

# Minutes of Regular Board Meeting

## The Board of Trustees Wharton County Junior College

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A Regular Board Meeting of the Board of Trustees of Wharton County Junior College was held Tuesday, September 18, 2018, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Scott Glass; Mr. Oliver Kunkel, Jr.; Mrs. Mary Ellen Meyer; Mr. Jack Moses; and Mr. J. Paul Pope

Trustee Absent: Mrs. Amy Rod, Vice Chair; Mrs. Ann Hundl, Secretary; and Mr. Larry Sitka

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Pam Youngblood, Vice President of Technology; Mr. Dave Leenhouts, Vice President of Student Services; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mrs. Julie Aaronson; Ms. Zina Carter; Mr. Duncan Corbett; Ms. Susan Denman-Briones; Mr. Mike Feyen; Ms. Sara Fira; Ms. Kimberly Bowen-Johnson; Mr. Dan Lawlor; Mrs. Patti Lawlor; Dr. Liz Rexford; Ms. Dicey Schauer; Mr. Ben Sharp; Ms. Theresa Spillers; Mr. Johnny Svatek; Mr. Danny Terronez; Mr. Pisal Var; Mrs. Cindy Ward; Mr. Gus Wessels; Ms. Vershonda Williams; and Mr. Philip Wuthrich

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

-Mr. Gertson welcomed everyone to the meeting and declared a quorum.

### II. Pledge of Allegiance

### III. Reading of the Minutes

A. The regular Board of Trustee meeting minutes from August 21, 2018

B. The public hearing minutes from August 21, 2018

-The August 21, 2018 Board of Trustee meeting minutes and the August 21, 2018 public hearing meeting minutes were approved as presented.

### 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. Dedication of the Gym

-Ms. McCrohan proposed to the board to dedicate and name the gymnasium after Coach Gene Bahnsen for his 60 years of service to the College.

**BOARD ACTION:** On a motion by Mr. Kunkel and a second, the board unanimously approved dedicating and naming the gymnasium after Coach Gene Bahnsen for his 60 years of service to the College.

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

### A. Retirement Resolution for Mr. Robert Nottebart

-Ms. McCrohan recognized Mr. Robert Nottebart for his retirement and read the resolution.

### B. Retirement Resolution for Mr. George Robertson

-Ms. McCrohan recognized Mr. George Robertson for his retirement and read the resolution.

### C. Resolution for Mr. Fred Ermis

-Ms. McCrohan read the resolution and recognized Mr. Fred Ermis' years of service to the College.

### D. Resolution for Mr. Lyndon Dale Pinson

-Ms. McCrohan read the resolution and recognized Mr. Lyndon Dale Pinson's service to the College.

### E. Retirement Resolution for Mrs. Patti Lawlor

-Ms. Susan Denman-Briones recognized Mrs. Patti Lawlor for her retirement and read the resolution.

-Mrs. Lawlor addressed the Board of Trustees and President.

F. SACSCOC Onsite visit and QEP

-Dr. Amanda Allen explained the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmation of accreditation, the onsite visit, and the Quality Enhancement Plan (QEP).

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for August 2018

-Mr. Wessels presented the August 2018 financials.

**BOARD ACTION:** On a motion by Mr. Moses and a second, the board unanimously approved the August 2018 financials as presented.

B. Management Reports

1. Technology Report
2. Financial Aid Report
3. Testing Report

C. Reports from College Governance Councils

IX. **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.*

X. Matters Relating to General Administration

XI. Matters Relating to Academic Affairs

XII. Matters Relating to Administrative Services

- A. Approve the transfer of \$32,000.00 from plant repair and replacement fund to cover the cost of new signage at the Bay City Campus (\$32,000.00 - transfer from repair and replacement plant fund)
- B. Approve an additional fee to the Bass Construction contract to install the additional electrical and duct heaters as needed for the new HVAC system for the Johnson Health Occupations Center (JHOC) (\$143,839.00 - unexpended plant fund)
- C. Approve the contract submitted by Fielder's Choice Inc. to complete the design and construction of the new Baseball Stadium and Field (\$1,584,252.00 - funds

donated by Duncan Corbett)

XIII. Matters Relating to Technology

XIV. Matters Relating to Student Services

XV. Matters Relating to Planning & Institutional Effectiveness

XVI. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

1. Jessica R. Falcon extended from temporary, full-time TRIO Student Support Services Project Director, CA-4-9, to temporary, full-time TRIO Student Support Services Project Director, CA-4-10, effective September 1, 2018

C. Office of Academic Affairs

1. 2018 Fall Overloads
2. Tom-Kody W. Krpec employed as temporary, full-time instructor of developmental English, FAC-1-1, effective August 20, 2018

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

1. Kathy T. Nguyen received a change in title/assignment from part-time junior banner system administrator, \$20.00/hr. x 9.75 hrs./wk. x 52 wks. = \$10,140.00/yr., to regular, full-time system administrator, AA-13-10, effective September 19, 2018

G. Office of Planning & Institutional Effectiveness

XVII. **END OF CONSENT AGENDA**

**BOARD ACTION:** On a motion by Mr. Glass and a second, the board unanimously approved the consent agenda with exception of Item XII.C which will be approved separately.

**BOARD ACTION:** On a motion by Mr. Pope and a second, the board unanimously approved to authorize the President of Wharton County Junior College to negotiate and approve the contract with Fielder's Choice Inc. This contract will be for the design and construction of the new baseball stadium with funds donated by Duncan Corbett. Once approved by the President, a board information item will be submitted for the next board meeting agenda.

XVIII. Paid Professional Assignments

- A. Paid Professional Assignment for Cindy Diener - House Bill 5 Support, Facilitator - fall 2018 (8/27/2018 - 12/14/2018) - \$2,100.00
- B. Paid Professional Assignment for Cindy Diener - House Bill 5 Support, Facilitator, Proctor, Grader - spring 2019 (1/22/2019 - 6/19/2019) - \$2,100.00
- C. Paid Professional Assignment for Merry Sprague - Acting Director of Financial

Aid - October 1, 2018 through February 28, 2019 - \$5,000.00

- D. Paid Professional Assignment for Donna Schilling - Assistant Program Director, fall 2018 - \$900.00
- E. Paid Professional Assignment for Ernest Ramirez - Student Government Association Advisor/Sponsor Sugar Land - \$2,000.00
- F. Paid Professional Assignment for Liz Rexford - Student Government Association Advisor/Sponsor Richmond - \$2,000.00
- G. Paid Professional Assignment for Jeff Shine - Student Government Association Advisor/Sponsor Wharton Campus - \$2,000.00
- H. Paid Professional Assignment for Sean Amestoy - Agriculture Coordinator - fall 2018 - spring 2019 - \$2,400.00
- I. Paid Professional Assignment for Kim Raun - Microbiology Lab Coordinator - fall 2018 and spring 2019 - \$2,400.00
- J. Paid Professional Assignment for Dr. Wendy Waters - Assistant Department Head - A & P Coordinator - fall 2018 and spring 2019 - \$4,200.00
- K. Paid Professional Assignment for Jennifer Jeffery - Assistant Department Head - General Biology Coordinator - fall 2018 and spring 2019 - \$4,200.00

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. Wharton County Junior College Safety and Security Audit Report (under separate cover)
- B. College Farm

-The board convened into executive session at 8:05 P.M.

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

-The board reconvened into regular board meeting at 9:14 P.M. No action was taken during executive session.

XXI. Discuss Matters Relating to Formal Policy

XXII. Other Business

XXIII. Adjourn

-The board meeting adjourned at 9:14 P.M.