

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 remotely Tuesday, January 19, 2021, beginning at 2:30 P.M.. Mrs. Rod presided.

Trustees present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson; Mr. Scott Glass; Mr. Paul Pope; Mr. Larry Sitka; and Dr. Sue Zanne Williamson-Urbis

Trustees absent: Mr. Jack Moses

Others present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administration; Mrs. Leigh Ann Collins, Vice President of Instruction; Mrs. Pam Youngblood, Vice President of Technology; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Ms. Kimberly Ashburn; Ms. Lori Baumgarten; Mr. Shane Benich; Mr. Andrew Berezin; Ms. Trish Chandler; Mr. Kevin Dees; Ms. Carol Derkowski; Mr. Mike Feyen; Ms. Cindy Kocian; Mr. TK Krpec; Ms. Debbie Lutringer; Ms. Barbara Lynn; Ms. Cheryl Machicek; Mr. Robby Mathews; Ms. Lindsey McPherson; Ms. Kimberly Mrnustik; Ms. Kerri Novak; Dr. Liz Rexford; Ms. Sheryl Rhodes; Mr. Ben Sharp; Ms. Edee Sinclair; Mr. Danny Terronez; Ms. Emily Voulgaris; Ms. Kelly Wallace; Ms. Cynthia Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

-Mrs. Rod called the meeting to order and declared a quorum.

II. Pledge of Allegiance

-Mrs. Rod led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. Approve the November 17, 2020 Board of Trustees Meeting Minutes

III.B. Approve the November 17, 2020 Board of Trustee Special Called Meeting Minutes

-The regular board of trustee's minutes from November 17, 2020 and the special called board of trustee's minutes from November 17, 2020 were approved as presented.

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

V. Special Items

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

VI.A. Retirement Resolution for Ms. Kwei-Feng Hsu

-Mrs. Collins read the retirement resolution for Ms. Kwei-Feng Hsu.

VI.B. Retirement Resolution for Mrs. Cynthia Kocian

-Mrs. Collins read the retirement resolution for Mrs. Cynthia Kocian. Mrs. Kocian thanked everyone.

VI.C. President's Report on actions taken during the Pandemic Shutdown

-Ms. McCrohan gave a report on actions taken during the pandemic.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports for December 2020

-Mr. Kocian presented the December 2020 financials.

BOARD ACTION: On a motion by Mr. Pope and a second, the board unanimously approved the December 2020 financials as presented.

-Mrs. Ward presented the Investment report for the 1st quarter 2021 – September 1, 2020 – November 30, 2020.

BOARD ACTION: On a motion by Mr. Glass and a second, the board unanimously approved the 1st quarter investment report as presented.

VIII.B. Management Reports

VIII.B.1. 2020 November and December Technology Report

-Ms. McCrohan will provide the board a report on the categories of outstanding IT work tickets.

-Ms. McCrohan will schedule a planning session for February 2021.

VIII.B.2. 2020 December Financial Aid Report

VIII.B.3. 2020 December Testing Report

VIII.C. Reports from College Governance Councils

VIII.C.1. Faculty Council Minutes from November 3, 2020

IX. CONSENT AGENDA

X. Matters Relating to General Administration

X.A. Approve the merging of the position of Director of Payroll and Benefits and Director of Human Resources to Dean of Human Resources, changing the grants area to report to the Vice President of Planning and Institutional Effectiveness, and changing TRiO to report to the Dean of Student Services (Estimated cost savings of \$55,000.00)

XI. Matters Relating to Academic Affairs

XI.A. Approve Proposed Academic Calendar 2021-2022

XII. Matters Relating to Administrative Services

XII.A. Approve acceptance of \$10,000.00 to establish a memorial scholarship endowment

XII.B. Approve the transfer from the plant repair and replacement fund to remove and replace unlevel concrete sidewalks for the courtyard area at the Richmond campus (\$18,220.00 - transfer from plant repair and replacement fund)

XII.C. Approve the resolution conveying title of property to the City of Wharton

XII.D. Approve part-time Texas Commission on Law Enforcement (TCOLE) Commissioned Peace Officer pay (\$37,500.00 - President's discretionary fund for remainder of fiscal year 2021 - unrestricted fund budget for future years)

XIII. Matters Relating to Technology

XIII.A. Approve the quote from RockIT Consulting for the upgrade of the hardware used to deliver wireless internet in the dormitories and on the Richmond and Sugar Land campuses as well as increase the bandwidth available at each location with CARES funds and an increase to our current operating budget (\$105,189.30 - CARES Act Funds-hardware plus 4 months of bandwidth - \$88,629.60, current operating budget - last 3 months of bandwidth- \$16,559.70)

XIII.B. Approve the use of CARES Funds for the purchase of 325 computers with Windows 10 operating systems from Dell EMC to replace those computers at all campuses that still have obsolete Windows 7 operating systems (\$191,750.00 - CARES Act Institutional Funds-\$168,239.04, CARES Act Minority Serving Institution Funds-\$23,510.96)

XIV. Matters Relating to Planning & Institutional Effectiveness

XV. Matters Relating to Personnel

XV.A. Board of Trustees

XV.B. Office of President

XV.B.1. Rachel Y. Bahnsen received a change in title/assignment from director of payroll and benefits, CA-10-17, to dean of human resources, D-15-39, effective January 1, 2021

XV.C. Office of Academic Affairs

XV.C.1. 2020 Winter mini overloads

XV.C.2. Rose Ochoa received a change in title/assignment from regular, full-time student services specialist-registrar, P-15-4, to temporary, full-time coordinator of vocational support services, GNT-1-5, effective February 1, 2021

XV.C.3. Marissa Saenz employed as regular, full-time director of library information and technical services, FAC-1A-33, effective January 27, 2021

XV.C.4. David Faul received a change in title/assignment from temporary, full-time instructor of mathematics, FAC-1-10, to regular, full-time instructor of mathematics, FAC-1-10, effective December 19, 2020

XV.C.5. Heather Keahey received a change in title/assignment from temporary, full-time instructor of mathematics, FAC-7-10, to regular, full-time instructor of mathematics, FAC-7-10, effective December 19, 2020

XV.C.6. Melissa Moore extended as temporary, full-time instructor of developmental mathematics, FAC-1-3, effective December 19, 2020

XV.C.7. Tina Gustavus extended as temporary, full-time instructor of developmental mathematics, FAC-1-6, effective December 19, 2020

XV.C.8. Daniel Johnson received a change in title/assignment as temporary, full-time director/instructor of nuclear power technology, FAC-1-10, effective January 11, 2021

XV.D. Office of Administrative Services

XV.D.1. Timothy "Matt" Prasifka employed as regular, full-time director of Ft. Bend county campuses, CA-15-10, effective February 2, 2021

XV.E. Office of Student Services

XV.F. Office of Technology

XV.G. Office of Planning & Institutional Effectiveness

XV.G.1. Emily Voulgaris received a change in title/assignment as regular, student services specialist - Admissions, P-15-6, to temporary, full-time assistant director of admissions and registration, AA-1-6, effective January 1, 2021

XVI. END OF CONSENT AGENDA

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

XVII. Paid Professional Assignments

XVII.A. Information Item:

XVII.B. Paid Professional Assignment for Lindsey McPherson for oversight of two grants, spring & summer 2021 - \$3,333.00

XVII.C. Paid Professional Assignment for Robby Mathews for extra responsibilities pertaining to Network Services, January 1, 2021 - May 31, 2021 - \$5,000.00

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

XXI. Other Business

XXII. Adjourn

-The meeting adjourned at 3:30 P.M.