

Faculty Council Minutes

Date	May 2018
Location	Online

1. Attendees

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

2. Agenda

	Description
1.	Determination of a Quorum & Call to Order
2.	Old Business A. Report on Board of Trustees Meeting B. Report on Extended Cabinet Meeting
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 (4/17/18)</p> <ul style="list-style-type: none"> • President McCrohan asked that Fred Ermis be remembered for his 52 years of service. • President McCrohan and Scott Glass reported on the Board of Trustees Institute they attended in New Mexico in March. Mr. Glass reiterated that the Board will need to do meaningful self-evaluations. He also noted that the attendees at the institute discussed the various Pathways initiatives. President McCrohan stated that several goals were revised and created for WCJC at the institute. These goals include: <ul style="list-style-type: none"> ○ Collecting data on key performance indicators to help review and refresh the strategic plan ○ A review of the Pell Grants process at WCJC. WCJC has about a 27% rate of usage, which is lower than the state average ○ Continue to participate in Pathways projects and develop an advising plan ○ Implement more data sessions for the Board of Trustees to engage the Board in college operations ○ Revise and utilize the Board Self-Evaluation to improve Board performance and meet new SACs standards • The financial report shows the college to be in good standing. February and March are historically low revenue months, but revenues increase in April with summer enrollment. To date WCJC has \$29 million in revenue, up 2% from last year; however, expenses have also increased. • The investment report for December to February quarter was provided. WCJC has \$45 million in investments.

- The consent agenda was approved. It contained several items relating to the improvements to the Peace building parking lot and the improvements to the Johnson building. The college will seek bids for a new online tutoring project.
- President McCrohan provided a brief overview of the SACs report submitted last month. Each board member has a jump drive with the complete report and supporting documentation.
- The President's evaluation instrument was approved. The evaluation will occur at the next board meeting.
- President McCrohan presented a brief overview of two bylaws regulations that govern the Board of Trustees operations and qualifications. This material was presented for review and informational purposes. President McCrohan also discussed a new form and process for updating the training and professional development activities of the board members.

B. Report on Extended Cabinet Meeting (4/12/18)

• **Faculty Concerns**

- Rexford thanked the college President and administration for the newly installed vending machines at the Richmond campus.
- Rexford requested that for the fall 2018 semester two hours in the afternoon be set aside for faculty and staff usage of the fitness center with a preferred time of noon to two.
- Rexford asked for clarification on several security issues.
 - Lights - If lights are out in the parking lot or near your building, you should contact the building supervisor or the campus director.
 - Student Concerns - If students approach you with security concerns, you or the student can speak with the campus supervisor, the security officer on the campus, or submit an anonymous report via the link on the security page.
- Rexford discussed the fact that the links to downloadable forms do not work using Internet Explorer. A ticket was submitted earlier this semester and the issue was reported as fixed, but the links still do not work. Rexford also reiterated the issues with disappearing emails and the complications with using multiple browsers. Note that WCJC does allow staff and faculty to use browsers other than IE. If you need to have these installed, contact your IT representative. IT stated that all browsers should interface with outlook email inbox. Faculty and staff are urged to check span and quarantine folders.

• **Student Concerns**

- Six SGA reps were present representing Wharton and Richmond campuses.
- Students voiced their concerns about the lack of cell phone service on campus with regard to being able to reach security during the evening hours. Students were told that officers carry a portable landline phone they can always call security on that number. It was noted that in the future there will be more cameras on campus and that WCJC will be installing a Code Blue system that will enable students to alert security and/or Wharton PD. The code blue stands will also have cameras.
- Students once again asked for extended fitness center hours citing the need to have a way to relieve stress and maintain a healthy lifestyle. President McCrohan stated that there will be changes in the fall with regard to the fitness center.
- Students also requested that the college consider providing printers in the dorm areas that are under surveillance. Many dorm students have a laptop but

	<p>not a printer. The library is closed in the late evening and on weekends when students are often working on their papers and need to print. President McCrohan indicated that the issue will be revisited.</p> <ul style="list-style-type: none"> ○ Students discussed the lack of reliable internet connectivity in the dorms and how this has become an issue because of the use of the Respondus system. The administration said they will revisit this issue. <ul style="list-style-type: none"> ● Staff Concerns – no staff issues were presented. ● Concluding Remarks <ul style="list-style-type: none"> ○ President McCrohan complimented students about their choir performance earlier in the week. ○ Rexford complimented the students for their performance at the SGA state conference where the SGA delegation was elected to the State Vice Presidency, the Regional Presidency, the Regional Advisor Elect and the Regional Fall Convention Host. ○ The SGA students thanked the college for supporting SGA. The Richmond students thanked the college administration for securing vending machines.
3.	New Business – Please see attached documentation for the Achieving the Dream (ATD) Conference and documentation as part of the Quality Enhancement Plan (QEP).
4.	Other

4. Action Items

	Description	Due Date	Responsible Pary/Status
1.	Request display of congratulations to faculty and staff of the year award winners on scrolling marquee.	April (after employee banquet)	Completed
2.	Review attached QEP information. Please send any comments to T. Emmons, a member of the QEP team, or if you wish to remain anonymous, to L. Rexford.	Friday, May 11	All FC Members
3.	Review minutes and attached documents and respond to M. Saenz with your approval or any comments.	Frdiay, May 11	All FC Members

5. Adjournment

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Chair _____

Date _____