

# 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, July 21, 2020, beginning at 2:30 PM in the Remote Meeting. Mr. Gertson presided.

Trustees present: Mr. Danny Gertson, Chair; Mrs. Amy Rod, Vice Chair; Mrs. Ann Hundl, Secretary; Mr. Scott Glass; Mr. Paul Pope; Mrs. Edee Sinclair; and Mr. Larry Sitka

Trustees absent: Mrs. Mary Ellen Meyer; 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 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; Ms. Kim Ashburn; Ms. Lois Aulds; Ms. Vicki Baltz; Mr. Andrew Berezin; Ms. Alyssa Cabrera; Mrs. Gloria Crockett; Mr. Mike Feyen; Mr. Varun Gupta; Mr. TK Krpec; Ms. Barbara Lynn; Ms. Lindsey McPherson; Mrs. Kerri Novak; Mr. George Prat; Mrs. Karen Preisler; Ms. Lindsey Reeves; Mr. Tommy Regan; Dr. Liz Rexford; Mrs. Sheryl Rhodes; Ms. Amanda Ruiz; Ms. Haydee Ruiz; Ms. Tamara Sealy; Ms. Kay Shoppa; Ms. Wendy Tamajo; Mr. Danny Terronez; Mrs. Gloria Vela; Ms. Emily Voulgaris; Mrs. Cindy Ward; Mr. Phillip Wuthrich; and Ms. Tara Zekavat

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

-Mr. Gertson called the meeting to order and declared a quorum.

### II. Pledge of Allegiance

### III. Reading of the Minutes

#### A. The regular board of trustee minutes from June 16, 2020

-The June 16, 2020 regular board of trustee minutes 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 Mr. Mike Esparza

-Mr. Kocian read the retirement resolution for Mr. Mike Esparza.

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

-Ms. McCrohan gave a report on the actions taken during the Pandemic Shutdown. Mr. Gertson thanked everyone for their support.

#### VII. Student Success

#### VIII. Reports to the Board

##### A. Financial Reports for June 2020

-Mr. Kocian presented the June 2020 financials.

-Mrs. Ward presented the 3<sup>rd</sup> quarter investment report.

**BOARD ACTION:** On a motion by Mrs. Hundl and a second, the board unanimously approved the June 2020 financials and the 3<sup>rd</sup> quarter investment report 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. Consideration and approval of the adoption of the Texas Association of School Boards (TASB) localized Board Policy Manual for Wharton County Junior College (part of original cost - one time additional cost \$1,700.00 for installing policy manual)

XI. Matters Relating to Academic Affairs

- A. Approve \$115,000.00 funding from the Texas Workforce Commission for the Skills Development Fund COVID-19 Special Initiative (no cost; grant award)
- B. Approve \$21,000.00 funding from the Texas Workforce Commission for the Skills for Small Business grant program (no cost; grant award)
- C. Approve state & federal funding for Adult Education and Literacy program (no cost; grant award is \$765,000.00)
- D. Approve federal funding from the Carl D. Perkins Career and Technical Education act of 2006 (no cost; grant funds will be deposited for expenditure from the current restricted fund amount)
- E. Approval for the Texas A & M Engineering Experiment Station (TEES) Grant (\$200,000.00 grant; no cost to the College)

XII. Matters Relating to Administrative Services

- A. Approve 10/20 year write off of property taxes
- B. Approve the proposal submitted by the Property Casualty Alliance of Texas cooperative to provide the College with our property/casualty insurance for the 2021 school year (\$391,348.00 - current unrestricted operating budget for 2020 - 2021)
- C. Accept the proposal submitted by Ambassador Services to clean the Richmond and Bay City Campus locations (\$117,613.20 - current unrestricted operating budget)
- D. Approve the proposal submitted by Texas Association of School Boards (TASB) for the College's Workers Compensation Insurance (\$69,488.00 - current unrestricted operating budget for 2020 - 2021)

XIII. Matters Relating to Technology

XIV. Matters Relating to Planning & Institutional Effectiveness

XV. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President
  - 1. Kerri Novak received a change in title/assignment from regular, full-time human resource specialist, P-15-5, to regular, full-time human resources

coordinator, AA-1-5, effective July 22, 2020

C. Office of Academic Affairs

1. Stephen G. Lyford received a salary adjustment for completion of Ph.D as regular, full-time, instructor of computer science, FAC-5-17, to regular, full-time instructor of computer science, FAC-7-17, effective August 24, 2020
2. Approve 2020 May Mini Overloads
3. Approve 2020 summer I overloads

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:

1. Paid Professional Assignment for Candi Hollier, online professional development training modules, summer 1-2, 2020 - \$3,000.00
2. Paid Professional Assignment for Kim Raun, Unifying lab instructional modalities-BIOL2420, Summer 2020 (July 7-August 7, 2020) - \$750.00
3. Paid Professional Assignment for Wendy Waters, Unifying lab instructional modalities-BIOL2401/2402, Summer 2020 (July 7-August 7, 2020) - \$1,500.00
4. Paid Professional Assignment for Peter Anderson, Unifying lab instructional modalities-GEOL 1103/1104, Summer 2020 (July 7 - August 7, 2020) - \$1,500.00
5. Paid Professional Assignment for Jennifer Jeffery, Unifying lab instructional modalities - BIOL1406/1407, Summer 2020 (July 7 - August 7, 2020) - \$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).

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

XX. Discuss Matters Relating to Formal Policy

XXI. Other Business

A. 2020-2021 Proposed Budget Review

-Mr. Kocian explained the budget process and gave a report on the proposed budget for 2020 – 2021.

XXII. Adjourn

-The meeting adjourned at 3:23 P.M.