



BOARD OF TRUSTEES

Regular Board Meeting

Thursday, April 9, 2020

2:00 p.m.

***Allene Strain Community Room
Of the
Doss Student Center***

WEATHERFORD COLLEGE
BOARD OF TRUSTEES
April 9, 2020
2 p.m.

AGENDA

A meeting of the Board of Trustees of Weatherford College will be held on Thursday, April 9, 2020 beginning at 2 p.m. in the Allene Strain Community Room of the Doss Student Center, located at 225 College Park Drive, Weatherford, Texas, to consider and act on the following agenda:

Due to the safety concerns surrounding COVID-19, the administration recommends that the public consider watching the meeting on the Weatherford YouTube station rather than attend the meeting in person.

1. Call to Order, Invocation and Pledge of Allegiance
2. Open Forum for Individuals Not on the Agenda
3. President's Report:
 - a. Recognitions
 - b. Employee Notices
4. Consent Agenda and Financial Reports:
 - a. Approval of Minutes from the March 12, 2020 & March 24, 2020 Board Meetings
 - b. Financial Reports Ending March 31, 2020
 - c. Comprehensive Chatbot System for Increased Student Success #RFP-05-20
5. Reports
 - a. Guided Pathways Update/How are we doing with student success: Using numbers with heart
 - b. Demand Study Update
 - c. Vet Tech Program Update
6. Future Agenda Items or Meetings:
 - a. Preliminary Budget Report
7. Closed Session:
 - a. Consult with College Attorney, in Accordance with Government Code 551.071
 - b. Deliberate Real Property in Accordance with Government Code 551.072
 - c. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee, in Accordance with Government Code 551.074
8. Consideration and Possible Action: Real Property
9. Consideration and Possible Action: Personnel Matters
10. Adjourn



Open Forum for
Individuals
Not on Agenda



President's Report

- Recognitions
- Employee Notices



**Weatherford College Board of Trustees
Consent Agenda**

DATE: April 9, 2020

AGENDA ITEM #4.a.

SUBJECT: Minutes from the March 12 and March 24, 2020 Board Meetings are attached.

INFORMATION AND DISCUSSION: None

RECOMMENDATION: That the Board of Trustees approves the minutes as presented.

ATTACHMENTS: Minutes from the March 12 and March 24, 2020 Board Meetings

SUBMITTED BY: Theresa Hutchison, Executive Assistant to the President

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES**

MINUTES OF REGULAR MEETING

March 12, 2020

The Weatherford College Board of Trustees met in regular session at 2:00 p.m., Thursday, March 12, 2020 in the Allene Strain Community Room of the Doss Student Center. Chairman Mac Smith called the meeting to order. Other Trustees present were, Vice-Chair Sue Coody, Secretary Lela Morris, and Dr. Robert Marlett. Elaine Carter, Dr. Trev Dixon and Judy McAnally were absent. Mr. Smith gave the invocation and the pledge of allegiance was recited. *Due to the safety concerns surrounding COVID-19, the administration recommended that the public consider watching the meeting on the Weatherford YouTube station rather than attend the meeting.*

Call to Order,
Invocation, and
Pledge of Allegiance

No one spoke in open forum.

Open Forum

President Tod Allen Farmer gave the following recognitions, employee notices, and an enrollment report:

President's Report

a. Recognitions:

- The WC Phi Theta Kappa team who far surpassed the 2019 membership goal with an astounding 18.2% increase. This exceeded the regional average of 15.9%, the division average of 16%, and the international average of 15%.
- Brent Baker for chairing the college's COVID-19 Task Force. Proactive sanitation measures have been instituted across the institution, and good personal hygiene recommendations from the Center for Disease Control and World Health Organization have been communicated and posted on our campus website. We appreciate all the planning and proactive measures that have been put in place to enhance student safety.
- Weatherford College had 16 student athletes qualify for the NTJCAC Academic Team. Each recipient completed three semesters of college work with a minimum of 36 hours of courses that lead to a degree all while maintaining an accumulative grade point average of 3.25 or higher. WC qualified 9 baseball players, two women's basketball players, one men's basketball player, and four softball players. These students are demonstrating excellence both in the classroom and on the competition surfaces.
- Weatherford College choir students MiMi Farr, Jimmy Gray, and Keegan Odell were recently selected to the Texas Two-Year College All-State Choir. Congratulations on this significant accomplishment.

- Dr. Scott Tarnowiecky and team recently hosted a highly successful 2nd Annual Interdisciplinary Conference. Approximately 425 people attended the two-day conference.
 - A record number of 76 contestants have applied for the 2nd Annual International Piano Competition. The top 24 contestants will advance to the final round in the Alkek Performance Hall on April 25. Only in its second year, this event has already become one of the premier piano competitions in the country. Congratulations to master pianist, Dr. Hyeyoung Song and Dean Durrett.
- 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, the following individuals have submitted resignations:
- Charlotte Mesina, Physical Therapy Instructor, Resignation effective 5/9/2020
 - Jennifer Womack, A.D.N. Instructor, Resignation effective 3/20/2020
 - Elaine Wright, Purchasing Assistant, Resignation effective 2/20/2020

Consent Agenda

The minutes from the February 13, 2020 Board meeting were presented.
Minutes are attached.

