

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, May 21, 2024, 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. Terry Lynch; Dr. Bret Macha; Dr. Priscilla Metcalf; Mr. Paul Pope; Mr. Larry Sitka

Trustees Absent: 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; Sheryl Rhodes; Suzanne Armour; Danny Bacot; Gary Bonewald; Shirley Bonewald; Michelle Buchanan; Zina Carter; Nora Chalue; Trish Chandler; Judge Randy Clapp; Carol Derkowski; Deanna Feyen; Mike Feyen; Jessica Garcia; Cindy Gertson; Daniel Gertson; Danny Gertson; Parker Gertson; Rose Gertson; Teresa Gertson; Gary Gillan; Jonathan Jeter (Zoom); Bryce Kocian; Cindy Kocian; T.K. Krpec (zoom); Carol Lynch; Sarah Lynch; Cheryl Machicek; Deborah McGraw (zoom); Patsy Melton; Tommy Regan (zoom); Dr. Liz Rexford; Jay Roussel; Ben Sharp; Amanda Shelton; Kay Shoppa; Gloria Vela; Emily Voulgaris (zoom); Cindy Ward; Gus Wessels; Stephanie 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. Regular Board of Trustee meeting minutes from April 16, 2024

BOARD ACTION: On a motion made by Dr. Macha and seconded by Mrs. Meyer, the Board approved the Board of Trustee Regular Meeting Minutes from April 16, 2024.

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

V. Special Items

V.A. Swearing in of Trustees

-Judge Randy Clapp swore in Trustees Mr. Paul Pope, Position 6 and Mr. Terry Lynch, Position 7 and gave the Oath of Office.

V.B. Recognition for years of service for Trustee Gertson - Betty McCrohan
-President McCrohan commended Mr. Gertson for his dedication and service to the Board of Trustees for 30 plus years.

V.C. Reports from Board Committees

V.C.1. Board Evaluation Committee - Betty McCrohan

-President McCrohan reported that the WCJC Bylaws will be presented for approval at the June 18, 2024 meeting.

-Mrs. Hundl reported on the Finance Committee meeting that took place discussing the 2024-2025 budget status.

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

VI.A. Retirement Resolution for Pam Armentrout

-VP Collins acknowledge Ms. Armentrout for her years to the institution.

VI.B. Retirement Resolution for Nora Chalue

-Mrs. Ward read the retirement resolution and presented her with a plaque.

VI.C. Retirement Resolution for Bryce Kocian

-President McCrohan read the retirement resolution and presented him with a plaque.

VI.D. Retirement Resolution for Mary McClelland

-Mr. Bacot read the retirement resolution and will deliver a plaque to her.

VI.E. Dini Spheris-Major Gifts Planning Final Report and Strategy - Michelle Buchanan

-Michelle Buchanan was present to provide the major gift planning final report.

VI.F. Update on Physical Plant Projects - Mike Feyen

-Mr. Feyen was present to provide an overview of all physical plant projects taking place at all campuses.

VI.G. Report on Senate Bill 17 - Betty McCrohan

-President McCrohan reported on the current status of Senate Bill 17.

VI.H. Report on Governor's Executive Order GA 44 - Betty McCrohan

-President McCrohan reported on the current status of the Governor's Executive Order GA 44.

- VI.I. 88th Legislative Session Policy Priorities - Betty McCrohan
-President McCrohan reported on the 88th Legislative Session Policy Priorities.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

-Mrs. Ward presented the April 2024 financials.

-BOARD ACTION: On a motion made by Mr. Lynch and seconded by Mr. Sitka, the board unanimously approved the April 2024 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. February 6, 2024 Faculty Council Meeting Minutes

VIII.C.2. March 5, 2024 Faculty Council Meeting Minutes

VIII.C.3. April 2, 2024 Faculty Council Meeting Minutes

IX. CONSENT AGENDA

-BOARD ACTION: On a motion by Mr. Pope and seconded by Dr. Metcalf, Item XIII.B. Review and reaffirm the Wharton County Junior College Mission Statement was removed from the agenda for further discussion.

