WCJC

BOARD OF TRUSTEES

AGENDA PACKAGE

FOR THE REGULAR BOARD MEETING

OCTOBER 17, 2006

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

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<td>P. D. (Danny) Gerton, III Chair</td>
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<td>Rick Davis Vice-Chair</td>
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<td>Jack C. Moses Secretary</td>
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<td>Gerald R. Donaldson</td>
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<td>Georgia Krenek</td>
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<td>Oliver W. Kunkel, Jr.</td>
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<td>Phyllip W. Stephenson</td>
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<td>Gary P. Trochta</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 17, 2006

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes .................................................. A
    A. The special called meeting on September 14, 2006
    B. The regular meeting on September 19, 2006

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

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

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

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

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

VI. Presentations, Awards, and/or President’s Report
   A. Quality Enhancement Plan update: Patricia Rehak
   B. Kid’s College update: Dale Pinson
   C. LEAD Project

VII. Reports to the Board
   A. Financial Reports for September 2006

(FINANCIAL REPORTS ARE MAILED UNDER SEPARATE COVER)
   B. Information Item: Management Reports
   C. Information Item: Reports from College Governance Councils
   D. Information Item: Clipping Service for the month of September 2006

VIII. Reports from Committees of the Board
   A. Audit/Finance Committee: Mr. Kunkel
   B. Facilities Committee: Mr. Donaldson
   C. Legislative Committee: Mr. Nelson

-CONSENT AGENDA-

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

IX. Matters Relating to General Administration

A. Approval of a two-step base increase for all college full-time employees, retroactive to September 1, 2006
X. Matters Relating to Academic Affairs
   
   A. Approve amending the existing support staff bylaws to expand the support staff council from five members to six

   B. Approve the purchase of a patient simulator to be used by the LVN Program from the Laerdal Corporation for $40,036.82 – ($40,036.82 – Gulf Coast Medical Foundation Grant Funds for 2006-2007)

XI. Matters Relating to Administrative Services
   
   A. Approve the allocation of funds from the prior year fund balance for 2006 outstanding encumbrances – (total allocation of $12,223.00 will be noted in the 2007 financial statements as reserved for encumbrances, funds originally received from the Gulf Coast Medical Foundation)

XII. Matters Relating to Technology and Institutional Research

XIII. Matters Relating to Workforce Development, Continuing Education and Distance Learning
   
   A. Approve agreement with the Wharton Independent School District’s for the 2007 Kids’ College Summer Program – (This contract will generate an income of $9,000 receivable from the Wharton Independent School District.)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

   A. Board of Trustees

   B. Office of President

   C. Office of Academic Affairs

      1. Approval of department head pay for fall 2006

      2. Approval of paid professional assignments 2006-2007

   D. Office of Administrative Services

   E. Office of Student Services

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

   G. Office of Technology and Institutional Research
H. Information Items: Contract Personnel Actions

1. Debra K. Gerton employed as a regular, full-time assistant registrar at the Sugar Land Campus, 0-11-0, effective November 1, 2006

2. Cynthia A. Kocijan, regular, full-time special population advisor for Perkins’ Grant/academic advisor was given a salary adjustment from $17.87/hr. = $37,177 annually to $18.19/hr. = $37,827 annually, effective September 1, 2006

3. Brian P. Klinger employed as a regular, part-time evening open computer lab monitor, $8.44/hr. x 16.5 hrs./wk. x 47 wks. = $6,546.00/yr., effective September 14, 2006

4. David K. Neman employed as a regular, part-time library/open computer lab clerk, $8.44/hr. x 20 hrs./wk. x 48 wks. = $8,102.00/yr., effective September 18, 2006

5. Jason Alamo employed as a temporary, part-time fitness center staff, $8.45/hr. x 10 hrs./wk. x 12 wks. = $1,014/yr., effective September 25, 2006

6. Laura Matura employed as a temporary, part-time kids’ college staff, $14/hr. x 32 hrs./wk. x 15 wks. = $6,720/yr., effective September 11, 2006

7. Sharon J. Mayberry received a 13 week employment extension as temporary, part-time secretary/receptionist for the director of continuing education and workforce development, $10/hr. x 32 hrs./wk. x 13 wks. = $4,160/yr., effective September 26, 2006

8. Yeemy C. Pineda resigned as a regular, part-time workforce development center aide, $9.73/hr. x 20 hrs./wk. x 32 wks. = $6,227.20/yr., effective August 7, 2006

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

XVII. Action on items discussed in closed session

XVIII. Matters Relating to Formal Policy

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The special called meeting on September 14, 2006

B. The regular meeting on September 19, 2006
MINUTES
Special Called Meeting of the
Wharton County Junior College
Board of Trustees
September 14, 2006

The Wharton County Junior College District Board of Trustees met in special session on
September 14, 2006 at 12:00 P. M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Gerald Donaldson; Mrs. Georgia Krenek; Mr.
Oliver Kunkel; Mr. Lloyd Nelson and Mr. Phil Stephenson.

Trustees Absent: Mr. Rick Davis, Vice-Chair; Mr. Jack Moses, Secretary and Mr. Gary
Trochta.

Also Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President; Mr. Bryce
Kocijan, Vice President of Financial Services; Mrs. Pam Youngblood, Vice President of Technology and
Institutional Research; Mr. Dale Pinson, Vice President of Workforce Development, Continuing
Education and Distance Learning; Ms. Gloria Crockett, Executive Secretary to the President; Mrs.
Makyla Dunn, Administrative Clerk to the President, Ms. Zina Carter; Mr. Brian Gonyer; Dr. Dan
Jones and Mr. Robby Mathews.

Others Present: Mr. Cliff Terrell

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-Mr. Gertson called the meeting to order at 12:00 P. M.

ITEM II: PRESENTATION OF MARKETING PLAN PROPOSAL

-Zina Cater gave an overview of the request for proposal for a WCJC Marketing Plan. Only five
vendors submitted proposals to a committee made up of staff from different areas of the college. Zina
stated that the proposal they are bringing forward today is from Stamats, Inc., a higher education marketing
company. Mr. Randy Snyder with Stamats, Inc. intended to be at this meeting but his flight was canceled so
he will give his power point presentation to the board via a conference call.

-Dr. Jones stated that this marketing plan will tie into the Strategic Plan and Achieving the
Dream.
Cliff Terrell stated that Fort Bend County is a large market for college courses. The timing of the marketing plan couldn't be better with the promise of a new Sugar Land campus. The plan will help us determine what different communities think of us and our services. The results of the marketing plan will be of great benefit to this institution.

Zina Carter introduced Mr. Randy Snyder, Senior Client Consultant for Stamats, Inc.

Mr. Snyder began his presentation by welcoming and thanking everyone for allowing him to present his power point presentation through a telephone conference call. (Presentation attached under separate cover.)

Mr. Donaldson asked Mr. Snyder if the company will go into the community to get some feedback from some of the movers and shakers of the community. Mr. Snyder stated that yes, the company will go to some of the bigger businesses and people in the community to get their input and feedback and to get them more involved with what we are doing within the college. An elevator speech will be created so that people are telling the same story about the college. Mr. Donaldson stated that he had preconceived notions about the image of the college, but we need actual data to make good decisions.

Ms. McCrohan stated that this item will be brought back to the board at the next board meeting for their approval, a cost estimate will be included with the agenda brief.

Mrs. Krenek stated that even if the marketing plan costs more than the estimate, it will be of great value for future decisions.

Mr. Gertson stated that it was worth the inconvenience to have this presentation as a conference call to save the college money. He thanked Mr. Snyder for his presentation and told him that we will make a decision at the next board meeting.

ITEM III: ADJOURN

The meeting was adjourned at 1:47 P. M.
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
September 19, 2006

-The Wharton County Junior College District Board of Trustees met in regular session on September 19, 2006 at 6:30 P. M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Jack Moses, Secretary; Mrs. Georgia Krenek; Mr. Lloyd Nelson; Mr. Phil Stephenson and Mr. Gary Trochta

Trustees Absent: Mr. Rick Davis, Vice-Chair; Mr. Gerald Donaldson and Mr. Oliver Kunkel

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President of Instruction; Mr. Bryce Kocian, Vice President of Financial Services; Mr. Dale Pinson, Vice President of Workforce Development, Continuing Education and Distance Learning; Mrs. Pam Youngblood, Vice President of Technology and Institutional Research; Ms. Gloria Crockett, Executive Secretary to the President; Mrs. Makyla Dunn, Administrative Clerk to the President; Mr. Sean Amestoy, Mrs. Darlene Byrd; Ms. Zina Carter; Mr. John Dettling; Mr. Mike Feyen; Mr. Scott Glass; Mr. Richard Hyde; Mr. Terrell Jessen; Ms. Judy Jones; Mr. Mike Mills; Dr. Sue Poor; Mr. Gus Wessels; Mr. Robert Wolter and Mr. Philip Wuthrich.

Also Present: Mrs. Stacy Amestoy, Mr. Casey Halderman, Mr. Justin Hendrick, Mr. Keith Hobizal, Mr. John Klier, Mr. Devon Porter and Mr. Matt Prichard

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The minutes of the public hearing on August 15, 2006 were approved as presented.

B. The minutes of the regular meeting on August 15, 2006 were approved as presented.
ITEM IV: CITIZENS’ COMMENTS

-None-

ITEM V: SPECIAL ITEMS

The board unanimously approved combining the Board of Trustees’ regular meetings scheduled for November 21, 2006 and December 12, 2006 to December 5, 2006.

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

A. Ms. McCrohan presented Gloria Crockett with her Associates Degree.

B. Sean Amestoy introduced rodeo students who represented WCJC at the College National Finals Rodeo in August 2006. The rodeo students were Casey Halderman, Justin Hendrick, Keith Hobizal, Devon Porter, and Matt Prichard. Each student was presented with a plaque of appreciation and a WCJC duffle bag. Ms. McCrohan presented each student with a check for $100 from the WCJC Foundation Board of Directors. Mr. Gertson thanked Dr. Pate, Dr. Taylor, and Coach Bahnsen for supporting the rodeo team through all their endeavors.

C. Richard Hyde was presented with a commendation from the Texas Workforce Commission, Department of Veterans Affairs.

D. Ms. McCrohan recognized Dr. Sue Poor, Mr. J.B. Groves and Dr. Margaret Sherrod as the officers of the 2006-2007 faculty council.

E. Ms. McCrohan stated that students have been coming to tour the campus through the LEAD program and the students have been very well behaved. Mr. Svatek and Ms. McCrohan will visit Lamar Consolidated on September 21, 2006 to discuss the LEAD program with the Lamar Superintendent.

F. The SACS reaffirmation process is going well. Bryce Kocian is chair of the Compliance Committee. The committee is writing reports on the SACS standards stating if we are in compliance or not in compliance with these standards. Patricia Rehak is over the Quality Enhancement Plan Committee. Mrs. Krenek asked how many people in the college are involved with the SACS process and Ms. McCrohan stated that just about everyone in the college is helping with the process in some way.

G. Ms. McCrohan discussed the Legislative priorities. She distributed a document which lists the priorities.

ITEM VII: REPORTS TO THE BOARD

A. Financial Reports

-Gus Wessels reviewed the financial reports for August 2006.
Bryce Kocian reviewed the TexPool reports for August 2006.

**BOARD ACTION:** On a motion by Mr. Trochta and a second, the board unanimously approved the financial reports and TexPool reports for August 2006.

**ITEM VII-B: MANAGEMENT REPORTS**

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

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

**ITEM VII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS**

- None-

**ITEM VII-D: CLIPPING SERVICE FOR MONTH OF AUGUST 2006**

- News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of August 2006 and included as part of the board agenda packet for this meeting.

**ITEM VIII:**

A. Audit/Finance Committee: Mr. Kunkel

- None-

B. Facilities Committee: Mr. Donaldson

- Mr. Donaldson, chair of the facilities committee, was not present to give the facilities committee report. Mrs. Krenek stated she attended the meeting on September 7, 2006 and they discussed the Facilities Master Plan and that the representatives from the Bay City Community Development Corporation made a presentation on the new facilities in Bay City.

C. Legislative Committee: Mr. Nelson

- None-

**REPORTS FROM COMMITTEES OF THE BOARD**

- The board evaluation committee has ordered trustee performance documents which will be discussed at the board retreat on October 20 and 21, 2006. Mr. Gertson stated that he appreciates Mr. Nelson and Mrs. Krenek for taking the initiative and moving forward with this committee.

- Mr. Gertson asked if any items needed to be pulled from the consent agenda.
Mr. Stephenson asked about the amount on a marketing plan. Ms. McCrohan stated that the amount is going to be left as is for now with the plan to come back to the board with a formularized document that will determine if the amount needs to be changed or if the marketing plan can be done in phases.

CONSENT AGENDA:

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ITEM IX: MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve the firm of STAMATS for the development of a Marketing Plan for the College - (estimated $125,000 – plant fund for 2006-2007)

ITEM X: MATTERS RELATING TO ACADEMIC AFFAIRS

ITEM XI: MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Inform the Board of the selection of the purchase of property insurance coverage to include windstorms from Liberty Mutual and approval to transfer of funds from the plant fund – ($207,736.00/year – current unrestricted operating fund balance for 2006-2007 - $100,000.00; $107,736.00 – Plant Fund Repair & Replacement)

B. Approve the renewal of lease agreements for college copiers 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 – ($68,000.00 – current unrestricted operating budget for 2006-2007)

C. Approve the printing of class schedules for the spring, summer and fall of 2007 to F. J. Business Forms and College Publishing as detailed on the attached bid summary – ($97,896.96 - current unrestricted operating budget for 2006-2007)

D. Information Items:

1. Seek sealed bids for a patient simulator for the Allied Health Nursing Program – ($46,000 – Gulf Cast Medical Foundation Grant Funds 2006-2007)
ITEM XII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

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

A. Approval of Police Academy Resolution

B. Approval of contract for lease of Fort Bend Independent School District’s school facilities for the 2007 Kids’ College Summer Program – ($74,720.00 – 2007 Kids’ College Facilities budget)

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President/Senior Administration

C. Office of Academic Affairs

1. Approve part-time and full-time overloads for Fall 2006

2. Natalie M. Slavinoha, regular, full-time student services specialist, P-12-8, promoted to regular, full-time instructional coordinator, AA-1-8, effective September 20, 2006

3. Approve Stephanie D. Dees, regular, full-time instructor of computer science, FAC-1-9, moved from a 10 ½ month contract to a 12 month contract, FAC-1-10, effective September 1, 2006

4. Approve Leigh Ann Collins, regular, full-time instructor of dental hygiene, FAC-1-19 on a 10 ½ month contract, moved 12 month contract, FAC-1-20, effective September 1, 2006

D. Office of Administrative Services

E. Office of Student Services

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

G. Office of Technology and Institutional Research
H. Information Items: Contract Personnel Actions

1. Debra Hamman resigned as a temporary, full-time instructor of early childhood/education, FAC-3-10, effective August 21, 2006

I. Information Items: Non-contract Personnel Action

1. Paula Martinez employed as a regular, full-time human resources clerk, 0-6-0, effective August 15, 2006

2. Lacey K. Helfer promoted from regular, full-time accounting clerk I, 0-8-6, to regular, full-time accounts receivable clerk, 0-10-6, effective September 1, 2006

3. Lacey K. Helfer promoted from regular, full-time accounts receivable clerk, 0-10-7, to regular, full-time accounting clerk III, 0-12-7, effective September 11, 2006

4. Nora Chalup promoted from regular, full-time accounting clerk II to regular, full-time accounts receivable clerk, effective September 11, 2006

5. Billie Jean Bram, regular, full-time secretary to director of Fort Bend Technical Center, 0-10-3, received $1,000 for completion of support staff professional growth plan for FY06 (18 hrs.)

