WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

September 21, 2004

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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<th>BOARD POSITION</th>
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<td>P. D. (Danny) Gertson, III Chair</td>
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<td>Lawrence Petersen</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

SEPTEMBER 21, 2004

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

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

A. The special called meeting on August 17, 2004

B. The regular meeting on August 17, 2004

C. The board workshop on August 24, 2004

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

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

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

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

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

V. Special Items

A. Legislative Priorities 2005 – (mailed under separate cover)
VI. Presentations, Awards, and/or President’s Report

VII. Reports to the Board

A. Financial Reports for August 2004

(FINANCIAL REPORTS ARE MAILED UNDER SEPARATE COVER)

B. Information Item: Management Reports

C. Information Item: Reports from College Governance Councils

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

VIII. Reports from Committees of the Board

A. Audit/Finance Committee: Mr. Kunkel

B. Facilities Committee: Mr. Petersen

C. Legislative Committee: Mr. Petersen

-CONSENT AGENDA-

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

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

A. Approve appointment of Marsha Gaines as tax assessor/collector for the Needville portion of the Wharton County Junior College District at a fee of $1.899 per parcel and Patrick Kubala as tax assessor/collector for the Wharton County portion of the Wharton County Junior College District at no cost to the college. The only cost to the college is $1.899 per parcel for collection of Needville taxes.

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

C. Approve the bid of $162,878.41 from Insurance Net to provide the college with our comprehensive property/casualty coverage – ($162,878.41 – current unrestricted operating budget for 2004-2005)

D. Approve the lease agreements with Minolta issued through the Texas Building and Procurement Commission of the State of Texas (therefore not required to be bid) for the copiers located in various buildings on the Wharton, Sugar Land, and Fort Bend Technical Center campuses - ($88,780 – current unrestricted operating budget for 2004-2005)
E. Approve the proposal submitted by the Sitmatic Corporation to provide lecture tables and seating for the Outlar Auditorium for $40,000 - ($40,000 - current unrestricted operating fund budget for 2004 - 2005)

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

X. Matters Relating to Academic Affairs

A. Approve a vendor for the printing of the class schedules for the spring, summer, and fall of 2005 – ($80,000 – current unrestricted operating budget for 2004-2005)

B. Approve new position curriculum development assistant ($25,425 – FY 04-05 current unrestricted operating budget)

C. Approve $.10/hr. raise for part-time employees working for the Senior Citizen Program effective October 1, 2004

XI. Matters Relating to Administrative Service

XII. Matters Relating to Student Services

-None-

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

A. Board of Trustees

B Office of President/Senior Administration

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

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

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

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

5. Approve reclassification and change in assignment for Larry R. Cantrell, from regular, full-time information technology, AA-8-20, to regular, full-time system analyst, AA-12-20, effective September 1, 2004
6. Approve change in assignment for Linda K. Schilhab, from regular, full-time project manager assistant, P-9-19, to temporary, full-time MIS assistant, P-9-19, effective September 1, 2004

7. Approve reclassification and salary adjustment for Terrell J. Jessen from regular, full-time network technician, P-13-33, to regular, full-time information technology senior technician, P-15-33, effective September 1, 2004

8. Approve reclassification and change in assignment for Robby E. Mathews as regular, full-time information technology technician, P-13-1, to regular, full-time information technology reliability/maintenance specialist, P-15-24, effective September 1, 2004

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

C. Office of Academic Affairs

1. Consider paid professional assignments for 2004-2005
2. Consider full-time faculty overloads for fall 2004 semester
3. Consider part-time faculty overloads for fall 2004 semester
4. Consider reclassification of Mariakutty M. Samuel as regular, full-time instructor of associate degree nursing from 12 months, FAC-1-19, to 9 months, FAC-1-19, effective August 23, 2004
5. Consider employment of Donna E. Schilling as temporary, full-time CISCO instructor, FAC-1-1, effective August 24, 2004
6. Consider employment for Joe A. Waldrop as regular, full-time instructor of music/band director, FAC-4-8, effective August 23, 2004
7. Consider salary adjustment for Jon K. Loessin for completion of doctoral program as regular, full-time instructor of sociology, from FAC-5-17 to FAC-7-18, effective August 23, 2004

D. Office of Administrative Services

E. Office of Student Services

F. Information Items: Contract Personnel Actions

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

G. Information Items: Non-contract Personnel Action

1. Pete Acosta employed as regular, part-time custodian at the Wharton campus, $6.51/hr. x 19 hrs./wk. x 52 wks. = $6,432/annual, effective August 30, 2004
2. Kendron Taylor employed as regular, part-time custodian, $6.50/hr. x 19 hrs./wk. x 52 wks. = $6,422/annual, effective August 18, 2004
3. Adam B. Hooper employed as a regular, part-time security officer at the Wharton campus, $8.81/hr. x 19 hrs./wk. x 52 wks. = $8,704/annual, effective September 18, 2004

