

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, February 17, 2026, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and on Zoom. Mr. Pope presided.

Trustees Present: Mr. Paul Pope, Chair; Dr. Priscilla Metcalf, Vice Chair; Dr. Bret Macha, Secretary; Mrs. Ann Hundl (zoom); Mr. Larry Sitka; Mr. Jay Roussel; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mrs. Amy Rod

Others Present: Dr. Amanda Allen, President; Dr. David Byrd, Vice President of Access, Completion and Transfer, Leigh Ann Collins, Vice President of Instruction; Scott Cunningham, Vice President of Finance and Administration; Kettida Vasiknanon, Vice President of Information Technology; Dr. Mike R. Wilkinson, Chief of Staff; Clarissa Bueno; Jessica Garcia; Gary Gillen; Jonathan Jeter; Tommy Regan (zoom); Sheryl Rhodes; Wendy Tamayo (zoom); Emily Voulgaris (zoom); Cindy Ward

I. Determination of Quorum and Call to Order

-Mr. Pope called the meeting to order at 6:30 p.m. and declared a quorum.

II. Pledge of Allegiance

-Mr. Pope led the Pledge of Allegiance

III. Reading of the Minutes

III.A. January 20, 2026 Regular Board Meeting Minutes

BOARD ACTION: On a motion made by Mr. Sitka and seconded by Mr. Lynch, the Board unanimously approved the January 20, 2026 Board of Trustee Regular Meeting Minutes with the following correction/addition, “Mr. Terry Lynch was present at the January 20, 2026 meeting.”

IV. Citizens' Comments

V. Special Items

V.A. Reports from Board Committees

-Mr. Pope reported on the Aspen Institute Board-CEO Collaborative.

V.B. Board Calendar

-Dr. Allen reviewed the Board of Trustee calendar and informed them of important dates and upcoming events.

VI. Presentations, Awards, and/or Resolutions

VI.A. Mr. Jim Bouligny Resolution

-At the request of the Board Chair, Paul Pope, the order of the agenda was moved to present Mr. James “Jim” Bouligny with a Resolution honoring him for his years of service on the WCJC Board of Trustees and his 90th birthday.

-Vice President Collins read the Resolution and Mr Pope and Dr. Allen presented a framed copy of the Resolution to Mr. Bouligny.

VII. President's Report

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. January 2026 Monthly Financials

-Mrs. Ward presented the January 2026 financial report

-BOARD ACTION: On a motion made by Mr. Lynch and seconded by Dr. Sue Zanne Williamson Urbis, the Board unanimously approved the January 2026 monthly financials as presented.

VIII.A.2. January 2026 Financial Aid Report

IX. Consent Agenda

X. Matters Relating to General Administration

X.A. Approve the addition, revision, or deletion of (LOCAL) policies as recommended by TASB Community College Services (\$8,584.80 - Update 50 packet \$8.424.00 plus printing/shipping \$160.80 (1072 pages @ .15 each))

X.B. Recommend approval of the Joint Election Agreement and Contract for Election Services between Wharton County Elections Office and Wharton County Junior College (\$5,741.03-FY2025-2026 Current Unrestricted Operating Budget)

X.C. Recommend approval of the Joint Election Agreement and Contract for Election Services between Fort Bend County and Wharton County Junior College (\$10,314 - budgeted in 2026-2027 Current Unrestricted Operating Budget)

- X.D. Approve the Contract with Pfluger Architects for Development of the WCJC Master Plan and Labor Market Study (\$522,000 (to be moved from the Plant Fund); \$28,000 (Houston Endowment Grant))
- X.E. Approve the creation of a temporary full-time Director of Special Programs for the Bay City Campus (\$74,071 - \$80,738 plus benefits (Special State Appropriations - 50% Skilled Trades, 50% Nuclear Technology - awarded as part of the 89th Legislative session for FY 2026-2027))

XI. Matters Relating to Academic Affairs

- XI.A. Approve the reorganization of the Department of Continuing Education to provide enhanced capacity and support for workforce training (\$10,000 - increased total salaries (FY27 operating budget))
- XI.B. Approve the realignment of administrative support for the Division of Life Sciences and the Division of Math and Physical Sciences (\$29,000 annual salary savings)

