WCJC

BOARD OF TRUSTEES

AGENDA PACKAGE

FOR THE REGULAR BOARD MEETING

MARCH 21, 2006

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>
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<tbody>
<tr>
<td>7</td>
<td>P. D. (Danny) Gertson, III</td>
<td>May 2006</td>
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<tr>
<td></td>
<td>Chair</td>
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<td>5</td>
<td>Rick Davis</td>
<td>May 2006</td>
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<td></td>
<td>Vice-Chair</td>
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<td>9</td>
<td>Jack C. Moses</td>
<td>May 2010</td>
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<td>Secretary</td>
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<td>3</td>
<td>Georgia Krenek</td>
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<td>Oliver W. Kunkel, Jr.</td>
<td>May 2008</td>
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<td>Phyllip W. Stephenson</td>
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<td>Gary P. Trochta</td>
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<td>1</td>
<td>Lloyd M. Nelson</td>
<td>May 2010</td>
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- AGENDA -

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

March 21, 2006

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes ............................................................................................................. A

   A. The regular meeting on February 21, 2006

IV. Citizens’ Comments (approved by board on 5-20-99)

   This is an open forum for those persons who wish to make presentations to the board and who have signed up
to do so under board policy. Presentations are limited to five minutes each with a total of twenty minutes for all
presentations.

   During the Citizens’ Comments section of the agenda, any citizen/taxpayer (that is, any member of the public,
including college employees) may request to address the board in open meeting. If, however, the topic of the presentation
to the board falls within one of the other policies of the college, such as the employee complaint or grievance policy or
student complaint policy, the person must first go through the proper administrative channels. In such cases, the right to
address the board is guaranteed after the administrative channels have been exhausted.

   If any speaker’s presentation contains complaints or concerns about an individual employee or
officer of the district, that presentation will be conducted in executive session with the board members unless the
employee or officer about whom the comments are made requests that the comments be made publicly.

   These presentations are made for information purposes only. The board is required to listen to the
presentations but not to discuss or act on the items presented. If the board feels the matter warrants further attention, it
can be placed on the agenda for a subsequent meeting.

See Under Tab
V. Special Items

VI. Presentations, Awards, and/or President’s Report ................................................................. B

VII. Reports to the Board

   A. Financial Reports for February 2006

   (FINANCIAL REPORTS ARE MAILED UNDER SEPARATE COVER)

   B. Information Item: Management Reports

   C. Information Item: Reports from College Governance Councils

   D. Information Item: Clipping Service for the month of February 2006

VIII. Reports from Committees of the Board

   A. Audit/Finance Committee: Mr. Kunkel

   B. Facilities Committee: Mr. Donaldson

   C. Legislative Committee: Mr. Nelson

-CONSENT AGENDA-

By consent of the board of trustees, the following items may be acted on in a single motion “to approve the consent agenda as presented.” If, however, any trustee wishes to discuss a particular item or for any reason wishes to act on any given item separately, he or she may simply notify the board chair to remove that item or items from the consent agenda, and that item will be removed and acted on separately. A trustee may remove an item from the consent agenda for any reason, and he or she is not required to justify the removal or explain the reason for the removal.

IX. Matters Relating to General Administration ................................................................. C

X. Matters Relating to Academic Affairs

   A. Recommend hiring an additional 9-month Legal Assisting instructor

   B. Recommend creating a new 9-month faculty position for Education/Early Childhood

   C. Recommend creating a new 9-month position for Psychology
XI. Matters Relating to Administrative Services

A. Approve the proposal received from Mir Fox & Rodriguez, P.C., of Houston to perform internal audit services for the college (not to exceed $20,000 – current unrestricted operating budget for 2005-2006)

B. Approve, by resolution, an Interlocal Agreement between Wharton County Junior College and Wharton Independent School District for the sale of a used Universal Gym Weight machine.

C. Approve a resolution concerning delinquent personal property taxes

D. Approve the attached resolution concerning Ad Valorem Tax Exemptions

E. Approve the quote from Huton Trane of $62,350 and the transfer of the same amount from the plant fund to current funds unrestricted for HVAC control retrofit needed at the La Dieu Technology Building ($62,350 – plant fund budget 2005-2006)

F. Information Item:

   1. Seek sealed proposals for an electronic installment system for our on-line registration students (cost undetermined – current unrestricted operating fund budget for 2005-2006)

XII. Matters Relating to Technology and Institutional Research

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

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees

   1. Approve contract actions as listed in the attached agenda brief

B. Office of President/Senior Administration

C. Office of Academic Affairs

   1. Approve reclassification of Kevin W. Dees from regular, full-time Associate Dean of Instruction, CA-9-15, to regular, full-time Instructor of Biology, F-1-20, effective February 22, 2006

   2. Approve reclassification of Donna F. Schilling from regular, full-time CISCO Instructor, F-1-2, to regular, full-time instructor of computer science, F-1-2, effective September 1, 2006

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

F. Office of Workforce Development, Continuing Education and Distance Learning
1. Approve reclassification of David W. Clayton from regular, full-time instructor of law enforcement, FAC-1-10, to regular, full-time director of public safety training, CA-1-21, effective March 22, 2006

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions
1. Sue Lane McCulley retired as a regular, full-time instructor of English, F-7-24, effective May 31, 2006

I. Information Items: Non-contract Personnel Action
1. Stephanie L. Christian employed as a regular, part-time aide, $9.73/hr. x 20 hrs./wk. x 20wks. = $3,892.00/yr., effective March 3, 2006
2. Clara S. Merecka employed as a regular, part-time homemaker, $5.15/hr. x 20 hrs./wk. x 32 wks. = $3,296.00/yr., effective February 21, 2006
3. Lynn Warren resigned as a regular, full-time continuing education specialist, P-7-5, effective March 31, 2006
4. Helen L. Fiedler employed as a temporary, part-time kid’s college coordinator/Wharton, $20.00/hr. x 5 hrs./wk. x 34 wks. = $3,400.00/yr., effective March 1, 2006

XVI. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons:
Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), deliberation regarding economic development negotiations (551.086).

A. Sale of Ammann Property

XVII. Action on items discussed in closed session

XVIII. Matters Relating to Formal Policy

A. Permission to update names of job titles/offices and correct typos in WCJC Regulations

B. Information Item:
1. Addition to Guidelines section of Regulation 772: Distance Education
Board of Trustees
March 21, 2006
Agenda

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular meeting on February 21, 2006
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
February 21, 2006

The Wharton County Junior College District Board of Trustees met in regular session on
February 21, 2006 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. Lloyd Nelson; Mr. Phil Stephenson and
Mr. Gary Trochta.

Trustees Absent: Mr. Oliver Kunkel.

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of
Financial Services; Mr. Dale Pinson, Vice President of Workforce Development, Continuing Education
and Distance Learning; Mrs. Pam Youngblood, Vice President of Technology and Institutional
Research; Ms. Gloria Crockett, Executive Secretary to the President; Mrs. Barbara Bubela; Mrs.
Darlene Byrd; Ms. Zina Carter; Mrs. Sara Clark; Mr. Kevin Dees; Mr. Kevin Farley; Mr. Mike Feyen;
Mrs. Heidi Hardy; Mrs. Cheryl Machicek; Mr. Mike Mills; Mr. David Schroeder; Mr. Gus Wessels
and Mr. Philip Wuthrich.

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 January 17, 2006 and the special called meeting
on January 20 & 21, 2006 were approved as presented.

ITEM IV: CITIZENS’ COMMENTS
-None-
ITEM V: SPECIAL ITEMS

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

A. Sarah Clark was recognized for the WCJC Associate Degree Nursing Program commendation for the 96.15% pass rate for the NCLEX-RN 2005 examination year. The Board asked that Ms. Clark express their appreciation to the ADN staff for a job well done.

B. Ms. McCrohan reported that she, Jack Moses and Phil Stephenson had attended the Association of Community College Trustees meeting in Washington, D.C. on February 5-7. Issues that were presented to Senators and Representatives regarded additional funds for Pell Grants and Carl Perkins funding. The group met with Senator John Cornyn who is receptive to community college issues. Mr. Stephenson reported that he met with a community college caucus. The meeting was not well attended by caucus members but Mr. Stephenson felt that this should be pursued. Jack Moses reported that his concerns included the reauthorization of the Higher Education Act which includes Title III funding.

C. Ms. McCrohan distributed a copy of the election calendar.

D. Ms. McCrohan reported that the Association of Governing Boards of Universities and Colleges is hosting a national conference on Trusteeship in Orlando Florida April 1-4, 2006. Trustees were encouraged to attend.

E. Ms. McCrohan invited all to attend the President Lecture Series on Thursday, March 2, to hear Wharton native Fred S. Zeidman, chairman of the United States Holocaust Memorial Council.

F. Ms. McCrohan distributed a copy of an article provided by the Texas Gulf Coast Consortium of Community Colleges that appeared in the Texas Monthly magazine entitled, "Our heroes have always been Texans."

ITEM VII: REPORTS TO THE BOARD

A. Financial Reports

-Gus Wessels reviewed the financial reports for January 2006.

-Bryce Kocian reviewed the investment report and the Texpool report for January 2006.

BOARD ACTION: On a motion by Mrs. Krenek and a second, the board unanimously approved the financial reports, investment report and the Texpool reports for January 2006.
ITEM VII-B: MANAGEMENT REPORTS

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

1. Department of Information and Technology: Pam Youngblood (Vice President of Technology and Institutional Research)
2. Financial Aid: Gus Wessels (Dean of Financial Services and Business Services)
3. Student Services: Wayne Taylor (Dean of Student Services)

ITEM VII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

-None-

ITEM VII-D: CLIPPING SERVICE FOR MONTH OF JANUARY 2006

-News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of January 2006 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
   -None

B. Facilities Committee: Mr. Donaldson
   -None

C. Legislative Committee: Mr. Nelson
   -Mr. Nelson reported that there is a meeting of candidates at the Wharton Civic Center tonight at 6:30 PM.

-Mr. Gertson asked if any items needed to be pulled from the consent agenda.

-Item XIC was pulled from the consent agenda and discussed. Mr. Stephenson requested that the audit/finance committee interview representatives from Harrison, Waldrop & Uherek, LLP of Victoria and Mir Fox & Rodriguez of Houston. Mr. Gertson requested that this meeting be scheduled prior to the March 21 Board meeting.

BOARD ACTION: On a motion by Mr. Stephenson and a second, the consent agenda was approved as presented with the exception of Item XIC which will be discussed at an audit/finance committee meeting.
- Mr. Donaldson requested information on Item XV-I-2 regarding the duties of the part-time aid to the Athletic Director. Ms. McCrohan stated that the part-time aid would be working with the baseball team, drive the bus, and be available to attend all sporting events.

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ITEM IX: MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve a Build to Suit Lease Agreement between the University of Houston System and Wharton County Junior College

ITEM X: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve the creation of a new faculty position for instructor of history effective fall 2006– ($33,550 - $45,050 - current operating budget)

B. Approve the creation of a new faculty position for full-time instructor of Cisco/computer science ($33,550 - $45,050 – current operating budget)

ITEM XI: MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve Order of Election for Board of Trustees Election – ($20,000 – current unrestricted operating budget)

B. Approve UniFirst as the College’s provider of uniforms and mop services – ($18,000 – current unrestricted operating budget)

C. Approve the establishment of the Mary Ann Rider Roades Memorial Scholarship

D. Information Item:

1. Discuss the possible sale of the WCJC truck terminal property in Bay City

ITEM XII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH
ITEM XIII: MATTERS RELATING TO WORKFORCE DEVELOPMENT, CONTINUING EDUCATION, AND DISTANCE LEARNING

A. Approve $18,113.87 for the annual maintenance contract on the college's distance education network from Southwestern Bell – ($18,113.87 - current operating budget for 2005-2006)

B. Approve proposed new position of Director of Youth Activities – ($40,068 - $46,735 – Kids College professional salaries – current operating budget)

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President/Senior Administration

C. Office of Academic Affairs

1. Approve part-time overload list for the winter mini term 2005

2. Approve employment of Timothy A. Cross as a regular, full-time instructor of radiologic technology, FAC-1-10, effective January 4, 2006

3. Approve employment of Johnson Cherukara as a temporary, full-time instructor of biology, FAC-1-5, effective January 9, 2006

D. Office of Administrative Services

E. Office of Student Services

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

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions
1. Information Items: Non-contract Personnel Action

1. Thomas C. Beavers employed as a regular, full-time information technology technician, P-13-0, effective January 4, 2006

2. Ruben Ramirez employed as a regular, full-time mail carrier/maintenance apprentice, T-1-0, effective January 4, 2006

3. Nathan C. Brown employed as a regular, part-time fitness center staff, $8.29/hr. x 19 hrs./wk. x 48 wks. = $7,560.00/yr., effective December 12, 2005

4. Aaron M. Kieler employed as a regular, part-time fitness staff, $8.29/hr. x 19 hrs./wk. x 48 wks. = $7,560.00/yr., effective December 12, 2005

5. Leo J. Lee employed as a regular, part-time custodian, $7.13/hr. x 19 hrs./wk. x 52 wks. = $7,044.00/yr., effective December 1, 2005

6. Traci Llanes employed as a temporary, part-time receptionist/secretary, $8.57/hr. x 24 hrs./wk. x 1 wk. = $205.68/yr., effective December 14, 2005

7. Traci Llanes employed as a regular, full-time receptionist/secretary, 0-6-0, effective January 4, 2006

8. Geneva O. Miller employed as a regular, part-time security officer, $9.44/hr. x 19 hrs./wk. x 52 wks. = $9,326.00/yr., effective December 1, 2005

9. Sandra Pena employed as a regular, part-time custodian, $7.13/hr. x 19 hrs./wk. x 52 wks. = $7,044.00/yr., effective December 12, 2005

10. David H. Clark resigned as a regular, part-time fitness center staff, $8.29/hr. x 19 hrs./wk. x 48 wks. = $7,560.00/yr., effective December 22, 2005

11. Jason A. Pitz resigned as a regular, part-time fitness center staff, $8.29/hr. x 19 hrs./wk. x 48 wks. = $7,560.00/yr., effective December 22, 2005
ITEM XV: EXECUTIVE SESSION:

-Pursuant to the Texas Government Code (Chapter 551, Open Meetings), the Board may conduct a closed executive session for any or all of the following reasons: Consultation with attorney (551.071), deliberation regarding purchase, exchange, or sale of real property (551.072), deliberation regarding prospective gift to WCJC (55 personnel matters (551.074), deliberation regarding security devices (551.076), and/or deliberation regarding economic development negotiations (551.086).

ITEM XVI: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

-There was no executive session.

ITEM XVII: MATTERS RELATING TO FORMAL POLICY

A. Second and final reading of new regulation on Optional Retirement Plan / Tax Deferred Annuity Providers (ORP/TDA Providers).

ITEM XVIII: OTHER BUSINESS

ITEM XIX: ADJOURN

-The meeting adjourned at 7:16 PM.
Management Reports

The following management reports for the month of February 2006 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)
The Institutional Research Office has supplied information regarding enrollments for the Title III Application, enrollments of service area high schools, preliminary enrollment numbers for the Texas Association of Community Colleges, and an analysis of the student evaluation of faculty report for instructors in the Communications and Fine Arts Division. They also completed and certified the fall 2005 CBM006 report. The Director of IR created a summary of the January Board of Trustees Retreat SWOT analysis, revised the RFP for the marketing/enrollment management plan, and suggested revisions for the VCT/SACS compliance report. He also held TracDat training sessions for the administrative areas.

The MIS Infrastructure Architect has worked very diligently to prepare for the processing of secure electronic transcripts by means of encryption. He has been successful and has met the March 1, 2006 deadline for all electronic transcripts to be encrypted when sent electronically. The Director of Databases and Application Services provided a plan to move on-line services to a new server. A week long testing process was performed by all administrative areas. An overall consensus to migrate to the new server was reached with the successful testing that was performed by each area.

A survey was sent to sister institutions asking for information regarding products listed in the Sungard SCT proposal. The proposal addresses the Oracle licensing issue and also includes Luminis for a web portal, Banner Advancement for alumni data, and XtenderSolutions for document imaging. The survey addressed each of these products for installation issues, needed resources, and worth to the institution. A proposal from Oracle Corporation for a comparison of purchasing the needed license was received. The packaged licensing from Sungard SCT is the better value.

The programming staff worked on-site with the Sungard SCT Accounts Receivable and Finance consultant. Several issues were resolved and processes were developed to help prevent similar issues in the future.

During the month of February, there were 143 new service requests submitted for the Technical Services team. Of the 143 new service requests, 117 were completed. A total of 143 outstanding issues were completed with a total of 55 issues still remaining.
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### WHARTON COUNTY JUNIOR COLLEGE MONTHLY TESTING REPORT

**TO:** Betty Crohan, Dr. Ty Pate, Dr. Wayne Taylor, Natalie Stavinoha  
**FROM:** Diane Stewart, Testing Coordinator  
**DATE:** March 1, 2006  
**SUBJECT:** Monthly Report - February 2006

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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII-D

Clipping Service for Month of February 2006

-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 February 2006.
Mother's Favorite Diamond

In Plato’s *The Allegory of the Cave*, we are told how the prisoner chained in the cave can only see shadows. But when the chains are removed, the prisoner can move and turn, giving him the ability to see things beyond the shadows. The prisoner must be dragged from the cave and out into the sunlight. This is most difficult for the prisoner and it takes time for his eyes to adjust. But once they do, he begins to see many new things and his world changes.

Take English 1301 at Sugar Land’s Wharton County Junior College and you will be introduced to *The Allegory of the Cave*. My teacher, Ms. Angela Kocurek, is young, bright, and challenging. The words she comes up with make my head spin. I have to admit there is a struggle to stay with her at times, but that struggle is what gets one out of the comfort zone and leads to inner change.

Releasing the “chains” in baseball can be a struggle as well. We are taught at a young age about the game of baseball, usually in little league. Hitting, pitching, running, fielding, throwing and strategy are many concepts that are introduced to us. Our impression of hitting may be the result of what we were taught at age 8. We may be chained to these beliefs and spend a lifetime there, just as the prisoner in the cave, looking at shadows. Never really seeing reality. Never really experiencing the way baseball was meant to be played. What you need is a Ms. Kocurek to challenge your thinking and make you struggle with baseball. I am your Ms. Kocurek. Struggle is our game.

Don’t be afraid of struggle. Your hitter must go through the process of refining his skills if he wishes to move significantly forward. And with change comes hard work. There are a host of significant prompts that can enlighten your swing. Don’t remain chained and only see the “shadows” of baseball. Get release, throw off the fetters of baseball and begin your goal of climbing out of the cave. For when you reach the sunlight, you will open yourself up to a new world of baseball.

In order for you to become the hitter that understands, practices and competes, struggling will be synonymous with baseball. The first requirement is for parents to make sure they are providing proficient coaching for their child. Take the time to have your hitter schooled properly about understanding hitting. You’ll spend $150 on a bat, $80 on a glove, and who knows how much on appropriate baseball gear. Schedule him for five lessons with a quality coach who can properly teach him the basics.

Ms. Kocurek for a half an hour spins my head. I struggle with her. But that’s how I will become a better essay writer. Driving your son to the game, dropping him into the hands of the coach, and then watching from the stands doesn’t cut it. Your hitter needs more. He’s depending on you to guide him properly. Get him professional help. Get him Angela Kocurek. You’ll be happy you did.

