

# Minutes of Regular Board Meeting

## The Board of Trustees Wharton County Junior College March 22, 2016

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A Regular Board Meeting of the Board of Trustees of Wharton County Junior College was held Tuesday, March 22, 2016, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Monty Merecka, Secretary; Mrs. Merle Hudgins; Mrs. Ann Hundl; Mr. Lloyd Nelson; and Mr. Larry Sitka

Trustees Absent: Mr. Oliver Kunkel, Jr.; Mr. Jack Moses; and Mrs. Amy Rod, Vice Chair

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; Ms. Zina Carter; Ms. Carol Derkowski; Mr. Mike Feyen; Mr. Scott Glass; Ms. Amanda Heard; Dr. Danson Jones; Ms. Mary Koczanowski; Ms. Kathy Kresta; Ms. Cheryl Machicek; Mr. Tommy Regan; Dr. Liz Rexford; Mr. Ben Sharp; Mr. Danny Terronez; Mrs. Cindy Ward; Mr. Gus Wessels; Mr. Philip Wuthrich; and Dr. Rick Voorhees

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

- The meeting was called to order at 6:40 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 February 16, 2016

- The minutes of the regular board meeting held on February 16, 2016 was approved as presented.

### IV. Citizens' Comments (approved by board on 5-20-99)

- None-

### V. Special Items

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

### A. Recognition of the Office of Marketing and Communications for Awards Received and Presentation by the Office of Marketing and Communications

-Ms. McCrohan recognized Ms. Carter on the award that she received.  
-Ms. Carter thanked the board for allowing them to present. Ms. Carter introduced her team members and explained each person's job (Ms. Cheryl Machicek, Ms. Amanda Heard, Mr. Ben Sharp, and Ms. Mary Koczanowski). Ms. Carter thanked Ms. McCrohan for her support and vision. Ms. Carter explained the scope of the Marketing and Communications department. Each employee explained their projects. Ms. McCrohan gave special recognition to Ms. Cheryl Machicek and Ms. Carter. Mr. Gertson thanked them all.

### B. Strategic Planning - Dr. Voorhees and Dr. Jones

-Dr. Voorhees gave an update on the Strategic Planning refresh.  
Mrs. Hundl stated her concern that the college was missing an opportunity in Fort Bend County, seeing the construction of the new TSTC building. Mrs. Hundl asked if there was anything needed from the board. Ms. McCrohan stated that Fort Bend was not in our tax district.  
Mrs. Hundl stated that she sees growth up and down I69 and how can we better service their needs before we lose them. Mrs. Hundl asked for specific items that need board action to move forward with either approving or denying.

### C. Board Book

-Ms. McCrohan stated that all board members should have received an email from BoardBook. Some members have not set up their passwords. Ms. Feyen will initiate another email being sent from BoardBook and she will send an email prior to the BoardBook email as a reminder. Let Ms. Feyen know if you have any problems.

## VII. Student Success

### A. WCJC's College Transfer Rate Successes (Dan Jones)

## VIII. Reports to the Board

### A. Financial Reports for February 2016

-Mr. Wessels presented the February 2016 financials.

**BOARD ACTION:** On a motion by Mr. Nelson and a second, the board unanimously approved the financial reports for February 2016 as presented.

### B. Information Item: Management Reports

1. Department of Information and Technology: Pam Youngblood (Vice President of Technology and Institutional Research)

2. Financial Aid: Dave Leenhouts (Vice President of Student Services)

3. Student Services: Dave Leenhouts (Vice President of Student Services)

C. Information Item: Reports from College Governance Councils

1. Academic Affairs Council

2. Faculty Council

3. President's Extended Council

4. Student Services Council

5. Support Staff Council

IX. Reports from Committees of the Board

A. Audit/Finance Committee

B. Facilities Committee

-Mr. Nelson reported on the facilities committee held today.

C. Legislative Committee

-Mr. Nelson stated that he will be heading to Austin for the Joint Legislative Hearing on Thursday.

**X. CONSENT AGENDA**

*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.*

-Ms. McCrohan asked that Item XI.A. & B. be pulled from the consent agenda and

be placed on hold.

