

Minutes of 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 21, 2017, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Amy Rod, Vice Chair; Mr. Scott Glass; Mrs. Merle Hudgins; Mrs. Ann Hundl; Mr. Oliver Kunkel; and Mr. Larry Sitka

Trustees Absent: Mr. Monty Merecka, Secretary; and Mr. Jack Moses

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 and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Seth Bailey; Ms. Zina Carter; Ms. Carol Derkowski; Mr. Mike Feyen; Dr. Liz Rexford; Mr. Danny Terronez; Ms. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone to the meeting.

II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

III. Reading of the Minutes

A. The regular Board of Trustee meeting minutes from October 17, 2017

-The regular Board of Trustee meeting minutes from October 17, 2017 were approved with a correction to the attendance.

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

This is an open forum for those persons who wish to make presentations to the board and who have signed up to do so under board policy. Presentations are limited to five minutes each with a total of twenty minutes for all presentations.

During the Citizens' Comments section of the agenda, any citizen/taxpayer (that is, any member of the public, including college employees) may request to address the board in open meeting. If, however, the topic of the presentation to the board falls within one of the other policies of the college, such as the employee complaint or grievance policy or student complaint policy, the person must first go through the proper administrative channels. In such cases, the right to address the board is

guaranteed after the administrative channels have been exhausted.

If any speaker's presentation contains complaints or concerns about an individual employee or officer of the district, that presentation will be conducted in executive session with the board members unless the employee or officer about whom the comments are made requests that the comments be made publicly.

These presentations are made for information purposes only. The board is required to listen to the presentations but not to discuss or act on the items presented. If the board feels the matter warrants further attention, it can be placed on the agenda for a subsequent meeting.

V. Special Items

- A. Approve canceling the Board of Trustees regular meeting scheduled for December 19, 2017

BOARD ACTION: On a motion by Mrs. Rod and a second, the board unanimously approved canceling the regular meeting scheduled for December 19, 2017.

- B. Approve the external audit for FY 2017

-Mr. Gertson thanked everyone that worked with the audit.

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board unanimously approved the external audit for FY 2017 as presented.

- C. Board Evaluation (under separate cover)

-Mr. Glass explained the process and some general results of the board evaluation.

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

VII. Student Success

VIII. Reports to the Board

- A. Financial Reports for October 2017

-Mr. Wessels presented the October 2017 financial reports.

BOARD ACTION: On a motion by Mr. Sitka and a second, the board unanimously approved the October 2017 financial reports as presented.

- B. Management Reports

1. Technology Report
2. Financial Aid Report
3. Testing Report

- C. Reports from College Governance Councils

1. Academic Affairs Council meeting minutes from October 31, 2017

2. Faculty Council Meeting Minutes from October 5, 2017
3. Faculty Council Meeting Minutes from November 2, 2017
4. Support Staff Organization Meeting Minutes from October 19, 2017

IX. CONSENT AGENDA

By consent of the board of trustees, the following items may be acted on in a single motion "to approve the consent agenda as presented." If, however, any trustee wishes to discuss a particular item or for any reason wishes to act on any given item separately, he or she may simply notify the board chair to remove that item or items from the consent agenda, and that item will be removed and acted on separately. A trustee may remove an item from the consent agenda for any reason, and he or she is not required to justify the removal or explain the reason for the removal.

X. Matters Relating to General Administration

XI. Matters Relating to Academic Affairs

- A. Approve a new 9-month faculty position in Biology, effective fall 2018 (\$44,550.00 - 56,050.00)
- B. Approve the 2018 Kids' College Facilities Rental Agreement with FBISD (\$82,000.00 to be drawn from the FY2018 Kids' College facilities rental budget. Kids' College covers the cost of rental expenses through tuition collected by program participants.
- C. Approve state & federal funding for Adult Education and Literacy program (\$665,000.00)
- D. Approve the proposed re-organization of the Adult Education & Literacy program (approximately \$7,000.00 increase in salaries expended from grant funds)
- E. Approve Acquisition of EAB software to support student success, dependent upon attorney's opinion on sole source (\$91,400.00 - \$30,000.00 initial setup fee; \$61,400.00 annual service fee year one; transferred from plant fund)

XII. Matters Relating to Administrative Services

- A. Approve the transfer of funds to cover the renovation of Science building classroom S-104 (\$17,475.00 - transfer from the plant repair and replacement fund)
- B. Approve the transfer of funds to cover the asbestos abatement needed for the Johnson Health Occupations Center renovation (\$33,181.00 - transfer from the plant repair and replacement fund)
- C. Approve the proposal submitted by All-Tex Networking Solutions to complete the audio/visual and network infrastructure for the renovation and addition to the Johnson Health Occupations Center (\$52,530.00 - transfer from plant repair and replacement fund)
- D. Approve fiscal year 2017 budget adjustments

E. Approve the qualified investment brokers

F. Information Item:

1. Seek competitive sealed proposals for the contents required to furnish the new instructional areas of the Johnson Health Occupations building (estimated \$1,500,000.00 - unexpended plant/Johnson Foundation grant funds)

XIII. Matters Relating to Technology and Institutional Research

- A. Approval to ratify the 3 year agreement with Adobe for the Adobe Suite software license (\$20,956.00 - current unrestricted operating budget for 2017 - 2018)

XIV. Matters Relating to Student Services

- A. Approve Financial Aid Services (FAS) to provide interim staffing in the financial aid office during the 2017-2018 academic year (\$140,000.00 - funds from current operating expenses will be used)

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. Marsha Hudson received a salary adjustment for completion of graduate hours as regular, full-time instructor of English, FAC-4-23, to regular, full-time instructor of English, FAC-6A-23, effective August 21, 2017
2. Brady L. Hutchinson employed as temporary, full-time instructor of history, FAC-1-8, effective January 8, 2018

D. Office of Administrative Services

1. Eric D. Malmberg employed as regular, full-time director of Sugar Land campus, CA-10-10, effective January 3, 2018

E. Office of Student Services

F. Office of Technology and Institutional Research

1. James Bullock received a change in title/assignment from regular, full-time MIS infrastructure Architech, CA-1-39, to regular, full-time director of cyber security, CA-15-39, effective December 1, 2017

XVI. **END OF CONSENT AGENDA**

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

XVII. Paid Professional Assignments

- A. Paid Professional Assignment for Donna Schilling, Assistant Program Director, spring 2018 - \$3,000.00

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).

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

XX. Discuss Matters Relating to Formal Policy

XXI. Other Business

-Ms. McCrohan brought to the board's attention the gifts at their desks.

-Ms. Feyen will look at tentative board retreat dates and email the board members.

XXII. Adjourn

-The meeting adjourned at 7:00 P.M.