

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, January 28, 2025 at 6:30 p.m. in the Hutchins Memorial Boardroom. Dr. Metcalf presided.

Trustees Present: Mr. Paul Pope, Chair (zoom); Dr. Priscilla Metcalf, Vice Chair (active chair for this meeting); Dr. Bret Macha, Secretary (zoom); Mrs. Ann Hundl; Mrs. Amy Rod; Mr. Jay Roussel; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mr. Terry Lynch

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; Mrs. Sheryl Rhodes; Mr. Peter Anderson; Mr. Danny Bacot; Mr. Doug Baumgarten (zoom); Mr. Gary Bonewald; Mr. Jim Bouligny; Mrs. Carissa Bueno; Mrs. Trish Chandler; Mr. Mike Feyen; Mrs. Jessica Garcia; Mr. Gary Gillen; Mr. Jonathan Jeter; Mr. Karl Johnson; Mr. Robby Mathews (zoom); Mrs. Melissa Mihalick; Dr. Liz Rexford; Ms. Haydee Ruiz (zoom); Mr. Ben Sharp; Mr. Richard Urbis; Mr. Johnny Veselka; Ms. Emily Voulgaris (zoom); Mrs. Cindy Ward

I. Determination of Quorum and Call to Order

-Dr. Metcalf called the meeting to order at 6:30 and declared a quorum.

II. Pledge of Allegiance

-Dr. Metcalf led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. November 19, 2024 Board of Trustee Regular Board Meeting Minutes

III.B. November 19, 2024 Board of Trustee Special Call Board Meeting Minutes

BOARD ACTION: At the request of Mrs. Hundl, correct minutes to reflect that Mrs. Rod was not present at the BOT Special Called Meeting.

BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Dr. Williamson Urbis, the Board unanimously approved the November 19, 2024 Special Called Board of Trustee Regular Meeting Minutes with the correction and the November 19, 2024 Board of Trustee Regular Meeting Minutes as presented.

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

V. Special Items

BOARD ACTION: Item X.A. Recognition of \$250,000 Bequest to the WCJC Foundation from Eugene Bouligny (no cost) was pulled from the consent agenda for special recognition.

-Mr. Jim Bouligny was present to present a \$250,000.00 check donated by his late brother Eugene Harold Bouligny.

BOARD ACTION: Item X.A. Recognition of \$250,000 Bequest to the WCJC Foundation from Eugene Bouligny (no cost) was returned to the consent agenda.

V.A. Reports from Board Committees

Board Evaluation Committee

-Dr. Sue Zanne Williamson Urbis reported on the Board Evaluation Committee meeting held on January 6, 2025 and provided the following timeline:

-February 18, 2025 - there will be a presentation on how programs and degrees are developed for the institution.

-April 15, 2025 – Distribute Board Bylaws with any recommended changes from our attorney for review.

-June 17, 2025 – Vote to accept updated bylaws.

Technology Committee

-Mr. Roussel reported on the Technology Committee meeting held on January 17, 2025 and informed the group that the next meeting will be scheduled for March or April 2025.

Strategic Visioning Committee

-Mr. Pope reported on the Board Workshop/Strategic Visioning meeting that was held on January 17, 2025.

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

-Mike Feyen presented an update on all physical plant projects taking place as well as future projects.

VII. Student Success

VII.A. Spring 2025 Institutional Effectiveness Newsletter

-Dr. Allen reported on the Spring 2025 Institutional Effectiveness Newsletter.

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. December 2024 Monthly Financials

-Mrs. Ward presented the December 2024 financial reports.

-BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Mr. Sitka, the Board approved the December 2024 financials and the 1st Quarter 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. November 5, 2024 Faculty Council Meeting Minutes

VIII.C.2. November 7, 2024 Academic Affairs Council Meeting Minutes

VIII.C.3. January 10, 2025 Faculty Association Meeting Minutes

IX. CONSENT AGENDA

BOARD ACTION: At the request of Mr. Roussell, Item XV. Matters Relating to Personnel, was removed from the Consent Agenda for discussion in Executive Cabinet.

