WCJC

BOARD OF TRUSTEES

AGENDA PACKAGE

FOR THE REGULAR BOARD MEETING

NOVEMBER 15, 2005

Prepared by the
Office of the President
Wharton County Junior College
<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 Chair</td>
<td>May 2006</td>
</tr>
<tr>
<td>5</td>
<td>Rick Davis</td>
<td>May 2006</td>
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<tr>
<td></td>
<td>Vice-Chair</td>
<td></td>
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<tr>
<td>9</td>
<td>Jack C. Moses</td>
<td>May 2010</td>
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<td></td>
<td>Secretary</td>
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</tr>
<tr>
<td>3</td>
<td>Georgia Krenek</td>
<td>May 2008</td>
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<tr>
<td>8</td>
<td>Oliver W. Kunkel, Jr.</td>
<td>May 2008</td>
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<tr>
<td>4</td>
<td>Phyllip W. Stephenson</td>
<td>May 2008</td>
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<td>Gary P. Trochta</td>
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<tr>
<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

November 15, 2005

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The regular meeting on October 18, 2005

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

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

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

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

These presentations are made for information purposes only. The board is required to listen to the presentations but not to discuss or act on the items presented. If the board feels the matter warrants further attention, it can be placed on the agenda for a subsequent meeting.
V. Special Items
   A. Approve external audit for FY 2005

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

VII. Reports to the Board
   A. Financial Reports for October 2005
      (FINANCIAL REPORTS ARE MAILED UNDER SEPARATE COVER)
   B. Information Item: Management Reports
   C. Information Item: Reports from College Governance Councils
      1. Faculty Council, September 12, 2005
      2. President’s Extended Cabinet, October 20, 2005
   D. Information Item: Clipping Service for months of October 2005

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
   A. Approve a letter of intent to enter into a lease of property between the University of Houston System and Wharton County Junior College
X. Matters Relating to Academic Affairs

A. Information item:

1. Seek sealed bids from vendors to print the 2006-2007 college catalog – ($24,000 – current unrestricted operating fund budget for 2005-2006)

XI. Matters Relating to Administrative Services

A. Approve the allocation of funds from the prior year fund balance for 2005 outstanding encumbrances – ($7,545.05 – total allocation of $7,545.05 will be noted in the 2006 financial statements as reserved for encumbrances)

B. Approve the action taken to purchase an 80 ton chiller for the Peace Building as an emergency purchase since the old unit failed unexpectedly – ($29,600.00 – current unrestricted operating fund budget 2005-2006)

C. Information item:

1. Seek sealed bids for a company to provide uniform and mop service for the college – ($16,000 – current unrestricted operating budget for 2005-2006)

XII. Matters Relating to Technology and Institutional Research

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

A. Approve the rental of facilities at Dulles High School for Kid’s College for summer 2006 – (Not to exceed $56,985 – Kid’s College Facilities Rental budget)

B. Approve acceptance of a grant of $35,000 from the Swalm Foundation for the purchase of 2 vans to be used by the Senior Citizen Program – ($35,000 – restricted grant funds for 2005-2006)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President/Senior Administration

C. Office of Academic Affairs

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

1. Tessa L. Mathews employed as a regular, full-time research analyst III, AA-1-6, effective November 1, 2005

H. Information Items: Contract Personnel Actions

1. Miles L. Santo separated as regular, full-time director of public safety training, CA-01-17, effective October 31, 2005

I. Information Items: Non-contract Personnel Action

1. Cynthia A. Kocien received a salary adjustment as a regular, full-time special population advisor for Perkin’s Grant/academic advisor from $17.56/hr. x 30 hrs./wk. x 52 wks. = $27,393.60/yr. and $17.56/hr. x 10 hrs./wk. x 52 wks. = $9,131.20/yr. to $17.87/hr. x 30 hrs./wk. x 52 wks. = $27,882.75/yr. and $17.87/hr. x 10 hrs./wk. x 52 wks. = $9,294.25/yr.

2. Janice Gensler employed as a regular, full-time acquisition technician, 0-7-0, effective September 19, 2005

3. Mike Esparza Jr. reclassified from regular maintenance assistant/Sugar Land, O-7-8, to regular, full-time maintenance apprentice, T-1-8, effective October 1, 2005

4. Espitia Griselda employed as a regular, part-time aide, $9.73/hr. x 32 hrs./wk. x 32 wks. = $9,963.52/yr., effective November 7, 2005

5. Michael C. Mahavier employed as a temporary, part-time bus driver, $12/hr. for drive time and $5.15/hr. for non-drive time (hours determined by location of sporting events) effective October 15, 2005

6. William Bennett employed as temporary, part-time security at the Sugar Land campus, $9.44/hr. x 19 hrs./wk. x 9 wks. = $1,614/yr., effective November 1, 2005

7. Kenneth E. Dunagan separated as regular, full-time security officer, O-10-1, effective September 9, 2005

8. Angelica M. Juarez separated as regular, part-time homemaker, $5.25/hr. x 19 hrs./wk. x 50 wks. = $4,987.50/yr., effective October 7, 2005

9. Naomi R. Garza separated as regular, full-time dental hygiene department secretary/receptionist, 0-6-4, effective December 16, 2005

10. Cynthia A. Barretra separated as regular, part-time aide, $9.57/hr. x 25 hrs./wk. x 37 wks. = $8,852.25/yr., effective August 25, 2005

11. Gregorio F. Berrios separated as regular, part-time custodian, $7.13/hr. x 19 hrs./wk. x 52 wks. = $7,044/yr., effective October 19, 2005
XVI. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons:
Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), deliberation regarding economic development negotiations (551.086).

XVII. Action on items discussed in closed session

XVIII. Matters Relating to Formal Policy .................................................................E

A. First reading:

1. New regulation on Optional Retirement Plan/Tax Deferred Annuity Providers
   (ORP/TDA Providers)

B. Information Item

1. Change of procedures in Regulation 522. Testing and Assessment

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular meeting on October 18, 2005
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
October 18, 2005

The Wharton County Junior College District Board of Trustees met in regular session on
October 18, 2005 at 5:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Jack Moses, Secretary; Mr. Gerald
Donaldson; Mrs. Georgia Krenel; Mr. Lloyd Nelson; Mr. Phil Stephenson and Mr. Gary Troehla.

Trustees Absent: Mr. Rick Davis and Mr. Oliver Kunkel

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President; Mr.
Bryce Kocian, Vice President of Financial Services; Mrs. Pam Youngblood, Vice President of
Technology and Institutional Research; Ms. Gloria Crockett, Executive Secretary to the President; Mrs.
Makyla Dunn, Administrative Clerk to the President; Mrs. Barbara Bubela; Ms. Zina Carter; Mr. Mike
Feyen; Mr. Scott Glass; Dr. Wayne Taylor; Mr. Gus Wessels; Mr. Robert Wolter and Mr. Philip
Wuthrich.

Also Present: Ms. Jeanie Merka

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 5:30 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 September 20, 2005 were approved as
presented.

ITEM IV: CITIZENS’ COMMENTS

-None-
ITEM V: SPECIAL ITEMS

A. Mike Feyen came to the board with an emergency item regarding the chiller and compressor in the Peace Building. The condenser water tubes in the chiller ruptured and sent water into the compressor and shorted out the compressor. The tubes have been capped off for now to prevent a leak. There is a temporary compressor, sitting outside of the Peace Building, being used and it is costing the college about $2000 a week to run this compressor. As of right now there has not been a reason determined as to why the compressor failed but it does need to be replaced as soon as possible. The insurance company will be contacted to see what part, if any, they will cover since this is only an 8 year old unit. The board approved the emergency replacement of the compressor and an item to ratify the purchase will be on the November agenda.

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

A. Ms. McCrohan announced that the college received a commendation on their Comprehensive Annual Financial Report. Ms. McCrohan thanked Gus Wessels and Bryce Kocian and their team for their work on this project.

ITEM VII: REPORTS TO THE BOARD

A. Financial Reports

-Gus Wessels reviewed the financial reports for September 2005.

-Bryce Kocian reviewed the quarterly report for September 2005.

BOARD ACTION: On a motion by Mr. Stephenson and a second, the board unanimously approved the financial reports and the quarterly reports for September 2005.

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 Student Services)
3. Student Services: Wayne Taylor (Dean of Student Services)

ITEM VII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

A. Minutes of Councils and Extended Cabinet
ITEM VII-D: CLIPPING SERVICE FOR MONTH OF AUGUST 2005

-News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of September 2005 and included as part of the board agenda packet for this meeting. Wharton County Junior College

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 and Ms. McCrohan were in Austin last Monday and Tuesday at a board training session provided by the Texas Higher Education Coordinating Board.

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

-No items were pulled.

-CONSENT AGENDA-

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ITEM XI: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM X: MATTERS RELATING TO ACADEMIC AFFAIRS

ITEM XI: MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve of Fiscal Year 2005 Budget Adjustments

B. Approve the purchase of a Panoramic Dental X-Ray unit from Benco Dental for $25,315.58 – ($25,315.58 – current restricted Grant Funds 2005-2006)

C. Approve attached list of qualified brokers that are authorized to engage in investment transactions with Wharton County Junior College
ITEM XII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

ITEM XIII: MATTERS RELATING TO WORKFORCE DEVELOPMENT, CONTINUING EDUCATION, AND DISTANCE LEARNING

ITEM XIV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees
B. Office of President/Senior Administration
C. Office of Academic Affairs
   1. Approve department heads pay for Fall 2005 semester
   2. Approve paid professional assignments 2005-2006
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 Items
   1. Anita Y. Cook resigned as regular, full-time instructor of radiologic technology, FAC-1-16, effective December 31, 2005
I. Information Items: Non-contract Personnel Items
   1. Debra L. Renfro employed as a regular, part-time testing assistant, $8.57/hr. x 19.5 hrs./wk. x 48 wks. = $8,022/yr., effective October 3, 2005
   2. Elizabeth Garcia employed as a regular, part-time security officer for the Wharton campus, $9.44/hr. x 19 hrs./wk. x 52 wks. = $9,326/yr., effective October 10, 2005
   3. Ben Castro received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.25/hr. x 19 hrs./wk. x 50 wks. = $4,987.50/yr., to $5.35/hr. x 19 hrs./wk. x 50 wks. = $5,082.50/yr., effective October 1, 2005
4. Theresa Garcia received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.75/hr. x 15 hrs./wk. x 50 wks. = $4,312.50/yr., to $5.85/hr. x 15 hrs./wk. x 50 wks. = $4,387.50/yr., effective October 1, 2005

5. Theresa Garcia received a salary adjustment as a regular, part-time homemaker for the senior citizen program from $5.75/hr. x 4 hrs./wk. x 50 wks. = $1,150.00/yr., to $5.85/hr. x 4 hrs./wk. x 50 wks. = $1,170.00/yr., effective October 1, 2005

6. Eurma J. Gordon received a salary adjustment as a regular, part-time Eagle Lake site manager for the senior citizen program from $5.75/hr. x 6 hrs./wk. x 50 wks. = $1,725.00/yr., to $5.85/hr. x 6 hrs./wk. x 50 wks. = $1,755.00/yr., effective October 1, 2005

7. Thelma J. Greenwood received a salary adjustment as a regular, part-time Wharton site manager for the senior citizen program from $5.75/hr. x 19 hrs./wk. x 50 wks. = $5,462.50/yr., to $5.85/hr. x 19 hrs./wk. x 50 wks. = $5,557.50/yr., effective October 1, 2005

8. Frank Herring received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.25/hr. x 19 hrs./wk. x 50 wks. = $4,987.50/yr., to $5.35/hr. x 19 hrs./wk. x 50 wks. = $5,082.50/yr., effective October 1, 2005

9. Angelica M. Juarez received a salary adjustment as a regular, part-time homemaker for the senior citizen program from $5.15/hr. x 19 hrs./wk. x 17 wks. = $1,663.45/yr., to $5.25/hr. x 19 hrs./wk. x 50 wks. = $4,987.50/yr., effective October 1, 2005

10. Flossie M. King received a salary adjustment as a regular, part-time secretary for the senior citizen program from $7.60/hr. x 19 hrs./wk x 50 wks. = $7,720/yr., to $7.70/hr. x 19 hrs./wk x 50 wks. = $7,315/yr., effective October 1, 2005

11. Jane A. Kuhlman received a salary adjustment as a regular, part-time homemaker for the senior citizen program from $5.25/hr. x 6 hrs./wk. x 50 wks. = $1,575/yr., to $5.35/hr. x 6 hrs./wk. x 50 wks. = $1,605/yr., effective October 1, 2005

12. Jane A. Kuhlman received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.25/hr. x 12 hrs./wk x 50 wks. = $3,150/yr., to $5.35/hr. x 12 hrs./wk x 50 wks. = $3,210/yr., effective October 1, 2005

13. Phyllis Sanchez received a salary adjustment as a regular, part-time East Bernard site manager for the senior citizen program from $5.65/hr. x 6 hrs./wk x 50 wks. = $1,695/yr., to $5.75/hr. x 6 hrs./wk. x 50 wks. = $1,725/yr., effective October 1, 2005
14. Gladys Whalon received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.75/hr. x 19 hrs./wk. x 50 wks. = $5,462.50/yr. to $5.85/hr. x 19 hrs./wk. x 50 wks. = $5,557.50/yr., effective October 1, 2005

15. Sonia C. Cortez separated as, regular, part-time instructional aide, $9.57/hr. x 10 hrs./wk. x 35 wks. = $3,349.50/yr., effective July 1, 2005

16. Samantha L. Darrett separated as, regular, part-time aide, $9.57/hr. x 18 hrs./wk. x 25 wks. = $4,306.50/yr., effective August 27, 2005

17. John J. Lynn separated as, regular, part-time open lab/library monitor, $8.28/hr. x 20 hrs./wk. x 48 wks. = $7,948.80/yr., effective September 22, 2005

18. Ricky F. Perez separated as, regular, part-time instructional aide, $9.57/hr. x 28 hrs./wk. x 37 wks. = $9,914.52/yr., effective August 8, 2005

19. Tessa L. Mathews resigned as regular, full-time research technician, P-12-4, effective September 23 2005

BOARD ACTION: On a motion by Mrs. Krenek and a second, the board unanimously approved the consent agenda as presented.

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).

A. President's Evaluation

-The President's Evaluation was completed and the Board was very satisfied with her performance. Mr. Gertson stated that on behalf of the Board he wanted to thank Ms. McCrohan for her performance thus far and that the Board is looking forward to working with her for many years to come.

ITEM XVI: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

ITEM XVII: MATTERS RELATING TO FORMAL POLICY

ITEM XVIII: OTHER BUSINESS

ITEM XIX: ADJOURN

-The meeting adjourned at 7:10 p.m.
Management Reports

The following management reports for the month of June 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 been preparing data for the creation and submission of the CBM001, CBM004, CBM008, and CBM009 fall state reports to the THECB. The CBM002 for spring 2004 is in the data verification stage. The IR office has also completed entering the Equity in Athletics survey and the Campus Crime survey. Data for the facilities master plan group was also prepared and sent. Visitors from the Alamo Community College district were presented with a presentation of the strategic planning system known as TracDat.

The Database Administrator created a new test instance that will be refreshed nightly. This will help the technical and functional users to regularly have the latest data when issues arise or testing is needed. He also installed all of the 6.2 modifications for the fall CBM reports to Banner. The fall 2005 CBM state reports have changed and the Texas Connection Consortium (TCC) has delivered a new installation package for our 6.2 version of Banner. He has also been working with the TCC to prepare for the installation of the 7.1 version of Banner.

The Database Administrator, two programmers, and the Vice President of Technology and Institutional Research attended the central SCT Educational Technology Association (SETA) meeting in Little Rock, Arkansas. The VP of Technology presented a session entitled “Banner Vocabulary”. This conference allows Sungard SCT’s clients located in central United States to share ideas and best practices with sister institutions. Also at this conference, the announcement was made that WCJC’s VP of Technology was voted to the TCC board.

