

## **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 Tuesday, April 16, 2024, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and on Zoom. Mrs. Rod presided.

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

Others Present: Mrs. Betty McCrohan, President; Dr. Amanda Allen, Vice President of Strategy, Enrollment Management and Technology; Mrs. Leigh Ann Collins, Vice President of Instruction; Mr. Bryce Kocian, Vice President of Administrative Services; Sheryl Rhodes; Danny Bacot; Gary Bonewald; Zina Carter; Trish Chandler; Carol Derkowski; Mike Feyen; Jessica Garcia (zoom); Jonathan Jeter; Deborah McGraw (zoom); Lindsey McPherson (zoom); Tommy Regan (zoom); Dr. Liz Rexford; Jay Roussel; Haydee Ruiz (zoom); Emily Voulgaris (zoom); Cindy Ward; Gus Wessels; Philip Wuthrich

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

-Mrs. Rod called the meeting to order at 6:30 p.m. and declared a quorum.

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

-Mrs. Rod led the Pledge of Allegiance

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

III.A. Regular Board of Trustee meeting minutes from March 26, 2024.

**-BOARD ACTION:** On a motion made by Mrs. Hundl and seconded by Dr. Metcalf, the Regular Board of Trustee meeting minutes from March 26, 2024 were approved as presented.

#### **IV. Citizens' Comments (revised by legal counsel on 08-05-2022)**

#### **V. Special Items**

V.A. Reports from Board Committees

V.A.1. Board Evaluation Committee

-Dr. Sue Zanne Williamson Urbis distributed and reviewed the bylaws which have been updated by our attorney. Any questions or comments on the updates will be discussed at the May 2024 meeting and final adoption of the bylaws will take place at the June 2024 meeting.

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

### **VI.A. WCJC Foundation Event-Blackjack, Glitz & Glamor - Jonathan Jeter**

-Mr. Jeter shared information with the board on the upcoming WCJC Foundation event taking place on June 15, 2024.

### **VI.B. Update on Physical Plant Projects - Mike Feyen**

-Mr. Feyen reported on the current plant projects taking place on all campuses.

## **VII. Student Success**

### **VII.A. Economic Impact Study - Dr. Amanda Allen**

-Dr. Allen reported on the Economic Impact Study performed by LightCast.

## **VIII. Reports to the Board**

### **VIII.A. Financial Reports**

#### **VIII.A.1. March 2024 Monthly Financials**

**-BOARD ACTION:** On a motion made by Mrs. Hundl and seconded by Mr. Sitka, the board approved the January 2024 financials as presented.

**-BOARD ACTION:** On a motion made by Mr. Gertson and seconded by Dr. Williamson Urbis, the board approved the 2<sup>nd</sup> Quarter Investment report presented by Mrs. Ward.

### **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. March 19, 2024 Academic Affairs Council Meeting Minutes**

## **IX. CONSENT AGENDA**

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

**X. Matters Relating to General Administration**

X.A. Approve an Alternative Summer Work Schedule for 12-Month Employees (N/A)

**XI. Matters Relating to Academic Affairs**

XI.A. Waive Out-of-District Fees for Houston Fire Department Fast-Track Paramedic Program (\$2,196.00 per HFD student, not to exceed 100 students annually)

**XII. Matters Relating to Administrative Services**

XII.A. Approve Abel Design Group to develop plans, construction documents, and bid specifications for the construction of the new Pioneer Student Center (\$368,500.00 – Transfer from the Plant Repair and Replacement Fund)

XII.B. Approve the engagement letter from Lott, Vernon & Company, P.C. dated March 21, 2024 (\$57,200.00 - budgeted unrestricted funds)

XII.C. Approval of Fiscal Year 2024 Budget Adjustments (N/A)

**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. Jorge Arroyos received a change in title/assignment from regular, full time college recruiter, A-05-11, to regular, full time instructor of speech, FAC-1-11, effective August 19, 2024

XIV.C.2. Aaron Cooley employed as regular, full time instructor of government, FAC-7-10, effective August 19, 2024

XIV.C.3. Kornelia Oostingh received a change in title/assignment from temporary, full time instructor of geology, FAC-7-3 to regular, full time instructor of geology, FAC-7-4, effective August 19, 2024

XIV.C.4. Antoinette Smith received a change in title/assignment from regular, full time academic advisor, A-5-11 to regular, full time continuing education corporate coordinator, AA-1-11, effective April 17, 2024

XIV.C.5. Jomar Isip employed as regular, full time instructor of english, FAC-7-10, effective August 19, 2024

XIV.C.6. Patrick Laskey employed as regular, full time instructor of english, FAC-7-10, effective August 19, 2024

XIV.C.7. Jeffrey Parish employed as regular, full time instructor of english, FAC-1-10, effective August 19, 2024

XIV.D. Office of Administrative Services

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

XIV.E.1. Selena Schmidt received a change in title/assignment from regular, full time financial aid quality control specialist, P-15-5 financial aid advisor, A-15-3, effective April 17, 2024

## **XV. END OF CONSENT AGENDA**

## **XVI. Paid Professional Assignments**

XVI.A. Information Item:

XVI.A.1 Paid Professional Assignment for Donna Falloon, Online BUSI 1301 Master Course Dev., Summer 2024 - \$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 adjourned into Executive Session at 7:18 p.m.**

**-The Board reconvened into Regular Session at 8:08 p.m.**

XVII.A. Discuss restructuring of certain executive administrator positions, including changes to duties and responsibilities.

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

**-BOARD ACTION:** On a motion made by Dr. Metcalf and seconded by Dr. Williamson Urbis, the board approved Item XVII.A Restructuring of certain executive administrator positions as presented.

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

**XX. Adjourn**

-The meeting adjourned at 8:09 p.m.