

Details	
Date	Tuesday, February 4, 2025
Time	3:15 PM
Location	Zoom

**I. Attendance**

ATTENDEES						
Chair	Peter Anderson					
Vice Chair	Elizabeth Rexford					
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 (Jason) 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						

**II. New Business**

DISCUSSION
<p><b>1. <u>Approval of Board of Trustee and Extended Cabinet Notes</u></b>            Peter stated that the November and January Board and Extended Cabinet notes were sent in a previous email for everyone to review. Peter asked the Faculty Council members if there were any comments or changes to the Board or Extended Cabinet notes. No comments were made.</p> <p>Hector made a motion to accept the Board and Extended Cabinet notes as written. Christy seconded the motion. The Board notes were approved by acclamation and will be attached to these minutes.</p>
<p><b>2. <u>Scheduling conflict with UH room 365</u></b>            Patricia stated that her department requested to occupy classroom 364, Monday through Friday. This semester, Sandra Davis the Program Director for Nursing, was told that the room will no longer be available on Fridays. Starting in the fall, the nursing program will no longer have access to the room.</p> <p>Liz commented that this is not the first time UH has given WCJC access to a room and then taken away the access (i.e., the seminar room on the first floor). This issue has impacted biology and government classes before. Liz commented that the previous building directors promised that WCJC would have access to any classroom and/or seminar room.</p>

Peter mentioned that it is a persistent issue across various departments. Liz commented that slowly UH will start pushing WCJC out by taking the classrooms WCJC needs.

Patricia mentioned that the classrooms on the second floor are too small for the size of their cohorts. Liz asked if this issue should be taken to VP Collins, Patricia commented that VP Collins and Georgeann know about the classroom issue. Faculty Council decided that the officers should discuss the lack of classroom space with LAC so that accurate fall schedules can be created.

### **3. Social Media and Marketing**

Peter commented that during the meeting with the President, Peter and Liz were asked to provide specific examples of what is needed regarding social media and marketing requests.

Liz pointed out that the Program Directors/Department Heads are not only interested in social media, but the concern is in marketing, on how to properly market our programs for potential students to understand what is available at WCJC. Liz also stated that materials need to be provided for faculty so they can help guide students toward the various certificates.

Ben was contacted via email and invited to today's meeting. Ben declined as he is still learning the responsibilities of his new position. Ben offered to attend a later meeting. Christy asked if Faculty Council could request a report of items marketing has already worked on, such as the new certificates created.

Christy asked if marketing could supply a list of items Program Directors/ Department Heads can do to market their programs. Liz replied that this request has already been made. Liz listed a couple of questions that have been discussed with the President, such as: "What can the faculty members do to market their programs?", "What does marketing need from faculty?", "Where can we be helpful?", and "How can we jumpstart marketing needs?". No answers were provided for the questions asked.

Liz stated that it has been asked if the President could share what marketing has done. Liz commented that the President discovered nothing has been done, even though the President has asked marketing to promote programs. Liz commented that Ben was not present at the meeting only VP Collins.

Christy asked if funding has been presented as a factor to why WCJC needs to market the programs. Liz commented that the issue has been presented.

Liz commented that Ben should attend a Faculty Council meeting and will be invited again. Patricia pointed out that Ben has been in the marketing department for years and should had been exposed to marketing techniques used by Zina.

Kornelia asked about the ownership of the items that Program Directors/Department Heads would like to get marketed. Peter replied that the responsibility is half and half, a Program Director/Department Head reaches out to marketing and would be asked to supply funds to provide marketing material. The issue is that the Program Director/Department Heads do not have a budget item for marketing.

Patricia mentioned that if it was not for the programs and classes the students attend, WCJC would not have a reason to have marketing. Marketing should support and promote all the activities and programs, and be anxious in a way that would bring more students in.

Christy commented that programs could “piggy back” on recruiting techniques that the recruiting team have implemented. The recruiting team are reaching out to new students but using funds from certain grant funds. Christy asked if marketing would be interested in partnering with the recruiting team.

