

# 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, August 18, 2020, beginning at 2:30 PM in the Remote Meeting. Mrs. Rod presided.

Trustees present: Mr. Danny Gertson, chair; Mrs. Amy Rod, Vice Chair; Mrs. Ann Hundl, Secretary; Mrs. Scott Glass; Mrs. Mary Ellen Meyer; Mr. Paul Pope; Mrs. Edee Sinclair; and Mr. Larry Sitka

Trustees absent: Mr. Jack Moses

Others present: Mrs. 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; Mrs. Marybelle Albrecht; Mr. Peter Anderson; Ms. Kim Ashburn; Mrs. Lori Baumgarten; Mr. Andrew Berezin; Mr. Mike Billingsley; Ms. Karen Bishop; Mrs. Carol Derkowski; Mr. Mike Feyen; Mr. Mike Gorka; Mr. TK Krpec; Ms. Barbara Lynn; Mr. Robby Mathews; Mrs. Tessa Mathews; Mr. John Miller; Mr. Tommy Regan; Dr. Liz Rexford; Ms. Selena Schmidt; Ms. Tamara Sealy; Ms. Theresa Spillers; Ms. Wendy Tamayo; Mr. Danny Terronez; Mr. Pisal Var; Ms. Emily Voulgaris; Mrs. Cindy Ward; and Mrs. Stephanie Witzkoski

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

-Mrs. Rod called the meeting to order and declared a quorum.

### II. Pledge of Allegiance

### III. Reading of the Minutes

- A. Approve the September 24, 2019 Board of Trustee minutes with revisions.
- B. Approve the January 21, 2020 Board of Trustee minutes with revisions.
- C. Approve the August 20, 2019 Board of Trustee minutes with revisions.
- D. Approve the February 11, 2020 Special Called Board of Trustee minutes
- E. Approve the July 21, 2020 Board of Trustee minutes

-The September 24, 2019 Board of Trustee minutes with revisions, January 21, 2020 Board of Trustee minutes with revisions, August 20, 2019 Board of Trustee minutes with revisions, February 11, 2020 Special Called Board of Trustee minutes, and July 21, 2020 Board of Trustee 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

##### A. Approve the 2020 - 2021 operating budget (under separate cover)

-The budget assumptions for 2020 – 2021 were reviewed at the Budget Workshop.

**BOARD ACTION:** On a motion by Mrs. Rod and a second, the board unanimously approved the 2020 – 2021 operating budget as presented.

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

##### A. Retirement Resolution for Mr. Mike Gorka

-Mr. Kocian read the retirement resolution for Mr. Mike Gorka.

##### B. Retirement Resolution for Karen Bishop

-Mr. Kocian read the retirement resolution for Ms. Karen Bishop

##### C. President's Report on actions taken during the Pandemic Shutdown

-Ms. McCrohan gave a report on the actions taken during the Pandemic Shutdown.

##### D. True North technology assessment presentation

-This presentation was deferred to a later date.

##### E. Discuss Creating a Community Advisory Committee

-Ms. McCrohan asked for direction from the board to form a community advisory committee. The board asked for a plan and charge of the committee before approving.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for July 2020

-Mr. Kocian presented the July 2020 financial report.

**BOARD ACTION:** On a motion by Mrs. Meyer and a second, the board unanimously approved the July 2020 financials as presented.

B. Management Reports

1. Technology Report
2. Financial Aid Report
3. Testing Report

C. Reports from College Governance Councils

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 4th year of a 5 year extension agreement with Blackboard, Inc. to provide a Managed Hosting Solution and course delivery for their on-line learning management software used by the College to support our on-line classes (\$89,000.00 - current unrestricted operating budget for 2020 - 2021)
- B. Approve the reorganization plan and positions for the distance education department (\$24,786.00)

XII. Matters Relating to Administrative Services

- A. Approve the WCJC proposed tax rate of \$0.13684/\$100 valuation and set the date of September 15, 2020 to have the final vote on the rate

**BOARD ACTION:** On a motion by Mrs. Rod and a second, the board voted 8 Yea's and 0 Nay's to approve the proposed tax rate of \$0.13684/\$100 valuation

and set the date of September 15, 2020 to have a final vote on the rate.

