

Faculty Council Minutes

Date	Tuesday, September 18, 2018
Time	3:30 pm
Location	Wharton-CDC; Richmond-138; Sugar Land-201A; Bay City-112; online via Blackboard Collaborate

1. Attendees

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

2. Agenda

	Description
1.	Determination of a Quorum & Call to Order
2.	Old Business <ul style="list-style-type: none"> A. Approval of Faculty Association Minutes (8/24/18) B. Report on Board of Trustees Meeting C. Report on Extended Cabinet Meeting D. Report on Student Success Council E. Report on Longevity Task Force
3.	New Business <ul style="list-style-type: none"> A. Election of Officers B. Appointment of Faculty by FC to the following committees <ul style="list-style-type: none"> a) Contracted Student Services b) Faculty Evaluation Committee c) Summary Appeals Committee d) Technology Advisory Committee C. Making the WCJC Campus "Green" D. Program Manager/Department Head Summer Pay E. Contract Signing Process F. Employee Banquet G. On-Line Teaching Protocol or Regulation
4.	Other
5.	Adjournment

3. Information Items

	Description
1.	Determination of a Quorum & Call to Order – Quorum met meeting called to order at 3:40 pm
2.	Old Business <ul style="list-style-type: none"> A. Approval of Faculty Association Minutes <ul style="list-style-type: none"> • Minutes were approved. B. Report on Board of Trustees Meeting <ul style="list-style-type: none"> • Rexford provided notes (see attached) on the various meetings held over the summer. • FC will thank the Board and the President for the step increase raise.

	<ul style="list-style-type: none"> • The progress of the baseball stadium to be built with donated funds was discussed. • Several faculty members have retired, and several others have been promoted from temporary full-time to full-time. <p>C. Report from Extended Cabinet Meeting</p> <ul style="list-style-type: none"> • Students and faculty present at the meeting asked that the hours for the Fitness Center be reexamined to increase the numbers of open hours. • See attached notes for other items discussed. <p>D. Report from Student Success Council</p> <ul style="list-style-type: none"> • The presentation made during convocation explaining the QEP and the progress and future direction of the QEP is the update from the SSC. • Rexford also added that the SSC is working to try to improve the placement of the students in the remedial writing, reading and math programs. <p>E. Report on Longevity Task Force</p> <ul style="list-style-type: none"> • The Longevity Task force meeting scheduled for 9/18/18 was cancelled. • Rexford reported that there is a mechanism for entering Longevity Pay into the Banner system which has been used to make the adjustments to the ADN nursing faculty pay. • This same mechanism should be available to adjust the pay of all faculty, thus, removing the previous obstacle of identifying how to load longevity increases into Banner.
3.	<p>New Business</p> <p>A. Election of Officers:</p> <ul style="list-style-type: none"> • The following individuals were elected by acclamation to the offices listed below Secretary: Marissa Saenz Vice Chair: Sean Derrickson Chair: Liz Rexford <p>B. Appointment to Committees:</p> <ul style="list-style-type: none"> • The following individuals were appointed by acclamation to the committees listed below: Contracted Student Services: Franck Becak Faculty Evaluation Committee: Jeff Tix and J.B. Groves Summary Appeals Committee: Pam Armentrout and L. Rexford (alternate) Technology Advisory Committee: Peter Anderson and Frank Becak <p>C. Making WCJC Campuses Green:</p> <ul style="list-style-type: none"> • Rexford mentioned that ink cartridges are being recycled at all four campuses by Phi Theta Kappa. Faculty can send these through campus mail to Rexford or Andrew Berezin to be recycled. • Rexford noted that the Wharton campus has paper bins for recycling and that there is a recycling container by the Bookstore at the SL campus. • Currently there are no efforts to recycle bottles or cans at the Wharton and Richmond campuses. This idea will be presented to the SGA chapters at both campuses and to the Outdoor Club at the Wharton campus. • The item will be taken to Extended Cabinet to see what other efforts could be made. <p>D. Program Manager/Department Head Summer Pay</p> <ul style="list-style-type: none"> • Rexford stated that several program managers and department heads contacted her this summer about having to do advising, scheduling and other administrative duties during the summer without pay. Many of the individuals serving in these offices are 9- or 10.5-month contract employees. For those in the vocational areas the additional advising duties during the summer without pay were an issue.

