



Details	
Date	Tuesday, September 3, 2024
Time	3:15 PM
Location	CDC Room and Zoom

I. Attendance

ATTENDEES						
Chair	Elizabeth Rexford					
Vice Chair	Peter Anderson					
Note Taker	Haydee Ruiz					
Attendance	Member	Present	Absent	Member	Present	Absent
	Gina Wilson		X	Julieta (Julie) Rodriguez	X	
	Matthew Tougas	X		Latasha Herndon	X	
	Joseph Reeve	X		Matthew Bennett	X	
	Melissa Moore	X		David McDaniel	X	
	Frank Becak	X		Grady Smith		X
	Hector Weir	X		Christy Ruby	X	
	Kenneth Grubb	X		Jessi Snider	X	
	Patricia (Pat) Korenek	X		Kornelia Oostingh	X	
Others Present	Jeremy Eder, Director of Security and Public Safety					

II. New Business

DISCUSSION
<p>1. Introduction of Faculty Council Members Liz asked all Faculty Council members to introduce themselves.</p>
<p>2. Proposal of Safety Drill Liz introduced Jeremy, the Director of Security and Safety, and commented that the college is long overdue for a safety drill. Jeremy’s visit is to answer questions and concerns from the faculty as Jeremy will be presenting administration, and the Board a proposal to hold a safety drill on all campuses.</p> <p>Jeremy understands that the safety drill will interfere with instruction time but estimates that the drill will take about 10-20 minutes. Jeremy expressed that having this safety drill is vital if an emergency were to happen on campus. Jeremy provided an example of evacuating an elementary school in 8 minutes, and the HOLD RAVE message that was sent in the spring semester, but instructors and students ignored.</p> <p>Christy asked Jeremy if he could walk us through how he envisions the drill taking place. Jeremy explained that a RAVE message would be sent based on the marketing signage posted across campus. The response should reflect what is stated on the flyers.</p>

Liz asked Jeremy who would be responsible for verifying if instructors responded correctly to the emergency. Jeremy explained that first responders would be notified that it is just a drill, but with safety personnel using the building cameras and Jeremy would be at the location of the drill to offer feedback.

Regarding feedback, Liz asked if there would be input from the students or how we would ensure everyone gets feedback. Jeremy responded that members from the Safety Committee could be present, and AVPAA McPherson could provide feedback from the student body.

Ken asked if instructors would be alerted when the drill is scheduled. Jeremy responded that it would defeat the purpose of a drill, so instructors would not know when it would take place. Ken explained that it would be a great idea to alert a few instructors and have instruction scheduled around it.

Joseph expressed that a drill should be scheduled as it could interfere with exams and cause a problem with a few students not completing exams. Joseph pointed out that 15-20 minutes during a lecture day the instructor will be able to catch up, but it can interfere with student success.

Kornelia asked if the college has a policy if an emergency occurs in the middle of an exam. Jeremy commented that something like this hasn't been done. Liz explained that on the Sugar Land campus, they tested the fire alarm during final exams and had to lead her classroom outside.

Hector mentioned that it would be better on a Tuesday/Thursday schedule, as there is more class time during those days.

Latasha expressed that if the college ever experiences an emergency of large magnitude, a whole day would be lost. Therefore, a 10-20 minute training would be preferred as instructors would know how to react and account for our students. Melissa and Peter supported Latasha's statement.

Liz stated that Jeremy is always looking for faculty to serve on the Safety and Security committee. Liz asked the FC members to forward any comments or concerns to Jeremy. Liz also pointed out that there have been monumental changes in getting RAVE alerts promptly.

3. Election of new Faculty Council Officers

Liz explained the duties of the three Faculty Council (FC) Officers and called for nominations. The following individuals were correctly nominated for the offices listed below and approved by acclamation to those offices.

Chair: Peter Anderson
Vice Chair: Liz Rexford
Secretary: Haydee Ruiz

4. Approval of Board of Trustee Notes

Liz asked if there were any comments or changes to the Board notes. No comments were made. A motion to accept the Board notes as written was made by Frank Becak and seconded by Julie. The Board notes were approved by acclamation and will be attached to these minutes.

