

DETAILS	
Date	November 7, 2023
Time	3:15 pm
Location	FBTC, TC-138 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	Kay Gardner	X	
	Melissa Moore	X				
	Justin Guidry	X				
	Haobo Yang	X				
Others Present	VP Amanda Allen					

II. New Business

DISCUSSION
<p>1. <u>Presentation by VP Amanda Allen</u> VP Allen's presentation titled 'House Bill 8 and New Model for Funding Texas Community Colleges', provided the FC members with an overview of how WCJC's funding was and will be formulated. VP Allen stated there are 5 initiatives at WCJC to help increase funding. VP Allen encouraged FC members to reach out to their respective Program Directors/Department Heads and explore the possibility of offering new certificates. Question: P. Anderson – Knowing that the funding model is not going to change overnight and knowing that WCJC will be operating in a deficit in the future, will WCJC be able to sustain it? VP Allen stated that if we increase the number of completers and if enrollment keeps increasing, WCJC can close the gap within a year. Liz encouraged the FC members to contact their elected members of legislature and let them know some of the consequences of the funding model.</p>
<p>2. <u>Approval of Board of Trustee notes</u> Liz asked if there were any comments or changes to the October Board of Trustee notes. No objections were made. A motion from Frank Becak, seconded by Kenneth Grubb, to accept the notes as written and to include them in the minutes was made. The motion carried with all in favor.</p>

3. Approval of Extended Cabinet notes

Liz asked if there were any comments or changes to the October Extended Cabinet notes. No objections were made.

A motion from Frank Becak, seconded by Kenneth Grubb, to accept the notes as written and to include them in the minutes was made. The motion carried with all in favor.

4. Faculty Bill of Right Draft

Liz explained the reasoning behind the Faculty Bill of Rights which included protecting academic freedom, which has been restricted by state legislative actions as well as promoting a greater sense of security for faculty. She mentioned that it is only a draft at this moment, but she would like to get faculty feedback to ensure all of the diversity on campus is represented and recognized. Liz asked if the FC members would like to discuss the draft or if should it be presented to each division by the FC members.

A motion from Muna Saqer, seconded by Matthew Tougas, stating that each division representative will discuss the Faculty Bill of Rights with their respective divisions, and provide feedback to one of the three FC officers by the end of the semester. At-large members were also asked to talk to various individuals and provide feedback. The motion carried all in favor.

A copy of the draft will be redistributed within one week and the feedback results will be discussed in the next FC meeting.

III. Old Business

DISCUSSION

1. Program Director, Department Head Summer Pay

Liz reported that the majority of the Department Head/Program Directors approved the Summer Pay proposal. The next step will be for the three FC officers to meet with VP Collins and present the proposal.

A motion from Muna Saqer, seconded by Frank Becak, allows the three FC officers to meet with VP Collins to present the PD/DH Summer Pay proposal. The motion carried with all in favor.

2. Social Media Issues

Peter reported that an effort was made to schedule a meeting with Zina and the librarians to seek clarification on the process for approval and what needed to be in the request. Zina rejected Peter's request to meet and he was told that social media requests can be approved or denied at the President's discretion. No justification nor clarification was provided on how to obtain a successful social media request.

FC members made the following statements:

- Social media is a medium to attract students.
- Students are being advised through items on social media.
- VP Allen's presentation shows that WCJC needs to increase performance, and this could be a way to promote departments and certificates.
- The NISOD presentation also stated to use social media to reach students.

FC members expressed possible issues in receiving denied requests. Liz pointed out that the request procedures need to be clear and be provided justification if denied.

Question: M. Espinosa – Is there a way that instead of creating our own social media to request marketing to create items for our program and cycle one week, instead of creating our own?

In the past, a request was made to advertise vocational departments the first 2 weeks of the month, and academics the following 2 weeks. Liz stated this has been brought up but marketing has denied the request. Hector Weir noted that FC has made several requests for presentations

by the Marketing staff on how to develop a successful application for a social media presence, every attempt to secure a presentation has been denied.

A motion from Muna Saquer, seconded by Frank Becak, allows the three FC officers to meet with the President to receive clarification on the process of requesting a successful social media request and to discuss the reasons for the rejection of the request from the library. The motion carried with all in favor.

IV. Extended Cabinet Items

DISCUSSION

1. Agenda Items for November Extended Cabinet

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

- a. Update on Richmond Renovations
- b. Update on Webpage
- c. HB8 Response Plan

V. Other Items

DISCUSSION

1. Kay Gardner's retirement

Liz thanked Kay for serving on FC and wished her well in her retirement. Kay's position will be taken by Amber Barbee in the spring.

2. FC meeting

Liz stated the next FC meeting will be in February. She explained that a December meeting would occur during finals week and traditionally there is no meeting so faculty can focus on student issues. She did state if there was an emergency or urgent item a meeting might be called.

VI. Action Items

ACTION/DISCUSSION ITEMS FOR THE NEXT MEETING	OWNER	DUE
Faculty Lockers at Sugar Land campus	Grubb	Feb. Mtg.
Proposal for English department class size	Tougas	Feb. Mtg.
Sharon Prince's comments	Weir/Tougas	Feb. Mtg.
Feedback regarding the Faculty Bill of Rights	FC Members	12/15/2023
VP Collins's feedback regarding the PD/DH Summer Pay proposal	Rexford	Feb. Mtg.
President McCrohan's feedback regarding the Social Media request	Rexford	Feb. Mtg.

