

Minutes of the Regular Board of Trustee Meeting

The Board of Trustees Wharton County Junior College

A regular board meeting of the Board of Trustee was held on Tuesday, September 20, 2022 at 6:30 PM in the Hutchins Memorial Board Room and Remote. Mrs. Rod presided.

Trustees Present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson (Zoom); Dr. Bret Macha; Dr. Priscilla Metcalf; Mr. J. Paul Pope; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis (Zoom)

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, VP of Administrative Services; Dr. Amanda Allen, VP of Strategy, Enrollment Management and Technology; Mrs. Sheryl Rhodes, Administrative Assistant; Mrs. Trish Chandler; Mrs. Carol Derkowski; Mr. Varun Gupta; Mrs. Shannon Hobbs; Mrs. Patricia Korenek; Mrs. Tessa Mathews; Mr. George Prat; Ms. Lindsey Reeves; Mr. Tommy Regan; Dr. Liz Rexford; Mrs. Stacie Ringleb-Krutilek; Mrs. Amanda Shelton; Mr. Bracha Silverstone; Dr. Wendy Waters; Dr. Hector Weir

I. Determination of Quorum and Call to Order

-Mrs. Rod called the meeting to order at 6:32 p.m. and declared a quorum.

II. Pledge of Allegiance

-Mrs. Rod led the Pledge of Allegiance

III. Reading of the Minutes

III.A. August 9, 2022 Board of Trustee Budget Workshop Minutes

III.B. August 16, 2022 Board of Trustee Public Budget Hearing Meeting Minutes

III.C. August 16, 2022 Board of Trustee Meeting Minutes

-BOARD ACTION: On a motion made by Mrs. Ann Hundl and seconded by Mr. Paul Pope, the Board of Trustees budget workshop meeting minutes from August 9, 2022, the Board of Trustees public budget hearing meeting minutes from August 16, 2022 and the Board of Trustees regular meeting minutes from August 16, 2022 were approved.

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

V. Special Items

V.A. Information Item

V.A.1. Process for President's Evaluation - Amy Rod, Chair

-Mrs. Rod outlined the process for the President's annual evaluation.

V.B. Reports from Board Committees

V.B.1. Finance Committee - Ann Hundl

-A report was given by Mrs. Hundl.

V.B.2. Board Evaluation Committee - Dr. Sue Zanne Williamson Urbis

-A report was given by President McCrohan for Dr. Williamson Urbis.

V.B.3. Outreach Committee - Mary Ellen Meyer

-A report was given by Mrs. Meyer.

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

VI.A. Retirement Resolution for Dr. Connie Bibus

-Mrs. Shelton read the resolution and will deliver the plaque to Dr. Bibus.

VI.B. Information Technology Report - Dr. Amanda Allen

-Dr. Allen provided the information technology report which will now be reported quarterly.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. August 2022 Monthly Financials

-Mr. Kocian presented the August 2022 financial reports.
BOARD ACTION: On a motion made by Mr. Pope and seconded by Mr. Sitka, the board approved the August 2022 financials as presented.

VIII.B. Management Reports

VIII.B.1. Financial Aid Report

VIII.B.2. Testing Report

VIII.C. Reports from College Governance Councils

VIII.C.1. Faculty Association Meeting Minutes August 26, 2022

VIII.C.2. Extended Cabinet Meeting Minutes July 28, 2022

IX. CONSENT AGENDA

-Mrs. Rod pulled Item XII.A. Approve the resolution setting the ad valorem tax rate for the Wharton County Junior College District at the rate of \$0.12985/\$100 valuation for the 2022 tax year for a separate vote.

-Dr. Metcalf requested removal of Item XIV.C.17 Fall Overloads for discussion in executive session.

-BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Mrs. Meyer, the board approved the remainder of the consent agenda.

X. Matters Relating to General Administration

XI. Matters Relating to Academic Affairs

XI.A. Approve Process Technology Level I Certificate, effective Fall 2023 (no cost-current faculty, equipment and classroom space is sufficient)

XI.B. Approve receipt of Federal funding from the Carl D. Perkins Career and Technical Education Act of 2006 in the amount of \$188,238.00 (no cost to the college. Grand funds will be deposited for expenditure from the current restricted fund)

XI.C. Information Item:

XI.C.1. Chief Executive Officer Reporting Requirements under Tex. Educ. Code § 51.253(c) (no cost)

XI.C.2. Department of Education Title V Developing Hispanic Serving Institutions Grant, Career and Transfer Center (\$600,000.00 - in year 3 (October 1, 2022-September 20, 2023) - grant funds will be deposited for expenditure from the current restricted fund)

XII. Matters Relating to Administrative Services

XII.A. Approve the resolution setting the ad valorem tax rate for the Wharton County Junior College District at the rate of \$0.12985/\$100 valuation for the 2022 tax year. This is a \$0.00192 reduction from our current rate of \$0.13177/\$100 valuation (\$8,701,048 unrestricted revenue)

XII.B. Approve increasing Services Fees from \$63/semester hour to \$73/semester hour to all students except Dual Credit Students, effective with Spring 2023 (\$556,980.00 in additional unrestricted revenues)

XII.C. Approve increasing Out-of-District Fees from \$51/semester hour to \$56/semester hour to all out-of-district students except Dual Credit Students effective with the Spring 2023 semester (\$227,500.00 in additional unrestricted revenues)

