

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, May 15, 2018, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustee Present: Mr. Danny Gertson, Chair; Mrs. Amy Rod, Vice Chair; Mr. Monty Merecka, Secretary; Mrs. Merle Hudgins; Mrs. Ann Hundl; Mrs. Mary Ellen Meyer; Mr. Jack Moses; and Mr. Larry Sitka

Trustees Absent: 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; Mr. Dave Leenhouts, Vice President of Student Services; Dr. Amanda Allen, Vice President of Planning & Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mrs. Kathryn Adams; Ms. Patrice Carter; Ms. Zina Carter; Judge Randy Clapp; Ms. Carol Derkowski; Mr. Mike Feyen; Mr. Bruce Meyer; Dr. Liz Rexford; Mr. Ben Sharp; Ms. Amanda Shelton; 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 and declared a quorum.

-Ms. McCrohan asked for a moment of silence to remember Mr. Dale Pinson.

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 April 17, 2018

-The regular Board of Trustee meeting minutes from April 17, 2018 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. Canvass of Election held on May 5, 2018

-Bryce presented the election results.

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board unanimously approved accepting the results of the election held on May 5, 2018 as presented.

B. Swearing in of trustees

-Mr. Gertson stated that Mr. Merecka will need to remain on the board until Mr. Pope was sworn in at the June board meeting.

-Judge Clapp swore in Mr. Gertson, Position 7 and Mrs. Meyer, Position 5 and gave the oath of office.

C. Election of board officers

-Mr. Gertson relinquished his position to Ms. McCrohan for the election of the board chair position.

-Mrs. Rod nominated Mr. Gertson for the chair position. There were no other nominations.

BOARD ACTION: On a motion by Mrs. Hundl and a second, nominations ceased and Mr. Gertson was elected by acclamation to the office of Chair. After a vote of 7 to 0 the motion passed.

-Mr. Sitka nominated Mrs. Hundl for the Vice Chair position. Mr. Merecka nominated Mrs. Rod for the Vice Chair position. A hand vote was taken. On a vote of 5 to 3 Mrs. Rod was declared the Vice Chair.

-Mr. Merecka nominated Mrs. Hundl for the Secretary position. There were no other nominations. Mrs. Hundl was elected by acclamation to the office of Secretary. After a vote of 8 to 0 the motion passed.

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

A. Recognition of retirement for Ms. Patrice Carter

-Mrs. Shelton read and presented the resolution to Ms. Patrice Carter.

B. Recognition of retirement for Mr. Earl Westerfield

-Mr. Kocian recognized Mr. Westerfield on his retirement.

-Mr. Gertson recognized that the SACSCOC report was received with very few corrections to address. Ms. McCrohan recognized and thanked the staff.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for April 2018

-Mr. Wessels presented the April 2018 financials.

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board unanimously approved the financials as presented.

B. Management Reports

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

C. Reports from College Governance Councils

1. Academic Affairs Council meeting minutes from March 21, 2018
2. Extended Cabinet Minutes from February 15, 2018
3. Faculty Council meeting minutes from April 4, 2018
4. Support Staff Organization meeting minutes from April 19, 2018

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 possible action to approve the engagement of the Texas Association of School Boards, Inc. (TASB) to create a local policy manual for Wharton County Junior College (\$20,225.00 - FY18 current unrestricted operating budget)
- B. Review and reaffirmation of the Wharton County Junior College Mission Statement

XI. Matters Relating to Academic Affairs

- A. Approve a new full time instructor position for Cosmetology (\$66,068.00 - FY18 current unrestricted operating budget)
- B. Approve the additional purchase of 500 hours of on-line tutoring from Smarthinking by Pearson (\$12,500.00 - unrestricted current operating budget for 2017 - 2018)