6. Bonnie A. Garza, regular, full-time accounting clerk II, 0-9-4, received $500 for completion of support staff professional growth plan for FY06 (18 hrs.)

7. Kristie G. Sulak, regular, full-time student success coordinator, P-13-10, received $500 for completion of support staff professional growth plan for FY06 (9 hrs.)

8. Dawn V. Brown, regular, full-time public safety training secretary, 0-7-2, received $500 for completion of support staff professional growth plan for FY06 (9 hrs.)

9. Joseph Timothy Shults employed as regular, part-time fitness center staff, $8.44/hr. x 12 hrs./wk. x 48 wks. = $4,861.00/yr., effective September 5, 2006

10. Richard Gayton employed as a regular, part-time adult basic education aide, $9.88/hr., x 25 hrs./wk. x 41 wks. = $10,127.00/yr., effective September 5, 2006
11. JoAnna C. Cruz employed as a regular, part-time adult basic education aide, $9.89/hr. x 10 hrs./wk. x 41 wks. = $4,054.90/yr., effective September 6, 2006

12. Rossana Deadrick-Farris employed as a regular, part-time front desk clerk, $8.44/hr. x 19.5 hrs./wk. x 47 wks. = $7,735.00/yr., effective September 5, 2006

13. Paul Resendez employed as a regular, part-time security officer at the Wharton Campus, $9.60/hr. x 8 hrs./wk. x 46 wks. = $3,533.00/yr., effective September 1, 2006

14. Austin L. Waters employed as a regular, part-time security officer at the Wharton Campus, $9.60/hr. x 8 hrs./wk. x 46 wks. = $3,533.00/yr., effective September 1, 2006

15. Geraldine K. Jochee employed as a temporary, full-time assistant cashier, 0-5-0, effective September 1, 2006

16. Juanita Chavira employed as a regular, part-time homemaker for the Sr. Citizen Program, $5.15/hr. x 20 hrs./wk. x 4 wks. = $412.00/yr., effective September 5, 2006

17. Susie L. Hardy resigned as regular, full-time accounting clerk III, 0-12-0, effective August 28, 2006

18. Flossie M. King resigned as a regular, part-time secretary for the Sr. Citizen Program, $7.70/hr. x 19 hrs./wk. x 50 wks. = $7,315.00/yr., effective September 29, 2006

19. Theresa Garcia resigned as a regular, part-time homemaker for the Sr. Citizen Program, $5.85/hr. x 4 hrs/wk. x 50 wks. = $1,170.00 yr., effective, August 17, 2006

20. Adam P. Blake resigned as a regular, part-time open computer lab clerk, $8.29/hr. x 16.5 hrs./wk. x 47 wks. = $6,428.90/yr., effective August 17, 2006

21. Saul Rangel separated as a regular, part-time security officer at the Wharton Campus, $9.28/hr. x 19 hrs./wk. x 52 wks. = $9,169.00/yr., effective February 28, 2006

22. Victoria Mercado separated as a temporary, full-time human resource clerk, 0-5-1, effective August 31, 2006
23. Melanie B. Johansen separated as a temporary, full-time assistant cashier, 0-5-0, effective August 31, 2006

24. Christopher C. Feyen separated as a temporary, full-time fitness center clerk, $8.29/hr. x 19 hrs./wk. x 9 wks. = $746.10/yr., effective August 11, 2006

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

THE BOARD WENT INTO EXECUTIVE SESSION AT 7:25 P.M.

ITEM XV: EXECUTIVE SESSION:

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

A. Consideration of purchase of land easement

B. Consideration of sale of property

THE BOARD RECONVENE AT 7:41 P.M.

ITEM XVI: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

- On a motion made by Mr. Stephenson and a second, the board unanimously approved the sale of the Hutchins Research Farm (200 acres) in its entirety and for the administration to proceed with the bid process for this sale.

ITEM XVII: MATTERS RELATING TO FORMAL POLICY

ITEM XVIII: OTHER BUSINESS

- Ms. McCrohan stated that she will be going to Bay City on Wednesday, September 27, 2006 to discuss the new building with the educational alliance.

- The Board Retreat will be on October 20 & 21, 2006 at The Marriott Hotel in Sugar Land

ITEM XIX: ADJOURN

- The meeting adjourned at 7:44 P.M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VI

Presentations, Awards, and/or President’s Report

A. Quality Enhancement Program: Patricia Rehak
B. Kid’s College update: Dale Pinson
C. LEAD Project
Crockett, Gloria

From: Svatke, Johnnie
Sent: Thursday, October 05, 2006 12:03 PM
To: Crockett, Gloria
Subject: LEAD September update for Board

Gloria, The following is LEAD activity for the month of September: CAMPUS VISITS El Campo Middle School 7th grade came to WCJC for campus visits on both September 6th & 13th, 125 students each trip. Wharton High School 10th grade (103 students) visited on September 26th. All students were exposed to the college experience as college ambassadors instructed 3 different sessions to inform students about financial aid, careers that are available to them in the computer lab, as well as an interactive game called the "Money Game" where students are given scenarios that reinforce different levels of income can be earned at different levels of schooling. They are provided a lunch and after lunch they were given a presentation by a professor or community leader. Lastly, they are taken on an in depth tour of the WCJC campus. AMBASSADOR VISITS September 15th ambassadors visited Wharton High School talking to over 600 students about college and what it takes to get there. September 22nd ambassadors visited El Campo High School and visited with over 800 students as well. September 29th ambassadors performed puppet shows for Hopper Elementary (PK & K) in Wharton & Myatt Elementary (PK-1st) in El Campo. The students were entertained by the puppets and at the end of the performance asked what was the message of the show? The overwhelming response was "Go to College!" PRESENTATIONS September 20th spoke to faculty and staff at the Fort Bend Technical Center and the Sugarland campus about the LEAD program. September 21st President McCrohan and I visited with Dr. Randall, Superintendent of the Lamar Consolidated School District, about pursuing the LEAD program in his district. Dr. Randall was very interested in the program and will respond back to us at a later date. MENTORING September 24th spoke to a group at the First Presbyterian Church about a possible start for a mentoring program. Will be getting back with me as it develops. Johnnie Svatke
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII-B

Management Reports

The following management reports for the month of September 2006 are for your information:

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

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

3. Student Services: Wayne Taylor (Dean of Student Services/Director of Dual Credit Enrollment)
The Institutional Research (IR) Office has completed and submitted for certification the CBM00A and CBM00C for the second summer semester to the Texas Higher Education Coordinating Board (THECB). They have updated multiple reports for the Program Management Plans and posted them to the Institutional Research Intranet webpage. They have also supplied preliminary enrollment data to the THECB and the Texas Association of Community Colleges (TACC) and have provided statistical information to update the WCJC website and the Interesting Facts about WCJC brochures.

Several meetings for the coordination of data for the Achieving the Dream initiative have taken place between the IR Office, Director of Institutional Effectiveness, and the technical support for student. The first two cohorts of 2003 and 2004 have been submitted. The 2005 cohort is scheduled to be submitted by November 15, 2006.

The technical support for the finance and accounts receivables areas continue to work very diligently on the online SallieMae installment payment plan. The process can not be completely automated and requires daily manual intervention from the technical support over these areas along with the database administration staff.

The new searchable employee directory for the Internet that gathers information from our Banner system is now available through the WCJC Internet website. The employee directory was a collaborative effort between the WCJC Webmaster, the Human Resources Office, and the Systems Analyst for Financial Services and HR.

The database administration staff has been working diligently in preparation for the testing of Banner 7. A tentative go-live date has been set for the week of November 18 – 22, 2006 by the Banner Team Committee. The technical support for each of the functional areas has developed guidelines for each of the functional areas to follow called testing plans. The testing plans also serve to document changes or issues to address before we go live.

The Technical Services team replaced or supplied the following locations with new computer systems in September.

<table>
<thead>
<tr>
<th>Division of Communications and Fine Arts</th>
<th>Wharton</th>
<th>Fort Bend Technical Center</th>
<th>Sugar Land</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Technology and Business</td>
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<td>1</td>
<td>0</td>
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<tr>
<td>Division of Life Sciences</td>
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</table>
Work Request by category for the month of September.

<table>
<thead>
<tr>
<th>Category</th>
<th>New Service Request for the month</th>
<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
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<tbody>
<tr>
<td>Banner Access/Security</td>
<td>7</td>
<td>7</td>
<td>7</td>
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<tr>
<td>Banner AR</td>
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<td>8</td>
<td>9</td>
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<tr>
<td>Banner Finance</td>
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<td>8</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>Banner Financial Aid</td>
<td>10</td>
<td>5</td>
<td>7</td>
<td>9</td>
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<tr>
<td>Banner HR</td>
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<td>Banner Payroll</td>
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<td>1</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Banner Student</td>
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<td>22</td>
<td>27</td>
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<tr>
<td>Change of Office</td>
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<tr>
<td>Computers/Telephones</td>
<td>149</td>
<td>121</td>
<td>162</td>
<td>57</td>
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<tr>
<td>Database Administration</td>
<td>9</td>
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<td>Employment Changes</td>
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<td>HP3000/MiniSoft</td>
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<td>Reporting</td>
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<td>Training/Testing</td>
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<td>Web Services Projects</td>
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<td>Workstation Assessment</td>
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Financial Aid Office Report For Aid Awarded Through September, 2006 (For The 2006-2007 Year)

<table>
<thead>
<tr>
<th>Category</th>
<th>Last Year</th>
<th>Current Year</th>
<th>Increase/Decrease</th>
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<td>2,395</td>
<td>190</td>
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<tr>
<td>Number of Eligible Applications</td>
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<td>1,972</td>
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<tr>
<td>Number of Ineligible Applications</td>
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<td>423</td>
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<tr>
<td>Number of Pell Grant Recipients</td>
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<td>Pell Grant Funds Awarded</td>
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<td>3,292,950</td>
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<td>College Work Study Program Funds Expended</td>
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<td>2,118</td>
<td>&lt;4,997&gt;</td>
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<td>Monthly Work Study Workers</td>
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<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
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<td>SEOG Funds Awarded</td>
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<td>182,000</td>
<td>&lt;17,940&gt;</td>
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<td>Number of Guaranteed Student Loan Recipients</td>
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<td>Guaranteed Student Loan Funds Awarded</td>
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<td>Number of PSIG/LEAP Recipients</td>
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<td>PSIG/LEAP Funds Awarded</td>
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<td>Number of Texas Public Education Grant Recipients</td>
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<td>Number of Veterans Certified</td>
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<td>Number of Scholarship Applicants</td>
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<td>Scholarship Funds Awarded</td>
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<td>TOTAL ALL FUNDS</td>
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<td>OCT</td>
<td>NOV</td>
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<tr>
<td>ACT (Local)</td>
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<tr>
<td>Wharton-Main Campus</td>
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<td>Sugar Land - Centrplex</td>
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<td>ACT (Local) - TOTAL</td>
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<td>ACT (National)</td>
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<td>ASSET/THEA Alternative</td>
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<td>ASSET/THEA - TOTAL</td>
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<td>Sugar Land - Centrplex</td>
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<td>CLEP Test - TOTAL</td>
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<td>Correspondence Tests</td>
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<td>Fort Bend Tech Center</td>
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<td>Neaville</td>
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<td>Nelson-Denny Test</td>
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<td>Placement Tests</td>
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<td>THEA Test</td>
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<td>Wharton-Main Campus - TOTAL</td>
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<td>VCT Test</td>
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<td>Sugar Land - Centrplex</td>
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<td>Fort Bend Tech Center</td>
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<tr>
<td>VCT Test - TOTAL</td>
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<td>Instructor Exams</td>
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<td>Sugar Land - Centrplex</td>
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<tr>
<td>Instructor Exams - TOTAL</td>
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<td></td>
</tr>
<tr>
<td>TOTAL - ALL TESTS</td>
<td>189</td>
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</tr>
</tbody>
</table>
Reports from College Governance Councils

The following are minutes from the College Governance Councils:

A. Academic Affairs Council
   None

B. Administrative Council
   None

C. Faculty Council
   None

D. President’s Extended Cabinet
   September 14, 2006
MINUTES
EXTENDED CABINET
September 14, 2006

The extended cabinet met on September 14, 2006, at 3:00 P. M. in the Curriculum Development Center. Ms McCrohan presided.

Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President; Mr. Bryce Kocian, Vice President of Financial Services; Mr. Dale Pinson, Vice President of Workforce Development, Continuing Education and Distance Learning; Ms. Pam Youngblood, Vice President of Technology and Institutional Research; Mrs. Makyla Dunn, Administrative Clerk to the President; Mr. Albert Barnes; Ms. Zina Carter; Mr. John Dettling; Mr. Mike Feyen; Mr. Scott Glass; Mr. J.B. Groves; Dr. Dan Jones; Dr. Bruce Kieler; Dr. Sue Poor; Mrs. Karen Preisler; Mrs. Natalie Stavinoha; Dr. Wayne Taylor; Mr. Gus Wessels; Mr. Robert Wolter and Mr. Philip Wuthrich.

ITEM 1: CALL TO ORDER

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

Betty McCrohan:

-Ms. McCrohan opened the meeting with a welcome to attendees.

