



**Wharton County Junior College**  
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MINUTES

Regular Monthly Meeting of the  
Wharton County Junior College  
Board of Trustees  
February 16, 2016

-The Wharton County Junior College District Board of Trustees met in regular session on February 16, 2016 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Monty Merecka, Secretary; Mrs. Merle Hudgins; Mrs. Ann Hundl; Mr. Jack Moses; Mr. Lloyd Nelson; and Mr. Larry Sitka

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

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. Matt Bakus; Mr. Shayne Benich; Ms. Carol Derkowski; Mr. Aaron Dittmar; Ms. Kelly Eldridge; Mr. Scott Glass; Mr. Tim Guin; Ms. Lea Anna Kostelnik; Ms. Kathy Kresta; Dr. Liz Rexford; Mr. Danny Terronez; Ms. Sharla Walker; Mrs. Cindy Ward; Mr. Gus Wessels; Mr. Philip Wuthrich; and Mr. Joshua Rosenbaum (welding graduate); and Mr. Brad Witten (welding graduate)

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

- The meeting was called to order at 6:30 P.M.
- Mr. Gertson welcomed everyone and thanked them for attending the meeting.

ITEM II: PLEDGE OF ALLEGIANCE

- Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

- A. The regular board meeting held on January 19, 2016

-The minutes of the regular board meeting held on January 19, 2016 was approved as presented.

ITEM IV: CITIZENS' COMMENTS

- None

ITEM V: SPECIAL ITEMS

- A. Approval to change the March 15, 2016 Board of Trustee meeting to March 22, 2016

BOARD ACTION: On a motion by Mr. Nelson and a second, the board unanimously approved moving the March 15, 2016 Board of Trustee meeting to March 22, 2016

ITEM VI: PRESENTATIONS, AWARDS, AND/OR PRESIDENT'S REPORT

- A. Recognition of 5 years of service as advisor of the Zeta Xi Chapter – Phi Theta Kappa – Robert Nottebart

-Ms. McCrohan recognized Mr. Nottebart (not in attendance) for his 5 years of service as advisor of the Zeta Xi Chapter of Phi Theta Kappa. His pin will be presented at another time.

ITEM VII: STUDENT SUCCESS

- A. Welding Program Update (Aaron Dittmar and Tim Guin)

-Mr. Dittmar and Mr. Guin gave a presentation on the welding program. Mr. Dittmar introduced Mr. Rosenbaum and Mr. Witten who are graduates of the welding program. Mr. Rosenbaum and Mr. Witten gave testimonials.

-Mr. Gertson thanked them all.

ITEM VIII-A: REPORTS TO THE BOARD

- A. Financial Reports

-Mr. Wessels reviewed the financial reports for January 2016.

BOARD ACTION: On a motion by Mr. Merecka and a second, the board unanimously approved the financial reports for January 2016 as presented.

ITEM VIII-B: MANAGEMENT REPORTS

1. Department of Information and Technology: Pam Youngblood (Vice President of Technology and Institutional Research)
2. Financial Aid: Dave Leenhouts (Vice President of Student Services)
3. Student Services: Dave Leenhouts (Vice President of Student Services)

ITEM VIII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

- A. Academic Affairs Council
- B. Faculty Council

1. Faculty Association Meeting minutes from January 16, 2016

- C. President's Extended Cabinet
- D. Student Services Council
- E. Support Staff Council

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee: Mr. Kunkel

-None-

B. Facilities Committee: Mr. Nelson

-None-

C. Legislative Committee: Mr. Nelson

-Mr. Nelson stated that Ms. McCrohan gave a testimony before the Texas House Higher Education Committee giving a historical perspective on several issues. A handout was given to the legislators with bullet points and a history of community colleges, service areas, and tax districts.

-Ms. McCrohan gave the board a copy of the interim charges of Legislature committees and a copy of the 60x30 TX plan which is the Texas Higher Education Coordinating Boards strategic plan.