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

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

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

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

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

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

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

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

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

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

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

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

A. President’s contract

XV. Action on items discussed in closed session

XVI. Matters Relating to Formal Policy

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

XVII. Other Business

XVIII. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT
AGENDA BRIEF
AGENDA ITEM III

Reading of the Minutes

A. The special called meeting on August 17, 2004
B. The regular meeting on August 17, 2004
C. The board workshop on August 24, 2004
MINUTES
Special Called Meeting of the
Wharton County Junior College
Board of Trustees
August 17, 2004

-The Wharton County Junior College District Board of Trustees met in special session on August 17, 2004 at 6:00 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

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

Trustees Absent: Mr. Lloyd Nelson.

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Vice-President of Instruction; Ms. Rosemary Fulton, Vice-President of Administrative Services, Enrollment Management and Institutional Planning; Ms. Gloria Crockett, Executive Secretary to the President; Mr. Gene Bahnsen; Mrs. Barbara Bubela; Mr. Jim Carolan; Ms. Zina Carter; Mr. Kevin Farley; Mr. Mike Feyen; Mr. Scott Glass; Ms. Heidi Hardy; Ms. Vicki Jacobs; Mr. Bryce Kocian; Dr. Dan Lawlor; Mrs. Patricia Lawlor; Mr. John Miller; Mr. Mike Mills; Mr. Doug Walker; Mr. Gus Wessels; Mr. Robert Wolter; Mr. Phillip Wuthrich; and Ms. Pam Youngblood.

Also Present: Mr. Ron Sanders, Wharton Journal-Spectator.

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-There being a quorum present, Mr. Gertson called the meeting to order at 6:00 PM.

ITEM II: PUBLIC HEARING OF PROPOSED WHARTON COUNTY JUNIOR COLLEGE OPERATING BUDGET FOR 2004-2005

-Bryce Kocian reviewed the proposed Wharton County Junior College Operating Budget for 2004-2005.

-Mr. Gertson asked for comments from the public. There were no comments.

The board discussed the budget.

-Mr. Gertson asked for comments from the public. There were no comments.

ITEM III: ADJOURN

-The meeting was adjourned at 6:30.
Wharton County Junior College
911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560

MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
August 17, 2004

-The Wharton County Junior College District Board of Trustees met in regular session on August 17, 2004 at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gerison presided.

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

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

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Vice-President of Instruction; Ms. Rosemary Fulton, Vice-President of Administrative Services, Enrollment Management and Institutional Planning; Ms. Gloria Crockett, Executive Secretary to the President; Mr. Gene Bahnson; Mrs. Barbara Bubela; Mr. Jim Carolan; Ms. Zina Carter; Mr. Kevin Farley; Mr. Mike Feyen; Mr. Scott Glass; Ms. Heidi Hardy; Ms. Vicki Jacobs; Mr. Bryce Kocian; Dr. Dan Lawlor; Mrs. Patricia Lawlor; Mr. John Miller; Mr. Mike Mills; Mr. Doug Walker; Mr. Gus Wessels; Mr. Robert Wolter; Mr. Phillip Wuthrich; and Ms. Pam Youngblood.

Also Present: Mr. Ron Sanders; Wharton Journal-Spectator.

DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The minutes of the regular meeting for July 20, 2004 were approved as presented.

ITEM IV: CITIZENS’ COMMENTS

-None-

ITEM V: SPECIAL ITEMS

A. Approve 2004-2005 operating budget

B. Approve the ad valorem tax rate of $0.16892/100 for the 2004-2005 tax year – ($3,633,039 – current operating revenue)
BOARD ACTION: On a motion by Mr. Davis and a second, the board unanimously approved the 2004-2005 operating budget and the ad valorem tax rate of $0.16802/$100 for the 2004-2005 tax year.

