

**WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING
SEPTEMBER 19, 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 August 15, 2006
 - B. The regular meeting on August 15, 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
 - A. Approve combining the Board of Trustees' regular meetings scheduled for November 21, 2006 and December 12, 2006 to December 5, 2006

- VI. Presentations, Awards, and/or President's Report
 - A. Rodeo Team
 - B. Texas Workforce Commission, Department of Veterans Affairs, audit commendation
 - C. LEAD activity for August
 - D. Achieving the Dream
 - E. SACS Reaffirmation
 - F. Legislative Priorities

- VII. Reports to the Board
 - A. Financial Reports for August 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 August 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. Approve the firm of STAMATS for the development of a Marketing Plan for the College – (estimated \$125,000 – plant fund for 2006-2007)
- X. Matters Relating to Academic Affairs
- XI. Matters Relating to Administrative Services
 - A. Inform the Board of the selection of the purchase of property insurance coverage to include windstorms from Liberty Mutual and approval to transfer of funds from the plant fund– (\$207,736.00/year – current unrestricted operating fund balance for 2006-2007 - \$100,000.00; \$107,736.00 – Plant Fund Repair & Replacement)
 - B. Approve the renewal of lease agreements for college copiers with Minolta issued through the Texas Building and Procurement Commission of the State of Texas (therefore not required to be bid), for the copiers located in various buildings on the Wharton, Sugar Land, and Fort Bend Technical Center campuses – (\$68,000.00 – current unrestricted operating budget for 2006-2007)
 - C. Approve the printing of class schedules for the spring, summer and fall of 2007 to F. J. Business Forms and College Publishing as detailed on the attached bid summary – (\$97,896.96 - current unrestricted operating budget for 2006-2007)
 - D. Information Items:
 - 1. Seek sealed bids for a patient simulator for the Allied Health Nursing Program – (\$46,000 – Gulf Cast Medical Foundation Grant Funds 2006-2007)
- XII. Matters Relating to Technology and Institutional Research
- XIII. Matters Relating to Workforce Development, Continuing Education and Distance Learning
 - A. Approval of Police Academy Resolution
 - B. Approval of contract for lease of Fort Bend Independent School District’s school facilities for the 2007 Kids’ College Summer Program – (\$74,720.00 – 2007 Kids’ College Facilities budget)
- 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. Approve part-time and full-time overloads for Fall 2006
 - 2. Natalie M. Stavinoha, regular, full-time student services specialist, P-12-8, promoted to regular, full-time instructional coordinator, AA-1-8, effective September 20, 2006
 - 3. Stephanie D. Dees, regular, full-time instructor of computer science, FAC-1-9, moved from a 10 ½ month contract to a 12 month contract, FAC-1-10, effective September 1, 2006
 - 4. Leigh Ann Collins, regular, full-time instructor of dental hygiene, FAC-1-19, moved from a 10 ½ month contract to a 12 month contract, FAC-1-20, effective September 1, 2006
- 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. Debra Hamman resigned as a temporary, full-time instructor of early childhood/education, FAC-3-10, effective August 21, 2006
- I. Information Items: Non-contract Personnel Action
 - 1. Paula Martinez employed as a regular, full-time human resources clerk, 0-6-0, effective August 15, 2006
 - 2. Lacey K. Helfer promoted from regular, full-time accounting clerk I, 0-8-6, to regular, full-time accounts receivable clerk, 0-10-6, effective September 1, 2006
 - 3. Lacey K. Helfer promoted from regular, full-time accounts receivable clerk, 0-10-7, to regular, full-time accounting clerk III, 0-12-7, effective September 11, 2006
 - 4. Nora Chalue promoted from regular, full-time accounting clerk II to regular, full-time accounts receivable clerk, 0-10-15, effective September 11, 2006
 - 5. Billie Jean Bram, regular, full-time secretary to director of Fort Bend Technical Center, 0-10-3, received \$1,000 for completion of support staff professional growth plan for FY06 (18 hrs.)

6. Bonnie A. Garza, regular, full-time accounting clerk II, 0-9-4, received \$1,000 for completion of support staff professional growth plan for FY06 (18 hrs.)
7. Kristie G. Sulak, regular, full-time student success coordinator, P-13-10, received \$500 for completion of support staff professional growth plan for FY06 (9 hrs.)
8. Dawn V. Brown, regular, full-time public safety training secretary, 0-7-2, received \$500 for completion of support staff professional growth plan for FY06 (9 hrs.)
9. Joseph Timothy Shults employed as regular, part-time fitness center staff, \$8.44/hr. x 12 hrs./wk. x 48 wks. = \$4,861.00/yr., effective September 5, 2006
10. Richard Gayton employed as a regular, part-time adult basic education aide, \$9.88/hr., x 25 hrs./wk. x 41 wks. = \$10,127.00/yr., effective September 5, 2006
11. JoAnna C. Cruz employed as a regular, part-time adult basic education aide, \$9.89/hr. x 10 hrs./wk. x 41 wks. = \$4,054.90/yr., effective September 6, 2006
12. Rossana Deadrick-Farris employed as a regular, part-time front desk clerk, \$8.44/hr. x 19.5hrs./wk. x 47 wks. = \$7,735.00/yr., effective September 5, 2006
13. Paul Resendez employed as a regular, part-time security officer at the Wharton Campus, \$9.60/hr. x 8 hrs./wk. x 46 wks. = \$3,533.00/yr., effective September 1, 2006
14. Austin L. Waters employed as a regular, part-time security officer at the Wharton Campus, \$9.60/hr. x 8 hrs./wk. x 46 wks. = \$3,533.00/yr., effective September 1, 2006
15. Geraldine K. Jochech employed as a temporary, full-time assistant cashier, 0-5-0, effective September 1, 2006
16. Juanita Chavira employed as a regular, part-time homemaker for the Sr. Citizen Program, \$5.15/hr. x 20 hrs./wk. x 4 wks. = \$412.00/yr., effective September 5, 2006
17. Susie L. Hardy resigned as regular, full-time accounting clerk III, 0-12-0, effective August 28, 2006
18. Flossie M. King resigned as a regular, part-time secretary for the Sr. Citizen Program, \$7.70/hr. x 19 hrs./wk. x 50 wks. = \$7,315.00/yr., effective September 29, 2006
19. Theresa Garcia resigned as a regular, part-time homemaker for the Sr. Citizen Program, \$5.85/hr. x 4 hrs./wk. x 50 wks. = \$1,170/yr., effective August 17, 2006
20. Adam P. Blake resigned as a regular, part-time open computer lab clerk, \$8.29/hr. x 16.5 hrs./wk. x 47 wks. = \$6,428.90/yr., effective August 17, 2006

September 19, 2006
Agenda

21. Saul Rangel separated as a regular, part-time security officer at the Wharton Campus, \$9.28/hr. x 19 hrs./wk. x 52 wks. = \$9,169.00/yr., effective February 28, 2006
 22. Victoria Mercado separated as a temporary, full-time human resource clerk, 0-5-1, effective August 31, 2006
 23. Melanie B. Johansen separated as a temporary, full-time assistant cashier, 0-5-0, effective August 31, 2006
 24. Christopher C. Feyen separated as a temporary, part-time fitness center clerk, \$8.29/hr. x 19 hrs./wk. x 9 wks. = \$746.10/yr., effective August 11, 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).
- A. Consideration of purchase of land easement
 - B. Consideration of sale of property
- XVII. Action on items discussed in closed session
- XVIII. Matters Relating to Formal Policy
- XIX. Other Business
- XX. Adjourn