Dr. Sue Poor:

-Dr. Poor stated the faculty council looks forward to working with the administration and board. Dr. Poor stated that the faculty appreciated the raise they received this year but were hoping to see more. The faculty council looks forward to working with Ms. McCrohan and the board on increasing salaries.

Ms. McCrohan:

-Ms. McCrohan stated that because the raise in insurance and electricity was so astronomical and there was no new revenue this year, administration was limited in the amount they could allocate for a salary increase this year. All faculty and staff did receive one step added to the base and one step for longevity. An increase in department head compensation was approved. The increase in department head pay was based on a study conducted by a faculty committee.

Dr. Sue Poor:

-Dr. Poor stated that the faculty council was concerned with the equated hours for labs, clinicals, and practicums. The faculty believes the methodology for equating these hours should be re-evaluated. 

-Dr. Poor stated that the faculty is concerned with student placement. There are a number of students being placed in classes who are not prepared to take the class. Dr. Poor stated that the faculty council is excited about the Achieving the Dream process and hope that it makes a difference.
Patricia Rehak:

- Patricia stated that Institutional Research will be compiling data on student placement and withdrawal rates.

Dr. Sue Poor:

- Dr. Poor stated that the faculty council was concerned with some damage done in one of the Biology labs during Kid's College. Fossils and specimens were either damaged or stolen during one of the classes. She also reported that the students were left unattended for a period of time during one of the classes.

Dale Pinson:

- Dale asked if this matter had been brought to an authority at the time it happened. He assured Dr. Poor that he was in charge of that class and that at no time were the students left unattended and he wasn't aware of anything getting broken or stolen.

Ms. McCrohan:

- Ms. McCrohan stated that she wasn't aware of the problem. She asked that these concerns and others be documented to enable a response from the appropriate area.

Dr. Sue Poor:

- Dr. Poor stated that the faculty council would like all smoking areas to be further from the buildings. They hate to walk through a cloud of smoke just to enter a building and they hate to walk through the breezeway of the science building because of the people that stand under there and smoke.

- Dr. Poor stated that the faculty council would like more communication on what is going on at the college. The college is going into its 60th year and there has been no communication on any celebration activities.

Ms. McCrohan:

- Ms. McCrohan stated that there is going to be a 60th anniversary celebration and that a dedication of the theater seats will be done at the same time. This information was included in the President's Briefing. The President's Briefing is sent out in an "everyone" email and posted on the intranet. We will invite families of the first students that graduated from WCJC and families of the founding fathers.

Dr. Sue Poor:

- Dr. Poor stated that some of the faculty requested that Ms. McCrohan and Dr. Pate meet with them in an informal meeting so that the faculty has a chance to ask questions about what is going on at the college. The faculty also asked to know more about the facilities master plan.
Ms. McCrohan:

- Ms. McCrohan reminded everyone that she had been on campus at each of the extension locations for her informal coffee. The coffee at the Wharton Campus is scheduled for the first part of November and will be announced by e-mail. Ms. McCrohan stated that more on the facilities master plan will be posted on the intranet. The faculty were part of the interview process in the development of the master plan.

J.B. Groves:

- Mr. Groves stated that faculty council is concerned with revenue enhancement. They suggested that a survey be given to the community and that there be more advertisement done about the college to draw more perspective students. The faculty council recommended using bill boards as a means for advertising.

Ms. McCrohan:

Ms. McCrohan asked if they had any data to indicate that this would be a valid venue for advertising. Ms. McCrohan stated that the college will be developing a marketing plan with an outside firm.

Philip Wuthrich:

- Mr. Wuthrich stated that office supplies should be ordered through Corporate Express because they give the college a 58% reduction on catalog items and even more of a reduction on core items. They also will deliver the purchases to your office.

John Dettling:

- Mr. Dettling stated that the faculty council wanted to know if they could manage their own website instead of having to go to a committee every time they want to make a change or add something.

Pam Youngblood:

- Pam stated that this is already an option for instructors.

John Dettling:

- Mr. Dettling stated that the faculty also wanted to know if Web CT could be used to help with some of their courses.

Dale Pinson:

- Mr. Pinson stated that Web CT could be used for courses but he doesn’t have the support staff to handle full usage.

John Dettling:

- Mr. Dettling stated that some of the faculty had concerns about being able to get into the Sugar Land campus after hours and on weekends. They asked if keys could be made and given out to some of the faculty.
Mike Feyen:

-Mr. Feyen stated that if a person should want a key to a building they should submit a key request to their supervisor for approval.

Ms. McCrohan:

-Ms. McCrohan stated that if there is a real need for a faculty or staff member to have a key, a request should be made on a key request form for evaluation.

Karen Preisler:

-The support staff has nothing to report at this time.

Dr. Ty Pate:

-Dr. Pate stated that he is meeting with the architects about the new Sugar Land Campus on September 18th and 19th. The projected opening of the building is by Fall of 2008.

Ms. McCrohan:

-Planning and fund-raising for the second phase of the Fort Bend Technical Center will begin this year.

Dale Pinson:

-Mr. Pinson stated that he is considering offering pioneer academies like SAT orientation that would have parent involvement.

-After school programs have started at the Sugar Land campus.

-Mr. Pinson stated that he is looking at offering some summer camps such as a cheerleading camp. It would be a 4 day 3 night camp that would take place on the Wharton Campus.

Ms. McCrohan:

-Ms. McCrohan thanked everyone for coming and for all of their comments.

-There being no further business, the meeting adjourned at 4:24 P.M.

Minutes approved: ________________________________
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII-D

Clipping Service for Month of September 2006

-Each month a newspaper clipping service reviews the area newspapers and clips articles related to Wharton County Junior College. These are compiled into a monthly report for the information of the Board of Trustees. The clippings are for the month of September 2006.
Registration continues at WCJC, TSTC campuses

BY DENISE ADAMS

The lobby at Wharton County Junior College in Richmond is a busy place. Students are registering for fall classes, picking up parking permits and enjoying visiting with classmates.

Scott Glass, director of the campus, is happy to see students returning. However, he would love to see their enrollment grow and for the community to know that WCJC is a full-service community college, offering a complete slate of academic classes, from geology to English.

“All of our classes, both in academics and the arts, transfer to any Texas public institution — any college in Texas,” said Glass.

A Full-Service Campus

When the center was first opened in 2001, the name on the outside of the building was the Fort Bend Technical Center. This name reflected the community’s interest in having both a vocational school and a community college in the area.

The building housed both the Texas State Technical College campus on the west side and WCJC on the east. However, Glass soon found some people thought the campus was only a vocational and technical center, not a full-service community college.

WCJC offers a full slate of academic classes, including the core English, math and science college classes as well as continuing education classes in phlebotomy, English as a Second Language, ACT preparation, Web page design, Microsoft Excel and non-credit courses to ready students for higher-level classes in math, reading and English.

Students wishing to pursue careers as doctors, through the criminal justice system and in education, can begin their studies at WCJC, said Glass.

“The freshman and sophomore years in college are basically the same program that we offer here except we’re closer to home and a lot less expensive,” said Glass.

Students often wonder about the designation of “in-district” costs versus “out-of-district” costs. Glass said residents of Richmond, 

See REGISTRATION, page 8
WCJC: Registration continues at campuses

Continued from page 1

Rosenberg and Sugar Land are considered in WCJC’s area of service, but are considered to be out-of-district students.

University Level

WCJC enjoys a collaborative partnership with the University of Houston campuses, including Downtown, Victoria and the Sugar Land system.

In addition to earning their core transfer courses, students at WCJC can earn a two-year associate of arts or associate in applied science degree or a one-year certificate in some of WCJC’s vocational program areas.

In addition to earning these degrees, Glass said students will spend less money at the community college for these core classes. The Richmond and Sugar Land campuses are conveniently located in Fort Bend County, not Houston, and the classes have a lower student-to-teacher ratio.

Class size at WCJC is also a plus. The most populated classes at WCJC have 40 students in the class versus the 400 to 500 in a freshman class at larger universities.

Ashlie Limon, 21, and Dayne Gutierrez, 20, are excited about starting on their college degrees at WCJC in Richmond.

“I came here for opportunity, and I believe WCJC is the perfect opportunity for me to start my college degree,” said Gutierrez, who moved to Richmond recently. He heard WCJC is a good school, and Limon agreed. She said she can’t wait to get back into the school system.

Glass is pleased when he visits with students like Gutierrez and Limon because he also earned his degree in criminal justice through WCJC when he was their age.

A Full-Service Campus

One of the advantages WCJC offers is its ability to offer a full range of college services.

“Here we do it all, from advising students on classes to take, to financial aid to helping them register to go on to a university,” said Glass. He is honing anyone look-
WCJC's return on investment

Never forget, the taxpayers of the Wharton County Junior College district are its stockholders. It may have customers from many places and may do business in various locations, but the owners are the people of this taxing district.

For half a century, the taxpayers have invested their money, year after year, in making the college a better institution to prepare citizens for the future.

And it's been a good investment. Our own children get good educations close to home. Our neighbors' children come here, spend money and get good value.

But it's not just recent high school graduates who benefit. WCJC launches people on careers, whether young or old. It teaches people how to read. It teaches them to speak English.

From highly technical medical training to the basics of a GED, our college excels.

It does such a good job that can compete in neighboring Fort Bend County, too. It gives good value for the dollar, and some of those dollars are now coming back to the "stockholders."

The master plan accepted by the college board of trustees last week may be the most exciting news of the year, in a year with lots of exciting news.

The trustees obviously have caught a vision of what this college can mean to the next half century of Wharton County life. It can be a "destination" for seekers of higher education, not just a way-station.

And when the ambitious vision they have adopted becomes reality, it will set off a wave of additional activity, further enhancing the quality of life in our town.

Wharton County Junior College has found tremendous support in recent years, particularly through the efforts of the WCJC Foundation. The proposed master plan -- new academic buildings, new residence halls, new student life amenities, new support facilities -- will give us "stockholders" in the 21st century what the district's 20th century founders first dreamed.
# Wharton County Junior College

## PUBLIC NOTICE

All of Wharton County Junior College’s vocational opportunities are offered without regard to race, color, national origin, sex, and disability.

### Degrees and Programs

Wharton County Junior College offers an Associate of Arts degree, Associate of Arts in Teaching degree, Associate of Applied Science degrees, and certificate/certification programs.

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<td>Ultrasound Technology</td>
<td>Child Development</td>
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### ADMISSION INFORMATION

Students seeking admission to Wharton County Junior College should file the following with WCJC prior to established registration deadlines:

1. A WCJC Application for Admission. (You may print an application form from our website. [www.wcjc.edu](http://www.wcjc.edu) Select Admissions and Registration, then Forms, then Application for Admission Form.)
2. A High School Transcript showing date of graduation.
3. Transfer students must also submit official college transcripts.
4. THDA (or alternative test) scores (or proof of THDA exemption).
5. A proof of residence document. Usually, the Residency Information portion of the application will suffice.

### NON-DISCRIMINATION POLICY

Wharton County Junior College is an equal opportunity institution. It does not discriminate against any person in its employment, personnel relations, admission or services because of the person's age, race, color, religion, sex, place of national origin, or handicap. The College complies with the provisions of Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and Title II of the Americans with Disabilities Act of 1990 (P.L. 101-336). Any allegations of violations should be brought to the attention of the Affirmative Action Officer. Telephone: 979.532.6308.

### SERVICES FOR STUDENTS WITH DISABILITIES

Wharton County Junior College is committed to providing a discrimination-free environment for its students with disabilities. Students with disabilities are encouraged to inform the college of any assistance they may need upon application. Early self-identification will allow the student to receive whatever accommodation he or she may need as quickly as possible.

Students with disabilities are encouraged to register with the ADA Coordinator, located in the Office of Student Services and to provide appropriate medical documentation. This action entitles qualified students with disabilities to their legal rights and assures them of receiving information on services and procedures available to them. Disability information is strictly confidential and is not released without consent of the student.

It is the responsibility of the student with a disability to voluntarily and confidentially disclose information regarding the nature and extent of the disability. Wharton County Junior College does not assume responsibility for providing special accommodations and services to students who have not identified themselves as having a qualifying disability and who have not made their need known.

Specific disability services are based on individual needs and circumstances. To initiate services, students should contact the ADA Coordinator, prior to each semester. For more information about Title IX and section Americans with Disabilities Act, please contact:

**Bitate Lockley**  
Wharton County Junior College  
Pioneer Student Center  
911 Boiling Highway  
Wharton, Texas 77488  
Phone: 979.532.8594

**FOR MORE INFORMATION, PLEASE CALL**  
1.800.561.WCJC (9252)  
Website address: www.wcjc.edu
WHARTON COUNTY JUNIOR COLLEGE

FALL 2006 REGISTRATION
ONLINE & WALK-IN REGISTRATION
Now through August 30, 2006
A PROGRAM FOR EVERYONE

- Core classes in English, Math, History, Science, Speech, Humanities, Visual Performing Arts, Government, Kinesiology, and Social Sciences
- Associate of Arts degree (transfer programs to four-year universities)
- Certificate/certification programs
- Associate of Applied Science degrees
- Distance Learning courses
- Financial Aid
- Dual and concurrent enrollment (college credits in high school)

VISIT OUR WEBSITE OR CONTACT THE ADMISSIONS AND REGISTRATION OFFICE FOR TIMES, LOCATIONS, AND REQUIREMENTS.

WHARTON • SUGAR LAND • RICHMOND • EL CAMPO • PALACIOS • BAY CITY

1-800-561-WCJC
WWW.WCJC.EDU
FUTURES BEGIN HERE
WCJC 'master plan' calls for major growth

By RONALD K. SANDERS

Wharton County Junior College should construct six modern buildings and scrap six older ones to help make the main campus a true destination for higher education, according to a master plan the board approved last week.

Some 102 pages long, the master plan predicts WCJC's enrollment will climb from 6,100 to 10,600 over the next decade. "You are a growing place in a growing place," Doug Lowe, a spokesman for the consulting team, told the WCJC board of trustees.

Any dirt moving, however, is still at least a year away.

The centerpiece of the plan is a focus on health sciences, including a new Allied Health Building connecting to the Johnson Health Occupations Center that would virtually double its footprint on campus and become the focus of a north-south axis.

New residence hall

The planners propose much more, however. A new 300-bed residence hall, with separate male and female wings is planned. Other new structures would include a one-stop "student services center," a new student union building, a new academic building, and a new thermal plant and central receiving station, plus 389 new parking spaces and possibly relocating the baseball field and tennis courts.

