



Wharton County Junior College

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Minutes of 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, May 17, 2016, beginning at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Amy Rod, Vice Chair; Mr. Monty Merecka, Secretary; Mr. Scott Glass; Mrs. Merle Hudgins; Mrs. Ann Hundl; Mr. Oliver Kunkel; Mr. Jack Moses; Mr. Lloyd Nelson; and Mr. Larry Sitka

Trustees Absent: None

Others Present: Ms. 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 and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Lawrence Armour; Mrs. Barbara Bubela; Mr. Billy Bubela; Ms. Zina Carter; Mr. Jim Bob Conner; Mrs. Gloria Crockett; Ms. Carol Derkowski; Mr. John Dettling; Mr. Mike Feyen; Ms. Jamonique Florence (Past President's Scholar); Mrs. Caree Glass; Mrs. Sarah Glass; Mr. Travis Glass; Ms. Amanda Heard; Mr. Conrad Kieler; Mrs. Cynthia Knox; Mr. Daryl Knox; Ms. Kathy Kresta; Ms. Beverley Marks; Mr. Chase Miles (Patterson & Associates); Mrs. Dianne Nelson; Ms. Penny Orrell; Ms. Linda Patterson (Patterson & Associates); Ms. Hannah Pizybilla (President's Scholar); Ms. Deborah Popek; Dr. Liz Rexford; Ms. Priscilla Salas; Ms. Catherine Shoppa; Ms. Kristie Sulak; Mr. Danny Terronez; Ms. Stephanie Vdayan (President's Scholar); Mrs. Cindy Ward; Mr. Gus Wessels; Mr. Robert Wolter; Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

-The meeting was called to order at 6:30 P.M.

-Mr. Gertson welcomed everyone and thanked them for attending the meeting.

II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

III. Reading of the Minutes

A. The regular board meeting held on March 22, 2016

-The minutes of the regular board meeting held on March 22, 2016 were approved as corrected.

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. Canvass of Election held on May 7, 2016

BOARD ACTION: On a motion by Mrs. Rod and a second, the board unanimously approved accepting the results of the election held on May 7, 2016 as presented.

B. Swearing in of trustees

-Mr. Gertson stated that he appreciated Mr. Nelson serving on the board with his knowledge and expertise that he provided to the board. Mr. Gertson stated that it made a difference and he appreciated his dedication.

-Mrs. Crockett swore in Trustees Scott Glass, Position 1, Larry Sitka, Position 2, and Jack Moses, Position 9 and gave the Oath of Office.

-Mr. Gertson announced that the baseball team won and will play at 11:00 A.M. tomorrow against San Jacinto.

-Mr. Gertson announced that the Community College Association Texas Trustees (CCATT) Annual Conference in San Antonio is on June 5th – 6th. If anyone is interested, call Deanna.

C. Election of board officers

-Mr. Gertson relinquished his position to Ms. McCrohan for the election of the chair position.

-Mr. Kunkel nominated Mr. Danny Gertson for Chair. There were no other nominations.

BOARD ACTION: On a motion by Mr. Kunkel and a second, nominations ceased and Mr. Gertson was elected by acclamation to the office of Chair. After a vote of 8 to 0 the motion passed.

-Mrs. Hudgins nominated Mrs. Amy Rod for Vice Chair. There no other nominations.

BOARD ACTION: On a motion by Mrs. Hudgins and a second, nominations ceased and Mrs. Rod was elected by acclamation to the office of Vice Chair. After a vote of 8 to 0 the motion passed.

-Mrs. Hudgins nominated Mr. Merecka for Secretary.

-Mr. Moses nominated Mrs. Hundl for Secretary. Mrs. Hundl thanked Mr. Moses but declined the nomination. There were no other nominations.

BOARD ACTION: On a motion by Mrs. Hudgins and a second, nominations ceased and Mr. Merecka was elected by acclamation to the office of Secretary. After a vote of 8 to 0 the motion passed.

D. Report on Board of Trustees Institute - Larry Sitka

-Mr. Sitka gave a report on the Board of Trustees Institute held in Santa Fe, New Mexico.

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

A. Recognition of retirement for Mrs. Barbara Bubela

-Mr. Kocian read the resolution and presented Mrs. Bubela a plaque in recognition of her retirement.

