

# Minutes of Regular Board Meeting

## The Board of Trustees Wharton County Junior College

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A Regular Board Meeting of the Board of Trustees of Wharton County Junior College was held Tuesday, August 15, 2017, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, III, Chair; Mrs. Amy Rod, Vice Chair; Mr. Monty Merecka, Secretary; Mr. Scott Glass; Mrs. Ann Hundl; Mr. Oliver Kunkel, Jr.; Mr. Jack Moses; and Mr. Larry Sitka

Trustees Absent: Mrs. Merle Hudgins

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Mrs. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Deanna Feyen, Executive Secretary to the President; Ms. Teri Baierlipp; Ms. Megan Costanza; Ms. Carol Derkowski; Mr. Mike Feyen; Ms. Penny Orrell; Dr. Liz Rexford; Ms. Betty Salas; Mr. Bradley Salas; Mr. Ben Sharp; Ms. JoAnn Shimek; Mr. Danny Terronez; Mr. Larry Wadler; Ms. Cindy Ward; Mr. Gus Wessels; Mr. Robert Wolter; and Mr. Philip Wuthrich

### I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone to the meeting.

### II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

### III. Reading of the Minutes

A. The regular Board of Trustee minutes from July 18, 2017

B. The Special called meeting minutes from July 18, 2017

-The regular Board of Trustee minutes from July 18, 2017 and the special called meeting minutes from July 18, 2017 were approved as presented.

### IV. Citizens' Comments (approved by board on 5-20-99)

*This is an open forum for those persons who wish to make presentations to the board and who have signed up to do so under board policy. Presentations are limited to five minutes each with a total of twenty minutes for all presentations.*

*During the Citizens' Comments section of the agenda, any citizen/taxpayer (that*

*is, any member of the public, including college employees) may request to address the board in open meeting. If, however, the topic of the presentation to the board falls within one of the other policies of the college, such as the employee complaint or grievance policy or student complaint policy, the person must first go through the proper administrative channels. In such cases, the right to address the board is guaranteed after the administrative channels have been exhausted.*

*If any speaker's presentation contains complaints or concerns about an individual employee or officer of the district, that presentation will be conducted in executive session with the board members unless the employee or officer about whom the comments are made requests that the comments be made publicly.*

*These presentations are made for information purposes only. The board is required to listen to the presentations but not to discuss or act on the items presented. If the board feels the matter warrants further attention, it can be placed on the agenda for a subsequent meeting.*

## V. Special Items

### A. Proposal for the boards consideration for improvements to a WCJC building - Larry Wadler

-Mr. Wadler explained the request from the WCJC Foundation Board to ask the WCJC boards consideration and approval for a project of building a road of some sort at the Fine Arts building for the community to drop off attendees to the fine arts events.

-Mr. Gertson suggested contacting Abel Design and requesting that the item be placed in the master plan.

**BOARD ACTION:** On a motion by Mr. Sitka and a second, the board unanimously approved proceeding with the project and contacting Abel Design Group to request the item be placed in the master plan and that they come up with a design that works.

### B. Approve 2017 - 2018 operating budget (under separate cover)

**BOARD ACTION:** On a motion by Mrs. Rod and a second, the board unanimously approved the 2017 – 2018 operating budget as presented.

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

### A. Recognition of retirement for Mrs. Betty Salas

-Mrs. Collins recognized Ms. Salas for her retirement of 28 years and read the retirement resolution. Mr. Gertson thanked Ms. Salas on behalf of the board for her years of service to the College. Ms. Salas thanked everyone for their kind words.

## VII. Student Success

### A. Report on Dental Hygiene Program - Carol Derkowski

-Ms. Derkowski gave a report on the Dental Hygiene Program. Mr. Gertson thanked Ms. Derkowski for the quality in the program.

#### VIII. Reports to the Board

##### A. Financial Reports for July 2017

-Mr. Wessels presented the July 2017 financial reports.

**BOARD ACTION:** On a motion by Mr. Moses and a second, the board unanimously approved the financial report for July 2017 as presented.

##### B. Management Reports

1. Technology Report
2. Financial Aid Report
3. Testing Report

##### C. Reports from College Governance Councils

1. Faculty Council minutes from March 2, 2017

#### IX. **CONSENT AGENDA**

*By consent of the board of trustees, the following items may be acted on in a single motion "to approve the consent agenda as presented." If, however, any trustee wishes to discuss a particular item or for any reason wishes to act on any given item separately, he or she may simply notify the board chair to remove that item or items from the consent agenda, and that item will be removed and acted on separately. A trustee may remove an item from the consent agenda for any reason, and he or she is not required to justify the removal or explain the reason for the removal.*

#### X. Matters Relating to General Administration

##### A. Approval of Board of Trustee Evaluation

-The board decided that the board members will bring their evaluations to the next regular board meeting or mail the evaluations to Ms. Feyen. Ms. Feyen will mail the blank evaluations to each board member prior to the next meeting. Ms. Feyen will collect the evaluations for Mr. Glass and Mr. Merecka.

