



Wharton County Junior College

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MINUTES

Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
January 19, 2016

-The Wharton County Junior College District Board of Trustees met in regular session on January 19, 2016 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Amy Rod, Vice Chair; Mr. Monty Merecka, Secretary; Mrs. Merle Hudgins; Mrs. Ann Hundl; Mr. Oliver Kunkel, Jr.; Mr. Jack Moses; Mr. Lloyd Nelson; and Mr. Larry Sitka

Trustees Absent: None

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Mrs. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Deanna Feyen, Executive Secretary to the President; Ms. Julie Aaronson; Mr. Shayne Benich; Ms. Zina Carter; Mr. William Cornman; Mr. John Dettling; Ms. D.C. Dunham; Mr. Mike Feyen; Mr. Scott Glass; Mr. Rudolph Henry; Judge Nate McDonald; Mr. Chase Miles (Patterson & Associates); Ms. Kathy Kresta; Mr. Tommy Regan; Ms. Tracy Stripling; Mr. Johnny Svatek; Mr. Danny Terronez; Mrs. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:30 P.M.

-Mr. Gertson welcomed everyone to the first meeting of 2016 and thanked them for attending the meeting.

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The regular board meeting held on November 17, 2015

-The minutes of the regular board meeting held on November 17, 2015 was approved as presented.

ITEM IV: CITIZENS' COMMENTS

-None

ITEM V: SPECIAL ITEMS

- A. Recognition of Judge Nate McDonald, Ms. D.C. Dunham, Ms. Courtney Stevens, Mr. Bill Cornman, and Mr. Rudolph Henry – Establishment of the Bay City Technical Training Center

-Mr. Gertson introduced the four guests and Ms. McCrohan explained the reason for the recognition. The four guests present received a crystal award recognizing their part in establishing the Bay City Technical Training Center. Ms. Stevens was unable to attend the meeting. Mr. Gertson thanked them. The Nuclear Program is recognized world-wide.

ITEM VI: PRESENTATIONS, AWARDS, AND/OR PRESIDENT'S REPORT

ITEM VII: STUDENT SUCCESS

- A. Report on College Connections in FBISD

-Mr. Leenhouts introduced Ms. Aaronson, Mr. Svatek, and Ms. Stripling. Ms. Aaronson gave a presentation on College Connections in FBISD and LCISD. Ms. McCrohan thanked them for their work with College Connections.

ITEM VIII-A.: REPORTS TO THE BOARD

- A. Financial Reports

-Mr. Wessels reviewed the financial reports for November and December 2015.

-Mrs. Ward gave a presentation on the investment report for the 1st quarter, September 1, 2015 – November 30, 2015.

-Mr. Kunkel asked Mrs. Ward to add amounts to the summary of change page. Mrs. Ward will include these on the next report.

-Mr. Miles gave a presentation on the quarterly investment report and the endowment report ending November 30, 2015.

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board unanimously approved the financial reports for November and December 2015 as presented.

BOARD ACTION: On a motion by Mr. Moses and a second, the board unanimously approved the investment reports for the 1st quarter ending November 30, 2015 as presented.

ITEM VIII-B: MANAGEMENT REPORTS

1. Department of Information and Technology: Pam Youngblood (Vice President of Technology and Institutional Research)
2. Financial Aid: Dave Leenhouts (Vice President of Student Services)
3. Student Services: Dave Leenhouts (Vice President of Student Services)

ITEM VIII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

- A. Academic Affairs Council
- B. Faculty Council
 1. Faculty Council minutes from October 15, 2015
 2. Faculty Council minutes from November 19, 2015
- C. President's Extended Cabinet
- D. Student Services Council
- E. Support Staff Council

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

- A. Audit/Finance Committee: Mr. Kunkel
-None-
- B. Facilities Committee: Mr. Nelson
-None-
- C. Legislative Committee: Mr. Nelson
-None-

-Mr. Gertson asked if members had questions regarding any items in the consent agenda. He also asked if any items needed to be pulled from the consent agenda for separate consideration.

-Mrs. Hudgins asked for clarification on the cost of the election. Mr. Kocian stated that the cost was \$20,000.00.

-Mrs. Hudgins asked about the locks for the college. Mr. Feyen explained how many and what kind of locks would be purchased.

-Mrs. Hudgins asked for more information on the new financial aid position. Ms. McCrohan explained the purpose of adding the new position based on the audit results.

-No items were pulled for separate consideration.

-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.

ITEM X: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM XI: MATTERS RELATING TO ACADEMIC AFFAIRS

- A. Approve the associate of arts degree with Geology courses of study (aka: major or concentration)
- B. Approve the multidisciplinary studies associate degree program – general studies
- C. Approve the academic calendar for 2016 - 2017
- D. Information Item:
 - 1. Approval to seek bids for instructional equipment for the process technology program expansion – Richmond power plant skid (\$360,000.00 – funds will be transferred from the plant fund)

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

- A. Approve Order of Election for Board of Trustees Election (\$20,000.00 – budgeted in the 2015-2016 current unrestricted operating budget)
- B. Approve the Boling Fire Station, 6735 FM 442, Boling, Texas, as an additional polling place (\$20,000.00 – budgeted in the 2015 – 2016 current unrestricted operating budget)
- C. Approve the joint election agreement (approximately \$20,000.00 – budgeted in 2015 – 2016 current unrestricted operating budget)
- D. Approve the transfer from the plant repair and replacement fund for the purchase of lever locks for classrooms and offices (\$32,000.00 – transfer from the plant repair and replacement fund)

ITEM XIII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

- A. Approval to create a new permanent, full-time financial aid quality control specialist position (\$32,900.00)

