

MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
July 19, 2005

The Wharton County Junior College District Board of Trustees met in regular session on July 19, 2005 at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Jack Moses, Secretary; Mr. Gerald Donaldson; Mrs. Georgia Krenek; Mr. Oliver Kunkel; Mr. Lloyd Nelson; and Mr. Phil Stephenson

Trustees Absent: Mr. Rick Davis, Vice Chair

Staff Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President; Mr. Bryce Kocian, Vice President of Financial Services; Ms. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dale Pinson, Vice President of Workforce Development, Continuing Education and Distance Learning; Mrs. Gloria Crockett, Administrative Assistant to the President; Mrs. Makyla Dunn, Administrative Clerk to the President; Mrs. Barbara Bubela; Mr. John Dettling; Mr. Mike Feyen; Mr. Jerry Hoke; Mrs. Cynthia Huddleston; Mr. Gus Wessels and Mr. Phillip Wuthrich.

Others Present: Mr. Ron Sanders, Wharton Journal-Spectator; Mr. Gary Trochta; and Mr. Johnny Huddleston.

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:30 PM.

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The minutes of the regular meeting for June 21, 2005 were approved as presented.

ITEM IV: CITIZENS' COMMENTS

-None-

ITEM V: SPECIAL ITEMS

A. The board will hold a separate meeting when the full board is present to vote on appointing Mr. Trochta to fill vacant position 2 on the Board of Trustees.

ITEM VI: PRESENTATIONS, AWARDS, AND/OR PRESIDENT'S REPORT

A. Jerry Hoke presented a resolution to Cynthia Huddleston for retirement and it read as follows:

Resolution

WHEREAS, Mrs. Cynthia Huddleston has served for twenty-three years at Wharton County Junior College, and

WHEREAS, during these years as Circulation Technician Mrs. Huddleston has distinguished herself as an effective and caring staff member, a role model, a congenial colleague, and person of outstanding character, and

WHEREAS, Mrs. Huddleston has elected to retire from the library and spend more time with her family,

NOW, THEREFORE BE IT RESOLVED, THAT THE Board of Trustees and the Administration herewith commend Mrs. Cynthia Huddleston for her dedication to the library and students for her loyalty to her colleagues, and especially for her long record of service to this institution, and that the Board and Administration wish Mrs. Cynthia Huddleston well in her new life, and

BE IT FURTHER RESOLVED, that this resolution be incorporated into the official minutes of the Board of Trustees and a copy of said resolution be presented to Mrs. Cynthia Huddleston.

Unanimously adopted in regular session by the Wharton County Junior College Board of Trustees on July 19, 2005.

P. D. (Danny) Gertson, III, Chair	Georgia Krenek
Rick Davis, Vice-Chair	Oliver Kunkel, Jr.
Jack C. Moses, Secretary	Lloyd Nelson
Gerald R. Donaldson	Phyllip Stephenson

B. Dr. Pate presented a resolution to Mr. Jerry Hoke for retirement and it read as follows:

Resolution

WHEREAS, Mr. Jerry Hoke has been an integral part of the library for thirty-two years at Wharton County Junior College, and

WHEREAS, during the first twenty-seven of these years Mr. Hoke served as Public Services Librarian and during the last five years as Director of Library Services, and has always put students and faculty needs first, and

WHEREAS, during all his years of service, Mr. Hoke has distinguished himself a professional role model, and a congenial colleague, and

WHEREAS, Mr. Hoke has elected to retire from his job as Director of Library services and spend more time traveling the globe,

NOW, THEREFORE BE IT RESOLVED, THAT THE Board of Trustees and the Administration herewith commend Mr. Hoke for his dedication to the education profession, for his loyalty to his colleagues, and especially for his long record of service to this institution, and that the Board and Administration wish Mr. Hoke well in his new life, and

BE IT FURTHER RESOLVED, that this resolution be incorporated into the official minutes of the Board of Trustees and a copy of said resolution be presented to Mr. Jerry Hoke.

Unanimously adopted in regular session by the Wharton County Junior College Board of Trustees on July 19, 2005.