The programming staff created and sent the financial aid state report file. They have also modified Banner delivered views to simplify Banner end-user reporting. Due to these modified views, new MS Assess reports for the Student system have been created and delivered to the functional end users.

The MIS Infrastructure Architect prepared the administration computer lab to allow for Computer Based Training (CBT) workshops for the functional areas that use Banner as part of their daily job function. The CBT’s are used for training for the release of Banner 7.1.

There were 130 new service requests submitted during the month for the networking team. Of the 130 new service requests, 99 were completed. A total of 160 outstanding issues were completed with a total of 86 issues still remaining.
### Financial Aid Office Report For Aid Awarded Through September, 2005 (For The 2005-2006 Year)

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<td>College Work Study Program Funds Expended</td>
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<td>Monthly Work Study Workers</td>
<td>53</td>
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<td>Number of Supplemental Grant (SEOG Recipients)</td>
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<td>SEOG Funds Awarded</td>
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<td>Number of Guaranteed Student Loan Recipients</td>
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## 2004 Testing Report

### October 2005 Testing Report

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**FBTC visitors 161/calls 293**

**Sugarland visitors 114/calls 208**

**Wharton visitors/138/calls ???**
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

September 12, 2005

President’s Extended Cabinet

October 20, 2005
Date of Meeting: September 12, 2005
Time: 2:30 pm
Place: Fort Bend Technical Center

Members Present: Leigh Ann Collins, J. B. Groves, Deborah Yancey, Will Heierman, Joyce O'Shea, Jo Ann Lurker, Mary Alexander, Kingsley Ituah, Joy Wind, Shelley Mayfield

Members Absent: Liz Rexford, Jon Loessin, Doug Walker, Jim Carolan, Geneen Lannom, Donna Schilling

The meeting was called to order at 2:35 by Leigh Ann Collins. A quorum was present.

The minutes of May 4, 2005 as corrected were approved unanimously under a motion made by Will Heierman and seconded by Joyce O’Shea.

Old Business:
none

New Business

1) Election of Faculty Council Officers
Joyce O’Shea was appointed Chairman by acclamation.
J.B. Groves was appointed Vice-Chairman by acclamation
Deborah Yancey was appointed secretary by acclamation

2) Selection of Faculty Council Meeting times
After discussion of faculty schedules, it was agreed that attendance at the meetings would improve if council utilized ITV. Meeting times were set as follows:
   Wednesday, October 12, 2005, ITV at 3:00 pm.
   Tuesday, November 15, 2005, ITV at 3:00 pm.
   Wednesday, December 7, 2005, ITV at 3:00 pm.

3) Proposed ORP/TDA Providers
The proposed regulation was reviewed. Faculty requests clarification of section F under Procedures. Do the ORP/TDA providers currently approved have the same responsibility for the defense of WCJC against any lawsuit WCJC resulting from actions of the company, or will that only apply to the new providers added to the current list? After discussion, faculty council decided to refer to extended cabinet.

4) TCCTA Faculty Leadership Conference
Leigh Ann Collins provided information regarding the TCCTA Faculty Leadership Conference in Austin on October 7th and 8th to the faculty council. The conference is at the Double Tree Hotel with a registration fee of $50.00.
Other Business:

1) Faculty Awards Committee
Leigh Ann Collins read the 9-9-05 email from Dr. Pate about the Awards Committee. As a result, faculty council changed the wording in the Guidelines so that the faculty council chairman will call the initial meeting instead of the VPI or designee. The revised guidelines are attached to the minutes.

Leigh Ann Collins reported that three divisions have not chosen their representative for the committee. Of the individuals appointed to the committee thus far, Sugarland campus did not have a representative. Kingsley Ituah was appointed from faculty council to represent the Sugarland campus on the awards committee.

Follow up of the committee members will be completed at the next faculty council meeting.

2) Faculty Concerns brought to FC

Professor title
It was requested that faculty council once again propose that instructors be given the title Professor. Faculty council discussed the request and it was agreed that no further action will be taken.

Salary increases
Faculty would like to know if the salary increase of $2500 put WCJC at the level of other colleges in the consortium. J.B. Groves will research the ranking and report the finding next meeting.

Evaluation of Professional Staff
The mechanism in place for instructors is that they are evaluated by students and their supervisor with a point system given for the student’s responses on the evaluation. Is there such a mechanism in place for the professional staff to be evaluated by the individuals who utilize their services? After discussion, faculty council decided to refer to extended cabinet.

Security Issues
Fort Bend campus has access to areas for faculty at all times.

Sugarland has security issues with office space and privacy. Faculty does not have any keys to access the building after hours. They also have to lock office items because there are few enclosed offices that can be locked. Sugarland faculty would like keys to the building and to look at options to have more privacy and secured areas.

Wharton campus faculty would like keys to access the buildings to get to their offices after hours.

After discussion, faculty council decided to refer to extended cabinet.

Mileage reimbursement
IRS announced that mileage reimbursement was increased by eight cents totaling reimbursement to forty eight cents a mile. Is the college going to reimburse mileage at the same rate? After discussion, faculty council decided to refer to extended cabinet.
Extended Cabinet Items
   Evaluation of professional staff
   Mileage reimbursement
   Security Issues
   ORP/TDA provider regulation

Adjournment
   Motion was made for adjournment by Deborah Yancey and seconded by Shelley Mayfield. Meeting adjourned at 4:20 pm.

Chairman: ___________________________ Date Approved: ___________________________
           Joyce O'Shea

Secretary: ___________________________
           Deborah Yancey

cc President, Vice President
MINUTES
EXTENDED CABINET
OCTOBER 20, 2005

The extended cabinet met on October 20, 2005, at 3:00 PM in the Library Symposium Classroom. Ms. McCrohan presided.

Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President; Mr. Bryce Kocian, Vice President of Financial Services; Mr. Dale Pinson, Vice President of Workforce Development, Continuing Education and Distance Learning; Ms. Pam Youngblood, Vice President of Technology and Institutional Research; Ms. Gloria Crockett, Exec. Secretary to the President; Mr. Albert Barnes; Ms. Zina Carter; Ms. Nora Chalue; Mr. Kevin Dees; Mr. Mike Feyen; Mr., Scott Glass; Ms. Judy Jones; Dr. Bruce Kieler; Mr. Conrad Kieler; Ms. Patti Lawlor; Ms. Cara Nendga; Dr. Joyce O'Shea; Mrs. Debbie Popek; Ms. Jeanette Spicer; Dr. Wayne Taylor; Mr. Gus Wessels; Mr. Robert Wolter; and Mr. Philip Wuthrich.

Members Absent: Mr. Dale Pinson, Vice President of Workforce Development, Continuing Education and Distance Education.

ITEM I: CALL TO ORDER

-Ms. McCrohan called the meeting to order at 3:00 PM.

ITEM II: APPROVE MINUTES FROM MAY 12, 2005 MEETING

-The minutes from the May 12, 2005 meeting were discussed. One pending item from the May 12 minutes is the handrail issue. Mike Feyen stated that he has requested handrail prices from two different companies.

ITEM III: COLLEGE REGULATIONS (PROPOSED)

1. Faculty WEB Pages

-Ms. McCrohan stated that the purpose of this policy is to establish guidelines that ensure the same high standards for faculty web pages that exist for printed publications. This regulation was open for discussion. Ms. McCrohan would like for student organizations, with sponsorship, to have a WEB page. The Webmaster Security Group committee currently consists of Pam Youngblood, Eric Li, Linda Schilhab, Bruce Kieler; Zina Carter, Kevin Farley, Robert Wolter, Scott Glass, and G. G. Hunt.

-Kevin Dees stated that we need to get people to participate in creating their WEB pages without having to fill out too many forms. Kevin is concerned that the new process to change current information or to add information to the WEB is cumbersome. We should encourage individuality and the material needs to represent quality.

-Ty Pate will communicate to the division chairs that it is their responsibility to review information on the WEB which pertains to their area.

-Pam Youngblood questioned the quality of photos regarding reptiles and animals and stated that a signature is required to be released.

-Ms. McCrohan stated that the procedure needs to be clear as to what paperwork is required to maintain WEB documents.
-Bruce Kieler reported that the WEB editing process has been streamlined and is now a two day turnaround.

ACTION: 1) Ms. McCrohan would like an additional faculty representative added to The Webmaster committee.
2) Ms. McCrohan asked Kevin Dees to meet with the Webmaster Security Group to discuss his concerns.
3) The Webmaster Security Group was directed to streamline the procedures and guidelines for this regulation.

2. ORP/TDA Providers

- Ms. McCrohan stated that the purpose of this regulation is to establish procedures for adding an Optional Retirement Plan/Tax Deferred Annuity provider to the list of providers at WCJC. Ms. McCrohan stated that the ORP/TDA is a individual choice between the faculty, staff and the company.

-Joyce O'Shea stated the the Faculty Council asked how this regulation effects current providers. Conrad Kieler stated that this ORP/TDA affects only new providers.

ACTION: This regulation was approved as presented. This regulation will be included in the November 2005 Board of Trustees’ packet.

ITEM IV: COLLEGE REGULATIONS (REVISIONS)


- Ms. McCrohan asked if the faculty had any questions. There were none from faculty.
- Scott Glass asked about payments at the end of the semester. Faculty checks will not be deposited when grades are due. Conrad Kieler stated that the checks will be deposited on the last college working day and will be the same for 9-month and 12-month employees. Conrad Kieler will meet with faculty regarding this payment schedule.

ACTION: There will be no action on this regulation until following the November Extended Cabinet meeting.

2. Reg. 522. Testing and Assessment

ACTION: The changes were accepted as presented. This regulation will be included in the November 2005 Board of Trustees’ packet.

ITEM V. ITEMS OF CONERN FROM FACULTY COUNCIL

1. Evaluation of Professional Staff – the mechanism in place for instructors is that they are evaluated by students and their supervisor. Is there such a mechanism in place for the professional staff to be evaluated by the individuals who utilize their services?

RESPONSE: - Ms. McCrohan stated that there is a regulation that addresses both administrative and support staff evaluations. If there is a complaint/concern regarding a college employee, there is a regulation addressing the complaint process in the policy and procedures manual. Every complaint issued
through this process has to be addressed. Any complaints from faculty or staff have to follow the process as defined in college regulations.

2. Mileage Reimbursement – According to Regulation 482, VI B, WCJC ties its mileage reimbursement rate to that of the IRS, which was recently raised. When is the college likely to raise its rate to agree with the IRS? If not until September 2006, would an adjustment of some faculty schedules be feasible to reduce so much traveling for spring semester?

RESPONSE: -Ms. McCrohan stated that the IRS amount is temporary. WCJC changes the rate according to the current regulation.

3. After Hours Access to Buildings – Many faculty members work after hours and on weekends grading papers, creating tests, and making class preparations. Is there any way for faculty members who need to gain access to their offices after hours at the Wharton and Sugar Land campuses to obtain keys to the appropriate buildings?

RESPONSE: -Discussion followed regarding after hours access to buildings. Any employee needing access to a building after hours is to make arrangements with security who will open the building for them. Each campus has security available, but if someone has difficulty making arrangements with security personnel they are to contact Mike Feyen.

4. Security and Privacy Problems – Security and privacy problems at Sugar Land impel some instructors to keep exams and books with them constantly to prevent theft. Is there likelihood that new facilities shared with the University of Houston will remedy this situation? Is there anything that could be done meanwhile?

RESPONSE: -The cubicles at the Sugar Land campus have overhead bindes that lock and ample lockers are available. Security problems have been addressed by changing the door keypad codes on a frequent basis.

5. ORP/TDA Providers – In Section F of the Proposed Regulation regarding ORP/TDA Providers, clarification is requested. Do the currently approved providers have the same responsibility for the defense of WCJC against any lawsuit resulting from actions of the company, or will that protection apply to new providers added to the list? Since this is a newly proposed regulation, are any requirements newly created or is this the policy currently used?

RESPONSE: -Conrad reported that there has not been a regulation that addressed the ORP/TDA Providers; this would apply to companies that are seeking to do new business at the College. ORP/TDA companies that are already doing business at the College would not be asked to meet the provisions of the proposed regulation.

6. Whiteboards in Sugar Land – Sugar Land recently had white boards installed in classrooms used by two instructors who are allergic to the markers used with these boards. At this time, due to class sizes, they cannot switch rooms. In the future, will it be possible to keep blackboards in a few rooms for teachers who need them or to purchase non/allergenic markers? Communication also appeared to be a part of the problem since the instructors had no idea the boards were changed until they entered the classrooms.

RESPONSE: -Dr. Pate reported that several instructors have commented that they are allergic to the chalk. Less toxic markers for the whiteboards will be ordered.
STUDENT GOVERNMENT ASSOCIATION:

- Ms. Cara Nendga, president of the Student Government Association gave an update of this year's SGA's events as follows:
  1. Hosted a blood drive and received 150 units of blood
  2. Conducted a Breast Cancer Awareness fundraiser and raised approximately $650 which was donated to the Relay for Life campaign
  3. SGA students from the Wharton, Ft. Bend Tech Center and Sugar Land campuses attend the SGA regional conference in Waco

SUPPORT STAFF ORGANIZATION:

- Ms. Nora Chaloe reported that the next support staff meeting is scheduled for Thursday, October 27.

ITEM VI: OTHER BUSINESS

-None-

ITEM VII: ADJOURN

- The meeting adjourned at 3:55 PM.

Minutes approved: ______________________
Clipping Service for Month of October 2005

-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 October 2005.
Education steps up in Fort Bend

Enrollment numbers increase at six campuses

University of Houston System

Dr. Don Smith is the provost with the University of Houston-Victoria, and he said there are 2,217 students enrolled in face-to-face courses or using interactive TV courses in Sugar Land.

Because the Sugar Land site hosts four different colleges — UH-Downtown, UH-Victoria, UH-Clear Lake and UH-Main — they count course enrollment to arrive at a student enrollment number.

Using area codes, Smith said they know more than 1,000 students are enrolled from the Victoria area. Separating enrollment for the different colleges from Harris and Fort Bend County is difficult because they share three area codes and students enroll in all four campuses from these counties.

Although their enrollment number is down a little from last fall, Smith said there are a substantial number of students taking classes online who only use the Sugar Land site to register, to visit with an advisor or take advantage of the site's modern computer lab.

One of the newest advances in the university sphere is Web-based classes. Students can log on any time from anywhere, said Smith, either from work, home or at the cen...
EDUCATION: College campus

Continued from page 1

ter. Having the flexibility of completing classes around a home or work schedule is one of the most popular avenues in higher education for students.

Susan Reynolds is the interim director for the UH-System at Sugar Land, and she said they serve quite a few non-traditional students, such as those who are returning to school later in life or those who need classes in the evening.

Smith believes they are in the right place at the right time due to the population growth in the county. The university purchased approximately 260 acres in Sugar Land, and they opened their first building on University Boulevard in the fall of 2002.

They project enrollment to grow approximately 5 percent a year, and they see the growth of the community tied to the growth of enrollment.

To accommodate that growth, another building is planned for the Sugar Land site, and WCJC will share space with UH. Financing the new building is under way through a "Building Futures Together" fund drive.

“We think this will be beneficial to students in both systems, like ‘one-stop shopping,’” said Smith.

“We also believe having both schools at one site will have a good effect on our face-to-face enrollment.”

Smith noted their partnership with the community colleges in Fort Bend, including Houston Community College in Stafford, allows students to seamlessly enter the university system.

UH System at Cinco Ranch

Dr. Kurt Czupryn is director of the UH-System at Cinco Ranch, and their current enrollment stands at approximately 1,100. To achieve that number, they pull the student records for a head count and also count how many students are on campus.

