

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

Notice is hereby given that on the 16th day of September 2008, 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 19, 2008
  - B. The public hearing on August 19, 2008
- 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. Bus Charter due diligence – Philip Wuthrich
  - B. QEP Implementation Team Update – Becky McElroy

- VII. Reports to the Board
  - A. Financial Reports for August 2008
  - B. Information Item: Management Reports
  - C. Information Item: Reports from College Governance Councils
  - D. Information Item: Clipping Service for the month of August 2008
  
- 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
  
- X. Matters Relating to Academic Affairs
  
- XI. Matters Relating to Administrative Services
  - A. 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 (\$26,943.00 – current unrestricted operating budget for 2008-2009)
  - B. Approve the proposal submitted by Weatherproofing Technologies, Inc. to remove and replace the rusted downspouts and gutter system across the front of the Fort Bend Technical Center (\$46,855.89 – transfer from plant repair & replacement fund for 2008-2009)
  - C. Approve the proposal submitted by Hunton Trane Services to replace the HVAC building control unit in the Hutchins building (\$24,992.00 – transfer from plant repair & replacement fund for 2008-2009)
  - D. Approve the purchase of the furniture and equipment for the new building at the University of

Houston Sugar Land (\$700,000.00 – transfer from the plant capital equipment replacement fund)

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- E. Approve a secondary vendor to provide chartered bus services to the college for transportation of our volleyball and baseball teams in the fall (no additional fees-current unrestricted operating budget for 2008-2009)

XII. Matters Relating to Technology and Institutional Research

- A. Approve the proposal submitted by Prime Systems of Houston to supply desktop computers and monitors as needed for the 2008-2009 school year (estimated \$150,000.00 – expenses are charged to each individual department’s approved operating budget at the time of the purchase)
- B. Approve the contractual agreement with Art West (\$38,400.00 - funds are currently allocated in the 2008-2009 current unrestricted operating budget)
- C. Approve the purchase of 24 computer systems and monitors for the Wharton Developmental Lab (\$20,400.00 – transfer from the plant MIS fund for 2008-2009)

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

- A. Approve the contract for the Wharton Independent School District for the 2009 Kids’ College Summer Program on the WCJC/Wharton campus (\$9,000 – income)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel .....C

- A. Board of Trustees

- B. Office of President

- 1. Danson R. Jones employed as a regular, full-time Director of Institutional Effectiveness, received an additional assignment as director of Achieving the Dream, \$1,000.00/mo. x 12 mo., effective September 1, 2008

- C. Office of Academic Affairs

- 1. Approve paid professional assignments for fall 2008
- 2. Approve full-time faculty overloads for fall 2008
- 3. Approve part-time faculty overloads for fall 2008
- 4. Erma M. Hart reclassified as regular, full-time instructor of paralegal studies – 9 months, FAC-1-10, to regular, full-time instructor of paralegal studies – 10 ½ months, FAC-1-11, effective August 18, 2008

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5. Angela Kocurek received a salary adjustment as regular, full-time instructor of English, FAC-3-2, to regular, full-time instructor of English, FAC-4-2, effective August 18, 2008

6. JoAnn Lurker reclassified as regular, full-time instructor of drafting – 9 months, FAC-1-6, to regular, full-time instructor of drafting – 10 ½ months, FAC-1-7, effective August 18, 2008

7. Barbara S. Lynn reclassified as regular, full-time instructor of early childhood development – 9 months, FAC-2-13, to regular, full-time instructor of early childhood development – 10 ½ months, FAC-2-14, effective August 18, 2008

8. Victoria L. Schultz reclassified as regular, full-time instructor of human services – 9 months, FAC-1-16, to regular, full-time instructor of human services – 10 ½ months, FAC-1-17, effective August 18, 2008

9. Pam S. Speights received a salary adjustment as regular, full-time instructor of speech, FAC-5A-11 to regular, full-time instructor of speech, FAC-7-12, effective August 18, 2008

10. Mary S. Wilson reclassified as regular, full-time instructor of business and technology, FAC-6A-30, to regular, full-time instructor of business and technology, FAC-6A-31, effective August 18, 2008

11. Johnnie R. Svatek extended as temporary, full-time LEAD manager, AA-1-0, to temporary, full-time LEAD manager, AA-1-1, effective September 1, 2008

D. Office of Administrative Services

E. Office of Student Services

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

1. Teodoro F. Garcia employed as regular, full-time adult basic education coordinator, GNT-1-10, effective September 2, 2008