XII. Matters Relating to Administrative Services

- A. Approve Wharton Independent School District (WISD) Realizing Our Academic Reward (ROAR) Academy tuition and fees waiver (maximum waived revenue could potentially be \$69,535.00 for FY19)
- B. Approve the engagement letter from Lott, Vernon & Company, P.C. for the fiscal year 2018 external audit dated March 6, 2018 (\$37,000.00 - current unrestricted operating budget for 2018 -2019)
- C. Approve the solicitation of qualifications for engineering and architectural firms to act as our representative during the Design/Build project for the baseball stadium (estimated \$20,000.00 - from outside source)
- D. Authorize the President to name an Evaluation Committee charged with reviewing all qualifications and proposals submitted for the construction of the baseball stadium and ranking them using the method detailed in the RFQ to determine the most qualified firm
- E. Approve the change proposal request from Bass Construction for the moisture remediation process needed for the first floor concrete at the Johnson Health Occupations Center (\$52,183.39 - previously approved JHOC Bass Construction contract contingency funds)
- F. Approve the purchase of the listed teaching equipment and supplies requested for the Johnson Health Occupations Center (\$2,100,000.00 - funds from the unexpended plant fund)
- G. Information Item
 - 1. Seek offers from the public for the sale of surplus or damaged property using an on-line auction (\$-0- current unrestricted operating budget for 2017 - 2018)

XIII. Matters Relating to Technology and Institutional Research

- A. Approve the transfer of funds for the purchase of 55 new computers and monitors for the Windows 10 computer lab projects to replace the 25 computers

and monitors in Peace 109, 25 computers and monitors in Sugar Land 370 and five systems for storage (\$45,550.00 - transfer from the MIS Plant fund for 2017 - 2018)

- B. Approve the transfer of funds for the purchase of a 3-year prepaid subscription and license agreement with Weave Assessment Management Software for use in strategic planning functions and the submission of the SACSCOC Focused report and QEP (\$37,800.00 - transfer from the MIS plant fund)

XIV. Matters Relating to Student Services

- A. Approve the transfer of funds for the renovation of the testing center on the Wharton, Richmond and Sugar Land campuses to create reduced distraction testing spaces for students with Americans with Disabilities Act (ADA) accommodations (\$38,810.00 - transfer from the plant fund)
- B. Approve the transfer of funds to pay for part-time staff and over time for current staff to convert WCJC's student records from 1946 to 1982 into electronic format (\$18,088.00 - transfer from the plant fund)

XV. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President
- C. Office of Academic Affairs
 - 1. Peter Anderson extended as temporary, full-time geology instructor, FAC-1-2, effective June 1, 2018
 - 2. Brady Hutchison received a change from temporary, full-time instructor of history, FAC-1-8, to regular, full-time instructor of history, FAC-1-8, effective August 20, 2018
 - 3. Hector Weir employed as regular, full-time instructor of Spanish, FAC-7-5, effective August 20, 2018
 - 4. Elife Dogan-Ciftci received a change from temporary, full-time instructor of math, FAC-7-6, to regular, full-time instructor of math, FAC-7-6, effective June 1, 2018
 - 5. Laurence Jenkins received a change from temporary, full-time instructor of electronics engineering technology, FAC-1-5, to regular, full-time instructor of electronics engineering technology, FAC-1-5, effective June 1, 2018
 - 6. Marci Espinosa received a change from temporary, full-time instructor of PTA, FAC-1-1, to regular, full-time instructor of PTA, FAC-1-1, effective July 7, 2018
- 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 Mr. Glass and a second, the board unanimously approved the consent agenda as presented.

XVII. Paid Professional Assignments

- A. Paid Professional Assignment for Brenda Bode - Site Coordinator for CRDTS exam, May 16-20, 2018 - \$1,680.00
- B. Paid Professional Assignment for Carol Derkowski - Site Director for CRDTS exam, May 16-20, 2018 - \$875.00
- C. Paid Professional Assignment for Garland Novosad - Site Director for CRDTS exam, May 16-20, 2018 - \$1,000.00

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).

A. President's Evaluation (under separate cover)

-The board adjourned into Executive Session at 7:20 P.M.

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

-The board re-adjourned into regular session at 8:18 P.M.

-No action was taken.

-The board agreed that they are pleased with the President's performance.

XX. Discuss Matters Relating to Formal Policy

XXI. Other Business

XXII. Adjourn