- B. Approve the Great Western Dining contract for the fall semester with a daily rate of \$12.46 for the student's cafeteria board plan (\$130,000.00 - auxiliary fund budget for 2020 - 2021)
- C. Approve "Revised" Order of Election for Board of Trustees Election (\$20,000.00 budgeted in 2020 - 2021 - current unrestricted budget)
- D. Approve the Sister Mary Alma Pilarski Nursing Scholarship Endowment
- E. Approve the endowment fund investment policy
- F. Approve the investment policy
- G. Approve the lease agreement for the College copiers and needed software (\$60,000.00 - current unrestricted operating budget for 2020 - 2021)
- H. Approve the purchase of the College's office supplies from Reliant Business Products, Inc. of Houston (\$140,000.00 - unrestricted operating budget)
- I. Approve the proposal submitted by Barnes & Noble College Booksellers LLC to manage and operate the College's bookstores in Wharton and Richmond (estimated costs from student pell grants & other financial aid - \$800,000.00 - estimated annual commissions earned - \$191,500.00)
- J. Information Item:
  - 1. Acknowledgement of all documented fees paid by the College as a result of our membership in a cooperative purchasing program (\$1,000.00 - current unrestricted operating budget for 2019 - 2020)

### XIII. Matters Relating to Technology

- A. Approve the estimated costs for upcoming annual hardware and software maintenance contracts (\$713,964.00 - current unrestricted operating budget for 2020 - 2021)
- B. Approve Strata Information Group (SIG) to complete Back-2-Basics workshops on the Student, Student AR, Financial Aid, HR-Payroll, and Finance modules of our Banner Enterprise Management System (\$59,500.00 - Cares Act Funds)
- C. Approve the purchase of 59 Laptop computers from Computer Discount Warehouse Government to provide computer capabilities for various departments to service students remotely, or to support employees should they be required to work from home (\$87,689.28 - Cares Act Funds)
- D. Approve the proposal submitted by RockIT Consulting LLC to replace the College's network "backbone switch" located in the Hodges Library as well as an additional switch that services 5 computer labs in the Peace Building (\$128,112.60 - Cares Act Funds)

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

#### XV. Matters Relating to Personnel

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

C. Office of Academic Affairs

1. Approve 2020 Summer II overloads
2. Tamara Sealy received a change in title/assignment from regular, full-time continuing education corporate coordinator, AA-1-8, to regular, full-time director of continuing education, CA-10-8, effective August 10, 2020
3. Taraneh Zekavat extended as temporary, full-time director of adult education & literacy, CA-8-13, effective July 1, 2020
4. Dolly Staude extended as temporary, full-time instructor of cosmetology, FAC-1-4, effective September 1, 2020
5. Esther Kumar changed from part-time to regular full-time instructor of associate degree nursing, FAC-1A-20, effective August 24, 2020
6. Jeanette Jacobs employed as regular, full-time instructor of associate degree nursing, FAC-3-21, effective August 24, 2020
7. Richard Hong employed as temporary, full-time instructor of mathematics, FAC-6A-10, effective August 24, 2020

D. Office of Administrative Services

E. Office of Technology

F. Office of Planning & Institutional Effectiveness

**XVI. END OF CONSENT AGENDA**

**BOARD ACTION:** On a motion by Mr. Pope and a second, the board unanimously approved the consent agenda with exception of XII.A., which was already approved, as presented.

XVII. Paid Professional Assignments

A. Information Item:

1. Paid Professional Assignment for Ava Humme, assistant department head, fall 2020 - \$2,100.00
2. Paid Professional Assignment for Eric Reyes, assistant with department head duties for English department, fall 2020 - \$2,100.00
3. Paid Professional Assignment for Cindy Diener, house bill 5 support, facilitator, proctor, grader, fall 2020 - \$2,100.00
4. Paid Professional Assignment for Troy Jefferson, interim director Sugar Land & Richmond campus, July - December 2020 - \$10,000.00

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 3:16 P.M.