Minutes of the Regular Board Training Meeting

The Board of Trustees
Wharton County Junior College

A Regular Meeting of the Board of Trustees of Wharton County Junior College was held on Tuesday, July 21, 2026 at 6:30 p.m. in the Hutchins Memorial Boardroom. Dr. Metcalf presided.

Trustees Present: Dr. Priscilla Metcalf, Chair; Dr. Bret Macha, Vice Chair; Mr. Jay Roussel, Secretary; Mr. Ed Erwin; Mr. Paul Pope (zoom); Mr. Larry Sitka; Dr. Wayne Taylor; Mr. David Vallejo

Trustees Absent: Mr. Terry Lynch

Others Present: Dr. Amanda Allen, President; Dr. David Byrd, Vice President of Access, Completion and Transfer; Mr. Scott Cunningham, Vice President of Finance and Administration; Mrs. Sheryl Rhodes; Mrs. Rachel Bahnsen; Mrs. Clarissa Bueno; Mrs. Carol Derkowski; Mrs. Jessica Garcia; Mr. Jonathan Jeter; Mrs. Lindsey McPherson; Ms. Melissa Mihalick; Dr. Pam Millsap; Ms. Alexa Ortega; Mr. David Ortega; Ms. Suzanna Ortega; Mrs. Allyson Randel; Mr. Tommy Regan (zoom); Mrs. Sharla Walker; Mrs. Cindy Ward

I. Determination of Quorum and Call to Order

-Dr. Metcalf called the meeting to order at 6:30 p.m. and declared a quorum.

II. Pledge of Allegiance

-Dr. Metcalf led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. June 16, 2026 Regular Meeting Minutes

III.B. June 16, 2026 Special Called Meeting Minutes

-BOARD ACTION: *On a motion made by Mr. Sitka and seconded by Mr. Roussel, the Board unanimously approved the June 16, 2026 Board of Trustee Regular Meeting Minutes and the June 16, 2026 Special Called Meeting Minutes as presented.*

IV. Citizens' Comments

-The Board of Trustees adjourned into executive session at 6:31 p.m.

-The Board of Trustees reconvened into regular session at 7:30 p.m.

V. Special Items

V.A. Reports from Board Committees

V.B. Board Calendar

-Dr. Allen reviewed the Board of Trustee calendar and informed them of important dates and upcoming events.

VI. Presentations, Awards, and/or Resolutions

VII. President's Report

-Dr. Allen presented the President's Report for the month of July 2026. She provided details on the Hanover Research: Labor Market Analysis and provided an overview of the new online WCJC catalog.

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. June 2026 Monthly Financial Report

-Mrs. Ward presented the June 2026 Monthly Financial Report

-***<u>BOARD ACTION:</u>*** *On a motion made by Dr. Taylor and seconded by Mr. Sitka, the Board approved the June 2026 financials as presented.*

VIII.A.2. 3rd Quarter FY2026 Investment Report

-Mrs. Garcia presented the 3rd Quarter Investment Report

-***<u>BOARD ACTION:</u>*** *On a motion made by Mr. Roussel and seconded by Mr. Sitka, the Board approved the 3rd Quarter Investment Report as presented.*

VIII.A.3. June 2026 Financial Aid Report

IX. Consent Agenda

-At the request of President Allen, Item XII.A. Approve the out-of-district dual credit tuition rate of $63 per credit hour for students detained with the Fort Bend County Juvenile Probation Center ($4,000/year (Estimated tuition based on 20 students enrolled in 1 course per year)) and Item XV.E.1. Lindsey Reeves received a change in title/assignment from regular, full-time communications specialist/receptionist, O-6-5 to regular, full-time help desk analyst, A-1-8, effective July 1, 2026 were removed from the consent agenda.

