



Details	
Date	March 3, 2026
Time	3:00
Location	Zoom and Library

I. Attendance

ATTENDEES						
Chair	Sandra McCarstle					
Vice Chair	Grady Smith					
Note Taker	Gina Wilson					
Attendance	Member	Present	Absent	Member	Present	Absent
	Jessi Snider	x		Holly Merta	x	
	Julie Rodriguez	x		David Woods	x	
	Ken Grubb	x		Matthew Bennett	x	
	David Voulgaris	x		Melissa Moore	x	
	Bracha Silverstone	x		Sharla Walker	x	
	Stacie Ringleb-Krutilek	x				
Others Present	Dr. Abbie Grubb, Peter Anderson, Hector Weir, Lacey Gann, Debbie Lutringer, Carol Derkowski					

Call to Order

1. The Faculty Senate President officially calls the meeting to order.
2. **Adoption of the Agenda** - the agenda is presented by the Faculty Senate President at the start, and unless there's objection, it's considered adopted without needing a formal motion
3. **Approval of Minutes**- Grady Smith made motion to approve minutes from previous meeting. Julie Rodriguez seconded.
4. **4. Review of Meeting Rules / Position Guidelines**

II. Old Business

DISCUSSION
<ol style="list-style-type: none"> 1. Honors College Proposal-Discussion continued regarding the potential establishment of an Honors College. More time was requested before presenting a formal proposal to administration. Grady Smith made motion to table, Julie Rodriguez seconded. 2. Study Abroad Program-Discussion took place regarding the development of a study abroad program. It was suggested that a committee be formed to research possible program structures and opportunities. President McCarstle will send an email to faculty seeking volunteers interested in serving on the committee. Ken Grubb made motion, Grady Smith seconded. 3. Tenure System-The proposal regarding the implementation of a tenure system was withdrawn.

III. New Business

DISCUSSION

1. Faculty Salary Survey

Peter Anderson raised concerns regarding the status of the faculty salary study previously announced by the administration. Faculty members noted that little information has been shared regarding the progress or findings of the survey.

Grady Smith made a motion, seconded by Gina Wilson requesting that the Faculty Senate inquire with administration regarding the current status of the salary survey and salary schedule review. The motion was supported by members.

2. Purchase Order (PO) Process

Grady Smith raised concerns about delays in the purchase order process and business office, noting that approvals often take several weeks and can delay purchases for instructional needs and student services. Faculty members discussed how these delays can impact classroom operations, vendor relationships, and student services.

A proposal was made to request that administration review the PO process and explore ways to expedite approvals. Grady Smith made a motion, Sharla Walker seconded. The motion carried

1. Gas Cards for College Vehicles

Faculty members discussed challenges with the current system in which only one gas card is available for college vehicles. This creates logistical issues when multiple vehicles are used for instructional programs.

A proposal was made to explore issuing additional gas cards or assigning cards to programs that regularly operate college vehicles. Grady Smith made a motion, David Voulgaris seconded. The motion carried

2. Department Credit Cards

Discussion occurred regarding the possibility of departmental credit cards for emergency purchases, travel expenses, and conference registrations. Faculty noted that some expenses currently require faculty to pay out of pocket and wait for reimbursement, which can take weeks.

A motion was made to ask administration to explore the option of departmental credit cards or other solutions that would reduce the need for faculty to pay expenses personally and seek reimbursement. Grady Smith made a motion, David Voulgaris seconded. The motion carried

3. AI and the WCJC Syllabus

Discussion of AI guidelines in course syllabi was tabled until the next meeting. A proposal will be prepared and shared for review.

1. Banner Registration Issues

Julie Rodriguez discussed difficulties students experienced using the Banner registration system. Faculty reported that some courses did not appear correctly and students struggled to complete registration. It was also noted that wait times to see an advisor during registration periods are often very long, and many students are unwilling to wait, which may result in students leaving without registering and potentially contributes to lost enrollment.

Suggestions included creating short instructional videos or resources to help students navigate the registration system. Julie Rodriguez made a motion, Grady Smith seconded. The motion carried

2. Instructional Room Committee Proposal

Holly Merta proposed the creation of a faculty committee to review instructional classroom spaces and gather feedback from instructors regarding classroom functionality and layout, with the goal of allowing faculty to have input on the spaces in which they teach in order to improve instructional effectiveness and the overall student learning experience.

Discussion included concerns about classroom design, lighting, desk capacity, and the need for faculty input in future classroom planning. Jessi Snider noted that, as a member of the Faculty Development and Teaching Committee, similar concerns have been raised repeatedly by faculty. Some instructors have reported that certain classroom spaces limit their ability to move around the room and interact effectively with students, which can negatively impact instruction.

Holly Merta made a motion, Julie Rodriguez seconded. The two actions were proposed and carried:

1. Conduct a faculty survey regarding instructional spaces and classroom functionality.
2. Consider establishing a standing Instructional Room Committee to provide faculty input on classroom design and facility planning.

IV. Announcements

DISCUSSION

1. President McCarstle informed senate she has a meeting with Dr. Allen March 20, 2026

V. Adjournment

ADJOURNMENT

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| 1. The meeting adjourned at: | Gina Wilson made motion to adjourn at 4:25 |
| 2. Signature Approval: | <i>Gina Wilson</i> |