

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 Tuesday, September 28, 2021, beginning at 6:30 P.M. in the Hutchins Memorial Board Room. Mrs. Rod presided.

Trustees present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson; Mr. Larry Sitka; and Dr. Sue Zanne Williamson Urbis

Trustees absent: Mr. Jack Moses; and Mr. Paul Pope

Others present: 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; Ms. Amy Acord; Mr. Peter Anderson; Mr. Seth Bailey; Ms. Zina Carter; Mrs. Carol Derkowski; Mr. Mike Feyen; Ms. Debbie Lutringer; Mrs. Cheryl Machicek; Mr. Robby Mathews; Ms. Lindsey McPherson; Mr. Patrick Ralls; Dr. Liz Rexford; Ms. Victoria Schultz; Mr. Ben Sharp; Ms. JoAnne Shimek; Mr. Don Smith; Mrs. Natalie Stavinoha; Mr. Danny Terronez; Mrs. Cindy Ward; Mr. Gus Wessels; and Mr. Phillip Wuthrich

- I. Determination of Quorum and Call to Order
 - Mrs. Rod welcomed everyone, declared a quorum, and called the meeting to order.
- II. Pledge of Allegiance
 - Mrs. Rod led the Pledge of Allegiance.
- III. Reading of the Minutes
 - A. August 17, 2021 Board of Trustee Public Budget Hearing Minutes
 - B. August 17, 2021 Board of Trustee Meeting Minutes
 - The board of trustee public budget hearing minutes and the regular board of trustee minutes from August 17, 2021 were approved as presented.
- IV. Citizens' Comments (approved by board on 5-20-99)
- V. Special Items
 - Dr. Allen gave an update on enrollment for the fall 2021 semester.
 - Ms. Carter explained the materials distributed to the board.
- VI. Presentations, Awards, and/or President's Report
 - A. Retirement Resolution for Mrs. Brenda Bode

-Mrs. Derkowski read the retirement resolution for Mrs. Brenda Bode and will present her with the plaque.

B. Retirement Resolution for Dana Bramble

-Mr. Ralls read the retirement resolution for Ms. Dana Bramble and will present her with the plaque.

C. Retirement Resolution for Pamela Speights

-Mr. Ralls read the retirement resolution for Ms. Speights and will present her with the plaque.

VII. Student Success

VIII. Reports to the Board

A. Financial Reports

1. August 2021 Financial Reports

-Mr. Wessels presented the August 2021 financial reports.

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board unanimously approved the August 2021 financials as presented.

B. Management Reports

1. Technology Report

2. Financial Aid Report

3. Testing Report

C. Reports from College Governance Councils

1. Faculty Association Minutes from August 27, 2021

IX. **CONSENT AGENDA**

X. Matters Relating to General Administration

A. Approve to upgrade the HR technician to HR administrative assistant (\$3,500.00 -accommodated by the current HR budget)

XI. Matters Relating to Academic Affairs

A. Approve Senior Citizen Title III Contract

B. Approve federal funding for TRiO Student Support Services Program Grant (grant award \$261,018.00)

C. Approve the state & federal funding for Adult Education and Literacy Program (grantaward is \$815,000.00)

D. Approve Skills Development Fund (SDF) Shell Grant (\$50,000.00)

E. Approve Title V Hispanic Serving Institution grant position of student success assistant, effective immediately (\$29,725.00 - 32,975.00, Title V HSI grant funded)

F. Approve Continuing Education Department tuition and fee proposal for FY22

G. Information Item:

1. Chief Executive Officer Reporting Requirements under Tex. Educ. Code 51.253(c)
2. Department of Education Title V Developing Hispanic Serving Institutions Grant, Career and Transfer Center (\$600,000.00 - in year 2 - grant funds deposited for expenditure from the current restricted fund)

H. Matters Relating to Administrative Services

1. Approval to request to set ad valorem tax rate for the Wharton County Junior College District for the 2021 tax year (current operating revenue \$7,640,782.00)
2. Approval for work-study hourly wage increase

I. Matters Relating to Technology

1. Approve RockIT Consulting LLC to provide network upgrades based on best practices that will promote network health, security, and longevity

J. Matters Relating to Planning & Institutional Effectiveness

1. Approve the implementation of a Vaccination Incentive Program for WCJC students and employees using American Rescue Plan funds (\$115,000.00 - American Rescue Plan institutional funds)
2. Approve the Board Evaluation process and survey instrument for AY2022

