

FACULTY COUNCIL MINUTES

Date	Tuesday, Sept. 6, 2022
Location	Via Zoom
Time	3:00 PM

Attendees

Role	Name
Chair	Peter Anderson
Minute Taker	Liz Rexford and Jeff Tix
Attendees	Peter Anderson, Liz Rexford, TK Krpec, Hector Weir, Tracey Simmons-Willis, Erma Hart, Pat Korenek, Arthur Vallejo, Russel Braeuer, Gary Bonewald, Marci Espinoza, Latasha Herndon, Justin Guidry, Haobo Yang, Karl Johnson, Muna Saqer, Alexandra Price and Kay Gardner
Absent	None

Call to Order

Meeting called to order at 3:07 PM

Information Items

	Description
1.	<p>New Business</p> <p>A. Anderson welcomed new members. He and Rexford reviewed the duties of the various Faculty Council (Faculty Council) Officers.</p> <p>B. The following individuals were nominated and elected into office:</p> <ul style="list-style-type: none"> • Chair- Liz Rexford • Vice-Chair – Hector Weir • Secretary - Jeff Tix <p>C. The Faculty Council appointed the following individuals to the following committee vacancies.</p> <ul style="list-style-type: none"> • Faculty Awards Committee – TK Krpec • Contracted Student Services – Peter Anderson • Faculty Evaluation Committee – Jeff Tix and Arthur Vallejo • Summary Appeals Committee –Peter Anderson and Liz Rexford as the alternate • Technology Advisory Committee –Arthur Vallejo, TK Krpec, Peter Anderson, and Jeff Shine <p>D. Letters of Recommendation:</p> <ul style="list-style-type: none"> • There were two paths of discussion here.

	<ul style="list-style-type: none"> ○ One was about what could or could not be placed in a letter of recommendation for a student. There was significant discussion about what type of information would be FERPA protected versus what was not classified as identifying information. Faculty Council officers will work with student services to clarify this situation and secure the form mentioned in the professional development training, which would secure student permission for a letter. ○ The second path of discussion was about letters of recommendation from either Division Chairs or Department Heads for faculty they supervise who are looking for another job. The Faculty Council officers will research this issue and report to the Faculty Council at the next meeting. In addition, the officers will secure the appropriate written documentation/ regulation/procedure regarding letters of recommendation.
<p>2.</p>	<p>Old Business</p> <ul style="list-style-type: none"> A. The minutes from the August Faculty Association meeting were approved. B. The notes for the Board of Trustees meeting in August and the Extended Cabinet meeting in July were disseminated. There were no questions about the notes which will be posted with the September minutes.
<p>3.</p>	<p>Other:</p> <ul style="list-style-type: none"> A. Anderson and Price volunteered to serve as the TCCTA Representatives for the next year. B. Rexford informed faculty that WCJC will be having a booth at the Fort Bend County Fair and that the college recruiters would be looking for faculty and staff members to help staff the booth during the fair. She stated that the recruiters would be attending a fair meeting this week and that either the Faculty Council or the recruiters would be sending our information on how to volunteer shortly. She suggested Faculty Council members monitor their email and, once information is sent forward that information to their division members. C. The quality of the band width and internet connection at Bay City was mentioned. Faculty Council members at that campus were having issues logging in and staying in during the Zoom meeting. This issue will be brought to the attention of the CIO. D. The status of locating defibrillators at the WCJC Gym and LaDieu building was discussed. Anderson and Rexford stated that they contacted Security about the issue and were told that to secure these, the Faculty Council would have to fund raise for one machine, and a second could be donated. Although Faculty Council members agreed that fund raising did not seem to be an appropriate path for Faculty Council, the consensus was that these were

	<p>public safety devices that the college should purchase. It was also suggested that “Stop the Bleed” kits should also be purchased. The Faculty Council members decided to readdress the issue after a new security officer is hired.</p> <p>E. Several faculty members noted that at the Sugar Land campus on the first days of classes much of the “instructional technology” was not working, there were no functioning copiers, the computers in some classrooms did not work and in other instances there were not enough chairs etc. It was also mentioned that staffing shortages at the campus were creating long waiting times for various student services.</p> <p>F. There was a discussion about ensuring that a thank you note is sent to President McCrohan and the Board members recognizing their efforts to secure a raise for the faculty, reinstatement of the longevity steps, and payment of the TCCTA dues.</p> <p>G. Rexford asked for volunteers to attend the Sept. 20 Board meeting to take notes. She will be unable to attend because she will be working at the WCJC volleyball match. Tix will attend.</p>
4.	<p>Extended Cabinet Items</p> <p>A. Update on the Strategic Plan with an emphasis on the timeline for expansion at the Richmond Campus</p> <p>B. Update on the Web Page revisions, with an emphasis on when the focus groups or information sessions for the faculty and staff would be held.</p> <p>C. Discussion about Sugar Land Campus: Specifics issues are can we “reclaim” our space from U of H if we need it in the spring, will we be fully staffed with a testing center and tutoring in place, what can be done during the first week of classes to make sure students needing schedule changes or advisement are served in a timely manner, what can be done to ensure all equipment is working properly at the campus, and who should faculty contact about issues in the absence of a building supervisor.</p>

Action Items

	Description	Responsible Party	Due Date/Status
1.	Faculty Council Officers and committee appointees be reported to Trish Chandler to update the committee list.	L. Rexford	Completed 9/7/22.
2.	Faculty Awards Committee Members be finalized	L. Rexford	Completed 9/9/22.
3	Faculty Awards Committee Members hold first meeting.	TK Krpec	ASAP

4.	Volunteer to attend Sept. Board Meeting	L. Rexford	Completed 9/20/22.
5.	Letter of thanks to be sent to the President and Board Members	Faculty Council Officers	ASAP
6.	Faculty Association Minutes Signed and Posted	Anderson Rexford	Completed 9/9/22
7.	Written guidelines for letters of recommendation for students, and disclosure of student form for letters	Faculty Council Officers	By October. Meeting
8.	Written guidelines for letters of recommendation for faculty and disclosure of procedure/process/ regulation.	Faculty Council Officers	By October. Meeting
9.	Extended Cabinet Issues	Faculty Council Officers	Completed 9/13/22

Adjournment

Meeting adjourned 4:23 PM.

Approved by 15/19 Faculty Council members via email on Sept. 21, 2022

Signed by Faculty Chair Elizabeth Rexford on Sept. 22, 2022