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

A. Certificate of appreciation and resolution for Rosemary Fulton

B. Certificate of appreciation and resolution for Ron Braeuer

-Mr. Danny Gertson read and presented the following resolution to Rosemary Fulton:

WHEREAS, Ms. Rosemary Fulton has been a loyal employee of Wharton County Junior College for twenty years, and

WHEREAS, during these years she has served as an instructor of data processing, a programmer/analyst, director of institutional research, and vice-president of administrative services, Ms. Fulton has distinguished herself as a caring instructor, a professional role model, a congenial colleague, a person who has a positive attitude, and

WHEREAS, Ms. Fulton has served above and beyond the call of duty by establishing and directing the college's institutional research office and then was instrumental as vice-president of administrative services in overseeing the implementation and hands-on management of the college's new management information system,

WHEREAS, Ms. Fulton has elected to retire from her administrative position and pursue a new career,

NOW, THEREFORE BE IT RESOLVED, THAT THE Board of Trustees and the Administration herewith commend Ms. Fulton for her dedication to the college, for her loyalty to her colleagues, and especially for her long record of service to this institution, and that the Board and Administration wish Ms. Fulton well in her new life, and

BE IT FURTHER RESOLVED, that this resolution is incorporated into the official minutes of the Board of Trustees and a copy of said resolution is presented to Ms. Rosemary Fulton.

Unanimously adopted in regular session by the Wharton County Junior College Board of Trustees on August 17, 2004.

P. D. (Danny) Gertson, III, Chair
Rick Davis, Vice-Chair
Jack C. Moses, Secretary
Gerald Donaldson
Georgia Krenek

Oliver Kunkel, Jr.
Lawrence Petersen
Phillip Stephenson
Lloyd Nelson

-Mr. Gertson read and presented Ms. Fulton with a Plaque of Appreciation for her many years of service to the college.

-The Board commended Mrs. Fulton for a job well done.
-Ms. McCrohan presented Ms. Fulton with a dozen red roses and a WCJC wrist watch with Ms. Fulton’s name engraved on the back. Ms. McCrohan thanked Ms. Fulton for her years of loyal service.

-Dr. Ty Pate read the following resolution for Mr. Ron Braeuer:

Resolution

WHEREAS, Mr. Ron Braeuer has been teaching for twenty one years at Wharton County Junior College, and

WHEREAS, during these years as instructor of Agriculture, Mr. Braeuer has distinguished himself as an effective and caring teacher, a professional role model, and a congenial colleague, and

WHEREAS, Mr. Braeuer has elected to retire from teaching and spend more time with his family,

NOW, THEREFORE BE IT RESOLVED, THAT THE Board of Trustees and the Administration herewith commend Mr. Ron Braeuer for his dedication to the teaching profession, for his loyalty to his colleagues, and especially for his long record of service to this institution, and that the Board and Administration wish Mr. Ron Braeuer well in his new life, and

BE IT FURTHER RESOLVED, that this resolution be incorporated into the official minutes of the Board of Trustees and a copy of said resolution be presented to Mr. Ron Braeuer.

Unanimously adopted in regular session by the Wharton County Junior College Board of Trustees on August 17, 2004.

P. D. (Danny) Gertson, III, Chair
Rick Davis, Vice-Chair
Jack C. Moses, Secretary
Gerald Donaldson
Georgia Krenek

Oliver Kunkel, Jr.
Lawrence Petersen
Phillip Stephenson
Lloyd Nelson

ITEM VII: REPORTS TO THE BOARD

A. Financial Reports

-Gus Wessels reviewed the financial reports for June 2004.

-Bryce Kocian reviewed the texpool report for June 2004.

BOARD ACTION: On a motion by Mrs. Krenek and a second, the board unanimously approved the financial reports and the texpool report for June 2004.

ITEM VII-B: MANAGEMENT REPORTS

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

1. Administrative Services: Rosemary Fulton (VP of Administrative Services)
2. Financial Aid: Richard Hyde (Director, Financial Aid)
3. Soils Lab Report: Dan Lawlor (Director, Soil Testing Laboratory)
4. Student Services: Wayne Taylor (Dean of Student Services)
   a. Concurrent Enrollment
   b. Testing
5. Minutes of Councils and of Extended Cabinet

ITEM VII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

-None-

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

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

ITEM VIII: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee:
   -Mr. Kunkel reported that the audit/finance committee met on August 4 and reviewed
     the proposed budget for FY05. The committee unanimously approved the budget as
     presented.

B. Facilities Committee: Mr. Petersen
   -None-

C. Legislative Committee: Mr. Petersen
   -None-

-Mr. Gertson reported that the personnel items would be voted on following the executive
session.

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

-ITEM IX-D: Mrs. Krenek was concerned that the amount of $20,000 needed to be increased.
Discussion followed regarding the type of vehicle to purchase.

BOARD ACTION: On a motion by Mr. Stephenson and a second, the board approved the consent
agenda except for the personnel section.