X. Matters Relating to General Administration

X.A. Approve the revised Mission Statement for Wharton County Junior College (N/A)

X.B. Approve the TASB Worker's Compensation Insurance proposal for FY2027 ($65,532 (unrestricted operating budget FY2027))

X.C. Authorize the submission of a Level Change application to the SACSCOC seeking approval to offer the baccalaureate degree (Not applicable)

XI. Matters Relating to Academic Affairs

XI.A. Approve the relocation of specialized instructional equipment from the Richmond campus to the Bay City campus in support of the Nuclear Power and Process Technology Center ($78,230 (50% NExT state appropriations; 50% plant fund))

XII. Matters Relating to Access, Transfer and Completion

XII.A. Approve the out-of-district dual credit tuition rate of $63 per credit hour for students detained with the Fort Bend County Juvenile Probation Center ($4,000/year (Estimated tuition based on 20 students enrolled in 1 course per year))

XIII. Matters Relating to Finance

XIII.A. Approval of Fiscal Year 2026 Budget Adjustments (N/A)

XIII.B. Approve the Great Western Dining Services Agreement (copy attached) for cafeteria and board meal services. The agreement includes no increase to the residential student meal plan rates and a 4% increase to casual meals, prospective student meals, summer camp/conference rates, and catering services ($380,000.00 — Auxiliary Fund Budget for 2026-2027)

XIII.C. Approve $150,000 to replace carpet flooring in 9 classrooms, 8 offices, and 2 storage closets; along with epoxy flooring for four (4) labs ($150,000 ($100,000-Special State Appropriations; $50,000-Plant Fund))

XIII.D. Approve the purchase of approximately $200,000 in classroom and instructional furniture from Reliant Business Products utilizing National Intergovernmental Purchasing Alliance (OMNIA Partners) Contract #R190301 ($200,000-Special State Appropriations)

XIII.E. Approve a month-to-month agreement with Metropolitan Landscape for routine landscape maintenance services for the Wharton and Richmond Campuses to be funded through the College's current operating budget ($73,150 (Current operating budget FY2026 and FY2027))

XIV. Matters Relating to Information Technology

XIV.A. Approve upgrades to the IT infrastructure and audiovisual equipment on the Bay City Campus as part of the Skilled Trades and Nuclear Expansion in Texas (NExT) projects ($241,215 (Special State Appropriations))

XV. Matters Relating to Personnel

XV.A. Office of President

XV.A.1. Pamela Millsap employed as regular, full-time Vice President of Academic Affairs & Provost, VP-13-120, effective August 10, 2026

XV.B. Office of Academic Affairs

XV.B.1. Chloe Scott employed as regular, full-time instructor of English, FAC-4-1-5, effective August 17, 2026

XV.C. Office of Access, Completion and Transfer

XV.C.1. Dharma Frost received a change in title/assignment from regular, full-time graduation specialist, P-15-1 to regular, full-time records manager, A-10-2, effective July 22, 2026

XV.D. Office of Finance

XV.E. Office of Information Technology

XV.E.1. Lindsey Reeves received a change in title/assignment from regular, full-time communications specialist/receptionist, O-6-5 to regular, full-time help desk analyst, A-1-8, effective July 1, 2026

XVI. End of Consent Agenda

-BOARD ACTION: *On a motion made by Mr. Roussel and seconded by Mr. Erwin the board approved the consent agenda with the removal of Item XII.A. Approve the out-of-district dual credit tuition rate of $63 per credit hour for students detained with the Fort Bend County Juvenile Probation Center ($4,000/year (Estimated tuition based on 20 students enrolled in 1 course per year)) and Item XV.E.1. Lindsey Reeves received a change in title/assignment from regular, full-time communications specialist/receptionist, O-6-5 to regular, full-time help desk analyst, A-1-8, effective July 1, 2026.*

XVII. Paid Professional Assignments:

XVII.A. Information Items

XVII.A.1. Paid Professional Assignment for Philip Hamlin, Research and Curriculum Development, July - August 2026 - $5,000.00

XVII.A.2. Paid Professional Assignment for Muna Saqer, Online COSC1301 & BCIS1305 Redev Master Course, Summer 2 2026 - $2,400.00

XVII.A.3. Paid Professional Assignment for Robert Sanchez, Workforce Program Development, July - August 2026 - $3,000.00

XVII.A.4. 2026 Summer I Overloads

XVIII. Executive Session

XVIII.A. Level 4 Appeal

XVIII.B. Information Security Plan and Vulnerability Report

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

***-BOARD ACTION**: On a motion made by Dr. Macha and seconded by Mr. Roussel, the board of trustees upheld the College's Level 3 decision.*

***-BOARD ACTION**: On a motion made by Mr. Roussel and seconded by Dr. Taylor, the board approved the Information Security Plan and Vulnerability Report as presented.*

XX. Discuss Matters Relating to Formal Policy

XXI. Adjourn

The meeting adjourned at 7:59 p.m.