B. Recognition of retirement for Mr. Scott Glass

-Mr. Kocian read the resolution and presented Mr. Glass a plaque in recognition of his retirement. Mr. Glass gave special thanks to Mr. Kunkel, Mr. Moses, Mrs. Hudgins, Mr. Gertson, and Ms. McCrohan.

C. Recognition of retirement of Mrs. Cynthia Knox

-Mr. Conner read the resolution and presented Mrs. Knox a plaque in recognition of his retirement. Mrs. Knox thanked the board and Ms. McCrohan. Mrs. Knox stated that she will continue to be an advocate of the college.

-Mr. Gertson and Ms. McCrohan thanked them all for their service to the college.

VII. Student Success

A. Update on Washington DC trip with 2015/2016 President's Scholars

-Ms. Shoppa introduced the three President's Scholars.

-Ms. Florence gave a testimony on the President's Scholar Program as a past President's Scholar recipient.

-Ms. Vdayar gave a testimony on the President's Scholar Program.

-Ms. Pizybilla gave a testimony on the President's Scholar Program.

-Mr. Gertson thanked them all and thanked Ms. Shoppa for her dedication to the President's Scholar Program.

-Ms. McCrohan thanked the students.

VIII. Reports to the Board

A. Financial Reports for April 2016

-Mr. Wessels presented the April 30, 2016 financials.

-Mrs. Ward presented the investment report for the 2nd quarter December 1, 2015 – February 29, 2016

-Ms. Patterson explained the reason for the unrealized losses.

-Mr. Miles explained the WCJC portfolio.

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board unanimously approved the financials and investment report as presented.

B. Information Item: Management Reports

C. Information Item: Reports from College Governance Councils

1. Academic Affairs Council minutes - February 23, 2016

2. Faculty Council minutes - February 4, 2016

IX. Reports from Committees of the Board

A. Audit/Finance Committee

-None

B. Facilities Committee

-None

C. Legislative Committee

-None

X. 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.

XI. Matters Relating to General Administration

XII. Matters Relating to Academic Affairs

A. Approve a new faculty position in psychology (\$43,050.00 - \$54,550.00 FY17 budget)

-Mr. Glass asked what location the new psychology person would teach. Ms. McCrohan stated that it would be our employee teaching at the TSTC campus.

B. Approve Radiology student fees, effective fall 2016

C. Approval for the renewal of WCJC Senior Citizen Program Title III Contract

-Mrs. Hudgins asked if East Bernard was being looked at for the program. Mrs. Collins explained how the Senior Citizen program worked, home bound and on location, and that East Bernard has the opportunity to attend the Wharton campus location.

D. Approve the bid submitted by Ingenious of Houston to build the boiler, turbine power plant skid for the Process Technology Program at the Richmond Campus (\$295,000.00 - transfer from the plant fund)

E. Approve increasing faculty overload compensation from \$600 per equated pay hour (EPH) to \$700 per EPH, effective August 2016 (\$408,000.00 estimated cost to be included in the FY17 budget operating expenditures)

-Mr. Merecka asked for an explanation of this board item. Mrs. Collins explained the increase to the overload compensation.

F. Approve no charge for academic semester credit hours (SCH) above 13 hours credit hours

-Mr. Merecka asked what the expectations were for students taking over 13 hours. Mrs. Collins gave a handout and explained how the 13 hours were chosen and that it would help the student to complete in a more timely manner. Any hours over 13, the student does not pay tuition and fees.

-Mr. Glass asked how much the college expected to lose in revenue. Ms. McCrohan stated that this did not include the vocational area who typically takes more hours and it would not be a significant impact on revenue. Mrs. Collins did not have the expected revenue loss figures. Mr. Gertson stated that it would move us closer to our target of completion. Ms. McCrohan will bring back a report to show the results. Ms. Collins stated that the college will have to market the change.

-Mr. Merecka asked when the change would become effective. Ms. McCrohan stated that it would be effective fall 2016. Mr. Merecka asked if the college could handle the load. Ms. McCrohan stated that the college could handle the load.

