

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

May 29, 2007

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

- AGENDA -

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

May 29, 2007

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 April 17, 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. Commendation from the Board of Nurse Examiners to the faculty and administration for the graduates' 93.55% pass rate for the NCLEX-RN® 2006 examination year.
 - B. Recognition of retirement of Harold Shilk
 - C. Recognition of retirement of Gary Gensler
 - D. Security Assessment
- VII. Reports to the Board
 - A. Financial Reports for April 2007
 - B. Information Item: Management Reports
 - C. Information Item: Reports from College Governance Councils
 - 1. Faculty Council Meeting minutes for March 6, 2007
 - 2. Faculty Council Meeting minutes for April 3, 2007
 - 3. Extended Cabinet Meeting minutes for March 8, 2007
 - D. Information Item: Clipping Service for the month of April 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

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
 - A. Resolution for Oak Bend Medical Center Board and Administration
- X. Matters Relating to Academic Affairs
 - A. Approval to add a new full-time ADN faculty position, (\$40,891.00 - \$54,308.00 to be paid out of 2007-2008 current operating budget)
- XI. Matters Relating to Administrative Services
 - A. Ratify the “hosted” proposal by TouchNet to provide the electronic installment system for our students registering on-line and approve a first year cost of \$94,537.00 (to be transferred from Plant MIS fund)
 - B. Accept the bid of \$140,100.00 from Russell Durham for the sale of the Viking Building property located in Bay City (revenue to plant fund – Bay City operations)
 - C. Approve the installation of a Chemistry Laboratory at the new Bay City location and give the President the authority to purchase needed equipment and furnishings (transfer from plant Bay City operations fund).
- XII. Matters Relating to Technology and Institutional Research
 - A. Approve the transfer of funds from the MIS Plant Fund of \$9,778.00 for the purchase of 2 computer systems and 3 printers
- XIII. Matters Relating to Workforce Development, Continuing Education and Distance Learning
- XIV. Matters Relating to Student Services
 - A. Approve receipt of Federal funding from the Carl D. Perkins Career and Technical Education Act of 2006 in the amount of \$220,947.00.
 - B. Approve a College Level Examination Program price increase effective July 1, 2007 from \$75.00 to \$80.00 per CLEP exam.
 - C. Approve a \$10.00 registration fee for administering the Quick THEA test.
- XV. Matters Relating to Personnel.....C

A. Board of Trustees

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B. Office of President

C. Office of Academic Affairs

1. Approval of part-time overload list for May 2007 mini semester
2. Approval of paid professional assignment for summer 2007
3. Haydee J. Hernandez employed as regular, full-time instructor of engineering design, FAC-1-3, effective August 20, 2007
4. Sherry L. King employed as regular, full-time instructor of biology, FAC-7-10, effective August 20, 2007
5. Debora L. Lutringer reclassified from temporary, full-time instructor/health information technology, FAC-1-10, to regular, full-time instructor/director of health information technology, FAC-1-10, effective July 6, 2007
6. Ronald W. Vardy received a grade increase from regular, full-time instructor of government, FAC-5A-15, to regular, full-time instructor of government, FAC-7-15, per completion of Ph.D as approved on the professional growth plan, effective January 8, 2007
7. Sheila A. Davis employed as temporary, full-time instructor of early childhood/education, FAC-1-10, effective August 20, 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

1. Gerard P. Stewart retired as regular, full-time HVAC instructor, FAC-1-20, effective August 31, 2007

I. Information Items: Non-contract Personnel Action

1. Christine D. Fertsch resigned as regular, full-time Brooking Hall dorm supervisor, \$10,463.00, effective May 18, 2007
2. Melissa T. Pena reclassified from regular, part-time library assistant, \$8.75/hr. x 20hrs./wk. x 44 wks. = \$7,700.00/yr., to regular, full-time front desk clerk, Sugar

Land campus, O-8-0, effective May 7, 2007

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3. Robert Sanchez resigned as regular, full-time HVAC technician, T-15-4, effective May 4, 2007
 4. Juanita Chavira resigned as regular, part-time senior citizen program homemaker, \$6.00/hr. x 20hrs./wk. x 50 wks. = \$6,000.00/yr., effective April 2, 2007
 5. Richard Gayton separated as regular, part-time adult basic education aide, \$9.73/hr. x 25hrs./wk. x 41 wks. = \$9,973.25/yr., effective April 18, 2007
 6. Siobhan G. Ponce employed as a regular, part-time evening open computer lab monitor, \$8.75/hr. x 16.5 hrs./wk. x 47 wks. = \$6,786.00/yr., effective May 14, 2007
 7. Geraldine V. Streckfuss employed as regular, part-time senior citizen program driver/site mgr. Weimar, \$5.15/hr. x 12 hrs./wk. x 22 wks. = \$1,359.60/yr., effective May 1, 2007
 8. Drew C. Clayton employed as temporary, part-time general maintenance, \$7.60/hr. x 40 hrs./wk. x 13 wks. = \$3,952.00/yr., effective May 28, 2007
 9. Patrick Tuley employed as temporary, part-time general maintenance, \$7.60/hr. x 40 hrs./wk. x 13 wks. = \$3,952.00/yr., effective May 28, 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