Terry Puhl played outfield for the Houston Astros from 1977-1990. He had a career batting average of .280 and holds the major league career fielding percentage record (.993) by an outfielder in 1,000 games or more. For individual hitting lessons, please call 713-250-4254.
WCJC expanding in Sugar Land

BY RONALD K. SANDERS

The University of Houston will build a second tower in Sugar Land, and Wharton County Junior College trustees signed a lease this week to have WCJC occupy nearly two thirds of the 145,000 square foot structure.

"I think it is a wonderful opportunity for both institutions," WCJC president Betty McCrohan said at Tuesday's WCJC board meeting.

UH opened the first 57,000 square-foot tower on University Boulevard four years ago and already has run out of room. The university has been raising money and plans to issue bonds to raise the remainder of the costs to construct the second building. The bond is slated to be $17.9 million.

Calling it a historic moment, WCJC trustees Tuesday unanimously approved a preliminary "build to suit" lease agreement that commits WCJC as an occupant.

The terms would range from 90 cents to $1.20 per square foot, depending on final terms reached after final construction costs are known.

The present WCJC Sugar Land campus, located on Julie Rivers Drive, would close after WCJC moves to the tower. The old campus — actually built as an office complex — will likely be sold.

WCJC will spend more to occupy the new campus compared to its present Sugar Land CentraPlex, but the new campus is expected to generate more revenue.

WCJC predicts 6 percent enrollment growth annually, with $3.4 million in revenue in excess of direct costs in the fifth year of the lease.

Officials anticipate the enrollment growth by regaining synergy with UH. They used to be in the same building before UH built its own. (UH leased space from WCJC inside the CentraPlex.)

While, UH's stand-alone campus is highly visible, a landmark now off of U.S. 59, the CentraPlex is not. It is buried in an office park.

Together, again, in the same building would return and enhance that synergy, WCJC officials think, re-establishing WCJC's seamless feeder to UH.

WCJC's classes span the first two years of college and UH's Sugar Land campus would provide the third and fourth year and beyond.

"We will certainly be glad to be neighbors again," WCJC board chairman Danny Gertson III said.
By SHAWN PRICE

A goal of playing collegiate volleyball will keep Lady Ricebird senior Savannah Schoelman close to home in Wharton County as she recently signed a letter-of-intent to join the Pioneer program at WCJC next fall.

Pioneer coach Harold Shilk watched Schoelman sign the papers Wednesday in the Ricebird field house with Schoelman's parents, Dale and Connie, in attendance along with Savannah's sister Amanda and Lady 'Bird volleyball coach Diane Matula.

"I worked towards this for four years and I'm glad I got a full scholarship to go anywhere," Schoelman stated after the paperwork was completed. "It's really nice to be in Wharton because I'll be close to my family."

Schoelman has been attending Pioneer volleyball camps the past few years and is familiar with the program.

"I've been in the WCJC volleyball camp for four years and I've learned a lot of what their team does," Schoelman said. "I've also gone over and watched a couple of practices this year."

Schoelman completed a very successful senior campaign with the El Campo volleyball team this past fall. Playing middle blocker for the Lady Ricebirds, Schoelman led the team with 240 kills over a 32 match season and served for 418 points.

"She had a super year this past season and really came into her own," Matula said.

Individual honors for Schoelman included being named MVP of the All-Wharton County team and the Offensive Player of the Year in 24-4A on the All-District team.

"She has always talked about going to college and playing volleyball," Matula noted. "She has a very good vertical jump and I think that's what got her noticed."

"Her hitting ability and placement of the ball improved this past year, she became very accurate where she was putting the ball."

The hitting and blocking effort by Schoelman during the season helped lead EC to an 18-14 record which included a berth in the playoffs for the Lady Ricebirds as the third-place team from 24-4A.

Facing Santa Fe in Alvin for a bi-district match Schoelman produced her best effort of the season with a 14-kill performance.

No matter where EC matches were played Schoelman could always count on her parents and sister to be in the stands offering support.

"We haven't missed a game since seventh grade, been to every one of them," noted Dale Schoelman. "It's going to be nice to still have her at home and close by so that we'll continue to watch her play."

For Savannah the support was very welcome and provided her with motivation to always do her best.

"It's really nice to have them all my matches, since they are there to push me forward if I happen to slack off," Savannah said.

"They won't let me do that. So they help push me to play harder and become a better player."

Part of Schoelman's improve-

(See WCJC, Page 2-B)
Lady Ricebird senior Savannah Schoelman signed a letter-of-intent with the Wharton County Junior College volleyball program Wednesday. Joining her for the special day were her parents (front, l-r) Connie and Dale Schoelman, along with (back, l-r) El Campo volleyball coach Diane Matula, sister Amanda Schoelman, and WCJC coach Harold Shilk.

(Continued from Page 1-B) The momentum in her play each season included the volleyball camps held at WCJC.

"Every year there’s been a big difference in her play, especially when she came back from a camp," Dale said.

Schoelman, who has also advanced to regionals in track and field for the Lady Ricebirds, gained an early appreciation for volleyball by watching her older sister play.

"I liked volleyball from the excitement I had seeing my sister, Amanda, play and I loved watching her when I was younger," noted Savannah.

"Then when I had the chance to play in high school I just loved hitting the ball. It was exciting and an adrenaline rush for me."

While playing on the junior varsity during her sophomore season, Schoelman was moved up to the varsity when the Lady Ricebirds advanced to the playoffs and she saw playing time against Dickinson in the bi-district match.

During her junior season with the varsity squad, Schoelman totaled 134 kills with 21 aces and 142 service points. She was an honorable mention on the 24-4A All-District team that year and selected to the second team on the All-Wharton County squad.

Now the next level of her development in the sport takes her to the collegiate ranks on the junior college level, and it has her right at home.
College Bound

Savannah Schoelman, the co-MVP on the All-Wharton County volleyball team and the Offensive Player of the Year in 2A-4A, will continue her volleyball career with the Pioneers next fall.
WCJC signs 
deal with UH in Sugar Land

By RONALD K. SANDERS
Journal-Spectator News Editor

The University of Houston will build a second tower in Sugar Land, and Wharton County Junior College trustees signed a lease this week to have WCJC occupy nearly two thirds of the 145,000 square feet structure.

"I think it is a wonderful opportunity for both institutions," WCJC president Betty McCrohan said at Tuesday’s WCJC board meeting.

UH opened the first 57,000 square-foot tower on University Boulevard four years ago and already has run out of room.

The university has been raising money and plans to issue bonds to raise the remainder of the costs to construct the second building.

The bond is slated to be $17.9 million.

Calling it a historic moment, WCJC trustees Tuesday unanimously approved a preliminary "build to suit" lease agreement that commits WCJC as an occupant.

The terms would range from 90 cents to $1.20 per square foot, depending on final terms reached after final construction costs are known.

The present WCJC Sugar Land campus, located on Julie Rivers Drive, would close after WCJC moves to the tower.

The old campus — actually built as an office complex — will likely be sold.

WCJC will spend more to occupy the new campus compared to its present Sugar Land CentraPlex, but the new campus is expected to generate more revenue.

WCJC predicts six percent enrollment growth annually, with $3.4 million in revenue in excess of direct costs in the fifth year of the lease.

Officials anticipate the enrollment growth by regaining synergy with UH.

They used to be in the same building before UH built its own. (UH leased space from WCJC inside the CentraPlex.)

While UH’s stand-alone campus is highly visible, a landmark now off of U.S. 59, the CentraPlex is not. It is buried in an office park.

Together, again, in the same building would return and enhance that synergy, WCJC officials think, re-establishing WCJC’s seamless feeder to UH.

WCJC’s classes span the first two years of college and UH’s Sugar Land campus would provide the third and fourth year and beyond.

“We will certainly be glad to be neighbors again,” WCJC board chairman Danny Gertson III said.
Tiger Field starts season with facelift

By BURLON PARSONS
Journal-Spectator Lifestyle Editor

After a major face lift, Tiger Field will "Play Ball!" for the first time this season on Saturday, Jan. 28. That is if there's not too much rain before the game and the new grass has taken root.

That game will feature the Wharton County Junior College Pioneers against Angelina Junior College in a double-header.

With more than $40,000 worth of improvements the field now sports a new backstop, sound system and netting behind the plate and down to the dugouts.

The infield has also been laser leveled and a new type of grass planted on it.

"We hope to be ready to go for the first college game here," says coordinator Phil Stephenson, also a WCJC trustee. "Right now we're hoping the new grass gets rooted and we're waiting for a special greens mower to come in."

Stephenson says the improvements have been a joint effort to make the field a great venue for baseball. He's hoping it will attract some major tournaments here.

Both Wharton County Junior College and Wharton Independent School District contributed $7,500 each. Team Wharton kicked in another $10,000 and another almost $20,000 was raised through donations and in-kind service.

Stephenson said the response was great.

There are more than 185 games played there during a regular season and that does not count practices, he said. Teams from WCJC, Wharton ISD and Babe Ruth League all use the same complex.

Stephenson said the idea of improving the field was kicked around last year when there was a homecoming of former baseball players of Wharton High School coach Floyd Ciruti.

From ideas gleaned there the project grew and Stephenson said everyone he approached for help was more than willing to donate.

He said one of the major individual contributors was Roger Gossett, whose contributions helped with the backstop, sound system and printing programs for the WCJC Pioneer season.

Stephenson says he invites the public to come out and get a "big league" feel at the remodeled field.

"There's a brick wall now behind the plate, new netting and just a whole new look," Stephenson said. "There will be music played between innings for the entertainment of those attending the games."

Carlos Iruz, left, and Alvaro Arqueta, both with Concrete Construction Co. of Waller, redo infield grass at Tiger Field as part of an improvement project.
High school students get taste of college at WCJC

Wharton County Junior College will host nearly 1,000 area high school students for Junior/Senior Days from Jan. 24 through Feb. 1.

During this recruitment event, high school students will get a firsthand view of WCJC programs that lead to 19 associate in applied science degrees, 18 certificate programs, and an associate in arts degree. They will also visit with current WCJC students to learn why they chose WCJC.

Julie Aaronson, coordinator of student recruitment at WCJC, heads Junior/Senior Days. She said that during campus tours, students are exposed to all the programs offered at the college.

"This way, if prospective students are not sure what course of study they want to pursue, they might see something that sparks their interest," she said.

Each day begins at 9 a.m. in the WCJC Pioneer Student Center with an overview of admissions, academic programs, extracurricular activities, and financial information. After interacting with current students and touring the campus, the high school students conclude the day with a pizza lunch.

On Tuesday, Jan. 24, WCJC will host Boling, Bay City and Brazos. On Wednesday, Jan. 25, it will be East Bernard and Tidehaven. Thursday, Jan. 26, will be for El Campo.

On Monday, Jan. 30, Rice and Van Vleck will attend. On Tuesday, Jan. 31, guests will be students from Wharton. Wednesday, Feb. 1, will be Needville.

The high schools participating in Junior/Senior Days determine which grade level of students to bring since they know their students the best, said Aaronson. She adds that those who participate in this recruitment event generally bring their entire junior or senior class. Other high schools in WCJC's service area bring smaller groups on other days so they can focus on specific programs.

For additional information on scheduling a college visit for an individual student or larger groups, contact Julie Aaronson at 979-532-6455 or 1-800-561-9252, ext. 6455.
Asian-American financial planner to start president’s series at WCJC

Nghi T. Ho, an Asian-American of Vietnamese descent and 1975 immigrant to Houston, will headline the Wharton County Junior College Spring 2006 President’s Lecture Series, entitled “Texas: Recognizing Our Many Cultures.”

On Thursday, Jan. 26, his presentation, “Embracing Culture and Diversity for Business Success,” will provide insights into common myths regarding various ethnic groups and the importance of working with all of them to succeed in business.

Ho will begin his presentation at 7:30 p.m. in the WCJC Horton Foote Theatre in the Duson-Hanson Fine Arts Building. The event is free and open to the public.

Ho is a successful financial planner, branch manager and owner of the Houston-based Royal Oaks Financial Group, an LPL Financial Services Company, which is America’s largest independent investment advisory firm. During his 15-year career as a financial planner he has seen colleagues go out of business catering to only one ethnic group.

“If I served all Asians, or all Anglos, I wouldn’t survive,” said Ho, who estimates the demographics of his clientele to be 40 percent Asian.

“The minority is the majority in Houston. You have to take advantage of it and you can thrive on it,” continued Ho.

Currently, he is serving a third term on the Alief ISD Board of trustees and he is on the boards for the Asian Chamber of Commerce and the Houston West Chamber of Commerce.

For more information about the lecture series, visit www.wcjc.edu or call 532-6322.
**GED and ESL Classes**

Free GED and ESL classes are offered in Matagorda County by Wharton County Junior College. Day classes are from 8 a.m. to noon Monday through Thursday at the Pierce Campus, (979)244-2850.

Night classes also are from 6:30 to 9 p.m. at Pierce Campus on Tuesdays and Thursdays, and from 6 to 8 p.m. at Palacios High School, Tuesdays and Thursdays.

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**WCJC board holds planning retreat**

Wharton County Junior College trustees are meeting in a planning retreat this morning. Held at the Marriott Sugar Land Town Square, the meeting includes a facilities master plan, board training, and strategic planning.

An earlier session was held last night, including a board dinner.
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**WCJC faculty concert**
The Music Department of Wharton County Junior College will present its annual “Something Old/Something New” concert Thursday, Feb. 2 in the Fine Arts Theater at 7:30 p.m. The light-hearted concert is by members of the Fine Arts faculty. Tickets will be sold at the door for $4. This is a Fine Arts Series Event.

**Medicare program**
The National Counsel on Aging and the Access Benefits Council, sponsored by the Wharton County Junior College senior citizens program, will be available to help with the new Medicare D prescription benefit. The session has been rescheduled tentatively from 10 a.m. to 3 p.m. today at the LaDieu Center. For more information and to register, call 532-6430.

**President’s Lecture is Thursday night**
Wharton County Junior College starts its spring President’s Lecture series Thursday evening with a presentation by Nghi T. Ho, an Asian-American of Vietnamese descent and 1975 immigrant to Houston.

Ho will speak at 7:30 p.m. in the WCJC Horton Foote Theatre. It is free and open to the public. A successful financial planner, branch manager and owner of the Houston-based Royal Oaks Financial Group, an LPL Financial Services Company, which is America’s largest independent investment advisory firm, Ho will speak on “Embracing Culture and Diversity for Business Success.”

The lecture series’ theme is “Texas: Recognizing Our Many Cultures.”
WCJC baseball team cranks up season here Saturday

By MIKE KONVICKA

You know it's baseball season if it's cold and rainy.

WCJC cranks up its season on Saturday at Tiger Field with a doubleheader against Angelina College. First pitch is at 1 p.m.

The Pioneers play Panola College at 2 p.m. Sunday at Sam Houston State University in Huntsville and host Temple in a doubleheader next Wednesday.

Bob Nottebart, who is in his eighth year, is excited about getting the season going.

"I love it," said Nottebart. "I like being around the kids."

And his players are also ready.

"You can always sense that they're chompin' at the bit and are excited," said Nottebart.

"I don't care if you are six years old or 60 years old. If you're playing, you get excited about what you call opening day."

WCJC finished second last year in the South Zone with a 19-17 record and was 28-30 on the season.

"We return a lot of sophomores and experience should be a strength for us," said Nottebart.

"But we only have a few guys that are only tested."

There are only four freshmen on the 23-player roster.

"This is the smallest number team I've had," said Nottebart.

"It's a good manageable number."

WCJC finished up its second week of practice on Saturday.

"We're as ready as we're going to be," said Nottebart. "We've been practicing against each other and seeing our own guys. You want to test yourselves in a competitive way."

This is the first season, since Nottebart has been here, that WCJC hasn't opened with a Region XIV South Zone opponent.

"We get to play five or six games before conference and it will give me a chance to see a lot of guys play," said Nottebart.

"We have some guys who have won some spots. I've got to find some things out."

The remaining six teams start playing for keeps Friday as Alvin hosts Blinn and San Jacinto hosts Galveston. They'll play doubleheaders on Saturday as will UT Brownsville and Laredo. The Scorpions and Palominos play a single game on Sunday.

Nottebart will have it tough this season as he will be without an assistant coach. Chris Hill stepped down earlier in the year and will only teach classes.

"It's tough being by myself and it takes away from individual time with the players," said Nottebart.

The Pioneers start that schedule next Saturday on the border with a doubleheader against Laredo Community College.

Returning pitchers from last year's team include Louise graduate Garrett Williamson and Colter Zoch from La Grange.

Newcomers include transfers Ryan Majewski from Brenham, Shane Janecka from Weimar, Ryan Bailey from Ganado, Jacob Kozel-sky from La Grange, Josh Lara from Bay City and Christian Loeffler from Houston.

"I have a group of guys who are close talent wise," said Nottebart, referring to his pitching staff.

"It's going to be who's ever hot."

Dan Allen and Trent Orosco return to share catching duties this season, and will receive assistance from Grant Taylor, a transfer.

Other returners include outfielders Kyle Mueller from Weimar, shortstop Chris Tampke, outfielder Chase Wheaton and Chris Widener from Baytown.

Other newcomers include outfielder Chris Neiser from La Grange, infielder Tyler Hicks from Marble Falls, and third baseman John West from Kingwood.
WCJC’s Kyle Mueller works on his bunting game during last week’s workouts. Mueller, a graduate of Weimar, will play outfield for the Pioneers this season. WCJC opens its season Saturday by hosting Angelina.
Wharton County Junior College invites you to join us for the Spring 2006 President's Lecture Series highlighting the theme recognizing our many cultures

Nghl T. Ho
Financial Planner
Principal and Owner of LG&G
Oasis Financial Group, an LPL Financial Services Company, Director, Atascocita Chamber of Commerce Director, Desert West Chamber of Commerce President, Majoraccas Lake City, Director, Chief Education Foundation

"Embracing Culture & Diversity for Business Success"

Thursday, January 26 • 7:30 p.m.
Horton Foote Theatre
Dutan-Hansen Electric Building
Wharton Campus

Free • Open to the Public
For more information call 979-532-6322

WJC is an E.O.E. Institution
Surgical Technology Program

Let WCJC help you get started on an exciting career as a Certified Surgical Technologist (CST)

- One year certificate program
- High School diploma or GED required
- ACT scores of Reading 18+, Math 16+, Composite 17+, or SAT scores of Reading 55+, Math 51+, required
- Financial Aid available
- Clinicals conducted at area hospitals

Prepare for your future by learning to be a vital team member in surgery!

Participating in the program exposes you to the latest surgical technology and interventions.

Applications due by June 1, 2006.

Classes begin August 28, 2006 at the main campus in Wharton, Texas and will be held 8:00 a.m.–5:40 p.m., Monday–Friday.

For more information, call 979-532-6491 or 1-800-561-9252 ext. 6491

WCJC is an E.O.E institution
Sugar Land to build park next to new building for WCJC

By RONALD K. SANDERS
Journal-Spectator News Editor

SUGAR LAND — Thanks to the city government, Wharton County Junior College’s new campus here will have amenities not always seen even on the grounds of a large university.

The city of Sugar Land has committed to constructing a 52-acre park adjacent to the University of Houston’s Sugar Land Campus, where a second tower will be constructed in collaboration with WCJC.

The 52 acres could include such things as botanical gardens, jogging and biking trails, parks, recreation and community centers, entertainment facilities, playgrounds, or athletic fields.

The city of Sugar Land and the university system also will study the feasibility of building a research facility on the same grounds.

Earlier this month, WCJC signed a lease agreement to occupy nearly two thirds of the new 145,000 tower.

UH opened the first 57,000 square-foot tower on University Boulevard four years ago and already has run out of room. The university has been raising money and plans to issue bonds to raise the remainder of the costs to construct the second building. The bond is slated to be $17.9 million. The new building will cost $30 million.

