

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, April 17, 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; Mr. Scott Glass; Mr. Monty Merecka, Secretary; Mrs. Merle Hudgins; Mr. Oliver Kunkel, Jr.; and Mr. Jack Moses

Trustees Absent: Mrs. Ann Hundl; and Mr. Larry Sitka

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Pam Youngblood, Vice President of Technology; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Shane Benich; Ms. Zina Carter; Mr. Steven Fojtik; Mr. Catching Valentinis-Dee; Mr. Don Montoya; Mr. J. Paul Pope; Dr. Liz Rexford; Mrs. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone to the meeting and stated that there was a quorum.

II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

-Ms. McCrohan asked for everyone to take a moment to recognize the death of Mr. Fred Ermis, longtime math instructor.

III. Reading of the Minutes

A. The regular Board of Trustee meeting minutes from April 17, 2018

-The regular Board of Trustee meeting minutes from April 17, 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

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

-Ms. McCrohan reported on the Board of Trustee Institute in Santa Fe, New Mexico. Mr. Glass also gave a report.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for March 2018

-Mr. Wessels presented the March 2018 financial report.

-Mrs. Ward presented the 2nd quarter investment report.

BOARD ACTION: On a motion by Mrs. Rod and a second, the board unanimously approved the March 2018 financial report and the 2nd quarter investment report as presented.

B. Management Reports

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

C. Reports from College Governance Councils

1. Support Staff Organization meeting minutes from March 22, 2018
2. Faculty Council Minutes from March 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

XII. Matters Relating to Administrative Services

- A. Approve the bid submitted by Bass Construction of Rosenberg for the reconstruction of the Peace Building parking lot 4 (\$487,000.00 - transfer from plant repair and replacement fund)
- B. Approve the transfer of funds to cover the cost of materials testing and inspection during the renovation of the Peace Building parking lot 4 (\$14,332.00 - transfer from plant repair and replacement fund)
- C. Approve the purchase of the listed furniture needed for the Johnson Health Occupations Center (\$500,000.00 - unexpended plant fund)
- D. Approve the rejection of the proposal submitted by All-Tex Networking Solutions to complete the audio/visual and network infrastructure for the renovation and addition to the Johnson Health Occupations Center
- E. Approve the proposal submitted by Intelligent Cabling Solutions to complete the audio/visual and network infrastructure for the renovation and addition to the Johnson Health Occupations Center (\$52,530.00 - unexpended plant fund)
- F. Approve the proposal submitted by Dowley Security Systems to install 7 access door controllers and one multi sensor camera in the Johnson Health Occupations Center for the addition and renovation currently in progress (\$17,288.58 - unexpended plant fund)
- G. Approve the proposal submitted by Merry X-Ray to remove, relocate and re-install three medical X-ray imaging systems from Johnson Health Occupations Center during the renovation this summer (\$9,400.00 - unexpended plant fund)
- H. Information Item:
 - 1. Seek competitive sealed proposals for an on-line tutoring product to assist students with writing assignments and homework tutoring while keeping up with individual access and hours connected (estimated \$55,000.00 - unrestricted current operating budget for 2018 - 2019)

XIII. Matters Relating to Technology and Institutional Research

- A. Approve the transfer from the MIS plant fund for Strata Information Group (SIG) to provide consulting/training services for the Financial Aid Banner system (\$17,740.00 - current unrestricted operating budget for 2017 - 2018)
- B. Approve the transfer from the MIS plant fund to replace the document imaging server (\$11,254.82 - current unrestricted operating budget for 2017 - 2018)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. David Camejo received a change from temporary, full-time instructor of chemistry, FAC-7-2, to regular, full-time instructor of chemistry, FAC-7-2, effective June 1, 2018
2. Ross Couvillon employed as regular, full-time instructor of biology, FAC-7-3, effective August 20, 2018
3. Sara P. Fira extended as temporary, full-time GPS campus student success project coordinator/online academic advising, AA-1-2, effective September 1, 2018

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

XVI. END OF CONSENT AGENDA

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

XVII. Paid Professional Assignments

- A. Paid Professional Assignment for Cindy Diener, Final Exam Proctor/Final Exam Essay Grader, 5/14/2018 - 6/20/2018 - \$2,100.00
- B. Paid Professional Assignment for Merry Sprague, Acting Director of Financial Aid, May 1, 2018 through September 30, 2018 - \$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).

A. President's Evaluation Instrument

-Ms. McCrohan handed out the evaluation instrument

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

XX. Discuss Matters Relating to Formal Policy

XXI. Other Business

- A. Review of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Compliance Report and Ten Year Review

-Ms. McCrohan gave an overview of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) compliance 10 year review.

B. Review of Board of Trustee Bylaws-Regulations (Reg. 002 & 003)

-Ms. McCrohan reviewed regulations 002-Board's Legal Status and 003-Board Members.

C. Board Training

-Ms. McCrohan is keeping up with the individual board trainings. Mr. Glass reminded the board to call Ms. Popek if interested in the Sexual Harassment trainings.

XXII. Adjourn

-The board adjourned at 7:50 P.M.