

Minutes of the Regular Board Meeting

The Board of Trustees Wharton County Junior College

A Regular Board Meeting of the Board of Trustees of Wharton County Junior College was held Tuesday, January 20, 2026, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and on Zoom. Mr. Pope presided.

Trustees Present: Mr. Paul Pope, Chair; Dr. Priscilla Metcalf, Vice Chair; Dr. Bret Macha, Secretary; Mr. Larry Sitka; Mrs. Amy Rod; Mr. Jay Roussel; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mrs. Ann Hundl

Others Present: Dr. Amanda Allen, President; Dr. David Byrd, Vice President of Access, Completion and Transfer, Leigh Ann Collins, Vice President of Instruction; Scott Cunningham, Vice President of Finance and Administration; Kettida Vasiknanon, Vice President of Information Technology; Dr. Mike R. Wilkinson, Chief of Staff; Lesley Blanks; Gary Bonewald; Clarissa Bueno; Georgeann Calzada (zoom); Jeremy Eder; Mike Feyen (zoom); Sara Fira (zoom); Jessica Garcia; Jonathan Jeter; Karl Johnson; TK Krpec (zoom); Tommy Regan (zoom); Sheryl Rhodes; Gina Wilson (zoom); Cindy Ward

I. Determination of Quorum and Call to Order

-Mr. Pope called the meeting to order at 6:30 p.m. and declared a quorum.

II. Pledge of Allegiance

-Mr. Pope led the Pledge of Allegiance

III. Reading of the Minutes

III.A. November 18, 2025 Special Called Audit Hearing Meeting Minutes

III.B. November 18, 2025 Regular Board Meeting Minutes

BOARD ACTION: On a motion made by Dr. Macha and seconded by Mr. Lynch, the Board unanimously approved the November 18, 2025 Board of Trustee Regular Meeting Minutes and the November 18, 2025 Special Called Audit Hearing Meeting Minutes as presented.

IV. Citizens' Comments

V. Special Items

V.A. Board Calendar

-Dr. Allen reviewed the Board of Trustee calendar and informed them of important dates and upcoming events.

V.B. Reports from Board Committees

-Dr. Macha reported on the Physical Plant Committee meeting that took place on January 9, 2026.

VI. Presentations, Awards, and/or Resolutions

VII. President's Report

-Dr. Allen presented the President's report for January 2026.

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. December 2025 Monthly Financials

-Mrs. Ward presented the December 2025 financial report

-Mrs. Garcia presented the 1st Quarter Investment Report

-BOARD ACTION: On a motion made by Mr. Sitka and seconded by Dr. Sue Zanne Williamson Urbis, the Board approved the December 2025 financials and the 1st Quarter Investment Report as presented.

VIII.A.2. December 2025 Financial Aid Report

IX. Consent Agenda

X. Matters Relating to General Administration

X.A. Notify the Board of Trustees that WCJC is the recipient of a donation from the Johnson Foundation for the construction of the WCJC Student Commons (\$1,500,000 – donation amount; no cost to the institution)

X.B. Notify the Board of Trustees that WCJC is the recipient of a donation from the Johnson Foundation for the provision of scholarships for students in Allied Health programs (\$250,000 - donation amount; no cost to the institution)

X.C. Notify the Board of Trustees that WCJC is the recipient of a State and Local Cybersecurity Grant (\$35,916.80 (no matching required))

X.D. Approve the electrical work needed to install power for the digital display at the Bay City Campus (\$15,000 - FY2026 Special State Appropriations for Skilled Trades; to be moved from the plant fund)

- X.E. Approve the proposal submitted by Atlas Universal to reroof Frankie Hall, Mullins Hall, and the Security Building (\$911,788 - transferred from the Plant Repair and Replacement Fund)
- X.F. Authorize Negotiation of a Master Plan Services Contract Using a Qualifications-Based Selection Process (N/A)
- X.G. Recommend approval of the Order of Election for the May 2, 2026 Board of Trustee Election (\$30,000 - FY25-26 current unrestricted budget)
- X.H. Approve the Allocation of \$250,000 in Special Appropriations for Program-Specific Scholarships (\$250,000 (FY 2026 Special State Appropriations for Skilled Trades (\$75,000) and Nuclear Power (\$175,000); to be moved from the plant fund))

