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 on Friday, October 24, 2025, beginning at 12:00 noon in the Hutchins Memorial Board room and Remote, 911 Boling Highway, Wharton, TX 77488

Trustees Present: J. Paul Pope, Chair; Dr. Priscilla Metcalf, Vice Chair; Dr. Bret Macha, Secretary, Mrs. Ann Hundl; Mrs. Amy Rod; Mr. Jay Roussel; Mr. Larry Sitka

Trustees Absent: Mr. Terry Lynch; Dr. Sue Zanne Williamson Urbis

Others Present: Dr. Amanda Allen, President; Mrs. Leigh Ann Collins, Vice President of Instruction; Ms. Kettida Vasiknanon, Vice President of Information Technology; Sheryl Rhodes; Mr. Kevin Dees (zoom); Mr. Mike Feyen (zoom); Mrs. Jessica Garcia; Mr. Gary Gillen; Mr. Robby Mathews (zoom); Mrs. Cindy Ward;

I. Determination of Quorum and Call to Order

-Mr. Pope called the meeting to order at 12:00 noon and declared a quorum.

II. Pledge of Allegiance

-Mr. Pope led the Pledge of Allegiance.

III. Reading of the Minutes

III.A. September 16, 2025 Public Hearing Meeting Minutes

III.B. September 16, 2025 Regular Meeting Minutes

BOARD ACTION: On a motion made by Mr. Roussel and seconded by Mr. Sitka, the Board unanimously approved the September 16, 2025 Public Hearing Minutes and the September 16, 2025 Regular Meeting Minutes as presented.

IV. Citizens' Comments

V. Special Items

V.A. Reports from Board Committees

VI. Presentations, Awards, and/or Resolutions

VII. President's Report

-Dr. Allen presented the October 2025 President's Report.

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. September 2025 Monthly Financials

-Mrs. Ward presented the September 2025 monthly financials.

VIII.A.2. 4th Quarter 2025 Investment Report

-Mrs. Garcia presented the 4th Quarter 2025 investment report.

-BOARD ACTION: On a motion made by Dr. Macha and seconded by Mr. Roussel, the board unanimously approved the September 2025 monthly financials and the 4th quarter investment report as presented.

VIII.A.3. September 2025 Financial Aid Report

VIII.B. College Governance Council Minutes

IX. Consent Agenda

BOARD ACTION: Mr. Pope pulled Item XII.C. Approve the transfer of $2,000,000 of unrestricted funds to the plant fund to support future facility needs ($2,000,000 transferred to the WCJC Plant Fund) for a separate vote.

BOARD ACTION:-On a motion made by Mr. Roussel and seconded by Mr. Sitka, the board **a**pproved the transfer of $1,000,000 of unrestricted funds to the repair and replacement plant fund to support future facility maintenance and approve $1,000,000 to the unexpended plant fund for future construction initiatives.

X. Matters Relating to General Administration

X.A. Recommend approval of the resolution conveying title of properties to the County of Wharton (N/A)

X.B. Inform the WCJC Board of Trustees of a personal business relationship (N/A)

X.C. Notify the Board of Trustees that WCJC is the recipient of a Houston Endowment Planning Grant to maximize House Bill 8 Funding and Student Success ($500,000 – award amount; no cost to the institution)

X.D. Approve the installation of a monument sign with a digital display at the Bay City Campus ($116,000 - FY 2026 state special appropriations)

XI. Matters Relating to Academic Affairs

XI.A. Approve a New Associate of Science Degree in Allied Health Sciences (None)

XI.B. Approve Two New 10.5 Month CE Faculty Positions, Effective fall 2025 ($57,804 - $71,221 X 2 = $115, 608 to $142,442 plus benefits; FY26 legislative appropriations)

XII. Matters Relating to Finance

XII.A. Recommend approval of the allocation of prior year funds for 2025 outstanding encumbrances ($394,335.06 - Unrestricted Operating Fund for 2025-2026 ($242,235.06); Restricted Grant Accounts for 2025-2026 ($152,100.00))

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

XII.C. Approve the transfer of $2,000,000 of unrestricted funds to the plant fund to support future facility needs ($2,000,000 transferred to the WCJC Plant Fund)

XII.D. Information Item

XII.D.1. Seek proposals for multiple roof replacements on the Wharton Campus (N/A)

XIII. Matters Relating to Information Technology

XIII.A. Approve the RockIT proposal to replace switches and all the access points ($71,787.38 - transferred from the MIS fund)

XIV. Matters Relating to Personnel

XIV.A. Office of President

XIV.A.1. David Byrd employed as regular, full-time vice president of access, completion and transfer, VP-13-112, effective October 27, 2025

XIV.A.2. Michael Wilkinson employed as regular, full-time chief of staff, VP-6, effective October 27, 2025

XIV.B. Office of Academic Affairs

XIV.B.1. Sandra Davis received a salary adjustment per BOT approval on 10/15/2024 (final step) from regular, full-time instructor of associate degree nursing, FAC-1-49, to regular, full-time instructor of associate degree nursing, FAC-1-50, effective September 1, 2025

XIV.B.2. Patricia Korenek received a salary adjustment per BOT approval (final step) on 10/15/2024 from regular, full-time instructor of associate degree nursing, FAC-1-53, to regular, full-time instructor of associate degree nursing, FAC-1-54, effective September 1, 2025

XIV.B.3. Shannon Hofer employed as regular, full-time counselor, FAC-1-10, effective October 27, 2025

XIV.B.4. Leisha Kizzee employed as regular, full-time instructor of associate degree nursing, FAC-1-30, effective October 27, 2025

XIV.B.5. Brian Troquille employed as regular, full-time instructor of process technology, FAC-1-9, effective January 5, 2026

XIV.B.6. Jubie Daniel employed as regular, full-time instructor of associate degree nursing, FAC-1-30, effective October 27, 2025

XIV.B.7. Fall 2025 Division Chair Compensation

XIV.B.8. Fall 2025 Department Head Compensation

XIV.B.9. Fall 2025 Overloads

XIV.C. Office of Finance

XIV.D. Office of Information Technology

XV. End of Consent Agenda

BOARD ACTION: On a motion made by Mr. Roussel and seconded by Dr. Macha, the board approved the consent agenda with Item XII.C. Approve the transfer of $2,000,000 of unrestricted funds to the plant fund to support future facility needs ($2,000,000 transferred to the WCJC Plant Fund) being voted on separately above and Items XIV.A.1. David Byrd employed as regular, full-time vice president of access, completion and transfer, VP-13-112, effective October 27, 2025 and XIV.A.2. Michael Wilkinson employed as regular, full-time chief of staff, VP-5-6, effective October 27, 2025 voted on below.

XVI. Information Items

XVI.A. Paid Professional Assignments:

XVI.A.1. Paid Professional Assignment for Kerri Novak, additional duties and responsibilities, 10/1/2025 to 12/31/2025 - $3,300.00

XVII. Executive Session

-The Board of Trustees went into executive session at 1:10 p.m.

XVII.A. Provide background on new hires of Executive Cabinet

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

-The Board of Trustees reconvened into open session at 1:35 p.m.

-BOARD ACTION: On a motion made by Mr. Roussel and seconded by Dr. Macha, the board approved Items XIV.A.1. David Byrd employed as regular, full-time vice president of access, completion and transfer, VP-13-112, effective October 27, 2025 and XIV.A.2. Michael Wilkinson employed as regular, full-time chief of staff, VP-5-6, effective October 27, 2025.

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The meeting adjourned at 1:37 p.m.