5. Approval of August Faculty Association Minutes

Liz asked if there were any comments or changes to the Faculty Association minutes for the fall 2024. No comments were made. A motion to accept the Faculty Association minutes as written was made by Frank Becak and seconded by Latasha Herndon. The Faculty Association minutes were approved by acclamation and will be posted in the Board Packet, on the WCJC Intranet, and the Faculty Council Brightspace shell.

6. Faculty Council Working Groups

Peter needs FC members to serve on two working groups, one to investigate administration compensation, as requested during Faculty Association, and the start date of online courses.

Ken will chair the online start dates working group. Julie and Matthew Bennett will help.

Peter will chair the compensation working group. Christy, Liz, Kornelia, Jessi, and Hector will help.

III. Old Business

DISCUSSION

1. Program Director, Department Head Summer Pay

Liz and Haydee met with VP Collins and the initial proposal for compensation was rejected. VP Collins asked for data on total costs. A new proposal for baseline compensation will be re-submitted. VP Collins did agree that dual credit can be classified as a separate campus pending cost data that indicate the cost would not be prohibitive. This information will also be submitted.

IV. Extended Cabinet Items

DISCUSSION

1. Items for September's Extended Cabinet

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

- a. Update on Richmond Renovations

V. Other Items

DISCUSSION

1. Social Media

Last year the FC officers wanted to start a dialog with marketing on how to successfully open social media pages, but a meeting was never successfully planned. The FC approved a motion to:

- 1. Have FC Officers, marketing, and the President meet to discuss what it takes to get a social media page, and/or
- 2. Have marketing hold a professional development session during convocation week for the Program Directors/Department Heads to answer any questions and concerns.

Liz pointed out that when a department approaches marketing to promote a degree or Occupational Skills Awards (OSA), which faculty created during the summer, the first question that marketing offers is “What budget will be used?”. Liz commented that departments do not have marketing budgets, instructors are not marketers, and wouldn’t know how much money to allocate for marketing a program. This concern coupled with the fact that if no one markets certificates, OSAs, and degrees, no one will know they exist at WCJC would impact the funding for the college. Under the new state funding model the college needs to promote certificates, program, and degree completers. WCJC needs to attract new students by promoting all college classes.

Melissa asked why marketing doesn’t promote the programs in the college. Liz responded that over the years multiple requests have been made to have more marketing materials and a variety of marketing strategies for the college and its many classes and activities. As previously stated the issue generally returns to who will pay for and develop the materials. Often the tasks of developing and proofing materials are given to the directors, instructors, or division chairs who already have multiple tasks to complete and who would like more training on how to market.

A motion was made by Ken and seconded by Hector. All approved the motion.

Kornelia asked if the Department of Education would be affected after the federal election in November. She was particularly concerned about the implications of a possible shutdown or reduction in size. Liz stated that this idea was presented once before, but the elimination of the department or even a reduction in the scope of the department was rejected. If the department were to shut down it would mean that students would not be able to obtain federal student loans. Liz believes that the US Department of Education will not be significantly impacted by the elections.

2. Brightspace

Liz reminded the FC members that all meeting links, minutes, updated roster, and the Faculty Council Constitution are in Brightspace.

VI. Action Items

ACTION/DISCUSSION ITEMS FOR THE NEXT MEETING	OWNER	DUE
Submission of FC Officers and committee nominees to appropriate college officials.	Rexford	Done
Submission of Extended Cabinet Items	Anderson	ASAP
Submission of Faculty Association Minutes	Ruiz	Done
Circulation of Sept. minutes for approval	Ruiz	After initial review
Appointed Working Groups will meet and discuss assignment	Grubbs/Anderson	

VII. Adjournment

ADJOURNMENT	
1. The meeting adjourned at:	4:15 pm
2. Signature Approval:	<i>Elizabeth Rexford</i>