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, August 18, 2026 at 6:30 p.m. in the Hutchins Memorial Boardroom. Dr. Macha presided.

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

Trustees Absent: Dr. Priscilla Metcalf, Chair

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; Dr. Pam Millsap, Vice President of Academic Affairs and Provost; Mrs. Sheryl Rhodes; Ms. Alexis Brooks (zoom); Mrs. Clarissa Bueno; Mr. Jeremy Eder (zoom); Mrs. Jessica Garcia; Mr. Jonathan Jeter; Mrs. Pat Korenek; Ms. Jennifer Mahlmann; Mr. Robby Mathews; Mrs. Lindsey McPherson; Mr. Tommy Regan (zoom); Ms. Emily Voulgaris (zoom); Mrs. Cindy Ward

I. Determination of Quorum and Call to Order

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

II. Pledge of Allegiance

-Dr. Macha led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. July 21, 2026 Board of Trustee Regular Meeting Minutes

III.B. July 21, 2026 Special Called Board Meeting Minutes

-BOARD ACTION: *On a motion made by Mr. Roussel and seconded by Mr. Vallejo, the Board unanimously approved the July 21, 2026 Board of Trustee Regular Meeting Minutes and the July 21, 2026 Special Called Meeting Minutes as presented.*

IV. Citizens' Comments

V. Presentations

V.A. Reports from Board Committees

V.B. Board Calendar

VI. President's Report

-Dr. Allen presented the President's Report for the month of August 2026. She provided details on the Community College Survey of Student Engagement (CCSSE), an update on APP2CAPP progress and highlighted upcoming events.

VII. Financial Reports

VII.A. July 2026 Monthly Financials

-Mrs. Ward presented the July 2026 Monthly Financial Report

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

VII.B. July 2026 Financial Aid Report

VIII. Special Items

VIII.A. Approve the operating budget for Fiscal Year 2027 (presented under separate cover)

-BOARD ACTION: This item was brought forward as a recommendation by the Board Finance Subcommittee. *After discussion, the Board of Trustees unanimously approved the Fiscal Year 2027 budget as presented.*

VIII.B. Recommend that the Board of Trustees vote to consider the proposed tax rate of $0.15351 per $100 valuation for the Fiscal Year 2027 operating budget. Recommend a final vote on the rate to be held on September 15, 2026 ($1,345,000 (New revenue realized as part of the FY27 operating budget))

-BOARD ACTION: *On a motion made by Mr. Lynch and seconded by Mr. Sitka, the Board approved the proposed tax rate of $0.15351 per $100 valuation for the Fiscal Year 2027 operating budget with the following vote:*

YEA: *Bret Macha; Ed Erwin; Larry Sitka; Wayne Taylor; Jay Roussel; J. Paul Pope; Terry Lynch; David Vallejo*

NAYS: *None*

ABSENT: *Priscilla Metcalf*

VIII.C. Approve the amendment to the President's Contract, extending the term of the agreement and revising future renewal term (N/A)
-***<u>BOARD ACTION:</u> This item was brought forward as a recommendation by the Board Executive Committee.*** *After discussion the Board unanimously approved the amendment to the President's Contract. Dr. Wayne Taylor abstained from the vote.*

-The Board of Trustees adjourned into executive session at 7:05 p.m.

-The Board of Trustees reconvened into regular session at 7:38 p.m.

IX. Consent Agenda

X. Matters Relating to General Administration

X.A. Approve the use of First-Class Transportation charter bus services for athletic travel in Fiscal Year 2027 (Not to exceed $120,000 (FY 2027 Auxiliary Budget))

X.B. Approve the Academic Year 2027 Meeting Schedule for the WCJC Board of Trustees (Not applicable)

X.C. Approve the three-year agreement with Modern Campus for website hosting services (Fiscal Year 2027: $66,213; Fiscal Year 2028: $69,524; Fiscal Year 2029: $73,000 (to be included in the respective operating budgets for each fiscal year))

X.D. Approve new positions proposed as part of the budget recommendations for Fiscal Year 2027 ($170,000 (Salary and benefits, included as part of the FY 2027 unrestricted operating budget))

X.E. Approve the modified salary schedules for faculty and staff, effective Fiscal Year 2027 ($650,000 (Salary and benefits; included as part of the FY2027 unrestricted operating budget))

X.F. Approve the Fiscal Year 2027 standard employment contract template for faculty and administrators (N/A)

XI. Matters Relating to Academic Affairs

XI.A. Approve the purchase of equipment and materials from Linde for the pipefitting program ($79,023 (Special State Appropriations, Bay City Trade School))

XI.B. Approve the purchase of Nuclear Simulator VPanel Slices from GSE Engineering for the Bay City Nuclear Power Technology Program ($116,200 (Special State Appropriations, Nuclear Program Expansion))

XI.C. Approve the purchase of training systems from Advanced Technology Consultants for the Bay City Nuclear Power Technology Program ($637,260 (Special State Appropriations, Nuclear Power Expansion))

XI.D. Approve the purchase of office and lobby area furniture for the Bay City Nuclear Power Technology Program and Trades School Program ($38,983 - $9,831 (Special State Appropriations, Nuclear Program Expansion); $23,501 (Special State Appropriations, Trade School Program); $5,651 (WCJC Plant Funds))

