

## FACULTY COUNCIL MINUTES

<b>Date</b>	<b>Tuesday, September 10, 2019</b>
<b>Location</b>	Wharton CDC; Richmond 138; Sugar Land 201A; Blackboard Collaborate
<b>Time</b>	3-5 pm

### Attendees

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

### Call to Order

Meeting called to order at 3:15 pm

### Information Items

	<b>Description</b>
1.	<p><b>New Business</b></p> <p><b>A. Election of Officers</b>            As defined in the Faculty Association Constitution. Term limit is one year. Visit <a href="https://www.wcjc.edu/About-Us/administration/offices/human-resources/documents/Appendix-III-Constitution-of-the-Faculty-Association.pdf">https://www.wcjc.edu/About-Us/administration/offices/human-resources/documents/Appendix-III-Constitution-of-the-Faculty-Association.pdf</a> for example of duties.</p> <p style="margin-left: 20px;">a. Chair – provides leadership and direction in matters pertaining to faculty governance and represents the faculty to constituencies within and outside the College.</p> <p style="margin-left: 40px;">i. Rexford opened the floor for nominations of Chair. Peter Anderson self-nominated. Brady Hutchinson seconded. No additional nominations were presented. Anderson approved by acclamation.</p> <p style="margin-left: 20px;">b. Vice Chair - provides support and counsel to the Chair of the Council and assumes the duties of the Chair when the Chair cannot be present.</p> <p style="margin-left: 40px;">i. Rexford opened the floor for nominations of Vice Chair. Brady Hutchinson nominated Liz Rexford. Peter Anderson seconded the nomination. Rexford accepted. No additional nominations were presented. Rexford approved by acclamation.</p> <p style="margin-left: 20px;">c. Secretary - is the official record keeper of the organization.</p> <p style="margin-left: 40px;">i. Rexford opened the floor for nominations of Secretary. Hector Weir nominated TK Krpec. Susan Denman Briones seconded. Krpec accepted the nomination. No additional nominations were presented. Krpec approved by acclamation.</p> <p style="margin-left: 20px;">Rexford thanked the outgoing officers and FC members for their service.</p>

	<p><b>B. Appointment of faculty by FC to the following committees:</b>  For more detailed information about each committee, go to the Intranet &gt; Meetings &gt; Standing Committees.</p> <ul style="list-style-type: none"> <li>a. Contracted Student Services (1 member) - Reviews contracted student services and makes recommendations for improvement. <ul style="list-style-type: none"> <li>i. Franci Bay offered to serve on this committee. FC approved.</li> </ul> </li> <li>b. Faculty Evaluation Committee (2 members) - Reviews the faculty evaluation process and best practices and recommends improvements to the VPI. <ul style="list-style-type: none"> <li>i. Hector Weir offered to serve on this committee. FC approved. FC nominated Marci Espinosa to serve on this committee.</li> </ul> </li> <li>c. Summary Appeals Committee (2 members) - Reviews and resolves appeals of parking citations and other summary violations as defined by Regulation 325. Visit <a href="https://www.wcjc.edu/About-Us/documents/regs/REG325.pdf">https://www.wcjc.edu/About-Us/documents/regs/REG325.pdf</a> to view the regulation pertaining to the Summary Appeals Court. <ul style="list-style-type: none"> <li>i. Pam Armentrout has agreed to serve on this committee. FC nominated Demetrius Moore to serve on this committee. He accepted.</li> </ul> </li> <li>d. Technology Advisory Committee (2 members) - Implements a planning-and-review process for administrative and academic computing and establishes best practices and guidelines governing student, faculty, and staff use of information technology Resources as outlined in WCJC Regulation 148; evaluates availability of technology Resources for students, faculty and staff. <ul style="list-style-type: none"> <li>i. Jeff Shine has agreed to serve on this committee. FC nominated Carl Price to serve on this committee.</li> </ul> </li> </ul>
2.	<p><b>Old Business</b></p> <p><b>A. Approval of Fall 2019 Faculty Association minutes.</b> - No questions were posed, nor edits suggested by FC members. Minutes approved as is. Visit the Intranet to view approved minutes. Select Meetings &gt; Education Divisions and Departments &gt; Faculty Association.</p> <p><b>B. Report on Board of Trustees Meeting</b></p> <p><b>May Meeting</b></p> <ol style="list-style-type: none"> <li>1. Vicki Jacobs was presented with a Retirement Resolution and Liz Rexford was presented with a PTK 20-year service award.</li> <li>2. Financial reports indicate that WCJC is doing well. Our student receivables are up and our revenues are up from last year by 3%.</li> <li>3. The Board approved the consent agenda including the following <ul style="list-style-type: none"> <li>· Improvements to the simulation lab for nursing, including the approval of the position for a new lab coordinator</li> <li>· Approval for an external audit</li> <li>· Approval for capital improvements at Wharton</li> <li>· Approval for new construction for PTAC at Richmond</li> <li>· Approval for new classroom computers at SL</li> <li>· Approval to hire a consultant for a new Technology Master Plan</li> <li>· Reassignment of several existing employees from temporary full time to permanent full</li> </ul> </li> </ol>



