

# **Minutes of the Regular Board of Trustee 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 15, 2022, beginning at 6:30 P.M. in the Hutchins Memorial Board Room and on Zoom. Mrs. Rod presided.

Trustees present: Mrs. Amy Rod, Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Scott Glass; Mr. Paul Pope; Mr. Larry Sitka; and Mrs. Sue Zanne Williamson Urbis

Trustees absent: Mrs. Ann Hundl, Vice Chair; Mr. Danny Gertson; and Mr. Jack Moses

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Peter Anderson; Ms. Kim Ashburn; Mrs. Julie Aaronson; Mr. Mark Aaronson; Mrs. Suzanne Armour; Mrs. Lori Baumgarten; Mr. Gary Bonewald; Ms. Zina Carter; Mrs. Carol Derkowski; Mr. Mike Feyen; Mr. Varun Gupta; Mr. Jonathan Jeter; Mrs. Lindsey McPherson; Mr. Tommy Regan; Dr. Liz Rexford; Mrs. Sheryl Rhodes; Ms. Haydee Ruiz; Ms. Tamara Sealy; Mr. Ben Sharp; Mr. Don Smith; Mr. Gordon Sorrell; Mr. Johnnie Svatek; Mr. Pisal Var; Ms. Emily Voulgaris; Mrs. Cindy Ward; Mr. Gus Wessels; Mr. Phillip Wuthrich; and Ms. Tara Zekavat

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

-Mrs. Rod called the meeting to order at 6:30 P.M. and declared a quorum.

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

-Mrs. Rod led the Pledge of Allegiance.

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

A. Special Called Board of Trustee Meeting Minutes from December 17, 2021

B. Regular Board of Trustee Meeting Minutes from January 18, 2022

**BOARD ACTION:** On a motion by Mr. Sitka and a second, the board unanimously approved the Special Called Board of Trustee meeting minutes from December 17, 2021 and the Regular Board of Trustee meeting minutes from January 18, 2022.

#### **IV. Citizens' Comments (approved by board on 5-20-99)**

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

A. Approval of the guidelines for the WCJC Foundation Director Supervision and Support between Wharton County Junior College and the WCJC Foundation

**BOARD ACTION:** On a motion by Mrs. Meyer and a second the board

unanimously approved the guidelines for the WCJC Foundation Director Supervision and Support between Wharton County Junior College and the WCJC Foundation as presented.

- B. Approval to change the March 15, 2022 Board of Trustee meeting to March 29, 2022

**BOARD ACTION:** On a motion by Mr. Glass and a second, the board unanimously approved changing the March 15, 2022 Board of Trustee meeting to March 29, 2022.

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

- A. Retirement Resolution for Ms. Julie Aaronson

-Mrs. McPherson read the retirement resolution for Ms. Julie Aaronson and presented her with a plaque.

- B. Retirement Resolution for Mr. Johnnie Svatek

-Mrs. McPherson read the retirement resolution for Mr. Johnnie Svatek and presented him with a plaque.

- C. Retirement Resolution for Mrs. Susie Fendley

-Dr. Allen read the retirement resolution for Mrs. Susie Fendley and will present her with the plaque.

- D. Report from Board Committees

-Mr. Pope gave a report on the Envisioning committee and explained the committee.

-Mr. Glass stated that the Board Evaluation committee will meet on Friday and will look at the evaluations collected.

- E. Update on CIO

-Dr. Allen gave an update on the status of the CIO, including a timeline of events, overarching outcomes, immediate priorities, other projects, and long-term initiatives.

#### VII. Student Success

-Mrs. McPherson gave a presentation on the Academic Career and Transfer Advising Center located in the library. She also explained the HSI Title V grant.

#### VIII. Reports to the Board

- A. Financial Reports

-Mr. Kocian presented the January 2022 financial reports.

