

**NOTICE OF A REGULAR MEETING
OF THE
WHARTON COUNTY JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES**

Notice is hereby given that on the 18th day of September 2007, the Board of Trustees of the Wharton County Junior College will hold a meeting at **6:30 PM**, in the **HUTCHINS MEMORIAL BOARD ROOM** at Wharton County Junior College, 911 Boling Highway, Wharton, Texas. Such a meeting is a regular meeting.

- I. Determination of Quorum and Call to Order
- II. Pledge of Allegiance
- III. Reading of Minutes A
 - A. The regular meeting on August 21, 2007
 - B. The special called meeting on August 21, 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

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- VI. Presentations, Awards, and/or President’s Report
 - A. M.G. and Lillie A. Johnson Foundation, Inc. grant award to purchase instructional equipment for the Allied Health Division

- VII. Reports to the Board
 - A. Financial Reports for August 2007
 - B. Information Item: Management Reports
 - C. Information Item: Reports from College Governance Councils
 - D. Information Item: Clipping Service for the month of August 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
 - A. Approve a \$10 student fee to replace lost student picture ID cards
 - B. Approve the transfer of \$35,000 from plant fund to current unrestricted operating fund for the purpose of repairing the baseball practice area (transfer from repair and replacement plant fund for 2008)

- X. Matters Relating to Academic Affairs
 - A. Approve to change the Process Technology Instructor from 9 month to a 10.5 month position (\$8,758.00 - \$10,675.00 to be paid from the 2007-2008 budget)
 - B. Approve hiring a 10.5 month new faculty position for the Power Technology Program

(\$43-808.00 - \$57,225.00, with funding provided through collaboration with Texas A & M, Matagorda County, and South Texas Project in 2007-2008 budget year)

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XI. Matters Relating to Administrative Services

- A. Approve the proposal received from Valley Services, Inc. as the supplier of meals for the Senior Citizen Program (\$120,000.00 – restricted grant funds from current budget year 2007-2008)
- B. Approve the lease offer submitted by Craig Charbonnet, Inc. on behalf of Questar Exploration and Production Company to lease the Tina Weynandt property for oil and gas exploration
- C. Approve the quote from the Texas Association of School Boards (TASB) for the College’s General Liability, Director’s & Officer’s Liability, Educator’s Liability and Automobile Insurance (\$30,219.00 – current unrestricted operating budget for 2007-2008)
- D. Recommend approval of the attached Financial Stability Resolution, concerning the balance maintained in the unrestricted fund
- E. Information Item:
 - 1. Seek sealed bids for the purchase of new dental units, a surgical laparoscopic skills simulator with skills package, and nine multifunctional computerized instructional stations for the Allied Health Division (\$183,000.00 – Johnson Foundation grant funds for 2007-2008)

XII. Matters Relating to Technology and Institutional Research

- A. Approve the contractual agreement with Art West, SACS Web Master and MIS Testing and Training Coordinator (funds are currently allocated in the 2007-2008 - current unrestricted operating budget)

XIII. Matters Relating to Workforce Development, Continuing Education and Distance Learning

- A. Approval for hiring an Adult Basic Education full-time secretary (\$22,225.00/yr. – federal and state ABE grant)
- B. Approval of a \$.10 raise per hour for part-time employees as of October 1, 2007 in the Senior Citizen Program (budget in contract for FY 2007-2008, non-contract employees are paid by grant funds)

XIV. Matters Relating to Student Services

XV. Matters Relating to PersonnelC

- A. Board of Trustees
- B. Office of President

1. Johnie R. Svatek employed as temporary, full-time LEAD manager, AA-1-0, effective September 1, 2007

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C. Office of Academic Affairs

1. Approve full-time faculty overloads for Fall 2007
2. Approve part-time faculty overloads for Fall 2007
3. Approve salary adjustment for erroneously calculated graduate hours for Dale L. Neaderhouser, FAC-2-13 to FAC-6A-13, effective August 20, 2007

D. Office of Administrative Services

E. Office of Student Services

F. Office of Workforce Development, Continuing Education and Distance Learning

1. Approve employment of Roy R. Jones as regular, full-time instructor of structural welding, FAC-1-10, effective August 13, 2007

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

1. Kathryn L. Kendall resigned as regular, full-time instructor of English and drama, FAC-7-15, effective December 15, 2007
2. Patricia L. Stemmer resigned as regular, full-time instructor of emergency medical services, FAC-1-11, effective August 31, 2007

I. Information Items: Non-contract Personnel Action

1. Amy L. Chagoya, regular, full-time receptionist/PBX operator/mailroom clerk – Ft. Bend Technical Center, received \$1000.00 for completion of support staff professional growth plan for FY07 (18 hrs.)
2. Edith V. Hartensteiner employed as regular, full-time campus secretary – Sugar Land campus, O-10-0, effective August 20, 2007
3. Laura J. Kelner, regular, full-time administrative clerk I, received \$500.00 for completion of support staff professional growth for FY07 (9 hrs.)
4. Paula Martinez was promoted from regular, full-time human resources clerk, O-6-0, to regular, full-time human resources secretary, O-10-0, effective August 27, 2007
5. Kathylee Barbee employed as temporary, full-time LEAD program assistant, P-5-0,

effective September 1, 2007

6. Michael R. Flower employed as temporary, full-time assistant baseball coach, \$7,300.00/9 months, plus \$2,700.00 room/board, effective September 4, 2007

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7. Irma Garza employed as temporary, full-time custodian, O-1-0, effective August 27, 2007
8. Katherine A. Kunkel employed as temporary, part-time administrative clerk, O-10-6, \$11.92/hr. x 19.5 hrs./wk. x 48 wks. = \$11,157.00/yr.

XVII. Action on items discussed in closed session

XVIII. Matters Relating to Formal Policy

A. First readings: Regulations have been reviewed by the lawyers and recommended changes were made (old and new regulations are included for your comparison).

1. Reg. 001: WCJC Mission
2. Reg. 002: Board's Legal Status
3. Reg. 003: Board Members
4. Reg. 004: Board Organization: Board Officers, Officials, Committees
5. Reg. 005: Board Member's Statement of Ethics
6. Reg. 006: Board Policy and Bylaw Development
7. Reg. 007: Board Meetings

XVIX. Other Business

XX. Adjourn

CERTIFICATE AS TO POSTING OR GIVING OF NOTICE

On this ____ day of September 2007, at _____ o'clock, this notice was filed with the County Clerk of Wharton County, Texas, and an original copy was posted at the main entrance of the Administration Building of the junior college district.

Deanna Feyen
Executive Secretary to the President