XIII. Matters Relating to Administrative Services

- A. Approve the recommended increase from Great Western Dining to the student's cafeteria board plan from \$9.57 to \$9.82 per day beginning with the fall of 2016 (\$293,000.00 - auxiliary fund budget for 2016-2017)

-Mrs. Hudgins asked for an explanation of the increase to the cafeteria board plan. Mr. Kocian explained the increase to the cafeteria board plan. Mr. Glass asked if the prior concerns had been addressed and Mr. Kocian stated that Mr. Wuthrich has met with the students and management at Great Western Dining about the concerns.

- B. Approve Abel Design Group (ADG) to develop plans and bid specifications for the 18,000 square foot addition and renovation of the existing 33,000 square feet of the Johnson Health Occupations Center (JHOC) (\$365,260.00 - transfer from plant repair & replacement fund)
- C. Approve fiscal year 2016 budget adjustments
- D. Approval of the fourth amendment to UHS/WCJC lease - Sugar Land (\$76,107.15/year - unrestricted budget)
- E. Approve the amendment to the Interlocal Cooperation Agreement with the Fort Bend County Tax Assessor/Collector for the collection of taxes (\$4,000.00 approximately - 2016 - 2017 unrestricted budget. The only cost associated with collection is \$0.35 per parcel for approximately 11,500 parcels in Needville ISD)
- F. Approve the engagement letter from Lott, Vernon & Company, P.C. dated April 22, 2016 (not to exceed \$36,000.00 - current unrestricted operating budget for 2015 - 2016)
- G. Approval to reject the proposal by ESIG Inc. for repairs and asphalt overlay to parking lot 8 at a cost of \$261,300.00

- H. Approve The Gordian Group's offer under a Buyboard Cooperative Contract for the asphalt overlay and needed repairs to parking lot #8 (\$265,400.74 - transfer from plant repair & replacement fund)
- I. Approval of dorm student access to the fitness center at no cost
- J. Approve establishing a Sugar Land campus fee of \$6.00/semester hour for all students enrolling in a class at the Sugar Land campus (\$331,992.00 - estimated increase in annual revenue)

-Ms. McCrohan explained the Sugar Land campus fee increase due to the Sugar Land lease increase.

-Mr. Glass was concerned about students that attend both the Ft. Bend campus and the Sugar Land campus will have a problem with the different costs. Mr. Gertson stated that the students needed to be educated on the difference. Ms. McCrohan stated that fewer students are taking classes at both campuses.

- K. Approve increasing out-of-state tuition from \$64.00/semester hour to \$84.00/semester hour (\$88,880.00 - estimated increase in annual revenue)

-Ms. McCrohan stated that it has been several years since the out-of-state tuition was increased.

- L. Approve the waiver/scholarship of Dual Credit Out-of-District fees (\$185,000.00 in reduced out-of-district fee revenues/year)

-Mrs. Hundl asked about the dual credit out-of-district fees. Mrs. Collins explained the reason for the change and that several options were researched.

-Mr. Merecka asked if the college will cover the cost. Ms. McCrohan stated that yes the college would cover the cost.

-Mr. Merecka asked how this would affect a Boling ISD student being in-district and who would pay more. Mr. Kocian stated that the out-of-district student pays more.

-Mr. Glass asked how many Lamar CISD students are involved. Ms. McCrohan explained the Lamar CISD issue. In the fall of 2016 there were 256 Lamar CISD students taking dual credit classes. Mrs. Collins stated that there needs to be good communication. There are no scheduled dual credit classes for Ft. Bend ISD.

-Mr. Glass stated that he was concerned about local tax payers having a problem with students out of the area getting a cut in fees.

-Mrs. Hundl clarified that in-district tuition for dual credit students is waived, ROAR Academy tuition and fees are waived, and now dual credit out-of-district fees are waived. Ms. McCrohan stated that is correct.

M. Approve general services fee increase (\$700,000.00 - estimated increase in annual revenue)

-Mr. Merecka asked what budget cycle Items III.J.K.&M. would be in. Ms. McCrohan stated that they would all start fall 2016.

-Ms. McCrohan stated that the general service fee was \$5.00 per semester hour increase. The increase would make up some of the loss in state revenue.

-Mr. Merecka asked if Items III.M. could wait to be approved. Ms. McCrohan stated that it could not because fall registration starts in June.

