

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 21, 2016, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Monty Merecka, Secretary; Mr. Scott Glass; Mrs. Merle Hudgins; Mrs. Ann Hundl; Mr. Jack Moses; Mrs. Amy Rod; and Mr. Larry Sitka

Trustees Absent: Mr. Oliver Kunkel

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; Mr. Shane Benich; Ms. Zina Carter; Coach Keith Case; Mr. Mike Feyen; Ms. Kathy Kresta; Dr. Liz Rexford; Mr. Danny Terronez; Mrs. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

- The meeting was called to order at 6:30 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 regular board meeting held on May 17, 2016

- The minutes of the regular board meeting held on May 17, 2016 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. Discuss and approve administration to move forward to negotiate a long-term usage agreement with Wharton Independent School District for the WISD Baseball Field

-Ms. McCrohan explained the needs for the field. Ms. McCrohan complimented Coach Case, Mr. Bahnsen, and the athletes for their successful year.

-Coach Case explained the problems with the existing field.

- big drop-off past 2nd base
- restrooms are bad
- needs to be branded with WCJC name on site
- losing recruits because of the field
- turf needs to be replaced

-Mr. Glass asked what was included in the \$850 – 950 thousand price for renovations. Coach Case stated that the price would include grading, turf, dugouts, concession stand, restrooms, and branding.

-Mrs. Hundl asked about the usage of the field between WCJC and WISD. Coach Case stated that if there is a rain out for WCJC, they cannot automatically reschedule the field for the next day without checking with WISD. WISD has the final call.

-Mrs. Hudgins stated that she wanted to pretend she was Rep. Stephenson if he was in attendance and asked about an exchange of land or to build our own field. She stated that if the cost of renovations would be around \$1 million to \$1.5 million, then what would be the cost of a new baseball field. Coach Case estimated a cost of \$2 million to \$2.5 million for a new field.

-Mrs. Hundl asked if the board would know the terms of the negotiation before finalizing. Ms. McCrohan stated that she would bring back the terms to the board. Mrs. Hundl asked that the President research negotiating with WISD, exchange of land, and renovating the existing field, building a new baseball field and bring the results back to the board.

-Mr. Glass asked why WISD wanted to release the field to our ownership. Ms. McCrohan stated that it was a Title IX issue.

-Mr. Glass asked if girls' softball could be at the same field. Coach Case stated

that girls' softball could be at our practice field but not the boys' field. Mr. Glass stated that he would like to see WCJC start a girls' softball program. Coach Case agreed. Mr. Gertson stated that the auxiliary funds would have to increase in order to add programs.

-Mrs. Hudgins stated that she did not see a long-term option to upgrade the existing field with no additional parking.

-Mr. Glass agreed with Mrs. Hundl's request to research the three options.

-Mrs. Hundl stated that the improvements needed to be implemented with the long term plans of the strategic plan. The board can do their part to help with the strategic plan.

-Mr. Sitka complimented Coach Case for all his hard work on the field.

BOARD ACTION: A motion was made by Mrs. Hundl and a second to approve the administration to move forward in conjunction to explore purchasing property and building a new baseball facility, exchanging land with WISD, or renovations of the existing baseball field.

B. Approve letter of nomination for Mr. Gertson to serve on the Board of Community College Association of Texas Trustees

-Mr. Gertson explained the nomination for the Board of Community College Association of Texas Trustees.

BOARD ACTION: A motion was made by Mrs. Hundl and a second to approve the letter of nomination for Mr. Gertson to serve on the Board of Community College Association of Texas Trustees as presented in the board packet.

C. Update on 2016 - 2017 Current Operating Budget development

-Mr. Kocian gave a brief overview of the current operating budget development.

-Mrs. Hundl asked what steps have been given in the past for salaries. Mr. Kocian stated that most years it has been 2 steps but one year 4 steps were given and one year 1 step was given along with a bonus in December.

-Mr. Glass asked how much the insurance was increasing and how much insurance costs for a family. Mr. Glass clarified that \$500.00 for insurance with a \$325.00 increase.

-Ms. McCrohan stated that the budget was a work in progress and administration hoped to bring back a balanced budget for the July workshop.

-Ms. McCrohan stated that the following needed to happen:

- enrollment needs to grow
- state needs to increase funds

-Mr. Merecka asked if there will be a surplus at the end of the year. Mr. Kocian stated that at this time the budget was about \$1 million more spent over last year.

-Ms. McCrohan stated that the college needed to look at a business plan for the future. The college cannot keep increasing tuition/fees to students.

D. Board Training

-Ms. McCrohan explained the training needed for the board members. The links will be sent electronically.

E. Southern Association Colleges and Schools Commission on Colleges (SACSCOC) Process for Ten Year Reaffirmation

-Ms. McCrohan explained the SACSCOC process for the ten year reaffirmation. Dr. Martha Ellis will lead the QEP process.

