

Minutes of the Regular Board of Trustee Meeting

The Board of Trustees Wharton County Junior College

A regular board meeting of the Board of Trustee was held on Tuesday, October 17, 2023 at 6:30 PM in the Hutchins Memorial Board Room and Remote. Mrs. Rod presided.

Trustees Present: Mrs. Amy Rod, Chair; Mrs. Mary Ellen Meyer, Secretary; Mr. Danny Gertson; Dr. Priscilla Metcalf; Mr. J. Paul Pope; Dr. Sue Zanne Williamson Urbis

Trustee Absent: Mrs. Ann Hundl, Vice Chair; Dr. Bret Macha; Mr. Larry Sitka

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, VP of Strategy, Enrollment Management and Technology; Mrs. Leigh Ann Collins, VP of Instruction; Mr. Bryce Kocian, VP of Administrative Services; Mr. Gary Bonewald; Ms. Michelle Buchanan; Ms. Zina Carter; Mrs. Trish Chandler; Mrs. Carol Derkowski; Ms. Deanna Feyen (zoom); Mr. Mike Feyen (zoom); Mr. Jonathan Jeter; Mr. Karl Johnson; Mr. Tommy Regan (zoom); Dr. Liz Rexford; Mrs. Sheryl Rhodes; Ms. Haydee Ruiz (zoom); Mrs. Cindy Ward; Mr. Gus Wessels; 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

III.A. September 19, 2023 Board of Trustee Public Hearing Meeting Minutes

III.B. September 19, 2023 Board of Trustee Regular Meeting Minutes

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Mr. Pope, the Board approved the September 19, 2023 Board of Trustee Public Hearing Meeting Minutes and the September 19, 2023 Board of Trustee Regular Meeting Minutes as presented.

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

V. Special Items

V.A. Approval to change the November 21, 2023 Board of Trustee meeting to November 28, 2023

-BOARD ACTION: On a motion made by Mr. Pope and seconded by Dr. Metcalf, the Board approved to change the November 21, 2023 Board of Trustee meeting to November 28, 2023.

V.B Reports from Board Committees

-Dr. Urbis reported that the Board Evaluation Committee met on September 26, 2023. She informed the board that each member has received an evaluation instrument to be completed by November 28, 2023. She reminded the board that completion of this document is a SACSCOC requirement.

-Dr. Urbis reminded the members that annual cybersecurity training is required by the State of Texas. Completion of training is due by November 1, 2023.

-Dr. Urbis reported that each member is required to complete and return the audit letter they receive from the auditors, Lott, Vernon and Company.

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

VI.A. Presentation by Dini Spheris - Michelle Buchanan

-Ms. Buchanan presented an overview of the fundraising plans for Wharton County Junior College and the Wharton County Junior College Foundation.

VI.B. Physical Plant Report - Bryce Kocian

-Mr. Kocian reported on the status of physical plant projects taking place on all campuses.

VI.C. Projects/Initiatives - Betty McCrohan

-President McCrohan reported on the progress with Bay City leadership to develop the construction trades program. The program is scheduled to begin in Spring 2024 utilizing current space on the campus.

-President McCrohan informed the group that a \$10,000,000.00 grant proposal has been submitted to the George Foundation.

-President McCrohan reported that administration is working on final plans for the Richmond Campus expansion and the Pioneer Student Center addition/renovation for presentation to the Physical Plant Committee and the Strategic Visioning Committee.

VI.D. Legislation - Betty McCrohan

-President McCrohan reported on the effects of the new legislation and will send information out to the Board members.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. September 2023 Monthly Financials

-Mr. Kocian presented the September 2023 financials.

-BOARD ACTION: On a motion made by Mr. Gertson and seconded by Dr. Williamson Urbis, the board unanimously approved the September 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

VIII.C.1. September 5, 2023 Faculty Council Meeting Minutes

IX. CONSENT AGENDA

X. Matters Relating to General Administration

XI. Matters Relating to Academic Affairs

XII. Matters Relating to Administrative Services

XII.A. Approve the allocation of funds from the prior year fund balance for 2023 outstanding encumbrances (\$690,297.27 - Unrestricted Operating Fund for 2023-2024 \$369,747.03; Restricted Grant Accounts for 2023-2024 \$320,550.24)

XII.B. Adopt attached list of qualified brokers that are authorized to engage in investment transactions with Wharton County Junior College (N/A)

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIII.A. Approve the contract with Strata Information Group to provide staff augmentation services for DBA and functional support (\$102,600.00 - (\$30,000.00 - FY24 Operating Budget; \$72,600.00 - CRRSAA/ARP Funds))

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Sandra Davis received a salary adjustment from regular, full time instructor of associate degree nursing, FAC-1-34 to regular, full time instructor of associate degree nursing, FAC-1-36, effective September 1, 2023

XIV.C.2. Bruce Holley employed as regular, full time continuing education instructor-carpentry, FAC-1-10, effective October 18, 2023

XIV.C.3. Patricia Korenek received a salary adjustment from regular, full time instructor of associate degree nursing, FAC-1-38 to regular, full time instructor of associate degree nursing, FAC-1-40 effective September 1, 2023

XIV.C.4. Traci Myers received an extension as temporary, full time director of senior citizens' program, GNT-1-9 to temporary, full time director of senior citizens' program, GNT-1-10 effective September 1, 2023

XIV.C.5. Andrea Shropshire received a salary adjustment as regular, full time instructor of associate degree nursing, FAC-7-32 to regular, full time instructor of associate degree nursing, FAC-7-34 effective August 21, 2023

XIV.C.6. Kornelia Oostingh employed as temporary, full time instructor of geology, FAC-7-3 effective October 16, 2023

XIV.C.7. Fall 2023 Overloads (omitted and revised from September 19, 2023 packet)

XIV.D. Office of Administrative Services

XIV.E. Office of Strategy, Enrollment Management and Technology

XIV.E.1. Priscilla Salas received a change in title/assignment from regular, full time financial aid counselor, AA-1-17 to regular, full time director of financial aid, CA-15-17 effective October 18, 2023

XV. END OF CONSENT AGENDA

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

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Karl Johnson, EMS Program Simulation Lab Coordinator, Fall 2023 and Spring 2024 - \$4,200.00

XVI.A.2. Paid Professional Assignment for Kornelia Oostingh, shadow/transition full time faculty prior to hire, October 10-11, 2023 - \$525.00

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).

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

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The meeting adjourned at 7:33 p.m.