

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, August 20, 2019, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees present: Mr. Danny Gertson, Chair; Mrs. Ann Hundl, Secretary; Mr. Scott Glass; Mrs. Mary Ellen Meyer; Mr. J. Paul Pope; and Mr. Larry Sitka

Trustees absent: Mrs. Amy Rod, Vice-Chair; and Mr. Jack Moses

Others present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Academic 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. Suzanne Armour; Ms. Bonnie Bahnsen; Mr. Gene Bahnsen; Mrs. Rachel Bahnsen; Mr. James Bullock; Ms. Zina Carter; Coach Keith Case; Mrs. Rhonda Clayton; Mr. Mike Feyen; Ms. Terry Hinze; Mrs. Mary Kay Price; Dr. Liz Rexford; Mr. Ben Sharp; Ms. JoAnne Shimek; Ms. Edie Sinclair (candidate for position 8 vacancy); Mr. Gordon Sorrel; Ms. Theresa Spillers; Mr. Danny Terronez; Mr. Pisal Var; Mrs. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone and declared a quorum.

II. Pledge of Allegiance

III. Reading of the Minutes

A. The regular Board of Trustee meeting minutes from July 16, 2019

B. The special budget workshop minutes from July 16, 2019

-The regular board of trustee meeting minutes from July 16, 2019 and the special budget workshop minutes from July 16, 2019 were 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. Approve 2019 - 2020 operating budget (under separate cover)

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board unanimously approved the 2019 – 2020 operating budget as presented.

- B. Approve replacement for Board of Trustees , Position 8

BOARD ACTION: On a motion by Mr. Sitka and a second, the board unanimously approved the replacement for Board of Trustees, Position 8 as Ms. Edee Sinclair.

- C. Approval to move the September 17, 2019 regular board meeting to September 24, 2019.

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board unanimously approved moving the September 17, 2019 regular board meeting to September 24, 2019.

- D. Approve amended WCJC Foundation MOU

BOARD ACTION: On a motion by Mr. Sitka and a second, the board unanimously approved the amended WCJC Foundation MOU as presented.

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

- A. Resolution of retirement for Mr. James Bullock

-Mrs. Youngblood read the retirement resolution and presented Mr. Bullock the plaque for his years of service to the College.

- B. Resolution of retirement for Ms. Mary Kay Price

-Mr. Kocian read the retirement resolution and presented Ms. Price the plaque for his years of service to the College.

- C. Resolution of retirement for Mr. Gene Bahnsen

-Ms. McCrohan read the retirement resolution and presented Mr. Bahnsen the plaque for his years of service to the College.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for ~~July~~ August 2019

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board unanimously approved the ~~July~~ August 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. Approve proposal to consider property tax increase and schedule public hearings (\$217,338.00)

XI. Matters Relating to Academic Affairs

XII. Matters Relating to Administrative Services

- A. Approve Abel Design Group (ADG) to complete a conceptual design and programming services for a possible new Student Center building, located on the Wharton campus (\$43,000.00 - transfer from plant repair & replacement fund)
- B. Approve the 3rd year of a 5 year extension agreement with Blackboard, Inc. to provide a Managed Hosting Solution and course delivery for their on-line learning management software used by the College to support our on-line classes (\$88,000.00 - current unrestricted operating budget for 2019 - 2020)
- C. Approve the proposal submitted by the Texas Association of School Boards (TASB) for the College's workers compensation insurance (\$65,561.00 - current unrestricted operating budget for 2019 - 2020)
- D. Approve the lease agreement for the College copiers and needed software (\$60,000.00 - current unrestricted operating budget for 2019 - 2020)

- E. Approve the proposal submitted by the Property Casualty Alliance of Texas cooperative to provide the college with our property/casualty insurance for the 2020 school year (\$355,758.00 - current unrestricted operating budget for 2019 - 2020)
- F. Approve replacing the second chiller at the Richmond campus (\$223,854.84 - transfer from the plant repair and replacement fund)
- G. Approve the transfer of funds to add a concessions area to the newly renovated restrooms by the tennis courts and new baseball field (\$68,282.00 - transfer from the repair and replacement plant fund)
- H. Information Item:
 - 1. Acknowledgement of all documented fees paid by the College as a result of our membership in a cooperative purchasing program (\$600.00 - current unrestricted operating budget for 2019 - 2020)

XIII. Matters Relating to Technology

- A. Approve the estimated costs for upcoming annual hardware and software maintenance contracts (\$651,211.88 - current unrestricted operating budget for 2019 - 2020)

XIV. Matters Relating to Planning & Institutional Effectiveness

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

- 1. Kerri Novak changed from regular, full-time human resources specialist, P-15-4, to temporary, full-time assistant director of human resources, AA-1-5, effective August 1, 2019