XI. Matters Relating to Academic Affairs

- XI.A. Approve a Fee Increase for Services on Customers' Vehicles (No cost; approximately \$2,950 increased annual revenue)
- XI.B. Approve Artificial Intelligence & Data Science Degree, Certificates, and Occupational Skills Awards, Effective Fall 2026 (No additional budget implication)

XII. Matters Relating to Access, Transfer and Completion

- XII.A. Approve the 2026 - 2027 Academic Calendar (No cost to the institution)

XIII. Matters Relating to Finance

- XIII.A. Adopt attached REVISED list of qualified brokers previously approved by the Board of Trustees on October 24, 2025, adding TexPool Participant Services to the list of those authorized to engage in investment transactions with Wharton County Junior College (N/A)

XIII.B. Approve TexPool Resolution Amending Authorized Representatives

XIII.C. Approve Resolution of Mutual Fund Authorized Individuals

XIII.D. Approve Prosperity Bank Authorized Account Signatures

XIV. Matters Relating to Information Technology

- XIV.A. Approve Service Order from Doctums to support report development (\$57,000 - to be transferred from the MIS fund)

XV. Matters Relating to Personnel

XV.A. Office of President

- XV.A.1. Lesley Blanks employed as regular, full-time WCJC Foundation Development Coordinator, AA-1-7 effective January 5, 2026
- XV.A.2. Kerri Novak received a change in title/assignment from human resources coordinator, AA-1-9 to director of human resources, CA-15-10 effective January 1, 2026

XV.B. Office of Academic Affairs

- XV.B.1. Sonja Ross employed as regular, full-time instructor of health information technology, FAC-1-10 effective January 5, 2026

XV.B.2. Winter Mini 2025 Overloads

XV.C. Office of Access, Completion and Transfer

- XV.C.1. Basira Anwarzad employed as regular, full-time financial aid advisor, A-15-7 effective January 12, 2026

XV.D. Office of Finance

XV.E. Office of Information Technology

XVI. End of Consent Agenda

BOARD ACTION: On a motion made by Mr. Roussel and seconded by Mr. Sitka, the board approved the consent agenda as presented.

XVII. Information Items

XVII.A. Paid Professional Assignments:

- XVII.A.1. Paid Professional Assignment for Amber Barbee, Co-Director for the Student Success Acceleration Program Grant, January-August 2026 - \$8,000
- XVII.A.2. Paid Professional Assignment for Wendy Tamayo, Director for the Student Success Acceleration Program Grant, January-August 2026 - \$8,000
- XVII.A.3. Paid Professional Assignment for Lindsey McPherson, 8-week working group-Houston Endowment Grant, January - May 2026 - \$2500

- XVII.A.4. Paid Professional Assignment for Emily Voulgaris, 8-week working group-Houston Endowment Grant, January - May 2026 - \$2500
- XVII.A.5. Paid Professional Assignment for Stephanie Kolacny, 8-week working group-Houston Endowment Grant, January - May 2026 - \$2500
- XVII.A.6. Paid Professional Assignment for Priscilla Salas, 8-week working group-Houston Endowment Grant, January - May 2026 - \$2500
- XVII.A.7. Paid Professional Assignment for Jennifer Mahlmann, 8-week working group-Houston Endowment Grant, January - May 2026 - \$2500
- XVII.A.8. Paid Professional Assignment for Jill Oglesbee, 8-week working group-Houston Endowment Grant, January - May 2026 - \$2500
- XVII.A.9. Paid Professional Assignment for TK Krpec, 8-week working group-Houston Endowment Grant, January - May 2026 - \$2500
- XVII.A.10. Paid Professional Assignment for Amanda Shelton, 8-week working group-Houston Endowment Grant, January - May 2026 - \$2500
- XVII.A.11. Paid Professional Assignment for Jennifer Mauch, 8-week working group-Houston Endowment Grant, January - May 2026 - \$2500

XVIII. Executive Session

- XVIII.A. Discussion of personnel matters pursuant to the Texas Government Code § 551.074

-The Board of Trustees went into executive session at 7:22 p.m.

XIX. Consideration and possible action on items discussed in closed session

-The Board of Trustees reconvened at 7:51 p.m. No action was taken.

XX. Discuss Matters Relating to Formal Policy

XXI. Adjourn

-The meeting adjourned at 7:52 p.m.