

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, September 16, 2025, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488

Trustees Present: J. Paul Pope, Chair; Dr. Priscilla Metcalf, Vice Chair; Mrs. Ann Hundl (zoom); Mr. Terry Lynch; Mrs. Amy Rod; Mr. Jay Roussel; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Dr. Bret Macha, Mr. Larry Sitka

Others Present: Dr. Amanda Allen, President; Mrs. Leigh Ann Collins, Vice President of Instruction; Ms. Kettida Vasiknanon, Vice President of Information Technology; Sheryl Rhodes; Gary Bonewald (zoom); Trish Chandler; Gloria Crockett; Carol Derkowski (zoom); Pam Dobbs (zoom); Mike Feyen (zoom); Jessica Garcia; Jonathan Jeter; Karl Johnson; Lacy Jones; Lea Ana Kostelnik (zoom); TK Krpec (zoom); Josh Ann Martinez; Robby Mathews (zoom); Tommy Regan (zoom); Haydee Ruiz (zoom); Ben Sharp; Emily Voulgaris (zoom); Cindy Ward; Gina Wilson (zoom); John Woolsey (zoom)

I. Determination of Quorum and Call to Order

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

II. Pledge of Allegiance

-Mr. Pope led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. August 19, 2025 Regular Board of Trustee Meeting Minutes

BOARD ACTION: On a motion made by Mr. Lynch and seconded by Dr. Williamson Urbis, the Board unanimously approved the August 19, 2025 Board of Trustee Regular Meeting Minutes as presented.

IV. Citizens' Comments

V. Special Items

V.A. Reports from Board Committees

-Dr. Williamson Urbis informed the group that all board members were emailed information from Lott, Vernon & Co. for auditing purposes and asked everyone to be sure and complete the form.

-Dr. Williamson Urbis informed the group that Board Self Evaluation Instruments will be distributed in November 2025 and will be due back in January 2026.

-Mr. Pope reminded everyone to respond to Sheryl with available dates for a WCJC Board Retreat.

VI. Presentations, Awards, and/or Resolutions

VII. President's Report

-Dr. Allen presented her September 2025 President's Report.

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. August 2025 Monthly Financials

-Mrs. Ward presented the August 2025 Monthly Financials

-BOARD ACTION: On a motion made by Mr. Lynch and seconded by Dr. Metcalf, the board unanimously approved the July 2025 monthly financials as presented.

VIII.A.2. August 2025 Financial Aid Report

VIII.B. College Governance Council Minutes

IX. Consent Agenda

BOARD ACTION: Mr. Pope pulled Item XII.A Approve the Resolution to set the ad valorem tax rate for the Wharton County Junior College District at the rate of \$0.1400/\$100 for the 2025 tax year (\$14,578,947 - FY 2026 current operating revenue) for a separate vote.

-BOARD ACTION: On motion made by Mrs. Rod and seconded by Dr. Metcalf, Item XII.A. Recommend approval of the attached Resolution setting the ad valorem tax rate for the Wharton County Junior College District at the rate of \$0.1400/\$100 for the 2025 tax year (\$14,578,947 - FY 2026 current operating revenue) was approved in a separate vote as presented with the following votes:

Yeas: Mr. Pope, Dr. Metcalf, Mrs. Hundl, Mrs. Rod, Mr. Roussel, Dr. Williamson Urbis

Nays: Mr. Lynch

Absent: Dr. Macha, Mr. Sitka

BOARD ACTION: At the request of Dr. Metcalf, Item X.C. Approve an increase in the dollar threshold amount for board approval of purchases and contracts from \$50,000 to \$100,000 (not applicable) was pulled for discussion.

X. Matters Relating to General Administration

- X.A. Approve the Academic Year 2026 Meeting Schedule for the WCJC Board of Trustees (not applicable)
- X.B. Notify the Board of Trustees that WCJC is the recipient of a PATH Grant through the Ellucian Foundation providing scholarships for students (\$15,000 - award amount; no cost to the institution)
- X.C. Approve an increase in the dollar threshold amount for board approval of purchases and contracts from \$50,000 to \$100,000 (not applicable)
- X.D. Authorize the College to use the design-build method, pursuant to Texas Government Code Chapter 2269, Subchapter G, and solicit Requests for Qualifications from design-build firms for a potential training facility on the Bay City Campus (N/A)
- X.E. Information Item
 - X.E.1. Chief Executive Officer Reporting Requirements under Tex. Educ. Code 51.253(c)
 - X.E.2. Seek competitive sealed proposals for Phase 2 of the Construction Trades Program on the Bay City Campus (\$1,700,000 - FY26/27 special appropriations)

XI. Matters Relating to Academic Affairs

- XI.A. Approve New Fee for Cosmetology Student Kits, Effective January 1, 2026 (No cost; the student fee covers the expense)
- XI.B. Approve Reinstating the EMS Testing Fee, Effective January 1, 2026 (No cost, student fee covers the expense)
- XI.C. Approve EMS Student Platinum Planner Fee Increase, Effective January 1, 2026 (No cost; the student fee covers the expense)
- XI.D. Approve New Student Fees for Certifications, Effective January 1, 2026 (No cost; the student fee covers the expense)