Using that scale, Czupryn said approximately 850 students physically take their classes in Cinco Ranch. Some students who enrolled at the Cinco Ranch site take classes either in Sugar Land or Richmond, depending on what they need to fulfill their class requirements.

“Fifteen to 20 students will take a class here and at Sugar Land because it’s easier to drive here rather than driving into downtown Houston,” he said.

The Cinco Ranch site opened in 1988 when Cinco Ranch Ventures completed the building. They were subsequently called the University of Houston Institute; and in 2001, they became a system center with the university.

In fall, 2001, their enrollment tallied 277. When Czupryn signed on in 2002, the enrollment had come close to doubling.

This growth is one Czupryn sees continuing in the future, and UH and the community colleges are in a prime position to accommodate the needs of those seeking a higher education.

“The future in Texas will depend on community colleges picking up the one-year portion of lower division classes,” he said, and UH’s presence in growing Fort Bend County is good for both the citizens and the college systems.

WCJC

As of the end of September, there are 6,048 students enrolled in the WCJC system, 40 less students than last year. This number includes students in Bay City, the Fort Bend Technical Center, Sugar Land, Wharton, OakBend Nursing School, Internet students and high school students earning dual credits.

At WCJC’s Fort Bend Technical Center, enrollment stands at 1,510 up five students from last year said Scott Glass, director of the Richmond campus. In the fall of 2001, the campus opened with approximately 836 students.

“That was twice as much as we anticipated,” said Glass. “We’ve increased our enrollment 400 students each semester. Last year, we had 670 students earning dual credits, and this year, we’re up to 683 students,” he said.

Students in high school can earn college credits in core classes, such as history and government, while attending high school if their schedule allows.

“Our Internet enrollment’s gone up as we offer more courses online and people can take them at their leisure,” said Glass. He cites an enrollment figure of 660 students taking online courses last year versus 765 this year.

These online courses include classes where students watch videos, view their lessons and take tests via the Internet and ITV, interactive television.

By using ITV, Glass said students from areas away from the main campus, including Palacios, El Campo and Bay City, can take a class at the same time from their campuses.

ITV is offered at all the campuses, with two classrooms at the Richmond site, one at the Sugar Land site and two classrooms in Wharton. WCJC also offers summer classes. Students vary from university students wishing to take classes over the summer to boost their GPA or take major classes in a smaller environment.

“For those students, they’re able to take a class with 30 students versus 150,” said Glass. The classes are

HOPKINS: District Clerk seeks
enjoying success in Fort Bend

not easier, per se, but students receive special attention.

"Here, they’re known by a name, not by a seat number," said Glass.

The campus offers an EMS program, a legal assisting and a police academy curriculum. They also offer an LVN nursing program through OakBend Medical Center in Richmond.

A Human Services Program at the Richmond site is new and is headed by Victoria Schultz. The program offers a one-year certificate and an A.A.S. degree where individuals can train in areas of mental health and then continue their degree in psychology, sociology or social work at a four-year university.

Also for the first year, the campus is offering GED and ESL classes on site.

At the Sugar Land campus, the current unduplicated head count is 2,115, said Zina Carter, director of marketing and communication for WCJC. The Sugar Land site opened in the fall of 1990 with 400 students the first semester, and they are pleased with the growth experienced at the Sugar Land campus.

Fort Bend Technical Center

Sharing the Richmond WCJC site is the Fort Bend Technical Center, chartered through the Texas State Technical College in Waco. According to Eliska Flores, associate vice president of marketing and communication, there are approximately 72 students enrolled as of Sept. 13 compared to 68 students enrolled at the same time last year.

The center offers degrees and/or certificates in air conditioning and refrigeration, diesel equipment technology and mechanical engineering.

Houston Community College

Houston Community College operates two campuses, one in Missouri City and one in Stafford. The Stafford site was opened over 20 years ago, and the Missouri City Center was opened 10 years ago. They are seeing a 2 percent increase in enrollment of the fall semester last year, said Curtis Doolan, director of public relations for HCC-Southwest.

HCC is planning to expand, with construction on a 45,000-square-foot building with classrooms, labs, students services and administrative offices planned in Sienna Plantation. Doolan said this is the first of a series of contracts that will allow for the expansion of the campus.

There are two major projects on the drawing board for the college next year. In partnership with Fort Bend County, construction on a combination county and HCC library building, open to residents and HCC students, is expected to begin. Plans for 2006 also include starting on a 120,000-square-foot learning center and classroom building at the Stafford campus on Cash Road.

Continued Growth

With new subdivisions and developments in the county, administrators at all campuses are positive about the future. Glass cites new subdivisions and developments in the county as positive indicators that the WCJC campus is where it needs to be.

"I see our campus growing as fast as anybody," he said, noting they can accommodate up to 2,100 students with their current space and staff.

Phase III is the last segment in WCJC's overall growth plan for the area, and this phase is still in the early development stages, said Glass.

Through WCJC's and UH's "Building Futures Together" campaign, classrooms, faculty space, science labs, a weight/aerobics room, faculty and student lounges and a bookstore are planned for the site.

By having the two schools in the same building, school officials hope to encourage interaction between the freshmen and sophomores at WCJC and the upper-class students in the UH System.

The schools have received tremendous support from the community, said Janis Parsley, Regional Director of Development with the University of Houston, with donations coming from foundations, private individuals and corporations in the amount of $640,000. In addition to this amount, the George Foundation donated $4 million.

The goal is to raise $30 million, and "we're well on our way," she added.
DeLay hustles to replenish his voter pool

By Rick Klein, Globe Staff | October 17, 2005

RICHMOND, Texas -- At a two-story community college across the street from a Wal-Mart, US Representative Tom DeLay jumped out of the back seat of his town car Wednesday morning, grinning wide and eager to shake some hands.

He greeted trustees and shared a joke with maintenance workers. He introduced himself to a group of students who were sharing cigarettes, drinking Red Bull, and listening to a friend strum a guitar.

"Hi -- Tom DeLay," he said, smile fixed and hand outstretched. "Thanks for letting us interrupt you."

This is DeLay Country, the Republican exurbs of Houston, and the embattled former House majority leader is trying to renew his claim here. But DeLay is scrambling for more than just beating two indictments related to allegedly illegal campaign activities and returning to his plush leadership office in the Capitol: He's fighting for his political life in next year's congressional election.

And he has only himself to blame for it.

DeLay's bold plan to redraw Texas' congressional districts was a ringing success for Republicans. But it came with a mean bite for its architect. Creating more Republican districts meant watering down the GOP vote in any one district, including his own.

And so, more than a year before the next election, DeLay is working his district like he's never had to in his two decades in Congress. No TV cameras followed him to Fort Bend Technical Center; many of DeLay's public events are kept small and somewhat private, to keep away Democratic hecklers. His entourage in Richmond -- population 13,000 -- consisted of a single aide and a two-man security detail.

"What goes around definitely does come around," said Arthur Schechter, a prominent Democratic fund-raiser from Houston who served as ambassador to the Bahamas during the Clinton administration. "He's overreached so much, and the perception of that overreaching is so broad. He's vulnerable."

Because of the redistricting plan pushed by DeLay, his district is one-third new to him and decidedly more Democratic. In the 2006 election, he's set to face a former congressman with a score to settle: Democrat Nick Lampson, who was bounced from office last year as a direct result of the new electoral map and moved into DeLay's district this year specifically to take him on.

DeLay acknowledged that he has a bigger challenge ahead of him because of his redistricting plan. But, when asked if he has any regrets about pushing it, he responded with an emphatic no and an attack on the Democrats who he said have sought to...
DeLay hustles to replenish his voter pool - The Boston Globe
demoize him.

"Not at all -- are you kidding?" DeLay told the Globe after the Richmond event. "It's amazing to me the strategy of Democrats. The politics of personal destruction isn't working. In fact, it's backslashing."

But it is DeLay's own brand of cutthroat politics that Democrats hope will be his downfall. Texas had already redrawn voting districts after the 2000 census, but DeLay insisted that the state do it again, to boost the prospects of Republicans. He started by raising money to get a Republican majority in the Legislature. According to Travis County District Attorney Ronnie Earle, that fund-raising involved the funneling of corporate donations to candidates, which is illegal in Texas.

Then, when Democratic lawmakers fled the state to stop legislative action on the redistricting proposal, DeLay had the Federal Aviation Administration track them down. That move drew him one of the three ethics committee rebukes he received last year.

DeLay's redistricting plan worked: Texas elected five additional Republican congressmen last year. Without the Texas gains, the GOP would have lost ground in the House last year. Yet the machinations surrounding the deal clearly took a toll on DeLay's reputation, adding to an air of scandal surrounding him.

He fell under a cloud of suspicion for his ties to indicted Republican lobbyist Jack Abramoff, and exacerbated his reputation as a shrill and shrewd operator who punishes enemies. Lampson called DeLay "a bully" who has changed the way politics works at the state and federal levels -- for the worse.

"People are fed up with the swirl of controversy that's followed him," Lampson said. "People realize the role he played in changing the way our government works, and they'd like to see it changed."

DeLay and his defenders insist that he should win a 12th term easily and are confident that he won't be convicted of illegal campaign activities. Texas' 22d district remains overwhelmingly Republican, and DeLay remains popular in his hometown of Sugar Land, a booming, manicured suburb of 74,000 where DeLay once ran a pest-control business.

"I think everybody in that district that supported him continues to support him," said Phyllis Worsham, a government and economics teacher in Sugar Land. "We know the truth here, and we know what he's done for the district."

Still, DeLay's district isn't quite the same as the one that sent him to Congress through much of his career. The redistricting plan that went into effect with last year's elections stripped him of some reliably Republican enclaves in his home county of Fort Bend and replaced them with areas heavy with Democrats and independents, including portions of Galveston County. He now also represents the Houston neighborhood of Clear Lake, home to NASA's Johnson Space Center, which was previously represented by Lampson.

A district that was once about 65 percent reliably Republican is now a shade under 60 percent GOP-leaning. Last year, against a badly outspent Democrat, DeLay won 55 percent of the vote, the lowest of his career and down sharply from the 65 percent and 70 percent majorsities he won through much of the 1990s.

DeLay ran nine points behind President Bush in his district, a statistic Democrats cite to suggest that Republicans started defecting from the congressman even before the indictments and other controversies gained prominence.

"There are moderate Republicans here who are sick and tired of DeLay, and his embarrassments to the county," said Don Bankston, a former Democratic Party chairman in Fort Bend County. "Part of his base is abandoning him, and the changing demographics give him less of a base... Right now, I think he's dead in the water."

Beverly Carter, a local Republican precinct chairwoman who broke publicly with DeLay by endorsing his opponent last year, said the negative national attention has begun to erode DeLay's support.

"It's like being kicked to death by a duck," said Carter, who is publisher of a countywide weekly newspaper, referring to the drumbeat of controversies involving DeLay. "Even people I know who are right-wing conservative have pretty much had it with him."

But Carter said she considers next year's race to be a toss-up because DeLay's base will come out in force and many moderates may be loath to replace a powerful House member with an outsider. (Lampson has deep family roots in Stafford, a town in DeLay's district, but has lived most in his life in Beaumont, more than 100 miles to the east.)

The race is expected to draw record sums from outside the district, with DeLay calling in chits from conservative allies across

DeLay hustles to replenish his voter pool - The Boston Globe

the country and Democrats eager to take down one of the nation's most powerful and prominent Republicans.

DeLay's campaign raised about $920,000 in the three months that ended Sept. 30, the Associated Press reported. DeLay aide Shannon Fiaherty said yesterday that the fund-raising set a new record for DeLay. His previous three-month top haul was $800,000, she said.

With both sides energized, the race could come down to the district's new constituents. The independent-minded voters who don't have long-lasting ties to DeLay could be particularly influential, said Sonny Flores, a Houston engineer who is active in local Republican politics.

"There's a lot of independent people in the district who could probably be persuaded to vote against Tom -- not necessarily for someone else -- and they will make the difference," said Flores.

Flores said that at this point, he considers DeLay a favorite to hold on to his seat. "You may be unhappy with him, but why would you knock off probably the most powerful person in the House?" he said.

That person has been far more active in his district of late, with small photo-ops and meet-and-greets that seem more typical of a first-time challenger. He's been showing up at local barbecues and ribbon-cuttings, and recently had his photo snapped with an Elvis impersonator at a senior citizens' home.

Eric Thode, chairman of the Fort Bend County Republican Party, said last year's election results were "a lesson" for DeLay to concentrate more time and energy helping his district. He predicted that the congressman will top the 55 percent he got last year because of his increased attention to local issues, including military base closings, transportation, and Hurricane Rita preparations.

DeLay pronounced himself unconcerned about the challenge.

"We're just going to keep doing our job, and people know me," he said as he got back in the town car to get to the next event on his schedule. "I've come home every weekend. I have relationships here. They know what's going on, and they're rejecting it."

Rick Klein can be reached at rklein@globe.com.

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**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.

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**Holiday poinsettias**

The Wharton County Junior College Student Government Association is selling holiday poinsettias for $10 each or $72 per case for pickup the week of Dec. 11. The order deadline is 5 p.m. Wednesday, Oct. 26. For more information call Patti Lawlor at 532-6441.

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**WCJC Jazz Band concert is tonight**

The Wharton County Junior College (WCJC) Jazz Band will present its fall concert on Thursday, Oct. 13, at 7:30 p.m. in the Horton Foote Theatre, Duson-Hansen Fine Arts Building on the Wharton campus. Tickets are $4. WCJC students, faculty, and staff are admitted free. East coast swing songs will be performed including hits made famous by Big Bad Voodoo Daddy, Cherry Poppin' Daddies, the Brian Selzer Orchestra, as well as others. For more information, please call 979-532-6300.
Enrollment
at WCJC
flattens for
fall term

By RONALD K. SANDERS
Journal-Spectator News Editor

After breaking all records one year ago, Wharton County Junior College is experiencing a slight drop in enrollment.

A total of 6,053 students are attending WCJC this spring, compared to an unduplicated head count of 6,100 last fall.

WCJC broke the 6,000 student barrier last year for the first time in its half-century history.

Although enrollment stayed above 6,000 this fall; WCJC officials are disappointed the trend did not continue.

"Fall is our big growth period," said president Betty McCrohan.

"We never sit on our laurels," McCrohan added.

WCJC officials are perplexed why enrollment dropped, even though it's less than three-fourths of one percent.

Fuel prices might have been a factor. More people may have been employed, rather than going to college, instead.

"We don't know if it was any one thing. We are still looking," McCrohan said.

That includes, she added, internal factors, such as a change in enrollment procedures or class scheduling.

The Sugar Land Campus saw a slight gain, however, up from 1,241 to 1,245 full-time equivalent students.

Wharton dropped, from 1,621 to 1,345 FTE. The Fort Bend Technical Center, which opened in fall 2002, declined also, from 914 to 822.

Total full-time equivalent enrollment was down from last year's record of 3,880 to 3,856.

Full-time equivalent is a typical student taking 15 semester hours.
Lady Pioneers lose to San Jacinto, Alvin

By MIKE KONVICKA
Journal-Spectator Sports Editor

PASADENA – WCJC's volleyball team fell to 0-3 in the Region XIV standings after losing to league-leading San Jacinto College in four games Thursday night at Anders Gymnasium.

San Jac won the first game 30-22 but WCJC came back to win the second 30-28. The Lady Ravens won the next two games by 30-19 and 30-23 scores.

"I hate to lose," said WCJC coach Harold Shilk. "We played well against the No. 1 team in the conference. You feel that you accomplished something and we just didn't get blown away.

"But I think the last two matches we've improved. We've come a long way since the match to Blinn earlier in the season and the kids are starting to communicate."

The match was originally scheduled for Sept. 27 but moved back because of the threat of Hurricane Rita two weeks ago.

Region-leading San Jacinto improved to a perfect 5-0. Lee College beat Galveston College on Tuesday to improve to 3-1.