Minutes

The cash balance as of February 29, 2020 is \$47,395,714.29. This is an increase of \$2,433,130.91 from last year at February 28, 2019. The operating statement at February 29, 2020 indicates that total revenues collected are \$44,958,201 or 81.87% of budget. Total expenditures are \$30,961,335 or 56.40% of budget. *Cash Balance Reports and Operating Statements at February 29, 2020 is attached.*

Financial Reports

As required by Government Code 2256.005, the investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the Public Funds Investment Act. This report is submitted to the Board on a quarterly basis, within a reasonable time after the end of the period. Attached you will find a Report of Investments for the period ending February 29, 2020. Executive Vice President, Dr. Andra Cantrell, recommended that the Board of Trustees approve the Report of Investments at February 29, 2020. *Attached is the Report of Investments at February 29, 2020.*

Quarterly Investment
Report

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, 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 through e-waste recycling with United Electronic Recycling, LLC through our interlocal cooperative contract with the City of Plano. Jeanie Hobbs, Director of Purchasing, recommends disposal of the obsolete and surplus items as requested. *Weatherford College Obsolete and Surplus Items and Pictures are attached.*

Disposal of Obsolete
and Surplus Items
Through Online Auction

Ms. Coody made the motion to approve the Consent Agenda as presented. Dr. Marlett seconded and the motion carried unanimously.

Consent Agenda
759-1
Approved

Based upon the recommendation from the Tuition and Fees Advisory Committee, the administration is recommending an increase in tuition as well as increases in a number of fees. The administration, along with the assistance of the Tuition and Fees Advisory Committee, have researched and analyzed the current rates of Weatherford College and the other community colleges in the state of Texas. Ms. Morris made the motion to approve the 2020-21 tuition and fees as presented. Ms. Coody seconded and the motion carried unanimously. Schedule of Proposed Tuition, Miscellaneous Charges & Course Fee Changes for Fiscal Year 2020-2021 are attached.

Adoption of
2020-21
Tuition and Fees
759-2
Approved

Five bids were received for the Coutts Hall Demolition project from Garrett Demolition, Intercon Demolition, JRJ Construction, Matrix Demolition and Midwest Wrecking. These bids were reviewed and ranked on March 4 and 5, 2020 by the Construction Committee. A consensus was met by the committee on the most qualified contractor and Matrix Demolition was chosen as the top ranked company. The committee is recommending Matrix Demolition to serve as the contractor for Coutts Hall demolition at a fixed fee of \$48,113.00 with a timeline for project completion of 10 calendar days. Dr. Marlett made the motion to approve the recommendation from the Construction Committee on award of Coutts Hall Demolition to Matrix Demolition and authorize Dr. Farmer to execute a contract with Matrix upon approval of the contract by General Counsel. Ms. Coody seconded and the motion carried unanimously.

Competitive Sealed Bids
on
Coutts Hall Demolition
#SB-08-20
759-3
Approved

Eight proposals were received from general contractors for CMAR Services for the new Workforce Building from Core Construction Services of Texas Inc., Imperial Construction Inc., Lee Lewis Construction Inc., Muckleroy & Falls, Reeder General Contractors Inc., Skanska USA Building Inc., SpawGlass Contractors Inc. and Steele & Freeman Inc. These proposals were reviewed and

Competitive
Sealed Proposals on
Construction

ranked on March 4 and 5, 2020 by the Construction Committee. A consensus was met by the committee on the most qualified contractor and Imperial Construction, Inc. was chosen as the top ranked company. After negotiations, the committee is recommending Imperial Construction, Inc. to serve as Construction Manager-At-Risk (CMAR). Imperial has agreed in their proposal to the terms and conditions of draft contract included in the RFP. Negotiations are underway relative to incidental cost and scope elements of the final agreement. The pre-construction services phase of the new Workforce Building Project will be at a fixed fee of \$14,000. A fixed cost per month for Fixed General Conditions as defined in sample AIA Document A133-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor shall be \$25,750.00. Percentage of Construction Cost fee for Construction Phase of Project shall be 2.5%. Negotiations will be entered into for the guaranteed maximum price. Ms. Morris made the motion to approve the recommendation from the Construction Committee on award of CMAR Services for the New Workforce Building to Imperial Construction, Inc. and to authorize Dr. Farmer to execute the final agreement upon recommendation of General Counsel. Ms. Coody seconded and the motion carried unanimously.

