

**WCJC  
BOARD OF TRUSTEES  
AGENDA PACKAGE  
FOR THE REGULAR BOARD MEETING**

**April 15, 2008**

**Prepared by the  
Office of the President  
Wharton County Junior College**

# - AGENDA -

Regular Meeting  
WCJC Board Room  
Hutchins Memorial Center  
911 Boling Highway  
Wharton, Texas 77488  
6:30 PM

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April 15, 2008

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**See Under Tab**

- I. Determination of Quorum and Call to Order
- II. Pledge of Allegiance
- III. Reading of Minutes ..... A
  - A. The regular meeting on March 11, 2008

IV. Citizens' Comments (approved by board on 5-20-99)

*This is an open forum for those persons who wish to make presentations to the board and who have signed up to do so under board policy. Presentations are limited to five minutes each with a total of twenty minutes for all presentations.*

*During the Citizens' Comments section of the agenda, any citizen/taxpayer (that is, any member of the public, including college employees) may request to address the board in open meeting. If, however, the topic of the presentation to the board falls within one of the other policies of the college, such as the employee complaint or grievance policy or student complaint policy, the person must first go through the proper administrative channels. In such cases, the right to address the board is guaranteed after the administrative channels have been exhausted.*

*If any speaker's presentation contains complaints or concerns about an individual employee or officer of the district, that presentation will be conducted in executive session with the board members unless the employee or officer about whom the comments are made requests that the comments be made publicly.*

*These presentations are made for information purposes only. The board is required to listen to the presentations but not to discuss or act on the items presented. If the board feels the matter warrants further*

*attention, it can be placed on the agenda for a subsequent meeting.*

Board of Trustees  
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- V. Special Items
- VI. Presentations, Awards, and/or President’s Report
  - A. PTK Presentation – Liz Rexford
  - B. President’s Report to the Community
  - C. Begin detailed review of the SACS Compliance Certification Document
- VII. Reports to the Board
  - A. Financial Reports for March 2008
  - B. Information Item: Management Reports
  - C. Information Item: Reports from College Governance Councils
    - 1. Faculty Council Meeting Minutes, February 4, 2008
  - D. Information Item: Clipping Service for the month of March 2008
- VIII. Reports from Committees of the Board
  - A. Audit/Finance Committee: Mr. Kunkel
  - B. Facilities Committee: Mr. Donaldson
  - C. Legislative Committee: Mr. Nelson

-CONSENT AGENDA-

By consent of the board of trustees, the following items may be acted on in a single motion “to approve the consent agenda as presented.” If, however, any trustee wishes to discuss a particular item or for any reason wishes to act on any given item separately, he or she may simply notify the board chair to remove that item or items from the consent agenda, and that item will be removed and acted on separately. A trustee may remove an item from the consent agenda for any reason, and he or she is not required to justify the removal or explain the reason for the removal.

- IX. Matters Relating to General Administration.....B
- X. Matters Relating to Academic Affairs
- XI. Matters Relating to Administrative Services
  - A. Approval of fiscal year 2008 budget adjustments

- B. Approve engagement letter for the fiscal year 2008 external audit (not to exceed \$31,800.00 – current unrestricted operating budget for 2008-2009).
- C. Approve certification of unopposed candidates and order of cancellation.
- D. Approve the bid from Construction Masters of Houston, Inc. of \$158,100.00 to renovate the restrooms in the Fine Arts Building (\$158,100.00 – plant repair & replacement funds for 2007-2008).
- E. Approve the bid from AAR, Inc. of \$23,499.00 to remove asbestos from 8 classrooms in the Science Building and the restroom area of the Fine Arts Building (\$23,499.00 – transfer from the plant repair & replacement funds for 2007-2008).
- F. Approve the transfer of \$49,433.00 from the repair and replacement plant fund to pay for the remainder of the asbestos renovation project in the Science and Fine Arts Buildings (\$49,433.00 transfer from the plant repair and replacement funds for 2007-2008).
- G. Approve the purchase of a Surgical Simulator System with Johnson Foundation Grant Funds (\$66,247.00 – Johnson Foundation Grant Funds).
- H. Approve the bid from Mueller, Inc. of \$30,545.00 for a metal building to cover the existing batting cage, \$10,000.00 in electrical and lighting, and \$20,700.00 from K & P Manufacturing to erect the building and rework the existing fence in order to secure the area (\$61,245.00 – transfer from the repair and replacement plant fund for 2007-2008).
- I. Information Item:
  - 1. Seek bids from vendors for long term disability coverage for the College's employees (estimated \$28,000.00 a year – current unrestricted operating budget for 2008-2009).
  - 2. Seek bids from vendors to provide office supplies to the college (estimated \$100,000.00 – individual department's current supply budgets for 2008-2009).
  - 3. Seek bids from vendors to provide maintenance on the college's five large air conditioning chillers (estimated \$35,000.00 – current unrestricted operating budget for 2008-2009).
  - 4. Seek bids from vendors for Wharton County Junior College library periodicals (estimated \$35,000.00 – current unrestricted operating budget for 2008-2009).
- XII. Matters Relating to Technology and Institutional Research
  - A. Approve the purchase of four plotters and three printers for the drafting program (\$20,496.24 – transfer from MIS plant fund to the appropriate budget).
  - B. Approve the purchase of 170 hours of training services plus travel and lodging from SunGard

