

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 on Tuesday, August 16, 2022 beginning at 6:30 PM in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488. Mrs. Rod presided.

Trustees present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson (Zoom); Dr. Bret Macha; Dr. Priscilla Metcalf (Zoom); Mr. J. Paul Pope; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Others present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Vice President of Strategy, Enrollment Management and Technology; Mrs. Leigh Ann Collins, Vice President of Instruction; Mr. Bryce Kocian, Vice President of Administrative Services; Mr. Peter Anderson; Mrs. Phyllis Appling; Dr. Richard Aurisano; Mr. Seth Bailey; Mrs. Lori Baumgarten; Mrs. Lori Blust; Mrs. Trish Chandler; Mr. Kevin Dees; Mrs. Carol Derkowski; Mrs. Pam Dobbs; Mrs. Deanna Feyen; Mr. Mike Feyen; Mr. Gary Gillan; Mr. Varun Gupta; Mrs. Dale Hahn; Mrs. Shannon Hobbs; Ms. Jill Hudgins; Mrs. Vicki Hudson; Mr. Jonathan Jeter; Mrs. Patricia Korenek; Mr. T.K. Krpec; Mrs. Monica Maldonado; Mr. Robby Mathews; Mrs. Lindsey McPherson; Mrs. Melissa Mihalick; Ms. Jasmine Montalvo; Ms. Aryel Montalvo; Mr. Josh Owens; Mr. George Prat; Ms. Lindsey Reeves; Mr. Tommy Regan; Dr. Liz Rexford; Mrs. Haydee Ruiz; Mr. Don Smith; Mr. Gordon Sorrel; Ms. Wendy Tamayo; Mr. Danny Terronez; Mr. Anthony Tyrone; Ms. Emily Voulgaris; Mrs. Cindy Ward; Mr. Hector Weir; Mr. Gus Wessels; Mrs. Gina Wilson; Mrs. Stephanie Witzkowski; Mr. Philp Wuthrich

I. Determination of Quorum and Call to Order

-Mrs. Rod welcomed everyone, declared a quorum, and called the meeting to order.

II. Pledge of Allegiance

-Mrs. Rod led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. July 19, 2022 Board of Trustee Meeting Minutes

III.B. July 19, 2022 Budget Workshop Meeting Minutes

BOARD ACTION: On a motion made by Dr. Macha and seconded by Dr. Williamson Urbis, the Board of Trustees budget workshop meeting minutes from July 19, 2022 and the Board of Trustees regular meeting minutes from July 19, 2022 were approved as presented.

IV. **Citizens' Comments**

V. **Special Items**

V.A. Approve the 2022 - 2023 operating budget (under separate cover)

BOARD ACTION: On a motion made by Mr. Pope and seconded by Dr. Williamson Urbis, the 2022 - 2023 operating budget was approved, as presented, with the following votes:

Yeas-Danny Gertson (zoom), Ann Hundl, Mary Ellen Meyer, J. Paul Pope, Dr. Sue Zanne Williamson Urbis
Nays-Dr. Bret Macha, Larry Sitka

Dr. Priscilla Metcalf was present but unable to vote due to lack of video connection.

V.B. Review of Level Four Complaint (Moved to Executive Session)

V.C. Reports from Board Committees

V.C.1. Board Evaluation Committee - Dr. Sue Zanne Williamson Urbis

-A report was given by Dr. Williamson Urbis.

V.C.2. Outreach Committee - Mrs. Mary Ellen Meyer

-A report was given by Mrs. Meyer.

V.C.3. Finance Committee - Mrs. Ann Hundl

-A report was given by Mrs. Hundl.

V.D. Annual Report of Wharton County Junior College Trustee Training

-President McCrohan provided a report.

VI. **Presentations, Awards, and/or President's Report**

VI.A. Retirement Resolution for Dale Hahn

-Mrs. Derkowski read the resolution and presented the plaque to Mrs. Hahn.

VI.B. Retirement Resolution for Richard Aurisano

-Mr. Dees read the resolution and presented the plaque to Dr. Aurisano.

VI.C. Retirement Resolution for Purti Gadkari

-Mr. Dees read the resolution and will deliver the plaque and resolution to Ms. Gadkari.

VII. **Student Success**

-President McCrohan provided a report of student graduates and pinning ceremonies.

VIII. **Reports to the Board**

VIII.A. Financial Reports

VIII.A.1. July 2022 Monthly Financials

-Mr. Kocian presented the July 2022 financial reports.

BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Mr. Sitka, the board approved the July 2022 financials as presented.

VIII.B. Management Reports

VIII.B.1. Technology Report

VIII.B.2. Financial Aid Report

VIII.B.3. Testing Report

VIII.C. Reports from College Governance Councils

IX. **CONSENT AGENDA**

X. **Matters Relating to General Administration**

X.A. Consideration and approval of increasing the Support Staff Professional Growth Plan payment to support staff successfully completing approved professional growth, as set forth in the Administrative Procedure "Support Staff Professional Growth", from \$500.00 to \$1,000.00 (\$10,000 - current unrestricted funds)

X.B. Upgrade of position from Executive Secretary to the President to Executive Assistant to the President (current budgeted salary is \$43,300.00; proposed salary would range from \$40,525.00 to \$47,192.00)

X.C. Approval of a resolution approving the reimbursement of relocation expenses incurred by qualified candidate for Chief Information Officer position (\$5,000)

X.D. Information Item

X.D.1. Seek sealed proposals for the purchase of a full size luxury vehicle for the President's use (\$70,000.00-transfer from Plant Fund Capital Equipment Replacement)

