



**Faculty Council Minutes**

<b>Date</b>	10/5/17
<b>Time</b>	3:00-5:00pm
<b>Location</b>	Wharton-CDC; Richmond-138; Sugar Land-201A; Bay City-112

**1. Attendees**

<b>Role</b>	<b>Name</b>
<b>Chair</b>	Elizabeth Rexford
<b>Minutes Taker</b>	Marissa Saenz
<b>Attendees</b>	Wharton: Debbie Lutringer, Tammy Hann, Frank Becak, Marissa Saenz, Liz Rexford, Allyson Matheaus Richmond: JB Groves Sugar Land: Jackie Cooper Edwards, Sean Valdez, Amanda Celaya, Sean Derrickson, Wiley Parkman, Amy Acord, David Woods, Susan Denman-Briones Bay City: Willie Myles
<b>Absent</b>	Jennifer Jeffery, Debbie Yancey, Ava Humme
<b>Guests</b>	None

**2. Agenda**

	<b>Description</b>
1.	Determination of a Quorum and Call to Order
2.	Election of Faculty Council Officers (Chair, Vice Chair, Secretary)
3.	Old Business A. Approval of March Minutes B. Report on Board of Trustees Meetings (Rexford) C. Report on Extended Cabinet Meetings (Rexford) D. Report on Longevity Task Force (Jeffery) E. Update on coffee pots at SL and vending machines at FBTC (Rexford) F. Recognition of Faculty Award Winners (Rexford) G. Report on Student Success Council (Rexford)
4.	New Business A. Faculty Council Appointments to College Committees (Chair) B. Faculty Overload Task Force (Chair & Rexford) C. Fitness Center Availability (Chair & Rexford) D. Changes to Health Insurance (Chair & Rexford) E. Recognition of Raise and TCCTA dues payment (Chair) F. Statement of support for Harvey Victims (Chair) G. Determination of Future Meeting Dates (Chair) H. Review of Regulation 886: Reprimand, Suspension, and Dismissal of Contract Employees
5.	Other
6.	Adjournment

**3. Information Items**

	<b>Description</b>
1.	Confirmation of a quorum – 16 of 19 members in attendance. Meeting called to order at 3:02pm.
2.	Election of Officers (Chair, Vice Chair, Secretary) Liz Rexford explained responsibilities and opened the floor to nominations.

	<p>Nominations for Chair:  Frank Becak nominated Liz Rexford.  Allyson Matheaus seconded the nomination.  Liz Rexford accepted the nomination.  Allyson Matheaus moved to close nominations for chair.  Frank Becak seconded the motion.  Liz Rexford elected by acclamation.</p> <p>Nominations for Vice Chair:  Liz Rexford nominated Sean Valdez.  Marissa Saenz seconded the nomination.  Sean Valdez accepted the nomination.  Frank Becak moved to close nominations for vice chair.  Allyson Matheaus seconded the motion.  Sean Valdez elected by acclamation.</p> <p>Nominations for Secretary:  Liz Rexford nominated Marissa Saenz.  Frank Becak seconded the nomination.  Marissa Saenz accepted the nomination.  Liz Rexford moved to close the nominations for secretary.  Frank Becak seconded the motion.  Marissa Saenz elected by acclamation.</p>
3.	<p><b>Old Business</b></p> <p>A. Approval of March Minutes – March minutes were approved via email prior to the close of the spring term and were posted to the Intranet over the summer.</p> <p>B. Report on Board of Trustees Meetings (Rexford)  Regularly scheduled board meetings were held May 16, June 20, July 18, August 15, and September 19, with special meetings held on September 12 and September 26 to discuss and vote on a proposed property tax increase.  At the June 20 meeting the board voted to close the Surgical Technology Program.  At the August 15 meeting there was discussion regarding new positions during the approval of the 2017-2018 operating budget.</p> <p>C. Report on Extended Cabinet Meetings (Rexford)  Security, finances, renovations, and regulations were discussed at the March 23 meeting.</p> <p>Security: After an initial contract was pulled by the College President for clarifications and questions, a new contract has been approved, which will contain several phases for security updates. Marketing will be sending out more detailed information about the timetable.</p> <p>Phase 1- Networking (Cable installation) and a System for Locking Doors. Should involve a proximity card system.</p> <p>Phase 2- Additional locks on exit doors</p> <p>Phase 3- Cameras to be installed on exterior doors and parking lots.</p> <p>Phase 4- Public Address system for parking lots and common areas.</p> <p>Phase 5- Digital Display- TV monitors and electronic signs tied to the RAVE system.</p> <p>Faculty are reminded to review REG 126: On Campus Solicitation by External Parties  <a href="http://www.wcjc.edu/About-Us/documents/reg/REG126.pdf">http://www.wcjc.edu/About-Us/documents/reg/REG126.pdf</a></p>

Note that faculty cannot meet with book buyers on campus. Any book buyer on campus will be asked to leave. Faculty wishing to sell books may make arrangements at an off-campus location.

