



Details	
Date	Tuesday, April 1, 2025
Time	3:30 PM
Location	Zoom and Library

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>1. <u>Approval of Board of Trustees and Extended Cabinet Notes</u></p> <p>Peter stated that the March Board and Extended Cabinet notes were sent for everyone to review. Peter asked the Faculty Council members if there were any comments or changes to the Board or Extended Cabinet notes.</p> <p>Julie commented that in the section Faculty Concerns, number one, the second check mark should read “VP Allen did note that at the Board Meeting...”</p> <p>Julie Rodriguez made a motion to accept the Board and Extended Cabinet notes as written, with the one correction. Christy Ruby seconded the motion. The Board notes were approved by acclamation and will be attached to these minutes.</p> <p>2. <u>Faculty Council meeting in May</u></p> <p>Peter commented that Faculty Council members should be on the lookout in case there needs to be a May meeting, or if a Special Meeting needs to be called during the summer. Normally, Faculty Council does not hold a May meeting, due to that it falls during finals week.</p>

Liz asked if there is any reason, at the moment, why Faculty Council may need to host a May meeting. Christy commented that soon, some library issues will need to be discussed once Christy has more information.

Kornelia asked if a meeting could possibly be called before convocation. Liz clarified that one of the reasons there is no May meeting is that there are no Extended Cabinet meetings and that the meeting could interfere with final exams. She stated that since most members are 9.5-month contractees, it is hard to have a meeting in the summer. Thus, generally, no actions can be taken until Faculty Council returns in the fall. In the fall, 1/2 of the current members would have served their term, and new members will be elected so a meeting prior to convocation is difficult.

Hector commented that, depending on the severity of the issue, Faculty Council members would be asked to attend a special meeting. Liz commented that if a special meeting needs to be called, there should be a quorum so the meeting can proceed, and advanced notification must be provided.

Hector asked if all current members are still Faculty Council members until the elections take place in August. Liz responded, yes, everyone who is currently a member will still be a member until each Division has elected their new representatives.

Liz pointed out that if a summer meeting is needed, it would have to be properly documented, and a quorum must be present. Liz added that a Zoom meeting would be scheduled, and it could be a meeting that can better accommodate everyone's schedule, as it does not have to be during business hours.

III. Old Business

DISCUSSION

1. Meeting with VP Collins

Peter asked if there were any further comments or issues before a meeting is scheduled with VP Collins regarding the Social Media Proposal. No additional comments or concerns were discussed.

IV. Extended Cabinet Items

DISCUSSION

1. Items for March Extended Cabinet

Peter mentioned that the following topics will be placed on the April 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. Report on Social Media/Marketing

V. Other Items

DISCUSSION	
1. <u>Email from faculty member</u>	Christy asked if the email from the faculty member needed to be discussed. Peter commented that the faculty member was referred to HR.
2. <u>Salary Study</u>	Kornelia asked if there is a timeline regarding the salary study currently being performed by the independent consultants. Liz commented that the survey will take about a year before any data is shared. Liz is hopeful that the Board will make it a priority, as more faculty members are leaving the college.
3. <u>Spring Faculty Council Social Event</u>	Peter asked if the Faculty Council members would be interested in attending a spring social event. The members thought it was a great idea. Peter will send an invite to all Faculty Council members.

VI. Action Items

ACTION/DISCUSSION ITEMS FOR THE NEXT MEETING	OWNER	DUE
Circulation of April minutes for approval	Ruiz	After initial review
Send an email to schedule a meeting with VP Collins	FC Officers	
Send topics for Extended Cabinet meeting	Anderson	

VII. Adjournment

ADJOURNMENT	
1. The meeting adjourned at:	3:50 pm
2. Signature Approval:	<i>Peter Anderson</i>

Board of Trustee Notes

March 25, 2025 Meeting

1. Quorum established. Previous minutes adopted

2. Citizen Comment: No citizen comments.

3. Special Items:

- VP Collins presented an update on the Senior Citizens Program. The program has been running at a loss since 1976. The two counties that contribute to the program have not increased their funding over the last 8 years. The various foundations that help support the program cannot close the gap. The program costs about \$360K a year and runs at a loss close to \$67K.
- The Board Finance Committee met before the Board meeting, preliminary work is being done for the new fiscal year budget.
- Several members of the Board went to the Board of Trustees Institute which provided opportunities to network with the boards of other institutions. Board member Pope was particularly interested in the Grayson College Promise Program.

4. President's Reports:

1. Mike Feyen: Mr. Feyen reported the following.
2. GYM HVAC: Gym units were replaced over spring break. Control work still needs to be done and the fitness center units are still on order.
3. Library roof: Work will start as soon as gym is complete.
4. Bay City Construction Trades: Phase 2 bid specs are on hold.
5. Gym Roof – Work started on 3/17 and should take 30 days depending on the weather.
6. New Student Center: Design Development state is complete. Multiple engineers are still working on drainage, mechanical runs etc.
7. Richmond Foundation Issues: Foundation repairs will start in May after the semester is over and should be complete before summer classes. Estimated costs are \$770K but an agenda item has been submitted with extra funds for contingency costs. Total is \$950K.