-CONSENT AGENDA-

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

A. Approve the Investment Management Plan

B. Approve transfer of $1,000,000 from unrestricted fund to plant repair and replacement fund and transfer of $350,000 from unrestricted fund to plant management information systems fund – ($1,350,000 will be transferred from current operating fund to the plant funds as indicated)

C. Approve the fiscal year 2004 budget adjustments

D. Information item:

1. Authorize the purchasing department to solicit bids for a car for the President’s use – ($20,000 – current unrestricted operating budget for 2004-2005)

ITEM X: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve the renewal of the WCIC Seniors Program Title III contract – (Federal funds provided by Older Americans Act Title III B, C, D. State funds provided by Texas Department on Aging Federal and State funds available October 1, 2004 - September 30, 2005. Wharton County $127,464 and Colorado County $81,563; match will be program income, local contributions and Commissioner’s Court. Funds administered through Houston-Galveston Area Council)

ITEM XI: MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the purchase of a surgical bed to be used by the surgery technician program from the Steris Corporation for $27,558.85 – ($27,558.85 – Johnson Foundation grant funds for 2003-2004)

B. Approve the purchase of director’s and officer’s liability, and employment practices liability insurance coverage – ($61,146.00 – current unrestricted operating budget for 2004-2005)

C. Approve Svaatek Vending as the full service vending products provider at the Wharton campus – (estimated revenue $5,000.00 – vendors will pay the College a commission based on sales)

D. Approve the bid from Advanced Micro Solutions to supply personal computers for the College – ($150,000.00 – expenses are charged to each individual department’s approved operating budget at the time of purchase)

E. Approve payment on Symantec Enterprise Edition 9.0 and Symantec Antivirus for Microsoft ISA server – ($36,458.00 ($18,229 annual cost) and will be purchased out of current operating funds)
F. Information item:

1. Seek sealed bids for the printing of the college’s credit class schedules and continuing education schedules for the spring, summer and fall of 2005 ($80,000 - current unrestricted operating budget for 2004-2005)

ITEM XII: MATTERS RELATING TO STUDENT SERVICES

-None-

ITEM XIII: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President/Senior Administration

1. Approve employment of Stephanie D. Dees as regular full-time instructor of computer science, FAC-1-8, effective August 23, 2004

2. Approve employment of Karen Prisner as temporary, full-time instructor of speech, FAC-1-1, effective August 23, 2004

3. Approve employment of Linda S. Beair as a regular, full-time instructor of licensed vocational nursing at Polly Ryon in Richmond, FAC-1-10, effective August 23, 2004

4. Approve reclassification of Sandra Marlene Kolafa, regular, full-time instructor of cosmetology, from a 12-month to a 10 ½ month contract, FAC-1-11, effective August 23, 2004

5. Approve employment of Elizabeth R. Rohan as regular, full-time instructor of vocational nursing, FAC-1-10, effective August 23, 2004

6. Approve Linda L. Beeson as regular, full-time instructor of vocational nursing, FAC-1-10, effective August 23, 2004

7. Approve employment of Geneen G. Lannom employed as a temporary, full-time instructor of biology, FAC-1-10, effective August 23, 2004

D. Office of Administrative Services

E. Office of Student Services

F. Information Items: Contract Personnel Actions

1. Rosemary Fulton retired as regular, full-time VP of Administrative Services & Enrollment Management, VP-10-49, effective August 31, 2004

2. Ron Braeuer resigned as regular, full-time instructor of agriculture, FAC-1A-25, effective August 31, 2004
3. Shayan Mirabi resigned as a regular, full-time instructor of computer science, FAC-1-10, effective August 5, 2004

G. Information Items: Non-contract Personnel Action

1. Stewart K. Hall employed as a regular, part-time security office at the Wharton Campus, $8.81/hr. x 19 hrs./wk. x 52 wks. = $8,704, effective August 6, 2004

2. Diana L. Gutierrez reclassified as a regular, full-time secretary to allied health division, 0-9-5, effective August 2, 2004

3. Christina Perez employed as a temporary, part-time secretary to the allied health division, $6.51/hr. x 20 hrs./wk. x 4 wks. = $521/yr., effective July 19, 2004

4. Christina Perez employed as temporary, part-time secretary to the allied health division, $6.51/hr. x 20 hrs./wk. x 4 wks. - $521/yr., effective August 16, 2004

5. Carol K. Riley employment extended as temporary, full-time data entry clerk, from 3 months to 12 months, 0-5-1, effective September 1, 2004

6. Hank W. Kelberlau employed as a regular, full-time dorm supervisor for Frankie Hall, $9,000 for 9 months, effective August 28, 2004

7. Brian C. Vega employed as a regular, part-time fitness center staff, $7.66/hr. x 10 hrs./wk. x 48 wks. = $3,677, effective August 2, 2004

8. Robert E. Biggs separated as temporary, part-time custodian, $6.50/hr. x 19 hrs. x 52 wks. = $6,422, effective August 2, 2004

9. James M. Droomgoole resigned as a regular, part-time security officer, $8.81/hr. x 19 hrs./wk. x 52 wks. = $8,704, effective July 6, 2004

10. Susan Darby Hendley resigned as a regular, full-time secretary to the allied health division, 0-6-1, effective August 6, 2004

11. Lorri King resigned as regular, part-time library assistant at the Sugar Land campus, $7.66/hr. x 19 hrs./wk. x 48 wks., effective July 8, 2004

THE BOARD ENTERED INTO EXECUTIVE SESSION AT 7:00 PM.

