

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
February 10, 2022**

The Weatherford College Board of Trustees met in regular session at 2:00 p.m., Thursday, February 10, 2022, in the Allene Strain Community Room of the Doss Student Center. Board Chair Mac Smith called the meeting to order. Other trustees present were Dan Carney, Sue Coody, Doug Dowd, Dr. Robert Marlett and Secretary Lela Morris. Dr. Trev Dixon and Judy McAnally were absent. Mr. Smith gave the invocation and the Pledge of Allegiance was recited.

Call to Order,
Invocation and
Pledge of Allegiance

No one spoke for Public Comment.

Public Comment

President Tod Allen Farmer submitted the following recognitions and employee notices:

President's Report

a. Recognitions –

- Two former Weatherford College rodeo athletes recently won world championships at the Wrangler National Finals Rodeo in Las Vegas. Jordon Peterson Briggs won the barrel racing title, and Sawyer Gilbert won the breakaway roping title. They are the first WC alumni to win world pro rodeo championships.
- The JBB Poll recently ranked WC Coyote baseball as 4th in the nation in a pre-season poll. Last year, we sent two Coyotes to Major League Baseball, and we are looking forward to another great season this year.
- Our workforce team has been diligently working to secure additional grant funding and were awarded TRUE grants and JET grants that will help launch drone technology, certified EKG technician, heavy equipment operator, patient care technician, and sterile process & distribution technician programs, allowing external funds to expand the students' educational opportunities at an unprecedented pace.

b. Employment Notices –

DMAC (Local) requires the college president to provide the names of contract employees that have resigned or retired since the last board meeting. In accordance with this policy, President Farmer reported the following:

- Lydia Rogers, Information Technology Specialist, Technology Services, effective 2/28/2022
- Ralinda Stone, Executive Director of Human Resources, effective 3/31/22

c. Enrollment Update –

Spring 2022 system wide enrollment is up by 1% year to date. The enrollment report as of count day was 4,908 compared to 4,856 last year. Wise County campus saw a 16% year-to-date enrollment increase with a spring enrollment of 381 students.

Consent Agenda

A recommendation was requested that the Board of Trustees approve the January 13, 2022 *Minutes submitted by Theresa Hutchison, executive assistant to the president.*

Minutes

The cash balance as of January 31, 2022 is \$68,266,912.75. This is an increase of \$21,331,688.46 from last year at January 31, 2021. The operating statement at January 31, 2022 indicates that total revenues collected are \$50,237,214 or 69.72% of budget. Total expenditures are \$29,211,228 or 40.54% of budget. A recommendation was made for approval of the financial reports ending January 31, 2022 as presented. *Attachments: the Cash Balance Reports and Operating Statements at January 31, 2022 submitted by Dr. Andra R. Cantrell, executive vice president for financial & administrative services.*

Financial Reports

In order to more efficiently interact with vendors and contractors, Purchasing is recommending to allow for the electronic submission and receipt of bids and proposals. In accordance with CF(LEGAL) policy and CF(LOCAL) policy and Chapter 44.0313 of the Texas Education Code, the College may receive bids or proposals under this chapter through electronic transmission if the Board of Trustees adopts rules to ensure the identification, security, and confidentiality of electronic bids or proposals and ensure that the electronic bids or proposals remain effectively unopened until the proper date and time. The College has procured a software as a service solution that enables the Purchasing Department to securely receive and store responses to requests for sealed bids or proposals from interested vendors electronically. This software, along with the recommended procedures for use established by the Purchasing department, complies with all of the requirements of this subchapter. Adoption of this procedure will allow the College to electronically accept responses to all types of sealed requests for pricing or qualifications from vendors in a secure format, which complies with the standards established in statute and board policy. Use of this tool eliminates the need for paper submissions to be mailed or delivered to the College for consideration and will aid in automating a portion of the solicitation preparation and issuance requirements. *Attachments: Attachment A - E-procurement Procedure for receipt of Electronic Bids or Proposals submitted by Dr. Andra R. Cantrell, executive vice-president of financial & administrative affairs.*