XI. **Matters Relating to Academic Affairs**

XI.A. Approve the state and federal grant funds from Houston Galveston Area Council for the Adult Education and Literacy (AEL) program (no cost; grant award is \$865,000.00)

XI.B. Approve title change and adjusted salary for 3 library technician positions (\$4,200.00 from current budgeted salaries with a savings of \$2,900.00 due to recently vacated position)

XI.C. Approve change in GPS Coordinator position to Academic & Career Advising Coordinator, effective fall 2022 (AY23 budget new savings \$3,887 (\$7,220.00 - \$3,333.00 = \$3,887.00))

XII. **Matters Relating to Administrative Services**

XII.A. Reject all offers from 2018 to construct a circle drive at the North entrance to the Duson Hansen Fine Arts building and readvertise the project to get sealed bids with current pricing for a circle drive project (\$230,000.00 (estimated cost) - funds donated to the College from the Foundation)

XII.B. Approve the purchase of the College's office supplies from Reliant Business Products, Inc. of Houston (\$140,000.00 - current unrestricted operating budget 2022-2023)

XII.C. Approve the proposal submitted by North American Solutions and underwritten by the Property Casualty Alliance of Texas cooperative to provide the College with our property/casualty insurance for the 2023 school year (\$621,394.00 - current unrestricted operating budget 2022-2023)

XII.D. Approve the proposal submitted by the Texas Association of School Boards to provide the College with our General Liability policy, Professional & Educator's Liability policy, and our Automobile coverage for the 2023 school year (\$60,444.00 - current unrestricted operating budget 2022-2023)

XII.E. Approve acceptance of \$100,000.00 from Mr. Duncan Corbett to establish a memorial endowment for the purpose of maintenance on Corbett Park on the Wharton County Junior College campus (-0-)

XII.F. Information Item

XII.F.1. Acknowledgement of all documented fees paid by the College as a result of our membership in a cooperative purchasing program (\$600.00 - current unrestricted operating budget 2022-2023)

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIII.A. Approve the extension agreement submitted by Columbia Advisory Group (CAG) to provide interim Chief Information Officer (CIO) services for the college (\$75,000.00 + travel - CRRSAA funds)

XIII.B. Approve the estimated costs for upcoming annual hardware and software maintenance contracts (\$1,235,939.00 - Current Operating Budget 2022 - 2023)

XIII.C. Notify the Board of Trustees that WCJC has been awarded the Accelerated Student Success Planning Grant (\$50,000.00 award amount-no cost to institution)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Amber Barbee employed as regular, full time director of counseling and disability services, CA-15-10, effective August 22, 2022.

XIV.C.2. Jessica Falcon extended as temporary, full time TRiO SSS director, CA-4-11, effective September 1, 2022.

XIV.C.3. Tom-Kody Krpec received a salary adjustment for completion of 21 additional graduate hours, from regular, full-time instructor of Developmental English, FAC-3-2, to regular, full-time instructor of Developmental English, FAC-5-2, effective August 22, 2022.

XIV.C.4. LaToya Lewis employed as regular, full time instructor of associate degree nursing, FAC-1-20, effective August 22, 2022.

XIV.C.5. Rose Ochoa extended as temporary, full-time coordinator of vocational support services, GNT-1-5, effective September 1, 2022.

XIV.C.6. Angelique Sakry employed as temporary, full time instructor of English, FAC-1-3, effective August 22, 2022.

XIV.C.7. Muna Saqer received a salary adjustment for completion of 54 graduate hours, from regular, full-time instructor of computer science, FAC-1-10, to regular, full-time instructor of computer science, FAC-5A-10, effective August 22, 2022.

XIV.C.8. Gina Wilson employed as regular, full time instructor of dental hygiene, F-1-10, effective August 22, 2022.

XIV.C.9. Alexandra Price employed as temporary, full time instructor of geology, F-1-6, effective August 22, 2022.

XIV.C.10. Dolly Staude extended as temporary, full time instructor of cosmetology, FAC-1-4, effective September 1, 2022.

XIV.C.11. Alexiah Wilson employed as temporary, full time Title V HSI academic advisor for financial literacy, A-5-2, effective September

21, 2022.

XIV.C.12. 2022 Summer II Overloads

XIV.D. Office of Administrative Services

XIV.E. Office of Student Services

XIV.F. Office of Strategy, Enrollment Management and Technology

XIV.F.1. Scott Towsley employed as regular, full time chief information officer, D-15-45, effective August 1, 2022.

XV. **END OF CONSENT AGENDA**

BOARD ACTION: On a motion made by Mr. Pope and seconded by Mrs. Hundl, the board approved the consent agenda.

XVI. **Paid Professional Assignments**

XVI.A. Information Item:

XVI.B. Paid Professional Assignment for Michael Adkins, Title V HSI Project Director, September 1, 2022 - September 30, 2022 - \$1,250.00

XVII. **Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons: Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices, or a security audit (661.076), deliberation regarding economic development negotiations (551.086).**

XVII.A. Review of Level Four Complaint

-The Board of Trustees went into executive session at 7:36 p.m.

-The Board of Trustees reconvened into regular session at 8:30 p.m.

XVIII. **Consideration and possible action on items discussed in closed session**

BOARD ACTION: On a motion made by Mr. Pope and seconded by Dr. Macha, the board upheld the Level Three decision, as presented.

XIX. **Discuss Matters Relating to Formal Policy**

XX. **Other Business**

XXI. **Adjourn**

-The board adjourned at 8:36 p.m.

Board Secretary