

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, March 26, 2024, beginning at 6:30 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 (zoom); Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson; Dr. Priscilla Metcalf; Mr. Paul Pope; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Dr. Bret Macha

Others Present: Mrs. 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; Gary Bonewald; Zina Carter; Carol Derkowski; Deanna Feyen (zoom); Mike Feyen; Debbie Folks; Jessica Garcia; Kenneth Hlavinka; Jerry Martinez (zoom); Robby Mathews (zoom); Tommy Regan (zoom); Liz Rexford; Selena Schmidt (zoom); Emily Voulgaris (zoom); Cindy Ward; Gus Wessels; John Woolsey (zoom); 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. February 20, 2024 Board of Trustee Meeting Minutes

III.B. February 23, 2024 Board of Trustee Retreat Minutes

-BOARD ACTION: On a motion made by Mr. Gertson and seconded by Dr. Sue Zanne Williamson Urbis, the Regular Board of Trustee meeting minutes from February 20, 2024 and the Board of Trustee Retreat minutes from February 23, 2024 were approved as presented.

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

V. Special Items

V.A. Reports from Board Committees

-Mr. Pope reported on the meeting that took place with DiniSpheris on March 22, 2024. He reported that DiniSpheris will present their final report at a workshop prior to the April 16, 2024 Board of Trustee meeting.

V.B. Report on Board of Trustees Institute

-Mrs. Meyer reported on the Board of Trustee Institute that took place February 27-28, 2024.

V.C. Report on Board Retreat - Board Chair

-Mrs. Rod reported on the Board of Trustee Retreat that took place on February 23, 2024.

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

VI.A. Free Application for Federal Student Aid (FAFSA) - Dr. Allen

-Dr. Allen reported on the changes being implemented for the FAFSA application process and discussed the processes that our Financial Aid department is utilizing to move forward.

VI.B. Update of Physical Plant Projects - Mike Feyen

-Mike Feyen reported on the current physical plant projects taking place on all campuses.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. February 2024 Monthly Financials

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

XI. Matters Relating to Academic Affairs

XI.A. Approve renewal of WCJC Senior Citizens Title III Contract (N/A)

XI.B. Approve EMS Student Testing Fee Increase, effective July 1, 2024 (No cost to WCJC; student fee covers the cost of the Registry Exam)

XI.C. Approve RADT Student Technology Fee of \$160 per student, effective fall 2024 (No cost. Estimated revenue from fees is \$2,880 (\$160 X 18 students))

XI.D. Approve LVN Technology Fee Increase of \$690 per student, effective fall 2024 (No cost. Estimated revenue from the fee increase is \$27,600 to offset the ATI system cost, (\$230 x 3 semesters x 40 students))

XII. Matters Relating to Administrative Services

XII.A. Approval of Fiscal Year 2024 Budget Adjustments (N/A)

XII.B. Approve the proposal submitted by Echo Healthcare of \$31,075.00 to provide 2 simulator manikins to simulate different clinical settings that EMT students will encounter in the field (\$31,075.00 - TRUE Grant Funds)

XII.C. Approve the proposal submitted by BLS Construction for the renovation of approximately 15,000 SF of building space for the construction trades program at a cost not to exceed \$1,148,000.00 with funds from a State of Texas special appropriation (\$1,148,000.00 - State of Texas Special Appropriations)

XII.D. Approve the transfer of \$23,884.28 from the Plant Repair and Replacement Fund to cover the cost of some needed repairs to the Hutchins roof (\$23,884.28 - Transfer from the Plant Repair and Replacement Fund)

XII.E. Accept the quote from RJK Tree Trimming of \$24,300.00 to completely remove the brush line on the East side of the Richmond Campus to include all small trees and vines and grinding of stumps with funds transferred from the Plant Repair and Replacement Fund (\$24,300.00 - Transfer from the Plant Repair and Replacement Fund)

XII.F. Approve RockIT Consulting LLC to provide network cabling, internet connections with wi-fi capabilities, and video projectors and monitors as needed for the buildout of Phase I of the Construction Trades Area in Bay City at a cost not to exceed \$200,000.00 (\$200,000.00 - State of Texas Special Appropriations)

XII.G. Approve the proposal submitted by Echo Healthcare of \$135,485.00 to provide an interactive 3 wall projection system lab simulator with touch controls simulating actual scenes to help EMT students manage these environments with previously approved

TRUE (Texas Reskilling & Upskilling for Education) Grant Funds (\$135,485.00 TRUE Grant Funds)

XII.H. Recommend approval of the revised polling locations as provided by the Fort Bend County Election Administrator (N/A)

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIII.A. Approve the use of the Motimatic Student Engagement Platform for recruitment and reengagement (\$50,000.00 - \$20,000 - current FY 2024 operating budget and \$30,000 – Title V Funds)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.A.1. Approve contract actions as listed in the attached agenda brief

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Darlene Giesalhart received a change from temporary, full time, instructor of EMS, FAC-1-10 to regular, full time, instructor of EMS, FAC-1-10 effective February 21, 2024

XIV.C.2. Jarett Reynolds employed as regular, full time counselor, FAC-1-10, effective March 27, 2024.

XIV.D. Office of Administrative Services

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

XV. END OF CONSENT AGENDA

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Mr. Sitka, the board approved the consent agenda as presented.

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Julieta Rodriguez, Assistant Department Head-English, Spring 2024 - \$2,100.00

XVI.A.2. Paid Professional Assignment for Dr. Hector Weir, Assistant Department Head-Humanities/Foreign Language, Spring 2024 - \$2,100.00

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 7:10 p.m.