Manager-At-Risk for
Workforce Building
#RFP-04-20
759-4

The following reports were given in advance to the Board:

- a. Guided Pathways Update/Numbers with Heart - Michael Endy, Vice President for Instruction and Student Affairs
- b. Demand Study Update - Michael Endy, Vice President of Instruction and Student Affairs
- c. Vet Tech Program Update – Michael Endy, Vice President of Instruction and Student Affairs

Reports

President Farmer made the following announcements stating that schedules and events could be modified depending additional COVID-19 developments:

Announcements

- March 14 Home softball, 12 and 2 p.m.
- March 16-20 Spring Break campus closed
- March 21 Home baseball, 1 and 3:30 p.m.
Home softball, 1 and 3 p.m.
- March 23 Guest Artist Piano Recital, Alkek Theatre, 7:30 p.m.
- March 27 *Fields of Dreams* Campaign Kick-Off
Ball Fields at 11:30 a.m., Rain Date April 3
- March 28 Home baseball, 1 and 3 p.m.
- March 29 Phi Theta Kappa Spring Induction Ceremony
Doss Heritage and Culture Center, 2 p.m.
- April 1 Home softball, 1 and 3 p.m.
- April 3 and 4 Philosophy of Religion and Science Conferences
ACAD, 2-8 p.m. Friday, 8 a.m. to 5:30 p.m. Saturday
- April 4 Home baseball, 4 and 7 p.m.
- April 6 Art Reception, Texas Hall, 6 p.m.

April 8 Home baseball, 12 and 3 p.m.
Home softball, 1 and 3 p.m.

The Board of Trustees entered into Closed Session at 2:22 p.m. to consult with the college attorney in accordance with Government Code 551.072, to deliberate personnel matters, in accordance with Government Code 551.074, and to deliberate real property in accordance with Government Code 551.072. The Board reconvened in Open Session at 3:08 p.m.

Closed Session

Ms. Coody made the motion to approve an amendment to the Huckabee agreement, which would permit Huckabee to prepare a campus master plan, and that the administration would be authorized to further amend the Huckabee agreement to conduct a statistical study to support the Campus Master Plan. Ms. Morris seconded and the motion carried unanimously.

Real Property
759-4
Approved

Dr. Marlett made the motion to authorize Dr. Farmer to proceed with adjusting the compensation of the Cabinet members as required to meet the objective of competitive pay; Vice President of Academic Affairs, the Executive Vice President of Financial and Administrative Affairs, the Vice President of Advancement, General Counsel, Executive Dean of Student Services, the Dean of Instructional Effectiveness and to extend president farmer's employment contract for an additional year to his current contract. Ms. Coody seconded and the motion carried unanimously.

Personnel Matters
759-5
Approved

At 3:12 p.m. Dr. Marlett made the motion to adjourn the meeting. Ms. Coody seconded and the motion carried unanimously.

Motion to Adjourn
759-6
Approved

Mac Smith
Chairman, Board of Trustees

Lela Morris
Secretary, Board of Trustees

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES**

MINUTES OF CALLED MEETING

March 24, 2020

The Weatherford College Board of Trustees met for a called meeting at 2:00 p.m., Tuesday, March 24, 2020 in the Allene Strain Community Room of the Doss Student Center. Chairman Mac Smith called the meeting to order. Other Trustees present were, Vice-Chair Sue Coody, Dr. Trev Dixon, Secretary Lela Morris, and Dr. Robert Marlett. Elaine Carter and Judy McAnally were absent. Mr. Smith gave the invocation and the pledge of allegiance was recited. *Due to the safety concerns surrounding COVID-19, the administration recommended that the public consider watching the meeting on the Weatherford YouTube station rather than attend the meeting.*

Call to Order,
Invocation, and
Pledge of Allegiance

No one spoke in open forum.

Open Forum

Ms. Coody made the motion to approve the ratification for the recent actions of the college president regarding protective measures for the community, students and employees of Weatherford College during the national COVID-19 situation. Dr. Marlett seconded and the motion carried unanimously.

Ratification for Recent
Actions of College
President Regarding
Protective Measures for
the Community,
Students and Employees
of Weatherford College
During National COVID-
19 Situation
760-1
Approved

Ms. Coody made the motion to authorize Dr. Farmer to take actions he deems necessary and proper to continue all possible educational activity and to protect Weatherford College student, faculty and staff, as well as the public, to facilitate remote delivery of educational services to students and remote work by faculty and administrative staff and position the college to safely resume its normal functions at the earliest possible date, including, as outlined in Exhibit A, ,the *Pro-rated Refund of Housing and Meal Plans*, which utilizes the following guidelines to determine refund: students checking out during the schedule designated as March 23 through March 26 will receive the full housing and meal plan refund of \$1200 (based on pro-rated date); students moving out between April 1 and April 7 will receive a pro-rated amount (for housing and meals) based on the specific date they check out, with a move out date of May 7; students moving out after April 7 will not receive a refund for their housing or meal plan. Students who receive funds from out from an outside agency to cover expenses will be determined on a case by case basis. Dr. Dixon seconded and the motion carried unanimously. *Attached is Exhibit A, Prorated Refund of Housing and Meal Plans*

Authorization for
Actions Deemed
Necessary by the
College President to
Protect the Health and
Safety of the
Community, Students
and Employees of
Weatherford College
and to Facilitate Remote
Delivery of Educational
Services to Students and
Remote Work by Faculty
and Administrative Staff
760-2
Approved

Dr. Marlett made the motion for the evaluation of the college president to be done through electronic exchanges between the board members and college General Counsel. Ms. Coody seconded and the motion carried unanimously.

