

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 remotely Tuesday, February 23, 2021, beginning at 2:30 P.M. Mrs. Rod presided.

Trustees present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson; Mr. Scott Glass; Mr. Paul Pope; Mr. Larry Sitka; and Dr. Sue Zanne Williamson-Urbis

Trustees absent: Mr. Jack Moses

Others present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administration; Mrs. Leigh Ann Collins, Vice President of Technology; Dr. Amanda Allen, Vice President of Planning & Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Ms. Kim Ashburn; Ms. Debra Barron; Ms. Lori Baumgarten; Ms. Alyssa Cabrera; Ms. Zina Carter; Ms. Trish Chandler; Ms. Gloria Crockett; Ms. Susan Denman-Briones; Ms. Carol Derkowski; Mr. Mike Feyen; Mr. Manny Gonzales (CCATT); Mr. Varun Gupta; Mr. Dale Hahn; Ms. Jill Hudgins; Ms. Mary Koczanowski; Ms. Sarah Kresta; Mr. TK Krpec; Ms. Debra Lemson; Ms. Debbie Lutringer; Ms. Barbara Lynn; Ms. Cheryl Machicek; Ms. Jennifer Mauch; Ms. Deborah McGraw; Ms. Lindsey McPherson; Mr. Dustin Meador (TACC); Ms. Kimberley Mrnustik; Mr. Dale Neaderhouser; Ms. Rose Ochoa; Mr. Matt Prasifka; Mr. George Prat; Mr. Tommy Regan; Dr. Liz Rexford; Ms. Sheryl Rhodes; Ms. Carol Riley; Ms. Victoria Schultz; Ms. Tamara Sealy; Ms. Natalie Stavinoha; Ms. Wendy Tamayo; Mr. Danny Terronez; Ms. Emily Voulgaris; Ms. Cindy Ward; Mr. Hector Weir; Mr. Gus Wessels; Ms. Vershonda Williams; and Mr. Phillip Wuthrich

I. Determination of Quorum and Call to Order

-Mrs. Rod called the meeting to order and declared a quorum.

II. Pledge of Allegiance

-Mrs. Rod led the Pledge of Allegiance.

III. Reading of the Minutes

A. Approve the January 19, 2021 Board of Trustees Meeting Minutes

-The regular board of trustee's minutes from January 19, 2021 was approved as presented.

IV. Citizens' Comments (approved by board on 5-20-99)

V. Special Items

A. Approval to change the March 16, 2021 Board of Trustee meeting to March 30, 2021

BOARD ACTION: On a motion by Dr. Urbis and a second, the board unanimously approved moving the March 16, 2021 Board of Trustee meeting to March 30, 2021

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

A. President's Report on actions taken during the Pandemic Shutdown

-Ms. McCrohan gave a report on actions taken during the pandemic and the current status.

B. Report from Mr. Gertson on membership in CCATT

C. Presentation from Texas Association of Community College Legislature Request - Dustin Meador, Director of Government Relations, and Manny Gonzales, Director of the Community College Association of Texas Trustees (CCATT)

-Mr. Dustin Meador, Director of Government Relations presented the TACC Legislative Request.

-Mr. Manny Gonzales, Director of the Community College Association of Texas Trustees explained CCATT.

VII. **Student Success**

A. Student Survey Results - Dr. Amanda Allen

-Dr. Allen presented the student survey results. Mrs. Rod asked that the slides be sent to the board.

VIII. **Reports to the Board**

A. Financial Reports for January 2021

-Mr. Kocian presented the financial reports for January 2021.

-Ms. McCrohan will send the report on answers to technology questions to the board.

BOARD ACTION: On a motion by Mr. Gertson and a second, the board unanimously approved the financial reports for January 2021 as presented.

B. Management Reports

1. Technology Report

2. Financial Aid Report

3. Testing Report

C. Reports from College Governance Councils

1. Faculty Council Minutes from December 1, 2020

2. Faculty Association Minutes from January 14, 2021

3. Support Staff Organization Meeting Minutes from November 19, 2020

IX. **CONSENT AGENDA**

X. Matters Relating to General Administration

- 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 40 for WCJC (\$1,056.16)

XI. Matters Relating to Academic Affairs

- A. Approve the use of the Title V HSI grant to renovate 2900 sq. ft. of the Hodges Library to create a new Student Career & Transfer Center where advisors can assist students with career information, advising, and transfer plans with Title V HSI grant funds and transfers (\$317,371.00 - \$246,371.00 - Title V HSI grant funds, \$71,000.00 - transfer from plant repair & replacement fund)
- B. Approve the quote from ECFS, LLC to provide and install the walls needed for the renovation of the Hodges Library to create the new Student Career & Transfer Center offices and areas where advisors can assist students with funds from the Title V HSI grant and funds transferred (\$193,365.00 - \$138,365.00 - Title V HSI grant funds, \$55,000.00 - transfer from plant repair & replacement fund)

XII. Matters Relating to Administrative Services

- A. Approve the increase of the micro-purchase threshold from the current \$10,000.00 listed in the Code of Federal Acquisition Regulations to the maximum of \$50,000.00 allowed in the aggregate for informal procurement methods
- B. Approve the transfer of funds to remove 32 of the original parking lot light fixtures and replace with energy efficient LED fixtures at the Richmond campus (\$21,075.00 - transfer from plant repair and replacement fund)
- C. Approve the proposal submitted by Touchnet Information Systems to provide our Student Electronic Payment Solution to process student payments and manage student installment payments (\$68,900.00 - current operating budget for 2021)

XIII. Matters Relating to Technology

XIV. Matters Relating to Planning & Institutional Effectiveness

- A. Approve the designation of the Director of Admissions and Registrar as the Residence Determination Official for Wharton County Junior College

XV. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President
- C. Office of Academic Affairs
 - 1. Approve Division Chair Compensation for Spring 2021
 - 2. Approve Department Head Compensation for Spring 2021
 - 3. Approve 2021 Spring Overloads

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

G. Office of Planning & Institutional Effectiveness

XVI. END OF CONSENT AGENDA

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

XVII. Paid Professional Assignments

A. Information Item:

1. Paid Professional Assignment for Cindy Diener, House Bill 5 support, facilitator, proctor, grader for spring 2021 - \$2,100.00
2. Paid Professional Assignment for Ava Humme, assistant department head for spring 2021 - \$2,100.00
3. Paid Professional Assignment for Eric Reyes, assist with department head duties for English dept. for spring 2021 - \$2,100.00
4. Paid Professional Assignment for Jesi Ramirez, asst. college readiness math dept. head & COW's maintenance for spring 2021 - \$2,800.00
5. Paid Professional Assignment for Lauren Herrmann, COW's maintenance, spring 2021 - \$700.00

XVIII. 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).

A. Update on Personnel Matter

-The board adjourned to executive session at 3:52 P.M.

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

-The board reconvened to regular session at 4:17 P.M.

-No action was taken in executive session.

XX. Discuss Matters Relating to Formal Policy

XXI. Other Business

A. Discuss Appointment of External Advisors to the Board of Trustees

-Mr. Pope briefed the board members on the reason for the external community advisors to the Board of Trustees.

XXII. Adjourn

-The meeting adjourned at 4:53 P.M.

Board Secretary