-Ms. McCrohan stated that Ms. Carter prepared a nice card for the Washington DC trip which gave some information on the college and some Texas Community College facts.

-Mr. Gertson stated that he appreciated Ms. McCrohan testifying on the college's behalf and representing all Texas community colleges.

-Mr. Gertson explained the meetings that took place while at the American Association of Community Colleges Legislative Summit in Washington DC. There was an emphasis on Pell Grants and financial aid.

-Ms. McCrohan stated that there will be a meeting on March 24, 2016 in Austin, Texas with the House Appropriations Committee Article III Appropriations and Higher Education Committee.

**-Mr. Gertson asked if members had questions regarding any items in the consent agenda. He also asked if any items needed to be pulled from the consent agenda for separate consideration.**

-Mrs. Hudgins asked if the new Continuing Education Kids' College specialist position was new. Ms. McCrohan stated that the position was a new position.

-Ms. McCrohan clarified Item XII.A., a new custodial supervisor position stating that it was an upgrade to an existing position.

-No items were pulled for separate consideration.

-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.*

ITEM X: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM XI: MATTERS RELATING TO ACADEMIC AFFAIRS

- A. Approve a new Continuing Education Kids' College specialist position (\$32,900.00 – \$36,150.00 profits of the program will cover the personnel cost)

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

- A. Approval to create a new custodial supervisor position (\$3,000.00 – current operating budget)
- B. Approve fiscal year 2016 budget adjustments
- C. Approve the bid submitted by Lincoln Electric to provide 24 new welding booths and fume extraction arms for the Reynolds Building welding shop (\$87,468.00 – transfer from the plant repair and replacement fund)
- D. Approve the use of The Cooperative Purchasing Network (TCPN) contract with Independent Stationers for the purchase of the College's office supply needs from Reliant Business Products (estimated \$130,000.00 – current operating budget for 2015-2016)
- E. Approve the proposal by LL&F for the upgrade to the Reynolds Building welding shop ventilation and electrical systems (\$261,805.00 – transfer from plant repair and replacement fund)
- F. Approve the transfer from the plant repair and replacement fund for the purchase of 4 Flux Core welding machines and the installation of Argon, argon/CO2 mix, oxygen and acetylene gas lines (\$46,461.36 – transfer from the plant repair and replacement fund)

ITEM XIII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

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

- C. Office of Academic Affairs
  - 1. Andrea Shropshire received a salary adjustment from instructor of associate degree nursing, FAC-1-22, to instructor of associate degree nursing, FAC-2A-22, effective January 11, 2016
- D. Office of Administrative Services
- E. Office of Student Services
- F. Office of Technology and Institutional Research

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

ITEM XVI: PAID PROFESSIONAL ASSIGNMENTS

- A. Information Items
  - 1. 2016 Spring overload list
  - 2. 2016 Spring department head compensation
  - 3. Paid Professional Assignment for Cynthia Diener, assistant department head of English, spring 2016 - \$1,800.00
  - 4. Paid Professional Assignment for Ramiro Acevedo, assistant department head – Physics, spring 2016 - \$1,800.00

ITEM XVII: EXECUTIVE SESSION

-Pursuant to the Texas Government Code (Chapter 551, Open Meetings), the Board may conduct a closed executive session for any or all of the following reasons: Consultation with attorney (551.071), deliberation regarding purchase, exchange, or sale of real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), and/or deliberation regarding economic development negotiations (551.086).

ITEM XVIII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

ITEM XXIV: MATTERS RELATING TO FORMAL POLICY

ITEM XX: OTHER BUSINESS

-Mr. Gertson stated that Ms. McCrohan's performance review will be delayed for a month.

-Ms. McCrohan asked all members to sign the Ethics Policy and return to Ms. Feyen.

-Ms. McCrohan asked Ms. Feyen to explain the new BoardBook for board meeting agendas. Ms. Feyen explained how BoardBook will work and that an email will be sent asking all members to set up a password for BoardBook.

ITEM XXI:    ADJOURN

-The meeting adjourned at 7:25 P.M.