



**Wharton County  
Junior College**

**Proposed Agenda Item  
Board of Trustees Meeting**

Date of Board Meeting: 11-15-16

Date of This Proposal: 11-1-16

**SUBJECT (item as it will appear on agenda):** Renovate Space on Richmond Campus to Add Dean Office

**RECOMMENDATION:** Approve transferring funds to renovate space and create an office for the Dean of Vocational Instruction

**BACKGROUND/RATIONALE:**

The Dean of Vocational Instruction (DVI) needs adequate office space to include an office for an administrative assistant. TSTC recently vacated two classrooms and two offices on the Richmond campus. The space needs minor renovation and furniture to accommodate WCJC's needs. By simultaneously renovating the current administrative suite and re-assigning some offices, a more efficient and suitable office suite is created for the DVI and others.

Office furniture, classroom storage units, instructional computers, and carpet are needed to accommodate employees and students. The project encompasses two classrooms and five offices. It is prudent to also replace carpet in the Continuing Education Suite at the same time. The estimated cost for the project is under \$30,000. The request is to move funds from the Plant Repair and Replacement Fund to cover the expense.

**Estimated Cost and Budgetary Support (how will this be paid for?):** \$30,000; Transfer from the Plant Repair and Replacement Fund

**RESOURCE PERSON(S) [name(s) and title(s)]:** Leigh Ann Collins, VPI

**SIGNATURES:**

\_\_\_\_\_  
Originator

\_\_\_\_\_  
Date

*LAC*  
\_\_\_\_\_  
Cabinet-Level Supervisor

11-1-16  
\_\_\_\_\_  
Date

**PRESIDENT'S APPROVAL:**

*Betty H. Malin*  
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11-9-16  
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