WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

December 14, 2004

Prepared by the
Office of the President
Wharton County Junior College
## Members of the Board of Trustees
**Wharton County Junior College District**

<table>
<thead>
<tr>
<th>BOARD POSITION</th>
<th>NAME</th>
<th>TERM EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>P. D. (Danny) Gertson, III Chair</td>
<td>May 2006</td>
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<tr>
<td>5</td>
<td>Rick Davis</td>
<td>May 2006</td>
</tr>
<tr>
<td>9</td>
<td>Jack C. Moses</td>
<td>May 2010</td>
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<tr>
<td>3</td>
<td>Georgia Krenek</td>
<td>May 2008</td>
</tr>
<tr>
<td>8</td>
<td>Oliver W. Kunkel, Jr.</td>
<td>May 2008</td>
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<tr>
<td>2</td>
<td>Lawrence Petersen</td>
<td>May 2010</td>
</tr>
<tr>
<td>4</td>
<td>Phyllip W. Stephenson</td>
<td>May 2008</td>
</tr>
<tr>
<td>1</td>
<td>Lloyd M. Nelson</td>
<td>May 2010</td>
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</tbody>
</table>
AGENDA

Regular Meeting
WCJC Board Room
Hutchins Memorial Center
911 Boling Highway
Wharton, Texas 77488
6:30 PM

DECEMBER 14, 2004

See Under Tab

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The regular meeting on November 16, 2004

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

VII. Reports to the Board

A. Financial Reports for November 2004

(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 month of November 2004

VIII. Reports from Committees of the Board

A. Audit/Finance Committee: Mr. Kunkel

B. Facilities Committee: Mr. Petersen

C. Legislative Committee: Mr. Petersen

-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 creation of a new position for administrative assistant to the vice-president of technology and institutional research – ($25,200 – current operating budget for FY05)

XII. Matters Relating to Student Services

XIII. Matters Relating to Personnel ............................................................................... C

A. Board of Trustees

B. Office of President/Senior Administration

C. Office of Academic Affairs

1. Geneen G. Lannom reclassified from temporary to regular, full-time instructor of biology, FAC-1-10, effective January 10, 2005
D. Office of Administrative Services

E. Office of Student Services

F. Information Items: Contract Personnel Actions

1. John D. Matula resigned as a regular, full-time instructor of biology, FAC-1-0, effective December 16, 2004

G. Information Items: Non-contract Personnel Actions

1. Dyane M. Thomasson employed as a regular, full-time testing assistant, 0-6-0, effective November 1, 2004

2. Charlotte Y. Jackson employed as a regular, part-time adult basic education aide at $9.57/hr. x 32 hrs./wk. x 32 wks. = $9,799.68/yr., effective December 1, 2004

3. Mirra C. De la Garza employed as a regular, part-time adult basic education aide at $9.57/hr. x 32 hrs./wk. x 32 wks. = $9,799.68/yr., effective December 1, 2004

4. Magarita Tajalosa, regular, part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 10 hrs./wk. x 32 wks. = $2,880/yr. to $9.57/hr. x 10 hrs. x 32 wks. = $3,062.40/yr., effective December 1, 2004

5. Sonia Cortez, regular, part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 10 hrs./wk. x 35 wks. = $3,150/yr. to $9.57/hr. x 10 hrs. x 35 wks. = $3,349.50/yr., effective December 1, 2004

6. Yeimy C. Pineda, regular, part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 20 hrs./wk. x 32 wks. = $5,760.00/yr. to $9.57/hr. x 20 hrs. x 32 wks. = $6,124.80/yr., effective December 1, 2004

7. Candida C. Mata, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 20 hrs./wk. x 32 wks. = $5,760.00/yr. to $9.57/hr. x 20 hrs. x 32 wks. = $6,124.80/yr., effective December 1, 2004

8. Lara Luciana, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr. to $9.57/hr. x 32 hrs. x 32 wks. = $9,799.68/yr., effective December 1, 2004

9. Maria L. Guevara, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr. to $9.57/hr. x 32 hrs. x 32 wks. = $9,799.68/yr., effective December 1, 2004

10. Michael L. Delgado, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr. to $9.57/hr. x 32 hrs. x 32 wks. = $9,799.68/yr., effective December 1, 2004

11. Irma M. Delgado, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr. to $9.57/hr. x 32 hrs. x 32 wks. = $9,799.68/yr., effective December 1, 2004
12. Margarito C. Cervantez, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875.00/yr. to $9.57/hr. x 25 hrs. x 35 wks. = $8,373.75/yr., effective December 1, 2004

13. Mary Jane Briones, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875.00/yr. to $9.57/hr. x 25 hrs. x 35 wks. = $8,373.75/yr., effective December 1, 2004

14. Maria D. Alvarado, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875.00/yr. to $9.57/hr. x 25 hrs. x 35 wks. = $8,373.75/yr., effective December 1, 2004

15. Lola A. Beaver, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875.00/yr. to $9.57/hr. x 25 hrs. x 35 wks. = $8,373.75/yr., effective December 1, 2004

16. Jane A. Kuhlman received a salary adjustment as a regular, part-time driver for the senior citizen program from $3.15/hr. x 12 hrs./wk. x 50 wks. = $3,090/yr. to $5.25/hr. x 12 hrs./wk. x 50 wks. = $3,150/yr., effective October 1, 2004

17. Victoria Mercado reclassified from a temporary, part-time Human Resources clerk, $8.13/hr. x 30 hrs./wk. x 48 wks. = $11,707.20/yr. to a temporary full-time Human Resources clerk, 0-5-0, effective December 1, 2004

18. Rosa Lopez reclassified from a part-time custodian, $6.97/hr. x 19 hrs./wk. x 52 wks. = $6,886/yr., effective November 15, 2004

19. Joan B. Fertsch employed as a temporary, part-time MIS-project management training coordinator at $15/hr. x 20 hrs./wk. x 30 wks. = $9,000/yr., effective September 20, 2004

20. Joan B. Fertsch separated as a temporary, part-time MIS-project management training coordinator at $15/hr. x 20 hrs./wk. x 30 wks. = $9,000/yr., effective November 15, 2004

21. Vicki J. Kane resigned as a regular, full-time data exchange specialist in financial aid, P-11-10, effective November 30, 2004

22. Ramona Vargas resigned as a regular, part-time aide in adult basic education, $9.00/hr. x 10 hrs./wk. x 39 wks. = $3,510/yr., effective November 17, 2004

23. Jacqueline L. Cordero separated as a regular, part-time aide in adult basic education, $9.00/hr. x 19 hrs./wk. x 39 wks. = $6,669.00/yr., effective November 11, 2004

IV. 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).

XV. Action on items discussed in closed session
A. Sale of Real Property
B. Grant Easement
XVI. Matters Relating to Formal Policy

XVII. Other Business

XVIII. Adjourn
Reading of the Minutes

A. The regular meeting on November 16, 2004
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
November 16, 2004

The Wharton County Junior College District Board of Trustees met in regular session on November 16, 2004 at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Rick Davis, Vice Chair; Mr. Jack Moses, Secretary; Mr. Gerald Donaldson; Mrs. Georgia Krenek; Mr. Oliver Kunkel; Mr. Lloyd Nelson; Mr. Lawrence Petersen; and Mr. Phil Stephenson.

Trustees Absent: None

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Vice-President of Instruction; Mr. Bryce Kocian, Vice President of Financial Services; Ms. Pam Younghblood, Vice President of Technology and Institutional Research; Ms. Gloria Crockett, Executive Secretary to the President; Mr. Albert Barnes; Ms. Barbara Bubela; Ms. Darlene Byrd; Ms. Zina Carter; Ms. Jessica Douglas; Mr. Mike Feyen; Mr. Scott Glass; Mr. Russell Hill; Mr. Jerry Hoke; Mr. Robby Matthews; Mr. Dale Pinson; Dr. Wayne Taylor; Mr. Gus Wessels; Mr. Robert Wolter; and Mr. Phillip Wuthrich.

Also Present: Mr. Ron Sanders; Wharton Journal-Spectator; Mrs. Dianne Nelson, citizen of Louise; Mr. Louis Edwards, citizen of Wharton; Ms. D. C. Dunham, Bay City Community Economic Development Corporation; Ms. Deborah Popek, Bay City Community Economic Development Corporation; Richard Walton, Bay City ISD; and David Shield, Bay City ISD.

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

The meeting was called to order at 6:30 PM.

ITEM II: PLEDGE OF ALLEGIANCE

Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The minutes of the regular meeting for November 16, 2004 were approved as presented.

ITEM IV: CITIZENS' COMMENTS

Mr. Louis Edwards, Wharton citizen, addressed the board and requested that they consider giving a tax exemption on homesteads and disabled property owners. Mr. Gertson thanked Mr. Edwards for his comment and stated that the request would be reviewed.
ITEM V: SPECIAL ITEMS

A. Presentation by Bay City Community Development Corporation.

-Ms. D. C. Dunham, Executive Director of the Bay City Community Development Corporation, introduced Mr. Richard Knapik, mayor of Bay City, Ms. Deborah Popek, Bay City Community Development Corporation Board Member, Mr. Richard Walton, Superintendent of Bay City ISD, and Mr. David Shield, Bay City ISD Board member. Ms. Dunham stated that the Bay City Community Development Corporation, the mayor Richard Knapik, and the Bay City ISD are interested in WCJC having a permanent location in Matagorda County. Bay City ISD would donate 5 acres of land for a college building on the Bay City ISD High School property. Mr. Walton stated some concerns that he has regarding the high out of district fees and maintenance of property. Bay City is not in the WCJC taxing district and is not interested in joining the WCJC taxing district. Ms. Dunham stated that the Development Corporation and Bay City ISD would like to move forward with this project and requested a commitment from the WCJC Board of Trustees.

-Ms. Dunham reported that the timeline is to have a permanent facility on the high school campus in two years.

-One concern that the WCJC Board has is the location of the pipeline that runs across the Bay City High School property. DC Dunham stated that a parking lot could be built over the pipeline but a building could not be constructed over the pipeline.

-The WCJC Board stated that they are interested in pursuing this proposal and requested that the Bay City Community Development Corporation work with College administrative to develop a proposal.

-Ms. McCrohan thanked the Bay City group for their presentation and interest in WCJC being a part of the Matagorda County Education system.

B. Approve the external audit for FY 2004

-Oliver Kunkel gave an update on the audit for FY2004. The audit/finance committee met and reviewed the audit and recommends that the Board approve the audit as presented.

BOARD ACTION: On a motion by Ms. Krenek and a second, the board unanimously approved the audit for FY2004.

ITEM VI: PRESENTATIONS, AWARDS, AND/OR PRESIDENT'S REPORT

A. Ms. McCrohan provided an update of the Texas Association of Community Colleges presentation given to the Senate Finance committee on November 9. Ms. McCrohan, Mr. Gertson, Mr. Kocian and Mr. Terrell attended the session.

ITEM VII: REPORTS TO THE BOARD

A. Financial Reports

-Gus Wessels reviewed the financial reports for October 2004.

-Bryce Kocian reviewed the Texpool report for October 2004.

BOARD ACTION: On a motion by Mr. Davis and a second, the board unanimously approved the financial reports and the Texpool report for October 2004.
ITEM VII-B: MANAGEMENT REPORTS

- The following management reports were included as a part of the Board Agenda Package:

1. Department of Information Technology: Pam Youngblood (Research Analyst/Chief Reporting Officer)
2. Financial Aid: Gus Wessels, (Dean of Financial and Business Services)
3. Student Services: Wayne Taylor (Dean of Student Services)
4. Minutes of Councils and of Extended Cabinet

ITEM VII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

-None-

ITEM VII-D: CLIPPING SERVICE FOR MONTH OF OCTOBER 2004

-News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of October 2004 and included as part of the board agenda packet for this meeting.

ITEM VIII: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee: Mr. Kunkel
   -No additional comments-

B. Facilities Committee: Mr. Petersen
   -Mr. Petersen reported that Ms. McCrohan gave the update of the October 15 meeting at the October 19 board meeting. Mr. Petersen did report that the meeting included a tour of the Wharton campus and that the campus facilities look nicer than the last campus tour.

C. Legislative Committee: Mr. Petersen
   -None-

-Mr. Gertson asked if any items needed to be pulled from the consent agenda for discussion. Ms. McCrohan stated that agenda Item IX-A should read Rescind the current tax abatement policy instead of Appeal of current tax abatement policy.

BOARD ACTION: On a motion by Donaldson and a second, the board approved the consent agenda as presented, including the change on Item IX-A to Rescind the current tax abatement policy.

-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.
ITEM IX: MATTERS RELATING TO GENERAL ADMINISTRATION

A. Appeal of the current tax abatement policy

ITEM X: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve an increase in pay for Associate Degree Nursing part-time clinical contact hours – ($7,300 current operating fund)

B. Approve additional fees charged to students of specific Emergency Medical Service courses for accident medical insurance – (estimated revenue - $840.00)

C. Information item:
   1. In the Spring 2005 semester, WCJC will begin offering all three Texas Higher Education Coordinating Board approved curricula for the Associate of Arts in Teaching degrees.
   2. Seek sealed bids from vendors to print the 2004-2005 college catalogs – ($23,000 – current unrestricted operating fund budget for 2004-2005)

ITEM XI: MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Adopt the attached list of qualified brokers that are authorized to engage in investment transactions with Wharton County Junior College

B. Approve the repair of 33,900 square feet of roof at the Sugar Land Campus by Weatherproofing Technologies, Inc. for $109,854.46 – ($109,854.46 - plant fund for 2004-2005)

C. Approve $43,049.50 for the annual maintenance contract on the College’s Distance Education Network from Southwestern Bell – ($43,049.50 – current operating budget for 2004-2005)


E. Information item:
   1. Authorize the purchasing department to solicit bids for parking lot repairs – ($100,000 - current operating budget for 2004-2005)
   2. Publish a Request for Qualifications for the purpose of selecting an architectural firm to do programming and master planning for the Wharton Campus – ($150,000 – current operating budget for 2004-2005)

ITEM XIII: MATTERS RELATING TO PERSONNEL

A. Board of Trustees
B. Office of President/Senior Administration

1. Kenneth R. Rosier employed as a regular, full-time distance learning program director, AA-15-10, effective January 5, 2005

C. Office of Academic Affairs

D. Office of Administrative Services

E. Office of Student Services

F. Information Items: Contract Personnel Actions

G. Information Items: Non-contract Personnel Action

1. Priscilla Romero employed as regular, full-time testing assistant, 0-6-0, effective October 18, 2004

2. Barbara A. Watson employed as a regular, full-time curriculum development assistant in Distance Learning, P-15-0, effective November 1, 2004

3. Mary Burttscnell employed as regular, part-time clerical aide in adult basic education, $9.57/hr. x 29 hrs./wk. x 37 wks. = $9,914.52/yr., effective October 20, 2004

4. Perez, Ricky F. employed as a regular, part-time clerical aide in adult basic education, $9.57/hr. x 28 hrs./wk. x 37 wks. = $9,914.52/yr., effective October 20, 2004

5. Claudie R. Chavira employed as a regular, part-time clerical aide in adult basic education, $9.57/hr. x 28 hrs./wk. x 37 wks. = $9,914.52/yr., effective October 20, 2004

6. Adela Pena employed as a regular, part-time adult basic education clerical aide at $9.57/hr. x 28 hrs./wk. x 37 wks. = $9,914.52/yr., effective October 20, 2004

7. Amy Chagoya employed as a regular, part-time adult basic education clerical aide at $9.57/hr. x 28 hrs./wk. x 37 wks. = $9,914.52/yr., effective October 20, 2004

8. Marcelina Garcia employed as a regular, part-time adult basic education clerical aide at $9.57/hr. x 28 hrs./wk. x 37 wks. = $9,914.52/yr., effective October 20, 2004

9. Priscilla S. Romero transferred from a regular, full-time testing assistant, 0-6-0, to a regular, full-time financial aid secretary, 0-8-0, effective October 25, 2004

10. Melissa D. Pena employed as a regular, part-time library assistant at the Sugar Land Campus, $8.13/hr. x 20 hrs./wk. x 44 wks. = $7,154.40/yr., effective October 18, 2004
11. Clancy P. Dunn resigned as regular, full-time administrative clerk I at the Ft. Bend Tech Center, 0-10-1, effective December 31, 2004

12. Laura Daleth Alanis resigned as regular, part-time adult basic education aide at $9.00/hr. x 5 hrs./wk. x 45 wks. = $1,800/yr., effective September 2, 2004

13. Sylvia Daleth Alanis resigned as regular, part-time adult basic education aide at $9.10/hr. x 4 hrs./wk. x 32 wks. = $1,164.80/yr., effective September 2, 2004

14. Ashley Lynn Limones resigned as regular, part-time adult basic education aide at $9.00/hr. x 18 hrs./wk. x 32 wks. = $5,472.00/yr., effective August 18, 2004

15. Kay O. Lawson resigned as regular, part-time adult basic education aide at $9.00/hr. x 5 hrs./wk. x 32 wks. = $1,440.00/yr., effective September 15, 2004

THE BOARD DID NOT ENTER IN EXECUTIVE SESSION.

