

**FACULTY COUNCIL MINUTES**

<b>Date</b>	<b>Tuesday, April 5, 2022</b>
<b>Location</b>	Via Zoom
<b>Time</b>	3:30 pm

**Attendees**

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

**Call to Order**

Meeting called to order at 3:33. Quorum verified.
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**Information Items**

	<b>Description</b>
<b>1.</b>	<p><b>New Business:</b></p> <p>A. Recorded Meetings: There was a discussion about recording FC meetings and the purpose of recording meetings. Anderson and Rexford stated that the meetings are recorded to help the secretary with the minutes. At the end of the discussion the FC agreed to stay with the current practice of recording the meetings to assist the secretary and releasing the minutes only if a special request is made and the FC approves the request.</p> <p>B. Amendment: Peter stated that the amendment had been circulated for signatures to various members of the administration. VP Collins has signed the amendment and FC is waiting for President McCrohan to sign the amendment. The signatures are not necessary for the approval of the amendment, the amendment has been properly ratified. The signatures have been solicited in keeping with the spirit of transparency and shared governance. Peter also reminded FC members that to initiate a vote a request has to be made to have a meeting of the FA and documentation would need to be provided. The request to call the meeting cannot be made anonomously.</p> <p>C. Marketing: The FC will again request an official presentation by Marketing. In the interim, FC members were reminded that Marketing will be making a presentation at the April Board meeting.</p> <p>D. UIL: FC will once again ask that the UIL chart be updated yearly and that</p>

	<p>faculty be rotated on an off. In addition, it was suggest that faculty be given a very specific task, preferably one they have done previously to increase efficiency. It was also suggested that specific time shifts be provided, so that people who were told to arrive early are either given an assignment or released after a specified period of time.</p> <p>E. Faculty/Staff Picnic- Hector explained that the original idea for the picnic came from Support Staff Council (SSC) and that he and Peter have offered to work with SSC. The picnic has not yet officially been approved because of the costs involved. Peter has offered to pay for the custodial costs, and security will assume the costs for security. The picnic is tentatively scheduled for Saturday, April 30<sup>th</sup> at Richmond. Hector explained that there were very few dates available. Several FC members mentioned that they had not been informed of the picnic and that the April 30<sup>th</sup> date conflicted with the Youth Fair in Wharton. Hector and Liz reiterated that the date selection as Richmond was limited and that without permission no official invitation could be sent. It was suggested that when the event was approved and invitation went out, that it go out with an RSVP, sign up for Pot Luck and an explanation for why the date was selected.</p>
<p>2.</p>	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>A. The minutes of the March FC and FA meetings were approved.</li> <li>B. The notes of the March Board meeting were attached. Rexford asked that FC members pay specific attention to the Vision statement attached.</li> <li>C. The notes from the March Extended Cabinet were also attached. The notes were rather extensive and discussed the strategic plan, the bonus/stipend, signage at Sugar Land, marketing and flex time. Because the notes were extensive and there was concern about certain statements. The notes will be resent with the April minutes for final approval.</li> </ul>
<p>3.</p>	<p><b>Extended Cabinet Items:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>B. Marketing Presentation: This request has been made several time.</li> <li>C. Update on Stipend/Bonus for Faculty and Staff</li> <li>D. Update on the status of signage at Sugar Land:</li> </ul>
<p>4.</p>	<p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>A. Default Setting On Brightspace: Rexford reported that she has just come from the required training on the new LMS and that Michele Bettancourt has asked her to poll FC members about the default setting for the new LMS. The</li> </ul>

	<p>current default would not allow students to have access to certain materials once the due date has passed. The proposed new default would allow students to have access to the materials but students would not be able to submit past due materials and would be alerted that the reason they could not submit the materials was because the due date had passed. Rexford also repeated, several times, that this was the default and that faculty could go into their classes and reset the settings to meet the needs of their particular class. FC members supported the new proposed default.</p> <p>B. FC Officer Meeting with the President: Peter informed FC members that on Monday, April 11, 2022 the FC Officers and TK would be meeting with the college president. On the agenda were some proposed changes to the shared governance process, more specifically to how Extended Cabinet would be run. Peter also stated that he was hopeful that President McCrohan would sign the proposed amendment at the meeting. The FC Officers will provide a written summary of what happened at the meeting before the Easter break.</p>
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**Action Items**

