

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, May 16, 2023, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488

Trustees Present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson; Dr. Bret Macha; Dr. Priscilla Metcalf; Mr. Paul Pope; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Vice President of Strategy, Enrollment Management and Technology; Mrs. Leigh Ann Collins, Vice President of Instruction; Mr. Bryce Kocian, Vice President of Administrative Services; Sheryl Rhodes; Phyllis Appling; Mark Appling; Danny Bacot (zoom); Debra Barron (zoom); Georgeann Calzada; Trish Chandler; Carol Derkowski; John Dettling; Mike Feyen (zoom); Jill Hudgins (zoom); Vicki Hudson (zoom); Pat Korenek (zoom); TK Krpec (zoom); Jerry Martinez (zoom); Robby Mathews (zoom); Deborah McGraw (zoom); Lindsey McPherson (zoom); Kimberly Mrnustik (zoom); Megan Post; Savannah Post; Sullivan Post; Lindsey Reeves (zoom); Tommy Regan (zoom); Dr. Liz Rexford; Haydee Ruiz (zoom); Selena Schmidt (zoom); Amanda Shelton; Dr. Paul Spellman; Kathy Spellman; Robin Stubbs (zoom); Wendy Tamayo (zoom); Emily Voulgaris (zoom); Cindy Ward; Gus Wessels; Philip Wuthrich

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

III.A. Regular Board of Trustee meeting minutes from April 18, 2023

-BOARD ACTION: On a motion made by Mr. Gertson and seconded by Mr. Sitka, the Board approved the Board of Trustee Regular Meeting Minutes from April 18, 2023.

IV. Citizens' Comments (revised by legal counsel on08-05-2022)

V. Special Items

V.A. Reports from Board Committees

V.A.1. Board Evaluation Committee

V.A.1.a. Review of Proposed Amendments to WCJC Board Bylaws

-Dr. Williamson Urbis presented the proposed amended bylaws containing the recommendations from our attorney. The bylaws will be presented for approval at the June Board of Trustee meeting.

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

VI.A. Retirement Resolution for Mrs. Phyllis Appling

-Mrs. Collins read the resolution and presented the plaque to Mrs. Appling.

VI.B. Retirement Resolution for Dr. Paul Spellman

-Mrs. Shelton read the resolution and presented the plaque to Dr. Spellman.

VI.C. Retirement Resolution for Mrs. Joy Wind

-Mrs. Shelton read the resolution and will deliver the plaque to Mrs. Wind.

VI.D. Presentation on Information Technology Upgrade - Amanda Allen

-Dr. Allen presented information on the IT upgrade.

VI.E. Budget Process Update - Bryce Kocian

-Mr. Kocian reviewed the budget process and provided an update on current discussions.

VI.F. Physical Plant Project Updates – Betty McCrohan

-Mr. Kocian provided information and updates on the physical plant projects currently taking place.

VI.G. Report on Recruitment Initiatives

-President McCrohan reported on the recruitment initiatives offering free college to selected programs.

VI.F. Report on Federal and State Legislative Items

-President McCrohan provided an update on the current pertinent bills in Federal and State Legislative.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

-Mr. Kocian presented the April 2023 financials.

-BOARD ACTION: On a motion made by Dr. Macha and seconded by Dr. Williamson Urbis, the board unanimously approved the March 2023 monthly financials 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 April 4, 2023 Faculty Council Minutes
- VIII.C.2 March 8, 2023 Support Staff Organization Minutes

IX. CONSENT AGENDA

X. Matters Relating to General Administration

- X.A. Approve an Alternative Summer Work Schedule for 12-Month Employees (n/a)

XI. Matters Relating to Academic Affairs

- XI.A. Approve Chemical Dependency Level I Certificate, Effective Fall 2024 (\$5,000.00 per semester part-time faculty compensation)
- XI.B. Approve Increased Hourly Pay Rate for AEL Instructors, effective July 1, 2023 (\$15,360.00-increased cost covered via AEL grant)
- XI.C. Information Item
 - 1. Seek sealed bids from vendors in order to purchase several pieces of equipment for our Allied Health Programs with funds from the M.G. and Lillie Johnson Foundation (\$511,000.00 - M.G. and Lillie Johnson Foundation Grant Funds)

