

Minutes of the Regular Board of Trustee 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, July 19, 2022 beginning at 6:30 PM in the Hutchins Memorial Board Room and on Zoom. Mrs. Rod presided.

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; Mr. Paul Pope (via zoom); Mr. Larry Sitka; and Dr. Sue Zanne Williamson Urbis

Trustee absent: None

Others present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Vice President of Strategy, Enrollment Management and Technology; Mrs. Leigh Ann Collins, Vice President of Instruction; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Sheryl Rhodes, Executive Administrative Assistant; Mr. Peter Anderson; Mr. Gary Bonewald; Ms. Zina Carter; Mrs. Carol Derkowski; Mrs. Jessica Falcon; Mr. Mike Feyen; Mr. Varun Gupta; Mrs. Shannon Hobbs; Mrs. Lindsey McPherson; Ms. Lindsey Reeves; Dr. Liz Rexford; Mrs. Sheryl Rhodes; Ms. Haydee Ruiz; Mr. Ben Sharp; Mr. Don Smith; Mr. Danny Terronez; Mrs. Cynthia Ward; and Mr. Gus Wessels

I. Determination of Quorum and Call to Order

-Mrs. Rod called the meeting to order at 6:39 P.M. and declared a quorum.

II. Pledge of Allegiance

-Mrs. Rod led the Pledge of Allegiance

III. Reading of the Minutes

III.A. June 21, 2022 Board of Trustee Meeting Minutes

-BOARD ACTION: On a motion made by Dr. Macha and a second by Mr. Sitka, the board unanimously approved the regular board of trustee meeting minutes from June 21, 2022 with the following correction: Item VI. D. Overview of the Fitness Center-President McCrohan is planning to open the Fitness Center at the beginning of the Fall semester.

III.B. June 6, 2022 Board of Trustee Special Called Meeting

-BOARD ACTION: On a motion made by Dr. Macha and a second by Mr. Sitka the board unanimously approved the special called meeting minutes from June 6, 2022.

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

V. Special Items

V.A. Review of Level Four Complaint

-Mrs. Rod informed the board that the Level Four Complaint will be moved to the August 16, 2022 meeting due to the participants not in attendance.

V.B. Reports from Board Committees

-On behalf of the Board Evaluation Committee, Dr. Williamson Urbis thanked all of the members for working on their training and reminded them that all training must be completed by August 16, 2022.

-On behalf of the Strategic Visioning Committee, Mr. Pope reported that the committee is moving forward in working on plans for all campuses.

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

VI.A. Retirement Resolution for Merry Sprague

-Mr. Kocian read the resolution and will deliver the resolution and plaque to Mrs. Sprague.

VI.B. Presentation on past and future student activities - Lindsey McPherson

-Mrs. McPherson reported on numerous activities and events that have taken place for students and reported on upcoming activities and events for the coming year.

VI.C. Update on activities in Matagorda County

-President McCrohan reported on events and communications taking place within Matagorda County. Specific information will be discussed at the Strategic Visioning Committee.

VII. **Student Success**

-President McCrohan reported the following:

*2 former WCJC baseball players were drafted by Major Baseball League teams.

*Volleyball, baseball and drama held very successful summer camps for local youth.

VIII. **Reports to the Board**

VIII.A. Financial Reports

VIII.A.1. June 2022 Financial and 3rd Quarter Investment Reports

-Mr. Kocian presented the June 2022 Financials.

-Mrs. Ward presented the investment report for the 3rd quarter 2022.

-BOARD ACTION: On a motion by Mrs. Hundl and a second by Mr. Sitka, the board unanimously approved the June 2022 financials and the 3rd quarter investment report.

VIII.B. Management Reports

VIII.B.1. Technology Report

VIII.B.2. Financial Aid Report

VIII.B.3. Testing Report

VIII.C. Reports from College Governance Councils

VIII.C.1. April 5, 2022 Faculty Council Meeting Minutes

VIII.C.2. May 10, 2022 Faculty Council Meeting Minutes

VIII.C.3. May 4, 2022 Support Staff Organization Meeting Minutes

IX. CONSENT AGENDA

X. Matters Relating to General Administration

X.A. Consideration and approval of updating GCB (LOCAL) Public Information Program
- Requests for information reflect a change in personnel.

XI. Matters Relating to Academic Affairs

XI.A. Approve purchase of Ellucian Degree Works Software using grant funds
(\$72,702.00 - THECB and Title V Grants; \$105,000.00 - Title V grant)

XI.B. Approve moving \$60,000.00 from Plant Repair & Replacement Fund for facilities
renovation at the Richmond Campus (\$60,000.00 Plant Repair and Replacement Fund)

XI.C. Approve transferring \$23,600.00 from Plant MIS Fund to purchase new
computers and data projector (\$23,600.00 - Plant MIS Fund; \$20,000.00 - University of
Houston Sugar Land)

XII. Matters Relating to Administrative Services

XII.A. Approve the proposal submitted by the Texas Association of School Boards
(TASB) for annual renewal of the College's Workers Compensation Insurance
(\$65,110.00 - Current Unrestricted Operating Budget 2022-2023)

XII.B. Approve the Wharton County Junior College Investment Policy

XII.C. Approve the Wharton County Junior College Endowment Fund Investment
Policy

XII.D. Approve 10/20 year write off of property taxes

XIII. Matters Relating to Strategy, Enrollment Management, and Technology

XIII.A. Approve the reorganization of the Institutional Research Office to better
attend to the data and reporting needs of the institution (-0-)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. William Kilgore employed as a regular, full time instructor of sociology,
FAC-7-10, effective August 22, 2022.

XIV.C.2. Michael D. Voulgaris extended as temporary, full-time instructor of
automotive technology, FAC-1-10, effective August 22, 2022.

XIV.C.3. Michelle McDaniel received a change from part time, temporary instructor of
economics, FAC-1-10, to temporary, full time instructor of economics for 1 semester
(Fall 2022), FAC-1-10, effective August 22, 2022.

XIV.C.4. Lindsey Murrile Hawkins employed as regular, full time instructor of
vocational nursing, FAC-1-10, effective August 22, 2022.

XIV.D. Office of Administrative Services

XIV.D.1. Rachel Cavazos received a change in title/assignment from regular, full time financial aid quality control specialist, P-15-11, to regular, full time assistant director of financial aid, AA-1-9, effective July 5, 2022.

XIV.E. Office of Student Services

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

XIV.F.1. Jorge Arroyos employed as regular, full time college recruiter, A-05-10, effective June 27, 2022.

XIV.F.2. Duy Trinh extended as temporary, full time banner system administrator, AA-12-10, effective September 1, 2022.

XV. **END OF CONSENT AGENDA**

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

XVI. **Paid Professional Assignments**

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Catherine Shoppa, Pioneer Career Summer Bridget Program Instructor, June 6 - July 8, 2022 - \$1,400.00

XVI.A.2. Paid Professional Assignment for Jodie Hutchinson, Pioneer Career Summer Bridge Program Instructor, June 6 - July 8, 2022 - \$2,100.00

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. Review of Level Four Complaint
-Mrs. Rod informed the board that the Level Four Complaint will be moved to the August 16, 2022 meeting due to the participants not in attendance.

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

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

XX. **Adjourn**

-The board adjourned at 7:27 P.M.