

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 18, 2019, 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; Mrs. Ann Hundl, Secretary; Mr. Scott Glass; Mrs. Mary Ellen Meyer; Mr. J. Paul Pope; 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; 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. Seth Bailey; Ms. Zina Carter; Mrs. Carol Derkowski; Mr. Mike Feyen; Mr. Tom Firme (Wharton Journal Spectator); Dr. Liz Rexford; Mr. Ben Sharp; Ms. Theresa Spillers; Mr. Danny Terronez; 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 of Trustee meeting minutes from May 21, 2019

-The regular board of trustee meeting minutes from May 21, 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

A. Replacement of Board vacant position

-Mr. Gertson disbursed documentation from another college on how they handled a resignation from their board. Mr. Gertson asked the board members to review the document at home and to place on next month's agenda to approve the process. Mr. Kunkel will be asked to attend the next meeting to accept a special framed momento.

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

-Ms. McCrohan received notification from SACSCOC that the College has been reaffirmed with no recommendations. The next report will be in 5 years.

-Ms. McCrohan announced that Ms. Melissa Mihalick is leaving Bracewell, LLP and going to Thompson & Horton. Ms. McCrohan recommended continuing to use Ms. Mihalick for our attorney services. Mrs. Rod asked for the College to take a look at the fees and retainer.

-Ms. McCrohan received a request from Mr. Pope to discuss the parking at the UHSL campus. A PowerPoint was given to board members from the Town Hall meetings. Ms. McCrohan reported that a Vice President's committee has been working with Sugar Land employees on the parking issues. The staff at UHSL are working with Smart Financial to extend the parking from 3:00 P.M. to 5:00 P.M. in their parking lot.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for May 2019

-Mr. Wessels presented the May 2019 financials.

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board unanimously approved the May 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

- A. Approval of the organizational changes as noted in attachments (\$34,885.00 annual cost increase in 2019 – 2020 current operating fund)

XI. Matters Relating to Academic Affairs

XII. Matters Relating to Administrative Services

- A. Approve the proposal submitted by Prism Electric to replace the 3 medium voltage electrical switches (12,470/3 phase) located in the underground vault near the Pioneer Student Center with an above ground switch (\$307,945.00 - transfer from plant repair & replacement fund)
- B. 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 2019 - 2020)
- C. Approve an additional \$13,000.00 for the construction of a Distillation Training Skid for the Process Technology Program at the Richmond Campus (\$167,000.00 - previously approved, \$13,000.00 - additional cost - total \$180,000.00 - Jobs and Education for Texans Grant Funds)

XIII. Matters Relating to Technology

XIV. Matters Relating to Student Services

XV. Matters Relating to Planning & Institutional Effectiveness

XVI. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

1. Amanda Allen received a salary adjustment from regular, full-time vice president of planning & institutional effectiveness, VP-13-40, to regular, full-time vice president of planning & institutional effectiveness, VP-13-63,

effective June 19, 2019

2. Leigh Ann Collins received a salary adjustment from regular, full-time vice president of instruction, VP-13-63, to regular, full-time vice president of instruction, VP-13-86, effective June 19, 2019
3. Bryce Kocian received a salary adjustment from regular, full-time vice president of administrative services, VP-13-57, to regular, full-time vice president of administrative services, VP-13-80, effective June 19, 2019
4. Pamela Youngblood received a salary adjustment from regular, full-time vice president of technology, VP-13-54, to regular, full-time vice president of technology, VP-13-77, effective June 19, 2019
5. Zina Carter received a salary adjustment from regular, full-time director of marketing and communications, CA-1-39, to regular, full-time director of marketing and communications, CA-15-39, effective July 1, 2019
6. Judy Jones received a salary adjustment from regular, full-time director of human resources, CA-1-38, to regular, full-time director of human resources, CA-15-38, effective July 1, 2019

C. Office of Academic Affairs

1. 2019 May Mini Overloads
2. Paul J. Quinn employed as regular, full-time dean of vocational instruction, D-15-20, effective June 19, 2019
3. Hanife Topal employed as regular, full-time instructor of economics, FAC-7-7, effective August 19, 2019

D. Office of Administrative Services

1. Michael Feyen received a salary adjustment from regular, full-time director of facilities management, CA-1-44, to regular, full-time director of facilities management, CA-15-44, effective July 1, 2019

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. Information Item:

1. Paid Professional Assignment for Henry Zhao for cleaning/reorganization of CHEM labs & storage - May mini term to June 7, 2019 - \$1,400.00
2. Paid Professional Assignment for Tracey Simmons-Willis for cleaning/reorganization of CHEM labs & storage - May mini term to June 7, 2019 - \$1,400.00

3. Paid Professional Assignment for Obiageli Nwosu for cleaning/reorganization of CHEM labs & storage - May mini term to June 7, 2019 - \$1,400.00
 4. Paid Professional Assignment for Nicole Lippolis for cleaning/reorganization of CHEM labs & storage - May mini term to June 7, 2019 - \$700.00
 5. Paid Professional Assignment for Sean Derrickson for cleaning/reorganization of CHEM labs & storage - May mini term to June 7, 2019 - \$1,400.00
 6. Paid Professional Assignment for David Camejo for cleaning/reorganization of CHEM labs & storage - May mini term to June 7, 2019 - \$1,400.00
 7. Paid Professional Assignment for John Bankston for cleaning/reorganization of CHEM labs & storage - May mini term to June 7, 2019 - \$700.00
 8. Paid Professional Assignment for David Woods for master course development - online COSC 2425, Summer I and II, 2019 - \$2,100.00
 9. Paid Professional Assignment for Sharon Gregory for master course development - online BCIS 1301 - Summer I and II, 2019 - \$2,100.00
 10. Paid Professional Assignment for Amelia Maretka for master course development - online COSC 1301 - Summer I and II, 2019 - \$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).
- XX. Consideration and possible action on items discussed in closed session
- XXI. Discuss Matters Relating to Formal Policy
- XXII. Other Business

-Mr. Pope asked for time to review the strategic plan of the College. Mr. Gertson suggested quarterly workshops at 5:00 P.M. prior to the board meeting. Mr. Gertson asked for the item to be placed on the next board agenda.

-Mr. Gertson gave a summary of the TACC & CCATT meetings.

-Mr. Gertson announced that he was re-elected to the CCATT board.

XXIII. Adjourn

-The meeting adjourned at 7:35 P.M.