**BOARD ACTION:** On a motion by Mrs. Meyer and a second, the board unanimously approved the January 2022 financials 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 meeting minutes from November 3, 2021
2. Support Staff Organization meeting minutes from December 1, 2021
3. Faculty Council Minutes from December 7, 2021
4. Faculty Association Minutes from January 14, 2022
5. Extended Cabinet meeting minutes from October 14, 2021

**IX. CONSENT AGENDA**

**X. Matters Relating to General Administration**

- A. Approval of updating (LOCAL) policies - DMAA and FFDA

**XI. Matters Relating to Academic Affairs**

- A. Approve the proposal submitted by D2L Brightspace to provide the College's Learning Management System for the next 5 years (\$55,176.00 for the first year, and \$83,352.00 for years 2-5 - unrestricted operating budget for 2022-2023)
- B. Approve the revision of the "Coordinator of Disability Services" job description to be "Counselor/Disability Services" (\$60,734 - 67,401 - FAC01, Step 1-10; current coordinator of disability services position - AA-01 schedule, ranging from \$56,069 - 62,736)
- C. Approve new position - developmental math, temporary to regular full-time (FY22 budget \$45,550 - \$57,050)
- D. Approve waiver/scholarship for dual credit courses (\$107,352.00 in reduced tuition and fees revenue - AY 2022-23)
- E. Approve re-organization of Adult Education & Literacy Program (AEL) (maximum annual salary increase & benefits \$76,536.00 funded by AEL grant)

**XII. Matters Relating to Administrative Services**

- A. Approval of the Joint Election Agreement and Election Service Contract between Wharton County Elections Department and Wharton County Junior College (approximately \$6,900.00 - current unrestricted operating budget for 2021 - 2022)
- B. Approval of the Joint Election Agreement and Contract for Election Services between Fort Bend County and Wharton County Junior College (approximately \$8,144.00 - current unrestricted operating budget for 2021 - 2022)
- C. Approve the transfer of funds from the plant repair and replacement fund to cover the replacement of an estimated 280 linear feet (L.F.) of three inch copper water line at the

Richmond campus (\$47,518.08 - transfer from the plant repair & replacement fund)

- D. Approve the transfer from the plant repair and replacement fund to remove 50 of the original parking lot light fixtures and replace with 25 energy efficient LED fixtures at the Richmond campus (\$20,465.00 - transfer from plant repair and replacement fund)

- E. Approve the resolution concerning Ad Valorem Tax Exemptions

- F. Approve Order of Election for Board of Trustees Election (\$20,000.00 - current unrestricted budget for 2021 - 2022)

- G. Information Item:

- 1. Seek competitive sealed bids for the purchase of simulation manikins, defibrillators, and an interactive video training system for use in training our EMS students (estimated \$435,000.00 - TRUE grand funds)

#### **XIII. Matters Relating to Technology**

#### **XIV. Matters Relating to Planning & Institutional Effectiveness**

- A. Notification of the Texas Higher Education Coordinating Board TRUE Institutional Capacity Grant (\$75,000.00 - no cost to college)

- B. Approve the renewal of the WCJC subscription for Evisions software (\$50,792.00; included as part of the IT Computer Services annual budget)

#### **XV. Matters Relating to Personnel**

- A. Board of Trustees

- B. Office of President

- C. Office of Academic Affairs

- 1. Approve department head compensation for spring 2022

- 2. Approve division chair compensation for spring 2022

- 3. Approve spring 2022 overloads

- D. Office of Administrative Services

- E. Office of Student Services

- F. Office of Technology

- H. Office of Planning & Institutional Effectiveness

#### **XVI. END OF CONSENT AGENDA**

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

#### **XVII. Paid Professional Assignments**

A. Information Item:

1. Paid Professional Assignment for Andrea Shropshire, consultant for LVN program revision, spring 2022 - \$2,100.00
2. Paid Professional Assignment for Lauren Green (Herrmann), COW's maintenance, spring 2022 - \$700.00
3. Paid Professional Assignment for Jesi Ramirez, assistant college readiness math department head, spring 2022 - \$2,100.00

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

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

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

XXI. **Other Business**

XXII. **Adjourn**

-The meeting adjourned at 7:30 P.M.

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Board Secretary