

Minutes of 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, July 16, 2019, 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; Mrs. Ann Hundl, Secretary; Mr. Scott Glass; Mrs. Mary Ellen Meyer; Mr. Jack Moses; Mr. J. Paul Pope; and Mr. Larry Sitka

Trustees Absent: None

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; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Seth Bailey; Mrs. Zina Carter; Mrs. Carol Derkowski; Mr. Mike Feyen; Mr. Chris Janicek (Needville ISD Board Chair); Mr. Oliver Kunkel, Jr.; Dr. Liz Rexford; Mr. Ben Sharp; Mrs. Theresa Spillers; Mr. Danny Terronez; Mrs. Cindy Ward; and Mr. Gus Wessels

I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone, declared a quorum, and called the meeting to order.

II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

III. Reading of the Minutes

A. The regular Board of Trustee meeting minutes from June 18, 2019

-The regular board meeting minutes from June 18, 2019 was 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.

-Mr. Janicek addressed the board asking the board to consider Ms. Edie Sinclair to fill Mr. Kunkel's vacant position.

-It was decided to have a special called meeting at 5:30 P.M. on the day of the next board meeting to perform the interview.

V. Special Items

A. Review and approve process to replace Mr. Oliver Kunkel, Jr.

BOARD ACTION: On a motion by Mr. Pope and a second, the board voted 7 yea's and 1 nay to interview Ms. Sinclair between now and the next meeting or at the next meeting for the vacancy on the board.

-Ms. McCrohan presented Mr. Kunkel with a framed momento for his years of service. Mr. Gertson thanked Mr. Kunkel for his service and dedication to the College. Mr. Kunkel thanked the College for having him serve on the board.

B. Review and approve process and timeline for board of trustee workshops

-There will be a board workshop scheduled at 5:30 P.M. on September 17, 2019 prior to the regular board meeting. Quarterly workshops will be scheduled in the future and one large offsite workshop will be scheduled once a year.

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

A. Retirement Resolution for Mr. Gerald Alford

-Mr. Kocian recognized Mr. Alford (not in attendance) for his years of service and retirement.

B. Demonstration of Website for Board of Trustees

-Mrs. Feyen reviewed the website for the board.

-Mr. Feyen gave an update on summer projects.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for June 2019

-Mr. Wessels presented the June 2019 financials.

-Mrs. Ward presented the 3rd quarter 2019 investment report.

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board unanimously approved the June 2019 financials and the 3rd quarter 2019 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 meeting minutes from March 25, 2019
2. Support Staff Organization meeting minutes from May 23, 2019

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 federal funding from the Carl D. Perkins Career and Technical Education Act of 2006 (\$213,641.00 - no cost to the College - grant funds will be deposited for expenditure from the current restricted fund)
- B. Approve the state and federal funding for Adult Education and Literacy Program (no cost; grant revenue is \$765,000.00)

XII. Matters Relating to Administrative Services

- A. Approve the endowment fund investment policy
- B. Approve the investment policy
- C. Approval of bank depository extension

D. Approve 10/20 year write off of property taxes

E. Information Item:

1. Seek offers from the public for the sale of surplus or damaged property using an on-line auction (\$200.00 - current unrestricted operating budget for 2019 - 2020)

XIII. Matters Relating to Technology

XIV. Matters Relating to Planning & Institutional Effectiveness

A. Approval of testing services computer upgrade (\$68,168.86 - MIS physical plant fund)

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. 2019 Summer I Overloads
2. Tina Gustavus changed from part-time to full-time temporary developmental math instructor, FAC-1-6, effective August 19, 2019
3. Muna Saqer employed as regular, full-time instructor of computer science, FAC-1-10, effective August 19, 2019

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

G. 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 Bracha Silverstone for master course development-online Math 1325, summer I and II, 2019 - \$2,100.00
2. Paid Professional Assignment for Nicole Lippolis for master course development - online CHEM 1405, summer I and II, 2019 - \$2,100.00
3. Paid Professional Assignment for Lindsay Buckingham for Master Course Development - online MATH 1324, summer I and II, 2019 - \$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 (661.076),

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 8:05 P.M.