Liz commented that recruiting has a budget to pay for their expenses. Recruiting has been working with marketing to try to coordinate efforts to be more effective. This effort is ongoing.

Liz commented that during the meeting with the President, it was asked if the Program Director/Department Head could contact recruitment to help market their programs, and the request was denied.

Liz would like to suggest to all vocational instructors or any Program Director/Department Head that you have a specific request to forward them to the Faculty Council officers.

Liz commented that recruitment should be invited to a Faculty Council meeting to share their ideas and techniques to help promote programs.

#### **4. Maintenance of vital records**

Christy provided a background of how vital records were previously stored in the library. The items were stored in boxes, unlabeled and unmarked, and a system was not in place to document or track the type of information in the boxes. The library is willing to help with OER, gather information, and help develop an organizational system. However, the library is not the official archive department.

Christy mentioned that the President requested that all archived records be sent to her office. The library started sending the requested items but stopped because it became overwhelming. The library committee suggested looking into an institutional depository, and Christy would be glad to oversee the project, but an issue would be how it would be funded. Christy commented that the archives deserve to be archived properly by someone who has the skills, technical ability, and education.

Kornelia asked if there was any privacy data in the records. Christy responded that she did not see any privacy data on the records, but Christy has not gone through all of the records. Liz commented that Faculty Council used to send the minutes to be library to be stored. Those records would only have faculty names on the documents.

Christy mentioned that some documentation has been shredded but because the library is not the official record keepers, Christy feels uncomfortable with information that could be sensitive.

Liz commented that the larger issue is having anyone interfering with official information. Christy added that by removing the library as the official record keeper, WCJC has removed the safeguard to sensitive information.

Christy commented that she has never worked where the library was never the designated place for record keeping. Jessi asked if the President was always assigned as the designated record keeper, or did the librarian formally have the role and was changed. Liz commented that the librarians used to be the official faculty members who would post the minutes on the webpage.

Matthew made a motion to clarify who has WCJC's archival responsibility and why, if WCJC is moving to OER, why the responsibility does not lie with the library. Joseph seconded the motion. The motion carried with all in favor.

**5. Direct deposit for travel checks**

Peter commented that the issue was presented but was told that travel checks cannot be directly deposited.

**6. Lyceum Series**

Justin provided an update and would like to ask for ideas on how to expand the Lyceum Series and make it more useful. Justin is looking for faculty members to volunteer. If the faculty would like to volunteer or know anyone who would like to present a topic, please reach out to Justin.

**III. Old Business**

**DISCUSSION**

**IV. Extended Cabinet Items**

**DISCUSSION**

**1. Items for February Extended Cabinet**

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

- a. Update on Richmond campus expansion
- b. Timely publication of Extended Cabinet minutes and agenda
- c. Use AI Zoom notes for documenting Extended Cabinet meetings

**V. Other Items**

**DISCUSSION**

**1. Altercation at Sugar Land campus**

Latasha explained the incident at Sugar Land from the videos she has seen. Peter asked, "Why wasn't there anything sent, if not to all at least the faculty and staff just at the Sugar Land campus?" Peter commented that it is problematic not to send an alert even though the issue was resolved.

Ken commented that he spoke with Georgeann, and let her know that faculty were a bit upset about the situation not being communicated. Georgeann is already looking into how communication can be improved.

Hector asked if there is a college policy regarding announcements or press releases that after a class disturbance or accident the college has to submit when an event like this happens.

Latasha commented that something should have been sent as a way to control the crowd that gathered to see the altercation.

Hector mentioned that an email or alert should have been sent out like most ISDs or other colleges.

Melissa mentioned that Jeremy was on campus the morning after speaking with Georgeann and Melissa. Melissa commented that the issue would be that WCJC does not have control of security on the Sugar Land campus. Melissa commented that the Sugar Land campus probably cannot get RAVE alert information out immediately.

