

**Minutes of the Regular Board of Trustee 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 on Tuesday, June 21, 2022, beginning at 6:30 P.M. in the Hutchins Memorial Board Room and on Zoom. Mrs. Rod presided.

Trustees present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson; Dr. Bret Macha; Dr. Priscilla Metcalf; Mr. Paul Pope; Mr. Larry Sitka; and Dr. Sue Zanne Williamson Urbis

Trustees absent:

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Dr. Amanda Allen, Vice President of Strategy, Enrollment Management and Technology; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Seth Bailey; Mr. Gary Bonewald; Ms. Zina Carter; Mrs. Carol Derkowski; Mr. Mike Feyen; Mrs. Shannon Hobbs; Mr. David Kucera; Ms. Barbara Lynn; Mr. Jerry Martinez; Ms. Deborah McGraw; Mr. Josh Owens; Dr. Liz Rexford; Mrs. Sheryl Rhodes; Ms. Haydee Ruiz; Mr. Ben Sharp; Ms. Celine Siewert; Mr. Don Smith; Mr. Danny Terronez; Mrs. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

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

-Mrs. Rod called the meeting to order at 6:30 P.M. and declared a quorum.

**II. Pledge of Allegiance**

-Mrs. Rod led the Pledge of Allegiance

**III. Reading of the Minutes**

**A. May 17, 2022 Board of Trustee Meeting Minutes**

**BOARD ACTION:** On a motion made by Mrs. Hundl and a second by Dr. Urbis, the board unanimously approved the regular board of trustee meeting minutes from May 17, 2022 as presented.

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

**V. Special Items**

**A. Approve the Board of Trustee Bylaws**

-Ms. McCrohan noted some changes to the Board of Trustee ByLaws. Ms. McCrohan will send the board an amended copy. Dr. Urbis explained the ByLaws.

**BOARD ACTION:** On a motion by Mr. Gertson and a second by Mrs. Hundl, the board voted 6 yea's and 3 nay's approving the ByLaws with the corrections noted.

**B. Reports from Board Committees**

-Mrs. Meyer read the plan for the Outreach and Engagement committee.

-Dr. Urbis explained the purpose of the Board Evaluation, Training, and Policy committee.

-Mrs. Rod asked that all members complete their training by the August 16, 2022 board meeting.

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

A. Retirement Resolution for Barbara Lynn

-Mr. Kucera read the resolution and will deliver the resolution and plaque to Ms. Lynn.

B. Retirement Resolution for Deanna Feyen

-Ms. McCrohan read the resolution and presented the plaque to Mrs. Feyen.

C. Retirement Resolution for Mike Feyen

-Mr. Kocian read the resolution and presented the plaque to Mr. Feyen.

D. Overview of the Fitness Center

-Ms. McCrohan gave a report on the history of the fitness center and plans to move forward. Ms. McCrohan is planning a fall opening of the fitness center.

F. Update on change from Blackboard to D2L - Leigh Ann Collins

-Mrs. Collins gave a report on the change from Blackboard to D2L.

G. Report on College Events

-Ms. McCrohan gave an overview of various events that the board members can attend.

VII. **Student Success**

-Ms. McCrohan gave a report on the Texas Commission on Community College Finance meeting held June 21, 2022. Ms. McCrohan will provide the board with information to view the meeting documents.

VIII. **Reports to the Board**

A. Financial Reports

1. May 2022 Financials

-Mr. Kocian presented the May 2022 financials.

**BOARD ACTION:** On a motion by Dr. Metcalf and a second by Mr. Pope, the board unanimously approved the May 2022 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**

-Mrs. Rod announced a change to Item X.V.C.6. noting the item should have been a change from 12 months to 10.5 months.

X. **Matters Relating to General Administration**

A. Consideration and approval of the addition, revision or deletion of (LOCAL) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB localized policy manual update 43 for Wharton County Junior College (\$1,606.20 total - 43 packet/service \$1,567.00 plus printing/shipping 280 pages @ \$0.14 each \$39.20)

- B. Approve (4) 12-month billboard advertising contract agreements with JGI Outdoor Advertising for billboards in El Campo, Rosenberg, Richmond, and Sugar Land (\$75,000.00 - Plant Fund)

**XI. Matters Relating to Academic Affairs**

- A. Approve a new Level 1 Payroll Specialist Certificate, effective fall 2023 (no cost; current faculty, technology, and classroom space is sufficient)
- B. Approve funding for the NRG Skills Development Fund Grant (no cost; \$575,941 grant revenue)

