

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, March 31, 2020, beginning at 2:30 PM in the Remote Meeting. 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. J. Paul Pope; Mrs. Edee Sinclair; and Mr. Larry Sitka

Trustees absent: Mr. Jack Moses

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; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Peter Anderson; Ms. Kimberly Ashburn; Mr. Shane Benich; Mr. Andrew Berizin; Ms. Michelle Bettancourt; Ms. Rachel Cavazos; Ms. Carol Derkowski; Ms. Pam Dobbs; Mr. Mike Feyen; Js. Judy Jones; Ms. Sarah Kresta; Ms. Debbie Lutringer; Ms. Kimberly Mrnustik; Mr. George Prat; Ms. Lindsey Reeves; Mr. Tommy Regan; Ms. Selena Schmidt; Ms. Theresa Spillers; Ms. Casee Strickland; Mr. Daniel Terronez; Ms. Wendy Tamayo; Ms. Cindy Ward; Mr. Gus Wessels; and Ms. Gina Wilson

I. Determination of Quorum and Call to Order

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

II. Pledge of Allegiance

III. Reading of the Minutes

A. The regular board of trustee minutes from February 18 , 2020

-The regular board of trustee minutes from February 18, 2020 was 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

-Ms. McCrohan explained the start of online classes for the semester and the mechanism that has been placed for testing and computer labs.

-Mr. Kocian explained the refunds to dorm students.

-Ms. McCrohan explained the pay for the extension of spring break.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for February 2020

-Mr. Kocian presented the February 2020 financials.

BOARD ACTION: On a motion by Mrs. Rod and a second, the board unanimously approved the February 2020 financials as presented.

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 February 4, 2020
2. Support Staff Organization from February 20, 2020

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 3 new English/College Readiness Faculty (FY21 budget \$45,550 - 57,050 x 3 = \$136,650 - 171,150)

XII. Matters Relating to Administrative Services

- A. Approval to reject the proposal submitted by Don Davis of El Campo to provide a luxury sedan for the President's use and publicly solicit additional sealed proposals for that purpose.
- B. Approve the proposal submitted by Atlas Roofing for the roof replacement on Mullins Hall with funds from the plant repair and replacement fund (\$173,501.83 - transfer from plant repair & replacement fund)
- C. Information Item:
1. Seek sealed proposals from janitorial companies to clean the Richmond and Bay City campus locations (estimated \$135,000.00 - unrestricted operating budget for 2020 - 2021)

XIII. Matters Relating to Technology

- A. Approve the transfer from the MIS plant fund for Columbia Advisory Group (CAG) to perform a Vulnerability Assessment and Policy Assessment of Wharton County Junior College (\$35,000.00 - transfer from the MIS plant fund)

XIV. Matters Relating to Planning & Institutional Effectiveness

XV. Matters Relating to Personnel

- A. Board of Trustees
1. Approve contract actions as listed in the attached agenda brief
- B. Office of President
- C. Office of Academic Affairs
1. Nicole C. Borg completed additional 15 graduate hours from temporary, full-time instructor of math, FAC-1-3, to temporary, full-time instructor of math, FAC-2-3, effective January 21, 2020
- D. Office of Administrative Services
- E. Office of Student Services
- F. Office of Technology
1. Philip Murad employed as regular, full-time systems analyst, AA-12-10, effective April 1, 2020
- G. Office of Planning & Institutional Effectiveness
1. Tina Kollmann received a change in title/assignment as temporary, full-time

testing technician, O-11-5, to temporary, full-time coordinator of testing services, AA-1-10, effective February 24, 2020

XVI. END OF CONSENT AGENDA

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

XVII. Paid Professional Assignments

A. Information Item:

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 3:08 P.M.