XIV. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons:

Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), deliberation regarding economic development negotiations (551.086).

A. Personnel matters (see above listing)
THE BOARD RECONVENED AT 7:56 PM.

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

XVI: MATTERS RELATING TO FORMAL POLICY

-None-.

XVII: OTHER BUSINESS

- Ms. McCrohan reported that Congressman Ron Paul would be on the Wharton Campus on Wednesday, August 18, to present Gulf War medals to WCJC employee Miles (Lee) Santos. This event is open to the public.

XVIII: ADJOURN

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board meeting adjourned at 8:05 PM.
Wharton County Junior College
911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560

Office of the President Phone (979) 532-6400 Fax: (979) 532-6536 email: bettym@wcjc.edu

MINUTES
Workshop of the
Wharton County Junior College
Board of Trustees
August 24, 2004

-The Wharton County Junior College District Board of Trustees met for a trustee workshop in a
special called meeting August 24, 2004 at 6:00 PM 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; Mr. Lawrence Petersen; and Mr. Phil Stephenson.

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

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Vice-President of Instruction; Ms.
Rosemary Fulton, Vice-President of Administrative Services, Enrollment Management and Institutional
Planning; Ms. Gloria Crockett, Executive Secretary to the President; Mr. Dennis Barnes; Mrs. Bonnie
Cantrell; Mr. Larry Cantrell; Mrs. Sarah Clark; Mrs. Leigh Ann Collins; Mrs. Bunny Fertsch; Mr. Scott
Glass; Ms. G. G. Hunt; Mr. Richard Hyde; Mrs. Vicki Jacobs; Mr. Bryce Kocian; Mr. Gus Wessels;
Mr. Phillip Wuthrich; and Ms. Pam Youngblood.

Also Present: Mr. Ron Sanders; Wharton Journal-Spectator; and Mrs. Lloyd Nelson.

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:00 PM.

ITEM II: REVIEW OF ADMINISTRATIVE REORGANIZATION CHART

-Ms. McCrohan reviewed the administrative reorganization chart which would become effective
September 1, 2004, if approved by the Board of Trustees. Discussion followed. Funding for these
changes is approximately $97,000 and this amount has been included in the budget for FY05 in the
contingency fund. This proposal is for administrative services only. Changes in instructional services
organizational chart will be presented at a later date.

ITEM III: APPROVAL OF REORGANIZATION CHART

BOARD ACTION: On a motion by Oliver Kunkel and a second, the board unanimously approved the
reorganization chart.

ITEM IV: APPROVAL OF PAF'S

BOARD ACTION: On a motion by Mrs. Krenek and a second, the board unanimously approved the
PAF's as presented.
THE BOARD ENTERED INTO EXECUTIVE SESSION AT 6:35 PM.

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

A. Presidents evaluation

THE BOARD RECONVENED AT 8:50 PM.

-Mr. Gertson made a public statement that Mrs. McCrohan received a superior evaluation. The Board is very pleased with Mrs. McCrohan's spirit of leadership at Wharton County Junior College. As a token of appreciation, the Board upgraded the type of automobile for the president which will be purchased in October 2004.

XVI: MATTERS RELATING TO FORMAL POLICY

-None-

XVII. OTHER BUSINESS

-None-

XVIII: ADJOURN

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board meeting adjourned at 8:55 PM.
Management Reports

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

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

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

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

4. Minutes of Councils and of Extended Cabinet
Information Technology
Report for the Month of August 2004

August Highlights

Web registration continues to gain acceptance among our students. The on-campus registration during the week of August 23 was the smallest in number we have seen; yet the headcount on the first day of classes exceeded 6,100.

The University of Houston Downtown sent several employees to review our installation of Banner 6. UHD has been a Banner client for many years, but have not yet upgraded to version 6 and the interface known as Internet Native Banner or INB. We gave demonstrations of both INB and web access, answered questions and exchanged ideas on how to get the most out of Banner.

