

# Minutes of Regular Board Meeting

## The Board of Trustees Wharton County Junior College

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A Regular Board Meeting of the Board of Trustees of Wharton County Junior College was held Tuesday, September 15, 2020, beginning at 2:30 PM as a remote meeting. Mr. Gertson presided.

Trustees present: Mr. Danny Gertson, Chair; Mrs. Ann Hundl, Secretary; Mr. Scott Glass; Mrs. Mary Ellen Meyer; Mr. Paul Pope; Mrs. Edee Sinclair; and Mr. Larry Sitka

Trustees absent: Mr. Jack Moses; and Mrs. Amy Rod, Vice Chair

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. Marybelle Albrecht; Mr. Peter Anderson; Mrs. Lori Baumgarten; Mr. Andrew Berezin; Ms. Michelle Betancourt; Mr. Gary Bonewald; Ms. Alyssa Cabrera; Ms. Zina Carter; Mr. Keith Case; Ms. Nora Chalue; Mrs. Gloria Crockett; Mr. Kevin Dees; Mrs. Carol Derkowski; Mr. Mike Feyen; Mr. Varun Gupta; Ms. Pat Korenek; Mr. TK Krpec; Ms. Barbara Lee; Ms. Debbie Lutringer; Ms. Barbara Lynn; Mr. Robby Mathews; Ms. Deborah McGraw; Ms. Lindsey McPherson; Ms. Kimberly Mrnustik; Ms. Rose Ochoa; Mr. Tommy Regan; Dr. Liz Rexford; Mrs. Sheryl Rhodes; Ms. Haydee Ruiz; Ms. Lindsey Shimek; Ms. Theresa Spillers; Mrs. Natalie Stavinoha; Ms. Casee Strickland; Ms. Wendy Tamayo; Mr. Danny Terronez; Mrs. Gloria Vela; Ms. Emily Voulgaris; Mrs. Cindy Ward; Mr. Gus Wessels; Mr. Hector Wier; Ms. Kimberly Willis; and Mr. Philip Wuthrich

### I. Determination of Quorum and Call to Order

-Mr. Gertson called the meeting to order.

### II. Pledge of Allegiance

### III. Reading of the Minutes

- A. Approve the August 11, 2020 Board of Trustee Budget Workshop meeting minutes
- B. Approve the August 18, 2020 Board of Trustee Public Hearing meeting Minutes
- C. Approve the August 18, 2020 Board of Trustee meeting minutes

-The budget workshop meeting minutes from August 11, 2020, the public hearing meeting minutes from August 18, 2020, and the regular board of trustee meeting minutes from August 18, 2020 were approved as presented.

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

### V. Special Items

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

- A. Retirement Resolution for Mr. James Kelley  
-Ms. McCrohan read the retirement resolution for Mr. James Kelley.
- B. Retirement Resolution for Mr. Steve Nelson  
-Mr. Kocian read the retirement resolution for Mr. Steve Nelson.
- C. President's Report on actions taken during the Pandemic Shutdown  
-Ms. McCrohan gave an update on the actions taken during the pandemic.

**VII. Student Success**

**VIII. Reports to the Board**

- A. Financial Reports for August 2020  
-Mr. Kocian presented the August 2020 financial reports.

**BOARD ACTION:** On a motion by Mrs. Hundl and a second, the board unanimously approved the August 2020 financials as presented.

- B. Management Reports
  - 1. Technology Report
  - 2. Financial Aid Report
  - 3. Testing Report
- C. Reports from College Governance Councils

**IX. CONSENT AGENDA**

**X. Matters Relating to General Administration**

- A. Approve the addition of a new position for the Wharton County Junior College Foundation (The WCJC Foundation will reimburse the college for any expenses associated with the position)
- B. Information Item:
  - 1. Federal funding for TRiO Student Support Services Program from the Department of Education (\$261,018.00 - grant funds will be deposited for expenditure from the current restricted fund)
  - 2. Department of Education Title V Developing Hispanic Serving Institutions Grant, Career and Transfer Center (\$600,000.00 annually - grant funds will be deposited for expenditure from the current restricted fund)