Christy mentioned that there have been instances in counseling where staff have indicated they need assistance by raising their hand. Christy commented that a faculty-initiated type signal should be implemented to alert someone for help.

Matthew commented that clarification is needed on what and when RAVE alerts are initiated, as this assault involved a weapon.

Grady commented that the Sugar Land campus does not belong to WCJC, and Jeremy might not be able to do certain things. Grady commented that the alert should have come from UH. Grady commented that Jeremy has done a good job of pushing out messages on WCJC campus, but if a faculty member is having issues with a student they should use their cell phones and call security, or 911.

Peter commented that there should have been some reciprocity between UH security and WCJC. If UH let Jeremy know about the incident, Jeremy would have sent out an alert. Peter commented that to have better communication between UH and WCJC, it is worth asking what UH is required to announce or alert.

Kornelia asked if an alert was sent to UH faculty and students and if WCJC faculty could sign up to receive UH alerts.

Ken commented that he receives UH alerts but does not remember how he signed up. Ken will look into the process and report back. Ken commented that he did not receive an alert about the altercation.

Christy questioned the idea of using cell phones to call security or 911 and the possibility of not being able to make a phone call. Melissa mentioned that faculty and staff could text 911, if they are not able to speak.

Grady asked if faculty and staff could not call 911, could not use their cell phone, and what else could be used. Grady commented having alarm buttons would not possibly work.

Julieta commented that expanding the alert system to instead of just phone calls, the phone number for security could also receive text messages. Grady responded that security do not carry a college cell phone.

Liz commented that Richmond has phones in the classrooms to call security, but not at the Wharton and Sugar Land campuses. Jason commented in the chat that San Jacinto College has panic buttons in each classroom. Liz commented that if it could be an option then all faculty and staff should be trained.

Joseph commented that at Lone Star all the phones in their classroom have a function when the phone is taken off the hook, security is sent to that classroom. If the phone is accidentally knocked off, the faculty member would have to let the operator know that it was an accident.

Matthew commented that it does not matter which campus an incident has occurred, we are all part of WCJC, and if it happens at one campus it impacts us all.

The Faculty Council officers will talk with Jeremy to ask if there is anything that can or will be done differently in future instances and what can be done to make it more efficient. Ken added that the most important thing is to follow up.

## **2. Never Attended Rolls**

Latasha commented that students are now able to enroll in the first week of classes, and some students are enrolling up until Friday. In the spring semester, we had a holiday on Monday, Tuesday and Wednesday were snow days, we were back at school on Thursday, and then Never Attended Rolls were due Friday.

For the students who registered on Friday for a Monday/Wednesday class, it shows that they never showed up because they never had the opportunity to attend. Latasha asked if the college is going to give them a week to register, could the 12-day never-attended start on Friday when the college is no longer allowing registration?

Peter commented that registration would have to confirm if the student is enrolled, but it would be a case-by-case scenario.

Julieta commented that she had an issue where the student had registered on Friday, got dropped for non-payment, and then re-registered on Wednesday of the week after registration was closed.

Liz noted that there is a reinstatement form that can be used to reinstate students who were mistakenly reported as never attended.

## **3. Attendance on Brightspace**

Jessi commented that TK asked to let Faculty Council know that starting in the fall, all faculty will need to keep attendance using Brightspace. TK asked that department heads start encouraging their department to seek training.

Liz asked if DE will be providing training, Jessi replied she did not know.

There was a discussion if DE could build a common shell for the semester with all instructional dates, where the faculty members can just upload to their shells. This could help faculty members and require less training.