time contracts.

- Approval of several PPAs for summer activities.

### **June Meeting**

1. Mr. Kunkel has retired from the Board of Trustees. The Board will start the process of finding a replacement for Mr. Kunkel.
2. The WCJC reorganization was discussed. President McCrohan stated that the VPs had willingly accepted the additional responsibilities and had agreed to the reorganization that eliminated the position of VP of Student Services and replaced the position with a Dean of Student Success and a Director of Student Life.
3. As a result of the reorganization, all remaining VPs received a raise. In addition, substantial raises were given to Zina Carter, Director of Marketing and Communications; Judy Jones, Director of Human Resources; and Mike Feyen, Director of Facilities Management.
4. Several items relating to the upkeep of various buildings were approved.
5. There was some discussion from board members of the reorganization and some discussion as well of the parking fee situation at Sugar Land and the possible consequences of higher student fees at that campus. President McCrohan indicated that the executive staff was still discussing the issue and working on finding solutions. It was suggested that time be spent on the master plan regarding growth and expansion in Fort Bend County.
6. The monthly financial reports were provided and WCJC is doing well.
7. President McCrohan provided an overview of what had been happening at the state legislative session. WCJC and other community colleges did not receive as much money as requested but did receive some additional monies. The legislature will be looking at service districts in future sessions.

### **July Meeting**

1. The retirement of Gerald Alford was recognized. Mr. Alford will be back to drive the bus on a part time basis.
2. A 45-minute discussion was held on how to replace Mr. Kunkle who is resigning from the board. The discussion centered around having someone from Needville replace Mr. Kunkle. A Mr. Janicek from Needville ISD addressed the board in supporting a Ms. Edee Sinclair to replace Mr. Kunkle. The board decided that for the future it needed to construct a policy for replacing resigning or retiring board members. In the meantime, the board will meet with Ms. Sinclair and then decide on an appropriate course of action. Trustee Glass stated that the Board needs a vetting process.
3. VP Allen provided a brief overview on how to use the WCJC website.
4. Mr. Wessels provided the June financial report. The income was \$1.2 million. The overall revenue for WCJC is up about 3% from last year. Our expenditure is about the same as last year.
5. President McCrohan stated that the enrollment drop is a concern but that contact hours are up.
6. The investment report was also provided, and our investments are “sound” and few changes have been mandated.

7. The consent agenda was approved without modifications.

Included on the consent agenda was an upgrade of the computers in the testing center, approval of the investment and endowment fund policy, several staffing personnel adjustments and approval of Perkins and AEL funding.

### **August Meeting**

1. The BOT voted to accept a new member to replace Oliver Kunkel. Her name is Edie Sinclair and she is from Needville. She will most likely be sworn in at the next meeting.

2. The Board approved the proposed FY 20 budget that includes a twostep raise--1 step to the base and 1 longevity step. The budget is balanced by a 3% tax increase. The BOT will hold three more Public Hearings to allow any citizen a comment period about the tax increase. Those meetings are scheduled 9-3-19, 9-10-19, and 9-24-19 at 6 PM.

