

## **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 on Tuesday, July 15, 2025, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488

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

Trustees Absent: Mr. Terry Lynch; Mr. Jay Roussel

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Executive Vice President; Mrs. Leigh Ann Collins, Vice President of Instruction; Ms. Kettida Vasiknanon, Vice President of Information Technology; Sheryl Rhodes; Gary Bonewald; Clarissa Bueno; Geogeann Calzada; Trish Chandler; Sandra Davis; Carol Derkowski; Mike Feyen (zoom); Jessica Garcia; Gary Gillen; Karl Johnson; Lacy Jones; Pat Korenek (zoom); T.K. Krpec (zoom); Debbie Lutringer; Cindy Mahalite (zoom); Lindsey McPherson; Tommy Regan (zoom); Haydee Ruiz (zoom); Victoria Schultz; Ben Sharp; Natalie Stavinoha (zoom); Wendy Tamayo (zoom); Cindy Ward; John Woolsey (zoom)

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

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

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

-Dr. Metcalf led the Pledge of Allegiance

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

III.A. June 17, 2025 Board of Trustee Regular Meeting Minutes

**-BOARD ACTION:** On a motion made by Dr. Macha and seconded by Dr. Williamson Urbis, the Board unanimously approved the June 17, 2025 Board of Trustee Regular Meeting Minutes as presented.

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

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

V.A. Reports from Board Committees

-Dr. Macha reported on the FY26 budget preparations and informed the group that plans are to present the final budget in August.

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

### **VI.A. Retirement Resolution for Dr. Elizabeth Rexford**

-Vice President Collins recognized Dr. Elizabeth Rexford on her retirement. Dr. Rexford was not present.

### **VI.B. Retirement Resolution for Victoria Schultz**

-Vice President Collins recognized Ms. Schutz on her retirement and Mrs. Carol Derkowski presented her with a resolution and plaque.

## **VII. Student Success**

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

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

#### **VIII.A.1. June 2025 Monthly Financial Report**

-Mrs. Ward presented the June 2025 Monthly Financials

**-BOARD ACTION:** On a motion made by Dr. Williamson Urbis and seconded by Mrs. Rod, the board unanimously approved the June 2025 monthly financials as presented.

-Mrs. Garcia presented the 2025 3<sup>rd</sup> Quarter Investment Report

**-BOARD ACTION:** On a motion made by Dr. Williamson Urbis and seconded by Mrs. Rod, the board unanimously approved 2025 3<sup>rd</sup> Quarter Investment Report as presented.

### **VIII.B. Management Reports**

#### **VIII.B.1. Financial Aid Report**

#### **VIII.B.2. Testing Report**

### **VIII.C. Reports from College Governance Councils**

## **IX. CONSENT AGENDA**

## **X. Matters Relating to General Administration**

- X.A. Approve RESOLUTION in response to Executive Order GA-48 (No cost to the institution)
- X.B. Recommend approval of a RESOLUTION to honor Senator Joan Huffman, Texas District 17, for meritorious service in support of Wharton County Junior College students, staff, and the communities it serves (N/A)
- X.C. Recommend approval of a RESOLUTION to honor State Representative Stan Kitzman for House District 85, for meritorious service in support of Wharton County Junior College students, staff, and the communities it serves (N/A)

**XI. Matters Relating to the Office of the Executive Vice President**

- XI.A. Approve the solicitation of qualifications for engineering/architectural firms to develop the WCJC Master Plan (\$500,000-Plant Fund)
- XI.B. Approve the reorganization of the WCJC Executive Cabinet to provide appropriate support for institutional operations (To be incorporated into the Fiscal Year 2026 budget)

**XII. Matters Relating to Academic Affairs**

- XII.A. Approve 12-Month Contract & Stipend for Nuclear Power Technology Instructor (Additional \$7,200 in FY26 budget for a 12-month NUCP instructor and \$55,000 stipend from NExT funds)
- XII.B. Approve Hiring a Part-Time Associate Medical Director for the EMS Program, effective fall 2025 (\$2,100 annually from HFD Contract)
- XII.C. Approve Purchase of Manikin from Johnson Foundation Donation (\$111,100 from Johnson Foundation Grant; \$422.83 from LVN FY25 budget)

**XIII. Matters Relating to Administrative Services**

- XIII.A. Approve the solicitation of proposals for grounds/landscaping companies to provide grounds maintenance/upkeep services on the Wharton Campus (Estimated \$200,000 included in the FY2026 operating budget)
- XIII.B. Approve Resolution of Mutual Fund Authorized Individuals (none)
- XIII.C. Approve the proposal submitted by the Texas Association of School Boards (TASB) for the College's Workers' Compensation Insurance (\$67,810.00 - Current Unrestricted Operating Budget 2025-2026)
- XIII.D. Approve the recommended increase from Great Western Dining contract (copy attached) to the student's cafeteria board plan from \$14.31 to \$14.83 per day

beginning with the fall of 2025 (\$396,000.00 - Auxiliary Fund Budget for 2025 - 2026)

**XIV. Matters Relating to Information Technology**

**XV. Matters Relating to Personnel**

XV.A. Board of Trustees

XV.B. Office of President

XV.C. Office of Executive Vice President

XV.D. Office of Academic Affairs

XV.D.1. Jeffrey Anderson employed as regular, full-time instructor of music/band director, FAC-7-10, effective August 18, 2025

XV.D.2. Evett Hamlin employed as temporary, full-time coordinator of vocational support services, GN-1-10, effective July 16, 2025

XV.D.3. Angelina Nachimuthu employed as temporary, full-time instructor of English, FAC-7-4, effective August 18, 2025

XV.D.4. Alexis Brooks received a change in title/assignment from temporary, full-time Title V HSI Career Development and Transfer Coordinator, GNT-7-14 to regular, full-time Title IX and Compliance Coordinator, AA-1-15 effective October 1, 2025

XV.D.5. Patrick Rodriguez employed as temporary, full-time instructor of English, FAC-1-0 effective August 18, 2025

XV.D.6. Cathryn Kenyon employed as regular, full-time instructor of mathematics, FAC-1-10 effective August 18, 2025

XV.E. Office of Administrative Services

XV.F. Office of Information Technology

**XVI. END OF CONSENT AGENDA**

**-BOARD ACTION:** On a motion made by Dr. Williamson Urbis and seconded by Dr. Macha, the board approved the consent agenda as presented.

**XVII. Paid Professional Assignments**

XVII.A. Information Item:

XVII.A.1. Paid Professional Assignment for Doug Baumgarten,  
additional duties related to facilities management, June 1,  
2025 - July 31, 2025 - \$2,400.00

XVII.A.2. 2025 Summer I Overloads

**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. Adjourn**

-Prior to adjourning the meeting, Dr. Macha recognized the Tobin Family for their generous contribution of The Gloria Tobin Outstanding Nursing Student Endowment to the college.

-The meeting adjourned at 6:49 p.m.