XII. Matters Relating to Finance

XII.A. Approve the Resolution to set the ad valorem tax rate for the Wharton County Junior College District at the rate of \$0.1400/\$100 for the 2025 tax year (\$14,578,947 - FY 2026 current operating revenue)

XII.B. Recommend approval of the allocation of prior year funds for 2025 outstanding encumbrances (\$379, 908.06 - Unrestricted Operating Fund for 2025-2026 - \$227,808.06; Restricted Grant Accounts for 2025-2026 - \$152,100.00)

XIII. Matters Relating to Information Technology

XIV. Matters Relating to Personnel

XIV.A. Office of President

XIV.A.1. Lacy Jones received a change in title/assignment from regular, full-time admin asst to the executive vice president, P-13-13 to manager of institutional effectiveness, A-8-6, effective September 17, 2025

XIV.A.2. Jason Novak employed as regular, full-time executive director of facilities management, CA-15-45 effective September 17, 2025

XIV.A.3. Armad Johnlouis employed as regular, full-time assistant director of financial aid, AA-1-8, effective September 22, 2025

XIV.B. Office of Academic Affairs

XIV.B.1. David Amador, Jr. employed as temporary, full-time instructor of nuclear power tech & oversight of nuclear expansion in Texas (temporary funded position), FAC-1-84, effective September 22, 2025

XIV.B.2. Yennie Nguyen employed as regular, full-time instructor of chemistry, FAC-7-0, effective August 18, 2025

XIV.B.3. Bradley Hepburn employed as regular, full-time developmental math instructor, FAC-1-6, effective August 18, 2025

XIV.B.4. Silvana Delgado Andrade employed as temporary, full-time instructor of physics, FAC 7-0, effective August 22, 2025

XIV.B.5. Annette Gajewsky-Maly extended as temporary, full-time Title V HSI academic advisor for financial literacy, A-5-11, effective September 1, 2025

- XIV.B.6. Brandi Blagg extended as temporary, full-time instructor of EMS, FAC-1-3, effective September 1, 2025
- XIV.B.7. Isaac Vazquez extended as temporary, full-time instructor of EMS, FAC-1-3 effective September 1, 2025
- XIV.B.8. Amanda Wetz extended as temporary, full-time instructor of EMS, FAC-1-11 effective September 1, 2025
- XIV.B.9. Traci Myers extended as temporary, full-time director of Senior Citizens' Program, GNT-1-12 effective September 1, 2025
- XIV.B.10. Cheryl Lewis employed as regular, full-time counselor, FAC-1-10 effective September 29, 2025
- XIV.B.11. Alexis Brooks extended as temporary, full-time Title V HSI career development and transfer coordinator, GNT-7-15 effective September 1, 2025

XIV.C. Office of Finance

XIV.D. Office of Information Technology

- XIV.D.1. Andrew West employed as regular, full-time senior director of enterprise systems, CA-15-30, effective September 17, 2025

XV. End of Consent Agenda

BOARD ACTION: After discussion of Item X.C. Approve an increase in the dollar threshold amount for board approval of purchases and contracts from \$50,000 to \$100,000 (not applicable); the consent agenda was approved as presented.

XVI. Information Items

XVI.A. Paid Professional Assignments

- XVI.A.1. Paid Professional Assignment for Amanda Smith, Assistant Department Head - Microbiology and Nutrition Coordinator, Fall 2025 & Spring 2026 - \$4,800
- XVI.A.2. Paid Professional Assignment for Dr. Wendy Waters, Assistant Department Head - A&P Coordinator, Fall 2025 & Spring 2026 - \$4,800.00

- XVI.A.3. Paid Professional Assignment for Jennifer Mahlmann, Assistant Department Head - General Biology Coordinator, Fall 2025 - \$1,300.00
- XVI.A.4. Paid Professional Assignment for Sean Amestoy, Agriculture Coordinator, Fall 2025 & Spring 2026 - \$2,600.00
- XVI.A.5. Paid Professional Assignment for Jesi Ramirez, Assistant for College Readiness Math Department, Fall 2025 - \$3,200.00
- XVI.A.6. Paid Professional Assignment for Melissa Moore, COWs Maintenance, Fall 2025 - \$800.00
- XVI.A.7. Paid Professional Assignment for Lauren Green, COWs Maintenance, Fall 2025 - \$800.00
- XVI.A.8. Paid Professional Assignment for Victoria Schultz, Department Head of Human Services During Teachout, Fall 2025 - \$2,400.00
- XVI.A.9. Paid Professional Assignment for Pam Dobbs, Clinical Technology Specialist, Fall 2025 - \$3,200.00
- XVI.A.10. Paid Professional Assignment for Lauren Sullivan, Assistant Department Head- English, Fall 2025 - \$2,400.00
- XVI.A.11. Paid Professional Assignment for Dr. Jessi Snider, Assistant Department Head- English, Fall 2025 - \$2,400.00
- XVI.A.12. Paid Professional Assignment for Deborah Lutringer, Interim Director of Physical Therapist Assistance Program, August 1, 2025 - December 15, 2025 - \$2,400.00

XVII. Executive Session

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

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The meeting adjourned at 7:10 p.m.