

Minutes of the Regular Board of Trustee Meeting

The Board of Trustees

Wharton County Junior College

A regular board meeting of the Board of Trustee was held on Tuesday, October 18, 2022 at 6:30 PM in the Hutchins Memorial Board Room and Remote. Mrs. Rod presided.

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

Trustees Absent: Mrs. Ann Hundl, Vice Chair

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, VP of Administrative Services; Dr. Amanda Allen, VP of Strategy, Enrollment Management and Technology; Mrs. Leigh Ann Collins, VP of Instruction; Mrs. Sheryl Rhodes, Administrative Assistant; Mr. Laurence Armour; Mrs. Suzanne Armour; Mrs. Rachel Bahnsen; Mr. Seth Bailey; Mrs. Lori Baumgarten; Mr. Shane Benich; Ms. Georgeann Calzada; Ms. Zina Carter; Mrs. Trish Chandler; Mr. Kevin Dees; Mrs. Carol Derkowski; Mr. Bob Falco; Mr. Jonathan Jeter; Mr. T.K. Krpec; Mrs. Kim Raun; Ms. Lindsey Reeves; Mr. Tommy Regan; Dr. Liz Rexford; Mr. Ben Sharp; Mrs. Amanda Shelton; Mrs. Amanda Sitka; Mr. Don Smith; State Representative Phil Stephenson, Mrs. Sue Stephenson; Mr. George Stephenson; Mr. Danny Terronez; Ms. Emily Voulgaris; Mrs. Cindy Ward; Dr. Hector Weir; Mr. Gus Wessels; Mr. Philip Wuthrich; Mrs. Tara Zakevat

I. Determination of Quorum and Call to Order

-Mrs. Rod called the meeting to order at 6:33 p.m. and declared a quorum.

II. Pledge of Allegiance

-Mrs. Rod let the Pledge of Allegiance.

III. Reading of the Minutes

III.A. September 12, 2022 Board of Trustee Special Called Meeting Minutes

III.B. September 20, 2022 Board of Trustee Public Hearing Meeting Minutes

III.C. September 20, 2022 Board of Trustee Meeting Minutes

BOARD ACTION: On a motion made by Mr. Paul Pope and seconded by Dr. Sue Zanne Williamson Urbis, the Board of Trustee special called meeting minutes from September 12, 2022, the Board of Trustee public hearing meeting minutes from September 20, 2022 and the Board of Trustee regular meeting minutes from September 20, 2022 were approved.

IV. Citizens' Comments (revised by legal counsel on 08-05-2022)

V. Special Items

V.A. Recognition of Texas State Representative Phil Stephenson

-President McCrohan recognized State Representative Phil Stephenson and thanked him for his years of service and his loyalty to Wharton County Junior College.

V.B. Recognize employees who volunteered to help WISD

-President McCrohan recognized Ms. Amber Barbee, Ms. Kay Gardner, Dean Lindsey McPherson and Mr. Danny Terronez for their assistance to Wharton High School during the recent school lock down.

V.C. Reports from Board Committees

-Dr. Sue Zanne Williamson Urbis informed the group that the Board Evaluation forms required by The Southern Association of Colleges and Schools Commission on Colleges will be distributed at the meeting tonight and are due by November 15, 2022.

-Vice President Allen distributed the board evaluation packets and reviewed the completion process.

-Vice President Allen stressed the importance of completing the three packets which require board completion; the board evaluation packet, the President's evaluation and the auditor's confirmation letter.

-Mr. Paul Pope informed the group the Strategic Visioning Committee met to reevaluate plans for the Richmond campus.

ACTION ITEM: President McCrohan will provide information to the committee to assist in determining the updated needs for the Richmond campus.

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

VI.A. Retirement Resolution - Kim Raun

-Vice President Collins commended Mrs. Raun on her years of service to Wharton County Junior College.

-Mr. Keven Dees read the resolution and presented her with a plaque.

VI.B. Update on Texas Commission on Community College Finance

-President McCrohan reported on the draft recommendations from the Texas Commission on Community College Finance.

VI.C. Report on activity in Matagorda County

-President McCrohan reported on communications taking place with the Matagorda County and Bay City Economic Development Councils.

