



# Wharton County Junior College

## Extended Cabinet Minutes

Item	Description
Date	February 15, 2018
Time	3:00 P.M.
Location	Library Curriculum Development Center

### 1. Attendees

Role	Name
Chair	Bryce Kocian
Minute Taker	Deanna Feyen
Attendees	Bullock, James; Clayton, Rhonda; Collins, Leigh Ann; Emmons, Tracy; Feyen, Mike; Leenhouts, Dave; Malmberg, Eric; Mathews, Robby; Regan, Tommy; Rexford, Liz; Saenz, Marissa; Shine, Geoffrey; Stavinoha, Natalie; Terronez, Danny; Valentinis-Dee, Catching; Voulgaris, Emily; Ward, Cindy; Wessels, Gus; Wolter, Robert; and Wuthrich, Philip
Absent	

### 2. Agenda

	Description	Date	Participants
1.	Call to order		
2.	Approval of Minutes		
3.	Faculty Items 1. Richmond campus vending machines – survey results 2. Copier concerns 3. Early Alert System 4. Fitness Center – hours 5. Access to Microsoft Free Software		
4.	Staff Concerns		
5.	Student Concerns 1. Fitness Center hours 2. Dorm students – 12 hour rule		
6.	Other Items: None		
7.	Adjourn		

### 3. Information Items

	Description	Date	Participants
1.	The meeting was called to order at 3:00 P.M. Bryce welcomed everyone.		
2.	Approval of Minutes No minutes		
3.	Faculty Items: 1. Richmond campus vending machines – survey results <ul style="list-style-type: none"><li>Liz gave the results from the survey – 51 faculty responded (2 against and 49 for vending machines). Liz requested to move</li></ul>		

	<p>forward on placing the vending machines upstairs at the end of the hallway.</p> <p><b>ACTION:</b> Leigh Ann will meet with the President to discuss the request of vending machines at the Richmond campus and options of location of vending machines and the placement of the vending machines.</p> <p>2. Copier Concerns –</p> <ul style="list-style-type: none"> <li>Liz stated that the coin-operated copiers that the students use are not working. Philip stated that the copiers are working but will not take coins. Students can use the copiers as they are for now. Philip has notified the copier employees to come hook them up.</li> </ul> <p>3. Early Alert System –</p> <ul style="list-style-type: none"> <li>Liz stated that in January with the weather related closure, faculty received the message and the students did not. Liz asked that in the future either the students need to receive the message or the faculty need to be informed that the students will not be receiving the message so that they can inform their own students. The problem occurred with the mini-mester students who came to class only to wait 2 hours for the teacher to show up.</li> </ul> <p><b>ACTION:</b> Bryce will notify Betty of the request to notify students in the future or notify faculty that students will not be notified.</p> <ul style="list-style-type: none"> <li>Liz also made mention that information was posted on individual Facebook accounts before the official word from administration was announced. Liz received calls and told faculty to wait for the official word by administration.</li> </ul> <p><b>ACTION:</b> Leigh Ann will send a reminder to her employees and faculty make a statement at Convocation and at the Division and Department Head meeting the week of convocation.</p> <p>4. Fitness Center – hours –</p> <ul style="list-style-type: none"> <li>Liz stated that their original request for additional fitness center hours was for a two hour window at lunch. Many faculty are still in class from noon to one which is why the request is for a two hour window. Very few instructors have class from noon to two. Some departments cannot shut their offices down for all to go during a one hour window. Liz stated it would be nice to have the hours that were used in the past with prior fitness center managers.</li> </ul> <p><b>ACTION:</b> Bryce will discuss the issue with the President.</p> <p>5. Access to Microsoft Free Software –</p> <ul style="list-style-type: none"> <li>Liz stated that anyone with an “.edu” can go to Microsoft and download software for free. Several faculty members posted this on their syllabus and found out later that it has to be supported by WCJC IT department. Robby stated that IT does not have the manpower to support the free software. Robby also stated that students do not have access to Office 365. He is currently researching the issue. Office Online is available to employees.</li> <li>Liz stated that the employee directory is not working properly. When you try to email from the site, it tries to go through the old outlook. Students using this feature think that their email is</li> </ul>		
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	<p>going to the faculty member but it is not. The only way to make it work is going through Blackboard. Robby acknowledged that this is correct and the “mail to link” goes to the desktop email. IT is looking into the problem of outlook.</p> <p>Staff Items – None</p> <p>Student Concerns –</p> <p>1. Fitness Center Hours –</p> <ul style="list-style-type: none"> <li>Catching thanked the administration for the additional 30 minutes but they are looking for more. Catching explained the issues for the students. He stated that the students were very upset that the fitness center added time from 12:00 – 1:00 for employees only, without including students. Catching stated that it sent the wrong message to the students. Catching asked for more time in the afternoon when the students most likely did not have classes. He also stated that 12:00 – 2:00 would be a good time for students. Liz stated that these are the same hours that faculty asked for.</li> </ul> <p>2. Dorm Students – 12 hour rule –</p> <ul style="list-style-type: none"> <li>Catching explained that several students are overzealous and sign up for more classes than they can handle and more difficult classes. The ability to alleviate one of these classes would have helped their success. He stated that dorm students were not given the information about filing an appeal if going below 12 hours. Dave stated that the appeal process was added to the regulation in 2014. The information was given in the video shown at the mandatory meeting given at the beginning of each semester. Dave will add a question on the appeal to the quiz given at the end of the video.</li> </ul> <p><b>ACTION:</b> Dave will add a question on the appeal process to the quiz given at the end of the video at the mandatory dorm meeting at the beginning of each semester.</p> <p>Other Items –</p> <ul style="list-style-type: none"> <li>Liz presented a problem with students that are signed up for a class at the Sugar Land campus that ends at 9:50 A.M. and a class at the Richmond campus that starts at 10:00 A.M. These students cannot make it from Sugar Land to Richmond on time. Faculty have placed a statement on their syllabus that the doors will be locked at the start of class and not reopened. Liz asked if Banner can block the students from registering for these classes. Leigh Ann stated that she is looking at new software that will show a warning. Liz stated that it was a problem at the Richmond campus because you cannot see out the door.</li> </ul>		
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#### 4. Action Items

	New Action Items	Owner	Date	Participa
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1.	Leigh Ann will meet with the President to discuss the request of vending machines at the Richmond campus and options of location of vending machines and the placement of the vending machines.	Leigh Ann Collins		
2.	Bryce will notify Betty of the request to notify students in the future or notify faculty that students will not be notified.	Bryce Kocian		
3.	Leigh Ann will send a reminder to her employees and faculty make a statement at Convocation and at the Division and Department Head meeting the week of convocation.	Leigh Ann Collins		
4.	Bryce will discuss the fitness center hours issue with the President.	Bryce Kocian		
5.	Dave will add a question on the appeal process to the quiz given at the end of the video at the mandatory dorm meeting at the beginning of each semester.	Dave Leenhouts		

## 5. Adjournment

	The meeting adjourned at 4:05 P.M.

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Chair

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Date