

Minutes of 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 Tuesday, August 21, 2018, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Ann Hundl, Secretary; Mr. Scott Glass; Mr. Oliver Kunkel, Jr.; Mr. Paul Pope; and Mr. Larry Sitka

Trustees Absent: Mrs. Mary Ellen Meyer; Mr. Jack Moses; and Mrs. Amy Rod

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; Mr. Dave Leenhouts, Vice President of Student Services; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Shane Benich; Coach Keith Case; Ms. Carol Derkowski; Mr. Mike Feyen; Dr. Liz Rexford; Mr. Ben Sharp; Mr. Danny Terronez; Mrs. Cindy Ward; Mr. Gus Wessels; Mr. Robert Wolter; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone to the meeting and declared a quorum.

II. Pledge of Allegiance

-Mr. Gertson led the pledge of allegiance.

III. Reading of the Minutes

A. The Board of Trustee budget workshop meeting minutes from July 17, 2018

B. The regular Board of Trustee meeting minutes from July 17, 2018

-The July 17, 2018 Board of trustee budget workshop minutes and the July 17, 2018 Board of Trustee regular meeting minutes were approved as presented.

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

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.

V. Special Items

- A. Approve 2018 - 2019 operating budget (under separate cover)

BOARD ACTION: On a motion by Mr. Glass and a second, the board unanimously approved the 2018 – 2019 operating budget as presented.

- B. Discuss a community members request to consider adding women's softball

-Ms. McCrohan stated that an individual in the community asked for the board to consider adding women's softball at the College. Mr. Pope read the letter from the individual. A discussion occurred and no decision was made due to lack of revenue sources.

- C. Discuss the benefit of considering an in-depth look at the options and feasibility of those various options for the Sugar Land Campus and UH partnership

-Ms. McCrohan explained that the options for the Sugar Land campus and UH partnership should be discussed at a board retreat. A board retreat will be planned after the SACSCOC visit.

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

- A. Resolution of retirement for Mr. Robert Wolter

-Mr. Kocian explained Mr. Wolter's history with the College and presented him with a plaque and resolution. Mr. Wolter thanked the board and fellow employees.

- B. Update on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation Process

-Ms. McCrohan explained the SACSCOC reaffirmation timeline.

VII. Student Success

VIII. Reports to the Board

- A. Financial Reports for July 2018

-Mr. Wessels presented the July 2018 financials.

BOARD ACTION: On a motion by Mr. Sitka and a second, the board unanimously approved the July 2018 financials as presented.

B. Management Reports

1. Technology Report
2. Financial Aid Report
3. Testing Report

C. Reports from College Governance Councils

IX. Matters Relating to General Administration

X. Matters Relating to Academic Affairs

- A. Approve revision from on site, full-time employee to consultant contract employee, effective September 1, 2018 (\$76,000.00 - FY19 budget - savings over \$20,000.00 from benefits in FY18 budget)

XI. Matters Relating to Administrative Services

- A. Approve fiscal year 2018 budget adjustments
- B. Approve the proposal to consider property tax increase and schedule public hearings (\$501,765)
- C. Approve the proposal submitted by the Property Casualty Alliance of Texas cooperative to provide the College with our property/casualty, equipment breakdown, and cyber attack insurance for the 2019 school year (\$250,351.00 - current unrestricted operating budget for 2018 - 2019)
- D. Approve the selection of Freese and Nichols Inc. to represent the College during the Design/Build contract negotiations and construction portion of the proposed baseball field (\$30,000.00 - donated funds)
- E. Approve the 2nd year of a 5 year extension agreement with Blackboard, Inc. to provide a Managed Housing Solution and course delivery for their on-line learning management software used by the College to support our on-line classes (\$85,000.00 - current unrestricted operating budget for 2018 - 2019)
- F. Approve the proposal submitted by the Texas Association of School Boards (TASB) for the College's workers compensation insurance (\$63,128.00 - current unrestricted operating budget for 2018 - 2019)
- G. Approve the purchase of the College's office supplies from Reliant Business Products, Inc. of Houston (\$130,000.00 - current unrestricted operating budget)
- H. Approve the selection of Fielder's Choice Inc. as the Design/Build construction firm for the design and construction of the proposed baseball field (\$1,500,000.00 - donated funds)
- I. Approve an additional fee to the Abel Design Group (ADG) contract to design specifications for the additional electrical requirements as needed for the new HVAC system for the Johnson Health Occupations Center (JHOC) (\$11,300.00 -

unexpended plant fund)

XII. Matters Relating to Technology

XIII. Matters Relating to Student Services

XIV. Matters Relating to Planning & Institutional Effectiveness

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. 2018 Summer II Overloads
2. Stephen G. Lyford received additional funds for completion of 12 graduate hours as instructor of computer science, FAC-4-15, to instructor of computer science, FAC-5-15, effective August 20, 2018
3. Karl P. Paoletti employed as regular, full-time instructor of music, FAC-7-10, effective August 20, 2018
4. Taraneh Zekavat extended to temporary full-time director of adult education & literacy, CA-1-11, effective July 1, 2018
5. Cynthia A. Cruz received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-2A-28, to regular, full-time instructor of associate degree nursing, FAC-2A-29, effective August 20, 2018
6. Sandra Davis received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-28, to regular, full-time instructor of associate degree nursing, FAC-1-29, effective August 20, 2018
7. Natasha Goins received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-2A-30, to regular, full-time instructor of associate degree nursing, FAC-2A-31, effective August 20, 2018
8. Tammy L. Hann received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-30, to regular, full-time instructor of associate degree nursing, FAC-1-31, effective August 20, 2018
9. Patricia A. Korenek received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-32, to regular, full-time instructor of associate degree nursing, FAC-1-33, effective August 20, 2018
10. Shawna Lindsey received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-2-23, to regular, full-time instructor of associate degree nursing, FAC-2-24, effective August 20, 2018
11. Amanda Pence received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-26, to regular, full-time instructor of associate degree nursing, FAC-1-27, effective August 20, 2018
12. Corrine M. Reutter received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-34, to regular, full-time instructor of associate degree nursing, FAC-1-35, effective August 20, 2018

13. Andrea M. Shropshire received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-7-26, to regular, full-time instructor of associate degree nursing, FAC-7-27, effective August 20, 2018

D. Office of Administrative Services

E. Office of Student Services

1. Catherine C. Shoppa received a change in title/assignment as regular, full-time coordinator of Presidential Scholars Program/Academic Advisor, AA-1-7, to regular, full-time Academic Advisor, AA-1-7, effective July 10, 2018

F. Office of Technology

G. Office of Planning & Institutional Effectiveness

XVI. END OF CONSENT AGENDA

BOARD ACTION: On a motion by Mr. Pope and a second, the board unanimously approved the consent agenda with exception of Item XI.B. which will be voted on separately.

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board took a vote on Item XI. B. to consider approval of property tax increase and schedule public hearings. The vote was 6 yea's and 0 nay's to approve the property tax increase and schedule the public hearings.

XVII. Paid Professional Assignments

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 7:50 P.M.