

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, April 15, 2025 at 6:30 p.m. in the Hutchins Memorial Boardroom. Mr. Pope presided.

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

Trustees Absent: Mrs. Ann Hundl; 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 (zoom); Mr. Gary Bonewald; Mrs. Clarissa Bueno; Mr. Oscar Cano; Mrs. Trish Chandler; Mrs. Carol Derkowski; Mr. Jeremy Eder; Mrs. Deanna Feyen (zoom); Mr. Mike Feyen; Mrs. Jessica Garcia; Mr. Gary Gillen; Diego Gonzalez (zoom); Mr. Jonathan Jeter; Mr. Karl Johnson; Ms. Lacy Jones (zoom); Mrs. Lea Anna Kostelnik; Mr. T.K. Krpec; Ms. Nicole Lippolis; Mr. Robby Matthews (zoom); Mrs. Tessa Matthews (zoom); Mrs. Christie Mejorado; Mrs. Melissa Mihalick; Mr. Lupe Moreno; Mr. Tommy Regan (zoom); Dr. Liz Rexford; Dr. Christy Ruby; Ms. Haydee Ruiz (zoom); Ms. Lina Salas; Ms. Priscilla Salas (zoom); Ms. Muna Saqer (zoom); Ms. Selena Schmidt (zoom); Mr. Ben Sharp; Ms. Emily Voulgaris; Mrs. Cindy Ward; Mr. John Woolsey (zoom)

I. Determination of Quorum and Call to Order

-Mr. Pope called the meeting to order at 6:30 and declared a quorum.

II. Pledge of Allegiance

-Mr. Pope led the Pledge of Allegiance

III. Reading of the Minutes

III.A. March 25, 2025 Board of Trustee Special Called Meeting Minutes

III.B. March 25, 2025 Board of Trustee Regular Meeting Minutes

- **BOARD ACTION:** On a motion made by Mr. Roussel and seconded by Dr. Williamson Urbis the Board unanimously approved the March 25, 2025 Special Called Meeting Minutes and the March 25, 2024 Regular Meeting Minutes as presented.

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

V. Special Items

V.A. Reports from Board Committees

V.A.1. Board Evaluation Committee - Dr. Sue Zanne Williamson Urbis

-Dr. Sue Zanne Williamson Urbis presented the revised Board Bylaws which were reviewed and prepared by the attorney. She informed the group that approval of the Bylaws will take place at the June 2025 Board of Trustee meeting.

-Mr. Roussel reported on the Technology Committee meeting held on April 11, 2025. He informed the board that a Special Called meeting will take place on Tuesday, May 20, 2025 at 5:30 to review the IT roadmap.

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

VI.A. Legislative Update

-President McCrohan provided an update on the status of the current legislative session.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. March 2025 Monthly Financial Report

-Mrs. Ward presented the March 2025 financial reports.

-Mrs. Garcia presented the 2nd Quarter Investment Report

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Mr. Sitka, the Board unanimously approved the March 2025 financials and the 2nd 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. March 4, 2025 Faculty Council Meeting Minutes

IX. CONSENT AGENDA

X. Matters Relating to General Administration

X.A. Approve Purchase of Blackbaud Raiser's Edge Software for WCJC Foundation (\$38,775 - WCJC - \$19,387.50 (\$6,462.50 annually for 3-year contract); WCJC Foundation - \$19,387.50 - (\$6,462.50 annually for 3-year contract))

X.B. Inform the Board of Trustees of the Administrative Procedure for Naming Opportunities (N/A)

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

XI.A. Approve the implementation of a \$20.00 fee for diploma reprints, reissues, or replacements to offset administrative, handling, and postage costs (Diploma reprint fee (\$20). No cost to the institution)

XI.B. Notify the Board of Trustees that WCJC is the recipient of a Johnson Foundation grant for the WCJC Sr. Citizens' Program (\$275,000 - award amount; no cost to institution)

XI.C. Notify the Board of Trustees that WCJC is the recipient of two FEMA Public Assistance Grants for reimbursement of expenditures resulting from damages sustained during Hurricane Beryl (\$26,187.80 - award amount; no cost to the institution)

XI.D. Approve the statement of work to engage Evison professional services to develop institutional reports as part of the Banner 9 SaaS migration (\$48,300 - transferred from the MIS fund)

XII. Matters Relating to Academic Affairs

XIII. Matters Relating to Administrative Services

XIII.A. Approve the engagement letter from Lott, Vernon & Company, P.C. dated April 2, 2025 (\$61,800 - budgeted in Unrestricted Funds)

XIII.B. Information Item

XIII.B.1. Seek sealed proposals from investment advisory firms for investment advisor services (Advisory services will be paid with earnings from the endowment and current operating fund. Capital project services will be paid with current operating funds.)

XIV. Matters Relating to Information Technology

XIV.A. Information Item

XIV.A.1. Approve WCJC to seek sealed proposals from managed service providers to provide Tier 1 helpdesk services (no cost to institution)

XV. Matters Relating to Personnel

XV.A. Board of Trustees

XV.B. Office of President

XV.C. Office of Executive Vice President

XV.D. Office of Academic Affairs

XV.D.1. Batoul Ayache employed as regular, full-time instructor of biology, FAC-1-2, effective August 18, 2025

XV.D.2. Holly Merta employed as regular, full-time instructor of biology, FAC-7-4, effective August 18, 2025

XV.E. Office of Administrative Services

XV.F. Office of Information Technology

XVI. END OF CONSENT AGENDA

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Mr. Roussel, the Board unanimously approved the consent agenda.

XVII. Paid Professional Assignments

XVII.A. Information Item:

XVII.A.1. Paid Professional Assignment for Carol Derkowski, Site Director for Regional Student Board Exam (CRDTS), May 16-17, 2025 - \$490.00

XVII.A.2. Paid Professional Assignment for Pam Dobbs, Site Coordinator for Regional Student Board Exam (CRDTS), May 15-17, 2025 - \$1,120.00

XVII.A.3. Paid Professional Assignment for Lea Anna Kostelnik, Argos Report Transition Project, April - September, 2025 - \$6,000.00

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).

-The Board of Trustees went into executive session at 7:01 p.m.

XVIII.A. Discuss Leadership Transition and College President Search Process

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

-The Board reconvened at 7:42 p.m.

XIX.A. Authorize Board Chair to Negotiate and Execute Necessary Agreement with Consultant for President Search Process

BOARD ACTION: On a motion made by Dr. Macha and seconded by Dr. Metcalf, the Board unanimously approved authorizing the Board Chair to negotiate and execute the necessary agreement with the consulting firm for the President's search for an amount up to \$50,000.00.

XX. Discuss Matters Relating to Formal Policy

XXI. Adjourn

-The meeting adjourned at 7:43 p.m.