

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 16, 2018, 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; Mrs. Ann Hundl, Secretary; Mr. Scott Glass; Mr. Oliver Kunkel, Jr.; Mr. Jack Moses; and Mr. Larry Sitka

Trustees Absent: Mrs. Mary Ellen Meyer; and Mr. J. Paul Pope

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Peter Anderson; Ms. Zina Carter; Mr. Mike Feyen; Ms. Penny Orrell; Ms. Dicey Schuaer; Mr. Danny Terronez; Ms. Gwyn Teves; Ms. Cindy Ward; and Mr. Gus Wessels

I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone to the meeting and declared a quorum.

II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

III. Reading of the Minutes

- A. The public hearing minutes from September 4, 2018
- B. The public hearing minutes from September 11, 2018
- C. The regular board meeting minutes from September 18, 2018
- D. The special called board meeting minutes from September 25, 2018

-The public hearing minutes from September 4, 2018, the public hearing minutes from September 11, 2018, the regular board meeting minutes from September 18, 2018, and the special called board meeting minutes from September 25, 2018 were approved as presented.

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

-Ms. McCrohan asked for a moment of silence for Mr. Bob Nottebart (retired History instructor/Coach), who passed away this morning.

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

-Ms. McCrohan stated that the SACSCOC team was on campus and began their review this morning. The exit interview will be Thursday at 9:00 A.M. Ms. McCrohan thanked Dr. Allen and the others who helped with the visit.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for September 2018

-Mr. Wessels presented the September 2018 financial report.

-Ms. Ward presented the 4th quarter 2018 investment report.

BOARD ACTION: On a motion by Mrs. Hundl, and a second, the September 2018 financials and the 4th quarter 2018 investment report were approved as presented.

B. Management Reports

1. Technology Report
2. Financial Aid Report
3. Testing Report

C. Reports from College Governance Councils

1. Faculty Association Minutes from August 24, 2018
2. Support Staff Organization meeting minutes from September 20, 2018

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 renewal of WCJC Senior Citizen Program Title III Contract
- B. Approve \$15.00 course fees - Computer Science, effective spring 2019 (no cost - estimated revenue is \$900.00 initially)

XII. Matters Relating to Administrative Services

- A. Approve the purchase of the College's office supplies from Reliant Business Products, Inc. of Houston (\$130,000.00 - unrestricted operating budget)
- B. Approve the resolution conveying title of properties to the City of Wharton
- C. Approval to amend agenda item originally approved by the WCJC Board of Trustees on August 21, 2018 (\$30,000.00 - transfer from plant repair and replacement fund)
- D. Approve the allocation of funds from the prior year fund balance for 2018 outstanding encumbrances (\$1,951,946.56 - unrestricted operating fund for 2018 - 2019 - \$279,323.02, unexpended plant fund - \$1,672,623.54)
- E. Information Item:
 - 1. Seek offers from the public for the sale of surplus or damaged property using an on-line auction
 - 2. Acknowledgement of all documented fees paid by the College as a result of our membership in a cooperative purchasing program (\$600.00 - current unrestricted operating budget for 2018 - 2019)

XIII. Matters Relating to Technology

XIV. Matters Relating to Student Services

- A. Approve WCJC becoming a Texas Commission on Fire Protection (TCFP) State Certification testing site and a \$25.00 proctoring fee for TCFP examinations, effective October 22, 2018 (no added cost - estimated that the test center will do administrations of 100 per year to create revenue of \$2,500.00)
- B. Approve WCJC becoming a Texas Commission on Environmental Quality (TCEQ) State Licensure test site and a \$25.00 proctoring fee for TCEQ examinations, effective October 22, 2018 (no added cost - estimated that the test center will do administrations of 30 per year to create revenue of \$750.00)

XV. Matters Relating to Planning & Institutional Effectiveness

XVI. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President
- C. Office of Academic Affairs
 - 1. Laurie E. Jensen employed as regular, full-time dean of vocational instruction, D-15-33, effective January 2, 2019
- D. Office of Administrative Services
- E. Office of Student Services
- F. Office of Technology
- G. Office of Planning & Institutional Effectiveness

XVII. **END OF CONSENT AGENDA**

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

XVIII. Paid Professional Assignments

- A. Paid Professional Assignment for Obiageli Nwosu - online CHEM 1401 development for fall 2018 - \$1,050.00
- B. Paid Professional Assignment for Yvonne Smith - assistant math department head for fall 2018 - \$2,100.00
- C. Paid Professional Assignment for Ariel Taylor - assistant college readiness math department head for fall 2018 - \$2,100.00
- D. Paid Professional Assignment for David Camejo - CHEM 1412 lead teacher for fall 2018 - \$700.00
- E. Paid Professional Assignment for Sean Derrickson - CHEM 1411 lead teacher for fall 2018 - \$700.00
- F. Paid Professional Assignment for Oby Nwosu - CHEM 1405 lead teacher for fall 2018 - \$700.00
- G. Paid Professional Assignment for Keith Case - management of College fitness center for 9/1/18 to 12/31/18 - \$4,000.00

XIX. 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).

- A. Update Board on Personnel Issues

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

-The board re-adjourned into regular session at 7:12 P.M.

XX. Consideration and possible action on items discussed in closed session

-No action was taken in executive session.

XXI. Discuss Matters Relating to Formal Policy

XXII. Other Business

-Mr. Gertson reminded the board of the Golf tournament and their portion for the sponsorship, the Bay City Elected Official Luncheon, and the SACSCOC luncheon.

XXIII. Adjourn

-The board meeting adjourned at 7:14 P.M.