XIV. 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).

XV. Action on items discussed in closed session

ITEM XVI: MATTERS RELATING TO FORMAL POLICY

A. Second and final reading of Board Member’s Statement of Ethics

BOARD ACTION: On a motion by Mrs. Krenek and a second, the board approved the Board
   Member’s Statement Ethics as presented.

ITEM XVII: OTHER BUSINESS

-Jack Moses stated that he is pleased to see that WCJC will be offering the Associate of Arts in
   Teaching degrees.

ITEM XVIII: ADJOURN

-The meeting adjourned at 7:25 PM.
Management Reports

The following management reports for the month of September are for your information:

1. Department of Information Technology: Pam Youngblood, (Vice President of Technology and Institutional Research)

2. Financial Aid: Gus Wessels, (Dean of Financial and Business Services)

3. Student Services: Wayne Taylor (Dean of Student Services/Director of Dual Credit Enrollment)

4. Minutes of Councils and of Extended Cabinet
Wharton County Junior College
911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560

Technology Departments
Report for the Month of November 2004

November Highlights

Fred Benson from Sungard SCT conducted three day’s of TracDat training. The training consisted of two one-hour overview sessions providing a refresher course of the mechanics of TracDat. Small one-hour group sessions followed for each individual budget authority to help personalize the data content.

A demonstration from Evisions regarding their new reporting solution called ARGOS, AdHoc Report Generation & Output Solution was presented to the technical staff. This is a new product from Evisions that focuses on Banner reporting. The technical team will be evaluating the product to see if it will satisfy the reporting needs of WCJC.

The Institutional Research Department created reports for the Program Management Plan, which consisted of a five-year history along with a summary of courses. They also distributed the Texas Gulf Coast Consortium Faculty-Staff survey to all employees to be completed by December 3, 2004.

Our Webmaster attended a free Web Seminar hosted by Houston Community College. He received beneficial information relating to tips on web design and performance.

The programming staff has initiated a plan to enhance their knowledge and skills of the Oracle database. They are meeting each Tuesday and Thursday morning to concentrate on training using an Oracle SQL programming language training.

The Database Administrator continues to work with the Texas Connection Consortium in the quest to implement the modifications for Banner 6.2.

For the month of November, 112 new service requests transpired. Of the 112 new service request, the networking team completed 76 with a total of 109 outstanding issues being completed. Also, due to the electrical storms before Thanksgiving, the phone system back up battery system was stressed and caused the batteries to malfunction. This caused an issue with phone calls coming into the college. The networking team worked around the clock to resolve this issue.
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<th>Current Year</th>
<th>Increase/Decrease</th>
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<td>Number of Eligible Applications</td>
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<td>Number of Pell Grant Recipients</td>
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<td>College Work Study Program Funds Expended</td>
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<td>134,657</td>
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### November 2004 Monthly Testing Report

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### Data Summary
- **Sugarland/calls** 283/visitors 314
- **Richmond/calls** ???/visitors 36
- **Wharton/calls** ???/visitors 234
Minutes of Councils
And Extended Cabinet

By board directive, all minutes of these meetings, after October 21, 1999, are to be included in the board agenda under Management Reports.

Following this cover sheet, therefore, are minutes for the following:

- Academic Affairs Council
  None

- Administrative Council
  None

- Faculty Council
  None

- President’s Extended Cabinet
  None
Clipping Service for Month of November 2004

- Each month a newspaper clipping service reviews the area newspapers and clips articles related to Wharton County Junior College. These are compiled into a monthly report for the information of the Board of Trustees. The clippings are for the month of November 2004.
Life flourishing at college here

There's an ebb and flow to most institutions, and right now Wharton County Junior College is rising high.

In one sense, you can get an education these days in your pajamas. On-line courses mean you'd never have to leave home if you didn't want to. And you could always do it the old fashioned way — actually reading a book.

But college is about more than classes and an education is more than getting knowledge.

Utilitarianism tried to strip the "fluff" from American colleges and the result was a soulless drudge not that different from a prison's vocational program.

What would Texas A&M be without the Fighting Aggie Band? What would Texas be without a football team — well, after OU, maybe there's a better example.

Anyway, there's a newfound spirit at Wharton County Junior College, and it's not just with the students.

At last week's band concert, there was a surprisingly large number of community members present. Faculty members were there. So, incidentally, was the college president.

And students. Lots of students. A good omen for the future.

The printed program listed "patrons" of the Fine Arts Department, folks who financially support it. The list was much longer than in prior years.

And it's not just Fine Arts. The President's Lecture Series is a heady jaunt into academia, bringing diverse noted experts to our little campus where students and public alike not only can gain insight but personally interact with these lecturers.

No wonder the WCJC Foundation is finding new financial support from the private sector of our community and region.

Wharton County Junior College has been a jewel for this community for over half a century. Sometimes it's lost some luster. Other times, it's sparkled and beckoned added admirers.

Walk the campus and you feel it. There's a rising tide, and it's lifting a lot of boats.
Influences of Texas Czechs topic of Oct. 21st WCJC lecture series

By ZINA L. CARTER

Marvin Marek, president of the Czech Educational Society of Texas and founding member of the Czech Heritage Society of Texas, will present "The Influence Czechs Have Made to Texas Culture" as part of the WCJC Fall President's Lecture Series on Thursday, Oct. 21.

The presentation begins at 7:30 p.m. in the Horton Foote Theatre in the Duson-Hanson Fine Arts Building. It is free and open to the public.

Marek’s presentation will include a brief overview of the origins and history of the Czechs in Europe and their immigration to the U.S. He will also talk about the history of Czechs in Texas.

In addition, the lecture will highlight the Czech culture with a musical presentation by the Czech Heritage Society Singers. Classical selections, inspired by the 19th century national awakening in Central Europe, will also be shared.

A native of Shiner, Marek moved to Wharton County at the age of seven. There he spent much of his time in the cotton fields, reflective of the Czech's agrarian-oriented families. He attended South Texas Junior College and the University of Houston.

As a typical Czech, Marek not only was dedicated to farming, but he was part of a close-knit family that included immigrant grandparents. His mother's great grandparents came to Fayette County from Moravia in 1855 and 1860.

His father's parents arrived in 1896.

"I have lived in a privileged age to have the experience of interacting with immigrants," he said.

Over the years, Marek has visited the "crown lands" of Moravia and Bohemia, as well as other Czech lands and European countries. A 1984 trip to Czechoslovakia was eye-opening as he observed the Communist government using John Huss (Jan Hus), a Catholic priest who questioned clergy abuses and many church practices, as a propaganda tool.

"It was very peculiar to me to see the government use Hus as a means to promote communism because his message of reform was contrary to the philosophy of communism that promotes nationalism and the universality of mankind," said Marek.

Another indelible trip took place while Marek was in Rome in November 1989 for the canonization of Saint Agnes of Bohemia. After being among 13,000 Czechs to participate in this liturgy, he learned of the Velvet Revolution in Prague, which led to the overthrow of the communist government there.

The final speaker in the WCJC Fall 2004 President's Lecture Series is Celina Fein, a Holocaust survivor. During her Nov. 16 lecture, she will share her unusual story of living with a Nazi Germany family during the Holocaust.

For more information about the lecture series, visit www.wcjc.edu or call 979-532-6322 or 1-800-561-9252, ext. 6322.
Wharton County Junior College invites you to join us for the 
Fall 2004 President's Lecture Series highlighting the theme 
Celebrating Cultures

Free • Open to the Public
For more information call 979-532-6300

WCR is an E.O.E. Institution
WCJC Chamber Singers offer concert Thursday at 7:30 p.m.

The Music Department at Wharton County Junior College presents the Chamber Singers in concert at 7:30 p.m. Thursday, Oct. 14, in the Horton Foote Theater of the Fine Arts Building.

Chamber Singers will present a variety of musical styles including Scottish folk songs, spirituals, boogie, and vocal jazz.

The concert begins with a patriotic arrangement of "America" and the "Star Spangled Banner" sung by the Women's Ensemble. Other concert titles include "O Whistle And I'll Come To Ye," "Three Madrigals," "Poor Wayfarin' Stranger," "Java Jive," "Lovers" and "Jump Shout Boogie."

Tickets will sell for $4 at the door. The concert is free for students. This is a Fine Arts Series Event. For more information, call 532-6300.

WCJC Choir Concert Oct. 14

WCJC Chamber Singers will present a concert on Thursday, Oct. 14 at 7:30 p.m. at the Horton Foote Theatre in the Duson-Hansen Fine Arts Building on the Wharton Campus. Admission is $4. For more information call 979-532-6300.
WCJC GRADUATES

Contributed Photo

Wharton County Junior College recently had 14 students graduate from the Surgical Technology Program. Pictured from left to right include: Director of the Surgical Technology Program of East Bernard, Melissa Wade, Instructor of Biology and Surgical Technology of Wharton Nancy Partlow, Korey Hammond of Bellville, Paulette Turubiate of Richmond, Adriann Garrett, and Stacey Carizales of Rosenberg, Lon Hilliard of Bay City, Christi Sterling of Richmond, Kimberly Hicks of Bay City, Marcella Maertz of Alleyton, Martha Garcia of Palacios, Andrea Gangluff of Sugar Land and Surgical Technology Instructor of Bay City Dottie Rodriguez. Not pictured are graduates Joyce Miller of Damon, Todd Jones of Van Vleck and Rachel Mikulinka of Columbus.
Chileans’ visit here partly professional, partly fun

By LARRY JACKSON
Journal-Spectator Editor

There was an extra surgeon in the operating room Thursday at Gulf Coast Medical Center. While three visiting Chilean physicians were presenting a lunch program at the El Campo Rotary Club, Dr. Maria Jose Wenk was observing a procedure being performed in the Wharton surgical suite.

“It was an opportunity I didn’t want to miss,” Dr. Wenk said.

Meanwhile, her fellow members of a Rotary Group Study Exchange were telling El Campo Rotarians about their homeland, Chile. It was a program they had given in Wharton Wednesday and will give again and again during their month-long visit to the Houston area under the auspices of Rotary International.

Led by Rotarian Alfredo Garcia of Santiago, Chile, the GSE team arrived here Wednesday morning and will leave for Columbus this morning. They came to Houston Oct. 1 and will return to Chile on Nov. 1.

Thursday morning, the team visited Bay City to learn about health care outreach in rural areas, then went to Palacios to see the operation of a small hospital.

After speaking at the El Campo Rotary Club, they visited El Campo Memorial Hospital and on Friday morning toured Gulf Coast Medical Center to learn first-hand about medium-sized hospitals. Friday afternoon, they learned about healthcare training at Wharton County Junior College.

Already, they’d visited the Texas Medical Center in Houston on their mission to get first-hand knowledge of American practices in their own particular professional field.

In return, four young professionals from the Houston area will be sent to Chile, speaking to Rotary Clubs in that nation about the U.S. and visiting with their own business and professional peers.

Despite the emphasis on medicine, there’s plenty of time for fun, too, including a visit to the Hudgins ranch to see Brahman cattle.

The Chilean men went to the Tiger football game Friday night, while Ricki Boyd took Dr. Wenk shopping. “It’s a woman thing,” Boyd joked.

Boyd served as host for Dr. Wenk during their time in Wharton.

Garcia, a YMCA executive director in Santiago, stayed with Larry and Susie Jackson. He made a visit Thursday to the Wharton Boys & Girls Club, getting a tour and souvenirs cap from his counterpart, Donald Allen, the club executive director and also a Rotarian.

Dr. Percy Brante made the presentation on Chile at Wednesday’s Rotary luncheon, showing slides of Chilean coasts and mountains, ski resorts and wine vineyards, teeming cities and barren deserts, llamas and Antarctic penguins.

Brante was hosted in Wharton by Dwight and Jaime King.

Phyllis and Jeff Silva hosted Dr. Emilio Barra during their stay.

Phyllis Silva, who works with MEHOP, the Matagorda Episcopal Health Outreach Program, not only coordinated the group’s visits to Bay City and Palacios, but herself is a former GSE participant. Last year she was a member of a team the Houston Rotary district sent to Australia.

She wasn’t a member of Rotary at that time, but joined the Wharton club after her return. Only non-Rotarians are eligible to be GSE team members.

Dr. Felipe Jurado stayed with Mike and Jennifer Murphy, Murphy, administrator at Gulf Coast Medical Center, also is a former GSE participant. Early in his career, he got to go to India on a Rotary exchange.

GSE is a unique cultural and vocational exchange opportunity for young business and professional men and women in the early years of their professional lives. Through the Rotary Foundation, the program provides travel grants for teams to exchange visits between paired areas in different countries. For four to six weeks, team members experience the host country’s institutions and ways of life, observe their own vocations as practiced abroad, develop personal and professional relationships, and exchange ideas.
WCJC volleyball team dealt loss by nationally ranked Lady Rebels

By MIKE KONVICKA
Journal-Spectator Sports Editor

BAYTOWN — The WCJC volleyball team slipped to 1-5 in the District I Region IV standings after losing to Lee College in three games Tuesday night by 30-16, 30-27 and 30-23 scores.

The second place Lady Rebels improved to 5-1 as San Jacinto beat third place Alvin 30-26, 30-22, 30-19 Tuesday to move to 5-0. The third place Dolphins fell to 3-3 and UT Brownsville was 2-2 before playing last night.

"They dominated us," said WCJC coach Harold Shilk.

"There's not much we could do. We didn't have enough hitters to get past them, but we dug and passed the ball well." Lee finished with 60 kills in the match and Kenyans Monica Simiyu and Nancy Watka finished with 28 and 17 kills respectively.

"They killed us and we couldn't stop them," said Shilk.

Wharton hitters could only muster 25 kills in the match and had 20 attacks.

Morgan Munoz finished with 10 kills. Kristyn Massad added five.

Lyndell Marek and Shelley Paul had four each.

Setter Leigh Sweeney had 17 assists with two kills. Paul also had three blocks and Meador had two.

Kayli Kerr contributed with 12 assists, two aces and four digs, and freshman Jennifer Arnold had 15 digs and eight kills.

Cariann Gutowsky, Massad and Marek had all had one block each.

Marek also had 21 digs. Amy Schneider finished with 18. Gutowsky had 13, Sweeney had 12. Le Ann Meador had 11, Massad had 10, Paul had eight and Munoz had three.

The Pioneers are still in the hunt for at least the fourth and final playoff spot with six more district matches remaining.

Wharton hosts Galveston College next Tuesday, entertains the Scorriors next Friday and Laredo next Saturday.

"We have to beat the people that we need to so we can have a chance to make the playoffs," said Shilk.
College considering new master plan

By RONALD K. SANDERS
Journal-Spectator News Editor

Wharton County Junior College is considering whether an architectural consultant should assess main campus buildings to see how they can better meet needs of college programs and their students.

It's been about 12 years since the last master facilities plan was drawn. That effort resulted in extensive repairs to existing campus buildings. It was last reviewed and updated in 1997.

WCJC has not built anything new on the main campus since the LaDieu Technology Center opened in 1996.

"We have done some (planning)," WCJC president Betty McCrohan told the board of trustees Friday. "But we need a more holistic approach so we are not just patching things."

McCrohan noted that the WCJC Chamber Singers concert nearly over flowed the Fine Arts Building auditorium Thursday night. And she said the Johnson Health Occupations Center is at capacity, stymieing enrollment growth there.

Mike Feyen, the college's physical plant director, took the trustees on a building-by-building tour Friday afternoon so the board can see the buildings' conditions first hand.

No formal vote was taken in Friday's specially called meeting.

The first vote, possibly as soon as this coming Tuesday's regular board meeting, would request proposals from architectural firms.

"It is really something that needs to be done," said Lawrence Petersen, a trustee who chair's the board's facilities committee.

The purpose of a master plan, among other things, is to give college officials a clear understanding of the facilities, their condition and their suitability to various uses, according to a report given to the board.

It also would provide a road map to maintain and expand the facilities in an economical manner in response to changes in curriculum and enrollment, the report said.

The plan also would help maximize the use of existing facilities and identify any need for new construction.

