

**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, May 17, 2022, beginning at 6:30 PM in the Hutchins Memorial Board Room and on Zoom. Mrs. Rod presided.

Trustees present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mr. Danny Gertson; Dr. Bret Macha; Dr. Priscilla Metcalf; Mr. Paul Pope; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis (via zoom)

Trustees absent: Mrs. Mary Ellen Meyer

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. Gary Bonewald; Ms. Zina Carter; Judge Randy Clapp; Mrs. Carol Derkowski; Mr. Jonathan Jeter; Mr. Joseph Pace; Dr. Liz Rexford; Mrs. Sheryl Rhodes; Mr. Ron Sanders; Mr. Ben Sharp; Mrs. Amanda Shelton; Mr. Danny Terronez; Mr. Pisal Var; Mrs. Cindy Ward; Mrs. Gus Wessels; and Mr. 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. The regular Board of Trustee meeting held on April 19, 2022

BOARD ACTION: On a motion made by Mr. Sitka and a second by Mrs. Hundl, the board unanimously approved the regular Board of Trustee meeting minutes from April 19, 2022 as presented.

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

V. Special Items

V.A. Canvass of Election held on May 7, 2022 (Official results will be presented at the meeting)

BOARD ACTION: On a motion made by Mrs. Hundl and a second by Mr. Sitka, the board unanimously approved accepting the results of the election held on May 7, 2022 as present.

V.B. Swearing in of Trustees

-Judge Randy Clapp swore in Trustees Dr. Priscilla Metcalf, Position 1, Mr. Larry Sitka, Position 2 and Dr. Bret Macha, Position 3 and gave the Oath of Office.

V.C. Election of Board Officers

BOARD ACTION: Mr. Gertson nominated Mrs. Rod for the office of Chair and it was seconded by Mrs. Hundl. There were no other nominations. After a vote of 7-0, the motion passed.

BOARD ACTION: Mr. Sitka nominated Mrs. Hundl for the office of Vice Chair and it was seconded by Mr. Gertson. There were no other nominations. After a vote of 7-0, the motion passed.

BOARD ACTION: Mr. Pope nominated Mrs. Meyer for the office of Secretary and it was seconded by Mr. Gertson. There were no other nominations. After a vote of 7-0, the motion passed.

V.D. Reports from Board Committees

-Mrs. Rod reported on the Board Evaluation Committee meeting and informed the new board members of required training that is to be completed by the June 21, 2022 meeting.

-Mr. Pope reported that the Strategic Visioning Committee would like to plan a board retreat. Mrs. Rod will meet with the President to determine possible dates.

-Mrs. Hundl reported on her meeting with President McCrohan and VP Kocian to discuss the current budget and asked for volunteers to serve on the finance committee. Dr. Metcalf agreed to participate on the committee.

-The board Bylaws will be emailed to all board members.

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

VI.A. Retirement Resolution for Mr. William Johnson

-Mrs. Amanda Shelton read the retirement resolution for Mr. William (Bill) Johnson and will present him with a plaque.

-President McCrohan recognized Trustee Scott Glass and Trustee Jack Moses for their many years of service to the institution.

VII. Student Success

VII.A. Student Transfer Rate Review - Dr. Amanda Allen

-Dr. Allen reviewed the current student and transfer student rates.

VIII. Reports to the Board

VIII.A. Financial Reports

-Mr. Kocian presented the April 2022 financials.

BOARD ACTION: On a motion made by Mrs. Hundl and a second by Mr. Gertson, the board unanimously approved the April 2022 financials as presented.