	<ul style="list-style-type: none"> Rexford will work with the FC to survey existing program managers and department heads to see what type of contract they are on (9/10.5/12-month) and see how they feel about FC advocating for summer pay or making uniform contracts or some other option to be determined. <p>E. Contract Signing Process</p> <ul style="list-style-type: none"> Several faculty members were unhappy with the current contract signing process that requires faculty to stand in cramped quarters, where they cannot see if they are in the appropriate line and have no time to read the contract. FC will suggest that the signing lines be moved to a more spacious location in the student center. FC will also request that electronic versions of the contract be sent to faculty during convocation week so that faculty members can read, sign and return their contracts in a timely manner. Rexford, Derrickson, and Anderson will discuss this with HR. <p>F. Employee Banquet</p> <ul style="list-style-type: none"> Rexford received several requests to explore the possibility of serving alcohol at the banquet. Employees would pay for the alcohol. It was also suggested that the banquet also include a dance with a DJ. Rexford and Anderson will talk to HR about this. <p>G. On-Line Teaching Protocol</p> <ul style="list-style-type: none"> This item was originally requested by JB Groves to try to provide some uniformity in the expectations of students in on-line classes. Rexford suggested that DE has already prepared several documents and videos to try to address this issue. Groves will review these materials and report back to FC if he believes more action is needed.
4.	<p>Other</p> <p>A. Marketing</p> <ul style="list-style-type: none"> Several faculty commented on the lack of visible marketing of WCJC on local networks, in local publications or even on billboards. There is a concern that the lack of a vigorous marketing program may be contributing to the decline in enrollment and be detrimental to smaller or new programs that need greater community awareness about the programs benefits to the students and the community. Several faculty also inquired as to why WCJC does not have a more robust social media presence. It is unclear who is responsible for the social media campaign at WCJC. FC officers will investigate the current marketing practices and report to FC. <p>B. Banner Access for all Faculty</p> <ul style="list-style-type: none"> Several FC members suggested that it might be beneficial for more faculty to be trained on Banner and provided Banner access before the actual start of the full scale Student Success Coaches program. <p>C. Student Schedules at SL</p> <ul style="list-style-type: none"> It was suggested that the buildings at the SL campus be more clearly identified on a student's schedule and that during the first week of class an effort be made to identify the buildings by placing temporary signs on the doors, etc. <p>D. Future FC Meetings</p> <ul style="list-style-type: none"> Rexford asked those using the Collaborate system in their office or at home if they were satisfied with the process. Camejo warned that for those using both a phone and a microphone during the meeting it could be difficult to hear clearly.

	<ul style="list-style-type: none"> It was also determined that if the rooms can be secured, future FC meetings for the fall semester will be held on the first Tuesday of the month at 3:45 via Collaborate and rooms at each campus equipped with video conferencing.
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4. Action Items

1.	Secure FC meeting dates and rooms	Rexford	In progress
2	Post Faculty Association minutes to Intranet	Saenz	Completed
3.	Officially thank Brd of Trustees and President for raise	Officers	In progress
4.	Contact HR about contract signing process	Rexford, Derrickson and Anderson	In progress
5.	Report committee appointees to VP Collins	Rexford	Complete
6.	Contact HR about improvements to Employee Banquet	Rexford and Anderson	In progress
7.	Contact E. Malmberg and M. Feyen about current recycling activities	Rexford and Hutchinson	In progress
8	Construct list of PM and DH for survey on summer compensation	Rexford, Bay and Becak	In progress
9.	Signs for students at SL for spring	Derrickson and Acord	In progress
10.	Investigate current marketing process	Derrickson, Saenz and Price	In process
11	On-line teaching protocol	Groves	In process

5. Adjournment

Meeting adjourned at 4:00 pm

Chair _____

Date _____

BOARD OF TRUSTEES MEETING NOTES

May 15th Meeting

1. Quorum met.
2. New board members sworn in and elections for board officers. D. Gertson remains the Chair, the Vice-Chair is Amy Rod, and Secretary is Anne Hundle.
3. The retirements of Patrice Carter(History) and Earl Westerfield (Security) were recognized.
4. President McCrohan report that the WCJC initial SACs report was submitted and few revisions were necessary.
5. The April financial report indicated a 2% increase in revenue from the same time period last year. However, for the month we were in the red largely due to capital expenditures. The report did not indicate any cause for alarm.
6. Approval was given to extend the ROAR program with Wharton ISD. The program will be evaluated via long term tracking to see if it is effective. Currently a lottery system is used to select the roughly 25 students in the program.
7. Approval was given to solicit qualifications for an engineering and architectural firm to act as the WCJC representative during the Design/Build project for the baseball stadium estimated at \$20,000.00. Outside source funding.
8. Approval was given for the President to authorize and name an Evaluation Committee charged with reviewing all qualifications and proposals submitted for the construction of the baseball stadium.
9. Approval was given for the transfer of funds for the purchase of a 3 year prepaid subscription and license agreement with Weave Assessment Management Software for use in strategic planning functions and the submission of the SACSCCOC Focused Report and QEP. (\$37,800.00)

June 19th Meeting

1. Quorum met.
2. May financial report shows summer enrollment was not up. It was thought this might increase because summer Pell grants are back.

