

**WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING
OCTOBER 17, 2006**

**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 special called meeting on September 14, 2006
 - B. The regular meeting on September 19, 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. Quality Enhancement Plan update: Patricia Rehak
 - B. Kid’s College update: Dale Pinson
 - C. LEAD Project
- VII. Reports to the Board
 - A. Financial Reports for September 2006
(FINANCIAL REPORTS ARE MAILED UNDER SEPARATE COVER)
 - B. Information Item: Management Reports
 - C. Information Item: Reports from College Governance Councils
 - D. Information Item: Clipping Service for the month of September 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
 - A. Approval of a two-step base increase for all college full-time employees, retroactive to September 1, 2006

- X. Matters Relating to Academic Affairs
 - A. Approve amending the existing support staff bylaws to expand the support staff council from five members to six
 - B. Approve the purchase of a patient simulator to be used by the LVN Program from the Laerdal Corporation for \$40,036.82 – (\$40,036.82 – Gulf Coast Medical Foundation Grant Funds for 2006-2007)
- XI. Matters Relating to Administrative Services
 - A. Approve the allocation of funds from the prior year fund balance for 2006 outstanding encumbrances – (total allocation of \$12,223.00 will be noted in the 2007 financial statements as reserved for encumbrances, funds originally received from the Gulf Coast Medical Foundation)
- XII. Matters Relating to Technology and Institutional Research
- XIII. Matters Relating to Workforce Development, Continuing Education and Distance Learning
 - A. Approve agreement with the Wharton Independent School District’s for the 2007 Kids’ College Summer Program – (This contract will generate an income of \$9,000 receivable from the Wharton Independent School District.)
- 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 fall 2006
 - 2. Approval of paid professional assignments 2006-2007
 - 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. Debra K. Gerton employed as a regular, full-time assistant registrar at the Sugar Land Campus, 0-11-0, effective November 1, 2006
 - 2. Cynthia A. Kocian, regular, full-time special population advisor for Perkins' Grant/academic advisor was given a salary adjustment from \$17.87/hr. = \$37,177 annually to \$18.19/hr. = \$37,827 annually, effective September 1, 2006
 - 3. Brian P. Klinger employed as a regular, part-time evening open computer lab monitor, \$8.44/hr. x 16.5/hrs./wk. x 47 wks. = \$6,546.00/yr., effective September 14, 2006
 - 4. David K. Neman employed as a regular, part-time library/open computer lab clerk, \$8.44/hr. x 20 hrs./wk. x 48 wks. = \$8,102.00/yr., effective September 18, 2006
 - 5. Jason Alamo employed as a temporary, part-time fitness center staff, \$8.45/hr. x 10 hrs./wk. x 12 wks. = \$1,014/yr., effective September 25, 2006
 - 6. Laura Matura employed as a temporary, part-time kids' college staff, \$14/hr. x 32 hrs./wk. x 15 wks. = \$6,720/yr., effective September 11, 2006
 - 7. Sharon J. Mayberry received a 13 week employment extension as temporary, part-time secretary/receptionist for the director of continuing education and workforce development, \$10/hr. x 32 hrs./wk. x 13 wks. = \$4,160/yr., effective September 26, 2006
 - 8. Yeimy C. Pineda resigned as a regular, part-time workforce development center aide, \$9.73/hr. x 20 hrs./wk. x 32 wks. = \$6,227.20/yr., effective August 7, 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