Due to the retirement of Ms. Rosemary Fulton, Pam Youngblood has assumed the position of Acting Project Manager. In her role in the Institutional Research Office, she has also been given the responsibility of certifying the Coordinating Board reports. The Summer CBM001 and CBM004 Coordinating Board reports were completed and certified. WCJC is working with the Texas Connection Consortium as a beta partner to help in the development of the Texas modifications to the CBM002 Coordinating Board report.

Larry Cantrell, James Bullock, and Bryan Ngo have been working closely with Touchnet to implement the WebCheck product. This will provide students with another option of payment on the web. By entering information directly from a check, we will be able to accept payment by check over the web. A meeting with Prosperity Bank is scheduled in early September to obtain the details on transmitting the WebCheck data to the bank. We anticipate WebCheck will be in place in time for early spring registration.

The installation of the new Ultrium 2 tape libraries for net work and database server backup were completed by James Bullock.

The Information Technology Department has created special reports that have been requested by the finance auditors and have started working on the Financial Aid state report. They have also developed an MS Access application to provide the labels for ID cards, which contain the student’s name, the Banner id and the Banner id in a 3 or 9 barcode for library use.

Eric Li will be holding training courses beginning in September instructing faculty in how to publish their instructional materials to the web.

As you might expect, August is an extremely busy time for the networking team as they prepare for the beginning of the fall semester. They completed 171 service requests in August, including
installing network cabling in the Reynolds building for the new welding program. They also upgraded the computers in all classrooms by installing Windows XP operating systems and MS Office 2003.
### Wharton County Junior College

**Financial Aid Office Report**

For Aid Awarded Through August, 2004
(For The 2004-2005 Year)

<table>
<thead>
<tr>
<th></th>
<th>Last Year</th>
<th>Current Year</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Applicants</td>
<td>1,385</td>
<td>1,937</td>
<td>552</td>
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<tr>
<td>Number of Eligible Applications</td>
<td>1,119</td>
<td>1,595</td>
<td>476</td>
</tr>
<tr>
<td>Number of Ineligible Applications</td>
<td>266</td>
<td>342</td>
<td>76</td>
</tr>
<tr>
<td>Number of Pell Grant Recipients</td>
<td>781</td>
<td>983</td>
<td>202</td>
</tr>
<tr>
<td>Pell Grant Funds Awarded</td>
<td>2,442,550</td>
<td>2,969,875</td>
<td>527,325</td>
</tr>
<tr>
<td>College Work Study Program Funds Expended</td>
<td>5,414</td>
<td>6,268</td>
<td>854</td>
</tr>
<tr>
<td>Monthly Work Study Workers</td>
<td>18</td>
<td>19</td>
<td>1</td>
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<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
<td>141</td>
<td>152</td>
<td>11</td>
</tr>
<tr>
<td>SEOG Funds Awarded</td>
<td>134,657</td>
<td>149,266</td>
<td>14,609</td>
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<tr>
<td>Number of Guaranteed Student Loan Recipients</td>
<td>307</td>
<td>420</td>
<td>113</td>
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<td>Guaranteed Student Loan Funds Awarded</td>
<td>808,638</td>
<td>1,112,272</td>
<td>303,634</td>
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<tr>
<td>Number of PSIG/LEAP Recipients</td>
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<td>PSIG/LEAP Funds Awarded</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Number of Texas Public Education Grant Recipients</td>
<td>373</td>
<td>265</td>
<td>&lt;108&gt;</td>
</tr>
<tr>
<td>TPEG Funds Awarded</td>
<td>348,143</td>
<td>247,548</td>
<td>&lt;100,595&gt;</td>
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<tr>
<td>Number of Veterans Certified</td>
<td>118</td>
<td>116</td>
<td>&lt;2&gt;</td>
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<tr>
<td>Number of Scholarship Applicants</td>
<td>884</td>
<td>859</td>
<td>&lt;25&gt;</td>
</tr>
<tr>
<td>Scholarship Funds Awarded</td>
<td>540,846</td>
<td>651,952</td>
<td>111,106</td>
</tr>
<tr>
<td>TOTAL ALL FUNDS</td>
<td>$ 4,285,640</td>
<td>$ 5,143,869</td>
<td>$ 858,229</td>
</tr>
<tr>
<td>Tests Administered</td>
<td>September</td>
<td>October</td>
<td>November</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Placement Test Sites</td>
<td>3</td>
<td>52</td>
<td>6</td>
</tr>
<tr>
<td>Main Campus</td>
<td>2</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Centreflex Campus</td>
<td>0</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>0</td>
<td>62</td>
<td>24</td>
</tr>
<tr>
<td>Placement Test Totals</td>
<td>30</td>
<td>53</td>
<td>60</td>
</tr>
<tr>
<td>GED Test Sites</td>
<td>20</td>
<td>53</td>
<td>60</td>
</tr>
<tr>
<td>Wharton</td>
<td>24</td>
<td>41</td>
<td>44</td>
</tr>
<tr>
<td>Bay City Adult Learning CTR</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Needville</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>2</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Fort Bend County Jail</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Palacios ISD</td>
<td>10</td>
<td>12</td>
<td>10</td>
</tr>
<tr>
<td>Sugarland</td>
<td>75</td>
<td>100</td>
<td>109</td>
</tr>
<tr>
<td>ACT-Local Sites</td>
<td>133</td>
<td>200</td>
<td>248</td>
</tr>
<tr>
<td>ACT-National Sites</td>
<td>112</td>
<td>181</td>
<td>181</td>
</tr>
<tr>
<td>GED Test Totals</td>
<td>15</td>
<td>23</td>
<td>44</td>
</tr>
<tr>
<td>Wharton Main Campus</td>
<td>15</td>
<td>23</td>
<td>44</td>
</tr>
<tr>
<td>Sugarland-Centreflex</td>
<td>15</td>
<td>23</td>
<td>44</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>15</td>
<td>23</td>
<td>44</td>
</tr>
<tr>
<td>Alternative Test Sites</td>
<td>15</td>
<td>23</td>
<td>44</td>
</tr>
<tr>
<td>Waterproof Main Campus</td>
<td>15</td>
<td>23</td>
<td>44</td>
</tr>
<tr>
<td>Sugarland-Centreflex</td>
<td>15</td>
<td>23</td>
<td>44</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>15</td>
<td>23</td>
<td>44</td>
</tr>
<tr>
<td>Alternative Test Totals</td>
<td>15</td>
<td>23</td>
<td>44</td>
</tr>
<tr>
<td>Test Sites</td>
<td>90</td>
<td>123</td>
<td>135</td>
</tr>
<tr>
<td>Main Campus</td>
<td>90</td>
<td>123</td>
<td>135</td>
</tr>
<tr>
<td>Sugarland</td>
<td>90</td>
<td>123</td>
<td>135</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>90</td>
<td>123</td>
<td>135</td>
</tr>
</tbody>
</table>