The actual document would make short-term and long-term growth projections, state the results of a needs assessment, project space needs, and develop "facility improvement conceptual plans."

The cost of the study has not yet been estimated.

Mike Feyen, right, WCJC's physical plant director, leads college board members on a tour of the Hodges Learning Center. The board looked at the main campus buildings Friday as they considered whether to conduct a building master plan.
WCJC eyes possible expansion

By RONALD K. SANDERS

Wharton County Junior College has the opportunity to expand its presence in two neighboring counties.

WCJC and Blinn Junior College have been asked to submit competing proposals to open a stand-alone satellite campus in Sealy, in Austin County.

The Sealy Independent School District board of trustees will hear the two proposals on Oct. 4 and will decide between the two on Oct. 19.

"Either way, it will be a win-win situation for Sealy ISD and the city of Sealy," said Kim Melonick, executive director of Sealy Economic Development Corp.

Space would be provided potentially by the Sealy Economic Development Corp. at the largely vacant Sealy Outlet Mall.

A total of 100,000 square feet inside the 190,000 square foot facility is currently not occupied.

"It would be a perfect location," Melonick said.

Also, city and economic development leaders in Matagorda County plan to approach the WCJC board next month about a campus in Bay City. They propose that WCJC occupy a stand-alone satellite campus on or adjacent to the Bay City High School campus. The Bay City Community Development Corp. would underwrite the construction costs of the building under the plan.

It's been tried before, however, in a number of false starts over the last few years. But new leadership in Bay City have brought new enthusiasm to the effort.

"I think it is a step in the right direction," WCJC president Betty McCrohan said.

Bay City Richard Knapik, who took office in June, was previously executive director of the Bay City Chamber of Commerce. "We are trying to get the tracks back in line," Knapik said.

"In today's world, we need an educated workforce. It would be nice for WCJC to have a permanent presence in Bay City."

In consideration for paying for the campus construction, the Bay City Community Development Corp. is likely to ask WCJC to waive out-of-district tuition fees for students enrolled there.

"We do have a small presence with WCJC at this time. I feel we need (more) continuing education in Matagorda County," said D.C. Dunham, who became the development corporation's new executive director in July.

WCJC currently offers dual-credit classes at the high school and process technology classes at the Testengear Training Center on Texas 60.

The Testengear building is not deemed as satisfactory in the long term, McCrohan said. She added that officials there prefer a new campus by the high school, instead.

Matagorda County is in WCJC's designated service area, but not its property taxing district.

That means Matagorda County students pay higher, out-of-district tuition and fees. That's $1,350 per 15 semester-hours, compared to $910 for in-district students.

The WCJC taxing district includes Wharton
WCJC cowgirls take title at Uvalde rodeo

UVALDE – The WCJC women’s rodeo team claimed the team title at the Southwest Texas College competition held last weekend up in the Hill Country town of Uvalde.

WCJC totaled up 273 points while Texas A&M finished second with 175 1/2 points. Sam Houston State University was third with 151 1/2 points.

The win also put WCJC atop in the Southern Region standings with 383 points. A&M is second with 370 1/2 points.

WCJC cowgirl Whitney Clopton took the All-Around title, totaling up 159 points.

Clopton took first in goat tying with a 7.7 second average and she was second in barrel racing and had a 17.23 second average.

Stephanie Jacks was fourth in goat tying with an 8.6 average. Carly McCumber was second in breakaway calf roping with a 3.1 average.

The WCJC men’s team finished third with 106 1/2 points. McNeese State University took first with 250 points and host Northeast was second with 136 1/2 points.

McNeese teams the region with 450 points. Hill College is second with 323 points and WCJC is third with 305 1/2 points.

Levi Hapney finished fourth in the bull riding competition with 70 points.

William Lowrance was eighth in bareback riding with 15 points.

Sports Scene

...A look at the area’s upcoming events

Tennis

**Today**
Wharton vs. Montgomery at Bellville High School ........................................... 9 a.m.

**Monday**
Cross Country
East Bernard at Giddings Invitational ....................................................... 4 p.m.

**Tuesday**
High School Volleyball
25-3A – Sweeny at Wharton, Varsity-JV-Frosh ........................................... 5 p.m.
26-2A – East Bernard vs. Yes Prep at Houston, JV-Varsity ...... 4:30 p.m.

Junior College Volleyball
Galveston College at Wharton County Junior College ............... 7 p.m.
WCJC eyes Sugar Land for campus expansion

By RONALD K. SANDERS

Plans are "on track" to enlarge University of Houston's Sugar Land campus in partnership with Wharton County Junior College, the college's new president said Friday.

Tim Hudson, the new president of University of Houston-Victoria, said he would expect the 145,000 square-foot addition to be built in two to four years, depending on the timetable for funding.

"It is on track," he told reporters at a press luncheon at the Sugar Land campus.

"The conversation is not whether we are going to get it done. It is how we are going to get it done."

UH-V manages the Sugar Land campus for the UH System.

The university opened the campus in a single 57,000 square-foot building in 2001 at U.S. 59 and University Boulevard. It already is out of space, however. Four portable buildings have been brought in. About 2,200 UH students are enrolled there.

Previously, UH leased space from WCJC's CentraPlex campus, a converted office park that WCJC owns on Julie Rivers Drive in Sugar Land.

WCJC officials would like to sell the office park and move in with UH. UH likes the idea as well.

"We not only want, we need ... a relationship with a community college, and they (WCJC) have committed to that relationship," Hudson said.

UH teaches only upper level courses there. WCJC is a critical "feeder" for the UH system, as WCJC teaches just the first two years of a higher education.

But Houston Community College is an even larger feeder institution, with a large campus in Stafford in east Fort Bend County.

UH plans to expand in Sugar Land next to its existing building. The 145,000 square-foot addition would be either in one or two separate buildings.

Under the plan, WCJC would lease space from UH. That rent money would help retire debt on the construction bill. UH would own the new space.

That's the reverse of what had been done at the CentraPlex. WCJC was the landlord, with UH doing the renting.

Hudson said funding will be sought from the Texas Legislature in its next session. Other funding sources would likely be grants, bonds and dedicated student fees.

Hudson, who became UH-V president on Sept. 1, was formerly University of Southern Mississippi's provost and vice president for academic affairs.

He holds a Ph.D. in geography from Clark University in Worcester, Mass.
Free GED and ESL classes

Free GED and ESL classes are now being offered by Wharton County Junior College. Day and night classes are being offered at locations in Fort Bend County. For information, call (979) 532-6301 or 1-800-561-9252, ext. 6301.

Students to go to college day at WCJC

All East Bernard High School seniors will travel by bus to the Wharton County Junior College main campus for "college day" on Wednesday, Nov. 3.

Colleges from around the state will have a representative there to answer questions and to give out information.

If a senior has any other WCJC business that needs to be attended to, this will be the time to do that, such as applications and registrations.

All seniors are expected to travel by bus, counselor Cathy Hines said.

She said students should come see her if there is a problem.

The buses will leave from the Band Hall bus ramp at 8:30 a.m. and will return about noon.

WCJC choral dinner Oct. 30

The Wharton County Junior College will present the Choral Dinner/Music Revue on Saturday, Oct. 30. Tickets, costing $20 each, can be reserved by calling 532-6300.
WCJC Surgical Technology
Students Graduate

Wharton County Junior College is pleased to announce the recent graduation of fourteen students from the Surgical Technology Program.

The graduates and instructors include (pictured left-to-right): Melissa Wade, Director of the Surgical Technology Program of East Bernard, Nancy Partlow, instructor of Biology and Surgical Technology of Wharton, Korey Hammond of Bellville, Paulette Turrubiate of Richmond, Adriann Garrett, and Stacy Carrizales of Rosenberg. Also, Lori Hilliard of Bay City, Christie Sterling of Richmond, Kimberly Hicks of Bay City, Marcella Maertz of Alleyton, Martha Garcia of Palacios, Andrea Gangluff of Sugar Land, Mary Jo Spanihel, Surgical Technology instructor of Rosenberg, Megan Stacy of Sugar Land, and Dottie Rodriguez, Surgical Technology instructor of Bay City. Not pictured are graduates Joyce Miller of Damon, Todd Jones of Van Vleck, and Rachel Mikulenko of Columbus.

As part of the graduation ceremony, two students received special awards. These students are, Kimberly Hicks receiving the Clinical Achievement Award and Joyce Miller receiving the Academic Achievement Award.

Prior to graduation, students successfully completed one year of intensive study to prepare and enable them to pass the National Certification Exam for Surgical Technologists. Upon receiving their certification, they will practice the science and technology of Surgical Technology in many areas of their local communities.

Applications for the 2005 Fall Class will be accepted through May 30, 2005.

For information and application contact WCJC’s Surgical Technology Program at (979) 532-6310.

Photo Courtesy of WCJC
WCJC Wharton LVN Program Graduates 21

Wharton County Junior College is pleased to announce the recent graduation of twenty-one students from the Wharton Vocational Nursing Program.

The graduates and faculty include (standing left-to-right) front row: Shana O’Roark, instructor, Chris Ware of Wharton, Johanna Ledwig of Ganado, Ashley Valentine of Lolita, Jane Hartman of Midfield, Linda Montalvo of El Campo, Patricia O’Brien of Bay City, Tiffany De Luca of Needville, Hortense Akame of Houston, Cheryl Dabelgott of Bay City, Stephanie Janicek of Bellville, Kay Matthews of El Campo, Ginger White, LVN Director.

Graduates and faculty (standing left-to-right) second row: Heather Hogan of El Campo, Dawn Bosley of Bay City, Karen Coohan of Bay City, Rebecca Martin of Bay City, Shirley Morris of Bay City, Maria Herrera of Columbus, Candy Sharp of Boling, Alecia Gibson of Palacios, Denise Bauer of El Campo, and Julie Smith of Bay City.

Prior to graduation, students successfully completed one year of intensive study to prepare and enable them to pass the National Council of State Boards of Nursing Exam.

Upon receiving their Vocational Nursing license, they will practice the art and science of nursing as a licensed vocational nurse in many areas of their local communities.

Applications for the 2005 Fall Class will be accepted through May 31, 2005.

For information and application contact WCJC’s Vocational Nursing Program at (979) 532-6491.

Photo Courtesy of WCJC
WCJC alumni gears up for November reunion

WHARTON, Oct. 21, 2004 - Wharton County Junior College's Alumni Association is gearing up for its next reunion on November 6, 2004. The reunion will be held in the Pioneer Student Center at the Wharton campus from 5 p.m. to 7:30 p.m. Organizers hope to raise funds for student scholarships through ticket sales and proceeds from a silent auction.

"We're counting on the community to show their support for this important event," said Zina Carter, WCJC director of marketing and communications. "Anyone who purchases a ticket will be helping to raise much needed funds for student scholarships."

Tickets for the event are $15.00. Sponsor table tickets are $300 per table with seating for eight guests. Sponsors will receive recognition at the event, recognition in the program, and reserved tables with naming. Silent auction donators will receive recognition in the reunion program.

In addition to the silent auction, the event will feature a special performance by the WCJC Choir, recognition of the classes of 1953 and 1954, introduction of recent scholarship recipients, and the presentation of the WCJC Alumni Distinguished Alumnus Award.

"Each year the alumni association board of directors looks forward to presenting scholarships to WCJC students," said Carter. "It is the goal of the association to increase its scholarship offerings each year. Area businesses are encouraged to join the association in its fund drive efforts by purchasing a sponsor table for $300."

(See WCJC, Page 5-B)

-WCJC candidates

(Continued from Page 3-B)

or donating an item to the silent auction. The combined efforts of the association, community members, and businesses will make the lives of future students easier with financial assistance to attend Wharton County Junior College.

Candidates for 2004 Wharton County Junior College Alumni Association Distinguished Alumnus Award are as follows:

Jack Moses
George Lehnert
Jim Faetcher
Doris Lee "Hank" Allen
Charles Soechting

For more information about the reunion, to purchase tickets, or to donate a silent auction item, contact the WCJC Office of Marketing and Communications at 979.532.6322.
WCJC ladies take first at McNeese rodeo competition

The WCJC women's rodeo team brought home the championship trophy from this past weekend's McNeese State University competition in Lake Charles, La. WCJC totaled up 240 points to beat out second place Sam Houston State University, who finished with 175 points.

Texas A&M was third with 125 points and Hill College was fourth with 80 points.

WCJC leads the Southern Region with 623½ and A&M is second with 495 points. Sam Houston was third with 461½ points.

The WCJC men's team finished third at McNeese with 200 points. The hosts took first with 295 points and Panola Junior College was second with 205 points. WCJC is second in the region with 506½ points. McNeese is on top with 745 points and Hill College is third with 473 points.

For the WCJC ladies, Stephanie Jacks won the goat tying competition with 262 points and Whitney Clopton was fifth with 87 points.

Jacks is on top in the region with 262 points and Clopton is fifth with 87 points.

Clopton finished fourth in barrel racing with 60 points. Morgan Montello tied for 13th with 10 points.

Clopton is fourth in the region with 72 points.

Carly McCumber finished second in breakaway calf roping with 142 points and Clopton was sixth with 50 points.

McCumber is second in the region with 142 points and Clopton is sixth with 50 points.

For the men, Clay Hindeman won the bull riding competition with a 161 score and Chase Hermes was sixth with an 82 score.

Hindeman is third in the region with 80 points.

Dustin Domangue also had 80 points.

Levi Hayne took second in steer wrestling with a 10 second average and he's second in the region with 172 points.

Timothy Erickson finished sixth in tie down calf roping with 204 points.

WCJC is open this week and competes at Sam Houston State University in Huntsville Nov. 4-6.
WCJC's Dr. Spellman reviews his latest book Nov. 8 for club

The Wharton Book Review Club will meet at 10 a.m. Monday, Nov. 8, in the Fellowship Hall of First United Methodist Church.

Paul N. Spellman, Ph.D., will review "Captain John H. Rogers, Texas Ranger," a history book he wrote which was published in 2003.

Dr. Spellman is an instructor of U.S. and Texas history at Wharton County Junior College and serves as chair of the WCJC Division of Communications and Fine Arts. He has been at WCJC for seven years and prior to that taught at Houston Community College, the University of Houston and Texas A&M in Kingsville.

He has an undergraduate degree in American Literature from Southwest Texas University, a master's degree in history from the University of Texas at Austin and his Ph.D. in history from the University of Houston.

Dr. Spellman's published books include: "Race to Velasco" (1995); "Forgotten Texas Leader, Hugh McLeod and the Texan Santa Fe Expedition" (1999); "Spindletop Boom Days" (2001) and "Captain John H. Rogers, Texas Ranger" (2003).

He has also published several articles in professional journals and has one currently in the Texas Ranger Dispatch on-line. He is also working on another book, a biography of another Ranger, Captain James A. Brooks, which will be published in 2006.

Memberships are $20. Guests or individual reviews are $5 and may be purchased at the door.
A Bingo for seniors

Wharton County Junior College's senior citizens program will have bingo for seniors from 2 to 4 p.m. today at the LaDieu Center. Avalon Place will furnish prizes and refreshments. For more information call 532-6430.

Drama students get busy

Wharton County Junior College drama students, left, Katy Schulze of Palacios, and Nick Rubio of Lissie work on costumes for the group's upcoming production of William Shakespeare's "A Mid Summer Night's Dream," which will be held Nov. 11 to 14 in the Horton Foote Theater on campus. Tickets are $4 each and free to Fine Arts Series subscribers and WCJC students.
Dunham to discuss Bay City campus proposal with WCJC

By Michael Smith
Tribune Staff Writer

BAY CITY — Bay City Community Development Corporation (BCCDC) executive director D.C. Dunham outlined the talking points Monday night that she will present to the Wharton County Junior College (WCJC) board for a Bay City campus.

Dunham envisions a WCJC extension that would offer amenities such as a "business incubator" — or small business development center, distance learning and degree programs that would lead to an eventual four-year curriculum, she said.

While a local community college would create new jobs and an educated workforce, it also could bring more recognition and visibility to Bay City, Dunham said.

Dunham also proposed that BCCDC consider whether to build a new building or renovate an old one to house the campus, adding that the Testengeer building — where a small WCJC satellite is presently headquartered — is not adequate.

"We've really outgrown that facility and need a more permanent one," Dunham said.

Bay City Independent School District (BCISD) officials support the plan, and are willing to allow use of district land, laboratories and facilities, she said.

"I have gotten verbal (agreement) from them that they want to do this," Dunham said.

The proposal is in its early stages, and Dunham said that an agreement possibly could be worked out with WCJC that would restrict out-of-district fees for students and not require any county tax increases, she said.