Construction is expected to start in January 2007 and last 18 months.

After moving in, WCJC will likely sell its present facilities, an office park on Julie Rivers Drive.

In a dignitary-packed luncheon on Monday, Sugar Land officials presented a $3.5 million check to the university for a long-term lease of the 52-acres adjacent to the campus. In all, the university owns about 250 acres off University Boulevard.

The funds actually came from Sugar Land’s economic development arm, similar in function to the Wharton Economic Development Corp.

“I’m extremely proud of the collaborative vision,” said Sugar Land Mayor David G. Wallace.

The commitment in this lease builds on an initial commitment of $3.5 million toward the original Sugar Land, Wallace said.

“With this lease we have found a way to capitalize on mutual objectives, the end result of which is a further development of the (Sugar Land) campus faster than otherwise would be possible. At the same time, this partnership provides greater opportunity for our residents to access higher education and recreational facilities.”

The city’s commitment has been earmarked for the “Building Futures Together Campaign,” which will support the construction of the new academic building.

The George Foundation donated $4 million in May 2005. Subsequently, the Fred and Mabel R. Parks Foundation committed $250,000, and developer Newland Communities and UH Alumnus Brij Agrawal committed $100,000 each.

“Today, we celebrate a historic event for Sugar Land and for the University of Houston System,” Leroy Hermes chairman, UH System Board of Regents said at Monday’s luncheon.

“It is indeed a good day when a local government and a higher education institution join forces in an innovative and unique way for the benefit of the community.”

A total of 66 new classrooms of various sizes are projected for the new building, as well as a performance hall/auditorium, computer labs, science laboratories and nursing skills laboratories.

The new classrooms will provide seating for approximately 2,500 students.

The building will also provide faculty offices, a bookstore, weight rooms, a student lounge, and a food court.

The current facility, the Albert and Mamie George Building, will serve as an instructional site and as the administrative headquarters for the university and WCJC.
Continued Sugar Land to build park next to new building for WCJC

Currently, the George Building stands virtually alone on the University of Houston campus at Sugar Land. Soon, however, a second, larger tower will be constructed, with Wharton County Junior College as its chief tenant. WCJC offers freshman and sophomore courses in Fort Bend County, while UH is limited by statute to offering only upper-division and graduate courses there. The two schools have partnered to provide a complete college education in a single location.
Parent night to explain higher ed options

Monday won’t just be “College Night” for parents at Wharton High School. There also will be a “Vocational Extravaganza,” showcasing options from floral design to an airplane being refinished by students.

The parent meeting will be from 6 to 8 p.m. Monday in the high school auditorium.

Particularly important for parents of seniors will be a session from 6:30 to 6:50 p.m. on financial aid forms and scholarship applications.

Richard Hyde from Wharton County Junior College and Sue Ann Boyette, high school counselor, will make presentations.

From 7-8 p.m., “Making It Count” will be a presentation on early financial planning for college. Parents of freshmen through seniors are invited.

The same night, from 6 to 7 p.m., teachers of all core subjects (English, science, math and social studies) will be in their classrooms to visit with parents.

Members of the student council, PALS, ROTC and the Spanish Club will escort parents to the various departments.

Also from 6-7, the drill team, band, ROTC, choir, drama department, auto mechanics, mill and cabinetry, floral design and ag mechanics classes will present the “vocational extravaganza.”

The homemaking department will serve refreshments.

Polls also will be open for early voting in the school bond election. That can be done from 6 to 8 p.m. at the high school.

Tuesday, Jan. 31, will be the last day for regular early voting, which is done at the administration building. Election Day is Saturday, Feb. 4.
Pioneers open new campaign

Change of location for WCJC

By MIKE KONVICKA

WCJC was set to start its season on Saturday at Tiger Field with a doubleheader against Angelina College.

Instead the location of the game will be in Lufkin with the first pitch scheduled for 1 p.m.

The change in venue is due to ongoing work at Tiger Field, where newly sodded grass hasn't taken hold.

The Pioneers will play Panola College at 2 p.m. Sunday at Sam Houston State University in Huntsville.

A scheduled home doubleheader against Temple for next Wednesday has been moved to Temple as well.

WCJC may get to open at home on Feb. 8 when the Pioneers are set to host Galveston in a 7 p.m. contest.

Bob Nottebart, who is in his eighth year with the Pioneers, is excited about getting the season going.

“I love it,” said Nottebart. “I like being around the kids. You can always sense that they are choppin’ at the bid and are excited.”

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While other teams in the South Zone will have games this week, the Pioneers will start their conference schedule next Saturday on the border with a doubleheader against Laredo Community College.

Returning pitchers from last years team include Louise graduate Garrett Williamson, and Colter Zoch from La Grange.

Newcomers include transfers Ryan Majewski from Brenham, Shane Janecka from Weimar,

(See BASEBALL, Page 2-B)
Continued Pioneers open new campaign

Baseball

(Continued from Page 1-B)

Ganado’s Ryan Bailey, Jacob Kozeley from La Grange, Bay City’s Josh Lara and Christian Loeffler from Houston.

“I have a group of guys who are close talent-wise,” said Nottebart, referring to his pitching staff. “It’s going to be whoever is hot.”

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2006 WCJC Pioneer Baseball Roster

<table>
<thead>
<tr>
<th>No.</th>
<th>Player</th>
<th>Year</th>
<th>Position</th>
<th>HT/WT</th>
<th>Bat/Throw</th>
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<td>So</td>
<td>1B</td>
<td>5-11 180</td>
<td>R/R</td>
<td>Houston, TX (Dose HS)</td>
</tr>
<tr>
<td>29</td>
<td>Loeffler, Christian</td>
<td>So</td>
<td>RHP</td>
<td>6-4 220</td>
<td>R/R</td>
<td>Houston, TX (Strake Jesuit HS)</td>
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<tr>
<td>30</td>
<td>Janekas, Shane</td>
<td>Fr</td>
<td>RHP</td>
<td>6-3 185</td>
<td>R/R</td>
<td>Weimar, TX (Weimar HS)</td>
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<tr>
<td>33</td>
<td>Oroso, Trent</td>
<td>So</td>
<td>C</td>
<td>5-10 200</td>
<td>R/R</td>
<td>Cuero, TX (Cuero HS)</td>
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<tr>
<td>34</td>
<td>Allen, Dan</td>
<td>So</td>
<td>C</td>
<td>6’1 180</td>
<td>R/R</td>
<td>Anderson, TX (Nacogdoches HS)</td>
</tr>
</tbody>
</table>
### Sports Scene

...a look at the area's upcoming events

#### Saturday

**Junior College Baseball**

Angeline College at Wharton County JC (Doubleheader) ..........1 p.m.

#### Sunday

**Junior College Baseball**

Wharton County JC vs. Panola at SHSU in Huntsville ................2 p.m.

#### Monday

**Boys Golf**

Wharton, Boiling & East Bernard at Columbia Invitational ....8:30 a.m.

#### Tuesday

**Girls Golf**

Wharton, Boiling & East Bernard at Columbia Invitational ....8:30 a.m.

**High School Basketball**

**BOYS GAMES**

- 25-3A - Needville vs. Wharton, Frosh-JV-Varsity ...............5/6/7:30 p.m.
- 26-2A - Danbury at Boiling, JV-Varsity ........................5/6 p.m.
- 26-2A - East Bernard at Hitchcock JV-Varsity ...............5/6 p.m.

**GIRLS GAMES**

- 25-3A - Wharton vs Needville, JV-Varsity ..................5/8:30 p.m.
- 26-2A - Danbury at Boiling, JV-Varsity ......................5/8:30 p.m.
- 26-2A - East Bernard at Hitchcock, JV-Varsity ............6:30 p.m.

#### Wednesday

**Junior College Baseball**

Temple JC College at Wharton County JC (Doubleheader) ......1 p.m.
WCJC baseball doubleheader moved to Lufkin

By MIKE KONVICKA
Journal-Spectator Sports Editor

WCJC’s baseball team was scheduled to host Angelina College in a season opening doubleheader today at Tiger Field.

But the contests were moved to Lufkin because of the newly sodded grass which hasn’t fully taken hold.

Even if the field was ready, heavy rains were forecast today and Sunday.

WCJC is scheduled to play Panola College at Sam Houston State University in Huntsville.

Next Wednesday’s doubleheader, scheduled at Tiger Field against Temple, will be shifted to Temple.

So WCJC’s home game won’t be played until Feb. 8 when the Pioneers host Galveston in a 7 p.m. game.

In a related note, coach Bob Nottebart announced Friday that Josh Hamilton will assist helping the team.

Hamilton played for the Pioneers in 2001-2002 and then received a degree at St. Edwards University in Austin.

He set a NCAA Division record with five home runs in a game and was featured in Sports Illustrated.

Hamilton, who is working on his Master’s Degree, was also the 2002 Johnnie Frankie Award winner.

WCJC faculty concert

The Music Department of Wharton County Junior College will present the annual Something Old/Something New Concert at 7:30 p.m. Thursday, Feb. 2, in the Fine Arts Theater. This light-hearted concert will be presented by members of the Fine Arts faculty. Tickets will be sold at the door for $4. This is a Fine Arts Series Event.
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<th>Day</th>
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<tr>
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<tr>
<td><strong>Junior College Baseball</strong></td>
<td>Wharton County JC at Temple JC (Doubleheader)</td>
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<td><strong>Thursday</strong></td>
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<td><strong>Powerlifting</strong></td>
<td>Boling Girls at Palacios Invitational</td>
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<td><strong>Friday</strong></td>
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<tr>
<td><strong>High School Basketball</strong></td>
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<tr>
<td><strong>BOYS GAMES</strong></td>
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<tr>
<td>25-3A - Wharton at Columbia, Frosh-JV-Varsity</td>
<td>5/6/7:30 p.m.</td>
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<tr>
<td>25-3A - Palacios at Stafford, Frosh-JV-Varsity</td>
<td>5/6/7:30 p.m.</td>
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<tr>
<td>25-3A - Needville at Sweeny, Frosh-JV-Varsity</td>
<td>5/6/7:30 p.m.</td>
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<tr>
<td>26-2A - Yes College Prep at East Bernard, JV-Varsity</td>
<td>5/8 p.m.</td>
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<tr>
<td><strong>GIRLS GAMES</strong></td>
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<tr>
<td>25-3A - Columbia at Wharton, JV-Varsity</td>
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<tr>
<td>25-3A - Needville at Sweeny, JV-Varsity</td>
<td>5/7:30 p.m.</td>
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<tr>
<td><strong>Tennis</strong></td>
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<tr>
<td>East Bernard at Bay City Invitational Tournament</td>
<td>8 a.m.</td>
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<tr>
<td><strong>Saturday</strong></td>
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<tr>
<td><strong>Powerlifting</strong></td>
<td>East Bernard Boys &amp; Girls at Schulenburg Invitational</td>
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<tr>
<td>Wharton &amp; Boling Boys at Palacios Invitational</td>
<td>8:30 a.m.</td>
</tr>
<tr>
<td><strong>Junior College Baseball</strong></td>
<td>Wharton County JC at Laredo CC (Doubleheader)</td>
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<tr>
<td><strong>Sunday</strong></td>
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<tr>
<td><strong>Junior College Baseball</strong></td>
<td>Wharton County JC at Laredo CC</td>
</tr>
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</table>
WCJC drops season opener

Pioneers play Temple twice today

By MIKE KONVICKA
Journal-Spectator Sports Editor

HUNTSVILLE — WCJC's baseball team opened its season Sunday afternoon and dropped a 9-5 decision to Panola College at Sam Houston State University.

Saturday's doubleheader against Angelina College in Lufkin was canceled because of rain.

"You never like to lose your first game but we got a lot out of it," said WCJC coach Bob Nottebart.

"You get the first one done with."

The Pioneers visit Temple Junior College in a doubleheader beginning at 1 p.m. today.

"We've got 28 innings of baseball in the next two days," said Nottebart. "We'll play a lot of guys and we'll look at a lot of pitchers."

WCJC leaves for the border town of Laredo on Friday to play the Palominos in a Region XIV South Zone doubleheader on Saturday at Doc Sanchez Field. The two teams play a single game on Sunday.

The Palominos took two of three games from UT Brownsville last weekend.

"That was the advantage of having a first week bye in our conference," said Nottebart.

"The other schools all had to jump out of the gate like we had to."

San Jacinto College swept Galveston in its opening series and Blinn took two out of three games from Alvin.

The Gators and Buccaneers start a three game series tonight in Brenham. They'll play a doubleheader Saturday in Houston.

The Scorpions and Whitecaps start a three-game series in Galveston on Saturday.

Colter Zoch started Sunday's game against Angelina and pitched two innings.

Shane Janecka also pitched two frames and was followed by Christian Loeffler, Josh Lara and Garrett Williamson, who suffered the loss.

WCJC jumped out to a 1-0 lead in the bottom of the first. Greg Gossett singled and scored on a double by Chase Wheaton.

Panola tied the score in the third but the Pioneers went back on top in the bottom of the inning, 2-1.

Chris Tampke was hit by a pitch and later scored on a single by Chris Widener.

Panola scored two runs in the fourth to go up 3-1 and WCJC tied it in the bottom of the sixth.

Orosco singled and scored on a base hit by Gossett.

Panola went up 6-3 with three runs in the seventh and the Pioneers picked up two runs in the eighth to make it 6-5.

Ryan Majewski walked and Tyler Hicks singled. They scored on a base hit by Gossett.

Panola picked up three insurance runs in the ninth to go up 9-5.

WCJC totaled up 11 hits in the game.

Gossett had three hits for WCJC and Wheaton, Hicks and Dan Allen had two each.
'Something Old, Something New' opens at WCJC Thursday, Feb. 2

The WCJC Fine Arts Department will continue its Fine Arts season with the presentation of "Something Old, Something New" at 7:30 p.m. Thursday in the Horton Foote Theater of the Dusan-Hanson Fine Arts building on the Wharton County Junior College campus.

This performance is being presented in honor of the Fine Arts Series donors and is free and open to the public.

Performers will include Dr. Zoltan Poplovitch, professor of antics in the School of Confusion, from the University of Southern State College in North Dakota. Dr. Poplovitch will present an in-depth lecture recital on the popular art song; *Twinkle, Twinkle, Little Star*.

Following Dr. Poplovitch will be two distinguished professors, the Sages of Soul, the Gurus of Groove "The Blues Profs."

Not to be outdone the next performer P.W. Hoke will be serenading the audience with his soliloquy *To Be or Not To Be* otherwise known as: *If You Is You Is, If Not Why?* by William Shakespeare.

Our own professor of wind instruments, Phil Hart, will dazzle everyone with his proficiency on instruments from the Renaissance period.

The last performer of the evening will be that internationally known swing band, "J.W. and the Spirits of Swing" and their rendition of *Zoot Suit Riot*. 
Surgical Technology Program

Let WCJC help you get started on an exciting career as a Certified Surgical Technologist (CST)

- One year certificate program
- High School diploma or GED required
- ACT scores of Reading 18+, Math 16+, Composite 17+, or NET scores of Reading 55+, Math 51+, required
- Financial Aid available
- Clinicals conducted at area hospitals

Prepare for your future by learning to be a vital team member in surgery!

Participating in the program exposes you to the latest surgical technology and interventions.

Applications due by June 1, 2006.

Classes begin August 28, 2006 at the main campus in Wharton, Texas and will be held 8:00 a.m.–5:40 p.m., Monday–Friday.

For more information, call 979-532-6491 or 1-800-561-9252 ext. 6491

WCJC is an E.O.E institution
WCJC baseball opens with four losses on the road

By MIKE KONVICKA

After getting off to a 1-4 start, WCJC’s baseball team starts playing for keeps today against Laredo Community College.

The Pioneers will play the Palominos in a doubleheader of the three-game South Zone Series at noon today at Doc Sanchez Field.

They’ll play one game at 11 a.m. Sunday.

WCJC split a doubleheader with Angelina College in Lufkin on Tuesday. The Pioneers won the first game 12-5 but lost the second 2-0.

It was previously scheduled for Saturday but postponed because of rain.

Then on Wednesday WCJC got swept by Temple Junior College by 6-3 and 11-0 scores.

“We played a lot of players to protect the weekend,” said WCJC coach Bob Nottebart.

“We want to win games obviously but we got stuck playing back to back doubleheaders.”

In a South Zone game on Thursday, originally scheduled on Wednesday, Blinn College beat San Jacinto 7-1 and it left both teams with 3-1 records.

In WCJC’s 12-5 win, Ryan Majewski started the game and pitched four innings to pick up the win. Josh Lara pitched three innings.

Angelina jumped out to a 4-0 lead in the first and WCJC answered with two runs in the second.

Kyle Mueller doubled home Tyler Hicks who had singled and Grant Taylor who had walked.

The Pioneers picked up three more runs in the fourth to go up 5-4.

Hicks walked and Taylor singled. Mueller followed with an RBI single. After Greg Gossett pitched three innings and Taylor pitched two.

Temple picked up one run in the second, three in the third and another in the fourth to go up 5-0.

WCJC scored its runs in the fifth. Majewski walked and Dan Allen singled. Mueller reached on a fielder’s choice.

Gossett reached on a fielding error and Majewski. Mueller and Gossett moved up on a sacrifice bunt by Tampke and scored on a double by Wheaton.

Temple answered with one run in the bottom of the inning to go up 6-3.

Allen reached for the Pioneers in the bottom of the seventh but was erased on a double play ball by Mueller.

WCJC hosts the Whitecaps at 7 p.m. next Wednesday. The Pioneers and Whitecaps will play a doubleheader next Saturday in Galveston.

San Jacinto currently leads the conference with a 3-0 record, followed by 2-1 marks for Blinn and Laredo. Alvin and UTB are 1-2 while Galveston is 0-3.
# Sports Scene
...A look at the area's upcoming events

## Saturday

**Junior College Baseball**
Wharton County JC at Laredo CC (Doubleheader) .......................... Noon

**Powerlifting**
East Bernard Boys & Girls at Schulenburg Invitational .................. 8:30 a.m.
Wharton & Boling Boys at Palacios Invitational ...................... 8:30 a.m.

## Sunday

**Junior College Baseball**
Wharton County JC at Laredo CC ........................................... Noon

## Monday

**Boys Golf**
East Bernard at Sealy Invitational at San Felipe ..................... 8:30 a.m.

**High School Baseball**
Scrimmage - East Bernard vs. Foster at Rosenberg .................. 7 p.m.

## Tuesday

**High School Basketball**

<table>
<thead>
<tr>
<th>BOYS GAMES</th>
<th>Time</th>
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<tbody>
<tr>
<td>25-3A - Stafford at Wharton, Frosh-JV-Varsity</td>
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<tr>
<td>25-3A - Sweeny at Columbia, JV-Varsity</td>
<td>6/7:30 p.m.</td>
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</table>

**High School Baseball**
Scrimmage - Boling at Palacios ........................................... 5 p.m.

## Wednesday

**High School Softball**
Scrimmage - Boling vs. Sweeny & Angleton at Sweeny ................ 4 p.m.

**Junior College Baseball**
Galveston College at Wharton County JC .............................. 7:00 p.m.
WCJC starts playing for keeps today

By MIKE KONVICKA
Journal-Spectator Sports Editor

LAREDO – After getting off to a 1-4 start, WCJC's baseball team starts playing for keeps today against Laredo Community College.

The Pioneers will play the Palominos in a doubleheader of the three-game South Zone Series at noon today at Doc Sanchez Field.

They will play one game at 11 a.m. Sunday.