**Total Tests**: 293 643 721 380 761 563 864 856 772 803 737 1863 9056
Minutes of Councils
And Extended Cabinet

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

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

Academic Affairs Council
None

Administrative Council
None

Faculty Council
May 4, 2004

President’s Extended Cabinet
None
FACULTY COUNCIL MEETING

Date of Meeting: May 4, 2004
Time: 2:30 pm
Place: Fort Bend Technical Center - Richmond


Members Absent: Liz McLane, Mary Austin Newman, Jim Carolyn, Teresa Meek

The meeting was called to order at 2:35pm by Doug Walker. A quorum was present.

The minutes of April 21, 2004, as revised were approved unanimously under a motion made by Leigh Ann Collins and seconded by Sue Poor.

Extended Cabinet Report
None

Old Business:

1. Status of Salary Report in TCCTA Messenger
Doug Walker reported that the salary report in the TCCTA Messenger would stand as published.

New Business:

A. None

Other:

1. Health Insurance Clarification
Doug Walker reported that he was notified by the benefits department that health insurance was paid by the college and that employees did not pay for the insurance in the summer. He further stated that if individuals had further questions that they speak with the benefit department specifically, not faculty council.

2. Will Heierman suggested that faculty council meeting times be posted on the weekly college activity calendar. Faculty council agreed this could be done in the future.

3. Agenda for next meeting
   A. Next meeting would be convocation in August, 2004.
   B. Ballots for selection of two at large members would be provided by Deborah Yancey
   C. Table will be set up at convocation for Directory update information.
Adjournment

Motion was made for adjournment by Ron Vardy and seconded by Will Heierman.
Meeting adjourned at 3:25 pm.

Chairman: ___________________________ Date Approved: ______________________
          Doug Walker

Secretary: ___________________________  Deborah Yancey

s/s
Clipping Service for Month of August 2004

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

Futures Begin Here

Since 1946, Wharton County Junior College has provided a diverse range of services to the community.
Our goal is simple…to provide services and programs that meet the needs of the community at an affordable price.
For five decades, we’ve achieved our goal by helping others achieve theirs.