Brazosport College officials also have expressed interest in a Bay City campus, but if they wanted to expand into the county, that would require WCJC permission because Matagorda County is in WCJC's service area, Dunham said.

Dunham, BCCDC board members Debbie Popek and Mike Wade and other officials will present their plan to WCJC on Nov. 16.

In other BCCDC news:

■ The board discussed the plans and possible funding sources for a youth recreational complex on nine acres of property on 12th Street given to the city by the Hardeman family.

The proposed Hardeman Park project would include a youth football field and a skate park.

The city could possibly cut its costs by separating the youth football field and skate park into two different projects, said Rory Hafermick, Parks and Recreation Department director.

Presently, the total cost for the project is $368,000.

"I think we can develop it for half that price," Hafermick said.

Hafermick should seek funding based on the original plan — by seeking grants and funds from private sources and not treating the field and skate park as separate items, said Joe Enoch, BCCDC vice president.

"I can't see us funding the whole thing," Enoch said. "That sets a bad precedent across the city."

The board requested Hafermick do more research before it discusses the facility at a later date.

■ BCCDC approved $18,000 to fund operations for the University of Houston Small Business Development Center (UHSBDC) in Bay City and $5,500 for services by the Best Ed Institute for affordable home ownership training.
WCJC Alumni Assn.
reunion set Nov. 6

Wharton County Junior College’s Alumni Association is gearing up for its next reunion on Nov. 6 from 5-7:30 p.m. in the Pioneer Student Center at the Wharton campus.

Organizers hope to raise funds for student scholarships through ticket sales and proceeds from a silent auction.

"We're counting on the community to show their support for this important event," said Zina Carter, WCJC director of marketing and communications. "Anyone who purchases a ticket will be helping to raise much needed funds for student scholarships."

Tickets for the event are $15. Sponsor table tickets are $300 per table with seating for eight guests.

Sponsors will receive recognition at the event, recognition in the program, and reserved tables with naming. Silent auction donators will receive recognition in the reunion program.

In addition to the silent auction, the event will feature a special performance by the WCJC Choir, recognition of the classes of 1953 and 1954, introduction of recent scholarship recipients, and the presentation of the WCJC Alumni Distinguished Alumnus Award.

"Each year the alumni association board of directors looks forward to presenting scholarships to WCJC students," said Carter. "It is the goal of the association to increase its scholarship offerings each year."

Area businesses are encouraged to join the association in its fund drive efforts by purchasing a sponsor table for $300 or donating an item to the silent auction.

Candidates for 2004 Wharton County Junior College Alumni Association Distinguished Alumnus Award are: Jack Mose, George Lehnert, Jim Faetche, Doris Lee "Hank" Allen and Charles Soechting.

For more information about the reunion, to purchase tickets, or to donate a silent auction item, contact the WCJC Office of Marketing and Communications at (979) 532-6322.
WCJC Alumni plan reunion

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For more information about the reunion, to purchase tickets, or to donate a silent auction item, contact the WCJC Office of Marketing and Communications at 979-532-6322.
FBISD approves contract for GEDs

By CHRISS SANSONE

The Fort Bend ISD board of trustees unanimously approved Monday agreements with Wharton County Junior College (WCJC) to continue to provide adult basic education and GED classes for the district's patrons.

A memorandum of understanding between the district and WCJC was developed as part of a Texas Education Agency requirement that adult education providers collaborate with local school systems to offer such programs.

According to Dr. Holly Dale, the district's associate superintendent of achievement and development, WCJC provides adult basic education classes at the Fort Bend ISD Education Complex and Townest Elementary in conjunction with the district's Family Literacy Even Start/EL Civics programs.

"The college benefits from the use of our facilities at no cost and the ready availability of eligible participants," Dale said, "and the district receives adult education services for eligible families at no cost to the district."

Dale said the coordinated efforts of the college and the district result in a more efficient and effective comprehensive program for some of the most at-risk families in the district.

A memorandum of understanding and consortium agreement with WCJC was also approved to provide FBISD with a dropout prevention program. This program will meet the needs of students who have dropped out of school and who have a desire to obtain a GED.

Dale said students withdrawing from FBISD high schools without the intention of enrolling in another school district are given an opportunity to attend a GED program provided by WCJC at no cost to the student.

Students enrolled in a GED program continue their education and therefore are removed from the campus/district’s dropout files. The agreements call for two sites—Bush and HighTower High Schools—to be open for the classes held on Tuesday and Thursday evenings.

The district's only cost for the 2004-05 school year is approximately $8,460 for security.

The board also approved a contract between the district and Learning Systems, a company that offers the National Merit Review Program (NMRP) study course to district high school students and the Duke Talent Search seminars for middle school students.

The students taking the NMRP course will pay an all-inclusive $180 registration fee instead of the customary $450 to $745.

Learning Systems SAT/PSAT preparation courses are used in over 100 school districts in Texas, Oklahoma, Maryland, Tennessee and California. Over 100 high schools in Texas use their materials and methods and each year about 10,000 students take their courses.

Students in the seventh grade are candidates for the Duke Talent Search seminar. This seminar is conducted in October, November, December, and January immediately prior to each scheduled SAT administration.

District students qualify for this program based on their TAKS scores or ITBS scores. The scores reported for the SAT are sent to Duke University. The students' scores may qualify them for summer programs offered to potentially gifted students at Duke University.
**Choral Dinner/Revue**

The Music Department of Wharton County Junior College will present the 13th Annual Choral Dinner/Music Revue, plus auction, tonight at the Pioneer Student Center, beginning at 7 p.m. The dinner show will raise funds for the annual choir tour. Tickets, costing $20 each, can be reserved by calling 532-6300.

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**WCJC splits matches with UT Brownsville, Laredo**

*By MIKE KONIVICKA*

WCJC's volleyball team split matches with UT Brownsville and Laredo Community College over the weekend.

WCJC lost to the Scorpions 30-15, 30-27, 30-19 on Friday and then beat the Lady Palominos 27-30, 30-28, 30-27, 30-19 on Saturday.

"We played good," said WCJC volleyball coach Harold Shilk. "We played with a lot of intensity and wanted to beat Laredo."

The Lady Pioneers had played a terrible match last Tuesday against Galveston, losing in four games.

"We played a lot better. We served well, dug the ball well and hit ball," said Shilk.

WCJC entered Tuesday's road match against San Jacinto in Pasadena with a 2-6 district record.

The Lady Ravens were tied for first with Lee College with 9-5 records.

The Lady Rebels played Galveston who was 2-4.

In Saturday's win, Needville graduate Cariann Gutowsky set a new school record with 61 digs. She also had 11 kills.

WCJC totaled up 71 kills in the match, which was a season team high.

Kristyn Massad had 15 kills to go along with six aces and 20 digs.

Morgan Munoz added 12 kills and had six digs. Shelley Paull had 10 kills and four digs.

Setter Leigh Sweeney had 13 assists with two kills and one ace.

In the loss to UT Brownsville, Massad had eight kills. Paull, Meader and Gutowsky had five each. Munoz added four and

Michelle Billstein and Sweeney had two each. Sweeney also had 24 assists.

WCJC plays Navarro Junior College in a non-district match in Corsicana next Tuesday, hosts Panola on Thursday and visits the Lady Palominos next Saturday.

The Lady Pioneers complete their seasons on Nov. 9.
WCJC fills vice president posts in house

By RONALD K. SANDERS
Wharton County Junior College looked within its own organization to fill two key administrative positions.

Bryce Kocian, 43, who had been college treasurer, has moved up to vice president of financial services.

And Pam Youngblood, 42, who had been a research analyst and chief reporting officer, has been promoted to vice president of technology and institutional research.

The board of trustees approved the promotions after a one-hour executive session on Tuesday, Oct. 19. They were recommended by president Betty McCrohan.

The two positions have been carved out of the responsibilities of one person, Rosemary Fulton, who had been vice president of administrative services. Fulton, however, has retired.

McCrohan was concerned about the growing complexity of computer technology, so made that a separate position. Youngblood had been Fulton’s “right hand” in the installation of the Banner information management system.

“I think it will give me an opportunity to help the college grow and be part of that,” Youngblood said.

A Wharton native and Newgulf resident, Youngblood has been with the college since January 1997. She holds a bachelor’s degree in computer information systems from the University of Houston-Victoria.

Kocian, a life-long Wharton resident, will have added responsibilities over college finances under his new position. His former job, treasurer, has been eliminated, but those same duties go with him in his new post.

He additionally will oversee the business office, payroll and financial aid.

He first went to work for the college in 1989 as chief accountant. Four years later, he became director of accounting services. He was named treasurer in 2001. The treasurer’s primary job was handling the college’s investments and cash balances.

He also prepared the college’s last two annual budgets.

Kocian, whose father taught at the college, holds a bachelor’s degree in accounting from Sam Houston State University.

Kocian is not just vice president. He is the elected mayor of the city of Wharton.

He said he will continue to serve as mayor, but with his added responsibilities at the college, may not run for re-election in 2006.

“I will serve to at least the end of this term. I’ll just have to see.”

Two others administrative changed were approved by the board Tuesday. They also were recommended by the president.

Dr. Ty Pate, 55, has added a “senior” to his title, as he is now senior vice president of instruction.

Kevin Dees, 37, had been assistant to the vice president of instruction but is now associate dean of instruction.

Pate started as a WCJC coach 26 years ago. He has been vice president for the past four years. He received his undergraduate degree from Pittsburg State University and a master’s degree in education from the University of Missouri. He earned his doctorate from the University of Houston.

Dees was hired as a biology instructor and later became math and science division head. He became assistant to the vice president in 2001. He holds bachelor’s and master’s degrees in wildlife biology from Southwest Texas State University.
It will be a great production

Erick Sloan, right, of Bay City, plays Bottom and proclaims how great their play will be in the Wharton County Junior College Drama Department production of William Shakespeare's "A Mid Summer Night's Dream" which will be performed Nov. 11 through 14 in the Horton Foote Theater on the campus. Tickets are $4. Other rustics are, from left, Covey Barbee of Wharton as Quince, Juan Mata of El Campo as Flute and Josh Anderson of Boling as Snout.
Sealy picks Blinn for college link

By RONALD K. SANDERS
Journal-Spectator News Editor

Wharton County Junior College will cancel its dual credit program at Sealy High School and remove an interactive television lab there in the aftermath of a decision Wednesday by the Sealy Independent School District board of trustees.

On Wednesday, Sealy school officials chose Blinn Junior College over WCJC as the community college they want designated to serve their school district.

Sealy ISD will ask the Texas Legislature to make that designation official in its next session.

WCJC president Betty McCrohan said she will not object.

Sealy presently is not in a designated service area of any community or junior college. As a result, both Blinn and WCJC served the area with a limited number of classes.

However, the school board there wanted one college, with an official sanction by the Legislature.

See WCJC, Page A3

WCJC will leave Sealy

Continued from Page A1

While McCrohan accepts Wednesday’s decision, she is not happy with the process.

She said she feared it was a “done deal” from the start. In fact, she said she was told not even to come to Wednesday’s board meeting.

There could have been more “candor” on Sealy’s part, she added.

Blinn plans to renovate nearly 10,000 square feet in the Sealy Outlet Center to provide for six classrooms and other support facilities. Basic academic courses would start with the spring semester.

WCJC’s proposal was not altogether unsimilar. However, they parted over costs.

Blinn proposed to absorb all start-up costs. WCJC would not.

“I can’t do it,” McCrohan told the Journal-Spectator. “It is not fair to our taxpayers.”

WCJC’s taxing district is composed of Wharton County plus the Needville Independent School District.

Build-out costs were estimated at $378,000. McCrohan said.

The Sealy school board made the Blinn decision without comment. Sealy superintendent Dale Lechler said.

Blinn College, formally the Junior College District of Washington County, is headquartered in Brenham but has additional campuses in Bryan and Schulenburg.

Founded in 1934, about a decade earlier than WCJC, it currently has a 13-county service area.

McCrohan said she will offer the same dual-credit program, which had been at Blinn, to another area high school that currently doesn’t have one.

Meanwhile, WCJC is looking at expanding elsewhere.

WCJC officials are exploring a larger Sugar Land presence in conjunction with the University of Houston’s new Sugar Land Campus.

And next month, the WCJC board is expected to hear from Bay City economic development leaders who want WCJC to open a campus near the Bay City High School.
Wharton County Junior College

SPRING 2005 REGISTRATION

37 PROGRAMS OF STUDY

- Core classes in English, Math, History, Science, Speech, Humanities, Visual Performing Arts, Government, Kinesiology, and Social Sciences
- Associate in Arts degree
- Transfer programs to four-year universities
- One-year certification programs
- Two-year associate in applied science degrees
- Distance learning courses
- Financial aid
- Dual and concurrent enrollment
- College credits in high school

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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve creation of a new position for administrative assistant to the vice-president of technology and institutional research – ($25,200 – current operating budget for FY05)
Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: December 14, 2004  Date of this Proposal: November 30, 2004

SUBJECT:
New position – Administrative Assistant to the VP of Technology and Institutional Research

RECOMMENDATION:
The approval of the Administrative Assistant to the VP of Technology and Institutional Research.

BACKGROUND/RATIONALE:
This position includes performing complex secretarial and administrative-related duties for the Vice President of Technology and Institutional Research. Work is generally varied and administrative or project-oriented and may require the ability to train or lead others. Duties require considerable coordination and follow-through. Interfaces and coordinates activities with all areas under the Vice President. Support the implementation and operation of the College’s MIS System in each of the functional areas.

Estimated Cost and Budgetary Support (how will this be paid for):
$25,200 from current FY05 operating budget

RESOURCE PERSON(S) [name(s) and title(s)]:
Pam Youngblood, Vice President of Technology and Institutional Research

SIGNATURES:
Pamela J. Youngblood  12-01-04  Date
Originator
Pamela J. Youngblood  12-01-04  Date
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

reg 113  12-01-04  6-21-95
## JOB DESCRIPTION

**Human Resources Department**

<table>
<thead>
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<th>JOB TITLE:</th>
<th>Administrative Assistant to the VP of Technology and Institutional Research</th>
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<td>Non-Exempt</td>
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<td>GRADE:</td>
<td>P 13</td>
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<tr>
<td>LOCATION:</td>
<td>Administration Building, Room 208, Wharton Campus</td>
</tr>
<tr>
<td>EFFECTIVE DATE:</td>
<td>December 1, 2004</td>
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<td>REVISION DATE:</td>
<td>December 1, 2004</td>
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<tr>
<td>REPORTS TO:</td>
<td>Vice President of Technology and Institutional Research</td>
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</tbody>
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## PURPOSE AND SCOPE:

This position, under limited supervision with general instruction performs complex secretarial and administrative-related duties for the Vice President of Technology and Institutional Research. Work is generally varied and administrative or project-oriented and may require the ability to train or lead others. Duties require considerable coordination and follow-through. Interfaces and coordinates activities with all areas under the Vice President. Supports the implementation and operation of the College’s MIS System in each of the functional areas. This position reports to the Vice President of Technology and Institutional Research.

## ESSENTIAL JOB FUNCTIONS:

1. Operates a variety of office equipment, such as a personal computer, printer, photocopier, transcriber, facsimile, scanner, or calculator. Progressively utilizes the features of one or more standard business software packages up to the following skill level:
   - **Word Processing**: Inputs scientific, legal, or bi-lingual text or develops routine macros, multiple columns, routine tables, automatic footnotes, endnotes, and table of contents.
   - **Spreadsheets**: Designs complex spreadsheets, with multiple-function formulas, and prints desired sections.
   - **Database**: Runs pre-established reports and develops routine data lists through the report writer.

2. Supports general maintenance of the College Web site including adding links, correcting information, and changing appearance of pages as directed by Vice President of Technology and Institutional Research.

3. Coordinates meetings and training sessions. Compiles and disseminates agendas, minutes with activity lists, and other materials. Coordinates the use of the MIS Training Room.

4. Prepares reports, manuals and other documents for distribution.
5. Sorts and prioritizes incoming mail, highlighting action or important items, attaching relevant files or information for the administrator's review. Responds to routine correspondence under own signature or drafts response for administrator's review on more complex correspondence. Follows up on items delegated by administrator to others. Revises and updates procedures as necessary.

6. Screens calls for administrator and responds to routine questions. Regularly gathers routine oral information from (or makes oral request of) other administrative, maintenance, or clerical employees and/or outside vendors, customers, or the public.

7. Schedules appointments and maintains calendar. May schedule group meetings per direction of administrator. Makes travel arrangements.

