

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, October 18, 2016, 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. Monty Merecka, Secretary; Ms. Alice Atkins; Mr. Shane Benich; Ms. Marsha Brown; Mr. Scott Glass; Mrs. Ann Hundl; Mrs. Merle Hudgins; Mr. Oliver Kunkel; Mr. Jack Moses; and Mr. Larry Sitka

Trustees Absent: None

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; Mr. Andres Alcantar (TWC Commissioner); Ms. Zina Carter; Mr. Mike Feyen; Ms. Olga Garcia (J-M Manufacturing); Mr. Alex Gonzales (J-M Manufacturing); Ms. Cheryl Machicek; Ms. Deborah Popek; Dr. Liz Rexford; Ms. Tamara Sealy; Mr. Ben Sharp; Representative Phil Stephenson; Ms. Wendy Tamayo; Mr. Danny Terronez; Ms. Cindy Ward; Mr. Gus Wessels; Mr. Dan Wimberly (J-M Manufacturing); Mr. Robert Wolter; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

- The meeting was called to order at 6:30 P.M.
- Mr. Gertson welcomed everyone to the meeting.

II. Pledge of Allegiance

- Mr. Gertson led the Pledge of Allegiance.

III. Reading of the Minutes

- A. The regular board meeting held on September 20, 2016

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. Texas Workforce Commission Skills Development Fund Grant

-Ms. McCrohan accepted the check from the Texas Workforce Commission Skills Development Fund Grant on behalf of Wharton County Junior College. Ms. McCrohan explained the grant. Mr. Alex Alcantar, TWC Commissioner, spoke on behalf of TWC and the State of Texas. Mr. Wimberly, Mr. Gonzales, and Ms. Garcia were in attendance representing J-M Manufacturing.

B. Phil Stephenson's Special Presentation of Donation from Waldo E. Moeller Foundation

-Representative Stephenson gave a special presentation and explained the donation from the Waldo E. Moeller Foundation.

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

A. Update on status of the contract regarding the baseball field

-Ms. McCrohan gave an update on the status of the contract regarding the baseball field. Ms. McCrohan stated that she hoped to complete the MOU by January.

B. Southern Association of Schools and Colleges Commission on Colleges Compliance Reporting

-Ms. McCrohan explained the QEP process.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for September 2016

-Mr. Wessels reviewed the September 2016 financials.

-Ms. Ward reviewed the 4th quarter investment report ending August 31, 2016.

BOARD ACTION: On a motion by Mr. Glass and a second, the board

unanimously approved the September 2016 financials and the 4th quarter investment report as presented.

B. Information Item: Management Reports

C. Information Item: Reports from College Governance Councils

1. Faculty Association Meeting Minutes from August 26, 2016

2. Faculty Council Meeting Minutes from September 8, 2016

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 the 2017 Kid's College Facilities Rental Agreement (\$75,000.00 - FY2017 Kid's College facilities rental budget)

B. Approve a \$.10 raise per hour for part-time employees working for the Senior Citizen Program effective October 1, 2016 (budgeted in contract for fiscal year 2016 - 2017)

C. Information Item:

1. State and federal funding for Adult Education and Literacy program from Workforce Solutions (\$652,900.00 - grant funds from state and federal sources)

XII. Matters Relating to Administrative Services

A. Approve the allocation of funds from the prior year fund balance for 2016 outstanding encumbrances (\$608,460.13 - unrestricted operating fund)

B. Approve the transfer from the plant repair and replacement fund to cover the cost of surveying services needed for the Richmond campus tech wing addition (\$5,000.00 - transfer from the repair and replacement plant fund)

C. Approve the transfer of \$20,000.00 from the plant repair and replacement fund to cover the cost of new push button lever locks at the Richmond campus (\$20,000.00 - transfer from the repair and replacement plant fund)

XIII. Matters Relating to Technology and Institutional Research

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President
 - 1. Jessica R. Falcon extended as temporary, full-time TRIO student support services project director, CA-4-7, effective September 1, 2016
- C. Office of Academic Affairs
 - 1. Megan Wilcox employed as temporary, full-time director of instruction/senior citizens, GNT-1-1, effective October 3, 2016
 - 2. Sean Derrickson employed as temporary, full-time instructor of chemistry, FAC-7-4, effective January 9, 2017
- D. Office of Administrative Services
 - 1. Douglas A. Baumgarten employed as regular, full-time assistant director of facilities management, AA-1-10, effective October 19, 2016
- E. Office of Student Services
 - 1. Johnnie R. Svatek received a change as temporary, full-time student recruiter/academic advisor, AA-1-9, to regular, full-time student recruiter/academic advisor, AA-1-9, effective October 1, 2016
- F. Office of Technology and Institutional Research

XVI. END OF CONSENT AGENDA

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

XVII. Paid Professional Assignments

- A. Information Item:
 - 1. Department head compensation for fall 2016
 - 2. 2016 fall overloads
 - 3. Paid Professional Assignment for Sherry Liu, assistant department head for development math, fall 2016 - spring 2017 - \$4,200.00
 - 4. Paid Professional Assignment for Yvonne Smith, assistant department head for math, fall 2016 - spring 2017 - \$4,200.00
 - 5. Paid Professional Assignment for Robert Wolter, oversee Sugar Land administrative functions, 9/1/2016 - 12/31/2016 - \$2,000.00
 - 6. Paid Professional Assignment for Jim Schoshinski, Student Government Association/Sponsor Sugar Land campus, fall 2016 - spring 2017 - \$2,000.00
 - 7. Paid Professional Assignment for Lindsay Buckingham, Development of MATH 1324 online master course, October 16, 2016 - April 17, 2017 - \$1,800.00
 - 8. Paid Professional Assignment for Dr. Elizabeth Rexford, Student Government Association Advisor/Sponsor Richmond campus, fall 2016 - spring 2017 - \$2,000.00

9. Paid Professional Assignment for Jeff Shine, Student Government Association Advisor/Sponsor Wharton campus, fall 2016 - spring 2017 - \$2,000.00
 10. Paid Professional Assignment for Debbie Yancey, Annual Stipend for ADN Director, fall 2016 - \$5,000.00
 11. Paid Professional Assignment for Andrew Berezin, Texas Gulf Coast International Education Consortium (TGCIEC), fall 2016 and spring 2017 - \$4,200.00
- 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).
- XIX. Consideration and possible action on items discussed in closed session
- XX. Discuss Matters Relating to Formal Policy
- A. Regulation 146: Computer Use
 - A change was noted on the regulation to change the word “Purdue” to “WCJC”.
 - B. Regulation 357: Closing and Suspension of Activities
 - C. Regulation 484: Travel Locally By Staff
 - D. Regulation 887: Nonrenewal, Termination, and Dismissal
 - E. Regulation 892: Contract and Non-Contract Employment
 - BOARD ACTION:** On a motion by Mr. Kunkel and a second, the regulations 357, 484, 887, and 892 were approved as presented and regulation 146 was approved with the change.
 - F. Information Item:
 1. Regulation 114: Academic Calendar Development
- XXI. Other Business
- XXII. Adjourn
- The meeting adjourned at 7:40 P.M.