VI.D. Overview of upcoming WCJC Foundation Event - Jonathan Jeter

-Jonathan Jeter reported on the upcoming Wharton County Junior College Foundation event, Super Science Alliance scheduled for Thursday, October 27, 2022 from 9:00 a.m. to 3:00 p.m. at the Bay City Civic Center.

VI.E. Overview of WCJC's hiring process - Rachel Bahnsen

-Dean Bahnsen reviewed the current hiring process for the institution.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. September 2022 Monthly Financials

-Mr. Kocian presented the September 2022 financial reports.

-Mrs. Ward presented the 4th quarter 2022 investment report.

BOARD ACTION: On a motion made by Mr. Sitka and seconded by Dr. Metcalf, the board approved the September 2022 financials and the 4th quarter 2022 investment report as presented.

VIII.B. Management Reports

VIII.B.1. Financial Aid Report

VIII.B.2. Testing Report

VIII.C. Reports from College Governance Councils

VIII.C.1. Faculty Council Meeting Minutes from September 6, 2022

VIII.C.2. Extended Cabinet Meeting Minutes from September 15, 2022

IX. CONSENT AGENDA

X. Matters Relating to General Administration

XI. Matters Relating to Academic Affairs

XII. Matters Relating to Administrative Services

XII.A. Upgrade position of Security Secretary to Security and Public Safety Document and Compliance Specialist (\$7,100.00-accommodated by the current Security and Public Safety budget)

XII.B. Approval of Fiscal Year 2022 Budget Adjustments (N/A)

XII.C. Adopt attached list of qualified brokers that are authorized to engage in investment transactions with Wharton County Junior College (N/A)

XII.D. Approve the allocation of funds from the prior year fund balance for 2022 outstanding encumbrances (\$531,741.91-Unrestricted Operating Fund for 2022-2023)

\$175,128.48; Restricted Grant Accounts for 2022-2023 \$356,613.43)

XII.E. Approve transfer of \$1,468,923.16 from the Unrestricted Current Operating Fund to the Investment in Plant Fund (N/A-this transfer will eliminate the fund inequities resulting from the implementation of GASB 87)

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIII.A. Approve the statement of work for Database Administrators services through Strata Information Group from October through December 2022 (\$88,400.00 - to be paid for using CRRSAA funds)

XIII.B. Approve reorganization of the Office of Technology services (\$7,500.00 cost savings per year)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Danny M. Bacot employed as regular, full time director of continuing education, CA-15-10, effective October 19, 2022

XIV.C.2. Sara Fira received a change in title/assignment from regular, full time GPS campus student success project coordinator, AA-1-5, to regular, full time academic and career advising coordinator, AA-6-10, effective September 1, 2022

XIV.C.3. Shannon Glardon employed as regular, full time counselor, FAC-1-10, effective September 21, 2022

XIV.C.4. Natasha Goins received a salary adjustment for completion of a doctor of nursing practice degree as regular, full time instructor of associate degree nursing, FAC-3-36, to regular, full time instructor of associate degree nursing, FAC-7-36, effective August 22, 2022

XIV.C.5. Alexiah Wilson extended as temporary, full Title V HSI academic advisor for financial literacy, A-5-2, effective September 1, 2022

XIV.C.6. Traci Myers received a change in title/assignment from regular, full time administrative assistant to the dean of student success, P-11-1, to temporary, full time director of senior citizens program, GNT-1-9 effective October 24, 2022

XIV.C.7. Wendy Tamayo extended as temporary, full time continuing education interim facilitator, A-10-10, effective October 1, 2022

XIV.D. Office of Administrative Services

XIV.E. Office of Student Services

XIV.F. Office of Strategy, Enrollment Management and Technology

XV. END OF CONSENT AGENDA

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Dr. Macha, the board unanimously approved the consent agenda as presented.

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Michael Adkins, Title V HSI Project Director, October 1, 2022 - September 30, 2023 - \$13,750.00

XVI.A.2. Paid Professional Assignment for Lauren Green, COWs maintenance, fall 2022 - \$700.00

XVI.A.3. Paid Professional Assignment for Jesi Ramirez, Assistant College Rediness Math Department, fall 2022 - \$2,100.00

XVI.B. Information Item

XVI.B.1. Request for funding from Wharton County Junior College Foundation for college bus

XVII. 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).

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

XIX. Discuss Matters Relating to Formal Policy

XX. Other Business

XXI. Adjourn

-The meeting adjourned at 7:45 p.m.

Board Secretary