Higher Education (\$39,660.00 current unrestricted operating budget)

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- XIII. Matters Relating to Workforce Development, Continuing Education and Distance Learning
- XIV. Matters Relating to Student Services
- XV. Matters Relating to Personnel .....C
  - A. Board of Trustees
  - B. Office of President
    - 1. Bruce W. Kieler employed as temporary, full-time coordinator/grant writing, AA-1-10, effective March 26, 2008
  - C. Office of Academic Affairs
    - 1. Approve paid professional assignments for summer 2008
    - 2. Taquita Hogan-Claiborne reclassified from temporary, full-time instructor of paralegal studies, FAC-1-2, to regular, full-time instructor of paralegal studies, FAC-1-2, effective June 1, 2008
  - D. Office of Administrative Services
  - E. Office of Student Services
  - F. Office of Workforce Development, Continuing Education and Distance Learning
  - G. Office of Technology and Institutional Research
  - H. Information Items: Contract Personnel Actions
    - 1. Mary A. Janecka resigned as regular, full-time instructor of history, FAC-6-12, effective May 14, 2008
  - I. Information Items: Non-contract Personnel Action
    - 1. Theresa A. Martinez reclassified from regular, part-time evening library/open computer lab clerk , O-5-0, \$9.53 hr. x 18 hrs./wk. x 31 wks. = \$5,317.74/yr., to evening library clerk/project assistant, O-6-0, effective March 10, 2008
    - 2. Guadalupe Moreno reclassified from regular, full-time custodian, O-1-11, to regular, full-time mail carrier/general maintenance, T-1-11, effective March 10, 2008
    - 3. Vanessa Arreguin separated as regular, part-time workforce development aide, O-10-1, \$10.97 hr. x 10 hrs./wk. x 32 wks. = \$3,510.40/yr., effective February 7, 2008

4. Ben W. Evans employed as regular, part-time workforce development aide, O-10-0, \$10.97 hr. x 20 hrs./wk. x 32 wks. = \$7,020.80/yr., effective March 3, 2008

5. Veronica Lopez employed as regular part-time workforce development aide, \$10.97 hr. 20 hrs./wk. x 32 wks. = \$7,020.80/yr., effective April 3, 2008

6. Cynthia M. Nemeec resigned as regular, part-time library assistant-Sugar Land, O-5-0, \$9.53 hrs. x 19 hrs./wk. x 48 wks. = \$8,691.36/yr., effective March 7, 2008

7. Jean M. Owens resigned as regular, part-time secretary/workforce development, continuing education & distance learning, \$7.50 hr. x 12 hrs./wk. x 50 wks. = \$ 4,500.00/yr., effective February 25, 2008

8. Rachel L. Molano employed as temporary, full-time assistant cashier, O-5-0, effective March 31, 2008

9. John K. Labay employed as temporary, part-time math tutor, \$15.00 hr. x 16 hrs./wk. x 6 wks. = \$1,440.00/yr., effective March 31, 2008

XVI. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons: Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), deliberation regarding economic development negotiations (551.086).

XVII. Action on items discussed in closed session

XVIII. Matters Relating to Formal Policy

XIX. Other Business

XX. Adjourn