Wiley Parkman
Absent	David Woods, Frank Becak, Jackie Cooper-Edwards, Sean Valdez, Susan Denman-Briones, Willie Myles

2. Agenda

	Description
1.	Determination of a Quorum & Call to Order
2.	Old Business <ul style="list-style-type: none"> A. Report on Board of Trustees Meeting B. Report on Extended Cabinet Meeting C. Report on Faculty Advising Task Force
3.	New Business
4.	Other
5.	Adjournment

3. Information Items

	Description
1.	Determination of a Quorum & Call to Order – Held as an eMeeting
2.	<p>Old Business</p> <p>A. Report on Board of Trustees Meeting (2/10/18)</p> <ul style="list-style-type: none"> • The six Presidential Scholars were introduced to the Board Members. When asked what they have been doing the scholars discussed their upcoming trip to Washington, D.C. in April. The scholars are enrolled in both vocational and academic programs. • Ms. Mary Garza on the custodial staff retired. • President McCrohan recognized all the Vice Presidents and other staff members who worked on the SACs report. • Gus Wessels reported that the actual revenues for January 2018 are up 2% from last year. This is due to 3 % increase in appropriations from last year. Mr. Wessels also reported that for the month of January the timing of when items are received and when bills are paid greatly impacts these numbers. • Most of the meeting was spent discussing the self-evaluation of the Board and how to proceed to make improvements based on the results of the self-evaluation. It was suggested that several action items be designated and that the board use meeting dates to provide various types of training on a number of issues that impact either the college or the Board itself. <p>B. Report on Extended Cabinet Meeting (2/15/18)</p> <p>VP Kocian acted as meeting chair on behalf of President McCrohan who was in Washington, D.C. No minutes from the previous meeting were presented for approval.</p>

The Faculty Council presented the following items for discussion:

Survey Results for Richmond Campus Vending Machines

- 51 surveys were returned only two opposed the installation of vending machines
- No serious concerns were raised about the possible noise of the machines, with more faculty members now locking their doors for security reasons, it was noted that noise would be a minimal issue.
- There was no real agreement on where to locate the machines. Chief Terronez mentioned the upstairs dead-end hallway. Mike Feyen indicated that all the spaces that accommodate were in hallways. Someone inquired about using the downstairs employee lounge. Rexford stated that the machines needed to be located where students, staff and faculty could easily access the machines, thus the suggestion of the staff lounge is not an optimal location.
- Philip can easily look into a vendor to service once a location is determined
- VP Collins will take this item as an action item to the president

Copier Concerns

- The coin operated machines at the SL campus work. The copier will make copies. The coin op does not work so at this time students can make copies and are not being charged for the copies. Philip Wutherich is working with the various companies to get the coin operated system working once again. Until the software is reinstalled students will continue to be able to make copies for free.
- Faculty members will still be able to make copies without a code for a few more days while the system is reprogrammed. Philip will ensure that when the system is reprogrammed that the option for tracking the number of copies remaining will be activated so that faculty will be able to track their copy usage to avoid running out of copies.

Early Alert/Emergency Warning System

- Rexford apologized for the misunderstanding caused by calling this the Early Alert System and explained that she had talked to VP Kocian and Natalie Stavinoha about the mislabeling. Early Alert is a student success and retention system that faculty are encouraged to use in Blackboard to communicate with and monitor students that are at risk in their studies. The Emergency Alert system is the Rave system to provide emergency alerts to the WCJC community.
- The first concern presented was that during the winter mini mester the students in the winter classes were not informed of the delayed opening, but the faculty were. The faculty were unaware that the students were not informed and were surprised to hear that the students arrived on time for classes and sat for two hours waiting for the faculty who arrived on the delayed schedule. The request of FC is that students be notified. If the decision is once again made not to notify the students, then the FC requests that the faculty be informed that the students have not been notified so that they can notify the students if possible.
- A second concern was that when the college delayed the spring opening of the college there was information on Facebook about the closure before it was on the Rave system and college web page. Rexford explained that if this information were to go on Facebook and be in error the students would suffer. Many students assumed that what was on Facebook was official. FC suggests that during convocation and

division/departmental meetings faculty be reminded that RAVE and the college web page are the official notification services and that no message should be posted by a faculty member on Facebook until official notification is on the webpage, RAVE or communicated by the Division Chair or Department Head.