C. Office of Academic Affairs

- 1. Tanya Taylor changed from regular, full-time nursing laboratory specialist, P-15-3, to regular, full-time simulation lab technician, AA-1-3, effective September 1, 2019
- 2. Amy Pendergraft changed from part-time to regular, full-time instructor of associate degree nursing, FAC-1-21, effective August 19, 2019
- 3. Ophelia Binkley-Webb received professional development for completing 18 hours as regular, full-time instructor of psychology, FAC-1-18, to regular, full-time instructor of psychology, FAC-2A-16, effective August 19, 2019
- 4. Nicole C. Borg employed as temporary, full-time instructor of math, FAC-1-3, effective August 19, 2019
- 5. Cynthia A. Cruz received a salary adjustment from regular, full-time instructor of associate degree nursing, FAC-3-30, to regular, full-time instructor of associate degree nursing, FAC-3-31, effective August 19, 2019
- 6. Sandra Davis received a salary adjustment from regular, full-time instructor of associate degree nursing, FAC-1-30, to regular, full-time instructor of

associate degree nursing, FAC-1-31, effective August 19, 2019

7. Natasha Goins received a salary adjustment from regular, full-time instructor of associate degree nursing, FAC-2A-32, to regular, full-time instructor of associate degree nursing, effective August 19, 2019
 8. Tammy L. Hann received a salary adjustment from regular, full-time instructor of associate degree nursing, FAC-1-32, to regular, full-time instructor of associate degree nursing, FAC-1-33, effective August 19, 2019
 9. Patricia A. Korenek received a salary adjustment from regular, full-time instructor of associate degree nursing, FAC-1-34, to regular, full-time instructor of associate degree nursing, FAC-1-35, effective August 19, 2019
 10. Shawna Lindsey received a salary adjustment from regular, full-time instructor of associate degree nursing, FAC-2-25, to regular, full-time instructor of associate degree nursing, FAC-2-26, effective August 19, 2019
 11. Corrine M. Reutter received a salary adjustment from regular, full-time instructor of associate degree nursing, FAC-1-36, to regular, full-time instructor of associate degree nursing, FAC-1-37, effective August 19, 2019
 12. Andrea M. Shropshire received a salary adjustment from regular, full-time allied health department head, FAC-7-28, to regular, full-time allied health department head, FAC-7-29, effective August 19, 2019
 13. Troy R. Jefferson employed as regular, full-time director of student life, CA-10-10, effective August 15, 2019
 14. Haobo Yang employed as regular, full-time instructor of computer science (IT & Networking), FAC-1-10, effective August 19, 2019
 15. Dalia El Metwally changed from part-time to temporary, full-time instructor of English, FAC-1A-6, effective August 19, 2019
 16. Melissa Moore changed from part-time to temporary, full-time instructor of development mathematics, FAC-1-3, effective August 19, 2019
 17. Michael D. Voulgaris employed as temporary, full-time instructor of automotive technology, FAC-1-10, effective August 19, 2019
 18. Stacie Ringleb-Krutilek changed from part-time to temporary, full-time instructor of kinesiology, FAC-1-10, effective August 19, 2019
 19. Lindsey McPhearson employed as regular, full-time dean of student services, D-15-35, effective September 19, 2019
- D. Office of Administrative Services
1. Gus Wessels received a salary adjustment from regular, full-time dean of financial and business services, D-10-36, to regular, full-time dean of financial and business services, D-15-40, effective September 1, 2019
- E. Office of Student Services
- F. Office of Technology
1. Tam G. Hoang changed from part-time to regular, full-time system

administrator, AA-13-10, effective August 5, 2019

G. 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:

1. Paid Professional Assignment for Stephen Lyford, Netlab Upgrade/Migration, summer 2019 - \$2,100.00
2. Paid Professional Assignment for Cindy Diener, House Bill 5 support and facilitator, fall 2019 - \$2,100.00

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).

A. Report from President's Compensation Committee

-The board convened to executive session at 7:05 P.M. regarding personnel matters (551.074).

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

A. Review and Approve President's Compensation Package

-The board reconvened to regular session at 7:51 P.M. Mr. Gertson stated that the board was giving the President a bonus of \$20,000.00 to be given now and starting September 1, 2019 a raise of \$22,500.00.

BOARD ACTION: On a motion by Mr. Pope and a second, the board unanimously approved the bonus of \$20,000.00 to be given now and a \$22,500.00 raise starting September 1, 2019 for the President.

XX. Discuss Matters Relating to Formal Policy

XXI. Other Business

XXII. Adjourn

-The meeting adjourned at 7:54 P.M.