XI.E. Approve $366,391 for the purchase of training systems from Simtronics Corporation for the Bay City Nuclear Power Technology and Process Technology Programs ($183,195.50- Special State Appropriations, Nuclear Program Expansion; $183,195.50-WCJC Plant Fund)

XI.F. Approve $242,100 for the purchase of equipment and materials from Grainger for the plumbing and pipefitting programs ($242,100 (Special State Appropriations, Bay City Trade School))

XI.G. Approve $252,575 for the purchase of equipment and materials from Toolkit Technologies, Inc. for the plumbing, pipefitting, and nuclear power programs ($220,555- Special State Appropriations, Bay City Trade School; $32,020-Special State Appropriations, Nuclear Program Expansion)

XII. Matters Relating to Access, Completion, and Transfer

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

XIII. Matters Relating to Finance

XIII.A. Approve a one-year extension of the agreement with Ambassador Services to provide custodial services on the Richmond and Bay City Campuses in Fiscal Year 2027 ($205,000 (FY2027 unrestricted operating budget))

XIII.B. Approve the use of the OMNIA Contract #R190301 & PACE Contract #P00402 for the purchase of office supplies from Reliant Business Products in Fiscal Year 2027 ($120,000 (FY2027 unrestricted operating budget))

XIII.C. Approve the renewal submitted by Insurica in the amount of $540,000 to provide property, flood, earth movement, and equipment breakdown insurance coverage for Fiscal Year 2027 ($540,000 (FY 2027 unrestricted operating budget))

XIII.D. Approve construction change orders, including architectural and engineering services, for the Bay City Skilled Trades Facility ($151,100 (Special state appropriations – Skilled Trades))

XIII.E. Approve the WCJC Investment Policy

XIII.F. Approve the WCJC Endowment Fund Investment Policy

XIV. Matters Relating to Information Technology

XIV.A. Approve the IT maintenance contracts for Fiscal Year 2027 ($2,129,461 (FY27 operating budget))

XV. Matters Relating to Personnel

XV.A. Office of President

XV.B. Office of Academic Affairs

XV.B.1. David Amador extended as temporary, full-time instructor of nuclear power tech & oversight of nuclear expansion in Texas, FAC-1-84, effective September 1, 2026

XV.B.2. Thomas Anderson extended as temporary, full-time instructor of emergency medical services, FAC-1-10, effective September 1, 2026

XV.B.3. Michael Beltran extended as temporary, full-time instructor of continuing education - plumbing, FAC-1-9, effective August 17, 2026

XV.B.4. Brandi Blagg extended as temporary, full-time instructor of emergency medical services, FAC-1-3, effective September 1, 2026

XV.B.5. Pamela Dobbs received a change in title/assignment from regular, full-time instructor of dental hygiene, FAC-1-14 (9 month), to regular, full-time instructor of dental hygiene, FAC-1-14 (10.5 month), effective August 17, 2026

XV.B.6. Jessica Falcon extended as temporary, full-time TRiO SSS director, CA-4-15, effective September 1, 2026

XV.B.7. Ezekiel Garza extended as temporary, full-time instructor of continuing education - pipefitting, FAC-1-10, effective August 17, 2026

XV.B.8. Shayna Guerra extended as temporary, full-time TRiO SSS advisor/coordinator, GNT-01-13, effective September 1, 2026

XV.B.9. Evett Hamlin extended as temporary, full-time coordinator of vocational support services, GNT-1-10, effective September 1, 2026

XV.B.10. Mara Martinez employed as regular, full-time instructor of mathematics, FAC-2A-4, effective August 17, 2026

XV.B.11. Traci Myers extended as temporary, full-time director of senior citizen's program, GNT-2-12, effective September 1, 2026

XV.B.12. Randy Ramey extended as temporary, full-time continuing education instructor - carpentry, FAC-1-10, effective September 1, 2026

XV.B.13. Bethany Steffek received a change from temporary, full-time instructor of cosmetology, FAC-1-3, to regular, full-time instructor of cosmetology, FAC-1-4, effective September 1, 2026

XV.B.14. Amanda Wetz extended as temporary, full-time instructor of emergency medical services, FAC-1-11, effective September 1, 2026

XV.B.15. Terri Wright employed as regular, full-time counselor, FAC-1-7, effective August 24, 2026

XV.C. Office of Access, Completion and Transfer

XV.C.1. Stephen Ashburn employed as regular, full-time college recruiter, A-5-1, effective August 24, 2026

XV.C.2. Roshanna Mitchell employed as regular, full-time director of financial aid, CA-15-10, effective August 3, 2026

XV.D. Office of Finance

XV.E. Office of Information Technology

XVI. End of Consent Agenda

-BOARD ACTION: *On a motion made by Mr. Erwin and seconded by Mr. Erwin the board unanimously approved the consent agenda as presented.*

XVII. Paid Professional Assignments:

XVII.A. Information Items

XVII.A.1. Paid Professional Assignment for Amber Barbee, Oversee Learning Centers and Staff, August - December 2026 - $2,500.00

XVII.A.2. Paid Professional Assignment for Kim Ashburn, Interim Dean of Workforce, August - December 2026 - $5,000.00

XVII.A.3. Paid Professional Assignment for Philip Hamlin, Research and Curriculum Development, September - October 2026 - $5,000.00

XVIII. Executive Session

XVIII.A. Personnel Matters

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

XX. Discuss Matters Relating to Formal Policy

XXI. Adjourn

-The meeting adjourned at 7:41 p.m.