

# 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, July 19, 2016, 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. Monty Merecka, Secretary; Mr. Scott Glass; Mrs. Merle Hudgins; Mrs. Ann Hundl; Mr. Oliver Kunkel; and Mr. Larry Sitka

Trustees Absent: 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 and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Deanna Feyen, Executive Secretary to the President; Ms. Zina Carter; Ms. Trish Chandler; Mr. Kevin Dees; Ms. Carol Derkowski; Mr. Mike Feyen; Ms. GG Hunt; Ms. Kathy Kresta; Ms. Deborah Popek; Mr. Tommy Regan; Dr. Liz Rexford; Mr. Danny Terronez; Ms. Cindy Ward; Mr. Gus Wessels; Ms. Stephanie Witkoski; Mr. Robert Wolter; and Mr. Philip Wuthrich

Guests: Mr. William Dikes (Abel Architects); Mr. Dare Lovett (Abel Architects); Ms. Irma Sifontes (Abel Architects); Ms. Melissa Mahalitic (Bracewell, LLP); Mr. Chase Myles (Patterson & Assoc.), and Ms. Linda Patterson (Patterson & Assoc.)

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

-The meeting was called to order at 7:00 P.M.

-Mr. Gertson welcomed everyone and thanked them for attending the meeting.

### II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

### III. Reading of the Minutes

A. The special board meeting held on June 21, 2016.

B. The regular board meeting held on June 21, 2016.

C. The special board meeting held on June 29, 2016.

-The minutes of the special board meeting held on June 21, 2016, the regular board meeting held on June 21, 2016, and the special board meeting held on June

29, 2016 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

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

##### A. Abel Design Group Presentation - Richmond Campus

-Mr. Lovett, Mr. Dikes, and Ms. Sifontes gave a presentation on the conceptual design for the Richmond campus. Ms. McCrohan thanked the architects for their presentation.

##### B. Facilities Update - Mike Feyen

-Mr. Feyen gave an update on the facilities and explained that the quotes for the Fine Arts chiller replacement were from three companies and Eldridge Air Conditioning & Heating was chosen. Ms. McCrohan thanked Mr. Feyen.

#### VII. Student Success

#### VIII. Reports to the Board

##### A. Financial Reports for June 2016

-Mr. Wessels presented the June 2016 financials. Ms. Hudgins asked about insurance and how much the employees pay and how much the college pays. Mr. Kocian explained that on a family plan the employee pays 50% and the state and college split the remainder. Mr. Glass asked if there were some employees that the state does not pay such as grants. Mr. Kocian stated that the grants pay for their employees insurance.

-Ms. Ward presented the 3<sup>rd</sup> quarter investment report ending May 31, 2016.

-Mr. Myles and Ms. Patterson presented the quarterly investment report.

**BOARD ACTION:** On a motion by Mr. Glass and a second, the board unanimously accepted the financial and investment report as presented.

B. Information Item: Management Reports

C. Information Item: Reports from College Governance Councils

1. The faculty council meeting held on May 9, 2016.

IX. Reports from Committees of the Board

A. Audit/Finance Committee

B. Facilities Committee

C. Legislative Committee

X. **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.*

XI. Matters Relating to General Administration

XII. Matters Relating to Academic Affairs

A. Approve federal funding from the Carl D. Perkins Career and Technical Education Act of 2006 (\$202,606.00 - grant funds)

XIII. Matters Relating to Administrative Services

A. Approve Abel Design Group (ADG) to develop plans and bid specifications for the renovation of the Richmond Campus Technical wing (\$113,900.00 - transfer from plant repair & replacement fund)

B. Approve a change order to the Gordian Group's contract to complete an asphalt overlay to parking lot #8 to include adding a seal coat to parking lots #7, 7a and 9 (\$16,678.81 - transfer from plant repair & replacement fund)

C. Approve the proposal submitted by the Texas Association of School Boards (TASB) for the College's Worker's compensation insurance (\$57,237.00 - current unrestricted operating budget for 2016 - 2017)

D. Approve the second year of a two year contract with Blackboard, Inc. to provide a Managed Hosting Solution and course delivery for their on-line learning management software used by the College to support our on-line classes (\$116,500.00 - current unrestricted operating budget for 2016 - 2017)

E. Information Item:

1. Seek offers from the public for the sale of surplus or damaged property using an on-line auction (current unrestricted operating budget for 2015 - 2016)

#### XIV. Matters Relating to Technology and Institutional Research

- A. Approve estimated costs for upcoming hardware and software maintenance contracts (\$578,945.00 - current unrestricted operating fund budget for 2016 - 2017)

#### XV. Matters Relating to Student Services

#### XVI. Matters Relating to Personnel

##### A. Board of Trustees

##### B. Office of President

##### C. Office of Academic Affairs

1. Megan E. Costanza employed as regular, full-time dean of vocational instruction, D-15-8, effective July 25, 2016
2. Kirk R. Crowell employed as regular, full-time instructor of speech, FAC-1-5, effective August 22, 2016
3. Cynthia A. Cruz received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-24, to regular, full-time instructor of associate degree nursing, FAC-1-25, effective August 22, 2016
4. Sandra Davis received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-24, to regular, full-time instructor of associate degree nursing, FAC-1-25, effective August 22, 2016
5. Natasha Goins received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-26, to regular, full-time instructor of associate degree nursing, FAC-1-27, effective August 22, 2016
6. Tammy L. Hann received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-26, to regular, full-time instructor of associate degree nursing, FAC-1-27, effective August 22, 2016
7. Patricia A. Korenek received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-28, to regular, full-time instructor of associate degree nursing, FAC-1-29, effective August 22, 2016
8. Shawna G. Lindsey received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-2-19, to regular, full-time instructor of associate degree nursing, FAC-2-20, effective August 22, 2016
9. Amanda K. Pence received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-22, to regular, full-time instructor of associate degree nursing, FAC-1-23, effective August 22, 2016
10. Corrine M. Reutter received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-30, to regular, full-time instructor of associate degree nursing, FAC-1-31, effective August 22, 2016
11. Andrea M. Shropshire received a salary adjustment as regular, full-time

instructor of associate degree nursing, FAC-2A-22, to regular, full-time instructor of associate degree nursing, FAC-2A-23, effective August 22, 2016

12. David Camejo employed as temporary, full-time instructor of chemistry, FAC-7-1, effective August 22, 2016
13. Cynthia Rowatt employed as temporary, full-time instructor of mathematics, FAC-1-9, effective August 22, 2016

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

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

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

## **XVIII. Paid Professional Assignments**

A. Information Item:

1. 2016 Summer I Overload List
2. 2016 Summer II Overload List

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 to executive session at 8:15 P.M.

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

-The board re-adjourned into regular session at 8:41 P.M.

-No action was taken.

XXI. Discuss Matters Relating to Formal Policy

XXII. Other Business

## **XXIII. Adjourn**

-The meeting adjourned at 8:41 P.M.