**XI. Matters Relating to Academic Affairs**

- A. Approve the renewal of the WCJC Senior Citizen Program Title III Contract
- B. Approve the EMS fee increase for National Registry of EMT's Test (All levels)
- C. Approve the agreement with Pearson's Smarthinking to provide on-line tutoring services to assist students with writing assignments and homework tutoring critical in this new learning environment while keeping up with individual access and hours connected at a rate of \$22.00 an hour with an estimated 2,444 hours (\$53,768.00 - CARES Act funds - \$48,400.00, \$5,368.00 - unrestricted current operating budget for 2020 - 2021)
- D. Information Item:
  - 1. Chief Executive Officer Reporting Requirements under Tex. Educ. Code 51.253(c)
  - 2. Seek sealed offers from the public for the sale of two vans used by the Senior Citizens Program (estimated \$4,000.00 revenue - unrestricted operating budget for 2020 - 2021)

**XII. Matters Relating to Administrative Services**

- A. Approve the proposal submitted by the Texas Association of School Boards cooperative to provide the College with our General Liability policy, Professional & Educator's Liability policy, and our Automobile coverage for the 2021 school year (\$58,349.00 - current unrestricted operating budget for 2020 - 2021)
- B. Approval to request to set ad valorem tax rate for Wharton County

Junior College District for the 2020 tax year (\$7,523,563.00 - current operating revenue)

**XIII. Matters Relating to Technology**

- A. Approve the proposal submitted by RockIT Consulting LLC to provide remote and on-site managed support for the maintaining of the College's computer network including weekly event logs and best practice issue resolution (\$68,000.00 - CARES Act Funds - \$45,334.00 - unrestricted current operating budget for 2020 - 2021 - \$22,666.00)
- B. Approve the purchase of 10 additional laptop computers from Computer Discount Warehouse Government to provide computer capabilities for various departments to service students remotely as they continue to support an on-line learning environment (\$12,906.10 - CARES Act funds)

**XIV. Matters Relating to Planning & Institutional Effectiveness**

- A. Approval of the reorganization of the WCJC Office of Admissions and Registration (cost savings - \$100,000.00 in year one; cost savings of \$150,000.00 per year thereafter)

**XV. Matters Relating to Personnel**

- A. Board of Trustees
- B. Office of President
  1. Andrew "Trey" Porras extended as temporary, full-time head baseball coach/instructor of kinesiology, FAC-1-7, effective August 24, 2020
- C. Office of Academic Affairs
  1. Kimberly Ashburn received a change in title/assignment from regular, full-time distance education media support specialist, P-12-2, to temporary, full-time accessibility and instructional media technologist, GNT-1-2, effective July 27, 2020
  2. Patricia A. Korenek received a change in contract length from 10.5 month to 12 month from regular, full-time instructor of associate degree nursing, FAC-1-36, to regular, full-time instructor of associate degree nursing, FAC-1-36, effective August 24, 2020
- D. Office of Administrative Services
- E. Office of Student Services
- F. Office of Technology
  1. Duy Trinh received a change in status from part-time junior banner system administrator, \$20.00 hr. x 19.5 hrs./wk. x 52 wks. = \$20,280.00/yr., to temporary, full-time banner system administrator, AA-12-10, effective September 1, 2020
- G. Office of Planning & Institutional Effectiveness

**XVI. END OF CONSENT AGENDA**

**BOARD ACTION:** On a motion by Mrs. Sinclair and a second, the board unanimously approved the consent agenda as presented.

**XVII. Paid Professional Assignments**

- A. Information Item:
  1. Paid Professional Assignment for Sean Amestoy, Agriculture Coordinator, fall 2020 - spring 2021 - \$2,400.00
  2. Paid Professional Assignment for Jennifer Jeffery, assistant department head-general biology coordinator, fall 2021-spring 2021 - \$4,200.00
  3. Paid Professional Assignment for Dr. Wendy Waters, assistant department head - A & P coordinator, fall 2020 - spring 2021 - \$4,200.00
  4. Paid Professional Assignment for Kim Raun, microbiology lab coordinator, fall 2020 - spring 2021 - \$2,400.00
  5. Paid Professional Assignment for Lauren Herrmann, COWs maintenance,

fall 2020 - \$700.00

6. Paid Professional Assignment for Jesi Ramirez, Asst. college readiness math dept. head & COWs maintenance, fall 2020 - \$2,800.00

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).

The meeting adjourned into executive session at 3:04 P.M. to discuss 551.071 - consultation with attorney.

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

The meeting re-adjourned into regular session at 3:22 P.M.  
No action was taken.

XX. Discuss Matters Relating to Formal Policy

XXI. Other Business

-Mr. Gertson asked how willing the board is to go back to face to face board meetings. Mr. Gertson decided to stay virtual for the next month and will decide month to month after that.

XXII. Adjourn

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Board Secretary