

## **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, April 21, 2026, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and on Zoom. Mr. Pope presided.

Trustees Present: Mr. Paul Pope, Chair; Dr. Priscilla Metcalf, Vice Chair; Dr. Bret Macha (Zoom), Secretary (zoom); Mr. Larry Sitka; Mrs. Amy Rod; Mr. Jay Roussel; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mrs. Ann Hundl; Mr. Terry Lynch

Others Present: Dr. Amanda Allen, President; Dr. David Byrd, Vice President of Access, Completion and Transfer, Leigh Ann Collins, Vice President of Instruction; Scott Cunningham, Vice President of Finance and Administration; Kettida Vasiknanon, Vice President of Information Technology; Dr. Mike R. Wilkinson, Chief of Staff; Clarissa Bueno; Carol Derkowski (zoom); Jessica Garcia; Gary Gillen; Jonathan Jeter; Lea Anna Kostelnik (zoom); Robby Mathews (zoom); Lindsey McPherson; Sheryl Rhodes; Emily Voulgaris (zoom); Cindy Ward

#### **I. Determination of Quorum and Call to Order**

-Mr. Pope called the meeting to order at 6:30 p.m. and declared a quorum.

#### **II. Pledge of Allegiance**

-Mr. Pope led the Pledge of Allegiance

#### **III. Reading of the Minutes**

III.A. March 24, 2026 Special Called Board Meeting Minutes

III.B. March 24, 2026 Regular Board Meeting Minutes

**BOARD ACTION:** On a motion made by Dr. Sue Zanne Williamson Urbis and seconded by Dr. Metcalf, the Board unanimously approved the March 24, 2026 Board of Trustee Special Called and Regular Meeting Minutes as presented.

#### **IV. Citizens' Comments**

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

V.A. Reports from Board Committees

-Mr. Pope and Dr. Allen thanked Mrs. Amy Rod and Dr. Sue Zanne Williamson Urbis for their years of service to the WCJC Board of Trustees.

V.A.1. Board Calendar

-Dr. Allen reviewed the Board of Trustee calendar and informed them of important dates and upcoming events.

**VI. Presentations, Awards, and/or Resolutions**

**VII. President's Report**

-Dr. Allen presented the President's Report for April 2026 which included a report from Lindsey McPherson regarding the status and future plans of the WCJC 8 Week Working Group on evaluating and developing 8 week class schedules/semesters.

**VIII. Reports to the Board**

VIII.A. Financial Reports

VIII.A.1. March 2026 Monthly Financials

-Mrs. Ward presented the March 2026 financial report.

**-BOARD ACTION:** On a motion made by Mrs. Rod and seconded by Dr. Sue Zanne Williamson Urbis, the Board approved the March 2026 financials as presented.

VIII.A.2. 2nd Quarter FY2026 Investment Report

-Mrs. Garcia presented the 2nd Quarter FY2026 Investment Report.

**-BOARD ACTION:** On a motion made by Mrs. Rod and seconded by Dr. Sue Zanne Williamson Urbis, the Board approved the 2nd Quarter FY2026 Investment Report as presented.

VIII.A.3. March 2026 Financial Aid Report

**-The Board adjourned into Executive Session at 7:17 p.m.**

**-The Board reconvened at 7:55**

**IX. Consent Agenda**

**X. Matters Relating to General Administration**

X.A. Authorize the President to execute and submit an application for historical designation on behalf of Wharton County Junior College (\$3,000 - current operating budget)

X.B. Recommend approval of Amended Order of Election for the Board of Trustees (\$20,000 - budgeted in 2025-2026 current unrestricted budget)

- X.C. Approve the solicitation of qualifications for architectural firms to complete bid specifications for the WCJC Student Commons (\$100,000 (Plant Repair and Replacement Fund))
- X.D. Authorize the President to execute the Amendment and Addendum to the Lease Agreement between Wharton County Junior College and the Bay City Development Corporation (Not applicable)

**XI. Matters Relating to Academic Affairs**

- XI.A. Approve new dental hygiene faculty position, effective fall 2026 (\$63,637 - \$71,221 - FY27 budget)

**XII. Matters Relating to Access, Transfer and Completion**

**XIII. Matters Relating to Finance**

- XIII.A. Approval of Fiscal Year 2026 Budget Adjustments (N/A)

XIII.B. Informational Item to ratify the existing agreement with Cintas Corporation under OMNIA Partners Contract #001299, originally executed on July 18, 2024, for a term of sixty (60) months, and authorize its continued use in accordance with college policies (Current operating budget for 2025-2026)

- XIII.C. Approve the engagement letter from Lott, Vernon & Company, P.C. dated April 9, 2026 (\$64,300 (budgeted in unrestricted fund))

**XIV. Matters Relating to Information Technology**

**XV. Matters Relating to Personnel**

- XV.A. Office of President

- XV.A.1. Michael Wilkinson received a change in title/assignment from regular, full-time chief of staff, VP-5-67 to regular, full-time executive director of special projects, VP-5-67 effective May 1, 2026

- XV.A.2. Tessa Mathews received a change in title/assignment from regular, full-time director of institutional research and enterprise applications, CA-15-36 to regular, full-time senior director of enterprise systems, CA-15-47 effective May 1, 2026

- XV.B. Office of Academic Affairs

- XV.B.1. Angelina Nachimuthu received a change from temporary, full-time instructor of english, FAC-7-4 to regular, full-time instructor of english, FAC-7-4 effective August 17, 2026

XV.B.2. Patrick Rodriguez received a change from temporary, full-time instructor of english, FAC-1-0 to regular, full-time instructor of english, FAC-1-1 effective August 17, 2026

XV.C. Office of Access, Completion and Transfer

XV.D. Office of Finance

XV.E. Office of Information Technology

**XVI. End of Consent Agenda**

**-BOARD ACTION:** On a motion made by Mr. Roussel and seconded by Dr. Metcalf, the board approved the consent agenda as presented.

**XVII. Paid Professional Assignments:**

XVII.A. Information Items

XVII.A.1. Paid Professional Assignment for Carol Derkowski, Site Director for Regional Student Board Exam (CRDTS), May 16-17, 2026 - \$490.00

XVII.A.2. Paid Professional Assignment for Pam Dobbs, Site Coordinator for Regional Student Board Exam (CRDTS), May 16-17, 2026 - \$490.00

XVII.A.3. Paid Professional Assignment for Michael Beltran, FT CE Plumbing Instructor, Summer 2026 - 1.5 months/6 weeks - \$9,007.71

XVII.A.4. Paid Professional Assignment for Ezekiel Garza, FT CE Pipefitting Instructor, 1.5 months/6 weeks - \$9,091.00

XVII.A.5. Paid Professional Assignment for Lea Anna Kostelnik, Interim Director of Institutional Research, May-July 2026 - \$3,000.00

**XVIII. Executive Session**

XVIII.A. Discuss Personnel Matters

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

-No action was taken.

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

**XXI. Adjourn**

-The meeting adjourned at 7:56 p.m.