## VI. Action Items

ACTION/DISCUSSION ITEMS FOR THE NEXT MEETING	OWNER	DUE
Circulation of February minutes for approval	Ruiz	After initial review
Meet with VP Collins and Georgeann regarding classrooms at Sugar Land	FC Officers	
Send an email to schedule a meeting with President McCrohan	Anderson	
Send an email to Ben to invite to the next FC meeting	Anderson	
Send an email to recruitment to invite to the next FC meeting	Anderson	
Send topics for Extended Cabinet meeting	Anderson	
Reach out to Jeremy regarding future alert process	Anderson	
Meet with VP Collins regarding classroom space at Sugar Land	FC Officers	

## VII. Adjournment

ADJOURNMENT	
1. The meeting adjourned at:	4:27 pm
2. Signature Approval:	<i>Peter Anderson</i>

# Board of Trustee Notes

## Nov. 19, 2024 Meeting

1. Quorum established. Previous minutes adopted with modifications.

2. Citizen Comment:

Two citizens provided comments about the proposed possible closure of the Senior Citizen Center. See attached document. The Board pulled this item from the consent agenda and will be discussing it at another meeting. The Board also created a smaller ad hoc group to look more closely at the program, in particular the funding as the current program is costing the college about \$200 k a year. Mr. Peter Kucera and Mr. Lupe Gonzales both spoke in support of keeping the program and both acknowledged that other sources of funding would need to be found to continue the program.

3. Special Items:

- The FY 24 audit was approved.
- The Dec. 17 Board meeting was cancelled, although the Board may meet in a workshop during the month to discuss issues such as the Senior Center.
- VP Collins provided an overview of the Senior Citizen Program. This program has been affiliated with the college since 1976 and serves Wharton and Colorado County seniors. The program has had difficulty recovering momentum after COVID and the lack of staff has significantly impacted the program.

4. Presentations:

- Retirement Resolutions for Zina Carter, Tim Guin, and Gus Wessels were read into the minutes.
- Dr. Amanda Allen reported to the Board that the Fall 2024 Institutional Effectiveness Newsletter had been circulated to college employees. She provided a brief overview of some of the highlights.
- The agenda did not contain a Physical Plant Report. Mr. Feyen has secured several bids for repairs at the various campuses. The Richmond campus foundation issue has yielded evidence of the need for more repairs to stabilize the building, level the building and repair the various interior rooms impacted by the foundation shift. After this work is done the windows will still need to be repaired or replaced. There is no scheduled timeline for repairs as the specs are still being adjusted.

5. Reports

- Cindy Ward provided the monthly fiscal report for October. WCJC received \$4.6 million in state appropriations, which is about 50% of our state appropriations. February will be the next installment from the state. Our revenue is up from this time last year largely due to



the increase in fees and tuition. Ms. Ward also noted that we have made several large expenditures on capital improvements over the last two years.

#### 6. Consent Agenda:

Item X B was removed from the agenda for a separate vote. This item recognized Senator Joan Huffman for her support of WCJC students, staff and the communities the college serves. An aid from the Senators office was present to hear the vote for the resolution.

Item X D was removed for further consideration by an ad hoc group of Board members. This item requested the Board to evaluate the financial viability of the Senior Citizens Program.

Items of note are listed below.

- ✓ Notification to the board that the college was awarded funding from several different sources for various college programs or students.
- ✓ Approval of several contracts for repair of the gymnasium and fitness center as well as the Hodges Learning Center.
- ✓ Several IT items were approved including the reconfiguration of classrooms for the EMS/Paramedic program and Phase 2 of the network upgrade at Richmond.
- ✓ Approval of salary adjustments for ADN faculty.

7. Executive Session: The Board went into Executive Session to discuss the President's Evaluation. The discussion during Executive Session is not open to the public and Board generally does not comment on actions taken during these sessions.