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"We want to win games obviously, but we got stuck playing back to back doubleheaders."

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In WCJC's 12-5 win, Ryan Majewski started the game and pitched four innings to pick up the win. Josh Lara pitched three innings.

Angelina jumped out to a 4-0 lead in the first and WCJC answered with two runs in the second.

Kyle Mueller doubled home Tyler Hicks, who had singled and Grant Taylor, who had walked.

The Pioneers picked up three more runs in the fourth to go up 5-4.

Hicks walked and Taylor singled. Mueller followed with an RBI single. After Greg Gossett struck out, Chris Tampke delivered a run-scoring single.

The Pioneers added two more runs in the fifth to go up 7-4. Daniel Pett and Taylor had RBI singles and Widener had a base hit.

WCJC picked up two more runs in the sixth to make it a 9-4 game.

Tampke walked and scored on a single by Widener.

After Chase Wheaton flied out, Petty delivered a run-scoring single.

Angelina picked up its final run in the bottom of the inning to make it 9-5.

WCJC scored three runs in the seventh for a 12-5 lead.

Mueller singled and walked. Gossett then singled. After Tampke lined out, Wheaton and Widener delivered run-scoring singles. Petty later chased home Wheaton with a hit.

In the second game 2-0 loss, Christian Loeffler started the game and went four innings.

He gave up a home run in the second. Jacob Kozelzky pitched two innings.

Widener had two hits and Gossett had a double in the first inning.

In Wednesday's 11-0 loss to the Wildcats, Colter Zoch pitched four innings and Petty pitched two.

Wheaton had two hits and Petty, Ross Shures and Chris Neiser had one each.

Garrett Williamson started the second game. Shane Janecka pitched three innings and Taylor pitched two.

Temple picked up one run in the second, three in the third and another in the fourth to go up 5-0.

WCJC scored its runs in the fifth. Majewski walked and Dan Allen singled. Mueller reached on a fielder's choice.

Gossett reached on a fielding error and Majewski, Mueller and Gossett moved up on a sacrifice bunt by Tampke and scored on a double by Wheaton.

Temple answered with one run in the bottom of the inning to go up 6-3.

Allen reached for the Pioneers in the bottom of the seventh but was erased on a double play ball by Mueller.

Galveston College and UTB Brownsville start a three-game series with a double.

WCJC hosts the Whitecaps at 7 p.m. Wednesday. The Pioneers and Whitecaps will play a doubleheader on Saturday in Galveston.
Bay City hoping to put WCJC campus into former K-Mart

The two empty K-Mart buildings are being considered for a Wharton County Junior College campus in Bay City, the Bay City Tribune has reported.

Process Technology classes would move to the campus after the Testengeer building on Texas 60 is sold, the paper reported.

Raymond Burroughs, an architect with Architects Etc., made a presentation about the building options, including the costs, to the Bay City Community Development Corp. The development agency would then negotiate with the WCJC board before action is taken.

Burroughs said the older of the two K-Mart buildings, a 40,050-square-foot building, appeared the best choice.

Renovation would cost $700,000 on 20,000 square feet of interior space.

No decisions were made.

Medicare drug plan session set at WCJC

Wharton County Junior College will host another seminar to help decipher prescription drug changes.

Caroline Osborne, director of WCJC's Senior Citizens Program, said there's still a need.

"I've had several other requests," she said.

An earlier session offered one-on-one consultations to help Medicare recipients understand changing drug coverage.

Participants must choose a program before May 15 to avoid a "premium penalty."

The next session is from 10 a.m. to 3:30 p.m. March 29 at the Senior Center, located in the LaDieu Building. Call 532-6430 for information.
WCJC students stage King Stag
Feb. 23-26 at Horton Foote Theater

Wharton County Junior College Theater Department offers a magical and fun-filled evening of enchantment and romance.

The Greenroom Players will perform "King Stag" by Carlo Gozzi opening Thursday, Feb. 23, and running through Sunday, Feb. 26.

Curtain times are at 7:30 p.m. Thursday through Saturday and there will be a 2:30 p.m. matinee that Sunday. Tickets are $5 for adults and free for children 12 years old and under.

The play is replete with thwarted lovers, magical transformations and sneaky skullduggery which is sure to delight all audiences.

This is the production which will be heading to the Texas Junior College Speech and Theatre Festival at Tarleton State University in Stephenville later this year.

Green Room Players
The Wharton County Junior College Green Room Players will present King Stag by Carlo Gozzi at the Texas Junior College Speech and Theatre Festival at Tarleton State University in Stephenville.
Curtain time will be at 7:30 p.m. Thursday to Saturday, Feb. 23 to 25, and at 2:30 p.m. Sunday, Feb. 26.
Pioneers manage one win over LCC

WCJC diamondmen host Galveston College tonight

BY MIKE KONVICKA
Journal-Spectator Sports Editor

LAREDO – WCJC’s baseball team managed to pick up one win in a three game Region XIV South Zone Series against Laredo over the weekend.

After losing the first game of Saturday’s doubleheader 10-6, the Pioneers bounced back to win the second 6-5.

The Palominos then won Sunday’s game 19-9 to improve to 4-2 in the standings. Blinn and San Jacinto own the same record.

“If you look at the scores, we scored plenty runs,” said WCJC coach Bob Nottebart. “When you score six to seven runs a game you have a chance of winning.

“The short coming was our pitching.

“They didn’t make smart or good pitches. They would hit a wall or pitch into a certain inning or throw a certain number of pitches and then run out of gas.”

Louise graduate Garrett Williamson and Ryan Majewski are nursing sore arms.

“The injuries kind of put us behind the eight ball,” said Nottebart.

WCJC owns a 1-2 record and plays Galveston, who is 4-2, at 7 p.m. tonight at Tiger Field. It’s the first home game of the season.

The Pioneers and Whitecaps will play a doubleheader Saturday in Galveston. Alvin, who is 1-2, plays the Gators in Houston tonight.

Josh Lara started Saturday’s first game and pitched into the fifth, suffering the loss. Jacob Kozelski, Grant Taylor and Daniel Petty also pitched.

WCJC jumped out to a 2-0 lead in the first. Dan Allen, Tyler Hicks and Ryan Majewski walked. Kyle Mueller then followed with a two-run single.

Laredo answered with four runs in the third to go up 4-2, added two runs in the fifth, two in the fifth and four more in the sixth.

The Pioneers scored four runs in the seventh to make it 10-6.

Hicks, Majewski and Greg Gossett walked. Chris Widener, Chase Wheaton and Petty followed with run-scoring singles.

Christian Loeffler started the second game and went six innings to pick up the win. Ryan Bailey pitched the seventh and Jake Cotton pitched the eighth and ninth.

WCJC jumped out to a 2-0 lead in the first. Greg Gossett singled and went to second on a sacrifice bunt by Mueller.

After Wheaton flied out, Widener and Petty walked to load the bases. Ross Shores then delivered a two-run single.

The Pioneers picked up another run in the second. John West walked and later scored on a fly ball by Wheaton.

Laredo scored two runs in the fifth to make it 3-2 game, but the Pioneers answered with a marker in the sixth.

West singled and scored on a ground ball by Wheaton.

The Palominos made it 4-3 with a run in the bottom of the inning and the Pioneers picked up two runs in the eighth to go up 6-3.

Orosco walked and went to second on a bunt by West. Gossett followed with a base hit. Mueller delivered a run scoring single and stole second. Gossett then scored on a fly ball by Wheaton.

Laredo scored two runs in the top of the ninth to make it 6-5.

Colt Zoch started Sunday’s game and went five innings. Shane Janecks pitched three innings and Grant Taylor went one.

Mueller was three for five with two RBIs. Widener was two for four with three RBIs.

Shores and Hicks also had RBI hits. Petty and Wheaton had singles. Allen was two for two and walked.
Continued Pioneers manage one win over LCC

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<th>Region XIV Standings</th>
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<td>4</td>
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<tr>
<td>San Jacinto (4-2)</td>
<td>4</td>
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<tr>
<td>Laredo CC (4-2)</td>
<td>4</td>
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<tr>
<td>Galveston (2-4)</td>
<td>2</td>
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<tr>
<td>UTB (3-5)</td>
<td>2</td>
</tr>
<tr>
<td>Alvin CC (1-2)</td>
<td>1</td>
</tr>
<tr>
<td>WCJC (2-6)</td>
<td>1</td>
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</tbody>
</table>

Saturday's Results
WCJC 8-6, Laredo CC 10-5
Binn Col 1-7, San Jacinto Col 1-6
UT Brownsville 10-7, Galveston Col 12-5

Sunday's Results
Laredo CC 19 WCJC 9
Galveston Col 5, UT Brownsville 1

Wednesday's Games
Galveston Col at WCJC, 7 p.m.
Alvin CC at San Jacinto, Col 7 p.m.

Friday's Game
Binn Col at UT Brownsville, 6 p.m.
Saturday's Games
WCJC at Galveston Col, (DH) Noon
San Jacinto at Alvin CC, (DH), Noon
Binn Col at UT Brownsville (DH), 11 a.m.
Wharton County Junior College
invites you to join us for the
Spring 2006 President's Lecture Series
highlighting the theme

Texas: RECOGNIZING OUR MANY CULTURES

Matthew Momoh and Judith Lahai-Momoh
Life Stories: Saving Lives through Alternate Options
"A Journey from Africa to Texas"
Myths and Realities of Our Cultures with Implications on Healthcare

Tuesday, February 16 • 7:30 p.m.
Ernst Poise Theatre
DeLuna Pavilion Fine Arts Building
Wharton Campus

Join us for the final spring President's Lecture Series

For more information call 979-532-6322

Free • Open to the Public

WJC is an E.O.E. Institution
Sports Scene
...A look at the area's upcoming events

Wednesday

Junior College Baseball
Galveston College at Wharton County Junior College........7 p.m.

Thursday

Swimming
Wharton Girls at Region VI Championships in Katy (Prelims)..........3:30 p.m.

Junior College Baseball
Scrimmage - East Bernard at Sealy........................................7 p.m.

Friday

High School Basketball

BOYS GAMES
25-3A - Sweeny at Wharton, Frosh-JV-Varsity........5/6/30 p.m.
25-3A - Needville at Stafford, Frosh-JV-Varsity........5/6/30 p.m.
25-3A - Palacios at Columbia, Frosh-JV-Varsity........5/6/30 p.m.
26-2A - Royal at Boling, JV-Varsity.............................6/7/30 p.m.
26-2A - East Bernard at Danbury, JV-Varsity................6/7/30 p.m.

Softball Scrimmage
Wharton vs. St. Joseph at Victoria, JV-Varsity..................5 p.m.
East Bernard at Van Vleck, JV-Varsity.............................5 p.m.
Industrial at Boling..................................................4 p.m.

Saturday

Softball Scrimmage
Danbury and Belville at Wharton......................................10 a.m.

Swimming
Wharton Girls at Region VI Championships in Katy (Final)........10 a.m.

Junior College Baseball
Wharton County JC at Ga (Doubleheader)..........................1 p.m.
RECEPTION FOR 'BIRDS'
El Campo artist has show at WCJC gallery

An opening reception to view the paintings of El Campo resident Diana Marie Atchete will be held at the Wharton County Junior College Art Gallery on Thursday, Feb. 16 from 11 a.m. to 1 p.m.

Her show, “Birds of a Feather,” features the evolution of her artistic style as she has progressed from India ink to collages to acrylics. The reception, as well as Atchete’s exhibit, is free and open to the public.

A 2002 Wharton County Junior College and 2005 Texas State University graduate, Atchete says her involvement in painting and her career choice were heavily influenced by WCJC art instructor Jess Coleman.

When Atchete arrived on the WCJC campus in August 1999, architecture was her first field of study. After all, she had been drawing and painting since age 10. She quickly decided that field was “too mathematical” and moved into fine arts. That’s where she says Coleman “pushed” her “to paint like I never knew I could paint before.”

That hard work paid off as Atchete continued her education at Texas State University to attain her bachelor of fine arts in studio art. There she found herself “much more advanced” in her painting skills, particularly in composition and mixing paints. As a result, her instructors let her work independently.

“Birds of a Feather” features 22 of Atchete’s works which are a combination of painting, illustration and collage. Her exhibit can be viewed through March 9 in the WCJC Art Gallery from 8 a.m. to 4 p.m. weekdays. The gallery is located in the Duson-Hansen Fine Arts Building, room 109.

Since her December graduation from TSU, Atchete has been working toward her goals, which include the development of a Web-based business to sell her paintings and illustrating children’s books. She also plans to start work toward a master’s degree within the year.

Atchete is a 1999 graduate of El Campo High School and the daughter of Dixon and Alice Atchete.
WCJC Gives Scholarships To Home Makeover Kids

News that ABC's Extreme Makeover: Home Edition was constructing a home for a deserving East Bernard family inspired the generosity of two area colleges.

Wharton County Junior College and the University of Houston-Victoria teamed up to present college scholarships to each of the four youngest children of John and Monica Kubena. The Kubena's oldest son is in the military. The children, who include seven-year-old twins Sara and Tara who are fighting leukemia, will be able to attend their first two years of college at WCJC and then complete their final two years at UH-Victoria.

WCJC officials heard that the Kubena family was the recipient of the ABC-TV series makeover from college employees who reside in East Bernard. WCJC President Betty McCrohan immediately decided to offer WCJC scholarships to the family and then contacted Tim Hudson, president of the University of Houston-Victoria to consider providing additional scholarships.

"We are so pleased to be able to offer WCJC scholarships to the Kubena family," said WCJC President McCrohan. "We look forward to helping these children achieve their educational goals."

"We're proud to be part of a brighter tomorrow for the Kubena family," added UHV President Hudson. "I look forward in the future to seeing them on campus."
Minutes of Councils
And Extended Cabinet Minutes

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
 December 7, 2005
 January 13, 2006
 February 7, 2006

President's Extended Cabinet
 None
Date of Meeting: February 7, 2006
Time: 3:30 pm
Place: ITV – Wharton, Sugar Land, and Fort Bend Tech Center


Members Absent: Mary Alexander, Jon Loessin, Joy Wind, Doug Walker

The meeting was called to order at 3:35 pm by Joyce O’Shea. A quorum was present.

The minutes of January 13, 2006 faculty association meeting were approved unanimously as amended by a motion made by Leigh Ann Collins and seconded by J.B Groves.

The minutes of December 7, 2006, were approved unanimously as amended by a motion made by Leigh Ann Collins and seconded by Liz Rexford.

Extended Cabinet Report – Joyce O’Shea

Joyce O’Shea reported that extended cabinet did not meet.

Old Business:

1) Feedback from nine month contract employees regarding potential of salary to be extended over 12 months – Joyce O’Shea

Joyce reported that twenty-one people were sent an email stating the potential change in their salary being paid over a 12-month period rather than a nine-month period. Eleven individuals responded with six requesting that pay continue to be over nine months and five stating that changing to twelve months would be acceptable. Those individuals not responding indicated they would prefer to stay at nine month pay period. The information will be forwarded to Conrad Kieler.

2) Response regarding monetary reward for Faculty of the Year recipient – Joyce O’Shea

Joyce reported that President McCrohan approved a $1000.00 monetary award for the recipient of the faculty of the year award.

3) Status of QUICK-THEA testing after Dana Bramble attended extended cabinet – Joyce O’Shea

Joyce reported that even though extended cabinet did not meet that the issue of QUICK-THEA testing has been resolved. The state has dropped the THEA requirement; therefore testing will not be needed.

4) Clarification of “3-peat” rule – Albert Barnes

Joyce O’Shea spoke with Albert Barnes regarding the 3-peater rule. Mr. Barnes defined the 3-peater rule as the following: “The state pays for a student to take a course twice, as long as a grade is given, even a W. However, if a student takes a course a third time, the state will not pay.” Mr. Barnes clarified that theoretically the college can charge extra tuition for the third attempt, but Banner cannot identify 3-peaters. At this time, Mr. Barnes’ opinion is that 1% of WCJC students are 3-peaters. His opinion is based on unfunded hours. Faculty council’s concern is that this estimate may be conservative and that the number of
3-peaters will increase due to recent changes in legislation. After discussion, faculty council recommended that Joyce O'Shea discuss these concerns with President McCrohan. The questions being asked by faculty council are

a. Is there a way Banner can be updated to identify the 3-peaters? It is felt by faculty council that even though this may be added software costs, it would be an investment for future costs.

b. Once the 3-peaters can be identified, a mechanism needs to be developed so the student would be charged for the course. It is the understanding of faculty council that other community colleges are addressing the lack of funding in this manner.

5) Update on Two-year college salaries per TCCTA Newsletter – follow up from J.B Groves

J.B. Groves reported that WCJC has moved up to number 31 on the TCCTA salary list. Faculty council agreed that the board should be thanked for the increase, but that WCJC’s average salary remains in the lower half of the consortium. After discussion, faculty council agreed that we need to continue to request for the step increase to be raised from $500.00 to $1000.00 per year. J. B. Groves and JoAnn Lurker agreed to enter data into the graph format utilized previously when data was presented to the board. If completed, this information will be presented at next meeting.

New Business

1) Update on new campus with Sugar Land and University of Houston – Joyce O’Shea

Joyce O'Shea reported that according to an article in the Fort Bend/Southwest Sun newspaper on February 1, 2006, that the University of Houston facility will be shared with WCJC. The Sugar Land 4B Corporation and city council announced a $3.5 million, long term lease agreement with U of H system at Sugar Land. Joyce O’Shea did not receive a board packet with update information discussed at the board meeting. Faculty council recommended that Joyce O’Shea meet with President McCrohan and request an update on the commitment with University of Houston and WCJC.

2) Faculty concerns over using outside examinations for measuring “Core” course quality and student progress – Will Heierman

Will Heierman reported that some faculty members are concerned that the results from outside examinations will not be utilized as the results are intended. At the present time, an instructor’s name is attached to the examination and that there are many factors as to why examination results could be poor. Leigh Ann Collins, who is a member of the Instruction Assessment Committee, stated that the intent of outside examinations is to provide faculty with data to assist them with potential changes in their curriculum, not to penalize a specific instructor. Some faculty remains concerned that the results will not be utilized in this way. After discussion, faculty council agreed that Will Heierman would investigate what other facilities do to evaluate curriculum and if there are alternative methods available.

3) Review of student complaint process – Will Heierman

Will reported that some faculty voiced concern that students do not follow the grievance process and go straight to the vice president with complaints. After discussion, faculty council agreed that students may attempt to skip the grievance process but that the students are sent back to the department head or appropriate personnel by the vice president. No further action required.

4) Announcement of student involvement in sports events to appropriate instructors to ensure appropriate absence documentation – JoAnn Lurker

JoAnn Lurker reported that some faculty voiced difficulty in maintaining accurate attendance records for students in sports events because they are not receiving notification that a student will be absent due to the event. Joyce O’Shea will notify the athletic director of this concern and request that faculty be emailed the necessary information.
5) **Ratio of 50/50 full time to part time instructors for students – JoAnn Lurker**

JoAnn Lurker reported that there is faculty concern that the ratio of 50/50 full time to part time instructors is detrimental to the success of the student. After discussion, faculty council disagreed with

1) **FT/PT ratio presented and**

2) that the utilization of part time faculty diminished the quality of instruction.

As a result of disagreement, faculty council agreed to inquire at extended cabinet what is an accurate FT/PT ratio at WCJC.

6) **Employee Banquet – March 23, 2006**

Debbie Yancy reminded faculty council that the employee banquet is earlier this year than in previous years; therefore the award ad hoc committee would need to evaluate the employee of year candidates earlier than previous years.