Authorization of
Electronic Process to
Accomplish Evaluation
of the College President
within 60 Days
760-3
Approved

The Board of Trustees entered into Closed Session at 2:18 p.m. to consult with the college attorney in accordance with Government Code 551.072, to deliberate personnel matters, in accordance with Government Code 551.074, and to deliberate real property in accordance with Government Code 551.072. The Board reconvened in Open Session at 2:49 p.m.

Closed Session

No action was taken regarding Real Property.

Real Property
760-4
No Action

No action was taken regarding Personnel Matters.

Personnel Matters
760-5
No Action

At 2:50 p.m. Dr. Marlett made the motion to adjourn the meeting. Ms. Coody seconded and the motion carried unanimously.

Motion to Adjourn
760-6
Approved

Mac Smith
Chairman, Board of Trustees

Lela Morris
Secretary, Board of Trustees



**Weatherford College Board of Trustees
Consent Agenda Report**

DATE: April 9, 2020

AGENDA ITEM #4.b.

SUBJECT: Financial Reports Ending March 31, 2020

INFORMATION AND DISCUSSION: The cash balance as of March 31, 2020 is \$47,359,324.21. This is an increase of \$3,447,102.89 from last year at March 31, 2019. The operating statement at March 31, 2020 indicates that total revenues collected are \$46,968,004 or 85.53% of budget. Total expenditures are \$34,799,331 or 63.39% of budget.

ATTACHMENTS: Cash Balance Reports and Operating Statements at March 31, 2020.

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President for Financial & Administrative Affairs

**WEATHERFORD COLLEGE
CASH BALANCE REPORT
3/31/2020**

<u>Unrestricted Funds</u>	Checking	Investments	Payroll & Petty Cash	Total
Beginning Balance	13,150,380.67	27,166,171.27	4,375.00	40,320,926.94
Deposits	2,707,050.02	64,301,855.47	-	67,008,905.49
Disbursements	(3,592,903.72)	(64,168,451.64)	-	(67,761,355.36)
Ending Balance	<u>12,264,526.97</u>	<u>27,299,575.10</u>	<u>4,375.00</u>	<u>39,568,477.07</u>

Unrestricted Funds:	Checking Acct	Investments	Acct Balance
Maintenance and Carter	12,264,526.97	27,299,575.10	39,564,102.07
Payroll	-	-	-
Petty cash	4,375.00	-	4,375.00
Sub-total	<u>12,268,901.97</u>	<u>27,299,575.10</u>	<u>39,568,477.07</u>
Restricted Funds:			
Scholarships & Loans	1,079,399.51	2,798,121.28	3,877,520.79
Schropshire Cap. Impr.	321,617.89	-	321,617.89
Debt Service	991,901.78	1,936,415.90	2,928,317.68
Interest & Sinking	38,390.78	-	38,390.78
Contingency Reserves	625,000.00	-	625,000.00
Sub-total	<u>3,056,309.96</u>	<u>4,734,537.18</u>	<u>7,790,847.14</u>
Grand Total	<u>15,325,211.93</u>	<u>32,034,112.28</u>	<u>47,359,324.21</u>

Recap of Investments

<u>Investments</u>	<u>Current Value 3/31/2020</u>	<u>Rate</u>
Prosperity Bank Money Market Account	32,034,112.28	1.40%
Total Investments	<u>32,034,112.28</u>	