# Board of Trustee Notes

## Jan. 28, Meeting

1. Quorum established. Previous minutes adopted with modifications as attendance was incorrect.

2. Citizen Comment: No citizen comments.

3. Special Items:

- Item X A was removed from consent agenda, this item recognized the donation from Eugene Bouligny of \$250,000 to the WCJC Foundation. Mr. Bouligny's brother was there to make this donation.
- Board Committee Reports: Dr. Urbish reported that the Board Self Evaluation results have been process and the participation rate was 100%. The results of the evaluation will be discusses at the February and April meetings.
- Board Committee Reports: Mr. Roussel reported that the Technology Committee had met and were updated on the Reliability Plan and the Technology Roadmap. The committee believes the college is on track with technological updates.
- Board Committee Reports Mr. Pope reported that the Strategic Envisioning Committee met and are working on setting five-year priorities and goals for the college.
- President's Reports:
  - ✓ Mike Feyen:
    1. GYM HVAC work may start in spring.
    2. Library roof- work being scheduled.
    3. Bay City Construction Trades: Soliciting phase 2 bid specs.
    4. Wharton Student Center: Development and design stage is complete.
    5. Richmond Foundation and Window Repair: There is an agenda item to start the foundation work, this will impact about 17 rooms and may also involve plumbing and flooring repairs. Once foundation is repaired the leaking windows will be addressed.
    6. PSC Elevator: Modernization has been complete.
    7. The college will be working on an Educational Facilities Assessment with TASB. A draft proposal for the scope and cost of the assessment has been submitted, the proposed cost is\$22K but the college hopes to negotiate the price. The assessment will look at the facilities, maintenance issues, grounds and other aspects. The assessment will be important to the development of a new five-year plan for the college.

- ✓ President McCrohan provided a short statement on the impact on the college of President Trump's actions to stop federal funding for a number of programs. Direct payments to students such as Pell grants and other financial aid are not impacted, indirect payments such as the Senior Citizen program, TRIO etc. will be impacted. This issue was addressed by the college lawyer in Executive Session

#### 4. Student Success:

VP Allen summarize for the Board the contents of the Institutional Effectiveness Letter sent at the start of the semester. She stated that enrollment is up slightly. She also discussed the campus wide staff development day and reminded the Board of the various "spirit days" throughout the semester.

#### 5. Reports

- Cindy Ward provided the monthly fiscal report for Dec. The college has received about 50% of the state appropriations. The college revenues are up slightly from last year. Ms. Ward reminded the Board that the college is about to undertake some major expenditures for building maintenance and repair.
- Ms. Ward also provided the investment report for the first quarter. All of the various college investment funds have secured revenue with only two items called.

#### 6. Consent Agenda:

Item XV "Matter Relating to Personnel" was removed from the agenda to be discussed in Executive Session. This item included personnel appointments within the Office of the President, Executive Vice President, Information Technology and Academic Affairs. Item X D was removed for further consideration by an ad hoc group of Board members. This item requested the Board to evaluate the financial viability of the Senior Citizens Program. Items of note are listed below.

- ✓ Approval of the Bay City Lease
- ✓ Approval of an increase in pay for the Director of Facilities Management
- ✓ WCJC is sub recipient of the TRUE grant via the Ft. Bend Chamber of Commerce
- ✓ Approval of several changes to student fees
- ✓ Approval for remediation at Richmond campus of drainage and other issues

7. Executive Session: The Board went into Executive Session to "Matter Relating to Personnel" and the consequences of the new federal freezing of funds. The discussion during Executive Session is not open to the public and Board generally does not comment on actions taken during these sessions.

# Extended Cabinet Notes

## November 14, 2024 Meeting

1. Notice of the meeting went out on without any minutes attached on Wed. 11/13. FC Officers have asked, several times, that more notice be provided before the meeting and that minutes also be sent in advance to provide time to read them and make corrections or additions.
2. President McCrohan did not have any items for discussion nor were there any Staff Support Council or Student Issues.
3. In accordance with College policy FC Officers sent the two FC issues in advance the issues were:
  - a. Update on Richmond Expansion Project
  - b. Information regarding compensation study starting in January.
4. President McCrohan stated that the college is still in “negotiations” to try to find community support for the expansion project. This response has remained the same for the last several meetings. Follow-up questions were asked by some meeting members but no specifics were provided. The expansion project is now several years behind the projected timeline when the project started.
5. FC Council Officers has been told that WCJC would be undertaking a study to look at compensation for college employees and an consultant would be used for the study. Rexford asked the President to clarify that the study would cover all employees she stated it would. Rexford asked several follow-up questions regarding possible timelines and the process to be used. President McCrohan stated that the study would need to be approved by the Board and that the request would be made to the Board. President McCrohan also stated that the board would need time to review the results and that any salary adjustments would be staggered. No real information about the study was provided. Nor was the request for the study included in the November Board packet.
6. FC Council expected that the study would have been discussed, in some depth, at either the Oct. or Nov. Extended Cabinet meeting. The news that the issue of compensation was being addressed would have done a great deal to improve morale on campus and perhaps prevent the exit of a number of talented employees. The initial goal of FC, was to have an open discussion of the study and to ensure that faculty and staff would have a voice in the study. The meeting did not yield any indications that the study would be a priority in the upcoming month.

