WCJC

BOARD OF TRUSTEES

AGENDA PACKAGE

FOR THE REGULAR BOARD MEETING

OCTOBER 19, 2004

Prepared by the

Office of the President

Wharton County Junior College
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<th>BOARD POSITION</th>
<th>NAME</th>
<th>TERM EXPIRES</th>
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<td>7</td>
<td>P. D. (Danny) Gertson, III Chair</td>
<td>May 2006</td>
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<td>Rick Davis Vice-Chair</td>
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<td>Jack C. Moses Secretary</td>
<td>May 2010</td>
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<td>Georgia Krenek</td>
<td>May 2008</td>
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<td>Oliver W. Kunkel, Jr.</td>
<td>May 2008</td>
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<td>Lawrence Petersen</td>
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<td>Phyllip W. Stephenson</td>
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<td>Lloyd M. Nelson</td>
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- AGENDA -

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

OCTOBER 19, 2004

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The regular meeting on September 21, 2004

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

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

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

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

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

V. Special Items

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

A. Update on LAR hearing
VII. Reports to the Board

A. Financial Reports for September 2004

(FINANCIAL REPORTS ARE MAILED UNDER SEPARATE COVER)

B. Information Item: Management Reports

C. Information Item: Reports from College Governance Councils

D. Information Item: Clipping Service for month of October 2004

VIII. Reports from Committees of the Board

A. Audit/Finance Committee: Mr. Kunkel

B. Facilities Committee: Mr. Petersen

C. Legislative Committee: Mr. Petersen

-CONSENT AGENDA-

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

IX: Matters Relating to General Administration .................................................................B

A. Approve allocation of funds from prior year fund balance for 2004 outstanding encumbrance - ($27,559 - current operating account fund)

B. Approve fiscal year 2004 budget adjustments

C. Approve the transfer from the Plant MIS fund of $69,225 for the purchase of 25 replacement computers in the FBTC computer lab, 21 replacements computers in the Peace building computer lab, 20 replacement computers in the Sugar Land computer lab, and 9 replacement computers in the Student Career Center - ($69,225 - transferred to the appropriate unrestricted budget from the MIS plant fund)

D. Discussion of the WCJC current tax abatement policy

E. Approve a $2.00 per hour raise for the off duty police officers working part time security - ($6,600 per year - current unrestricted operating budget)

F. Approve the low bid from Don Davis Motor Company of $28,926.15 for a car for the President’s use - ($28,926.15 - current unrestricted operating budget for 2004-2005)
X. Matters Relating to Academic Affairs

XI. Matters Relating to Administrative Service

XII. Matters Relating to Student Services

XIII. Matters Relating to Personnel

A. Board of Trustees

B. Office of President/Senior Administration

1. Approve promotion and additional assignment for Tyler G. Pate, as regular, full-time Vice President of Instruction, VP-13-46, to regular, full-time Senior Vice President of Instruction, VP-15-57, effective October 20, 2004

2. Approve promotion and change in assignment for Bryce D. Kocian as regular, full-time Treasurer, CA-2-39, to regular, full-time Vice President of Financial Services, VP-13-43, effective October 20, 2004

3. Approve promotion and change in assignment for Pam J. Youngblood as regular, full-time Research Analyst/Chief Reporting Office, AA-14-14, to regular, full-time Vice President of Technology and Institutional Research, VP-13-40, effective October 20, 2004

4. Approve reclassification for Kevin Dees as full-time assistant to the Vice President of Instruction, FAC-1-14, to regular, full-time associate dean of instruction, CA-9-14, effective October 20, 2004

5. Approve reclassification for Brice Wayne Taylor as regular, full-time dean of student services, D-13-14, to Dean of Student Services/Director of Dual Credit Enrollment, D-13-24, effective October 20, 2004

C. Office of Academic Affairs

1. Approve department head compensation for fall 2004 semester

D. Office of Administrative Services

E. Office of Student Services

F. Information Items: Contract Personnel Actions

G. Information Items: Non-contract Personnel Action

1. Peggy L. Rizzuto employed as regular, full-time front desk clerk at the Sugar Land Campus, 0-8-0, effective October 11, 2004

2. Lawrence P. Young, Jr. employed as a regular, part-time security officer at the Wharton campus, $9.28/hr. x 19 hrs./wk. x 52 wks. = $9,168/yr., effective September 29, 2004

3. Nathan Gaskamp employed as regular, part-time library/open lab monitor, $8.13/hr. x 20 hrs./wk. x 48 wks. = $7,804.80/yr., effective September 20, 2004
4. Hao-Wen Wei received a salary adjustment as a regular, part-time library clerk from $7.50/hr./19 hr./wk. x 44 wks. = $6,270/yr. to $8.13/hr. x 19 hrs./wk. x 44 wks. = $6,796.68/yr., effective October 1, 2004

5. Flossie M. King received a salary adjustment as a regular, part-time secretary to the senior citizen program from $7.50/hr. x 19 hrs./wk. x 50 wks. = $7,125/yr. to $7.60/hr. x 19 hrs./wk. x 50 wks. = $7,220/yr., effective October 1, 2004

6. Jane A. Kuhlman received a salary adjustment as a regular, part-time respite homemaker for the senior citizen program, from $5.15/hr. x 6 hrs./wk. x 50 wks. = $1,545/yr. to $5.25/hr. x 6 hrs./wk. x 50 wks. = $1,575/yr., effective October 1, 2004

7. Phyllis Sanchez received a salary adjustment as a regular, part-time East Bernard site manager for the senior citizen program from $5.55/hr. x 6 hrs./wk. x 50 wks. = $1,665/yr. to $5.65/hr. x 6 hrs./wk. x 50 wks. = $1,695/yr., effective October 1, 2004

8. Flora Sanford received a salary adjustment as a regular, part-time homemaker 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, 2004

9. Gladys Whalon received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.65/hr. x 19 hrs./wk. x 50 wks. = $5,367.50/yr. to $5.75/hr. x 19 hrs./wk. x 50 wks. = $5,462.50/yr., effective October 1, 2004

10. Ben Castro received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.15/hr. x 19 hrs./wk. x 50 wks. = $4,892.50/yr. to $5.25/hr. x 19 hrs./wk. x 50 wks. = $4,897.50/yr., effective October 1, 2004

11. Theresa Garcia received a salary adjustment as a regular, part-time homemaker for the senior citizen program from $5.65/hr. x 4 hrs./wk. x 50 wks. = $1,130.00/yr. to $5.75/hr. x 4 hrs./wk. x 50 wks. = $1,150.00/yr., effective October 1, 2004

12. Eurma J. Gordon received a salary adjustment as a regular, part-time Eagle Lake Site Manager for the senior citizen program from $5.65/hr. x 6 hrs./wk. x 50 wks. = $1,695.00/yr. to $5.75/hr. x 6 hrs./wk. x 50 wks. = $1,725.00/yr., effective October 1, 2004

13. Thelma J. Greenwood received a salary adjustment as a regular, part-time Wharton Site Manager for the senior citizen program from $5.65/hr. x 19 hrs./wk. x 50 wks. = $5,367.50/yr. to $5.75/hr. x 19 hrs./wk. x 50 wks. = $5,462.50/yr., effective October 1, 2004

14. Frank Herring received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.15/hr. x 19 hrs./wk. x 50 wks. = $4,892.50/yr. to $5.25/hr. x 19 hrs./wk. x 50 wks. = $4,897.50/yr., effective October 1, 2004

15. Petra F. Jansky resigned as regular, full-time financial aid secretary, 0-8-3, effective October 1, 2004

16. Ruben Ramirez resigned as regular, full-time custodian for the Wharton Campus, 0-1-9, effective October 15, 2004

17. Terry W. Tijerina separated as regular, part-time security officer at $8.81/hr. x 19 hrs./wk. x 52 wks. = $8,704, effective August 30, 2004
XIV. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons: Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), deliberation regarding economic development negotiations (551.086).

XV. Action on items discussed in closed session

XVI. Matters Relating to Formal Policy

A. First Reading: Board Member’s Statement of Ethics

XVII. Other Business

XVIII. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular meeting on September 21, 2004
Wharton County Junior College
911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560
Office of the President Phone (979) 532-6400 Fax: (979) 532-6536 email: bettym@wcjc.edu

MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
September 21, 2004

- The Wharton County Junior College District Board of Trustees met in regular session on September 21, 2004 at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

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

Trustees Absent: Mr. Oliver Kunkel.

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Vice-President of Instruction; Ms. Gloria Crockett, Executive Secretary to the President; Mr. Dennis Barnes; Ms. Zina Carter; Mr. Kevin Dees; Ms. Heidi Hardy; Mr. Bryce Kocian; Mr. Mike Mills; Dr. Wayne Taylor; Mr. Gus Wessels; Mr. Robert Wolter; Mr. Phillip Wuthrich; and Ms. Pam Youngblood.

Also Present: Mr. Ron Sanders; Wharton Journal-Spectator; WCJC Government Students: Mr. David Wood; and Ms. Marque Barrett and visitor, Mrs. Lloyd Nelson.

DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

- Mrs. Krenek led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The minutes of the regular meeting for August 17, 2004; the public hearing for the proposed budget for August 17, 2004 and the Board workshop for August 24, 2004 were approved as presented.

ITEM IV: CITIZENS' COMMENTS

- None-

ITEM V: SPECIAL ITEMS

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

A. Ms. McCrohan reviewed the legislative priorities for 2005. The report is available on the WCJC Web site.
B. The official enrollment count for Fall 2005 is 6,107, which is a 4% increase.

C. Ms. McCrohan and Dale Pinson met with representatives from Sealy ISD and the Sealy Economic Development Corporation to discuss a proposal to provide classes at the Sealy mall. Sealy ISD and the Sealy Economic Development Corporation requested a proposal from WCJC. Ms. McCrohan requested permission to submit a proposal. The due date is October 4, 2004. Ms. McCrohan informed the board that if the proposal was accepted, funds would be necessary for the project start-up.

BOARD ACTION: The Board unanimously approved submission of the proposal to the Sealy ISD and Sealy Economic Development Corporation.

D. Ms. McCrohan met with Bay City officials regarding a request from Bay City for the college to expand class offerings in the Bay City area. Bay City ISD is considering building a facility for WCJC on the Bay City High School location.

E. The President’s Lecture Series is scheduled for Thursday, October 21, at 7:30 PM in the Fine Arts Theater. The topic is “The Influence Czechs have made to the Texas Culture” with speaker Marvin Marek.

ITEM VII: REPORTS TO THE BOARD

A. Financial Reports

-Gus Wessels reviewed the financial reports for August 2004.

-Bryce Kocian reviewed the texpool report for August 2004.

BOARD ACTION: On a motion by Mr. Davis and a second, the board unanimously approved the financial reports and the texpool report for August 2004.

ITEM VII-B: MANAGEMENT REPORTS

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

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

ITEM VII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

-None-

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

-News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of August 2004 and included as part of the board agenda packet for this meeting.
ITEM VIII: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee:
   - None -

B. Facilities Committee: Mr. Petersen
   - None -

C. Legislative Committee: Mr. Petersen
   - None -

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

   ITEM X-A: Mr. Philip Wuthrich discussed the bids for the printing of the class schedules for the spring, summer, and fall of 2005. The bids from F. J. Business Forms were recommended.

BOARD ACTION: On a motion by Mrs. Krenek and a second, the board approved ITEM X-A as presented.

BOARD ACTION: On a motion by Mr. Stephenson and a second, the board approved the consent agenda as presented.

CONSENT AGENDA

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

ITEM IX: MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve appointment of Marsha Gaines as tax assessor/collector for the Needville portion of the Wharton County Junior College District at a fee of $.1899 per parcel and Patrick Kuhala as tax assessor/collector for the Wharton County portion of the Wharton County Junior College District at no cost to the college. The only cost to the college is $.1899 per parcel for collection of Needville taxes.

B. Approve the proposal submitted for the worker’s compensation insurance by the Deep East Texas Self-Insurance fund - $160,000 for 3 years of coverage - ($48,000 - current unrestricted operating budget for 2004-2005)

C. Approve the bid of $162,878.41 from Insurance Net to provide the college with our comprehensive property/casualty coverage - ($162,878.41 - current unrestricted operating budget for 2004-2005)
D. Approve the lease agreements with Minolta issued through the Texas Building and Procurement Commission of the State of Texas (therefore not required to be bid) for the copiers located in various buildings on the Wharton, Sugar Land, and Fort Bend Technical Center campuses – ($88,780 – current unrestricted operating budget for 2004-2005)

E. Approve the proposal submitted by the Sitmatic Corporation to provide lecture tables and seating for the Outlar Auditorium for $40,000 – ($40,000 – current unrestricted operating fund budget for 2004 – 2005)

F. Approve, by resolution, Wharton County Junior College’s participation in the Texas Association of School Leaders Interlocal Agreement for the purchase of our property, casualty insurance coverage – (agreement does not have a cost)

ITEM XIII: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President/Senior Administration

1. Approve reclassification and change in assignment for Pam J. Youngblood as regular, full-time research programmer/analyst, AA-10-14, to regular, full-time research analyst/chief reporting officer, AA-14-14, effective September 1, 2004

2. Approve reclassification and change in assignment for Toan (Bryan) T. Ngo, from regular, full-time database administrator, CA-15-28, to regular, full-time director of database & application services, CA-15-36, effective September 1, 2004

3. Approve reclassification and change in assignment for James O. Bullock, from regular, full-time computer operations manager, AA-1-26, to regular, full-time MIS infrastructure architect, CA-1-26, effective September 1, 2004

4. Approve reclassification and change in assignment for John T. Miller, from regular, full-time network manager, AA-10-14, to manager of technical services, AA-12-14, effective September 1, 2004

5. Approve reclassification and change in assignment for Larry R. Cantrell, from regular, full-time information technology, AA-8-20, to regular, full-time system analyst, AA-12-20, effective September 1, 2004

6. Approve change in assignment for Linda K. Schilhab, from regular, full-time project manager assistant, P-9-19, to temporary, full-time MIS assistant, P-9-19, effective September 1, 2004

7. Approve reclassification and salary adjustment for Terrell J. Jesen from regular, full-time network technician, P-13-33, to regular, full-time information technology senior technician, P-15-33, effective September 1, 2004
8. Approve reclassification and change in assignment for Robby E. Mathews as regular, full-time information technology technician, P-13-1, to regular, full-time information technology reliability/maintenance specialist, P-15-24, effective September 1, 2004

9. Approve reclassification and salary adjustment for Phillip W. Wuthrich as regular, full-time purchasing agent, AA-1-14, to regular, full-time director of purchasing, CA-8-14, effective September 1, 2004

C. Office of Academic Affairs

1. Consider paid professional assignments for 2004-2005

2. Consider full-time faculty overloads for fall 2004 semester

3. Consider part-time faculty overloads for fall 2004 semester

4. Consider reclassification of Mariakutty M. Samuel as regular, full-time instructor of associate degree nursing from 12 months, FAC-1-19, to 9 months, FAC-1-19, effective August 23, 2004

5. Consider employment of Donna E. Schilling as temporary, full-time CISCO instructor, FAC-1-1, effective August 24, 2004

6. Consider employment for Joe A. Waldrop as regular, full-time instructor of music/band director, FAC-4-8, effective August 23, 2004

7. Consider salary adjustment for Jon K. Loessin for completion of doctoral program as regular, full-time instructor of sociology, from FAC-5-17 to FAC-7-18, effective August 23, 2004

D. Office of Administrative Services

E. Office of Student Services

F. Information Items: Contract Personnel Actions

1. Stephen Giovanoni resigned as regular, full-time instructor of band, FAC-1-10, effective July 1, 2004

G. Information Items: Non-contract Personnel Action

1. Pete Acosta employed as regular, part-time custodian at the Wharton campus, $6.51/hr. x 19 hrs./wk. x 52 wks. = $6,432/annual, effective August 30, 2004

2. Kendron Taylor employed as regular, part-time custodian, $6.50/hr. x 19 hrs./wk. x 52 wks. = $6,422/annual, effective August 18, 2004
3. Adam B. Hooper employed as a regular, part-time security officer at the Wharton campus, $8.81/hr. x 19 hrs./wk. x 52 wks. = $8,704/annual, effective September 18, 2004

4. Kathleen S. Jones employed as a regular, full-time secretary to allied health, 0-7-0, effective September 27, 2004

5. Lori L. Baumgarten employed as a regular, full-time secretary to allied health, 0-7-0, effective September 13, 2004

6. Patricia Sikora received a salary adjustment by changing from a 9 month to a 12 month regular, full-time receptionist in student services, effective September 1, 2004

7. Cynthia A. Kocian received a salary adjustment due to a salary increase as a regular, full-time special population advisor for Perkin’s grant/academic advisor, grant portion = $16.56/hr. to $17.56/hr. x 30 hrs./wk. x 52 wks. = $27,395/yr., plus college portion = $17.56/hr. x 10 hrs./wk. x 52 wks. = $9,132/yr. = $36,524.80/yr.

8. Joan B. Fertsch separated as temporary, full-time project coordinator of testing & training, P-15-1, effective August 31, 2004

9. Cynthia J. Rehak resigned as regular, full-time front desk clerk at the Sugar Land campus, 0-8-0, effective August 31, 2004

10. Eliaz Sanchez resigned as regular, part-time adult basic education aide, $9.00/hr. x 28 hrs./wk. x 36 wks. = $9,072, effective June 9, 2004

11. Nathan D. Wittig separated as a regular, full-time soil lab technician/secretary, 0-6-3, effective August 31, 2004

12. Kelly L. Sulak resigned as regular, part-time library/open computer lab monitor, $7.66/hr. x 20 hrs./wk. x 48 wks. = $7,353.60/yr.

13. Barbara Burris employment extended for one year as a temporary, part-time assistant admissions officer, $9.86/hr. x 20/25 hrs./wk. x 50 wks. = $9,983.25/yr., effective September 1, 2004

14. Vanessa M. Lilies resigned as regular, part-time library assistant at the Sugar Land campus, $7.66/hr. x 19 hrs./wk. x 48 wks. = $6,985.92/yr.

THE BOARD ENTERED INTO EXECUTIVE SESSION AT 7:50 PM.

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

XV. Action on items discussed in closed session

THE BOARD RECONVENED AT 9:03 PM.

BOARD ACTION: On a motion by Mr. Stephenson and a second, the board unanimously approved an increase in the president’s base salary to $135,000.

-Mr. Gertson stated that the Board is very pleased with the work done by Ms. McCrohan for the college and that the Board appreciates her leadership. Ms. McCrohan has the full support of the board.

ITEM XVI: MATTERS RELATING TO FORMAL POLICY

A. Approval for “Addendum” to Regulation 592: Student Disciplinary

BOARD ACTION: On a motion by Mrs. Krenek and a second, the board unanimously approved the addendum to regulation 592 as presented.

ITEM XVII: OTHER BUSINESS

ITEM XVIII: ADJOURN
Management Reports

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

1. Department of Information Technology: Pam Youngblood, (Research Analyst/Chief Reporting Officer)

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

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

4. Minutes of Councils and of Extended Cabinet
Technology Departments
Report for the Month of September 2004

September Highlights

WCJC is a recipient for the CampusEAI Oracle Portal Grant. Bruce Kieler, along with Ms. Rosemary Fulton, completed and submitted the grant application on August 27, 2004. On September 10, 2004, the confirmation of the award by telephone was received and also an email on September 13, 2004. A conference call with Anjli Jain, Executive Director of CampusEAI Consortium, was held on September 29, 2004 summarizing the next steps for WCJC. A package detailing the specifics of the award will be sent to WCJC within the next few weeks. Case Western Reserve University, a recipient of the CampusEAI Oracle Portal, gave a demonstration of their CampusEAI Oracle Portal called myCase. Case’s portal has been in production for over two years.

In October, WCJC will be hosting a workshop at the Fort Bend Technical Center entitled, “Embedding Assessment of Student Learning Outcomes in Regularly Scheduled Assignments” and facilitated by Dr. Larry Kelley. The workshop is open to the public and will likely have attendees from surrounding institutions.

Also in October, three employees from WCJC will be presenting five presentations at the SCT Education Technology Association (SETA) central conference in Corpus Christi, Texas. Bryan Ngo will be presenting two presentations entitled, “Forgetting Both Your PIN and Answer to Hint Questions - No Problem - Retrieve Your PIN Our Way” and “How to Automate Sleepwake Processes for - Account/Miscellaneous Receipts, Academic Transcripts, and Student Bill/Invoices”. Tessa Mathews will be presenting “Interactive Data Analysis with Excel PivotTables”. Pam Youngblood will be presenting “Assessing & Tracking Made Easy”. Tessa Mathews and Pam Youngblood will co-present “Reporting Using MS Access”.