WCJC lost to Alvin Tuesday 25-30, 30-22, 30-21, 30-28 as the Dolphins improved to 2-1.

The Lady Pioneers lost to Blinn College and Navarro College in matches played last Thursday and Friday.

Shilk singled out middle blocker Kelly McKnight from Cleveland as a standout.

"She has really improved the past two matches," said Shilk.

"She's gotten more intense."

He also credited freshmen Mary Langston and Cassie Street and sophomores Lyndell Marek, Amy Schneider and Carriann Gutowsky for their efforts.

"They've taken some leadership finally and helped out and shown a tremendous amount of improvement," said Shilk.

In Thursday's match, Marek finished with 10 kills. Mary Langston added nine. Street had seven and Gutowsky had six.

Amy Schneider had 22 digs and Langston and Marek had seven each. Street also had six aces and three blocks.

Against Alvin, Marek had 10 kills. Street had seven and Gutowsky had six.

Gutowsky had three blocks and Street, Langston and McKnight had two each.

Langston also had 12 digs and Street had 10. Langston added two aces.

UT Brownsville entered Friday's home match with a 2-1 record and the Whitecaps were 0-3.

Laredo was 0-3 before playing the Dolphins on Friday. Alvin plays at Laredo and Galveston plays at UTB.

The Lady Pioneers host Lee on Tuesday and then play at Brownsville next Saturday.

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<td>San Jacinto (16-4)</td>
<td>5</td>
<td>0</td>
<td>.1000</td>
</tr>
<tr>
<td>Lee Col (11-11)</td>
<td>3</td>
<td>1</td>
<td>.750</td>
</tr>
<tr>
<td>UTB (12-4)</td>
<td>2</td>
<td>1</td>
<td>.667</td>
</tr>
<tr>
<td>Alvin CC (7-6)</td>
<td>2</td>
<td>1</td>
<td>.500</td>
</tr>
<tr>
<td>WCJC (7-12)</td>
<td>0</td>
<td>3</td>
<td>.000</td>
</tr>
<tr>
<td>Galveston (5-9)</td>
<td>0</td>
<td>3</td>
<td>.000</td>
</tr>
<tr>
<td>Laredo CC (6-17)</td>
<td>0</td>
<td>3</td>
<td>.000</td>
</tr>
</tbody>
</table>

Tuesday's Results
Alvin CC def. WCJC 25-30, 30-22, 30-21, 30-28
Lee Col. def. Galveston Col. 30-18, 30-24, 30-20

Thursday's Results
San Jac def. WCJC 30-22, 28-30, 30-15, 30-23

Friday's Matches
Galveston Col. at UT Brownsville, late
Alvin CC at Laredo CC, late

Today's Matches
Alvin CC at UT Brownsville, 2 p.m.
Galveston Col. at Laredo CC, 2 p.m.

Oct. 11 Matches
Lee College at WCJC, 7 p.m.

Oct. 12 Matches
Galveston Col. at San Jac., 7 p.m.
### Sports Scene

A look at the area’s upcoming events

#### Saturday

**Team Tennis**

- Wharton Tri-Match with Lamar Cons & Terry at Robinson ... 8 a.m.

#### Tuesday

**High School Volleyball**

- 7:30 A.M. – Wharton at Falfurrias, Fresh-JV-Varsity ... 5 p.m.
- 7:30 A.M. – Sweeney at Steffen, Fresh-JV-Varsity ... 5 p.m.
- 7:30 A.M. – Needville vs. Columbia at W. Columbia, Fresh-JV-Varsity ... 5 p.m.
- 7:30 A.M. – Boling vs. Wes College Prep at Houston, JV-Varsity ... 5 p.m.
- 7:30 A.M. – Brazos at East Bernard, Fresh-JV-Varsity ... 5 p.m.
- 7:30 A.M. – Dayton at Hitchcock, JV-Varsity ... 5 p.m.

**Junior College Volleyball**

- Lee College at Wharton County Junior College (Pioneer Gym) ... 7 p.m.
Bingo for seniors
Wharton County Junior College's senior citizens program will offer bingo for seniors from 2 to 4 p.m. Monday, Oct. 10, at the LaDieu Center. Wharton Manor will furnish prizes and refreshments.

DeLay schedules visit to WCJC

The Wharton County Junior College Fort Bend Technical Center in Richmond will host a visit by Congressman Tom DeLay on Wednesday, October 12, from 9 to 10 a.m.

The purpose of DeLay's visit is for him to see instructional equipment purchased with funding received from a Congressionally-directed grant of $496,000 which he helped secure for the college earlier this year.

WCJC used the grant to purchase computers, network printers, work stations, data projectors, and servers at its Wharton campus and the Fort Bend County campuses.
Bridger guest speaker at WCJC Thursday

Recording artist-author-playwright Bobby Bridger will present “The Mythological Legacy of the American West: A Lecture with Music” on Thursday, Oct. 6 as the second in the three-part Wharton County Junior College Fall 2005 President’s Lecture Series.

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

In his four-decade career, Bridger has recorded numerous albums on Monument, RCA, and Golden Egg Records. He has traveled the world performing his highly-acclaimed, one-man epic trilogy, “A Ballad of the West.”

In addition, he has appeared on Good Morning America, A&E, National Public Radio, and C-Span Booknotes. Bridger’s book, “Buffalo Bill and Sitting Bull: Inventing the Wild West” won Foreword Magazine’s prestigious Gold Award as the “Best Biography of 2002.”

Bridger is the great-grand nephew of famous American mountain man Jim Bridger. He didn’t know this in the early 1960s when an older uncle read about the legendary Bridger in Readers’ Digest and asked him about a possible connection. Being 18 years old at the time, the modern-day Bridger dismissed his uncle’s comments.

Less than six months later, Bobby Bridger won second place singing folk songs at the freshman talent show at his alma mater, Northeast Louisiana University (NLU) in Monroe. That led to an invitation to an Arkansas ballad collecting expedition by an NLU English professor.

While there, Bobby Bridger admits he was “taken” when he heard “The Jew’s Tale” from “The Canterbury Tales” sung in Elizabethan English. In 1963, after an exhaustive search of American folk music with the NLU professor, Bridger discovered there was a void he could fill. That led to the connection with his great-grand uncle and the writing of “A Ballad of the West.”

Halfway through his composition, Bobby Bridger realized that because Jim Bridger lived to be 77 years old, he was an eyewitness and participant in the eras of exploration, discovery, immigration, war and final settlement of the American West.

“As I saw that evolution occur, I thought if I could find two more men who lived long productive lives, I could create an eyewitness account of the first white men through modern times,” said Bridger. That’s when “A Ballad of the West” expanded to an epic trilogy that incorporates the stories of Jim Bridger, the Lakota Native American people, and Buffalo Bill.

Each year, from June through September, Bridger performs the trilogy in repertory at Old Trail Town in Cody, Wyoming.

A DVD of “A Ballad of the West” and a documentary of Bridger’s life and work, called “Quest of an Epic Balladeer,” are scheduled for release in 2006.

For more information about the lecture series, visit www.wcjc.edu or call 979-532-6322 or 1-800-561-9252, ext. 6322.

Bobby Bridger
WCJC presents 2nd lecture of Fall President's Series

Recording artist-author-playwright Bobby Bridger will present "The Mythological Legacy of the American West: A Lecture with Music" on Thursday, Oct. 6 as the second in the three-part Wharton County Junior College Fall 2005 President's Lecture Series. The program begins at 7:30 p.m. in the Horton Foote Theatre in the Duoss-Hansen Fine Arts Building and is free and open to the public.

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Each year, from June through September, Bridger performs the trilogy in repertory at Old Trail Town in Cody, WY.

Alan Menken, playwright and composer of Disney's "Little Mermaid," "Pocahontas," "The Hunchback of Notre Dame" and other popular movies says "Bobby Bridger has carved out a unique and captivating place for himself in our culture...'A Ballad of the West' makes you listen, makes you learn and makes you dream."

A DVD of "A Ballad of the West" and a documentary of Bridger's life and work, called "Quest of an Epic Balladeer," are scheduled for release in 2006.

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Also Published in El Campo Leader-News on 10/1/05, Wharton Journal-Spectator on 10/1/05, and in the East Benard Express on 10/6/05.

Wharton Journal-Spectator
Wharton, TX
Circ. 4498
From Page: 4
10/5/2005
91446

Wharton County Junior College
invites you to join us for the
Fall 2005 President's Lecture Series
An Evening with History
Texas: Recognizing Our Many Cultures

Free • Open to the Public
For more information call 979-532-6522

91446-10-05 4003
Also published in Kingsville Record & Bishop News, Kingsville, TX on Oct. 5, 2005

Scrimmages Scheduled This Fall for Baseball, Softball

For the Texas A&M-Kingsville softball and baseball fans who can't wait until spring, there'll be some relief this fall.

The Javelina teams will have scrimmages, most in Kingsville, during their fall workout seasons.

The softball team has four games and a tournament on the slate. The Javelinas will host Alvin College at noon Oct. 8, Texas A&M-Corpus Christi at 5 p.m. Oct. 21, Del Mar at noon Oct. 22 and the Javelina alumni at 7 p.m. Nov. 4.

The baseball squad has two scrimmages. It will host Wharton College at noon Oct. 22 and will host Laredo College at 2 p.m. Oct. 26.

Javelina Softball, Baseball Fall Scrimmages

SOFTBALL
Oct. 8 – Alvin College in Kingsville, noon
Oct. 21 – Texas A&M-Corpus Christi in Kingsville, 5 p.m.
Oct. 22 – Del Mar in Kingsville, noon
Nov. 4 – Alumni game, 7 p.m.

BASEBALL
Oct. 22 – Wharton College in Kingsville, noon
Oct. 26 – Laredo College in Kingsville, 2 p.m.
# Sports Scene
...A look at the area's upcoming events

## Thursday

### Sub Varsity Football

<table>
<thead>
<tr>
<th>Match</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wharton vs. Needville, Fresh-Junior Varsity</td>
<td>6 p.m.</td>
</tr>
<tr>
<td>Hitchcock at Boling, Junior Varsity</td>
<td>6 p.m.</td>
</tr>
<tr>
<td>East Bernard vs. Brazos at Wells, Junior Varsity</td>
<td>6 p.m.</td>
</tr>
</tbody>
</table>

### Junior College Volleyball

<table>
<thead>
<tr>
<th>Match</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wharton vs. San Jacinto College at Rosenberg</td>
<td>7 p.m.</td>
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</tbody>
</table>

## Friday

### Football

<table>
<thead>
<tr>
<th>Match</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needville at Wharton</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Keystone at Cotulla</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Angleton at Eula</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Aransas at Ingleside</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Calaveras at Ingleside</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Ozona at Fredonia</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Taylor at Edna</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Gonzales at Luling</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>San Antonio at Sinton</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Splendora vs. Galena, Industrial at Vendell</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Van Vleck at Weimar</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Columbus at Bellville</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Eula at Hempstead</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Rice Consolidated at Needville</td>
<td>7:30 p.m.</td>
</tr>
</tbody>
</table>

### High School Volleyball

<table>
<thead>
<tr>
<th>Match</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needville at Wharton, Varsity-A, Fresh</td>
<td>4:30 p.m.</td>
</tr>
<tr>
<td>Galveston at Columbia, Varsity-JV, Fresh</td>
<td>4:30 p.m.</td>
</tr>
<tr>
<td>Pleasant at Sweeny, Fresh-JV-Varsity</td>
<td>4:30 p.m.</td>
</tr>
<tr>
<td>Boling at Hitchcock, Varsity-JV</td>
<td>4:30 p.m.</td>
</tr>
</tbody>
</table>

## Saturday

### Team Tennis

Wharton Tri-Matches with Lamar Cons. & Terry at Rosenberg...8 a.m.
Bingo for seniors
Wharton County Junior College's senior citizens program will offer bingo for seniors from 2 to 4 p.m. Monday, Oct. 10, at the LaDieu Center. Wharton Manor will furnish prizes and refreshments.

WCJC lecture series
Recording artist-author-playwright Bobby Bridger will present "The Mythological Legacy of the American West: A Lecture with Music" on Thursday, Oct. 6, as the second in the three-part Wharton County Junior College Fall 2005 President's Lecture Series. The program begins at 7:30 p.m. in the Horton Foote Theatre in the Duson-Hansen Fine Arts Building and is free and open to the public.
Senior program sells meals

Wharton County Junior College Colorado County
Senior Citizen Program will host a barbecue drive
through meal from 4:30-
6:30 p.m. Friday, Oct. 21,
at St. Paul Lutheran
Church, located at
Highway 90W in
Columbus.
Fundraiser proceeds will
provide services for senior
meals and transportation.
Pre-sale tickets are
required and are $6 each.
Plates are served “to go”
only and include chicken,
potatoes, green beans,
bread, pickles and onions.

To order tickets or for
more information, call
(979) 732-5606.
Tickets are also available
at the WCJC Colorado
County Senior Citizen
Program office at 316
Spring St. in Columbus.
Sports Scene

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

Saturday

High School Football
Wharton vs. Fredericksburg at Suda (Bob Shelen Stadium)........ 1 p.m.
31-A - Ferris vs. Luling...........................................  1 p.m.
31-A - Shiner vs. Falls City....................................  1 p.m.

Cross Country
East Bernard at Shiner Invitational in Green Dragon Park........  8 a.m.

Team Tennis
Wharton vs. Beeville at Lake Jackson..........................  4 p.m.

High School Volleyball
25-2A - Gueydan vs. Wharton, Frosh-JV-Varisty..................  5 p.m.
25-2A - Needville vs. Stafford, Frosh-JV-Varisty...............  5 p.m.
25-6A - Palestine vs. Columbus at W. Columbus, Frosh-JV-Varisty 5 p.m.
25-2A - Boling vs. East Bernard, Frosh-JV-Varisty.............  5 p.m.
26-2A - Hitchcock vs. Brazos at Walls, Frosh-JV, Varsity........  5 p.m.
26-2A - Yes Prep vs. Royal at Brookshire, JV-Varisty.........  5 p.m.

Junior College Volleyball
Wharton County Junior College at Alvin Community College....  7 p.m.
Smith attends national career exposition

Ciara Smith, a 2005 graduate of El Campo High School, attended the National Health Careers Exposition Aug. 3 - 7, in Bethesda, Md.

The conference is sponsored by the National Exploring Division of the Boy Scouts of America.

Smith attended the conference with a group of approximately 20 students from the Sam Houston Area Council under the guidance of Regina Gervin, Sr. Exploring Executive.

The conference opened with a keynote address by Deputy Surgeon General Ken Moritsugu, followed by three full days of lectures and breakout sessions covering the many careers in healthcare.

The students were able to tour Washington, D.C., and attend the Marine Barracks Parade.

Smith, a freshman at Wharton County Junior College, is a member of the Medical Explorer Post sponsored by Gulf Coast Medical Center.

WCJC lecture series

Recording artist-author-playwright Bobby Bridger will present "The Mythical Legacy of the American West: A Lecture with Music" on Thursday, Oct. 6, as the second in the three-part Wharton County Junior College Fall 2005 President's Lecture Series. The program begins at 7:30 p.m. in the Horton Foote Theatre in the Duson-Hansen Fine Arts Building and is free and open to the public.
Clayton to head WCJC program

By BENJAMIN C. SHARP

After 18 years at the Sheriff's Department, Sgt. David Clayton is trading in the streets for the classroom.

Beginning Oct. 3, he will become the program coordinator of law enforcement for Wharton County Junior College's police academy — a role that shouldn't be too unfamiliar to the Wharton County native.

"I've been an adjunct instructor for WCJC for 11 years," Clayton said.

He has other teaching experience, too. That's included various law enforcement-related sessions at Texas A&M as well as conducting an officer driving school at the Wharton Regional Airport.

