

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 Tuesday, November 16, 2021, beginning at 5:30 P.M. in the Hutchins Memorial Board Room and on Zoom. Mrs. Rod presided.

Trustees present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson; Mr. Scott Glass; Mr. Larry Sitka; and Mrs. Sue Zanne Williamson Urbis

Zoom presence: Mr. Paul Pope

Trustees absent: 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; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Ms. Kim Ashburn; Mr. Gary Bonewald; Mr. Mike Feyen; Ms. Leilani Flores; Mr. Varun Gupta; Mr. Dane Legg (Lott & Vernon); Ms. Deborah McGraw; Ms. Lindsey Reeves; Ms. Sheryl Rhodes; Ms. Tamara Sealy; Mr. Don Smith; Ms. Wendy Tamayo; Mr. Danny Terronez; Mr. Jeff Tix; Ms. Cindy Ward; Mr. Hector Weir; Mr. Gus Wessels; and Mr. Phillip 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. Mrs. Rod announced that Mr. Pope was present on zoom.

II. Pledge of Allegiance

-Mrs. Rod led the Pledge of Allegiance.

III. Reading of the Minutes

A. October 19, 2021 Board of Trustee Meeting Minutes

-Two corrections were made to the minutes. 1.) Mrs. Ann Hundl was not present and 2.) The El Campo Hispanic Chamber of Commerce should have been the Wharton County Hispanic Chamber of Commerce.

BOARD ACTION: On a motion by Mr. Sitka, and a second, the October 19, 2021 board minutes were unanimously approved with the corrections.

IV. Citizens' Comments (approved by board on 5-20-99)

V. Special Items

A. Approve the external audit FY 2021

-Mrs. Rod announced that a special called board meeting for the audit was held prior to the regular board meeting.

BOARD ACTION: On a motion by Mr. Glass and a second, the board unanimously approved the external audit FY 2021 as presented.

B. Approval to cancel the December 21, 2021 Board of Trustee Meeting

BOARD ACTION: On a motion by Mr. Gertson and a second, the board unanimously approved canceling the December 21, 2021 Board of Trustee Meeting.

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

A. Introduction of Foundation Director

-Ms. McCrohan introduced Mr. Sorrel, President of WCJC Foundation, and Mrs. Suzanne Armour, Vice President of WCJC Foundation. Mr. Sorrel introduced the new Director of the WCJC Foundation, Jonathan Jeter. Mr. Sorrel stated that they were working with the President on the agreement between WCJC and the WCJC Foundation. Mr. Jeter thanked everyone for the opportunity and gave some background on himself.

B. Report and approval on the collaborative guidelines between the WCJC Foundation and WCJC for the Foundation Director

-Ms. McCrohan stated that the guidelines agreement was close to being finalized.

B. Retirement Resolution for Pam Youngblood

-Ms. McCrohan read the retirement resolution and presented Mrs. Youngblood with a plaque. Mrs. Youngblood thanked the board for the opportunity and for the approval of the IT initiatives. Mrs. Rod thanked Mrs. Youngblood on behalf of the board.

D. Mary Ellen Meyer and Scott Glass report on tours

-Mrs. Meyer stated that it was good to show outsiders how great the College is. Mr. Glass gave a report on the tours of the Bay City campus, the LaDieu building, and the Richmond campus. Mr. Glass encouraged the board to make an appointment to visit the campuses and visit with faculty. Mrs. Meyer explained that Mr. Perez is responsible for giving scholarships to children that have no direction.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports

1. October 2021 Financials

-Mr. Kocian reviewed the October 2021 financials.

BOARD ACTION: On a motion by Mr. Sitka and a second, the board unanimously approved the October 2021 financials as presented.

B. Management Reports

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

C. Reports from College Governance Councils

1. Faculty Council Minutes from October 5, 2021
2. Extended Cabinet Meeting Minutes from September 23, 2021
3. Support Staff Organization Meeting Minutes from April 29, 2021
4. Support Staff Organization Meeting Minutes from September 23, 2021
5. Support Staff Organization Meeting Minutes from October 20, 2021

IX. **CONSENT AGENDA**

X. Matters Relating to General Administration

- A. Approve iFactory (Interactive Factory Inc.) to provide a website redesign solution that integrates with WCJC's Omni Content Management System (CMS) as an institutional solution for the redesign of the College's website (\$187,100.00 - CRRSAA grant funds - \$93,550.00, WCJC MIS fund - \$93,550.00)

XI. Matters Relating to Academic Affairs

- A. Approve 2022 Kids' College Facilities Rental Agreement with Ft. Bend Independent School District (ISD) (\$90,440.00 - paid from revenue generated from 2022 Kids' College)

XII. Matters Relating to Administrative Services

- A. Approve the proposal submitted by Way Engineering, LTD to remove the existing HVAC pneumatic controls at the Peace building and replace with new Direct Digital Controls (DDC) controls and refurbish the 2 air handlers (\$324,111.75 - ARP grant funds)
- B. Approve the transfer of funds to cover the repairs needed for the Science, Peace, and Fine Arts cooling towers (\$43,677.00 - transfer from plant repair & replacement fund)
- C. Information Item:
 - 1. Seek offers from the public for the sale of surplus or damaged property using an on-line auction

XIII. Matters Relating to Technology

XIV. Matters Relating to Planning & Institutional Effectiveness

- A. Approve the reorganization to create an Office of Enrollment Management (annual cost savings of \$6,000.00 - \$20,000.00)
 - B. Approve the search for an interim Chief Information Officer using Strata Information Group staff augmentation services (cost to be determined)
- Mrs. Hundl questioned the 6 months without a Vice President over the IT department. Dr. Allen explained the need for the CIO. Mrs. Rod stated that there would be an update at the January meeting on the CIO services.

XV. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President
- C. Office of Academic Affairs
 - 1. Jazmin Cordova received a change in title/assignment from temporary, full-time career navigator data specialist, GNT-P-10-1, to temporary, full-time title V HSI academic advisor for financial literacy, A-05-3, effective December 13, 2021
- D. Office of Administrative Services
- E. Office of Student Services
- F. Office of Technology
- G. Office of Planning & Institutional Effectiveness

XVI. END OF CONSENT AGENDA

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

XVII. Paid Professional Assignments

A. Information Item:

B. Paid Professional Assignment for Emily Voulgaris, additional duties related to the management of the OAR, November 2021 - February 2022 - \$4,000.00

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).

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

XX. Discuss Matters Relating to Formal Policy

XXI. Other Business

-Ms. McCrohan announced that \$370,000.00 was awarded for scholarships from the Johnson Foundation.

XXII. Adjourn

-The meeting adjourned at 7:25 P.M.