The Institutional Research Department completed and submitted the CBM00A, CBM00C, and the CBM006. The CBM002 is still in beta testing. New surveys for the ADN Nursing program have been completed with the statistical reports compiled. Also, produced a report to identify probationary students for a new faculty-mentoring program the Strategic Enrollment Management Committee is implementing.

In the effort to upgrade the Banner Student module to 6.2, Bryan Ngo, our Database Administrator, has created a test instances for the testing of the upgrades. He is also working with a contractor from the Texas Connection Consortium for the upgrading of the Texas Connection Consortium modifications to 6.2. The planned upgrade is scheduled for the weekend of October 22, 2004. The developers are beginning the testing process by looking through the documentation on Banner Bookshelf.
The MIS Infrastructure Architect and the networking team installed new Veritas software and patches on the new backup storage unit. The networking team completed 177 service requests in September. They also configured and deployed Spy Sweeper software to computers across the campuses to help stop pop-ups and other items from unsuspectingly downloading onto computers when logged on to the Internet.
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MINUTES
ACADEMIC AFFAIRS MEETING
August 18, 2004
3:00 PM, Hutchins Conference Room

Present: Gene Bahnsen, Wayne Taylor, Dale Pinson, James Kelley, Jill Thigpen (for Dr. Lowery), Kevin Dees, Pat Rehak, G. G. Hunt, Dr. Spellman, Kim Raun, and Dr. Pate.

Absent: Jerry Hoke

I. Reports:
   A. Gene Bahnsen reported:
      - There are approximately 40 baseball students, 50 rodeo students, and 10 volleyball students enrolled for the 2004-05 school year.
      - The dorm is full, with a waiting list.
      - The college van is being repaired and painted for the school year.
   
   B. Wayne Taylor reported:
      - We have 700+ dual credit students enrolled in Fall 2004 semester.
      - Testing Services has administered over 8,000 tests by the end of July.
      - Two new dorm supervisors have been hired: Kristi Fertsch for Brooking hall and Hank Kelberlau for Frankie Hall.
      - New Student Orientation was a success with about 400 students attending at all three campuses combined.
   
   C. Dale Pinson reported:
      - Ron Paul was on campus at 5:00pm on the 18th to present a service award to Lee Santo.
      - In September, our Sr. Citizens Program will celebrate its 30th anniversary with weeklong activities for the community to participate. There will be advertising to publish the events.
      - Kids College was a success. A new marketing strategy was used and proved to be very successful.
      - Continuing Education schedules for Fall 2004 are ready to be distributed.
      - Cosmetology added a night program. The enrollment is 12 for the first night class, which is a 24 month program.
      - A new welding program will begin in Spring 2005 semester.
      - The Reynolds building has been remodeled with a new computer lab and lighting. One side is finished, and the HAVC side will be completed soon.
      - WebCT training is scheduled next week. Training on the symposium will be early in the semester.
      - SCORM training was completed with 14 attendees. Training was provided by Cornigie Mellon.

II. Patricia Rehak gave a report on preparation to add a Mental Health – Human Services degree. Her research has shown that UHV and UH are offering 4-year degrees that would enable our students to continue the Associates degree. Also, the Mental Health – Human Services is one of the top ten career areas for need in the future. An advisory committee has been formed to aid in development of the curriculum for this program. It has been determined a broad-based
curriculum (adolescence to geriatric) will be needed, and we plan to offer a certificate and AA degree. The next advisory committee meeting will be September 3rd to finalize course offerings. The recommendation for this program offering will be presented at the October C&IR meeting.

Ms. Rehak also reported on the Associate in Arts in Teaching (AAT) degree to be added in the next catalog. The CoBoard has adopted and approved three AAT’s that will replace the Fields of study we now have.

III. Kevin Dees reported 5,057 students have registered as of 5:00pm, 8-17-04. The purge will be Friday morning, and division chairs will need to look at the numbers registered in their classes following the purge. Kevin Dees will confirm the purge did take place.

IV. Copies of the CoBoard FACTS disk were distributed. Dr. Pate stated he had additional copies if anyone needed more than one copy.

V. Dr. Pate announced the travel reimbursement rate will change effective 9/1/04 to 37.5 cents per mile. Bonnie will correct the Travel form on the intranet to reflect the new rate.

VI. Dr. Pate asked everyone to make sure all STAFF positions are replaced with instructor names in Banner, and that this information is also forwarded to Bonnie. Dr. Pate announced the cancel class meeting will be in A-213 at 8:30am on Thursday, August 26.

VII. The Part-time faculty orientations are scheduled for Monday, August 23 in Wharton at 5:00pm in room A-200, and Wednesday, August 25 in Sugar Land at 6:00pm in SU-134. Letters were mailed to all part-time faculty urging them to attend this orientation.

VIII. Dr. Pate announced a Division/Department meeting is scheduled for Tuesday, August 24 at 3:00pm in the Pioneer Student Center.

IX. Update on new hires: Eleven new faculty have been hired for the Fall 2004 semester. This brings the total full-time faculty at WCJC to 121.

X. Other: James Kelley announced he has been doing Smart Board training to anyone who needed it at the Fort Bend Technical Center.

Meeting adjourned at 4:15.

Minutes typed and approved on August 23, 2004.

Dr. Ty Pate

cc: Betty McCrohan
Clipping Service for Month of September 2004

-Each month a newspaper clipping service reviews the area newspapers and clips articles related to Wharton County Junior College. These are compiled into a monthly report for the information of the Board of Trustees. The clippings are for the month of September 2004.
Anna meets the royal children in 'The King and I' which begins its run Thursday through Sunday. Pictured are, from left, Julie Steiner, Tierney and Savannah Steiner, Marc Sangalli and Natalie Mica.

Thursday's opening night of "The King and I" should be a piece of cake for its cast members after the last few weeks of shuffling they've been through.

Moved out of the Plaza Theater due to structural problems, the cast and crews of Community Theater have rehearsed at the Wharton County Museum as it sought a production venue.

Help came from Wharton County Junior College as the group was offered the Horton Foote Theater. Rehearsals were moved there last Sunday and scenery and lighting are being worked out. Now the production is ready to "break a leg" tomorrow night.

The multi-talented cast of 60 people from the Wharton, East Bernard and Bay City areas brings the Rodgers and Hammerstein musical to life Thursday through Sunday this week and Thursday through Sunday next week, Aug. 19 to 22.

Curtain-time for Thursday, Friday and Saturday performances is 7:30 p.m. Sunday matinees start at 2:30 p.m.

Tickets are $15, and group, senior and student discounts are available. For additional information or to make reservations, stop by the Footeliter box office, 212B N. Richmond, call 282-2970 or click on www.whartonplazatheater.org.
Lady Thiang, head wife of the King of Siam, portrayed by Renee Cavasos sings about her husband, whom she loves.

Lovers, Lun Tha played by Fredie Dorian, and Tuptim played by Keisey Shimak, sing about their love in 'The King and I' production.

Louis Leonowens, left, played by Jarred Hodges, and Prince Chulalongkorn, played by Matthew Thomasson, try to figure out parents in 'The King and I.'
Anna Leonowens, played by Natalie Mica, tries to figure out the thoughts of the King of Siam as she learns to like him.

Anna meets the royal children in 'The King and I' which begins its run Thursday through Sunday. Pictured are, from left, Julie Steiner, Tierney and Savannah Steiner, Marc Sangalli and Natalie Mica.
Industrial hires 11 new staff members for 2004-05 school year

Industrial ISD has hired 11 new staff members for the 2004-05 school year.

Names and information about the new employees are as follows:

**Barbara Bludau** of Victoria; eighth grade mathematics; hometown, Waelder; spouse, Kenneth, surveyor; children, Kimberly Saddler, Jaclyn Adamek, Kelly Bludau; 1968 graduate of Waelder High School; 1971 graduate of Southwest Texas with a bachelor's in business and a minor in math; 1975 graduate of UHV with a master of education; previous positions, Patti Welder, seventh and eighth grade mathematics, Howell Middle School, math, St. Joseph High School, math.

**Jill Cox** of Edna; sixth, seventh and eighth health, hometown, Shiner; spouse, Jimmy, teacher/coach; children, expecting in December; study skills, seventh and eighth girls athletics and sixth world history; 1998 graduate of Shiner High School; 2003 graduate of Wake Forest with a bachelor's of anthropology; previous positions, Shiner St. Paul, aide/coach.

**Jimmy Cox** of Edna; Industrial junior high health/careers and junior high coach; hometown, Brownwood; spouse, Jodee, coach; children, expecting in December; 1988 graduate of Early High School; 1997 graduate of Howard Payne University with a bachelor of science degree in PE and a minor in biology; previous positions, St. Paul Shiner athletic director, Brenham ISD teacher/coach, Liberty Hill ISD teacher coach.

**Jodi Evridge**, government and economics Industrial High School; hometown, Rankin; 1992 graduate of Rankin High School; 1996 graduate of Angelo State University with a bachelor of science in kinesiology with a minor in history; previous positions, Mason ISD junior high history, head cross country coach, assistant basketball, assistant track and junior high boys track.

**Melissa Glasscock** of Victoria; high school special education teacher; hometown, Pleasanton; spouse, Robb, teacher/coach; children, Reagan, 11, Shafer, 2; 1990 graduate of Pleasanton High School; 1993 graduate of Southwest Texas State University with a bachelor of science in family and child development; previous positions, Jourdanton Elementary, second grade; Somerville Junior High, resource reading, language arts sixth grade; Whitesboro Middle School, CMC; Natalia Elementary, kindergarten.

**Robb Glasscock** of Victoria; high school U.S. History and jv football/assistant baseball coach; hometown, Amarillo; spouse, Melissa, teacher; children, Reagan 11, Shafer 2; 1988 graduate of Amarillo High School; attended Texas Tech and graduated 1997 Southwest Texas with a bachelor of science; played for Texas Tech baseball 1991-94; previous positions, Natalia ISD, varsity football/varsity girls basketball coach; Somerville ISD, varsity football/head baseball; Whitesboro ISD; Jourdanton ISD; Schertz ISD.

**Richard Hilderbrand** of Palacios/Blessing; Industrial Elementary West principal; hometown, Wharton; spouse, Karen; children, Cory, Sara and Charlie; education, 1968 graduate of Wharton High School; 1974 graduate of SWTSU with a bachelor of science in education with a major in math and a minor in physical education; 1986 graduate of Prairie View A&M with a master of education with a major in administration; 1994 graduate of UHV with a superintendent certification with a major in administration; previous positions, Matagorda ISD superintendent; Palacios High School principal; Tidehaven, elementary principal; Edna High School assistant principal; Hempstead High School assistant principal.

**Clay Hilsabeck** of Victoria; seventh Texas History and junior high football, basketball, track coach;
spouse, Janet, neonatal nurse practitioner; children, Sarah and Hannah; hometown, Fittstown, Oklahoma; 1981 graduate of McLish High School; 1992 graduate of University of Central Oklahoma with a bachelor of business administration management; active in student senate and made dean’s honor roll.

*Cindy Hlavaty of Ganado; junior high special education; hometown, Ganado; spouse, Mark, supervisor at Formosa; children, Hunter and Derrick; 1985 graduate of Ganado High School; 1989 graduate of the UHV with a bachelor of science in business administration; previous position, Edna High School, computer teacher.

*Jean Neukomm of Edna; IHS Spanish I; hometown, Edna; 1999 graduate of Edna High School; 2003 graduate of St. Edwards University with a bachelor’s of business administration with a major in international business and a minor in Spanish; college honors were dean’s list.

*Sarah Woodring of Victoria; English IV, AP English IV, journalism and speech; hometown, Ganado; spouse, Wesley, maintenance IISD; 1999 graduate of Ganado High School; attended Victoria College and Wharton County Junior College; 2003 graduate of the U of H Victoria with a bachelor of arts, humanities with a minor in English.
Thomas; sister, Judith Jarvis of Eagle Lake; brother, Bruce Johnson and wife, Franc Ann of Eagle Lake; sister-in-law, Donna Lou Thomas Kelley of Denver, Colo.; nieces, nephews, other relatives and loved ones.

Funeral services were conducted Aug. 7, from the chapel of Dulaney Funeral Home in Eagle Lake, with the Rev. David King, pastor of Eagle Lake and Lehrer Memorial United Methodist Churches officiating.

Interment followed at the Masonic Cemetery in Eagle Lake.

Pallbearers were Tom, Tim and Trent Kelley, Bruce Johnson Jr., Paul Jarvis, Keith Sommerlatte, John Delgado and Rep. Robby L. Cook.

Honorary Pallbearers mentioned were R.L. “Bob” Cook Jr., Billy Cook, Lonnie Sommerlatte, Gary Oehnhaus, Gary and Michael Rucka.

For those desiring, the family has requested memorials be directed to either the Eagle Lake United Methodist Church, P.O. Box 695, Eagle Lake, TX 77434 or Rice Medical Foundation, P.O. Box 277, Eagle Lake, TX 77434.

Friends and family may send tributes to mem.com.
Sports Scene

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

Saturday

High School Cross Country

East Bernard at Industrial Invitational at Lolita...........................8 a.m.

Tuesday

High School Volleyball

25-3A – Wharton at Palacios, Frosh-JV-Varsity.............................5 p.m.
26-2A – Boling vs. Yes Prep at Houston, JV-Varsity..........................5 p.m.
26-2A – Brazos at East Bernard Frosh-JV-Varsity............................5 p.m.

Junior College Volleyball

Lee College at Wharton County Junior College.............................7 p.m.
Dental hygiene degrees awarded at WCJC

A new class of dental hygiene students will be starting this fall at Wharton County Junior College. This past spring, over 20 graduated with an Associate in Applied Science degree from the Dental Hygiene Program.

The Dental Hygiene Program is a two-year, Associate in Applied Science degree program which incorporates classroom, lab, and clinical experiences designed to prepare graduates to provide dental hygiene services to patients. The dental hygienist’s primary functions include oral prophylaxis, taking and processing radiographs, and oral health education.

The average starting salary for a dental hygienist is $50,000 to $55,000.

Spring graduates included Tamara Harns and Heather Mican of El Campo, Krystle Kramer of Needville and Brandi Neel of Sweeny.

Others were Erica Alvarado of Rosenberg, Pantea Amirjalali and Vicki Ladig of Houston, Dalys Gummels of Humble, and Morgan West of Sugar Land, Priscilla Synatrzke of LaMarque, Shiny George of Pasadena, Toni Smith of Alvin, Crystal Krolicky of Brenham, Kasey Bickly of Conroe, Denise Poulos of Spring, Jennifer Luster of Tomball, Tiffany Buford of Humble, Mindy Crow of Cypress and Crystal Hein of Wallis.

Still others were Chiola Davis of Oceanside, Calif. and Molly Kuno of Montevideo, Minn.

This nationally accredited program educates students in two years with one summer session in between.

Leigh Ann Collins is department head, and Dr. Garland Novosad is the supervising dentist.

For information about WCJC’s Dental Hygiene Program, call 1-800-561-WCJC, ext. 6429.
Campus tour
Julie Aaronson, recruitment coordinator at Wharton County Junior College, leads incoming students on a tour of the main campus. The orientation was Thursday. Main campus registration will be Monday, Aug. 23. The first day of classes for the fall semester will be Monday, Aug. 30.

Fulton resigns post as WCJC vice president

Rosemary Fulton, Wharton County Junior College's vice president for administrative services, is retiring from the college.

Her retirement is among the agenda items at the next WCJC board meeting, which will be at 6:30 p.m. Tuesday at the Hutchins Memorial Center.

A budget hearing will begin at 6 p.m. The board will vote Tuesday night on a new spending plan that equals about $23 million. The recommended property tax rate will be slightly less than last year's, said president Betty McCrohan.

Under the budget plan, the teachers and administrators will get a $1,500 raise above their normal step increases. Support staff will receive $975 above their step increases, McCrohan said.

WCJC orientation
Wharton County Junior College will hold "Student Success Yes," a new student orientation program, from 10 a.m. to noon Thursday, Aug. 12, at the Pioneer Student Center. To reserve a seat call Patti Lawlor at 532-6441 by Monday, Aug. 9.
WCJC answering need with instructional welding program

Wharton County Junior College is introducing a new structural welding program this fall in order to help meet the demand for welders in the area.

"We've received numerous phone calls from people interested in a welding program - both from prospective students and from prospective placement agencies," said Dale Pinson, dean of Workforce Development, Continuing Education and Distance Learning for WCJC.

"Welding is listed with the Texas Workforce Commission as a high-demand occupation."

Structural welding is an integral part of all industries that require the fabrication, maintenance and repair of metal structures. The structural welding program at WCJC is designed to prepare students for entry-level employment in welding and fabrication-related industries, including agriculture, construction, manufacturing, marine technology and transportation.

According to the U.S. Department of Labor, 18,000 welding jobs will be available due to growth before the year 2012, a growth rate of approximately 17 percent over the year 2000.

Entry-level welders may earn between $23,000 and $44,000 annually. The median annual salary in the Gulf Coast area for welders is $33,260 and only $13.95 an hour.

Courses offered in the one-year program include Introduction to Shielded Arc Welding, Introduction to Blueprint Reading and Introduction to Pipe Welding.

Students enrolled in the program will need to buy protective items such as a welding helmet and gloves. The cost of the equipment is about $75.

To prepare for the new program, WCJC is remodeling a portion of the Reynolds Building at its Wharton campus into a full multimedia presentation classroom.

"A great portion of the instruction of welding is graphic," Pinson said. "Students must learn to follow blueprints and schematics. So we're going to have a data projector and interactive presentation capability so that the teacher can present the blueprints and make modifications right on screen."

Welding will be offered at the Wharton Campus of WCJC. New students must submit an application for admission, a high school transcript showing the date of graduation or GED.

The college expects that the program will gain accreditation from the Texas Higher Education Board by the end of the year, but classes will begin Aug. 30.
College welding program starts Aug. 30

Welding is hotter than a torch these days and good welders make good money.

So Wharton County Junior College is introducing a new structural welding program this fall.

"We've received numerous phone calls from people interested in a welding program — both from prospective students and from prospective placement agencies," said Dale Pinson, dean of Workforce Development, Continuing Education and Distance Learning for WCJC. "Welding is listed with the Texas Workforce Commission as a high-demand occupation."

Classes start in just two weeks.

Pinson notes that structural welding is an integral part of all industries that require the fabrication, maintenance, and repair of metal structures. The structural welding program at WCJC is designed to prepare students for entry-level employment in welding and fabrication-related industries, including agriculture, construction, manufacturing, marine technology, and transportation.

Entry-level welders typically earn between $23,000 and $44,000 annually. The median annual salary in the Gulf Coast area for welders is $13.95 an hour, the college reports.

Courses in WCJC's one-year program include Introduction to Shielded Arc Welding, Introduction to Blueprint Reading and Introduction to Pipe Welding. Students enrolled in the program will need to buy protective items such as a welding helmet and gloves. The total cost of the equipment is about $75.

For decades, welding was taught in various forms at WCJC, but in recent years enrollment dropped and dropped. When only one student signed up, the college discontinued the program in 2000.

But now demand is said to be booming.

To prepare for the new program, WCJC is remodeling a portion of the Reynolds Building at the Wharton campus into a full multimedia presentation classroom.

"A great portion of the instruction of welding is graphic," Pinson said. "Students must learn to follow blueprints and schematics. So we're going to have a data projector and interactive presentation capability so that the teacher can present the blueprints and make modifications right on screen."

The classroom will also contain 12 computers. Students will actually be able to perform interactive welding simulations on the computer.

"Welding is becoming quite a technical field as far as the inclusion of technology in the instruction," said Pinson.

New students must submit an application for admission and a high school transcript showing the date of graduation or GED. The college expects that the program will gain accreditation from the Texas Higher Education Board by the end of the year, but classes will begin Monday, Aug. 30.

For more information about the structural welding program, contact Dale Pinson at 1-800-561-9252.
Student activities
First-time Wharton County Junior College student Nancy Brenneman learns about what's to do on the main campus from student services specialist Natalie Stavinoha. Stavinoha's booth was among those in the Pioneer Student Center during new student orientation on Thursday. The new students also toured the campus. Brenneman is a Rosenberg resident who is moving to Wharton.
FALL 2004 REGISTRATION

Wharton County Junior College

36 PROGRAMS OF STUDY
- Core classes in English, Math, History, and Science
- Transfer programs to four year universities
- One-year certification programs
- Two-year associate in applied science degrees
- Distance learning courses
- Financial aid

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Wharton
Richmond: Aug 30 Sept 25
Sugar Land: Aug 24 Sept 25

VISIT OUR WEBSITE or contact the Administration and Registration Office for fees, locations, and requirements.

