Minutes of the 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 on Tuesday, August 19, 2025, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488

Trustees Present: J. Paul Pope, Chair; Dr. Priscilla Metcalf, Vice Chair; Dr. Bret Macha, Secretary/Treasurer (zoom); Mr. Terry Lynch; Mr. Jay Roussel; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mrs. Ann Hundl, Mrs. Amy Rod

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Executive Vice President; Mrs. Leigh Ann Collins, Vice President of Instruction; Ms. Kettida Vasiknanon, Vice President of Information Technology; Sheryl Rhodes; Peter Anderson; Danny Bacot; Seth Bailey (zoom); Gary Bonewald; Deanna Feyen (zoom); Jessica Garcia; Lacy Jones; Shamierra Jones; Sherman Jones; Jonathan Jeter; Christopher Laack; Cindy Mahalitc (zoom); Lindsey McPherson; Kerri Novak (zoom); Haydee Ruiz (zoom); Ben Sharp; John Taggart (zoom); Emily Voulgaris (zoom); Cindy Ward

I. Determination of Quorum and Call to Order

-Mr. Pope called the meeting to order at 6:30 p.m. and declared a quorum.

II. Pledge of Allegiance

-Mr. Pope led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. July 15, 2025 Board of Trustee Regular Meeting Minutes

III.B. July 15. 2025 Special Called Board Meeting Minutes

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Dr. Williamson Urbis, the Board unanimously approved the July 15, 2025 Board of Trustee Regular Meeting Minutes and the July 15, 2025 Special Called Board Meeting Minutes as presented.

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

V. Special Items

V.A. Approve the 2025 - 2026 operating budget (under separate cover)

BOARD ACTION: The Board unanimously approved the FY2025 – 2026 Operating Budget with the following votes:

For: Bret Macha, Priscilla Metcalf, Paul Pope, Jay Roussel, Larry Sitka, Sue Zanne Williamson Urbis

Against: None

Absent: Ann Hundl, Terry Lynch, Amy Rod

V.B. Reports from Board Committees

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

VI.A. Betty McCrohan Retirement Resolution

-Mr. Pope read the retirement resolution and presented Mrs. McCrohan with a plaque.

VI.B. Jacqueline Kuehn Retirement Resolution

-Mrs. Collins read the retirement resolution.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. July 2025 Monthly Financials

-Mrs. Ward presented the June 2025 Monthly Financials

-BOARD ACTION: On a motion made by Mr. Lynch and seconded by Dr. Metcalf, the board unanimously approved the July 2025 monthly financials as presented.

VIII.B. Management Reports

VIII.B.1. Financial Aid Report

VIII.B.2. Testing Report

VIII.C. Reports from College Governance Councils

IX. CONSENT AGENDA

X. Matters Relating to General Administration

XI. Matters Relating to the Office of the Executive Vice President

XI.A. Approve the creation of new positions which have been included in the FY2026 budget ($146,025 - $166,025 - previously included in Fiscal Year 2026 budget expenditure assumptions)

XI.B. Approve a $5 per credit hour increase to the Out-of-District Fee and $1 per credit hour increase to the Technology Fee, effective Spring 2026 ($215,667 - unrestricted/technology FY2026 budget)

XI.C. Approve the use of First Class Transportation charter bus services for athletic program travel in Fall 2025 (Not to exceed $65,000 included in the FY2026 auxiliary budget)

XI.D. Approve Modern Campus to provide services for the College's website Content Management System ($60,365.43 - FY2026 Annual Operating Budget)

XI.E. Approve a $100 per semester credit hour increase to the semester hour pay rate for part-time faculty from $700 to $800, effective Fall 2025 ($200,000 increase to FY2026 budget for part-time salaries)

XI.F. Recommend the Board of Trustees vote to consider the proposed tax rate of $0.14/$100 valuation and set the date of September 16, 2025 to have the final vote on the rate ($947,380 - estimated additional tax revenue)

XII. Matters Relating to Academic Affairs

XII.A. Approve Purchase of Modern Campus Catalog Subscription and Career Pathways ($26,989.00 - FY25 budget)

XII.B. Information Item:

XII.B.1. Federal Funding for TRiO Student Support Services Program from the Department of Education ($272,364.00 - No cost to the college. Grant funds will be deposited for expenditure from the Current Restricted Fund)

XIII. Matters Relating to Administrative Services

XIII.A. Approve Resolution of Prosperity Bank Authorized Account Signatories (none)

XIII.B. Approve the use of the national Interlocal Agreement # R190301 for the purchase of the College's office supply needs from Reliant Business Products ($130,000.00 – Current Unrestricted Operating Budge 2025-2026)

XIII.C. Approve the lease agreement with Seamless Solutions for copiers and software located in the various buildings on the Wharton, Sugar Land, Richmond and Bay

