

# Minutes of Regular Board Meeting

## The Board of Trustees Wharton County Junior College

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A Regular Board Meeting of the Board of Trustees of Wharton County Junior College was held Tuesday, March 19, 2019, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Ann Hundl, Secretary; Mr. Scott Glass; Mr. Oliver Kunkel, Jr.; Mrs. Mary Ellen Meyer; Mr. J. Paul Pope; and Mr. Larry Sitka

Trustees Absent: Mrs. Amy Rod, Vice Chair; 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 and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Doug Baumgarten; Ms. Zina Carter; Mrs. Carol Derkowski; Mr. Mike Feyen; Dr. Liz Rexford; Mr. Danny Terronez; Mr. Pisal Var; 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 meeting minutes from February 19, 2019

-The board of trustee minutes from February 19, 2019 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

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

A. Facilities Update

-Mr. Feyen gave a presentation on the facilities update.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for February 2019

-Mr. Wessels presented the February 2019 financials.

**BOARD ACTION:** On a motion by Mrs. Hundl and a second, the board approved the February 2019 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**

*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 proposal submitted by Way Engineering, LTD to replace the HVAC system for the Pioneer Student Center first floor snack bar and add controls, security lower level, and counseling upper level (\$45,780.00 - transfer from plant repair and replacement fund)
- B. Approval to seek bids for the sale of property located in Matagorda County, TX
- C. Approve the proposal submitted by Firetron Life Safety Solutions to perform a complete upgrade of the fire alarm system on the Wharton Campus and cabling (\$188,259.00 - transfer from plant repair and replacement fund)
- D. Approve the proposal submitted by Way Engineering, LTD to remove the existing HVAC pneumatic controls at the Fine Arts Building and replace with new DDC controls and refurbish the 2 air handlers (\$279,978.00 - transfer from plant repair and replacement fund)
- E. Approve the transfer of funds to cover the asbestos survey, specifications, and oversight activities and abatement contractor needed for the Fine Arts HVAC controls work (\$37,000.00 - transfer from the plant repair and replacement fund)
- F. Approve additional security improvements/upgrades with funds transferred from the plant repair and replacement fund (\$88,084.70 - transfer from the plant repair replacement fund)
- G. Approve the agreement with El Campo Memorial Hospital for Campus-Based Health Center Services and Lease Agreement for Use of College Property
- H. Information Item:
  - 1. Approval to seek sealed bids for the construction of a Distillation Training Skid for the Process Technology Program at the Richmond Campus (\$279,300.00 - funds from the Jobs and Education for Texans Grant, \$14,700.00 - College matching funds from unrestricted operating budget)

## XIII. Matters Relating to Technology

- A. Approve the transfer of funds to purchase standard instructional technology for classrooms (\$21,548.00 - transfer from the MIS plant fund for 2018 - 2019)

## XIV. Matters Relating to Student Services

### XV. Matters Relating to Planning & Institutional Effectiveness

- A. Approve the reorganization of the Office of Institutional Research to better attend to the data needs for the institution (\$25,477.00 - transferred from the VPPIE salaries budget -previously designated for an administrative assistant for the VPPIE)

## XVI. Matters Relating to Personnel

- A. Board of Trustees
  - 1. Approve contract actions as listed in the attached agenda brief.
- B. Office of President
- C. Office of Academic Affairs

1. Lauren F. Herrmann received a change from temporary, full-time instructor of developmental mathematics, FAC-1-0, to regular, full-time instructor of developmental mathematics, FAC-1-0, effective June 1, 2019
2. Tom-Kody W. Krpec received a change from temporary, full-time instructor of developmental English, FAC-1-1, to regular, full-time instructor of developmental English, FAC-1-1, effective June 1, 2019
3. Jacob Mehr received a change from temporary, full-time instructor of mathematics, FAC-1-1, to regular, full-time instructor of mathematics, FAC-1-1, effective June 1, 2019
4. Jonah Mutua received a change from temporary, full-time instructor of mathematics, FAC-1-8, to regular, full-time instructor of Mathematics, FAC-1-8, effective June 1, 2019

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

G. Office of Planning & Institutional Effectiveness

1. Susie Fendley received a change in title/assignment from regular, full-time research specialist, P-13-9, to regular, full-time senior research analyst, AA-1-9, effective April 1, 2019

## **XVII. END OF CONSENT AGENDA**

**BOARD ACTION:** On a motion by Mr. Kunkel and a second, the board unanimously approved the consent agenda with exception of Item XII.G.

**BOARD ACTION:** On a motion by Mr. Pope and a second, the board approved Item XII.G. El Campo Memorial Hospital Lease Agreement with 6 yea's and 1 nay with the caveat to give the authority to the President when changes are received from the attorneys.

## **XVIII. Paid Professional Assignments**

A. Information Item:

1. Paid Professional Assignment for Shayna Barker, EAIHEP Enrollment Services Coordinator, March 2019 - December 2019 - \$6,000.00

**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).

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

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

**XXII. Other Business**

-Reminder that the Johnson Building ribbon cutting is on March 20, 2019 at 4:00 P.M.

-Tom Uher passed away on March 9<sup>th</sup>. The 7<sup>th</sup> street in Bay City will be named after him.

-Mr. Sitka asked if the administration received the SWOT analysis results. Ms. McCrohan stated that the board will be a part of a SWOT analysis at the board retreat and all results will be shared at the retreat.

### XXIII. Adjourn

-The meeting adjourned at 7:17 P.M.