

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, October 15, 2024, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488

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

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Executive Vice President; Mrs. Leigh Ann Collins, Vice President of Instruction; Sheryl Rhodes; Mr. Peter Anderson; Mr. Danny Bacot (zoom); Mr. Gary Bonewald; Ms. Zina Carter (zoom); Mrs. Carol Derkowski; Mr. Mike Feyen; Jessica Garcia (zoom); Mr. Bryce Kocian; Mrs. Lea Anna Kostelnik (zoom); Mr. Robby Mathews (zoom); Ms. Gloria Milsap; Mr. Tommy Regan (zoom); Dr. Liz Rexford; Ms. Haydee Ruiz (zoom); Ms. Emily Voulgaris (zoom); Mrs. Cindy Ward; Mr. Gus Wessels; 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. September 17, 2024 Board of Trustee Regular Meeting Minutes

-The following correction was made to the September 17, 2024 Board of Trustee Regular Meeting Minutes:

BOARD ACTION: -At the request of Dr. Priscilla Metcalf, correct the minutes to read that Mr. Terry Lynch was present at the meeting.

BOARD ACTION: On a motion made by Mrs. Rod and seconded by Mr. Sitka, the Board unanimously approved the September 17, 2024 Board of Trustee Regular Meeting Minutes with the correction.

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

V. Special Items

- V.A. Reports from Board Committees
-Mrs. Rod provided an overview of the Board Evaluation process and informed everyone of the timelines. The Board Evaluation packets will be distributed at tonight's Board of Trustee meeting and are due to Dr. Allen by Tuesday, November 19, 2024.

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

- VI.A. Introduction of new Vice President of Information Technology, Kettida Vasiknanon
-President McCrohan introduced and welcomed the new Vice President of Information Technology.
- VI.B. Physical Plant Report - Mike Feyen
-Mr. Feyen provided an update on the current physical plant projects.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. September 2024 Monthly Financials

-BOARD ACTION: Mrs. Ward presented the September 2024 Monthly Financials and the 4th quarter Investment Report. On a motion made by Mrs. Rod and seconded by Dr. Metcalf, the board unanimously approved the September 2024 monthly financials and the 4th 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. September 3, 2024 Faculty Council Meeting Minutes

IX. CONSENT AGENDA

X. Matters Relating to General Administration

- X.A. Approve Modern Campus to provide DataBank Hosting Services for the College's Website (\$15,750.00 - FY2025 Annual Operating Budget)

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

- XI.A. Approve the acquisition of EdSights Retention Solution Software to support student engagement and retention through AI communications (\$41,888.00 annual subscription for three years-all costs to be paid using THECB SSAP Grant Award funds)
- XI.B. Approve the new reporting structure for the Office of Admissions and Registration (No cost; all positions were budgeted as part of the FY25 budget)
- XI.C. Approve the hiring of two additional recruiters to increase outreach in Fort Bend County (\$82,388.00 - \$95,720.00 increase to the FY25 Recruitment budget)
- XI.D. Notify the Board of Trustees that WCJC has been awarded the Texas Higher Education Coordinating Board - Student Success Acceleration Program Grant (\$250,000.00-award amount; no cost to the institution)
- XI.E. Notify the Board of Trustees that WCJC has been awarded the Texas Higher Education Coordinating Board - Texas Reskilling and Upskilling through Education Grant (\$280,000.00 (award amount; no cost to the institution))

XII. Matters Relating to Academic Affairs

- XII.A. Approve New 12-Month Paramedic Instructor Position, effective spring 2025 (\$43,157-\$47,602 for 8 months in AY25 from unused salaries from vacant positions)
- XII.B. Approve receipt of Federal funding from the Carl D. Perkins Career and Technical Education Act of 2006 (\$159,099 - no cost to the college. Grant funds will be deposited for expenditure from the Current Restricted Fund)
- XII.C. Approve Market Stipend for Full-Time (FT) ADN Faculty, effective November 1, 2024 (Additional \$60,800.00 for AY25 from unused salaries from vacated positions)
- XII.D. Information Item
 - XII.D.1. Review the fifth and final year of the Department of Education Title V Developing Hispanic Serving Institutions Grant, Career and Transfer Center (\$600,000.00 in year 5 (October 1, 2024 - September 30, 2025))

XIII. Matters Relating to Administrative Services

- XIII.A. Adopt attached list of qualified brokers that are authorized to engage in investment transactions with Wharton County Junior College (N/A)

XIII.B. Recommend approval of the allocation of prior year funds for 2024 outstanding encumbrances (\$948,751.76 - Unrestricted Operating Fund for 2024-2025)

XIII.C. Approve the lease agreement with Seamless Solutions for copiers and software located in the various buildings on the Wharton, Sugar Land, Richmond, and Bay City campuses (\$64,447.20 - Current Unrestricted Operating Budget 2024 - 2025)

XIII.D. Information Item

XIII.D.1. Seek proposals from companies holding approved State of Texas Cooperative roofing contracts for the replacement of the roof on the J M Hodges Library (Plant Repair and Replacement Fund)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Executive Vice President

XIV.C.1. Shane Benich received a change in title/assignment from Jr. system administrator, A-8-5 to assistant director of technical services, AA-1-5, effective August 1, 2024

XIV.C.2. Lori Saucedo received a change in title/assignment from associate help desk manager, A-1-6 to IT project manager, A-8-6, effective August 1, 2024

XIV.D. Office of Academic Affairs

XIV.D.1. Fall 2024 Division Chair Compensation

XIV.D.2. Fall 2024 Department Head Compensation

XIV.D.3. Jenna Hession employed as regular, full-time instructor of vocational nursing, FAC-1-3, effective October 21, 2024

XIV.D.4. Annette Gajewsky-Maly employed as temporary, full-time title V HSI academic advisor for financial literacy, A-5-10, effective October 21, 2024

XIV.D.5. Patricia Garcia-Estrada received a change in contract length as regular, full-time Dental Hygiene Instructor/Supervising Dentist, FAC-7-48 (10 1/2 months), to regular, Dental Hygiene

Instructor/Supervising Dentist, FAC-7-48 (9 months), effective
November 1, 2024

XIV.E. Office of Administrative Services

XV. END OF CONSENT AGENDA

BOARD ACTION: On a motion made by Mr. Lynch and seconded by Mrs. Rod, the consent agenda was unanimously approved as presented.

XVI. Paid Professional Assignments

XVI.A. Information Item:

- XVI.A.1. Paid Professional Assignment for Cynthia Ward, Assisting in the Business Office/Finance areas with the Executive Administration reorganization while advertising for the VP of Administrative Service, September 1, 2024 - October 31, 2024 - \$4,000.00
- XVI.A.2. Paid Professional Assignment for Karl Johnson, EMS Program Simulation Lab Coordinator, Fall 2024 - \$2,100.00
- XVI.A.3. Paid Professional Assignment for Julieta Rodriguez, Assistant Department Head - English, Fall 2024 - \$2,100.00
- XVI.A.4. Paid Professional Assignment for Jessi Snyder, Assistant Department Head, Fall 2024 - \$2,100.00
- XVI.A.5. Paid Professional Assignment for Kerri Novak, Additional duties/responsibilities due to HR vacancy, October - December 2024 - \$2,250.00
- XVI.A.6. Paid Professional Assignment for Brian Trinh, Chemical Hygiene Officer, Fall 2024 - \$2,100.00

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 (661.076), deliberation regarding economic development negotiations (551.086).

XVII.A. President's Evaluation

-The President's Evaluation was postponed until the November 19, 2024 Board of Trustee meeting.

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

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The meeting adjourned at 7:13 p.m.