7) **Times scheduled between last final and time grades to be posted be reviewed.**

Joyce O’Shea reported that she had discussed with Albert Barnes the final schedule. When reviewing the finals schedule, Mr. Barnes saw that the classes affected by having grades due by Friday at noon were the Thursday night exam classes. He suggested that the instructor poll the class and see who could take the examination the Friday night a week before the grades are due, then have the exam at that time. The campus director could be notified and the building could be open for the examination. After discussion, faculty council agreed that faculty should be polled as to how many this affected and what type of solution could be determined.

8) **More money for professional growth at the division level**

Faculty council agreed that the request for more money for professional growth at the division level be presented at extended cabinet or to President McCrohan when other items were being presented.

9) **Possible student loan changes**

J.B. Groves voiced concern of the federal legislative changes being considered regarding student loans and how it would affect the college. Faculty council agreed with the potential negative effects, but no resolution was made.

**Adjournment**

Motion was made for adjournment by J.B. Groves and seconded by Leigh Ann Collins. Meeting adjourned at 4:50 pm.

Chairman: ___________________________ Date Approved: ___________________________

Joyce O’Shea

Secretary: ___________________________

Deborah Yancey

e/c President, Vice President
Wharton County
Junior College

FACULTY ASSOCIATION MEETING

Spring - Semester 2006

Date of Meeting: January 13, 2006
Time: 9:40 am
Members Present: WCJC faculty

The meeting was called to order at 9:40 am. Joyce O'Shea chaired the meeting. A quorum was present.

Joyce O'Shea reported the following

1. that faculty council had appointed an ad hoc award committee. She announced that the recipient of the NISOD award was Jennifer Jefferies and the recipient of the Piper award was J.B. Groves. Both recipients were recognized. The Faculty of the Year award will be presented in April at the Employee Banquet. The recipient of the Faculty of the Year award will receive a plaque and a $1000.00 monetary award. Criteria for the award will be provided soon so individuals can be nominated.

2. that employees currently on a nine-month pay scale schedule have been notified by email that a regulation is being proposed regarding the nine-month pay scale. Conrad Kiefer discussed the proposed regulation at the last faculty council meeting. Those individuals who will be affected by the changes need to respond to the email by February 1, 2006, otherwise it will be assumed that the individuals want to remain on the nine-month schedule.

3. that last semester the faculty council meetings had been conducted via ITV and that attendance had improved.

After announcements, Joyce O'Shea asked if there were any questions or issues that faculty would like faculty council to address in upcoming meetings.

Questions by Faculty

1. Faculty member ask for feedback from email that had been sent in the fall semester regarding the travel regulations. Joyce O'Shea referred the question to Will Heierman who had worked on the ad hoc committee for travel regulation. Will Heierman reported that the travel regulations were reviewed. After feedback from faculty and comparison of the travel regulations, findings were presented to faculty council. It was found that "verbage" in the regulations was confusing but determined that the college has the authority to set the mileage reimbursement rate and keep the same rate through the fiscal year regardless what the IRS does for reimbursement throughout the year. A question that had been raised was: if employees were paid reimbursement at a lower rate than the IRS rate, should employees ask for retroactive pay? The reverse of that is if the IRS rate decreased their rate would employees who had received reimbursement at the higher rate be required to pay back their reimbursement?

Three items agreed upon in faculty council and would be brought to extended cabinet were

a. the wording in regulation 484 regarding the reimbursement at the current IRS approved rate may be confusing for some individuals. It is recommended that the statement clarify that the college reimburses mileage by what the IRS allowance is at the beginning of the college's fiscal year.
b. the current method of mileage reimbursement is appropriate.
c. the amount of travel of instructors between campuses within the same day should be reviewed at the department division level and be minimized, if possible.

2. Ben Brink requested that faculty council address the need for there to be more time between the last final scheduled and the time grades are to be posted. He stated that one day does not provide enough time if there are any problems with a student and their grade. Joyce O’Shea agreed that faculty council would follow up on this request.

3. Pam Speights asked where the issue stood regarding an increase in adjunct faculty’s pay. Joyce O’Shea responded she did not know, but that the most current information from President McCrohan was that she agreed that pay needed to be increased. No further discussion was done.

4. Donna Schilling requested that there be more money for professional growth at the division level. Joyce O’Shea responded that faculty council could check into the request.

General Announcement

Mary Austin Newman announced that the Lecture Series is ongoing and growing. She encouraged attendance of faculty and support by encouraging students to attend.

Meeting adjourned at 9:55am.

Chairman: ___________________________ Date Approved: ___________________________

Joyce O’Shea

Secretary: __________________________

Deborah Yancey
**FACULTY COUNCIL MEETING**

Date of Meeting: December 7, 2005  
Time: 3:10 pm  
Place: ITV – Wharton, Sugar Land, and Fort Bend Tech Center


Members Absent: Mary Alexander, Jon Loessin, Joy Wind, Jim Carolyn, Doug Walker

The meeting was called to order at 3:00 pm by Joyce O’Shea. A quorum was present.

The minutes of November 15, 2005, as amended were approved unanimously under a motion made by Liz Rexford and seconded by Will Heierman.

**Extended Cabinet Report – Joyce O’Shea**

Joyce O’Shea reported that extended cabinet meeting was canceled.

**Old Business:**

1) **ORP/TDA provider clarification – Conrad Kieler**

   Conrad Kieler clarified that companies on the provider list prior to the regulation development will not have to provide any statements. The companies have been with WCJC for numerous years and also serve other universities. They have a proven track record. The new providers to the college will have to provide a statement that the company will be primarily responsible for the defense of WCJC against any lawsuit against WCJC resulting from the actions of the company or any representative of the company. Conrad stated that presently there are approximately seventeen companies on the provider list.

2) **Nine month contract pay to extend to 12 months- Conrad Kieler**

   Conrad Kieler discussed the current recommended changes to Regulation 451. The recommended changes are to add direct deposit, define pay dates, and eliminate the option of the nine month pay schedule. The elimination of the nine month pay option will affect twenty-one employees. He explained the reasons why the nine month pay cycle will be eliminated. After questions by faculty council members and responses by Conrad Kieler, faculty council agreed that Conrad would email the names of the twenty one employees who will be affected by this change. Joyce, in turn, will notify the affected employees and will take the employee’s responses to extended cabinet.

3) **Monetary reward for Faculty of the Year –Joyce O’Shea**

   Joyce O’Shea reported that she has a scheduled meeting with President McCrohan on Monday, December 12, 2005 regarding the monetary reward.
4) **QUICK-THEA testing – Joyce O’Shea**

Joyce reported that she spoke with Dana Bramble regarding the testing status. Dana Bramble plans to attend extended cabinet with Joyce to request that the testing be offered at all campuses.

5) **Traveling expense and scheduling between campus ad hoc committee report – Will Heierman**

Will Heierman provided a summary of the committee findings. The committee reviewed Regulation 482 – Travel expenses and reimbursements and Regulation 484 – Travel Locally by Staff. The committee received comments from faculty campus-wide regarding the regulations. Several questions were clarified by the review. After discussion of the findings and the faculty comments, faculty council agreed that the following statements and recommendations be presented at extended cabinet.

1. the wording in regulation 484 regarding the reimbursement at the current IRS approved rate may be confusing for some individuals. It is recommended that the statement clarify that the college reimburses mileage by what the IRS allowance is at the beginning of the college’s fiscal year.

2. the current method of mileage reimbursement is appropriate.

3. the amount of travel of instructors between campuses within the same day should be reviewed at the department / division level and be minimized, if possible.

Faculty council thanks Will Heierman and Kingsley Ituah for this review. Several questions were clarified that had been presented by faculty.

6) **Committee recommendations to Ty Pate**

Joyce O’Shea reported that all committee recommendations were approved by Ty Pate.

**New Business**

1) **Schedule for meetings in the Spring semester**

Joyce O’Shea requested that all faculty council members email her their available meeting times in the Spring so the next meeting can be schedule. At the next meeting, the remaining meetings will scheduled.)

**Other**

Liz Rexford asked the council if anyone was familiar with the “3-peat rule” which essentially is a state law which states that any student enrolled for the third time in a course that there will not be any state funding to the college for the third enrollment. The rumor is that WCJC does not currently have a mechanism in place to address this law and as a result there is potential for a significant amount of funding loss. Due to the lack of knowledge by faculty council, it was agreed that Albert Barnes would be invited to the next faculty council meeting to clarify the law and describe what WCJC is doing in regards to the law.

**Adjournment**

Motion was made for adjournment by Will Heierman and seconded by Liz Rexford. Meeting adjourned at 4:10 pm.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM X

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Recommend hiring an additional 9-month Legal Assisting instructor

B. Recommend creating a new 9-month faculty position for Education/Early Childhood

C. Recommend creating a new 9-month faculty position for Psychology
Complete this form and submit it to the Office of the President by noon on Thursday of the week before the following Thursday's 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: March 21, 2006               Date of This Proposal: March 3, 2006

SUBJECT (item as it will appear on agenda):

Additional Legal Assisting 9-month Full-Time Faculty Position

RECOMMENDATION:

Recommend hiring an additional full-time Legal Assisting instructor.

BACKGROUND/RATIONALE:

We currently have one full-time faculty member to handle 54 AAS candidates at three campuses. Another full-time faculty will enable the program to continue to grow.

Estimated Cost and Budgetary Support (how will this be paid for?): $33,550 - $45,050 FY07 Current Operating Budget

RESOURCE PERSON(S) [name(s) and title(s): Dr. Ty Pate

SIGNATURES:

Originator

Ty Pate

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg 113
6-21-95, 12-16-99
Complete this form and submit it to the Office of the President by noon on Thursday of the week before the following Thursday's 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: March 21, 2006  Date of This Proposal: March 3, 2006

SUBJECT (item as it will appear on agenda):

Education/Early Childhood 9-month faculty position

RECOMMENDATION:

New AAT degrees require a faculty position to share the teaching/advising of 250+ students who are declared Education majors on the teaching track.

BACKGROUND/RATIONALE:

WCJC currently has a program director for the two level one certificates and the 2-year AAS degree. With the addition of the AAT degrees, an additional full time faculty member is needed to manage the increased load of students who will choose the college-transfer AAT degrees.

Estimated Cost and Budgetary Support (how will this be paid for?): $33,550 - $45,050 FY07 Current Operating Budget

RESOURCE PERSON(S) [name(s) and title(s)]: Dr. Ty Pate

SIGNATURES:

Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]

Reg 113
6-21-95, 12-16-99
Complete this form and submit it to the Office of the President by noon on Thursday of the week before the following Thursday’s 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: March 21, 2006
Date of This Proposal: March 3, 2006

SUBJECT (item as it will appear on agenda):

Additional Psychology Full-Time Faculty Position.

RECOMMENDATION:

Addition of one, full-time 9-month psychology faculty position FY07 budget (anticipated start date - Fall 2006)

BACKGROUND/RATIONALE:

Position needed to cover demand for Psychology courses in 2006-07 academic year.

Estimated Cost and Budgetary Support (how will this be paid for?): $33,550 - $45,050 FY07 Current Operating Budget

RESOURCE PERSON(S) [name(s) and title(s)]: Dr. Ty Pate

SIGNATURES:

Originator

[Signature]

Cabinet/Level Supervisor

Date 3-3-06

PRESIDENT’S APPROVAL:

[Signature]

Reg 113
6-21-95, 12-16-99

Date
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the proposal received from Mir Fox & Rodriguez, P.C., of Houston to perform internal audit services for the college (not to exceed $20,000 – current unrestricted operating budget for 2005-2006)

B. Approve, by resolution, an Interlocal Agreement between Wharton County Junior College and Wharton Independent School District for the sale of a used Universal Gym Weight machine.

C. Approve a resolution concerning delinquent personal property taxes

D. Approve the attached resolution concerning Ad Valorem Tax Exemptions

E. Approve the quote from Huton Trane of $62,350 and the transfer of the same amount from the plant fund to current funds unrestricted for HVAC control retrofit needed at the La Dieu Technology Building ($62,350 – plant fund budget 2005-2006)

F. Information Item:

1. Seek sealed proposals for an electronic installment system for our on-line registration students (cost undetermined – current unrestricted operating fund budget for 2005-2006)
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: March 21, 2006     Date of this Proposal: March 6, 2006

SUBJECT:

Approve an accounting firm to perform an internal audit for the College.

RECOMMENDATION:

Approve the proposal received from Mir Fox & Rodriguez, P.C., of Houston, to perform internal audit services for the College.

BACKGROUND/RATIONALE:

Bid packages were sent to four companies. Two companies responded. Mir Fox & Rodriguez, P.C., and Harrison, Waldrop, & Uherck, LLP, both submitted proposals. Both firms were interviewed by the Audit/Finance Committee of the Board of Trustees on March 6, 2006. Based on those interviews, the firm of Mir Fox & Rodriguez, P.C. is being recommended to complete the internal audit. The internal audit function is needed to do independent reviews of various accounting and financial systems used by Wharton County Junior College, and is also a SACS consideration.

Estimated Cost and Budgetary Support (how will this be paid for?): Not to Exceed $20,000.00

RESOURCE PERSON(S) [name(s) and title(s)]:

Bryce D. Kocian, Vice President of Financial Services

SIGNATURES:

Originator

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

reg 113

6-21-95

Date

3/6/06

3/7/06
Complete this form and submit it to the Office of the President by noon on Friday, 11 days before 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: March 21, 2006        Date of This Proposal: March 6, 2006

SUBJECT:

Approve, by resolution, an Interlocal Agreement between Wharton County Junior College and Wharton Independent School District for the sale of a used Universal Gym weight machine.

RECOMMENDATION:

Approve, by resolution, an Interlocal Agreement between Wharton County Junior College and Wharton Independent School District for the sale of a used Universal Gym weight machine.

BACKGROUND/RATIONALE:

The Fitness Center recently updated its Universal Gym weight machine. The old one was removed and placed in storage. WISD expressed an interest in using the old machine in their Athletic Program. Under section 791 of the Government Code, districts may contract with one another and other agencies of the State for the purpose of increasing their efficiency and effectiveness. It is the recommendation that the College sell the old Universal Gym to WISD by means of an Interlocal Agreement.

Estimated Cost & Budgetary Support (how will this be paid for?): $1,000

RESOURCE PERSON(S) [name(s) and title(s)]:

Betty A. McCrohan, President
Bryce D. Kocian, Vice President of Financial Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:  

[Signature]

date: 3-6-06

Cabinet-Level Supervisor

date: 3/6/06

PRESIDENT'S APPROVAL:  

[Signature]

date: 3-9-06

Reg 113
6-21-95
INTERLOCAL AGREEMENT BETWEEN
WHARTON COUNTY JUNIOR COLLEGE AND
THE WHARTON INDEPENDENT SCHOOL DISTRICT

This Interlocal Agreement ("Agreement") is entered into between Wharton County Junior College, hereinafter referred to as "WCJC", and the Wharton Independent School District, hereinafter referred to as "WISD", as follows:

Whereas, the WISD desires for its use a used universal gym weight set; and

Whereas, WCJC has a universal gym weight equipment that it just took out of service. It is considered to be surplus equipment by WCJC. WCJC is willing to sell said equipment to WISD "as is" for $1.00, and for WISD incurring the cost of transporting the equipment to its facilities; and

Whereas, the governing Board of WCJC has duly authorized this Agreement and the transfer of the equipment; and

Whereas, the governing board of WISD has duly authorized this Agreement and the purchase of the said equipment for the consideration outlined above; and

Whereas, this agreement is made pursuant to and under the provision of Chapter 791 of the Texas Government Code, the Interlocal Cooperation Act.

Now, Therefore, the two parties agree as follows:

WCJC will sell the used universal gym weight equipment to WISD "as is" for $1.00 and for WISD incurring the cost of transporting the equipment to its facilities. WISD will pick up, remove, and pay for the said equipment within 30 days of approval of this Agreement by both parties.

It is expressly understood and agreed upon by WCJC and WISD that this Agreement will have no force or effect until duly executed by the Board of Trustees of each entity. It is further agreed that WISD assumes all liability for use of the equipment after the transport of the equipment from WCJC premises.

WITNESS OUR HANDS BELOW:

WHARTON COUNTY JUNIOR COLLEGE

Betty A. McCrohan, President
Date

WHARTON INDEPENDENT SCHOOL DISTRICT

Don Hillis, Superintendent
Date
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: March 21, 2006
Date of this Proposal: March 3, 2006

SUBJECT:

Resolution concerning delinquent personal property taxes.

RECOMMENDATION:

Approve resolution as attached.

BACKGROUND/RATIONALE:

House Bill 2491 was passed during the last Legislative session that amends Texas Property Tax Code Section 33.11 to allow taxing entities to turn over delinquent personal property taxes to the delinquent tax attorneys on April 1 of each year instead of the date of July 1. (Please see attached letter from Mike Siwierka).

Estimated Cost and Budgetary Support (how will this be paid for?): 0-

RESOURCE PERSON(S) [name(s) and title(s)]:

Betty A. McCrohan, President
Bryce D. Kocian, Vice President of Financial Services

SIGNATURES:

Originator: ____________________________ Date: 3/3/06

Cabinet-Level Supervisor: ____________________________ Date:

PRESIDENT’S APPROVAL: ____________________________ 3-7-06
Danny Gertson, III  
Chairman  
Wharton County Junior College  
911 Boling Highway  
Wharton, Texas 77488

Dear Mr. Gertson, III:

Our Law Firm has collected your delinquent property taxes for many years, achieving what is regarded as a very high collection rate in the industry. The purpose of this letter is to request that an agenda item be placed on your next agenda. This item, if it is passed, will likely result in increased collections. The item should be referred to as “Consideration and Approval of a Resolution authorizing early turnover and additional penalty on Delinquent Personal Property Taxes under Tex. Tax Code Section 33.11.”

This past Legislative Session, House Bill 2491 amended Section 33.11 of the Texas Property Tax Code, moving up the date in which delinquent personal property taxes are referred to our law firm for collections. The new referral date would be in early April, rather than July 1 of each year.

The rationale for this new provision is fairly simple. Property is appraised as of January 1st of each year, but taxes are not payable until about October, some 10 months later. They become delinquent on February 1st of the following year, thirteen months after the original appraisal. But, our Firm has no collection authority until July 1st, which is about 1 and 1/2 years following assessment. Given the movable nature of most items of personal property, we have experienced occasions where we have no property that actually secures payment of the taxes due to the property being removed from its original situs or otherwise disseminated prior to the referral to our Firm for collection. In those instances, collection frequently becomes impracticable. HB 2491 simply narrows the window of “opportunity” for losing property as security for payment. By turning over delinquent personal property accounts to the Firm in April rather than July, the taxpayer’s opportunity in removing property you’re your jurisdiction is shortened by three months, and that could greatly enhance the Firm’s chance in effectuating a collection.

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact our office. As always, it is our pleasure to be of service to your jurisdiction.
Please let me or my paralegal, Tonia, know the date this resolution will be considered by the governing body.

Sincerely,

Michael J. Siwierka
Damon Edwards
Attorneys at Law

Tonia Whitmore, Paralegal
RESOLUTION

THE STATE OF TEXAS §
COUNTY OF WHARTON §

WHEREAS, Wharton County Junior College wishes to defray its costs of collection, as authorized by TEX. TAX CODE § 33.11, that it incurs under a contract for collection of delinquent property taxes between said County and a private law firm entered into pursuant to TEX. TAX CODE § 6.30;

WHEREAS, under said Section 33.11, the governing body of Wharton County Junior College name is empowered to authorize the addition of a collection penalty in an amount that does not exceed the amount of the compensation specified in the contract with the private law firm;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF WHARTON COUNTY JUNIOR COLLEGE, THAT:

Section 1: THE RECITALS SET FORTH IN THIS RESOLUTION ARE TRUE AND CORRECT.