City Campuses ($70,561.48 - Current Unrestricted Operating Budget 2025 - 2026)

XIII.D. Approve the one year extension of the agreement with Ambassador Services to clean the Richmond and Bay City locations ($180,399.00 - Current Unrestricted Operating Budget for 2025-2026)

XIII.E. Approve the proposal submitted by the Texas Association of School Boards cooperative to provide the College with our General Liability policy, Professional & Educator's Liability policy, Privacy & Information Security policy, and our Automobile coverage for the 2026 school year ($74,221.00 - Current Unrestricted Operating Budget 2025-2026)

XIII.F. Approve the WCJC Endowment Fund Investment Policy (N/A)

XIII.G. Approve the WCJC Investment Policy (N/A)

XIII.H. Approve Follett to manage and operate the College's physical and online bookstores for a contract term of October 1, 2025 through September 30, 2030 ($120,000.00-estimated annual commissions earned-unrestricted operating budget 2026 - 2030)

XIII.I. Approve the proposal submitted by Insurica to provide the College with our property/casualty, flood and equipment breakdown insurance for the FY2026 school year ($700,011.00 - Current Unrestricted Operating Budget 2025-2026)

XIII.J. Approval of Fiscal Year 2025 Budget Adjustments (N/A)

XIV. Matters Relating to Information Technology

XIV.A. To select and approve the proposal submitted by Tandem Cyber to provide Managed Security Services (vCISO & 24/7 Cybersecurity) to WCJC (FY26-$129,748.00; FY27-$130,447.84; FY28-$131,203.67; FY29-Optional $141,699.96 - Unrestricted Operating Budget)

XIV.B. Approve the estimated costs for FY26 annual IT contracts ($2,456,000.00 – current operating budget FY2026)

XIV.C. Approve the Ellucian Banner Oracle Database Licenses for FY 2026 ($93,629.00 - FY26 operating budget)

XV. Matters Relating to Personnel

XV.A. Board of Trustees

XV.B. Office of President

XV.C. Office of Executive Vice President

XV.D. Office of Academic Affairs

XV.D.1. Almas Amin employed as regular, full-time instructor of associate degree nursing, FAC-1-30, effective August 18, 2025

XV.D.2. Brandi Blagg employed as temporary, part-time instructor of emergency medical services, FAC-1-3, effective August 18, 2025

XV.D.3. Jessica Falcon extended as temporary, full-time TRiO SSS director, CA-4-14, effective September 1, 2025

XV.D.4. Shayna Guerra extended as temporary, full-time TRiO SSS advisor/coordinator, GNT-01-12, effective September 1, 2025

XV.D.5. Stephanie Kolacny received a change in title/assignment from regular, full-time academic advisor, A-5-12, to regular, full-time director of academic and career advising, CA-10-12, effective August 4, 2025

XV.D.6. Isaac Vazquez employed as temporary, full-time instructor of emergency medical service, FAC-1-3, effective August 18, 2025

XV.D.7. 2025 Summer II Overloads

XV.E. Office of Administrative Services

XV.F. Office of Information Technology

XVI. END OF CONSENT AGENDA

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Dr. Sue Zanne Williamson Urbis, the board approved the consent agenda as presented.

XVII. Paid Professional Assignments

XVII.A. Information Item:

XVII.A.1. Paid Professional Assignment for Kerri Novak, additional duties/responsibilities due to HR vacancies, August 1, 2025 August 31, 2025 - $1,200.00

XVII.A.2. Paid Professional Assignment for Doug Baumgarten, additional duties related to Facilities Management, August 1 - 31, 2025 - $1,200.00

XVII.A.3. Paid Professional Assignment for Andrew "Trey" Porras, job duties and responsibilities of athletic director, September 1, 2025 - May 31, 2026 - $20,250.00

XVII.A.4. Paid Professional Assignment for Alexis Brooks, Title V HSI Project Director, September 1 - 30, 2025 - $1,000.00

XVII.A.5. Paid Professional Assignment for Deborah Lutringer, Interim Director of Physical Therapy Assistance Program, August 1, 2025 through December 15, 2025 - $2,400.00

XVII.A.6. Paid Professional Assignment for Kimberly Ashburn, expand acadeum course sharing, Fall 2025 - $2,400.00

XVII.A.7. Paid Professional Assignment for Alexis Brooks, Title V HSI Project Director, July 17, 2025 through August 31, 2025 - $1,500.00

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).

XVIII.A. Review of Level 4 Complaint

-The Board of Trustees went into executive session at 6:50 p.m.

-The Board of Trustees reconvened into open session at 7:11 p.m.

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

XIX.A.Discuss Level 4 Complaint

-BOARD ACTION: It was the consensus of the Board to uphold the Level 3 decision on the Level 4 complaint.

XX. Discuss Matters Relating to Formal Policy

XXI. Adjourn

-The meeting adjourned at 7:24 p.m.