

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

January 16, 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 December 5, 2006
 - B. The Board Retreat on October 20 & 21, 2006

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

- A. Recognition of retirement of Monty Brast
- B. Report on Quality Enhancement Plan – Patricia Rehak

VII. Reports to the Board

- A. Financial Reports for November & December 2006
- B. Information Item: Management Reports
- C. Information Item: Reports from College Governance Councils
- D. Information Item: Clipping Service for the month of November & December 2006

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. Approve to hire a new full-time biology instructor (\$33,050 - \$46,550 to be paid out of 2007-

- B. Approve to hire a new full-time music instructor (\$33,050 - \$46,550 to be paid out of the 2007-2008 budget year)
- C. Approve to hire a new full-time chemistry instructor (\$33,050 - \$46,550 to be paid out of the 2006-2007 budget year)
- XI. Matters Relating to Administrative Services
 - A. Fiscal Year 2007 Budget Adjustments
 - B. Approve seismic permit and damage agreement on the Tena Weynandt property at \$12.50/acre = \$9,023.25 – (total revenue to be split equally: \$4,511.62 to WCJC and \$4,511.63 to Methodist Home of Waco)
- XII. Matters Relating to Technology and Institutional Research
- 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
 - 1. Danson R. Jones employed as a regular, full-time director of institutional effectiveness, additional assignment as director of Achieving the Dream, effective December 1, 2006
 - C. Office of Academic Affairs
 - 1. Approve overload list for the winter mini term 2006
 - 2. John H. Bankston employed as a regular, full-time instructor of chemistry, F-1-9, effective January 8, 2007
 - 3. Jason M. Lester employed as a temporary, full-time instructor of music, F-7-4, effective January 8, 2007
 - 4. Debra L. Lutringer employed as a temporary, full-time instructor of health information technology, F-1-10, effective January 8, 2007
 - 5. Allison D. Pluskota employed as a temporary, full-time instructor of radiology technology, F-1-2, effective January 8, 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
- H. Information Items: Contract Personnel Actions
- I. Information Items: Non-contract Personnel Action
 - 1. Lisa R. DeBerry employed as a regular, full-time secretary to the instructional assessment coordinator, O-9-0, effective January 3, 2007
 - 2. Makyla E. Dunn employed as a temporary, full-time administrative clerk to the president was given a temporary salary adjustment from O-10-2 to P-14-2, salary increase to be compensated for additional duties during search for the executive secretary to the president., effective November 20, 2006
 - 3. Makyla E. Dunn employed as a temporary, full-time administrative clerk to the president was given a salary adjustment from P-14-2 to O-10-2, return to salary of regular position, effective February 1, 2007
 - 4. Deanna Feyen promoted from regular full-time documentation specialist, P-10-4, to regular, full-time executive secretary to the president, P-15-4, effective January 8, 2007
 - 5. Carolyn S. Minks employed as a regular, full-time continuing education specialist/Fort Bend Technical Center, P-15-0, effective January 8, 2007
 - 6. Jerry A. Pena employed as a regular, full-time continuing education specialist/Sugar Land, P-15-0, effective January 10, 2007
 - 7. Sandra Pena promoted from a regular, part-time custodian \$7.29/hr. x 19 hrs./wk. x 52 wks. = \$7,202.00/yr. to a regular, full-time custodian, O-1-0, effective November 1, 2006
 - 8. Lori L. Baumgarten resigned as a regular, full-time secretary of allied health, 0-7-2, effective December 29, 2006
 - 9. Monty Brast retired as a regular, full-time service center clerk, 0-6-13, effective January 31, 2007
 - 10. Dawn Brown resigned as a regular, full-time public safety training secretary, 0-7-3, effective October 20, 2006
 - 11. Shirley Jones employed as a regular, part-time aide, \$10.19/hr. x 5 hrs./wk. x 30 wks. = \$1,528.50/yr., effective November 15, 2006
 - 12. Theresa A. Martinez employed as a regular, part-time evening library/open computer lab clerk, \$8.77/hr. x 18 hrs./wk. x 31 wks. = \$4,893.66/yr., effective January 8, 2007

13. Joseph F. Shelton employed as a regular, part-time fitness center staff, \$8.77/hr. x 15 hrs./wk. x 40 wks. = \$5,262.00/yr., effective December 6, 2006
 14. Celestine O. Butler separated as a regular, part-time fitness center staff, \$8.77/hr. x 15 hrs./wk. x 48 wks. = \$6,314.00/yr., effective November 27, 2006
 15. Margarito Cervantez, III separated as a regular, part-time evening library/open computer lab clerk, \$ 8.77/hr. x 18 hrs./wk. x 31 wks. = \$4,893.66/yr., effective December 8, 2006
 16. JoAnna C. Cruz resigned as a regular, part-time aide, \$9.89/hr. x 10 hrs./wk. x 41 wks. = \$4,054.90/yr., effective October 15, 2006
 17. Joseph T. Shults resigned as a regular, part-time fitness center staff, \$8.77/hr. x 12 hrs./wk. x 48 wks. = \$5,051.00/yr., effective December 13, 2007
 18. Zachary D. Youngblood employed as a temporary, full-time fitness center staff, \$8.77/hr. x 10 hrs./wk. x 12 wks. = \$1,578.00/yr., effective January 3, 2007
 19. Jason Alamo separated as a temporary, part-time fitness center staff, \$8.77/hr. x 10 hrs./wk. x 12 wks. = \$1,052.00/yr., effective November 20, 2006
 20. Laura Matura separated as a temporary, part-time kid's college staff, \$14.00/hr. x 32 hrs./wk. x 15 wks. = \$6,720.00/yr., effective October 9, 2006
- 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