

### Faculty Council Minutes

<b>Date</b>	Thursday, February 4, 2016
<b>Time</b>	3:45-5:00
<b>Location</b>	Wharton-CDC; FBTC-137; Sugar Land-252; Bay City-112

#### 1. Attendees

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

#### 2. Agenda

	Description
1.	Determination of a Quorum
2.	Call to Order
3.	Old Business A. Report on Board of Trustees Meeting
4.	New Business A. ADA Testing Center Request B. Request for Information
5.	Other
6.	Adjournment

#### 3. Information Items

	Description
1.	Board of Trustees Meeting – Review the Board packet for information; Liz unable to attend due to the demands of it being the first day of classes. All faculty are encouraged to attend extended cabinet and board meetings.
2.	ADA Testing Center Request – The Task Force recommended Faculty Council provide a memo of support addressed to VP Leenhouts and VP Collins for Susan Denman-Briones’ proposal of working with the Testing Center in the library at the Wharton campus to provide a distraction free testing environment to be ADA compliant. It was noted that additional accessibility issues include the lack of an elevator in the library to get to the testing center located on the second floor. Sharla Walker made a motion for the task force to draft a memo of support on behalf of the council. Jennifer Jeffery seconded. Motion carried.
3.	Request for Information – Discussion pertaining to content to be included in a Memo of Clarification to be submitted to the President and Vice Presidents in lieu of the cancelled Extended Cabinet meeting to address information and issue of a time sensitive manner.  A. Strategic Plan <ul style="list-style-type: none"> <li>• Data not yet posted on Intranet as promised in workshops.</li> <li>• No word about February strategy sessions which were promised in the workshops.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Concern about timing to allow for feedback from faculty, staff, and students prior to March breaks and summer break when faculty and students may not be available.</li> <li>● Campus Plans <ul style="list-style-type: none"> <li>○ Sugar Land <ul style="list-style-type: none"> <li>▪ Signage or lack of</li> <li>▪ Shared use of large classrooms</li> <li>▪ Availability of classroom space</li> <li>▪ Security of faculty space and classrooms (no lights and phones)</li> </ul> </li> <li>○ Richmond (FBTC) <ul style="list-style-type: none"> <li>▪ TSTC departure <ul style="list-style-type: none"> <li>● Impact on student enrollment and programs offered (e.g. computer science)</li> <li>● When are they vacating?</li> <li>● What are the plans for the vacated space?</li> </ul> </li> </ul> </li> </ul> </li> <li>● Impact of external factors <ul style="list-style-type: none"> <li>○ HCC offering tuition free dual credit in our area</li> </ul> </li> </ul> <p>B. Campus Safety &amp; Security</p> <ul style="list-style-type: none"> <li>● Concealed Carry Task Force has yet to schedule a meeting</li> <li>● Concern about timing to allow for input from faculty, staff, and students prior to summer break</li> <li>● Concern about scheduling since March is a short month due to breaks and a busy time for VP Kocian due to budget development</li> <li>● Discussion of different needs between Sugar Land and other campuses due to impact of UH and the earlier implementation dates for universities compared to community colleges</li> </ul> <p>C. Longevity Task Force</p> <p>VP Leenhouts has scheduled a meeting; the Council would like to address how compensation for longevity can improve morale and reward long time faculty members for continuing to contribute to a tradition of excellence at WCJC.</p>
4.	<p>Other</p> <p>Liz Rexford thanked all who attended Dr. Voorhees' presentation of the SWOT survey data at both the Sugar Land and Wharton campuses; apologized for the repetitive nature of Dr. Voorhees' presentation at convocation; acknowledged faculty's concern about Danny Terronez's security presentation being cut short at convocation. Faculty Council will again request that Mr. Terronez be given time to speak at the fall convocation.</p> <p><b>Longevity Study Task Force scheduled to meet February 18.</b> Thank you to VP Leenhouts for scheduling meeting early in the semester. Jennifer Jeffery to represent the academic programs and Franci Bay the vocational programs.</p> <p>A meeting for the <b>Campus Carry Task Force</b> exploring options for addressing the campus carry law has yet to be scheduled. Liz has contacted VP Kocian, chair of this task force to express concerns about timing in order to ensure student availability for representation to discuss this issue as students have been asking questions of faculty. Additionally faculty members at the Sugar Land campus are concerned about how the University of Houston will handle the issue and what the impact will be on WCJC faculty.</p> <p><b>February Extended Cabinet Meeting Cancelled.</b></p>

Discussion about awarding of **posthumous degrees** in response to VP Collins email to FC officers asking for a recommendation on a procedure for evaluation. Topic arose out of a comment during an executive cabinet meeting in November. Discussion about whether a written policy is needed or if the process should be left up to the discretion of each program director. Jeff Tix inquired about inconsistency between departments, recommended that a process be adopted college wide. Members agreed that the process should be initiated at the department level and administration should be responsible for making the decision. Marissa Saenz suggested that a formal policy be recommended to make clear the process to all parties involved. Jeff moved that Marissa draft a statement. Frank seconded. Motion carried.

Dale Neaderhouser shared an email sent to Liz inquiring about an institutional **Employee Assistance Program (EAP)** as mentioned in the HR Compliance training. Dale called HR to inquire and was informed that WCJC does not have a program. Discussion pertaining to concern over faculty well-being and available support when dealing with a very emotional situation such as the suicide of a student. Dale made a motion for the council to make a recommendation to the administration to consider adopting an EAP program. Melissa Bruton seconded. Motion carried.

Additional discussion pertained to communication; faculty being informed that a student has been administratively withdrawn; don't need details, just need to be informed, so as to not inadvertently be insensitive to other students in the class; understand the family's right to privacy; aware of FERPA and boundaries.

**4. Action Items**

	Description	Responsible Party	Due Date/Status
1.	Memo of Clarification	Lix Rexford (draft) FC Input Send	2/8-2/9/16 2/9-2/10/16 2/11-2/12/16
2.	Memo of Support for ADA Testing	ADA Task Force	Completed
3.	Awarding of posthumous degree statement	Marissa Saenz	2/8-2/9/16

**5. Adjournment**

**4:50pm - Meeting adjourned.** Motion made by Kelly Eldridge, seconded by Jeff Shine.

Chair \_\_\_\_\_

Date \_\_\_\_\_