#### XI. Matters Relating to General Administration

- A. Approval to waive all tuition and fees for students enrolled in dual credit classes effective fall 2016 (\$1,200,000.00 - reduction in general operating revenue would be offset with an increase in general service fees)

-Pulled from Consent Agenda

- B. Approve increasing the general service fee from \$56.00 per semester hour to \$68.00 (\$12.00 increase) per semester hour effective the fall semester 2016 (\$1,500,000.00 - increased revenue)

-Pulled from Consent Agenda

#### XII. Matters Relating to Academic Affairs

- A. Approve the addition of a 10.5 month full-time faculty position for the Process Technology Program, effective fall 2016 (\$50,224.00--\$63,641.00, FY17 budget)
- B. Approve the new faculty position in English, effective fall 2016 (\$43,050.00--\$54,550.00, FY17 budget)

#### XIII. Matters Relating to Administrative Services

- A. Approve Argio Roofing & Construction, LLC of Hondo, Texas for the roof replacement on the Science Building (\$382,225.00 from plant repair & replacement fund)
- B. Approve attached resolution concerning Ad Valorem Tax Exemptions

-Mr. Merecka asked for an explanation. He also asked if the college has ever offered a homestead exemption. Mr. Kocian stated that it would be a large loss in revenue to grant a homestead exemption.

- C. Approve Environmental Industrial Services Group, Inc. (EISG) for repairs and asphalt overlay to parking lot 8 (\$261,300.00 from plant repair & replacement fund)
- D. Approve ABEL Design Group (ADG) to complete a conceptual design and programming plans for a new building, the renovation of the existing 2 story building, and the renovation of the existing technical wing at the Richmond Campus (\$37,500.00 from the plant repair & replacement fund)

-Mr. Merecka asked if this was for everything at the Richmond campus. Mr. Feyen stated that it was.

- E. Approve Northwest Communication Inc. to supply the college with an updated two way radio system (\$45,850.85 from the plant repair & replacement fund)

#### XIV. Matters Relating to Technology and Institutional Research

XV. Matters Relating to Student Services

XVI. Matters Relating to Personnel

A. Board of Trustees

1. Approve contract actions as listed in the attached agenda brief

B. Office of President

C. Office of Academic Affairs

1. Sean A. Valdez received change in assignment from temporary, full-time instructor of biology, FAC-1-5, to regular, full-time instructor of biology, FAC-1-5, effective June 1, 2016

D. Office of Administrative Services

E. Office of Student Services

1. Karen Preisler extended as temporary, full-time acting director of admissions & registration, CA-10-16, effective January 1, 2016

F. Office of Technology and Institutional Research

**XVII. END OF CONSENT AGENDA**

BOARD ACTION: On a motion by Mr. Merecka and a second, the board unanimously approved the consent agenda with exception to Items X. A. & B that have been pulled.

XVIII. Paid Professional Assignments

A. Information Items:

1. Paid Professional Assignment for Julie Aaronson - Assistant - Proactive Advising and Informed Choice -GPS, January - August 2016 - \$2,500.00
2. Paid Professional Assignment for Karen Preisler - Assistant - Technology - GPS, January - August 2016 - \$2,500.00
3. Paid Professional Assignment for Patti Lawlor - Assistant - Proactive Advising and Informed Choice - GPS, January - August 2016 - \$2,500.00
4. Paid Professional Assignment for Susan Denman-Briones - Assistant - Proactive Advising and Informed Choice - GPS, January - August 2016 - \$2,500.00
5. Paid Professional Assignment for Phyllis Appling - HB5 Final Exam Testing/Proctoring and Grading, May - June 2016 - \$1,800.00
6. Paid Professional Assignment for Robin Nealy - STEM Summer Bridge Pioneer Connections Camp, August 8, 2016 - August 19, 2016 - \$2,000.00
7. Paid Professional Assignment for Danny Glenn - STEM Summer Bridge Pioneer Connections Camp, August 8, 2016 - August 19, 2016 - \$2,000.00
8. Paid Professional Assignment for David Kucera - STEM Summer Bridge Pioneer Connections Camp, August 8, 2016 - August 19, 2016 - \$2,000.00

9. Paid Professional Assignment for David Woods - STEM Summer Bridge Pioneer Connections Camp, August 8, 2016 - August 19, 2016 - \$1,200.00

10. Paid Professional Assignment for Dan R. Jones - TRIO SSS Part-time Researcher, January - May 2016 - \$2,500.00

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. President's Evaluation (under separate cover)

-The regular meeting was adjourned into Executive Session at 8:10 P.M.

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

-The regular meeting re-adjourned at 9:29 P.M.

-No action was taken. Mr. Gertson stated that they are pleased with Ms. McCrohan's performance.

XXI. Discuss Matters Relating to Formal Policy

XXII. Other Business

XXIII. Adjourn

-The meeting adjourned at 9:30 P.M.