

FACULTY COUNCIL

MINUTES

Date	Tuesday, February 19, 2019
Location	Wharton CDC; Richmond 138; Sugar Land 201A; Blackboard Collaborate
Time	3:00-4:30 pm

Attendees

Role	Name
Chair	Elizabeth Rexford
Minute Taker	Marissa Saenz
Attendees	Amy Acord, Peter Anderson, Franci Bay, Frank Becak, David Camejo, Jackie Cooper-Edwards, JB Groves, Ava Humme, Brady Hutchinson, Barbara Lynn, Willie Myles, Carl Price, Liz Rexford, Marissa Saenz, Sean Valdez
Absent	Sean Derrickson, Marci Espinosa, Tammy Hann, Debbie Yancey

Call to Order

Meeting called to order at 3:15 pm.

Information Items

	Description
1.	<p>Old Business</p> <p>A. Approval of Faculty Association Meeting Minutes – all approved as edited from comments submitted via email</p> <p>B. Report on Board of Trustees Meeting – The last board meeting was held on January 15, prior to school being back in session. No one from faculty council was in attendance. To see board minutes, please visit the College’s BoardBook website. The next regularly scheduled meeting is for Tuesday, February 19 at 6:30 pm. Faculty are encouraged to attend.</p> <p>C. Report from Longevity Compensation Task Force – The longevity task force is scheduled to meet tomorrow, Wednesday, February 20. They have a couple of ideas to consider--rewarding longevity based on percentage of current base salary or reward longevity based on step increase. They have concerns about the percentage option, if the system will be able to handle. Currently, step increases work with the system.</p> <p>Questions:</p> <p>Q. JBG inquired about new hires beginning at a higher salary and then having potential pay increases based on that rate.</p> <p>Q. DC asked about the number of years longevity would be applied to.</p> <p>A. Franci said the task force is looking at milestone years that correspond to HR recognition; will have a cap.</p> <p>Q. BL inquired about the name of the initiative.</p> <p>A. Liz indicated that terminology is in alignment with the current language of compensation policy that already exists.</p>

Note: this effort for longevity pay is on behalf of faculty and staff. The college has a compensation policy that addresses longevity; however, it does not apply across the board to everyone, which is what the task force is exploring.

D. Report from Dept. Head/Program Director Pay Task Force

Franci will be sending out a survey to department head/program directors.

E. Report on SWOT Meetings

The planning workshop scheduled with the Board on Tuesday, February 19th has been cancelled and rescheduled for March 19th at 5pm.

Key themes from the sessions held by VP Allen were communication and technology.

Positives-WCJC has a high transfer rate, students have expressed positive student experiences; vocational programs have an excellent reputation

VP Allen will be holding student focus groups later this month and into March. Please encourage your students to attend. Food will be provided and students will be eligible for Walmart gift cards. See email from VP Allen for more information.

Barbara recommended providing an additional incentive to encourage students to attend a session. For example, earn credit to make up an absence.

2.

New Business

A. Creation of Marketing Task Force

In response to concerns raised at the Faculty Association meeting at the beginning of the semester this task force was formed. Hector Weir and Becky McElroy have volunteered to be on the task force. We need a FC volunteer to also join. Peter Anderson and JB Groves volunteered. Look at Reg. 139 Social Media as a starting point. Faculty expressed concern about low enrollment programs and wanting to promote awareness of WCJC beyond traditional means.

B. Creation of Planning Task Force

In response to concerns raised at the Faculty Association meeting at the beginning of the semester this task force was formed. TK Krpec has agreed to lead the initiative. Representatives from FC interested in participating in the discussion include Peter Anderson, Liz Rexford, JB Groves, Willie Myles, and Frank Becak. Efforts may fit well with information from VP Allen's efforts.

C. Discussion of Lab, Clinical and Practicum Pay

Peter Anderson is leading this discussion. Please contact him if you would like to raise any concerns. He has looked at neighboring institutions. David Camejo shared insight from HCC's process; indicated he would assist Peter with this effort. Barbara Lynn indicated that faculty in the vocational programs have discussed this concern; she will pass the word along. Willie Myles also volunteered to assist Peter. FC members raised concern about how exploring this option may conflict with the longevity compensation task force. Franci recommended waiting on this issue until finished addressing the longevity compensation issue. Liz recommended gathering information that can be used in the future.

D. Discussion of Banner and confidential information

Barbara said someone in the division raised the concern at convocation and she would

like to follow up on the matter. Faculty have expressed concern about employees having access to forms/screens in Banner that have personally sensitive information and are not related to the person's job function. Kevin Dees explained at convocation that we all have access based on permission levels granted when we went through training and signed confidentiality agreements to not access and use information inappropriately.

E. Discussion of possible tenure system – this discussion has been postponed.

F. Discussion of vaping and security issues at Sugar Land

While this may also be a problem at other campuses there was a situation that occurred in Sugar Land where a faculty member attempted to enforce the rules regarding no vaping in the halls but was not necessarily supported by UH Security when addressing the issue. Dr. Malmberg can address with Dr. Neal.

G. Discussion of phone and computer issues

The college's telephone system was recently upgraded, disabling the ShoreTel Communicator software used on office computers to manage voice calls. Mitel Connect is the replacement software. Installation instructions can be found on the Intranet, on the Information Technology Help page, under Telephones. Please call the IT Help Desk if you need assistance.

As a result of the upgrade many phone numbers are not working when attempting to dial out from different campuses. Robby explained at the extended cabinet meeting that numbers are routed through different campuses via switches to allow for the least cost. Area code and prefixes that were dropped from the system during the upgrade is what has led to this problem. To address the issue, please submit an IT ticket with the full phone number if you encounter this situation where you are unable to dial out.

Faculty have expressed concern over the slowness of the computers on startup and when loading presentations. This is disruptive to the student learning process.

Brady Hutchison expressed concern about the placement of the computers under the desk and being unable to access the USB ports. This is a concern for faculty and students who may have a disability limiting their mobility and for faculty and students that may be a bit older and unable to crawl around on the floor and under the desk to access the computer. Liz recommended bringing up this concern with the Accessibility Committee and VP Youngblood.

3.

Other – Discussion will continue at next FC meeting due to time constraints. Faculty Awards Committee – Kevin Dees raised concern about confusion this past year regarding the faculty awards process. This pertains to process, forms, and committee member representation. He has inquired about the possibility of the awards committee being moved to a standing committee with a process for naming the chair each year. FC believes the confusion is due to the existence of an Awards Committee which is a standing committee that makes recommendations for awards to students and the Faculty Awards Committee, which is an ad hoc task force of Faculty Council that nominates faculty for awards such as NISOD, Faculty of the Year, and the Piper Professor. More information about the Faculty Awards Process can be found on the Intranet under Meetings, Governance Councils, Faculty Council.

Action Items

	Description	Responsible Party	Due Date/Status
1.	Marketing task force meeting	Hector Weir	
2	Planning task force meeting	TK Krpec	
3.	Department Head/Program Director Compensation task force	Franci Bay, Frank Becak	
4.	Lab and Practicum Pay inquiry	Peter Anderson	
5.	Computer accessibility in the classroom	Liz Rexford	
6.	Longevity task force update	Franci Bay	
7.	Board of Trustees Meeting	Liz Rexford	

Adjournment

Meeting adjourned 4:30 pm

Chair

Date