

## **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, April 18, 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; Mr. Danny Gertson; Dr. Bret Macha; Dr. Priscilla Metcalf; Mr. Paul Pope (zoom); Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mrs. Mary Ellen Meyer

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; Mrs. Sheryl Rhodes; Mr. Doug Baumgarten; Mr. Gary Bonewald; Ms. Georgeann Calzada; Ms. Zina Carter; Mrs. Trish Chandler; Mr. Jeremy Eader; Mrs. Deanna Feyen (zoom); Mr. Mike Feyen (zoom); Mr. Varun Gupta (zoom); Mr. T.K. Krpec (zoom); Ms. Deborah McGraw (zoom); Mrs. Lindsey McPherson (zoom); Ms. Lindsey Reeves (zoom); Mr. Tommy Regan (zoom); Dr. Liz Rexford; Mr. James Roberts; Ms. Emily Voulgaris (zoom); Dr. Hector Weir (zoom); Mr. Gus Wessels; Mr. Philp 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 March 28, 2023**

**-BOARD ACTION:** On a motion made by Mr. Gertson and seconded by Dr. Metcalf, the Board approved the Board of Trustee Regular Meeting Minutes from March 28, 2023.

#### **IV. Citizens' Comments (revised by legal counsel on 08-05-2022)**

#### **V. Special Items**

##### **V.A. Reports from Board Committees**

-Dr. Sue Zanne Williamson Urbis reported on the Board Evaluation Committee meeting that was held on April 10, 2023.

-Mr. Pope reported that President McCrohan continues to meet with Fort Bend leadership to discuss the Richmond Campus.

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

### **VI.A. Update on Legislation**

-President McCrohan reported on HB 8 and other pertinent bills.

### **VI.B. Update on Physical Plant Projects - Bryce Kocian**

-Vice President Kocian provided an update on the current and upcoming physical plant projects.

### **VI.C. Update on Budget Development - Bryce Kocian**

-Vice President Kocian reported on the status of the 2022-2023 budget process.

## **VII. Student Success**

## **VIII. Reports to the Board**

### **VIII.A. Financial Reports**

#### **VIII.A.1. March 2023 Monthly Financial Report**

-Mr. Kocian presented the March 2023 financials.

**-BOARD ACTION:** On a motion made by Mrs. Hundl and seconded by Dr. Macha, the board unanimously approved the March 2023 monthly financials as presented.

**-BOARD ACTION:** On a motion made by Mrs. Hundl and seconded by Mr. Pope, the board unanimously approved the 2<sup>nd</sup> Quarter Investment Report.

### **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. February 7, 2023 Faculty Council Minutes**

#### **VIII.C.2. March 7, 2023 Faculty Council Minutes**

## **IX. CONSENT AGENDA**

## **X. Matters Relating to General Administration**

X.A. Approve additional support services with the RDW Group (iFactory) for the website redesign project to include Writing Support Built into Omni CMS and the Development of Training Videos (\$70,500.00 - Plant MIS Fund)

## **XI. Matters Relating to Academic Affairs**

XI.A. Reinstate the Platinum Planner Tracking fees for EMT Classes and Increase fees for AEMT/Paramedic classes, effective for fall 2023 courses (No cost; offset by student course fee)

XI.B. Approve Reorganization & Consolidation of Learning Centers and Computer Labs (about \$23,870.00, dependent on hirees' experience; \$0 if transfer from Disability Services savings)

## **XII. Matters Relating to Administrative Services**

XII.A. Recommend to Approve the Consent and Joinder for Lower Colorado River Authority(LCRA) Electric Line Easement (\$0.00)

XII.B. Approve the recommended increase from Great Western Dining to the student's cafeteria board plan from \$12.76 to \$13.83 per day beginning with the Fall of 2023 (\$370,000.00 in revenue - Auxiliary Fund Budget for 2023-2024)

XII.C. Approve the increase to board fees charged to students living on campus from \$1,700.00 a semester to \$1,800.00 a semester beginning with the fall of 2023 (\$380,000.00 in revenue - Auxiliary Fund Budget for 2023-2024)

XII.D. Accept the proposal from RDI Mechanical to replace the compressors on the air conditioning units for the Ballroom Area of the Pioneer Student Center (\$23,730.16 - Transfer from the Plant Repair and Replacement Fund)

XII.E. Approve the upgrade for Business Office Accounting Clerk III position (Position upgrade cost range \$12,309.00 - \$18,975.00 less reduction of part-time position of \$8,750.00. Net cost of \$3,559.00 - \$10,225.00 from the Current Unrestricted Operating Budget)

XII.F. Approve the proposal submitted by Brazos Commercial Roofing for the roof recovering on the Pioneer Student Center (\$578,294.00 - transfer from the Plant Repair and Replacement Fund)

## **XIII. Matters Relating to Strategy, Enrollment Management and Technology**

XIII.A. Notify the Board of Trustees that WCJC has been awarded funding from the Johnson Foundation for Allied Health equipment totaling \$511,000.00

XIII.B. Approve a \$10.00 Surcharge for Third-Party Enrollment and Degree Verification Requests through the National Student Clearinghouse (\$15,000.00 additional revenue per year; no cost to the institution or to WCJC students)

#### **XIV. Matters Relating to Personnel**

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Toni Biezugbe employed as regular, full time instructor of associate degree nursing, FAC-1-20, effective August 21, 2023

XIV.C.2. Gina Grosser employed as regular, full time instructor of vocational nursing, FAC-1-10 effective April 17, 2023

XIV.C.3. Ashley Villarreal received a change from part time EMS lab assistant to temporary, full time instructor of EMS, FAC-1-2 effective April 3, 2023

XIV.D. Office of Administrative Services

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

#### **XV. END OF CONSENT AGENDA**

**-BOARD ACTION:** On a motion made by Mr. Sitka and seconded by Mrs. Hundl, the board unanimously approved the consent agenda as presented.

#### **XVI. Paid Professional Assignments**

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Tessa Mathews, Student Functional Support, April 2023 - June 2023 - \$3,000.00

XVI.A.2. Paid Professional Assignment for Doug Baumgarten, Interim Director of Facilities Management, April 2023 to August 2023 - \$6,000.00

**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 7:12 p.m.

XVII.A. Discuss goals and priorities of the College President

XVII.B. Discussion of Real Estate

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

-The Board of Trustees reconvened into regular session at 8:10 p.m. No actions were taken.

**XIX. Discuss Matters Relating to Formal Policy**

**XX. Adjourn**

-The meeting adjourned at 8:11 p.m.