

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, February 18, 2025 at 6:30 p.m. in the Hutchins Memorial Boardroom. Mr. Pope presided.

Trustees Present: Mr. Paul Pope, Chair; Dr. Bret Macha, Secretary (zoom); Mrs. Ann Hundl; Mr. Terry Lynch; Mr. Jay Roussel; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Dr. Priscilla Metcalf; Mrs. Amy Rod

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Executive Vice President; Mrs. Leigh Ann Collins, Vice President of Instruction; Ms. Kettida Vasiknanon, Vice President of Information Technology; Mrs. Sheryl Rhodes; Mr. Danny Bacot; Mrs. Brittany Barbee (zoom); Mr. Gary Bonewald; Ms. Alexis Brooks (zoom); Mrs. Clarissa Bueno; Mr. Kevin Dees (zoom); Mrs. Carol Derkowski; Ms. Pamela Dobbs (zoom); Mrs. Deanna Feyen (zoom); Mr. Mike Feyen; Mrs. Jessica Garcia; Mr. Karl Johnson; Ms. Lacy Jones (zoom); Mr. TK Krpec (zoom); Mrs. Melissa Mihalick (zoom); Mr. Tommy Regan (zoom); Dr. Liz Rexford; Dr. Christy Ruby (zoom); Ms. Haydee Ruiz (zoom); Mr. Ben Sharp; Mr. Richard Urbis; Ms. Emily Voulgaris (zoom); Mrs. Cindy Ward; Mrs. Amanda Wetz

I. Determination of Quorum and Call to Order

-Mr. Pope called the meeting to order at 6:30 and declared a quorum.

II. Pledge of Allegiance

-Mr. Pope led the Pledge of Allegiance

III. Reading of the Minutes

III.A. January 28, 2025 Special Called Board Training Meeting

III.B. January 28, 2025 Board of Trustee Regular Meeting Minutes

- **BOARD ACTION:** On a motion made by Mr. Sitka and seconded by Mrs. Hundl the Board unanimously approved the January 28, 2025 Special Called Training Minutes and the January 28, 2025 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

-Mr. Sitka reported on discussions taking place with Foundations in the area and investigating grant options to assist with the Senior Citizen's program.

-President McCrohan reported that conversations will need to take place with Colorado County officials on enhancing involvement in the Senior Citizen's program in their county.

V.B. Approval to change March 18, 2025 Board of Trustee meeting to March 25, 2025

-On a motion made by Mr. Roussel and seconded by Dr. Macha, the board unanimously approved moving the March 18, 2025 Board of Trustee meeting to March 25, 2025 due to the Spring Break holiday.

V.C. Report on visit to Texas A&M University – Paul Pope

-Mr. Pope reported on his visit to Texas A&M University to tour and meet with Nuclear Engineering Program.

V.D. Presentation on how programs and degrees are developed for the institution - Leigh Ann Collins

-Vice President Collins presented an overview of how programs and degrees are developed for the institution.

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

-President McCrohan reported that she will be attending the upcoming Ft. Bend County, Wharton County and Matagorda County days at the Capital in Austin.

VII. Student Success

VIII Reports to the Board

VIII.A. Financial Reports

-Mrs. Ward presented the January 2025 financial reports.

-BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Dr. Williamson Urbis, the Board unanimously approved the January 2025 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

VIII.C.1. February 4, 2025 Faculty Council Minutes

IX. CONSENT AGENDA

BOARD ACTION: At the request of Mr. Roussel, Item XB. Approve the creation of a new Security Officer position to be housed on the WCJC Sugar Land off-campus instructional site, was removed for discussion in Executive Session.

BOARD ACTION: At the request of President McCrohan, Item XV.F.2. Edward Daly employed as regular, full-time director of enterprise systems, CA-15-6, effective March 3, 2025 was removed.