P. D. (Danny) Gertson, III, Chair	Georgia Krenek
Rick Davis, Vice-Chair	Oliver Kunkel, Jr.
Jack C. Moses, Secretary	Lloyd Nelson
Gerald R. Donaldson	Phyllip Stephenson

C. Pam Youngblood read a memorial resolution in honor of Larry Cantrell and it read as follows:

RESOLUTION

WHEREAS, Mr. Larry R. Cantrell has served honorably and well as a System Analyst in the Information Technology Department for Wharton County Junior College since 1996; and

WHEREAS, Mr. Cantrell has, for the past 9 years, made many contributions to the overall administration of the technology needs at Wharton County Junior College, most notably the implementation and execution of the “Banner System”; and

WHEREAS, Mr. Cantrell has contributed to Wharton County Junior College many hours of dedicated service and devotion to the needs of the Information Technology Department; and

WHEREAS, Wharton County Junior College has benefited not only from his many contributions to the “Banner implementation” and his dedicated technical support of the Finance Department, but also by his support of his “team” and his many friends throughout the organization; and

WHEREAS, The Board of Trustees of Wharton County Junior College wishes to join the family and community in mourning the loss of Larry R. Cantrell, who died May 6, 2005, at the age of 59; and

WHEREAS, the Board of Trustees of Wharton County Junior College wishes to memorialize today and forever its expressions of gratitude to Mr. Cantrell; now

THEREFORE, be it known to all present, that the Board of Trustees of Wharton County Junior College does hereby bestow its highest commendation and accolades upon Larry R. Cantrell and to that end hereby adopts this RESOLUTION and orders that it be spread upon the permanent records of this Board and that a copy of same be presented to Bonnie Cantrell as a token of its esteem.

P. D. (Danny) Gertson, III, Chair	Georgia Krenek
Rick Davis, Vice-Chair	Oliver Kunkel, Jr.
Jack C. Moses, Secretary	Lloyd Nelson
Gerald R. Donaldson	Phyllip Stephenson

D. Ms. McCrohan reported on the American Association of Community Colleges President's Academy Summer Institute that she attended in California.

ITEM VII: Reports to the Board

A. Financial Reports

-Gus Wessels reviewed the financial reports for June 2005.

-Bryce Kocian reviewed the quarterly investment report for June 2005.

BOARD ACTION: On a motion by Mrs. Krenek and a second, the board unanimously approved the financial reports and the quarterly investment reports for June 2005.

ITEM VII-B: MANAGEMENT REPORTS

-The following management reports were included as a part of the Board Agenda Package:

1. Department of Information and Technology: Pam Youngblood (Research Analyst/Chief Reporting Officer)
2. Financial Aid: Gus Wessels, (Dean of Financial and Business Services)
3. Student Services: Wayne Taylor (Dean of Student Services)
4. Minutes of Councils and of Extended Cabinet

ITEM VII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

-None-

ITEM VII-D: CLIPPING SERVICE FOR MONTH OF JUNE 2005

-News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of June 2005 and included as part of the board agenda packet for this meeting.

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ITEM VIII: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee: Mr. Kunkel

-Mr. Kunkel announced that there is an audit/finance budget workshop on Thursday, July 21, 2005 at 12:00 noon in the Hutchins Memorial Board Room.

B. Facilities Committee: Mr. Donaldson

-Mr. Donaldson reported that the science lab project is within budget and scheduled to be completed by the second week in August.

-The parking lot repairs are scheduled to be completed by fall semester.

C. Legislative Committee: Mr. Nelson

-Mr. Nelson reported that the special session will not yield the education bill. Tomorrow is the end and so far they have not accomplished their goal.

-Mr. Gertson asked if any item needed to be pulled from the consent agenda.

-No item was pulled.

BOARD ACTION: On a motion by Mr. Stephenson and a second, the board unanimously approved the consent agenda as presented.

-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.

ITEM IX: MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve fiscal year 2005 budget adjustments – spreadsheet attached

ITEM X: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve library reorganization

B. Approve the establishment of an Instructional Assessment office

C. Approve the bid by J. David Group of Companies in the amount of \$15,292 to provide Athletic Injury Insurance – (\$15,292 – current auxiliary fund for 2005-2006)

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D. Approve an increase of \$35 to the fee charged to specific Emergency Medical Service Students to cover the cost of their accidental injury insurance should they injure themselves during their clinicals – (\$6,000 – collected fees will be offset by the cost of the insurance policy)

ITEM XI: MATTERS RELATNG TO ADMINISTRATIVE SERVICES

A. Approve the bid by Carrier Commercial Service in the amount of \$23,900 to provide maintenance on the College's five large air conditioning chillers – (\$23,900 – current unrestricted operating budget for 2005-2006)

B. Approve the bid submitted by Villasana's Landscaping & Lawn Service for mowing and maintenance grounds at the Ft. Bend Technical Center and Sugar Land Campus for the 2005-2006 school year for \$25,800 – (\$25,800 – current unrestricted operating budget for 2005-2006)

