

# Minutes of the Regular Board Meeting

## The Board of Trustee Wharton County Junior College

A Regular Board Meeting of the Board of Trustees of Wharton County Junior College was held Tuesday, July 20, 2021, beginning at 6:30 P.M. in the Hutchins Memorial Board Room. Mrs. Hundl presided.

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

Trustees absent: Mrs. Amy Rod, Chair; Mr. Paul Pope; and Mr. Jack Moses

Others present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Peter Anderson; Mr. Seth Bailey; Ms. Zina Carter; Mrs. Carol Derkowski; Mr. T.K. Krpec; Dr. Liz Rexford; Mr. Don Smith; Mr. Danny Terronez; Mrs. Cindy Ward; and Mr. Gus Wessels

### **I. Determination of Quorum and Call to Order**

-Mrs. Hundl welcomed everyone, declared a quorum, and called the meeting to order.

### **II. Pledge of Allegiance**

-Mrs. Hundl led the Pledge of Allegiance.

### **III. Reading of the Minutes**

A. June 11, 2021 Board of Trustee Board Retreat Minutes

B. June 15, 2021 Board Training Meeting Minutes

C. June 15, 2021 Board of Trustee Regular Meeting Minutes

-The board retreat meeting minutes from June 11, 2021, board training meeting minutes from June 15, 2021, and the regular board of trustee meeting minutes from June 15, 2021 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**

-Ms. McCrohan gave her President's report and explained the additional marketing efforts.

## VII. Student Success

### VIII. Reports to the Board

#### A. Financial Reports

-Mr. Kocian presented the June 2021 financials.

-Mrs. Ward presented the investment report for the 3<sup>rd</sup> quarter 2021.

**BOARD ACTION:** On a motion by Mr. Gertson and a second, the board unanimously approved the June 2021 financials and the 3<sup>rd</sup> quarter 2021 investment report as presented.

#### B. Management Reports

1. Technology Report

2. Financial Aid Report

3. Testing Report

#### C. Reports from College Governance Councils

### IX. CONSENT AGENDA

### X. Matters Relating to General Administration

- A. Consideration and approval of the addition , revision or deletion of (LOCAL) policies as recommended by TASB Community College Services and according to the Instruction Sheet for TASB Localized Policy Manual Update 41 for Wharton County Junior College (\$1,227.00 - This is the cost for the Community College Localized Update 41 packet/service \$1,192.00 plus Update 41 printing/shipping 250 pages @.14 each \$35.00, for a total cost of \$1,227.00)

### XI. Matters Relating to Academic Affairs

- A. Approve Associate of Arts in Teaching Degree Deactivation, effective fall 2021
- B. Approve the full-time academic advisor position, effective immediately (\$47,606.00 - 56,139.00 - includes estimated benefits)
- C. Approve federal funding from the Carl D. Perkins Career and Technical Education Act of 2006 (\$208,098.00 - no cost to the College, grant funds will be deposited for expenditure from the current restricted fund)

### XII. Matters Relating to Administrative Services

- A. Approve 10/20 year write off of property taxes
- B. Approve the proposal submitted by the Texas Association of School Boards (TASB) for annual College's workers compensation insurance (\$62,966.00 - current unrestricted operating budget for 2021 - 2022)
- C. Approve the agreement with Pearson's Smarthinking to provide on-line tutoring services to assist students with writing

assignments and homework tutoring critical in this new learning environment while keeping up with individual access and hours connected at a rate of \$22.00 an hour with an estimated 2,444 hours to be paid with CRRSAA grant funds (\$53,762.00 - CRRSAA grant funds)

- D. Approve the purchase and installation of 25 combination drinking fountain/bottle filling stations for the Wharton and Richmond campuses from Gowan, Inc. (\$78,535.00 - ARP grant funding)

**XIII. Matters Relating to Technology**

**XIV. Matters Relating to Planning & Institutional Effectiveness**

- A. Approve WCJC to become a State Firefighters' and Fire Marshals' Association (SFFMA) testing site effective September 21, 2021 (no cost; estimated revenue \$1,875.00)

**XV. Matters Relating to Personnel**

- A. Board of Trustees

- B. Office of President

- C. Office of Academic Affairs

**1. Approve 2021 Summer I Overloads**

- 2. NaQui L. Davidson employed as regular, full-time director of student life, CA-10-4, effective July 1, 2021

- 3. Kimberly Gubbels received a change in title/assignment as regular, full-time administrative assistant to the Dean of Student Success, P-11-13, to regular full-time residence life supervisor, A-01-13, effective July 1, 2021

- 4. Jeanette Jacobs completed 12 additional doctorate hours for a total of 36 hours as regular, full-time instructor of associate degree nursing, FAC-3-21, to regular, full-time instructor of associate degree nursing, FAC-4-21, effective August 23, 2021

- 5. Esther Kumar completed 12 hours towards a doctorate as regular, full-time instructor of associate degree nursing, FAC-2A-20, to regular, full-time instructor of associate degree nursing, FAC-3A-20, effective August 23, 2021

- 6. Melissa Moore extended as temporary, part-time instructor of developmental mathematics, FAC-1-3, to temporary, full-time instructor of developmental mathematics, FAC-1-3, effective August 23, 2021

- 7. Michael D. Voulgaris extended as temporary, full-time instructor of automotive technology, FAC-1-10, effective August 23, 2021

- 8. Tina Gustavus extended as temporary, part-time instructor of developmental mathematics, FAC-1-6, to temporary, full-time instructor of developmental mathematics, FAC-1-6, effective August 23, 2021

- 9. Matthew A. Tougas employed as regular, full-time instructor of English, FAC-6A-8, effective August 23, 2021

- D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

G. Office of Planning & Institutional Effectiveness

**XVI. END OF CONSENT AGENDA**

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

**XVII. Paid Professional Assignments**

A. Information Item:

1. Paid Professional Assignment for Lindsey Buckingham, online math 1342 statistics master course development, summer 2021 - \$2,100.00
2. Paid Professional Assignment for Robby Mathews, extra responsibilities pertaining to Network Services, July 1, 2021 - September 30, 2021 - \$3,000.00
3. Paid Professional Assignment for Bryan Chuc, extra tasks and projects in a short time frame, July 1, - September 30, 2021 - \$3,000.00
4. Paid Professional Assignment for Tam Hoang, extra tasks and projects in a short time frame, July 1, 2021 - September 30, 2021 - \$1,500.00

**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 (551.076), deliberation regarding economic development negotiations (551.086).**

-The board adjourned to executive session at 6:53 P.M.

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

-The board re-adjourned to regular session at 7:23 P.M.

-No action was taken in executive session.

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

**XXI. Other Business**

-Mrs. Collins introduced Mr. Don Smith, the new Dean of Vocational Instruction and welcomed him to the College. Mrs. Hundl welcomed Mr. Smith on behalf of the board.

**XXII. Adjourn**

-The board adjourned at 7:25 P.M.

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Board Secretary