

### Faculty Council Minutes

<b>Date</b>	<b>Thursday, April 7, 2016</b>
<b>Time</b>	<b>3:45-5:00</b>
<b>Location</b>	<b>Wharton-CDC; FBTC-137; Sugar Land-252; Bay City-112</b>

#### 1. Attendees

<b>Role</b>	<b>Name</b>
<b>Chair</b>	Elizabeth Rexford
<b>Minutes Taker</b>	Marissa Saenz
<b>Attendees</b>	Anna Patrick, Ben Brink, Dale Neaderhouser, David Woods, Jeff Tix, Jennifer Jeffery, Kelly Eldridge, Marissa Saenz, Natalie Pittman, Shelly Mayfield, Willie Myles
<b>Absent</b>	Frank Becak, Jon Loessin, Melissa Bruton
<b>Excused</b>	Allyson Matheaus, Amanda Smith, Liz Rexford, Jeff Shine, Sharla Walker
<b>Guests</b>	None

#### 2. Agenda

	<b>Description</b>
<b>1.</b>	Determination of a Quorum & Call to Order – Jennifer Jeffery at 3:50pm
<b>2.</b>	Old Business <ul style="list-style-type: none"> <li>A. Update on Extended Cabinet Meeting</li> <li>B. Update on Longevity Pay</li> <li>C. Update on Campus Carry</li> <li>D. Update on Board of Trustees Meeting</li> </ul>
<b>3.</b>	New Business <ul style="list-style-type: none"> <li>A. Confidentiality Statement</li> </ul>
<b>4.</b>	Other
<b>5.</b>	Adjournment

#### 3. Information Items

	<b>Description</b>
<b>1.</b>	Old Business <ul style="list-style-type: none"> <li>A. Update on Extended Cabinet Meeting – Jennifer Jeffery <ul style="list-style-type: none"> <li>• Liz Rexford thanked President McCrohan for paying for WCJC sponsored hospitality suite at 2016 TCCTA convention in Houston in February, faculty membership dues for TCCTA membership, and faculty registration for TCCTA convention.</li> <li>• Liz Rexford presented information pertaining to clarification of student deaths; pertinent information needs to be sent to appropriate parties as quickly as possible; protocol to allow faculty and staff members to seek counseling services in a group setting.</li> <li>• SGA presented several items of concern: <ul style="list-style-type: none"> <li>○ Wifi outage in dorms</li> <li>○ Lighting in parking lot</li> <li>○ College discrimination policy needs to be updated</li> <li>○ Quality of food service in cafeteria</li> </ul> </li> </ul> </li> <li>B. Update on Longevity Pay – Jennifer Jeffery <ul style="list-style-type: none"> <li>• Kevin Dees, Franci Bay, and Jennifer Jeffery are on the committee chaired by VP Leenhouts.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• A survey has been drafted to inquire with other institutions about salary schedules and longevity pay for each classification of employee (faculty, staff, administrative). The survey is a work in progress without a current timeline.</li> <li>• The next committee meeting is scheduled for Thursday, April 21.</li> <li>• Q. Shelly inquired if the committee is looking to have the survey ready to send out during the summer. A. Committee expects to send further out.</li> </ul> <p>C. Update on Campus Carry – David Woods</p> <ul style="list-style-type: none"> <li>• At the first task force meeting, 20 questions have been assembled from faculty, staff, and students for which the task force will seek to find answers, which will be made available online as an FAQ page.</li> <li>• Some members went to a meeting held at the University of Houston and a meeting held at Texas State Technical College to see what concerns are being raised and to hear about exemptions being made.</li> <li>• Task force is waiting to hear from legal regarding answers to many of the questions.</li> <li>• Note that the parking lot is an extension of campus.</li> <li>• Task force members were given specific tasks to complete before the next meeting scheduled for Thursday, April 21, 2016.</li> </ul> <p>D. Update on Board of Trustees Meeting – Jennifer Jeffery</p> <ul style="list-style-type: none"> <li>• Facilities Committee - Renovations to the Johnson building and the hiring of an architect to renovate space at FBTC vacated by TSTC approved.</li> <li>• Dr. Voorhees presented information on Strategic Planning Process. Some faculty in attendance have expressed concern about the discrepancy between what was presented at the Board meeting and what was discussed at the strategy planning sessions.</li> <li>• Two items were pulled from the consent agenda by the President: dual credit classes and general service fees. Items were pulled due to new developments pertaining to dual credit offered in Fort Bend County.</li> <li>• The President was evaluated in an executive session.</li> </ul>
2.	<p>New Business</p> <p>A. Confidentiality Statement – Jeff Tix</p> <ul style="list-style-type: none"> <li>• TAC has drafted a confidentiality statement to be used in email communications. The concern was raised due to several statements that are being used that are deemed inappropriate or incorrect. Legal has indicated that we cannot ensure the security of email communication; grades can be shared in Blackboard.</li> <li>• Q. Ben inquired about the liability implications: is using blackboard and if adding such a statement to emails being sent out. A. will have to look into that with legal, recommend go through TAC.</li> <li>• Melissa sent out a suggested statement via email on Wednesday, April 6, 2016.</li> <li>• Anna recommends removing the thank you statement from the TAC proposed statement to keep the language more formal.</li> </ul>
3.	<p>Other</p> <p>A. IT issues</p> <ul style="list-style-type: none"> <li>• Girls dorm Wi-Fi not working, students brining concern to their instructors</li> </ul>

	<ul style="list-style-type: none"> <li>• Pop ups every time use Microsoft Office; unable to disable because do not have admin privileges on machine; or used instructions sent out via email, but doesn't work.</li> <li>• Science 104 classroom has not been updated and cannot be updated because faculty do not have administrator privileges on machine; need to be able to use the computer for lecture</li> <li>• Campus clocks and computer clocks are off by 3 ½ minutes to phones and blackboard. This is a problem for submitting online assignments and for class start and end times.</li> <li>• Faculty would like the opportunity to acknowledge the good work IT is doing at extended cabinet and ask for continued assistance in addressing these issues as they arise.</li> <li>• Jeff Tix inquired about what version of office is being taught in BCIS and what operating systems are being used since faculty have access to Windows 7 and Windows 10 is available to the general public.</li> </ul>
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#### 4. Action Items

	Description	Responsible Party	Due Date/Status
1.			

#### 5. Adjournment

4:30pm – Meeting adjourned. Motion made by Shelly Mayfield, seconded by Kelly Eldridge.
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Chair \_\_\_\_\_

Date \_\_\_\_\_