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The King and I

The Community Theatre of Wharton are performing the Rodgers and Hammerstein musical The King and I, at Wharton County Junior College’s Horton Foote Theater. Performances are Thursday through Sunday, Aug 19-22. Curtain time for Thursday, Friday and Saturday is 7:30 p.m. Sunday’s matinee starts at 2:30 p.m. Tickets are $15, and group, senior and student discounts are available. For additional information or to make reservations, stop by the Footliter box office, 212B N. Richmond, call 282-2970 or

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Novak receives scholarship for studies at WCJC

John Novak has been named a recipient of the G.C. Morris/Paul Rupp Memorial Scholarship Fund. The fund was established by the Automotive Parts and Services Association to encourage and assist the educational development of qualified students who have a desire to pursue a career in the automotive aftermarket industry. It will provide $1,000 for the 2004-05 academic year and may be used to provide financial assistance for tuition, housing, fees and books.

Novak is the son of Albert and Janet Novak. He is a 2004 graduate of El Campo High School and will attend Wharton County Junior College. Novak’s sponsor is Gary Charbul, Superior Motor Parts in El Campo.

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 Nawara Receives Scholarship

C자동 Nhà cóy by比賽 Gơnh
Nawara, a recent Columbus High School Graduate and is attending Wharton County Junior College. The presentation was made by motorcycle master Ronnie Rogers, left, and secretary Walter Davis, right.
College board OKs pay raise

By RONALD K. SANDERS
Journal-Spectator News Editor

Instead of getting a normal step salary increase next year, Wharton County Junior College employees will receive the equivalent of four of them.

That translates into an increase of $2,000, instead of just $500, according to the fiscal-year 2005 budget that the board of trustees adopted on Tuesday.

The new fiscal year will begin on Wednesday. The entire salary package will cost the college $580,000 next year.

"Everybody will get the biggest raise they have had in quite some time," said college treasurer Bryce Kocian.

Nine-month contract employees automatically receive an annual step increase of $500. The last time they got more than that was two years ago, Kocian said.

Non-contract support staff receive an automatic $325 annual step. Next year's raise will turn that $325 into $975 for them.

"It is well deserved by everybody," Kocian said.

The board of trustees Tuesday unanimously adopted the 2005 budget incorporating these raises.

Revenue and expenditures are budgeted at $23.5 million systemwide next year.

In the current year, revenues are expected to exceed expenditures by $2 million, however. That is attributed to departments spending less than budgeted amounts, Kocian.

Of the $2 million, $1 million has been allocated for future main-campus building repairs and maintenance. Another $350,000 has been allocated for computers.

Next year's property tax rate will be about half a cent lower than last year's. Instead of 17.401 cents, it will be 16.892 per $100 of property.

Although the rate is slightly less, it will generate $308,000 in new income because of rising tax valuations.

Also under the new budget, four teaching positions are restored — English, history, mathematics, and emergency medical services. The math teacher actually was filled in January of this year. Also being filled is a testing clerk's position in Richmond.

Two positions — a soils lab clerk and a temporary assistant to the continuing education director — will be eliminated.

The soils lab is being closed effective Sept. 1.
Wharton soil testing facility to close in September

A decline in testing requests coupled with the need to upgrade equipment has resulted in a Wharton County Junior College administrative decision to close the Soil and Forage Testing Laboratory located at the college’s Wharton campus effective Sept. 1.

The lab has been a resource for soil testing and the analysis of forage, water, and plant tissue for area farmers, ranchers, and homeowners for more than 50 years. During the 1999-2000 academic year the lab received 1,449 requests for tests. Those requests fell to 723 during the 2003-2004 academic year.

“When the soil lab opened decades ago, there was a major need in this area for testing services,” said Dan Lawlor, WCJC soil and forage testing laboratory director and agriculture instructor.

“As one of the only three colleges in Texas with such a lab on campus (Texas A & M University and Stephen F. Austin University are the others), it has been a valuable resource and teaching supplement for agriculture classes at WCJC. However, over the past several years, the demand for testing services has declined. Today, there are also private labs that provide the same services. Additionally, new equipment would be required to bring the lab up to standards including funding sources.”

The Wharton County Junior College Soil and Forage Testing Laboratory was developed in 1950 with funding from the Lower Colorado River Authority. A soil lab technician and director operate the lab. Lawlor will remain an instructor for the college. The soil lab technician position will be eliminated.

Customer of the testing lab will soon receive notification from Lawlor about the closure of the lab. Lawlor is available to answer concerns about referral testing sources at 979-532-6518.
WCJC provides hands-on training to prepare students for careers in process-technology

WHARTON COUNTY JUNIOR COLLEGE

BAY CITY — Textbooks are only one learning tool for students in the Wharton County Junior College process-technology program at WCJC's Bay City campus in the Testengere Training Center on Texas 60.

In the college's mock process chemical plant, students get hands-on training in skills needed by process technicians in oil refineries, chemical plants, pipeline operations, pharmaceutical plants and large municipal water treatment facilities.

It's not unusual for graduates to start jobs with annual salaries as high as $30,000, said Wayne Stephens, program director and full-time instructor.

Students in the two-year program earn an associate in applied science (AAS) degree.

The facility has a mock chemical reactor unit to help students learn to operate instruments and valves, as well as monitor and control actual small-scale reactions within the unit.

There is also a new simulated-distillation program and plans call for adding a portable water-testing laboratory to be used in conjunction with the mock reactor unit and several new lab testing items.

WCJC's process technology program is associated with the national Center for the Advancement of Process Technology (CAPT) and is monitored by a CAPT Local Advisory Council composed of industry representatives.

Financial contributions from council members, Testengere Engineers, Matagorda County Economic Development Corporation, Equistar Chemical in Bay City, Nalco Company in Sugar Land, Celanese Chemical in Bay City, and WCJC have provided the valuable program equipment.

In addition to CAPT, Stephens and the council are completing the Gulf Coast Process Technology Alliance Consortium (GCPTAC) audit that will move the program into "Endorsed" status this September. Colleges under the CAPT and GCPTA endorsement "umbrella" are in industrial areas from Texas to Alaska and take advantage of National Science Foundation Grants.

The Bureau of Labor Statistics shows chemical plant operators had a mean annual salary of about $43,000 in 2003. Texas is one of the top-paying states for this profession and Stephens said experienced process-technicians can average more than $60,000 annually.

Ted Borel, Equistar's training coordinator and CAPT Local Advisory Council chairman, credits WCJC's program with his site being "able to skip the fundamental training for new hires which cut about 80 hours of training time."

WCJC's process-technology program is part of the math and science department chaired by Dr. Kirby Lowery. He spent over 30 years in the petrochemical industry with Dow Chemical's worldwide research labs.

Students interested in a process-technology career may contact Stephens or Lowery for further information or a tour of the Testengere Training Center in Bay City.

Stephens may be reached at (979)245-8117 ext. 115, (979)245-0799 or waynes@wcjc.edu. Lowery may be reached at 1(800)561-9252, ext. 6582, (979)532-6582 or kirby@wcjc.edu.

Fall classes at WCJC begin Aug. 30. Walk-in registration at the Wharton campus continues until Aug. 25.
Williamson looks forward to pitching at WCJC

By SHAWN PRICE

As students get back into school-mode this month, Garrett Williamson is preparing to join the Wharton County Junior College baseball team once the fall session begins this month.

The talented pitcher from Louise will be a member of the Pioneer program that has been showing signs of improvement the past couple of years.

"Every guy out there wants it just as bad as you do," Williamson said of playing for WCJC. "That's going to be pretty neat, being on a team like that on the college level. It's a whole new level of baseball and a different attitude towards it."

The past three seasons Williamson was part of a Louise Hornet program that went through the stages of becoming a varsity sport. It didn't take long for success and a highlight season to follow as the Hornets won district in 2003, its first varsity season, and Louise advanced to the Region IV championship series.

"It was kind of unbelievable what we did accomplish in getting the program going at Louise," noted Williamson, who earned All-State honors as a junior. "In my sophomore year we beat the district champs, Tidewater, in 2A during our last game that season. Ever since that game we knew we had something positive going.

"Once we were in the playoffs the next year everybody had a taste for it and just wanted to go out there and beat whoever we had to face."

Now Williamson has an opportunity to experience the game on another level and see where it takes him.

"I'm looking forward to it period, just because I wanted to play college baseball," Williamson said. "I wanted to go to a school where I'd improve in pitching and better myself so I can even go a level further. I just want to go as far as I can with baseball. It's always been a passion since I was little."

Starting out in Little League, Williamson has been part of programs that usually see their season extended into postseason play.

He was part of the El Campo All-Star team that reached the State Tournament when they were 14-year-olds.

Moving into the high school level, Williamson and his teammates came within a game of reaching the State tournament.

"It was definitely a challenge with the baseball program restarting at Louise," Williamson said. "We were the underdogs, always, even though we won district last year and were second this year.

"It was neat starting with a program. Probably half our team had never played baseball. Just to see those guys learn to play the game the right way from the get go was fun and it was challenging."

Joining the Pioneer baseball squad, the South Zone Region XIV Athletic Conference champions in 2004, offers Williamson an opportunity to focus year-round on the sport he loves. Once classes begin on Aug. 29, the players will begin an off-season program.

Then the pitchers will start going through bullpen work.

"I'm trying to put on some weight and get stronger," Williamson said. "I want to tune my mechanics. For some reason this past season some of my mechanics changed, like in my stride and throwing across my body a little bit. I've been doing drills this summer to get that worked out.

"Coach Nottebart told me there are just a couple of minor things that could be changed to help me put more velocity on the ball."

In addition to learning more to become a better pitcher, Williamson also appreciates the chance for playing time.

"That's what I'm kind of excited about with WCJC," he said. "One thing about a junior college that Division I schools can't really offer is getting a lot of playing time early and a lot more experience before you jump into another level, like Division I."

Williamson's senior season with the Hornets resulted in a district runner-up and another meeting with D'Hand in the playoffs.

However, instead of meeting for the regional title as they had in 2003, the two squads faced off in bi-district. D'Hand won the one-game meeting and advanced.

Claiming the State 1A title, though, was Louise's district foe, Shiner.

"We had a pretty competitive district as well, with Shiner, so I think we still fared well even though we didn't carry it as far into the playoffs as we did the previous year," Williamson said.

(See WILLIAMSON, Page 2-B)
Williamson to WCJC

(Continued from Page 1-B)

"I'm sure Louise is going to have even a stronger program next year. We had some young guys playing with just three seniors."

Whether it's a program starting out, or an established one, pitching is usually a key aspect in any success the team is going to have. The Hornets benefited from Williamson's pitching ability as they jump-started the program under the direction of Rick Frauenberger - who was promoted to athletic director and head football coach this year.

Now Williamson gets another challenge in seeing what he can accomplish with the Pioneers on the junior college level.

Williamson Highlights

2003 Season: Texas High School Baseball Coaches Association All-State selection; named Co-MVP in District 29-A. Williamson had a 5-1 record in 29-A action with an earned run average of 1.48. He struck out 55 batters and walked 13 during 33 innings pitched in district. Offensively he batted .465 during league play.

During five playoff games he pitched, Williamson won four of them while striking out 46 batters. The playoffs helped him bump his season won-loss record to 11-3.

2004 Season: First team 29-A all-district. In league play he posted a 4-2 record while pitching in seven games. He had an earned run average of 2.75 and recorded 57 strikeouts in 28 innings while allowing just 11 hits and 15 walks. For the season he posted a 7-3 record.

At the plate in district play he hit .441, scored 19 runs and drove in 20. Extra base hits included three homers, three doubles and a triple.
WCJC gives employees hefty pay hike

By RONALD K. SANDERS

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The new fiscal year will begin on Wednesday. The entire salary package will cost the college $580,000 next year.

"Everybody will get the biggest raise they have had in quite some time," said college treasurer Bryce Kocian.

Nine-month contract employees automatically receive an annual step increase of $500. The last time they got more than that was two years ago, Kocian said.

Non-contract support staff receive an automatic $325 annual step. Next year's raise will turn that $325 into $975 for them.

"It is well deserved by everybody," Kocian said.

The board of trustees Tuesday unanimously adopted the 2005 budget incorporating these raises.

Revenue and expenditures are budgeted at $23.5 million systemwide next year.

In the current year, revenues are expected to exceed expenditures by $2 million, however. That is attributed to departments spending less than budgeted amounts, Kocian.

Of the $2 million, $1 million has been allocated for future main-campus building repairs and maintenance. Another $350,000 has been allocated for computers.

Next year's property tax rate will be about half a cent lower than last year's. Instead of 17.401 cents, it will be 16.892 per $100 of property.

Although the rate is slightly less, it will generate $308,000 in new income because of rising tax valuations.

Also under the new budget, four teaching positions are restored — English, history, mathematics, and emergency medical services. The math teacher actually was filled in January of this year. Also being filled is a testing clerk's position in Richmond.

Two position — a soils lab clerk and a temporary assistant to the continuing education director — will be eliminated.

The soils lab is being closed effective Aug. 31.
WCJC closing soil and forage testing laboratory

By RONALD K. SANDERS

Wharton County Junior College's Soil and Forage Testing Laboratory will close effective Sept. 1.

College officials cite a decline in use coupled with the need to upgrade out-dated equipment.

Four years ago, the lab received 1,449 requests for tests. Those requests fell to 723 this year.

Had the college chosen to continue the service, it would need to invest $150,000 to replace old equipment, president Betty McCrohan said.

Aside from equipment needs, the lab's annual operating budget is $65,000, according to college treasurer Bryce Kocian.

Income from testing fees was just $6,500 through the first 11 months of the fiscal year.

The lab has been a resource for soil testing and the analysis of forage, water, and plant tissue for area farmers, ranchers, and homeowners for more than 50 years.

"When the soil lab opened decades ago, there was a major need in this area for testing services," said Dan Lawlor, WCJC soil and forage testing laboratory director and agriculture instructor.

"As one of the only three colleges in Texas with such a lab on campus, it has been a valuable resource and teaching supplement for agriculture classes at WCJC. However, over the past several years, the demand for testing services has declined."

Today, private labs provide the same services. Helena Chemical Co., for instance, will charge $30 for non-customers and charge nothing if you buy their products.

The Wharton County Extension Service will provide a bag to ship samples to Texas A&M University's laboratory, which charges as little as $10 per sample.

Lawlor will remain an instructor for the college, but a soil lab technician position will be eliminated.

Lawlor previously spent half his schedule as soils lab director, McCrohan said.

Agriculture instructor Ron Braeuer, who heads the agriculture department, is retiring.

The Wharton County Junior College Soil and Forage Testing Laboratory was developed in 1950 with funding from the Lower Colorado River Authority.

For many years, it was in its own building on Junior College Boulevard. When the LaDieu Technical Center was built, the soil lab moved there.
Sports Scene

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

Thursday

High School Volleyball
Boling at Calhoun Tournament in Port Lavaca.......................TBD
East Bernard at Sealy Tournament...............................TBD

High School Football
Wharton at El Campo, Junior Varsity..................................6:30 p.m.
El Campo at Wharton, Freshman (Junior High Stadium)........6 p.m.
Refugio at Boling, Junior Varsity..................................6 p.m.
Hallettsville at East Bernard, Frosh-Junior Varsity...........5 p.m.

Friday

High School Football
El Campo at Wharton ........................................7:30 p.m.
Boling at Refugio................................................7:30 p.m.
East Bernard at Hallettsville.................................7:30 p.m.

Danbury at Louise.................................................7:30 p.m.
Columbus at Needville........................................7:30 p.m.
Sweeny vs. Rice Consolidated at Altair........................7:30 p.m.
Yoakum vs. Columbia at West Columbia.........................7:30 p.m.
Bay City at La Marque..........................................7:30 p.m.
Houston Community Christian at Palacios........................7:30 p.m.
Fort Bend Baptist at Stafford..................................7:30 p.m.
Brazos vs. Tideshaven at El Maton...............................7:30 p.m.

High School Volleyball
El Campo at Wharton Varsity-JV-Frosh.................................4:30 p.m.
Allen Taylor at East Bernard, Varsity-JV-Frosh................4:30 p.m.
Boling at Refugio, Varsity-JV-Frosh..............................4:30 p.m.

Junior College Volleyball
Wharton County JC at Navarro Tournament in Corsicana........TBD

Saturday

High School Volleyball
Boling at Calhoun Tournament in Port Lavaca.......................TBD
East Bernard at Sealy Tournament...............................TBD

Junior College Volleyball
WCJC starts new program

Wharton County Junior College is introducing a new structural welding program this fall in order to help meet the demand for welders in the area.

"We've received numerous phone calls from people interested in a welding program -- both from prospective students and from prospective placement agencies," said Dale Pinson, dean of Workforce Development, Continuing Education and Distance Learning for WCJC. "Welding is listed with the Texas Workforce Commission as a high-demand occupation."

Structural welding is an integral part of all industries that require the fabrication, maintenance, and repair of metal structures. The structural welding program at WCJC is designed to prepare students for entry-level employment in welding and fabrication-related industries, including agriculture, construction, manufacturing, marine technology, and transportation.

According to the U.S. Department of Labor, 18,000 welding jobs will be available due to growth before the year 2012, a growth rate of approximately 17 percent over the year 2000.

Entry-level welders may earn between $23,000 and $44,000 annually. The median annual salary in the Gulf Coast area for welders is $13.95 an hour.

Courses offered in the one-year program include Introduction to Shielded Arc Welding, Introduction to Blueprint Reading and Introduction to Pipe Welding. Students enrolled in the program will need to buy protective items such as a welding helmet and gloves. The total cost of the equipment is about $75.

To prepare for the new program, WCJC is remodeling a portion of the Reynolds Building at its Wharton campus into a full multi-media presentation classroom.

"A great portion of the instruction of welding is graphic," Pinson said. "Students must learn to follow blueprints and schematics. So we're going to have a data projector and interactive presentation capability so that the teacher can present the blueprints and make modifications right on screen."

The classroom also will contain 12 computers: Students will actually be able to perform interactive welding simulations on the computer.

"Welding is becoming quite a technical field as far as the inclusion of technology in the instruction," said Pinson.

Welding will be offered at the Wharton Campus of WCJC. New students must submit an application for admission, a high school transcript showing the date of graduation or GED.

The college expects that the program will gain accreditation from the Texas Higher Education Board by the end of the year, but classes will begin Aug. 30.

For more information about the structural welding program, contact Dean Dale Pinson at 1.800.561.9252 or visit www.wcjc.cc.tx.us.
WCJC soil lab closing

A decline in testing requests coupled with the need to upgrade equipment has resulted in a Wharton County Junior College administrative decision to close the Soil and Forage Testing Laboratory located at the college's Wharton campus effective Sept. 1.

The lab has been a resource for soil testing and the analysis of forage, water, and plant tissue for area farmers, ranchers, and homeowners for more than 50 years.

During the 1999-2000 academic year the lab received 1,449 requests for tests. Those requests fell to 723 during the 2003-04 academic year.

"When the soil lab opened decades ago, there was a major need in this area for testing services," said Dan Lawlor, WCJC soil and forage testing laboratory director and agriculture instructor.

"As one of the only three colleges in Texas with such a lab on campus (Texas A & M University and Stephen F. Austin University are the others), it has been a valuable resource and teaching supplement for agriculture classes at WCJC. However, over the past several years, the demand for testing services has declined. Today, there are also private labs that provide the same services. Additionally, new equipment would be required to bring the lab up to standards including funding sources," she said.

The Wharton County Junior College Soil and Forage Testing Laboratory was developed in 1950 with funding from the Lower Colorado River Authority. A soil lab technician and director operate the lab. Lawlor will remain an instructor for the college. The soil lab technician position will eliminated.

Customers of the testing lab will soon receive notification from Lawlor about the closure of the lab. Lawlor is available to answer concerns about referral testing sources at (979) 532-6518.
75th county tennis tournament completed

Orsak claims men's singles title for third year in a row

Some 49 eager and skilled tennis players celebrated the 75th (Silver) Anniversary of the Wharton County Tennis Association's tennis tournament, playing the finals last week at the WCJC Kelly Tennis Center.

The WCTA was initiated in 1929 after Travis Smith Sr. arrived to the city and formed the organization.

The first tournament was played in 1929 in Wharton with six high school students and adults participating. Travis Smith being the first champion.

East Bernard's Roland Orsak claimed the men's singles title, beating Wharton's David Miniel 6-2, 6-3 to take his third consecutive crown in a well played match.

David Kirschke of Hungerford took the men's singles B title with a 6-3, 6-4 win over Nick Castro, another member of the Wharton Tiger tennis team.

Kit Merka, yet another Wharton player, won the women's A title with a convincing but hard fought 6-2, 7-6 win over Melody Oliver of Hungerford.

In the second set, Merka overcame a 2-5 deficit to win.