8. Provides confidential administrative support to the Vice President of Technology and Institutional Research.

9. Serves as secretary for all committees reporting to the Vice President of Technology and Institutional Research.

10. Interfaces with the Board of Trustees, administrators, faculty and staff, answering questions and obtaining and dispensing information on behalf of the Vice President of Technology and Institutional Research. Ensures in the absence of the administrator that requests for action or information are interpreted properly and relayed to the appropriate staff member.

11. Determines priorities, insures deadlines are met, and reminds executive of her/his commitments.

12. Secures information on the status of pending matters and reasons for delays for departments under the administrator.

13. Collects and prepares information for executive review for discussions and meetings with president, vice presidents, staff members and outside individuals and groups.

14. Composes correspondence from verbal direction or from knowledge of organizational policies and procedures.

15. Gathers, summarizes, assembles, and reviews for completeness a wide variety of reports, agendas, correspondence and other information requiring coordination with various departments and divisions within the College.

16. Maintains files including vital records pertaining to the College's operation.

17. Monitors budget expenditures and prepares transfer requests.

18. Maintains policy manuals for all areas under the Vice President of Technology and Institutional Research.

Initials
19. Serves, as requested by the Vice President of Technology and Institutional Research, as designated representative on various college committees.

20. Supports areas of Technology and Institutional Research as designated by Vice President of Technology and Institutional Research.

**KNOWLEDGE, SKILLS, EXPERIENCE:**

This position requires 60 college hours in a computer or business area, or four years related experience. Three years work experience in an office using Microsoft Office including Word, Excel, Access, and PowerPoint. Knowledge of HTML with experience in Microsoft FrontPage. Ability to make independent decisions, organizes, and prioritizes a variety of schedules. Excellent interpersonal skills required. Must have ability to work professionally with staff, faculty, and administrators in each of the administrative functional areas. College level oral and written communication skills is essential. Proven ability to handle confidential information and works with minimal supervision. Six years of previous work experience. Extensive knowledge of the Sungard SCT Banner Management Information System is required.

**SUPERVISION OF OTHERS**

This position does not have supervisory responsibilities.

**SUPERVISION AND DIRECTION RECEIVED**

The Administrative Assistant to the Vice President of Technology and Institutional Research is responsible and accountable to the Vice President of Technology and Institutional Research for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statues, ordinances, codes, rules, regulations, or directives.

**EQUIPMENT USED:**

PC workstation running in a Microsoft Windows environment, printer, photocopier, transcriber, facsimile, scanner, calculator, phone, and other general office equipment.

**CONTACTS:**

*External* contacts with the community and local and state agencies.

*Internal* contacts with administrators, faculty and staff.

**COMPLEXITY/EFFORT:**

Job requires accuracy, ability to provide quick turn around of tasks, ability to work under pressure and handle multiple tasks simultaneously. Must have ability to work independently, maintain

Initials
confidential information, and be a team player. Ability to interpret and apply administrative and departmental policies, regulations, and rules; understand and follow complex oral and written instructions, make decisions requiring independent judgment, compose correspondence independently. Professional working relationships, both with the College and with the general public require the incumbent to maintain a high degree of judgment, tact, and discretion at all times. Work requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere and demonstrated commitment to the mission of a comprehensive community college. Must be detail oriented with the ability to make day-to-day decisions consistent with procedures in Technology and Institutional Research. Ability to handle emergency situations as they arise in the office. Sufficient manual dexterity to prepare letters, reports, graphics and other data on the computer. Physical exertion is typical of office environment.

**WORKING CONDITIONS:**

Work is performed primarily in a climate-controlled open office environment shared with others with computers with minimal exposure to safety hazards. Infrequent travel and occasional use of a personal vehicle is required. Job duties require little physical effort with light lifting required for filing and shredding. Exposure to natural atmospheric conditions such as dirt and dust, etc.

**GENERALIZED WORK ACTIVITIES:**

**Performing Administrative Activities** - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

**Organizing, Planning, and Prioritizing Work** - Developing specific goals and plans to prioritize, organize, and accomplish work.

**Processing Information** - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

**Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.

**Communicating with Persons Outside the Organization** - Communicating with persons outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

**Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Scheduling Work and Activities** - Scheduling events, programs, activities, as well as the work or others.

**LAST MODIFIED:** December 1, 2004
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XIII

MATTERS RELATING TO PERSONNEL

A. Board of Trustees
B. Office of President/Senior Administration
C. Office of Academic Affairs

1. Geneen G. Lannom reclassified from temporary to regular, full-time instructor of biology, FAC-1-10, effective January 10, 2005

D. Office of Administrative Services
E. Office of Student Services

F. Information Items: Contract Personnel Actions

1. John D. Matula resigned as a regular, full-time instructor of biology, FAC-1-0, effective December 16, 2004

G. Information Items: Non-contract Personnel Actions

1. Dyane M. Thomasson employed as a regular, full-time testing assistant, 0-6-0, effective November 1, 2004

2. Charlotte Y. Jackson employed as a regular, part-time adult basic education aide at $9.57/hr. x 32 hrs./wk. x 32 wks. = $9,799.68/yr., effective December 1, 2004

3. Mirna C. De la Garza employed as a regular, part-time adult basic education aide at $9.57/hr. x 32 hrs./wk. x 32 wks. = $9,799.68/yr., effective December 1, 2004

4. Magarita Tajalosa, regular, part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 10 hrs./wk. x 32 wks. = $2,880/yr. to $9.57/hr. x 10 hrs. x 32 wks. = $3,062.40/yr., effective December 1, 2004

5. Sonia Cortez, regular, part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 10 hrs./wk. x 35 wks. = $3,150/yr. to $9.57/hr. x 10 hrs. x 35 wks. = $3,349.50/yr., effective December 1, 2004

6. Yeimi C. Pineda, regular, part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 20 hrs./wk. x 32 wks. = $5,760.00/yr. to $9.57/hr. x 20 hrs. x 32 wks. = $6,124.80/yr., effective December 1, 2004

7. Candida C. Mata, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 20 hrs./wk. x 32 wks. = $5,760.00/yr. to $9.57/hr. x 20 hrs. x 32 wks. = $6,124.80/yr., effective December 1, 2004
8. Lara Luciana, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr. to $9.57/hr. x 32 hrs. x 32 wks. = $9,799.68/yr., effective December 1, 2004

9. Maria L. Guevara, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr. to $9.57/hr. x 32 hrs. x 32 wks. = $9,799.68/yr., effective December 1, 2004

10. Michael L. Delgado, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr. to $9.57/hr. x 32 hrs. x 32 wks. = $9,799.68/yr., effective December 1, 2004

11. Irma M. Delgado, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr. to $9.57/hr. x 32 hrs. x 32 wks. = $9,799.68/yr., effective December 1, 2004

12. Margarito C. Cervantez, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875.00/yr. to $9.57/hr. x 25 hrs. x 35 wks. = $8,373.75/yr., effective December 1, 2004

13. Mary Jane Briones, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875.00/yr. to $9.57/hr. x 25 hrs. x 35 wks. = $8,373.75/yr., effective December 1, 2004

14. Maria D. Alvarado, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875.00/yr. to $9.57/hr. x 25 hrs. x 35 wks. = $8,373.75/yr., effective December 1, 2004

15. Lola A. Beaver, regular part-time adult basic education aide, received a salary adjustment from $9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875.00/yr. to $9.57/hr. x 25 hrs. x 35 wks. = $8,373.75/yr., effective December 1, 2004

16. Jane A. Kuhlman received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.15/hr. x 12 hrs./wk. x 50 wks. = $3,090/yr. to $5.25/hr. x 12 hrs./wk. x 50 wks. = $3,150/yr., effective October 1, 2004

17. Victoria Mercado reclassified from a temporary, part-time Human Resources clerk, $8.13/hr. x 30 hrs./wk. x 48 wks. = $11,707.20/yr. to a temporary full-time Human Resources clerk, 0-5-0, effective December 1, 2004

18. Rosa Lopez reclassified from a part-time custodian, $6.97/hr. x 19 hrs./wk. x 52 wks. = $6,886/yr., effective November 15, 2004

19. Joan B. Fertsch employed as a temporary, part-time MIS-project management training coordinator at $15/hr. x 20 hrs./wk. x 30 wks. = $9,000/yr., effective September 20, 2004

20. Joan B. Fertsch separated as a temporary, part-time MIS-project management training coordinator at $15/hr. x 20 hrs./wk. x 30 wks. = $9,000/yr., effective November 15, 2004

21. Vicki J. Kane resigned as a regular, full-time data exchange specialist in financial aid, P-11-10, effective November 30, 2004

22. Ramona Vargas resigned as a regular, part-time aide in adult basic education, $9.00/hr. x 10 hrs./wk. x 39 wks. = $3,510/yr., effective November 17, 2004

23. Jacqueline L. Cordero separated as a regular, part-time aide in adult basic education, $9.00/hr. x 19 hrs./wk. x 39 wks. = $6,669.00/yr., effective November 11, 2004
Social Security No. | Last Name | First | Middle Initial | Telephone
--- | --- | --- | --- | ---

Address

Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
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</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
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<td>Faculty</td>
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<tr>
<td>Support Staff</td>
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<th>New Employee</th>
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<td>Promotion</td>
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<tr>
<td>Salary Adjustment</td>
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<tr>
<td>Other (explain)</td>
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<tr>
<td>Change in Assignment</td>
</tr>
<tr>
<td>Additional Assignment</td>
</tr>
<tr>
<td>Leave of Absence</td>
</tr>
</tbody>
</table>

Part II: Assignment/Accounting

**CURRENT**  
Division/Unit: Life Science Division

Job Title/Position: 
Instructor of Biology

Budgeted Position?  Yes  No

Budgeted Time: Full-Time  Part-Time

Compensation: $35,050

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/23/04</td>
<td>5/20/05</td>
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</table>

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- 9 months
- 10 1/2 months
- 12 months

PROPOSED  
Division/Unit: Life Science Division

Job Title/Position: 
Instructor of Biology

Budgeted Position?  Yes  No

Budgeted Time: Full-Time  Part-Time

Compensation: $35,050

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>1-10-05</td>
<td></td>
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</tbody>
</table>

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- 9 months
- 10 1/2 months
- 12 months

Examination of Action:

Employee reclassified from Temporary Full Time to Regular Full Time effective 1/10/05.

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)  Date  Approved by Vice President  Date

Approved by Division Chair  Date  Reviewed by Human Resources  Date

Budget Approval  Date  Approved by President  Date

Approved by Cabinet Level Supervisor  Date  Date approved by Board or  not applicable

Reg. 821

Revised July 29, 2004
Wharton County
Junior College

Personnel Action Form
Human Resources

Social Security No.

Last Name  First  Middle Initial  D.

Manula  John

Address

City  Alvin

Telephone

Part I: Check all that apply

Classification:
- Administrative/Professional Staff
- Faculty
- Support Staff
- Temporary  Full-Time
- Regular  Part-Time
- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)

- Retirement
- Resignation
- Separation (date: 12/16/04)
- Change in Assignment
- Additional Assignment
- Leave of Absence

Part II: Assignment/Accounting

CURRENT  Division/Unit:

Life Sciences

Job Title/Position:

Instructor of Biology

Budgeted Position?  No

Budgeted Position:

Yes  No

Budget Number:

1210.14301.6091.100

Compensation:

- Annual
- Hourly
- Other (explain)

Sched  F

Grade  1

Step  0

Hourly Rate: (Part-time only)

$ 31,550

S  per hr x  hrs/wk x  wks =

S  per year

Start Date:  8/23/04

End Date:  8/31/04

At-will-employee

Per contract

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

9 months  10 1/2 months  12 months  Other

PROPOSED  Division/Unit:

Job Title/Position:

Instructor of Biology

Budgeted Position:

Yes  No

Budgeted Position:

Yes  No

Budget Number:

1210.14301.6091.100

Compensation:

- Annual
- Hourly
- Other (explain)

Sched

Grade

Step

Hourly Rate: (Part-time only)

$ 31,550

S  per hr x  hrs/wk x  wks =

S  per year

Start Date:  8/23/04

End Date:  8/31/04

At-will-employee

Per contract

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

9 months  10 1/2 months  12 months  Other

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)  Date  Approved by Vice President  Date

Approved by Division Chair  Date  Reviewed by Human Resources  Date

Budget Approval  Date  Approved by President  Date

Approved by Cabinet Level Supervisor  Date  Date approved by Board or not applicable

Reg. 821

Revised July 29, 2004
**Personnel Action Form**

**Human Resources**

### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
- [x] Full-Time
- [ ] Part-Time
- [x] Regular

**Classification:**
- [ ] New Employee
- [x] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)

**Telephone:**
- [ ] Retirement
- [ ] Renunciation
- [ ] Separation (date: _
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

**CURRENT**
- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position:** [x] Yes [ ] No
- **Budgeted Position Number:**
- **Compensation:**
  - [ ] Annual Sched
  - [ ] Hourly Grade
  - [ ] Other (explain)

**Hourly Rate (Part-time only):**
- $ ____ per hr x ______ hrs/wk x ______ wks =
- $ ____ per year

**Start Date:**
- **End Date:**
- [ ] At-will-employee
- [ ] Per contract

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

**PROPOSED**
- **Division/Unit:**
- **Student Services**
- **Job Title/Position:** Testing Assistant
- **Budgeted Position:** [x] Yes [ ] No
- **Budgeted Position Number:** 1210.14104.6101.501
- **Compensation:**
  - [x] Annual Sched
  - [ ] Hourly Grade
  - [ ] Other (explain)

**Hourly Rate (Part-time only):**
- $ ____ per hr x ______ hrs/wk x ______ wks =
- $ ____ per year

**Start Date:**
- **End Date:**
- [ ] At-will-employee
- [ ] Per contract

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**
- [ ] 9 months
- [ ] 10 1/2 months
- [x] 12 months
- [ ] Other

### Explanation of Action

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):**

**Approve by Division Chair**

**Budget Approval**

**Approve by Cabinet Level Supervisor**

**Reg. 821**

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Social Security No.**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

---

### Part I: Check all that apply

**Classification:**
- Box checked: Administrative/Professional Staff
- Box checked: Support Staff

**Compensation:**
- Box checked: New Employee

**Budgeted Position?**
- Box checked: Yes

**Budget Number:**

**Compensation:**
- Box checked: Annual

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: Hourly

**Hourly Rate:**
- $9.57 per hr
- $32.36 per wk
- $799.68 per year

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: Other (explain)

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: At-will employee

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: Per contract

**Start Date:**

**End Date:**

---

### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**

**Job Vacancy No.:**

**Budgeted Position?**
- Box checked: Yes

**Funded in which FY?**

**Budget Number:**

**Compensation:**
- Box checked: Annual

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: Hourly

**Hourly Rate:**
- $9.57 per hr
- $32.36 per wk
- $799.68 per year

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: Other (explain)

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: At-will employee

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: Per contract

**Start Date:**

**End Date:**

---

### Part IV: Assignment/Accounting

**PROPOSED**

**Division/Unit:**

**Job Vacancy No.:**

**Budgeted Position?**
- Box checked: Yes

**Funded in which FY?**

**Budget Number:**

**Compensation:**
- Box checked: Annual

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: Hourly

**Hourly Rate:**
- $9.57 per hr
- $32.36 per wk
- $799.68 per year

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: Other (explain)

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: At-will employee

**Start Date:**

**End Date:**

**Compensation:**
- Box checked: Per contract

**Start Date:**

**End Date:**

---

### Explanation of Action:

**Other account #s:** 2241.6005.6167.1012, 21361.6015.6176.1012, 2244.6007.6129.1012 Replace R. Vargas

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head)**

**Date:** 11-13-04

**Approved by Vice President**

**Date:**

**Approved by Division Chair**

**Date:** 11-17-04

**Reviewed by Human Resources**

**Date:** 12-1-04

**Budget Approval**

**Date:** 11/30/04

**Approved by President**

**Date:**

**Approved by Cabinet Level Supervisor**

**Date:**

**Date approved by Board**

**or**

**not applicable**

---

Reg. 821

Revised July 29, 2004
**Personnel Action Form**

**Wharton County Junior College**

### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
<th>New Employee</th>
<th>Retirement</th>
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</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
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<td>Resignation</td>
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<td>Change in Assignment</td>
</tr>
<tr>
<td>Support Staff</td>
<td>Promotion</td>
<td>Additional Assignment</td>
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<tr>
<td>Regular</td>
<td>Salary Adjustment</td>
<td>Leave of Absence</td>
</tr>
<tr>
<td>Full-Time</td>
<td>Other (explain)</td>
<td></td>
</tr>
<tr>
<td>Part-Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part II: Assignment/Accounting

**CURRENT** Division/Unit: 

Job Title/Position: 

Budgeted Position? **Yes** □ **No** □

Budgeted Position? □ Yes □ No

Budget Number: 

Funded in which FY? 