Approval of Procedures
for Receipt of Electronic
Sealed Bids and
Proposals

Budget Amendment #1 includes the following: (1) to record the transfer from reserves for employee Christmas bonuses; (2) to reallocate salary and fringe line items in various departments; (3) to reallocate Institutional Enrichment fees to auxiliary; (4) to record the donation from the Wiggs family for nursing equipment; (5) to record the donation from Alkek funds for the Steinway piano and audio engineering equipment; (6) to record the donation from Charlie Gilchrest for the radio station equipment; (7) to reallocate funds from Campus Police to the Welcome Center for the student ID machine; (8) to reallocate funds from Institutional Accreditation to Institutional Effectiveness for the SAS software license; (9) to transfer funds from budget contingency to cover increased costs on software and equipment; (10) to record additional funds for agriculture judging contest entry fees not budgeted; (11) to record contributions from Baseball Booster Club to cover baseball equipment; and (12) to record additional grant carryover funds for the CARES Act grant, the T.R.U.E. grant, the Feldman grant, the SSS grant, the Talent Search grant, the Upward Bound grant, the GEER grant, the TWC-SSB grant, and the Perkins grant. A recommendation was made that the Board of Trustees approves the budget amendment #1 as presented in the attached summary. Attachments: Memorandum from Dr. Andra Cantrell to Dr. Tod Allen Farmer summarizing the 2021-22 budget amendment #1 submitted by Dr. Andra R. Cantrell, executive vice president for financial & administrative services.

Budget Amendment #1

Weatherford College utilizes the Texas Association of School Boards (TASB) Policy Service for legal and local policies contained in the Weatherford College Board Policy Manual. TASB provides ongoing updates for college districts to ensure that the Manual is current and reliable. The most recent update by TASB is #42. TASB updates legal policies in the Manual based on changes in state or federal laws. Board of Trustees action is not permitted on legal policies since they are mandated through state or federal law. However, it is recommended that the Board review updates to the legal policies. In addition, TASB recommends updates to "local" policies, which the Board of Trustees may approve as written, or amended, to ensure that the College's local policies are consistent with recent changes in legislation and legal policies. Local policies included in Update #42, along with explanatory notes regarding the recommended changes are included in the packets. The recommendation was made that the Board of Trustees add, revise, and delete Local policies as indicated and as recommended by Cabinet and by TASB Policy Service Update #42. *Attached is Update #42 Local Policy Comparison Packet submitted executive director of human resources.*

TASB Policy Service
Update #42

Weatherford College is taking steps to improve air quality and prevent the spread of viruses such as CORONA19, flu A and flu B among our student population in our Coyote Village dormitories. The current HVAC units are oversized and cause high humidity and mildew. In order to meet this objective,

BuyBoard Cooperative
Contract Proposal for
Replacement of

Weatherford College has solicited a BuyBoard Cooperative contract proposal from The Brandt Companies for forty-eight (48) 2-ton HVAC units and thirteen (13) 1.5-ton HVAC units. Funds have been allocated in the ARPA (American Rescue Plan Act) Grant for purchase of these products and services. After evaluation and review of the proposal, Mr. Jon Stark, CBRE/WC Facilities Manager, and Mrs. Toni Martin, Assistant Director of Purchasing, recommend approval of the proposal as follows. The Brandt Companies BuyBoard contract #638-21 proposal #P-20220121-0001 for \$326,643.00 includes labor, materials and installation. The recommendation submitted is for the Board of Trustees to award proposal as presented. The Brandt Companies BuyBoard Contract Proposal #P-20220121-0001 submitted by Dr. Andra R. Cantrell, executive vice-president of financial & administrative affairs.

HVAC Units at Coyote Village

According to the Weatherford College Purchasing Policy 16.21 Means of Disbursement, items determined to be obsolete, surplus or unusable shall be disposed of in one of the following manners: Disposal through public sale/auction, sale through bid process, sale to salvage companies, placement in trash and E-waste recycling Authorization to dispose of items through the above means requires approval from the Board of Trustees before disposal. Attached are the lists and pictures of recommended obsolete and surplus items to be disposed of by e-waste recycling with United Electronic Recycling, LLC through our interlocal cooperative contract with the City of Plano as well as items to be placed for sale in an online auction with Lone Star Auctioneers through our interlocal cooperative with TASB Buyboard Contract #620-20. Jeanie Hobbs, Director of Purchasing, recommends disposal of the obsolete and surplus items as requested. The recommendation is that the Board of Trustees authorize disposal of obsolete and surplus items as presented. *Attachment: Weatherford College Obsolete and Surplus Items submitted by Dr. Andra R. Cantrell, executive vice-president for financial & administration.*

Disposal of Obsolete and Surplus Items Through E-waste Recycling & Online Auction

On October 29, 2021, the Betty Jo Graber Gymnasium roof was severely damaged due to high winds. In order to replace the roof that was damaged, it is required that the board of trustees considers a construction contract method. Normally we would have recommended that competitive sealed proposals be advertised, but due to the urgency of the replacement and fear of further damage, we are recommending that this be considered an emergency purchase and therefore choose a job order contractor through an Interlocal Contract as per Chapter 2269, Government Code. In order to justify the procurement under this method, Texas Government Code Chapter 2269 allows that if school equipment, a school facility, or a portion of a school facility or personal property is (1) destroyed or severely damaged; or (2) undergoes major operational or structural failure due to an unforeseen catastrophe or emergency, and the board determines that the delay posed by the procedures otherwise required would prevent or substantially impair classes or other