Clayton says he's looking forward to focusing his time and effort solely on teaching the next generation of law enforcement officers.

"I think I'm going to like it," he said. "I'm excited to be a part of that full-time now."

Clayton began his law enforcement career at the Sheriff's Department in 1987. Like most deputies, he began as a correctional officer in the jail.

After nine months, he moved to patrol. In 1996, he was promoted to sergeant and became an investigator in the Criminal Investigations Division.

He has been there ever since, responsible primarily for Precinct 1.

Clayton said he was interested in law enforcement at an early age. Although his father was a rancher, he had uncles who were officers.

"It interested me so I went to the (WCJC) academy and never looked back," Clayton said. "I've enjoyed every bit of it."

With Clayton's departure, the Sheriff's Department will likely promote a patrol deputy as his replacement. Lt. Daniel Marek said a decision is expected to be made later this week.

Marek said it's going to be difficult to lose someone of Clayton's experience.

"We'll start all over with training somebody," Marek said. "We'll miss him a lot."

Clayton said the feeling will be mutual.

"The hardest part is leaving here, missing all the people you see everyday," he said.

But at least he'll be close by. Clayton has actually been offered a job at Texas A&M around the same time the WCJC position came up.

With his wife, Rhonda, and 15-year-old son, Drew, living here, it was an easy choice to stay. Besides, Clayton says WCJC has one of the best academies in the state.

"The college has got a great program," he said. "To me, that was just the obvious choice — to stay here."
**Sports Scene**

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

**Wednesday**

**High School Volleyball**

25-3A - Wharton at Stafford, Frosh-JV, Varsity..................5 p.m.

**Friday**

**Football**

24-4A - El Campo at Bay City...........................................7:30 p.m.
24-4A - Terry vs. Calhoun at Port Lavaca..........................7:30 p.m.
24-4A - Angleton vs. Brazosport at Freeport....................7:30 p.m.
24-4A - Foster vs. Lamar Consolidated at Rosenberg...........7:30 p.m.
Royal at Stafford......................................................7:30 p.m.
Hallettsville at Schulenburg........................................7:30 p.m.
Bevilville at Gonzales..............................................7:30 p.m.
Columbus at Yoakam..................................................7:30 p.m.
Industrial vs. Sacred Heart at Hallettsville....................7:30 p.m.
Houston Christian vs. Tidehaven at El Maton....................7:30 p.m.

**High School Volleyball**

25-3A - Columbia at Wharton, Frosh-JV-Varsity..................5 p.m.
26-2A - Boling vs. Royal at Brookshire, Varsity-JV.............4:30 p.m.
26-2A - Danbury at East Bernard, Frosh-JV-Varsity...............5 p.m.

**Junior College Volleyball**

Navarro at Wharton County Junior College.........................6 p.m.

**Saturday**

**High School Football**

Wharton vs. Fredericksburg at Buda (Bob Shelton Stadium)....1 p.m.
31-A - Flatonia at Louise..........................................7:30 p.m.
31-A - Shiner at Falls City..........................................7:30 p.m.

**Cross Country**

East Bernard at Shiner Invitational in Green Dixon Park........8 a.m.
WCJC offers scholarships for Katrina

Students displaced by the last hurricane, Katrina, may find financial relief attending Wharton County Junior College this fall. WCJC officials said 26 students who fled the path of Katrina are now enrolled here.

Several already had paid tuition to other institutions. Two are filling empty beds in WCJC dorm rooms.

In a decision Tuesday, the WCJC board of trustees approved a scholarship of up to $1,000 for each of these students.

The board also approved charging just in-district tuition and fees for these students, which are significantly lower than out-of-state rates.

WCJC offers new students financial aid

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The board also approved charging just in-district tuition and fees for these students, which are significantly lower than out-of-state rates. The $1,000 scholarships should cover all expenses for most of the students, WCJC officials said.

Hurricane Rita forced the evacuation of WCJC Thursday.
WCJC closes doors at least to Tuesday

Wharton County Junior College officials announced Wednesday the closure and evacuation of its campuses, extension centers, and off-site locations effective as of 5 p.m.

Classes will resume and all locations will reopen on Tuesday, Sept. 27, unless otherwise announced, possibly via the college's website at wcjc.edu or as a recorded message available at 800-561-9252.

Also check journal-spectator.

Charles Chambers, 532-4572.

WCJC blood drive

The Wharton County Junior College Student Government Association will have a blood drive from 10 a.m. to 4 p.m. Wednesday, Sept. 28, and from 9 a.m. to 3 p.m. Thursday, Sept. 29, at the Pioneer Student Center. For more information call Patti Lawlor at 532-4560 ext. 6441.
WCJC presents fun filled faculty frolic

The WCJC Fine Arts Department will open its 2005-2006 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, "JW and the Spirits of Swing" and their rendition of *Zoot Suit Riot.*
# Sports Scene

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

## Today

**Football**
- East Bernard at Ganado..............................................7 p.m.
- Wharton at Hempstead..............................................7:30 p.m.

## Thursday

**Football (All Games Tentative)**
- Boling vs. St. Joseph at Victoria (Patti Welder Stadium)......7:30 p.m.
- Fort Bend Baptist at Palacios........................................7:30 p.m.
- Brazos at Weimar.....................................................7:30 p.m.
- Tidewater vs. Royal at Brookshire................................7:30 p.m.
- Hallettsville at Columbus............................................7:30 p.m.
- Yoakum at Bellville.................................................7:30 p.m.
- Edna vs. Rice Consolidated at Altair.............................7:30 p.m.
- Van Vleck vs. Yoakum.............................................7:30 p.m.

## Friday

**Junior College Volleyball (Tentative)**
- UT Brownsville at Wharton County Junior College..............6 p.m.

## Saturday

**Junior College Volleyball (Tentative)**
- Laredo Community College at Wharton County Junior College ...1 p.m.

**Cross Country (Tentative)**
- East Bernard at Royal Invitational in Brookshire.............8 a.m.

*Editor's Note: All District 24-4A football games canceled*

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**Houston:**

- **WCJC blood drive**
  - The Wharton County Junior College

Student Government Association will have a blood drive from 10 a.m. to 4 p.m. Wednesday, Sept. 28, and from 9 a.m. to 3 p.m. Thursday, Sept. 29, at the Pioneer Student Center. For more information call Patti Lawlor at 532-4560 ext. 6441.
Sheriff's sergeant moves to WCJC academy post

By BENJAMIN C. SHARP
Journal-Spectator Staff Writer

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WCJC deciding impact

Wharton County Junior College officials were going to decide Wednesday evening whether to cancel classes. Information will be available at wcjc.edu or at 800-561-9252.

Also check journal-spectator.com for all advisories.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM IX

MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve a letter of intent to enter into a lease of property between the University of Houston System and Wharton County Junior College
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: 11-15-05

Date of this Proposal: 11-08-05

SUBJECT:

Letter of intent to enter into a lease of property between the University of Houston System and Wharton County Junior College.

RECOMMENDATION:

Approve a letter of intent to enter into a lease of property between the University of Houston System and Wharton County Junior College upon approval of the final document by college's attorneys.

BACKGROUND/RATIONALE:

Wharton County Junior College plans to lease 100,000 square feet in a new facility located on the Sugar Land University of Houston Campus. The current WCJC Sugar Land campus operations will relocate to this new facility where students will have an opportunity to take 2-years with WCJC and 2-years with UofH.

Approval of this letter of intent only formalizes our verbal agreements with the University of Houston and does not lock WCJC into a financial agreement at this point of the project.

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

Actual cost has yet to be determined.

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

Betty A. McCrohan, President

SIGNATURES:

[Signature]

Date

Originator

[Signature]

Date

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature] 11-9-05

reg 113

6-21-95
LETTER OF INTENT TO ENTER INTO LEASE OF PROPERTY
BETWEEN
THE UNIVERSITY OF HOUSTON SYSTEM
AND
WHARTON COUNTY JUNIOR COLLEGE

This Letter of Intent to Enter Into Lease of Property (hereinafter referred to as this “Letter of Intent”) is entered into between and among the UNIVERSITY OF HOUSTON SYSTEM, (hereinafter referred to as “UHS”), and WHARTON COUNTY JUNIOR COLLEGE, (hereinafter referred to as “WCJC.”)

WHEREAS, UHS and WCJC intend to execute various agreements, including but not limited to a Lease Agreement to be created and formalized at a later date (hereinafter referred to as the “Lease Agreement”) for the purpose of constructing a new $30 million academic building (hereinafter referred to as the “Facility”) on the University of Houston System at Sugar Land Campus, the Facility to be owned solely by UHS; and

WHEREAS, WCJC desires to be, and UHS and WCJC agree that WCJC will be, a tenant, along with UHS, of the Facility; and

WHEREAS, UHS and WCJC further agree that WCJC does not intend to, and indeed will not, own any portion of the facility; and

WHEREAS, UHS and WCJC have discussed mutual goals regarding academic opportunities for students and faculty; and

WHEREAS, by combining resources on the same campus, the Facility should greatly enhance students’ ability to complete a bachelor’s or master’s degree without leaving Fort Bend County; and

WHEREAS, the efficiencies realized through shared facilities and services should translate into cost savings for the respective institutions and thus, over time, for their students and the state;

NOW, THEREFORE, in consideration of the foregoing and in further consideration of the mutual promises, covenants, and conditions contained herein, the parties hereby further acknowledge the following:

I. The Facility will be owned solely by UHS, and the Facility will be jointly occupied by UHS and WCJC, the duration of such occupancy to be agreed upon by UHS and WCJC at a later date through the Lease Agreement.

II. WCJC will relocate the WCJC Sugar Land Campus to the Facility.

III. The Facility will be comprised of at least 145,000 square feet on the UHSSL campus on the southeast corner of U.S. Highway 59 and University Boulevard.
IV. This Letter of Intent shall remain effective from the earlier of the date of its execution until the end of the agreed upon term of five years; or the execution of the Lease Agreement.

V. Although it is agreed that UHS and WCJC will jointly share the Facility, it is further agreed that the exact portion of the Facility that each institution will share and for how long WCJC will be a tenant of such facility and for what consideration, will be agreed upon by UHS and WCJC at a later date through the Lease Agreement.

VI. Courses at the freshman and sophomore levels will be offered through WCJC, while junior, senior, and graduate courses will be offered through the UHS and/or its component universities.

VII. The Lease Agreement that will be entered into between UHS and WCJC at a later date will include, but not be limited to, the following terms and conditions:
   A. The Lease Agreement will provide for up to a ten (10) year full service type lease, predicated upon an initial two (2) year lease, renewable for four (4) additional two (2) year periods and based upon gross square footage assignable to WCJC.
   B. Full services shall be provided by the University of Houston Victoria (“UHV”) on behalf of UHS, and UHV shall be responsible for the management and maintenance of the Facility. UHV provided services shall include both internal and external services, including utilities, janitorial services, maintenance services, and grounds care services at an apportioned cost to WCJC.
   C. Each lease term shall consist of a fixed rental rate, but will be subject to an annual utility adjustment clause due to fluctuating energy costs. The square foot lease rate may also be adjusted at each two year anniversary to recover the actual prorate share of increases in janitorial, maintenance, grounds and security services as well as increases in the Sugar Land Levee Assessment Fee and Fort Bend County Maintenance and Operation Fees.

VIII. WCJC will be responsible for providing insurance for the contents of [WCJC’s leased portion of] the Facility, and UHV through UHS, will be responsible for providing property insurance for the Facility [or should UHV be responsible for providing property insurance?]

IX. Non-lease type services will be addressed at a later date by one or more Interlocal Cooperation Agreements between the Parties, and will include, but not be limited to, the following items:
   A. Joint Media Campaigns
   B. Vending Services and Revenue Sharing
   C. Copying and Similar Services
   D. Continuing Education Contract Training
   E. Bookstore Services
   F. Joint Use Purchases
   G. Use of Shared Facilities and Rental Revenue Sharing
   H. Work Order Services and Reimbursement Rates
   I. Employees with Dual Institutional Roles
J. Shared Library Services

X. UHS and WCJC understand that this effort to share space at the Facility must support the mission of UHS as well as the mission of WCJC and is subject to all policies and procedures of the UH Board of Regents and System Administration, the WCJC Trustees and College administration, and all applicable federal and Texas laws.

XI. UHS AND WCJC UNDERSTAND AND AGREE THAT THIS LETTER OF INTENT IS AN UNDERSTANDING IN PRINCIPLE INTENDED TO PROVIDE THE FOUNDATION AND FRAMEWORK FOR FORTHCOMING FORMAL AGREEMENTS INCLUDING A LEASE AGREEMENT AND INTERLOCAL COOPERATION AGREEMENTS, IF NEEDED AND DESIRED, WHICH WILL FORMALIZE THE RELATIONSHIP BETWEEN THE PARTIES. ALTHOUGH THE LETTER OF INTENT IS NOT A BINDING COMMITAL, IT IS AN UNDERSTANDING IN PRINCIPAL.

WHARTON COUNTY JUNIOR COLLEGE

By: ____________________________
Betty McCrohan, President, WCJC

Date: ___________________________

UNIVERSITY OF HOUSTON SYSTEM

By: ____________________________
Jay Gogue, Chancellor, UHS

Date: ___________________________
WHARTON COUNTY JUNIOR COLLEGE DISTRICT
AGENDA BRIEF
AGENDA ITEM X

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Information item:

Seek sealed bids from vendors to print the 2006-2007 college catalog – ($24,000 – 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: November 15, 2005     Date of This Proposal: November 3, 2005

SUBJECT:

Information Item

RECOMMENDATION:

Seek sealed bids from vendors to print the 2006 – 2007 College Catalog.

BACKGROUND/RATIONALE:

Each year the College prints a Catalog describing course information and other relevant information needed by students. The college must produce a catalog on an annual basis to promote current programs and courses.

Estimated Cost & Budgetary Support (how will this be paid for?): $24,000.00

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

Ty Pate, Senior Vice President of Instruction
Zina Carter, Director of College Advancement and Communications
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]

[Signature]

[Signature]

Originator
Cabinet-Level Supervisor
[Name]

11-3-05

Date
11/3/05

Date

PRESIDENT'S APPROVAL:

[Signature]

11-8-05

Date
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the allocation of funds from the prior year fund balance for 2005 outstanding encumbrances – ($7,545.05 - total allocation of $7,545.05 will be noted in the 2006 financial statements as reserved for encumbrances)

B. Approve the action taken to purchase an 80 ton chiller for the Peace Building as an emergency purchase since the old unit failed unexpectedly – ($29,600.00 – current unrestricted operating fund budget 2005-2006)

C. Information item:

1. Seek sealed bids for a company to provide uniform and mop service for the college – ($16,000 – current unrestricted operating budget for 2005-2006)
Complete this form and submit it to the Office of the President by noon on Monday of the week 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: November 15, 2005       Date of This Proposal: November 2, 2005

SUBJECT:

Approve the allocation of funds from the prior year fund balance for 2005 outstanding encumbrances.

RECOMMENDATION:

Recommend approval of the allocation of prior year funds for 2005 outstanding encumbrances.

BACKGROUND/RATIONALE:

At year end the College had four outstanding purchase orders (encumbrances) totaling $7,545.05. These purchases were ordered with funds from the 2005 fiscal year. These purchases will not be received and paid until the 2006 fiscal year. The current budget does not include an allocation for these encumbrances. Prior year funds must be allocated by the Board of Trustees as a budget revenue item so that the expenses associated with these four purchases can be paid out of the current budget year.

Estimated Cost & Budgetary Support (how will this be paid for?): $7,545.05

Total allocation of $7,545.05 will be noted in the 2006 financial statements as reserved for encumbrances.

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

Bryce Kocian, V.P. of Financial Services
Gus Wessels, Dean of Financial and Business Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg 113
6-21-95

Date

11-2-05

11/2/05

11-4-05
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</table>
Complete this form and submit it to the Office of the President by noon on Monday of the week 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: November 15, 2005       Date of This Proposal: November 7, 2005

SUBJECT:

Ratify the purchase of an 80 ton chiller for the Peace Building.

