



DETAILS	
Date	March 5, 2024
Time	3:15 pm
Location	CDC Room and Zoom

**I. Attendance**

ATTENDEES						
Chair	Elizabeth (Liz) Rexford					
Vice Chair	Peter Anderson					
Secretary	Haydee Ruiz					
Attendance	Member	Present	Absent	Member	Present	Absent
	Marci Espinosa	X		Karl Johnson	X	
	Gina Wilson		X	Frank Becak		X
	Jeff Tix	X		Muna Saqer	X	
	Matthew Tougas		X	Hector Weir	X	
	Joseph Reeve	X		Kenneth Grubb		X
	Latasha Herndon		X	Amber Barbee	X	
	Melissa Moore	X		Jessi Snider	X	
	Justin Guidry		X			
	Haobo Yang	X				
Others Present						

**II. New Business**

DISCUSSION
<p><b>1. <u>Approval of Board of Trustee notes and Extended Cabinet notes</u></b></p> <p>Liz wanted to clarify that there was a question from a Board member regarding overload and Department Head/ Program Director pay. The President was able to provide an answer in regards to overload pay, but the question regarding Department Head/ Program Director pay was not really answered, as Leigh Ann was not present at the meeting. However, the Department Head/ Program Director's pay was approved. The Board member questioned why Department Heads/ Program Directors were being paid if they were supervising very few faculty.</p> <p>A motion from Hector Weir, seconded by Joseph Reeve, to accept the notes as written and to include them in the minutes was made. The motion carried with all in favor.</p>
<p><b>2. <u>Faculty Compensation</u></b></p> <p>Liz previously asked Faculty Council members to have conversations within their respective divisions. Liz asked the Faculty Council members if any suggestions were made.</p> <p>Liz and Peter will be sitting down with TK to discuss "Longevity-based step increases". Liz provided an example but feels if this method is adopted administration would be able to budget for it yearly. Liz pointed out that longevity is already being measured to get the bonus at the</p>

employee banquet. Liz commented that this compensation is a slight departure from the previously suggested compensation methods (10 ½-month contracts, performance incentives).

Joseph feels that it is reasonable and pointed out that salaries are not competitive, and faculty retention is an important factor. Liz commented that faculty recruitment can be affected.

**3. Banner Task Force**

Melissa sent Mr. Jerry Martinez an email stressing the need to continue having a conversation regarding scheduling conflicts between the Sugar Land and Richmond campuses. Melissa's email included the safety and faculty concerns, and is currently waiting to hear from Mr. Martinez as to when a meeting can be scheduled. Liz would like to see a solution before the fall registration begins. Liz suggested that a meeting be held before the April FC meeting to move forward on the issue. This issue could impact the retention of students and faculty schedules.

Liz provided an overview of why the task force was created. Liz explained that it was brought to the attention of both the Richmond and Sugar Land campus instructors, that students are no longer prevented from registering for courses that only have a 10-minute window between campuses. Issues like student safety and class disruption were discussed with Mr. Martinez. Mr. Martinez commented that students need to learn to how to properly schedule their courses. Liz pointed out that if students are alerted of the situation while they are registering for courses, the students will have the opportunity to look for alternatives, and possibly low enrollment courses would run if this student was given an alert. If the student is not given an alert, the student only has a day to make schedule changes, and an alternative course might be filled.

There was a discussion regarding the topic. Jeff stated that students need to learn how to create a schedule by looking at a list of classes. Melissa pointed out that first-time college students do not know how to look for certain criteria. Melissa stated that students are not learning how to create schedules in high school, and at times need to be taught how to filter through the selection. Melissa commented that understanding how to create schedules could help the students as they transfer to a university setting. Joseph commented that students aren't clear that they are registering for courses on two different campuses. Melissa pointed out that the schedules printed from Banner at times do not show all of the information the student needs, in regards to class locations. Melissa also stated that there are several other Banner issues to be addressed, such as student registering for two math classes in the same semester, when one class is a prerequisite for the other. In summation, there are Banner issues regarding scheduling to be fixed or addressed as quickly as possible.

**4. Turnitin**

Liz stated that the Turnitin rebuilding of assignments error was fixed. Several Faculty Council members are part of the committee which will soon meet to look at alternatives.

**III. Old Business**

**DISCUSSION**

**1. Program Director, Department Head Summer Pay**

Liz commented that Leigh Ann was out of the office these past 3 weeks, but FC officers will reach out to schedule a meeting after spring break.

## **2. Social Media Issues**

Liz commented that President McCrohan was out of town for meetings, but FC officers will reach out to schedule a meeting after spring break.

## **IV. Extended Cabinet Items**

### **DISCUSSION**

#### **1. Agenda Items for March Extended Cabinet**

Liz mentioned that the following topics will be placed on the March Extended Cabinet agenda, and asked if any member wanted to add additional items. Members did not have any additions.

- a. Update on Richmond Expansion
- b. HB8 Response Plan

## **V. Other Items**

### **DISCUSSION**

#### **1. Safety and Security**

Liz provided a summary of the Safety and Security meeting she attended.

- “In An Emergency” laminate signs were placed throughout the campus. WCJC is still seeking permission to place these signs at the Sugar Land campus.
  - Jeremy has extra laminated flyers in English and Spanish, please reach out to Jeremy.
- A nighttime patrol officer for the Wharton campus was hired.
- Security received approval for a communication specialist position. A recommendation was made and will start soon.
- The results of the safety and security audit were discussed. WCJC is in compliance, most of the issues found were environmental such as lighting issues.
- Jeremy is trying to create MOUs (Memorandums of Understanding) for various school districts and communities where WCJC campuses exist.
- Jeremy will be providing more training.
- Discussion of faculty needing to be proactive in reporting student behaviors, cannot remove student if no documentation. Dean McPherson has asked that faculty fill out the appropriate forms or reach out to her office if they have disruptive students.
- Rave alerts can be sent by the Executive Cabinet, the VPs, the Deans, Rachel Bahnsen, Gus Wessels, and Lindsey McPherson.
- Rave alerts will have headings, to alert the faculty on how to react the heading will match the “In An Emergency” language. Rave alerts that are tests will also be identified as such.
- There was also a discussion of providing more “situational” training during professional development day for Faculty to help provide more “real life” scenarios of how to deal with disruptive students and how to use items in classrooms for protection during an emergency.

