

## **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 Tuesday, February 20, 2024, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and on Zoom. Mrs. Hundl presided.

Trustees Present: Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Dr. Bret Macha (zoom); Dr. Priscilla Metcalf; Mr. Paul Pope (zoom); Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mrs. Amy Rod; Mr. Danny Gertson

Others Present: Mrs. Betty McCrohan, President; Dr. Amanda Allen, Vice President of Strategy, Enrollment Management and Technology; Sheryl Rhodes; Danny Bacot (zoom); Gary Bonewald; Carol Derkowski; Mike Feyen (zoom); Tim Guin; T.K. Krpec (zoom); Lupe Moreno; Tommy Regan (zoom); Liz Rexford; Haydee Ruiz (zoom); Lina Salas; Cindy Ward; Gus Wessels; Stephanie Witzkoski (zoom); Philip Wuthrich

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

-Mrs. Hundl called the meeting to order at 6:30 p.m. and declared a quorum.

#### **II. Pledge of Allegiance**

-Mrs. Hundl led the Pledge of Allegiance

#### **III. Reading of the Minutes**

III.A. January 23, 2024 Regular Board Meeting Minutes

**-BOARD ACTION:** On a motion made by Dr. Metcalf and seconded by Dr. Sue Zanne Williamson Urbis, the Regular Board of Trustee meeting minutes from January 23, 2024 were approved as presented.

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

#### **V. Special Items**

V.A. Approval to change the March 19, 2024 Board of Trustee meeting to March 26, 2024

BOARD ACTION: On a motion made by Dr. Sue Zanne Williamson Urbis and

seconded by Mr. Sitka, the Board unanimously approved changing the March 21, 2023 Board of Trustee meeting to March 28, 2023.

V.B. Reports from Board Committees

V.C. Report on National Legislative Summit

-Dr. Macha and Dr. Metcalf reported on the National Legislative Summit they attended February 3-8, 2024.

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

VI.A. Retirement Resolution for Michelle Smith

-Tim Guin read the resolution and will present the plaque to Mrs. Smith.

VI.B. Retirement Resolution for McCoy Davis

-In Mr. Davis's absence, Mrs. Hundl thanked him for his year of service. His plaque will be delivered to him.

VI.C. Retirement Resolution for Lupe Moreno

-President McCrohan read the resolution and presented the plaque to Mr. Moreno.

VI.D. Retirement Resolution for Alex Garcia

-In Mr. Garcia's absence, Mrs. Hundl thanked him for his years of service. His plaque will be delivered to me.

VI.E. Central Appraisal Report - Bryce Kocian

-President McCrohan reported on the findings from the Wharton Central Appraisal District.

VI.F. Physical Plant Update - Bryce Kocian

-President McCrohan reported on the current physical plant projects taking place on all campuses.

**VII. Student Success**

**VIII. Reports to the Board**

VIII.A. Financial Reports

VIII.A.1. January 2024 Monthly Financials

-Mrs. Ward presented the January 2024 financial reports.

**-BOARD ACTION:** On a motion made by Mrs. Meyer and seconded by Dr. Metcalf, the board approved the January 2024 financials 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. November 7, 2023 Faculty Council Meeting Minutes

**IX. CONSENT AGENDA**

**ACTION ITEM:** On a motion made by Dr. Metcalf and seconded by Mr. Sitka, Item XII.E. Approve attached resolution concerning Ad Valorem Tax Exemptions (\$0.00) was tabled and pulled from the consent agenda for discussion for referral to the Finance Committee.

**X. Matters Relating to General Administration**

**XI. Matters Relating to Academic Affairs**

XI.A. Approve Instructor of Emergency Medical Services (EMS) contract change, effective immediately (\$17,352.00 - AY24 budget)

XI.B. Approve the Elimination of the No Charge Program for Academic Semester Credit Hours Above 13 Credit Hours, effective Fall 2024 (No Cost)

XI.C. Approve the establishment of a standard fee of \$55.00/SCH for in-district and \$63.00/SCH for out-of-district dual credit students (Tuition/fee revenue reduction of \$75,000.00 for FY 2025 (based on FY 2024 enrollment numbers))

**XII. Matters Relating to Administrative Services**

XII.A. Recommend approval of the Joint Election Agreement and Election Service Contract between Wharton County Elections Department and Wharton County Junior College (\$6,900.00 - budgeted in 2023-2024 Current Unrestricted Operating Budget)

XII.B. Recommend approval of the Joint Election Agreement and Contract for Election Services between Fort Bend County and Wharton County Junior College (\$7,778.00 - budgeted in 2023-2024 Current Unrestricted Operating Budget)

XII.C. Recommend approval of Order of Election for Board of Trustees Election

XII.D. Accept the quote from MLN Service Company to remove and replace the chilled water coil in the Richmond Cosmetology classroom at the Richmond Campus (\$15,869.00 - Transfer from the Plant Repair and Replacement Fund)

XII.E. Approve attached resolution concerning Ad Valorem Tax Exemptions (\$0.00)

### **XIII. Matters Relating to Strategy, Enrollment Management and Technology**

XIII.A. Approve adding hours to the implementation schedule of Degree Works, effective immediately (\$6,272.00 - Title V Grant)

XIII.B. Approve the contract with Strata Information Group to continue using staff augmentation services for Cybersecurity (\$40,320.00 - Current Operating Budget)

### **XIV. Matters Relating to Personnel**

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Danny Bacot received a change in title/assignment from regular, full time Director of Continuing Education, CA-15-11 to regular, full time Dean of Workforce, D-15-30 effective January 8, 2024

XIV.C.2. Darlene Giesalhart received a change from part-time Instructor of EMS to temporary, full-time EMS Instructor, FAC-1-10 effective February 12, 2024

XIV.C.3. Angelique Sakry received a change from temporary, full-time Instructor of English, FAC-1-5 to regular, full-time Instructor of English, FAC-1-5 effective January 8, 2024

XIV.C.4. Natalie Stavinoha received a change in title/assignment from regular, full-time Coordinator of Dual Credit and University Transfer, AA-1-23 to regular, full-time Director of Dual Credit and University Transfer, CA-10-23 effective January 1, 2024

XIV.C.5. Approve department head compensation for spring 2024

XIV.C.6. Approve division chair compensation for spring 2024

XIV.C.7. Approve spring 2024 overloads

XIV.D. Office of Administrative Services

XIV.D.1. Jessica Garcia employed as regular, full time financial accountant, AA-1-10 effective February 21, 2024

XIV.E. Office of Strategy, Enrollment Management and Technology

**XV. END OF CONSENT AGENDA**

**-BOARD ACTION:** After discussion, the motion to pull item XII.E. Approve attached resolution concerning Ad Valorem Tax Exemptions (\$0.00) did not pass with 6 Nays and 1 Yea and the item was placed back on the consent agenda.

**-BOARD ACTION:** On a motion made by Dr. Macha and seconded by Mr. Pope, the board approved the consent agenda.

**XVI. Paid Professional Assignments**

**XVI.A Information Item:**

**XVII. 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 (551.076), deliberation regarding economic development negotiations (551.086).

**XVIII. Consideration and possible action on items discussed in closed session**

**XIX. Discuss Matters Relating to Formal Policy**

**XX. Adjourn**

-The meeting adjourned at 7:39 p.m.

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