Compensation: □ Annual □ Hourly □ Other (explain)

Sched: ________ Grade: ________ Step: ________

Hourly Rate: (Part-time only) $ _____ per hr x ______ hrs/wk x ______ wks = $ ____ per year

Start Date: 

End Date: 

At-will-employee □ Per contract □  

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

□ 9 months □ 10 1/2 months □ 12 months □ Other

### PROPOSED** Division/Unit: 

Adult Basic Education

Job Title/Position: 

Budgeted Position? □ Yes □ No

Budget Number: 2124.6012.6147.1012

Funded in which FY? 2004-05

Compensation: □ Annual □ Hourly □ Other (explain)

Sched: 0 Grade: 10 Step: 0

Hourly Rate: (Part-time only) $ 9.57 per hr x 32 hrs/wk x 32 wks = $ 9,799.68 per year

Start Date: 12/1/04

End Date: 

At-will-employee □ Per contract □

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

□ 9 months □ 10 1/2 months □ 12 months □ Other

### Explanation of Action:

Other account #: 2214.6005.6167.1012, 21361.6015.6176.1012, 2244.6007.6129.1012 Replace J. Cordero

### Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head): 

Approved by Division Chair: Dale Isham

Budget Approval: [Signature]

Approved by Cabinet Level Supervisor: [Signature]

Date approved by Board or □ not applicable

Revised July 29, 2004
Wharton County Junior College

Personnel Action Form
Human Resources

Social Security No. ____________________________ Last Name: Tujialosa
First Name: Magarita
Middle Initial: ____________________________ Telephone: ____________________________
Address ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

Part I: Check all that apply
Classification:
☐ Administrative/Professional Staff ☐ New Employee
☐ Faculty ☐ Extension
☐ Support Staff ☐ Reclassification
☐ Temporary ☐ Transfer
☐ Full-Time ☐ Promotion
☐ Regular ☐ Salary Adjustment
☐ Part-Time ☐ Other (explain) ☐ Retirement
☐ Other (explain) ☐ Resignation
☐ Separation (date: ______)
☐ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: Adult Basic Education
Job Title/Position: Aide
Budgeted Position? ☒ Yes ☐ No
Funded in which FY? 2004-05
Budget Number: 2124.6012.6147.1012
Position No. (NBAPOSN): GNTC99
Compensation:
☐ Annual ☐ Hourly
☒ Hourly ☐ Other (explain)
Sched n/a Grade ______
$ 9.00 Step ______
Hourly Rate: (Part-time only) $ 9.00 per hr x 10 hrs/wk x 32 wks = $ 2880.00 per year
Start Date: 2/15/99
End Date: 
If temporary, anticipated termination date:
At-will-employee ☐ Per contract
Job Vacancy No.: (if applicable) n/a

PROPOSED Division/Unit: Adult Basic Education
Job Title/Position: Aide
Budgeted Position? ☒ Yes ☐ No
Funded in which FY? 2004-05
Budget Number: 2124.6012.6147.1012
Position No. (NBAPOSN): GNTC99
Compensation:
☐ Annual ☐ Hourly
☒ Hourly ☐ Other (explain)
Sched 0 Grade 10
$ 9.57 Step 0
Hourly Rate: (Part-time only) $ 9.57 per hr x 10 hrs/wk x 32 wks = $ 3062.40 per year
Start Date: 12/1/04
End Date: 
If temporary, anticipated termination date:
At-will-employee ☐ Per contract
Job Vacancy No.: (if applicable) n/a

Explanation of Action:
Other account #: 2124.6012.6416.1012 Salary to commensurate w/salary schedule.

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date:
[Signature] 11/13/04
Approved by Division Chair Date: 11/30/04
Reviewed by Human Resources Date: [Signature] 11/17/04
Approved by President Date: [Signature] 12/1/04

Approved by Cabinet Level Supervisor Date:
[Signature] 11/30/04
Date approved by Board ☐ not applicable

Reg. 821 Revised July 29, 2004
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

### Social Security No.

### Last Name  
Cortez  

### First Name  
Sonia  

### Middle Initial  
C  

### Telephone  

### Address  

### City  

### State  

### Zip  

#### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary  
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Regular  
  - [ ] Full-Time
  - [ ] Part-Time

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)

- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date )
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

#### CURRENT  
**Division/Unit:**  
Adult Basic Education  

- **Job Title/Position:**  
  Aide  

- **Budgeted Position?**  
  - [ ] Yes  
  - [ ] No

- **Budgeted Position?**  
  - [ ] Yes  
  - [ ] No

- **Budget Number:**  
  2124.6012.6147.1012  

- **Compensation:**  
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  
  - **Sched:**  
    n/a

  - **Hourly Rate:**  
    - [ ] Per hr:
      - $ 9.00  
      - $ 3,150.00
    - [ ] per wk:
      - $ 9.00  
      - $ 3,150.00
    - [ ] per year

- **Start Date:**  
  9/26/01

- **End Date:**  
  
#### Specialized Area:  
ABE

**Job Title/Position:**  
Aide

**Budget Number:**  
2124.6012.6147.1012

**Compensation:**  
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)

- **Sched:**  
  0

- **Grade:**  
  10

- **Step:**  
  0

- **Hourly Rate:**  
  - [ ] Per hr:
    - $ 9.57  
    - $ 3,349.50
  - [ ] per wk:
    - $ 9.57  
    - $ 3,349.50
  - [ ] per year

- **Start Date:**  
  12/1/04

- **End Date:**  
  
#### Proposed  
**Division/Unit:**  
Adult Basic Education

**Job Title/Position:**  
Aide

**Specialized Area:**  
ABE

**Budgeted Position?**  
- [ ] Yes  
- [ ] No

**Budget Number:**  
2124.6012.6147.1012

**Compensation:**  
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)

- **Sched:**  
  0

- **Grade:**  
  10

- **Step:**  
  0

- **Hourly Rate:**  
  - [ ] Per hr:
    - $ 9.57  
    - $ 3,349.50
  - [ ] per wk:
    - $ 9.57  
    - $ 3,349.50
  - [ ] per year

**Start Date:**  
12/1/04

**End Date:**  

#### Explanation of Action:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

**Job Title/Position:**  
Aide

**Specialized Area:**  
ABE

**Budget Number:**  
2124.6012.6147.1012

**Compensation:**  
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)

- **Sched:**  
  0

- **Grade:**  
  10

- **Step:**  
  0

- **Hourly Rate:**  
  - [ ] Per hr:
    - $ 9.57  
    - $ 3,349.50
  - [ ] per wk:
    - $ 9.57  
    - $ 3,349.50
  - [ ] per year

**Start Date:**  
12/1/04

**End Date:**  

#### Explanation of Action:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

#### Explanation of Action:

Other account #s: 2124.6012.6146.1012. Salary to commensurate w/salary schedule.

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**  
  Date  
  
- **Approved by Vice President:**  
  Date  
  
- **Approved by Division Chair:**  
  Date  
  
- **Reviewed by Human Resources:**  
  Date  
  
- **Budget Approval:**  
  Date  
  
- **Approved by Cabinet Level Supervisor:**  
  Date  
  
**Date approved by Board or not applicable**

---

Reg. 821

Revised July 29, 2004
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

---

**Part I: Check all that apply**

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<tr>
<th>Classification:</th>
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<th>Extension</th>
<th>Reclassification</th>
<th>Transfer</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
<th>Retirement</th>
<th>Resignation</th>
<th>Separation (date: )</th>
<th>Change in Assignment</th>
<th>Additional Assignment</th>
<th>Leave of Absence</th>
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**Part II: Assignment/Accounting**

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Adult Basic Education</th>
</tr>
</thead>
</table>

| Job Title/Position: | Aide |

| Budgeted Position? | ☐ Yes | ☐ No |

| Budgeted Position? | ☐ Yes | ☐ No |

| Budget Number: | 2124.6012.6147.1012 |

| Compensations: | $ 9.00 |

| Compensations: | $ 9.00 |

| Sched | n/a |

| Start Date: | 9-11-02 |

**PROPOSED**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Adult Basic Education</th>
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</table>

| Job Title/Position: | Aide |

| Budgeted Position? | ☐ Yes | ☐ No |

| Budgeted Position? | ☐ Yes | ☐ No |

| Budgeted Position? | ☐ Yes | ☐ No |

| Budget Number: | 2124.6012.6147.1012 |

| Compensations: | $ 9.57 |

| Compensations: | $ 9.57 |

| Sched | 0 |

| Start Date: | 12/1/04 |

---

**Explanation of Action:**

Other account #s: 2124.6012.6416.1012. Salary to commensurate w/salary schedule.

---

**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
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<th>Approved by Vice President</th>
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<th>Approved by Division Chair</th>
<th>Date</th>
<th>Revised by Human Resources</th>
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<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
</tr>
</thead>
</table>

| Approved by Cabinet Level Supervisor | Date | Date approved by Board or ☐ not applicable |

Reg. 821

Revised July 29, 2004
**Personnel Action Form**

**Social Security No.**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

**Part I: Check all that apply**

- Classification:
  - Administrative/Professional Staff
  - Faculty
  - Support Staff

- Time:
  - Temporary
  - Full-Time
  - Part-Time

- Regular

- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)

- Retirement
- Resignation
- Separation (date: __________)
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:** Adult Basic Education

**Job Title/Position:** Aide

**Budgeted Position?** Yes [x] No [ ]

**Budget Number:** 2124.6012.6147.1012

**Compensation:**
- $9.00

**Start Date:** 10/3/00

**End Date:**

**Job Vacancy No.:** (if applicable) n/a

**Specialized Area:** ABE

**Funded in which FY:** 2004-05

**Position No. (NBAPOSN):** GNTC99

**Hourly Rate:** (Part-time only)
- $9.00 per hr x 20 hrs/wk x 32 wks = $5,760.00 per year

**At-will-employee**

**If temporary, anticipated termination date:**

**PROPOSED**

**Division/Unit:** Adult Basic Education

**Job Title/Position:** Aide

**Budgeted Position?** Yes [x] No [ ]

**Budget Number:** 2124.6012.6147.1012

**Compensation:**
- $9.57

**Start Date:** 12/1/04

**End Date:**

**Job Vacancy No.:** (if applicable) n/a

**Specialized Area:** ABE

**Funded in which FY:** 2004-05

**Position No. (NBAPOSN):** GNTC99

**Hourly Rate:** (Part-time only)
- $9.57 per hr x 20 hrs/wk x 32 wks = $6,124.80 per year

**At-will-employee**

**If temporary, anticipated termination date:**

 condomsuate w/salary schedule.

**Explanation of Action:**

Other account #: 2124.6012.6416.1012

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):**

**Date:** 11-03-04

**Approved by Vice President:**

**Date:** 12-1-04

**Reviewed by Human Resources: 12-17-04**

**Budget Approval:**

**Date:** 12-1-04

**Approved by President:**

**Date:** 12-1-04

**Approved by Cabinet Level Supervisor:**

**Date:**

**Date approved by Board or: [ ] not applicable**

Reg. 821

Revised July 29, 2004
**Personnel Action Form**

**Human Resources**

<table>
<thead>
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<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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<tr>
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<td>Luciana</td>
<td></td>
<td></td>
</tr>
<tr>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain):
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ____________)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

**CURRENT** Division/Unit: Adult Basic Education

- **Job Title/Position:** Aide
- **Specialized Area:** ABE
- **Budgeted Position?** Yes [ ] No [x]
- **Budgeted Position in which FY?** 2004-05
- **Budget Number: 2124.6012.6147.1012**
- **Compensation:**
  - [x] Hourly
  - [x] Sched 0
  - [ ] Annual
  - [ ] Grade 10
  - [ ] Step 0
  - **Hourly Rate:** $9,957 per hr x 32 hrs/wk x 32 wks = $9,799.68 per year
  - **Total Compensation:** $9,957 per hr x 32 hrs/wk x 32 wks = $9,799.68 per year

- **Start Date:** 12/1/04
- **End Date:** 12/1/04
- **Position No. (NBAPOSN):** GNTC99
- **If temporary, anticipated termination date:**

- [ ] At-will-employee
- [ ] Per contract

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

**PROPOSED** Division/Unit: Adult Basic Education

- **Job Title/Position:** Aide
- **Specialized Area:** ABE
- **Budgeted Position?** Yes [x] No [ ]
- **Budgeted Position in which FY?** 2004-05
- **Budget Number: 2124.6012.6147.1012**
- **Compensation:**
  - [x] Hourly
  - [x] Sched 0
  - [ ] Annual
  - [ ] Grade 10
  - [ ] Step 0
  - **Hourly Rate:** $9,957 per hr x 32 hrs/wk x 32 wks = $9,799.68 per year
  - **Total Compensation:** $9,957 per hr x 32 hrs/wk x 32 wks = $9,799.68 per year

- **Start Date:** 12/1/04
- **End Date:** 12/1/04
- **Position No. (NBAPOSN):** GNTC99
- **If temporary, anticipated termination date:**

- [ ] At-will-employee
- [ ] Per contract

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

**Explanation of Action:**

Other account #: 2124.6012.6146.1012 Salary to commensurate w/salary schedule.

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head):**

- **Date:** 11-3-04

**Approved by Division Chair:**

- **Date:** 11-30-04

**Budget Approval:**

- **Date:** 11-17-04

**Approved by Cabinet Level Supervisor:**

- **Date:**

**Date approved by Board or [ ] not applicable**

**Approved by Vice President:**

- **Date:** 12-1-04

Reviewed by Human Resources:

- **Date:** 12-1-04

**Approved by President:**

- **Date:** 12-1-04

Reg. 821

Revised July 29, 2004
**Personnel Action Form**

**Wharton County Junior College**

**Social Security No.**

**Last Name**

Guevara

**First Name**

Maria

**Middle Initial**

L

**Telephone**


**Address**


**City**


**State**


**Zip**


---

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
</tr>
<tr>
<td>Faculty</td>
</tr>
<tr>
<td>Support Staff</td>
</tr>
</tbody>
</table>

| New Employee |
| Extension |
| Reclassification |
| Transfer |
| Promotion |
| Salary Adjustment |
| Other (explain) |

| Retirement |
| Resignation |
| Separation (date: ) |
| Change in Assignment |
| Additional Assignment |
| Leave of Absence |

---

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

**Job Title/Position:**

Aide

**Budgeted Position?**

Yes

**Budget Number:**

2124.6012.6147.1012

**Compensation:**

| $9.00 |
| Annual |
| Hourly |
| Other (explain) |

**Sched:**

n/a

**Grade:**


**Start Date:**

1/29/01

**End Date:**


**Employment Status:**

At-will-employee

**Job Vacancy No.: (if applicable)**

n/a

---

**PROPOSED** Division/Unit:

**Job Title/Position:**

Aide

**Budgeted Position?**

Yes

**Budget Number:**

2124.6012.6147.1012

**Compensation:**

| $9.57 |
| Annual |
| Hourly |
| Other (explain) |

**Sched:**

0

**Grade:**

10

**Step:**

0

**Start Date:**

12/1/04

**End Date:**


**Employment Status:**

At-will-employee

**Job Vacancy No.: (if applicable)**

n/a

---

**Explanation of Action:**

Other account #s.: 2124.6012.6416.1012 Salary to commensurate w/salary schedule.

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):**

[Signature]

11/30/04

**Approved by Vice President:**

[Signature]

12-1-04

**Reviewed by Human Resources:**

[Signature]

11-17-04

**Approved by President:**

[Signature]

12-1-04

**Approved by Cabinet Level Supervisor:**

[Signature]

[Date]

**Date approved by Board or □ not applicable**

[Date]

---

Reg. 821

Revised July 29, 2004
**Wharton County Junior College**

**Personnel Action Form**

Human Resources

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Delgado</td>
<td>Michael</td>
<td>L.</td>
<td></td>
</tr>
</tbody>
</table>

Address:  
City:  
State:  
Zip:  

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
- [x] Full-Time
- [x] Part-Time
- [ ] Regular
- [x] Other (explain):  

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain):  

- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date):  
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**  
Division/Unit:  
Job Title/Position: Aide  
Specialized Area:  
Job Vacancy No.: (if applicable) n/a

Budgeted Position?  
Yes [x] No  
Funded in which FY?  
2004-05

Budget Number:  
2124.6012.6147.1012

Position No. (NBAPOSN):  
GNTC99

Compensation:  
Hourly Rate: (Part-time only) $ 9.00 per hr x 32 hrs/wk x 32 wks = $ 9,216.00 per year

Start Date:  
4/16/03

End Date:  
[ ] At-will-employee

If temporary, anticipated termination date:  
[ ] Per contract

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [x] 12 months
- [ ] Other

**PROPOSED**  
Division/Unit:  
Job Title/Position: Aide  
Specialized Area:  
Job Vacancy No.: (if applicable) n/a

Budgeted Position?  
Yes [x] No  
Funded in which FY?  
2004-05

Budget Number:  
2124.6012.6147.1012

Position No. (NBAPOSN):  
GNTC99

Compensation:  
Hourly Rate: (Part-time only) $ 9.57 per hr x 32 hrs/wk x 32 wks = $ 9,799.68 per year

Start Date:  
12/1/04

End Date:  
[ ] At-will-employee

If temporary, anticipated termination date:  
[ ] Per contract

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [x] 12 months
- [ ] Other

Explanation of Action:  
Other account #: 2124.6012.6416.1012  Salary to commensurate w/salary schedule.