Section 2: AN ADDITIONAL PENALTY ON DELINQUENT TAXES FOR TAX YEARS 2005 AND SUBSEQUENT YEARS IS HEREBY AUTHORIZED AND IMPOSED AS PROVIDED BY SECTION 33.11, TEXAS TAX CODE, IN THE AMOUNT PREVIOUSLY ADOPTED BY WHARTON COUNTY JUNIOR COLLEGE AS SET OUT BY 33.07, TEXAS TAX CODE, OF THE DELINQUENT TAX, PENALTY AND INTEREST IF THE TAX BECOMES DELINQUENT ON FEBRUARY 1 OF A YEAR AND REMAINS DELINQUENT ON THE 60TH DAY THEREAFTER.

PASSED, APPROVED, and ADOPTED this _______ day of March, 2006.

__ Danny Gertson, III, President

ATTEST:

__ Jack C. Moses, Secretary
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: March 21, 2006  Date of this Proposal: March 6, 2006

SUBJECT:
College Granted Tax Exemptions

RECOMMENDATION:
Approve attached resolution concerning Ad Valorem Tax Exemptions.

BACKGROUND/RATIONALE:
The Fort Bend County Tax Assessor has requested that the Board of Trustees pass a resolution verifying the Ad Valorem Tax Exemptions that the College grants. Per the recommendation of the Audit/Finance Committee of the Board of Trustees, a Disabled Person Exemption of $10,000.00 has been added.

Estimated Cost and Budgetary Support (how will this be paid for?): Lost revenue of a maximum of $4,506.96 for the added exemption.

RESOURCE PERSON(S) [name(s) and title(s)]:
Betty A. McCrohan, President
Bryce D. Kocian, Vice President of Financial Services

SIGNATURES:

[Signature]
Cabinet-Level Supervisor

Date: 3/7/06

[Signature]
President's Approval
reg 113
6-21-95

Date: 3-9-06
RESOLUTION CONCERNING EXEMPTION FROM 
TAXATION

WHEREAS, the laws of the State of Texas provide, under certain circumstances, for the exemption of residence homesteads, and

WHEREAS, the Board of Trustees of Wharton County Junior College desires to implement the following residence homestead exemption; Now, Therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WHARTON COUNTY JUNIOR COLLEGE THAT:

Section 1: The Board of Trustees of the District hereby exempts from ad valorem Taxation by the District $10,000 of the appraised value of residence homesteads of individuals who are sixty-five years of age or older, as authorized by Article VIII, Section 1-b (b), Texas Constitution and Section 11.13, Texas Property Tax Code, as amended.

Section 2: The Board of Trustees of the District hereby exempts from ad valorem Taxation by the District $10,000 of the appraised value of residence homesteads of individuals who are disabled, as authorized by Article VIII, Section 1-b (b), Texas Constitution and Section 11.13, Texas Property Tax Code, as amended.

Section 3: The Board of Trustees has considered and has decided not to adopt the general residential homestead exemption authorized by Article VIII, Section 1-b (e), Texas Constitution.

Section 4: The Board of Trustees hereby grants exemption of charitable organizations from ad valorem taxation pursuant to Article VIII, Section 1 (d), Texas Constitution, Section 11.184, Texas Property Tax Code, as amended, or any other law.

Section 5: The Board of Trustees hereby grants exemption of travel trailers from ad valorem taxation pursuant to Article VIII, Section 1 (d), Texas Constitution, Section 11.142, Texas Property Tax Code, as amended, or any other law.

Section 6: This Resolution constitutes official action by the Board of Trustees of the District concerning the foregoing tax exemptions.

PASSED AND APPROVED on the 21st day of March, 2006.

Chairman, Board of Trustees

ATTEST:

(SEAL) 

Secretary, Board of Trustees
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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: March 21, 2006
Date of This Proposal: March 2, 2006

SUBJECT:

Wharton Campus, HVAC energy management system retrofit for the La Dieu Technology Building and transfer of funds from the Plant fund budget 2005-2006

RECOMMENDATION:
Approve the quote from Hunton Trane of $62,350 and the transfer of the same amount from the Plant Fund to Current Funds Unrestricted for HVAC control retrofit needed at the La Dieu Technology Building. Campus

BACKGROUND/RATIONALE: The system for climate control in the LaDieu Building is in need of replacement. Currently we have sections of the building that need repairs and or new parts. Carrier will no longer be able to supply parts for repair of the system. We would like to replace/retrofit the system with Trane Tracer Summit Energy Management System to match the system we are currently using for the rest of the campus. The college utilized a contract through the Region IV Education Service Center cooperative purchasing program (TCPN). Under section 271.102 of the local government code, districts may utilize the contracts from this purchasing cooperative in order to satisfy state bid requirements.

Estimated Cost and Budgetary Support (how will this be paid for?):
$62,350 Plant Fund Budget 2005-2006

RESOURCE PERSON(S) [name(s) and title(s)]:
Mike Feyen Director of Facilities

SIGNATURES:

[Signature]
Originator

3/8/06
Date

Cabinet-Level Supervisor

[Signature]

DATE

PRESIDENT'S APPROVAL:

[Signature]
Reg 113
6-21-95, 12-16-99
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: March 21, 2006    Date of This Proposal: March 2, 2006

SUBJECT:

Information Item

RECOMMENDATION:

Seek sealed proposals for an electronic installment system for our on-line registration students.

BACKGROUND/RATIONALE:

Students that register using our web registration process are not able to access the installment plan from that system. They must come to the Business Office to make those arrangements before being purged for non-payment. This addition to our web registration would allow students to accept the installment agreement, make their first payment electronically using the web, and avoid being purged unnecessarily.

Estimated Cost & Budgetary Support (how will this be paid for?): $Undetermined

RESOURCE PERSON(S) [name(s) and title(s)]:

Bryce Kocian, Vice President of Financial Services  
Gus Wessels, Dean of Business Services  
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator  

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

Date

Date

Reg 113
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees
   1. Approve contract actions as listed in the attached agenda brief

B. Office of President/Senior Administration

C. Office of Academic Affairs
   1. Approve reclassification of Kevin W. Dees from regular, full-time Associate Dean of
      Instruction, CA-9-15, to regular, full-time instructor of biology, F-1-20, effective
      February 22, 2006
   2. Approve reclassification of Donna F. Schilling employed as a regular, full-time
      instructor of computer science, F-1-2, effective September 1, 2006

D. Office of Administrative Services

E. Office of Student Services

F. Office of Workforce Development, Continuing Education and Distance Learning
   1. Approve reclassification of David W. Clayton from regular, full-time instructor of law
      enforcement, FAC-1-10, to regular, full-time director of public safety training, CA-1-
      21, effective March 22, 2006

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions
   1. Sue Lane McCulley retired as a regular, full-time instructor of English, F-7-24,
      effective May 31, 2006

I. Information Items: Non-contract Personnel Action
   1. Stephanie L. Christian employed as a regular, part-time aide, $9.73/hr. x 20 hrs./wk. x
      20 wks. = $3,892.00/yr., effective March 3, 2006
   2. Clara S. Merecka employed as a regular, part-time homemaker, $5.15/hr. x 20
      hrs./wk. x 32 wks. = $3,296.00/yr., effective February 21, 2006
   3. Lynn Warren resigned as a regular, full-time continuing education specialist, P-7-5,
      effective March 31, 2006
   4. Helen L. Fiedler employed as a temporary, part-time kid's college
      coordinator/Wharton, $20.00/hr. x 5 hrs./wk. x 34 wks. = $3,400.00/yr., effective
      March 1, 2006
Office of the President

Category I: Renewal of persons on one-year contracts

Contracts expire: August 31, 2006
Recommended action: Renew contracts for one year (August 31, 2007).

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title (as appears on contract)</th>
<th>2005-2006 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIELER, BRUCE</td>
<td>RESOURCE DEVELOPMENT OFFICER</td>
<td>CA 13-13</td>
</tr>
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</table>

Revised 3/6/2006
### Office of the President

**Category II: Extensions for persons on two-year contracts**

Contracts expire: August 31, 2007  
Recommended action: Extend current employment for additional year  
(to August 31, 2008)

<table>
<thead>
<tr>
<th>Employee's Name</th>
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<tbody>
<tr>
<td>BARNES, ALBERT</td>
<td>DEAN OF ADMISSIONS AND REGISTRATION</td>
<td>BA 9-46</td>
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<tr>
<td>CARTER, ZINA</td>
<td>DIRECTOR OF MARKETING AND COMMUNICATIONS</td>
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<td>FEYEN, MICHAEL</td>
<td>DIRECTOR OF FACILITIES MANAGEMENT</td>
<td>CA 1-31</td>
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<td>GLASS, TRACY SCOTT</td>
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<td>JONES, JUDITH</td>
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<tr>
<td>KOCIAN, BRYCE</td>
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<td>PATE, TYLER (TY)</td>
<td>SENIOR VICE PRESIDENT OF INSTRUCTION</td>
<td>VP 15-58</td>
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<td>PINSON, DALE</td>
<td>VICE PRESIDENT OF WORKFORCE DEVELOPMENT, CONTINUING EDUCATION AND DISTANCE LEARNING</td>
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<td>SCHULTZ, ALVIN</td>
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<td>WOLTER, ROBERT</td>
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Revised 3/6/2006
Office of the Senior Vice President of Instruction

Category I: Renewal of persons on one-year contracts

Contracts expire: August 31, 2006
Recommended action: Renew contracts for one year (August 31, 2007).

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<tr>
<td>AURISANO, RICHARD</td>
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<td>BUSH, FREDERICK</td>
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<td>DORISKI, CANDACE</td>
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Revised 3/6/2006
Office of the Senior Vice President of Instruction

Category II: Extensions for persons on two-year contracts

Contracts expire: August 31, 2007
Recommended action: Extend current employment for additional year (to August 31, 2008)

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<td>AARONSON, JULIE</td>
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<td>DIRECTOR OF LIBRARY INFORMATION AND TECHNICAL SERVICES</td>
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<td>JEFFERY, JENNIFER</td>
<td>INSTRUCTOR OF BIOLOGY</td>
<td>FAC 1-7</td>
</tr>
<tr>
<td>JENKINS, JOE</td>
<td>COUNSELOR</td>
<td>FAC 1-13</td>
</tr>
<tr>
<td>JOHNSON, JOANNE</td>
<td>PUBLIC SERVICES LIBRARIAN</td>
<td>FAC 1-14</td>
</tr>
<tr>
<td>JONES, GLENDELL</td>
<td>INSTRUCTOR OF HISTORY</td>
<td>FAC 7-14</td>
</tr>
<tr>
<td>KELLEY, JAMES</td>
<td>INSTRUCTOR OF MATHEMATICS</td>
<td>FAC 1-21</td>
</tr>
<tr>
<td>KENDALL, KATHRYN</td>
<td>INSTRUCTOR OF ENGLISH</td>
<td>FAC 7-14</td>
</tr>
<tr>
<td>KING, MARY</td>
<td>INSTRUCTOR OF HEALTH INFORMATION TECHNOLOGY</td>
<td>FAC 3A-34</td>
</tr>
<tr>
<td>KNOX, CYNTHIA</td>
<td>INSTRUCTOR OF SPEECH</td>
<td>FAC 4-5</td>
</tr>
<tr>
<td>KUCERA, DAVID</td>
<td>INSTRUCTOR OF ELECTRONICS</td>
<td>FAC 1-11</td>
</tr>
<tr>
<td>LANG, MARY</td>
<td>INSTRUCTOR OF ENGLISH</td>
<td>FAC 5A-17</td>
</tr>
<tr>
<td>LAWLOR, DANIEL</td>
<td>INSTRUCTOR OF AGRICULTURE</td>
<td>FAC 7-14</td>
</tr>
<tr>
<td>LAWLOR, PATRICIA</td>
<td>COUNSELOR</td>
<td>FAC 1A-13</td>
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</tbody>
</table>

Revised 3/6/2006
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEMSON, LEE</td>
<td>INSTRUCTOR OF MUSIC</td>
<td>FAC 4-17</td>
</tr>
<tr>
<td>LOCKLEY, LILLIAN</td>
<td>COUNSELOR</td>
<td>FAC 1-7</td>
</tr>
<tr>
<td>LOESSIN, JONATHAN</td>
<td>INSTRUCTOR OF SOCIOLOGY</td>
<td>FAC 7-19</td>
</tr>
<tr>
<td>LOWERY, KIRBY JR.</td>
<td>INSTRUCTOR OF CHEMISTRY</td>
<td>FAC 7-9</td>
</tr>
<tr>
<td>LURKER, JO ANN</td>
<td>INSTRUCTOR OF DRAFTING</td>
<td>FAC 1-4</td>
</tr>
<tr>
<td>MARETKA, AMELIA</td>
<td>INSTRUCTOR OF COMPUTER SCIENCE AND TECHNOLOGY</td>
<td>FAC 6-27</td>
</tr>
<tr>
<td>MARKS, BEVERLY</td>
<td>COUNSELOR</td>
<td>FAC 1-14</td>
</tr>
<tr>
<td>MAYFIELD, SHELLY</td>
<td>INSTRUCTOR OF DENTAL HYGIENE</td>
<td>FAC 1-12</td>
</tr>
<tr>
<td>McCarthy, Nora</td>
<td>INSTRUCTOR OF COMPUTER SCIENCE</td>
<td>FAC 1-15</td>
</tr>
<tr>
<td>McCLELLAND, MARY</td>
<td>INSTRUCTOR OF BUSINESS AND OFFICE ADMINISTRATION</td>
<td>FAC 1-12</td>
</tr>
<tr>
<td>McLane, Karen</td>
<td>INSTRUCTOR OF GOVERNMENT</td>
<td>FAC 1-16</td>
</tr>
<tr>
<td>Meek, Guadalupe</td>
<td>INSTRUCTOR OF SPANISH</td>
<td>FAC 1-8</td>
</tr>
<tr>
<td>Nealy, Robin</td>
<td>INSTRUCTOR OF ENGLISH</td>
<td>FAC 7-10</td>
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<tr>
<td>Newman, Mary-Austin</td>
<td>INSTRUCTOR OF SPEECH</td>
<td>FAC 7-14</td>
</tr>
<tr>
<td>Nottebart, Robert</td>
<td>INSTRUCTOR OF HISTORY</td>
<td>FAC 1-12</td>
</tr>
<tr>
<td>Novasad, Garland</td>
<td>INSTRUCTOR OF DENTAL HYGIENE/SUPERVISING DENTIST</td>
<td>FAC 7-35</td>
</tr>
<tr>
<td>O'Shea, Joyce</td>
<td>INSTRUCTOR OF ENGLISH</td>
<td>FAC 7-14</td>
</tr>
<tr>
<td>Pastora, Jose Benito</td>
<td>INSTRUCTOR OF PHYSICS, MATHEMATICS AND ENGINEERING</td>
<td>FAC 7-24</td>
</tr>
<tr>
<td>Penn-Sherrod, Margaret</td>
<td>INSTRUCTOR OF SOCIOLOGY</td>
<td>FAC 7-17</td>
</tr>
<tr>
<td>Poor, Carolyn Sue</td>
<td>INSTRUCTOR OF ENGLISH</td>
<td>FAC 7-28</td>
</tr>
<tr>
<td>Potter, Elizabeth Diane</td>
<td>INSTRUCTOR OF ENGLISH</td>
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Revised 3/6/2006
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prather, Elizabeth</td>
<td>Instructor of Licensed Vocational Nursing</td>
<td>FAC 1-25</td>
</tr>
<tr>
<td>Pressly, Kirby</td>
<td>Instructor of Mathematics</td>
<td>FAC 6A-32</td>
</tr>
<tr>
<td>Prince, Sharon</td>
<td>Instructor of English</td>
<td>FAC 2A-13</td>
</tr>
<tr>
<td>Rao, Swamy</td>
<td>Instructor of Physics, Mathematics and Engineering</td>
<td>FAC 7-20</td>
</tr>
<tr>
<td>Rappold, Sharon</td>
<td>Instructor of Associates Degree Nursing</td>
<td>FAC 1-15</td>
</tr>
<tr>
<td>Raun, Kimberly</td>
<td>Instructor of Biology</td>
<td>FAC 1-9</td>
</tr>
<tr>
<td>Rehak, Patricia</td>
<td>Instructional Assessment Coordinator</td>
<td>FAC 2-18</td>
</tr>
<tr>
<td>Rextford, Elizabeth</td>
<td>Instructor of Government</td>
<td>FAC 7-17</td>
</tr>
<tr>
<td>Robertson, George</td>
<td>Instructor of Developmental English</td>
<td>FAC 1-18</td>
</tr>
<tr>
<td>Rod, Kathryn</td>
<td>Instructor of Developmental Math</td>
<td>FAC 1-9</td>
</tr>
<tr>
<td>Sablatura, Frances</td>
<td>Instructor of Associate Degree Nursing</td>
<td>FAC 1-22</td>
</tr>
<tr>
<td>Salas, Betty</td>
<td>Instructor of Physical Therapy Assistant Program</td>
<td>FAC 1-21</td>
</tr>
<tr>
<td>Samuel, Mariakutty</td>
<td>Instructor of Associate Degree Nursing</td>
<td>FAC 1-21</td>
</tr>
<tr>
<td>Schultz-Zwaehr, Victoria</td>
<td>Instructor of Human Services</td>
<td>FAC 1-14</td>
</tr>
<tr>
<td>Sheih, Pong (David)</td>
<td>Instructor of Chemistry</td>
<td>FAC 7-14</td>
</tr>
<tr>
<td>Shilk, Harold</td>
<td>Instructor of History</td>
<td>FAC 3-31</td>
</tr>
<tr>
<td>Soderstrom, Gerald</td>
<td>Instructor of Psychology/Sociology</td>
<td>FAC 7-34</td>
</tr>
<tr>
<td>Speights, Pam</td>
<td>Instructor of Speech</td>
<td>FAC 1A-9</td>
</tr>
</tbody>
</table>

Revised 3/6/2006
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spellman, Paul</td>
<td>Instructor of History</td>
<td>FAC 7-12</td>
</tr>
<tr>
<td>Stupka, Ken</td>
<td>Instructor of Drafting</td>
<td>FAC 1A-34</td>
</tr>
<tr>
<td>Taylor, Brice Wayne</td>
<td>Dean of Student Services/Director of Dual Credit Enrollment</td>
<td>D 13-25</td>
</tr>
<tr>
<td>Vardy, Ronald</td>
<td>Instructor of Government</td>
<td>FAC 5A-14</td>
</tr>
<tr>
<td>Wade, Melissa</td>
<td>Coordinator/Instructor of Surgical Technology</td>
<td>FAC 1-15</td>
</tr>
<tr>
<td>Walker, Douglas</td>
<td>Instructor of Biology</td>
<td>FAC 6A-26</td>
</tr>
<tr>
<td>Walker, Sharla</td>
<td>Program Director/Instructor of Radiologic Technology</td>
<td>FAC 1-12</td>
</tr>
<tr>
<td>Weiss, Candace</td>
<td>Instructor of Legal Assisting</td>
<td>FAC 1-15</td>
</tr>
<tr>
<td>White, Virginia</td>
<td>Instructor of Nursing</td>
<td>FAC 1-14</td>
</tr>
<tr>
<td>Wilson, Mary</td>
<td>Instructor of Business and Office Administration</td>
<td>FAC 6A-28</td>
</tr>
<tr>
<td>Wind, Joy</td>
<td>Instructor of History</td>
<td>FAC 1-27</td>
</tr>
<tr>
<td>Yancey, Deborah</td>
<td>Instructor of Associate Degree Nursing</td>
<td>FAC 1-14</td>
</tr>
<tr>
<td>Ziegenhals, Robert</td>
<td>Instructor of Electronics</td>
<td>FAC 1-35</td>
</tr>
</tbody>
</table>

Revised 3/6/2006
Office of the Vice President of Financial Services

Category II: Extensions for persons on two-year contracts

Contracts expire: August 31, 2007
Recommended action: Extend current employment for additional year
(to August 31, 2008).

