

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 Tuesday, January 23, 2024, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and on Zoom. Mrs. Rod presided.

Trustees Present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson; Dr. Bret Macha (zoom); Dr. Priscilla Metcalf; Mr. Paul Pope (zoom); Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Others Present: Dr. Amanda Allen, Vice President of Strategy, Enrollment Management and Technology; Leigh Ann Collins, Vice President of Instruction; Bryce Kocian, Vice President of Administrative Services; Sheryl Rhodes; Danny Bacot (zoom); Gary Bonewald; Zina Carter; Carol Derkowski; Deanna Feyen (zoom); Robby Mathews (zoom); Tommy Regan (zoom); Liz Rexford; Haydee Ruiz (zoom); Cindy Ward; Gus Wessels; Philip Wuthrich

I. Determination of Quorum and Call to Order

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

II. Pledge of Allegiance

-Mrs. Rod led the Pledge of Allegiance

III. Reading of the Minutes

III.A. November 28, 2023 Special Called Meeting Minutes

III.B. November 28, 2023 Regular Board Meeting Minutes

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Larry Sitka, the Special Called Board of Trustee meeting minutes and the Regular Board of Trustee meeting minutes from November 28, 2023 were approved as presented.

IV. Citizens' Comments (revised by legal counsel on 08-05-2022)

V. Special Items

V.A. Reports from Board Committees

V.A.1. Board Evaluation Committee - Dr. Sue Zanne Williamson Urbis

-Dr. Williamson Urbis reported on the December 8, 2023 Board Evaluation Committee meeting. Results of the board evaluation will be reviewed in depth at the February 23, 2024 Board of Trustee Retreat.

V.A.2. Strategic Visioning Committee - Paul Pope

-Mr. Pope reported on the December 8, 2023 Strategic Visioning Committee meeting. Further detailed discussions will take place at the February 23, 2024 Board of Trustee Retreat.

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

VI.A. Information Technology Reliability Plan - Dr. Amanda Allen

-Dr. Allen gave an in-depth presentation on the past, present and future IT projects for the institution.

VI.B. Report on THECB Conference "Leading Texas Future"

-Dr. Macha and Dr. Metcalf reported on the THECB Conference "Leading Texas Future" they attended February 3-8, 2024.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. December 2023 Monthly Financials

-Mr. Kocian presented the December 2023 financial reports.

-BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Mr. Gertson, the board approved the December 2023 financials as presented.

-Mrs. Ward presented the 1st Quarter Investment Report

-BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Dr. Metcalf, the board unanimously approved the 1st Quarter Investment report as presented.

VIII.B. Management Reports

VIII.B.1. Financial Aid Report

VIII.B.2. Testing Report

VIII.C. Reports from College Governance Councils

IX. CONSENT AGENDA

X. Matters Relating to General Administration

X.A. Consideration and approval of the addition, revision or deletion of (LOCAL) policies as recommended by TASB Community College Services and according to the Instruction Sheet for TASB Localized Policy Manual Update 46 for Wharton County Junior College (Update 46 - \$4,433.52 (\$4,312.00 plus printing/shipping 868 pages @ .14 each 121.52))

XI. Matters Relating to Academic Affairs

XI.A. Approve the Revised Salary Schedule for VPI Secretary Position, Effective January 2024 (No additional cost to the institution)

XI.B. Approve adding hours to the implementation schedule of Degree Works, effective immediately (\$27,000.00 - Title V Grant)

XI.C. Approve the change in title from Dual Credit Coordinator to Dual Credit Director, effective January 1, 2024 (\$8,666.00 increase in salary from AA-1-23 to CA-10-23 from AY24 budget)

XII. Matters Relating to Administrative Services

XII.A. Information Item

XII.A.1. Seek competitive sealed bids for the purchase of simulation manikins, and an interactive video training system for use in training our EMS students (Estimated \$180,000.00 – TRUE Grant Funds)

XIII Matters Relating to Strategy, Enrollment Management and Technology

XIII.A. Notify the Board of Trustees that WCJC has been awarded the Texas Reskilling and Upskilling Grant (\$250,000.00 - award amount; no cost to the institution)

XIII.B. Approve the RockIT proposal to complete Phase 2 of the WCJC network infrastructure upgrade on the Wharton Campus (\$156,104.95 (ARP funds); \$5,000.00 contingency (current budget))

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Catherine Shoppa received a change in title/assignment from a regular, full time senior academic advisor, AA-1-11, to regular, full time instructor of English, FAC-1-11, effective January 8, 2024

XIV.C.2. Adriana Free received a change from part-time instructor of English to temporary, full time, online instructor of English, FAC-1-10, effective January 8, 2024

XIV.C.3. 2023 Winter Mini Overloads

XIV.D. Office of Administrative Services

XIV.E. Office of Strategy, Enrollment Management and Technology

XIV.E.1. Oscar Cano received a change in title/assignment from regular, part time help desk support to regular, full time research analyst, A-15-1, effective January 17, 2024

XIV.E.2. Pisal Var received a change in title/assignment from regular, full time IT technician, P-13-3, to regular, full time functional analyst, A-15-6, effective January 26, 2024

XIV.E.3. Jenna Bothell employed as regular, full time college recruiter, A-5-5, effective January 17, 2024

XV. END OF CONSENT AGENDA

- **BOARD ACTION:** On a motion made by Mr. Gertson and seconded by Dr. Metcalf, the board approved the consent agenda.

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVII. 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).

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

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The meeting adjourned at 7:14 p.m.