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head)  
Date:  
11-1-04

Approved by Vice President  
Date:  
11-1-04

Reviewed by Human Resources  
Date:  
11-17-04

Approved by President  
Date:  
12-1-04

Approved by Cabinet Level Supervisor  
Date:  
12-1-04

Date approved by Board or [ ] not applicable

Reg. 821  
Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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<th>Address</th>
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#### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [X] Support Staff
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [X] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: )
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT** Division/Unit: Adult Basic Education

- Job Title/Position: Aide
- Budgeted Position? [X] Yes  [ ] No
- Budget Number: 2124.6012.6147.1012
- Position No. (NBAPOSN): GNTC99
- Specialized Area: ABE
- Funded in which FY? 2004-05
- Hourly Rate: (Part-time only) $9,000 per hr x 32 hrs/wk x 32 wks = $9,216.00 per year

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9.00</td>
<td>n/a</td>
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<td></td>
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<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>If temporary, anticipated termination date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/15/97</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [X] 12 months
- [ ] Other

**PROPOSED** Division/Unit: Adult Basic Education

- Job Title/Position: Aide
- Budgeted Position? [X] Yes  [ ] No
- Budget Number: 2124.6012.6147.1012
- Position No. (NBAPOSN): GNTC99
- Specialized Area: ABE
- Funded in which FY? 2004-05
- Hourly Rate: (Part-time only) $9.57 per hr x 32 hrs/wk x 32 wks = $7,999.68 per year

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Grade</th>
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</tr>
</thead>
<tbody>
<tr>
<td>$9.57</td>
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<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>If temporary, anticipated termination date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/1/04</td>
<td></td>
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</table>

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [X] 12 months
- [ ] Other

**Explanation of Action:** Salary to commensurate w/salary schedule.

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head): 11/2/04
- Approved by Division Chair: 11/17/04
- Reviewed by Human Resources: 11/17/04
- Budget Approval: 12/1/04
- Approved by Cabinet Level Supervisor: Date
- Date approved by Board or [ ] not applicable

Reg. 821

Revised July 29, 2004
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
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<tbody>
<tr>
<td></td>
<td>Cervantez</td>
<td>Margarito</td>
<td>C</td>
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**Address**

**Part I: Check all that apply**

- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)
- Retirement
- Resignation
- Separation (date: )
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:**

- Specialized Area: ABE
- Job Vacancy No.: (if applicable) n/a

**Job Title/Position:**

- Aide
- Funded in which FY? 2004-05

**Budgeted Position?**

- Yes
- No

**Budget Number:**

- 2124.6012.6147.1012

**Compensation:**

- Hourly: $9.00 per hr x 25 hrs/wk x 35 wks = $7,875.00 per year

**Start Date:** 12/16/99

**End Date:**

- At-will-employee
- Per contract

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**

- 9 months
- 10 1/2 months
- 12 months
- Other

**PROPOSED**

**Division/Unit:**

- Specialized Area: ABE
- Job Vacancy No.: (if applicable) n/a

**Job Title/Position:**

- Aide
- Funded in which FY? 2004-05

**Budgeted Position?**

- Yes
- No

**Budget Number:**

- 2124.6012.6147.1012

**Compensation:**

- Hourly: $9.57 per hr x 25 hrs/wk x 35 wks = $3,737.75 per year

**Start Date:** 12/1/04

**End Date:**

- At-will-employee
- Per contract

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**

- 9 months
- 10 1/2 months
- 12 months
- Other

**Explanation of Action:**

Other account #: 2124.6012.6416.1012 Salary to commensurate w/salary schedule.

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):**

- Approved by Vice President Date

- Reviewed by Human Resources Date

- Approved by President Date

- Date approved by Board or not applicable

**Reg. 821**

Revised July 29, 2004
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
- [ ] Full-Time
- [x] Regular
- [ ] Part-Time
- [x] New Employee
- [ ] Extension
- [x] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Retirement
- [ ] Resignation
- [x] Separation (date: __________)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

**CURRENT** Division/Unit: n/a

- Job Title/Position: Aide
- Specialized Area: ABE
- Budgeted Position? [x] Yes [No]
- Funded in which FY?: 2004-05
- Budget Number: 2124.6012.6147.1012
- Position No. (NBAPOSN): GNTC99

#### Compensation:
- [ ] Annual
- [x] Hourly
- [ ] Other (explain)
- Sched: n/a
- Grade: __
- Step: __

#### Hourly Rate: (Part-time only)
- $9.00 per hr x 25 hrs/wk x 35 wks = $7,875.00 per year

- Start Date: 4/28/92
- End Date: __

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [x] 12 months
- [ ] Other

### PROPOSED** Division/Unit: n/a

- Job Title/Position: Aide
- Specialized Area: ABE
- Budgeted Position? [x] Yes [No]
- Funded in which FY?: 2004-05
- Budget Number: 2124.6012.6147.1012
- Position No. (NBAPOSN): GNTC99

#### Compensation:
- [x] Annual
- [ ] Hourly
- [ ] Other (explain)
- Sched: 0
- Grade: 10
- Step: 0

#### Hourly Rate: (Part-time only)
- $9.57 per hr x 25 hrs/wk x 35 wks = $8,373.75 per year

- Start Date: 12/1/04
- End Date: __

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [x] 12 months
- [ ] Other

**Explanation of Action:**

Other account #: 2124.6012.6416.1012 Salary to commensurate w/salary schedule.

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):** Date 1/17/04
- **Approved by Division Chair:** Date 11/30/04
- **Reviewed by Human Resources:** Date 11/17/04
- **Approved by President:** Date __
- **Approved by Cabinet Level Supervisor:** Date __

**Date approved by Board or [ ] not applicable**

Reg. 821

Revised: July 29, 2004
**Personnel Action Form**  
*Human Resources*

<table>
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<tbody>
<tr>
<td></td>
<td>Alvarado</td>
<td>Maria</td>
<td>D.</td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

- ☐ New Employee
- ☐ Extension
- ☐ Reclassification
- ☐ Transfer
- ☐ Promotion
- ☐ Salary Adjustment
- ☐ Other (explain)
- ☐ Retirement
- ☐ Resignation
- ☐ Separation (date ____)  
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**
Adult Basic Education  
Job Title/Position: Aide

- ☐ Specialized Area: ABE
- Funded in which FY?: 2004-05
- Budget Number: 2124.6012.6147.1012
- Position No. (NBAPOSN): GNTC99

**Compensation:**
- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)

<table>
<thead>
<tr>
<th>$ 9.00</th>
<th>Sched</th>
<th>n/a</th>
</tr>
</thead>
</table>

- Hourly Rate: (Part-time only)
  - $ 9.00 per hr x 25 hrs/wk x 35 wks = 
  - $ 7,875.00 per year

- Start Date: 10/11/99
- End Date: n/a

If temporary, anticipated termination date: n/a

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other

**PROPOSED Division/Unit:**
Adult Basic Education  
Job Title/Position: Aide

- ☐ Specialized Area: ABE
- Funded in which FY?: 2004-05
- Budget Number: 2124.6012.6147.1012
- Position No. (NBAPOSN): GNTC99

**Compensation:**
- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)

<table>
<thead>
<tr>
<th>$ 9.57</th>
<th>Sched</th>
<th>10</th>
</tr>
</thead>
</table>

- Hourly Rate: (Part-time only)
  - $ 9.57 per hr x 25 hrs/wk x 35 wks = 
  - $ 8,373.75 per year

- Start Date: 12/1/04
- End Date: n/a

If temporary, anticipated termination date: n/a

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other

**Explanation of Action:**
Other account #: 2124.6012.6416.1012  Salary to commensurate w/salary schedule.

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):**  
Date: 11-12-04

**Approved by Division Chair:**  
Date: 11-30-04

**Reviewed by Human Resources:**  
Date: 11-17-04

**Approved by President:**  
Date: 12-1-04

**Budget Approval:**  
Date: 12-1-04

**Approved by Cabinet Level Supervisor:**  
Date: 12-1-04

**Date approved by Board or ☐ not applicable**

Reg. 821

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

---

#### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
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<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
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<tr>
<td>☐ Faculty</td>
</tr>
<tr>
<td>☒ Support Staff</td>
</tr>
<tr>
<td>☐ New Employee</td>
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<td>☐ Reclassification</td>
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<tr>
<td>☐ Transfer</td>
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<tr>
<td>☐ Promotion</td>
</tr>
<tr>
<td>☐ Salary Adjustment</td>
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<tr>
<td>☐ Other (explain):</td>
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<th>Retirement:</th>
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<tr>
<td>☐ Resignation</td>
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<td>☐ Separation (date: ______)</td>
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<tr>
<td>☐ Change in Assignment</td>
</tr>
<tr>
<td>☐ Additional Assignment</td>
</tr>
<tr>
<td>☐ Leave of Absence</td>
</tr>
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---

#### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:** Adult Basic Education

**Job Title/Position:** Aide

**Budgeted Position:** ☒ Yes ☐ No

**Budget Number:**

**Compensation:**

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
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<tbody>
<tr>
<td>n/a</td>
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</tbody>
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**Budgeted Position?** ☒ Yes ☐ No

**Budget Number:**

2124.6012.6147.1012

**Compensation:**

<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
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</thead>
<tbody>
<tr>
<td>$ 9.00 per hr x 25 hrs/wk x 35 wks = $ 7,875.00 per year</td>
</tr>
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**Start Date:** 8/24/99

**End Date:**

If temporary, anticipated termination date:

---

#### PROPOSED

**Division/Unit:** Adult Basic Education

**Job Title/Position:** Aide

**Budgeted Position:** ☒ Yes ☐ No

**Budget Number:**

2124.6012.6147.1012

**Compensation:**

<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
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</thead>
<tbody>
<tr>
<td>$ 9.57 per hr x 25 hrs/wk x 35 wks = $ 8,373.75 per year</td>
</tr>
</tbody>
</table>

**Start Date:** 12/1/04

**End Date:**

If temporary, anticipated termination date:

---

**Explanation of Action:**

Other account #: 2124.6012.6146.1012 Salary to commensurate w/salary schedule.

---

#### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head):**

**Approved by Division Chair:**

**Budget Approval:**

**Approved by Cabinet Level Supervisor:**

**Date approved by Board or ☐ not applicable**

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**Revised July 29, 2004**
Wharton County
Junior College

Personnel Action Form
Human Resources

Social Security No. Last Name: Kuhlman
First Name: Jane
Middle Initial: A.

Address: Columbus
City: State:  76

Part I: Check all that apply

Classification:
- Administrative/Professional Staff
- Faculty
- Support Staff
- Temporary
- Regular
- Full-Time
- Part-Time
- Other

New Employee
Extension
Reclassification
Transfer
Promotion
Salary Adjustment
Other

Retirement
Resignation
Separation (date: )
Change in Assignment
Additional Assignment
Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: Workforce Development, Continuing Education, and Distance Learning

Job Title/Position: Driver
Budgeted Position? Yes No
Budget Number: 21770.6002.6126.301, 21780.6002.6137.301
Compensation: $ 5.15
Start Date: Sept. 2002
End Date:

Specialized Area: Senior Citizen Program
Funded in which FY: 2003 - 2004
Position No. (NBAPOSN): CEWW99

Hourly Rate: (Part-time only)
$ 5.15 per hr x 12 hrs/wk x 50 wks = $ 1,590.00 per year

Job Vacancy No.: (if applicable)

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- 9 months
- 10 1/2 months
- 12 months
- Other

PROPOSED Division/Unit: Workforce Development, Continuing Education, and Distance Learning

Job Title/Position: Driver
Budgeted Position? Yes No
Budget Number: 21771.6002.6126.301, 21781.6002.6137.301
Compensation: $ 5.25
Start Date:
End Date:

Specialized Area: Senior Citizen Program
Funded in which FY: 2004 - 2005
Position No. (NBAPOSN): CEWW99

Hourly Rate: (Part-time only)
$ 5.25 per hr x 12 hrs/wk x 50 wks = $ 3,150.00 per year

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- 9 months
- 10 1/2 months
- 12 months
- Other

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)
Caroline L. Online
Approved by Vice President
Date: 10-6-04

Approved by Division Chair

Budget Approval
Date: 10/7/04

Approved by Cabinet Level Supervisor

Date: 10/7/04

Date approved by Board or not applicable

Revised July 29, 2004
Reg. 821
Wharton County Junior College

Personnel Action Form

Human Resources

Social Security No. _____ Last Name Mercado First Name Victoria Middle Initial ___ Telephone ___

Address ___ City ___ State ___ Zip ___

Part I: Check all that apply

Classification:
☐ New Employee
☐ Extension
☐ Reclassification
☐ Transfer
☐ Promotion
☐ Salary Adjustment
☐ Other (explain)
☐ Retirement
☐ Resignation
☐ Separation (date: ___)
☐ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: n/a

Job Title/Position: President

Part-Time Clerk

Budgeted Position? ☒ Yes ☐ No

Budget Number: 1110.117.6102.6002

Compensation:
☐ Annual ☐ Hourly ☐ Other (explain)

$ 8.13

Sched ☐ Grade ☐ Step 0

Hourly Rate: (Part-time only)

$ 8.13 per hr x 30 hrs/wk x 48 wks = $ 11,707.20 per year

Start Date: 9/15/03

End Date: 8/31/05

At-will employee ☒ Per contract ☐

If temporary, anticipated termination date: 8/31/05

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other

PROPOSED Division/Unit: n/a

Job Title/Position: President

Temp. F/T Human Resources Clerk

Budgeted Position? ☐ Yes ☒ No

Budget Number: 1110.117.6101.6002

Compensation:
☐ Annual ☐ Hourly ☐ Other (explain)

$12,008 ☒ $12,675 ☐

Sched ☐ Grade ☐ Step 0

Hourly Rate: (Part-time only)

$ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year

Start Date: 12/01/04

End Date: 8/31/05

At-will employee ☒ Per contract ☐

If temporary, anticipated termination date: 8/31/05

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other 40 weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date Approved by Vice President Date

Approved by Division Chair Date Reviewed by Human Resources Date

Budget Approval Date Approved by President Date

Approved by Cabinet Level Supervisor Date Date approved by Board or ☐ not applicable

Reg. 821 Revised July 29, 2004
<table>
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<tr>
<td>State</td>
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</table>

**Part I: Check all that apply**

- Administrative/Professional Staff
- Faculty
- Support Staff
- Temporary
- Full-Time
- Regular
- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)
- Retirement
- Resignation
- Separation (date: ___)
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit: Physical Plant

- Job Title/Position: Custodial/Part time
- Budgeted Position? Yes No
- Budget Number: 1110.1194.6105.703
- Compensation: $6.97
- Sched 0
- Grade 1
- Step 0
- Hourly Rate: (Part-time only)
  - $6.97/hr x 12 hrs/wk x 52 wks = $7020.24/year

- Start Date: 3-25-02
- End Date: 11-12-04
- At-will-employee

**PROPOSED** Division/Unit: Physical Plant

- Job Title/Position: Custodian/Full time
- Budgeted Position? Yes No
- Budget Number: 1110.1194.6104.703
- Compensation: $14,500
- Sched 0
- Grade 1
- Step 0
- Hourly Rate: (Part-time only)

- Start Date: 11-15-04
- End Date: 11-15-04
- At-will-employee

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- 9 months
- 10 1/2 months
- 12 months
- Other

**Examination of Action:**

Replacement position for Ruben Ramirez

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head) 11/1/04
- Approved by Division Chair 11/1/04
- Budget Approval 11/10/04
- Approved by Cabinet Level Supervisor 11/10/04
- Date Approved by Board or not applicable 11/11/04

