

## **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 Tuesday, March 24, 2026, beginning at 6:43 p.m. in the Hutchins Memorial Board Room and on Zoom. Mr. Pope presided.

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

Trustees Absent: Mrs. Ann Hundl; Mrs. Amy Rod

Others Present: Dr. Amanda Allen, President; Dr. David Byrd, Vice President of Access, Completion and Transfer, Leigh Ann Collins, Vice President of Instruction; Scott Cunningham, Vice President of Finance and Administration; Kettida Vasiknanon, Vice President of Information Technology; Dr. Mike R. Wilkinson, Chief of Staff; Rachel Bahnsen; Georgeann Calzada; Gary Gillen, Jonathan Jeter; Karl Johnson; Armando Palomino-McClure; Jill Oglesbee; Sheryl Rhodes; Ben Sharp; Cindy Ward

Present by Zoom: Lori Baumgarten; J. Matthew Bennett; Michael Billingsley; Jennifer Boyd; Alexis Brooks; Clarissa Bueno; Carol Derkowski; Pamela Dobbs; Robert Falco; Jessica Garcia; Darlene Giesalhart; Erin Kolecki; Patricia Korenek; Lea Ana Kostelnik; Nicole Lippolis; Debbie Lutringer; Robby Mathews; Tessa Mathews; Lindsey McPherson; Jennifer Perez; Trey Porras; Jesi Ramirez; Lindsey Reeves; Tommy Regan; Stacie Ringleb-Krutilek; Selena Schimdt; Amanda Shelton; Bracha Silverstone; Jessi Snider; Wendy Tamayo; Emily Voulgaris; Gina Wilson; John Woolsey

#### **I. Determination of Quorum and Call to Order**

-Mr. Pope called the meeting to order at 6:43 p.m. and declared a quorum.

#### **II. Pledge of Allegiance**

-Mr. Pope led the Pledge of Allegiance

#### **III. Reading of the Minutes**

III.A. February 17, 2026 Regular Board of Trustee Meeting Minutes

**BOARD ACTION:** On a motion made by Dr. Metcalf and seconded by Dr. Williamson Urbis, the Board unanimously approved the February 16, 2026 Board of Trustee Regular Meeting Minutes as presented.

#### **IV. Citizens' Comments**

#### **V. Special Items**

##### V.A. Board Calendar

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

##### V.B. Reports from Board Committees

###### V.B.1. Board Evaluation Committee Report

-Dr. Williamson Urbis reported on the Board Evaluation Committee meeting held on February 27, 2026. She commended the board on 100% completion of the annual evaluation and provided information on the results. She outlined the following timeline for approval of the Board Bylaws:

-March 24, 2026 – A redlined version of the bylaws, which had been reviewed by counsel, along with a clean copy, was distributed prior to this meeting.

-May 19, 2026 – A Special Board meeting will take place at 5:30 p.m. for Board of Trustee training presented by our attorney.

-June 16, 2026 – Vote to accept updated bylaws.

###### V.B.2. Technology Committee Report

-Mr. Roussel reported on the Technology Committee meeting held on March 6, 2026.

##### V.C. Approval of 2027 Employee Contracts

**BOARD ACTION:** On a motion made by Dr. Metcalf and seconded by Dr. Williamson Urbis, the Board unanimously approved the 2027 Employee Contract list as presented.

#### **VI. Presentations, Awards, and/or Resolutions**

#### **VII. President's Report**

-Dr. Allen presented the President's Report for March 2026 which included a report from Jill Oglesbee regarding the status and future plans of the WCJC Committee for Faculty Innovation and Development.

#### **VIII. Reports to the Board**

##### VIII.A. Financial Reports

VIII.A.1. February 2026 Monthly Financials

-Mrs. Ward presented the February 2026 financial report.

-**BOARD ACTION:** On a motion made by Mr. Sitka and seconded by Dr. Macha, the Board approved the February 2026 financials as presented.