X. Matters Relating to General Administration

X.A. Recognition of \$250,000 Bequest to the WCJC Foundation from Eugene Bouligny (no cost)

X.B. Consideration and approval of the addition, revision or deletion of (LOCAL) policies as recommended by TASB Community Colleges Services and according to the Instruction Sheet for TASB Localized Policy Manual Update 48 for Wharton County Junior College (Update 48 - \$4,520.88 (\$4,466.00 plus printing/shipping 392 pages @ .14 each \$54.88))

X.C. Approve the Three-Year Lease Agreement between Wharton County Junior College and Bay City Community Development Corporation (\$1.00 per year for the term of the agreement)

X.D. Approve an increase in the salary range for the Director of Facilities Management and the salary grade for the Facilities Management Secretary (\$11,867 - increase to the Facilities Management budget)

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

XI.A. Notify the Board of Trustees that WCJC is a subrecipient of the Texas Reskilling and Upskilling through Education (TRUE) Grant, submitted by the Fort Bend Chamber of Commerce (\$125,000.00 - award amount; no cost to the institution)

XII. Matters Relating to Academic Affairs

XII.A. Approve Lab Fees, Effective Fall 2025 (No Cost)

XII.B. Approve RealityWorks Quote for the Patient Care Technician Program (\$75,308.77 - Funded by the TRUE Grant)

XII.C. Approve new EMS Department Administrative Specialist effective February 1, 2025 (\$36,475 (P-15 position) + \$14,590 (40% benefits) = \$51,065 - included in the HFD Agreement/FY25 budget)

XIII. Matters Relating to Administrative Services

XIII.A. Adopt attached REVISED list of qualified brokers previously approved by the Board of Trustees on October 14, 2024, adding TexPool Participant Services to the list of those authorized to engage in investment transactions for Wharton County Junior College (N/A)

XIII.B. Approve the proposal from CSF to provide the remediation design and storm drainage modifications needed to correct the foundation issues at the Richmond Campus (\$20,000.00 - Transfer from the Plant Repair and Replacement Fund)

XIV. Matters Relating to Information Technology

XV. Matters Relating to Personnel

XV.A. Board of Trustees

XV.B. Office of President

XV.B.1. Clarissa Bueno employed as regular, full-time director of purchasing, CA-15-5, effective January 6, 2025

XV.B.2. Benjamin Sharp received a change in title/assignment from regular, full time marketing and communications coordinator to temporary, full

time director of marketing, communications, and advancement, CA-15-18, effective December 1, 2024

XV.B.3. Benjamin Sharp received a change in title/assignment from temporary, full time director of marketing, communications, and advancement, AA-1-18 to regular, full time director of marketing, communications, and advancement, CA-15-18, effective January 22, 2025

XV.C. Office of Executive Vice President

XV.C.1. Wendy Tamayo received a change in title/assignment from regular, full time coordinator of vocational support services to regular, time full assistant director of admissions and registration, AA-1-11, effective January 22, 2025

XV.C.2. Jennifer Zuniga employed as temporary, full time college recruiter, A-5-10, effective January 22, 2025

XV.D. Office of Academic Affairs

XV.D.1. Justin Moran employed as regular, full time instructor of law enforcement, FAC-1- 10, effective January 6, 2025

XV.D.2. Wanda Taylor received a salary adjustment per BOT approval on 10/15/2024 from regular, full-time instructor of associate degree nursing, FAC-1-13 to regular, full-time instructor of associate degree nursing, FAC-1-23, effective November 1, 2024

XV.D.3. Eugene Theobald employed as regular, full time instructor of process technology, FAC-1-10, effective January 6, 2025

XV.D.4. Tommie Reddoch employed as regular, full time instructor of associate degree nursing, FAC-1-30, effective January 22, 2025

XV.D.5. Amanda Wetz employed as temporary, full time instructor of EMS, FAC-1-10, effective January 22, 2025

XV.D.6. 2024 Winter Mini Overloads

XV.E. Office of Administrative Services

XV.F. Office of Information Technology

XV.F.1. Tyler Wittig received a change in title/assignment from regular, full time IT technician, P-13-0 to regular, full time systems analyst, AA-1-1, effective January 22, 2025

XVI. END OF CONSENT AGENDA

BOARD ACTION: On a motion made by Mr. Roussel and seconded by Mr. Sitka, the consent agenda was unanimously approved with the removal of Item XV. Matters Relating to Personnel which will be voted on separately.

XVII. Paid Professional Assignments

XVII.A. Information Item:

XVII.B. Paid Professional Assignment for Doug Baumgarten, additional duties related to facilities management, January 1, 2025 - January 31, 2025 - \$1,200.00

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. Discuss succession plan and impact on key positions in college administration

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

-The Board reconvened at 8:45 p.m.

BOARD ACTION: On a motion made by Mr. Roussel and seconded by Mr. Sitka, the Board approved Item XV. Matters Relating to Personnel.

XX. Discuss Matters Relating to Formal Policy

XXI. Adjourn

-The meeting adjourned at 8:47 p.m.