#### **2. Sugar Land Breakroom**

Joseph was approached by other faculty members at the Sugar Land campus regarding the appliances in the breakroom area. The previous appliances were the personal property of a former faculty member and were removed. Joseph inquired who he could talk to. Liz commented to reach out to Georgeann, the campus director. Liz also suggested that another solution was to get donations from faculty to buy the items.

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**1. Action Items**

<b>ACTION/DISCUSSION ITEMS FOR THE NEXT MEETING</b>	<b>OWNER</b>	<b>DUE</b>
Banner Task Force to meet with Mr. Martinez	Moore/Reeve/Tix	March
Banner Task Force to report to Faculty Council	Moore/Reeve/Tix	April
Schedule a meeting with LAC and President McCrohan	FC Officers	March
Meeting with TK regarding faculty salary compensation	FC Officers	March
Submit Extended Cabinet Items	FC Officers	March

**2. Adjournment**

<b>ADJOURNMENT</b>	
1. The meeting adjourned at:	3:46 pm
2. Signature Approval:	Elizabeth (Liz) Rexford

## Board of Trustee Notes

Feb. 20, 2024 Meeting

1. Quorum established. Previous meeting minutes approved. NO citizen comments presented.

2. Special Items:

- March 19<sup>th</sup> meeting moved to March 26<sup>th</sup>.
- No Board Committee reports.
- President McCrohan and two board members attended the National Legislative Summit. At the summit Pell Grant funding was discussed. Board members met with both Texas Senators and some of the Texas Representatives.

3. Presentations, Awards and President's Report

- Retirement resolutions were recorded for Michele Smith, McCoy Davis, Lupe Moreno and Alex Garcia.
- Central Appraisal Report: Apparently the county made a mistake in the appraisal by overestimating the part of the Needville district that was actually in Wharton County. This may be net loss of 160 K in revenue.
- Physical Plant Update: Weather permitting, work will continue on the Fine Arts building and the refurbishment of the elevator on the Richmond campus is still being scheduled.
- The Board will have a retreat on Friday, Feb. 23<sup>rd</sup> at the El Campo County Club at the retreat updates to the strategic visioning statements will be reviewed. President McCrohan will also present an update on HB 8. Priorities for the next year will be identified.

#### 4. Reports to the Board

- No Student Success report.
- The Financial Report for January did not reveal any real concerns. The college is not that “far off” from where it was at this time last year. Direct comparisons are difficult because of the new funding mechanism.

#### 5. Consent Agenda

- Dr. Metcalf originally pulled the following items off the consent agenda to be discussed.
  - ✓ Approval of the establishment of a standard fee of \$55.00 for in-district and \$63.00 for out-of-district dual credit hours. President McCrohan explained that this was necessary due to the various actions of the state legislature and that the dual credit schools partnering with WCJC were aware of the change.
  - ✓ Approval of attached resolution concerning Ad Valorem Tax Exemptions. President McCrohan explained that the current exemption is \$10 K and covers senior citizens, veterans and the disabled and the cost to the college is figured into the budget. Dr. Metcalf wanted to explore the possibility of raising the cap to \$ 20 K to provide more relief. After a vote the original resolution was approved because of the time constraint (approval needed by end of Feb.) and because it was not clear of the financial implications of any change. This issue will be examined at a subsequent Board meeting for possible action for the next fiscal year.

- ✓ Approval of the contract with Strata Information Group to continue using staff augmentation services for Cybersecurity. VP Allen explained that the former service used by the college was suboptimal and that this contract reflects an interim contract to make sure the services provided are adequate and will last until the next fiscal year when a full-year contract will be requested. VP Allen stated that the Strata group is doing an excellent job and has been very useful in a number of areas to provide additional support for the IT dept.
- ✓ Approval of department head compensation for spring 2024. Dr. Metcalf questioned paying department head pay to departments with only a few part-time or full time members. VP Collins will be meeting with Dr. Metcalf to explain this issue. Dr. Metcalf did pull her request and this item was approved.
- ✓ Approval of spring 2024 overloads. Dr. Metcalf asked about what an “overload” constituted. President McCrohan answered the question and this item was also approved.
- ✓ Office of Strategy, Enrollment Management and Technology. This item was not meant to be on the list as it had been previously discussed and will also be on the retreat agenda.
- The consent agenda in its entirety was approved.

6. Meeting adjourned. There was no Executive Session needed.

## Extended Cabinet Notes

February 15, 2024

Quorum established. The entire meeting was devoted to the preview of the new web page. No attendees were allowed to ask questions. It should be noted that prior to the meeting, FC sent agenda items asking specifically for the preview to show important links for the faculty so they could access employee downloadable form, Brightspace, online services and the intranet. There were over 86 participants at the meeting.

The first 30 minutes of the meeting were devoted to explaining the process for developing the web site and to provide some background information on the company that developed the web page. The key takeaways are the that the new page be mobile friendly, student oriented, dynamic and updatable

Towards the end of the meeting some of the key access points for the faculty were eventually identified. Ms. Carter did ask the presenters to cover some key aspects for employees but that request was not really honored. The demonstration mostly covered pages that students would navigate to.