

**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 18, 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. Mary Ellen Meyer, Secretary; Mr. Danny Gertson; Dr. Bret Macha; Mr. J. Paul Pope; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mrs. Ann Hundl; Dr. Priscilla Metcalf

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; Georgeann Calzada; Zina Carter; Trish Chandler; Carol Derkowski; Jeremy Eder; Mike Feyen (zoom); Varun Gupta; T.K. Krpec (zoom); Deborah McGraw (zoom); Tommy Regan (zoom); Dr. Liz Rexford; Richard Urbis; Cindy Ward; Gus Wessels; 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. June 20, 2023 Board of Trustee Regular Board Meeting Minutes**

**-BOARD ACTION:** On a motion made by Mr. Pope and seconded by Dr. Williamson Urbis, the Board approved the Board of Trustee Regular Meeting Minutes from June 20, 2023.

**III.B. June 20, 2023 Board of Trustee Budget Workshop Meeting Minutes**

**-BOARD ACTION:** On a motion made by Dr. Macha and seconded by Mr. Gerson, the Board approved the Board of Trustee Budget Workshop Meeting Minutes from June 20, 2023.

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

**V. Special Items**

V.A. Reports from Board Committees

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

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

-Mr. Kocian updated everyone on the status of physical plant projects taking place on all campuses.

VI.B. Update on Budget Development - Bryce Kocian

-Mr. Kocian informed the group that work continues on the budget and he is awaiting final numbers for state appropriations and property taxes. A budget workshop will be scheduled prior to the August meeting.

VI.C. Federal Legislation - Betty McCrohan

-President McCrohan reported on the Federal Pregnant Workers Fairness Act of 2022 and the Pregnancy Discrimination Act.

VI.D. Update on State of Texas Appropriations - Betty McCrohan

-President McCrohan informed the group that we are still waiting to get final numbers for our state appropriations.

**VII. Student Success**

**VIII. Reports to the Board**

VIII.A. Financial Reports

-Mr. Kocian presented the June 2023 Financials.

**BOARD ACTION:** On a motion by Mr. Gertson and a second by Dr. Macha, the board unanimously approved the June 2023 financials.

-Mrs. Ward presented the investment report for the 3<sup>rd</sup> quarter 2023

**BOARD ACTION:** On a motion by Mr. Pope and a second by Mr. Gertson, the board unanimously approved the 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. Rescind Previous Approval of the Seventh Amendment to the Lease Agreement between the University of Houston System and Wharton County Junior College (\$58,830 reduction in costs for the period September 1, 2022 through April 30, 2023)

X.B. Approve Seventh Amendment to Lease Agreement Between the University of Houston System and Wharton County Junior College (approximately \$58,830 reduction in costs for the period September 1, 2022 through April 30, 2023)

**XI. Matters Relating to Academic Affairs**

XI.A. Approve increased Dental Hygiene student fee, effective Spring 2024 (Approximate cost is \$5,600.00; covered via student fees (\$50.00 x 4 semesters x 28 students))

XI.B. Approve Full-time Continuing Education Instructor for Matagorda Trades School, effective immediately (\$61,068 - \$68,068, plus benefits; AY24 budget)

XI.C. Approve \$35 Student Course Fee in Air Conditioning, Heating, Refrigeration & Electrical Technology (HVAC) Program, effective spring 2024 (No cost; \$35 x 30 students x 13 courses = \$13,650.00 from student fees)

**XII. Matters Relating to Administrative Services**

XII.A. Approve the proposal submitted by the Texas Association of School Boards (TASB) for the College's Workers Compensation Insurance (\$68,391.00 - current unrestricted operating budget for 2023-2024)

XII.B. Approve 10/20 year write off of property taxes

XII.C. Approve the proposal submitted by TK Elevator Corporation to modernize the mechanical and electrical components of the elevator at the Richmond Campus (\$101,493.21 - transfer from the Plant Repair and Replacement Fund)

XII.D. Accept the quote from Barbee Services of Wharton to install 16 electric circuits under the awning of the Reynolds Building to allow the grinding stations to be moved outside (\$11,720.00 - transfer from the Plant Repair and Replacement Fund)

XII.E. Approve the proposal submitted by Laerdal Medical to provide their Platinum Extended Warranty for our 3G SimMan manikins used in the Nursing Simulation Lab (\$34,274.00 - Johnson Foundation Grant Funds)

XII.F. Approve the proposal submitted by Laerdal Medical for two Nursing Anne Simulators, and one Nursing Kelly Full Body Simulator (\$116,820.36 - Johnson Foundation Grant Funds)

XII.G. Approval to seek bids for the sale of Homer W. Amman Estate Property

XII.H. Approval to seek bids for the sale of the Hutchins Farm Property

**XIII. Matters Relating to Strategy, Enrollment Management and Technology**

**XIV. Matters Relating to Personnel**

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. 2023 Summer I Overloads

XIV.C.2. 2023 Summer II Overloads

XIV.C.3. Ophelia Binkley-Webb received a salary adjustment for completion of 25 additional graduate hours, from regular, full-time instructor of psychology, FAC-2A-18, to regular, full-time instructor of psychology, FAC-4A-18, effective August 21, 2023

XIV.C.4. Theodore Conway employed as temporary, full-time adult education and literacy career advisor, A-5-10, effective July 19, 2023

XIV.C.5. Gabriel Escobedo employed as regular, full-time instructor of electronics engineering technology, FAC-1-4 effective August 21, 2023

XIV.C.6. James Hopson employed as regular, full-time instructor of mathematics, FAC-1-10, effective August 21, 2023

XIV.C.7. Ashley Villarreal received a change in title/assignment from temporary, full-time instructor of EMS, FAC-1-2 to regular, full-time instructor of EMS, FAC-1-2 effective September 1, 2023

XIV.C.8. Camilla Sutton employed as regular, full-time learning center facilitator, A-5-10, effective July 24, 2023

XIV.C.9. Patricia Swanigan employed as regular, full-time learning center facilitator, A-5-10, effective July 24, 2023

XIV.D. Office of Administrative Services

XIV.D.1. Jessica Garcia employed as regular, full-time accountant, A-11-10, effective July 24, 2023

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

**XV. END OF CONSENT AGENDA**

**XVI. Paid Professional Assignments**

XVI.A. Information Item:

**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 7:04 p.m.

**XVII.A. Discuss Seventh Amendment to Lease Agreement Between the University of Houston System and Wharton County Junior College**

-The Board reconvened into regular session at 7:12 p.m.

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

**-BOARD ACTION:** On a motion made by Dr. Macha and seconded by Mary Ellen Meyer, the board unanimously approved the consent agenda as presented.

**XIX. Discuss Matters Relating to Formal Policy**

**XX Adjourn**

-The meeting adjourned at 7:19 p.m.