

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

**March 20, 2007**

**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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MARCH 20, 2007

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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 February 20, 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
  - A. Recognition of Amanda Brand for 5 years of service as advisor of the Zeta Xi Chapter of Phi Theta Kappa
- VII. Reports to the Board
  - A. Financial Reports for February 2007
  - B. Information Item: Management Reports
  - C. Information Item: Reports from College Governance Councils
    - 1. Faculty Council minutes for November 2, 2006
    - 2. Faculty Association minutes for January 12, 2007
    - 3. Extended Cabinet minutes for February 8, 2007
  - D. Information Item: Clipping Service for the month of February 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
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X.	Matters Relating to Academic Affairs	
	A.    Approve to hire a new full-time computer science instructor (\$33,050 - \$46,550 to be paid out of the 2007-2008 budget year)	
XI.	Matters Relating to Administrative Services	
	A.    Approve the proposal received from Mir Fox & Rodriguez, P.C., of Houston to perform internal audit services for the college (not to exceed \$20,000 – current unrestricted operating budget for 2006-2007)	
	B.    Authorize college administration to extend the bank depository contract for one additional two-year term	
	C.    Approve the engagement letter from Lott, Vernon & Company, P.C. dated March 31, 2007, to perform the fiscal year 2007 external audit (not to exceed \$31,000.00 – current unrestricted operating budget for 2007-2008)	
	D.    Information Items	
	1.    Seek sealed proposals from companies to provide Property & Casualty Insurance to include named windstorm coverage for the College (Estimated \$210,000 – Current Unrestricted Operating Budget for 2006-2007)	
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 Personnel.....	C
	A.    Board of Trustees	
	1.    Approve contract actions as listed in the attached agenda brief	
	B.    Office of President	
	C.    Office of Academic Affairs	
	1.    Pam Speights, regular, full-time instructor of speech, FAC-3A-10, received a grade increase to FAC-4A-10 per completion of 12 hours credit as approved on the professional growth plan, effective January 1, 2007	
	D.    Office of Administrative Services	

E. Office of Student Services

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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. Rhonda L. Clayton employed as regular, full-time athletic documentation specialist, P-10-0, effective March 19, 2007
2. Sharon J. Mayberry employed as regular, full-time secretary/receptionist to continuing education, workforce training and youth activities, 0-8-0, effective February 19, 2007
3. Brian P. Klinger separated as regular part-time evening open computer lab monitor, \$8.75/hr. x 16 hrs./wk x 47 wks. = \$6,580.00/yr., effective February 28, 2007
4. Debra L. Renfro resigned as regular part-time testing assistant, \$9.04/hr. x 19.5 hrs./wk. x 52 wks. = \$9,166.56/yr., effective March 31, 2007
5. Michael R. Flower employed as temporary, part-time assistant baseball coach, \$500.00 per month x 2 ½ months = \$1,250.00, effective February 28, 2007
6. Melanie L. Garrett employed as temporary, part-time rodeo coach aide, \$15.00/hr. x 7 hrs./wk. x 19 wks. = \$1,995.00/yr., effective February 12, 2007
7. Matt J. Joines employed as temporary part-time rodeo coach aide, \$15.00/hr. x 7 hrs./wk. x 19 wks. = \$1,995.00/yr., effective February 12, 2007

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