

## FACULTY COUNCIL MINUTES

<b>Date</b>	<b>Tuesday, October 4, 2022</b>
<b>Location</b>	Via Zoom
<b>Time</b>	3:00 PM

### Attendees

<b>Role</b>	<b>Name</b>
<b>Chair</b>	Liz Rexford
<b>Minute Taker</b>	Liz Rexford and Jeff Tix
<b>Attendees</b>	Peter Anderson, Liz Rexford, TK Krpec, Hector Weir, Tracey Simmons-Willis, Erma Hart, Pat Korenek, Gary Bonewald, Marci Espinoza, Latasha Herndon, Justin Guidry, Karl Johnson, Muna Saqer, Alexandra Price, Arthur Vallejo and Jeff Tix.
<b>Absent</b>	Russel Braeuer, Haobo Yang, Kay Gardner,
<b>Guest</b>	Amber Barbee was a guest because the Kay Gardner could not be present. Liz explained that Amber would not be able to vote.

### Call to Order

The meeting was called to order at 3:06 PM. A quorum was present.

### Information Items

	<b>Description</b>
<b>1.</b>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>A. Student IDs at Sugar Land Campus <ul style="list-style-type: none"> <li>a. Liz reported that she had discussed this with Georgeann Calzada, the new the new campus director for Sugar Land. Liz asked Peter and TK to meet with Georgeann to review the process Georgeann would like to use for providing students with IDs.</li> </ul> </li> <li>B. Copiers at the Sugar Land Campus <ul style="list-style-type: none"> <li>a. Liz stated that Georgeann wants to keep documentation of copier, printer, and computer issues at the Sugar Land campus.</li> <li>b. Alexandra suggested that a log be kept next to each copier. These logs would be one way to secure the needed documentation.</li> <li>c. Peter, Alexandra, and TK will meet with Georgeann to discuss possible solutions to the issues, including the best way to get faculty involved in documenting issues.</li> </ul> </li> <li>C. Brightspace Training <ul style="list-style-type: none"> <li>a. It was agreed that the training received on Brightspace was the best that could be expected under difficult circumstances with limited staff available for training.</li> </ul> </li> </ul>

	<p>b. Additional Open Lab sessions are available to those needing more help using Brightspace. It was also noted that training materials are available online and that faculty may also request one-on-one sessions with DE staff.</p> <p>D. Faculty Council FAQ</p> <p>a. Jeff is compiling an FAQ to aid future transitions from one set of officers to another.</p> <p>b. Karl has offered to assist with the review of the content of the FAQ.</p> <p>c. The document will likely evolve as it is reviewed for the content to ensure a smooth transition between officers at the beginning of a term year.</p> <p>E. Approval of Board Meeting and Extended Cabinet Meeting Notes</p> <p>a. Liz briefly reviewed the sets of notes previously sent to the members. The notes were approved.</p>
<b>2</b>	<p><b>Old Business</b></p> <p>A. Letters of Recommendation for Students</p> <p>a. Liz has had several discussions with the advisors and recruiters on this issue. She informed these individuals that many letters of recommendation now use pull-down menus that ask for information that the faculty at WCJC may not be allowed to provide. She also requested a most recent copy of the form that students can fill out, enabling instructors to release certain information. This form will need updating, and it will need to be located in an easily accessible location on the web page.</p> <p>b. Liz stated that the staff has been working long hours at the Fort Bend County Fair, so this issue will be revisited at the November meeting. She wanted to give staff time to work on this issue. In addition, she will be following up on the needed documentation.</p> <p>B. Letters of Recommendation for Faculty and Staff</p> <p>a. Liz stated that Dean Bahnsen noted a version of an Employee Verification of Employment form on the WCJC website. The form states "Wharton County Junior College will only verify dates of employment and the most recent job title or current and/or previous employees within the institution."</p> <p>b. Letters written for exiting employees must be from individuals that may not portray themselves as employees of WCJC. Any letters supplied must be PERSONAL letters of recommendation, not EMPLOYER letters of recommendation.</p> <p>c. At this time, it is not clear where a policy regarding providing letters of recommendation for other faculty or staff is stipulated. The Verification of Employment form states, " All verification of previous and current employment will be processed through the Human</p>

Resources Department in writing with a release signed by the employee whose employment is being verified.” Thus, it appears that Department Heads and Division Chairs cannot supply letters. Some clarification as to the status of employees as "agents of the college" needs to be ascertained.

- d. Dean Bahnsen has asked if the Faculty Council be willing to produce a list of the types of information allowed in a letter of recommendation for exiting employees, as well as a list of information items that cannot be included for departing employees.
- e. We also need to determine where this documentation, if approved, would be located on the WCJC website.

C. Thank You Notes

- a. Several council members have drafted and approved the thank you notes to President McCrohan and the Board of Trustees for covering the TCCTA dues and retention of the overload payments.

*President McCrohan,*

*Thank you again for providing funds for TCCTA membership for all interested faculty members. It is a kind gesture and an appreciated one. As several of our faculty actively participate in the conventions for professional development by attending, leading, or organizing talks, this is always a welcomed gift. Again, on behalf of the entire Faculty Council and the members we represent, thank you.*

*We would also like to thank you and the Board of Trustee members for reinstating the longevity bonus and making it retroactive to cover employees celebrating "milestones" during our COVID years. Thank you, as well, for the efforts to secure a much-needed step increase for all employees.*

*Sincerely,*

*Faculty Council Members*

- b. Liz has tried to determine if we can send the thank you directly to the Board members, but this may not be possible. Instead, the thank you will be sent to President McCrohan with a request to forward it to the Board. The exact language of the thank you will be appended to the October minutes.

