

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

February 20, 2007

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

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes A

A. The regular meeting on January 30, 2007

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.

- V. Special Items
- VI. Presentations, Awards, and/or President's Report
- VII. Reports to the Board
 - A. Financial Reports for January 2007
 - B. Information Item: Management Reports
 - C. Information Item: Reports from College Governance Councils
 - 1. Extended cabinet minutes for January 11, 2007
 - D. Information Item: Clipping Service for the month of January 2007
- 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
 - A. Accept low bid of \$23,242.00 for 20,000 college catalogs from McNaughton & Gunn, Inc. of Saline, MI (\$23,242.00 current unrestricted operating budget for 2006-2007 plus \$6.00 per "blue line" change and \$11.00 per text correction)

- B. Approval to develop a power plant technology program (estimated cost \$30,000 for program development, from 2006-2007 budget)
- XI. Matters Relating to Administrative Services
- A. Approve Sodexo as the operator of the college's cafeteria and set the board fees charged to students living on campus at \$1,050.00 a semester beginning with the fall of 2007 (\$240,000.00 auxiliary fund budget for 2007-2008)
 - B. Information Items
 - 1. Seek sealed bids for an electronic installment system for our on-line registration students (current unrestricted operating fund budget for 2006-2007)
- XII. Matters Relating to Technology and Institutional Research
- A. Approve the transfer from the plant MIS fund of \$21,780.00 for the purchase of 18 computers and 3 network printers (\$21,780.00 to be transferred to the appropriate unrestricted budget from the MIS plant fund)
- XIII. Matters Relating to Workforce Development, Continuing Education and Distance Learning
- XIV. Matters Relating to Student Services
- XV. Matters Relating to PersonnelC
- A. Board of Trustees
 - B. Office of President
 - C. Office of Academic Affairs
 - 1. Approval of department head pay for spring 2007
 - 2. Approval of paid professional assignments for spring 2007
 - 3. Approval of full-time overloads for spring 2007
 - 4. Approval of part-time overloads for spring 2007
 - 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

1. Karen D. Preisler promoted from temporary, full-time acting director of admissions and registration, CA-10-07, to regular, full-time director of admissions and registration, CA-10-07, effective February 21, 2007

H. Information Items: Contract Personnel Actions

I. Information Items: Non-contract Personnel Action

1. Barbara F. Lee employed as regular, full-time secretary/surgical technology & physical therapist assistant dept., 0-7-0, effective February 1, 2007
2. Krystal K. Rivera employed as regular, full-time service center clerk, 0-6-0, effective February 19, 2007
3. Brian M. Gonyer separated as a regular, full-time distance education network tech, P-13-5, effective February 2, 2007
4. Ricky J. Cruz employed as regular, part-time security officer, \$9.90/hr. x 19 hrs./wk. x 52 wks. = \$9,781.00/yr., effective January 25, 2007
5. Lorena L. Lara employed as regular, part-time adult basic education aide, \$10.17/hr. x 32 hrs./wk. x 32 wks. = \$10,414.08/yr., effective January 28, 2007
6. Jean M. Owens employed as regular, part-time senior citizen program secretary, \$7.50/hr. x 19 hrs./wk. x 34 wks. = \$4,845.00/yr., effective February 1, 2007
7. Zachary D. Youngblood was promoted from temporary part-time fitness center staff, \$8.77/hr. x 10 hrs./wk. x 12 wks. = \$1,578.00/yr., to regular part-time fitness center staff, \$8.77/hr. x 12 hrs./wk. x 48 wks. = \$5,051.00/yr., effective January 22, 2007
8. Bertha P. Hernandez resigned as regular, part-time adult basic education aide, \$10.19/hr. x 32 hrs./wk. x 32 wks. = \$10,434.56/yr., effective January 3, 2007
9. Jane A. Kuhlman resigned as regular, part-time senior citizen program driver, \$5.35/hr. x 12 hrs./wk. x 50 wks. = \$3,210.00/yr., effective January 31, 2007
10. Jane A. Kuhlman resigned as regular part-time senior citizen program homemaker, \$6.00/hr. x 4 hrs./wk. x 50 wks. = \$1,200.00/yr., effective January 31, 2007
11. Mary Martin resigned as regular part-time senior citizen program secretary, \$7.50/hr. x 19 hrs./wk. x 50 wks. = \$7,125.00/yr., effective January 31, 2007
12. Geneva O. Miller resigned as regular part-time security officer, \$9.90/hr. x 19 hrs./wk. x 52 wks. = \$9,781.00/yr., effective December 1, 2006
13. Sharon J. Mayberry employed as temporary part-time secretary/receptionist for the director of continuing education & workforce development, \$10.00/hr. x 30 hrs./wk. x 8

- 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
 - A. Information Item
 - 1. Title changes to reflect current terminology on Reg. 114, Academic Calendar Development
- XIX. Other Business
- XX. Adjourn