VII. Adjournment

ADJOURNMENT

1. The meeting adjourned at:	5:00 pm
2. Signature Approval:	Elizabeth Rexford January 23, 2024

Board of Trustee Meeting Notes: Oct. 17, 2023

1. Quorum established. Minutes of previous meetings approved as a whole.
2. No citizen comments.
3. Special Items: Board approved moving the Nov. meeting to Nov. 28. Ms. Urbish provided a report from the Board Self-Evaluation Committee. All documentation is due by Nov. 28th meeting. The documents are the same documents used in previous years. Urbish also reminded members that they needed to complete Cyber Security Training. Dr. Metcalf reminded the Board that the Board should be meeting with school superintendent during the fall and spring semesters.
4. Presentations, Awards, and/or President's Report
 - Ms. Buchannan who is employed by Dini Spheris provided a presentation on fund-raising activities for Richmond expansion. The college has hired Dini Spheris to help coordinate fund raising efforts in the greater service area to secure funding for the Allied Health Building at Richmond. Ms. Buchannan will work with the WCJC Foundation to identify strategic partnerships for major gifts from \$100K to a million dollars. They are looking for funds for capital expansion and will be working with the college from now to the end of February. Mr. Pope asked if Ms. Buchannan would be working on locating government funds, she will not be doing this but will work to see about tax credit or breaks. The college will be asking the George Foundation for \$10 million towards the campus, the college in return would raise \$3 million toward the expansion.
 - VP Kocian presented a Physical Plant Report. Most projects are nearing completion and should be done by end of fall term.
 - President McCrohan announced that the college has secured the access to build a new building in Bay City that will house the new carpentry program, and as the program expands also plumbing and electrical classes. This initiative was made possible by State Senator Huffman. The Board

suggested that some steps be taken to recognize the efforts of Senator Huffman.

- President McCrohan presented various updates on legislative items that have passed and will be/or are in effect. She will be providing the Board with a written overview. She did say that as a result of the state legislative actions on diversity issues the college has taken down the diversity statement on the webpage and will be working on reviewing all college materials on diversity.
- President McCrohan also stated that it would unlikely for WCJC to participate this year in the high school FAST program because of the inordinate expense at this time. She stated that the various members of the college community will be exploring avenues to make the program work for the college and the high school students. This involves more outreach to school superintendents. The Board members raised significant concerns on how WCJC could participate in the program in an effective way. Apparently one of the major hurdles for the program is the identification, in a timely manner, of qualifying students.

5. No student success reports.

6. Reports to the Board

- VP Kocian presented the Sept. Financial Report. During September WCJC has a surplus of \$3.6 million due to HB 8 funds. For the fall semester, the student headcount is up 4% and the credit hours up 5% from last fall.
- The investment report for the last quarter of the year, June to August, was provided.
- Both reports were approved by the Board.

7. The Consent Agenda was approved with minimal discussion. Ms. Metcalf did ask about fundraising or money available for the Band and Choir to travel to Branson. VP Kocian stated that there is \$8K in the travel budget for the fine arts but most travel is funded by fundraising.

- Adoption of a list of qualified brokers.

- Adjustments to the salary of several nursing instructors.
- Several other staff members had changes to their employment contracts.
- Approval for a carpentry instructor and a replacement geology instructor.
- Approval of a contract with Strata Information Group to provide augmentation services for DBA.
- Approval of some revised fall overloads.

8. Information Items: Approval of PPAs.

9. Adjournment.

Extended Cabinet Notes: Oct. 12, 2023 Meeting

1. Meeting called to order.

2. Approval of minutes deferred to next meeting. Rexford pointed out that the minutes were sent at 8:07 p.m. the previous evening. Rexford stated that this did not give faculty and staff enough time to really read the minutes. Rexford asked that in the future, all minutes be sent out at least 48 hours before the scheduled meeting. Zina Carter stated that she had made corrections to the minutes, these corrections were not shared. Rexford will be sending suggested changes for the minutes.

3. Presidential Items

- Zina Carter provided an update on the Web Redesign Project. The core team is still proofing pages, working on images and providing missing content. The new calendar has been created but until the page is launched the content is minimal. Most of the training videos have been completed.
- VP Kocian provided an update on physical plant projects. The installation of the elevator in the library is on hold because parts for the new elevator are missing. In the summer of 2024 the Fine Arts building should have a new roof. During the winter break the elevator at Richmond will be refurbished.

4. Faculty Council Items

- President McCrohan stated that there is no real update on the status of the Richmond campus. She is working with the George Foundation to try to secure money for the campus. A presentation about this will be made at the October Board meeting. The visit with Congressmen Nehls will be rescheduled. Rexford asked if the Fort Bend County “movers and shakers” have been invited. President McCrohan stated that they are in the mix.
- President McCrohan also provided an update on HB 8 and will send to Rexford, and post on the intranet, the information she has for the legislative update for the Board of Trustees. President McCrohan and Dr. Allen are working on a presentation to the THECB to try to improve the

situation for WCJC. President McCrohan stated she has provided testimony on this bill and will be attending a legal conference on the various legislative initiatives. In January the HB 8 rules for 2024 will be released, in the April-July time period the 2025 rules will be released.

- Kevin Dees asked if WCJC had any representatives at the recent UH at SL groundbreaking for the new building. President McCrohan stated that she did not attend. She stated that to the best of her knowledge WCJC was represented. President McCrohan went on to state that she believes that “WCJC has a real opportunity in the future” at the SL campus and that “we are important to UH at this time”.

5. Staff Items: No staff items were presented.

6. Student Concerns: No students were present at the meeting.

7. Approval of Administrative Procedures: After some delay 13 procedures were approved.