

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, January 17, 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 (zoom); 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; Leigh Ann Collins, Vice President of Instruction; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Sheryl Rhodes; Suzanne Armour; Seth Bailey; Doug Baumgarten; Gary Bonewald; Georgeann Calzada; Zina Carter; Trish Chandler; Carol Derkowski; Jeremy Eader; Mike Feyen; Kim Janke; Jonathan Jeter; Karl Johnson; T.K. Krpec; Tessa Mathews; Tommy Reagan; Liz Rexford; Tim Sbrusch; Danny Terronez; Scott Towsley; Emily Voulgaris; Cindy Ward; Gus Wessels; and Philip Wuthrich

I. Determination of Quorum and Call to Order

-Mrs. Rod called the meeting to order at 6:32 p.m. and declared a quorum.

II. Pledge of Allegiance

-Mrs. Rod led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. November 15, 2022 Special Called Meeting Minutes

-BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Dr. Macha, the Board of Trustee Special Called Meeting Minutes from November 15, 2022 were approved.

III.B. November 15, 2022 Board of Trustee Meeting Minutes

-BOARD ACTION: On a motion made by Mr. Pope and seconded by Mr. Sitka, the Board of Trustee Regular Meeting Minutes from November 15, 2022 were approved.

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

-Mr. Kim Janke and Mr. Tim Sbrusch were present to discuss board representation for the Needville service area.

V. Special Items

V.A. Reports from Board Committees

Board Evaluation Committee

-Dr. Williamson Urbis reported on the Board Evaluation Committee meeting held December 9, 2022. Action items resulting from the Board Evaluation include:

- The Board will conduct an annual review of the Board of Trustee Bylaws. Dr. Williamson Urbis provided a timeline for the annual review process.
- Dr. Allen will give a presentation regarding the SACSCOC accreditation process and the responsibilities of the Board of Trustees during the February meeting.
- The President's Office will develop a new member orientation to be provided to all new Board members upon being elected.

Strategic Visioning Committee

-Mr. Pope stated that the committee will meet with the President to review the revised plan for the Richmond campus.

-Mrs. Rod informed the group on the process that will take place for the President's evaluation.

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

VI.A. Suzan King Resolution

-Mrs. Collins will deliver the plaque to Mrs. King.

VI.B. Rosario Nunez Resolution

-Mrs. Collins will deliver the plaque to Mrs. Nunez.

VI.C. Review WCJC Mission Statement

-President McCrohan informed the group that the WCJC Mission Statement is located on our website.

VI.D. Review WCJC Policy and Procedure location and process

-President McCrohan reported on the location and process of the WCJC Policies and Procedures.

VI.E. Review WCJC Strategic Plan and Annual Report of Actions Taken

-President McCrohan reported on the status of the Strategic Plan.

- VI.F. Distribute Record of Trainings for each trustee
-Each board member received an updated list of their training and was asked to verify information.
- VI.G. Government Finance Officers Association Certificate of Achievement in Excellence for Financial Reporting
-Mr. Kocian reported on the certificate received and commended staff for all of their hard work.
- VI.H. Texas Commission on Community College Finance: Final Recommendations
-President McCrohan reviewed the current status of the final recommendations from the TCCCF. She encouraged board members to contact legislators to express their support of the institution.
- VI.I. Report on Houston Community College's request for designation of service area
-President McCrohan reported on HCC's request for designation of service area. Based on information she received, President McCrohan will research further and will report at the February meeting.

VII. Student Success

VIII. Reports to the Board

- VIII.A. Financial Reports
 - Mr. Kocian presented the December 2022 financial reports
 - BOARD ACTION:** On a motion made by Mr. Sitka and seconded by Mrs. Hundl, the board unanimously approved the December 2022 monthly financials as presented.
 - Mrs. Ward presented the 1st Quarter Investment Report
 - BOARD ACTION:** On a motion made by Mr. Pope and seconded by Dr. Macha, the board unanimously approved the 1st Quarter Investment report 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. November 21, 2022 Academic Affairs Council Meeting Minutes

IX. CONSENT AGENDA

X. Matters Relating to General Administration

X.A. Consideration and approval of the addition, revision or deletion of (LOCAL) policies as recommended by TASB Community College Services and according to the Instruction Sheet for TASB Localized Policy Manual Update 44 for Wharton County Junior College (Update 44 - \$1,567.00 plus printing/shipping 149 pages @ .14 each \$20.86 for a total cost of \$1,587.86)