- It was also noted that the information on the web page should be verified for accuracy and that if possible the information should be available right after the Rave alert is sent.
- Security and Student Affairs representatives stated that the college is looking at revising the notification process, in the future a text message may be sent to the student's phone alerting them that the college is closed, delayed in opening etc.

Fitness Center Hours

- While the faculty and staff have enjoyed the additional lunch time hour of access to the fitness center it should be noted that many faculty are still in class from 12-1:00. The original request for a two-hour window from Monday to Friday was reiterated. This way more faculty and staff could use the facility. Right now, many staff members cannot go because they must stagger their lunch hours to make sure their offices are staffed at all times.
- It was also suggested that students be allowed to use the facility at the same time. Rexford stated that the fitness center is another area where faculty and staff could interact with the students in a positive manner to work toward the QEP goal of connecting with the students.

Access to Free Microsoft Software

- Rexford stated that during convocation week training it was noted that individuals with an .edu web address could receive free software from Microsoft.
- This software would be advantageous not only to the students but also to many faculty members who could use the advanced features offered such as e-mail merge capabilities. Many faculty have found a way to use this software but have to use it on a personal device and then transfer completed tasks from their personal devices to their college desktop. Doing this makes some individuals uncomfortable.
- Rexford stated that she had several folks look into this and speak to it and that it is an issue of being able to support the system.
- IT reported that faculty have access to the free software on-line only.
- IT reported that at this time students will not be given access to the free software.
- Rexford also brought up the fact that the e-mail links on the faculty web page do not work and that this is confusing for students and outsiders attempting to reach faculty via the link. VP Leenhouts shared the fact that the links on the prospective student page are also not working. Rexford suggested the links be removed. IT stated that they do not have the authority to do so at this time.
- Rexford stated that having various links that are not always workable is a problem for the QEP goals of committing and connecting. IT states that depending on the browser the student is using the links could work.
- It was noted that the bookstore does offer a discounted version of the Microsoft package for students.

Staff did not present any items.

Student Issues

	<p>Fitness Center Hours</p> <ul style="list-style-type: none"> • The students did acknowledge and appreciate the fact than an additional 30 minutes has been allotted in the morning hours but expanding hours to 9:30 is not really optimal since many students are in class by that time. • The students repeated their request for additional afternoon hours. • The students also stated that without the fitness center or a place to relax and that they feel somewhat unwelcomed at WCJC. <p>Dorm Student 12-hour Rule</p> <ul style="list-style-type: none"> • The students requested that the option of petitioning to drop below 12 hours while living in the dorm be communicated more effectively. Many dorm students are unaware that there is a provision to appeal. • VP Leenhouts stated that this is communicated during the mandatory move in session but stated that they would revise the move in test to be sure to include a question on the appeal process to make sure more students were aware of the process. • VP Leenhouts stated that he is aware that this is a special restriction just for the dorm students and that he does treat each case carefully to try to ensure the students are treated fairly. <p>Other</p> <p>SL-FBTC Student Scheduling</p> <ul style="list-style-type: none"> • Rexford stated that several faculty and students have come to her with a concern about students scheduling their classes at two campuses. • Several students have a class that ends at SL and believe that in the 10 minutes allotted to go from class to class they can leave the SL campus and make it to FBTC or vice versa. • While this has always been an issue it is a bigger issue now because faculty are locking their doors and refusing to let late students in. Thus, these commuting students are often locked out of the class, or faculty face the difficult decision of unlocking the door to let what may or may not be a student in. • Rexford suggested that some sort of block be placed on the system, so student cannot do this. Others suggested the system provide a warning. It was noted that many students do this commute because they are “instructor shopping”. • VP Collins suggested that the new software the college is considering may provide a solution to this issue. <p>C. Report on Faculty Advising Task Force Surveys are being sent out to academic divisions. Allied Health and Vocational programs are in the process of or have already begun advising.</p>
3.	New Business
4.	<p>Other</p> <ul style="list-style-type: none"> • Update on Action Items from February FC Meeting. <ul style="list-style-type: none"> ○ Longevity Task Force is scheduled to meet March 8. ○ Faculty of the Year award – Leigh Ann Collins will present the award at the Employee Banquet instead of a FC member.

4. Action Items

	Description	Responsible Party	Due Date/Status
1.	Recommend to Chair of the Faculty Awards Committee to communicate with campus directors to display congratulations on scrolling marquis after employee banquet.		April 2018

5. Adjournment

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Chair

Date