	Description	Responsible Party	Due Date/Status
1.	Extended Cabinet Items	FC Officers	Submission for meeting in April 2022.
2.	Revisions to EC Notes	Rexford	4/7/22
3.	Notify DE of Approval of Default Settings	Rexford	4/6/22
4	Posting of Amended FA Constitution	FC Officers	4/12/22

**Adjournment**

Meeting adjourned 455 pm.
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Approved by Chairperson Anderson on 4/25/22.

# March Extended Cabinet Meeting Notes

## Meeting Held March 21, 2022 (111 Attendees)

1. Minutes from Feb. Meeting approved with changes to reflect that President McCrohan was not present and that the meeting was chaired by VP Kocian.

### Faculty Council Items:

1. Update on Signage at SL: President McCrohan reported that she attended a meeting with official from University of Houston (UH) and that UH has a Signage Master Plan that they will follow. She stated that WCJC will receive a sign but the plan and specifics will be shared with the Board first. Kevin and Liz asked about specifics and time lines, President McCrohan responded that she is waiting for the arrival of the Master Plan document before engaging in any more discussion.
2. Update on the status of a stipend or compensation: President McCrohan reported that we are in the middle of creating the budget for next year and although they are looking at several different things, given our revenue shortage and low enrollment a raise is still not likely. She stated that she knows we are all hurting and that she will keep us informed. There was no discussion of an actual stipend or bonus.
3. Status of the Fort Bend Campuses and Strategic Plan Update: President McCrohan stated that the Board of Trustees Vision Committee would be presenting their plan at the Board meeting this week. She stated that “all of us have a part to play” and that WCJC will move forward as the Board sets the priorities. A copy of the plan is available in the Board packet.
4. Status of the Web Page Revision Project: President McCrohan asked Zina Carter, the Director of Marketing, to make a presentation on the process for revising our web page. A professional design group has been selected (I factory) and the college will be paying them 187K to make revisions. The process was delayed due to vendor contract issues but has been moving forward to present a more unified brand to optimize the student experience and make our web pages compatible with mobile devices. A Core Team composed of Eric Li, Amanda Allen, Zina Carter, Lindsey McPherson and Don Smith will be overseeing the process. A questionnaire was sent to the Core Team from the vendor, and based on the responses, several ideas will be generated and a “stakeholder meeting” will be held. The meeting will have members from the Executive Cabinet, Student Services and Instruction, Administrative Teams and Marketing. Throughout the process Eric Li will provide a link to view updates. A Town Hall meeting will also be held. A launch date for the project will be determined at a later time.

5. Update on WCJC Marketing Status: Zina Carter was also asked to discuss our marketing strategy. She is currently working on plan which will be available and discussed at the April Board of Trustees meeting. There was considerable discussion on this topic with many faculty members requesting more publicity for students and student events. Zina reported that this could be done by faculty filling out a form. A request was made several times to have marketing either present at the fall convocation or make a presentation at the faculty development workshops. FC has also made similar requests at several other Extended Cabinet meetings. No decisions was reached on providing such a workshop. The president was also asked if any events were going to be held to commemorate the 75<sup>th</sup> Anniversary of the college or if any other major events were planned. A question was also asked if the Board had to approve the plan and if they Board did not have to do so, could more details be provide now. The President stated that Board approval was not necessary but that the plan was also not finished at this time. Several members expressed concern that a plan presented in April would be difficult to implement during the summer when many faculty are not present.

President MrCrohan was also asked about more specific opportunities for faculty engagement in marketing. She discussed the importance of faculty activity in retaining students. However, several faculty expressed a real concern about recruiting more students and what faculty could do to recruitment more students. The president suggested more engagement in the community would help and suggested faculty contact marketing for informational items and promotional materials.

A request was made to provide quality promotion shirts and other items for faculty and staff to wear at community events to promote the college. The president stated she would discuss is with Purchasing to see if such items could be purchased in bulk to save money.