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. Alexis Brooks employed as regular, full-time academic advisor, A-5-10, effective September 7, 2021
2. Madeline Walton Buchanan, extended as temporary, full-time Title V HSI Engagement and Communication Advisor, A-05-6, effective September 1, 2021
3. Jessica Falcon extended as temporary, full-time TRiO SSS Director, CA-04-11, effective September 1, 2021
4. Lilly D. Garcia extended as temporary, full-time Title V Hispanic Serving Institutions Project Director, CA-4-10, effective September 1, 2021

5. Shayna Guerra extended as temporary, full-time TRiO SSS Advisor/Counselor, GNT-01-09, effective September 1, 2021
6. Kelly Novikoff extended as temporary, full-time Title V Hispanic Serving Institutions Experiential Learning Specialist, A-05-10, effective September 1, 2021
7. Rose Ochoa extended as temporary, full-time coordinator of vocational support services, GNT-1-5, effective September 1, 2021
8. Armando Palomino McClure employed as regular, full-time college recruiter, AA-1-2, effective September 1, 2021
9. Robert J. Sanchez extended as temporary, full-time Title V HSI Career Development and Transfer Coordinator, GNT-7-5, effective September 1, 2021
10. Taraneh Zekavat extended as temporary, full-time director of adult education & literacy, CA-8-13, effective September 1, 2021
11. David Faul received a salary adjustment for completion of 12 graduate hours as regular, full-time instructor of mathematics, FAC-1-10, to regular, full-time instructor of mathematics, FAC-2-10, effective August 23, 2021
12. Patricia Ann Guillory employed as temporary, full-time developmental math instructor, FAC-1-10, effective August 23, 2021
13. Latasha Herndon changed from part-time to temporary, full-time instructor of chemistry, FAC-7-5, August 23, 2021
14. Tom-Kody Krpec received a salary adjustment for completion of 27 graduate hours as regular, full-time instructor of developmental English, FAC-1-2, to regular, full-time instructor of developmental English, FAC-3-2, effective August 23, 2021
15. Marissa Saenz received a salary adjustment for completion of 12 graduate hours as regular, full-time director of Library information and technical services, FAC-1A-33, to regular, full-time director of Library information and technical services, FAC-2A-33, effective August 23, 2021
16. Dolly Staude extended as temporary, full-time instructor of Cosmetology, FAC-1-4, effective September 1, 2021
17. Rylee M. Taylor employed as temporary, full-time instructor of mathematics, FAC-1-0, effective August 23, 2021
18. fall 2021 overloads
19. fall 2021 department head compensation

- D. Office of Administrative Services
- E. Office of Student Services
- F. Office of Technology

1. Robby Mathews received a change in title/assignment as regular, full-time director of cybersecurity, CA-15-23, to regular, full-time director of technical services, CA-15-23, effective September 1, 2021

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 Jesi Ramirez, assistant college readiness math department & COWs, fall 2021 - \$2,800.00
2. Paid Professional Assignment for Lauren Herrmann, COWs maintenance, fall 2021 - \$700.00
3. Paid Professional Assignment for Ricky Schooler, workshop for STEM educators, 8/1/21 - 8/28/21 - \$2,100.00
4. Paid Professional Assignment for Willie Myles, workshop for STEM educators, 8/1/21 - 8/28/21 - \$2,100.00
5. Paid Professional Assignment for Gerald Kinder, workshop for STEM educators, 8/1/21 to 8/28/21 - \$2,100.00
6. Paid Professional Assignment for Dan Johnson, workshop for STEM educators, 8/1/21 to 8/28/21 - \$2,100.00
7. Paid Professional Assignment for Dr. Wendy Waters, assistant department head-A&P coordinator, fall 2021 - spring 2022 - \$4,200.00
8. Paid Professional Assignment for Jennifer Jeffery, assistant department head-general biology coordinator, fall 2021 - spring 2022 - \$4,200.00
9. Paid Professional Assignment for Kim Raun, microbiology lab coordinator, fall 2021 - spring 2022 - \$2,400.00
10. Paid Professional Assignment for Sean Amestoy, agriculture coordinator, fall 2021 - spring 2022 - \$2,400.00

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