3. President McCrohan suggested that the new Pathways project may lead to increased enrollment.
4. The lease agreement with the University of Houston for the Sugar Land Campus was approved. An additional \$72,483.00 per year for the next three years was approved.
5. The Sugar Land campus fee was increased from \$6 to \$8 per semester hour. This should offset the increase in our rent for the SL bldg..
6. In the future U of H may build a parking garage at the SL campus. It is not yet clear how this will impact the WCJC students, staff and faculty at this campus. The college will negotiate an arrangement when this happens.
7. Approval was given to hire Abel Design Group to develop plans and bid specifications for construction of a circle drive leading to the Fine Arts building.
8. Approval was given to write off student accounts receivable balances of less than \$500.00.

July 17th Meeting

Budget Workshop Notes

1. It is the intent of the administration to recommend salary increases to include one longevity step and one step addition to the salary scales. Adding approximately \$400 thousand to the budget.
2. At present the budget is balanced but it will be before the actual August budget hearing.
3. The position of Fitness Center Manager is being reinstated.
4. Two new positions were requested a Custodian and a Systems Analyst.
5. No major repair items are budgeted.
6. President's Discretionary Fund = \$600,000 composed as follows. Reserve for emergency items \$240 thousand. Reserve for Part-Time Salaries \$160 thousand and \$200 thousand in the Strategic Plan Initiatives fund "to be allocated to the various departments that apply for, and are approved for, initiatives that relate to the strategic plan."
7. An increase in the Credit Student Tuition and Fee Revenue for Sugar Land students will generate \$110 thousand in revenue.

8. There is no change in the State Support of \$9,373.136.

Regular Board Meeting Notes

1. All members of the Board were present.
2. The financial reports for June show that revenues were up 1% although June is not a big revenue month. Expenditures have increased because of capital improvements.
3. The new budget presented during the workshop reflects any possible insurance increases which would not be passed on to the employees.
4. The investment report was provided, and the college currently has about \$44 million in investments.
5. Two scholarships were approved. The Lloyd Rest Memorial Scholarship with about \$250 thousand will fund Allied Health and Pre-Allied Health students. The Jordyn Kaylee Walther Scholarship with about \$11 thousand will fund Early Childhood Education members at the SL campus, where the student the fund is named after attended WCJC.
5. The SmarThinking contract and the annual hardware and software maintenance contracts were approved.

August 21st Meeting

Budget Comment Meeting Notes

1. A quorum was present no members of the public were present for comments.
2. The board approved the budget as presented which was balanced.
3. The approved budget includes a two-step increase for staff and faculty.

Regular Board Meeting Notes

1. A member of the community had submitted a letter to the Board to consider instating a women's softball team. The Board determined that, at this time, the money was not available to start a team. All athletic teams can only be funded from auxiliary funds and at the moment these funds are used for the existing three sports teams.
2. The Board will have a retreat sometime in the future to discuss the options and feasibility of the options for the Sugar Land Campus and UH partnership. The retreat will most likely be held after the SACs visit. President McCrohan

will have data on the options for the retreat. UH has offered us land but the land would not be ours in perpetuity.

3. The retirement of Robert Wolter was recognized.
4. President McCrohan provided a SACs update for the Board members. A QEP presentation will be made at the Sept. Board meeting.
5. For the month of July the college's revenues were down but the college is not running in the red. The decrease in revenues is the norm for July. We also had higher expenditures due to capital improvement projects.
6. The Board approved contracts for the design and build specifications for the new baseball stadium as well as a contract for Freese and Nichols to represent the school during the negotiations and construction portion of the proposed field.
7. The contract with Blackboard was renewed.
8. Summer II overloads were approved.
9. Salary adjustments for the nursing staff were approved.

EXTENDED CABINET NOTES

Meeting Date: 4/12/18

Faculty Issues:

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. The preferred time is noon to two.

Rexford asked for clarification on a number of security issues. If lights are out in the parking lot or in the vicinity of your building you should contact the building supervisor or campus director. If students approach faculty members with security concerns they may either talk to the campus supervisor, the security officer on the campus or submit an anonymous report via the link on the security web page.

Rexford discussed the fact that the links to downloadable forms do not work on the IE web page. A ticket was submitted earlier this semester, the issue was reported as fixed, but the links still do not work. Rexford also reiterated the issues with disappearing e-mails and the complications of multiple browsers. WCJC does allow staff and faculty to use browsers other than IE if you need to have these installed you can call your IT representative. You can also call the IT help desk for e-mail issues. IT stated that all browsers should interface with your outlook e-mail box and that it may simply take a while for certain e-mails to arrive. Faculty and staff are urged to also check their spam and quarantine boxes.

Student Issues:

(Six SGA students were present representing the Wharton and Richmond campuses)

Students voiced concern 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 land line phone and they can always call security on that number. Additionally, 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 to 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 life style. 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 lap tops but no printers. The library often closes before they can print out their papers. President McCrohan indicated that the issue will be revisited.

Students also talked about the lack of reliable internet connectivity in the dorms and how this has become an issue because of the use of the Respondus system. This too will be revisited by administration.

Staff Issues

No Staff Issues were presented

Concluding Remarks

President McCrohan complimented several students in attendance about the 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 student thanked the college administration for securing the vending machines.