#### XI. Matters Relating to Academic Affairs

#### XII. Matters Relating to Administrative Services

- A. Approval to consider property tax increase and schedule public hearings (\$230,000.00 - estimated tax revenue)
- B. Approve WISD ROAR Academy tuition and fees waiver (maximum waived revenue could potentially be \$81,398.00 for FY18)
- C. Approve fiscal year 2017 budget adjustments
- D. Approve the property/casualty insurance proposal submitted by Property Casualty Alliance of Texas cooperative to provide the College with our property/casualty insurance for the 2018 school year (\$188,540.00 - current

unrestricted operating budget for 2017 - 2018)

- E. Approve the investment policy
- F. Approve the endowment fund investment policy
- G. Approval of bank depository extension
- H. Approve the transfer from the plant repair and replacement fund to cover the asbestos specifications and oversight activities needed for the Johnson Health Occupations Center renovation (\$33,700.00 - transfer from the repair and replacement plant fund)

### XIII. Matters Relating to Technology and Institutional Research

- A. Approve the contract with Arthur W. West (doing business as AWConsulting) to provide professional services in support of the college websites (\$38,400.00 - current unrestricted operating budget for 2017 - 2018)
- B. Approve the estimated costs for upcoming annual hardware and software maintenance contracts (\$656,736.00 - current unrestricted operating budget for 2017 - 2018)

### XIV. Matters Relating to Student Services

#### XV. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President
- C. Office of Academic Affairs
  - 1. Sara P. Fira received an extension as temporary, full-time GPS campus student success project coordinator, AA-1-1, effective September 1, 2017
  - 2. Megan Wilcox received an extension as temporary, full-time Director of Senior Citizen Program, GNT-1-1, effective September 1, 2017
  - 3. Taraneh Zekavat received an extension as temporary, full-time Director of AEL, CA-1-10, effective September 1, 2017
  - 4. Cynthia A. Cruz moved from 10.5 month to 9 month and received the longevity adjustment as regular, full-time instructor of Associate Degree Nursing, FAC-1A-26, to regular, full-time instructor of Associate Degree Nursing, FAC-1A-27, effective August 21, 2017
  - 5. Sandra Davis received the longevity adjustment as regular, full-time instructor of Associate Degree Nursing, FAC-1-26, to regular, full-time instructor of Associate Degree Nursing, FAC-1-27, effective August 21, 2017
  - 6. Elife Dogan-Ciftci employed as temporary, full-time instructor of math, FAC-7-6, effective August 21, 2017
  - 7. Natasha Goins received a longevity adjustment as regular, full-time instructor of Associate Degree Nursing, FAC-2A-28, to regular, full-time instructor of Associate Degree Nursing, FAC-2A-29, effective August 21, 2017
  - 8. Tammy L. Hann received a longevity adjustment as regular, full-time instructor of Associate Degree Nursing, FAC-1-28, to regular, full-time

- instructor of Associate Degree Nursing, FAC-1-29, effective August 21, 2017
9. Patricia A. Korenek received a longevity adjustment as regular, full-time instructor of Associate Degree Nursing, FAC-1-30, to regular, full-time instructor of Associate Degree Nursing, FAC-1-31, effective August 21, 2017
  10. Shawna G. Lindsey received a longevity adjustment as regular, full-time instructor of Associate Degree Nursing, FAC-2-21, to regular, full-time instructor of Associate Degree Nursing, FAC-2-22, effective August 21, 2017
  11. Marci Diane Macek changed from temporary, part-time to temporary, full-time instructor of PTA, FAC-1-1, effective August 21, 2017
  12. Amber McKenzie received a longevity adjustment as regular, full-time instructor of Associate Degree Nursing, FAC-2A-21, to regular, full-time instructor of Associate Degree Nursing, FAC-2A-22, effective August 21, 2017
  13. Amanda K. Pence received a longevity adjustment as regular, full-time instructor of Associate Degree Nursing, FAC-1-24, to regular, full-time instructor of Associate Degree Nursing, FAC-1-25, effective August 21, 2017
  14. Corrine M. Reutter received a longevity adjustment as regular, full-time instructor of Associate Degree Nursing, FAC-1-32, to regular, full-time instructor of Associate Degree Nursing, FAC-1-33, effective August 21, 2017
  15. Andrea Shropshire received a longevity adjustment as regular, full-time instructor of Associate Degree Nursing, FAC-7-24, to regular, full-time instructor of Associate Degree Nursing, FAC-7-25, effective August 21, 2017
  16. Kelly Wallace received a salary adjustment changing from 10.5 to 12 months as regular, full-time instructor of Physical Therapy Assistant, FAC-7-16, to regular, full-time instructor/program director of PTA, FAC-7-16, effective August 1, 2017

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

#### XVI. **END OF CONSENT AGENDA**

**BOARD ACTION:** On a motion by Mrs. Rod and a second, the board unanimously approved the consent agenda with exception of Item XII. A. (to be considered separately) as presented, and added that Mr. Glass and Mr. Merecka will be the members to collect and tally the board evaluations.

**BOARD ACTION:** On a motion by Mr. Glass and a second, the board took a vote on Item XII. A. to consider approval of property tax increase and schedule public hearings. The vote was 7 yea's and 1 nay to approve the property tax increase and schedule the public hearings.

#### XVII. Paid Professional Assignments

A. 2017 Summer II Overloads

- B. Paid Professional Assignment for Obiageli Nwosu, *teachHouston* Grant - STEM Content Student Advisor #3, fall 2017 - spring 2018 - \$2,500.00
  - C. Paid Professional Assignment for Donna Schilling - Assistant Program Director, fall 2017 - \$3000.00
  - D. Paid Professional Assignment for Dr. Kamile Yagci, *teachHouston* Grant - STEM Content Student Advisor #1, fall 2017 - 2018 - \$2500.00
  - E. Paid Professional Assignment for David Woods, *teachHouston* Grant - Student Cohort Advisor, fall 2017 - 2018 - \$2500.00
- XVIII. 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).
- XIX. Consideration and possible action on items discussed in closed session
- XX. Discuss Matters Relating to Formal Policy
- XXI. Other Business
- XXII. Adjourn

-The meeting adjourned at 7:40 P.M.