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, October 20, 2026, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488

Trustees Present: Dr. Priscilla Metcalf, Chair; Dr. Bret Macha, Vice Chair (zoom); Mr. Jay Roussel; Secretary; Mr. Terry Lynch; Mr. Paul Pope (zoom); Mr. Larry Sitka; Dr. Wayne Taylor; Mr. David Vallejo

Trustees Absent: Mr. Ed Erwin

Others Present: Dr. Amanda Allen, President; Dr. Pam Millsap, Vice President of Academic Affairs and Provost; Dr. David Byrd, Vice President of Access, Completion, and Transfer; Mr. Scott Cunningham, Vice President of Finance and Administration; Mrs. Lindsey McPherson, Chief of Staff; Mrs. Sheryl Rhodes; Mrs. Clarissa Bueno; Mrs. Jessica Garcia; Mr. Jonathan Jeter; Mr. Robby Mathews (zoom); Ms. Bailey Phillips (zoom); Mr. Ben Sharp; Ms. Emily Voulgaris (zoom); Mrs. Cindy Ward

I. Determination of Quorum and Call to Order

-Dr. Metcalf called the meeting to order at 6:30 p.m. and declared a quorum.

II. Pledge of Allegiance

- Dr. Metcalf led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. September 15, 2026 Special Public Hearing Meeting Minutes

III.B. September 15, 2026 Regular Meeting Minutes

-BOARD ACTION: *On a motion made by Mr. Roussel and seconded by Dr. Taylor, the Board unanimously approved the September 15, 2026 Special Called Meeting Minutes and the September 15, 2026 Regular Meeting Minutes as presented.*

IV. Citizens' Comments

V. Presentations

V.A. Reports from Board Committees

-Dr. Allen informed the group that the Board of Trustee annual evaluation instrument is included in their board packet. The completed evaluations are due in the President's office by January 19, 2026.

V.B. Board Calendar

-Dr. Allen reviewed the Board of Trustee calendar and informed them of important dates and upcoming events.

VI. President's Report

-Dr. Allen presented the President's Report for the month of October 2026. She provided details on the Dental Hygiene accreditation site visit, student enrollment rates, upcoming events including the 2026 HigherEDge Conference taking place on December 8-9, 2026. She also reported that the college is a recipient of a $3,000,000 Houston Endowment Implementation Grant.

VII. Financial Reports

VII.A. Monthly Financial Report

-Mrs. Ward presented the September 2026 Monthly Financials.

-BOARD ACTION: *On a motion made by Mr. Roussel and seconded by Mr. Sitka, the board unanimously approved the September 2026 monthly financials as presented.*

VII.B. 4th Quarter Investment Report

-Mrs. Garcia presented the 4th Quarter Investment Report.

-BOARD ACTION: *On a motion made by Dr. Taylor and seconded by Mr. Sitka, the board unanimously approved the 4th Quarter Investment Report.*

VIII. Special Items

IX. Consent Agenda

X. Matters Relating to General Administration

X.A. Approve purchase and installation of equipment for the Corporate Training Center in the Bay City Skilled Trades Facility ($12,510 (Special state appropriations - Skilled Trades))

X.B. Approve 12 months of Ellucian Premium Support Services to provide functional support related to Banner 9 SaaS implementation ($144,000 (FY27 Current Operating Budget and Houston Endowment Implementation Grant))

X.C. Approve revised WCJC Local Policies ($150 (FY27 Current Operating Budget))

X.D. Approve the First Amendment to the Interlocal Cooperation Agreement with Fort Bend County authorizing the County to deducts its annual tax assessment and collection fees from WCJC's January property tax collections (N/A)

X.E. Approve a three-year renewal of network services through the Lonestar Education and Research Network ($273,940 (FY27 Current Operating Budget))

X.F. Notify the Board of Trustees that WCJC is the recipient of a Houston Endowment Implementation Grant ($3,000,000 (Grant award; no cost to institution))

XI. Matters Relating to Academic Affairs

XI.A. Authorize the donation of the College's surplus brick marquee sign, located at the Bay City Campus, to the Matagorda Industrial Resource Center (No cost to the College)

XII. Matters Relating to Access, Transfer and Completion

XII.A. Approval to seek proposals for a Customer Relationship Management (CRM) System ($300,000 (Year 1); $100,000 (Year 2); $100,000 (Year 3) (Contingent upon awarding of
Houston Endowment Implementation Grant))

XII.B. Approval to seek proposals for a Virtual New Student Orientation Platform ($75,000 - (Year 1); $45,000 (Year 2); $35,000 (Year 3); Contingent upon awarding of Houston Endowment Implementation Grant))

XIII. Matters Relating to Finance

XIII.A. Approve the allocation of additional funds from the prior-year fund balance for outstanding fiscal year 2026 purchase order encumbrances ($55,473 (Unrestricted Operating Fund 25-26))

XIII.B. Adopt attached list of qualified brokers that are authorized to engage in investment transactions with Wharton County Junior College (N/A)

XIII.C. Approve the annual lawn care contract with Metropolitan Landscape for lawncare and grounds services ($114,750 (Current Operating Budget FY 2027))

XIII.D. Approve the proposal submitted by RockIT Consulting, LLC for a cloud-based telephone system, including a 15% project contingency ($190,620 one-time hardware and implementation costs (MIS Plant Fund); $67,111 per year for the term of the three-year agreement (Unrestricted Operating Funds))

XIII.E. Information Item: Seek offers from the public for the sale of surplus or damaged property using an online auction (N/A)

XIII.F. Approve the transfer of $2,000,000 of unrestricted funds to the plant fund to support future facility needs ($2,000,000 (Unrestricted Fund to the Plant Repair and Replacement Fund))

XIV. Matters Relating to Information Technology

XV. Matters Relating to Personnel

XV.A. Office of President

XV.B. Office of Academic Affairs

XV.B.1. Fall 2026 Overloads

XV.B.2. Fall 2026 Department Head Compensation

XV.B.3. Fall 2026 Division Chair Compensation

XV.C. Office of Access, Completion and Transfer

XV.C.1. Amber Barbee received a change in title/assignment from regular, full-time director of counseling and disability services, AA-AD6 to regular, full-time dean of students, AA-DEA, effective October 21, 2026

XV.D. Office of Finance

XV.E. Office of Information Technology

XVI. End of Consent Agenda

-BOARD ACTION: *On a motion made by Mr. Lynch and seconded by Mr. Roussel, the board approved the consent agenda as presented.*

XVII. Information Items

XVII.A. Paid Professional Assignment for Shane Benich, interim chief informational officer duties, September 1, 2026 - November 30, 2026 - $3000.00

XVII.B. Paid Professional Assignment for Melissa Moore, COWs maintenance, Fall 2026 - $800.00

XVII.C. Paid Professional Assignment for Jesi Ramirez, assistant for college readiness math department, Fall 2026 - $3,200.00

XVII.D. Paid Professional Assignment for Amber Barbee, Student Success Acceleration Program Grant Support, September - December 2026 - $2,000.00

XVII.E. Paid Professional Assignment for Wendy Tamayo, Student Success Acceleration Program Grant Support, September - December 2026 - $2,000.00

XVIII. Executive Session

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

XX. Adjourn

-The meeting adjourned at 6:53 p.m.