

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, November 15, 2022, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488

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

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Vice President of Strategy, Enrollment Management and Technology; Leigh Ann Collins, Vice President of Instruction; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Sheryl Rhodes; Doug Baumgarten; Zina Carter; Trish Chandler; Carol Derkowski; Varun Gupta; Dane Legg; Penny Orrell; Liz Rexford; Ron Sanders; Ben Sharp; Don Smith; Natalie Stavinoha; Danny Terronez; Scott Towsley; Cindy Ward; Hector Weir; Gus Wessels; and 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

A. October 18, 2022 Board of Trustee Meeting Minutes

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Mr. Gertson, the Board of Trustee regular meeting minutes from October 18, 2022, were approved.

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

V. Special Items

V.A. Approve the external audit FY 2022

-Mrs. Hundl announced that a special called meeting for the audit was held prior to the regular board meeting.

-BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Mr. Sitka, the board unanimously approved the external audit for FY 2022 as presented.

-Dr. Macha requested that a PowerPoint presentation be included in next year's special called audit review meeting.

V.B. Approve to cancel the December 20, 2022 Board of Trustee Meeting

-Board Action: On a motion made by Mrs. Hundl and seconded by Mr. Pope, the board approved canceling the December 20, 2022 Board of Trustee meeting.

V.C. Reports from Board Committees

Board Evaluation Committee

-Dr. Allen reported on the status of board evaluations she has received.

V.D. Official request from Wharton County Junior College Foundation to investigate future use of Brooking Hall

-President McCrohan informed the board that the WCJC Foundation has requested permission to further investigate the use of Brooking Hall.

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Mr. Pope, the board authorized the WCJC Foundation to move forward investing the use of Brooking Hall.

V.E. Update on Access to the Arts driveway

-Mr. Kocian reported on the status of the Access to the Arts drive for the Fine Arts Building.

V.F. Request approval to support Houston Community College's request for a change in service area

-President McCrohan informed the board of discussions she has had regarding the request from Houston Community College. She will provide a follow up report at the January 17, 2023 meeting. The item was pulled until the January 2023 meeting.

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

VI.A. Retirement Resolution for Marsha Hudson

-Mrs. Collins read the resolution and will deliver the plaque to Mrs. Hudson.

VI.B. Retirement Resolution for Ava Humme

-Mrs. Collins read the resolution and will deliver the plaque to Mrs. Humme.

VI.C. Report on activities in Matagorda County-Don Smith

-Mr. Smith reported on the current relationship and events taking place in Matagorda County.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1 October 2022 Financials

-Mr. Kocian presented the October 2022 financial reports.

BOARD ACTION: On a motion made by Dr. Macha and seconded by Mrs. Meyer, the board approved the October 2022 financials as presented.

VIII.B. Management Reports

VIII.B.1. Financial Aid Report

VIII.B.2. Testing Report

VIII.C. Reports from College Governance Councils

VIII.C.1. Faculty Council Meeting Minutes from October 4, 2022

VIII.C.2. Extended Cabinet Meeting Minutes from October 13, 2022

IX. CONSENT AGENDA

X. Matters Relating to General Administration

X.A. Approve additional services for the website redesign project to include a Site Preview, a SEO & Analytics Audit with Keyword Research package, a Google Analytics 4 package, Writing Support Building into Omni CMS, and a Governance Charter package (\$148,975.00 - Plant MIS Fund)

XI. Matters Relating to Academic Affairs

XI.A. Approve Manufacturing Technology Level I Certificate, effective Fall 2023 (No cost-current faculty, equipment, and classroom space is sufficient)

XI.B. Approve proposed academic calendar for 2023-2024 (N/A)

XI.C. Approve revised job description for Director of Adult Education & Literacy (\$5,333.00 FY 23 AEL grant budget; no cost to college)

XII. Matters Relating to Administrative Services

XII.A. Approve the quote submitted by Hunton Services to replace the remaining 14 air VAV/fan coil boxes at the Richmond Campus with funds transferred from the Plant Repair and Replacement fund (\$20,536.00 - transfer from the plant repair & replacement fund)

XII.B. Information Item:

XII.B.1. Seek sealed bids for Charter Bus Services as needed (\$75,000.00 - current unrestricted operating budget for 2022-2023)

XII.C. Approve the quotes submitted by RDI Mechanical and Hunton Trane to replace and install a new air conditioner and heating system for the Fitness Center, Weight Room area, and connect it to our energy management system (\$50,972.00

(\$45,572.00 RDI Mechanical; \$5,400.00 Hunton Trane) - plant repair and replacement fund)

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIII.A. Approve the extension of services for Database Administrator and Functional Analyst services through Strata Information Group through April 2023 (\$250,000.00-CRRSAA Funds)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Rafay Anwar employed as regular, full time instructor of physics, FAC-7-10, effective January 9, 2023

XIV.C.2. Alexis Brooks extended as temporary, full time, Title V HSI Career Development and Transfer Coordinator, GNT-7-11, effective September 1, 2022

XIV.C.3. Irshad Kamal Khan employed as regular, full time instructor of economics, F-07-10, effective January 9, 2023

XIV.C.4. Monica Oliver extended as temporary, full time Title V HSI experiential learning specialist, A-05-8, effective September 1, 2022

XIV.C.5. Elvia Rodriguez extended as temporary, full time Title V HSI engagement and communications facilitator, A-05-9, effective September 1, 2022

XIV.C.6. Wendy Tamayo received a change in title/assignment from temporary, full time continuing education specialist, P-15-4, to temporary, full time adult education and literacy career advisor, A-05-10, effective November 16, 2022

XIV.D. Office of Administrative Services

XIV.E. Office of Student Services

XIV.F. Office of Enrollment Management and Technology

XIV.F.1. Chelsea Martinez employed as regular, full time college recruiter, A-5-4, effective September 21, 2022

XIV.F.2. Marcela Quinones received a change in title/assignment from regular, full time assistant admissions officer, O-11-0, to regular, full time college recruiter, A-5-4, effective September 21, 2022

XV. END OF CONSENT AGENDA

BOARD ACTION: On a motion made by Mr. Pope and seconded by Mrs. Hundl, the board approved the consent agenda.

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.B. Paid Professional Assignment for Karl Johnson, EMS Program Simulation Lab Coordinator, Fall 2022 and Spring 2023 - \$4,200.00

XVI.C. Paid Professional Assignment for Doug Baumgarten, Interim Director of Facilities Management, July 2022 to December 2022 - \$6,000.00

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 7:30 p.m.

Board Secretary