ITEM XV: MATTERS RELATING TO PERSONNEL

- A. Board of Trustees
- B. Office of President
- C. Office of Academic Affairs
 - 1. Sara P. Fira received a change in assignment as temporary, full-time academic advisor, AA-1-11, to temporary, full-time GPS campus student success project coordinator, AA-1-0, effective October 1, 2015
 - 2. Stephen G. Lyford received a salary adjustment from regular, full-time instructor of computer science, FAC-2A-13 (9 months), to regular, full-time instructor of computer of science, FAC-2A-13 (10.5 months), effective January 1, 2016
 - 3. Donna Schilling received a salary adjustment from regular, full-time instructor of computer science, FAC-1-12 (10.5 months), to regular, full-time instructor of computer science, FAC-1-12 (9 months), effective January 1, 2016
 - 4. Jing Sun employed as regular, full-time instructor of chemistry, FAC-7-5, effective August 22, 2016
 - 5. Kelley A. Whitley employed as regular, full-time instructor of chemistry, FAC-1-13, effective January 11, 2016
 - 6. Kamile Yagci employed as regular, full-time instructor of physics, FAC-7-4, effective August 22, 2016
 - 7. Joy Magowan extended as temporary, full-time instructor of English, FAC-7-10, effective December 19, 2015
 - 8. Wiley Parkman extended as temporary, full-time instructor of psychology, FAC-1-4, effective December 19, 2015
 - 9. Lauren Sullivan extended as temporary, full-time instructor of English, FAC-1-1, effective December 19, 2015
- D. Office of Administrative Services
- E. Office of Student Services
- F. Office of Technology and Institutional Research

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

ITEM XVI: PAID PROFESSIONAL ASSIGNMENTS

A. Information Items

1. Continuing education supplemental payroll for November 2015
2. Winter mini overloads for 2015
3. Additional assignments for November 2015
4. Paid Professional Assignment for Andrew Berezin, Texas Gulf Coast International Education Consortium (TGCIEC), Spring 2016 - \$1,800.00
5. Paid Professional Assignment for Kevin Dees, assistant-meta-majors alignment, January – August 2016 - \$2,500.00
6. Paid Professional Assignment for Patrick Ralls, assistant – structured schedules, January – August 2016 - \$2,500.00
7. Paid Professional Assignment for Willie Myles, assistant – structured schedules, January – August 2016 - \$2,500.00
8. Paid Professional Assignment for Ken Grubb, assistant – structured schedules, January – August 2016 - \$2,500.00
9. Paid Professional Assignment for Ramiro Acevedo, assistant – math alignment to majors, January – August 2016 - \$2,500.00
10. Paid Professional Assignment for Amy Acord, assistant – math alignment to majors, January – August 2016 - \$2,500.00
11. Paid Professional Assignment for Kim Raun, assistant – structured schedules, January – August 2016 - \$2,500.00
12. Paid Professional Assignment for Sherry Liu, coordinator – math alignment to majors, January – August 2016 - \$4,000.00
13. Paid Professional Assignment for Amanda Shelton, coordinator – meta-majors alignment, January – August 2016 - \$4,000.00
14. Paid Professional Assignment for Natalie Stavinoha, assistant – meta-majors alignment, January – August 2016 - \$2,500.00

15. Paid Professional Assignment for Scott Stripling, assistant – math alignment to majors, January – August 2016 - \$2,500.00
16. Paid Professional Assignment for Carol Derkowski, assistant – structured schedules, January – August 2016 - \$2,500.00
17. Paid Professional Assignment for Celine Stewart, assistant – structured schedules, January – August 2016 - \$2,500.00
18. Paid Professional Assignment for GG Hunt, coordinator – structured schedules, January – August 2016 - \$4,000.00
19. Paid Professional Assignment for Jennifer Mauch, assistant – math alignment to majors, January – August 2016 - \$2,500.00
20. Paid Professional Assignment for Andrew Berezin, assistant – proactive advising & informed choice GPS, January – August 2016 - \$2,500.00
21. Paid Professional Assignment for Robin Nealy, coordinator – co-requisite-remediation GPS, January – August 2016 - \$4,000.00
22. Paid Professional Assignment for Phyllis Appling, assistant – co-requisite-remediation GPS, January – August 2016 - \$2,500.00
23. Paid Professional Assignment for Becky McElroy, assistant – co-requisite-remediation GPS, January – August 2016 - \$2,500.00
24. Paid Professional Assignment for Cindy Diener, assistant – co-requisite-remediation GPS, January – August 2016 - \$2,500.00

ITEM XVII: EXECUTIVE SESSION

-Pursuant to the Texas Government Code (Chapter 551, Open Meetings), the Board may conduct a closed executive session for any or all of the following reasons: Consultation with attorney (551.071), deliberation regarding purchase, exchange, or sale of real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), and/or deliberation regarding economic development negotiations (551.086).

- A. President's Evaluation: Discussion, Dissemination, and Timeline
- B. Deliberations regarding Security Devices

-The Board adjourned to executive session at 7:50 P.M.

ITEM XVIII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

- The Board reconvened in public session at 8:20 P.M.
- No Action was taken.

ITEM XXIV: MATTERS RELATING TO FORMAL POLICY

- A. Approval of the following regulations: Regulations have been reviewed through governance structure and recommended changes were made (policy change requires board approval)

1. Information Item:

- a. Regulation 874: Staff Orientation Policy

-Mrs. Hudgins suggested revisions to Regulation 874, II.A. Definitions – add “full-time” in front of administrative and support staff. The suggested change will be made to the regulation.

ITEM XX: OTHER BUSINESS

ITEM XXI: ADJOURN

-The meeting adjourned at 8:20 P.M.