X. Matters Relating to General Administration

XI. Matters Relating to Academic Affairs

XI.A. Approve Science-Related Lab Fee Refunds & Increase Certain Lab Fees

XII. Matters Relating to Administrative Services

XII.A. Accept the proposal from CSF Engineering to evaluate the building foundation at the Richmond Campus with approved funds (\$27,400.00 - Transfer from the Plant Repair and Replacement Fund)

XII.B. Approve the increase to board fees charged to students living on campus from \$1,800.00 a semester to \$1,900.00 a semester beginning with the fall of 2024 (\$400,000.00 in revenue - Auxiliary Fund Budget for 2024 - 2025)

XII.C. Approve an increase to Frankie Hall and Mullins Hall room rates charged to students living on campus from \$1,000.00 a semester to \$1,100.00 a semester beginning with the fall of 2024 (\$242,000.00 in revenue - Auxiliary Fund Budget for 2024 - 2025)

XII.D. Approve the recommended increase from Great Western Dining to the student's cafeteria board plan from \$13.83 to \$14.31 per day beginning with the fall of 2024 (\$382,000.00 - Auxiliary Fund Budget for 2024 - 2025)

XII.E. Recommend approval of Order of Election for the Board of Trustees Runoff Election

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIII.A. Approve the contract with Strata Information Group to provide staff augmentation services for DBA and functional support (\$28,800.00 - FY2024 Operating Budget)

XIII.B. Review and reaffirm the Wharton County Junior College Mission Statement (N/A)

XIII.C. Approve the refresh of equipment in three campus computer labs to adequately support the Engineering Design program and Student Learning Centers (\$64,845.19 - Transfer from MIS Fund)

XIII.D. Approve the RockIT proposal to complete Phase 1 of the WCJC network infrastructure upgrade on the Richmond Campus (\$185,866.18 - Transfer from MIS Fund: \$176,866.18 project; \$9,000.00 contingency)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.B.1. Amanda Allen received a change in title/assignment from regular, full time Vice President of Strategy, Enrollment Management and Technology, VP-13-66 to regular, full time Executive Vice President, VP-15-145 effective May 1, 2024

XIV.B.2. Leigh Ann Collins received a salary adjustment as Vice President of Instruction from VP-13-89 to VP-13-130, effective May 1, 2024

XIV.C. Office of Academic Affairs

XIV.C.1. Donna Falloon received a change in title/assignment from part-time Instructor of Business Office Technology to regular, full-time Instructor of Business Office Technology, FAAC-7-10, effective August 19, 2024

XIV.C.2. Patricia Garcia-Estrada received a change in title/assignment from part-time Dental Hygiene Instructor, Supervising Dentist to regular, full-time Dental Hygiene Instructor, Supervising Dentist, FAC-7-48, effective August 19, 2024

XIV.C.3. Benjamin Johnson employed as regular, full-time Instructor of Biology, FAC-7-10, effective August 19, 2024

XIV.C.4. Kimberly Kirby received a change in title/assignment from temporary, full-time Developmental Math Instructor, FAC-1-10, to regular, full-time Developmental Math Instructor, FAC-1-10, effective August 19, 2024

XIV.C.5. Lindsey McPherson received a change in title/assignment from regular, full-time Dean of Student Success, D-15-37 to regular, full-time Associate Vice President of Academic Affairs, VP-5-65, effective May 1, 2024

XIV.D. Office of Administrative Services

XIV.D.1. Gloria Vela received a change in title/assignment from regular, full-time Grant Accountant, AA-1-40 to regular, full-time Grant Manager, AA-15-40, effective May 1, 2024

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

XV. END OF CONSENT AGENDA

-BOARD ACTION: On a motion made by Mr. Pope and seconded by Mr. Sitka, the board unanimously approved the consent agenda as presented with the exception of Item XIII.B.

-BOARD ACTION: On a motion by Mr. Pope and seconded by Mr. Lynch, the Board approved Item XIII.B with the following change: Wharton County Junior College is a public, two-year, comprehensive community college offering a wide range of post-secondary educational programs and services including associate degrees, career/vocational certificates, continuing-education courses, cultural affairs, and leisure-time activities for the benefit of the community and a population of students that varies in age, background, and ability.

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Cynthia Ward, Assisting in the Business Office/Finance areas with the Executive Administration reorganization while advertising for the VP of Administrative Services, May 1, 2024 - August 31, 2024 - \$8,000.00

XVI.A.2. Paid Professional Assignment for Brian Trinh, Chemical Hygiene Officer (CHO), Spring 2024 - \$2,100.00

XVI.A.3. Paid Professional Assignment for Jesi Ramirez, Assistant for College Readiness Math Department, Spring 2024 - \$3,500.00

XVI.A.4. Paid Professional Assignment for Kerri Novak, Additional duties/responsibilities related to HR vacancies, April 2024 to May 2024 - \$2,000.00

XVI.A.5. Paid Professional Assignment for Carol Derkowski, Site Director for Regional Student Board Exam (CRDTS), May 16-18 2024 - \$490.00 XVI.A.6. Paid Professional Assignment for Pam Dobbs, Site Coordinator for Regional Student Board Exam (CRDTS), May 16-18, 2024 - \$1,120.00

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).

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

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The meeting adjourned at 8:07 p.m.

Board Secretary