**WEATHERFORD COLLEGE
STATEMENT OF REVENUES
March 31, 2020**

	2018-19 Budget			2019-20 Budget			
	Amended Budget	Received 3/31/2019	% of Budget	Amended Budget	Received 3/31/2020	Balance	% of Budget
Operating Revenues							
Tuition							
In-District Resident	\$ 4,665,265	\$ 4,213,284	90.31%	\$ 4,691,157	\$ 4,067,917	\$ 623,240	86.71%
Out-of District Resident	\$ 5,015,588	\$ 4,485,082	89.42%	\$ 5,414,304	\$ 4,848,518	\$ 565,786	89.55%
Out-of District Resident - EC Granbury	\$ 497,464	\$ 478,551	96.20%	\$ 510,199	\$ 468,032	\$ 42,167	91.74%
Out-of District Resident - Wise County	\$ 1,587,652	\$ 1,414,098	89.07%	\$ 1,661,451	\$ 1,503,207	\$ 158,244	90.48%
Non-Resident	\$ 510,653	\$ 468,809	91.81%	\$ 511,187	\$ 411,181	\$ 100,006	80.44%
Differential Tuition	\$ 490,656	\$ 413,828	84.34%	\$ 702,951	\$ 608,414	\$ 94,537	86.55%
State Funded Continuing Education	\$ 925,000	\$ 812,006	87.78%	\$ 997,967	\$ 662,934	\$ 335,033	66.43%
Non-State Funded Continuing Education	\$ 82,800	\$ 19,749	23.85%	\$ 23,093	\$ 9,261	\$ 13,832	40.10%
Total Tuition	\$ 13,775,078	\$ 12,305,407	89.33%	\$ 14,512,309	\$ 12,579,465	\$ 1,932,844	86.68%
Fees							
General Fee	\$ 442,216	\$ 393,204	88.92%	\$ 489,254	\$ 903,486	\$ (414,232)	184.67%
Laboratory Fee	\$ 352,083	\$ 321,656	91.36%	\$ 349,711	\$ 312,949	\$ 36,762	89.49%
Total Fees	\$ 794,299	\$ 714,860	90.00%	\$ 838,965	\$ 1,216,435	\$ (377,470)	144.99%
Allowances and Discounts							
Bad Debt Allowance	\$ (107,500)	\$ 2,291	-2.13%	\$ (105,000)	\$ (515)	\$ (104,485)	0.49%
Remissions and Exemptions	\$ (1,583,625)	\$ (1,479,025)	93.39%	\$ (1,761,000)	\$ (1,203,543)	\$ (557,457)	68.34%
Total Allowances and Discounts	\$ (1,691,125)	\$ (1,476,734)	87.32%	\$ (1,866,000)	\$ (1,204,058)	\$ (661,942)	64.53%
Additional Operating Revenues							
Federal Grants and Contracts (Operating)	\$ 1,152,981	\$ 585,207	50.76%	\$ 1,323,017	\$ 845,336	\$ 477,681	63.89%
State Grants and Contracts	\$ 39,598	\$ 27,091	68.42%	\$ 10,487	\$ 7,811	\$ 2,676	74.48%
Non-Governmental Grants	\$ -	\$ -		\$ -	\$ -	\$ -	
Local Grants & Contracts	\$ 3,284,183	\$ 3,127,121	95.22%	\$ 3,525,000	\$ 3,386,647	\$ 138,353	96.08%
Sales & Services of Educational Activities	\$ 71,750	\$ 41,358	57.64%	\$ 76,250	\$ 42,624	\$ 33,626	55.90%
Investment income - Program Restricted	\$ 57,000	\$ 51,202	89.83%	\$ 85,000	\$ 74,680	\$ 10,320	87.86%
Other Operating Revenues	\$ 299,400	\$ 160,154	53.49%	\$ 338,741	\$ 204,245	\$ 134,496	60.30%
Total Additional Operating Revenues	\$ 4,904,912	\$ 3,992,133	81.39%	\$ 5,358,495	\$ 4,561,343	\$ 797,152	85.12%
Auxiliary Income							
Bookstore	\$ 255,000	\$ 87,563	34.34%	\$ 191,227	\$ 61,404	\$ 129,823	32.11%
Cafeteria	\$ 749,000	\$ 739,826	98.78%	\$ 759,400	\$ 591,667	\$ 167,733	77.91%
Dormitory	\$ 1,198,480	\$ 1,226,399	102.33%	\$ 1,200,930	\$ 922,102	\$ 278,828	76.78%
Intercollegiate Athletics	\$ -	\$ 537		\$ -	\$ -	\$ -	
Student Services	\$ 232,758	\$ 207,551	89.17%	\$ 241,977	\$ 207,428	\$ 34,549	85.72%
Carter Agricultural Center	\$ 54,250	\$ 86,238	158.96%	\$ 61,750	\$ 37,797	\$ 23,953	61.21%
Total Auxiliary Enterprises	\$ 2,489,488	\$ 2,348,114	94.32%	\$ 2,455,284	\$ 1,820,399	\$ 634,885	74.14%
Total Operating Revenues	\$ 20,272,652	\$ 17,883,780	88.22%	\$ 21,299,053	\$ 18,973,584	\$ 2,325,469	89.08%
Non-Operating Revenues							
State Appropriations							
Education and General State Support	\$ 8,461,965	\$ 4,435,345	52.42%	\$ 9,059,678	\$ 4,773,643	\$ 4,286,035	52.69%
State Group Insurance	\$ -	\$ 958,531		\$ -	\$ 1,008,830	\$ (1,008,830)	
State Retirement Matching	\$ -	\$ 322,883		\$ -	\$ 283,856	\$ (283,856)	
Professional Nursing Shortage Reduction	\$ 371,210	\$ 227,103	61.18%	\$ 370,316	\$ 123,150	\$ 247,166	33.26%
Total State Appropriations	\$ 8,833,175	\$ 5,943,862	67.29%	\$ 9,429,994	\$ 6,189,479	\$ 3,240,515	65.64%
Maintenance Ad Valorem Taxes-Parker County	\$ 13,728,664	\$ 13,563,892	98.80%	\$ 15,435,232	\$ 15,050,164	\$ 385,068	97.51%
Debt Service Ad Valorem Taxes	\$ 586,000	\$ 652,354	111.32%	\$ 590,400	\$ 645,144	\$ (54,744)	109.27%
Federal Grants and Contracts (Non-Operating)	\$ 6,360,000	\$ 5,723,636	89.99%	\$ 6,683,000	\$ 5,316,526	\$ 1,366,474	79.55%
Gifts	\$ 39,979	\$ 43,805	109.57%	\$ 376,453	\$ 453,372	\$ (76,919)	120.43%
Investment Income	\$ 228,750	\$ 289,517	126.56%	\$ 476,000	\$ 339,735	\$ 136,265	71.37%
Contributions in Aid of Construction	\$ -	\$ -		\$ -	\$ -	\$ -	
Total Non-Operating Revenue	\$ 29,776,568	\$ 26,217,066	88.05%	\$ 32,991,079	\$ 27,994,420	\$ 4,996,659	84.85%
Budgeted Transfers	\$ 481,838	\$ -		\$ 621,090	\$ -	\$ 621,090	
TOTAL	\$ 50,531,058	\$ 44,100,845	87.27%	\$ 54,911,222	\$ 46,968,004	\$ 7,943,218	85.53%