3. The September 17th BOT meeting was changed to September 24th.

4. The BOT approved the amended WCJC Foundation MOU. At the next Foundation meeting, that Board will vote on the amended agreement. Two members of the Foundation attended the Board Meeting and appeared to agree with the MOU.

5. The Board approved moving forward with Abel Design Group to complete a conceptual design for a possible new Student Center building on the Wharton Campus. Ann Hundl asked about the other goals the BOT agreed upon at their April workshop. President McCrohan stated this is just one of those goals and the other campuses--SL and Richmond--are still priorities.

6. The entire Consent Agenda was approved. This include several new hirings and the approval of salary adjustments for the faculty in the associate degree nursing program.

7. The BOT held an Executive Session to discuss the president's compensation package. Afterwards, they voted to award a \$20,000 bonus now and a raise in FY 20 of \$22,500.

8. The following three individuals who are retiring from WCJC were honored. James Bullock with 37 years of service, Mary Kay Price with 30 years of service and Gene Bahnsen with 60 years of service.

To view the board meeting packets, visit <https://www.wcjc.edu/About-Us/administration/board-of-trustees/Board-Meetings.aspx>

**C. Report on Extended Cabinet Meeting** – No meetings were held during the summer.

### **D. Report on Student Success Council**

#### **June 4th**

1. VP Allen provided an update on the status of the Action Plans from the student focus groups. Members of the SSC where asked to provide additional input and suggestions. The input from SSC will be discussed at the next SSC meeting and will be presented by VP Allen as part of her presentation during the faculty development sessions held during convocation week.

2. The various fliers for the vocational programs have been updated and made ADA compliant. In the future the fliers will be updated by the Dean of Vocational Instruction.

3. SSC determined that an “owner” needs to be designated to oversee College Scheduler.



4. SSC also determined we need to streamline the process for making changes to Web pages. The current process that requires multiple individuals to approve the changes is too cumbersome.

5. SSC members worked with VP Allen to make changes and suggestions based on the ICAT data. VP Allen will provide this information at the next SSC meeting and at faculty development during convocation week.

6. QEP update: As previously reported WCJC has revoked its contract with EAB and is working to see if Banner can provide the services needed to implement parts of the QEP. IT is currently working on Banner training. In the meantime, some of the QEP strategies are being revised. During July VP Allen will work on summarizing the year one accomplishments of the QEP. The QEP implementation team will be working on revisions to the QEP based on the revocation of EAB and the possible substitution of Banner.

7. Several changes will be made to the website, college forms and Banner based on the results of the Secret Shopper Report.

8. WCJC HB 5 and HB 223 results were discussed. The English reports were promising. The Math reports were not as strong, but changes are being made to help address the issues identified. One major issue in Math seems to be communication to both the instructors at the HS and the students about the expectation for the participants.

#### **July 9th**

1. Fliers for the vocational programs have been developed and distributed to the advisors. SSC members complimented Sara Fira on a job well done. These documents have been helpful for advising and can also be used for recruitment.

2. VP Youngblood stated that updates to College Scheduler are automatic. WCJC needs to follow up on the videos that accompany the product to see if they can be helpful to either students or advisors. Once the new Dean of Student Success is hired, they will be responsible for oversight of this program.

3. VP Allen has updated several of the web pages on the college web site and will continue to work on updates as time and permission allow.

4. QEP Update - due to the loss of EAB the QEP implementation committee will have to greatly revise the strategies involved. For now, the implementation is on hold while pathways are revised and until we hire a new Dean of Student Success. No advisors will be assigned for the fall of 2019.

5. WCJC is making progress with HB 5. Several more math pathways have been added for the students needing the developmental math sequences and steps will be made to reach out to the HS math instructors to provide them with additional training and resources to improve the success rates for these classes.

6. Several WCJC faculty and staff attended the Pathways VI Institute. Under the guidance of VP Allen, we are using more of the features or ZOGOTECH to identify classroom spaces and teaching needs for upcoming semesters. It is in the works to try to implement a system where students can register at the end of the spring semester for fall classes. It was noted by several in attendance that this will mean that the HS will need to be more proactive in providing accurate information and more attention will be needed to provide strategic classroom allocation.

