

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, November 20, 2018, 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; Mr. Scott Glass; Mr. Oliver Kunkel, Jr.; Mrs. Mary Ellen Meyer; Mr. Jack Moses and Mr. Paul Pope

Trustees Absent: Mrs. Ann Hundl, Secretary; and Mr. Larry Sitka

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Mr. Dave Leenhouts, Vice President of Student Services; 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. Seth Bailey; Ms. Zina Carter; Mr. Mike Feyen; Mr. Gus Mullins; Dr. Liz Rexford; Dr. Kay Shoppa; Mr. Gordon Sorrell; Mr. Danny Terronez; Mrs. Cindy Ward; Mr. Gus Wessels; Mr. Philip Wuthrich; Ms. Kelly Grab; Ms. Danielle Dory; and Amy McGee (TASB)

I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone, 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 regular board meeting minutes from October 16, 2018

BOARD ACTION: The regular board meeting minutes from October 16, 2018 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. Policy Conversion Presentations - Kelly Grab, Texas Association School Boards (TASB)

-Dr. Shoppa introduced the TASB staff and explained the policy conversion.
Ms. Grab gave the TASB presentation on the policy conversion.

B. WCJC Foundation - Gordon Sorrell

-Mr. Sorrell addressed the board of trustees explaining the purpose of the WCJC Foundation. Mr. Sorrell stated that the Foundation needed the help of the board and community.

-Mr. Gerston stated that on behalf of the board of trustees Mr. Sorrell's enthusiasm was appreciated.

C. Approve canceling the Board of Trustees regular meeting scheduled for December 18, 2018

BOARD ACTION: On a motion by Mrs. Meyer and a second the board approved canceling the Board of Trustees regular meeting scheduled for December 18, 2018 as presented.

D. Approve the external audit FY2018

BOARD ACTION: On a motion by Mrs. Rod and a second the board approved the external audit for FY2018 as presented.

-Ms. McCrohan announced the passing of Mr. Lee Lemson and asked for a moment of silence in his memory.

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

A. Update on SACSCOC visit - Dr. Amanda Allen

-Dr. Allen gave a report on the Southern Association of Colleges and Schools

Commission on Colleges (SACSCOC) onsite visit. Mr. Gertson thanked the entire staff for their time and efforts.

- B. M.G. and Lillie A. Johnson Foundation, Inc. grant award to fund direct scholarships to students in the Health Sciences and Allied Health Programs - \$500,000.00

-Ms. McCrohan announced the receipt of \$500,000.00 from the M.G. and Lillie A. Johnson Foundation, Inc. grant for scholarships in the Allied Health programs.

- C. Video - Presentation Community College Funding Sources

-Ms. McCrohan presented a video of the Community College funding sources.

VII. Student Success

VIII. Reports to the Board

- A. Financial Reports for October 2018

-Mr. Wessels presented the October 2018 financial report.

BOARD ACTION: On a motion by Mrs. Meyer and a second, the board unanimously approved the October 2018 financials as presented.

- B. Management Reports

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

- C. Reports from College Governance Councils

1. Academic Affairs Council Meeting minutes from October 22, 2018
2. Faculty Council Meeting minutes from September 18, 2018

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. Information Item:

1. Federal funding for Emergency Assistance to Institutions of Higher Education Program from the Department of Education (\$500,000.00 - grant funds deposited for expenditure from the current restricted fund)

XI. Matters Relating to Academic Affairs

- A. Approve Kids' College facility rental agreement (\$96,804.00 - budgeted in FY19; tuition offsets the cost)

XII. Matters Relating to Administrative Services

- A. Approve the bid submitted by BLS Construction of El Campo to build the circle drive at the Duson-Hansen Fine Arts Building (\$178,900.00 - funds donated to the College from the Foundation)
- B. Approve qualified investment brokers

XIII. Matters Relating to Technology

- A. Approve the transfer from the MIS plant fund for the purchase of graphics cards and solid state hard drives for the engineering and gaming labs at the Wharton, Richmond, and Sugar Land campuses (\$46,833.00 - transfer from the MIS plant fund for 2018 - 2019)

XIV. Matters Relating to Student Services

- A. Approve Financial Aid Services (FAS) to provide interim staffing in the financial aid office from November 2018 through March 2019 to assist with all aspects of financial aid processing and administration (\$77,600.00 - current operating expenses)

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. Kimberly Willis employed as temporary, full-time director of senior citizens program, GTN-1-10, effective October 29, 2018
 2. David J. Woods received a salary adjustment for completion of 9 graduate hours as regular, full-time instructor of computer science, FAC-3-16, to regular, full-time instructor of computer science, FAC-4-16, effective August 20, 2018
 3. Cynthia Cruz received a salary adjustment for completion of 9 additional graduate hours as regular, full-time instructor of associate degree nursing, FAC-2A-30 to regular, full-time instructor of associate degree nursing, FAC-3-30, effective August 20, 2018
 4. Obie Adkins, II employed as regular, full-time instructor of EMS, FAC-1-10, effective January 14, 2019
- D. Office of Administrative Services
 1. Helen C. Brewer employed as regular, full-time director of Richmond campus, CA-10-10, effective November 13, 2018
- E. Office of Student Services

F. Office of Technology

1. Anna "Kay" Gardner employed as regular, full-time counselor, FAC-1-6, effective November 26, 2018

G. Office of Planning & Institutional Effectiveness

XVII. END OF CONSENT AGENDA

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

XVIII. Paid Professional Assignments

- A. Paid Professional Assignment for Andrew Berezin, PTK Advisor, fall 2018 and spring 2019 - \$3,000.00
- B. Paid Professional Assignment for Elizabeth Rexford, PTK Advisor, fall 2018 and spring 2019 - \$3,000.00
- C. Paid Professional Assignment for Jessica Falcon, Project Manager (EAIHEP), December 2018 - November 2019 - \$9,600.00
- D. Paid Professional Assignment Marybelle Perez, Project Director (EAIHEP), December 2018 - November 2019 - \$12,000.00

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).

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

XXI. Discuss Matters Relating to Formal Policy

XXII. Other Business

-Ms. McCrohan gave each board member a present.

XXIII. Adjourn

-The meeting adjourned at 7:45 P.M.