

Minutes of the Regular Board of Trustee Meeting

The Board of Trustees

Wharton County Junior College

A regular board meeting of the Board of Trustee was held on Tuesday, August 15, 2023 at 6:30 PM in the Hutchins Memorial Board Room and Remote. Mrs. Rod presided.

Trustees Present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson (Zoom); Dr. Bret Macha; Dr. Priscilla Metcalf (Zoom); Mr. J. Paul Pope; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, VP of Administrative Services; Dr. Amanda Allen, VP of Strategy, Enrollment Management and Technology; Mrs. Sheryl Rhodes; Mr. Peter Anderson; Mrs. Rachel Bahnsen; Ms. Georgeann Calzada; Ms. Zina Carter; Mrs. Trish Chandler; Mrs. Carol Derkowski; Ms. Deanna Feyen; Kimberly Gubbels; Ms. Lea Anna Kostelnik; Mr. TK Krpec; Mr. Jerry Martinez; Ms. Lindsey Reeves; Dr. Liz Rexford; Mr. Haydee Ruiz; Ms. Selena Schmidt; Ms. Emily Voulgaris; Mrs. Cindy Ward; Mr. Gus Wessels; Ms. Stephanie Witzkoski; Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

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

II. Pledge of Allegiance

-Mrs. Rod led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. July 18, 2023 Board of Trustee Regular Board Meeting Minutes

-BOARD ACTION: On a motion made by Mr. Pope and seconded by Dr. Williamson Urbis, the Board approved the Board of Trustee Regular Meeting Minutes from July 18, 2023 with the following correction: Mr. Pope was in attendance.

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

V. Special Items

V.A. Reports from Board Committees

-Dr. Sue Zanne Williamson Urbis reported that the Board Evaluation Committee will be meeting to review the evaluation tool for the upcoming Board Evaluation.

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

VI.A. Update on Physical Plant Projects - Bryce Kocian

-Mr. Kocian reported on the status of physical plant projects taking place on all campuses.

VI.B. Update on HB8 and the Texas Higher Education Emergency Rules

-Dr. Allen presented an overview of how Wharton County Junior College was affected by HB8 and provided detailed information on the new funding model.

VI.C. Update on Legislation

-President McCrohan reported that we are currently implementing new legislation that affects the institution and she will provide a detail report next month.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

-Mr. Kocian presented the July 2023 Financials.

BOARD ACTION: On a motion by Mrs. Meyer and a second by Mrs. Hundl, the board unanimously approved the July 2023 financials.

VIII.B. Management Reports

VIII.B.1. Financial Aid Report

VIII.B.2. Testing Report

VIII.C. Reports from College Governance Councils

IX. CONSENT AGENDA

-Mrs. Rod repulled Item XII.B. Recommend the Board of Trustees vote to consider the proposed tax rate of \$0.1277/100 valuation and set the date of September 19, 2023 to have the final vote on the rate (-0-) for a separate vote as required.

-BOARD ACTION: On a motion made by Mr. Pope and seconded by Dr. Williamson Urbis, the board approved Item XII.B. Recommend the Board of Trustees vote to consider the proposed tax rate of \$0.1277/100 valuation and set the date of September 19, 2023 to have the final vote on the rate.

X. Matters Relating to General Administration

XI. Matters Relating to Academic Affairs

XI.A. Approve the purchase of additional Ocelot services (Grant Funded; \$56,000.00 spread over three years)

XI.B. Approve the state and federal grant funds from Houston Galveston Area Council for the AEL program (No cost; grant award is \$895,543.00)

XI.C. Approve federal funding for TRiO Student Support Services Program from the Department of Education (\$271,459.00 - No cost to the College. Grand funds will be deposited for expenditure from the Current Restricted Fund)

XII. Matters Relating to Administrative Services

XII.A. Approve increasing Technology Fees from \$60/semester/student to \$18/semester hour to all students except Dual Credit Students, effective with the Spring 2024 semester (\$485,897.00 in additional Unrestricted revenues)

XII.B. Recommend the Board of Trustees vote to consider the proposed tax rate of \$0.1277/100 valuation and set the date of September 19, 2023 to have the final vote on the rate (-0-)

XII.C. Approve the lease agreement with Seamless Solutions for copiers and software located in the various buildings on the Wharton, Sugar Land, Richmond, and Bay City campuses (\$59,400.00 - Current Unrestricted Operating Budget 2023 - 2024)

