

# Minutes of Regular Board Meeting

## The Board of Trustees Wharton County Junior College

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A Regular Board Meeting of the Board of Trustees of Wharton County Junior College was held Tuesday, February 19, 2019, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Ann Hundl, Secretary; Mr. Scott Glass; Mrs. Mary Ellen Meyer; Mr. Jack Moses; Mr. J. Paul Pope; and Mr. Larry Sitka

Trustees Absent: Mrs. Amy Rod, Vice Chair; and Mr. Oliver Kunkel, Jr.

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; Mr. Dave Leenhouts, Vice President of Student Services; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Peter Anderson; Mr. Shane Benich; Ms. Zina Carter; Mrs. Carol Derkowski; Mr. Mike Feyen; Mr. J.B. Groves; Mrs. Melissa Mihalick; Mrs. Karen Preisler; Dr. Liz Rexford; Ms. Dicey Schauer; Mr. Ben Sharp; Ms. Jo Ann Shimek; Mrs. Theresa Spillers; Mr. Danny Terronez; Mrs. Cindy Ward, Mr. Gus Wessels; and Mr. Philip Wuthrich

### I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone, called the meeting to order, and declared a quorum.

### II. Pledge of Allegiance

-Mr. Gerson led the Pledge of Allegiance.

### III. Reading of the Minutes

#### A. The regular board meeting minutes from January 15, 2019

-The regular board meeting minutes from January 15, 2019 were approved as presented.

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

*This is an open forum for those persons who wish to make presentations to the board and who have signed up to do so under board policy. Presentations are limited to five minutes each with a total of twenty minutes for all presentations.*

*During the Citizens' Comments section of the agenda, any citizen/taxpayer (that is, any member of the public, including college employees) may request to address*

*the board in open meeting. If, however, the topic of the presentation to the board falls within one of the other policies of the college, such as the employee complaint or grievance policy or student complaint policy, the person must first go through the proper administrative channels. In such cases, the right to address the board is guaranteed after the administrative channels have been exhausted.*

*If any speaker's presentation contains complaints or concerns about an individual employee or officer of the district, that presentation will be conducted in executive session with the board members unless the employee or officer about whom the comments are made requests that the comments be made publicly.*

*These presentations are made for information purposes only. The board is required to listen to the presentations but not to discuss or act on the items presented. If the board feels the matter warrants further attention, it can be placed on the agenda for a subsequent meeting.*

## V. Special Items

### A. Board Retreat

-Mr. Gertson stated that Mrs. Feyen polled the board and the most attendance would be on April 5<sup>th</sup> and 6<sup>th</sup>. The board agreed to this date.

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

### A. Retirement Resolution for Ms. Mary Ann Glaze

-Mr. Leenhouts recognized Ms. Glaze on her retirement. Ms. Glaze was not in attendance.

### B. Report on Board of Trustee Institute

-Ms. McCrohan stated that two board members attended the Board of Trustee Institute (BOTI) at Horseshoe Bay. Mr. Glass gave a report on the BOTI. Mrs. Meyer spoke about her experience as a first time attendee. Mrs. Meyer felt that the College needs more advisors and to get the word out on all the available scholarships.

### C. Training Videos

-Ms. McCrohan directed the board on how to find the websites for the training videos. The websites are [www.tacc.org/ccatt](http://www.tacc.org/ccatt) and [www.thecb.state.tx.us/Governing Board Training](http://www.thecb.state.tx.us/Governing_Board_Training). Mrs. Hundl asked that the links be sent by email to all board members.

### D. Facilities Master Plan

-The Facilities Master Plan was distributed for the boards review prior to the Board Retreat.

## VII. Student Success

## VIII. Reports to the Board

A. Financial Reports for January 2019

-Mr. Wessels presented the January 2019 financials.

**BOARD ACTION:** On a motion by Mrs. Hundl and a second, the board unanimously approved the January 2019 financials as presented.