5. Reports

- Cindy Ward provided the monthly fiscal report for February. She reported that tuition and fees were up about 10%. WCJC is have about 16% increase in Feb. revenues from last year. Revenues over expenditures for Feb. is \$2.9 million.

6. Consent Agenda: No items were removed from the Consent Agenda for special consideration. Items of note are listed below.

- ✓ Approval of 2025-2026 Academic Calendar
- ✓ Approval of several fee increases for students
- ✓ Approval to stabilize and lift Richmond campus.
- ✓ Seeking bids to manage bookstores.
- ✓ Approval of Hardware Refresh Cycle initiative- purchase of 500 workstations.
- ✓ Approval of purchase of Ticketing System

7. Several PPAs were approved.

8. Executive Session: The Board went into Executive Session to discuss possible retirement of and mutual separation agreement for President McCrohan and search process for interim president. The Board did announce the retirement of President McCrohan effective 8/31/25. The Board will continue to negotiate a separation agreement and the process for selecting an interim president.

Extended Cabinet Notes:

Meeting: March 27, 2025

Vice President A. Allen conducted the meeting.

Minutes of previous meeting adopted.

President's Items:

1. Social Media-Faculty Written Request

- ✓ At a previous Extended Cabinet meeting President McCrohan asked that Faculty Council (FC) submit a report to her on Social Media
- ✓ Peter Anderson stated that FC was working on this issue and would be sending in a report after meeting with VP Collins
- ✓ Rexford added that FC had the new Marketing Director (Ben) and members of the college recruiting team at the last FC meeting. At the meeting Ben expressed a desire to work with faculty on improving the communication process between marketing the faculty and recruiting. Rexford also repeated that the FC concerns were not social media concerns but marketing concerns and the report would focus on the marketing issue.

2. Extended Cabinet Meeting Date

- ✓ In the future Extended Cabinet meetings will be held on the Thursday after the Board of Trustees meeting. This change should make it easier for the agenda items and minutes to reach the college community in a timelier manner to enable individuals to read the minutes and agenda in advance of the meeting.
- ✓ FC had requested that the agenda and minutes for the Extended Cabinet meetings be sent at least 48 hours before the meeting.

Faculty Concerns:

1. Update on Richmond Campus Expansion Project

- ✓ At this time there is no update for the expansion project.
- ✓ VP Allen did note that at the Board Meeting funding was approved to level the existing Richmond campus. This will be done in May and should not interfere with the summer classes scheduled at the campus.

2. Request for Safety Officer for the Bay City campus

- ✓ Peter Anderson stated that at this time there is no safety officer at this campus and that an officer should be available on all campuses.
- ✓ At the recent Safety and Security meeting it was stated that the campus relies on the Bay City Police Department or the safety officers from the nearby elementary school. The WCJC campus is right by the railroad tracks and if there is a train it will be impossible for these two entities to arrive in a timely manner.

3. Explanation of why WCJC does not have armed officers during the day.

- ✓ After the recent incidents of violence on several WCJC campuses FC members would like the college to consider having armed officers on the campus during the day when the majority of students, staff and faculty are on campus.
- ✓ Unarmed security officers could be used for the evening hours, with armed officers available on the nights when special events, often open to the public, are held on the campuses.
- ✓ There was no explanation provided at the meeting.

4. Consideration of Increased Redundancy on RAVE lists.

- ✓ FC is concerned that on the Fort Bend and Bay City campuses only two to three individuals are approved to send RAVE alerts. If these individuals are not on the campuses the alerts may not be sent out.
- ✓ VP Allen stated that after a meeting of the VPs to discuss several recent security incidents the administration will be working with security to see if additional individuals can be trained. No firm decision has been made at this time.

5. Clarification of the RAVE alert process.

- ✓ Anderson discussed the FC concerns regarding the lack of a timely notification about the stabbings at Sugar Land and the subsequent email from VP Collins stating that the college administration would be looking into clarification or modifications to the current process.
- ✓ VP Allen confirmed that the administration has been discussing this issue and did state that following the issue an email should have been sent providing information on the incident.
- ✓ Rexford asked that there be consideration of using RAVE to alert all RAVE users to what is termed the “All Clear” status. She remarked that those on the campus and those headed to the campus were unsure what to do. She also stated that faculty in classrooms where they are responsible for the students present have been trained to believe that a RAVE alert would be sent and would NOT be looking for an email.
- ✓ VP Allen stated that revisions to the process will encompass all perspectives.

6. What constitutes a RAVE worth emergency?

- ✓ Anderson restated that FC concern that timely and accurate information needed to be provided to those on the campuses and especially the faculty in a classroom or staff in vulnerable locations.
- ✓ Rexford reiterated the concern about using RAVE for any type of security incident that endangers those at the location or those headed to the location.
- ✓ VP Allen stated this is also being reviewed.

Staff Items:

No staff items were on the agenda and no opportunity was provided for discussion.

Student Concerns

No students were present at the meeting.

VP Allen mentioned the following items at the end of the meeting.

- ✓ The Board approved the funding for a new hardware refresh, including funding for new computers.
- ✓ She reminded all attending about UIL on 3/28 and that UIL is a good opportunity to recruit students.
- ✓ She also reminded faculty about various upcoming athletic events.