Proposed for demolition are the Hutchins Memorial Center and the Pioneer Student Center, because of "qual-

(See MOST, Page 10-A)
--WCJC 'master plan' calls for major growth

Most WCJC growth will be at main campus

"We have to be a magnet, a destination campus."
- Gerald Donaldson
WCJC trustee

(Continued from Page1-A)

functionality issues as well as the cost associated with keeping the facilities," the report said.
WCJC's existing dorms, Frankie Hall for men and Mullins Hall for women, would be demolished as they lack "quality, functionality and atmosphere," the master plan said.

"A true destination"
The construction program would result in a net increase of 119,300 square feet of building space to the main campus. (That's figured by building 197,000 square feet of new space and demolishing 77,300 square feet of old space, resulting in a net increase of 119,000 square feet.)
The physical improvements will "make this campus a true destination college," Lowe told the board of trustees.

More in Wharton
Among the three major campuses, the master plan projects the need for 317,000 gross square feet of additional building space over the next 10 years to a total of 879,000 gross square feet.
Of that, 115,000 would be at the main campus, 108,000 at Sugar Land, and 87,000 at Richmond. The biggest need is in allied health, followed by communications and fine arts.
The master plan primarily focuses on the main campus. Although the Fort Bend structural needs are mentioned, the report does not deal with them as in the same detail.
The Technical Center is the college's newest campus, while plans continue to move the Sugar Land campus from its current CentarPlex location to the new University of Houston campus on U.S. 59 near the Brazos River.

Out-of-district students
Most of the projected growth in enrollment will be out-of-district students. For decades now, the college has drawn about a third of its students inside the district.
Over the next 10 years, projections call for 8,800 new students from outside the district and 1,800 new students from within the district. That's based on the much greater population growth of Fort Bend and Harris than Wharton.
The college district encompasses all of Wharton County and Needville Independent School District in Fort Bend County. In-district students pay lower tuition, but out-of-district residents do not pay property taxes. Needville ISD elected to join the district in 1970.
The Fort Bend Technical Center will grow from 1,530 to 3,065, the main campus from
A comprehensive report

The master plan, perhaps, is the most comprehensive one the college has ever done since its first classes were held in 1946.

Gerald Donaldson, a WCJC trustee who chairs the board's facilities committee, predicts a year will pass before the 102-page report is fully analyzed and recommendations for actions brought to the full board.

"We're going to have to get this one right."

He sees it as an extraordinary opportunity for the college to evolve, meshing perfectly with the growth that is coming to the region.

Students and their parents expect more from the college experience, a quality of life that's far more like home than Spartan dormitories and dining halls, Donaldson believes.

"A magnet"

That also includes campus life. Both Donaldson and WCJC president Betty McCrohan strongly believe residence halls will become increasingly important to attract students here. The main campus will continue to be the only WCJC campus with living quarters for students.

"We have to be a magnet," Donaldson said, "a destination campus."

"Like it or not, college institutions need to compete."

Rising fuel prices will also make the main campus more attractive, he said, as area students look to cut travel to school.

"We're going to have to look at travel time."

LaDieu newest building

Nothing new has been built on the main campus in a decade, McCrohan notes. The last was the LaDieu Technology Center. But in 2001, the college opened its Fort Bend Technical Center in Richmond. And at the University of Houston's Sugar Land campus, plans are being formalized to construct a second tower to be used primarily for WCJC.

"The goal is to make this (Wharton) campus the focus of everything we do," McCrohan said.

How to pay for it

Financing improvements to the main campus, however, may be daunting. Part of the money would come from the revenue that additional students will generate, McCrohan said, as well as bonds, grants and gifts. Lease-purchase agreements also are a possibility.

The project can be affordable, she said, by doing the work in phases, in order of priority.

Those priorities will be set by the board, even though the consultants recommend a schedule.

Cost-benefit analysis

Everything will have to be on the plus side of a cost-benefit analysis, Donaldson said.

And the taxpayer will have to be part of the equation, he said.

"We cannot afford to do things that are non-academic because they are just nice to do."

Plan accepted

The authors of the master plan presented it to the WCJC trustees on Aug. 15. The board voted to accept the plan, leading to the next step, setting priorities and establishing a construction plan and funding methods.

"We know where we are. We know what we have to do," McCrohan told the board.

"This is the greatest challenge this institution has ever faced," Donaldson added.

Costing $140,000, the master plan was performed by team consisting of Plurger Associates Architects, Hilderbrandt Architects and Facility Programming and Consulting. Carlos Cotton of Wharton served as an engineer on drainage issues.
Master plan sees big changes for college campus

By RONALD K. SANDERS
Journal-Spectator News Editor

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Full-time students

About 37 percent of current WCJC students attend the main campus, compared with 34 percent at Sugar Land, 25 percent in Richmond and the remainder at other sites.

The big difference in campuses is the type of student each attracts. At the the main campus, about three-fourths take full-time loads, while just half do so at

See COLLEGE, Page A4
Sugar Land and Richmond, the master planners reported. The main campus reflects that, with more of the "traditional" amenities of college life.

As student populations climb over the next years, these percentages are expected to stay about the same.

The Richmond and Sugar Land campuses in Fort Bend County are primarily commuter campuses. Projected enrollment growth at these two campuses will link directly to population growth in those areas, the consultants said.

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The Fort Bend Technical Center will grow from 1,530 to 3,065, the main campus from 2,266 to 3,607, and the Sugar Land Campus from 2,049 to 3,572, the master plan predicts. (The figures do not include smaller extension centers.)

**A comprehensive report**

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continued -- Master Plan sees big changes for college campus

**NEW**

A total of 197,000 square feet of new space.

- Residence hall, 500 beds, 80,000 square feet, seven stories high, for men and women, with a common area. Located just south of Hutchinson Memorial Center near X. The Pioneer building would be demolished.

- One-stop student services center, 50,000 square feet. Located just north of the Pioneer Gymnasium and the Pioneer Center. Some sections from the Administration Building and Pioneer Student Center would move here.

- New student center, 37,000 square feet, including 300-seat auditorium and common areas. The common areas include multi-purpose rooms, student lounge, and student organization space, and a cafeteria. It generally would be in the area of the Pioneer Student Center, which would be demolished.

- Johnson Health Occupations Center, academic addition, 25,000 square feet, adjoining the existing building.

- New academic building, 10,000 square feet. No location established yet.

- Adding studio space and a performing arts hall for the Dusek-Hansen Fine Arts Building. Detailed plans are not in the report.

- New Thermal plant (hot and chilled water), if the college should switch to a central energy supply, south of the Reynolds Building. This building would include a central receiving station. Central receiving is currently inside Reynolds.

- 399 new parking spaces.

- Relocate baseball facilities and tennis courts to the east side of the campus if space is needed for new buildings.

**DEMOLISH**

A total of 77,300 square feet.

- All existing dormitories: Franklin Hall, McKee Hall, Brodhead Hall.

- Hutchinson Memorial Center, currently including dining hall, marketing department, and bookstore.

- Pioneer Student Center, the college’s current student union building.

**RELOCATE**

- Administration Building.
- Reynolds Building.
WCJC say insurance costs too high

By RONALD K. SANDERS

Wharton County Junior College officials say a more than 300 percent increase in property insurance premiums is too much. But they may have to spend it anyway.

WCJC trustees last Tuesday approved a $24.6 million budget for next year, but balked at including any money for property insurance.

The best price college officials can obtain, thus far, is $378,000 per year. The current rate, for similar coverage, is $95,000.

"It's not good," WCJC president Betty McCrohan told the board.

Texas Association of School Boards is the current carrier. TASSB has the best price for new coverage thus far, too.

On July 3, TASSB officials told the college that it's not going to extend the coverage. WCJC officials decided to go out for bids as a result. As it turned out, TASSB did enter a bid, and it was the best price for similar coverage out of four bidders.

(Another company was cheaper, but coverage was not acceptable to college officials - a $250,000 deductible with a payment limit of just $5 million.)

The college's physical assets are worth about $86.5 million. The current policy will run out at the end of this month. Philip Wuthrich, the college's purchasing agent, said he is trying hard to find a better price by then.

The college board authorized McCrohan to buy new coverage at her discretion. This will be done before the existing coverage runs out.

"It would probably destroy our balanced budget," McCrohan told the board.

Wuthrich is optimistic WCJC can find something less costly, however. "There are people (insurance agents) looking on behalf of the college," he told the newspaper.

If the college can't find anything cheaper, it will be only after an exhaustive search over the next two weeks, he said.

The board would have to amend the budget to include the insurance costs. Money would come from contingency.

The insurance covers wind damage for named storms.

See INSURANCE, Page 8-A

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Insurance

(Continued from Page 5-A)

Wharton County and Fort Bend counties are considered in "Tier 2," one county inland from the Gulf of Mexico. Tier 1 counties touch the coast.

However, insurance is cheaper in Tier 1 counties because they are within a government risk pool, even though they at more risk of hurricane damage than farther counties, like Wharton, that are in Tier 2.

The irony was not lost on the WCJC board of trustees. WCJC board chairman Danny Gertson II noted, "so in laymen's terms, the closer to the coast, it would cost less."

That may have been an oversight, said McCrohan, WCJC president. She said she will lobby to get that law changed to include Tier 2 counties within the risk pool.

The new $24.6 million college budget, adopted on Tuesday, will take effect on Sept. 1. The college board, as expected, also adopted a property tax rate of 13.582 cents, about two cents less than the current rate.
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<td>...A look at the area's upcoming events</td>
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**Thursday**

**Volleyball Tournament**
- Shiner Tourney - Wharton vs. Flatonia...NOON
- Shiner Tourney - Wharton vs. Louise or UC Randolph...5 p.m.
- Shiner Tourney - Boling vs. Victoria St. Joseph...2:30 p.m.
- Shiner Tourney - Boling vs. Ganado or St. Joseph...6:15 p.m.

**Football Scrimmage**
- Waller at Wharton, Frosh, JV, Varsity (Tiger Stadium)...5 p.m.

**Friday**

**Football Scrimmage**
- Royal at Boling, JV-Varsity...5 p.m.
- Concordia Lutheran at East Bernard, JV-Varsity...5/6 p.m.
- Columbia at El Campo, Frosh-JV-Varsity...5 p.m.

**High School Volleyball**
- Boling at Wharton, Frosh-JV, Varsity...4:30 p.m.
- Shiner Tourney - East Bernard vs. Weimar...9 a.m.
- Shiner Tourney - East Bernard vs. Woodsboro...12:45 p.m.

**Junior College Volleyball**
- Wharton County JC at Brookhaven College Tourney in Dallas...TBD

**Saturday**

**High School Volleyball**
- Wharton, Boling & East Bernard at Shiner Tournament...TBD

**Junior College Volleyball**
- Wharton County JC at Brookhaven College Tourney in Dallas...TBD
Health leading category for WCJC growth

Wharton County Junior College's greatest potential for growth appears to be in the health fields. And among all three major campuses, the Wharton main campus has the largest opportunity, according to Wharton County Junior College's new master plan.

Even the existing market is untapped, let alone in the future. WCJC could enroll another 90 full-time equivalent students immediately in Wharton in the allied health field to fill existing demand, the master plan said. If it just had the space.

In fact, WCJC is graduating fewer students proportionately to fill health-related jobs than other institutions in the region, the report said.

The region has 69,400 job openings in these fields per year.

WCJC's employment market is 14 percent of the total health professions and related clinical sciences employment market, the report said. "Benchmark" community colleges cover a larger percentage of employment market, 21 to 56 percent.

College Registration

Wharton County Junior College is registering students for the fall 2006 semester through Aug. 30. Walk-in registration and web registration available. No appointments required. Fall classes begin Aug. 28. 800-564-9252 or visit www.wcjc.edu.
WCJC starts registration for human services students

An associate's degree in psychology, social work or sociology from Wharton County Junior College can help start a career in these fields.

WCJC offers an associate's degree or certificate in human services.

Registration is under way for classes that begin Monday at the campus in Wharton and Fort Bend.

The campus in Wharton is located at 911 Boling Highway, and the ones in Fort Bend are at 5333 FM 1640 in Richmond and 550 Julie Rivers Drive in Sugar Land.

Walk-in registration is available weekdays, 8 a.m. to 4 p.m. or anytime at www.wcjc.edu.

For information, call 1-800-561-9252.

Government job projections show these fields will see higher than average growth.
WCJC programs in human services lead to good jobs

Individuals interested in psychology, social work or sociology can begin a career in these fields with an associate's degree or a certificate in human services from Wharton County Junior College. Classes begin Monday at the Wharton and Fort Bend campuses.

Though the field of human services has been in existence for several decades, educational programs, like the one at WCJC, are relatively new. Human service workers with professional and paraprofessional degrees typically work in diverse settings such as group homes and halfway houses; correctional facilities; mental health centers; family, child and youth service agencies; and programs that address family violence and aging.

Victoria Schultz, M.S., directs WCJC's human services program. She sees the growth in her one-year-old program as reflective of the increased demand for human services workers who hold an array of titles such as case worker, residential counselor, child advocate, intake interviewer and adult day care worker.

"There is tremendous potential for additional growth in the human service program at WCJC. Students currently enrolled in this program come from Wharton, Fort Bend, Matagorda, Jackson and Colorado counties, where training in human services has been limited or non-existent," Schultz said.

Projections by the U.S. Department of Labor are for faster than average job growth among social and human service assistants through the year 2014. Job opportunities are considered excellent, particularly for those with appropriate postsecondary education.

The WCJC Associate of Applied Science in Human Services degree is designed for students to continue their education at a four-year university in the areas of psychology, social work or sociology. Credits earned in the WCJC program transfer to the University of Houston, Victoria or Clear Lake campuses.

The AAS degree prepares graduates to work as community support and outreach workers, life skills counselors, gerontology aides and case management aides, among other positions. The two-year program provides a strong background in psychology and sociology, including the specific needs of children, adolescents and senior citizens.

Students also learn how to handle crisis intervention matters and use proper case management and referral procedures. Included in the 67-70 semester credit hours of coursework are classes in alcohol and drug abuse, community health advocacy, mental health and mental retardation.

The Human Service Technician Level One certificate prepares students for entry level work in fields such as psychiatry, psychology, rehabilitative or physical therapy, and social work. This program is THEA-exempt.

Both the certificate and degree programs train students to observe patients and record information, conduct patient interviews, implement treatment plans, and employ problem-solving techniques. Both programs require students to participate in a supervised practicum or clinical.

Median annual earnings of social and human service assistants were $24,270 in May 2004, according to government figures. State government positions paid the highest salaries, while residential mental retardation, mental health and substance abuse facilities paid the lowest.

