

Faculty Council Minutes

Date	Tuesday, November 6, 2018
Time	3 pm
Location	Wharton-CDC; Richmond-138; Sugar Land-201A; Online-Blackboard Collaborate

1. Attendees

Role	Name
Chair	Elizabeth Rexford
Minutes Taker	Marissa Saenz
Attendees	Brady Hutchinson, David Camejo, Debbie Yancey, Franci Bay, Frank Becak, Jackie Cooper Edwards, JB Groves, Liz Rexford, Marissa Saenz, Sean Derrickson, Tammy Hann, Tim Arriaga, Willie Myles
Absent	Amy Acord, Ava Humme, Carl Price, Peter Anderson, Sean Valdez
Guests	

2. Agenda

	Description
1.	Determination of a Quorum and Call to Order
2.	Old Business <ul style="list-style-type: none"> A. Approval of September Minutes B. Report on Board of Trustees Meeting (P. Anderson) C. Report on Extended Cabinet Meeting (M. Saenz) D. Report on Longevity Task Force (F. Bay)
3.	New Business <ul style="list-style-type: none"> A. Review of Faculty Council Student Scholarship Proposal (L. Rexford and P. Anderson) B. Update on contract signing issue (L. Rexford and P. Anderson) C. Update on Department Head/Program Director Contract Revision (F. Bay, F. Becak, L. Rexford) D. Update on Recycling processes (L. Rexford, B. Hutchinson)
4.	Other <ul style="list-style-type: none"> A. ERS Issues (B. Hutchinson) B. Reminder to take ATD Survey (L. Rexford)
5.	Adjournment

3. Information Items

	Description
1.	Old Business <ul style="list-style-type: none"> A. Approval of September Minutes – Frank moved, seconded by Brady, all in agreement. B. Report on Board of Trustees (M. Saenz, notes provided by P. Anderson) <ul style="list-style-type: none"> a. Matters Relating to Academic Affairs – approval of \$15.00 course fee for specified Computer Science courses b. Matters Relating to Administrative Services – approval of a resolution to convey 28 tracks of land (foreclosed property) to the City of Wharton to be used by the Wharton Housing Finance Corporate to revitalize housing stock. The plan is to build single family homes that would result in properties that would become income producing for all taxing entities in Wharton. Current values of these properties is \$73.067 with \$6,460.61 in back taxes owed to

	<p>WCJC.</p> <p>c. For details on all other agenda items, view the college's BoardBook https://v3.boardbook.org/Public/PublicHome.aspx?ak=1001602</p> <p>C. Report on Extended Cabinet Meeting (M. Saenz)</p> <p>a. Marketing - President McCrohan addressed the cost of advertising. She indicated that the cost alone, not even counting ad time, to develop a tv spot is prohibitive. She indicated that WCJC does have radio ads run during admission/registration time to help recruit and boost enrollment. There are billboards on several highways. There are also ads placed in local newspapers, including press releases, and targeting specialty newspapers in the Asian and Hispanic communities. There is also a direct mail campaign. The college is working on targeting low enrollment programs through brochures, using Perkins funds. The President will be forwarding some suggestions to Leann about this based on recommendations from Marketing. Programs can also contact Marketing to work out the possibility of promoting their program but will have to look at available funds.</p> <ul style="list-style-type: none"> • Faculty inquired about social media marketing. Why is the social media (facebook, Instagram, twitter) presence not as robust? Who is the point person (used to be Amanda Heard)? Can programs have more control? What is the process? Do departments need college approval to create and manage? <p>b. Security - The cameras are up and running on all the campuses. Security has eyes. The college will be looking at moving into the next phase of the security plan, which will include outside monitors and campus address signs.</p> <ul style="list-style-type: none"> • Faculty indicated that it was their understanding that there were still cameras that needed to be installed on the Wharton campus and that there were several in Richmond that were installed but not yet working. <p>c. Fitness Center - The position for a full-time fitness center manager has been posted. Coach Case is currently working, and a new part time position was also added. Current hours are 7:15-9:15 and 5-7. The schedule is created around classes and athletics. Currently there aren't any lunch hours because it would conflict with a class.</p> <p>D. Report on Longevity Task Force (F. Bay) – The October meeting was postponed due to preparations for SACS visit. VP Leenhouts recommended items be discussed and voted up via email. Bay recommended an in-person meeting to discuss wording in the college's current longevity policy and number of compensations allowed. FC will send a request to VP Leenhouts for the task force to meet in person as soon as possible to examine the issue of longevity and review the current process for instituting an increase.</p>
2.	<p>New Business</p> <p>A. Review of Faculty Council Student Scholarship Proposal (L. Rexford)</p> <ul style="list-style-type: none"> • Peter and Liz spoke to HR about the possibility of having alcohol at the Employee Banquet. This is not something that HR would offer; however, if FC wanted to explore the option further it would need to be a non-profit solution such as selling tickets to raise money for a scholarship. Since the banquet is for everyone this would need to be a proposal that includes Staff Council. Liz has contacted the Staff Council officers so that they can discuss at the next staff council meeting and vote on whether they approve of the idea. The proposal will not go forward if staff do not approve. <p>B. Update on contract signing issue (L. Rexford)</p>