RECOMMENDATION:

Approve the action taken to purchase an 80 ton chiller for the Peace Building as an emergency purchase since the old unit failed unexpectedly.

BACKGROUND/RATIONALE:

The old chiller unit providing air conditioning to the Peace Building failed last month. Inspections of the unit proved that it was unrepairable. A rental unit was put in place until a new unit could be found and installed. The Maintenance Department solicited emergency quotes for the replacement of the chiller. The best value to the College was the quote submitted by Hutton-Trane. Their quote of $29,600 included a 1 year parts and warranty agreement.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $29,600.00


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

Betty A. McCrohan, President
Mike Feyen, Director of Facilities Management
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator:

Cabinet-Level Supervisor:

PRESIDENT’S APPROVAL:

Reg 113
6-21-95

11-7-05
Date

11/9/05
Date

11-8-05
Date
Complete this form and submit it to the Office of the President by noon on Monday of the week 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: November 15, 2005

Date of This Proposal: November 3, 2005

SUBJECT:

Information Item.

RECOMMENDATION:

Seek sealed bids for a company to provide uniform and mop service for the College.

BACKGROUND/RATIONALE:

Authorize the Purchasing Department to solicit bids from companies to provide uniform and mop service for the College. The desired term is 36 months.

Estimated Cost & Budgetary Support (how will this be paid for?): $16,000.00

Current Unrestricted Operating Budget for 2005 - 2006

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

Mike Feyen, Director of Facilities Management
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator:

Cabinet-Level Supervisor:

PRESIDENT'S APPROVAL:

Reg 113
6-21-95
MATTERS RELATING TO WORKFORCE DEVELOPMENT, CONTINUING EDUCATION AND DISTANCE LEARNING

A. Approve the rental of facilities at Dulles High School for Kid’s College for summer 2006 – (Not to exceed $56,985 – Kid’s College Facilities Rental budget)

B. Approve acceptance of a grant of $35,000 from the Swalm Foundation for the purchase of 2 vans to be used by the Senior Citizen Program – ($35,000 – restricted grant funds for 2005-2006)
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: November 21, 2005      Date of this Proposal: November 3, 2005

SUBJECT: Kids’ College - Fort Bend Facilities Rental for Summer 2006

RECOMMENDATION: Approval of the rental of facilities at Dulles High School (FBISD) for Summer 2006.

BACKGROUND/RATIONALE: This facilities agreement is a renewal of the rental contract and the anticipated cost of $56,985 is the same as Summer 2005.

Estimated Cost and Budgetary Support (how will this be paid for): Not to exceed $56,985
Paid from Kids College Facilities Rental Budget: 1310.14049.7333.1010

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

Dale Pinson

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

11-3-05

Date

11-8-05

reg 113
6-21-95
MEMORANDUM

September 2, 2005

Fort Bend Independent School District
16431 Lexington Blvd.
Sugar Land, TX 77479

Attention: Minnie Martinez

Dear Ms. Martinez:

Wharton County Junior College requests rental of facilities at Dulles High School for Kids College 2006. Listed below, you will find the breakdown of this facilities request.

Dates:

Registration – June 1, 2 and 3

Session 1: June 5 – June 15 (Monday – Thursday)
Session 2: June 19 – June 29 (Monday – Thursday)
Session 3: July 3 – July 14 (Monday – Friday first week, skipping Tuesday for July 4th holiday. Monday – Thursday second week)

Classroom Fees:

Registration: 3 classrooms X $25 X 3 days = $225

Sessions 1, 2 and 3:

- 65 classrooms X $25 X 24 days = $39,000 (8:00am – 4:00pm)
- 3.5 hours Gyms X $100 X 24 days = $8,400 (12:30pm – 4:00pm)
- 6.5 hours Commons X $60 X 24 days = $9360

Total: $56,985
College Contact Information:

Name of Maker:
Wharton County Junior College
Kids' College
Betty A. McCrohan
President

Send Invoice To:

Gus Wessels
Dean of Financial and Business Services
911 Boling Highway
Wharton, TX 77488
(979) 532-6505

Contact Person:

Jessica Douglas
(979) 532-6324
(979) 532-6583 fax
jessicad@wcjc.edu

If you have any questions regarding this request, or feel that there is an error, please call our contact person as soon as possible. Thank you and have a wonderful day.

Respectfully,

Dale Pinson
Wharton County Junior College
Complete this form and submit it to the Office of the President by noon on Monday of the week 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: November 15, 2005  Date of This Proposal: November 4, 2005

SUBJECT:

Approve the purchase of 2 vans for the Senior Citizen Program.

RECOMMENDATION:

Accept a grant of $35,000 from the Swalm Foundation for the purchase of 2 vans to be used by the Senior Citizen Program.

BACKGROUND/RATIONALE:

The Swalm Foundation has verbally presented a grant offer to the Senior Citizen Program that requires a quick response to them. These funds would be used to purchase 2 vans off of the State's Vehicle Contract. Using that contract will satisfy all bidding requirements and will allow the order to be placed within the required timeline of the grant. The College has purchased vehicles under this contract in the past and has been very satisfied.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $35,000.00

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

Dale Pinson, V.P. of Workforce Development, Continuing Education, and Distance Learning
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Originator

Cabinet-Level Supervisor

[Signature]
Date
11-4-05

President's Approval:

[Signature]
Date
11-8-05

Reg 113
6-21-95
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XV

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President/Senior Administration

A. Board of Trustees

B. Office of President/Senior Administration

C. Office of Academic Affairs

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

1. Tessa L. Mathews employed as a regular, full-time research analyst III, AA-1-6, effective November 1, 2005

H. Information Items: Contract Personnel Actions

1. Miles L. Santo separated as regular, full-time director of public safety training, CA-01-17, effective October 31, 2005

I. Information Items: Non-contract Personnel Action

1. Cynthia A. Kocian received a salary adjustment as a regular, full-time special population advisor for Perkin’s Grant/academic advisor from $17.56/hr. x 30 hrs./wk. x 52 wks. = $27,393.60/yr. and $17.56/hr. x 10 hrs./wk. x 52 wks. = $9,131.20/yr. to $17.87/hr. x 30 hrs./wk. x 52 wks. = $27,882.75/yr. and $17.87/hr. x 10 hrs./wk. x 52 wks. = $9,294.25/yr.

2. Janice Gensler employed as a regular, full-time acquisition technician, 0-7-0, effective September 19, 2005

3. Mike Esparza Jr. reclassified from regular maintenance assistant/ Sugar Land, O-7-8, to regular, full-time maintenance apprentice, T-1-8, effective October 1, 2005

4. Espitia Griselda employed as a regular, part-time aide, $9.73/hr. x 32 hrs./wk. x 32 wks. = $9,963.52/yr., effective November 7, 2005
5. Michael C. Mahavier employed as a temporary, part-time bus driver, $12/hr. for drive time and $5.15/hr. for non-drive time (hours determined by location of sporting events) effective October 15, 2005

6. William Bennett employed as temporary, part-time security at the Sugar Land campus, $9.44/hr. x 19 hrs./wk. x 9 wks. = $1,614/yr., effective November 1, 2005

7. Kenneth E. Dunagan separated as regular, full-time security officer, O-10-1, effective September 9, 2005

8. Angelica M. Juarez separated as regular, part-time homemaker, $5.25/hr. x 19 hrs./wk. x 50 wks. = $4,987.50/yr., effective October 7, 2005

9. Naomi R. Garza separated as regular, full-time dental hygiene department secretary/receptionist, 0-6-4, effective December 16, 2005

10. Cynthia A. Barrera separated as regular, part-time aide, $9.57/hr. x 25 hrs./wk. x 37 wks. = $8,852.25/yr., effective August 25, 2005

11. Gregorio P. Berrios separated as regular, part-time custodian, $7.13/hr. x 19 hrs./wk. x 52 wks. = $7,044/yr., effective October 19, 2005
### Personnel Action Form

**Human Resources**

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**Address**

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<tr>
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<th>State</th>
<th>Zip</th>
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#### Part I: Check all that apply

- **Classification:**
  - ☒ Administrative/Professional Staff
  - ☐ Faculty
  - ☐ Support Staff
  - ☐ Temporary
  - ☒ Full-Time
  - ☐ Part-Time
  - ☐ Regular
  - ☐ Other (explain)

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

#### Part II: Assignment/Accounting

- **CURRENT**
  - **Division/Unit:** Specialized Area
  - **Job Vacancy No.** (if applicable)

- **Budgeted Position?**
  - ☐ Yes
  - ☒ No

- **Budget Number:**
  - Position No. (NBAPOSN):

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

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<th>Step</th>
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<tr>
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</table>

  - 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:** Technology & Institutional Research
  - **Job Vacancy No.** (if applicable)
    - 0509A003

  - **Job Title/Position:**
    - Research Analyst
  - **Specialized Area:** Institutional Research
  - **Funded in which FY?**
    - 05-06

  - **Budget Number:**
    - 1110.1306.6093.6082
    - Position No. (NBAPOSN): ITP002

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

    | Sched | Grade | Step |
    |-------|-------|------|
    | AA    | 1     | 6    |

  - 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:**

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - Date: 10-7-05

- **Approved by Division Chair:**
  - Date: 10-7-05

- **Budget Approval:**
  - Date: 10-7-05

- **Approved by Cabinet Level Supervisor:**
  - Date: 10-7-05

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

---

Reg. 821

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

**Personnel Action Form**

**Human Resources**

### Part I: Check all that apply

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**Retirement**

Resignation

Separation (Date: 11-01-05) 10-31-05

Change in Assignment

Additional Assignment

Leave of Absence

### Part II: Assignment/Accounting

**CURRENT** Division/Unit:  

Job Title/Position:  

Director of Public Safety Training  

Specialized Area: Public Safety  

Budgeted Position? ☒ Yes ☐ No  

Funded in which FY? 2005-06  

Budget Number: 1110.14024.6993.102  

Position No. (NBAPOSN): DIR 013  

Compensation:  

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<th>Sched</th>
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<tbody>
<tr>
<td>☐ 54,067</td>
<td>Grade</td>
<td>01</td>
</tr>
<tr>
<td>☐ Hourly</td>
<td>Step</td>
<td>17</td>
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</tbody>
</table>

Hours Rate: (Part-time only)  

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

Start Date: 04-02-01  

End Date: 11-01-05  

At-will-employee ☐  

If temporary, anticipated termination date:  

**PROPOSED** Division/Unit:  

Job Title/Position:  

Specialized Area:  

Budgeted Position? ☒ Yes ☐ No  

Funded in which FY?  

Budget Number:  

Position No. (NBAPOSN):  

Compensation:  

<table>
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<th>Sched</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 54,067</td>
<td>Grade</td>
<td>01</td>
</tr>
<tr>
<td>☐ Hourly</td>
<td>Step</td>
<td>17</td>
</tr>
</tbody>
</table>

$Hours Rate: (Part-time only)  

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

Start Date:  

End Date:  

At-will-employee ☐  

If temporary, anticipated termination date:  

**Explanation of Action:**

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

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

**Part III: Position/Budget Authorization**

Recommend by Supervisor (Department Head) Date  

Approved by Vice-President Date  

Approved by Division Chair Date  

Reviewed by Human Resources Date  

Budget Approval Date  

Approved by President Date  

Approved by Cabinet Level Supervisor Date  

Date approved by Board or ☐ not applicable

Reg. 821  

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
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<tr>
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<td>Cynthia</td>
<td>A</td>
<td></td>
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<table>
<thead>
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<th>Address</th>
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<th>State</th>
<th>Zip</th>
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#### Part I: Check all that apply

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

#### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**

**Student Services**

**Job Title/Position:** Special Population Advisor for Perkin's Grant/Academic Advisor

**Specialized Area:** Perkin's Grant/Advising

**Budgeted Position?** Yes No

**Budget Number:**

21470.6003.6093.102 (75%)
1110.14101.6093.503 (25%)

**Compensation:**

- [x] Hourly
- [ ] Annual
- [ ] Other (explain)

- [ ] Sched N/A
- [ ] Grade
- [ ] Step

- [ ] $17.56

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

**Budgeted Position?**

Funded in which FY? 2004-2005

**Position No. (NBAPOSN):** GNTA1

**Start Date:** 09-01-04

**End Date:**

**If temporary, anticipated termination date:**

#### PROPOSED

**Division/Unit:**

**Student Services**

**Job Title/Position:** Special Population Advisor for Perkin's Grant/Academic Advisor

**Specialized Area:** Perkin's Grant/Advising

**Budgeted Position?** Yes No

**Budget Number:**

21471.6003.6093.102 (75%)
1110.14101.6093.503 (25%)

**Compensation:**

- [x] Hourly
- [ ] Annual
- [ ] Other (explain)

- [ ] Sched N/A
- [ ] Grade
- [ ] Step

- [ ] $17.87

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

**Budgeted Position?**

Funded in which FY? 2005-2006

**Position No. (NBAPOSN):** GNTA 01

**Start Date:** 09-01-05

**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:**

$17.87 hrly X 30 hrs/wk X 52 wks = $27,882.75 $17.87 hrly X 30 hrs/wk X 52 wks = $27,882.75

#### Part III: Position/Budget Authorization

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

Date

**Approved by Vice President:**

Date

**Approved by Division Chair:**

Date

**Budget Approval:**

Date

**Recommended by Human Resources:**

Date

**Approved by President:**

Date

**Approved by Cabinet/Superior:**

Date

Date approved by Board or [ ] not applicable
### Personnel Action Form

**Human Resources**

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<tr>
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<table>
<thead>
<tr>
<th>Address</th>
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<th>Zip</th>
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</table>

#### Part I: Check all that apply

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

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

#### Part II: Assignment/Accounting

**CURRENT**  Division/Unit: Job Vacancy No.: (if applicable)

- [ ] Specialized Area:

- [ ] Budgeted Position:  
  - [ ] Yes  
  - [ ] No  

- [ ] Funded in which FY?

- [ ] Budget Number:  
  - [ ] Position No. (NBAPOSN):

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

- [ ] 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 Vacancy No.: (if applicable)

- [ ] Specialized Area:
  - [ ] Library

- [ ] Budgeted Position:  
  - [ ] Yes  
  - [ ] No  

- [ ] Funded in which FY?