Schultz is eager to speak with interested students about the WCJC human services program. Typical of human service workers, she has a strong desire to help others and has a long career of service. Prior to joining WCJC she was a clinician, clinician supervisor and coordinator of human services for community-based agencies. Schultz has worked with Alaska's urban and rural populations and was a faculty member in the psychology department at the University of Alaska, Anchorage. Her areas of specialty and interest are children, adolescents, adults and the elderly. She may be reached at 281-239-1566 or 1-800-561-9252, ext. 1566.
Sports Scene

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

Saturday

High School Volleyball
Wharton Boling & East Bernard at Shiner Tournament

Junior College Volleyball
Wharton County JC at Brookhaven College Tourney in Dallas

Tuesday

Team Tennis
El Campo at Wharton (WCJC Kelly Tennis Center)

Volleyball
Louise at Wharton, Frosh-JV-Varsity
Boling vs. Yes College Prep at Houston, JV-Varsity
East Bernard vs. Sealy &Alias Taylor at Sealy, Frosh-JV-Varsity
WCJC Kicks Off Pharmacy Program

Wharton County Junior College (WCJC) will offer a new pharmacy technician training program at its Sugar Land campus beginning September 12.

The program is offered in partnership with MRx1 Corporation to meet the growing demand for pharmacy technicians, which is projected through at least 2014.

Driven by an aging population that uses more prescription drugs plus insurance companies and other healthcare providers looking to cut costs, this demand will enable pharmacy technicians to choose between full-time and part-time work.

The WCJC pharmacy technician course meets Tuesday and Thursday evenings from 6 to 9 p.m. through December 5.

It is ideal for candidates who wish to enter the pharmacy business or for those interested in exploring healthcare careers. Completion of the course prepares students to take the national Pharmacy Technician Certification Exam (PTCB).

Pharmacy technicians assist licensed pharmacists in providing medications and other healthcare products to patients.

PhTs work in retail and healthcare facilities, the pharmaceutical industry, the military and even mail order pharmacies.

Earnings for PhTs vary depending on PTCB certification, experience and other factors. The Pharmacy Technician Certification Board cites a range of $6.50 to $13 per hour, but adds that many who are certified earn over $15 per hour.

According to the U.S. government, the median hourly wage for pharmacy technicians in 2004 was $11.37 per hour.

To register for the pharmacy technician course, or for more information, call 979.532.6324.

WCJC starts pharmacy tech class

Wharton County Junior College will offer a new pharmacy technician training program at its Sugar Land campus beginning Sept. 12.

The program is offered in partnership with MRx1 Corporation to meet the growing demand for pharmacy technicians, which is projected through at least 2014.

Driven by an aging population that uses more prescription drugs plus insurance companies and other healthcare providers looking to cut costs, this demand will enable pharmacy technicians to choose between full-time and part-time work.

To register, or for more information, you can call 532-6324.
WCJC begins new pharmacy tech program in Sugar Land

Wharton County Junior College is offering a new pharmacy technician training program at its Sugar Land campus beginning Sept. 12. The program is offered in partnership with MRxI Corporation to meet the growing demand for pharmacy technicians, which is projected through at least 2014.

The WCJC pharmacy technician course meets from 6 p.m. to 9 p.m. Tuesdays and Thursdays through Dec. 5. It is ideal for candidates who wish to enter the pharmacy business or for those interested in exploring healthcare careers. Completion of the course prepares students to take the national Pharmacy Technician Certification Exam (PTCB).

Pharmacy technicians assist licensed pharmacists in providing medications and other healthcare products to patients. PhT's work in retail and healthcare facilities, the pharmaceutical industry, the military and even mail order pharmacies.

To register for the pharmacy technician course, or for more information, call 979-532-6324.
Orientation  
Sept. 18  
for WCJC

Wharton County Junior College is about to start adult education classes for the fall. These classes are to help people get their GEDs or to teach English to those who speak it as a second language.

The first day for English as a Second Language classes will be Wednesday, Sept. 6.

Classes will be Mondays through Thursdays, from 8:30 a.m. to 12:30 p.m.

Night classes for adult basic education and GED will open Tuesday, Sept. 11. They normally will be from 6:30 to 8:30 each Tuesday and Thursday.

English as Second Language night classes also will start at on Tuesday, Sept. 11. They normally from 6:30 to 8:30 p.m. each Tuesday and Wednesday.

WCJC Just Do It Now night classes will open Monday, Sept. 11 from 6:30 to 8:30 p.m. Classes will be Monday and Thursday.

Preferred orientation will be Monday, Sept. 18. Call 532-6512 or 532-6552 for more information.
Surgical Tech class graduates

Twelve students have graduated from Wharton County Junior College's Surgical Technology Program.

As part of the graduation ceremony, four students received special awards. The Clinical Excellence Award was presented to Tera Baklik of El Campo, the Academic Excellence Award was presented to Darla Cassle of Van Vleck and Cammy Garcia of Katy, and the Perfect Attendance Award was presented to Alexis Gardner of Egypt.

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

The graduates include Laura Samora of Wharton, Alexis Gardner of Egypt, Veronica Picon of Blessing, Tera Baklik of El Campo, Kristy Baron of Columbus, Clinton Johnson and Darla Cassle of Van Vleck, Cammy Garcia of Katy, Lisa Medina and Christopher Carr of Bay City, Jennifer Roberts of Brenham and Andrea Hernandez of Rosenberg.

Applications for the 2007 fall class will be accepted through May 31, 2007.

For information and application contact WCJC's Surgical Technology Program at 532-6491.
WCJC offers GED, adult education classes

Wharton County Junior College is offering adult education classes for those who speak English as a second language and for those who want to earn a GED.

The first day for English as a Second Language, Adult Basic Education and GED classes will be Wednesday, Sept. 6.

Classes will be Mondays through Thursdays, from 8:30 a.m. to 12:30 p.m.

Night classes for adult basic education and GED will open Tuesday, Sept. 12. They normally will be from 6:30 to 8:30 each Tuesday and Thursday.
College gets better deal on insurance

By RONALD K. SANDERS
Journal-Spectator News Editor

Wharton County Junior College will pay more for property insurance in the next year, but it won't be as big a chunk of the college's budget as originally feared.

Earlier this month, WCJC administrators balked at a $378,000 quote from the Texas Association of School Boards. The old annual premium was just $95,000.

Instead, WCJC officials went looking for a better deal. And one was found.

It's about $210,000 from Liberty Mutual Insurance. The broker is Frost Insurance of Victoria.

Even though it's more money than last year, it's still $168,000 less than the TASB bid.

Not only is it cheaper than TASB, the coverage is also better, said Bryce Kocian, WCJC's vice president of financial services.

The problem has been coverage for wind damage.

TASB originally canceled continuing the coverage but ended up still offering it, but at much higher rates.

Wharton County is considered a "tier two" county, too far from the Gulf of Mexico to be included in a government-subsidized risk pool for wind damage from named hurricanes.

Wharton ISD will see its property insurance go up from $88,274 to $328,883 from TASB.
Sports Scene
...A look at the area's upcoming events

Saturday

High School Volleyball
Wharton, Boling & East Bernard at Shiner Tournament
Wharton vs. Barbers Hill at Pearland

Football
Wharton vs. Barbers Hill at Pearland

Tuesday

Team Tennis
Wharton vs. Calhoun at Port Lavaca

Volleyball
24-3A - Sweeny at Wharton, Frosh-JV-Varsity
24-3A - Royal at Sealy, Frosh-JV-Varsity
24-3A - Stafford at Columbus, Frosh-JV-Varsity
24-3A - Columbia at Needville, Frosh-JV-Varsity
Boling vs. Lamar Consolidated at Rosenberg, Frosh-JV-Varsity
La Grange at East Bernard, Frosh-JV-Varsity

Junior College Volleyball
Blinn College at Wharton County Junior College
WCJC to offer pharmacy technician training classes

Wharton County Junior College will offer a new pharmacy technician training program at its Sugar Land campus beginning Sept. 12.

The program is offered in partnership with MRxI Corporation to meet the growing demand for pharmacy technicians, which is projected through at least 2014.

The WCJC pharmacy technician course meets Tuesday and Thursday evenings from 6-9 p.m. through Dec. 5.

It is ideal for candidates who wish to enter the pharmacy business or for those interested in exploring healthcare careers. Completion of the course prepares students to take the national Pharmacy Technician Certification Exam (PTCB).

Pharmacy technicians assist licensed pharmacists in providing medications and other healthcare products to patients. PhTs work in retail and healthcare facilities, the pharmaceutical industry, the military and even mail order pharmacies.

To register for the pharmacy technician course, or for more information, call (979) 532-6324.
**Sports Scene**

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

**Thursday**

**Sub Varsity Football**

<table>
<thead>
<tr>
<th>Team 1</th>
<th>Team 2</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brazosport at Wharton, Freshman-Junior Varsity</td>
<td>Wharton, TX</td>
<td>5/7 p.m.</td>
</tr>
<tr>
<td>East Bernard at Edna, Junior Varsity</td>
<td>Wharton, TX</td>
<td>6 p.m.</td>
</tr>
<tr>
<td>Ganado at Boling, Junior Varsity</td>
<td>Wharton, TX</td>
<td>6 p.m.</td>
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</tbody>
</table>

**Junior College Volleyball**

<table>
<thead>
<tr>
<th>Location</th>
<th>Opponent</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wharton County JC at Central Texas College</td>
<td>Tourney in Gainesville</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Friday**

**Football**

<table>
<thead>
<tr>
<th>Location</th>
<th>Opponent</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wharton vs. Brazosport at Freeport (Hopper Field)</td>
<td>Wharton, TX</td>
<td>7 p.m.</td>
</tr>
<tr>
<td>Boling at Ganado</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>East Bernard at Edna</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>El Campo at Angleton</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Louise vs. St. Paul at Shiner</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Waelder at Bay City</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Needville vs. Calhoun at Port Lavaca</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Sweeny at Santa Fe</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
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<tr>
<td>Stafford at Cuero</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
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<tr>
<td>Rice Consolidated at Sealy</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Smithville at Columbus</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
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<tr>
<td>Industrial at Van Vleck</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
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<tr>
<td>Tidehaven at Palacios</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Yoakum at La Grange</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
</tr>
<tr>
<td>Navasota at Hempstead</td>
<td>Wharton, TX</td>
<td>7:30 p.m.</td>
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</table>

**High School Volleyball**

<table>
<thead>
<tr>
<th>Location</th>
<th>Opponent</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wharton vs. Brazoswood at Clute Varsity-JV, Frosh</td>
<td>Wharton, TX</td>
<td>4:30 p.m.</td>
</tr>
<tr>
<td>Boling at Ganado, Varsity-JV-Frosh</td>
<td>Wharton, TX</td>
<td>4:30 p.m.</td>
</tr>
<tr>
<td>East Bernard at Edna, Varsity-JV-Frosh</td>
<td>Wharton, TX</td>
<td>4:30 p.m.</td>
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</table>

**Junior College Volleyball**

<table>
<thead>
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<tbody>
<tr>
<td>Wharton County JC at Central Texas College</td>
<td>Tourney in Gainesville</td>
<td>TBD</td>
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</tbody>
</table>

**Saturday**

**Junior College Volleyball**

<table>
<thead>
<tr>
<th>Location</th>
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<tbody>
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<td>Wharton County JC at Central Texas College</td>
<td>Tourney in Gainesville</td>
<td>TBD</td>
</tr>
</tbody>
</table>
**College master plan on agenda Thursday**

Wharton County Junior College trustees will consider a new master plan and classes in Bay City when meeting in special session Thursday. The agenda also includes discussion of an easement. The meeting will begin at noon at the Hutchins Memorial Center on the main campus.

**GED and ESL Classes**

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

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

For more information, call (979) 532-6301 or (800) 561-9252, ext. 6301.
WCJC kicks off pharmacy tech program

Wharton County Junior College will offer a new pharmacy technician training program at its Sugar Land campus beginning Sept. 12. The program is offered in partnership with MRxI Corporation to meet the growing demand for pharmacy technicians, which is projected through at least 2014.

Driven by an aging population that uses more prescription drugs plus insurance companies and other healthcare providers looking to cut costs, this demand will enable pharmacy technicians to choose between full-time and part-time work.

The WCJC pharmacy technician course meets Tuesday and Thursday evenings from 6 to 9 p.m. through Dec. 5. It is ideal for candidates who wish to enter the pharmacy business or for those interested in exploring healthcare careers. Completion of the course prepares students to take the national Pharmacy Technician Certification Exam.

Pharmacy technicians assist licensed pharmacists in providing medications and other healthcare products to patients. PhTs work in retail and healthcare facilities, the pharmaceutical industry, the military and even mail order pharmacies.

Earnings for PhTs vary depending on PTCB certification, experience and other factors. The Pharmacy Technician Certification Board cites a range of $6.50 to $13 per hour, but adds that many who are certified earn over $15 per hour.

According to the U.S. government, the median hourly wage for pharmacy technicians in 2004 was $11.37 per hour.

To register for the pharmacy technician course, or for more information, call 979-532-6324.
The WCJC Surgical Technology graduates and instructors include (pictured left-to-right) front row: Heather Velasco, Clinical Lab Instructor of Rosenberg, Laura Samora of Wharton, Alexis Gardner of Egypt, Veronica Picon of Blessing, Tera Baklik of El Campo, Kristy Baron of Columbus, and Melissa Wade, Department Head of East Bernard. Graduates pictured back row, left to right: Clinton Johnson and Darla Cassle of Van Vleck, Cammy Garcia of Katy, Lisa Medina and Christopher Carr of Bay City. Not pictured: Jennifer Roberts of Brenham and Andrea Hernandez of Rosenberg.

12 Graduate WCJC Surgical Program

Wharton County Junior College (WCJC) is pleased to announce the recent graduation of 12 students from the Surgical Technology Program.

As part of the graduation ceremony, four students received special awards. The Clinical Excellence Award was presented to Tera Baklik of El Campo, the Academic Excellence Award was presented to Darla Cassle of Van Vleck and Cammy Garcia of Katy, and the Perfect Attendance Award was presented to Alexis Gardner of Egypt.

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

Applications for the 2007 fall class will be accepted through May 31, 2007.

For information and application contact WCJC’s Surgical Technology Program at 979-532-6491.
Adult classes starting

Wharton County Junior College is offering adult education classes for those who speak English as a second language and for those who want to earn a GED.

The first day for English as a Second Language, Adult Basic Education and GED classes will be Wednesday, Sept. 6.