Revised July 29, 2004
Wharton County Junior College

Personnel Action Form
Human Resources

Social Security No. __________________________ Last Name: Ferisch First Name: Joan Middle Initial: B. Telephone: __________________________

Address __________________________ City __________________________ State __________________________ Zip __________________________

Part I: Check all that apply

Classification:
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [x] Temporary
- [ ] Full-Time
- [x] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ______)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: __________________________

Job Title/Position: __________________________

Budgeted Position? [ ] Yes [ ] No

Budget Number: __________________________

Compensation:
- [ ] Annual Sched ______ Grade ______ Step ______ Hourly Rate: (Part-time only)
- [ ] Hourly Sched ______ Grade ______ Step ______ $ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year
- [ ] Other (explain) Sched ______ Grade ______ Step ______ Hourly Rate: (Part-time only)
- [ ] Hourly Sched ______ Grade ______ Step ______ $ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year

Start Date: ______ End Date: ______

[ ] At-will-employee
[ ] Per contract

If temporary, anticipated termination date: ______

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

PROPOSED Division/Unit: __________________________

Job Title/Position: __________________________

Budgeted Position? [ ] Yes [ ] No

Budget Number: __________________________

Compensation:
- [ ] Annual Sched ______ Grade ______ Step ______ Hourly Rate: (Part-time only)
- [ ] Hourly Sched ______ Grade ______ Step ______ $ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year
- [ ] Other (explain) Sched ______ Grade ______ Step ______ Hourly Rate: (Part-time only)
- [ ] Hourly Sched ______ Grade ______ Step ______ $ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year

Start Date: ______ End Date: ______

[ ] At-will-employee
[ ] Per contract

If temporary, anticipated termination date: ______

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head): __________________________ Date: 9-13-04

Reviewed by Human Resources: __________________________ Date: 9-17-04

Approved by Division Chair: __________________________ Date: 9-31-05

Approved by President: __________________________ Date: 9-17-04

Budget Approval: __________________________ Date: 9-17-04

Approved by Cabinet Level Supervisor: __________________________ Date: __________________________

Reg. 821

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Fertsch</td>
<td>Joan</td>
<td>B.</td>
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**Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

#### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Regular
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 11/15/04)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT**

- Division/Unit: MIS-Project Management
- Job Vacancy No.: (if applicable) n/a

- Job Title/Position: Training Coordinator
- Specialized Area: MIS Project
- Budgeted Position? [ ] Yes [ ] No
- Budgeted Position: Funded in which FY? 05
- Budget Number: 1110.1304.6102.6087
- Position No. (NBAPOSN): ITTW99

- Compensation:
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)

- Sched n/a

- Hourly Rate: (Part-time only)
  - $15.00 per hr x 20 hrs/wk x 30 wks = $9000.00 per year

- Start Date: 9/20/04
- End Date: 11/15/04

**PROPOSED**

- Division/Unit: MIS-Project Management
- Job Vacancy No.: (if applicable) n/a

- Job Title/Position: Training Coordinator
- Specialized Area: MIS Project
- Budgeted Position? [ ] Yes [ ] No
- Budgeted Position: Funded in which FY? 05
- Position No. (NBAPOSN): ITTW99

- Compensation:
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)

- Sched n/a

- Hourly Rate: (Part-time only)
  - $15.00 per hr x 20 hrs/wk x 30 wks = $9000.00 per year

- Start Date: 9/20/04
- End Date: 11/15/04

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"). The work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

**Explanation of Action:**

#### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head) 11/18/04
- Approved by Division Chair 11/18/04
- Budget Approval 11/18/04

- Reviewed by Human Resources 11/18/04
- Approved by President 11/18/04
- Approved by Cabinet Level Supervisor 11/18/04
- Date approved by Board or not applicable

Revised July 29, 2004

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*Reg. 821*
**Personnel Action Form**

**Human Resources**

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<td></td>
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<table>
<thead>
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**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Regular
- [ ] Support Staff
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain): __________
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 11/30/04)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:** Administrative Services  
Job Title/Position: Data Exchange Specialist

<table>
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<tr>
<th>Budgeted Position?</th>
<th>Yes</th>
<th>No</th>
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**Budgeted Number:** 1110-13024-6101-501  
Compensation: $27,250

<table>
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<td>July, 1994</td>
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Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

**PROPOSED Division/Unit:**

<table>
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<th>Job Title/Position</th>
<th>Specialized Area:</th>
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<table>
<thead>
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<th>Budgeted Position?</th>
<th>Yes</th>
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**Budgeted Number:**

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<tr>
<td>$27,250</td>
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**Start Date: | End Date:**

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

| 9 months | 10 1/2 months | 12 months | Other |

**Explanation of Action:**

**Part III: Position/Budget Authorization**

<table>
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**Reg. 821**

**Revised July 29, 2004**
Wharton County
Junior College

Personnel Action Form

Social Security No.       Last Name       First Name       Middle Initial       Telephone

Address

Part I: Check all that apply

Classification:
☐ Administrative/Professional Staff
☐ Faculty
☒ Support Staff
☐ Temporary
☐ Full-Time
☐ Part-Time
☐ Regular
☐ Full-Time
☐ Part-Time
☐ New Employee
☐ Extension
☐ Reclassification
☐ Transfer
☐ Promotion
☐ Salary Adjustment
☐ Other (explain)
☐ Retirement
☐ Resignation
☐ Separation (date: 11/17/04)
☐ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

City

State

Part II: Assignment/Accounting

CURRENT Division/Unit:

Adult Basic Education

Job Title/Position:
Aide

Budgeted Position? ☐ Yes ☐ No

Budgeted Number:
2124.6012.6147.1012

Position No. (NBAPOSN):
GNTC99

Compensation:
☐ Annual
☐ Hourly
☐ Other (explain)

Sched: N/A
Grade: __
Step: __

Hourly Rate: (Part-time only)
$ 9.00 per hr x 10 hrs/wk x 29 wks =

$ 2,510.00 per year

Start Date: 10/16/01
End Date: 11/17/04

At-will-employee ☐ Per contract ☐

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a “9-month work schedule”); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other

PROPOSED Division/Unit:

Job Title/Position:

Budgeted Position? ☐ Yes ☐ No

Budgeted Number:

Position No. (NBAPOSN):

Compensation:
☐ Annual
☐ Hourly
☐ Other (explain)

Sched: __
Grade: __
Step: __

Hourly Rate: (Part-time only)
$ ___ per hr x ___ hrs/wk x ___ wks =

$ ___ per year

Start Date: ☐
End Date: ☐

At-will-employee ☐ Per contract ☐

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a “9-month work schedule”); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other

Explanation of Action:

Resigned

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)  Date  Approved by Vice President  Date

Recommended by Division Chair  Date  Reviewed by Human Resources  Date

Budget Approval  Date  Approved by President  Date

Approved by Cabinet Level Supervisor  Date

Date approved by Board or ☐ not applicable

Reg. 821

Revised July 29, 2004
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

**Social Security No.**

**Last Name** Cordero

**First Name** Jacqueline

**Middle Initial** L

**Telephone**

**Address**

---

**Part I: Check all that apply**

<table>
<thead>
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<td>☐ Administrative/Professional Staff</td>
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<td>☐ Faculty</td>
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<td>☒ Support Staff</td>
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<tr>
<td>☐ New Employee</td>
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<td>☐ Reclassification</td>
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<td>☐ Promotion</td>
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<td>☐ Salary Adjustment</td>
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<td>☐ Retirement</td>
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<td>☐ Change in Assignment</td>
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<td>☐ Additional Assignment</td>
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<td>☐ Leave of Absence</td>
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**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:** Specialized Area: n/a

**Job Title/Position:** Aide

**Budgeted Position:** ☐ Yes ☐ No

**Budgeted Position: 2124.6012.6147.1012**

**Budget Number:** GNTC99

**Compensation:**

<table>
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<tr>
<th>Hours</th>
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<th>Step</th>
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<tbody>
<tr>
<td>☐ Annual</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>☐ Hourly</td>
<td></td>
<td></td>
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<tr>
<td>☐ Other (explain)</td>
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**Start Date:** 9/9/02

**End Date:** 11/11/04

**Hourly Rate (Part-time only):**

$ 9.00 per hr x 19 hrs/wk x 39 wks = $ 6,669.00 per year

---

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position:** ☐ Yes ☐ No

**Budget Number:**

**Compensation:**

<table>
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<tr>
<th>Hours</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
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<td>☐ Hourly</td>
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<td>☐ Other (explain)</td>
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**Hourly Rate (Part-time only):**

$ per hr x hrs/wk x wks = $ per year

**Start Date:**

**End Date:**

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other

---

**Explanation of Action:**

---

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):**

**Date:** 11/13/04

**Reviewed by Human Resources:**

**Date:** 11/17/04

**Approved by Vice President:**

**Date:** 12/1/04

**Budget Approval:**

**Date:**

**Approved by President:**

**Date:**

**Approved by Cabinet Level Supervisor:**

**Date:**

**Date approved by Board or ☐ not applicable**

---

Reg. 821

Revised July 29, 2004
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<th>Date of WCJC Board Meeting</th>
<th>CURRENT SALARY AND SCHEDULE</th>
<th>PROPOSED SALARY AND SCHEDULE</th>
<th>PROPOSED OR REPORTED ACTION</th>
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<tr>
<td>Dec 14, 2004 NAME AND PROPOSED JOB TITLE</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lannom, Geneen G. Regular, full-time instructor of biology</td>
<td>Replaces John D. Matula FAC-1-0 $31,550 (12 mos.)</td>
<td>FAC-1-10 $35,050 (12 mos.)</td>
<td>Reclassified from temporary to regular employment, effective January 10, 2005</td>
</tr>
<tr>
<td>Matula, John D. Regular, full-time instructor of biology</td>
<td>FAC-1-0 $31,550 (12 mos.)</td>
<td>N/A</td>
<td>Resigned, effective December 16, 2004</td>
</tr>
<tr>
<td>Thomasson, Dyane M. Regular, full-time testing assistant</td>
<td>Replaces Sylvia Cervantes 0-6-0 $16,525 (12 mos.)</td>
<td>$17,500 (12 mos.) 0-6-0</td>
<td>Employed, effective November 1, 2004</td>
</tr>
<tr>
<td>Jackson, Charlotte Y. Regular, part-time adult basic education aide</td>
<td>Replaces Ramona Vargos $9.00/hr. x 10 hrs./wk. x 39 wks. = $3,510/yr.</td>
<td>$9.57/hr. x 32 hrs./wk. x 32 wks. = $9,799.68/yr.</td>
<td>Employed, effective December 1, 2004</td>
</tr>
<tr>
<td>De la Garza, Mirna C. Regular, part-time adult basic education aide</td>
<td>Replaces Jacqueline L. Cordero $9.00/hr. x 19 hrs./wk. x 39 wks. = $6,669.00/yr.</td>
<td>$9.57/hr. x 32 hrs./wk. x 32 wks. = $9,799.68/yr.</td>
<td>Employed, effective December 1, 2004</td>
</tr>
<tr>
<td>Tajalosa, Magarita Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 10 hrs./wk. x 32 wks. = $2,880/yr.</td>
<td>0-10-0 $3,062.40/32 wks.</td>
<td>Salary adjustment, effective December 1, 2004</td>
</tr>
<tr>
<td>Date of WCJC Board Meeting Dec 14, 2004 NAME AND PROPOSED JOB TITLE</td>
<td>CURRENT SALARY AND SCHEDULE</td>
<td>PROPOSED SALARY AND SCHEDULE</td>
<td>PROPOSED OR REPORTED ACTION</td>
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<td>Cortez, Sonia C. Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 10 hrs./wk. x 35 wks. = $3,150/yr.</td>
<td>0-10-0</td>
<td>Salary adjustment, effective December 1, 2004</td>
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<tr>
<td>Pineda, Yeimy C. Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 20 hrs./wk. x 32 wks. = $5,760/yr.</td>
<td>0-10-0</td>
<td>Salary adjustment, effective December 1, 2004</td>
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<tr>
<td>Mata, Candida C. Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 20 hrs./wk. x 32 wks. = $5,760/yr.</td>
<td>0-10-0</td>
<td>Salary adjustment, effective December 1, 2004</td>
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<td>Lara, Luciana Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr.</td>
<td>0-10-0</td>
<td>Salary adjustment, effective December 1, 2004</td>
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<td>Guevara, Maria L. Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr.</td>
<td>0-10-0</td>
<td>Salary adjustment, effective December 1, 2004</td>
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<tr>
<td>Delgado, Michael L. Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr.</td>
<td>0-10-0</td>
<td>Salary adjustment, effective December 1, 2004</td>
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<tr>
<td>Delgado, Irma M. Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 32 hrs./wk. x 32 wks. = $9,216/yr.</td>
<td>0-10-0</td>
<td>Salary adjustment, effective December 1, 2004</td>
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<td>Cervantez, Margarito C. Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875/yr.</td>
<td>0-10-0</td>
<td>Salary adjustment, effective December 1, 2004</td>
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<td>Briones, Mary Jane Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875/yr.</td>
<td>0-10-0</td>
<td>Salary adjustment, effective December 1, 2004</td>
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<tr>
<td>Date of WCJC Board Meeting Dec 14, 2004 NAME AND PROPOSED JOB TITLE</td>
<td>CURRENT SALARY AND SCHEDULE</td>
<td>PROPOSED SALARY AND SCHEDULE</td>
<td>PROPOSED OR REPORTED ACTION</td>
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<tr>
<td>Alvarado, Maria D. Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875/yr.</td>
<td>0-10-0  P-11-10  $27,250 (12 mos.)</td>
<td>Salary adjustment, effective December 1, 2004</td>
</tr>
<tr>
<td>Beaver, Lola A. Regular, part-time adult basic education aide</td>
<td>$5.15/hr. x 12 hrs./wk. x 50 wks. = $3,090/yr.</td>
<td>$5.25/hr. x 12 hrs./wk. x 50 wks. = $3,130/yr.</td>
<td>Salary adjustment, effective December 1, 2004</td>
</tr>
<tr>
<td>Kuhlman, Jane A. Regular, part-time adult basic education aide</td>
<td>$9.00/hr. x 25 hrs./wk. x 35 wks. = $7,875/yr.</td>
<td>0-10-0  N/A</td>
<td>Salary adjustment, effective December 1, 2004</td>
</tr>
<tr>
<td>Mercado, Victoria Temporary, full-time human resources clerk</td>
<td>$8.13/hr. x 30 hrs./wk. x 48 wks. = $11,707.20/yr.</td>
<td>0-5-0  $12,675 (40 wks.)</td>
<td>Reclassified from temporary, part-time to temporary, full-time, effective December 1, 2004</td>
</tr>
<tr>
<td>Lopez, Rosa Regular, full-time custodian</td>
<td>$6.97/hr. x 19 hrs./wk. x 52 wks. = $6,886/yr.</td>
<td>0-1-0  $14,500 (12 mos.)</td>
<td>Reclassified from temporary, part-time to temporary, full-time, effective December 1, 2004</td>
</tr>
<tr>
<td>Fertsch, Joan B. Temporary, part-time MIS-project management training coordinator</td>
<td>N/A</td>
<td>$15/hr. x 20 hrs./wk. x 30 wks. = $9,000/yr.</td>
<td>Employed, effective September 20, 2004</td>
</tr>
<tr>
<td>Fertsch, Joan B. Temporary, part-time MIS-project management training coordinator</td>
<td>N/A</td>
<td>$15/hr. x 20 hrs./wk. x 30 wks. = $9,000/yr.</td>
<td>Separated, effective November 15, 2004</td>
</tr>
<tr>
<td>Kane, Vicki J. Regular, full-time data exchange specialist in financial aid</td>
<td>P-11-10  $27,250 (12 mos.)</td>
<td>N/A</td>
<td>Resigned, effective November 30, 2004</td>
</tr>
<tr>
<td>Vargas, Ramona Regular, part-time adult basic education aide</td>
<td>$9.00/hr./10 hrs./wk. x 39 wks. = $3,510/yr.</td>
<td>N/A</td>
<td>Resigned, effective November 17, 2004</td>
</tr>
<tr>
<td>NAME AND PROPOSED JOB TITLE</td>
<td>CURRENT SALARY AND SCHEDULE</td>
<td>PROPOSED SALARY AND SCHEDULE</td>
<td>PROPOSED OR REPORTED ACTION</td>
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<tr>
<td>Cordero, Jacqueline L.</td>
<td>$9.00/hr. x 19 hrs./wk. x 39 wks. = $6,669/yr.</td>
<td>N/A</td>
<td>Separated, effective November 11, 2004</td>
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</tbody>
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