The men's doubles is always a highly contested division, and this year was no exception.

Jonathan Moreno teamed up with Justin Llanes and overcame the tough team of Freddie Southal and ex-Tiger Ross Poland for a 6-2, 6-4 win.

Veterans Laurence Armour and Larry Sitka were dominant in their 6-1, 6-1 win over Brandon Oliver and A.J. Olverez to capture men's B doubles.

Absolutely the best match of the day was in women's doubles as Debbie Williams and Karen Schulz emerged the champions by beating the very tough team of Roben Eller and Megan Janak, 6-3, 6-3, 6-3.

The women's B doubles was a battle between Tiger team members.

Veterans Brooke Viktorin and Lindsey Wozniak prevailed over the up and coming team of Erin Lindberg and Amy Aaronson 6-0, 6-2.

Always a fun bracket that shows no mercy, the mixed doubles matches were just that.

Roben Eller and Tiger Nick Parker won the title with a 6-0, 6-4 win over Debbie Williams and Larry Sitka.
WCJC Lady Pioneer volleyball team

Here is this year's Wharton County Junior College Lady Pioneer volleyball team. Front row from left, Christian Shannon from Alief Hastings, Amy Schneider from Navarro High School and Cariann Gutowsky from Needville. Second row, Kristyn Massad from San Antonio, Le Anne Meador from Edna, Leigh Sweeney from Klein Oak High School and Lyndell Marek from Beltville High School. Back row, coach Harold Shilk, Michelle Billstein from Industrial High School, Morgan Munoz from San Antonio and Shelley Paull from Baytown Lee High School.
Popular series begins new season

By BURLON PARSONS
Journal-Spectator Lifestyle Editor

When it comes to entertainment for the dollar, it's hard to miss with a membership to the Wharton County Junior College Fine Arts Series.

For a donation of $50, $100 or $200 members get tickets to some of the finest entertainment in the area. This includes concert and jazz band performances, choirs, concerts, plays and special presentations.

All are performed by fine art students at WCJC and its faculty.

This season is especially ambitious with more than 25 programs planned in the series.

The first, "Something Old, Something New," will be performed at 7:30 p.m. Thursday Sept. 16, in the Horton Foote Theater.

While the Fine Arts Series has been around for 20 years, this year's program has had more of a boost than ever before. The series runs from September through May with top-notch performances.

Chairman of the Communication and Fine Arts Division Dr. Paul Spellman says this means WCJC faculty and students will get busy as soon as their semester starts.

Dr. Spellman says the President's Lecture Series begun last year has been a tremendous success.

"We've featured local folks with special expertise and they have been well attended," Dr. Spellman said. "Those programs last year generated new ideas for programs down the way."

He says the concert and jazz bands have increased their public concerts from two per year to five. There have also been a fall and spring Music Majors Recital added to the schedule this year.

"That's ambitious when their first concert is in October," he said. "New band director Joe Waldrop is from Milan and he will be putting together the fall band with new students."

Most of the musicians, choir members and drama students come from local high schools. He says the high schools have done a good job preparing students the fine arts department gets.

Dr. Spellman says WCJC provides a needed service to its students.

"We have students here who are getting basics out of the way, saving money and getting extra on-one help before heading to a four-year school," he said. "We want to make a positive difference for them."

He says WCJC has high marks from major universities for the students transferring to them.

"That's our job as a junior college," he said. "We have in place great programs to do that job."

He says the public performances and show provide more than the spotlight for the performers.

"The programs give them an
incentive from the first day they are here," Dr. Spellman said. "It gives them a goal to work for."

"Our Fine Arts Series is also a major contact with the community we serve," he said. "Through public attendance the students gain confidence that the community is supporting them."

Moneys raised through donations and fine Art Series tickets go into the general scholarship fund. From this fund there are many fine arts majors on scholarships at the school.

Dr. Spellman said there are 28 band members who have scholarships, 15 choir and music majors, 10 drama majors and a couple of graphic artists on scholarship this fall.

While he said attendance at all series events was great last year, it should be even better this year.

"The Fine Arts Series offers a high level of entertainment and the price is right," he said. "We're looking for a great series and want to see even more sellouts this year."

For more information or to subscribe to the Fine Arts Series, call Marge at 532-6300.
# Sports Scene

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

## Saturday

### High School Tennis
- El Campo at Wharton (Duel Matches) 8 a.m.
- Calhoun at Wharton (Duel Matches) 1:30 p.m.

### High School Volleyball
- Boling vs. Calhoun Tournament in Port Lavaca  TBD
- East Bernard at Bevil Tournament  TBD

### Junior College Volleyball
- Wharton County JC at Navarro Tournament in Corsicana  TBD

## Tuesday

### High School Tennis
- Wharton at Angleton (Duel Matches) 4:30 p.m.

### High School Volleyball
- Wharton at Edna, Fresh-JV-Varsity 5 p.m.
- Louise vs. Boling, JV-Varsity 6 p.m.
- East Bernard at Goliad, Fresh-JV-Varsity 5 p.m.

## Wednesday

### Junior College Volleyball
- Lon Morris at Wharton County Junior College 6 p.m.
Board chairman Danny Gertson III reads one of two plaques presented to Rosemary Fulton, who is retiring from Wharton County Junior College. In addition to the plaques, she was given a dozen roses and a gold watch at Tuesday’s board meeting.

College VP leaves for new computer career

By RONALD K. SANDERS
Journal-Spectator News Editor

Just when most people wind down to retire, Rosemary Fulton is starting a new career.

As Wharton County Junior College’s vice president of administrative services, she oversaw the installation of cutting-edge computer systems at the college, bringing web-based services — such as on-line registration and grade postings — to students and faculty. Now she is going to work for the same computer company that sup-

See FULTON Page A3
- Fulton proud of WCJC service

Continued from Page A1

plied the technology. SunGard SCT, headquartered in Malvern, Penn.

She effectively retires from the college on Aug. 31 and goes to work as an SCT account manager the next day. She is moving from Wharton to Bastrop and will spend three-fourths of her working hours calling on colleges like WCJC.

"I'm going to miss the college and my colleagues. But at my age to have another career — I'm 66 years old and it just shouldn't happen."

She served as vice president of administrative services since 2001 under president Betty McCrohan, who, perhaps, will miss Fulton the most.

Fulton not only possesses extensive computer knowledge, McCrohan said, she has analytical skills and a great attitude.

"She came out of the classroom. She has seen both sides of the house. She never sees anything as an obstacle," McCrohan said.

A native of Prairie Lee, Fulton first went to work at WCJC as a part-time computer science instructor in 1982. After teaching here full-time, she moved into administration. She served as the college's programmer-analyst, then director of institutional research. "We only had one at the time," she said.

She received her undergraduate degree from the University of North Texas and her graduate degree in mathematics from the University of Texas at Austin.

In her years at WCJC, she saw computer technology grow in importance. It used to be that students had to make an appointment to register for classes. Now they can register, pay their bills, check the status of their financial aid, and even view how their class work matches degree plans 24 hours a day, seven days a week via the Internet.

"I have been given so many opportunities. The leadership from the president and the board has been outstanding. It has been tremendous to be part of the new technology to serve students better."
By Michael Smith  
Tribune Staff Writer

BAY CITY — Matagorda County residents will have the opportunity to dispose of household hazardous waste free of charge at the annual "Hazardous Waste Cleanup Day" at the Matagorda County Fairgrounds Saturday.

Volunteers and employees from Clean Harbors Environmental Services, Wharton County Junior College, Celanese, Equistar, and various other groups and companies will collect objects from cleaners to automobile fluids between 8 a.m. and 1 p.m.

Providing a safe way for residents to rid their homes of hazardous materials serves the goal of curbing illegal dumping, countywide said Andy Hawkins, a Bay City council member and one of the event's organizers.

"We're keeping a lot of hazardous stuff out of the landfill," Hawkins said.

"We're trying to do our part toward cleaning up the environment."

Waste that can be reused will not be disposed, but put in proper containers for recycling, said Ed Schulze, director of environmental health for Matagorda County.

"We want to make sure that everyone understands this is open to any household in Matagorda County," Schulze said.

No business waste or waste generated by agricultural production will be accepted, as well as no explosives, pressure vessels or pressurized gas containers, Schulze said.

Some items from the long list that will be accepted include pesticides, herbicides, pool chemicals, cooking oil, glass and aluminum — and several others used on a household scale, he said.

The event also will have a product exchange, where anyone who comes can select items they may need for their own use, he said.

Free disposal of dangerous materials is an opportunity that occurs once a year, and if missed, people would have to pay out of their own pockets to safely and legally dispose of such materials, Schulze said.

"Our only assistance for them is to hold until next year or engage one of the major waste companies to take it off their hands for a price," Schulze said.

"Their best bet is to really pay attention and take advantage of our deal."

For more information on which items are acceptable, contact the county environmental health office at 244-2717.
# Sports Scene

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

## Thursday

### High School Football
- Cuero at Wharton, Frosh-Junior Varsity ........................................ 5 p.m.
- Shiner at Boiling, Junior Varsity .................................................. 6 p.m.
- East Bernard at Hempstead, Junior Varsity .................................. 5 p.m.

### High School Tennis
- Wharton at Friendswood (Dual Matches) ...................................... 4 p.m.

## Friday

### High School Football
- Wharton at Cuero ................................................................. 7:30 p.m.
- Boiling at Shiner ................................................................. 7:30 p.m.
- East Bernard at Hempstead ...................................................... 7:30 p.m.
- Houston Lamar at El Campo ..................................................... 7:30 p.m.
- Needville at Van Vleck ......................................................... 7:30 p.m.
- Brazosport at Sweeny ........................................................... 7:30 p.m.
- Columbia vs. Lamar Consolidated at Rosenberg ....................... 7:30 p.m.
- Bloomington at Palacios ......................................................... 7:30 p.m.
- La Grange at Sealy ............................................................... 7:30 p.m.
- Yoakum vs. Rice Consolidated at Altair ................................. 7:30 p.m.
- Danbury vs. Tidehaven at El Maton ......................................... 7:30 p.m.
- Columbus at Giddings ............................................................ 7:30 p.m.
- Louise at Burton ................................................................. 7:30 p.m.

### High School Volleyball
- Wharton at Cuero, Varsity-JV-Frosh ....................................... 5 p.m.
- 26-2A - Boiling at Hempstead, Varsity-JV-Frosh ...................... 4:30 p.m.
- East Bernard at Hempstead, Varsity-JV-Frosh ......................... 4:30 p.m.

### Junior College Volleyball
- Wharton County JC at Galveston College Tournament ............ TBD

## Saturday

### High School Cross Country
- East Bernard at Industrial Invitational at Lolita ..................... 8 a.m.

### Junior College Volleyball
- Wharton County JC at Galveston College Tournament ............ TBD
The College Scene

Wharton County Junior College freshman Lyndell Marek is starting for the team as an outside hitter. WCJC is coming off the Laredo Tournament where Marek picked up an all-tournament honor. Marek is a former all-stater and all-star from Bellville who graduated from BHS last spring...
WCJC spikers dealt loss by Navarro in four-game match

By MIKE KONVICKA
Journal-Spectator Sports Editor

The WCJC volleyball team dropped a hard-fought, four game match to nationally ranked Navarro College here at Pioneer Gymnasium Tuesday afternoon.

Navarro won the first game 30-25, but WCJC came back to win the second 30-20.

The Lady Bulldogs won the next two games by 30-20 and 30-27 scores.

"We had a lot of hitting errors," said WCJC coach Harold Shilk.

"We played then tough and I was pleased with our efforts."

WCJC slipped to 2-7 on the season, going 0-4 in last weekend's Laredo International Tournament.

Lyndell Marek finished with 11 kills, two blocks, two aces, two assist and 10 digs.

Shelley Paull contributed with 10 kills. Lee Anne Meador had seven kills with two assists, one ace and 22 digs.

Kristyn Massad had seven kills with two assists, one ace and 19 digs. Michelle Billstein had five kills with two blocks. Morgan Munoz had three kills with one block. Amy Schneider had an ace with 27 digs and 30 assists.

Carriann Gutowsky had three kills with an ace and 22 digs.

WCJC played Lon Morris in Jacksonville on Friday and hosts Lee College in its first TICAA Region XIV match on Friday.
Reaching high

WCJC's Michelle Billstein reaches high over the net to block the volleyball in Tuesday's home match against nationally ranked Navarro College.
WCJC again has record enrollment

By RONALD K. SANDERS
Journal-Spectator News Editor

Wharton County Junior College may have reached a milestone ... maybe, probably, almost certainly. According to preliminary enrollment numbers, more than 6,000 students are attending WCJC for the first time in the institution's history.

The figures will still fluctuate until enrollment becomes fixed on the 12th class day, which will be next Wednesday. Even so, college officials think the record will hold.

According to the latest figures, unduplicated "head-count" for the fall semester reaches 6,131.

A year ago, the final fall enrollment was 5,892. It was 5,771 in the fall semester two years ago.

The 6,000 mark has been elusive for Wharton County Junior College. Last year, college officials also thought the record was broken, but too many students dropped out before the 12th class day arrived. The 12th day is considered the "official" number, since it is the date on which enrollment is reported to Austin.

President Betty McCrohan attributes the increase, in part, to more course offerings. Most of the increase occurred at WCJC's main campus and the Fort Bend Technical Center, which opened in 2001.

McCrohan also attributes the increase to higher costs of attending four-year institutions. Tuition and fees there have jumped considerably over the last year, so more students turn to less costly

See ENROLLMENT, Page A3

Enrollment up again

Continued from Page A1

community colleges.

"I believe the cost at the senior institutions is one factor," McCrohan said.

WCJC is a bargain compared to four-year colleges. And WCJC officials boast of statistics that say that their students do better when they transfer to a four-year college than the students attending that same college from freshman on.

WCJC's enrollment gain comes despite higher costs at WCJC, too — even though WCJC's rates are much lower than four-year colleges.

WCJC's in-district tuition and fees are now $648 per 12 semester hours. It was increased in fall 2003, from $576.

Texas A&M University, by comparison, now costs $4,910 per 12-hour semester in tuition and required fees, compared to $4,193 one year ago.

For the University of Houston, spring 2004 tuition and fees was $1,857, but in fall 2004 it rose to $2,041. In fall 2003, it was $1,629.
Wharton County Junior College
invites you to join us for the
Fall 2004 President's Lecture Series
highlighting the theme
Celebrating Cultures

Dr. Mavis Hersk
Professor of Psychology, Emeritus, University of Houston
"The Influence of Culture on the Human Mind"
Thursday, Oct. 21 - 7:30 p.m.
Horton Hall Theatre
Dawson-Hammock Fine Arts Building
Wharton Campus

Dr. Donna Fields
Professor of Social Science, Emeritus, University of Houston
"Diversity and Understanding"
Wednesday, Nov. 11 - 7:30 p.m.
Horton Hall Theatre
Dawson-Hammock Fine Arts Building
Wharton Campus

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

WCJC is an E.O.E. institution
Wharton County Junior College
Senior Citizens' Program
30th Anniversary Celebration
"Aging Well with WCJC"
Sept. 20-24, 2004

Join us for a week-long celebration featuring guest speakers,
an anniversary celebration, and mini health fair.

Free • Open to the Public

Monday, Sept. 20 • 1 p.m.
Valerie Cheatham, MSN, APRN, GNP-C
"Medical Awareness"
Make the most of your doctor visits by asking the right questions and bringing the right information with you. Learn how to interpret insurance and what screenings are recommended to the 50+ crowd.

Tuesday, Sept. 21 • 1 p.m.
Rebecca Ramirez
"Lifestyle Changes—Life Begins at 50"
Age is only a number, not a limitation. Discover the benefits of exercising regularly to incorporate fitness into your social life and how to adjust activities based on your preferences.

Wednesday, Sept. 22 • 1 p.m.
Anniversary Celebration
Opening remarks from WCJC President Tony McCollum and brief overview of programs, services, and strategies for promoting wellness among our residents. Enjoy snacks and receive free health checks from 2-4 p.m.

Thursday, Sept. 23 • 1 p.m.
Tricia Copeland, RD, LD
"Healthy Living in the Golden Years"
Nutritional requirements change with age; yet appetite and the sense of smell and taste decrease. Learn how to select nutrition dense foods and which vitamins and minerals are essential for healthy living.

Friday, Sept. 24 • 1 p.m.
Waymon Moore, CPF, CSA
"The Way Many People View Retirement Has Changed"
No longer does retirement mean sitting at home. View the "new" look of retirement and how to create the retirement life plan you’ve always wanted, and discuss ways it can affect that plan.

All events held at
Wharton County Junior College
LaDigue Technology Center
Senior Citizens’ Center, Room 114
911 Boling Highway, Wharton

For more information, call 979.332.6430 or visit www.wcjc.edu
"A Salute to Fort Bend" will honor U.S. Rep. Tom DeLay on Friday at the Safari Texas in Richmond. Sponsors of the event include Clinton Dunn, of Sterling Bank, seated with Dee Koch, event co-chair. Standing are David Wallace, sponsor and event co-chair; David Rowe, of Polly Ryan Memorial Hospital; and Jim Rice of DBR Engineering Consultants.

Salute to Fort Bend to raise funds for scouts

U.S. Rep. Tom DeLay, R-Sugar Land, will be honored with the Golden Eagle Award for his charitable work benefiting children at "A Salute to Fort Bend" at 7 p.m. Friday.

The black tie event at Safari Texas will feature live and silent auctions and a gourmet dinner. Auctioneer Jeff Council will present live auction packages, including a personal golf tournament at Sienna Plantation, a pig roast for 20 at the home of Fort Bend County Judge Bob and Pat Hebert, a tea for 20 hosted by Carole Brown and Christine DeLay, and a family vacation package on Continental Airlines.

"A Salute to Fort Bend" is an annual event honoring individuals who, through their leadership, have exemplified the high values of scouting and made a significant positive contribution to Fort Bend County.

All proceeds benefit the local districts of the Sam Houston Area Council of the Boy Scouts of America.

The event is made possible through the support of the following primary sponsors: Sterling Bank, Brown & Gay Engineers, DBR Engineering Consultants, Hahn Custom Builders, County Judge and Mrs. Robert Hebert, Pamela Printing, Polly Ryan Memorial Hospital, Safari Texas, SBC, and Mayor and Mrs. David Wallace.

Other sponsors of the event include: Mr. and Mrs. R.C. "Bob" Brown III, Gurecky Manufacturing, Gustafson/Jenkins, Bill Heard Chevrolet, Hunton Trane, Methodist Sugar Land Hospital, Newland Communities, Riverstone/Sienna Plantation, Realtor Arlene Rolsen, Southwest Bank of Texas-Rosenberg, University of Houston System, Unocal, Vinson & Elkins, LLP and Wharton County Junior College.

Limited tickets to "A Salute to Fort Bend" are still available at $100 each by contacting Dee Koch at (281)342-6109 or dkoch@thegeorgefoundation.
Bailey pitches for Wharton

Contributed Photo

Former Ganado Indian Ryan Bailey pitched in Wharton Co. Jr. College's first series of the season against Galveston Jr. College. Bailey pitched two scoreless innings with two strikeouts and gave up only one hit. Wharton won 14-4 and 7-2. They will play Alvin Sept. 23 in Wharton at 1 pm and Laredo in Corpus at noon on Sept. 24.
Wharton County Junior College invites you to join us for our

2004 Alumni Reunion & Dinner
“American Harvest”

5:00 p.m. - 7:30 p.m.
Saturday, November 6, 2004
Pioneer Student Center
Wharton Campus

Entertainment by the WCJC Choir

Tickets are $15.00
Ticket holders are eligible for great door prizes!
Ticket holders must be present to win.

The reunion will feature a Silent Auction to benefit the Wharton County Junior College Alumni Association Scholarship Fund and a special performance by the WCJC Choir and Chamber Singers.

Call 979-532-6322
or 1-800-561-9252, ext. 6322

Don't miss this opportunity to reminisce with friends!
Ticket sales end October 12th!
AWARD-WINNING AUTHOR OF HISPANIC LITERATURE WILL KICK OFF 3rd ANNUAL WCJC LECTURE

Dr. Nicolás Kanellos, founder and director of Arte Público Press and Brown Foundation Professor of Hispanic Literature at the University of Houston, will kick off the Wharton County Junior College Fall 2004 President’s Lecture Series on Thursday, Sept. 23. His presentation, entitled “Reclaiming the Hispanic Contribution to American History and Identity” begins at 7:30 p.m. in the Horton Foote Theatre in the Duson-Hanson Fine Arts Building. The lecture is free and open to the public.