Classes will be Mondays through Thursdays, from 8:30 a.m. to 12:30 p.m.

Night classes for adult basic education and GED will open Tuesday, Sept. 12. They normally will be from 6:30 to 8:30 each Tuesday and Thursday.

English as Second Language night classes also will start on Tuesday, Sept. 12. They normally meet from 6:30 to 8:30 p.m. each Tuesday and Wednesday.

WCJC blood drive

The Wharton County Junior College Student Government Association will have a blood drive from 10 a.m. to 4 p.m. Wednesday, Sept. 20, and from 9 a.m. to 3 p.m. Thursday, Sept. 21, at the Pioneer Student Center. For more information call Patti Lawlor at 532-6441.
WCJC spikers fall to Blinn

Reverse call in 1st game turns around match

By MIKE KONVICKA
Journal-Spectator Sports Editor

A questionable call in the first game of Tuesday’s match between Wharton County Junior College and Blinn in Pioneer Gymnasium turned the tide.

With WCJC up 29-28, the Lady Pioneers picked up the eventual winning point.

But one official differed on the call, with each awarding the point to the other team for players being in the net.

Instead of ending the match, one official decided to replay it, and Blinn went on to win 31-29.

After that, Blinn had few problems in completing the sweep 30-17, 30-15.

The loss was WCJC’s first of the season, winning the Brookhaven Tournament in Dallas two weeks ago.

Blinn, who is ranked 5th in the NJCAA poll, improved to 7-0.

WCJC’s hitting attack was led by Chelsie Felder from New Braunfels, Cassie Street from Cleveland and Mary Beth Langton from Spring.

Libero player Kari Hulsey had several digs.

Hayley Ball had 14 kills to lead the Bucs. Sara Holub finished with eight. Megan Loisits finished with 28 assists.

Haley Thomas had 10 kills and nine blocks and Caroline Witte had 18 in her first collegiate start.

WCJC is playing in the Central Texas College Tournament in Gainesville today. The Lady Pioneers host Lee College from Baytown in the Region XIV opener next Tuesday and visit San Jacinto College next Friday.
Setting it up

WCJC's Rachel Brown sets the volleyball in Tuesday's home match against Blinn College. The Lady Buccaneers beat the Lady Pioneers in three games.
Sports Scene
...A look at the area's upcoming events

Saturday

Junior College Volleyball
Wharton County JC at Central Texas College Tourney in Gainesville...TBD

Tuesday

Volleyball
24-3 A - Royal at Wharton, Frosh-JV-Varsity..........................5 p.m.
24-3 A - Columbia at Stafford, Frosh-JV-Varsity.......................5 p.m.
24-3 A - Needville at Sweeny, Frosh-JV-Varsity.......................5 p.m.
24-3 A - Sealy at Columbus, Frosh-JV-Varsity...........................5 p.m.
Louise at Boiling, Frosh-JV-Varsity...........................................5/6/7 p.m.
East Bernard at Flatonia, Frosh-JV-Varsity.................................5/6/7 p.m.

Junior College Volleyball
Lee College at Wharton County Junior College.............................7 p.m.
WCJC board retreat

To consider master plan

The Wharton County Junior
College board has decided to give
more thought about how to imple-
ment a master plan for building
improvements to the main cam-
pus.

The board met in a workshop
Thursday and decided the best
way to set priorities will be a twoday retreat. It will be Oct. 20 and
21 at the Sugar Land Marriott.

Also at Thursday’s workshop,
the board heard a progress report
on the Bay City Development
Corp.’s plan to build a higher edu-
cation center. WCJC would teach
classes there. An architect already
has been hired to plan the new
structure.

Several ideas had been consid-
ered earlier, including refurbishing
one of the two former K-Mart
buildings in Bay City.
Lamar graduate appointed WCJC financial aid counselor

Richmond native Priscilla Salas Romero has "come home" to Richmond following her appointment to financial aid coordinator/counselor at the Wharton County Junior College Fort Bend Technical Center.

A graduate of the Lamar Consolidated Independent School District and the University of Houston, Salas Romero joined the WCJC Financial Aid Office as receptionist in October 2004. Later she was named data exchange specialist, transferring reports and other vital information between the U.S. Department of Education and the college. Solas Romero is delighted to be back in Richmond and admits it's convenient to have lunch with members of her family and her husband's family, both of whom reside here. She's excited about her new role since it affords her the opportunity to work one-on-one with students. In addition, she believes her ability to communicate with Hispanic families and her knowledge of the Richmond-Rosenberg area is particularly beneficial to the community.

"I enjoy working with students and their families to obtain the funding they need to attain their educational goals. I know how difficult it is to finance a college education," she said.

Solas Romero lives in Bay City with her husband, Silvestre Romero, Jr., and their two sons, ages 14 and four. Undeterred by her daily commute, Solas Romero is working on her master's degree in school counseling at the University of Houston - Victoria. She also enjoys playing softball and volleyball when time allows.
Romero Financial Aid Counselor At WCJC

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“I enjoy working with students and their families to obtain the funding they need to attain their educational goals. I know how difficult it is to finance a college education,” she said.

Salas Romero lives in Bay City with her husband, Silvestre Romero, Jr., and their two sons, ages 14 and four. Undeterred by her daily commute, Salas Romero is working on her master’s degree in school counseling at the University of Houston – Victoria. She also enjoys playing softball and volleyball when time allows.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM IX

MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approval of a two-step base increase for all college full-time employees, retroactive to September 1, 2006
Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: October 10, 2006  Date of this Proposal: October 3, 2006

SUBJECT:

Increase in faculty and staff salaries.

RECOMMENDATION:

Approval of a two-step base increase for all college full-time employees, retroactive to September 1, 2006.

BACKGROUND/RATIONALE:

After reviewing fall 2006 enrollment, as well as WCJC's history of additions to the unrestricted fund balance for the past four fiscal years, administration determined that an additional two-step increase to the salary base could be awarded to all full-time employees.

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

$300,000.00 (transfer from prior years unrestricted fund balance).

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

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

SIGNATURES:

[Signature]  [Date: 10/3/06]

Originator  Date

[Signature]

Cabinet-Level Supervisor  Date

PRESIDENT'S APPROVAL:

[Signature]  [Date: 10/10/06]

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

AGENDA BRIEF

AGENDA ITEM X

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve amending the existing support staff bylaws to expand the support staff council from five members to six

B. Approve the purchase of a patient simulator to be used by the LVN Program from the Laerdal Corporation for $40,036.82 – ($40,036.82 – Gulf Coast Medical Foundation Grant Funds for 2006-2007)
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 17, 2006  Date of this Proposal: September 28, 2006

SUBJECT: Amending Existing Support Staff By-Laws

RECOMMENDATION: Expand the Support Staff Council from five members to six members to include a representative from each campus. See attached specific by-law changes.

BACKGROUND/RATIONALE: Each representative would be able to bring concerns of their campus to monthly Support Staff meetings. They would be the contact person on campus between members and Support Staff Council.

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

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

SIGNATURES:

[Signature]

Orginator

[Signature]

Cabinet-Level Supervisor

Date: 9/28/06

Date: 6-5-06

PRESIDENT’S APPROVAL:

[Signature]

Date: 9-28-06
CURRENT BY-LAW

Article III Composition

Section I The SSC will be composed of five members or the support staff. The officers of the SSC will be a President, Vice President, Council Secretary and two representatives. They will all be members of the Support Staff Organization.

PROPOSED CHANGE:

Article III Composition

Section 1 The SSC will be composed of six members of the support staff. The officers of the SSC will be a President, Vice President, Council Secretary, and three representatives, comprised of one representative from each campus, Wharton, Fort Bend, and Sugar Land. They will all be members of the Support Staff Organization.

CURRENT BY-LAW

Article V Officers of the SSC/SSO

Section 5 No Section 5

PROPOSED CHANGE:

Section 5 Powers and Duties of Campus Representatives

A. Will bring concerns of organization members, of their campus, to the attention of the Support Staff Council.

B. Represent campus organization members, of their campus, at the monthly Support Staff meeting.

C. Act as contact person on campus between membership and Support Staff Council.
CURRENT BY-LAW:

Article VI   Committees

Section 1
   II Committee Structure
   MEMBERSHIP: The Committee will consist of five members of the support staff.

PROPOSED CHANGE:

Article VI   Committees

Section 1
   II Committee Structure
   MEMBERSHIP: The Committee will consist of six members of the support staff.

CURRENT BY-LAW:

Article VI   Committees

Section 1
   III Operating Procedures
   Procedure for election to SSO: The staff will choose five of the eight and have a period of one week to return ballots.

PROPOSED CHANGE:

Article VI   Committees

Section 1
   III Operating Procedures
   Procedure for election to SSO: The staff will choose six of the eight and have a period of one week to return ballots.

CURRENT BY-LAW:

Article VIII  Ratification

The Constitution in its entirety is published in the WCJC Support Staff Handbook.

PROPOSED CHANGE:

Article VIII  Ratification

The Constitution in its entirety is published in the WCJC Employee Handbook.
WHARTON COUNTY JUNIOR COLLEGE SUPPORT PERSONNEL ASSOCIATION

BYLAWS OF THE
SUPPORT STAFF ORGANIZATION

Article I Name
Article II Purpose
Article III Composition
Section 1 The SSC will be composed of five members of the support staff. The officers of the SSC will be a President, Vice-President, Council Secretary, and two representatives. They will all be members of the Support Staff Organization.

Article IV The Support Staff Council (SSC)
Section 1 Any full-time support staff employee of the College may be elected to the SSC.
Section 2 Council members will be elected in November and assume office on January 1. Election procedures will follow the Nominating Committee guidelines.
Section 3 The members will be elected for two-year terms and will serve no more than two consecutive terms.
Section 4 Mid-term vacancies will be filled within one month by the election procedure outlined in the Nominating Committee guidelines.

Article V Officers of the SSC/SSO
Section 1 Election of Officers
A. Election of the SSC officers will be conducted at the first meeting of the SSC in January. Officers will be
elected from within the membership of the SSC by majority vote of SSC members present.

A memo listing all elected officers will be sent by the new SSC Secretary to all support staff and college constituencies.

B. The officers will be elected for one-year term and will serve no more than two consecutive terms in the same office, except with the approval of the SSO.

C. A mid-term vacancy in the office of President will be filled by the Vice-President. Other mid-term officer vacancies will be filled from the current SSC membership.

D. A mid-term vacancy in the council will be filled within one month by election procedures.

Section 2

Powers and Duties of the President:

A. Serves as liaison between the support staff and the college community.

B. Presides at regular meetings of the SSO and SSC.

C. Appoints committee members/representatives to joint committees with the approval of the SSC.

D. Appoints all SSO committee chairs and members with approval of the SSC upon recommendations of the Vice-President.

E. Calls special meetings or changes regular meeting dates of the SSO and SSC.

F. Serves as ex officio member of all standing SSC/SSO committees.

G. Serves as member of the President's Extended Cabinet.

Section 3

Powers and duties of the Vice-President

A. Substitutes, temporarily or permanently, for the President if for any reason the President is unable to perform the duties of the office.
B. Coordinates the activities of all SSO Standing Committees and reports information on these activities to the SSC.

C. Communicates all positions available on SSO committees to support staff and solicits volunteers.

D. Recommends the chair and members of the SSO committees to the SSC.

E. Serves as member of President's Extended Cabinet.

Section 4

Powers and Duties of the SSC Secretary

A. Notifies all support staff members of monthly meetings.

B. Records the minutes of SSC and SSO meetings and post minutes of meeting in the campus newsletter.

C. Maintains correspondence for the SSC and SSO.

Article VI

Section 1

Committees

The standing committees of the SSO are listed below and will be coordinated by the Vice-President. Details regarding purpose, structure, and operating procedures are in the individual committee guidelines. The guidelines for the committees and any future revisions must be approved by the SSC.

I. Nominating Committee

A. Purpose

The purpose of the Nominating Committee is to coordinate all elections for the SSO. This includes elections for members to SSC when terms expire and special elections in the event of a resignation/termination.

II. Committee Structure

MEMBERSHIP - The Committee will consist of five members of the support staff.
APPOINTMENTS - Committee positions will be communicated by memo to the support staff and volunteers solicited. Appointments will be made by the majority of the SSC members.

TERMS - Terms will be one year in length, beginning January 1. Members will serve no more than two consecutive terms, except with the approval of the SSC.

CHAIR - The Vice-President will select a chair for the committee. This chair will direct the committee activities and report on these activities to the Vice-President.

III. Operating Procedures

Committee meetings will be held as necessary.

The Committee will follow the election schedule as follows:

Election of SSC officers - January
Special elections as necessary

In case of a mid-term vacancy, the Nominating Committee will conduct an election within 30 days.

Procedure for election to SSO:

The Nominating Committee will send a memo to all full-time members of the support staff, requesting 1 nominee for a position on SSC. The staff will have a period of one week to respond to the chair of the Nominating Committee at which time the Nominating Committee will meet with SSC to verify eligibility.

The Nominating committee will send a ballot to each member of the support staff, listing in alphabetical order the names of the top 8 candidates, their department and job title. The staff will choose 5 of the 8 and have a period of one week to return ballots.

In case of tie votes, a run-off election will be conducted between those candidates by ballot. The SSC will then call a meeting to inform the SSO of the results of election.
Article VII  

Amendment of the ByLaws

The ByLaws may be amended at any meeting of the Support Staff Organization by a majority vote provided that a quorum is present and that the proposed amendment was submitted in writing and distributed to the SSO members one week prior to the called meeting.

Article VIII  

Ratification

Adoption of these ByLaws requires approval by written ballot of a majority of the support staff organization.

Ratification of these by laws as an official document of Wharton County Junior College, binding on all parties of the college, requires written acceptance by the Vice President of Academic Affairs, the President of the college, and the Board of Trustees. The Constitution in its entirety is published in the WCJC Support Staff Handbook.

APPROVALS

PRESIDENT  

DATE

CHAIR, BOARD OF TRUSTEES  

DATE
WHARTON COUNTY JUNIOR COLLEGE SUPPORT PERSONNEL ASSOCIATION

BYLAWS OF THE SUPPORT STAFF ORGANIZATION

Article I  Name

Article II  Purpose

Article III  Composition

Section I  The SSC will be composed of six members of the support staff. The officers of the SSC will be a President, Vice President, Council Secretary, and three representatives, comprised of one representative from each campus, Wharton, Fort Bend, and Sugar Land. They will all be members of the Support Staff Organization.

Article IV  The Support Staff Council (SSC)

Section I  Any full-time support staff employee of the College may be elected to the SSC.