XII. Matters Relating to Administrative Services

- XII.A. Approve the agreement with Abel Design Group (ADG) to prepare the Conceptual Design Booklet for the Student Center Addition (Not to exceed \$20,000.00 (\$17,750.25 + reimbursables) with funds transferred from the Plant Repair and Replacement Fund)
- XII.B. Approval of Fiscal Year 2023 Budget Adjustments (n/a)
- XII.C. Approve the engagement letter from Lott, Vernon & Company, P.C. dated May 2, 2023 (\$52,000.00 - Budgeted Unrestricted Funds)
- XII.D. Accept the quote from MLN Service Company to remove and replace the isolation valve in the chilled water line with a 10" Bray butterfly valve and reinsulate the disturbed insulation on the chilled water line (\$9,625.00 - transfer from the Plant Repair and Replacement Fund)

XII.E. Information Item

XII.E.1. Solicit offers from elevator companies to complete a modernization of the existing elevator at the Richmond Campus to include the elevator's mechanical and electrical components (Estimated \$110,000.00 - transfer from the Plant Repair and Replacement Fund)

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIII.A. Approve the refresh of equipment in three campus computer labs to adequately support the current and future software needs of the Department of Computer Science curriculum (\$65,000.00 - to be moved from the MIS Fund)

XIII.B. Approve the reorganization of the Office of Information Technology (No additional cost to the institution)

XIII.C. Approve the migration of Banner to Ellucian Cloud (Implementation cost of \$66,000/month for a maximum of 18 months (\$264,000.00 from CRRSAA; remainder from MIS Fund); annual fees/maintenance to be paid using deferred salaries and licensing fees from approved operating budget)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Stephanie Barron employed as regular, full time instructor of English, FAC-7-10, effective August 21, 2023

XIV.C.2. Jason Matthew Bennett employed as regular, full time instructor of history, FAC-3A-6, effective August 21, 2023

XIV.C.3. Ruediger Cirsovius employed as regular, full time instructor of history, FAC-4A-10, effective August 21, 2023

XIV.C.4. Valerie Clayton employed as regular, full time instructor of mathematics, FAC-1-10, effective August 21, 2023

XIV.C.5. Naomi Christine Ruby employed as regular, full time director of library information and technical services, FAC-7-20, effective July 17, 2023

XIV.C.6. Lauren Sullivan employed as regular, full time instructor of English, FAC-1-8, effective August 21, 2023

XIV.C.7. Wendy Tamayo received a change in title/assignment from temporary, full time adult education and literacy career advisor, A-5-10 to temporary, full time coordinator of vocational support services, GNT-1-9, effective May 15, 2023

XIV.C.8. Paul Villa employed as regular, full time instructor of history, FAC-1-7, effective August 21, 2023

XIV.C.9. David McDaniel employed as temporary, full time instructor of IT & Networking, FAC-1-10, effective May 17, 2023

XIV.D. Office of Administrative Services

XIV.E. Office of Strategy, Enrollment Management and Technology

XIV.E.1. Sarah Lynch employed as regular, full time college recruiter, A-5-4, effective May 22, 2023

XV. END OF CONSENT AGENDA

-BOARD ACTION: On a motion made by Mr. Gertson and seconded by Dr. Williamson Urbis, the board unanimously approved the consent agenda as presented.

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Pam Dobbs, Site Coordinator for Regional Student Board Exam (CRDTS), May 19-20, 2023 - \$840.00

XVI.A.2. Paid Professional Assignment for Carol Derkowski, Site Director for Regional Student Board Exam (CRDTS), May 19-20, 2023 - \$490.00

XVI.A.3. Paid Professional Assignment for Sharon Prince, Online ENGL 1302 Master Course Dev., Summer 2023 - \$2,100.00

XVI.A.4. Paid Professional Assignment for Juieta Rodriguez, Online ENGL 1301 Master Course Dev., Summer 2023 - \$2,100.00

XVI.A.5. Paid Professional Assignment for Muna Saqer, IT & Networking Curriculum Development, July 1, 2023 - December 15, 2023 - \$5,000.00

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).

-The Board of Trustees went into executive session at 8:13 p.m.

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

-The Board of Trustees reconvened into regular session at 8:19 p.m. No actions were taken.

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The meeting adjourned at 8:21 p.m.

Board Secretary