Determination of Method that Provides Best Value for Procurement of Emergency Replacement on Damaged Roof for Betty Jo Graber Gymnasium Building

essential school activities, then contracts for the replacement or repair of this equipment or the school facility may be made by other methods. The recommendation was made that the Board of Trustees approve Interlocal Contract through a Purchasing Cooperative Job Order Contract as the method of construction that provides the best value for the Betty Jo Graber Gymnasium Building Roof Replacement as an emergency purchase submitted by Dr. Andra R. Cantrell, executive vice-president for financial & administrative affairs.

Ms. Morris made the motion to approve the Consent Agenda as presented. Mr. Carney seconded and the motion carried unanimously.

Consent Agenda
791-1
Approved

Concerning the future use of the Carter Property considering the history of the transfer of the property, its significant change in value over time and the fiscally and prudent use of the property, as well as due respect for the source of the property. The recommendation submitted by Dan Curlee, general counsel, was for the adoption of analysis of the history of college ownership and use of the Carter Property and basis for updating the Board's direction for future uses. This item was tabled for further discussion at the next meeting.

Resolution for
Utilization of Carter
Property
791-2
Tabled

The following reports were submitted to the Board:

Reports

- a. Academic and Student Services Update submitted by Michael Endy, Vice President of Instruction and Student services
- b. Proposed 2022-23 Tuition and Fees submitted by Dr. Andra Cantrell, Executive Vice President for Financial and Administrative Affairs.
- c. Organizational Leadership Program Update presented by Dr. Philip Mathew, Program Director

President Farmer discussed the following tentative future agenda items:

Future Agenda Items

- a. Adoption of 2022-23 Tuition and Fees
- b. Annual Evaluation and Employment Contract of the College President

Coordinator of Public Relations Crystal Woerly made the following announcements:

Announcements

- Feb. 10, WC Jazz Orchestra Sextet, Alkek Theatre @ 7:30 p.m.
- Feb. 10, Home tennis match, 9th Grade Center @ 2 p.m.
- Feb. 12, Home softball game @ 2:30 p.m.
- Feb. 12, Home basketball games @ 2 p.m. and 4 p.m.
- Feb. 16, Home softball games @ 1 p.m.
- Feb. 19, Home baseball games @ 12 p.m. and 3 p.m.
- Feb. 19, Home basketball games @ 2 p.m. and 4 p.m.
- Feb. 26, Home basketball games @ 2 p.m. and 4 p.m.
- Feb. 28, Home baseball game @ 2 p.m.

February 10, 2022

- March 2, Home softball games @ 5 p.m. and 7 p.m.
- March 3, Songwriter Showcase, Alkek Theatre @ 7:30 p.m
- March 4, Violin Piano Duo Recital, Alkek Theatre @ 7:30 p.m.
- March 5, Home baseball game @ 1 p.m.
- March 9, Home softball game @ 3 p.m.
- March 14-18, Spring Break, campus closed

The Board of Trustees entered into Closed Session at 2:13 p.m. to consult with the college attorney in accordance with Government Code 551.072, to deliberate real property in accordance with Government Code 551.072, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee in accordance with Government Code 551.074, and to deliberate the Board of Trustees Self-Assessment in Accordance with Government Code 551.074.

Closed Session

The Board reconvened in Open Session at 2:45 p.m.

Open Session

No action was taken regarding Real Estate.

Real Estate
791-3
No action

No action was taken regarding Personnel Matters.

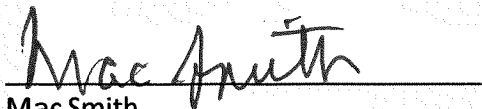
Personnel Matters
791-4
No Action

No action was taken regarding the Board of Trustees Self-Assessment.

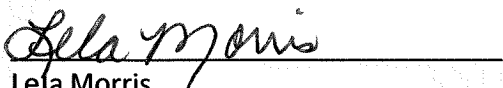
Board of Trustees
Self-Assessment
791-5

At 2:47 p.m., Dr. Marlett made the motion to adjourn the meeting. Ms. Coody seconded and the motion carried unanimously.

Motion to Adjourn
791-6
Approved



Mac Smith
Chair, Board of Trustees



Lela Morris
Secretary, Board of Trustee