

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 19, 2019, 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. Mary Ellen Meyer; Mr. Jack Moses; Mr. J. Paul Pope; Mrs. Edee Sinclair; and Mr. Larry Sitka

Trustees absent: Mrs. Ann Hundl, Secretary

Others present: Mrs. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Academic Instruction; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Seth Bailey; Mrs. Carol Derkowski; Mr. Mike Feyen; Dr. Liz Rexford; Mr. Danny Terronez; Mrs. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

-Mr. Gertson called the meeting to order and declared a quorum.

II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

III. Reading of the Minutes

A. The regular board of trustee minutes from October 15, 2019

-The October 15, 2019 regular board of trustee meeting minutes was approved as presented.

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 on December 17, 2019

BOARD ACTION: On a motion by Mr. Glass and a second, the board unanimously approved canceling the Board of Trustees regular meeting scheduled for December 17, 2019.

- B. Approve the external audit FY2019

BOARD ACTION: On a motion by Mr. Pope and a second, the board unanimously approved the external audit for FY2019 as presented.

- C. Discuss method of Election of Wharton County Junior College Board of Trustees

-Discussion occurred over WCJC's method of elections. Mrs. Rod suggested that the President consult the lawyer to give an estimate of cost and time changing the method of elections before any work towards a change is made. Ms. McCrohan will research and bring back to the board next year.

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

- A. Revision of Board Policies

-Ms. McCrohan explained the process of changing over the board policies. Danny will appoint a committee to review the policies.

VII. Student Success

- A. Institutional Effectiveness Newsletter

VIII. Reports to the Board

- A. Financial Reports for October 2019

-Mr. Wessels presented the October 2019 financial reports.

BOARD ACTION: On a motion by Mr. Sitka and a second, the board unanimously approved the October 2019 financials as presented.

- B. Management Reports

1. Technology Report
 2. Financial Aid Report
 3. Testing Report
- C. Reports from College Governance Councils
1. Faculty Council Minutes
 - a. Faculty Council Minutes from October 1, 2019

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
- XII. Matters Relating to Administrative Services
- A. Approve the purchase of 130 individual student desks and chairs for the 2nd floor classrooms in the Administration building (\$41,590.15 - transfer from the plant repair and replacement fund)
 - B. Approve the transfer of funds to modernize the marquis sign in front of the Wharton campus (\$43,888.00 - transfer from the plant repair and replacement fund)
 - C. Approve to transfer funds to purchase a new 12 passenger van (\$32,114.00 - transfer from plant repair and replacement fund)
 - D. Approve the installation of a complete audio and visual system in the Pioneer Student Center's ballroom (\$42,291.59 - transfer from plant repair and replacement fund)
 - E. Approve the transfer of funds to demolish, remove, and replace unlevel concrete sidewalks at the Richmond campus (\$42,786.00 - transfer from the plant repair and replacement fund)
 - F. Information Item:
 1. Seek sealed proposals for the purchase of a full size luxury sedan for the President's use (\$55,000.00 - current unrestricted operating budget for 2019 - 2020)
 2. Utilize the National IPA cooperative roofing contract established by a bid through the Region 4 Education Service Center to solicit bid offers for the

replacement of the Mullins Hall roof (\$160,000.00 - transfer from plant repair & replacement fund)

XIII. Matters Relating to Technology

XIV. Matters Relating to Planning & Institutional Effectiveness

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. Tina Gustavus extended to spring 2020 semester as temporary, full-time instructor of developmental mathematics, FAC-1-6, effective December 14, 2019
2. Demetrius Moore changed from temporary, full-time instructor of developmental mathematics, FAC-1-5, to regular, full-time instructor of developmental mathematics, FAC-1-5, effective November 1, 2019
3. Melissa Moore extended to spring 2020 semester as temporary, full-time instructor of developmental mathematics, FAC-1-3, effective December 14, 2019
4. Mahmoud Shagroni changed from temporary, full-time instructor of mathematics, FAC-7-11, to regular, full-time instructor of mathematics, FAC-7-11, effective November 1, 2019
5. Shuching "Cynthia" Su changed from temporary, full-time instructor of mathematics, FAC-1-6, to regular, full-time instructor of mathematics, FAC-1-6, effective November 1, 2019

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

G. Office of Planning & Institutional Effectiveness

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. Information Item:

1. Paid Professional Assignment for Jessica Falcon, project manager (EAIHEP), December 2019 - December 2020 - \$10,400.00
2. Paid Professional Assignment for Marybelle Albrecht, project director (EAIHEP), December 2019 - December 2020 - \$13,000.00
3. Paid Professional Assignment for Shayna Barker, EAIHEP Enrollment Services Coordinator, January 2020 - December 2020 - \$7,200.00

- 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
- XXII. Adjourn

-The meeting adjourned at 7:10 P.M.