

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, June 19, 2018, 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. J. Paul Pope; and Mr. Larry Sitka

Trustees Absent: Mrs. Ann Hundl; Mr. Oliver Kunkel, Jr.; 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; Mr. Dave Leenhouts, Vice President of Student Services; Dr. Amanda Allen, Vice President of Planning & Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Seth Bailey; Ms. Zina Carter; Judge Randy Clapp; Mrs. Melba Clapp; Ms. Carol Derkowski; Mr. John Dettling; Mr. Mike Feyen; Mrs. Cynthia Pope; Mrs. Pam Pope; Dr. Liz Rexford; Ms. Dicey Schauer (Wharton Journal Spectator); Mr. Ben Sharp; 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 and declared a quorum.

II. Pledge of Allegiance

III. Reading of the Minutes

A. The regular Board of Trustee meeting minutes from May 15, 2018

-The May 15, 2018 Board of Trustee minutes were 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. Swearing in of trustee

-Judge Clapp swore in J. Paul Pope, Position 6, and gave the Oath of Office.

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

-Ms. McCrohan stated that there are new things coming in the fall to increase enrollment.

-The Richmond addition ribbon cutting is on June 26th at 11:00 A.M.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for May 2018

-Mr. Wessels presented the May 2018 financials.

BOARD ACTION: On a motion by Mr. Glass and a second, the board unanimously approved the May 2018 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 meeting minutes from May 2018

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 receipt of federal funding from the Carl D. Perkins Career and Technical Education Act (\$252,591.00)

XII. Matters Relating to Administrative Services

- A. Recommend approval of the fifth amendment to lease agreement with the University of Houston System (an additional \$72,483.00 each year for the three year period - unrestricted budget)
- B. Approve increasing the Sugar Land Campus Fee from \$6/semester hour to \$8/semester hour for all students enrolling in a class at the Sugar Land Campus (\$110,000.00 - estimated increase in annual revenue)
- C. Approve Abel Design Group to develop plans and bid specifications needed for the construction of a circle drive leading up to the north entrance of the Fine Arts Building (\$18,650.00 - funds donated to the college from the WCJC Foundation)
- D. Approve a one year extension of the agreement with Ambassador Services to provide janitorial services at the Richmond and Bay City locations (\$129,390.00 - unrestricted operating budget for 2018 - 2019)
- E. Approve reimbursable expenses as described in the contract to Abel Design Group (ADG) to develop plans and bid specifications for the 18,000 square foot addition and renovation of the existing 33,000 square feet of the Johnson Health Occupations Center (JHOC) (\$20,000.00 - transfer from plant repair and replacement fund)
- F. Approve the proposal submitted by Bayou City Interests to install a complete sound reinforcement system with local room control and wireless WiFi user interface in the Johnson Health Occupations Center's Outlar Auditorium (\$20,264.44 - unexpended plant fund)
- G. Recommend write-off of student accounts receivable balances less than \$500.00
- H. Information Item
1. Seek competitive sealed proposals for the construction of a circle drive leading to the Fine Arts Building north entrance (\$180,000.00 - funds donated to the college from the WCJC Foundation)
 2. FY19 budget schedule

XIII. Matters Relating to Technology

XIV. Matters Relating to Student Services

- A. Approve Financial Aid Services (FAS) to provide interim staffing in the financial aid office from June through September 2018 (\$82,500.00 - fund from current operating expense)

XV. Matters Relating to Planning & Institutional Effectiveness

XVI. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. Jacquelyn Cooper-Edwards received a change from temporary, full-time instructor of English, FAC-7-10, to regular, full-time instructor of English, FAC-7-10, effective June 1, 2018
2. Sean Franco received a change from temporary, full-time instructor of welding, FAC-1-0, to regular, full-time instructor of welding, FAC-1-0, effective June 1, 2018
3. Lauren Herrmann received a change in title/assignment from part-time math tutor, \$15.00 hr. X 19 hrs./wk. X 23 wks. = \$6,555.00/yr., to temporary, full-time instructor of developmental math, FAC-1-0, effective August 20, 2018
4. Josh Ann Martinez received a change from temporary, full-time instructor of cosmetology, FAC-1-10, to regular, full-time instructor of cosmetology, FAC-1-10, effective July 7, 2018
5. Jonah Mutua employed as temporary, full-time instructor of mathematics, FAC-1-8, effective August 20, 2018
6. Jacob Mehr employed as temporary, full-time instructor of math, FAC-1-1, effective August 20, 2018
7. Jesi Ramirez employed as regular, full-time instructor of mathematics, FAC-1-3, effective August 20, 2018
8. Eric Reyes employed as regular, full-time instructor of english, FAC-1-6, effective August 20, 2018
9. Ricky Schooler received a change from temporary, full-time instructor of process technology, FAC-1-10, to regular, full-time instructor of process technology, FAC-1-10, effective June 1, 2018
10. Jessi Snider employed as regular, full-time instructor of english, FAC-4-5, effective August 20, 2018
11. Arthur Vallejo employed as regular, full-time instructor of psychology, FAC-1-1, effective August 20, 2018
12. Xuan Wu employed as temporary, full-time instructor of physics, FAC-7-4, effective August 20, 2018
13. Approve 2018 May Mini Overloads

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

G. Office of Planning & Institutional Effectiveness

XVII. END OF CONSENT AGENDA

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

XVIII. Paid Professional Assignments

- A. Paid Professional Assignment for Patrick Ralls - ROAR Program, FY18 - \$4,200.00
- B. Paid Professional Assignment for Carol Derkowski, Instructional Coordinator of Johnson Building Project - FY18 - \$4,200.00
- C. Paid Professional Assignment for Amanda Shelton, Oversee Pathways & Metamajors, FY18 - \$4,200.00
- D. Paid Professional Assignment for Jennifer Jeffery, Online BIOL 1406/1407 Development, Summer I and Summer II - \$2,100.00

XIX. 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 board adjourned into Executive Session at 6:55 P.M.

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

-The board re-adjourned into regular session at 7:53 P.M. No action was taken in executive session.

XXI. Discuss Matters Relating to Formal Policy

XXII. Other Business

XXIII. Adjourn

-The meeting adjourned at 7:53 P.M.