Finances: The state legislature may possibly allocate more money to community colleges in Texas but much of this money will be allocated based on success points. It is unlikely that there will be money this year for raises for faculty and staff, although the College President did state that at least providing the step increases will be a priority if funding is available. There will be no new money from tuition, nor any real increase in property taxes. There will be a change to the college budgeting process. Last year's budget will be rolled over. Any division or department seeking additional funds will have to make a special appeal to VP Kocian and the administration. The allocation of the money set aside in the strategic plan is still being determined. The information on the final disbursement amounts will be made available to faculty and staff.

**Renovations:**

Wharton – construction will begin in June on the Johnson Building if all goes well with the pre-bid meeting; construction should take 11 months with an additional 2 months to renovate the existing part of the building; study rooms are being added to the library.

Richmond – work has begun on renovating the old TSTC space; a new sign has been placed on the building; the college administration is working with a consultant on a master plan for space utilization, furniture and equipment placement, replacement of materials and other items; and are also soliciting information on needed equipment items for cosmetology and process technology.

Bay City – Working on a plan to renovate the existing facilities.

**Regulations:**

Review of Reg. 372- Facilities Usage by Student Groups - this regulation was returned to VP Leenhouts and L. Rexford for further revisions.

Reg. XXX- Campus Carry Policy - Faculty Council will discuss at the next meeting and the Regulation will be sent out to faculty and staff for review.

Reg. 878- Drug-Free Workplace and Alcohol Abuse Policy-Forwarded for approval.

**May 11<sup>th</sup> Meeting**

1. Rexford brought up the recent e-mail from the Sugar Land Campus Fire Marshall regarding removing coffeepots, microwaves and other similar devices from the offices. Rexford stated that the copy of the document from the municipal Fire Marshall did not state that such devices were a hazard. Rexford stated that the UofH faculty were provided with coffee machines, microwaves and refrigerators in their lounge area. President McCrohan inquired about finding a location both upstairs and downstairs where the college could provide a coffee pot for the staff and faculty. VP Collins, Mike Feyen and Robert Wolter followed up on the issue and a coffee pot will be provided in both lounges.

2. Rexford inquired about the possibility of placing a vending machine at the Richmond campus. She stated that several students, staff and faculty have inquired about a machine. With the departure of TSTC from the campus no machines are available. This means that on Friday afternoons and during the weekend there is only the water fountains for refreshment. President McCrohan asked that the campus be reviewed for a possible location for a vending machine. Several

	<p>possible locations were identified by Mike Feyen, Robert Wolter and VP Leenhouts.</p> <p>3. Reg. 626: Readmission of Academically Suspended Students, Reg. 751 Equal Educational Opportunity and Reg. 872 Evaluation of Faculty were approved for submission to the Board or Trustees. Reg. 372 Facilities Usage By Student Groups was held back for more revisions and will not be sent to the Board at this time.</p> <p>D. Report on Longevity Task Force (Jeffery) – tabled until Jennifer present.</p> <p>E. Update on coffee pots at SL and vending machines at FBTC (Rexford) Coffee pots are now available in Sugar Land; coffee not yet. Richmond should be getting vending machines; SGA is raising the issue at extended cabinet.</p> <p>F. Recognition of Faculty Award Winners (Rexford) FC would like to recognize faculty award winners. The awards for Instructional Excellence went to Betty Salas, John Dettling, Bob Nottebart and Celine Siewart. The Faculty of the Year Award went to Pam Speights who is also the Piper nominee for WCJC.</p> <p>G. Report on Student Success Council (Rexford)</p> <ol style="list-style-type: none"> <li>1. The SSC is working on several projects to improve the registration process for students. We have hired a consultant to report on our Financial Aid process. We have also moved to more on-line orientations and have streamlined somewhat the process for securing a student ID and e-mail.</li> <li>2. The SSC is working with the financial aid office to ensure that students are enrolled in the correct classes and do not lose financial aid eligibility because of classes outside their programs.</li> <li>3. Members of the SSC are also on the QEP committee. The original plan was to introduce the QEP at the fall 2017 convocation meeting and have a branding contest and slogan contest. The fall convocation was cancelled due to Hurricane Harvey. The President made the decision to have the marketing office send out several professionally designed logos to the faculty to vote for the new QEP logo. Several faculty offered comments on the designs and one was selected. The original slogan for the QEP was Choose, Connect and Complete. It appears this will be changed and we will alter the slogan to fit the logo. One of the core requirements for the QEP is that there be campus wide knowledge of the QEP. There is a working draft.</li> <li>4. The SACs reaffirmation team is working on preparing the necessary documentation. In the future some SACs related task forces may be formed to expedite the process.</li> </ol>
4.	<p><b>New Business</b></p> <p>A. Faculty Council Appointments to College Committees (Chair) Contracted Student Services – currently Mary McClelland; agreed to continue Faculty Evaluation Committee – currently Jeff Tix and Amanda Smith; Rexford will check with Tix to see if wants to continue representing Summary Appeals Committee – currently Pam Armentrout and Liz Rexford; agreed to continue Technology Advisory Committee – Frank Becak volunteered to replace Jeff Tix. Continuing on the committee are Jodie Hutchinson, Will Feagin and Debie Lutringer.</p> <p>B. Faculty Overload Task Force (Rexford) Rexford apologized for mislabeling this item on the agenda; the topic for discussion is about adjusting maximum class sizes, not overloads. The request for Faculty Council to review class sizes was forwarded during the summer. Rexford stated that this is mostly about academic classes, as restrictions based on program accreditation standards are in place for many vocational programs. Willie indicated that limits on class size is often dependent on equipment. Members of the computer science</p>

