

Minutes of 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, May 21, 2019, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Amy Rod, Vice Chair; Mrs. Ann Hundl, Secretary; Mr. Scott Glass; Mrs. Mary Ellen Meyer; Mr. Jack Moses; Mr. J. Paul Pope; and Mr. Larry Sitka

Trustees Absent: Mr. Oliver Kunkel, Jr.

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; Mr. Dave Leenhouts, Vice President of Student Services; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Ms. Zina Carter; Ms. Allyson Chuc; Mrs. Carol Derkowski; Mr. Mike Feyen; Mrs. Vicki Jacobs; Mr. Robby Mathews; Ms. Melissa Mihalick; Ms. Karen Priesler; Dr. Liz Rexford; Mr. Ben Sharp; Ms. Andrea Shropshire; Ms. Tanya Taylor; Mrs. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

-Mr. Gertson called the meeting to order and declared a quorum.

II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

III. Reading of the Minutes

- A. The Board of Trustee Retreat minutes from April 5, 2019
- B. The Board of Trustee Retreat minutes from April 6, 2019
- C. The regular Board of Trustee Meeting minutes from April 16, 2019

-The board of trustee retreat meeting minutes from April 5, 2019, the board of trustee retreat meeting minutes from April 6, 2019, and the regular board of trustee meeting minutes from April 16, 2019 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

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

A. Retirement Resolution for Ms. Vicki Jacobs

-Ms. Youngblood read the retirement resolution and presented Ms. Jacobs with a plaque. Ms. Jacobs thanked everyone.

B. Phi Theta Kappa 20 year Service Advisor Award - Dr. Liz Rexford

-Ms. McCrohan presented Dr. Rexford with the 20 year Phi Theta Kappa service award. Ms. McCrohan announced that a Courtyard Brick would be purchased in Dr. Rexford honor for her service.

-Ms. McCrohan announced that this meeting is Mr. Leenhouts last board meeting to attend since his last day is June 10th. Ms. McCrohan thanked Mr. Leenhouts for his great job on the graduation.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for March 2019

-Mr. Wessels presented the April 2019 financials.

BOARD ACTION: On a motion by Mr. Moses and a second, the board unanimously approved the April 2019 financials.

B. Management Reports

1. Technology Report
2. Financial Aid Report

- 3. Testing Report
- C. Reports from College Governance Councils
 - 1. Faculty Council Meeting Minutes from April 16, 2019

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

XI. Matters Relating to Academic Affairs

- A. Approve new Nursing & EMS Simulation Laboratory Technician 12-month position (\$55,402.00 - \$62,069.00 FY 19 budget)
- B. Approve new Nursing Simulation Laboratory Coordinator 9 month position (\$45,050.00 - \$50,050.00 FY 19 budget)
- C. Approve technology fee increase from \$415 per semester to \$625 per semester (No cost. Estimated revenue from fees is \$50,400 to offset the ATI system cost)

XII. Matters Relating to Administrative Services

- A. Approve the engagement letter from Lott, Vernon & Company, P.C. for the fiscal year 2019 external audit (\$38,000.00)
- B. Approve the proposal submitted by Tarkett to replace the flooring in the Pioneer Student Center Ballroom (\$65,832.20 - transfer from plant repair & replacement fund)
- C. Authorize the President to approve and sign the College's electricity agreement (\$205,000.00 in electricity only current operating budget)
- D. Approve the proposal submitted by Wood Group USA for the construction of a Distillation Training Skid for PTEC - Richmond Campus (\$167,000.00 - Jobs and Education for Texans Grant Funds)

XIII. Matters Relating to Technology

- A. Approve the transfer of funds to purchase 30 instructional classroom computers with Windows 10 operating system for the Wharton County Junior College Sugar Land campus (\$23,606.00 - transfer from the MIS plant fund)
- B. Approve the use of TrueNorth Consulting Group to develop a new Information Technology Master Plan that includes all operational technology and data center program documents and plan (\$53,125.00 - MIS plant fund)

XIV. Matters Relating to Student Services

XV. Matters Relating to Planning & Institutional Effectiveness

XVI. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. Russell Braeuer employed as regular, full-time instructor of biology, FAC-7-5, effective August 19, 2019
2. Jeffery R. Hankins employed as regular, full-time instructor of history, FAC-7-10, effective August 19, 2019
3. Xuan Wu received a change from temporary to regular, full-time instructor of physics, FAC-7-4, effective June 1, 2019

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

G. Office of Planning & Institutional Effectiveness

XVII. **END OF CONSENT AGENDA**

BOARD ACTION: On a motion by Mrs. Rod and a second, the board unanimously approved the consent agenda as presented.

XVIII. Paid Professional Assignments

A. Information Item:

1. Paid Professional Assignment for Brenda Bode, Site Coordinator for CRDTS Exam, May 20-24, 2019 - \$1,680.00
2. Paid Professional Assignment for Garland Novosad, Site Director for CRDTS Exam, May 22-24, 2019, \$1,000.00
3. Paid Professional Assignment for Tanya Taylor, Simulation Laboratory Specialist, Summer 2019 - \$2,800.00
4. Paid Professional Assignment for Donna Schilling, Netlab Upgrad/Migration, Summer 2019 - \$2,100.00

XIX. 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 adjourned to executive session at 6:53 P.M. to discuss personnel matters (551.074), and consultation with attorney (551.071).

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

- The board re-adjourned to regular session at 8:45 P.M.
- No action was taken in closed session.

XXI. Discuss Matters Relating to Formal Policy

XXII. Other Business

- Mr. Gertson announced that Mr. Kunkel submitted his resignation on the board effective May 31, 2019. Mr. Glass asked that this issue be placed on the June agenda to decide how to replace the position.

XXIII. Adjourn

- The meeting adjourned at 8:49 P.M.