

### FACULTY COUNCIL MINUTES

<b>Date</b>	<b>Tuesday, October 1, 2019</b>
<b>Location</b>	Wharton CDC; Richman 138; Sugar Land 201A; Blackboard Collaborate
<b>Time</b>	3-5

#### Attendees

<b>Role</b>	<b>Name</b>
<b>Chair</b>	Peter Anderson
<b>Minute Taker</b>	TK Krpec
<b>Attendees</b>	Barbara Lynn, David Camejo, Demetrius Moore, Franci Bay, Gary Bonewald, Hector Weir, Kamile Yagci, Liz Rexford, Peter Anderson, Susan Denman-Briones, TK Krpec, Jackie Cooper-Edwards
<b>Absentees</b>	Andrew Berezin, Brady Hutchinson, Carl Price, Frank Becak, Marci Espinosa, Oner Celepcikay, Pat Korenek

#### Call to Order

Meeting called to order at 3:15 pm
------------------------------------

#### Information Items

	<b>Description</b>
1.	<p><b>New Business</b></p> <ol style="list-style-type: none"> <li>1) Minutes from the September Faculty Council meeting approved</li> <li>2) Blackout Days               <ol style="list-style-type: none"> <li>a. This only applies to program directors, division chairs, student services and possibly department heads. It would affect when employees can and cannot take vacation. For the weeks prior to fall and spring registration, the individuals occupying the positions above would not be able to use vacation days. It was suggested that if you are required to come in and you should be paid. Several members also asked for clarification about the use of sick days during this period.</li> </ol> </li> <li>3) Overload Pay               <ol style="list-style-type: none"> <li>a. Overload pay cannot be seen separately. This can cause confusion and inaccuracies when being paid. Peter and Susan mentioned overload pay process is in the handbook. Since division chairs make the payroll, a request for separate overload payroll documentation would be made to them. Barbara moved to push this issue forward. Kamile seconded. Unanimously voted yes.</li> </ol> </li> <li>4) Strategic Planning Task Force               <ol style="list-style-type: none"> <li>a. Rexford was sent documents on the values and visions brainstorming session. These documents were sent out to the Faculty Council, and she asked to return opinions to Liz, Gary, Franci, or Brady. Hector Weir expressed his concerns to expedite this process due to quickly approaching board meeting and that in the future FC members be given more time to review documents. Liz stated that, in the future as items became more important and more detailed, it might be necessary to have an FC meeting just devoted to Strategic Planning input.</li> </ol> </li> </ol>

	<p><b>Old Business</b></p> <ol style="list-style-type: none"> <li>1. Board of Trustees       <ol style="list-style-type: none"> <li>a. Gary asked how the new Board of Trustees member was selected. Liz mentioned that, at a previous meeting, a Needville citizen made a presentation to the board suggesting that the new trustee, Ms. Sinclair, be appointed to the vacancy. The board decided to go with this decision. Currently, there is no process for the Board of Trustees to solicit and approve replacements if an individual were to vacate an office. This was mentioned at the Board of Trustees meeting. No outcome was decided.</li> </ol> </li> <li>2. Extended Cabinet       <ol style="list-style-type: none"> <li>a. Peter gave an overview of the Longevity Proposal. There are two proposals. One from the Longevity Task Force and the other from an unknown source. The Longevity Task Force’s proposal was discarded. The president has the other proposal, which no one has seen yet. Peter suggests seeing the president on this issue. Hector asked if the Longevity Task Force is dead. Liz mentioned that it is. The last time the “step” salary system was increased was 1967. Concern was expressed on pushing the issue. Gary motioned to keep this on the Extended Cabinet agenda. Franci seconded.</li> </ol> </li> <li>3. Longevity Task Force       <ol style="list-style-type: none"> <li>a. See section “2a” under “Old Business.”</li> </ol> </li> <li>4. Student Success Council       <ol style="list-style-type: none"> <li>a. Notes from the last meeting of the Student Success Council were provided by Liz for all FC members prior to the meeting. There was no real discussion of the notes or content within.</li> </ol> </li> </ol>
5.	<p><b>Other</b></p> <ol style="list-style-type: none"> <li>1. Clinical, Lab, Studio and Practicum Pay       <ol style="list-style-type: none"> <li>a. David mentioned he has sent out an Excel spreadsheet to be filled out by those conducting labs. This spreadsheet tracks the numbers of hours spent preparing labs outside of class. It was stated that this spreadsheet may be overly complicated. Kamile asked if the spreadsheet could be simplified.</li> </ol> </li> <li>2. Program Manager/Department Heads Summer Pay       <ol style="list-style-type: none"> <li>a. Tabled until November meeting to enable Franci and Liz to solicit input from the new Department Heads appointed over the summer who did not have a chance to participate in the previous survey.</li> </ol> </li> <li>3. ADA Clarification       <ol style="list-style-type: none"> <li>a. Susan gave clarification on the process of receiving accommodations. She also said that students may receive semester-specific accommodations that should be discussed with the student. Liz asked for written, advance notice of these accommodations where applicable, such as clarification for larger font, preferential seating for those instructors who use a seating chart, oral testing procedures etc. Hector asked the table this discussion until the November meeting due to time constraints. TK seconds.</li> </ol> </li> <li>4. ADA Student and Faculty Safety Issues       <ol style="list-style-type: none"> <li>a. Table until November meeting.</li> </ol> </li> <li>5. Bookstore Issues       <ol style="list-style-type: none"> <li>a. Table until November meeting.</li> </ol> </li> </ol>
6.	<p><b>Other</b></p>

	<p>1. Extended Cabinet Items</p> <p style="margin-left: 20px;">a. Longevity proposal, safety, and Rave will be brought up by the Faculty Council.</p> <p style="margin-left: 20px;">b. Bookstore issues in Sugar land will be mentioned by the students.</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Action Items**

	Description	Responsible Party	Due Date/Status
1.	Liz will scan and send documents on W CJC values and visions brainstorming.	Liz Rexford	Sent comments due 10/7
2.	Liz will seek clarification on blackout periods and sick days.	Liz Rexford	At next SSC meeting
3	Franci and Liz will survey new Dept. Heads	Franci Bay and Liz Rexford	At next SSC meeting
4	Submit Faculty Council items for discussion at next Extended Cabinet meeting	Peter Anderson	Sent Oct. 4
5.	Request for overload pay to be sent to faculty members for review	Peter Anderson	On going

**Adjournment**

Meeting adjourned 4:35 PM.
----------------------------

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date