Kanellos’ presentation is based on two of his books, “Hispanic Firsts: 500 Years of Extraordinary Achievement” and “Thirty Million Strong: Reclaiming the Hispanic Image in American Culture.” It also coincides with September’s designation as Hispanic Heritage Month and addresses the President’s Lecture Series theme, “Celebrating Cultures.”

Author of seven books and numerous anthologies, Kanellos has a myriad of awards to his credit including the 1996 Denali Press Award presented by the American Library Association and the 1988 Hispanic Heritage Award for Literature presented by The White House. He has been recognized by the Ford Foundation, the Coordinating Council of Literary Magazines and the American Association of Higher Education and President Clinton appointed him to a term on the National Council for the Humanities.

In the early 1970s, Kanellos founded Revista Chicano-Riqueña, a quarterly magazine for Latino literature and art that was later renamed The Americas Review. In 1979, the magazine’s success led him to launch Arte Público Press, providing a wider forum for Hispanic literary voices. In 1980, Kanellos was offered a position with the University of Houston and invited to bring the publishing company with him. Today, Arte Público Press is the nation’s oldest and most respected publishing house for Hispanic literature, printing about 35 books annually.

In addition to being an author, professor and publishing house director, Kanellos is the director of a major national research project entitled “Recovering the U.S. Hispanic Literary Heritage of the United States.” The goal of the project is to identify, preserve, study and make accessible to mainstream America the thousands of literary documents that were created as Hispanics developed North America from the colonial period until the 1960s. An outgrowth of this project is the preparation of doctorate students to teach Hispanic literature and culture.

Following Kanellos’ lecture, he will be available for book signings.

Other speakers in the WCJC Fall 2004 President’s Lecture Series include Marvin Marek, president of the Czech Educational Society of Texas and Celina Fein, Holocaust survivor. Marek will speak on Oct. 21 about the influence of the Czech people on Texas culture. Fein will reflect on Nov. 16 about the Holocaust.

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

AGENDA BRIEF

AGENDA ITEM IX

MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve allocation of funds from prior year fund balance for 2004 outstanding encumbrance – ($27,559 – current operating account fund)

B. Approve fiscal year 2004 budget adjustments

C. Approve the transfer from the Plant MIS fund of $69,225 for the purchase of 25 replacement computers in the FBTC computer lab, 21 replacements computers in the Peace building computer lab, 20 replacement computers in the Sugar Land computer lab, and 9 replacement computers in the Student Career Center – ($69,225 – transferred to the appropriate unrestricted budget from the MIS plant fund)

D. Discussion of the WCJC current tax abatement policy

E. Approve a $2.00 per hour raise for the off duty police officers working part time security – ($6,600 per year – current unrestricted operating budget)

F. Approve the low bid from Don Davis Motor Company of $28,926.15 for a car for the President's use – ($28,926.15 – current unrestricted operating budget for 2004-2005)
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: 10/19/04
Date of this Proposal: 10/06/04

SUBJECT: Approve allocation of funds from prior year fund balance for 2004 outstanding encumbrance.

RECOMMENDATION: Recommend approval of the allocation of prior year funds for 2004 outstanding encumbrance.

BACKGROUND/RATIONALE: At year end the college had one outstanding purchase order (encumbrance) amounting to $27,559. This purchase was funded with grant funds from the Johnson Foundation and budgeted in the 2003-2004 current operating fund. The surgical table and accessories were not received until the 2004-2005 fiscal year; therefore the actual expenditure of funds will not occur until this fiscal year. The current budget does not include an allocation for this encumbrance. Prior year funds must be allocated as a budget revenue item and an expense allocation must be added to the current budget unit.

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

Total allocation of $27,559 will be noted in the 2004 financial statements as reserved for encumbrances.

RESOURCE PERSON(S) [name(s) and title(s)]:
Bryce D. Kocian, Treasurer

SIGNATURES:

Bryce D. Kocian
Originator

10/4/04
Date

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

10/4/04

Reg 113
6/21-95
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: 10/19/04
Date of this Proposal: 10/06/04

SUBJECT: Fiscal Year 2004 Budget Adjustments

RECOMMENDATION: Approval of Fiscal Year 2004 Budget Adjustments

BACKGROUND/RATIONALE: Attached find a summary and spreadsheet documenting FY2004 Budget Adjustments for the period June 1, 2004 – August 31, 2004

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

RESOURCE PERSON(S) [name(s) and title(s)]: Bryce D. Kocian, Treasurer

SIGNATURES:

Bryce D. Kocian
Originator 10/6/04

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

Betsy A. McCrea
6-21-95

reg 113
10-12-04
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10/6/2004 4:55 PM
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TOTAL EXPENDITURES: $3,331,506
SURPLUS/(DEFICIT): $13,317

Page 2 of 2
10/6/2004 4:55 PM
## WHARTON COUNTY JUNIOR COLLEGE
### FUND 3900 BUDGET ADJUSTMENTS
#### FISCAL YEAR 2004

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**TOTAL EXPENDITURES**

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<tr>
<th></th>
<th>FY 2004 APPROVED BUDGET</th>
<th>1ST QUARTER ADJUSTMENTS</th>
<th>2ND QUARTER ADJUSTMENTS</th>
<th>3RD QUARTER ADJUSTMENTS</th>
<th>4TH QUARTER ADJUSTMENTS</th>
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**SURPLUS/(DEFICIT)**

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<th>2ND QUARTER ADJUSTMENTS</th>
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</table>

Page 1 of 1

10/6/2004 4:55 PM
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: 10/19/04  Date of this Proposal: 10/06/04

SUBJECT:  Computer Replacements

RECOMMENDATION:  Approve the transfer from the Plant MIS fund of $69,225.00 for the purchase of 25 replacement computers in FBTC computer lab, 21 replacement computers in Peace Bldg computer lab, 20 replacement computers in Sugar Land computer lab, and 9 replacement computers in Student Career Center

BACKGROUND/RATIONALE:  The Microcomputer Maintenance Department has determined that these 75 computers are in need of replacing and were provided for in last year’s transfer of $350,000 to the MIS Plant Fund for the Technology Refresh Plan.

Estimated Cost and Budgetary Support (how will this be paid for):  $69,225.00 to be transferred to the appropriate Unrestricted budget from the MIS Plant Fund

RESOURCE PERSON(S) [name(s) and title(s)]:
Bryce D. Kocian, Treasurer

SIGNATURES:

Bryce D. Kocian
Originator 10/4/04 Date

Cabinet-Level Supervisor  

PRESIDENT’S APPROVAL:  

B. J. C. 10/12/04
reg 113
6-21-95
## Technology Refresh Plan

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<th>Quantity</th>
<th>Description</th>
<th>Cost Per Unit</th>
<th>Total Cost</th>
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<td>MIS Servers</td>
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**Total 2004-2005 Cost:** $351,254.00

## Proposed for Board Agenda Items

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<td>Student Center at Wharton</td>
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</table>

**Total**

| October, 2004 | 75 | 69,225.00 |
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: 10/19/04
Date of this Proposal: 10/06/04

SUBJECT: Wharton County Junior College's Current Tax Abatement Policy

RECOMMENDATION: N/A

BACKGROUND/RATIONALE: At the September 21, 2004 meeting of the Wharton County Junior College Board of Trustees a comment was made concerning our current Tax Abatement Policy. This agenda item will allow for discussion and action to repeal or retain the current Tax Abatement Policy.

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

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

SIGNATURES:

Bryce D. Kocian

Origination 10/6/04

Date

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Betty A. McCrohan

reg 113 10.12.04

6-21-95
RESOLUTION

ESTABLISHING GUIDELINES AND CRITERIA FOR GRANTING TAX
ABATEMENT IN A REINVESTMENT ZONE IN WHARTON COUNTY JUNIOR
COLLEGE DISTRICT

WHEREAS, the Board of Trustees did provide certain rules, regulations, and
procedures for tax abatement within the Wharton County Junior College District; and

WHEREAS, such adopted guidelines and criteria for granting tax abatement
must be re-adopted or adopted, if modified every two years in order for the Wharton
County Junior College District to be able to grant tax abatements; and

WHEREAS, the Board of Trustees now finds and determines that it is in the best
interest of the economic development of the Wharton County Junior College District that
certain tax abatement guidelines and criteria now be adopted.

NOW, THEREFORE, BE IT RESOLVED that Wharton County Junior
College District acting by and through the Board of Trustees, does hereby propose
for consideration and adoption these Guidelines and Criteria for granting tax
abatement in a reinvestment zone within the boundaries of Wharton County Junior
College District.

ADOPTED BY THE BOARD OF TRUSTEES, WHARTON COUNTY JUNIOR

BY: [Signature]
Chairman, Board of Trustees

ATTEST:

[Signature]
Secretary, Board of Trustees
Section 1. Definitions

The following words, terms and phrases shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. The Board of Trustees shall have the power from time to time to provide such additional and/or modified definitions that they may find desirable and necessary. The words and phrases as herein set out shall be deemed and understood to mean:

(A) **Abatement** shall mean the full or partial exemption from ad valorem taxes of certain real property and certain limited types of tangible personal property, as herein after provided, located in a reinvestment zone designated by the City of Wharton for economic development purposes.

(B) **Affected jurisdiction** shall mean any governmental, educational, or special purpose entity that levies ad valorem taxes upon and provides services to property located within a proposed or existing reinvestment zone.

(C) **Agreement** shall mean a contractual agreement (Tax Abatement Agreement) between a property owner and/or lessee and the Wharton County Junior College District.

(D) **Base year value** shall mean the assessed value of eligible property on January 1 preceding the execution of the agreement plus the agreed upon value of eligible property improvements made after January 1, but before the execution of the Agreement.

(E) **Board of Trustees** shall mean the governing body of the Wharton County Junior College District.

(F) **Deferred maintenance** shall mean improvements necessary for continued operation, which do not improve productivity or alter the process technology.

(G) **Distribution facility** shall mean a facility used primarily to receive, store, and distribute goods or materials principally to points outside the District.

(I) **Economic life** shall mean the number of years a property improvement is expected to be in service. Provided, however, that in no circumstance shall the number of years exceed the depreciation allowance specified in the United States Internal Revenue Code.

(J) **Eligible facilities** shall mean new, expanded, or modernized buildings and structures, including fixed machinery and equipment, which are reasonably likely, as a result of granting abatement, to contribute to the retention or expansion of primary employment, or to attract major investment in the reinvestment zone that would be a benefit to the property, or that would contribute to economic development within the County. Eligible facilities may include, but shall not be limited to: retail sales establishments generating municipal sales taxes and providing goods and services to an intended wide distribution area, or that have the potential to stem the export of retail expenditures from the District, or have the potential to draw new retail expenditures into the District; manufacturing facilities; office buildings; hotels/motels; distribution facilities; service facilities; tourism facilities; and other facilities not herein expressly deemed ineligible; which in the sole opinion of Board of Trustees will have a positive impact on the economic well-being of
the District.

(K) *Expansion* shall mean the addition of buildings, structures, fixed machinery, as that term is defined herein, equipment, or payroll for the purposes of increasing production, efficiency, services, or combination thereof.

(L) *Facility* shall mean property improvements completed or in the process of construction which together comprise an integral whole.

(M) *Fixed machinery* shall mean tangible machinery, equipment, or personal property, which is securely placed or fastened, and stationary within a building or structure, or permanently resides in the reinvestment zone.

(N) *Hotel / motel* shall mean a commercial structure which provides overnight accommodations to travelers.

(O) *Housing* shall mean facilities whose purpose is to accommodate shelter for one or more families in single or multiple units.

(P) *Ineligible property* shall mean: land; supplies; inventory; tools; furnishings; other moveable personal property; rolling stock, railroad cars, trucks, aircraft, or other forms of transportation; housing; deferred maintenance; property to be rented or leased, except as provided in Section 2 (E).

(Q) *Manufacturing facility* shall mean a facility with the primary purpose being the manufacture or whole or partial assembly of tangible goods or materials by physical or chemical change.

(R) *Modernization* shall mean the complete or partial modification and/or replacement of existing facilities, which increases its productivity, efficiency, or ability to enhance trade volume.

(S) *Office facility* shall mean a facility providing primarily office space which may be owner occupied and/or leased. Also included are corporate offices, which serve, as the principal office for a business enterprise, and from which orders for goods and billing for same may take place.

(T) *On-Site Real Estate Improvements* - Generally, buildings, by may include any permanent structure or other development erected for use on-site in Wharton County, Texas.

(U) *On-Site Real Estate Fixtures and Equipment Improvements* - Personal Property and equipment which is attached to real property, and is legally treated as real property while it is so attached. Fixtures and equipment not specifically excepted from an accepted offer to purchase, pass with the real estate.

(V) *Recipient* shall mean the company or individual being the beneficiary of a Tax Abatement Agreement.

(W) *Reinvestment zone* shall mean any area of Wharton County, Texas which has designated as such, a zone for the purpose of granting tax abatements. It is the intent of the City of Wharton and Wharton County to create reinvestment zones on a case-by-case basis, so long as the abatement contemplated conforms to the guidelines herein contained.
Retail facility shall mean a facility providing for the storage and sale of goods directly to the consumer.

Service facility shall mean a facility whose primary purpose is to receive orders for, and/or provide services, and from which billing for same may take place.

Tourism facility shall mean a facility which provides entertainment and/or tourism related services, and from which a majority of revenues generated are from outside Wharton, County Texas.

Section 2. Criteria for Granting

(A) **Eligibility.** Upon application, eligible facilities may be considered for tax abatement as hereinafter provided. Abatement may only be granted for new or added value of eligible property improvements, subject to such limitations as Wharton County Junior College may from time to time require, or as may be specified in the agreement between the parties. Existing value is not abatable.

(B) **Ineligible Property.** Ineligible property may not be granted abatement.

(C) **Authorized Date.** Abatement may only be granted for the new or added value of eligible property improvement that is created subsequent to the approval of the tax abatement application.

(D) **Eligible New and Existing Facilities.** Abatement may be granted for new facilities and improvements to existing facilities for purposes of modernization or expansion.

(E) **Owned / Leased Facilities.** If a leased facility is granted abatement, the agreement shall be executed with the lessor and lessee.

(F) **Economic Qualification.** In order to be eligible for designation as a Reinvestment Zone and receive tax abatement, the planned improvement must be expected to have an increased appraised ad valorem tax value of at least one hundred thousand dollars ($100,000) upon completion of the anticipated improvements or expansion based upon the Wharton County Central Appraisal District assessment of the eligible property.

(G) **Standards for Tax Abatement.** The following factors, among such other factors as determined necessary by the Board of Trustees, shall be considered in determining whether to grant tax abatement:

1. Value of land and existing improvements, if any;
2. Type and value of proposed improvements;
3. Productive life of proposed improvements;
4. Number of existing jobs to be retained by proposed improvements;
5. Number and type of new jobs to be created;
6. Number of new jobs to be filled by local residents, or by persons projected to reside in the County;
7. Amount of local sales tax to be generated;
8. The costs to be incurred by the City or County to provide facilities or services directly resulting from the new improvements;
9. The amount of ad valorem taxes to be paid the District during the abatement period considering (a) the existing values, (b) the percentage of new value abated, (c) the abatement period, and (d) the value after expiration of the abatement period;
10. The population growth that occurs directly as a result of the improvements;
11. The values of public improvements, if any, to be made by applicant seeking abatement;
12. To what extent the proposed improvements compete with existing businesses to the detriment of the local economy;
businesses;

(14) Impact on attracti. other new businesses as a result of the improvements;
(15) Impact the planned improvements may have on other taxing jurisdictions within the County;
(16) Environmental compatibility, and amount, if any, of negative impact on quality of life perceptions; and
(17) The ratio of real property value to personal property value being considered for abatement.
(18) Impact the improvements would have on water quality or how the improvement projected water use may effect historical water users in the county.

After a full evaluation and review utilizing some or all of the above factors, the Board of Trustees may within the exercise of its full discretion either deny entirely the abatement, or may grant an abatement as deemed appropriate when the new value equals one million dollars ($1,000,000) or greater, or as provided herein where the new value equals a minimum of one hundred thousand dollars ($100,000), but is less than one million dollars ($1,000,000).

(H) Denial of Abatement. Neither a Reinvestment Zone nor an Agreement shall be authorized if it is determined that:

(1) There would be a substantial adverse effect on the provision of government service or tax base;
(2) The applicant has insufficient financial capacity;
(3) Planned or potential use of the property would constitute a hazard to public safety, health, or morals;
(4) Violation of other codes or laws; or
(5) Any other reason deemed appropriate by the Board of Trustees.

(I) Amount of Abatement for On-site Real Estate Improvements. The percentage of value to be abated, and the duration of the tax abatement shall be determined as follows:

(a) For planned improvements valued at one million dollars ($1,000,000) or greater, the percentage and duration of the tax abatement shall be determined by the Board of Trustees in the exercise of its absolute discretion on a case by case basis, taking into consideration, some or all of the factors listed above in subsection (G).

(b) For planned improvements valued a minimum of one hundred thousand dollars ($100,000), but less than one million dollars ($1,000,000), the percentage and duration of the tax abatement shall be as set out in Section (C) below, and likewise taking into consideration some or all of the factors listed above in subsection (G):

(c) In those cases where it is mutually agreeable to the parties to the Agreement, the annual percentages as well as the number of years that taxes are abated may be modified, but only to the extent that the years do not exceed ten (10), and the total percentage of abatement for each value category is not exceeded. That is:

<table>
<thead>
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<th>Value Category</th>
<th>Percentage Max.</th>
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<tr>
<td>$250,001 - $500,000</td>
<td>Max. 300%</td>
</tr>
<tr>
<td>$500,001 - $750,000</td>
<td>Max. 375%</td>
</tr>
<tr>
<td>$750,001 - $999,999</td>
<td>Max. 425%</td>
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</tbody>
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(d) The Board of Trustees reserves the right to adjust the term and percentage of abatement to the appropriate category should the taxable value of proposed improvements, as determined by the Chief Appraiser of the Wharton County Central Appraisal District, vary from the original estimated value to the extent that the original category selected for the term and percentage of the abatement is no longer applicable.
On Site Real Estate - Fixtures and Equipment Improvements. The percentage of value to be abated, and the duration of the tax abatement shall be determined as follows:

(a) For planned improvements valued at one million dollars ($1,000,000) or greater, the percentage and duration of the tax abatement shall be determined by the Board of Trustees in the exercise of its absolute discretion on a case by case basis, taking into consideration, some or all of the factors listed above in subsection (G).

(b) For planned improvements valued a minimum of one hundred thousand dollars ($100,000), but less than one million dollars ($1,000,000), the percentage and duration of the tax abatement shall be as set out in Section (C) below, and likewise taking into consideration some or all of the factors listed above in subsection (G):

(c) In those cases where it is mutually agreeable to the parties to the Agreement, the annual percentages as well as the number of years that taxes are abated, as shown in the table above, may be modified, but only to the extent that the years do not exceed ten (10), and the total percentage of abatement for each value category is not exceeded. That is:

- $100,000 - $250,000 = Max. 250%
- $250,001 - $500,000 = Max. 300%
- $500,001 - $750,000 = Max. 375%
- $750,001 - $999,999 = Max. 425%

(d) The Board of Trustees reserves the right to adjust the term and percentage of abatement to the appropriate category should the taxable value of proposed improvements, as determined by the Chief Appraiser of the Wharton County Central Appraisal District, vary from the original estimated value to the extent that the original category selected for the term and percentage of the abatement is no longer applicable.

(J) Taxability. From the execution of the Agreement to the end of the Agreement period, taxes shall be payable as follows:

1. The value of ineligible property as provided in Section 1(p) shall be fully taxable;
2. The base year value of existing eligible property as determined each year shall be fully taxable; and
3. The additional value of new eligible property shall be fully taxable at the end of the abatement period.

Section 3. Creation of a Reinvestment Zone.

(A) Prior to the adoption of an Ordinance designating a Reinvestment Zone the City or County shall, through public hearing afford the applicant, designated representatives of any affected jurisdiction, and the general public opportunity to show cause why the abatement should or should not be granted.

1. The presiding officers of affected jurisdictions shall in writing be notified of the public hearing no later than the seventh (7th) day prior to the date of the public hearing.

2. A notice of public hearing for the creation of a Reinvestment Zone shall be published in a newspaper of general circulation within the taxing jurisdiction no later than the seventh
Section 4. Tax Abatement Agreement

(A) After approval of the application for tax abatement, and adoption of an Ordinance creating a Reinvestment Zone, the City or County will pass a resolution authorizing the execution of an Agreement.

(1) No later than the seventh (7th) day prior to taking action to authorize execution of an Agreement, the City or County shall notify in writing the presiding officers of each of the other taxing jurisdictions within which the property is located of its intention to enter into an Agreement.

