

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, June 20, 2023, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488

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

Others Present: Ms. 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; Zina Carter; Trish Chandler; Carol Derkowski; Mike Feyen (zoom); Tim Guin; Jonathan Jeter; Pat Korenek (zoom); Lea Anna Kostelnik; Angela Manna (zoom); Deborah McGraw (zoom); Tommy Regan (zoom); Dr. Liz Rexford; Haydee Ruiz (zoom); Ben Sharp; Emily Voulgaris (zoom); David Voulgaris; Cindy Ward; Gus Wessels; Stephanie Witzkoski; Steve Witzkoski; 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. The regular Board of Trustee meeting held on May 16, 2023

-BOARD ACTION: On a motion made by Dr. Macha and seconded by Mrs. Hundl, the Board approved the Board of Trustee Regular Meeting Minutes from May 16, 2023.

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

V. Special Items

V.A. Board Committees - Charges and Membership

-President McCrohan distributed updated Board of Trustee Committees and Charges and requested that any changes be sent to her.

V.B. Reports from Board Committees

V.B.1. Board Evaluation Committee - Dr. Sue Zanne Williamson Urbis

-Dr. Williamson Urbis reported on the Board Evaluation Committee and informed the group that the Bylaws were in the consent agenda for approval. She also informed the trustees of upcoming professional development available.

V.B.2. Finance Committee - Ann Hundl

-Mrs. Hundl reported on the budget workshop that took place prior to the meeting.

V.B.3. Single Member Special Committee - Dr. Priscilla Metcalf

-Dr. Metcalf reported on the Single Member Special Committee and informed the group that committee recommends continuing with the current structure. She also reported that events will be planned in the future to include local school districts administration and board members.

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

VI.A. Retirement Resolution for Mr. Steve Witzkoski

-Mr. Guin read the resolution and presented the plaque to Mr. Witzkoski.

VI.B. Update on State Legislation

-President McCrohan updated the group on current legislative actions.

VI.C. Report on WCJC Foundation Event - Jonathan Jeter

-Mr. Jeter reported on the WCJC Foundation's "Ponies & Petals" Event.

VI.D. Update on Physical Plant Projects - Bryce Kocian

-Mr. Kocian reported on physical plant projects taking place as well as upcoming.

VI.E. Bay City Campus Expansion-Trade School Project - Betty McCrohan

-President McCrohan reported on discussions taking place with Bay City Leadership regarding the trade school project and informed the group that we will receive \$2,000,000 from the State to assist with funding of the project.

VI.F. Initiatives to Increase Enrollment

VI.F.1. Marketing - Zina Carter

-Ms. Carter presented current marketing campaigns taking place to assist in increasing enrollment.

VII. Student Success

VII.A. Associate Degree Nursing Graduates - Spring Pinning Ceremony

-President McCrohan recognized the Spring 2023 Associate Degree Nursing graduates.

-President McCrohan also commended rodeo student, Logan Moore for taking the championship in team roping at the National Intercollegiate Rodeo Association finals.

VIII. Reports to the Board

VIII.A. Financial Reports

-Mr. Kocian presented the May 2023 financials.

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Mr. Sitka, the board unanimously approved the May monthly financials as presented

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. April 25, 2023 Academic Affairs Council Meeting Minutes

IX. CONSENT AGENDA

X. Matters Relating to General Administration

X.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 45 for Wharton County Junior College (\$2,049.00 - The cost of the Community College Localized Update 45 packet/service is expected to be invoiced at \$2,000.00 plus Update 45 Printing/Shipping (350 pages @ .14 each (\$49.00))

X.B. Approval of Wharton County Junior College Trustee Bylaws

XI. Matters Relating to Academic Affairs

XI.A. Approve increased compensation for EMS part-time instructors and part-time lab assistants, effective fall 2023 (PT Instructor Increase: Wharton \$15,520.00 (1552 hrs/year) and Richmond \$12,000.00 (1200 hrs/year); PT Lab Assistant Increase: Wharton \$4,250.00 (850 hrs/year) and Richmond \$3,000.00 (600 hrs/year) AY24 Budget)

XI.B. Approve ADN Student Technology Fee Increase of \$55.00 per semester, effective fall 2023 (No cost. Estimated revenue from fees is \$26,400.00 to offset the ATI system cost, (\$55 X 4 semesters X 120 students))

XII. Matters Relating to Administrative Services

XII.A. Authorize college administration to extend the bank depository contract for an additional two-year term (-0-)

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.A.1. Approve amendment to Section 2.1 of President Betty McCrohan's Employment Contract extending the deadline to take action on an extension of the contract by June 19 of each year, and authorize Board Chair to execute the amendment

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Angelique Sakry received an extension as instructor of English, FAC-1-4, effective August 21, 2023

XIV.C.2. Wanda Taylor received a change in title/assignment as a regular, full-time instructor of vocational nursing, FAC-1-11, to a regular, full-time simulation lab coordinator, FAC-1-10, effective August 21, 2023

XIV.C.3. Michael D. Voulgaris received a change from temporary, full-time instructor of automotive technology, FAC-1-11, to regular, full-time instructor of automotive technology, FAC-1-11, effective August 21, 2023

XIV.D. Office of Administrative Services

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

XIV.E.1. Robby Mathews received an increase in salary per BOT approval on May 16, 2023 from regular, full-time director of networking and server services; senior system administrator, CA-15-24, to regular, full-time director of networking and server services, CA-15-29, effective May 17, 2023

XIV.E.2. Tessa Mathews received a change in title/assignment to facilitate technology reorganization from director of institutional research, CA-10-28, to director of institutional research and enterprise applications, CA-15-39 effective May 17, 2023

XV. END OF CONSENT AGENDA

-BOARD ACTION: On a motion made by Mr. Gertson and seconded by Dr. Metcalf, the board unanimously approved the consent agenda with the following change to Item XIV.C.2:

Wanda Taylor received a change in title/assignment as a regular, full-time instructor of vocational nursing, FAC-1-11, to a regular, full-time simulation lab coordinator, FAC-1-11, effective August 21, 2023

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Jodie Hutchinson, Develop and Teach Summer bridge College Success, develop from May 15, 2023 through June 20, 2023; teach June 21, 2023 - \$1,200.00

XVI.A.2. Paid Professional Assignment for Kerri Novak, additional duties and responsibilities related to HR, June 2023 - August 2023 - \$3,000.00

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 of Trustees went into executive session at 8:13 p.m.

XVII.A. Discuss amendment to Section 2.1 of President Betty McCrohan's Employment Contract extending the deadline to take action on an extension of the contract by June 19 of each year

XVII.B. Discuss extension of President Betty McCrohan's Employment Contract for one additional year

-The Board of Trustees reconvened into regular session at 8:16 p.m.

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

-BOARD ACTION: Mrs. Hundl made a motion, at the President's request, to amend her current contract, Section 2.1, to remove the rolling three (3) year term and extend her contract to June 19, 2026. Mr. Gertson seconded the motion. The motion passed with the following votes:

Yea – Mr. Gertson, Mrs. Hundl, Mrs. Meyer, Mr. Pope, Mrs. Rod, Dr. Suzanne Williamson Urbis

Nay – Dr. Macha, Dr. Metcalf, Larry Sitka

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The meeting adjourned at 8:18 p.m.