**WEATHERFORD COLLEGE
STATEMENT OF EXPENDITURES
March 31, 2020**

	2018-19 Budget			2019-20 Budget			
	Amended Budget	Expended 3/31/2019	% of Budget	Amended Budget	Expended 3/31/2020	Balance	% of Budget
Operating Expenses							
Unrestricted							
Instruction	\$ 15,783,488	\$ 9,595,699	60.80%	\$ 15,042,942	\$ 9,164,871	\$ 5,878,071	60.92%
Public Service	\$ 29,179	\$ 14,935	51.18%	\$ 25,603	\$ 14,829	\$ 10,774	57.92%
Academic Support	\$ 1,692,509	\$ 1,022,139	60.39%	\$ 3,912,073	\$ 2,199,397	\$ 1,712,676	56.22%
Student Services	\$ 2,496,313	\$ 1,381,720	55.35%	\$ 2,343,393	\$ 1,283,212	\$ 1,060,181	54.76%
Institutional Support	\$ 9,020,191	\$ 4,522,792	50.14%	\$ 11,538,123	\$ 5,888,939	\$ 5,649,184	51.04%
Operation & Maint. of Plant	\$ 6,245,490	\$ 4,029,759	64.52%	\$ 5,329,049	\$ 3,146,127	\$ 2,182,922	59.04%
Scholarships and Fellowships	\$ -	\$ -		\$ -	\$ -	\$ -	
Staff Benefits	\$ 611,342	\$ 381,326	62.38%	\$ 632,500	\$ 286,947	\$ 345,553	45.37%
Total Unrestricted Educational Activities	\$ 35,878,512	\$ 20,948,370	58.39%	\$ 38,823,683	\$ 21,984,323	\$ 16,839,360	56.63%
Restricted							
Instruction	\$ 1,315,888	\$ 702,073	53.35%	\$ 438,256	\$ 161,647	\$ 276,609	36.88%
Public Service	\$ -	\$ 10,401		\$ -	\$ 8,932	\$ (8,932)	
Academic Support	\$ -	\$ -		\$ -	\$ -	\$ -	
Student Services	\$ 42,864	\$ 21,269	49.62%	\$ 895,420	\$ 492,208	\$ 403,212	54.97%
Institutional Support	\$ 6,294	\$ 983	15.62%	\$ 5,237	\$ 375	\$ 4,862	7.16%
Operation & Maint. of Plant	\$ -	\$ -		\$ -	\$ -	\$ -	
Scholarships and Fellowships	\$ 8,219,076	\$ 7,289,719	88.69%	\$ 8,614,526	\$ 7,009,418	\$ 1,605,108	81.37%
Staff Benefits	\$ -	\$ 1,282,118		\$ -	\$ 1,292,686	\$ (1,292,686)	
Total Restricted Educational Activities	\$ 9,584,122	\$ 9,306,563	97.10%	\$ 9,953,439	\$ 8,965,267	\$ 988,172	90.07%
Total Educational Activities	\$ 45,462,634	\$ 30,254,931	66.55%	\$ 48,777,122	\$ 30,949,589	\$ 17,827,533	63.45%
Auxiliary Enterprises	\$ 2,768,192	\$ 1,640,728	59.27%	\$ 2,902,775	\$ 1,565,467	\$ 1,337,308	53.93%
Depreciation Expense - Buildings and and Land Improvements	\$ -	\$ 825,847		\$ -	\$ 690,312	\$ (690,312)	
Depreciation Expense - Furniture, Machinery, Vehicles, and Other Equipment	\$ -	\$ 344,148		\$ -	\$ 373,254	\$ (373,254)	
Total Operating Expenses	\$ 48,230,826	\$ 33,065,654	68.56%	\$ 51,679,897	\$ 33,578,623	\$ 18,101,274	64.97%
Non-Operating Expenses							
Expenses on Capital Related Debt	\$ 454,433	\$ 220,932	48.62%	\$ 416,848	\$ 170,425	\$ 246,423	40.88%
Gain/Loss on Disposal of Fixed Assets	\$ (2,500)	\$ (50,480)		\$ (10,000)	\$ (10,375)	\$ 375	
Other non-operating expense	\$ -	\$ -		\$ -	\$ -	\$ -	
Other Uses of Cash							
Principal on Capital Related Debt	\$ 1,201,082	\$ 221,081	18.41%	\$ 1,403,560	\$ 114,239	\$ 1,289,321	8.14%
Capital Outlay (Non-Construction)	\$ 640,810	\$ 105,924	16.53%	\$ 1,404,621	\$ 946,419	\$ 458,202	67.38%
TOTAL	\$ 50,524,651	\$ 33,563,111	66.43%	\$ 54,894,926	\$ 34,799,331	\$ 20,095,595	63.39%



**Weatherford College Board of Trustees
Consent Agenda**

DATE: April 9, 2020

AGENDA ITEM: #4c

SUBJECT: Comprehensive Chatbot System for Increased Student Success #RFP-05-20

INFORMATION AND DISCUSSION: Weatherford College is seeking to purchase a Comprehensive Chatbot System for Increased Student Success for the purpose of improving student experience through enhanced communication, after hour availability, staff augmentation, and the capacity to improve the quality of information provided to our constituents through the analysis and refinement of the data that the system collects. A Request for Proposals (RFP) was sent out to interested companies on February 25, 2020 and returned at 2:00 p.m., March 13, 2020.