B. Management Reports

1. Technology Report
2. Financial Aid Report
3. Testing Report

C. Reports from College Governance Councils

**IX. 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.*

X. Matters Relating to General Administration

A. Information Item:

1. Emergency Assistance Mini Grant from the Texas Higher Education Foundation (\$9,124.00 - grant funds will be deposited for expenditure from the current restricted fund)
2. Jobs and Education for Texans Grant from the Texas Workforce Commission (\$279,300.00 - 5% match \$14,700.00 - grant funds will be deposited for expenditure from the current restricted fund)

XI. Matters Relating to Academic Affairs

XII. Matters Relating to Administrative Services

- A. Approve fiscal year 2019 budget adjustments
- B. Approve the increase to board fees charged students living on campus from \$1,350.00 a semester to \$1,500.00 a semester beginning with the fall of 2019 (\$330,000.00 - revenue auxiliary fund budget for 2019 - 2020)
- C. Approve the recommended increase from Great Western Dining to the student's cafeteria board plan from \$10.29 to \$10.55 per day beginning with the fall of 2019 (\$320,000.00 - auxiliary fund budget for 2019 - 2020)
- D. Approve the transfer of funds from the plant repair and replacement fund to renovate the restrooms by the tennis courts and new baseball field (\$48,922.00 -

transfer from the plant repair and replacement fund)

- E. Approve the transfer of funds from the unexpended plant fund to create and design landscaped areas on the northwest and south sides of the Johnson Health Occupations Center (\$18,386.00 - unexpended plant fund)

XIII. Matters Relating to Technology

- A. Approve the transfer of funds from the MIS plant fund to purchase three servers and licenses for Banner Admin pages (\$9,972.60 - transfer from the MIS plant fund for 2018 - 2019)

XIV. Matters Relating to Student Services

XV. Matters Relating to Planning & Institutional Effectiveness

XVI. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President
  - 1. Shayna Barker received a change in title/assignment from temporary, full-time TRiO SSS Advising and Coaching Specialist, P-15-8, to temporary, full-time TRiO SSS Success Advisor/Coordinator, GNT-1-8, effective February 1, 2019
- C. Office of Academic Affairs
  - 1. Division Chair Compensation for Spring 2019
  - 2. Department Head Compensation Worksheet for Spring 2019
  - 3. 2019 Spring Overloads
  - 4. Peter Anderson re-classification from temporary, full-time Geology instructor, F-1-3, to regular, full-time Geology instructor, F-1-3, effective June 1, 2019
  - 5. Andrea M. Shropshire received a change in contract length from regular, full-time instructor of ADN (Program Director-12 months), FAC-7-28, to regular, full-time instructor of ADN (9 months), FAC-7-28, effective August 19, 2019
- D. Office of Administrative Services
- E. Office of Student Services
- F. Office of Technology
- G. Office of Planning & Institutional Effectiveness

**XVII. END OF CONSENT AGENDA**

**BOARD ACTION:** On a motion by Mrs. Hundl and a second, the board unanimously approved the consent agenda as presented.

XVIII. Paid Professional Assignments

- A. Paid Professional Assignment for Donna Schilling, Assistant Program Director for spring 2019 - \$3,000.00
- B. Paid Professional Assignment for Bracha Silverstone, Assistant Credit Level Math Department Head for spring 2019 - \$2,100.00

- C. Paid Professional Assignment for Jesi Ramirez, Assistant College Readiness Math Department Head for spring 2019 - \$2,100.00
- D. Paid Professional Assignment for Merry Sprague, Acting Director of Financial Aid for March 1, 2019 - July 31, 2019 - \$5,000.00
- E. Paid Professional Assignment for Deborah Popek, Interim Director of HR, January 2019 and February 2019 - \$1,000.00

XIX. 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. Consultation with legal counsel regarding student complaint, pursuant to Sections 551.071 of the Texas Open Meetings Act.

-Mr. Gertson stated that the board would adjourn into executive session under the open meetings act under Section 551. Items discussed were consultation with attorney regarding student complaint (551.071), personnel matters (551.74), and student information (551.821).

-The Regular board meeting adjourned into executive session at 6:32 P.M.

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

-No action was taken in Executive Session.

-The regular board meeting re-adjourned at 7:18 P.M.

XXI. Discuss Matters Relating to Formal Policy

XXII. Other Business

XXIII. Adjourn

-The meeting adjourned at 8:05 P.M.