**XII. Matters Relating to Administrative Services**

- A. Recommend approval of the sixth amendment to lease agreement with the University of Houston System (\$27,544.00 additional costs for FY23. This amount will be included in the FY23 budget)
- B. Approve the proposal submitted by Echo Healthcare to provide an interactive 3 wall projection system lab simulator with touch controls simulating actual scenes to help EMT students manage these environments (\$118,490.00 - TRUE Grant Funds \$72,335.00 and transfer from Plant Fund \$46,155.00)
- C. Approve the proposal submitted by Echo Healthcare to provide 5 Lifecast simulator manikins ranging from full term baby to adult in order to simulate different clinical settings that EMT students will encounter in the field (\$78,770.00 - TRUE Grant Funds)
- D. Approve the one year extension of the agreement with Ambassador Services to clean the Richmond and Bay City Campus locations (\$120,553.53 - Current Unrestricted Operating Budget)
- E. Approval of the attached Interlocal Cooperation Agreement from the Fort Bend County Tax Assessor/Collector Carmen P. Turner (Approximately \$5000.00 -2022-2023 unrestricted budget. The only cost associated with collection is \$0.40 per parcel for approximately 12,304 parcels in Needville ISD)
- F. Approval of Fiscal Year 2022 Budget Adjustments for the 1st and 2nd quarter periods September 1, 2021 - February 28, 2022 (N/A)

**XIII. Matters Relating to Technology**

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

- A. Approve the amendment submitted by Columbia Advisory Group to provide an interim Chief Information Officer for the College through September 30, 2022 (\$75,000 + travel using CRRSAA funds)

**XV. Matters Relating to Personnel**

- A. Board of Trustees
- B. Office of President
- C. Office of Academic Affairs

- 1. Jazmin Cordova received a change in title/assignment from regular, full time Title V HSI academic advisor for financial literacy, A-05-3, to regular, full time

academic advisor, A-05-5, effective May 23, 2022.

2. Sandra Davis received a change in contract length from 9 month regular, full time instructor of associate degree nursing, FAC-1-32, to 12 month regular, full time program director/instructor of associate degree nursing program, FAC-1-32, August 22, 2022.
3. Nathan King employed as regular, full time instructor of English, FAC-7-7, effective August 22, 2022.
4. Sandra McCarstle employed as regular, full time instructor of education & early childhood, FAC-4A-1, effective August 22, 2022.
5. Monica Oliver employed as temporary, full time Title V HSI experiential learning specialist, A-05-8, effective May 23, 2022.
6. Andrea Shropshire received a change in contract length from 12 month regular, full time instructor of associate degree nursing program director, FAC-7-30, to 10 1/2 month regular, full time instructor of associate degree nursing program, FAC-7-30, effective August 22, 2022.
7. Antoinette Smith employed as regular, full time academic advisor, A-05-10, effective June 6, 2022.
8. Christian Spencer received a change in title/assignment from temporary, full time instructor of speech, FAC-1-10, to regular, full time instructor of speech, FAC-1-10, effective August 22, 2022.
9. Shazia Usman received a change in contract length from 10 1/2 month regular, full time instructor of associate degree nursing, FAC-1-20, to 9 month regular, full time instructor of associate degree nursing, FAC-1-20, effective August 22, 2022.
10. Emily Krause employed as regular, full time public service librarian, FAC-1-3, effective June 13, 2022.
11. Anna Sawyer employed as regular, full time instructor of associate degree nursing, FAC-1-20, effective August 22, 2022.
12. Wendy Tamayo received a temporary change in title/assignment from regular, full time continuing education specialist, P-15-3, to temporary, full time continuing education interim facilitator, A-10-9, effective June 6, 2022.
13. Stephanie Kolacny employed as regular, full time academic advisor, A-05-10, effective June 27, 2022.
14. 2022 May Mini Overloads
15. 2022 Summer I Overloads

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

G. Office of Planning & Institutional Effectiveness

1. Amanda Allen received a change in title/assignment from regular, full time vice president of planning and institutional effectiveness, VP-13-64, to regular, full time vice president of strategy, enrollment management

and technology, VP-13-64, effective May 1, 2022.

2. Mariam Dadani employed as a regular, full time college recruiter, A-05-5, effective June 27, 2022.

3. Leslie Hanneken employed as a regular, full time college recruiter, A-05-10, effective June 27, 2022.

XVI. **END OF CONSENT AGENDA**

**BOARD ACTION:** On a motion by Mr. Pope and a second by Dr. Urbis, the board unanimously approved the consent agenda with the change to Item X.V.C.6.

XVII. **Paid Professional Assignments**

A. Information Item:

1. Paid Professional Assignment for Amy Pendergraft, Sim Lab, summer 2022 - \$2,100.00

2. Paid Professional Assignment for Wendy Waters, Assistant Department Head - Human Anatomy & Physiology Coordinator, Summer 2022 - \$1,000.00

3. Paid Professional Assignment for Jennifer Jeffery, Assistant Department Head - General Biology Coordinator, Summer 2022 - \$1,000.00

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).**

-The board adjourned to executive session at 8:27 P.M.

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

-The board reconvened in public **session at 8:34 P.M.** No action was taken.

XX. **Discuss Matters Relating to Formal Policy**

XXI. **Adjourn**

-The meeting adjourned at 8:35 P.M.

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Board Secretary