

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 Tuesday, March 28, 2017, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Monty Merecka, Secretary; Mr. Scott Glass; Mrs. Merle Hudgins; Mrs. Ann Hundl; Mr. Oliver Kunkel; Mr. Jack Moses; and Mr. Larry Sitka

Trustees Absent: Mrs. Amy Rod, Vice Chair

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. Zina Carter; Mr. Mike Feyen; Mr. Stephen Fojtik; Ms. Kwei Hsu; Ms. Penny Orrell; Ms. Deborah Popek; Ms. Catherine Shoppa; Mr. Danny Terronez; Ms. Jeanne Vonderau; Ms. Sharla Walker; Ms. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

Presidential Scholars: Ms. Hannah Adams; Ms. Alaina Benandez; Ms. Reyna Diaz Deleon; Ms. Anna Flores; Mr. Chris Reyna; Ms. Susan Stokes; and Mr. Tyler Wittig

I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone.

II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

III. Reading of the Minutes

A. The special Board of Trustee meeting minutes from February 10, 2017.

B. The regular Board of Trustee meeting minutes from February 21, 2017

-The special board of trustee meeting minutes from February 10, 2017 and the regular board of trustee meeting minutes from February 21, 2017 were approved as presented.

-Mr. Sitka requested a copy of the transcript from the special called meeting from February 10, 2017.

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

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

VII. Student Success

A. Presidential Scholars

-Ms. Shoppa explained the Presidential Scholars program. Ms. Shoppa introduced the 2016-2017 Presidential Scholars.

VIII. Reports to the Board

A. Financial Reports

-Mr. Wessels presented the February 28, 2017 financial report.

BOARD ACTION: On a motion by Mr. Moses and a second, the board unanimously approved the February 28, 2017 financial report as presented.

B. Management Reports

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

C. Reports from College Governance Councils

1. Support Staff Organization meeting minutes from February 16, 2017
2. Faculty Association Minutes from January 13, 2017

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

XI. Matters Relating to Academic Affairs

- A. Approve three new AA courses of study for pre-allied health
- B. Approve renovation of library space on Wharton campus to create 4 private study rooms (\$65,000.00)
- C. Information Item:
 - 1. Funding from University of Houston for National Science Foundation grant to support the *teach*Houston project (\$25,000.00 - grant covers the cost of course delivery, student recruitment, and program advising)

XII. Matters Relating to Administrative Services

- A. Approve fiscal year 2017 budget adjustments
- B. Approve personal business relationship disclosure
- C. Approve the resolution concerning Ad Valorem Tax Exemptions
- D. Information Item:
 - 1. Seek sealed proposals for the contents required to furnish the new instructional areas after the renovation of the Richmond Campus Technical Wing (\$230,000.00 - transfer from plant repair & replacement fund)

XIII. Matters Relating to Technology and Institutional Research

- A. Approve the purchase of two servers needed for the implementation of the Intelligent Learning Platform (ILP) from Ellucian (\$13,974.00 - transfer from the MIS plant fund)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

- A. Board of Trustees
 - 1. Approve contract actions as listed in the attached agenda brief
- B. Office of President
- C. Office of Academic Affairs
 - 1. Cynthia A. Cruz completed additional graduate hours as regular, full-time instructor of associate degree nursing, FAC-1-26, to regular, full-time

instructor of associate degree nursing, FAC-1A-26, effective January 1, 2017

2. Cynthia Rowatt received a change from temporary, full-time instructor of math, FAC-1-9, to regular, full-time instructor of math, FAC-1-9, effective June 1, 2017

- D. Office of Administrative Services
- E. Office of Student Services
- F. Office of Technology and Institutional Research

XVI. END OF CONSENT AGENDA

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

XVII. Paid Professional Assignments

- A. Paid Professional Assignment for Marissa Saenz, sort and re-arrange reference materials for library study rooms, April 17 through July 31, 2017 - \$2,100.00

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. President's Evaluation

- The board adjourned into Executive Session at 7:05 P.M.
- The board readjusted into regular session at 8:50 P.M.

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

- No action was taken in Executive Session.

XX. Discuss 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. Regulation 613: Early Admission for High-School Students

BOARD ACTION: On a motion by Mrs. Hudgins and a second, the board unanimously approved regulation 613 as presented.

XXI. Other Business

- A. Board Role and Community College Governance
- B. Update on the baseball field contract

-Ms. McCrohan gave an update on the baseball field contract. A new staff member was hired by WISD that will handle the scheduling of the WISD

baseball field. There will be shared maintenance.

C. Update on the Sugar Land campus signage

-Ms. McCrohan gave an update on the signage at the Sugar Land campus stating that the University of Houston will not allow Wharton County Junior College to place a sign on their building.

-Mr. Gertson reminded the board to RSVP to the WCJC Board/WCJC Foundation dinner.

XXII. Adjourn

-The meeting adjourned at 9:05 P.M.