7. There was a vigorous discussion of the issues presented by the parking and bookstore situation at the Sugar Land campus. At this time, we cannot get books for our students at the SL bookstore nor had any information been disseminated on how students, staff and faculty will receive their parking stickers to avoid being ticketed during the first several weeks of the fall semester.

**E. Report on Longevity Task Force**

VP Leenhouts, chair of the longevity and compensation task force left WCJC over the summer. The task force which was charged with examining the current longevity compensation practice at WCJC as it compares to peer institutions presented a proposal to the Executive Cabinet during the Spring 2019 semester. The VPs made comments and suggestions on the Task Force Report. One of their main concerns pertained to funding the proposal. The VP recommendations reside with President McCrohan. The next step is for the Executive Cabinet to report on the status of the longevity compensation proposal to the Extended Cabinet. Question: Is this an item FC would like brought to Extended Cabinet?

3.

**Other**

**A. Clinic, Lab, Studio, and Practicum Pay**

The inquiry has to do with how much preparation time is spent outside the lab. David Camejo is gathering info from the Chemistry and Physics departments. Peter Anderson has the information for the Geology department. Andrew Berezin provided data for Biology. Peter will speak with Franci Bay and Gary Bonewald to gather information from the vocational areas.

**B. Program Manager/Dept. Head Summer Pay** – Franci Bay moved to address this item at the next FC meeting to allow for discussion. Gary Bonewald seconded. FC unanimously approved. Franci and Liz will be working on this issue to move forward. As there are several new Department Heads, their input should be solicited before further action is taken.

**C. ADA Accommodations Clarification**

Faculty have raised concern about accommodations and would like clarification about processes and language.

Q. How are accommodations determined?

Q. Can terms used in the instructions be defined for consistency?

Q. Who is responsible for making certain accommodations such as providing oral exams? There is disagreement whether it should be the responsibility of individual faculty, the Testing Center, or Disability Services.

Michele Betancourt will be offer training on providing an oral exam during the January workshops.

Q. Can Disability Services provide standard guidelines for accommodation instructions? For example, what is meant by large font.

Q. Where is the line between accommodation and favoring? For example, the use of notes and books on an exam being indicated as an accommodation.

Questions were also raised about the leniency of absence form provided by Dr. Flannigan. As a result of time constraints, further discussion of this item is postponed until the next meeting.



	<p><b>D. ADA Student and Faculty Safety Issues</b> Faculty have raised concern about assisting students during an emergency. Areas of concern include facilities, communication, and responsibility. Susan Denman Briones suggested that this issue be addressed by the Safety Committee. As a result of time constraints, further discussion of this item is postponed until the next meeting.</p> <p><b>E. Bookstore Issues</b> – item moved to next FC meeting for discussion.</p> <p><b>F. Security – RAVE</b> Several part time faculty and students have indicated that they have had trouble signing up for the system. See VP Kocian’s email sent Sept. 9 regarding issues with the service. Question: Is this an item FC would like brought to Extended Cabinet?</p> <p><b>G. FC representation on Student Success Council.</b> a. Chair requested approval for Vice Chair to attend Student Success Council meetings as they conflict with his teaching schedule. FC approved the Vice Chair to represent FC at these meetings.</p>
4.	<p><b>Extended Cabinet Items</b></p> <p>A. Safety Issues with RAVE. Monitors have been installed but are not yet operational. Other security updates.</p> <p>B. Longevity – Status of proposal sitting with the Executive Cabinet.</p> <p>C. Book Store – Request for clarification of the process for ordering books for the spring semester.</p>

**Action Items**

	Description	Responsible Party	Due Date/Status
1.	Schedule Fall meetings	Liz/Peter	End of Sept.
2	Send out Fall meetings schedule and calendar invites	Marissa/TK	End of Sept.
3.	Submit FC items for discussion at next Extended Cabinet Meeting	Peter/Liz	Sept.
4.	Take item regarding ADA student and faculty safety issues to Safety and Security Committee	Peter/Liz/TK	Before next scheduled FC meeting.

**Adjournment**

Meeting adjourned 4:22 pm

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Chair

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Date