# Extended Cabinet Notes

## January 16, 2025 Meeting

1. President McCrohan welcomed everyone back. 61 attendees.
2. Two sets of minutes were sent on 1/16/25 along with an agenda. No minutes were approved at the meeting. President McCrohan did report that the meeting would be using a revised agenda sent out earlier in the day. Peter Anderson apologized for the fact that the Faculty Council items sent on 1/14/25 did not successfully send due to internet issues with his phone. President McCrohan reported that she had reached out prior to the meeting and had some awareness of the issues.
3. President 's Items:

Social Media Process: President McCrohan asked Peter, as the Chairman of the Faculty Council (FC), to work with FC to draft a document outlining the particular concerns regarding social media issues. Peter stated the FC would do so and report back to President McCrohan. Liz Rexford asked the President to explain the issues with expanding the social media presence and the issues with our current presence. President McCrohan stated that there are well over 200 existing social media pages somehow affiliated with the college. In many instances the originators of these pages are no longer with the college and the college cannot take the pages down or update the pages. In other instances pages may be on TicToc a platform banned for official government use by the state legislature. In addition, there are concerns about presenting a uniform college brand.

Salary Study: At the January 7, 2025 meeting the Board of Trustees approved the contract with TASB (Texas Association of School Boards) to conduct a salary study for ALL college employees. The study would begin in Nov. 2025 and take several months. Rachel Bahnsen explained that TASB would use existing information to compare the duties, qualifications and salaries of comparable positions within WCJC and other TASB member community/junior colleges. Many, but not all community and junior colleges in Texas belong to TASB.

Rexford asked the President and Rachel to clarify that TASB would also be providing implementation strategies specific to WCJC to remedy any salary discrepancies. These strategies would be fiscally prudent and sustainable providing the Board with viable solutions for increasing compensation.

TK Krpec asked if the TASB study would also look at benefits. Rachel stated it would not because most TASB colleges are also ERS colleges so that the benefits are largely comparable.

TK also asked if this study would impact our salary schedule. Rachel stated that this was not the intended impact of the study.

Kevin Dees asked if the study would look at educational preparation, required degrees or skill set hours for non-faculty employees since at WCJC the only category of employee where education is used for salary schedule placement is faculty. Rachel responded that this was not the intent of the study. This study would look at existing qualifications, duties and compensation.

TK also asked if the study might be used to encourage the state legislature to increase funding. President McCrohan stated that in all likelihood this would not happen but having information to show that more money is needed to sustain the college is important information to have when the legislature is in session.

#### Faculty Items:

A standing issue on the agenda is an update on the Richmond campus expansion. President McCrohan started the discussion by stating that the Bay City campus is operational and that WCJC would be asking for more money for the Bay City expansion. She reminded those present that there will be an open house during February at the Bay City campus.

President McCrohan stated that very little has been done at the Richmond campus since the holidays. Various administrative officials and Foundation members are meeting with various “influencers” to try to secure additional funding, the two major foundations in the area appear poised to provide money for the expansion if and when other potential donors come forth. She will ask the state legislature for some appropriations to start the expansion. She also stated that several maintenance projects are on the schedule for the existing Richmond campus.

#### Staff Issue:

There were no staff issues. Deborah McGraw announced that there were two door decoration entries, both on the Wharton campus.