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

1. Pong “David” S. Sheih retired as regular, full-time instructor of chemistry, FAC-7-17, effective December 31, 2008

I. Information Items: Non-contract Personnel Action

1. Thomas C. Beavers separated as regular, full-time information technology technician, P-13-3, effective September 15, 2008
2. Jessica Douglas employed as regular, full-time continuing education specialist, received

\$500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)

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3. Heidi Hardy separated as regular, full-time information technology technician, P-13-32, effective July 31, 2008
4. Lisa M. Shoppa employed as regular, full-time distance learning help desk coordinator, received \$500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)
5. Jessica R. Falcon employed as regular, full-time public safety training secretary, received \$1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)
6. Bonnie A. Garza employed as regular, full-time administrative assistant, received \$1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)
7. Susan E. Hoelscher employed as regular, full-time transcript analyst, received \$500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)
8. Sharon Mayberry resigned as regular, full-time secretary to WT, CE & Youth Activities, O-8-1, effective August 22, 2008
9. Lisa M. Shoppa employed as regular, full-time distance learning help desk coordinator, received \$500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)
10. Kristie G. Sulak employed as regular, full-time student success coordinator, received \$1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)
11. Aaron Alexander employed as regular, part-time fitness center staff, O-5-0, \$9.55 hr. x 19 hrs./wk. x 48 wks. = \$8,709.60/yr., effective August 22, 2008
12. Alice J. Becerra employed as regular, part-time senior citizen program driver, \$6.55 hr. x 15 hrs./wk. x 4 wks. = \$393.00/yr., effective September 8, 2008
13. Michael M. Cenko separated as regular, part-time fitness center staff, O-5-0, \$9.55 hr. x 15 hrs./wk. x 48 wks. = \$6,876.00/yr., effective September 3, 2008
14. Frances Gonzalez separated as regular, part-time security officer, O-9-0, \$10.68 hr. x 19 hrs./wk. x 52 wks. = \$10,551.84/yr., effective August 19, 2008
15. Brady J. Kubena employed as regular, part-time fitness center staff, O-5-0, \$9.55 hr. x 15 hrs./wk. x 48 wks. = \$6,876.00/yr., effective September 8, 2008
16. Jason Pitz separated as regular, part-time fitness center staff, O-5-0, \$9.55 hr. x 12 hrs./wk. x 48 wks. = \$5,500.80/yr., effective August 29, 2008

17. Pete Acosta separated as temporary, part-time custodian, O-1-0, \$8.38 hr. x 19 hrs./wk. x 52 wks. = \$8,279.44/yr., effective August 31, 2008

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18. Carlton A. Doetsch separated as temporary, part-time general maintenance/summer help, O-1-0, \$8.38 hr. x 40 hrs./wk. x 10 wks. = \$3,352.00/yr., effective August 31, 2008
  19. Tyler W. Freese separated as temporary, part-time general maintenance/summer help, O-1-0, \$8.38 hr. x 40 hrs./wk. x 10 wks. = \$3,352.00/yr., effective August 31, 2008
  20. Silvano Grosso employed as temporary, part-time math tutor, \$15.00 hr. x 8 hrs./wk. x 33.5 wks. = \$4,020.00/yr., effective September 15, 2008
  21. Carol G. Hall employed as temporary, part-time math tutor, \$15.00 hr. x 19.5 hrs./wk. x 15 wks. = \$4,387.50/yr., effective August 23, 2008
  22. Katherine A. Kunkel extended as temporary, part-time administrative clerk, O-10-6, \$11.92 hr. x 19.5 hrs./wk. x 48 wks. = \$11,157.12/yr., to temporary, part-time administrative clerk, O-10-6, \$12.38 hr. x 30 hrs./wk. x 52 wks. = \$19,312.80/yr., effective October 1, 2008
  23. Hannah E. Mann employed as temporary, part-time biology lab worker, \$6.55 hr. x 5 hrs./wk. x 30 wks. = \$982.50/yr., effective September 8, 2008
  24. Amanda D. Youngblood separated as temporary, part-time HR clerk, O-5-0, \$9.54 hr. x 19 hrs./wk. x 10 wks. = \$1,812.60/yr., effective August 31, 2008
- 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

#### **CERTIFICATE AS TO POSTING OR GIVING OF NOTICE**

On this \_\_\_\_ day of September 2008, 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.

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Deanna Feyen  
Executive Secretary to the President