

Faculty Council Minutes

Date	Thursday, March 2, 2017
Time	3:40-4:40pm
Location	Wharton-CDC; Richmond-138; Sugar Land-201A

1. Attendees

Role	Name
Chair	Elizabeth Rexford
Minutes Taker	Marissa Saenz
Attendees	Wharton: Alyson Matheaus, Amanda Smith, Debbie Lutringer, Jeff Shine, Jennifer Jeffery, Liz Rexford, Marissa Saenz, Shelly Mayfield, Sharla Walker Richmond: Jeff Tix Sugar Land: Amanda Celaya Celaya, Anna Patrick, Dale Neaderhouser, Wiley Parkman
Absent	David Woods, Frank Becak, Natalie Pittman, Susan Denman-Briones, Willie Myles
Guests	None

2. Agenda

	Description
1.	Determination of a Quorum – Meeting called to order at 3:40pm.
2.	Old Business <ul style="list-style-type: none"> A. Updates on Extended Cabinet Meeting B. Updates on Longevity/Part-Time Pay C. Update on IT Issues D. Update on RAVE (emergency alerts) E. Update on Board of Trustees Meetings
3.	New Business <ul style="list-style-type: none"> A. College Regulations <ul style="list-style-type: none"> a. REG 372 Facilities Usage by Student Groups b. REG 613 Early Admission for High School Students c. REG 878 Drug-Free Workplace and Alcohol Abuse Policy B. Faculty Advising C. College Handbook D. Employee Banquet
4.	Other
5.	Adjournment

3. Information Items

	Description
1.	Old Business <ul style="list-style-type: none"> A. Update on Extended Cabinet Meeting The Extended Cabinet has not yet met this semester. The February 16th meeting was cancelled. The next meeting is scheduled for Thursday, March 23 at 3pm. B. Update on Longevity/Part-Time Pay The Longevity Compensation Task Force has not yet met this semester. Faculty would like an update. Shelly Mayfield made a motion to address in Extended Cabinet by requesting that the committee meet. Alyson Matheaus seconded. Liz Rexford will raise the issue at Extended Cabinet. C. Update on IT Issues Liz Rexford and Jennifer Jeffery met with the President on March 1 to secure

information about the computer outage that occurred at the beginning of the semester and the restoration process.

Outcomes from the meeting:

- Communication/Information dissemination
 - More information should be disseminated and it should be communicated sooner.
 - Information should be sent out from a definitive source, such as the President in order to avoid confusion from conflicting information being sent out from multiple sources.
 - Information should be targeted towards its audience (students, staff, faculty, and administration)
- Technology/Tools
 - Faculty need to be made aware of what back up tools to use and when they will be available (flash drives, external hard drives, etc.)
 - Burnet Drive was restored as of February 23 to an April 2016 backup; information stored between those two dates is not recoverable
- Next Steps
 - Develop protocols for cyber security in the future
 - A committee (most likely the Safety and Security Committee) that is charged with this responsibility should include faculty and staff representation from all campuses and may need to include students on special task force
 - Results from the cyber security group that is working with IT to resolve these issues should be shared
 - Additional training to manage these kinds of situations will be provided to IT
 - The possibility of adding IT staff will be considered

Questions and Concerns raised by Faculty

Was the FBI contacted?

Was health information obtained?

What do we do about patient's records that are missing?

What about data that is used for accreditation?

Is there compensation available for IT support staff to work overtime to help departments resolve issues?

Was there notification sent out to external contacts the college works with? We weren't receiving email and have no idea what emails we didn't receive? Same applies to voice messages. Outside contacts we work with had no idea what was going on and it reflects poorly on the individuals within the college that work with outside parties.

Why was the information not being backed up regularly?

Is there a protocol for the college to follow in incidents like this?

Why wasn't an alert sent out to mobile devices, which was the only form of communication we were able to receive at that time?

Is the burnet info lost forever?

Responses

- President McCrohan indicated that there is no evidence that personal information was compromised.
- At the last board meeting, the administration indicated that everything was back up and running.
- The Burnet Drive was backed up to April 2016.
- At the February Technology Advisory Committee Meeting someone

inquired about the backing up of the Burnett Drive and the response given was that the drive is backed up weekly.