- [ ] Budget Number:  
  - [ ] Position No. (NBAPOSN):

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

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

If temporary, anticipated termination date:  

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

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

**Explanation of Action:**

#### Part III: Position/Budget Authorization

- [ ] Recommended by Supervisor (Department Head)
  
- [ ] Approved by Division Chair
  
- [ ] Budget Approval
  
- [ ] Approved by Cabinet Level Supervisor

- [ ] Date

- [ ] Approved by Vice President
  
- [ ] Date

- [ ] Reviewed by Human Resources
  
- [ ] Date

- [ ] Date

- [ ] Date

- [ ] Date

- [ ] Date

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

**Personnel Action Form**

**Human Resources**

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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Esparza, Jr.</td>
<td>Mike</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

- **Physical Plant**
- **Job Title/Position:**
  - Maintenance Assistant/Sugar Land
- **Budgeted Position:** ☑ Yes ☐ No
- **Budgeted Position No. (NBAPOSN):** MST002
- **Budgeted Position:**
  - Specialized Area:
  - Maintenance
- **Budget Number:** 1310.1193.6104.702
- **Funded in which FY?:** 2005-2006
- **Compensation:**
  - ☑ Annual
  - ☑ Hourly
  - ☑ Other (explain)
  - Sched: 0
  - Grade: 7
  - Step: 8
  - Hourly Rate: (Part-time only)
  - $ per hr x _____ hrs/wk x _____ wks =
  - $ per year
- **Start Date:** 10-27-97
- **End Date:**
  - ☑ At-will-employee
  - ☑ Per contract
  - If temporary, anticipated termination date:

### PROPOSED Division/Unit:

- **Physical Plant**
- **Job Title/Position:**
  - Maintenance Apprentice
- **Budget Number:** 1310.1193.6104.702
- **Funded in which FY?:** 2005-2006
- **Compensation:**
  - ☑ Annual
  - ☑ Hourly
  - ☑ Other (explain)
  - Sched: 1
  - Grade: 1
  - Step: 8
  - 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:

### Explanation of Action:

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

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - 9/12/05
- **Approved by Division Chair:**
  - 10/18/05
- **Budget Approval:**
  - 10/18/05
- **Approved by Cabinet Level Supervisor:**
  - 10/18/05
- **Date approved by Board or ☐ not applicable:**

**Reg. 821**

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

#### Human Resources

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>464-85-2217</td>
<td>Griselda</td>
<td>Espitia</td>
<td></td>
<td>(979) 543-8271</td>
</tr>
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<table>
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<tr>
<th>Address</th>
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<tbody>
<tr>
<td>510 Bruns St.</td>
<td>El Campo</td>
<td>TX</td>
<td>77437</td>
</tr>
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#### Part I: Check all that apply

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

#### Part II: Assignment/Accounting

- **CURRENT**
  - Division/Unit: Specialized Area
  - Job Title/Position: Funded in which FY?
  - Budgeted Position? Yes No
  - Budget Number: Position No. (NBAPOSN):
  - Compensation:  
    - [ ] Annual  
    - [ ] Hourly  
    - [ ] Other (explain)
  - $  
    - [ ] Annual  
    - [ ] Hourly  
    - [ ] Other (explain)
  - Start Date:  
    - [ ] At-will-employee  
    - [ ] Per contract  
  - End Date:  
  - If temporary, anticipated termination date:

- **PROPOSED**
  - Division/Unit: Workforce Development
  - Job Title/Position: Specialized Area
  - Budgeted Position? Yes No
  - Budget Number: Position No. (NBAPOSN):
  - Compensation:  
    - [ ] Annual  
    - [ ] Hourly  
    - [ ] Other (explain)
  - $  
    - [ ] Annual  
    - [ ] Hourly  
    - [ ] Other (explain)
  - Start Date:  
    - [ ] At-will-employee  
    - [ ] Per contract  
  - End Date:  

#### Explanation of Action:

#### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head):  
  - Date: [ ]

- Approved by Division Chair:  
  - Date: [ ]

- Budget Approval:  
  - Date: [ ]

- Approved by Cabinet Level Supervisor:  
  - Date: [ ]

- Date approved by Board or not applicable: [ ]

---

Reg. 821

Revised July 29, 2004
Personnel Action Form

Social Security No.  Last Name  First  Middle Initial  Telephone

Address  City  State  Zip

Part I: Check all that apply
Classification:
☐ Administrative/Professional Staff  ☑ Support Staff
☐ Faculty  ☐ Temporary  ☑ Full-Time
☐ Regular  ☐ 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
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:
Part-time Bus Driver
Budgeted Position? ☐ Yes  ☑ No
Budget Number:
Compensation:
☐ Annual  ☐ Hourly
☐ Other (explain)
Sched  Grade  Step
Hourly Rate: (Part-time only)
$12.00 per hr or $540/hr wks =
$____ per year (total not known) (see attached)
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:
Bus driver needed for long distance trips.

Part III: Position/Budget Authorization
Recommended by Supervisor (Department Head)

Approved by Vice-President  Date  10-12-05

Approved by Division Chair

Reviewed by Human Resources  Date  10-14-05

Budget Approval:

Approved by President

Date  10-18-05

Approved by Cabinet Level Supervisor

Date  10/12/05

Date approved by Board or ☐ not applicable

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

**Wharton County Junior College**

### Part I: Check all that apply

| Classification: | | | | |
|-----------------|-----------------|-----------------|-----------------|
| ☑ Administrative/Professional Staff | ☐ Extension | ☐ Reclassification | ☐ Change in Assignment |
| ☑ Faculty | ☐ Transfer | ☐ Promotion | ☐ Additional Assignment |
| ☑ Support Staff | ☐ Salary Adjustment | ☐ Leave of Absence | |
| ☑ Temporary | ☑ Full-Time | ☐ Other (explain) | |
| ☑ Regular | ☑ Part-Time | | |

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

### Part II: Assignment/Accounting

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Specialized Area:</th>
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<tbody>
<tr>
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<table>
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<tr>
<th>Budgeted Position?</th>
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<th>☐ No</th>
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<th>Position No. (NBAPOSN):</th>
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<th>Step</th>
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<tbody>
<tr>
<td>☑ Hourly</td>
<td>☑ 9</td>
<td>☑ 2</td>
<td>☑ 0</td>
</tr>
<tr>
<td>☐ Other (explain)</td>
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<th>☐ Hrs/wk x ☑ 19</th>
<th>☑ Wks</th>
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<table>
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<tr>
<th>Hourly Rate: (Part-time only)</th>
<th>$9.44 per hr x 19 hrs/wk x 2 wks = $1614. per year</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>☑ At-will-employee</th>
<th>☐ Per contract</th>
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<tr>
<td>11-01-05</td>
<td>12-31-05</td>
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Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:

| ☐ 9 months | ☑ 10 1/2 months | ☐ 12 months | ☑ Other 9 wks. |

### PROPOSED

<table>
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<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Specialized Area:</th>
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<td></td>
<td>Security</td>
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<table>
<thead>
<tr>
<th>Budgeted Position?</th>
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<th>☐ No</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Budget Number:</th>
<th>Position No. (NBAPOSN):</th>
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<td>PTSS99</td>
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<td>☑ 2</td>
<td>☑ 0</td>
</tr>
<tr>
<td>☐ Other (explain)</td>
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<th>☐ Hrs/wk x ☑ 19</th>
<th>☑ Wks</th>
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</thead>
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<table>
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<th>End Date:</th>
<th>☑ At-will-employee</th>
<th>☐ Per contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-01-05</td>
<td>12-31-05</td>
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Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

| ☐ 9 months | ☑ 10 1/2 months | ☐ 12 months | ☑ Other 9 wks. |

### Explanation of Action:

**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
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<tr>
<td></td>
<td>Date</td>
<td>Reviewed by Human Resources</td>
<td>Date</td>
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<td>Date</td>
<td>Approved by President</td>
<td>Date</td>
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<td>Date</td>
<td>Approved by Cabinet Level Supervisor</td>
<td>Date</td>
</tr>
</tbody>
</table>

Reg. 821

Revised July 29, 2004
Wharton County 
Junior College

Personnel Action Form 
Human Resources

Social Security No. ____________________ Last Name Dunagan First Kenneth Middle Initial E 
Telephone ____________________ 
Address 
City State Zip

Part I: Check all that apply

Classification: 
☐ Administrative/Professional Staff ☐ Extension 
☐ Faculty ☐ Reclassification 
☐ Support Staff ☐ Transfer 
☐ Temporary ☐ Full-Time ☐ Promotion 
☐ Regular ☐ Part-Time ☐ Salary Adjustment 
☐ Other (explain): 
☐ Retirement 
☐ Resignation 
☐ Separation (date: 9-09-05) 
☐ Change in Assignment 
☐ Additional Assignment 
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: ____________________ Job Vacancy No.: (if applicable) ____________________ 

Physical Plant

Job Title/Position: Security Officer/Sugar Land 
Security
Budgeted Position? ☑ Yes ☐ No 
Funded in which FY? 2005-2006 

Budget Number: 1310.1192.6107.701 Position No. (NBAPOSN): SEC003 
Compensation: ☑ Annual Sched O Hourly Rate (Part-time only) $ ______ per hr x ______ hrs/wk x ______ wks = 
$ ______ per year 

$ 20,550 ☐ Other (explain): 

Start Date: 8-18-03 End Date: 9-09-05 ☑ At-will-employee 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. 

PROPOSED Division/Unit: ____________________ Job Vacancy No.: (if applicable) ____________________ 

Job Title/Position: 

Budgeted Position? ☐ Yes ☑ No 
Funded in which FY? 

Budget Number: Position No. (NBAPOSN): 
Compensation: ☐ Annual Sched _____ Hourly Rate (Part-time only) $ ______ per hr x ______ hrs/wk x ______ wks = 
$ ______ per year 

$ ☐ Other (explain): 

Start Date: End Date: ☑ At-will-employee 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. 

Explanation of Action: 

Has resigned his position.

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) ____________________ Date: 9/10/05 Approved by Vice President ____________________ Date: 

Approved by Division Chair ____________________ Date: Reviewed by Human Resources ____________________ Date: 

Budget Approval ____________________ Date: Approved by President ____________________ Date: 

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

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

**Social Security No.**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juarez</td>
<td>Angelica</td>
<td>M.</td>
</tr>
</tbody>
</table>

**Telephone**

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

<table>
<thead>
<tr>
<th>Part I: Check all that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
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<tr>
<td>☐ Administrative/Professional Staff</td>
</tr>
<tr>
<td>☐ Faculty</td>
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<td>☒ Support Staff</td>
</tr>
<tr>
<td>☐ New Employee</td>
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<td>☐ Extension</td>
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<td>☐ Reclassification</td>
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<td>☐ Transfer</td>
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<td>☐ Promotion</td>
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<td>☐ Salary Adjustment</td>
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<td>☐ Other (explain)</td>
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<tr>
<td>☒ Retirement</td>
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<td>☒ Resignation</td>
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<tr>
<td>☒ Separation (date: 10/07/05)</td>
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<tr>
<td>☐ Change in Assignment</td>
</tr>
<tr>
<td>☐ Additional Assignment</td>
</tr>
<tr>
<td>☒ Leave of Absence</td>
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<table>
<thead>
<tr>
<th>Part II: Assignment/Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT</strong> Division/Unit:</td>
</tr>
<tr>
<td>Workforce Development, Continuing Education, and Distance Learning</td>
</tr>
<tr>
<td>Job Title/Position:</td>
</tr>
<tr>
<td>Homemaker</td>
</tr>
<tr>
<td>Specialized Area:</td>
</tr>
<tr>
<td>Senior Citizen Program</td>
</tr>
<tr>
<td>Budgeted Position? ☒ Yes ☐ No</td>
</tr>
<tr>
<td>Funding in which FY? 2005 - 2006</td>
</tr>
<tr>
<td>Budget Number: 21752.6001.6112.301, *ADD</td>
</tr>
<tr>
<td>Position No. (NBAPOSN): CEWW99</td>
</tr>
<tr>
<td>Compensation:</td>
</tr>
<tr>
<td>☒ Hourly</td>
</tr>
<tr>
<td>$ 5.25</td>
</tr>
<tr>
<td>☒ Other (explain)</td>
</tr>
<tr>
<td>Sched N/A</td>
</tr>
<tr>
<td>Grade N/A</td>
</tr>
<tr>
<td>Step N/A</td>
</tr>
<tr>
<td>Hourly Rate: (Part-time only) $ 5.25 per hr x 19 hrs/wk x 52 wks = $ 4,987.50 per year</td>
</tr>
<tr>
<td>At-will-employee</td>
</tr>
<tr>
<td>If temporary, anticipated termination date:</td>
</tr>
<tr>
<td>Job Vacancy No.: (if applicable)</td>
</tr>
</tbody>
</table>

| PROPOSED | Division/Unit: |
|--------------------------------|
| Job Title/Position: |
| Specialized Area: |
| Budgeted Position? ☐ Yes ☒ No |
| Funding in which FY? |
| Budget Number: Position No. (NBAPOSN): |
| Compensation: |
| ☒ Hourly |
| $ |
| ☒ Other (explain) |
| Sched N/A |
| Grade N/A |
| Step N/A |
| Hourly Rate: (Part-time only) $ per hr x hrs/wk x wks = $ per year |
| At-will-employee |
| If temporary, anticipated termination date: |
| Job Vacancy No.: (if applicable) |

<table>
<thead>
<tr>
<th>Part III: Position/Budget Authorization</th>
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<tbody>
<tr>
<td>Recommended by Supervisor (Department Head)</td>
</tr>
<tr>
<td>Caroline Olson 10-11-05</td>
</tr>
<tr>
<td>Approved by Division Chair Date 10-11-05</td>
</tr>
<tr>
<td>Approved by Vice President Date 10-18-05</td>
</tr>
<tr>
<td>Approved by Division Chair Date 10-19-05</td>
</tr>
<tr>
<td>Reviewed by Human Resources Date 10-19-05</td>
</tr>
<tr>
<td>Budget Approval Date 10-19-05</td>
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<tr>
<td>Approved by Cabinet Level Supervisor Date 10-20-05</td>
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<td>Date approved by Board or ☐ not applicable</td>
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Reg. 821 Revised July 29, 2004
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Garza</td>
<td>Naomi</td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

## Part I: Check all that apply

- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)
- Retirement
- Resignation
- Separation (date: 12/16/05)
- Change in Assignment
- Additional Assignment
- Leave of Absence

## Part II: Assignment/Accounting

### CURRENT Division/Unit:

- Allied Health Division

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Dental Hygiene Dept Secretary/Receptionist</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Budgeted Position:**

<table>
<thead>
<tr>
<th>Budget Number:</th>
<th>1110-14182-6101-102</th>
</tr>
</thead>
</table>

**Compensation:**

- Annual
- Hourly
- Other (explain)

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>6</td>
<td>4</td>
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</table>

**Hourly Rate:**

- (Part-time only)
- $ per hr x hrs/wk x wks =
- $ per year

**Start Date:**

<table>
<thead>
<tr>
<th>02/13/05</th>
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</table>

**End Date:**

<table>
<thead>
<tr>
<th>12/16/05</th>
</tr>
</thead>
</table>

- At-will-employee
- Per contract

**Funded in which FY?**

- 2005-06

**Position No. (NBAPOSN):**

- SC1001

**Specialized Area:**

- Human Resources

## PROPOSED Division/Unit:

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Specialized Area:</th>
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</table>

<table>
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<tr>
<th>Budgeted Position?</th>
<th>Yes</th>
<th>No</th>
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**Budgeted Position:**

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<tr>
<th>Budget Number:</th>
<th>Position No. (NBAPOSN):</th>
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<tr>
<td>1110-14182-6101-102</td>
<td>SC1001</td>
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</table>

**Compensation:**

- Annual
- Hourly
- Other (explain)

<table>
<thead>
<tr>
<th>Sched</th>
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**Hourly Rate:**

- (Part-time only)
- $ per hr x hrs/wk x wks =
- $ per year

**Start Date:**

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**End Date:**

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</table>

- At-will-employee
- Per contract

**Funded in which FY?**

<table>
<thead>
<tr>
<th>10 1/2 months</th>
<th>12 months</th>
<th>Other</th>
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</thead>
</table>

**Position No. (NBAPOSN):**

- Specialized Area

## Part III: Position/Budget Authorization

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>10-24-05</td>
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<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>10/24/05</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
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<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Date approved by Board or</th>
<th>Date</th>
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<td></td>
<td></td>
<td>not applicable</td>
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**Reg. 821**

Revised July 29, 2004
## Wharton County Junior College

### Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
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<tbody>
<tr>
<td></td>
<td>Barrera</td>
<td>Cynthia</td>
<td></td>
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**Address**

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

<table>
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<tr>
<th>Classification:</th>
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</tr>
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<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
<td>☒ Faculty</td>
<td>☒ Support Staff</td>
<td>☒ Temporary</td>
</tr>
</tbody>
</table>

### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**

- Workforce Development

**Job Title/Position:**

- Aide

**Specialized Area:**

- Adult Basic Education

**Budgeted Position?**

- Yes ☒ No ☐

**Budgeted Position:**

- Funded in which FY? 2004-05

**Budget Number:**

- 21360.6015.6167.1012

**Position No. (NAPOSN):**

- GNTC99

**Compensation:**

- $ 9.57

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

- $ 9.57 per hr x 25 hrs/wk x 27 wks = $ 8,852.25 per year

**Start Date:**

- 5/1/04

**End Date:**

- 8/25/05

**If temporary, anticipated termination date:**

- ☒ At-will-employee

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

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

### PROPOSED

**Division/Unit:**

- Specialized Area:

**Job Title/Position:**

- Specialized Area:

**Budgeted Position?**

- Yes ☐ No ☒

**Budgeted Position:**

- Funded in which FY? 2004-05

**Budget Number:**

- Position No. (NAPOSN):

**Compensation:**

- $ ___

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

- $ ____ per hr x _____ hrs/wk x _____ wks = $ ____ per year

**Start Date:**

- 5/1/04

**End Date:**

- 8/25/05

**If temporary, anticipated termination date:**

- ☒ At-will-employee

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

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

**Explanation of Action:**

- Resigned 8-25-05

### Part III: Position/Budget Authorization

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

- 8-31-05

**Approved by Vice-President: Date:**

- 9-4-05

**Reviewed by Human Resources:**

- 9-19-05

**Budget Approval:**

- 9/8/05

**Approved by President:**

- 9-19-05

**Approved by Cabinet Level Supervisor:**

- Date

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

Reg. 821

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

**Personnel Action Form**

**Human Resources**

<table>
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<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Berrios</td>
<td>Gregorio</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

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

**Part I: Check all that apply**

- Classification:  
  - Administrative/Professional Staff
  - Faculty
  - Support Staff
  - Temporary
  - Full-Time
  - Regular
  - Part-Time
  - New Employee
  - Extension
  - Reclassification
  - Transfer
  - Promotion
  - Salary Adjustment
  - Other (explain)
  - Retirement
  - Resignation
  - Separation (date: 10-19-05)
  - Change in Assignment
  - Additional Assignment
  - Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

- Physical Plant
- Specialized Area: Custodial
- Job Title/Position: Custodian/Part time/Wharton Campus
- Custodial Position: Yes
- Budgeted Position: No
- Budget Number: 1110.1194.6105.703
- Position No. (NBAPSON): PTMW99
- Funded in which FY?: 2005-2006
- Hourly Rate: (Part-time only)
  - $ 7.13 per hr x 19 hrs/wk x 52 wks = $7044 per year

**PROPOSED** Division/Unit:

- Job Title/Position: Custodian/Part time/Wharton Campus
- Specialized Area: Custodial
- Custodial Position: Yes
- No
- Budget Number: 1110.1194.6105.703
- Position No. (NBAPSON): PTMW99
- Funded in which FY?: 2005-2006
- Hourly Rate: (Part-time only)
  - $ 7.13 per hr x 19 hrs/wk x 52 wks = $7044 per year

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head): Date
- Approved by Division Chair: Date
- Reviewed by Human Resources: Date
- Budget Approval: Date
- Approved by Cabinet Level Supervisor: Date

**Explanation of Action:**

Has resigned his position.

**Reg. 821**

Revised July 29, 2004
MATTERS RELATING TO FORMAL POLICY

A. First reading:
   1. New regulation on Optional Retirement Plan/Tax Deferred Annuity Providers (ORP/TDA Providers)

B. Information Item
   1. Change of procedures in Regulation 522. Testing and Assessment
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: Nov. 15 2005  Date of this Proposal: Nov. 3, 2005

SUBJECT: First reading of proposed new regulation on Optional Retirement Plan / Tax Deferred Annuity Providers (ORP/TDA Providers).

RECOMMENDATION: The President's Office and the Extended Cabinet recommend a first reading for this proposed new regulation. Board action is not required.

BACKGROUND/RATIONALE: In accord with established policy, the President initiated a process to develop a new regulation to address requests by faculty and staff for more options for ORP/TDA Providers. This new regulation gives WCJC a set of procedures for adding a provider of Optional Retirement Plans / Tax Deferred Annuities to the list of approved providers presently serving the College. This proposed regulation was reviewed by the President's Cabinet and approved, with corrections and changes. The proposed regulation was then submitted to the WCJC Governance Councils for review. The Extended Cabinet discussed and approved the proposal on October 20, 2005.

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:

Originator ___________________________ Date ____________

Cabinet-Level Supervisor ___________________________ Date ____________

PRESIDENT’S APPROVAL:

__________________________  11-8-05

Reg 113  6-21-95  Date ____________
ORP/TDA PROVIDERS

I. PURPOSE

Establishes procedures for adding an Optional Retirement Plan / Tax Deferred Annuity (ORP/TDA) provider to the list of providers at Wharton County Junior College (WCJC, or the College).

II. BACKGROUND and/or LEGAL REFERENCE AND BACKGROUND


III. POLICY

The College shall establish its own list of companies that are authorized to provide ORP/TDA products to the College’s employees.

(POLICY APPROVAL: __-__-05, Board of Trustees)

IV. DEFINITIONS

ORP/TDA provider: A company that provides ORP/TDA products.

V. PROCEDURES

A. The President of WCJC, in person or through a designee, shall have responsibility for receiving, reviewing, evaluating, and approving/denying requests to add an ORP/TDA provider to the WCJC list of approved providers.

B. WCJC employees wishing to join an ORP/TDA provider not currently on the WCJC list of approved providers may sign a petition and submit it to the President of WCJC. A minimum of three (3) WCJC employees must sign the petition for it to be considered by the President. Petitions not having the required three (3) signatures of current employees will be returned.
C. If the employees’ petition is approved, the President will then direct the Office of Payroll and Benefits to contact the ORP/TDA provider and ask the company to apply for provider status with the College.

D. An ORP/TDA provider wishing to apply for provider status with WCJC must submit a letter, signed by the CEO or the CEO’s designee, stating that it will comply with the ORP statute (Chapter 830, Texas Government Code) and the Rules and Regulations of the Texas Higher Education Coordinating Board (Chapter 25, Retirement Annuity Programs).

E. In its letter of application, the ORP/TDA provider must provide a statement that it is licensed to do business in the State of Texas.

F. In its letter of application, the ORP/TDA provider must also provide a written statement that the company will be primarily responsible for the defense of Wharton County Junior College against any lawsuit against WCJC resulting from the actions of the company or any representative of the company, or the design of the company’s products, provided that WCJC shall immediately notify the company upon its receipt of notice of any such suit and, to the extent allowed by law, provide the company with the necessary records to respond to such a suit. Such responsibility to defend WCJC includes any awards, court costs, attorney’s fees, damages, or expenses required as a result of the suit(s) against WCJC. Such suits may include, but are not limited to, tax issues, gender or age discrimination issues resulting from the design of the company’s products, misplacement of funds sent to the company by WCJC but not properly credited, misinformation or misrepresentation by the company or any representative of the company about the company’s products, or any other issue arising from the company’s products.

CK/BAM
—-05
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: Nov. 15, 2005
Date of this Proposal: Nov. 3, 2005

SUBJECT: Change of procedures in Regulation 522. Testing and Assessment

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

BACKGROUND/RATIONALE: In accord with established policy, the President initiated a process to change several of the College’s procedures/guidelines, which appear in Regulation 522, and the Extended Cabinet approved these changes on October 20, 2005. The proposal to change these procedures/guidelines are necessary in order to bring the College’s regulations into conformity with current practice and terminology and to improve the wording of certain sentences in the procedures section.

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:

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<tr>
<th>Originator</th>
<th>Date</th>
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<th>Cabinet-Level Supervisor</th>
<th>Date</th>
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PRESIDENT’S APPROVAL:

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<th>Betty A. McCrohan</th>
<th>Date</th>
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reg 113
6-21-95
Proposal to Change Regulation 522
From Dean Albert Barnes

Submitted to the Office of the President
Prepared by Dean Albert Barnes

Regulation 522. Testing and Assessment

Change 1. Correct the numbering scheme of the section headings.

Original:

PROCEDURES

Change to:

V. PROCEDURES

Change 2. Change the wording in order to bring the regulation into conformity with current practice.

Original:

(PROCEDURES) B.3. Students with an Enhanced ACT English score of 31, a Standard ACT score of 25, a SAT of 610, or SAT II score of 670 or more may sign a Petition-for-Credit Form for a grade of “A” in ENGL 1301. The signed form must be on file in the Registrar’s Office to receive credit. No fee is required for this credit.

Change to:

(PROCEDURES) B.3. Students with an Enhanced ACT English score of 31, or a SAT Critical Reading score of 670 may sign a Petition-for-Credit Form for a grade of “A” in ENGL 1301. The signed form must be on file in the Registrar’s Office to receive credit. No fee is required for this credit.

Change 3. Insert a reference to the Petition-for-Credit Form in order to note that it is available on the WCJC website or from the Registrar’s Office.

Suggested wording:

Students can find a copy of the Petition-for-Credit Form on the WCJC website under “College Forms” and at the Registrar’s Office at each WCJC campus.
Change 4. Update the Vice President’s title throughout the document.

Original: Vice-President of Academic Affairs

Change to: Senior Vice-President of Instruction

Change 5. Change references to “Richmond Campus” to “Fort Bend Technical Center”.

Change 6. Convert listing of testing fees to a referral to a relevant WCJC Web page.

Original:

PROCEDURES. C. 7. Testing fees are as follows:

GED: $46
GED Retests: $10
Local ACT: $15
CLEP: $50
Correspondence: $10
TCLEOSE: $10
Locally constructed advanced-placement tests: $12 per semester hour

Change to:

TESTING AND ASSESSMENT

I. PURPOSE

Establishes the parameters for fees charged for testing, identifies tests offered at the Testing Centers at Wharton County Junior College, and describes procedures for obtaining credit-by-examination.

II. BACKGROUND AND/OR LEGAL REFERENCE

GED testing is addressed in the TASB Policy Manual, EI, Testing Program, 3-7-94 and in Reg 749: GED Testing Center. See also "Standards and Guidelines for Testing and Assessment at Wharton County Junior College, September, 1990 (attached to this regulation).

III. DEFINITION

Placement refers to tests administered to obtain information on students' meeting course requirements.

IV. POLICY

A. The college shall designate which tests shall be utilized for course placement, credit-by-examination, and admissions to programs.

B. The college shall determine which tests require fees and which tests are provided at no charge. No fees shall be charged for local placement tests (ASSET, PRE-TASP, and NELSON-DENNY). GED, TCLEOSE, local ACT, CLEP, correspondence tests, and credit-by-examination tests shall require fees.

C. Information on test offerings, fees, and prerequisite scores for courses shall be available in college publications and readily accessible to students.

D. No credit-by-examination shall be granted until the student has earned an equivalent number of hours at Wharton County Junior College.

E. No more than sixteen semester hours may be earned by credit-by-examinations in academic transfer courses and no more than twenty-two semester hours in vocational-technical courses.

F. Credit-by-examination may not be acquired in courses in which the student is or has been enrolled for credit or in an academic discipline in which the student has earned credit in a more advanced course except by special permission of the Vice-President of Academic Affairs. Students who are enrolled in a class but drop before the 12th class day are eligible to apply for credit-by-examination in that class after taking the appropriate exam.

(POLICY APPROVAL: 8-20-97, Board of Trustees)

PROCEDURES

A. Placement Tests

1. Tests utilized for placement purposes and the cutoff scores for these assessment
instruments are reviewed by the appropriate Division Chair, Department Head, and the Developmental Studies Advisory Committee, and are forwarded to the Vice-President of Academic Affairs for final approval. Division Chairs and Department Heads review, approve, or determine new placement instruments and cutoff scores each year before the deadline for the new college catalog.

B. Credit-by-Examination

1. A list of courses approved for credit-by-examination is determined each year in time to be included in the College Catalog. Review of courses begins with the Department Heads, who determine which courses from their departments are appropriate to be offered for credit-by-examination. The final list is officially prepared and approved by the Curriculum and Instruction Committee and the Vice-President of Academic Affairs.

2. Students requesting locally constructed advanced placement tests (departmental examinations) must:
   
   a. Have an application for admission on file with the Registrar's Office.
   
   b. Call the Testing Center to acquire the name of contact person (faculty member), and arrange for an interview.
   
   c. Have a brief interview with the faculty member to determine if the applicant is qualified to attempt the exam. The faculty member may suggest additional readings to prepare for the exam.
   
   d. Pay the Business Office $12 per semester hour of credit that will be attempted by examination if the faculty member agrees to administer the examination, and make an appointment for testing. The receipt from the business office and photo identification is required before the test are administered.
   
   e. Take the examination. The test is scored by the appropriate faculty member. The student and the Testing Center are informed of the grade and the credit if applicable.
   
   f. Sign a Petition-for-Credit Form (attached) and file the form with the Registrar's Office.

3. Students with an Enhanced ACT English score of 31, a Standard ACT score of 25, a SAT of 610, or SAT II score of 670 or more may sign a Petition-for-Credit Form for a grade of "A" in ENGL 1301. The signed form must be on file in the Registrar's Office to receive credit. No fee is required for this credit.

4. Grades of "A," "B," or "C" (corresponding to scores of 5, 4, or 3, respectively) are granted by the college for the College Board's Advanced Placement Examinations (CBE). No fee is required for this credit. A signed Petition-for-Credit Form must be on file in the Registrar's Office.

C. Fees

1. Recommendations for fees for testing originate with the Director of Testing and
Counseling and must be approved by the Dean of Student Services, Vice-President of Academic Affairs, the President, and the Board of Trustees.

2. Testing fees are posted at the Wharton Campus Testing Center, at the Sugar Land Testing Center, and at the Richmond Campus.

3. Fees for ACT and GED tests must be paid before registering at the Testing Center.

4. No refunds are granted unless the examinee notifies the Testing Center at least two working days before the test date.

5. Fees, testing dates, and refund policies are posted at the Testing Center office at the Wharton Campus and the Sugar Land campus and at the main office at the Richmond campus.

6. Applications for admission to WCJC must be on file in the Registrar's Office before students register for the local ACT tests and the local placement tests.

7. Tests fees are as follows:
   
   GED: $46
   GED Retests: $10
   Local ACT: $15
   CLEP: $50
   Correspondence: $10
   TCLEOSE: $10
   Locally constructed advanced-placement tests: $12 per semester hour.

D. Fees may be paid at the Wharton Campus Business Office, the Sugar Land Campus Business Office, or the Richmond Campus Business Office. Examinees taking tests at the Sugar Land Testing Center must register with that center. Examinees for all other sites must register with the Wharton main campus Testing Center.

MAF/FRV
8-20-97
NAME: ____________________________________________________________

SOCIAL SECURITY
# ____________________________

Requests credit in ____________________________ (Course #) with a score of
________________ and a grade of ____________________ from the following test:

  ENACT ______________
  ACT ________________
  AP _________________
  CLEP ________________
  SAT ________________
  SAT II ______________
  DEPARTMENTAL EXAM __________

I HAVE NOT BEEN ENROLLED IN THIS COURSE PREVIOUSLY NOR HAVE I
OBTAINED CREDIT IN A MORE ADVANCED COURSE. (IF A STUDENT DROPS A
COURSE BY THE 12TH CLASS DAY OF THE FALL OR SPRING SEMESTER OR
DROPS A COURSE BY THE 4TH CLASS DAY OF ANY SUMMER SEMESTER, THE
STUDENT IS CONSIDERED TO HAVE NOT BEEN ENROLLED.)

I also understand that this credit is not applicable until I have earned an
equivalent number of hours in residence at Wharton County Junior College.

STUDENT SIGNATURE
________________________________________

TESTING PERSONNEL
SIGNATURE __________________________________

ATTENTION: THIS SIGNED PETITION-FOR-CREDIT FORM MUST BE
ON FILE IN THE REGISTRAR'S OFFICE FOR CREDIT TO APPEAR ON
YOUR TRANSCRIPT.