XII. Matters Relating to Access, Transfer and Completion

XIII. Matters Relating to Finance

- XIII.A. Approval of Fiscal Year 2026 Budget Adjustments (N/A)
- XIII.B. Approve the transfer of \$14,707.81 from the Plant Repair and Replacement Fund to cover the cost needed to make the repairs to Chiller #2 at the Richmond Campus (\$14,707.81 - transferred from the Plant Repair and Replacement Fund)
- XIII.C. Approve attached resolution concerning Ad Valorem Tax Exemption
- XIII.D. Approve the competitive sealed proposal submitted by BLS Construction for Phase 2 of the Bay City Skilled Trades facility (\$1,308,570 - Special State Appropriations – Skilled Trades awarded as part of the 89th Legislative session for FY 2026-2027)
- XIII.E. Seek sealed proposals from investment advisory firms for investment advisor services (Advisory services will be paid with earnings from the endowment and current operating fund. Capital project services will be paid with current operating funds)
- XIII.F. Approve WCJC to seek competitive sealed proposals for the renovation and modernization of existing facilities at WCJC Bay City Campus (To be paid for using special state appropriations awarded during the 89th Legislative Session for the 2026-2027 Biennium)

XIII.G. Approve WCJC to seek sealed proposals for Custodial Services for the Richmond and Bay City Campuses (\$185,000 (estimated annual cost)—included in the FY2027 operating budget)

XIII.H. Approve WCJC to seek competitive sealed proposals for Lawn care Services for the Wharton and Richmond Campus locations (\$165,000 (Estimate) Current Unrestricted Operative Budget for 2026-2027)

XIII.I. Information Item

Information Item

XIII.I.1. Inform the WCJC Board of Trustees of a personal business relationship (N/A)

XIV. Matters Relating to Information Technology

XV. Matters Relating to Personnel

XV.A. Office of President

XV.B. Office of Academic Affairs

XV.B.1. Spring 2026 Division Chair Compensation

XV.B.2. Spring 2026 Department Head Compensation

XV.B.3. Spring 2026 Overloads

XV.B.4. Thomas Anderson employed as temporary, full-time instructor of emergency medical services, FAC-1-10 effective February 18, 2026

XV.B.5. Bethany Steffek employed as temporary, full-time instructor of cosmetology, FAC-1-3 effective January 5, 2026

XV.C. Office of Access, Completion and Transfer

XV.D. Office of Finance

XV.E. Office of Information Technology

XVI. End of Consent Agenda

-BOARD ACTION: On a motion made by Mr. Lynch and seconded by Mr. Sitka, the board unanimously approved the consent agenda with the following modification:

Item X.D. Approve the Contract with Pfluger Architects for Development of the WCJC Master Plan and Labor Market Study (\$522,000 (to be moved from the Plant Fund); \$28,000 (Houston Endowment Grant)) – remove the following paragraph from the “Proposal for Professional Design Services “Based on the stated completion date for the Master Plan of December 2028, PA assumes that WCJC intends to call for a bond election in November 2026 or May 2027.”

XVII. Information Items

XVII.A. Paid Professional Assignments:

- XVII.A.1. Paid Professional Assignment for Ben Johnson, Assistant Department Head-General Biology, Spring 2026 - \$2,400
- XVII.A.2. Paid Professional Assignment for Debora Lutringer, PTA Director Mentorship, Spring 2026 - \$2,400
- XVII.A.3. Paid Professional Assignment for Dr. Jessi Snider, Assistant Department Head-English, Spring 2026 - \$2,400
- XVII.A.4. Paid Professional Assignment for Lauren Sullivan, Assistant Department Head-Dev. Reading & Writing, Spring 2026 - \$2,400
- XVII.A.5. Paid Professional Assignment for Rachel Cavazos, additional duties related to Grant Manager FMLA leave, February - April 2026 - \$3,000

XVIII. Executive Session

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

XX. Discuss Matters Relating to Formal Policy

XXI. Adjourn

-The meeting adjourned at 7:26 p.m.