

Minutes of the Regular Board 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, June 18, 2024, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488

Trustees Present: Mrs. Ann Hundl, Vice Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Terry Lynch; Dr. Bret Macha (zoom); Dr. Priscilla Metcalf; Mr. Paul Pope; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mrs. Amy Rod

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Executive Vice President; Mrs. Leigh Ann Collins, Vice President of Instruction; Sheryl Rhodes; Danny, Bacot (zoom); Zina Carter; Kevin Dees (zoom); Carol Derkowski; Mike Feyen; Sara Fira (zoom); Jessica Garcia; Cheryl Machicek; Lindsey McPherson; Armando Palomino-McClure (zoom); Dr. Liz Rexford; Jay Roussel; Haydee Ruiz (zoom); Ben Sharp; Emily Voulgaris (zoom); Cindy Ward; Gus Wessels; Philip Wuthrich

I. Determination of Quorum and Call to Order

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

II. Pledge of Allegiance

-Mrs. Hundl led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. May 15, 2024 Special Called Board of Trustee Meeting Minutes

III.B. May 21, 2024 Regular Board of Trustee Meeting Minutes

-BOARD ACTION: On a motion made by Mr. Lynch and seconded by Dr. Metcalf, the Board approved the May 15, 2024 Special Called Meeting Minutes and the May 21, 2024 Boar of Trustee Regular Meeting Minutes as presented.

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

V. Special Items

V.A. Reports from Board Committees

V.A.1. Finance Committee (Budget) - Ann Hundl

-Mrs. Hundl reported on the FY25 budget preparations and informed the group that plans are to present the final budget in August.

V.A.2. Board Evaluation Committee - Dr. Sue Zanne Williamson Urbis

-Dr. Sue Zanne Williamson Urbis reported on the process that will be followed to approve the Board of Trustee Bylaws for the FY 2025.

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

VI.A. Update on Physical Plant Projects - Mike Feyen

-Mr. Feyen reported on the physical plant projects taking place on all campuses.

-Mr. Feyen provided an overview of the finalized conceptual design for the Pioneer Student Center.

VII. Student Success

VII.A. Student Success Metrics

-Dr. Allen reported on the Student Success Metrics

VII.B. TACC Student Essay Competition-Winning Essay - Betty McCrohan

-President McCrohan informed the group that WCJC had two (2) students place in the TACC Student Essay Competition. The students were awarded 1st place and 7th place.

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. May 2024 Monthly Financials

-Mrs. Ward presented the May 2024 financials.

-BOARD ACTION: On a motion made by Dr. Macha and seconded by Mr. Sitka, the board unanimously approved the May 2024 monthly financials as presented

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

X. Matters Relating to General Administration

X.A. Approval of Wharton County Junior College Trustee Bylaws

X.B. Recommend approval of a RESOLUTION in response to the "Executive Order By The Governor Of The State Of Texas: GA 44" (Any legal fees generated for the review of this initiative by the college's attorney, Melissa Mihalick)

X.C. Consideration and approval of the addition, revision or deletion of (LOCAL) policies as recommended by TASB Community College Services and according to the Instruction Sheet for TASB Localized Policy Manual Update 47 for Wharton County Junior College (Update 47 - \$4,354.28 (\$4,312.00 plus printing/shipping 302 pages @ .14 each \$42.28))

XI. Matters Relating to Academic Affairs

XI.A. Approve Reorganization of Title V HSI Grant

XII. Matters Relating to Administrative Services

XII.A. Accept the quote from MLN Service Company, and AAR Incorporated to remove and replace the chilled water Bladder Tank and insulation in the Science Building (\$21,370.63 - transfer from the Plant Repair and Replacement Fund)

XII.B. Approve the proposal submitted by TK Elevator Corporation to modernize the mechanical and electrical components of the elevator in the Pioneer Student Center (\$91,701.64 - transfer from the Plant Repair and Replacement Fund)

XII.C. Information Item

XII.C.1. Utilize the different cooperative contracts that the College has available, along with a possible invitation to bid, to solicit offers for repairs and roof coating for the standing seam metal roof on the Bahnsen Gymnasium (\$300,000.00 - transfer from the Plant Repair and Replacement Fund)

XIII. Matters Relating to the Office of the Executive Vice President

XIII.A. Approve the Ellucian Banner Oracle License for FY 2024 (\$72,198.00 - FY24 Operating Budget - IT Software)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.B.1. Jerrick Cabrales received a change from temporary, full-time Head Volleyball Coach/Instructor, FAC-1-10 to regular, full-time Head Volleyball Coach/Instructor, FAC-1-10, effective August 19, 2024

XIV.B.2. Jessica Garcia received a change in title/assignment from regular, full-time Financial Accountant, AA-1-10, to regular, full-time Assistant Controller, AA-1-10, effective June 19, 2024

XIV.C. Office of Academic Affairs

XIV.C.1. Donna Brown employed as regular, full-time Counselor, FAC-1-10, effective June 19, 2024

XIV.D. Office of Administrative Services

XIV.E. Office of Executive Vice President

XV. END OF CONSENT AGENDA

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Mr. Pope, the board approved the consent agenda as presented.

XVI. Paid Professional Assignments

XVI.A.Information Item:

XVI.A.1. 2024 May Mini Overloads

XVI.A.2. 2024 Summer I Overloads

XVI.A.3. Paid Professional Assignment for Peter Anderson, Grant Activities, January 3, 2024 - July 31, 2024 - \$2,500.00

XVI.A.4. Paid Professional Assignment for Kerri Novak, Additional duties/responsibilities related to HR vacancies, June-August 2024 - \$3,000.00

XVI.A.5. Paid Professional Assignment for Jodie Hutchinson, Summer Bridge Instructor, Summer 2024 - \$1,200.00

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).

-The Board of Trustees went into executive session at 7:27 p.m.

XVII.A. Discussion of sale of real estate

XVII.B. Discussion of Reorganization of Administrative Unit

XVII.C. Discussion of President Betty McCrohan's Contract

XVII.D. Discussion of President Betty McCrohan's Evaluation

-The Board of Trustees reconvened into regular session at 8:30 p.m. No actions were taken.

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

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The meeting adjourned at 8:30