

## **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 20, 2024, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488

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

Trustees Absent: Mr. Terry Lynch

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Executive Vice President; Mrs. Leigh Ann Collins, Vice President of Instruction; Sheryl Rhodes; Mrs. Suzanne Armour; Mrs. Rachel Bahnsen; Mr. Gary Bonewald; Ms. Zina Carter (zoom); Mrs. Gloria Crockett; Mr. Kevin Dees; Mrs. Carol Derkowski; Mr. John Dettling; Mrs. Deanna Feyen (zoom); Mike Feyen; Jessica Garcia (zoom); Mr. Tim Guin; Mr. Bryce Kocian; Mrs. Lea Anna Kostelnik (zoom); Mr. T.K. Krpec (zoom); Mrs. Lindsey McPherson; Mr. Willie Myles; Mr. Tommy Regan (zoom); Dr. Liz Rexford; Ms. Haydee Ruiz; Mrs. Cindy Ward; Mr. Gus Wessels; Mr. John Woolsey

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

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

#### **II. Pledge of Allegiance**

-Mr. Pope led the pledge of allegiance.

#### **III. Reading of the Minutes**

III.A. July 16, 2024 Board of Trustee Special Called Budget Workshop Meeting Minutes

III.B. July 16, 2024 Board of Trustee Regular Meeting Minutes

III.C. July 19, 2024 Special Called Meeting Minutes

**BOARD ACTION:** On a motion made by Mrs. Rod and seconded by Dr. Macha, the Board unanimously approved the July 16, 2024 Special Called Meeting Budget Workshop Minutes; the July 16, 2024 Board of Trustee Regular Meeting Minutes and the July 19, 2024 Special Called Board Meeting Minutes as presented.

#### **IV. Citizens' Comments (revised by legal counsel on 08-05-2022)**

## **V. Special Items**

V.A. Approve the 2024 - 2025 operating budget (under separate cover)

**BOARD ACTION:** On a motion made by Mrs. Ann Hundl and seconded by Mr. Sitka, the Board unanimously approved the FY2024 – 2025 Operating Budget as presented.

V.B. Reports from Board Committees

-Dr. Sue Zanne Williamson Urbis informed the group that survey letters from Lott, Vernon & Company have been mailed to all trustees. She reminded everyone to return the completed survey in a timely manner.

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

VI.A. Willie Myles Retirement Resolution

-Tim Guin read the retirement resolution and presented Mr. Myles with a plaque.

VI.B. Physical Plant Project Update - Mike Feyen

-Mr. Feyen provided a presentation on current projects taking place on all campuses.

VI.C. Fair Labor Standard Act Update - Rachel Bahnsen

-Mrs. Bahnsen provided a report on the Fair Labor Standard Act.

VI.D. Report on SACSCOC Fifth-Year Report - Dr. Amanda Allen

-Dr. Allen provided an update on the status of the SACSCOC Fifth-Year Report.

## **VII. Student Success**

## **VIII. Reports to the Board**

VIII.A. Financial Reports

**-BOARD ACTION:** On a motion made by Dr. Macha and seconded by Dr. Sue Zanne Williamson Urbis, the board unanimously approved the June 2024 monthly financials as presented.

VIII.B. Management Reports

VIII.B.1. Financial Aid Report

VIII.B.2. Testing Report

VIII.C. Reports from College Governance Councils

## **IX. CONSENT AGENDA**

**-BOARD ACTION:** At the request of President McCrohan, Item X.A. Approve the reorganization of the Office of Marketing, Communications, and Advancement (\$28,124.00 cost savings) was removed from the agenda.

**-BOARD ACTION:** At the request of Dr. Metcalf, Item XI.A. Approve \$50 per hour compensation for PT ADN Faculty, effective immediately (No new cost to AY25 budget) was removed from the agenda for further discussion.

**-BOARD ACTION:** After further discussion, on a motion made by Dr. Metcalf and seconded by Dr. Sue Zanne Williamson Urbis Item XI.A. Approve \$50 per hour compensation for PT ADN Faculty, effective immediately (No new cost to AY25 budget), was unanimously approved by the board as presented.