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title (as appears on contract)</th>
<th>2005-2006 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>BYRD, DARLENE</td>
<td>ACCOUNTANT</td>
<td>AA 1-16</td>
</tr>
<tr>
<td>HARRINGTON, JOANNA</td>
<td>FINANCIAL AID COUNSELOR</td>
<td>AA 1-14</td>
</tr>
<tr>
<td>HYDE, RICHARD</td>
<td>DIRECTOR OF FINANCIAL AID</td>
<td>BA 1-51</td>
</tr>
<tr>
<td>KIELER, CONRAD</td>
<td>DIRECTOR OF PAYROLL AND BENEFITS</td>
<td>CA 3-43</td>
</tr>
<tr>
<td>VELA, GLORIA</td>
<td>ACCOUNTANT</td>
<td>AA 1-24</td>
</tr>
<tr>
<td>WESSELS, GUS</td>
<td>DEAN OF FINANCIAL AND BUSINESS SERVICES</td>
<td>D 10-23</td>
</tr>
<tr>
<td>WUTHRICH, PHILIP</td>
<td>DIRECTOR OF PURCHASING</td>
<td>CA 8-15</td>
</tr>
</tbody>
</table>

Revised 3/6/2006
Office of the Vice President of Financial Services

Category IV: No action for extension of persons on two-year contracts

Contracts expire: August 31, 2007
Recommended action: None. Contracts will continue as they are currently written.

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title (as appears on contract)</th>
<th>2005-2006 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIBNIKER, MERRY</td>
<td>ASSISTANT DIRECTOR OF FINANCIAL AID</td>
<td>AA 1-15</td>
</tr>
</tbody>
</table>

Revised 3/6/2006
**Category I: Renewal of persons on one-year contracts**

Contracts expire: August 31, 2006  
Recommended action: Renew contracts for one year (August 31, 2007).

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title (as appears on contract)</th>
<th>2005-2006 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAYTON, DAVID</td>
<td>INSTRUCTOR OF LAW ENFORCEMENT</td>
<td>FAC 1-10</td>
</tr>
<tr>
<td>ROSIER, KENNETH</td>
<td>DISTANCE LEARNING PROGRAM DIRECTOR</td>
<td>AA 15-11</td>
</tr>
<tr>
<td>STEMMER, PATRICIA</td>
<td>INSTRUCTOR OF EMS</td>
<td>FAC 1-10</td>
</tr>
<tr>
<td>STEWART, GERARD (PAT)</td>
<td>HVAC INSTRUCTOR</td>
<td>FAC 1-19</td>
</tr>
</tbody>
</table>

Revised 3/6/2006
Office of the Vice President of Workforce Development,  
Continuing Education & Distance Learning

Category II: Extensions for persons on two-year contracts

Contracts expire: August 31, 2007  
Recommended action: Extend current employment for additional year  
(to August 31, 2008)

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title (as appears on contract)</th>
<th>2005-2006 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRINLEE, JACQUELINE</td>
<td>INSTRUCTOR OF COSMETOLOGY</td>
<td>FAC 1-15</td>
</tr>
<tr>
<td>KOLAFIA, SANDRA MARLENE</td>
<td>INSTRUCTOR OF COSMETOLOGY</td>
<td>FAC 1-13</td>
</tr>
<tr>
<td>MEJORADO, MARY</td>
<td>INSTRUCTOR OF EMERGENCY MEDICAL SERVICES</td>
<td>FAC 1-9</td>
</tr>
</tbody>
</table>

Revised 3/6/2006
Office of the Vice President of Workforce Development, Continuing Education & Distance Learning

Category III: No action for renewal of persons on one-year contracts

Contracts expire: August 31, 2006
Recommended action: None. Contracts will expire.

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title (as appears on contract)</th>
<th>2005-2006 Salary Schedule</th>
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</thead>
<tbody>
<tr>
<td>HILL, RUSSELL</td>
<td>COORDINATOR OF BUSINESS AND INDUSTRY TRAINING</td>
<td>AA 1-9</td>
</tr>
</tbody>
</table>

Revised 3/6/2006
### Category I: Renewal of persons on one-year contracts

Contracts expire: August 31, 2006
Recommended action: Renew contracts for one year (August 31, 2007).

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title (as appears on contract)</th>
<th>2005-2006 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>JONES, DANSON</td>
<td>DIRECTOR OF INSTITUTIONAL RESEARCH</td>
<td>CA 10-10</td>
</tr>
<tr>
<td>MATHEWS, TESSA</td>
<td>RESEARCH ANALYST III</td>
<td>AA 1-6</td>
</tr>
</tbody>
</table>

Revised 3/6/2006
Office of the Vice President of Technology and Institutional Planning

Category II: Extensions for persons on two-year contracts

Contracts expire: August 31, 2007
Recommended action: Extend current employment for additional year
(to August 31, 2008)

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title (as appears on contract)</th>
<th>2005-2006 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARNES, DENNIS</td>
<td>DIRECTOR OF INFORMATION TECHNOLOGY</td>
<td>CA 8-36</td>
</tr>
<tr>
<td>BULLOCK, JAMES</td>
<td>MIS INFRASTRUCTURE ARCHITECT</td>
<td>CA 1-27</td>
</tr>
<tr>
<td>JACOBS, VICKI</td>
<td>SYSTEMS ANALYST</td>
<td>AA 12-18</td>
</tr>
<tr>
<td>LI, XIODONG (ERIC)</td>
<td>WEBMASTER</td>
<td>CA 10-13</td>
</tr>
<tr>
<td>MILLER, JOHN</td>
<td>MANAGER OF TECHNICAL SERVICES</td>
<td>AA 12-15</td>
</tr>
<tr>
<td>NGO, TOAN (BRYAN)</td>
<td>DIRECTOR OF DATABASE AND APPLICATION SERVICES</td>
<td>CA 15-37</td>
</tr>
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</table>

Revised 3/6/2006
### 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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<tbody>
<tr>
<td></td>
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**Address**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</table>

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification</th>
<th>New Employee</th>
<th>Extension</th>
<th>Retirement</th>
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</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
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<td>Faculty</td>
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<td>Support Staff</td>
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<td>Temporary</td>
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<td></td>
</tr>
<tr>
<td>Regular</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

- **Academic Affairs**
  - **Job Title/Position:** Associate Dean of Instruction
  - **Specialized Area:** Academic Affairs
  - **Budgeted Position:** Yes
  - **Budgeted Position Type:**
    - **Budgeted Position Number:** 1110.1401.6093.400
    - **Compensation:** $58,068
      - **Annual:** Yes
      - **Hourly:** No
      - **Other (explain):**
        - **Schedule:** CA, Grade 9, Step 15
      - **Hourly Rate (Part-time only):**
        - $_____ per hr x _____ hrs/wk x _____ wks = $____ per year
      - **Start Date:** 10/20/04
      - **End Date:**
        - At will - employee: No
        - Per contract: Yes
      - **If temporary, anticipated termination date:**

- **PROPOSED** Division/Unit:
  - **Academic Affairs**
  - **Job Title/Position:** Instructor of Biology
  - **Specialized Area:** Life Sciences
  - **Budgeted Position:** Yes
  - **Budgeted Position Type:**
    - **Budgeted Position Number:** 1110.1401.6091.400
    - **Compensation:** $58,067
      - **Annual:** Yes
      - **Hourly:** No
      - **Other (explain):**
        - **Schedule:** F, Grade 1, Step 20
      - **Hourly Rate (Part-time only):**
        - $_____ per hr x _____ hrs/wk x _____ wks = $____ per year
      - **Start Date:** 2/22/06
      - **End Date:**
        - At will - employee: No
        - Per contract: Yes
      - **If temporary, anticipated termination date:**

**Explanation of Action:**

Will assume administrative duties with a PPA for release time.

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):** Date
- **Approved by Vice President:** Date 2/9/06
- **Approved by Division Chair:** Date
- **Reviewed by Human Resources:** Date 2/06
- **Budget Approval:** Date
- **Approved by President:** Date
- **Approved by Cabinet Level Supervisor:** Date

Reg 821

Revised July 29, 2004
### Wharton County Junior College Personnel Action Form

**Human Resources**

**Social Security No.**

**Last Name:** Schilling  **First Name:** Donna  **Middle Initial:** F  **Employee No.:**

**Address:**

**Part I: Check all that apply**

- Classification:
  - ☐ Administrative/Professional Staff
  - ☐ Faculty
  - ☐ Support Staff
  - ☑ Full-Time
  - ☐ Part-Time
  - ☐ NEW Employee
  - ☐ Extension
  - ☐ Reclassification
  - ☐ Transfer
  - ☐ Promotion
  - ☐ Salary Adjustment
  - ☐ Other (explain)

- Position No. (NBAPOSN): CIS001

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:** Division of Business and Technology

**Job Title/Position:** Cisco Instructor

**Budgeted Position:** ☑ Yes  ☐ No

**Budgeted Position:**

- **Job Title/Position:** Instructor of Computer Science

- **Budgeted Position:**

**Compensation:**

- ☑ Annual  ☐ Hourly  ☐ Other (explain)

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

**Start Date:** 09/01/2005  **End Date:** 08/31/06  **If temporary, anticipated termination date:** 08/31/06

**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:** Division of Business and Technology

**Job Title/Position:** Instructor of Computer Science

**Budgeted Position:** ☑ Yes  ☐ No

**Budget Number:** 1210.14039.6091.102

**Compensation:**

- ☑ Annual  ☐ Hourly  ☐ Other (explain)

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

**Start Date:** 09/01/06  **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:**

Position relocated from CISCO to Computer Science Dept. Schilling interviewed & recommended for new position.

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
  - **Date:** 2/22/06

- **Approved by Division Chair:**
  - **Date:** 2/23/06

- **Approved by President:**
  - **Date:** 2/28/06

- **Reviewed by Human Resources:**
  - **Date:** 2/27/06

- **Approved by Vice President:**
  - **Date:** 2/23/06

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

Revised July 29, 2004
## Personnel Action Form

### Human Resources

#### Part I: Check all that apply

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

**Address**
- City: 
- State: 
- Zip: 

**Telephone:** 
-  
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-  

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:** Workforce Development, CE and Distance Learning

- **Job Title/Position:** Instructor of Law Enforcement
- **Specialized Area:** Public Safety
- **Budgeted Position:** ☑ Yes  ☐ No
- **Funded in which FY?:** 05-06
- **Budget Number:** 1110-14024-6091-102 60%
- **Position No. (NBAPOSN):** LAW002

**Compensation:**
- ☑ Annual
- ☑ Sched F
- ☑ Hourly
- ☑ Grade 1
- ☑ Other (explain)
- ☑ Step 10

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

**Start Date:** 10/01/05
**End Date:**  
**At-will-employee:** ☑
**Per contract:** ☐
**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:** Workforce Development, CE and Distance Learning

- **Job Title/Position:** Director of Public Safety Training
- **Specialized Area:** Public Safety
- **Budgeted Position:** ☑ Yes  ☐ No
- **Funded in which FY?:** 05-06
- **Budget Number:** 1110.14024.6093.102
- **Position No. (NBAPOSN):** DIR013

**Compensation:**
- ☑ Annual
- ☑ Sched CA
- ☑ Hourly
- ☑ Grade 1
- ☑ Other (explain)
- ☑ Step 21

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

**Start Date:** 03/22/06
**End Date:** N/A
**At-will-employee:** ☑
**Per contract:** ☐
**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:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):**
- Date: [Signature]  2-28-06

**Approved by Division Chair:**
- Date: [Signature]  2-28-06

**Budget Approval:**
- Date: [Signature]  3-7-06

**Approved by Cabinet Level Supervisor:**
- Date: [Signature]  3-7-06

**Date approved by Board:**  
**not applicable**
Personnel Action Form

Social Security No. | Last Name | First | Middle Initial | Telephone
--- | --- | --- | --- | ---

Address | City | State | Zip

Part I: Check all that apply
- Classification: [ ] Administrative/Professional Staff [ ] Extension [ ] Resignation
- [ ] Faculty [ ] Reclassification [ ] Separation (date 5-31-06)
- [ ] Support Staff [ ] Transfer [ ] Change in Assignment
- [ ] Temporary [ ] Full-Time [ ] Promotion
- [ ] Regular [ ] Part-Time [ ] Salary Adjustment
- [ ] Full-Time [ ] Other (explain)
- [ ] Retirement
- [ ] Separation (date 5-31-06)
- [ ] Additional Assignment
- [ ] Leave of Absence

Part II: Assignment/Accounting
- **CURRENT** Division/Unit: Communications and Fine Arts
- Job Title/Position: Instructor of English
- Budgeted Position? [ ] Yes [ ] No
- Funded in which FY? 2005-06
- Budget Number: 1110.14503.5091.100
- Position No. (NBAPOST): ENG006
- Compensation: [ ] Annual
- Sched F
- Grade 7
- Step 24
- Hourly Rate: (Part-time only)
- $ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year
- Start Date: 8/88
- End Date: 5/31/06
- [ ] At-will-employee [ ] Per contract
- If temporary, anticipated termination date:

**PROPOSED** Division/Unit: N/A
- Job Title/Position: Specialized Area:
- Budgeted Position? [ ] Yes [ ] No
- Funded in which FY?
- Budget Number: Position No. (NBAPOST):
- Compensation: [ ] Annual
- Sched ______
- Grade ______
- Step ______
- Hourly Rate: (Part-time only)
- $ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year
- Start Date: [ ] At-will-employee [ ] Per contract
- End Date: 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:
- Retirement effective 5/31/06

Part III: Position/Budget Authorization
- Recommended by Supervisor (Department Head) Date: 2-21-06
- Approved by Vice President Date: 2-21-06
- Approved by Division Chair Date: 2-21-06
- Reviewed by Human Resources Date: 2-21-06
- Budget Approval Date: 2-21-06
- Approved by President Date: 2-22-06
- Approved by Cabinet Level Supervisor Date: Date approved by Board or [ ] not applicable
**Personnel Action Form**

**Human Resources**

<table>
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**Address**

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

**Part I: Check all that apply**

- Classification:
  - ☑ New Employee
  - ☑ Support Staff
  - ☑ Full-Time
  - ☑ Part-Time

- Position:
  - ☑ New Employee
  - ☑ Support Staff
  - ☑ Full-Time
  - ☑ Part-Time

- Telephone:
  - 7-in

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

- Job Title/Position:
- Specialized Area:
- Budgeted Position?: ☑ Yes ☐ No
- Funded in which FY?
- Budget 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:

**PROPOSED Division/Unit:**

**Workforce Development**

- Job Title/Position:
- Specialized Area:
  - Adult Basic Education
- Budgeted Position?: ☑ Yes ☐ No
- Funded in which FY? 2005-06
- Budget Number:
  - 2125.6012, 6147, 1012
- Position No. (NBAPOSN): GNTC99
- Compensation:
  - ☑ Hourly
  - ☑ Other (explain)
  - ☑ Annual
  - ☑ Other (explain)
- Sched: __________
- Grade: __________
- Step: __________
- Hourly Rate (Part-time only):
  - $ 9.73 per hr x 20 hrs/wk x 20 wks = $ 3,892.00 per year
- Start Date: 2/27/06
- End Date: 3-3-06
- ☑ At-will-employee
- ☑ Per contract
- If temporary, anticipated termination date:

**Explanation of Action:**

Replacement for Candelario Cervantez

**Part III: Position/Budget Authorization**

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

- Date: 3/1/06

**Approved by Division Chair:**

- Date: __________

**Budget Approval:**

- Date: __________

**Approved by Cabinet Level Supervisor:**

- Date: __________

**Reg. 821**

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

Personnel Action Form

Social Security No. ____________________________
Last Name: Merecka ____________________________ Middle Initial: S. ____________________________
First Name: Clara ____________________________
Address ______________________________________________________
City ______________________________________________________
State _______ Zip _______

Part I: Check all that apply

Classification:
☒ Administrative/Professional Staff
☒ Support Staff
☐ Temporary
☐ 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: ____________________________
Job Title/Position: ____________________________
Budgeted Position? Yes No
Budget Number:
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: ____________________________
Job Title/Position: ____________________________
Budgeted Position? Yes No
Budget Number:
Compensation:
☐ Annual:
☐ Hourly:
☐ Other (explain):
Sched N/A
Grade N/A
Step N/A
Hourly Rate: (Part-time only)
$ 5.15 per hr x 20 hrs/wk x 32 wks =
$ 3,296.00 per year
Start Date: 02/21/06
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

Examination of Action:
*23222.6001.6112.301

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head):
Caroline Osborn ____________________________ Date 2-18-06
Approved by Division Chair: ____________________________ Date
Budget Approval: ____________________________ Date 2-15-06
Approved by Cabinet Level Supervisor: ____________________________ Date
**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:
  - ☐ Administrative/Professional Staff
  - ☐ Faculty
  - ☐ Support Staff
- Job Title/Position:
  - ☐ Temporary
  - ☒ Full-Time
  - ☐ Part-Time
- ☐ Regular
- ☐ New Employee
- ☐ Extension
- ☐ Reclassification
- ☐ Transfer
- ☐ Promotion
- ☐ Salary Adjustment
- ☐ Other (explain)
- ☐ Retirement
- ☐ Resignation
- ☐ Separation (date: 3-31-06)
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

**Part II: Assignment/Accounting**

- **CURRENT**
  - Division/Unit: WFD, CE, & DL
  - Job Title/Position: Continuing Education Specialist
  - Specialized Area: Continuing Education
  - Budgeted Position? ☒ Yes ☐ No
  - Budgeted Position Number: 1310.14050.6101.103
  - Compensation: ☒ Annual ☐ Hourly ☐ Other (explain)
  - Sched P ☐ Grade 7 ☐ Step 5
  - Hourly Rate (Part-time only): $____ per hr x ______ hrs/wk x ______ wks = $____ per year
  - Start Date: 2-26-01
  - End Date: 3-31-2006
  - Position No. (NBAPOSN): ☐ 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: 
  - Specialized Area: 
  - Budgeted Position? ☐ Yes ☒ No
  - Budget 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:**

See attached resignation.

