

**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 Tuesday, March 29, 2022, beginning at 6:30 P.M. in the Hutchins Memorial Board Room and on Zoom. Mrs. Rod presided.

Trustees present: Mrs. Amy Rod, Chair; Mrs. Mary Ellen Meyer, Secretary; Dr. Sue Zanne Williamson Urbis; Mr. Scott Glass; Mr. Larry Sitka; Mr. Danny Gertson; and Mr. Paul Pope

Trustees absent: Mrs. Ann Hundl, Vice Chair; and Mr. Jack Moses

Others present: Mrs. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Peter Anderson; Ms. Rachel Bahnsen; Mr. Shane Benich; Mr. Gary Bonewald; Ms. Zina Carter; Ms. Carol Derkowski; Mr. T.K. Krpec; Mr. David Kucera; Ms. Deborah McGraw; Dr. Liz Rexford; Ms. Sheryl Rhodes; Mr. Don Smith; Ms. Cindy Ward; Mr. Gus Wessels; and 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**

A. Regular Board of Trustee Meeting Minutes from February 15, 2022

-The regular board of trustee minutes from February 15, 2022 was approved as presented.

**IV. Citizen's Comments**

**V. Special Items**

A. Reports from Board Committees

1. A Vision for WCJC Campus Infrastructure in 2030 – Paul Pope

- Mr. Pope presented a draft document that provided vision and opportunities to the committee and board of trustees. Administration will review our programs and look at building options to produce a final document to be presented.

2. Other Committee Reports

Board Evaluation Committee

-Mr. Glass reported that the board evaluation committee met and discussed goals for improvement.

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

- A. Overview of the faculty evaluation process – Leigh Ann Collins  
-Leigh Ann Collins provided a presentation on the faculty evaluation process.
- B. Overview of the employee evaluation process – Rachel Bahnsen  
-Rachel Bahnsen provided a presentation on the employee evaluation process.

**VII. Student Success**

-Amanda Allen gave a report on enrollment data comparing fall 2017 to fall 2021.

**VIII. Reports to the Board**

- A. Financial Reports

-Mr. Kocian presented the February 2022 financial reports.

**BOARD ACTION:** On a motion made by Mr. Sitka and a second, the board unanimously approved the February 2022 financials as presented.

- B. Management Reports
  - 1. Technology Report
  - 2. Financial Aid Report
  - 3. Testing Report

- C. Reports from College Governance Councils
  - 1. November 19, 2021 Academic Affairs Council meeting minutes
  - 2. December 1, 2021 Support Staff Organization meeting minutes
  - 3. February 2, 2022 Support Staff Organization meeting minutes
  - 4. March 2, 2022 Support Staff Organization meeting minutes

-Ms. Meyer complimented the academic affairs department on college readiness and dual credit and asked about early college in Wharton and Bay City. Ms. Collins explained early college and pathways in technology.

**IX. CONSENT AGENDA**

**X. Matters Relating to General Administration**

**XI. Matters Relating to Academic Affairs**

- A. Approval to deactivate 2 Associate of Applied Science (AAS) Degrees (Computer Simulation & Game Development) and 2 Certificates (Digital Media & Game Development)
- B. Approval to deactivate 2 Associate of Applied Science (AAS) Degrees (Computer Simulation & Game Development) and 2 Certificates (Digital Media & Game Development)

- C. Approve LVN Student Technology Fee of \$584.00 per semester, effective summer 2022 (no cost; estimated revenue from fees is \$70,080.00 to offset the ATI system cost - \$584 x 3 semesters x 40 students)

## **XII. Matters Relating to Administrative Services**

- A. Approve the quote submitted by Bound Tree Medical for the purchase and installation of a SimMan classroom simulation manikin and a Mega Code Kelly simulator manikin complete with on-site installation, warranty, and training (\$66,813.77 - TRUE Grant Funds)
- B. Approve the new Interlocal Participation Agreement & Resolution from the Texas Association of School Boards Purchasing Cooperative (\$500.00 - Unrestricted Operating Budget for 2022-2023)
- C. Approve the increase to board fees charged to students living on campus from \$1,600.00 a semester to \$1,700.00 a semester beginning with fall 2022 (\$374,000.00 in revenue - Auxiliary Fund Budget for 2022 - 2023)
- D. Approve the Interlocal Agreement & Resolution to join the SAVVIK Cooperative Purchasing Group
- E. Approve the recommended increase from Great Western Dining to the student's cafeteria board plan from \$12.04 to \$12.76 per day beginning with the fall of 2022 (\$340,000.00 - Auxiliary Fund Budget for 2022 - 2023)

## **XIII. Matters Relating to Technology**

## **XIV. Matters Relating to Planning & Institutional Effectiveness**

## **XV. 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. Elvia D. Rodriguez employed as temporary, full-time Title V HSI Engagement and Communications Facilitator, A-5-9, effective March 21, 2022
  - 2. Latasha Herndon received a change in title/assignment from temporary, full-time instructor of chemistry, FAC-7-5, to regular, full-time instructor of chemistry, FAC-7-6, effective August 22, 2022
  - 3. Adam W. Meyer employed as regular, full-time instructor of mathematics, FAC-1-9, effective August 22, 2022

4. Melissa Moore received a change in title/assignment as regular, full-time instructor of developmental math, FAC-1-3, to regular, full-time instructor of mathematics, FAC-1-5, effective August 22, 2022

5. Tina Gustavus received a change in title from temporary, full time instructor of developmental math, FAC-1-6, to regular, full time instructor of developmental math, FAC-1-9, effective August 22, 2022

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

G. Office of Planning and Institutional Effectiveness

1. Jerry R. Martinez employed as regular, full-time dean of enrollment management & registrar, D-15-35, effective April 4, 2022

2. Vershonda Williams received a change in title/assignment as regular, full-time senior academic advisor, AA-1-7, to regular, full-time coordinator of recruitment, AA-6-9, effective March 1, 2022

## **XVI. END OF CONSENT AGENDA**

**BOARD ACTION:** On a motion made by Mr. Glass and seconded by Mr. Pope, the board unanimously approved the consent agenda as presented.

## **XVII. Paid Professional Assignments**

A. Information Item

1. Paid Professional Assignment for Michael Adkins, Oversight of the Title V Grant, March 16, 2022 - June 15, 2022 - \$2,500.00

2. Paid Professional Assignment for Hector Weir, assistant department head, spring 2022 - \$2,100.00

3. Paid Professional Assignment for Jessi Snider, assistant department head (English), spring 2022 - \$2,100.00

4. Paid Professional Assignment for Armando Palomino McClure, interim coordinator of recruitment, March 1, 2022 - May 31, 2022 - \$3,000.00

**XVIII. 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)

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

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

**XXI. Other Business**

**XXII. Adjourn**

-The meeting adjourned at 8:00 p.m.

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Board Secretary