XI. Matters Relating to Academic Affairs

XI.A. Approve compensation change for Senior Citizen Program drivers & site managers, effective immediately (no cost to the college-approximately \$5,450.00 annually - FY23 Sr. Citizen Program grant budget accounts for the increases)

XI.B. Approve EMS Student Testing Fee increase, effective Summer 2023 semester (no cost to WCJC; student fee covers the cost of the Registry exam)

XII. Matters Relating to Administrative Services

XII.A. Approve the proposal submitted by Bass Construction for the installation of an elevator at the Library (\$350,000.00 - Plant Repair and Replacement Fund)

XII.B. Approve the proposal submitted by BLS Construction of El Campo for the construction of a circle drive leading to the entrance of the Duson-Hanson Fine Arts Building (\$242,444.00 - Funds donated to the college from the WCJC Foundation)

XII.C. Approve the lease agreement for the College copiers and needed software (\$60,000.00 - current unrestricted operating budget for 2022 - 2023)

XII.D. Approve the bid submitted by Western Motorcoach of Houston for Charter Bus services as needed (\$75,000.00 - current unrestricted operating budget for 2022 - 2023)

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIII.A. Approve the annual contract with Zogo Technologies to develop multiple enrollment management and pathways databases for ready access by various constituents (\$92,000.00 - to be transferred from MIS fund)

XIII.B. Approve the transition of all WCJC phone and internet services to a dedicated statewide network, LEARN (no cost-estimated savings of \$48,000.00 annually)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.B.1. Sheryl Rhodes received a change in title/assignment from regular, full time executive administrative assistant, P-15-28, to regular, full time executive assistant to the President, A-10-10 effective January 18, 2023

XIV.C. Office of Academic Affairs

XIV.C.1. Taraneh Zekavat received a salary adjustment from temporary, full time adult education & literacy director, CA-8-14 to temporary, full time adult education & literacy director, CA-15-14 effective November 16, 2022

XIV.C.2. Patricia Flores employed as regular, full time instructor of associate degree nursing, F-01-18 effective January 9, 2023

XIV.C.3. Joseph Reeve employed as regular, full time instructor of biology, F-07-8 effective January 9, 2023

XIV.C.4. Kimberly Raun received a change in title/assignment/contract length from regular, full-time instructor of biology (10 1/2 months), FAC-1-24, to regular, full-time instructor of biology (9 months), FAC-1-24 effective January 1, 2023

XIV.C.5. Adriana Free employed as temporary, full time online instructor of English, F-1-9 effective January 9, 2023

XIV.C.6. 2022 Winter Mini Overloads

XIV.D. Office of Administrative Services

XIV.D.1. Jeremy Eder employed as regular, full time director of security and public safety, CA-15-10 effective January 18, 2023

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

XIV.E.1. Allyson Chuc received a change in title/assignment from regular, full time director of information systems, CA-15-29 to regular, full time senior functional analyst, CA-15-29 effective October 19, 2022

XIV.E.2. Robby Mathews received a change in title/assignment from regular, full time director of technical services, CA-15-24 to regular, full time senior system administrator, CA-15-24 effective October 19, 2022

XIV.E.3. Shane Benich received a change in title/assignment from regular, full time IT reliability/maintenance technician, P-15-5 to junior system administrator, A-8-3 effective October 19, 2022

XIV.E.4. Lori Saucedo received a change in title/assignment from regular, full time IT help desk technician, P-6-3 to regular, full time associate help desk manager, A-1-4 effective October 19, 2022

XIV.E.5. Tam Hoang received a change in title/assignment from regular, full time system administrator, AA-13-11 to regular, full time system administrator, AA-15-10 effective November 19, 2022

XIV.E.6. Robert Falco received a change in title/assignment from regular, full time IT help desk/training coordinator, P-15-7 to regular, full time help desk manager, A-8-10 effective October 19, 2022

XV. END OF CONSENT AGENDA

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

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Allyson Chuc, extra responsibilities with the Functional Analyst vacancy, January 1, 2023 - March 31, 2023 - \$3,000.00

XVI.A.2. Paid Professional Assignment for Emily Voulgaris, Degree Works Implementation, November 2022 - August 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).

XVII.A. 2022 Wharton County Junior College Campus Security Policy and Campus Crime Statistics Report

XVII.B. Report on WCJC Emergency Operations Plan

-The board convened into executive session at 7:28 p.m.

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

-The board reconvened into regular session at 7:55 p.m. No action was taken during executive session.

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The board meeting adjourned at 7:58 p.m.

Board Secretary