N. Information Item:

1. Transfer ownership of the Spartan Fire Truck to Lone Star College

-Mr. Kocian explained the transfer of the fire truck to Lone Star College.

XIV. Matters Relating to Technology and Institutional Research

A. Approve the transfer from the MIS plant fund for the purchase of 50 CPU's for the replacement in faculty and staff offices and the Bay City computer lab 122 (\$31,000.00 - transfer from the MIS plant fund for 2016-2017)

XV. Matters Relating to Student Services

A. Approval to create two new permanent, full-time positions, Student Services Specialist - Admissions and Student Service Specialist - Registrar (staff positions) (for the duration of the fiscal year 2016, funds currently available in the Admission and Registration account for the Director's position will be used to fund the specialist positions. For the fiscal year 2017, \$5,065.00 in new funds will be needed to support these two new positions for the entire year)

XVI. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. Sara P. Fira received a change in budget number/supervisor from temporary, full-time Guided Pathways to Success (GPS) campus student success project coordinator, AA-1-0, to temporary, full-time GPS campus student success project coordinator, AA-1-0, effective April 1, 2016.

2. Lindsay K. Buckingham received a change from temporary, full-time instructor of mathematics, FAC-2A-0, to regular full-time, instructor of mathematics, FAC-2A-0, effective May 14, 2016.

3. Amanda Celaya received a change from temporary, full-time instructor of mathematics, FAC-1-1, to regular full-time, instructor of mathematics, FAC-1-1, effective June 1, 2016.

4. Rebecca Easley employed as regular, full-time instructor of mathematics, F-7-10, effective August 22, 2016.

5. Shawna Lindsey received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-19 to regular, full-time instructor of associate degree nursing, FAC-2-19, effective August 22, 2016.
6. Joy Magowan received a change in title/assignment from temporary, full-time Instructor of English, FAC-7-10, to regular, full-time Instructor of English, FAC-7-10, effective June 1, 2016.
7. Stephanie Armstrong employed as regular, full-time instructor of English, FAC-1-8, effective August 22, 2016
8. Kevin Klotz changed from temporary, part-time instructor of music/director of choirs, FAC-7-10, to regular, full-time instructor of music/director of choirs, FAC-7-10, effective August 22, 2016
9. Tiffany L. Jones employed as regular, full-time instructor of speech, FAC-1-4, effective August 22, 2016

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

XVII. END OF CONSENT AGENDA

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board unanimously approved the consent agenda as presented.

XVIII. Paid Professional Assignments

A. Information Items:

1. Paid Professional Assignment for Allyson Chuc - Assistant - Technology - GPS, January - August 2016 - \$2,500.00
2. Paid Professional Assignment for David Johanson - Assistant - Technology - GPS, January - August 2016 - \$2,500.00
3. Paid Professional Assignment for Tessa Mathews - Assistant - Technology - GPS, January - August 2016 - \$2,500.00
4. Paid Professional Assignment for Tim Guin - Division Chair Duties, fall '15 and spring '16 - \$5000.00.
5. Paid Professional Assignment for Marybelle Perez - Title V HSI STEM Grant Oversight - June 2016 - September 2016 - \$4,000.00
6. Paid Professional Assignment - Danson Jones - Title V HSI STEM Grant Data - June 2016 - September 2016 - \$8,000.00
7. Paid Professional Assignment - Jessica Falcon - Interim Title V HSI STEM Grant Project Director - June 2016 - September 2016 - \$8,000.00
8. Paid Professional Assignment - Veronica Garcia - STEM Supplemental Instruction Coach Duties - June 2016 - September 2016 - \$2,700.00

XIX. 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).

A. Discussion of potential sale of the Ammann property

-The board adjourned in Executive Session at 8:55 P.M.

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

-The board re-adjourned in regular session at 9:25 P.M.

-No action was taken.

XXI. Discuss Matters Relating to Formal Policy

XXII. Other Business

-Mr. Sitka announced the Houston Brass Band concert.

A. Review Committee Structure

-Mr. Gertson asked if the board was in agreement to move to a workshop structure instead of a committee structure. The board was in agreement. Ms. McCrohan will make the change to the WCJC regulation.

XXIII. Adjourn

-The meeting adjourned at 9:27 P.M.