Section II  Council members will be elected in November and Assume office on January 1. Election procedures will follow the Nominating Committee guidelines.

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Section 1  Election of Officers

A. Election of the SSC officers will be conducted at the first meeting of the SSC in January. Officers will be elected from within the membership of the SSC by majority vote of SSC members present.
A memo listing all elected officers will be sent by the new SSC Secretary to all support staff and college constituencies.

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C. A mid-term vacancy in the office of President will be filled by the Vice President. Other mid-term officer vacancies will be filled from the current SSC membership.

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C. Communicates all positions available on SSO committees to support staff and solicits volunteers.

D. Recommends the chair and members of the SSO committees to the SSC.

E. Serves as member of President’s Extended Cabinet.

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A. Notifies all support staff members of monthly meetings.

B. Records the minutes of SSC and SSO meetings and post minutes of meetings in the campus news bulletin.

C. Maintains correspondence for the SSC and SSO.

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A. Will bring concerns of organization members, of their campus, to the attention of the Support Staff Council.

B. Represent campus organization members, of their campus, at the monthly Support Staff meeting.

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In case of tie votes, a run-off election will be conducted between those candidates by ballot. The SSC will then call a meeting to inform the SSO of the results of election.

Article VII  Amendment of the By-Laws

The By-Laws may be amended at any meeting of the Support Staff Organization by a majority vote provided that a quorum is present and that the proposed amendment was submitted in writing and distributed to the SSO members one week prior to the called meeting.

Article VIII  Ratification

Adoption of these By-Laws requires approval by written ballot of a majority of the support staff organization.

Ratification of these By-Laws as an official document of Wharton County Junior College, binding on all parties of the college, requires written acceptance by the Vice President of Academic Affairs, the President of the college, and the Board of Trustees. The Constitution in its entirety is published in the WCJC Employee Handbook.
Wharton County Junior College District
Support Staff Organization
By-Laws
September 2006

APPROVALS

______________________________  ____________________________
Vice President of Academic Affairs  Date

______________________________  ____________________________
President  Date

______________________________  ____________________________
Chair, Board of Trustees  Date
Complete this form and submit it to the Office of the President by noon on Monday of the week before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: October 17, 2006
Date of This Proposal: October 4, 2006

SUBJECT:

Approve the purchase of a patient simulator to be used by the LVN Program from the Laerdal Corporation for $40,036.82.

RECOMMENDATION:

Approve the purchase of a patient simulator to be used by the LVN Program from the Laerdal Corporation for $40,036.82.

BACKGROUND/RATIONALE:

The College sent Requests for Proposals to 3 companies seeking patient simulator options. Laerdal was the only one to submit a proposal for consideration. Their bid of $40,036.82 for the “SimMan” product was recommended by the Nursing Program. The College received a grant from the Gulf Coast Medical Foundation for the purchase of instructional equipment for the Allied Health Division. This is one of the pieces originally requested through that grant.

Estimated Cost & Budgetary Support (how will this be paid for?): $40,036.82.
Gulf Coast Medical Foundation Grant Funds for 2006 - 2007

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

Dr. Ty Pate, Senior Vice President
Leigh Ann Collins, Division Chair, Allied Health
Bruce Kieler, Grant Writer
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signatures]

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]

Date

Reg 113
6-21-95
AGENDA ITEM XI

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the allocation of funds from the prior year fund balance for 2006 outstanding encumbrances – (total allocation of $12,223.00 will be noted in the 2007 financial statements as reserved for encumbrances, funds originally received from the Gulf Coast Medical Foundation)
Complete this form and submit it to the Office of the President by noon on Monday of the week before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: October 17, 2006  Date of This Proposal: October 4, 2006

SUBJECT:

Approve the allocation of funds from the prior year fund balance for 2006 outstanding encumbrances.

RECOMMENDATION:

Recommend approval of the allocation of prior year funds for 2006 outstanding encumbrances.

BACKGROUND/RATIONALE:

At year end the College had three outstanding purchase orders (encumbrances) totaling $12,223.00. These purchases were ordered with funds from the 2006 fiscal year. These purchases will not be received and paid until the 2007 fiscal year. The current budget does not include an allocation for these encumbrances. Prior year funds must be allocated by the Board of Trustees as a budget revenue item so that the expenses associated with these three purchases can be paid out of the current budget year.

Estimated Cost & Budgetary Support (how will this be paid for?): $12,223.00
Total amount received from Gulf Coast Medical Foundation Grant in 2006.
Total allocation of $12,223.00 will be noted in the 2007 financial statements as reserved for encumbrances.

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]
Reg 113
6-21-95
2006 to 2007 Carry Over Items

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Amounts Ordered by PO $12,223.00
MATTERS RELATING TO WORKFORCE DEVELOPMENT, CONTINUING EDUCATION AND DISTANCE LEARNING

A. Approve agreement with the Wharton Independent School District’s for the 2007 Kids’ College Summer Program – (This contract will generate an income of $9,000 receivable from the Wharton Independent School District.)
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: 10-17-2006
Date of this Proposal: 9-20-2006

SUBJECT: Approve agreement with Wharton Independent School District for the 2007 Kids' College Summer Program.

RECOMMENDATION: Approve agreement.

BACKGROUND/RATIONALE: To facilitate the 2007 Kids’ College Summer Program on the WCJC/Wharton Campus. This contract will provide Kids’ College scholarships for WISD students and cover some instructional cost.

Estimated Cost and Budgetary Support (how will this be paid for): This contract will generate an income of $9,000 receivable from Wharton Independent School District.

RESOURCE PERSON(S) [name(s) and title(s)]:
Kandace Nasis – Youth Activities Coordinator
Dale Pinson – Vice President of Workforce Development, Continuing Education, and Distance Learning

SIGNATURES:

Kandace Nasis
Date 9-20-06

Dale Pinson
Date 9-20-06

PRESIDENT’S APPROVAL:

Billy A. McElroy
Date 10-11-06

reg 113
6-21-95
AGREEMENT

Wharton County Junior College
Continuing Education
And Wharton Independent School District

This agreement entered into this 20th day of September 2006 between Wharton Independent School District located at 2100 N. Fulton, Wharton, Texas and Wharton County Junior College District Continuing Education, 911 Boling Highway, Wharton, Texas, hereafter referred to as the College.

WITNESSETH

The College causes the following agreement with Wharton I.S.D. to be effective from January 1, 2007 through July 31, 2007 and to be governed by the following conditions and responsibilities.

I. RESPONSIBILITIES OF THE COLLEGE

1. Provide classrooms and site location for Kids' College.
2. The WCJC Registrar's Office will conduct all registration of students.
3. The WCJC Business Office will process receipt of all tuition.
4. Personnel records for employees of the program will be on file in the Personnel Office.
5. Cheques will be issued through the WCJC Payroll Office.
6. WCJC Continuing Education will be responsible for all expenses, including supplies and payroll above what is agreed to in this document.
7. The WCJC Business Office will invoice Wharton I.S.D. for the agreed amount of salaries and expenses incurred. Invoices for this will be delivered to Wharton I.S.D. no later than July 25, 2007. See #3 below for amount.
8. Publicity for the program will be coordinated through Continuing Education.
9. If Wharton I.S.D. makes scholarship funds available for the benefit of their students, the College will invoice Wharton I.S.D. for these scholarships. Invoices for scholarship funds will be delivered to the Wharton Administration Building no later than June 27, 2007 and will not exceed the total amount agreed upon unless authorized by an administrator of Wharton I.S.D.

II. RESPONSIBILITIES OF WHARTON I.S.D.

1. Will assist in the planning of courses and selecting instructors.
2. Will participate in the publicity of the program by allowing brochures to be distributed through the schools to advertise for instructors and student registrations.
3. Will provide funds of $4,160.00 for the purpose of instructor salaries, supplies, and/or T-shirts.
4. Will provide funds for $20 scholarships for 242 courses for Wharton I.S.D. enrolled students.
5. Will provide the Continuing Education office a list of current students who are eligible for scholarships by May 1, 2007.
6. Provide a computer lab at Sivells Elementary School for two classes.
7. Provide a school bus to transport students that need to return from Sivells Elementary School to WCJC at 2:00 PM and to transport students attending the 2:15 PM class to Sivells Elementary. This bus may also be used during times of inclement weather to transport students taking outdoor classes on the WCJC campus to the WCJS fitness center.
III. INDEMNIFICATION

To the extent authorized by the Constitution and laws of the State of Texas, Wharton I.S.D. agrees to hold the COLLEGE and its officers, employers, and agents harmless from and indemnify each against any and all claims, actions, damages, suits, proceedings, judgments, and liabilities for personal injury, death, or property damage resulting from, the acts of omissions of COLLEGE or the acts or omissions of others under Wharton I.S.D. supervision or control.

Only the extent permitted by the Constitution and laws of the State of Texas, COLLEGE agrees to hold Wharton I.S.D. and its officers, employees, and agents harmless from and indemnify each against any and all claims, actions, damages, suits, proceedings, judgments, and liabilities for personal injury, death, or property damage resulting from, the acts of omissions of COLLEGE or the acts or omissions of others under COLLEGE's supervisor or control. This indemnity provision does not apply to COLLEGE employees, trustees, or students.

The UNDERSIGNED PARTIES do hereby certify, (1) the responsibilities specified above are properly within the statutory functions and programs of the parties to this agreement, (2) the parties hereto are legally authorized to perform the required duties of this agreement, and (3) this agreement has been duly authorized by the governing body of the local government.

WHARTON COUNTY JUNIOR COLLEGE

Betty McCrohan, President

(Date)

Dale Pinson, Dean of Workforce Development, Continuing Education And Distance Learning

(Date)

WHARTON INDEPENDENT SCHOOL DISTRICT

Dr. Kay Shoppa,
Assistant Superintendent for Instruction

(Date)
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President/Senior

C. Office of Academic Affairs
   1. Approval of department head pay for fall 2006
   2. Approval of paid professional assignments 2006-2007

D. Office of Administrative Services

E. Office of Student Services

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

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

I. Information Items: Non-contract Personnel Action
   1. Debra K. Gerton employed as a regular, full-time assistant registrar at the Sugar Land Campus, 0-11-0, effective November 1, 2006
   2. Cynthia A. Kocian, regular, full-time special population advisor for Perkins’ Grant, academic advisor was given a salary adjustment from $17.87/hr. = $37,177 annually to $18.19/hr. = $37,827 annually, effective September 1, 2006
   3. Brian P. Klinger employed as a regular, part-time evening open computer lab monitor, $8.44/hr. x 16.5 hrs./wk. x 47 wks. = $6,546.00/yr., effective September 14, 2006
   4. David K. Neman employed as a regular, part-time library/open computer lab clerk, $8.44/hr. x 20 hrs./wk. x 48 wks. = $8,102.00/yr., effective September 18, 2006
   5. Jason Alamo employed as a temporary, part-time fitness center staff, $8.45/hr. x 10 hrs./wk. x 12 wks. = $1,014/yr., effective September 25, 2006
   6. Laura Matura employed as a temporary, part-time kids’ college staff, $14/hr. x 32 hrs./wk. x 15 wks. = $6,720/yr., effective September 11, 2006
7. Sharon J. Mayberry received a 13 week employment extension as temporary, part-time secretary/receptionist for the director of continuing education and workforce development, $10/hr. x 32 hrs./wk. x 13 wks. = $4,160/yr., effective September 26, 2006

8. Yeimy C. Pineda resigned as a regular, part-time workforce development center aide, $9.73/hr. x 20 hrs./wk. x 32 wks. = $6,227.20/yr., effective August 7, 2006
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<td>Social &amp; Behavioral Science</td>
<td>$1,600.00</td>
<td>1110.14706.6179.100</td>
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<tr>
<td>200710</td>
<td>King, Mary</td>
<td>00100610</td>
<td>HIT</td>
<td>Allied Health</td>
<td>$1,575.00</td>
<td>1110.14189.6179.102</td>
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<tr>
<td>200710</td>
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<td>200710</td>
<td>Lawlor, Dan</td>
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<td>Agriculture</td>
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<tr>
<td>SEM</td>
<td>NAME</td>
<td>Banner ID#@</td>
<td>DEPARTMENT</td>
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<td>AMOUNT</td>
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<tr>
<td>-------</td>
<td>--------------------</td>
<td>--------------</td>
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</tr>
<tr>
<td>200710</td>
<td>Loessin, Jon</td>
<td>00094544</td>
<td>Psychology</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Sociology</td>
<td>Social &amp; Behavioral Science</td>
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<td></td>
<td></td>
<td>Physics</td>
<td>Math &amp; Physical Science</td>
<td>$ 525.00</td>
<td>1110.14307.6179.100</td>
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<td></td>
<td></td>
<td></td>
<td>Engineering</td>
<td>Math &amp; Physical Science</td>
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<tr>
<td>200710</td>
<td>Lynn, Barbara</td>
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<td>Education/ Early Childhood</td>
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<tr>
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<td>Math</td>
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<td>LVN-Richmond</td>
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<td>00134979</td>
<td>English</td>
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<td>Biology</td>
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<td>NAME</td>
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<td>AMOUNT</td>
<td>BUDGET#</td>
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<td>Business/Office Administrator</td>
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<td>$1,825.00</td>
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</table>
# Wharton County Junior College

