

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, October 17, 2017, 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; Mr. Jack Moses; and Mr. Larry Sitka

Trustees Absent: Mrs. Amy Rod, Vice Chair; Mrs. Ann Hundl; and Mr. Oliver Kunkel, Jr.

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; Ms. Carol Derkowski; Mr. Mike Feyen; Mr. Danny Terronez; Ms. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone to the meeting.

II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

III. Reading of the Minutes

A. The regular Board of Trustee meeting minutes from September 19, 2017

B. The Public Hearing minutes from September 12, 2017

-The regular Board of Trustees minutes from September 19, 2017 and the public hearing minutes from September 12, 2017 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

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

-Ms. McCrohan gave a review and history of the farm on highway 60 and the plans for the land in the future. Administration will come back to the board with a recommendation.

-There is a book signing event on Tuesday, October 24, 2017 at 3:00 P.M. for Mrs. Hudgins and Dr. Spellman.

-The M. G. and Lillie A. Johnson Health Occupations Center Building ground breaking is October 26, 2017 at 4:00 P.M.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for September 2017

-Mr. Wessels presented the September 2017 financial reports.

-Mrs. Ward presented the 4th Quarter 2017 investment report.

BOARD ACTION: On a motion by Mr. Sitka and a second, the board unanimously approved the September 2017 financials and the 4th Quarter 2017 investment report as presented.

B. Management Reports

1. Technology Report
2. Financial Aid Report
3. Testing Report

C. Reports from College Governance Councils

1. Support Staff Organization meeting minutes from September 28, 2017

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 lease agreement with Dahill Office Technology Corporation for the College copiers and needed software located in various buildings on the Wharton, Sugar Land, Richmond, and Bay City campuses (\$60,000.00 - unrestricted operating budget)
- B. Approve the allocation of funds from the prior year fund balance for 2017 outstanding encumbrances (\$6,784,955.12 - \$694,524.94 - unrestricted operating fund for 2017 - 2018, \$6,090,430.18 - plant fund)
- C. Approve the transfer of funds from the plant repair and replacement fund to cover the cost of the needed repairs to chiller number two at the Richmond campus (\$19,868.05 - transfer from plant repair & replacement fund)
- D. Approve ThyssenKrupp to perform an upgrade modernization on the Science building elevator (\$59,192.69 - current operating budget for 2017 - 2018)
- E. Approve Acme Architectural Hardware's quote under Buyboard Cooperative Contract #501-15 to supply and install all new store fronts, doors and door hardware for the exterior entrances at the Pioneer Student Center (\$69,555.20 - transfer from plant repair & replacement fund)
- F. Approve the proposal by Hunton Services using their Choice Partners Cooperative Contract to supply and install a new building automation system for the Wharton and Richmond campuses (\$137,596.00 - transfer plant repair & replacement fund)
- G. Approve one year extension of the agreement with Ambassador Services to provide janitorial services in Richmond and Bay City campuses (\$129,390.00 - unrestricted operating budget)
- 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 2017 - 2018)

XIII. Matters Relating to Technology and Institutional Research

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

1. Jessica Falcon extended as temporary, full-time TRIO student support services project director, CA-4-8, effective September 1, 2017

C. Office of Academic Affairs

1. Ricky L. Schooler changed from temporary, part-time instructor of process technology to temporary, full-time instructor of process technology, FAC-1-10, effective August 21, 2017
2. Taraneh Zekavat extended as temporary, full-time director of adult education & literacy, CA-1-10, effective September 1, 2017

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

XVI. **END OF CONSENT AGENDA**

BOARD ACTION: On a motion by Mrs. Hudgins and a second, the board unanimously approved the consent agenda as presented.

XVII. Paid Professional Assignments

A. Fall 2017 Overloads

B. Department head compensation for fall 2017

C. Paid Professional Assignment for Robert Wolter, oversee Sugar Land administrative functions, 9/1/17 - 11/30/17 - \$3,000.00

D. Paid Professional Assignment for Sean Amestoy for agriculture coordinator, fall 2017 - spring 2018 - \$2,400.00

E. Paid Professional Assignment for Jennifer Jeffery, assistant department head - general biology coordinator, fall 2017 - spring 2018 - \$4,200.00

F. Paid Professional Assignment for Kim Raun, microbiology lab coordinator, fall 2017 - spring 2018 - \$2,400.00

G. Paid Professional Assignment for Dr. Wendy Waters, assistant department head - A&P Coordinator, fall 2017 - spring 2018 - \$4,200.00

H. Paid Professional Assignment for Yvonne Smith, assistant math department head, fall 2017 - spring 2018 - \$6,300.00

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

A. Approval of the following regulations: Regulations have been reviewed through governance structure and recommended changes were made (policy change requires board approval)

1. Regulation 372 - Facilities Usage by Student Groups

2. Regulation 426 - Tuition Charges for Noncredit Continuing Education

BOARD ACTION: On a motion by Mrs. Hudgins and a second, the board unanimously approved regulations 372 and 426 as presented.

XXI. Other Business

-A flyer was given to the board members for the Higher Ed. Leadership Conference in Austin. Mr. Gertson asked for the members to RSVP to Ms. Kunkel so that she can make the reservations.

XXII. Adjourn

-The meeting adjourned at 7:07 P.M.