(B) The Agreement shall include among other provisions the following:

(1) The estimated value to be abated and the base year value;

(2) The percentage of value to be abated each year and the number of years abatement will be granted as provided in Section 2 (I);

(3) The commencement and termination date of abatement;

(4) The commencement and completion date of proposed improvements;

(5) Size of investment and average number of jobs to be created;

(6) Right of Wharton County Junior College employees and/or designated representatives during the term of the Agreement to access to the Reinvestment Zone for the purpose of determining if terms and conditions of the Agreement are being met. Such inspections shall be in accordance with the provisions of Section 7(D);

(7) The responsibility of the recipient of tax abatement to file appropriate documents with the Chief Appraiser of the Wharton County Central Appraisal District; and

(8) Contractual obligations related to default, violation of terms or conditions, delinquent taxes, recapture, administration, and assignment.

(C) Such Agreement shall be executed by the applicant in duplicate originals within a reasonable time after the same has been approved by Board of Trustees.

Section 5. Administration

(A) The Chief Appraiser of Wharton County Central Appraisal District will annually determine an assessment of the taxable assessed value of the recipient’s property, taking into consideration the terms of the Abatement Agreement relating to such real and personal property found within the Reinvestment Zone which is subject to terms and provisions of the Agreement.

(B) Each year, the recipient shall furnish the Chief Appraiser with such information as may be necessary for the abatement.

(C) It shall be the exclusive duty and responsibility of the recipient to comply with all requirements of the Wharton Central Appraisal District in order to secure and continue to receive the benefit of any approved Agreement. Failure to do so shall not be deemed the fault of the Wharton County Junior College District or any of its officers and employees.
Employees and/or designated representatives of the Wharton County Junior College District during the term of the Agreement shall have the right of access to the Reinvestment Zone, facilities contained therein, and records related to real and personal property investments and employment, in order to determine if the terms and conditions of the Agreement are being met. All inspections will be made only after the giving of twenty-four (24) hours prior notice, and will only be conducted in such manner as to not unreasonably interfere with the construction and/or operation of the facility. All inspections will be made with one or more representatives of the recipient present, and in accordance with the recipient's safety standards.

The recipient shall prepare at the request of the Wharton County Junior College District, and on a frequency as stipulated by the Wharton County Junior College District, reports as to the progress and status of all contemplated improvements, and upon completion of the anticipated improvements a final report shall be provided to the Wharton County Junior College District, providing as a minimum the following information:

1. A description of the improvements provided for in the Agreement, and the improvements actually completed;
2. The date of commencement of improvements, significant progress dates, and actual or anticipated completion date;
3. Investments made, including purpose, size, and date; and
4. A disclosure and description of any and all changes, restructuring, or modifications that were made in the contemplated improvements.

Any required reporting by the recipient be in a form approved by the Wharton County Junior College District, or on a form/forms as provided by the Wharton County Junior College District if the Wharton County Junior College District so elects to provide.

Upon completion of anticipated improvements, a designated representative of the Wharton County Junior College District shall annually evaluate each facility receiving abatement to insure compliance with the Agreement, and a formal report shall be made to the Board of Trustees regarding the findings of each evaluation.

The recipient shall certify annually as to compliance with the terms and conditions of the Agreement.

The City or County shall file reports required of the City by State Law. Such reports being filed with the appropriate agency.

Section 6. Assignment

The rights granted under an Agreement may be transferred and assigned by the holder to a new owner or lessee of the same facility, or proposed facility only upon the approval by resolution of the Board of Trustees, and the execution of an Assignment Agreement between the Wharton County Junior College District and the new owner or lessee. Such assignment shall be at the sole discretion of the Wharton County Junior College District, and subject to the following conditions:

1. Financial capacity of the assignee;
2. Contemplated facility use, and proposed and/or completed improvements being as stated in the Agreement; and
3. No outstanding taxes or other debts are owed to any governmental entity by the parties to the Agreement or the proposed Assignment Agreement.
Section 7. Default and Recapture

(A) **Cause.** The Agreement may be terminated by the Board of Trustees for the following causes, which shall be considered a default of the Agreement:

1. Recipient allows the ad valorem taxes owed the Wharton County Junior College District to become delinquent and fails to timely and properly follow the requirements of law for their protest and/or cure; or

2. Recipient violates any of the terms and conditions of the Agreement, and fails to cure during the cure period described in this Section.

(B) **Procedure.** Should the Wharton County Junior College District determine that the recipient is in probable default of the Agreement, the following shall occur:

1. A Notice of Probable Default shall be delivered in writing to the recipient of tax abatement. Such notice shall identify the probable cause/causes for default, and afford the recipient an opportunity to request a hearing before the Board of Trustees, who shall finally decide if a default has occurred.

2. If no request for hearing is made within ten (10) days of receipt of the Notice of Probable Default, the Board of Trustees may confirm the existence of default.

3. If default is determined either by hearing, or failure of recipient to request a hearing, the Wharton County Junior College District shall deliver in writing to the recipient of tax abatement a Notice of Default.

4. The recipient shall, within thirty (30) days of receipt of the Notice of Default, cure the cause/causes for default. Failure to do so will be cause for the Wharton County Junior College District to terminate the Agreement without further notice.

5. The Agreement shall be terminated by an resolution duly passed and adopted by Board of Trustees.

(C) **Recapture.**

1. Should the Agreement be terminated, all taxes previously abated prior to the termination shall be due and payable to the Wharton County Junior College District within thirty (30) days.

2. Should the recipient discontinue operations of improvements as stated in the application for abatement, or the Agreement, for reasons excepting fire, explosion, or other disaster, for a period of one year during the abatement period, then the Agreement shall be terminated, and all taxes abated prior to the termination of the Agreement shall be due and payable to the Wharton County Junior College District within thirty (30) days.

Section 8. Concurrent Abatements

During the term of the Agreement, the Recipient is eligible to apply for additional abatements on proposed improvements subsequent to the original Agreement. Such additional applications and considerations shall be in accordance with the provisions contained herein.
The Wharton County Junior College District will make every effort within the laws of the State of Texas to maintain confidentiality of information related to an application for abatement, and the granting or rejection of abatement.

(A) Effective _February 17, 2004_, the Wharton County Junior College may hold closed meetings to discuss or deliberate commercial or financial information it has received from a business prospect that the Wharton County Junior College District seeks to have locate, stay, or expand in or near its jurisdiction.

(B) Effective _February 17, 2004_, the Wharton County Junior College may hold closed meetings to discuss or deliberate the offer of a financial or other incentive to a business prospect the Wharton County Junior College District seeks to have locate, stay, or expand in or near its jurisdiction.

Section 10. Severability

In the event any section, clause, sentence, paragraph, or any part of these Guidelines and Criteria shall, for any reason, be adjudged by any court of competent jurisdiction to be invalid such invalidity shall not affect, impair, or invalidate the remainder of these Guidelines and Criteria.

Section 11. Sunset Provision

(A) These Guidelines and Criteria are effective upon the date of their adoption by the Board of Trustees, and will remain in force for two (2) years, at which time all Reinvestment Zones and Agreements created pursuant to its provisions will be reviewed by the Board of Trustees to determine whether the goals of the abatement program have been achieved. Based upon that review, the Guidelines and Criteria may be modified, renewed, or eliminated.

(B) Prior to the date for review these Guidelines and Criteria may be modified by a three-fourths (3/4) vote of the entire membership of the Board of Trustees.

Section 12. Discretion of the Wharton County Junior College District

The adoption of these Guidelines and Criteria by the Wharton County Junior College District does not:

(A) Limit the discretion of the Board of Trustees to decide whether to enter into a specific Agreement which absolute right of discretion the Board of Trustees reserves unto itself, whether or not such discretion may be deemed arbitrary, or without basis in fact;

(B) Limit the discretion of the Board of Trustees to delegate to its employees or assigns the authority to determine whether or not the Board of Trustees should consider a particular application or request for tax abatement; or

(C) Create any property, contract, or other legal rights in any person or entity to have the Board of Trustees consider or grant a specific application or request for tax abatement.
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: October 19, 2004  Date of this Proposal: October 4, 2004

SUBJECT:

Approve a $2.00 per hour raise for off duty police officers working part-time security.

RECOMMENDATION:

Approve a $2.00 per hour raise for off duty police officers working part-time security.

BACKGROUND/RATIONALE:

We currently pay the off-duty police officers that work part-time security $15.00 per hour. We would propose a $2.00 per hour increase making the hourly rate $17.00. Most officers are making $20.00 to $22.00 per hour working part time jobs at other locations. Some of the officers currently working for us have been with the college since it opened at the Sugar Land Campus and this raise would help us keep competitive with the private sector. Money was requested and approved in the 2004-2005 budget.

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

$6,600 per year
Current unrestricted operating budget

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

Mike Feyen Director of Facilities

SIGNATURES:

Originator ___________________________ 10/17/04 Date

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Betty A. McCracken _______________ 10-17-04

reg 113
6-21-95
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: October 19, 2004       Date of This Proposal: October 7, 2004

SUBJECT:
Approve the purchase of a car for the President’s use.

RECOMMENDATION:
Accept the low bid from Don Davis Motor Company of $28,926.15 for a car for the President’s use.

BACKGROUND/RATIONALE:
Bid Packages were requested by 3 vendors. Bidders were asked to provide a bid with, and without, considering the current Park Avenue as a trade. Two proposals were received, but only one met the specifications requested. Don Davis Motor Company was the only one to submit a bid that met the specifications for consideration. Their bid of $38,426.15 for a new Cadillac DeVille and $9,500.00 for the trade in of the 2002 Park Avenue is being recommended.

Estimated Cost & Budgetary Support (how will this be paid for?): $28,926.15
Current Unrestricted Operating Budget for 2004 - 2005

RESOURCE PERSON(S) [name(s) and title(s)]:
Betty A. McCrohan, President
Philip Wuthrich, Purchasing Agent

SIGNATURE:

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

Date

Reg 113
6-21-95

10-7-04

Date

10-12-04

Date
WHARTON COUNTY JUNIOR COLLEGE DISTRICT
AGENDA BRIEF
AGENDA ITEM XIII

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President/Senior Administration
   1. Approve promotion and additional assignment for Tyler G. Pate, as regular, full-time Vice President of Instruction, VP-13-46, to regular, full-time Senior Vice President of Instruction, VP-15-57, effective October 20, 2004
   2. Approve promotion and change in assignment for Bryce D. Kocian as regular, full-time Treasurer, CA-2-39, to regular, full-time Vice President of Financial Services, VP-13-43, effective October 20, 2004
   3. Approve promotion and change in assignment for Pam J. Youngblood as regular, full-time Research Analyst/Chief Reporting Office, AA-14-14, to regular, full-time Vice President of Technology and Institutional Research, VP-13-40, effective October 20, 2004
   4. Approve reclassification for Kevin Dees as full-time assistant to the Vice President of Instruction, FAC-1-14, to regular, full-time associate dean of instruction, CA-9-14, effective October 20, 2004
   5. Approve reclassification for Brice Wayne Taylor as regular, full-time dean of student services, D-13-14, to Dean of Student Services/Director of Dual Credit Enrollment, D-13-24, effective October 20, 2004

D. Office of Administrative Services
   1. Approve department head compensation for fall 2004 semester

E. Office of Student Services

F. Information Items: Contract Personnel Actions
   1. Peggy L. Rizzuto employed as regular, full-time front desk clerk at the Sugar Land Campus, 0-8-0, effective October 11, 2004
   2. Lawrence P. Young, Jr. employed as a regular, part-time security officer at the Wharton campus, $9.28/hr. x 19 hrs./wk. x 52 wks. = $9,168/yr., effective September 29, 2004
3. Nathan Gaskamp employed as regular, part-time library/open lab monitor, $8.13/hr. x 20 hrs./wk. x 48 wks. = $7,804.80/yr., effective September 20, 2004

4. Hao-Wen Wei received a salary adjustment as a regular, part-time library clerk from $7.50/hr. x 19 hrs./wk. x 44 wks. = $6,270/yr. to $8.13/hr. x 19 hrs./wk. x 44 wks. = $6,796.68/yr., effective October 1, 2004

5. Flossie M. King received a salary adjustment as a regular, part-time secretary to the senior citizen program from $7.50/hr. x 19 hrs./wk. x 50 wks. = $7,125/yr. to $7.60/hr. x 19 hrs./wk. x 50 wks. = $7,220/yr., effective October 1, 2004

6. Jane A. Kuhlman received a salary adjustment as a regular, part-time respite homemaker for the senior citizen program, from $5.15/hr. x 6 hrs./wk. x 50 wks. = $1,545/yr. to $5.25/hr. x 6 hrs./wk. x 50 wks. = $1,575/yr., effective October 1, 2004

7. Phyllis Sanchez received a salary adjustment as a regular, part-time East Bernard site manager for the senior citizen program from $5.55/hr. x 6 hrs./wk. x 50 wks. = $1,665/yr. to $5.65/hr. x 6 hrs./wk. x 50 wks. = $1,695/yr. effective October 1, 2004

8. Flora Sanford received a salary adjustment as a regular, part-time homemaker 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, 2004

9. Gladys Whalon received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.65/hr. x 19 hrs./wk. x 50 wks. = $5,367.50/yr. to $5.75/hr. x 19 hrs./wk. x 50 wks. = $5,462.50/yr., effective October 1, 2004

10. Ben Castro received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.15/hr. x 19 hrs./wk. x 50 wks. = $4,892.50/yr. to $5.25/hr. x 19 hrs./wk. x 50 wks. = $4,897.50/yr., effective October 1, 2004

11. Theresa Garcia received a salary adjustment as a regular, part-time homemaker for the senior citizen program from $5.65/hr. x 4 hrs./wk. x 50 wks. = $1,130/yr. to $5.75/hr. x 4 hrs./wk. x 50 wks. = $1,150/yr., effective October 1, 2004

12. Eruma J. Gordon received a salary adjustment as a regular, part-time Eagle Lake Site Manager for the senior citizen program from $5.65/hr. x 6 hrs./wk. x 50 wks. = $1,695.00/yr. to $5.75/hr. x 6 hrs./wk. x 50 wks. = $1,725.00/yr., effective October 1, 2004

13. Thelma J. Greenwood received a salary adjustment as a regular, part-time Wharton Site Manager for the senior citizen program from $5.65/hr. x 19 hrs./wk. x 50 wks. = $5,367.50/yr. to $5.75/hr. x 19 hrs./wk. x 50 wks. = $5,462.50/yr., effective October 1, 2004

14. Frank Herring received a salary adjustment as a regular, part-time driver for the senior citizen program from $5.15/hr. x 19 hrs./wk. x 50 wks. = $4,892.50/yr. to $5.25/hr. x 19 hrs./wk. x 50 wks. = $4,897.50/yr., effective October 1, 2004

15. Petra F. Jansky resigned as regular, full-time financial aid secretary, 0-8-3, effective October 1, 2004
16. Ruben Ramirez resigned as regular, full-time custodian for the Wharton Campus, 0-1-9, effective October 15, 2004

17. Terry W. Tijerina separated as regular, part-time security officer at $8.81/hr. x 19 hrs./wk. x 52 wks. = $8,704, effective August 30, 2004

G. Information Items: Non-contract Personnel Action
Social Security No.  \\
Name  \\
First  \\
Middle Initial  \\
Last Name  \\
City  \\
State  \\
Telephone  \\

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

Part II: Assignment/Accounting  
CURRENT Division/Unit:  
Administration  
Job Title/Position:  
Vice President of Instruction  
Specialized Area:  
Academic Affairs  
Funded in which FY?:  
2004-05  
Budgeted Position?  
Yes  [ ]  
No  [ ]  
Budget Number:  
1110:1401.6093.400  
Compensation:  
- Annual  
- Hourly  
- Other (explain)  
$ 84,088  
Sched 13  
Grade 46  
Hourly Rate: (Part-time only)  
$ per hr x hrs/wk x wks =  
$ per year  
Start Date:  
11-01-00  
End Date:  
If temporary, anticipated termination date:  

PROPOSED Division/Unit:  
Administration  
Job Title/Position:  
Senior Vice President of Instruction  
Specialized Area:  
Academic Affairs  
Funded in which FY?:  
2004-2005  
Budgeted Position?  
Yes  [ ]  
No  [ ]  
Budget Number:  
1110:1401.6093.400  
Compensation:  
- Annual  
- Hourly  
- Other (explain)  
$ 92,496  
Sched 15  
Grade 57  
Hourly Rate: (Part-time only)  
$ per hr x hrs/wk x wks =  
$ per year  
Start Date:  
10-20-04  
End Date:  
If temporary, anticipated termination date:  

Explanation of Action:  
Administrative Reorganization  

Part III: Position/Budget Authorization  
Recommended by Supervisor (Department Head) Date  
Approved by Vice President Date  
Approved by Division Chair Date  
Reviewed by Human Resources Date  
Budget Approval  
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>
<th>D.</th>
<th>Telephone</th>
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**Part I: Check one that applies**

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<th>Classification:</th>
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<td>☐ Extension</td>
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<tr>
<td>☐ Support Staff</td>
<td>☐ Reclassification</td>
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<td>☐ Temporary</td>
<td>☐ Transfer</td>
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<td>☒ Regular</td>
<td>☐ Promotion</td>
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<td>☐ Full-Time</td>
<td>☐ Salary Adjustment</td>
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<tr>
<td>☐ Part-Time</td>
<td>☐ Other (explain)</td>
</tr>
<tr>
<td>☐ Retirement</td>
<td>☐ Change in Assignment</td>
</tr>
<tr>
<td>☐ Resignation</td>
<td>☐ Additional Assignment</td>
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<tr>
<td>☐ Separation (date: ___)</td>
<td>☐ Leave of Absence</td>
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**Part II: Assignment/Accounting**

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>President's Office</td>
<td>n/a</td>
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<table>
<thead>
<tr>
<th>Job Title/Position:</th>
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<tbody>
<tr>
<td>Treasurer</td>
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<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>☒ Yes ☐ No</th>
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<th>Position No. (NBAPOSN):</th>
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<tbody>
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<td>☒ Annual</td>
<td>☐ Hourly</td>
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<th>Hourly Rate: (Part-time only)</th>
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<tbody>
<tr>
<td>$ _____ per hr x _____ hrs/wk x _____ wks =</td>
<td>$ _____ per year</td>
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<tr>
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<tr>
<th>At-will-employee</th>
<th>Per contract</th>
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</table>

<table>
<thead>
<tr>
<th>If temporary, anticipated termination date:</th>
</tr>
</thead>
</table>

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

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

**PROPOSED**

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<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
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<th>Job Title/Position:</th>
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<tbody>
<tr>
<td>Vice President of Financial Services</td>
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<table>
<thead>
<tr>
<th>Budgeted Position?</th>
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<tr>
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<th>Position No. (NBAPOSN):</th>
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<tbody>
<tr>
<td>☒ Annual</td>
<td>☐ Hourly</td>
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<tr>
<td>☐ Other (explain)</td>
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<table>
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<tr>
<th>Sched</th>
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<td>42</td>
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<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
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<tbody>
<tr>
<td>$ _____ per hr x _____ hrs/wk x _____ wks =</td>
<td>$ _____ per year</td>
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<th>Start Date:</th>
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<table>
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<th>At-will-employee</th>
<th>Per contract</th>
</tr>
</thead>
</table>

<table>
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<tr>
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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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head) Date</th>
<th>Approved by Vice President Date</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Approved by Division Chair Date</th>
<th>Reviewed by Human Resources Date</th>
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<table>
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<tr>
<th>Budget Approval Date</th>
<th>Approved by President Date</th>
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<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor Date</th>
<th>Date approved by Board or ☐ not applicable</th>
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Reg. 821

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

**Human Resources**

### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification</th>
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<tbody>
<tr>
<td>☑ Administrative/Professional Staff</td>
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<tr>
<td>☑ Additional Assignment</td>
</tr>
<tr>
<td>☑ Leave of Absence</td>
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</table>

### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:** Institutional Research Office

**Job Title/Position:** Research Analyst/Chief Reporting Officer

**Budgeted Position?** ☑ Yes ☐ No

**Budget Number:** 1110.1306.6093.6082

**Compensation:**

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<td>AA</td>
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<td>Grade</td>
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<td>Per contract</td>
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</table>

**Hourly Rate:** Part-time only

$ per hr x hrs/wk x wks =

$ per year

**Start Date:** 9/01/04

**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

**PROPOSED**

**Division/Unit:** Administration

**Job Title/Position:** Vice President of Technology and Institutional Research

**Budgeted Position?** ☑ Yes ☐ No

**Budget Number:** 111C-13L29-LC13-LC2

**Compensation:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
<th>Hours</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
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<td>Sched</td>
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<td>☑</td>
<td>Grade</td>
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<td>Step</td>
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<tr>
<td>☑</td>
<td>Per contract</td>
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</table>