C. Reject all bids submitted for the custodial services contract at the Wharton campus – (\$0.00 – current unrestricted operating budget for 2005-2006)

D. Approve the bid submitted by Maintenance of Houston, Inc. to provide the custodial service for the Ft. Bend Technical Center and Sugar Land Campus for the 2005-2006 school year for the budget price of \$136,560 – (\$136,560 – current unrestricted operating budget for 2005-2006)

E. Information Item:

1. Seek bids for the purchase of a Panoramic Radiograph Machine for the Dental Hygiene department – (estimated \$30,000 – restricted grant funds for 2005 -2006)

ITEM XII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve amounts (list attached) for upcoming hardware and software maintenance contracts – (\$328,561.20 – current unrestricted operating budget for 2005-2006)

ITEM XIII: MATTERS RELATING TO WORKFORCE DEVELOPMENT, CONTINUING EDUCATION AND DISTANCE LEARNING

A. Approve renewal of WCJC Senior Program Title III contract – (Federal Funds Provided by Older American Act Title III, B, C, D. State funds provided by Texas Department of Aging. Federal and State funds available October 1, 2005 – September 30, 2006. Wharton County \$124,961 and Colorado County \$80,605; match will be program income, local contributions and Commissioner's Court. Funds administered through HGAC)

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President/Senior Administration

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C. Office of Academic Affairs

1. Approve overload list for summer II 2005 semester
2. Approve employment of Wendy W. Garner as regular, full-time instructor of biology,

FAC-7-8, effective January 9, 2006

3. Approve reclassification and salary adjustment for Kwei-Feng Hsu, regular full-time technical services librarian, FAC-1-5, to regular, full-time director, library information and technical services, FAC-1-19, effective September 1, 2005

D. Office of Administrative Services

E. Office of Student Services

F. Office of Workforce Development, Continuing Education and Distance Learning

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

I. Information Items: Non-contract Personnel Actions

1. Angelica M. Juarez employed as a regular, part-time homemaker for the Senior Citizen Program, \$5.15/hr. x 19 hrs/wk. x 17 wks. = \$1,663.45/yr., effective July 5, 2005
2. Alexandra L. Travis employed as temporary, part-time open lab/library monitor, \$8.13/hr. x 20 hrs./wk. x 11 wks. = \$1,788.60/yr., effective June 20, 2005
3. Adam C. Bordelon employed as a temporary, part-time computer technician, \$12.12/hr. x 19.5 hr./wk. x 11 wks. = \$2,599.74/yr., effective June 20, 2005
4. Andrea M. Terrazas employed as a regular, part-time adult basic education aide, \$9.57/hr. x 32 hrs./wk. x 32 wks. = \$9,799.68/yr., effective June 21, 2005
5. Carol K. Riley reclassified from regular, full-time data entry clerk in the business office, 0-5-2, to regular, full-time assistant admissions officer, 0-11-2, effective July 18, 2005
6. Victoria Mercado received a 1-year employment extension as a temporary, full-time human resources clerk, 0-5-0, effective September 1, 2005
7. Priscilla S. Romero transferred from regular, full-time financial aid secretary, 0-8-0, to a regular, full-time financial aid data exchange specialist, P-11-0, effective June 15, 2005

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8. Debora G. Wells separated as regular, full-time front desk clerk/receptionist at the Ft. Bend Technical Center, 0-8-8, effective June 15, 2005
9. Jeanette A. Sipos resigned as a regular, part-time assistant admissions office, \$7.50/hr. 19 hrs./wk. x 52 wks. = \$7,410/yr., effective June 6, 2005

10. Rossana Deadreick-Farris resigned as regular, part-time front desk clerk at the Sugar Land Campus, \$8.13/hr. x 19.5 hrs./wk. x 47 wks. = \$7,452/yr., effective June 30, 2005
11. Marcelina Garcia resigned as regular, part-time clerical aide in Adult Basic Education, \$9.57/hr. x 28 hrs./wk. x 37 wks. = \$9,914.52, effective April 11, 2005
12. Thomas Runnells resigned as regular, full-time security officer, 0-10-4, effective June 22, 2005

THE BOARD DID NOT ENTER IN EXECUTIVE SESSION.

ITEM XVI: 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 (551.076), deliberation regarding economic development negotiations (551.086).

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

-None-

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

ITEM XIX: OTHER BUSINESS

A. The deadline for the early registration for the Association of Community College Trustees Leadership Congress conference in Seattle, Washington is July 25.

ITEM XX: ADJOURN

-The meeting adjourned at 7:22 PM.