<b>3.</b>	<b>Extended Cabinet Items</b> <ul style="list-style-type: none"> <li>A. Update on Strategic Plan</li> <li>B. Update on Web Page Revision.</li> <li>C. Questions were raised about who was in charge of security at WCJC while a new Security Head was hired, and Danny is now a temporary employee. Who will be in charge in the event of an actual emergency? What is the current chain of command?</li> </ul>
<b>4</b>	<b>Other</b> <ul style="list-style-type: none"> <li>A. A motion was made and approved to add a representative to the Faculty Council to represent Adjunct Faculty. Peter and Liz will be working on implementing this change. Several different options will be explored.</li> <li>B. There was a significant discussion about how to improve the communication between UHSL and WCJC regarding several issues at the Sugar Land campus. A motion was made and approved to have Georgeann present at the next Faculty Council meeting. In addition, Faculty Council members agreed to send Liz their specific questions or concerns, which will be presented to Georgeann, without any names, at least one week before the meeting. The list of concerns will enable Georgeann to work on possible solutions.</li> <li>C. Maps for evacuation need to be included in all UHSL classrooms. The absence of these maps is a potential liability for both UHSL and WCJC. Georgeann will be contacted about having these maps in the classrooms.</li> </ul>

#### Action Items

	Description	Responsible Party	Due Date/Status
<b>1.</b>	Sugar Land IDs/Copiers/Printers/Computers.	Peter, TK, and Alexandra	Update at next Faculty Council meeting.
<b>2.</b>	Report on the status of student letters of recommendation.	Liz	Update at next Faculty Council meeting.
<b>3</b>	Report on the status of letters of recommendation for faculty and staff.	Liz	Update at next Faculty Council meeting.
<b>4.</b>	Submission of a Thank You to the College president and Board of Trustees	Liz	Monday, October 10, 2022
<b>5.</b>	Submission of Extended Cabinet items.	Liz	Monday, October 10, 2022

6.	Implementation of a process to add an Adjunct Faculty member to Faculty Council.	Peter and Liz	Update at the next Faculty Council meeting.
7.	Request to Georgeann Calzada to attend next FACULTY COUNCIL Meeting.	Liz	Completed on October 5, 2022.
8.	Submission to Liz of questions, concerns, and issues for Georgeann to address when she attends a future Faculty Council meeting.	FACULTY COUNCIL members	Submission to Liz by October 21, 2022. Liz will compile anonymous submissions and send them to Georgeann by October 25, 2022
9.	Contact Georgeanna about evacuation maps at SL.	Liz	Completed October 10, 2022. Georgeanna is already aware of the issue.
10	Compilation of a FAQ manual for Faculty Council officers and members	Jeff and Karl	On-going.

### **Adjournment**

Meeting adjourned 4:31 PM.

**Approved by #/#**

**Signed by: Liz Rexford**

### **Attachments:**

- **Extended Cabinet Notes – September 15, 2022**
- **Board of Trustees Meeting Notes – September 20, 2022**

## Extended Cabinet Notes- Sept. 15 Meeting

1. Minutes of the previous meeting approved.

2. Faculty Council Issues:

- Update on Strategic Plan: Focus on the timeline for Richmond.
  - At this time the Board is still adjusting timelines and the proposed plan to scale it back.
- Update on Web Page Revision: This is still in progress but there will be an opportunity for faculty input.
- Staffing issues: Apparently we are still in the process of hiring testing center personnel, tutors, and recruiters. The Sugar Land campus is still in need of a full-time counselor.
- Copier issues and copier maintenance: FC was directed to talk to Philip Wuthrich about these issues.
- Scantrons for Sugar Land students: Currently there are some available to students at the receptionist's desk. A more long-term solution needs to be found.

## Board of Trustee Meeting Notes: Sept. 20, 2022 Meeting

1. Quorum established, minutes of the previous meeting approved.
2. Special Items:
  - Process for President's Evaluation Discussed: Board evaluations are due in November. After the input is received the Board will meet with President McCrohan.
  - The following Board Committees made presentations: Finance Committee, Board Evaluation Committee, and Outreach Committee. Of note was that the Finance Committee would like to see a maintenance budget of 2% each year to ensure we stay up-to-date on maintaining infrastructure.
3. Presentations, Awards and President's Report
  - The retirement of CJ Bibus was recognized.
  - President McCrohan gave an update on the proposals by the Texas State Legislature for implementing a new funding structure for community college. The proposal, although not specific at this time, would shift funding from an input based allocation to an outcome based formula. The proposal has three major components: 1) Measurable Outcomes, 2) Affordability For Students, and 3) Investments in College Capacity.
4. Financial Reports
  - VP Kocian presented the August financial report, the fiscal year ends on August 31. Sept. 1 starts the new state fiscal year.
5. Consent Agenda
  - Level 1 Certificate for Process Technology approved
  - As valorem tax rate was set and approved
  - Student service fee increased for all students from \$63 to \$73 per semester hour, excluding dual credit students.
  - Out-Of-District fees increased from \$51 to \$56 per semester hour, excludes dual credit students.
  - Personnel items: for a brief time the overload pay and other personnel items were removed from the consent agenda. They were eventually approved, the removal was to answer the questions and concerns of some of the newer Board members.
  - Several contracts for faculty and staff were approved. Georgeann Calzada was approved as the new Director of the Fort Bend Campuses.
  - The salary adjustments for the Associate Degree Nursing faculty were approved.