**Hourly Rate:** Part-time only

$ per hr x hrs/wk x wks =

$ per year

**Start Date:** 10/20/04

**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:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

Date

**Approved by Vice President**

Date

**Approved by Division Chair**

Date

**Reviewed by Human Resources**

Date

**Budget Approval**

Date

**Approved by President**

Date

**Approved by Cabinet Level/Superintendent**

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>
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**Address**

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**Part I: Classification**

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

**Classification:**

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

**Classification Details:**

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

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

**Job Title/Position:** Assistant to the VPI

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

**Budgeted Position Details:**

**Budget Number:**

| 1110.1401.6093.400 |

**Compensation:**

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<th>Annual</th>
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<td>Hourly</td>
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<td>Other (explain)</td>
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**Compensation Details:**

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

**Hourly Rate:**

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

**Start Date:**

| 9-1-03 |

**End Date:**

| At-will-employee |

**Position No. (NBAPOSN):**

**Part III: Position/Budget Authorization**

**Proposed Division/Unit:**

**Job Title/Position:** Associate Dean of Instruction

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

**Budgeted Position Details:**

**Budget Number:**

| 1110.1401.6093.400 |

**Compensation:**

<table>
<thead>
<tr>
<th>Annual</th>
<th></th>
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<tbody>
<tr>
<td>Hourly</td>
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</tr>
<tr>
<td>Other (explain)</td>
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</tr>
</tbody>
</table>

**Compensation Details:**

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

**Hourly Rate:**

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

**Start Date:**

| 10/20/04 |

**End Date:**

| At-will-employee |

**Position No. (NBAPOSN):**

**Explanation of Action:**

- Administrative Reorganization

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

<table>
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<tr>
<th>Date</th>
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**Approved by Division Chair:**

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**Budget Approval:**

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**Approved by Cabinet Level Supervisor:**

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<tr>
<th>Date</th>
<th>Approved by Board or not applicable</th>
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**Reg. 821**

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

Social Security No. ___________________________________________
Last Name ___________________________ First Name ___________________________ Middle Initial ________
___
Address __________________________________________ City ___________________________ State ________
___________________________
Phone ___________________________ Phone ___________________________

Part I: Check all that apply

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

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

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

Part II: Assignment/Accounting

CURRENT Division/Unit: ___________________________
Job Title/Position: ___________________________
Dean of Student Services
Budgeted Position? ☒ Yes ☐ No
Budget Number: 1110.14100.6093.501
Compensation: ☒ Annual ☐ Hourly ☐ Other (explain)
$61,411 Sched ___________ Grade ___________ Step ___________
Hourly Rate: (Part-time only)
$ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year
Start Date: 5-21-01 End Date: ___________________________

Job Title/Position: ___________________________
Job Title/Position: ___________________________
Dean of Student Service/Director of Dual Credit Enrollment
Budgeted Position? ☒ Yes ☐ No
Budget Number: 1110.14100.6093.501
Compensation: ☒ Annual ☐ Hourly ☐ Other (explain)
$68,081 Sched ___________ Grade ___________ Step ___________
Hourly Rate: (Part-time only)
$ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year
Start Date: 10-20-2004 End Date: ___________________________

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

PROPOSED Division/Unit: ___________________________
Job Title/Position: ___________________________
Job Title/Position: ___________________________
Dean of Student Services
Budgeted Position? ☒ Yes ☐ No
Budget Number: 1110.14100.6093.501
Compensation: ☒ Annual ☐ Hourly ☐ Other (explain)
$68,081 Sched ___________ Grade ___________ Step ___________
Hourly Rate: (Part-time only)
$ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year
Start Date: 10-20-2004 End Date: ___________________________

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

Explanation of Action: Administrative Reorganization

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date ____________________________

Approved by Vice President Date ____________________________

Approved by Division Chair Date ____________________________

Revoked 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
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**Personnel Action Form**

**Wharton County Junior College**

**Social Security No.**

**Last Name** | **First** | **Middle Initial** | **Telephone**
--- | --- | --- | ---
Rizzuto | Peggy | L. |  

**Address**

**City** | **State** | **Zip**
--- | --- | ---

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- Yes
- No

**Budget Number:**

- Position No. (NBAPOSN):

**Compensation:**

- Annual
- Hourly
- Other (explain)

**Sched:**

**Grade:**

**Step:**

**Hourly Rate:**

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

**Start Date:**

**End Date:**

**If temporary, anticipated termination date:**

- At-will employee
- Per contract

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

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

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- Yes
- No

**Budget Number:**

- Position No. (NBAPOSN): REC002

**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:**

**If temporary, anticipated termination date:**

- At-will employee
- Per contract

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

- Date

**Approved by Vice President:**

- Date

**Reviewed by Human Resources:**

- Date

**Budget Approval:**

- Date

**Approved by President:**

- Date

**Approved by Cabinet Level Supervisor:**

- Date

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

Reg. 821

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

#### Personnel Action Form

**Human Resources**

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<th>Middle Initial</th>
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<tbody>
<tr>
<td></td>
<td>Young, Jr.</td>
<td>Lawrence</td>
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#### 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: ________
- Job Vacancy No.: (if applicable) ________
- Specialized Area: ________
- Funded in which FY? ________
- Budget Number: ________
- Position No. (NBAPOSN): ________
- Compensation:  
  - Sched ________
  - Grade ________
  - Step ________
  - Hourly Rate: (Part-time only) $ ________ per hr x ________ hrs/wk x ________ wks = ________ per year
  - $ ________ per year
- Start Date: 9-29-04
- End Date: ________
- At-will-employee
- Per contract
- If temporary, anticipated termination date: ________

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

**PROPOSED**

- Division/Unit: ________
- Job Vacancy No.: (if applicable) ________
- Specialized Area: ________
- Security
- Funded in which FY? ________-2005
- Budget Number: ________
- Position No. (NBAPOSN): PTSW99
- Compensation:  
  - Sched ________
  - Grade 9
  - Step 0
  - Hourly Rate: (Part-time only) $ 9.28 per hr x 19 hrs/wk x 52 wks = $ 9168. per year
- $ 9.28
- Start Date: 9-29-04
- End Date: ________
- At-will-employee
- Per contract
- If temporary, anticipated termination date: ________

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

**Explanation of Action:** ________

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head)  
  - Date: ________
  - Approved by Vice President  
    - Date: ________
- Approved by Division Chair  
  - Date: ________
  - Reviewed by Human Resources  
  - Date: ________
- Budget Approval  
  - Date: 9/24/04
  - Approved by President  
    - Date: ________
- Approved by Cabinet Level Supervisor  
  - Date: ________
  - Date approved by Board or □ not applicable  
    - Date: ________

Reg. 821

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

#### Part I: Check all that apply

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#### Part II: Assignment/Accounting

**CURRENT**

- Division/Unit: [Job Vacancy No.: (if applicable)]
- Specialized Area: [Job Vacancy No.: (if applicable)]
- Budgeted Position? ☐ Yes ☐ No
- Budgeted Position: [Job Vacancy No.: (if applicable)]
- Budget Number: 0408 S 032
- Position No. (NBAPOSN): 0408 S 032
- Compensation: [Job Vacancy No.: (if applicable)]
- Hourly Rate (Part-time only): $8.13 per hr x 20 hrs/wk x 48 wks = $7804.80 per year
- Start Date: 9/20/04
- End Date: [Job Vacancy No.: (if applicable)]
- At-will-employee ☐ Per contract ☐
- If temporary, anticipated termination date: [Job Vacancy No.: (if applicable)]

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 48 weeks

**PROPOSED**

- Division/Unit: [Job Vacancy No.: (if applicable)]
- Specialized Area: [Job Vacancy No.: (if applicable)]
- Budgeted Position? ☑ Yes ☐ No
- Budgeted Position: [Job Vacancy No.: (if applicable)]
- Budget Number: 0408 S 032
- Position No. (NBAPOSN): 0408 S 032
- Compensation: [Job Vacancy No.: (if applicable)]
- Hourly Rate (Part-time only): $8.13 per hr x 20 hrs/wk x 48 wks = $7804.80 per year
- Start Date: 9/20/04
- End Date: [Job Vacancy No.: (if applicable)]
- At-will-employee ☐ Per contract ☐
- If temporary, anticipated termination date: [Job Vacancy No.: (if applicable)]

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 48 weeks

### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head): [Job Vacancy No.: (if applicable)]
- Approved by Vice President: [Job Vacancy No.: (if applicable)]
- Approved by Division Chair: [Job Vacancy No.: (if applicable)]
- Reviewed by Human Resources: [Job Vacancy No.: (if applicable)]
- Budget Approval: [Job Vacancy No.: (if applicable)]
- Approved by Cabinet Level Supervisor: [Job Vacancy No.: (if applicable)]
- Date approved by Board or ☐ not applicable: [Job Vacancy No.: (if applicable)]

Reg. 821

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Social Security No.**

<table>
<thead>
<tr>
<th>Last Name</th>
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<th>Middle Initial</th>
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**Address**

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<tr>
<th>City</th>
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<tbody>
<tr>
<td>Sugar Land</td>
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</tr>
</tbody>
</table>

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT**

- **Division/Unit:** Library
- **Job Title/Position:** Library Clerk
- **Budgeted Position:** Yes No
- **Budget Number:** 1310.1496.6102.402
  - **Compensation:** $7.50
    - **Hourly Rate:** Part-time only
      - Sched ___ Grade ___ Step ___
      - At-will-employee
      - If temporary, anticipated termination date: _
    - **Annual:**
      - $7.50 per hr x 19 hrs/wk x 44 wks = $6270 per year
    - **Hourly:**
      - $7.50 per hr x 19 hrs/wk x 44 wks = $6270 per year
    - **Other (explain):**
      - At-will-employee
      - If temporary, anticipated termination date: _

**Library**

- **Specialized Area:** Sugar Land Library
- **Funded in which FY?:** 2004-2005

**Proposed**

- **Division/Unit:** Library
- **Job Title/Position:** Library Clerk
- **Budgeted Position:** Yes No
- **Budget Number:** 1310.1496.6102.402
  - **Compensation:** $8.13
    - **Hourly Rate:** Part-time only
      - Sched 0 Grade 5 Step 0
      - At-will-employee
      - If temporary, anticipated termination date: _
    - **Annual:**
      - $8.13 per hr x 19 hrs/wk x 44 wks = $6796.68 per year
    - **Hourly:**
      - $8.13 per hr x 19 hrs/wk x 44 wks = $6796.68 per year
    - **Other (explain):**
      - At-will-employee
      - If temporary, anticipated termination date: _

**Library**

- **Specialized Area:** Sugar Land Library
- **Funded in which FY?:** 2004-2005

### Explanation of Action:

- **Recommended by Supervisor (Department Head):**
  - **Date:** 9/16/04
  - **Approved by Vice President:**
    - **Date:** 9-17-04

- **Approved by Division Chair:**
  - **Date:**
  - **Reviewed by Human Resources:**
    - **Date:** 9-20-04

- **Budget Approval:**
  - **Date:** 9/16/04
  - **Approved by President:**
    - **Date:**

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

**Reg. 821**

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

**Personnel Action Form**

**Human Resources**

### Part I: Check all that apply

- **Classification:**
  - ☐ Administrative/Professional Staff
  - ☐ Faculty
  - ☒ Support Staff
  - ☐ Temporary
  - ☒ Full-Time
  - ☒ Part-Time

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

### Part II: Assignment/Accounting

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

- **Job Title/Position:** Part-time Secretary
- **Budgeted Position:** ☒ Yes ☐ No

- **Budget Number:** 23310.6002.6102.301, 23320.6002.6102.301 *3rd acct.

- **Compensation:**
  - ☒ Annual
  - ☒ Hourly
  - ☒ Other (explain): $7.50
  - ☒ Step

- **Sched**: ☒ At-will-employee

- **Start Date:** Oct. 1987

- **End Date:**

- **Position No. (NBAPOSN):** CEWW99

- **Specialized Area:** Senior Citizen Program
- **Funded in which FY:** 2003 - 2004

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

- **Job Title/Position:** Part-time Secretary
- **Budgeted Position:** ☒ Yes ☐ No

- **Budget Number:** 23311.6002.6102.301, 23320.6002.6102.301 **3rd acct.

- **Compensation:**
  - ☒ Annual
  - ☒ Hourly
  - ☒ Other (explain): $7.60
  - ☒ Step

- **Sched**: ☒ At-will-employee

- **Start Date:** 10/01/04

- **End Date:**

- **Position No. (NBAPOSN):** CEWW99

- **Specialized Area:** Senior Citizen Program
- **Funded in which FY:** 2004 - 2005

### Explanation of Action:

*23350.6002.6102.301 & **23351.6002.6102.301

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):** L. O. 10-6-04

- **Approved by Division Chair:** Date

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

- **Reviewed by Human Resources:** 10-7-04

- **Budget Approval:** Date

- **Approved by President:** Date

- **Approved by Cabinet Level Supervisor:** Date

- **Date approved by Board:** Date

**Reg. 821**

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

Personnel Action Form
Human Resources

Social Security No.:

Last Name: Kuhlmans
First Name: Jane
Middle Initial: A.
City:
State:
Zip:

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:
Workforce Development, Continuing Education, and Distance Learning

Job Title/Position: Respite Homemaker
Budgeted Position?: ☑ Yes ☐ No
Budget Number: 21890.6002.6112.301
Compensation:
☐ Annual
☐ Hourly
☐ Other (explain)
$ 5.15
Sched Grade Step
At-will-employee
Per contract
Hourly Rate: (Part-time only)
$ 5.15 per hr x 6 hrs/wk x 50 wks =
$ 1,545.00 per year

Start Date: Sept. 2002
End Date:
Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
☐ 9 months
☐ 10 1/2 months
☐ 12 months
☐ Other

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

Job Title/Position: Respite Homemaker
Budgeted Position?: ☑ Yes ☐ No
Budget Number: 21891.6002.6112.301
Compensation:
☐ Annual
☐ Hourly
☐ Other (explain)
$ 5.25
Sched Grade Step
At-will-employee
Per contract
Hourly Rate: (Part-time only)
$ 5.25 per hr x 6 hrs/wk x 50 wks =
$ 1,575.00 per year

Start Date: 10/01/04
End Date:
Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
☐ 9 months
☐ 10 1/2 months
☐ 12 months
☐ Other

Explanation of Action:

Part III: Position/Budget Authorization

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

Approved by Division Chair: Date

Budget Approval:
Wyche Kocian
Date: 10/7/04
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**

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**Part I: Check all that apply**

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<td>Workforce Development, Continuing Education, and Distance Learning</td>
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<td>Job Title/Position: East Bernard Site Manager</td>
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<td>Budgeted Position? ☐ Yes ☐ No</td>
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<td>Compensation: $ 5.65</td>
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**Specialized Area:**

**Senior Citizen Program**

**Funded in which FY:**

2003 - 2004

2004 - 2005

**Position No. (NBAPOSN):**

CEWW99

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

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

$ 5.55 per hr x 6 hrs/wk x 50 wks = $ 1,665.00 per year

$ 5.65 per hr x 6 hrs/wk x 50 wks = $ 1,695.00 per year

**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**

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

**Wharton County Junior College**

**Human Resources**

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</table>

#### Part 1: Check all that apply

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

#### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

- **Workforce Development, Continuing Education, and Distance Learning**

- **Job Title/Position:** Homemaker
- **Budgeted Position:** Yes
- **Budget Number:** 21750.6001.6112.301, 23220.6001.6112.301
- **Compensation:** $5.25
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] Other (explain)
  - [ ] Other (explain)
- **Start Date:** May 1998
- **End Date:**
- **Hourly Rate: (Part-time only)**
  - $5.25 per hr x 19 hrs/wk x 50 wks =
- **Total Compensation:** $4,987.50 per year
- **Position No. (NBAPOSN):** CEWW99

**PROPOSED Division/Unit:**

- **Workforce Development, Continuing Education, and Distance Learning**

- **Job Title/Position:** Homemaker
- **Budgeted Position:** Yes
- **Budget Number:** 21751.6001.6112.301, 23221.6001.6112.301
- **Compensation:** $5.35
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] Other (explain)
  - [ ] Other (explain)
- **Start Date:** 10/01/04
- **End Date:**
- **Hourly Rate: (Part-time only)**
  - $5.35 per hr x 19 hrs/wk x 50 wks =
- **Total Compensation:** $5,082.50 per year
- **Position No. (NBAPOSN):** CEWW99

#### Explanation of Action:

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

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):** Carol L. Ollson
  - **Date:** 10/6/04
- **Reviewed by Human Resources:**
  - **Date:** 10/7/04
- **Approved by Division Chair:**
  - **Date:** 10/7/04
- **Budget Approval:**
  - **Date:** 10/7/04
- **Approved by Cabinet Level Supervisor:**
  - **Date:** 10/7/04

**Reg. 821**

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

**Personnel Action Form**

Human Resources

<table>
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</table>

**Address**

**City**

**State**

**Zip**

**Part I: Check all that apply**

- Classification:
  - New Employee
  - Administrative/Professional Staff
  - Faculty
  - Support Staff
  - Temporary
  - Full-Time
  - Regular
  - Part-Time
  - Other (explain)

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

**Part II: Assignment/Accounting**

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

**Job Title/Position:** Driver

**Budgeted Position?** Yes □ No □

**Budget Number:** 21750.6001.6126.301, 21760.6001.6136.301

**Compensation:**

- $5.65 Hourly Rate: (Part-time only)
- $5.65 per hr x 19 hrs/wk x 20 wks = $5,367.50 per year

**Start Date:** June 1995

**Specialized Area:** Senior Citizen Program

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

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

**Job Title/Position:** Driver

**Budgeted Position?** Yes □ No □

**Budget Number:** 21751.6001.6126.301, 21761.6001.6136.301

**Compensation:**

- $5.75 Hourly Rate: (Part-time only)
- $5.75 per hr x 19 hrs/wk x 20 wks = $4,462.50 per year

**Start Date:** 10/01/04

**End Date:** If temporary, anticipated termination date:

**Specialized Area:** Senior Citizen Program

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

**Date:** 10/6/04

**Approved by Vice President:**

**Date:** 10-7-04

**Approved by Division Chair:**

**Date:**

**Reviewed by Human Resources:**

**Date:**

**Budget Approval:**

**Date:** 10/7/04

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

**Reg. 821**

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Social Security No.**

- **Last Name:** Castro
- **First Name:** Ben
- **Middle Initial:**
- **Telephone:**

**Address**

- City
- State
- Zip

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

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

- **Job Title/Position:** Driver
- **Budgeted Position?** ☒ Yes ☐ No
- **Budgeted Position:**
- **Budgeted Position Number:**
  - 21750.6001.6126.301, 21760.6001.6136.301 *3rd acct

- **Compensation:**
  - ☐ Annual
  - ☒ Hourly
  - ☐ Other (explain)
  - Sched: ✔
  - Grade: __________
  - Step: __________
  - Hourly Rate (Part-time only): $5.15 per hr x 19 hrs/wk x 50 wks = $4,892.50 per year

- **Start Date:** May 2003
- **End Date:**
- **Specialized Area:** Senior Citizen Program
- **Funded in which FY?** 2003 - 2004
- **Position No. (NBAPOSN):** CEWW99

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

- **Job Title/Position:** Driver
- **Budgeted Position?** ☒ Yes ☐ No
- **Budgeted Position:**
- **Budgeted Position Number:**
  - 21751.6001.6126.301, 21760.6001.6136.301 **3rd acct

- **Compensation:**
  - ☒ Annual
  - ☒ Hourly
  - ☐ Other (explain)
  - Sched: ✔
  - Grade: __________
  - Step: __________
  - Hourly Rate (Part-time only): $5.25 per hr x 19 hrs/wk x 50 wks = $4,987.50 per year

- **Start Date:** 10/01/04
- **End Date:**
- **Specialized Area:** Senior Citizen Program
- **Funded in which FY?** 2004 - 2005
- **Position No. (NBAPOSN):** CEWW99

**Explanation of Action:**

- *21750.6001.6120.301, **21751.6001.6120.301 (El Campo on occasion)

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
- **Date:** 10/6/04
- **Approved by Vice President:**
- **Date:** 10/7/04

- **Approved by Division Chair:**
- **Date:**

- **Budget Approval:**
- **Date:** 10/7/04
- **Approved by President:**
- **Date:**

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

---

**Revised:** July 29, 2004

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

**Wharton County Junior College**

<table>
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<tr>
<td></td>
<td>Garcia</td>
<td>Theresa</td>
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**Address**

City __________________________ State ____________ Zip ____________

**Part I: Check all that apply**

**Classification:**
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
- [x] Full-Time
- [x] 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:

**Workforce Development, Continuing Education, and Distance Learning**

**Job Title/Position:** Homemaker

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

**Budget Number:** 21770.6002.6112.301, 23290.6002.6112.301

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

**Sched:** [ ]
**Grade:** [ ]
**Step:** [ ]

**Hourly Rate: (Part-time only)**
- [$ 5.65 per hr x 4 hrs/wk x 50 wks = $ 1,130.00 per year](#)

**Start Date:** April 1996

**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
- [x] 12 months
- [ ] Other

**PROPOSED** Division/Unit:

**Workforce Development, Continuing Education, and Distance Learning**

**Job Title/Position:** Homemaker

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

**Budget Number:** 21771.6002.6112.301, 23291.6002.6112.301

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

**Sched:** [ ]
**Grade:** [ ]
**Step:** [ ]

**Hourly Rate: (Part-time only)**
- [$ 5.75 per hr x 4 hrs/wk x 50 wks = $ 1,150.00 per year](#)

**Start Date:** 10/01/04

**End Date:** [ ]

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

**If temporary, anticipated termination date:** [ ]

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

**Date:** 10-6-04

**Approved by Vice President:** [ ]

**Date:** 10-7-04

**Approved by Division Chair:** [ ]

**Date:** [ ]

**Reviewed by Human Resources:** [ ]

**Date:** 10-7-04

**Budget Approval:** [ ]

**Date:** 10-7-04

**Approved by Cabinet Level Supervisor:** [ ]

**Date:** 10-7-04

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

Reg. 821

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

**C-17**

**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

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

- Workforce Development, Continuing Education, and Distance Learning

**Job Title/Position:**

- Eagle Lake Site Manager

**Budgeted Position?**

- [x] Yes
- [ ] No

**Budget Number:**

- 21780.6002.6124.301

**Compensation:**

- [x] Hourly

**Hourly Rate:**

- $5.65 per hr x 6 hrs/wk x 50 wks = $1,695.00 per year

**Start Date:**

- May 1995

**End Date:**

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

**If temporary, anticipated termination date:**

**Proposed Division/Unit:**

- Workforce Development, Continuing Education, and Distance Learning

**Job Title/Position:**

- Eagle Lake Site Manager

**Budgeted Position?**

- [x] Yes
- [ ] No

**Budget Number:**

- 21780.6002.6124.301

**Compensation:**

- [x] Hourly

**Hourly Rate:**

- $5.75 per hr x 6 hrs/wk x 50 wks = $1,725.00 per year

**Start Date:**

- 10/01/04

**End Date:**

- [x] 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
- [x] 12 months
- [ ] Other

**Part III: Position/Budget Authorization**

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

- 10-6-04

**Approved by Vice President:**

- 10-7-04

**Approved by Division Chair:**

- 10-7-04

**Reviewed by Human Resources:**

- 10-7-04

**Budget Approval:**

- 10-17-04

**Approved by President:**

- 10-7-04

**Approved by Cabinet Level Supervisor:**

- 10-7-04

**Date approved by Board:**

- [ ] 10-7-04
- [ ] not applicable

**Reg. 821**

**Revised July 29, 2004**
Social Security No. Greenwood Last Name Greenwood First: Thelma Initial J. Middle Initial Telephone

Address City State Zip

Part I: Check all that apply

Classification:
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
- [x] Full-Time
- [x] Part-Time
- [ ] Regular
- [ ] Other (explain)
- [x] 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: Workforce Development, Continuing Education, and Distance Learning

Job Title/Position: Wharton Site Manager

Budgeted Position? [x] Yes [ ] No

Budgeted Number: 21760.6001.6118.301

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

Start Date: Sept. 1997 End Date: 

Hourly Rate: (Part-time only)
- [$ 5.65 per hr x 12 hrs/wk x 50 wks = $ 28,300.00 per year]

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

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

Job Title/Position: Wharton Site Manager

Budgeted Position? [x] Yes [ ] No

Budgeted Number: 21761.6001.6118.301

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

Start Date: 10/01/04 End Date: 

Hourly Rate: (Part-time only)
- [$ 5.75 per hr x 19 hrs/wk x 50 wks = $ 28,462.50 per year]

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) [Signature] Date 10/6/04

Approved by Division Chair [Signature] Date

Budget Approval [Signature] Date 10/7/04

Date approved by Board or [ ] not applicable

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

**Human Resources**

<table>
<thead>
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<tr>
<td></td>
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<td>Frank</td>
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**Address**

<table>
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<th>City</th>
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</table>

**Part I: Check all that apply**

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

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

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

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: Workforce Development, Continuing Education, and Distance Learning
- Job Title/Position: Driver
- Budgeted Position?: [x] Yes [ ] No
- Budget Number: 21750.6001.6120.301, 21760.6001.6136.301

**Compensation:**

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

**Start Date:** Feb. 2004

**End Date:**

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

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

- $ 5.15
- Sched = 0.62
- Grade = 0
- Step = 0
- $ 5.15 hr x 19 hrs/wk x 50 wks = $ 4,892.50 per year

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

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

**PROPOSED**

- Division/Unit: Workforce Development, Continuing Education, and Distance Learning
- Job Title/Position: Driver
- Budgeted Position?: [x] Yes [ ] No
- Budget Number: 21751.6001.6120.301, 21761.6001.6136.301

**Compensation:**

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

**Start Date:** 10/01/04

**End Date:**

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

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

- $ 5.25
- Sched = 0.62
- Grade = 0
- Step = 0
- $ 5.25 hr x 19 hrs/wk x 50 wks = $ 4,987.50 per year

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

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

**Explanation of Action:**

- [ ] Not applicable

**Part III: Position/Budget Authorization**

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

- [ ] [Signature] [Date: 10-6-04]

**Approved by Division Chair:**

- [ ] [Signature] [Date: 10-6-04]

**Approved by Vice President:**

- [ ] [Signature] [Date: 10-7-04]

**Reviewed by Human Resources:**

- [ ] [Signature] [Date: 06-18-04]

**Budget Approval:**

- [ ] [Signature] [Date: 10-7-04]

**Approved by Cabinet Level Supervisor:**

- [ ] [Signature] [Date: 10-7-04]

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

- [ ] Date

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Revised July 29, 2004
Wharton County
Junior College

Personnel Action Form
Human Resources

Social Security No. | Last Name | First | Middle Initial | Telephone |
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<td></td>
<td>Janský</td>
<td>Petra</td>
<td>F</td>
<td></td>
</tr>
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Address

Part I: Check all that apply

Classification:
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [X] Support Staff
- [ ] Temporary
- [X] Full-Time
- [ ] Part-Time
- [ ] Other (explain)
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Retirement
- [X] Resignation
- [ ] Separation (date: 10-01-04)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: Business and Administrative Services

Job Title/Position: Financial Aid Secretary

Specialized Area: Financial Aid

Budgeted Position? [X] Yes [ ] No

Budget Number: 1110-152-6105-014


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

Sched: 0

Grade: 8

Step: 3

Hourly Rate: (Part-time only)

$ per hr x hrs/wk x wks =

$ per year

Start Date: July 16, 2001

End Date: October 1, 2004

If temporary, anticipated termination date:

PROPOSED Division/Unit: Business and Administrative Services

Job Title/Position: Financial Aid Secretary

Specialized Area: Financial Aid

Budgeted Position? [ ] Yes [X] No

Budget Number: 1110-152-6105-014


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

Sched: 0

Grade: 8

Step: 3

Hourly Rate: (Part-time only)

$ per hr x hrs/wk x wks =

$ per year

Start Date: July 16, 2001

End Date: October 1, 2004

If temporary, anticipated termination date:

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Approved by Vice President

Date: 09-24-04

Date:

Approved by Division Chair

Reviewed by Human Resources

Date: 09-24-04

Date: 9-24-04

Budget Approval

Approved by President

Date: 9-27-04

Date: 9-24-04

Approved by Cabinet Level Supervisor

Date: 9-24-04

Date: 9-24-04

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Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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<th>Address</th>
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</table>

**Part I: Check all that apply**

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 10-15-04)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: Physical Plant
- Job Title/Position: Custodian/Fulltime/Wharton
- Budgeted Position? [X] Yes [ ] No
- Budgeted Position No. (NBAPOSN): 1110.1194.6104.703
- Budget Number: 1110.1194.6104.703
- Compensations: Hourly Rate:
  - S: $17,425.00
  - Sched: 0
  - Grade: 1
  - Step: 9
  - At-will employee
  - Per contract

**PROPOSED**

- Division/Unit: Specialized Area
- Job Title/Position: 
- Budgeted Position? [ ] Yes [X] No
- Budgeted Position No. (NBAPOSN): 
- Budget Number: 
- Compensation: Hourly Rate:
  - S: 
  - Sched: 
  - Grade: 
  - Step: 
  - At-will employee
  - Per contract

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

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

**Explanation of Action:**

Ruben has resigned his position as fulltime custodian.

**Part III: Position/Budget Authorization**

<table>
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<th>Date</th>
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<td></td>
<td>10/3/04</td>
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Reg. 821

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

#### Personnel Action Form

**Social Security No.**

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<th>Telephone</th>
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<tbody>
<tr>
<td>Tijerina</td>
<td>Terry</td>
<td>W</td>
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#### Part I: Check All that Apply

| Classification: | |
|-----------------|-----------------|-----------------|-----------------|-----------------|
| ☐ Administrative/Professional Staff | ☐ Extension | ☐ Retirement |
| ☐ Faculty | ☐ Reclassification | ☐ Resignation |
| ☒ Support Staff | ☐ Transfer | ☐ Separation (date: 8-30-04) |
| ☐ Temporary | ☐ Promotion | ☐ Change in Assignment |
| ☒ Regular | ☐ Salary Adjustment | ☐ Additional Assignment |
| ☐ Part-Time | ☐ Other (explain) | ☒ Leave of Absence |

#### Part II: Assignment/Accounting

**CURRENT**

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<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
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**Job Title/Position:**

- Security Officer/Part-time
- Specialized Area: Security

**Budgeted Position?**

- ☑ Yes

**Budgeted Position?**

- ☐ No

**Budgeted Position?**

- ☐ No

**Budget Number:**

- 1110.1192.6108.701

**Compensation:**

<table>
<thead>
<tr>
<th></th>
<th>Hrs/wk</th>
<th>Wks</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 8.81</td>
<td>40</td>
<td>22</td>
</tr>
</tbody>
</table>

#### Part III: Position/Budget Authorization

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

- Date

**Approved by Vice President:**

- Date

**Approved by Division Chair:**

- Date

**Reviewed by Human Resources:**

- Date

**Budget Approval:**

- Date

**Approved by Cabinet Level Supervisor:**

- Date

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

- Date

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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.*
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XVI

MATTERS RELATING TO FORMAL POLICY

A. First Reading: Board Member’s Statement of Ethics
Board Member’s Statement of Ethics

I. BACKGROUND and/or LEGAL REFERENCE
The Texas Appropriations Act and Texas Education Code § 61.0815 requires higher education institutions to file an ethics policy with the Texas Higher Education Coordinating Board.

II. PURPOSE
High ethical standards and compliance with the law are of critical importance to Wharton County Junior College ("WCJC" or "College"). As elected officials, WCJC board members owe a responsibility to the people of Texas in the performance of their official duties. This Statement of Ethics provides the guidelines that govern each board member’s conduct. Board members should act fairly and honestly and avoid creating even the appearance of impropriety.

III. POLICY
Board members of Wharton County Junior College shall subscribe to the following code of ethics:

Board Member’s Code of Ethics

As a member of the Board, I will strive to improve public education. To that end, I shall adhere to the following ethical standards. I agree to review these standards and sign a statement, promising to uphold those standards. I will:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning issues to be considered at those meetings;

2. Work with other Board members to establish effective Board policies, and to delegate authority for the administration of the College to the College president;

3. Recognize that I should endeavor to make policy decisions only after full-consideration and discussion at publicly-held Board meetings;

4. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

5. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;

6. Communicate to other Board members and the College president expressions of public reaction to Board policies and College programs;

7. Inform myself about current educational issues by individual study and through participation in programs providing this information, such as those sponsored by the American Association of Community and Junior Colleges, the Association of Community College Trustees, and other groups;
8. Support the employment of those persons best qualified to serve as College staff, and insist on a regular and impartial evaluation of all staff;

9. Observe and enforce all nepotism and conflict of interest laws, and avoid being placed in a position of conflict of interest. I will also refrain from using my Board position for personal or partisan gain;

10. Take no private action that will compromise the Board or administration, and respect the confidentiality of information or discussions that are privileged under applicable law;

11. Remember always that my first and greatest concern must be the educational welfare of the students attending the College;

12. Avoid engaging in or condoning any behavior by College officials, employees, and students which constitutes sexual harassment under applicable law. Sexual harassment is defined as: (1) when submission to or rejection of sexual conduct is used as a basis for employment decisions affecting an individual, and/or (2) harassing conduct which interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment; and

13. Uphold and enforce all applicable court decisions, statutes, regulations, and Board policies, as they now exist or may be amended or modified in the future.

REG.

Created August 23, 2004
JJJ/BAM
| Date of WCJC Board Meeting  
<table>
<thead>
<tr>
<th>Oct. 19, 2004 NAME AND JOB TITLE</th>
<th>CURRENT SALARY AND SCHEDULE</th>
<th>PROPOSED SALARY AND SCHEDULE</th>
<th>PROPOSED OR REPORTED ACTION</th>
</tr>
</thead>
</table>
| Pate, Tyler G.  
Regular, full-time Senior Vice President of Instruction | $84,088 (12 mos.)  
VP-13-46 | $92,496 (12 mos.)  
VP-15-57 | Reclassification and salary adjustment, effective October 20, 2004 |
| Kocian, Bryce D.  
Regular, full-time Vice President of Financial Services | $68,733 (12 mos.)  
CA-2-39 | $82,087 (12 mos.)  
VP-13-43 | Reclassification and salary adjustment, effective October 20, 2004 |
| Youngblood, Pam J.  
Regular, full-time Vice President of Technology and Institutional Research | $58,068 (12 mos.)  
AA-14-14 | $80,086 (12 mos.)  
VP-13-40 | Reclassification and salary adjustment, effective October 20, 2004 |
| Taylor, Brice Wayne  
Regular, full-time Dean of Student Services/Director of Dual Credit Enrollment | $61,411 (12 mos.)  
D-13-14 | $68,081 (12 mos.)  
D-13-24 | Reclassification and salary adjustment, effective October 20, 2004 |
| Dees, Kevin  
Regular, full-time Assistant to the Vice President of Instruction | $51,400 (12 mos.)  
FAC-1-14 | $56,734 (12 mos.)  
CA-9-14 | Reclassification and salary adjustment, effective October 20, 2004 |
| Rizzuto, Peggy L.  
Regular, full-time front desk clerk at Sugar Land Campus | Replaces Cynthia Rehak  
$17,725 (12 mos.)  
0-8-0 | $18,700 (12 mos.)  
0-8-0 | Employed, effective October 11, 2004 |
| Young, Lawrence P., Jr.  
Regular, part-time security officer at Wharton campus | Replaces James M. Droomgoole  
$8.81/hr. x 19 hrs./wk. x 52 wks. = $8,704/yr. | $9.28/hr. x 19 hrs./wk. x 52 wks. = $9,168/yr. | Employed, effective September 29, 2004 |
<table>
<thead>
<tr>
<th>Date of WCJC Board Meeting Oct. 19, 2004 NAME AND PROPOSED JOB TITLE</th>
<th>CURRENT SALARY AND SCHEDULE</th>
<th>PROPOSED SALARY AND SCHEDULE</th>
<th>PROPOSED OR REPORTED ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaskamp, Nathan Regular, part-time library/open lab monitor</td>
<td>Replaces Kelly L. Sulak $7.66/hr. x 20 hrs./wk. x 48 wks. = $7,353.60/yr.</td>
<td>$8.13/hr. x 20 hrs./wk. x 48 wks. = $7,804.80/yr.</td>
<td>Employed, effective September 20, 2004</td>
</tr>
<tr>
<td>Wei, Hao-Wen Regular, part-time library clerk at the Sugar Land Campus</td>
<td>$7.50/hr. x 19 hrs./wk. x 44 wks. = $6,270/yr.</td>
<td>$8.13/hr. x 19 hrs./wk. x 44 wks. = $6,796.68/yr.</td>
<td>Salary adjustment, effective October 1, 2004</td>
</tr>
<tr>
<td>King, Flossie M. Regular, part-time secretary to the senior citizen program</td>
<td>$7.50/hr. x 19 hrs. x 50 wks. = $7,125/yr.</td>
<td>$7.60/hr. x 19 hrs./wk. x 50 wks. = $7,220/yr.</td>
<td>Salary adjustment, effective October 1, 2004</td>
</tr>
<tr>
<td>Kuhlman, Jane A. Regular, part-time respite homemaker for the senior citizen program</td>
<td>$5.15/hr. x 6 hrs./wk. x 50 wks. = $1,545/yr.</td>
<td>$5.25/hr. x 6 hrs./wk. x 50 wks. = $1,575/yr.</td>
<td>Salary adjustment, effective October 1, 2004</td>
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<tr>
<td>Sanchez, Phyllis Regular, part-time East Bernard site manager for the senior citizen program</td>
<td>$5.55/hr. x 6 hrs./wk. x 50 wks. = $1,665/yr.</td>
<td>$5.65/hr. x 6 hrs./wk. x 50 wks. = $1,695/yr.</td>
<td>Salary adjustment, effective October 1, 2004</td>
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<tr>
<td>Sanford, Flora Regular, part-time homemaker for the senior citizen program</td>
<td>$5.25/hr. x 19 hrs./wk. x 50 wks. = $4,987.50/yr.</td>
<td>$5.35/hr. x 19 hrs./wk. x 50 wks. = $5,082.50/yr.</td>
<td>Salary adjustment, effective October 1, 2004</td>
</tr>
<tr>
<td>Whalon, Gladys Regular, part-time driver for the senior citizen program</td>
<td>$5.65/hr. x 19 hrs./wk. x 50 wks. = $5,367.50/yr.</td>
<td>$5.75/hr. x 19 hrs./wk. x 50 wks. = $5,462.50/yr.</td>
<td>Salary adjustment, effective October 1, 2004</td>
</tr>
<tr>
<td>Castro, Ben Regular, part-time driver for the senior citizen program</td>
<td>$5.15/hr. x 19 hrs./wk. x 50 wks. = $4,892.50/yr.</td>
<td>$5.25/hr. x 19 hrs./wk. x 50 wks. = $4,987.50/yr.</td>
<td>Salary adjustment, effective October 1, 2004</td>
</tr>
<tr>
<td>Name</td>
<td>Current Job Title</td>
<td>Current Salary and Schedule</td>
<td>Proposed Salary and Schedule</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Garcia, Theresa</td>
<td>Regular, part-time homemaker for the senior citizen program</td>
<td>$5.65/hr. x 4 hrs./wk. x 50 wks. = $1,130/yr.</td>
<td>$5.75/hr. x 4 hrs./wk. x 50 wks. = $1,150/yr.</td>
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<tr>
<td>Gordon, Eurma J.</td>
<td>Regular, part-time Eagle Lake site manager for the senior citizen program</td>
<td>$5.65/hr. x 6 hrs./wk. x 50 wks. = $1,695/yr.</td>
<td>$5.75/hr. x 6 hrs./wk. x 50 wks. = $1,725/yr.</td>
</tr>
<tr>
<td>Greenwood, Thelma J.</td>
<td>Regular, part-time Wharton site manager for the senior citizen program</td>
<td>$5.65/hr. x 19 hrs./wk. x 50 wks. = $5,367.50/yr.</td>
<td>$5.75/hr. x 19 hrs./wk. x 50 wks. = $5,462.50/yr.</td>
</tr>
<tr>
<td>Herring, Frank</td>
<td>Regular, part-time driver for the senior citizen program</td>
<td>$5.15/hr. x 19 hrs./wk. x 50 wks. = $4,892.50/yr.</td>
<td>$5.25/hr. x 19 hrs./wk. x 50 wks. = $4,987.50/yr.</td>
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<tr>
<td>Jansky, Petra F.</td>
<td>Regular, full-time financial aid secretary</td>
<td>$17,675 (12 mos.) 0-8-3</td>
<td>N/A</td>
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<tr>
<td>Ramirez, Ruben</td>
<td>Regular, full-time custodian at the Wharton campus</td>
<td>$17,425 (12 mos.) 0-1-9</td>
<td>N/A</td>
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<tr>
<td>Tijerina, Terry W.</td>
<td>Regular, part-time security officer</td>
<td>$8.81/hr. x 19 hrs./wk. x 52 wks. = $8,704/yr.</td>
<td>N/A</td>
</tr>
</tbody>
</table>