Three companies responded to the RFP for this web-based system, which included AdmitHub, Inc., Ivy.ia, Inc. and Ocelot, who all met the specifications. The selection process included a review of the proposals by members of the Selection Committee: Adam Finley, Ryan Dickerson and Greg Shrader.

According to Texas Education Code 44.0352, the district shall select the proposal that offers the best value to the district based on the published selection criteria and on its ranking evaluation. In determining the best value for the district, the district is not restricted to considering the price alone but may consider other factors stated in the selection criteria. The specifications contained established criteria explaining how each company would be evaluated, which included:

- System capability and functionality – 40%
- Total cost of ownership including first three years of maintenance – 25%
- Conversion, implementation and training – 25%
- Continuing support services and product viability – 10%

Based upon the evaluation of the criteria ranking and the justifications submitted by the selection committee, the members consider Ivy.ia, Inc. to represent the best value on the Comprehensive Chatbot System for Weatherford College due to their superior functionality as well as ability to integrate with our Colleague and Canvas systems at a cost of \$54,888.00 annually. The funds for the Chatbot System service have been allocated in the Student Services budget for 2019-2020.

RECOMMENDATION: That the Board of Trustees award proposal to vendor as presented along with authorization to enter into a contract with the vendor subject to General Council review and approval.

ATTACHMENTS: None

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice-President of Financial & Administrative Affairs



Weatherford College Board of Trustees Report

DATE: April 9, 2020

AGENDA ITEM #5.a.

SUBJECT: Guided Pathways Update/Numbers with Heart

INFORMATION AND DISCUSSION:

- Pathways Coaching Visit with Dr. Linda Garcia: Postponed; will reschedule.
- Pathways Activities Update:
Highlights of things happening in the last 30 days.
 - Moved all credit-generating courses and programs partially to fully online.
 - Created Answering Coyote Questions classroom in Canvas. Provides links for student services and for individuals who can help students with concerns. Includes a list of FAQs we are updating regularly to provide the latest information available.
 - Created Kase student concern tracking system. This system allows us to channel issues to the individuals best equipped to address student concerns. We handled approximately 130 calls on March 30. Given that we have 5,000 students, the rate of reports (circa 3%) suggests we started well.
 - Created Spanish language content for a variety of documents of importance to students and their families.
 - Created a network of employees working on social media to stay connected to our students. #WelcomeToOurDen! & #WeatherfordCollege.
 - Opened use of the Respondus lockdown browser appliance to students so they can test remotely. Also deploying Monitor, a video and audio capture system that allows us to virtually proctor exams.
 - Increased online tutoring and library services.
 - Created WiFi Café sites at Weatherford, Bridgeport, and Granbury facilities. Students can connect to WC WiFi using their student logins and passwords and work remotely, in safety, from their cars.
 - Created Check-in Advisor System to stay in touch with students who are working remotely. Check-in advisors began with students who had not been active in online courses on or immediately after the March 30 restart date to make sure these people stay connected and get the support they need to complete the term and their respective programs of study.

- Provided Screencast presentation capture system for faculty and staff who need to provide students robust, video-based content.
- Created and Implemented Instructional Continuity Plan. The plan improved our ability to assist and document the needs and actions of more than 250 faculty members and 50+ staff members as they worked to bring Weatherford College Academics and Student Services and over 700 courses online in one week.

ATTACHMENTS: None.

SUBMITTED BY: Michael Endy, Vice President of Academics and Student Affairs



Weatherford College Board of Trustees Report

DATE: April 9, 2020

AGENDA ITEM #5.b.

SUBJECT: Demand Study Update

INFORMATION AND DISCUSSION:

Student Check-In Survey: This survey ran March 25 through March 31. The ten-item instrument focused on student wellness (physical and mental), digital access and comfort, and the need for advising or counseling services. The survey got 1144 responses representing approximately 20% of all students.

PLEASE NOTE: While the Check-in survey has concluded, we continue to respond to student issues individually and add to the FAQ information using data collected from the new Kase management system for Student Services. Student communications are routed to service groups with specific foci who respond and log activity. Staff members use emails, texts, and phone communications as well as the FAQ site to answer student questions and concerns. We received more than 450 between 8:00 AM Monday, March 30, 2020, and 12:00 PM on Wednesday, April 1, 2020. Calls are being prioritized with immediate needs typically answered in less than ½ hour. All calls are responded to within 24 hours.

