

# 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, May 19, 2020, beginning at 2:30 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. Paul Pope; and Mr. Larry Sitka

Trustees absent: Mr. Jack Moses; and Mrs. Edee Sinclair

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; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mrs. Marybelle Albrecht; Mr. Peter Anderson; Mrs. Kimberly Ashburn; Mr. Andrew Berezin; Ms. Brenda Bode; Mr. Gary Bonewald; Ms. Zina Carter; Mr. Keith Case; Mrs. Gloria Crockett; Mrs. Carol Derkowski; Mr. Mike Feyen; Ms. Martha Harrison; Ms. Sarah Kresta; Mr. TK Krpec; Ms. Barbara Lynn; Ms. Kimberly Mrnustik; Ms. Rosie Nunez; Mr. Tommy Regan; Dr. Liz Rexford; Mrs. Sheryl Rhodes; Ms. Tamara Sealy; Ms. JoAnn Shimek; Ms. Andrea Shropshire; Ms. Theresa Spillers; Ms. Cassee Strickland; Ms. Wendy Tamayo; Mr. Danny Terronez; Mrs. Gloria Vela; Mrs. Cindy Ward; Mr. Gus Wessels; Mr. Phillip Wuthrich; and Ms. Deborah Yancey

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

-Mr. Gertson called the meeting to order.

### II. Pledge of Allegiance

### III. Reading of the Minutes

#### A. The regular board of trustee minutes from April 21, 2020

-The regular board of trustee meeting minutes from April 21, 2020 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. Retirement Resolution for Mrs. Deborah Yancey

-Ms. Shropshire read the resolution for Mrs. Deborah Yancey. Mrs. Yancey thanked everyone.

##### B. Retirement Resolution for Ms. Amy Conover

-Ms. Shropshire read the resolution for Ms. Amy Conover.

##### C. Retirement Resolution for Mrs. Corrine Reutter

-Ms. Shropshire read the resolution for Mrs. Corrine Reutter.

##### D. President's Report on actions taken during the Pandemic Shutdown

-Ms. McCrohan gave a report on actions taken during the pandemic shutdown including the phases of reopening the college.

-Ms. McCrohan asked the board members to complete their cyber security training.

#### VII. Student Success

#### VIII. Reports to the Board

##### A. Financial Reports for April 2020

-Mr. Kocian reviewed the April 2020 financials.

**BOARD ACTION:** On a motion by Mr. Glass and a second, the board unanimously approved the April 2020 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 attached resolution concerning Ad Valorem Tax Exemptions

B. Approve the engagement letter from Lott, Vernon & Company, P.C. for the fiscal year 2020 external audit (\$38,000)

C. Approve fiscal year 2020 budget adjustments

D. Approve the amendment for Joint Election Agreement and Contract Services for Election Services

E. Approve an upgrade to the existing ventilation systems on the welding side of the Reynolds Building (\$149,000.00 - donation from Praxair-\$100,000.00, welding program budget-\$26,000.00, transfer from the plant repair & replacement fund-\$23,000.00)

F. Approve the transfer from plant repair and replacement fund to renovate the north east section of the parking lot at the Richmond campus for the police academy driving course (\$54,500.00 - transfer from the plant repair and replacement fund)

G. Approve the transfer from the plant repair and replacement fund to refurbish the Evapco stainless steel cooling tower for the HVAC system at the Richmond campus (\$49,449.84 - transfer from the plant repair and replacement fund)

H. Approve the transfer from the plant repair and replacement fund to replace the air valve actuator and gear on thirty one variable air volume (VAV) boxes at the Richmond campus (\$28,139.00 - transfer from the plant repair and replacement fund)

XIII. Matters Relating to Technology

XIV. Matters Relating to Planning & Institutional Effectiveness

A. Review and reaffirmation for the Wharton County Junior College Mission

Statement

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. Jeanette Jacobs employed as regular, full-time instructor of associate degree nursing, FAC-3-21, effective August 17, 2020
2. Tina Gustavus received an extension as regular, full-time instructor of developmental mathematics, FAC-1-6, effective August 24, 2020
3. David Faul employed as temporary, full-time instructor of mathematics, FAC-1-10, effective August 24, 2020
4. Heather Keahey employed as temporary, full-time instructor of mathematics, FAC-7-10, effective August 24, 2020
5. Kayla Kuban received a change from temporary, full-time instructor of LVN, FAC-1-2 to regular, full-time instructor of LVN, FAC-1-2, effective September 1, 2020
6. Melissa Moore received an extension as temporary, full-time instructor of developmental mathematics, FAC-1-3, effective August 24, 2020
7. Fatma Tamer employed as temporary, full-time instructor of mathematics, FAC-1-10, effective August 24, 2020
8. Esther Kumar received a change from temporary, part-time instructor of associate degree nursing, to regular, full-time instructor of associate degree nursing, FAC-1A-20, effective August 17, 2020

D. Office of Administrative Services

E. Office of Technology

F. Office of Planning & Institutional Effectiveness

XVI. **END OF CONSENT AGENDA**

**BOARD ACTION:** On a motion by Mr. Pope and a second, the board unanimously approved the consent agenda as presented.

XVII. Paid Professional Assignments

A. Information Item:

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).

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

XX. Discuss Matters Relating to Formal Policy

XXI. Other Business

A. Wharton County Junior College Foundation - Gordon Sorrel - opportunities to hire an employee dedicated for the Foundation

-Mr. Gertson spoke with Mr. Sorrel and he will pursue his options with the President.

XXII. Adjourn

-The meeting adjourned at 3:38 P.M.