X. Matters Relating to General Administration

X.A. Recommend approval of the Resolution of Support prepared by the Texas Association of Community Colleges and the Community College Association of Texas Trustees for presentation during the 89th Legislature (N/A)

X.B. Approve the creation of a new Security Officer position to be housed on the WCJC Sugar Land off-campus instructional site (\$18,000 (current operating FY 2025); \$39,975 - \$43,225 (budgeted FY2026))

X.C. Approve proposed hiring of AGB Search, LLC to provide recruitment services for the Vice President of Administrative Services (\$62,500 - current FY 2025 operating budget)

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

XI.A. Notify the Board of Trustees that WCJC is the recipient of a grant through the Gulf Coast Medical Foundation for the purchase of equipment for the EMS program (\$50,000.00 - award amount; no cost to the institution)

XII. Matters Relating to Academic Affairs

XII.A. Approve new EMS positions, effective immediately (\$64,736-\$71,403 plus benefits X 2 = \$129,472-\$142,806 AY25 from unused salaries from vacant positions)

XII.B. Approve increased pay rate for EMS Part-Time Instructors (\$50/hour) and Lab Assistants (\$35), effective March 1, 2025 (Additional \$23,280 for the Wharton program; additional \$18,000 for the Richmond program)

XIII. Matters Relating to Administrative Services

XIII.A. Approve TexPool Resolution Amending Authorized Representatives (N/A)

XIII.B. Approve attached resolution concerning Ad Valorem Tax Exemptions (\$0.00)

XIV. Matters Relating to Information Technology

XIV.A. Approve Statement of Work from Strata Information Group to extend support hours of DBA to cover the period from February 1, 2025 - August 31, 2025 (\$91,440 - Transfer from the MIS Fund)

XV. Matters Relating to Personnel

XV.A. Board of Trustees

XV.B. Office of President

XV.C. Office of Executive Vice President

XV.D. Office of Academic Affairs

XV.D.1. Approve Spring 2025 Division Chair Compensation

XV.D.2. Approve Spring 2025 Department Head Compensation

XV.D.3. Approve Spring 2025 Overloads

XV.E. Office of Administrative Services

XV.F. Office of Information Technology

XV.F.1. Sai Prasad Tamminana employed as regular, full-time system administrator, AA-1-1 effective March 19, 2025

XV.F.2. Edward Daly employed as regular, full-time director of enterprise systems, CA-15-6, effective March 3, 2025

XVI. END OF CONSENT AGENDA

BOARD ACTION: On a motion made by Mr. Sitka and seconded by Mr. Lynch, the consent agenda was unanimously approved with the removal of Item XB. Approve the creation of a new Security Officer position to be housed on the WCJC Sugar Land off-campus instructional site which will be voted on separately and Item XV.F.2.

Edward Daly employed as regular, full-time director of enterprise systems, CA-15-6, effective March 3, 2025

XVII. Paid Professional Assignments

XVII.A. Information Item:

- XVII.A.1. Paid Professional Assignment for Kerri Novak, additional duties related to HR vacancy, February - April 2025 - \$2,400.00
- XVII.A.2. Paid Professional Assignment for Doug Baumgarten, additional duties related to facilities management - \$1,200.00
- XVII.A.3. Paid Professional Assignment for Amanda Shelton, AA/AS Program Director, AY25 - \$2,100.00
- XVII.A.4. Paid Professional Assignment for Mozammel Hussain, online PHYS 2425 Master Course development, Spring 2025 - \$2,100.00
- XVII.A.5. Paid Professional Assignment for Mozammel Hussain, online PHYS 2426 Master Course development, Spring 2025 - \$2,100.00
- XVII.A.6. Paid Professional Assignment for Julieta Wolesagle Rodriguez, online ENGL 2311 Master Course development, Spring 2025 - \$2,100.00
- XVII.A.7. Paid Professional Assignment for Julieta Rodriguez, Assistant Department Head - English, Spring 2025 - \$2,100.00
- XVII.A.8. Paid Professional Assignment for Jessi Snider, online ENGL 1302 Master Course development, Spring 2025 - \$2,100.00
- XVII.A.9. Paid Professional Assignment for Jessi Snider, Assistant Department Head - English, Spring 2025 - \$2,100.00
- XVII.A.10. Paid Professional Assignment for Sharon Gregory, online COSC 1301 Master Course development, February 2025 - \$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).

-The Board of Trustees went into executive session at 7:06 p.m.

- XVIII.A. Discuss succession plan and impact on key positions in college administration

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

-The Board reconvened at 8:38 p.m.

BOARD ACTION: On a motion made by Mr. Roussel and seconded by Dr. Williamson Urbis, the Board unanimously approved Item XB. Approve the creation of a new Security Officer position to be housed on the WCJC Sugar Land off-campus instructional site

XX. Discuss Matters Relating to Formal Policy

XXI. Adjourn

-The meeting adjourned at 8:39 p.m.