- There is an IT contingency plan

Additional Concerns raised by Faculty

There is a discrepancy between what we've been told, what actions were taken, and what the protocol in the IT contingency plan states. Why are we not following our protocols?

There is outdated contact information listed online. How are people supposed to know who to contact and who is sending out accurate information?

D. Update on Rave (emergency alerts)

On Valentine's day there was a delay in messages that went out to students regarding the weather situation.

Jeff Tix suggested that a communication plan at the division level can be used to deal with emergency situations. The Division of Communication and Fine Arts is working on one and could be shared with others.

Q. Isn't this the responsibility of the Safety and Security Committee?

Q. When was the last time they met?

Alyson Matheaus suggested that building supervisors be included on the Safety and Security Committee.

Liz Rexford replied that the request was brought up with the administration and denied.

Recommend Rave be tested once a semester after student college info updated to be prepared when an actual emergency arises.

Q. Can message be definitive, indicate a delay or closure?

Q. Why was Rave not used to notify campuses of network outages on the first day of classes? The IT Technology Business Contingency Plan includes an "incident which has disabled or will disable, partially or completely, the central computing facilities, and/or the communications network for a period of 24 hours" as an incident that requires action. Shouldn't part of that action include communication to those being impacted by the incident?

E. Update on Board of Trustees Meeting

- February 2017
 - Kathy Kresta and Delia Martinez were recognized; both are retiring.
 - The IT department was recognized for their outstanding response to the network failure at the start of the semester.
 - Students, staff, and faculty who attended Community College Day in Austin were also recognized.
 - Mike Feyen provided an update on the storm drainage from the February 14 storm.
 - Financial reports show that WCJC is in the black and have almost the same amount of revenue hours as we had last year.
 - Fees for students living in the dorms will increase slightly to meet the increase in costs for dining hall services.

	<ul style="list-style-type: none"> • January 2017 <ul style="list-style-type: none"> ○ The Board did not approve the “Approval of a Memorandum of Understanding with WISD” for the baseball field. The Board asked that the Athletic Department look into the possibility of renting the new field in El Campo. ○ The Board approved the contract with ABEL Design Group to draw up a new master plan to include all college campuses. ○ The Board approved the contract with Dowley Security Systems to provide security updates.
2.	<p>New Business</p> <p>A. College Regulations – Please review. If have any concerns, contact Liz.</p> <ul style="list-style-type: none"> a. REG 372 Facilities Usage by Student Groups There was discussion about how the change in this regulation will affect students. b. REG 613 Early Admission for High School Students c. REG 878 Drug-Free Workplace and Alcohol Abuse Policy <p>B. Faculty Advising The consultant will be visiting. Liz has asked to meet with the consultant. The faculty recommend that the consultant visit all the campuses to better understand the unique populations we serve and see the difference in space.</p> <p>Q. Is there an implementation day for faculty to begin advising? A. Depends on the final QEP.</p> <p>C. College Handbook The faculty request to be notified of changes made prior to signing the acknowledgement.</p> <p>D. Employee Banquet HR has requested that Faculty Council provide representatives to judge the costume contest at the banquet as well as lend a hand to clean up afterwards.</p> <p>Sharla Walker and Alyson Matheaus volunteered to help.</p>
3.	<p>Other</p> <p>WCJC Technology Refresh Plan The refresh plan, revised in 2014 states that WCJC’s network servers are on a 4 year refresh plan and that the management information system (MIS) servers are on a 5 year rotation. What is the status of this? Can we verify when the refresh occurred or will occur?</p> <p>Information Technology Business Contingency Plan The date printed on this plan is 2008. Shouldn’t a plan like this be reviewed and updated regularly as needed?</p> <p>Faculty Contracts During the faculty association meeting in August, faculty raised issue with not being able to see the contracts prior to signing at convocation, would like more time to read through.</p> <p>Misc. Q. Is there a protocol for the death of a student?</p>

Q. Is there a protocol for death of faculty/staff?

4. Action Items

	Description	Responsible Party	Due Date/Status
1.			

4. Adjournment

Jeff Shine moved to adjourn. Sharla Walker seconded. Meeting adjourned 4:40pm.

Chair _____

Date _____