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head) Date: [Signature]
  - Approved by Vice President Date: 2-10-06

- Approved by Division Chair Date: [Signature]
  - Reviewed by Human Resources Date: [Signature]

- Budget Approval Date: [Signature] Date: 2-10-06

- Approved by Cabinet Level Supervisor Date: [Signature]
  - Date approved by Board or ☐ not applicable

**Reg. 821**

Revised July 29, 2004
### Part I: Check all that apply

<table>
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<tr>
<th>Classification:</th>
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<tbody>
<tr>
<td>☒ Administrative/Professional Staff</td>
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<tr>
<td>☐ Faculty</td>
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<td>☐ Support Staff</td>
</tr>
<tr>
<td>☒ Temporary</td>
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<td>☒ Full-Time</td>
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<td>☐ Regular</td>
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<tr>
<td>☐ Part-Time</td>
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<td>☐ Other (explain)</td>
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</tbody>
</table>

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

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

<table>
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<tr>
<th>Social Security No.</th>
<th>Last Name</th>
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<th>Middle Initial</th>
<th>Telephone</th>
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<tr>
<th>Address</th>
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</table>

### Part II: Assignment/Accounting

**CURRENT**
- Division/Unit: [Job Title/Position:]
- Specialized Area: [Funded in which FY?]
- Budgeted Position? [☐ Yes ☐ No]
- Position No. (NBAPOSN): [Budget Number:]
- Compensation: [☐ Annual Sched _____ Hourly Rate: (Part-time only) $ _____ per hr x _____ hrs/wk x _____ wks = $ _____ per year]
- [☐ Hourly Grade _____ Step _____]
- [☐ Other (explain)]
- 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:]
- Specialized Area: [Funded in which FY?]
- Budgeted Position? [☐ Yes ☐ No]
- Position No. (NBAPOSN): [Budget Number:]
- Compensation: [☐ Annual Sched NA Hourly Rate: (Part-time only) $ _____ per hr x _____ hrs/wk x _____ wks = $ _____ per year]
- [☐ Hourly Grade NA Step NA]
- [☐ Other (explain)]
- 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]

### Part III: Position/Budget Authorization

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
<th>Approved by Vice President</th>
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<tr>
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<td>2-14-06</td>
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<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
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<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
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<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Date approved by Board or ☐ not applicable</th>
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MATTERS RELATING TO FORMAL POLICY

A. Permission to update names of job titles/offices and correct typos in WCJC Regulations

B. Information Item:

1. Addition to Guidelines section of Regulation 772: Distance Education
Wharton County Junior College

Proposed Agenda Item

Board of Trustees Meeting

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: March 21, 2006

Date of this Proposal: Feb. 23, 2006

SUBJECT: Permission to update names of job titles/offices and correct typos in WCJC Regulations

RECOMMENDATION: Board action is requested.

BACKGROUND/RATIONALE: Over time, changes in job titles and the names of offices at WCJC have occurred. Many of these changes in practice and terminology are not reflected in the WCJC Regulations. The President requests the Board to grant her permission to make updates and minor corrections (i.e., misspellings, spacing, etc.) to the Regulations, including the Policy sections of the Regulations. Updating would not alter the intent of any of the Policy sections. Any such updates or corrections would then be reported promptly to the Board as an Information Item.

ESTIMATED COST AND BUDGETARY SUPPORT (how will this be paid for):

Not applicable.

RESOURCE PERSON(S) [name(s) and title(s)]:

Betty A. McCrohan, President

SIGNATURES:

Betty A. McCrohan

Originator

3-7-06

Date

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Betty A. McCrohan

reg 113

6-21-95

3-7-06
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: March 21, 2006  Date of this Proposal: Feb. 22, 2006

**SUBJECT:** Addition of a clause to the Guidelines section and updating job titles in Procedures section of *Regulation 772. Distance Education*

**RECOMMENDATION:** Information item only. No Board action is required.

**BACKGROUND/RATIONALE:** In accord with Regulation 111, Section III, Part D., and as a matter of urgency, the President initiated a process to add a clause in the Guidelines section of Regulation 772. The President also directed that the titles of positions and offices, as mentioned in the Procedures and Guidelines sections of Regulation 772, be updated to correspond to the current names of these titles and offices. These changes were necessary in order to bring the College's regulations into conformity with current practice and terminology, and to improve the wording of several sentences in the Procedures and Guidelines sections.

**ESTIMATED COST AND BUDGETARY SUPPORT** (how will this be paid for):

Not applicable.

**RESOURCE PERSON(S) [name(s) and title(s)]:**

Betty A. McCrohan, President

**SIGNATURES:**

\[\text{Betty A. McCrohan}\]

\[\text{Date: 3-9-06}\]

\[\text{Date}\]

\[\text{Cabinet-Level Supervisor}\]

\[\text{President's Approval:}\]

\[\text{Betty A. McCrohan}\]

\[\text{3-9-06}\]

\[\text{reg 113}\]

\[\text{6-21-95}\]
A Proposal to Change Regulation 772

Prepared by Vice President Dale Pinson

Submitted to the Office of President 2-22-06

Regulation 772. Distance Education

Change 1. Add a clause to the Guidelines section of the regulation.

Section V. Part E. A copy of the Distance Education Course Development Procedures is posted on the Internet at the WCJC website under Distance Learning. The Distance Education Course Development Application and the Distance Education Course Development Completion Form are posted on the WCJC Intranet website under College Forms.

Change 2. Update the names of several of the positions and offices mentioned in the Procedures and Guidelines sections of the regulation.

Example 1: Vice-President of Academic Affairs should be changed to Senior Vice President of Instruction, or, to Vice President of Workforce Development, Continuing Education, and Distance Learning, as appropriate.

Example 2: Coordinator of Distance Education should be changed to Distance Education Program Director.

Example 3: Office of College Advancement should be changed to Office of Marketing and Communications.

Change 3. Make the terminology consistent throughout the document by changing distance learning courses to distance education courses.
DISTANCE EDUCATION

I. PURPOSE

Describes distance education use, organizational process, and approval process.

II. DEFINITIONS

*Distance education (DE):* the use of educational processes to transfer knowledge to students who are separated from the program’s origin by some distance. Telecourses, print-based education, videocassette, computer-modem courses, CD-ROM interactive video disk, and interactive television (televised live classes) are presentation components of distance education. Distance education is an effort to make education available to people who find it difficult to attend traditional college classes. Prospective DE students include people with unusual work schedules, parents with small children, disabled students, and students who prefer to work independently. The content, college credit, and transferability of these courses are equivalent to those offered in the traditional method.

III. POLICY

In keeping with the college’s mission, distance education may be used as general education or specialized course electives, as part of academic programs, or to fill special community needs. All courses must have the approval of discipline faculty, the division chair, and the Vice President of Academic Affairs, and must be equivalent in content and quality to on-campus courses.

(POLICY APPROVAL: 9-20-95, Board of Trustees)

IV. PROCEDURES

A. Suggestions for DE courses may originate with any member of the college community. Courses may be proposed by department or division personnel or the Distance Education Program Director. All such courses must be approved by discipline faculty and by the division chair. Final approval for such courses is granted by the Vice President of Instruction upon consultation with the Vice President of Workforce Development, Continuing Education, and Distance Learning.

B. Faculty participation in the teaching of DE courses is voluntary. A stipend is paid for first-time development of DE courses.

C. For distance education courses to be proposed, the division must prepare appropriate course syllabi and follow normal college procedures for review and approval.

D. The instructor’s course syllabus must include these components:
   - course designation
   - course title
   - course description and overview
   - objectives
   - course topics
-collateral readings: required and supplemental
-grading policies
-examination details
-special written and other out-of-class assignments
-television broadcast times, dates, and channels when appropriate
-course rental details
-special material needs, with cost estimate
-orientation and other session details
-optional activities
-instructor information: brief bio, office location, phone number, and times when the instructor is available for telephone consultation

E. The Distance Education Program Director (the DE Director), under the supervision of the Vice President of Workforce Development, Continuing Education, and Distance Learning, is responsible for overall management for the effective and efficient delivery of distance education courses. The sponsoring division and the Dean of Admissions and Registration are responsible for providing adequate course-aid schedule information to the DE Director. The DE Director communicates with the Office of Marketing and Communications and the division administrators in reference to special publicity efforts necessary for the successful implementation of DE courses and programs.

F. The DE Director is responsible for studying and evaluating student success in distance education, faculty and student satisfaction with materials used, distance education comparability with existing courses, and distance education enrollment data as related to existing college courses.

G. Students are allowed to register for DE courses under standard operating procedures approved by the college, including any additional fees. Enrollment in DE courses is normally limited to the same class size as the same or a similar course currently being taught in a standard classroom setting.

H. Textbooks are ordered through normal division procedure.

V. GUIDELINES
A. Full-time faculty in the discipline should judge comparability of material, objectives, evaluation of student competencies, textbooks, and other related matters.

B. The DE Director advises the division chairs on the courses to be offered each semester.

C. Courses use existing course numbers, etc., unless otherwise approved as a new course.

D. Courses may be taught as a part of a regular schedule or as an overload.

E. A copy of the Distance Education Course Development Procedures is posted on the Internet at the WCJC website under Distance Learning. The Distance Education Course Development Application and the Distance Education Course Development Completion Form are posted on the WCJC Intranet website under College Forms.
Wharton County Junior College

Distance Education

Course Development Procedures

Step 1. Identification of Needs for New Courses

The selection of courses to be developed into distance education offerings is the responsibility of the Senior Vice President of Instruction (VPI) and/or the Vice President of Workforce Development, Continuing Education, and Distance Learning (VPWD). This selection will be the result of consideration of all factors related to the future needs of, and best interest of, the Wharton County Junior College (WCJC or the college). Instructional divisions may recommend titles they wish to include on the course development list. The vice presidents (VPs) will review the divisional requests and decide which titles to include in the list of approved distance education courses. The VPs will then formalize a single list of course titles that are eligible for development for technology-mediated delivery. This list will be known as the “Distance Education Course Development List” (DECDL). The DECDL will be dynamic, with additions and deletions as needed. Only those courses on the DECDL are eligible for development.

Step 2. Selection of the Course Development Manager

After consulting with the appropriate Division Chair, the two vice presidents (VPs) will select a Course Development Manager (CDM) and will notify the Division Chair. The Division Chair will then extend an invitation to the person named as CDM to begin the distance education course development process. The CDM will be in charge of development of the course.

Step 3. Course Development Process

Submission of Applications. The Course Development Manager (CDM) will complete a Distance Education Course Development Application. This form is available on the WCJC Internet site (www.wcjc.edu) under College Forms. All parts of the course development application must be completed. Incomplete applications will not be considered.

Approval of Applications. Approval of applications requires the signatures of the Department Head, the Division Chair, the Senior Vice President of Instruction (VPI), and the Vice President of Workforce Development, Continuing Education, and Distance Learning (VPWD). The department- and division-level signatures confirm the approval of the course content and inclusion of the essential elements of the course syllabus. The vice presidential signatures will serve as the final approval of the application.

Once the application is approved, the VPWD will inform the CDM who is then authorized to begin the development of the course. The VPWD will maintain the signed original application in his/her files and will generate a request for payment of an appropriate stipend. Generation of the request will encumber funds in the course development budget.
Step 4. Course Development

The Course Development Manager (CDM) will be responsible for the content and design of the course under his/her management. New courses must accommodate all Americans with Disability Act, copyright, and license-compliance issues. In designing the curriculum, the CDM will consider SCORM Best Practices Guide for Content Developers, the Texas Higher Education Coordinating Board’s Master Plan for Distance Learning: An Evolving Technology Policy, and Wharton County Junior College’s Institutional Plan for Distance Education and Off-Campus Instruction.

A Curriculum Development Assistant (CDA) will be assigned to the course development project once the course has been approved for development. The CDA will serve in an advisory capacity for the integration of multi-media technologies and the strategies, planning, and presentation of new curricula. The CDA will serve as the coordinator of operations for the Curriculum Development Center (CDC) and will make all the curriculum development tools of the center available to the CDM. All CDC services and equipment will be available to the CDM during the course development process.

Step 5. Completion of the Course Development Process

When the course development process is complete, the Course Development Manager (CDM) will submit a Distance Education Course Development Completion Form. A new course package (i.e., an electronic version) must accompany the completion form, and the CDM will be required to demonstrate that the new course has been beta-tested and is ready for use.

Implementation of new courses requires the conversion of course materials into a Web-based environment. The Distance Education Program Director and the Help Desk Coordinator will assist with the Web conversion process and will provide individualized training and assistance to the CDM to assure successful formatting of the course.

Course development completion forms require the approvals of the Department Head, the Division Chair, the Distance Education Program Director, the Vice President of Workforce Development, Continuing Education, and Distance Learning (VPWD), and the Senior Vice President of Instruction. Approved course completion forms will signify that the course development process has ended and the course is ready to join the college’s course inventory. The VPWD will use the approved course completion form to initiate payment of one-half of the course development stipend to the CDM.

Step 6. Implementation of New Courses

Once formatted, the new course will be scheduled for enrollment and offered for presentation. This scheduling will be part of the Distance Education Program. The course will be presented by means of Web-based instruction, interactive television (ITV), or video classes. Courses may be presented by any multimedia method that the course design permits and that can be supported by WCJC’s technology and delivery infrastructure.
When the course has been scheduled and successfully offered one time, the Course Development Manager (CDM) will revise and update the curriculum based on student feedback. The revised course will become a permanent part of the course inventory, available for scheduling as needed, and assigned to any appropriate instructor. After the course has been revised, the VPWD will initiate payment of the second half of the stipend to the CDM.

**Distance Education Course Development List (as of June 22, 2005):**

**Arts and Sciences**
- ARTS 1303
- ARTS 1305
- BIOL 2406
- ECON 2301
- GEOG 1303
- GEOL 1303
- HUMA 1301
- MATH ____
- MUSI 1300
- PHED 1346
- PHIL 1301
- SPCH 1315

**Graphic Communications**
- EECT 1200
- GRPH 1322
- GRPH 1325
- GRPH 1354
- GRPH 1357
- GRPH 2305
- GRPH 2341
- IMED 1316
- IMED 1341
- IMED 2309
- IMED 2315
- IMED 2351
- IMED 2388
- ITSC 1309
- ITSC 1313

**Fire Academy**
- FIRS 1401
- FIRS 1507
Directions for Completing the Course Development Application

1. An instructor may submit only one application per semester.

2. An instructor may submit applications for no more than three courses per academic year.

3. To begin the process, an instructor must complete the Distance Education Course Development Application.

4. An instructor may not begin a course development effort until his/her application has been approved by signature of each of the responsible parties.

5. The application must be approved by the Department Head, the Division Chair, and the Vice President of Workforce Development, Continuing Education, and Distance Learning.

6. The Vice President of Workforce Development, Continuing Education, and Distance Learning will then submit the application to the Senior Vice President of Instruction for approval.

7. All distance education courses must be listed on the Texas Higher Education Coordinating Board's list of approved distance education courses for WCJC.

8. New courses designed to be offered through distance education technologies must be approved by the Curriculum and Instructional Resources Committee. This does not apply to existing courses converted to distance education technologies.

9. Only courses that can be supported by the Distance Education Fee may be considered for approval.

10. Courses must be designed so that other department members could teach the course.

11. All aspects of Regulation 276. Intellectual Property, Copyrights, and Inventions apply to the development of all distance education courses. Distance education courses developed through payment of a stipend by Wharton County Junior College become the sole property of Wharton County Junior College.

12. To indicate completion of the course development project, the applicant must submit a Distance Education Course Development Completion Form. Materials and information should be included to demonstrate convincingly that the course can be offered as proposed.

13. Applicants who have completed the development of a course for the Distance Education Program are eligible for payment of an appropriate stipend of up to but not to exceed $800 per course credit hour. This stipend is not available for the adoption of publishers' e-packs. The amount of the stipend to be paid to the applicant will depend on the demonstrated difficulty of developing the course as a distance education offering and will be subject to negotiation by the applicant and either of the vice presidents. The amount of the stipend must appear in the appropriate space on the Distance Education Course Development Application.

14. Distance Education Course Development Applications will be considered only if funds are available to pay stipends.

15. The Distance Education Course Development Completion Form must be submitted and approved prior to payment of an appropriate stipend.
Applicant / Department

Instructor: __________________________
Department: _______________________
Date: _____________________________

Course Description

Course number: ______________________ Course title: ______________________
(Common Course #)

Course description from WCJC College Catalog:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Course Design and Development

Proposed distance education method of presentation:

☐ Web-based Instruction
☐ Interactive Television (ITV)
☐ Video-based Instruction (VCR tape, CD-R, or DVD)
☐ Other (explain): ______________________

Projected date of project completion: ______________________

Amount of stipend: $___________ (Note: The dollar amount of the stipend will be negotiated by the applicant and the WCJC Senior Vice President of Instruction or the WCJC Vice President of Workforce Development, Continuing Education, and Distance Learning.)

Course design. Please provide a brief description of the lay-out of the course including provisions for orientation, subject presentation review, and evolution of subject matter.
________________________________________________________________________
________________________________________________________________________

Course development. Please list the outside resources that will be needed in the development phase of the course, i.e., review of video tapes, computer software, books, reference materials, etc.
________________________________________________________________________
________________________________________________________________________

List the expected cost of the above resources.
________________________________________________________________________
List the resources that will be developed for this course.

List your plans for the course syllabus.

List the materials that will be necessary to implement this course.

List the expected cost of the materials above.

List the lease payments and/or other user fees that might be required to implement this course.

**Approvals**

Department Head

Division Chair

Vice President of Workforce Dev., Cont. Educ., and Dist. Learning

Senior Vice President of Instruction

Date

Date

Date

Date
Completion of this form will serve to verify that a course developed for the Distance Education Program meets all the THECB and WCJC requirements concerning course content and technology for distance education courses.

**Instructor / Department**

Instructor: 
Department: 
Date: 

**Course Description**

Course number: 
Course title: 
(Common Course Number)

Catalog course description: 

**Distance Education Course Content**

☐ The instructor included the essential elements of the master syllabus.
☐ The instructor included information pertaining to the delivery of the class syllabus and cover sheet.
☐ The instructor included a mechanism to document that students have received the class syllabus.
☐ The instructor included provided for an entrance and exit exam, if applicable.
☐ All Southern Association of Colleges and School standards have been met. (www.sacscoc.org)
☐ All Texas Higher Education Coordinating Board standards that relate to this course have been met. (www.theeb.state.tx.us)
☐ The Texas Higher Education Coordinating Board’s Principles of Good Practice have been met. (http://www.theeb.state.tx.us/AAR/DistanceEd/PPGCourseGuide.pdf)
☐ The orientation information provides the student with sufficient instruction on utilizing the course and instruction concerning how to contact the instructor for assistance during the course. The instructor provided proper instructions concerning use of various communications tools. The instructor defined for the student the expected response times for e-mails that have been submitted to the instructor.
☐ A copyright statement is attached to Distance Education Course Development Application.
☐ Copies of copyright permissions are attached to Distance Education Course Development Application.

Issues to be resolved: 


I verify that the course content of this distance education course complies with all WCJC and THECB requirements.

_________________________________________  ______________________
Department Head                                      Date

_________________________________________  ______________________
Division Chair                                       Date

**Distance Education Technology**

This course will use the following distance education method(s) of presentation:

- [ ] Web-based Instruction
- [ ] Interactive Television (ITV)
- [ ] Video-based Instruction (VCR tape, CD-R, or DVD)
- [ ] Other (explain): ____________________________

- [ ] The course is compatible with the current student management platform.
- [ ] The course content technology conforms to ADA requirements.
- [ ] The course multimedia is supportable by the WCJC Distance Education Program.
- [ ] Testing is functional within the WCJC student management system.
- [ ] All course accessibility resides within WCJC student management system.
- [ ] The course meets WCJC distance education standards.

I verify that the technology content of this distance education course complies with all WCJC and THECB requirements.

_________________________________________  ______________________
Director of Distance Education Program               Date

_________________________________________  ______________________
Vice President of Workforce Development, Continuing Educ., and D.L.  Date

**Approval of Course Development**

_________________________________________  ______________________
                    (course title) is in compliance with the course content and technology standards of WCJC, and its development as a distance education course is now complete. This course can now be included on the WCJC list of distance education courses.

I hereby authorize payment of an appropriate stipend in the amount of $__________, to be paid to ____________________________, the Course Development Manager.

_________________________________________  ______________________
Senior Vice President of Instruction               Date