**X. Matters Relating to General Administration**

X.A. Approve the reorganization of the Office of Marketing, Communications, and Advancement (\$28,124.00 cost savings)

**XI. Matters Relating to Academic Affairs**

XI.A. Approve \$50 per hour compensation for PT ADN Faculty, effective immediately (No new cost to AY25 budget)

XI.B. Information Item

XI.B.1. Review federal funding for TRiO Student Support Services Program from the Department of Education (\$271,459.00 - No cost to the College. Grant funds will be deposited for expenditure from the Current Restricted Fund)

**XII. Matters Relating to Administrative Services**

XII.A. Recommend approval of the WCJC Investment Policy (N/A)

XII.B. Recommend approval of the WCJC Endowment Fund Investment Policy (N/A)

XII.C. Approval of Fiscal Year 2024 Budget Adjustments

XII.D. Approve the proposal submitted by Insurica to provide the College with our property/casualty, and equipment breakdown insurance for the 2024 school year (\$770,553.00 - Current Unrestricted Operating Budget 2024-2025)

XII.E. 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 2025 school year (\$71,677.00 - Current Unrestricted Operating Budget 2024-2025)

XII.F. Approve the use of the National Interlocal Purchasing Agreement #R141701 for the purchase of the College's office supply needs from Reliant Business Products (\$130,000.00 - Current Unrestricted Operating Budget 2024 - 2025)

XII.G. Approve the lease agreement with Seamless Solutions for copiers and software located in various buildings in Wharton, Sugar Land, Richmond, and Bay City Campuses (\$63,500.00 - Current Unrestricted Operating Budget 2024 - 2025)

XII.H. Approve the second year of the two-year rate extension approved last August with Ambassador Services to clean the Richmond and Bay City Campus locations including the new square footage for the Bay City Trade School (\$174,796.92; \$129,508.92 (original renewal) + \$45,288.00 (additional square footage) - Current Unrestricted Operating Budget 2024 - 2025)

XII.I. Recommend the Board of Trustees vote to consider the proposed tax rate of \$0.1328/\$100 valuation and set the date of September 17, 2024 to have the final vote on the rate.

XII.J. Information Item

XII.J.1. Acknowledgment 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 2024 - 2025)

### **XIII. Matters Relating to the Office of the Executive Vice President**

XIII.A. Approve the reestablishment of the Office of Information Technology (Estimated salary savings; \$2,455 - \$15,788)

XIII.B. Approve the estimated costs for FY24 annual IT contracts (\$1,820,000.00 – Current Operating Budget FY 2025)

XIII.C. Notify the Board of Trustees that WCJC has been awarded the Greater Texas Foundation Emergency Aid Grant (\$150,000.00 - award amount; no cost to the 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. 2024 Summer II Overloads

XIV.C.2. Colin VerNooy employed as regular, full time developmental math Instructor, F-7-2, effective August 19, 2024

XIV.C.3. Wendy Wood employed as regular, full time instructor of english, FAC-07-10, effective August 19, 2024

XIV.C.4. Anna Sawyer changed from a 10.5 to 9-month contract as a regular, full-time instructor of associate degree nursing, FAC-1-21, effective August 19, 2024

XIV.C.5. Elgaddafi Elamami employed as temporary, full-time instructor of mathematics, FAC-7-9, effective August 19, 2024

XIV.C.6. Sandra Davis received a salary adjustment from regular, full-time instructor of associate degree nursing, FAC-1-36 to regular, full-time instructor of associate degree nursing, FAC-1-37, effective September 1, 2024

XIV.C.7. Patricia Korenek received a salary adjustment from regular, full-time instructor of associate degree nursing, FAC-1-40 to regular, full-time instructor of associate degree nursing, FAC-1-41, effective September 1, 2024

XIV.C.8. Tri Le employed as temporary, full-time instructor of mathematics, FAC-1-5, effective August 19, 2024

XIV.C.9. Andrea Shropshire received a salary adjustment from regular, full-time instructor of associate degree nursing, FAC-7-34 to regular, full-time instructor of associate degree nursing, FAC-7-35, effective August 19, 2024

XIV.D. Office of Administrative Services

XIV.E. Office of Executive Vice President

XIV.E.1. Emma Hermes received a change in title/assignment from regular, full time graduation specialist, P-15-2 to regular, full time college recruiter, A-5-3, effective July 17, 2024

## **XV. END OF CONSENT AGENDA**

**BOARD ACTION:** On a motion made by Dr. Metcalf and seconded by Dr. Sue Zanne Williamson Urbis, the board unanimously approved the consent agenda as presented with the removal of Item X.A. Approve the reorganization of the Office of Marketing, Communications, and Advancement (\$28,124.00 cost savings).

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Shane Benich, Banner Hardware and Services Coverage, August - September 2024 - \$2,000.00

XVI.A.2. Paid Professional Assignment for Jessica Garcia, Additional duties/responsibilities related to the Purchasing Director vacancy, August 2024 - \$1,000.00

XVI.A.3. Paid Professional Assignment for Doug Baumgarten, additional duties related to Facilities Management, August to October 2024 - \$3,000.00

**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).**

**-The Board of Trustees went into executive session at 7:27 p.m.**

XVII.A. Discuss timeline and methodology for President's Annual Evaluation

**-The Board of Trustees reconvened at 8:38 p.m. No actions were taken.**

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

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

**XX. Adjourn**