	<p>department stated this is true for them as well. Amy shared information about Lone Star College that capped their classes at 30 with instructors teaching 5 sections based on best practices information. JB inquired about compensation for workload. Debbie reiterated the message of how we promote ourselves as an institution that offers small classes. The Faculty Council created a Task Force to look at this issue. The Task Force will be chaired by Sean Valdez, who will represent the Life Sciences faculty, and will include Amy Acord to represent the Social and Behavioral Sciences faculty, Jackie Cooper Edwards who will represent the Communication and Fine Arts faculty and Amanda Celeya who will represent the Math and Physical Sciences faculty. The Task Force will also solicit input from the general faculty as well as get input from the vocational programs.</p> <p>C. Fitness Center Availability (Rexford)  The fitness center is now under the direction of the Assistant Athletic Director, a new position. Concern has been raised by faculty, staff, and students regarding a change to the typical semester hours of operation. The new limited hours prevent faculty and staff from working out during their lunch hours and impacts community patrons that used the center on Saturdays. Student groups that require fitness activity are also impacted as the reduced hours may conflict with other activities. Faculty raised concern that this change conflicts with the WCJC mission statement to support the whole student. Questions were raised about the lack of access to the fitness center in Sugar Land. Tammy moved to raise the concern at extended cabinet. Marissa seconded. Willie asked about Bay City and Richmond. Discussion about alternative options such as partnering with local gyms to offer this service to all students.</p> <p>D. Changes to Health Insurance (Rexford)  Faculty are concerned about loss of coverage for their physicians. Memorial Hermann is no longer on the list of providers. It has been suggested that a Blue Cross Blue Shield representative visit the campuses to explain the benefits, inform of changes, and help troubleshoot problems. The question of whether we should support a WCJC faculty member to apply for the ERS Group Benefits Advisory Committee was raised. Frank Becak moved to ask the cabinet to request a Blue Cross Blue Shield representative to visit each campus. Allyson Matheaus seconded.</p> <p>E. Recognition of Raise and TCCTA dues payment (Rexford)  Thank you to the board for approving a twostep increase. Thank you to President McCrohan for paying membership dues to TCCTA.</p> <p>F. Statement of support for Harvey victims (Rexford)  Rexford relayed the message that President McCrohan stated at the September Board meeting; she wanted to be sure that the faculty were recognized for their response to Hurricane Harvey. She wished to thank all who adjusted their schedules and provided support during and after Harvey.</p> <p>G. Determination of Future Meeting Dates (Rexford)  Discussion of possible dates and times for future fall faculty council meetings. Dates and times decided: Thursday, November 2 from 3:45-5 and Thursday, November 30 from 3:45-5.</p> <p>H. Review of Regulation 886: Reprimand, Suspension, and Dismissal of Contract Employees  If have any questions, comments, concerns regarding REG 886, please contact one of the faculty council officers: Liz Rexford, Chair; Sean Valdez; Vice-chair; Marissa Saenz, Secretary.</p>
5.	<p>Other  Security cameras will be feeding footage 24 hours a day over the same campus network. How will that impact online access?</p>

	At a board meeting Pam Youngblood announced everything was restored after the Spring 2017 virus infected WCJC systems, however, the Radiology Department lost all of their saved materials and the ADN program only had partial data restored. FC recommended that Debbie Lutringer and Frank Becak can raise concern at the Technology Advisory Committee. Tammy Hann made a motion to bring before extended cabinet. Debbie Lutringer seconded.
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**4. Action Items**

	Description	Responsible Party	Due Date/Status
1.			

**5. Adjournment**

4:07pm – Frank moved to adjourn. Tammy seconded. Meeting adjourned by acclamation.
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Chair

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Date