

# 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, January 15, 2019, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Amy Rod, Vice-Chair, Mr. Scott Glass; Mr. Jack Moses; Mr. Paul Pope; and Mr. Larry Sitka

Trustees Absent: Mrs. Ann Hundl, Secretary; Mr. Oliver Kunkel, Jr.; and Mrs. Mary Ellen Meyer

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; 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. Doug Baumgarten; Ms. Zina Carter; Mr. Henry Delgado; Mrs. Juanita Delgado; Mr. Mike Feyen; Mr. Roy Garcia; Felix Garcia; Mrs. Angie Limones; Mr. Jaun Limones; Mr. Mike Matej (Johnson Controls); Ms. Penny Orrell; Ms. Dicey Schauer; Mr. Ben Sharp; Mr. Armondo Terronez; 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. Gertson led the Pledge of Allegiance.

### III. Reading of the Minutes

A. The regular board meeting minutes from November 20, 2018

B. The special called board meeting minutes from November 20, 2018

-The regular board meeting minutes from November 20, 2018 and the special called board meeting minutes from November 20, 2018 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

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

A. Recognition of retirement for Mr. Larry Matula

-Mr. Kocian recognized Mr. Matula on his retirement.

B. Recognition of retirement for Mr. Juan Limones

-Mr. Kocian and Mr. Feyen read the retirement resolution and presented Mr. Limones with the plaque.

C. Recognition of retirement for Mr. Henry Delgado

-Mr. Kocian and Mr. Feyen read the retirement resolution and presented Mr. Delgado with the plaque.

D. Recognition of retirement for Mr. Daniel Noquez

-Mr. Kocian recognized Mr. Noquez on his retirement.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for November and December 2018

-Mr. Wessels presented the November and December 2018 financial report.

-Mrs. Ward presented the investment report for the 1<sup>st</sup> quarter 2019 – September 1, 2018 – November 30, 2018.

**BOARD ACTION:** On a motion by Mr. Glass and a second, the board unanimously approved the November and December 2018 financial report and

the 1<sup>st</sup> quarter investment report as presented.

**B. Management Reports**

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

**C. Reports from College Governance Councils**

1. Faculty Council Meeting minutes from November 6, 2018
2. Support Staff Organization Minutes October 18, 2018
3. Support Staff Organization Minutes November 15, 2018

**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. Approve the amended Memorandum of Understanding (MOU) between the Wharton County Junior College Foundation and the Wharton County Junior College District

**B. Information Item:**

1. Defraying costs of enrolling displaced students program from the Department of Education (\$56,619.00 - grant funds will be deposited for expenditure from the current restricted fund)
2. Nuclear Power Institute Equipment grant from the Texas A & M Engineering Experiment Station (\$50,000.00 - grant funds will be deposited for expenditure from the current restricted fund)

**XI. Matters Relating to Academic Affairs**

A. Approve the proposed academic calendar for 2019 - 2020

B. Approve compensation scale for division chairs, effective spring 2019 (\$23,000.00 - available in 2018 - 2019 current operating fund)

**XII. Matters Relating to Administrative Services**

A. Approve the transfer of funds to conduct an evaluation of the JM Hodges Learning Center foundation (\$18,900.00 - transfer from the repair and replacement plant fund)

B. Approve Abel Design Group to provide the architectural design and

specifications needed to solicit bids for the replacement of the J.R. Peace building roof (\$13,000.00 - plus reimbursables - transfer from the plant repair and replacement fund)

- C. Approve replacing one of two chillers at the Richmond campus (\$246,337.00 - plant repair and replacement fund)
- D. Approve the transfer of funds to replace the HVAC system for the Administration building first floor south and add HVAC control systems to the Administration building first floor south and first floor north sections of the building (\$55,000.00 - transfer from the repair and replacement plant fund)
- E. Approval to close Brooking Hall at the end of Spring 2019 semester

### XIII. Matters Relating to Technology

- A. Approve the reorganization of the Information Systems department by upgrading a Systems Analyst position to Director of Information Systems

### XIV. Matters Relating to Student Services

- A. Approve Financial Aid Services (FAS) to provide consultant services to the Financial Aid Office to assist with implementation of new procedures (\$25,000.00 - funds to be transferred from the plant fund)

### XV. Matters Relating to Planning & Institutional Effectiveness

### XVI. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President
- C. Office of Academic Affairs
  - 1. 2018 Winter Mini Overloads
  - 2. Constance P. Bowie received a change in contract length from regular, full-time instructor of associate degree nursing, FAC-3A-21 - 9 months, to regular, full-time instructor of associate degree nursing, FAC-3A-21 - 10 1/2 months, effective January 14, 2019
  - 3. Jennifer Mauch received a change in contract length as regular, full-time instructor of math, FAC-1-16 - 10 1/2 months, to regular, full-time instructor of math, FAC-1-16 - 12 months, effective January 1, 2019
  - 4. Mahmoud Shagroni employed as temporary, full-time instructor of mathematics, FAC-7-10, effective January 14, 2019
  - 5. Yvonne Smith received a change in contract length from regular, full-time instructor of math, FAC-1-19 - 9 months, to regular, full-time instructor of math, FAC-1-19 - 10 1/2 months, effective January 2, 2019
  - 6. Dolly Staude employed as temporary, full-time instructor of cosmetology, FAC-1-3, effective January 14, 2019
  - 7. Julie Woleslagle employed as temporary, full-time instructor of English, FAC-1A-1, effective January 14, 2019
- D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

1. Allyson K. Chuc received a salary adjustment as regular, full-time systems analyst, AA-12-17, to regular, full-time director of information systems, CA-15-27, effective January 16, 2019
2. Jandy Luong employed as regular, full-time systems analyst, AA-12-10, effective January 2, 2019

G. Office of Planning & Institutional Effectiveness

## **XVII. END OF CONSENT AGENDA**

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

## **XVIII. Paid Professional Assignments**

**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).

-The board adjourned to executive session at 7:28 P.M.

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

-The board re-adjourned into regular session at 7:44 P.M.

-No action was taken in executive session.

## **XXI. Discuss Matters Relating to Formal Policy**

## **XXII. Other Business**

-Ms. McCrohan and Mr. Glass recommended obtaining training videos and sending them by email to the board. The board was in agreement.

-Mr. Sitka asked for the status of the master plan. Ms. McCrohan stated that the facilities master plan portion would be presented at the February board meeting.

## **XXIII. Adjourn**

-The meeting adjourned at 7:50 P.M.