Positives –

- Greater than 92% said they were physically well and or receiving adequate medical attention.
- More than 96% indicated they had adequate food and a safe place to stay.
- More than 87% of respondents reported that they had reliable digital access.
- Most calls have been about online registration rather than frustration with classes or working online.

Disconnects –

- More than 23% said they were depressed, lonely, or scared, with less than 7% wanting to speak with a counselor.
- Greater than 22% expressed discomfort with online classes, but less than 11% wanted to talk with an advisor.
- Peak use occurred from 12 noon to 3 PM across all days.

Analysis: Survey results and comments suggested that while our students were generally well prepared for the migration to distance interactions for all college-related activities, there remained serious concerns for individuals within our community. We must focus on individuals and their needs understanding that some individual concerns have common roots.

Actions:

- Timely responses to those who sought counseling and advising assistance.
- The creation of an FAQ page for students Answering Coyote Questions.
- The establishment of a quantitative base to anticipate student traffic patterns online.
- Phone bank responding to student calls, mainly help with advising and registration.

Online Migration:

- 700 face-to-face and hybrid courses moved online; 185 online courses were modified to accommodate fully-online completion.
- 197 face-to-face courses at ECG, ECMW, WCWC moved online.
- 147 face-to-face courses hosted at area high schools (dual credit) are moving online.
- 356 face-to-face courses at the Weatherford Campus have been moved online.

Canvas Participation Check:

- Spring Classes Start Monday, 01-13-2020: 4,541 participations 185,021 page views
- Mid-semester Monday, 03-02-2020: 2,565 participations 111,062 page views
- Friday before Spring Break, 03-13-2020 1,352 participations 44,634 page views
- Monday after Spring Break, 03-23-2020 1,387 participations 61,747 page views
- Spring Classes Resume Monday, 03-30-2020 5,606 participations 206,321 page views
- Between 12:00 AM on Monday, 03-30-2020 and 12:00 PM on Wednesday, 04-01-2020, 280 individuals identified as teachers had logged into Canvas.
- Between Tuesday, March 31, 2020, and Wednesday, 04-01-2020, 5858 individuals identified as students had logged into Canvas.

PLEASE NOTE: Login is continuous while the Canvas system remains open.

Analysis:

Data from the Canvas system indicated that nearly all faculty members and students involved in credit hour generating courses in the Spring 2020 term have been active in the system.

Actions:

We are now working to track those who have not become active as well as those who are becoming inactive after the initial login. Faculty monitor student activity within their courses while the administration works to identify students at risk from a systemic view. We put our staff members to work using a new Check-in process, connecting with students who are not active in their courses. We are scaling the Check-in process to include more staff members to establish ongoing, one-to-one contact with each student.

ATTACHMENT: None

SUBMITTED BY: Michael Endy, Vice President of Instruction and Student Services



**Weatherford College Board of Trustees
Report**

DATE: April 9, 2020

AGENDA ITEM #5.c.

SUBJECT: Vet Tech Program Update

INFORMATION AND DISCUSSION:

Vet Tech Program Critical Issues:

- Vet Tech Program Critical Issues
- LVT program instructor – Hired, began service 03/04/2020
- Application to the AVMA for program initiation being finalized. Will be sent on or before April 17, 2020.
- Surgical Unit under construction with completion planned for May 2020.
- Required modifications of the Agriculture Facility to meet AVMA standards to occur Summer 2020.
- Imaging Equipment will be included in Perkins request for 2020-2021.
- Veterinary Tech Program begins classes (Fall 2020).

ATTACHMENT: None

SUBMITTED BY: Michael Endy, Vice President of Instruction and Student Services



Future Agenda Items:

- Preliminary Budget Report



**Weatherford College Board of Trustees
Closed Session**

DATE: April 9, 2020

AGENDA ITEM #7.a.

SUBJECT: Closed Session to Consult with College Attorney, in Accordance with Government Code 551.071

INFORMATION AND DISCUSSION: The Board of Trustees will enter into closed session to consult with the College attorney.

ATTACHMENTS: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



**Weatherford College Board of Trustees
Closed Session**

DATE: April 9, 2020

AGENDA ITEM #7.b.

SUBJECT: Deliberation of Real Property in Accordance with Government Code 551.072.

INFORMATION AND DISCUSSION: The Board may deliberate items regarding real property in accordance with Government Code 551.072.

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



**Weatherford College Board of Trustees
Closed Session**

DATE: April 9, 2020

AGENDA ITEM #7.c.

SUBJECT: Deliberation of Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee in accordance with Government Code 551.074.

INFORMATION AND DISCUSSION: The Board may deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



Weatherford College Board of Trustees

DATE: April 9, 2020

AGENDA ITEM #8

SUBJECT: Deliberation of Real Property in Accordance with Government Code 551.072.

INFORMATION AND DISCUSSION: The Board may decide to act on items that include real property.

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



Weatherford College Board of Trustees

DATE: April 9, 2020

AGENDA ITEM #9

SUBJECT: Deliberation of Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee in accordance with Government Code 551.074.

INFORMATION AND DISCUSSION: The Board may decide to act on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees