

# 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, January 17, 2017, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Amy Rod, Vice Chair; Mr. Monty Merecka, Secretary; Mr. Scott Glass; Mrs. Merle Hudgins; and Mrs. Ann Hundl

Trustees Absent: Mr. Jack Moses; Mr. Oliver Kunkel; and Mr. Larry Sitka

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; Ms. Zina Carter; Ms. Megan Costanza; Ms. Carol Derkowski; Mr. Mike Feyen; Ms. Susan Hoelscher; Ms. Karen Preisler; Mr. Tommy Regan; Dr. Liz Rexford; Mr. Ben Sharp; Mr. Danny Terronez; Ms. Emily Voulgaris; Ms. Cindy Ward; Mr. Gus Wessels; Mr. Robert Wolter; Mr. Philip Wuthrich; and Mr. Mike Johnson, Mr. Mark Davis; Mr. Rob Larsen (Dowley Security Systems)

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

-Mr. Gertson welcomed everyone.

### II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

### III. Reading of the Minutes

- A. The regular Board of Trustee minutes from November 15, 2016.
- B. The board workshop minutes from November 15, 2016.

-The November 15, 2016 regular meeting and board workshop meeting minutes 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

A. Recognition of retirement for Ms. Susan Hoelscher

-Mr. Leenhouts presented Ms. Susan Hoelscher with a resolution and a plaque.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports

-Mr. Wessels presented the December 2016 financial report and Mrs. Ward presented the 1<sup>st</sup> quarter investment report.

**BOARD ACTION:** On a motion by Mrs. Rod and a second, the board unanimously accepted the December 2016 financial report and the 1<sup>st</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

1. Support Staff Organization minutes from November 17, 2016
2. Academic Affairs Council minutes from November 9, 2016

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

- A. Approve the 2017 - 2018 Academic Calendar
- B. Approve transferring funds to renovate space to add a classroom and storage on the Bay City campus suite C (\$115,000.00 - transfer from the plant repair and replacement fund)

XII. Matters Relating to Administrative Services

- A. Approve the Memorandum of Understanding with Wharton Independent School District
- B. Create a new "Administrative Services Specialist" position for the Sugar Land Campus (\$33,550.00/year)
- C. Approve the resolution to seek bids for sale of surplus property, Homer W. Amman estate
- D. Approve additional qualified investment brokers
- E. Approve Abel Design Group and Rickes Associates to develop a new college wide Master Plan that includes all locations (\$266,450.00 plus reimbursable expenses - plant repair and replacement fund)
- F. Approve Dowley Security Systems, Inc. to provide the proposed security system upgrades (\$1,330,410.00 - transfer from plant repair & replacement fund)
- G. Information Item:
  - 1. Seek offers from the public for the sale of surplus or damaged property using an on-line auction (current unrestricted operating budget for 2016 - 2017)
  - 2. Seek competitive sealed proposals for the renovation of the Richmond Campus Technical Wing (\$1,600,000.00 - transfer from plant repair & replacement fund)
  - 3. Seek competitive sealed proposals for the renovation and addition to the Johnson Health Occupations Center (\$7,059,398.00 - transfer from plant repair & replacement fund)

XIII. Matters Relating to Technology and Institutional Research

XIV. Matters Relating to Student Services

- A. Approve an Accuplacer College Level Math Test fee of \$20.00/test (cost for an estimate of 100 administrations per year is \$510, with revenues of \$2,000.00)

XV. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President

C. Office of Academic Affairs

1. Natasha Goins received a salary adjustment (completion of hours towards PhD) as regular, full-time instructor of associate degree nursing, FAC-1-28, to regular, full-time instructor of associate degree nursing, FAC-1A-28, effective August 22, 2016
2. Stephen Lyford received a salary adjustment (additional graduate hours completed) as regular, full-time instructor of computer science, FAC-2A-14, to regular, full-time instructor of computer science, FAC-3-14, effective January 9, 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. Hundl and a second, the board unanimously accepted the consent agenda with exception of Item XII.A. which will be pulled for further consideration.

XVII. Paid Professional Assignments

- A. Winter Mini Overloads 2016
- B. Paid Professional Assignment for Donna Schilling, Assistant Program Director, spring 2017 - \$3,000.00
- C. Paid Professional Assignment for Mike Conway, Course Development for NRC Curriculum Grant, fall 2014 - fall 2016 - \$10,000.00
- D. Paid Professional Assignment for Donna Schilling for Assistant Program Director, fall 2016 - \$3,000.00
- E. Paid Professional Assignment for Robert Wolter, Oversee Sugar Land Administrative functions, 1/1/17 - 5/31/17 - \$2,500.00

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).

A. Discuss the Homer A. Amman property

-The board adjourned into executive session at 7:10 P.M.

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

-The board re-adjourned into regular session at 7:23 P.M. No action was taken in closed session.

XX. Discuss Matters Relating to Formal Policy

A. Approval of the following regulations:

1. Regulation 002: Board's Legal Status
2. Regulation 003: Board Members
3. Regulation 222: Purchasing and Bidding
4. Regulation 465: Faculty Teaching Loads
5. Regulation 561: Solicitations Of And By Students
6. Regulation 875: Remediation of Performance: Contract Employees

**BOARD ACTION:** On a motion by Mr. Glass and a second, the board unanimously accepted regulations 002, 003, 222, 465, 561, and 875 as presented.

B. Information Item:

1. Regulation 321: Security and Public Safety Department
2. Regulation 781: Associate of Arts and Associate of Arts in Teaching Degree Requirements
3. Regulation 782: Associate of Applied Science Degree Requirements

XXI. Other Business

-Mr. Gertson stated that the BOTI Institute would be a great opportunity for all new board members to attend.

-Mrs. Hundl asked for a tour of each campus prior to the completion of the master plan. The board agreed that Friday's will be a good day of the week for the tour.

XXII. Adjourn

-The meeting adjourned at 7:23 P.M.