	<ul style="list-style-type: none"> • Liz and Peter spoke with HR about the contract signing process. HR will try to move the sign in desk to a less crowded location and will post the sign up line signs higher, so they can be seen more easily. HR will also allow employees to sign contracts before convocation day if they want to receive the contract by email or go in person to HR to sign. Faculty will need to provide a WCJC ID to sign the contracts. <p>C. Update on Department Head/Program Director Contract Revision (F. Bay, F. Becak, L. Rexford)</p> <ul style="list-style-type: none"> • The concern that has been raised is that faculty that are paid on a 9- or 10-month contract that also serve as a department head or director are having to put in 12 months of work and are not being compensated for non-teaching duties during the summer. • Faculty council would like to explore this concern further via a survey. There was discussion regarding the option of asking department heads in person. • To provide representation from both the academic and vocational programs, two representatives from each side or needed to develop questions and gather the data. Sean Derrickson and Jackie Cooper Edwards volunteered on the academic side and Frank Becak and Franci Bay volunteered on the vocational side. <p>D. Update on Recycling processes (L. Rexford, B. Hutchinson)</p> <ul style="list-style-type: none"> • Richmond – Liz spoke to the bookstore about recycling cans, bottles, and paper. Once the new Director of the Richmond campus is on site this issue can be addressed. • Sugar Land – Brady spoke to Eric Malmberg, Director of the Sugar Land campus and thinks that a program can be implemented because recycling centers in the area may gather the materials at their own expense because they can recuperate that cost by recycling the materials. • Wharton – Although there are recycling bins for paper at Wharton it appears this not being recycled. This may be something the SGA or the Outdoor club can work on as a way to raise money.
3.	<p>Other</p> <p>A. ERS Issues (B. Hutchinson) – Brady shared a situation that he encountered and wanted to inform faculty in case they experience a similar problem. ERS sent information to an old mailing address which resulted in missed communication having to do with the request of important documents pertaining to his child. The insurance company not having received the documentation requested, cancelled his son’s coverage. Brady had to appeal, spoke to the benefits office and wrote his senator regarding this problem that should never have happened in the first place. Recommended that we all check our information online and contact ERS to ensure information is accurate.</p> <p>B. Reminder to take ATD Survey (L. Rexford) – Dr. Amanda Allen sent out an email on October 29 asking for the campus community to complete the Achieving the Dream Institutional Capacity Assessment Tool (ICAT) to assess institutional strengths and weaknesses. All faculty are encouraged to complete this survey as this information will be used in the development of the next strategic plan. Note the survey is lengthy, but you can save your progress and take your time. Key areas being evaluated are: Leadership and Vision, Data and Technology, Equity, Engagement and Communication, Teaching and Learning, Strategy and Planning, Policies and Practices.</p>

4. Action Items

	Description	Responsible Party	Due Date/Status
1.	Longevity Task Force – approach Dave Leenhouts about scheduling next meeting	L. Rexford	December 1
2.	ADT ICAT Survey	All	December 3
3.	Department Head Task Force	F. Bay, F. Becak, J. Cooper-Edwards, S. Derrickson	In progress
4.	Follow up on Employee Banquet	L. Rexford, P. Anderson	In progress
5.	Extended Cabinet Items – Fitness Center	L. Rexford	Completed

5. Adjournment

4: 30 pm - Tammy moved, Franci seconded. All agreed.

Chair

Date