## Paid Professional Assignments 2006-2007

<table>
<thead>
<tr>
<th>Name</th>
<th>Contract</th>
<th>Activity</th>
<th>Amount</th>
<th>Effective dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amestoy, Sean</td>
<td>10.5 mos.</td>
<td>RT, Rodeo Coach</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
<tr>
<td>Bahnsen, Gene</td>
<td>10.5 mos.</td>
<td>RT, Athletic Director</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
<tr>
<td>Clark, Sarah</td>
<td>12 mos.</td>
<td>RT, ADN Program Director</td>
<td>Part of contract</td>
<td>75% Fall and Spring</td>
</tr>
<tr>
<td>Clark, Sarah</td>
<td>12 mos.</td>
<td>Stipend for 10 additional students over and above last year's total</td>
<td>$2,500/semester</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>Dees, Stephanie</td>
<td>10.5 mos.</td>
<td>RT for Division Chair Duties (T&amp;B)</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
<tr>
<td>Hunt, G. G.</td>
<td>12 mos.</td>
<td>RT for Division Chair Duties (SBS)</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
<tr>
<td>Collins, Leigh Ann</td>
<td>12 mos.</td>
<td>RT for Division Chair Duties (Allied Health)</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
<tr>
<td>Lockley, Lillian</td>
<td>12 mos.</td>
<td>Coordinator for ADA Students</td>
<td>$1,500/semester</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>Lowery, Kirby</td>
<td>10.5 mos.</td>
<td>RT for Division Chair (Math &amp; Physical Science)</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
<tr>
<td>Nottebart, Robert</td>
<td>10.5 mos.</td>
<td>RT, Baseball Coach</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
<tr>
<td>Raun, Kimberly</td>
<td>10.5 mos.</td>
<td>RT for Division Chair (Life Science)</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
<tr>
<td>Rehak, Patricia</td>
<td>12 mos.</td>
<td>RT for Instructional Assessment Coordinator Duties</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
<tr>
<td>Schilling, Donna</td>
<td>9 mos.</td>
<td>Lead Cisco Instructor</td>
<td>$500</td>
<td>Fall 2006</td>
</tr>
<tr>
<td>Shilk, Harold</td>
<td>10.5 mos.</td>
<td>RT, Volleyball Coach</td>
<td>Part of contract</td>
<td>50%, Fall &amp; Spring, 100% Summer</td>
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<tr>
<td>Spellman, Paul</td>
<td>12 mos.</td>
<td>RT for Division Chair Duties (CFA)</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
</tbody>
</table>
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gerton</td>
<td>Debra</td>
<td>K</td>
<td></td>
</tr>
</tbody>
</table>

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

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT**

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

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Funded in which FY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialized Area:</td>
<td>SU-108</td>
</tr>
</tbody>
</table>

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

| Budgeted Position: | Yes | No |
| Budgeted Position: | Yes | No |

<table>
<thead>
<tr>
<th>Budget Number:</th>
<th>Position No. (NBAPOSN):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1310-1310-6101-500</td>
<td>AR2006</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$21,150</td>
<td>$____ per hr x ______ hrs/wk x ______ wks =</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>If temporary, anticipated termination date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/06</td>
<td>11/22/06</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**PROPOSED**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
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<tbody>
<tr>
<td>Sugar Land Campus</td>
<td>0608 S 029</td>
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<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Specialized Area:</th>
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</thead>
<tbody>
<tr>
<td>Assistant Registrar</td>
<td>SU-108</td>
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<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted Position:</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

| Budgeted Position: | Yes | No |
| Budgeted Position: | Yes | No |

<table>
<thead>
<tr>
<th>Budget Number:</th>
<th>Position No. (NBAPOSN):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1310-1310-6101-500</td>
<td>AR2006</td>
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</table>

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$21,150</td>
<td>$____ per hr x ______ hrs/wk x ______ wks =</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>If temporary, anticipated termination date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/23/06</td>
<td>11/22/06</td>
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</tbody>
</table>

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
  - Date: 9/25/06

- **Approved by Division Chair:**
  - Date: 9/27/06

- **Budget Approval:**
  - Date: 9/27/06

- **Approved by Cabinet Level Supervisor:**
  - Date: 9/27/06

**Reviewed by Human Resources:**

- **Date:** 9-06-06

**Approved by Vice President:**

- **Date:** 9-06-06

**Approved by President:**

- **Date:** 9-27-06

Reg. 821

Revised July 29, 2004
## Personnel Action Form

### Social Security No. Last Name First Middle Initial Telephone

### Address

### Part I: Check all that apply

- Classification:  
  - [ ] Administrative/Professional Staff  
  - [ ] Faculty  
  - [x] Support Staff  
- 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:

<table>
<thead>
<tr>
<th>Student Services</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Population Advisor for Perkins' Grant/Academic Advisor</td>
<td>Perkins' Grant/Advising</td>
</tr>
<tr>
<td>Budget Number: 21471.6003.6093.102 (75%) 1110.14101.6093.503 (25%)</td>
<td>Position No. (NBAPOSN): GNATA01</td>
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</tbody>
</table>
| Compensation: [x] Annual  
  - Sched N/A  
  - [ ] Per contract  
  - [x] At-will-employee | Hourly Rate: (Part-time only) $/hr x hrs/wk x wks = $ per year |
| $37,177  
  - [ ] Other (explain) | Start Date: 9/01/05  
  - [ ] 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:

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

#### PROPOSED Division/Unit:

<table>
<thead>
<tr>
<th>Student Services</th>
<th>Job Vacancy No.: (if applicable)</th>
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</thead>
<tbody>
<tr>
<td>Special Population Advisor for Perkins' Grant/Academic Advisor</td>
<td>Perkins' Grant/Advising</td>
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<tr>
<td>Budget Number: 21471.6003.6093.102 (75%) 1110.14101.6093.503 (25%)</td>
<td>Position No. (NBAPOSN): GNATA01</td>
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</table>
| Compensation: [x] Annual  
  - Sched N/A  
  - [ ] Per contract  
  - [x] At-will-employee | Hourly Rate: (Part-time only) $/hr x hrs/wk x wks = $ per year |
| $37,827  
  - [ ] Other (explain) | Start Date: 9/01/06  
  - [ ] 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:

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

### Explanation of Action:

Annual salary reflects a $18.19 hourly rate for FY07

### Part III: Position/Budget Authorization

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
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<tbody>
<tr>
<td>Approved by Division Chair</td>
<td>9/11/06</td>
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</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
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<tbody>
<tr>
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<td>9/19/06</td>
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<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Date approved by Board or [ ] not applicable</th>
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</thead>
<tbody>
<tr>
<td>9/11/06</td>
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Reg. 821  
Revised July 29, 2004
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Klinger</td>
<td>Brian</td>
<td>P.</td>
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**Address**

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

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [x] Temporary
- [ ] Full-Time
- [x] Part-Time
- [ ] Regular
- [ ] Other (explan)  
- [ ] 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:** Specialized Area:

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

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

**Compensation:**  
- [ ] Annual  
- [ ] Hourly  
- [ ] Other (explain)  
**Sched** ______  
**Grade** ______  
**Step** ______  
**Start Date:**  
**End Date:**  
- [ ] At-will-employee  
- [ ] Per contract  
**Hourly Rate:** (Part-time only)  
$ ______ per hr x ______ hrs/wk x ______ wks = $ ______ 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

**PROPOSED**  
**Division/Unit:** Sugar Land Campus  
**Job Title/Position:** Specialized Area:

**Part-Time Evening Open Computer Lab Monitor**  
**Room SU-402**

**Budgeted Position?**  
- [ ] Yes  
- [ ] No  
Funded in which FY?  
- [ ] 2007

**Budget Number:**  
1310-1492-6102-102  
Position No. (NBAPOSN): OCLS99

**Compensation:**  
- [ ] Annual  
- [ ] Hourly  
- [ ] Other (explain)  
**Sched** 0  
**Grade** 5  
**Step** 0  
**Hourly Rate:** (Part-time only)  
$ 8.44 per hr x 16.5 hrs/wk x 47 wks = $ 6,546.00 per year

**Start Date:** 09-14-2006  
**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) 9-7-2006**  
Approved by Vice President  
**Date**

**Approved by Division Chair**  
Reviewed by Human Resources  
**Date**

**Budget Approval**  
Approved by President  
**Date**

**Approved by Cabinet Level Supervisor 9/11/06**  
Date approved by Board or [ ] not applicable

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

### Social Security No. Last Name: Neman First Name: David Middle Initial: K

### Address

<table>
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</table>

### Part II: Assignment/Accounting

#### CURRENT Division/Unit: Wharton County Junior College

**Job Title/Position:** Funded in which FY?

- Budgeted Position: ☐ Yes ☐ No

- **Budget Number:** Position No. (NBAPOSN): Funded in which FY?

- **Compensation:** Hourly Rate (Part-time only): Funded in which FY?
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain)

- **$**
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain)

- **$ 8,444**
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain)

- **Start Date:** 9/18/06
- **End Date:**

#### PROPOSED Division/Unit: Wharton County Junior College

**Job Title/Position:** Specialized Area:

- **Budgeted Position:** ☐ Yes ☐ No

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

- **Compensation:** Hourly Rate (Part-time only): Specialized Area:
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain)

- **$ 8,444**
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain)

- **Start Date:** 9/18/06
- **End Date:**

### Explanation of Action:

- **Recommended by Supervisor (Department Head):** Date: 9/18/02
- **Approved by Vice President:** Date: 9/18/02
- **Approved by Division Chair:** Date: 9/18/02
- **Reviewed by Human Resources:** Date: 9/18/02
- **Approved by President:** Date: 9/18/02
- **Approved by Cabinet Level Supervisor:** Date: 9/18/02

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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**Address**

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**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

- [ ] CURRENT Division/Unit:
  - [ ] Job Vacancy No.: (if applicable)
  - [ ] Specialized Area:
  - [ ] Funded in which FY?
  - [ ] Position No. (NBAPOSN):

- [ ] Budgeted Position?  [ ] Yes  [ ] No
  - [ ] Budgeted Position:
  - [ ] Funded in which FY?

**Compensation:**

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

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

- [ ] Start Date:
- [ ] End Date:
  - [ ] At-will-employee
  - [ ] Per contract
  - [ ] 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
  - [X] Other 3 months

**PROPOSED Division/Unit:**

- [ ] Job Vacancy No.: (if applicable)
  - [ ] Administrative Services
  - [ ] Specialized Area:
  - [ ] Gymnasium/Fitness Center areas
  - [ ] Funded in which FY?: 2006

- [ ] Budgeted Position?
- [ ] Yes
- [ ] No
  - [ ] Budgeted Position:
  - [ ] Funded in which FY?:

**Compensation:**

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

- [ ] Hourly Rate: (Part-time only)
  - [ ] $8.45 per hr x 10 hrs/wk x 12 wks =
  - [ ] $1,014 per year

- [ ] Start Date:
- [ ] End Date:
  - [ ] At-will-employee
  - [ ] Per contract
  - [ ] If temporary, anticipated termination date:

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

**Reviewed by Human Resources**

**Approved by Vice President:**

- [ ] Date

**Approved by President:**

- [ ] Date

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

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

**Social Security No.**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**City**

**State**

**Zip**

**Part I: Check all that apply**

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**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:**

**Compensation:**

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<th>Per contract</th>
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**Start Date:**

**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 15 weeks

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** ☒ Yes ☐ No

**Budget Number:**

**Compensation:**

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**Start Date:**

**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 15 weeks

**Explanation of Action:**

To replace Laura Kubena’s position for Kids’ College 2005

**Part III: Position/Budget Authorization**

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

**Date:** 8-28-06

**Approved by Vice President:**

**Date:**

**Approved by Division Chair:**

**Date:**

**Reviewed by Human Resources:**

**Date:**

**Budget Approval:**

**Date:**

**Approved by President:**

**Date:**

**Approved by Cabinet Level Supervisor:**

**Date:**

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

Reg. 821

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

**Wharton County Junior College**

**Human Resources**

<table>
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<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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<tr>
<td></td>
<td>Mayberry</td>
<td>Sharon</td>
<td>J</td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

- **Classification:**
  - ☐ Administrative/Professional Staff
  - ☐ Faculty
  - ☐ Support Staff
  - ☐ Temporary
    - ☐ Full-Time
    - ☐ Part-Time
  - ☐ Regular
    - ☐ Full-Time
    - ☐ Part-Time
  - ☐ 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: __________
  - Specialized Area: __________
  - Budgeted Position? ☐ Yes ☐ No
  - Budgeted Number: __________
  - Budget Number: 1110.454.610S.769
  - Position No. (NBAPOSN): __________
  - Compensation:
    - ☐ Annual
    - ☐ Hourly
      - Sched __________
      - Grade __________
      - Step __________
    - ☐ Other (explain)
  - Hourly Rate: (Part-time only)
    - $ __________ per hr x __________ hrs/wk x __________ wks = __________
    - $ __________ per year
  - Start Date: __________
  - End Date: __________

- **Funded in which FY?**
- **If temporary, anticipated termination date:**

- **PROPOSED**
  - Division/Unit: __________
  - Job Title/Position: __________
  - Specialized Area: __________
  - Secretary/Receptionist Dir CE & WFD
  - Budgeted Position? ☐ Yes ☐ No
  - Budgeted Number: __________
  - Budget Number: 1110.454.610S.769
  - Position No. (NBAPOSN): __________
  - Compensation:
    - ☐ Annual
    - ☐ Hourly
      - Sched __________
      - Grade __________
      - Step __________
    - ☐ Other (explain)
  - Hourly Rate: (Part-time only)
    - $ __________ per hr x __________ hrs/wk x __________ wks = __________
    - $ __________ per year
  - Start Date: __________
  - End Date: __________

- **Funded in which FY?**
- **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 13 wks.

**Explanation of Action:**

**Temporary secretarial support for CE at the FBTC**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head)**
  - Date: __________
  - Approved by Vice President
  - Date: __________

- **Approved by Division Chair**
  - Date: __________
  - Reviewed by Human Resources
  - Date: __________

- **Budget Approval**
  - Date: __________
  - Approved by President
  - Date: __________

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

---

Reg. 821

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

**Personnel Action Form**

**Human Resources**

**Part I: Check all that apply**

<table>
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<tr>
<td>☐ Part-Time</td>
<td>☐ Other (explain)</td>
</tr>
</tbody>
</table>

**Classification:**
- Administrative/Professional Staff
- Support Staff
- Regular
- Full-Time
- Part-Time

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:** Workforce Development Center

**Job Title/Position:** Aide

**Specialized Area:** Adult basic Education

**Budgeted Position?** ☒ Yes ☐ No

**Funded in which FY?** 2006-07

**Budget Number:** 2126.6012.6147.1012

**Position No. (NBAPOSN):** GNC001

**Compensation:**
- ☒ Hourly
- $ 9.73 per hr
- Grade 10
- Step 0
- Sched 0
- Hourly Rate: Part-time only
- $ 9.73 per hr x 20 hrs/wk x 32 wks = $ 6,227.20 per year

**Start Date:** 9-11-02

**End Date:** 8-7-06

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

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Specialized Area:**

**Budgeted Position?** ☐ Yes ☒ No

**Funded in which FY?**

**Budget Number:**

**Position No. (NBAPOSN):**

**Compensation:**
- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)
- Sched __________
- Grade ________
- Step ________
- Hourly Rate: Part-time only
- $ ________ per hr x ________ hrs/wk x ________ wks = $ ________ per year

**Start Date:**

**End Date:**

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

**Approved by Vice President:**

**Reviewed by Human Resources:**

**Budget Approval:**

**Approved by President:**

**Approved by Cabinet Level Supervisor:**

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

**Reg. 821**

**Revised July 29, 2004**