

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, September 20, 2016, 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. Monty Merecka, Secretary; Mr. Scott Glass; Mrs. Merle Hudgins; Mr. Oliver Kunkel; and Mr. Larry Sitka

Trustees Absent: Mrs. Ann Hundl; and Mr. Jack Moses

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Mrs. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Deanna Feyen, Executive Secretary to the President; Ms. Zina Carter; Ms. Megan Costanza; Mr. Mike Feyen; Ms. Amanda Heard; Ms. Allyson Matheaus; Ms. Penny Orrell; Mr. Danny Terronez; Mr. Gus Wessels; Mrs. Cindy Ward; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

- The meeting was called to order at 6:30 P.M.
- Mr. Gertson welcomed everyone to the meeting.

II. Pledge of Allegiance

- Mr. Gertson led the Pledge of Allegiance

III. Reading of the Minutes

- A. The budget workshop held on August 9, 2016.
- B. The public hearing held on August 16, 2016.
- C. The regular board meeting held on August 16, 2016

- The minutes of the public hearing and the regular meeting held on August 16, 2016 were approved with a correction.
- The minutes of the budget workshop held on August 9, 2016 was 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

- A. Request to set ad valorem tax rate for the Wharton County Junior College District for the 2016 tax year

BOARD ACTION: On a motion by Mrs. Rod and a second, the board voted to approve that the property tax rate be increased by the adoption of a tax rate of \$0.13706 per \$100 valuation, which is effectively a 7.87% increase in the tax rate as presented. There were 7 aye's and 0 nay's.

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

VII. Student Success

VIII. Reports to the Board

- A. Financial Reports for August 2016

-Mr. Wessels reviewed the August 2016 financials.

BOARD ACTION: On a motion by Mr. Merecka and a second, the board unanimously approved the August 2016 financials as presented.

- B. Information Item: Management Reports

- C. Information Item: Reports from College Governance Councils

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

A. Approve Memorandum of Understanding (MOU) between Wharton County Junior College and the Wharton County Junior College Foundation as amended 8-16-2016

B. Information Item:

1. Funding from Texas Workforce Commission for Jobs and Education for Texans Grant Program (\$350,000.00 - matching requirement of \$18,642.00)
2. Federal funding for TRiO Student Support Services Program from the Department of Education (\$225,847.00)

XI. Matters Relating to Academic Affairs

A. Information Item:

1. Seek bids for welding equipment from Jobs and Education for Texans (JET) Grant (\$350,000.00 - grant funds and \$18,642.00 WCJC matching funds for FY 2017)

XII. Matters Relating to Administrative Services

A. Approve an exterior lighting retrofit installing LED lighting to the Wharton campus buildings and parking lots (\$92,000.00 - transfer from plant repair and replacement fund)

B. Approve for the construction of a metal building to house the new turbine steam generator needed as part of the process technology program at the Richmond campus (\$25,000.00 - transfer from plant repair & replacement fund)

C. Approve 10/20 year write off of Fort Bend County property taxes

D. Approve the construction of a metal roof to cover the Hands On Training skid in Bay City (\$35,000.00 - transfer from plant repair & replacement fund)

E. Approve the purchase of the College's office supplies from Reliant Business Products, Inc. of Houston (estimated \$130,000.00 - current operating budget for 2016 - 2017)

F. Approval to reaffirm lease agreement and payments for college copiers (estimated \$84,000.00 - current unrestricted operating budget for 2016 - 2017)

G. Information Item:

1. 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 2016 - 2017)

XIII. Matters Relating to Technology and Institutional Research

A. Approve to purchase implementation and training services from Strata Information Group for period-based budgeting setup and technical support for

SQL-scripting (\$43,900.00 - transfer from the MIS plant fund)

XIV. Matters Relating to Student Services

- A. Approve to change the Student Recruiter/Academic Advisor position from temporary to regular

XV. Matters Relating to Personnel

- A. Board of Trustees

- B. Office of President

- 1. Veronica Garcia extended as temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math success coach, GNT-1-3, effective September 1, 2016

- C. Office of Academic Affairs

- 1. Taraneh Zekavat employed as temporary, full-time Director of Adult Education Literacy, CA-1-10, effective September 1, 2016
- 2. David J. Woods received a salary adjustment for completion of 27 graduate hours as regular, full-time instructor of computer science, FAC-2A-13, to regular, full-time instructor of computer science, FAC-3-14, effective August 22, 2016

- D. Office of Administrative Services

- E. Office of Student Services

- F. Office of Technology and Institutional Research

XVI. **END OF CONSENT AGENDA**

BOARD AGENDA: On a motion by Mr. Kunkel and a second, the board unanimously approved the consent agenda as presented.

XVII. Paid Professional Assignments

- A. Information Item:

- 1. Paid Professional Assignment for Tim Guin, division chair duties for Vocational Sciences division, academic year 2016 - 2017 - \$5,000.00
- 2. Paid Professional Assignment for Cynthia Diener, assistant department head of English, fall 2016 and spring 2017 - \$300.00 per semester
- 3. Paid Professional Assignment for Bob Nottebart, PTK Advisor, fall 2016 and spring 2017 - \$3,000.00
- 4. Paid Professional Assignment for Dr. Elizabeth Rexford, PTK Advisor, fall 2016 and spring 2017 - \$3,000.00
- 5. Paid Professional Assignment for Kim Raun, microbiology lab coordinator, fall 2016 and spring 2017 - \$2,400.00
- 6. Paid Professional Assignment for Jennifer Jeffery, assistant department head - general biology, fall 2016 and spring 2017 - \$4,200.00
- 7. Paid Professional Assignment for Sean Amestoy, agriculture coordinator, fall

2016 and spring 2017 - \$2,400.00

8. Paid Professional Assignment for Dr. Wendy Waters, assistant department head - A & P coordinator, fall 2016 and spring 2017 - \$4,200.00

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).

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

XX. Discuss Matters Relating to Formal Policy

XXI. Other Business

Announcements:

-Golf Tournament, Friday, August 23, 2016 – Zina gave an update on the golf tournament.

-Fine Arts Event, Thursday

-Volleyball Game tonight

XXII. Adjourn

-The meeting adjourned at 6:47 P.M.