VIII.B. Management Reports

VIII.B.1. Technology Report

VIII.B.2. Financial Aid Report

VIII.B.3. Testing Report

VIII.C. Reports from College Governance Councils

VIII.C.1. April 6, 2022 Support Staff Organization Minutes

IX. CONSENT AGENDA

X. Matters Relating to General Administration

X.A. Consideration and approval of an updated version of policy CHF (LOCAL) Site Management: Weapons to include Exclusion Zones as relates to campus carry (-0-)

X.B. Approve the Memorandum of Understanding between Wharton County Junior College District and the Wharton County Junior College Foundation (-0-)

XI. Matters Relating to Academic Affairs

XI.A. Approve student fee increase for Dental Hygiene course, DHYG 1304, effective fall 2022 - (No cost. Estimated revenue from fees is \$3,080.00 to offset the instrument cost (\$110 X 28 students = \$3,080.00 per year))

XII. Matters Relating to Administrative Services

XII.A. Approve the engagement letter from Lott, Vernon & Company, P.C. dated May 3, 2022 (\$47,000.00 - Unrestricted funds budget)

XII.B. Approve the sealed proposal submitted by Zoll Medical Corporation for the purchase of two X Series Advanced Monitor/Defibrillators and their case review software for use in training the College's EMS students (\$64,957.22 - TRUE Grant Funds)

XII.C. Information Item

XII.C.1. Seek competitive sealed proposals for the copiers located on all campuses used to manage our required documents (\$90,000.00 - Unrestricted Operating Budget)

XIII. Matters Relating to Technology

XIV. Matters Relating to Planning & Institutional Effectiveness

XIV.A. Approve the reorganization of the Office of Information Technology, including the retitle of the Vice President of Planning and Institutional Effectiveness (No cost - savings of \$21,542.00 annually)

XIV.B. Review and approve the Wharton County Junior College Mission Statement (N/A)

XIV.C. Approve a ten-week contractual agreement with Columbia Advisory Group for use of a Windows System Engineer (\$48,000.00 + travel - CRRSAA Funds)

XV. Matters Relating to Personnel

XV.A. Board of Trustees

XV.B. Office of President

XV.C. Office of Academic Affairs

XV.C.1. Patricia Ann Guillory received a change in title/assignment from a temporary, full time developmental math instructor, FAC-1-10 to a regular, full time developmental math instructor, FAC-1-11, effective August 22, 2022

XV.D. Office of Administrative Services

XV.E. Office of Student Services

XV.F. Office of Technology

XV.G. Office of Planning & Institutional Effectiveness

XV.G.1. Lea Anna Kostelnik received a change in title/assignment from a regular, full time administrative assistant to the vice president of technology, P-13-19 to a regular, full time senior research analyst, AA-01-10, effective May 18, 2022

XV.G.2. Armando Palomino McClure received a change in title/assignment from a regular, full time senior college recruiter, AA-1-2 to a regular, full time coordinator of recruitment, AA-06-3, effective May 18, 2022

XVI. **END OF CONSENT AGENDA**

BOARD ACTION: On a motion by Mr. Pope and a second by Mr. Gertson, the consent agenda was unanimously approved as presented.

XVII. **Paid Professional Assignments**

XVII.A. Paid Professional Assignment for Andrea Shropshire, Consultant for LVN Program Revision, Summer 2022 - \$2,100.00

XVII.B. Paid Professional Assignment for Carol Derkowski, Site Director for Regional Student Board Exam, May 19-21, 2022 - \$420.00

XVII.C. Paid Professional Assignment for Garland Novosad, Supervising DDS for Regional Student Board Exam, May 20, 2022 - \$500.00

XVII.D. Paid Professional Assignment for Kamile Yagci, Online PHYS 1402 Master Course Dev., Spring 2022 - \$2,100.00

XVII.E. Paid Professional Assignment for Pam Dobbs, Site Supervisor for Regional Student Board Exam, May 19-21, 2022 - \$1,120.00

XVII.F. Paid Professional Assignment for Rocio Doherty, Online CHEM 1411 & 1412 Master Course Dev., Spring 2022 - \$4,200.00

XVII.G. Paid Professional Assignment for Xuan Wu, Online PHYS 1401 Master Course Dev., 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 (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 7:32 P.M.

Board Secretary