VIII.A.2. February 2026 Financial Aid Report

**IX. Consent Agenda**

**X. Matters Relating to General Administration**

X.A. Approve the reorganization of the Athletic Department (\$9,395 annual salary savings)

**XI. Matters Relating to Academic Affairs**

**XII. Matters Relating to Access, Transfer and Completion**

XII.A. Approve the implementation of the Out-of-State Competitive Scholarship Waiver in accordance with TEC 54.213 (\$39,000 - estimated maximum annual revenue loss)

**XIII. Matters Relating to Finance**

XIII.A. Authorize the President, or designee, to approve and execute purchases necessary to implement the Bay City Nuclear Power Program expansion using the special state appropriated fund (Plant fund - Special State Appropriations Nuclear Power Technology Program)

XIII.B. Authorize the President, or designee, to approve and execute purchases necessary to implement the Bay City Trade School Program expansion using the special state appropriated funds (Plant fund - Special State Appropriations Bay City Trade School)

**XIV. Matters Relating to Information Technology**

XIV.A. Authorize WCJC to seek sealed proposals to acquire a digital phone platform (N/A)

XIV.B. Approve the creation of a full-time Help Desk Analyst position (\$39,861 - \$46,528 annual salary (exclusive of benefits))

XIV.C. Approve the purchase of 150 computers for the hardware refresh cycle for FY 2026 (\$214,215 (to be transferred from the MIS Fund))

## **XV. Matters Relating to Personnel**

### **XV.A. Office of President**

- XV.A.1. Bailey Phillips received a change in title/assignment from regular, full-time college recruiter, A-5-1 to regular, full-time social media influence facilitator, A-5-3 effective March 25, 2026

### **XV.B. Office of Academic Affairs**

- XV.B.1. Ezekiel Garza employed as temporary, full-time instructor of continuing education-pipefitting, FAC-1-10 effective March 25, 2026
- XV.B.2. Kylee Slough employed as regular, full-time public services librarian, FAC-1-10 effective July 15, 2026
- XV.B.3. Mrittika Roy employed as a regular, full-time instructor of physics, FAC-2A-1 effective August 24, 2026

### **XV.C. Office of Access, Completion and Transfer**

- XV.C.1. Carey Alstadt employed as regular, full-time senior academic and career advisor, A-13-10 effective March 25, 2026
- XV.C.2. Blake Draper employed as regular, full-time academic advisor, A-5-8 effective March 25, 2026
- XV.C.3. Chelsea Garcia employed as regular, full-time academic advisor, A-5-8 effective March 25, 2026

### **XV.D. Office of Finance**

### **XV.E. Office of Information Technology**

- XV.E.1. Andrew Rothbauer employed as regular, full-time system administrator, AA-1-9 effective March 25, 2026

## **XVI. End of Consent Agenda**

**-BOARD ACTION:** On a motion made by Dr. Metcalf and seconded by Dr. Williamson Urbis, the board approved the consent agenda as presented.

## **XVII. Paid Professional Assignments**

### **XVII.A. Information Items**

- XVII.A.1. Paid Professional Assignment for Pam Dobbs, Clinical Technology Specialist, Spring 2026 - \$2,400.00
- XVII.A.2. Paid Professional Assignment for Rocio Doherty, Development of CHEM 2423 lab manual, Spring 2026 - \$2,800.00
- XVII.A.3. Paid Professional Assignment for Lauren Green, COWs maintenance, Spring 2026 - \$800.00
- XVII.A.4. Paid Professional Assignment for Jesi Ramirez, Assistant for College Readiness Math Department, Spring 2026 - \$3,200.00
- XVII.A.5. Paid Professional Assignment for Peter Anderson, NSF Grant Duties, Spring 2026 - \$2,500.00
- XVII.A.6. Paid Professional Assignment for Tessa Mathews, Duties related to the Sr. Director of Enterprise Systems, March - April 2026 - \$2,000.00
- XVII.A.7. Paid Professional Assignment for Korneila Oostingh, NSF Grant Duties, Spring 2026 - \$2,500.00

**XVIII. Executive Session**

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

**XX. Discuss Matters Relating to Formal Policy**

**XXI. Adjourn**

-The meeting adjourned at 7:32 p.m.