XII.D. Approve the use of the National Interlocal Purchasing Agreement #K141701 for the purchase of the College's office supply needs from Reliant Business Products (\$140,000.00 - Current Unrestricted Operating Budget 2023 - 2024)

XII.E. Approve the two-year rate extension of the agreement with Ambassador Services to clean the Richmond and Bay City Campus locations (\$129,508.92 - Current Unrestricted Operating Budget)

XII.F. Approve increasing Services Fees from \$73/semester hour to \$83/semester hour to all students except Dual Credit Students, effective with the Spring 2024 semester (\$537,380.00 in additional Unrestricted revenues)

XII.G. Approve increasing Out-of-District Fees from \$56/semester hour to \$61/semester hour to all out-of-district students except Dual Credit Students, effective with the Spring 2024 semester (\$218,450.00 in additional Unrestricted revenues)

XII.H. Approve the proposal submitted by North American Solutions and underwritten by the Property Casualty Alliance of Texas cooperative, (PTAC) to provide the College with our property/casualty insurance for the 2024 school year (\$751,232.00 - Current Unrestricted Operating Budget 2023-2024)

XII.I. Recommend the approval of the WCJC Investment Policy (N/A)

XII.J. Recommend approval of the WCJC Endowment Fund Investment Policy (N/A)

XII.K. Approve the proposal submitted by the Texas Association of School Boards to provide the College with our General Liability policy, Professional & Educator's Liability policy, and our Automobile coverage for the 2024 school year (\$71,213.00 - Current Unrestricted Operating Budget 2023 - 2024)

XII.L. Information Item

XII.L.1. Acknowledgement of all documented fees paid by the College as a result of our membership in a cooperative purchasing program (\$600.00 - Current Unrestricted Operating Budget 2023 - 2024)

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIII.A. Approve the reorganization of the Institutional Research and Enterprise Applications Office (no cost to the institution)

XIII.B. Approve the reorganization of the Office of Enrollment Management (\$0 - 13,000.00 (depending on the number of steps awarded))

XIII.C. Approve the estimated costs for FY24 annual hardware and software maintenance contracts (\$1,609,488.00 - Current Operating Budget FY 2024)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.B.1. Jerrick Cabrales employed as temporary, full time Head Volleyball Coach/Instructor, FAC-1-10, effective August 4, 2023

XIV.C. Office of Academic Affairs

XIV.C.1. Jessica Falcon extended as temporary, full-time TRiO SSS Director, CA-04-12, effective September 1, 2023

XIV.C.2. Mousumi Goswami received a change in title/assignment from temporary, full-time Instructor of Biology, FAC-1-9 to regular, full-time Instructor of Biology, FAC-1-10, effective August 21, 2023

XIV.C.3. Shawna Lindsey employed as regular, full-time Instructor of Vocational Nursing, FAC-1-10, effective August 21, 2023

XIV.C.4. Ronald Patila employed as regular, full-time Instructor of Automotive Technology, FAC-1-10, effective August 21, 2023

XIV.C.5. Muna Saqer received a salary adjustment for completion of a doctorate degree as Instructor of Computer Science, FAC-5A-11, to Instructor of Computer Science, FAC-7-11, effective August 21, 2023

XIV.D. Office of Administrative Services

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

XV. END OF CONSENT AGENDA

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

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Andrew Berezin, Community Days – STEM 101, July 29, 2023 - \$500.00

XVI.A.2. Paid Professional Assignment for Archana Bhasin, Community Days – STEM 101, July 29, 2023 - \$500.00

XVI.A.3. Paid Professional Assignment for J. B. Groves, Community Days -- STEM 101, July 29, 2023 - \$500.00

XVI.A.4. Paid Professional Assignment for David Kucera, Community Days -- STEM 101, July 29, 2023 - \$500.00

XVI.A.5. Paid Professional Assignment for Jennifer Mauch, Community Days – STEM 101, July 29, 2023 - \$500.00

XVI.A.6. Paid Professional Assignment for Alexandra Price, Community Days – STEM 101, July 29, 2023 - \$500.00

XVI.A.7. Paid Professional Assignment for Haydee Ruiz, Community Days -- STEM 101, July 29, 2023 - \$500.00

XVI.A.8. Paid Professional Assignment for Tracey Simmons-Willis, Community Days --STEM 101, July 29, 2023 - \$500.00

XVI.A.9. Paid Professional Assignment for Rachel Cavazos, Interim Reporting/Determination Official for Financial Aid -- August 2023 - November 2023 -\$2,000.00

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).

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

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The meeting adjourned at 7:39 p.m.

Board Secretary