

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, October 15, 2019, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees present: Mr. Danny Gertson, Chair; Mr. Scott Glass; Mrs. Mary Ellen Meyer; Mr. J. Paul Pope; Mrs. Edee Sinclair; and Mr. Larry Sitka

Trustees absent: Mrs. Ann Hundl, Secretary; Mr. Jack Moses; Mrs. Amy Rod, Vice Chair

Others present: Mrs. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Academic Instruction; Mrs. Pam Youngblood, Vice President of Technology; Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Seth Bailey; Ms. Zina Carter; Mrs. Carol Derkowski; Mr. Mike Feyen; Dr. Liz Rexford; Mr. Danny Terronez; Mrs. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

-Mr. Gertson called the meeting to order and declared a quorum.

II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

III. Reading of the Minutes

- A. The public hearing minutes from September 3, 2019
- B. The public hearing minutes from September 10, 2019
- C. The board workshop minutes from September 24, 2019
- D. The regular board of trustee minutes from September 24, 2019

-The public hearing minutes from September 3, 2019, the public hearing minutes from September 10, 2019, the board workshop minutes from September 24, 2019, and the regular board of trustee minutes from September 24, 2019 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

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

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for September 2019

-Mr. Wessels presented the August 2019 financial reports.

-Mrs. Ward presented the 4th quarter investment report – June 1 – August 31, 2019.

BOARD ACTION: On a motion by Mr. Glass and a second, the board unanimously approved the August 2019 financials and the 4th quarter investment report as presented.

B. Management Reports

1. Technology Report

2. Financial Aid Report

3. Testing Report

C. Reports from College Governance Councils

1. Faculty Council Minutes

a. Faculty Council Minutes from September 10, 2019

IX. **CONSENT AGENDA**

By consent of the board of trustees, the following items may be acted on in a single motion "to approve the consent agenda as presented." If, however, any trustee wishes to discuss a particular item or for any reason wishes to act on any given

item separately, he or she may simply notify the board chair to remove that item or items from the consent agenda, and that item will be removed and acted on separately. A trustee may remove an item from the consent agenda for any reason, and he or she is not required to justify the removal or explain the reason for the removal.

X. Matters Relating to General Administration

- A. Approve the fitness center use by board members, retired board members and retired employees at no charge
- B. Approve employee bonus proposal for milestone years of employment (\$50,500 contingency funds for FY20; included as part of the annual budget in future years)

XI. Matters Relating to Academic Affairs

- A. Approve the CE department to engage in a rental facility agreement with Fort Bend Independent School District for the 2020 Kids' College Summer program (estimate \$105,000.00 to be drawn from the FY2020 Kids' College facilities rental budget line)

XII. Matters Relating to Administrative Services

- A. Approve the allocation of funds from the prior year fund balance for 2019 outstanding encumbrances (\$858,531.59 - unrestricted operating fund for 2019 - 2020)
- B. Approve the proposal submitted by Hunter's Air and Heat to replace three 6 ton HVAC systems, one 10 ton HVAC system and one 15 ton air handler in the La Dieu building (LAD) (\$59,500.00 - transfer from plant repair & replacement fund)
- C. Approve the Interlocal Agreement & Resolution to join the Region 3 Education Service Center's Purchasing Cooperative of America (PCA)
- D. Approve the purchase of the College's office supplies from Reliant Business Products, Inc. of Houston (\$140,000.00 - unrestricted operating budget)
- E. Approve the list of qualified investment brokers

XIII. Matters Relating to Technology

- A. Approve the transfer from the MIS plant fund for Strata Information Group to review, configure, and implement Banner 9 applications for Student Self Service (\$56,750.00 - transfer from the MIS plant fund)

XIV. Matters Relating to Planning & Institutional Effectiveness

XV. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President
 - 1. Kerri Novak received 1 month extension for temporary, full-time assistant director of Human Resources, AA-1-5, effective October 1, 2019
- C. Office of Academic Affairs

1. Sara P. Fira extended as temporary, full-time GPS campus student success project coordinator/online academic advisor, AA-1-4, effective September 1, 2019
2. Jonah Mutua received professional development for completion of doctorate degree as regular, full-time instructor of mathematics, FAC-7-9, effective August 19, 2019

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology

G. Office of Planning & Institutional Effectiveness

XVI. END OF CONSENT AGENDA

-Ms. McCrohan explained a change to Item X.B. to go back four years for employee bonuses at a cost of \$250,000.

BOARD ACTION: On a motion by Mr. Pope and a second, the board unanimously approved Item X.B. as amended per Ms. McCrohan's instructions.

BOARD ACTION: On a motion by Mrs. Meyer and a second, the board unanimously approved the consent agenda with exception of Item X.B which was approved separately.

XVII. Paid Professional Assignments

A. Information Item:

1. Paid Professional Assignment for Lauren Herrmann, COW's maintenance, fall 2019 - \$700.00
2. Paid Professional Assignment for Jesi Ramirez, asst. college readiness math department head & COW's maintenance, fall 2019 - \$2,800.00
3. Paid Professional Assignment for John Dettling, online study aid development for A&P students/faculty, fall 2019 - \$840.00
4. Paid Professional Assignment for Bracha Silverstone, assistant credit level math department head, fall 2019 - \$2,100.00
5. Paid Professional Assignment for Dr. David Camejo, assistant chemistry department head, fall 2019 - \$2,100.00

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

- Mr. Sitka asked for a report of enrollment by campus.
- Mrs. McCrohan announced the WCJC Foundation golf tournament.
- Mr. Sitka asked for the college to send out notifications of events to the community.

XXII. Adjourn

- The meeting adjourned at 7:00 P.M.