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Tara Zekavat extended as temporary, full time director of adult education & literacy, CA-8-13, effective September 1, 2022

XIV.C.2. Wendy Tamayo extended as temporary, full time continuing education interim facilitator, A-10-10, effective September 1, 2022

XIV.C.3. Andrea Shropshire received a salary adjustment from regular, full time instructor of associate degree nursing, FAC-7-31, to regular, full time instructor of associate degree nursing, FAC-7-32, effective August 22, 2022

XIV.C.4. Marissa Saenz received a salary adjustment for completion of 24 graduate hours as regular, full time, director of library information and technical services, FAC-2A-34, to regular, full time,

director of library information and technical services, FAC-4A-34, effective August 22, 2022

XIV.C.5. Paris Potter employed as regular, full time instructor of associate degree nursing, FAC-1-14, effective August 22, 2022

XIV.C.6. Amy Pendergraft received a salary adjustment as regular, full time instructor of associate degree nursing, FAC-1-22, to regular, full time instructor of associate degree nursing, FAC-1-23, effective August 22, 2022

XIV.C.7. Sandra McCarstle received a salary adjustment for completion of 6 graduate hours as regular, full time instructor of education and early childhood, FAC-4A-1, to regular, full time instructor of education and early childhood, FAC-5-1, effective August 22, 2022

XIV.C.8. Sandra Davis received a salary adjustment from regular, full time instructor of associate degree nursing, FAC-1-33 to regular, full time instructor of associate degree nursing, FAC-1-34 effective September 1, 2022

XIV.C.9. Natasha Goins received a salary adjustment from regular, full time instructor of associate degree nursing, FAC-3-35 to regular, full time instructor of associate degree nursing, FAC-3-36 effective August 22, 2022

XIV.C.10. Mousumi Goswami employed as temporary, full time instructor of biology, FAC-1-9, effective August 22, 2022

XIV.C.11. Shayna Guerra extended as TRiO SSS advisor/coordinator, GNT-01-09 effective September 1, 2022

XIV.C.12. Tammy Hann received a salary adjustment from regular, full time instructor of associate degree nursing, FAC-1-35, to regular, full time instructor of associate degree nursing, FAC-1-36 effective August 22, 2022

XIV.C.13. Patricia Korenek received a salary adjustment from regular, full time instructor of associate degree nursing, FAC-1-37, to regular full time instructor of associate degree nursing, FAC-1-38, effective September 1, 2022

XIV.C.14. Jennifer Jeffery received a change in contract length from 9 month regular, full time instructor of biology, FAC-1-22, to 10 1/2 month regular, full time instructor of biology, FAC-1-22, effective January 9, 2023

XIV.C.15. Fall 2022 Department Head Compensation Spreadsheet

XIV.C.16. Fall 2022 Division Chair Compensation Spreadsheet

XIV.C.17. Fall 2022 Overloads

XIV.D. Office of Administrative Services

XIV.D.1. Georgeann Calzada employed as regular, full time director of fort bend campuses, CA-15-9, effective September 21, 2022

XIV.E. Office of Student Services

XIV.F. Office of Strategy, Enrollment Management and Technology

XV. **END OF CONSENT AGENDA**

-BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Mr. Pope, Item XII.A. Approve the resolution setting the ad valorem tax rate for the Wharton County Junior College District at the rate of \$0.12985/\$100 valuation for the 2022 tax year was approved with the following votes:

Yeas-Mr. Danny Gertson (Zoom), Mrs. Ann Hundl, Dr. Priscilla Metcalf, Mrs. Mary Ellen Meyer, Mr. J. Paul Pope, Mrs. Amy Rod, Dr. Sue Zanne Williamson Urbis (Zoom)

Nays-Dr. Bret Macha, Mr. Larry Sitka

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Dr. Wendy Waters, Assistant Department Head-A&P Coordinator, fall 2022 - spring 2023 - \$4,200.00

XVI.A.2. Paid Professional Assignment for Jennifer Jeffery, Assistant Department Head-General Biology Coordinator, fall 2022 - \$2,100.00

XVI.A.3. Paid Professional Assignment for Sean Amestoy, Agriculture Coordinator, fall 2022-spring 2023 - \$2,400.00

XVI.A.4. Paid Professional Assignment for Kim Raun, Microbiology Lab Coordinator, fall 2022 - \$1,200.00

XVI.A.5. Paid Professional Assignment for Dr. Hector Weir, Assistant Department Head-Humanities and Foreign Language, fall 2022 - \$2,100.00

XVI.A.6. Paid Professional Assignment for Michael Adkins, Oversight of the Title V HSI Grant as Project Director, September 1, 2022 - September 30, 2022 - \$1,250.00

XVI.A.7. Paid Professional Assignment for Dr. Jessi Snider, Assistant Department Head, fall 2022 - \$2,100.00

XVII. **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 of Trustees went into executive session at 7:38 p.m. to review and discuss Item XIV.C.17 Fall Overloads.

-The Board of Trustees reconvened into regular session at 7:44 p.m.

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

-BOARD ACTION: On a motion made by Mr. Pope and seconded by Dr. Metcalf, the board approved Item XIV.C.17 Fall Overloads from the consent agenda.

XIX. **Discuss Matters Relating to Formal Policy**

XX. **Other Business**

XXI. **Adjourn**

-The meeting adjourned at 7:45 p.m.