-Mr. Glass asked if we have always hired outside contract consultants to help with the process. Ms. McCrohan stated that the college has hired in the past for various aspects of the process. Mr. Glass asked if there were any employees that could help. Ms. McCrohan stated that the college is short staffed.

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

A. Resolution of retirement for Mr. Alvin Schultz

-Mr. Schultz was not in attendance. Mr. Feyen made some comments about Mr. Schultz' knowledge and experience and that he will be a great loss for the college. The resolution and plaque will be delivered to Mr. Schultz. Mr. Gertson asked Mr. Feyen to convey thanks to Mr. Schultz. Mr. Glass stated that he worked with Mr. Schultz at jobs prior to the college and did not worry about working security when Mr. Schultz was present.

B. Recognize Mike Feyen on the awarding of the Loss Prevention Grant for the 5th year in a row - \$3,000.00

-Mr. Feyen explained the Loss Prevention Grant and the college's role in the safety related grant. Ms. McCrohan complimented Mr. Feyen for his hard work.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for May 2016

-Mr. Wessels presented the May 2016 financials.

BOARD ACTION: A motion was made by Mr. Moses and a second to accept the May 2016 financials as presented.

B. Information Item: Management Reports

C. Information Item: Reports from College Governance Councils

1. Faculty Council Minutes - April 7, 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 the National Registry of EMT's (NREMT) Exam fee increase

XIII. Matters Relating to Administrative Services

XIV. Matters Relating to Technology and Institutional Research

- A. Approve the purchase of a Unitrends remote recovery system for data back-ups from Computer Discount Warehouse (\$136,950.00 - transfer from MIS fund)

-Ms. McCrohan explained the board item.

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. Wiley Parkman received a change in assignment from temporary, full-time instructor of psychology, FAC-1-4, to regular, full-time instructor of psychology, FAC-1-4, effective June 1, 2016
2. Andrea Shropshire received a change in contract length from regular, full-time instructor of associate degree nursing, FAC-2A-22, 9 months, to regular, full-time instructor of associate degree nursing, FAC-2A-22, 12 months, effective September 1, 2016
3. Deborah Yancey received a change in contract length from regular, full-time instructor of associate degree nursing, FAC-1-44, 12 months, to regular, full-time instructor of associate degree nursing, FAC-1-44, 9 months, effective August 22, 2016
4. Tracey Simmons-Willis employed as temporary, full-time instructor of chemistry, FAC-7-9, effective August 22, 2016
5. Sandra Davis received a change of length to her contract from regular, full-time instructor for associate degree nursing, FAC-1-14, 10 1/2 months, to regular, full-time instructor for associate degree nursing, FAC-1-24, 9 months,

effective August 22, 2016

6. Amber McKenzie employed as regular, full-time instructor for associate degree nursing, FAC-2A-21, effective August 22, 2016
7. Lauren Sullivan received a change from temporary, full-time instructor of English, FAC-1-1, to regular, full-time instructor of English, FAC-1-1, effective June 1, 2016
8. Kelley Whitley received a change in length of contract from regular, full-time head of chemistry/physics/engineering department, FAC-1-13, 9 months, to regular, full-time head of chemistry/physics/engineering department, FAC-1-13, 10 1/2 months, effective August 22, 2016

D. Office of Administrative Services

1. Robert Wolter received a change in title/assignment from regular, full-time director of Sugar Land campus, CA-10-23, to regular, full-time director of Richmond campus, CA-10-23, effective May 17, 2016

-Ms. McCrohan announced that Mr. Wolter will be moving to the Richmond campus and will cover the Sugar Land campus in the interim. The new P16 employee will help Mr. Wolter at the Sugar Land campus.

E. Office of Student Services

1. Karen Preisler received a change in title/assignment from temporary, full-time acting director of admissions & registration, CA-10-16, to regular full-time, director of admissions & registration, CA-10-16, effective May 18, 2016
2. Vershonda Williams received a change in title/assignment from temporary, part-time academic advisor, \$25.00/hr. x 19 hrs./wk. x 49 wks. = \$23,275.00/yr., to regular, full-time academic advisor - Sugar Land, AA-1-4, effective May 23, 2016

F. Office of Technology and Institutional Research

XVII. **END OF CONSENT AGENDA**

BOARD ACTION: A motion was made by Mr. Merecka and a second to approve the consent agenda as presented.

XVIII. Paid Professional Assignments

A. Information Items:

1. 2016 May mini overloads
2. Paid professional assignment for Robert Wolter, Oversee Sugar Land administrative functions, May 17, 2016 - August 31, 2016 - \$1,750.00

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. Gertson stated that the college had an occurrence this week with the chiller in the Fine Arts building. There will be a special called emergency meeting scheduled for Wednesday, July 29, 2016 to approve the purchase and installation of a new chiller. Mr. Feyen stated that the existing chiller is a 100 ton York that is 19 years old. Mr. Feyen recommended replacing the chiller instead of fixing.

-Mr. Gertson handed out the President's contract and a list of school president's salaries to all board members.

XXIII. Adjourn

-The meeting adjourned at 8:15 P.M.