

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, June 17, 2025 at 6:30 p.m. in the Hutchins Memorial Boardroom. Mr. Pope presided.

Trustees Present: Mr. Paul Pope, Chair; Dr. Priscilla Metcalf, Vice Chair; Dr. Bret Macha, Secretary; Mrs. Ann Hundl (zoom), Mr. Terry Lynch; Mr. Jay Roussel; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mrs. Amy Rod;

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Executive Vice President; Mrs. Leigh Ann Collins, Vice President of Instruction; Ms. Kettida Vasiknanon, Vice President of Information Technology; Mrs. Sheryl Rhodes; Mr. Peter Anderson; Mr. Danny Bacot; Mr. Seth Bailey; Mr. Gary Bonewald; Mrs. Clarissa Bueno; Ms. Georgeann Calzada; Mr. Oscar Cano; Mrs. Trish Chandler; Ms. Ramonica Cortez (zoom); Mrs. Carol Derkowski; Mrs. Deanna Feyen (zoom); Mr. Mike Feyen; Mrs. Sara Fira; Mrs. Jessica Garcia; Mr. Gary Gillen; Mr. Scott Honea; Luke Honea; Regan Honea; Mr. Jonathan Jeter; Mr. Karl Johnson; Ms. Lacy Jones; Mrs. Lea Anna Kostelnik; Mrs. Karen Lescuree; Mr. Lescure; Mr. Jerry Martinez; Mr. Robby Mathews; Mrs. Tessa Mathews; Mr. Armando P. McClure; Mr. Tommy Regan (zoom); Dr. Liz Rexford; Mrs. Lori Rosales; Ms. Haydee Ruiz (zoom); Ms. Selena Schmidt; Mr. Ben Sharp; Ms. Emily Voulgaris (zoom); Mrs. Cindy Ward; Mr. Tyler Wittig; Mr. John Woolsey (zoom)

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

-Mr. Pope led the Pledge of Allegiance

III. Reading of the Minutes

III.A. May 20, 2025 Board of Trustee Regular Meeting Minutes

-BOARD ACTION: On a motion made by Mr. Lynch and seconded by Dr. Metcalf, the Board unanimously approved the May 20, 2025 Regular Meeting Minutes as presented

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

V. Special Items

V.A. Reports from Board Committees

-Dr. Williamson Urbis informed the group that the Board of Trustee Bylaws are on the consent agenda for approval this month.

-Dr. Macha reported on the Physical Plant Committee meeting that took place on June 16, 2025.

-Dr. Metcalf reported on the Finance Committee and informed the group that a meeting to review the budget will be scheduled.

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

VI.A. Retirement Resolution for Karen Lescure

-Vice President Collins read the retirement resolution for Karen Lescure and presented her with a plaque.

VI.B. Update on Legislation

-President McCrohan provided an update on legislation.

VI.C. Update on Physical Plant - Mike Feyen

-Mr. Feyen provided an update on current plant projects taking place.

VII. Student Success

VII.A. Student Financial Wellness Survey Results - Fall 2024

-Dr. Allen reviewed the Fall 2024 Student Financial Wellness Survey Results.

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. May 2025 Monthly Financial Report

-Mrs. Ward presented the May 2025 financial reports.

-BOARD ACTION: On a motion made by Mr. Sitka and seconded by Dr. Bret Macha, the Board unanimously approved the May 2025 financials as presented.

VIII.B. Management Reports

VIII.B.1. Financial Aid Report

VIII.B.1.a. May 2025 Financial Aid Report

VIII.B.2. Testing Report

VIII.B.2.a. May 2025 Testing Report

VIII.C. Reports from College Governance Councils

-The Board of Trustees went into executive session at 7:05 p.m.

-The Board of Trustees reconvened into open session at 7:18 p.m.

IX. Approve Final Appointment of Dr. Amanda Allen as the President of Wharton County Junior College beginning September 1, 2025 and Authorize Board Chair to Execute Employment Contract

-BOARD ACTION: On a motion made by Dr. Sue Zanne Williamson Urbis and seconded by Mr. Larry Sitka, it was unanimously approved by the board to approve final appointment of Dr. Amanda Allen as the President of Wharton County Junior College beginning September 1, 2025 and Authorize Board Chair to Execute Employment Contract.

X. CONSENT AGENDA

XI. Matters Relating to General Administration

XI.A. Approval of Wharton County Junior College Trustee Bylaws

XI.B. 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 49 for Wharton County Junior College (\$3,396.84 - \$3,340.00-Update 49 plus printing/shipping 406 pages @ .14 each =\$56.84)

XII. Matters Relating to the Office of the Executive Vice President

XII.A. Approve the creation of a new Security Officer position to be housed on the WCJC Bay City off-campus instructional site (\$10,000 (current operating FY 2025); \$39,975-\$43,225 (budgeted FY 2026))

XII.B. Approve the replacement of multiple security system hard drives (\$90,000 - to be moved from the Plant Fund)

XIII. Matters Relating to Academic Affairs

XIII.A. Approve Deactivation of Human Services Programs (No additional cost)

XIII.B. Approve the use of \$300,000 for using Carahsoft/Motimatic Services (Title V Funds. No cost to the College)

XIV. Matters Relating to Administrative Services

XIV.A. Approve creation of Gloria Tobin Outstanding Nursing Student Endowment

XIV.B. Information Item

XIV.B.1. Acknowledgment of all documented fees paid by the College as a result of our membership in a cooperative purchasing program (\$3,250.00 - Unrestricted Operating Budget for 2025-2026)

XV. Matters Relating to Information Technology

XVI. Matters Relating to Personnel

XVI.A. Board of Trustees

XVI.B. Office of President

XVI.C. Office of Executive Vice President

XVI.D. Office of Academic Affairs

XVI.D.1. Tommie Lynn Reddoch employed as regular, full-time instructor of associate degree nursing, FAC-1-30, effective August 18, 2025

XVI.E. Office of Administrative Services

XVI.F. Office of Information Technology

XVI.F.1. Seth Bailey received a change in title/assignment from regular, full-time information technology technician, P-13-5 to regular, full-time systems analyst, AA-1-6 effective June 18, 2025

XVII. END OF CONSENT AGENDA

-BOARD ACTION: On a motion made by Mr. Jay Roussel and seconded by Dr. Sue Zanne Williamson Urbis, the Board unanimously approved the consent agenda.

XVIII. Paid Professional Assignments

XVIII.A. Information Item:

XVIII.A.1. Paid Professional Assignment for Peter Anderson, Grant Activities, August 1, 2024 - July 31, 2025 - \$1,250.00

XVIII.A.2. Paid Professional Assignment for Jessica Garcia,
Additional duties/responsibilities related to Purchasing
Director on FMLA leave, July 2025 – September 2025 -
\$3,000.00

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).

XIX.A.Discuss Final Appointment of Dr. Amanda Allen as the President of Wharton
County Junior College

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

-Motion for Item XIX.A is referenced under Item IX.

XXI. Discuss Matters Relating to Formal Policy

XXII. Adjourn

-The meeting adjourned at 7:25 p.m.