Several faculty noted that promoting student activities was generally not a high cost item and that student successes were more like to garner more students and catch the eye of more local readers. The president responded by stating again that forms could be filled out to request such publicity. The president also reported that WCJC is searching for a new employee to provide us with a more robust social media presence.

The general tenor of the discussion was that the promotion of student successes and college events should be placed more squarely on the Marketing Department and should not rely on faculty and/or staff having to fill out forms to promote student achievements.

## Support Staff Council Items

1. Update on Access to Fitness Center: President McCrohan stated that we will be hiring someone for the Wharton Center and she believes the center will be open

- to students, staff and faculty at lunch and in the evening but was not certain. The Wharton Center will be staffed by two part-time employees. She stated that it was unlikely that access could be provided to the SL Fitness Center. She also stated that it had been reported to her that few individuals at SL had expressed an interest in access or had actually used the center.
2. WCJC Picnic: Support Staff Council (SSC) asked if a picnic could be held this year since there has been no Employee Banquet for the last several years. D. McGraw, SSC Chair, suggested that a picnic would alleviate some concerns about gathering while COVID was still present. President McCrohan stated that HR did not have the time and resources to plan a picnic. She stated that if the SSC and others wanted to plan a picnic that would be fine. President McCrohan suggested SSC approach her with a plan and she would do her best to “support it”.
  3. Flex Time Schedule for Summer: SSC Chair McGraw stated that WCJC was one of only two schools in our consortium that still had Friday classes. President McCrohan stated she was not aware of this. Support Staff asked if it would be possible to try to implement a FLEX TIME work schedule for the summer, this might mean a four day work week with a closure on Friday, but it could also be implemented in a number of other ways. The President did not support this idea and stated that there has always been “flexibility in support staff schedules” when pressed on the issues President McCrohan stated that the flexibility was based more on federal guidelines and policies for FMLA such as sick leave and COVID adjustments, than for actual flex time. She also retracted a statement about who could approve the flex time plan. FC support the SSC and stated that a plan that included either a four day work week or earlier arrival time would be beneficial. Rexford reminded the President that we no longer held Friday classes in the summer, something the President stated she was not aware of. Several attendees stated that a flexible work week would improve morale, save money and if this were clearly communicated to the students, could improve overall efficiency. President McCrohan stated that in the past, even when the campus was closed on Friday, staff still drove and some still came to work  
The discussion ended with President McCrohan stating that staff and faculty could work together on creating a possible template or plan for future implementation of Flex time during the summer months.

## Other Items

1. There was some significant discussion of student activities and the difficulty of promoting activities in the local news but also the simple difficulty in planning any event at the Sugar Land campus. Additional concerns centered

on the lack of “seed money” for student clubs and organizations as well as concerns about student groups being charged to use student facilities. Some groups have been charged for security etc.

# March 29<sup>th</sup> Board of Trustees Meeting Notes

1. Quorum established and present. Previous minutes approved.
2. Presentation made by VP Allen. This presentation was the Data Days presentation material that was provided to faculty on March 30<sup>th</sup>.
3. Presentation made by VP Collins on the faculty evaluation process. Of note was that fact that some changes may be made to the process after we adopt our new LMS.
4. Presentation made by Dean Bahnsen on the staff evaluation process.
5. Board Member Pope made a brief statement about the Vision plan for campus infrastructure. Pages 3-4 (plan is 4 pages) which provide specifics are attached to these notes.
6. VP Kocian provided information on the current financial status of the college.
7. The Consent agenda was approved items of note under the consent agenda are listed below.
  - Deactivation of the AAS in Computer Simulation and Game Development and the AAA Degree in Digital Media as well as the Level I Certificate in Digital Media and the Level II Certificate in Game Development.
  - Approval of several fees increases
  - Approval to purchase new equipment
8. Several changes were made to appoint new personnel for the Title V grant and several temporary full-time instructors were made permanent full-time instructors.
9. Mr. Jerry Martinez was approved to be the new Dean of Enrollment Management
10. PPAs were provided for several individuals.