

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 18, 2025, 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 (Z); Mrs. Ann Hundl; Mr. Larry Sitka; Mr. Jay Roussel; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mr. Terry Lynch; Mrs. Amy Rod

Others Present: Dr. Amanda Allen, President; Leigh Ann Collins, Vice President of Instruction; Kettida Vasiknanon, Vice President of Information Technology; Dr. David Byrd, Vice President of Access, Completion & Transfer; Dr. Mike R. Wilkinson, Chief of Staff; Pat Blair; Gary Bonewald; Clarissa Bueno; Trish Chandler; Scott Cunningham; Pam Dobbs (Z); Jessica Garcia; Robby Mathews (Z); Lindsey Reeves; Tommy Regan (zoom); Sheryl Rhodes; Ben Sharp; Gloria Vela; Emily Voulgaris (Z); 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

BOARD ACTION: On a motion made by Mr. Sitka and seconded by Mr. Roussel, the Board unanimously approved the October 20, 2025 Regular Meeting Minutes as presented.

IV. Citizens' Comments

V. Special Items

V.A. Board Calendar

-Dr. Allen reviewed the newly implemented Board of Trustee calendar developed to keep the Board members aware of events coming up.

V.B. Reports from Board Committees

V.B.1. Board Evaluation Committee Report

-Dr. Williamson Urbis informed they group that the Board Evaluation instrument was handed out prior to the meeting and discussed the process for the annual evaluation process.

-Dr. Allen will send out an electronic version.

-Evaluation are due to Dr. Mike Wilkinson by January 20, 2026.

V.B.2. Technology Committee Report

-Mr. Roussel reported on the Technology Committee meeting held on November 14, 2025.

V.C. Approve the external audit FY 2025

-Mr. Pope announced that a special called meeting for the audit was held prior to the regular Board meeting.

BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Dr. Sue Zanne Williamson Urbis, the Board unanimously approved the external audit for FY 2025 as presented.

VI. Presentations, Awards, and/or Resolutions

VI.A. Wharton County Historical Commission - Mrs. Pat Blair

-Mrs. Blair discussed the process of applying for a historical marker for the WCJC campus.

VII. President's Report

-Dr. Allen presented the President's report for November 2025.

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. October 2025 Monthly Financials

-Mrs. Ward presented the October 2024 financial reports.

BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Mr. Sitka, the Board approved the October 2025 financials as presented.

VIII.A.2. October 2025 Financial Aid Report

VIII.B. College Governance Council Minutes

IX. Consent Agenda

X. Matters Relating to General Administration

XI. Matters Relating to Academic Affairs

XI.A. Approve Faculty Association Constitution & Faculty Senate Bylaws (none)

XI.B. Approve receipt of Federal funding from the Carl D. Perkins Career and Technical Education Act of 2006 (\$167,207 - No cost to the College. Grant funds will be deposited for expenditure from the Current Restricted Fund)

XI.C. Approve a New Associate of Arts Degree in Education, effective fall 2025 (none)

XI.D. Approve Use of Plant Funds to Move PTAC Equipment (\$90,000 (\$45,000 state special appropriations and \$45,000 plant funds))

XII. Matters Relating to Access, Transfer and Completion

XIII. Matters Relating to Finance

XIII.A. Approval of Fiscal Year 2025 Budget Adjustments

XIV. Matters Relating to Information Technology

XV. Matters Relating to Personnel

XV.A. Office of President

XV.A.1. Scott Cunningham employed as regular, full-time vice president of finance and administration, VP-13-120 effective 01/05/2026

XV.B. Office of Academic Affairs

XV.B.1. Subarna Biswas employed as regular, full-time instructor of mathematics, FAC-1-1 effective 01/05/2026

XV.B.2. Silvana Delgado Andrade employed as temporary, full-time instructor of physics, FAC-7-0 effective 01/05/2026

XV.B.3. Lacey Gann employed as regular, full-time instructor of physical therapy assistant, FAC-7-7 effective 01/05/2026

XV.C. Office of Access, Completion and Transfer

XV.C.1. Basira Anwarzad employed as regular, full-time financial aid advisor, A-15-5 effective 01/05/2026

XV.C.2. Kortni Montgomery employed as regular, full-time academic advisor, A-5-4 effective 01/05/2026

XV.C.3. Henry Thomas employed as regular, full-time academic advisor, A-5-10 effective 01/05/2026

XV.C.4. Kelci Venison employed as regular, full-time academic advisor, A-5-2 effective 01/05/2026

XV.D. Office of Finance

XV.E. Office of Information Technology

XVI. End of Consent Agenda

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

XVII. Information Items

XVII.A. Paid Professional Assignments:

XVII.A.1. Paid Professional Assignment for Brandi Blagg, EMS Program Lab Coordinator-Richmond, Fall 2025, Spring 2026 and Summer 2026 - \$6,000.00

XVII.A.2. Paid Professional Assignment for Kris Kern, EMS Clinical Coordinator and Lead Instructor for HFD, Fall 2025 and Spring 2026 - \$6,400.00

XVII.A.3. Paid Professional Assignment for Amanda Wetz, EMS Program Lab Coordinator - Wharton, Fall 2025, Spring 2026 and Summer 2026 - \$6,000.00

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 7:25 p.m.