**Wharton County Junior College offers:**

<table>
<thead>
<tr>
<th>Associate in Arts Degree</th>
<th>Associate in Applied Science Degree</th>
<th>Certificate &amp; Certification Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Agriculture</td>
<td>✓ Agriculture</td>
<td>✓ Administrative Assistant</td>
</tr>
<tr>
<td>✓ Art</td>
<td>✓ Automotive Technology</td>
<td>✓ Architectural Design</td>
</tr>
<tr>
<td>✓ Behavioral Science</td>
<td>✓ Computer Programming</td>
<td>✓ Automotive Technology</td>
</tr>
<tr>
<td>✓ Biology</td>
<td>✓ Dental Hygiene</td>
<td>✓ Computer-Aided Drafting (CAD)</td>
</tr>
<tr>
<td>✓ Business Administration</td>
<td>✓ Early Childhood</td>
<td>✓ Cosmetology</td>
</tr>
<tr>
<td>✓ Chemistry</td>
<td>✓ Electronics Technology</td>
<td>✓ Early Childhood/Childhood Development</td>
</tr>
<tr>
<td>✓ Computer Science</td>
<td>✓ Emergency Medical Services</td>
<td>✓ Administrative</td>
</tr>
<tr>
<td>✓ Criminal Justice</td>
<td>✓ Engineering Design/Prep Program</td>
<td>✓ Early Childhood/Childhood Development</td>
</tr>
<tr>
<td>✓ Drama</td>
<td>✓ Health Information Technology</td>
<td>✓ Technical</td>
</tr>
<tr>
<td>✓ Early Childhood Education: EC-Grade 4</td>
<td>✓ (Medical Records)</td>
<td>✓ Emergency Medical Services Training</td>
</tr>
<tr>
<td>✓ Engineering</td>
<td>✓ Law Enforcement</td>
<td>✓ Engineering Technology/</td>
</tr>
<tr>
<td>✓ English</td>
<td>✓ Legal Assisting</td>
<td>✓ CISCO Router Networking</td>
</tr>
<tr>
<td>✓ General Studies</td>
<td>✓ Microcomputer Support Technician</td>
<td>✓ Fire Academy (Basics)</td>
</tr>
<tr>
<td>✓ Interdisciplinary Studies: Graduate 4-8</td>
<td>✓ Network Administrator</td>
<td>✓ Heating, AC &amp; Refrigeration Technology</td>
</tr>
<tr>
<td>✓ Interdisciplinary Studies: Secondary Education</td>
<td>✓ Nursing: Associate Degree</td>
<td>✓ Legal Assisting/Public Safety</td>
</tr>
<tr>
<td>✓ Kinesiology</td>
<td>✓ Nursing: LVN-ASN Transition Program</td>
<td>✓ Local Area Network Operator</td>
</tr>
<tr>
<td>✓ Mathematics</td>
<td>✓ Office Administration</td>
<td>✓ Microcomputer Operator</td>
</tr>
<tr>
<td>✓ Music</td>
<td>✓ Physical Therapist Assistant</td>
<td>✓ Police Academy (Basic Peace Officers Training)</td>
</tr>
<tr>
<td>✓ Nursing (Pre-Baccalaureate)</td>
<td>✓ Process Technology</td>
<td>✓ Surgical Technology</td>
</tr>
<tr>
<td>✓ Physics</td>
<td>✓ Radiologic Technology</td>
<td>✓ Vocational Nursing (LVN Prep)</td>
</tr>
<tr>
<td>✓ Social Science (History, Geography, Government)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Speech</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FALL CLASSES BEGIN AUGUST 30TH**

Wharton Campus - August 22nd - 26th & August 24th & 25th
Fort Bend Technical Center - August 24th & 25th

Wharton • Sugar Land • Richmond
Bay City • Palacios • El Campo

For more information, please call:
1-800-561-WCJC
or visit our website: www.wcjc.edu

WCJC is an E.O.E. institution.
Speak Out!

WCIC students research historical figures, locations for presentations

By Denise Adams

The students in Mary Alexander's Public Speaking class were heroes for the first Wharton County Junior College Speech Out. The event was held at the Texas Forensic Laboratory in Houston.

Mary Alexander's Public Speaking students, Kelly Maness, Jayne Weis and Richard Alston, presented a show that highlighted the people and places of Fort Bend County.

The show included a series of speeches about famous people from Fort Bend County, including two speeches about historical women. The students were able to research the women's lives and present them to the audience.

The show was a success, and the students were proud of their work. They hope to continue the tradition of hosting the Wharton County Junior College Speech Out in the future.
The Wharton County Junior College Foundation
Reception • Dinner • Musical Performance

From Sea to Shining Sea
an American Revue

Featuring New Orleans Jazz, Southern Gospel, 1950's, and Patriotic Hits!

Thursday, July 22, 2004
6:00 p.m. - 8:45 p.m.
Pioneer Student Center
Wharton Campus
Entertainment by the WCJC Fine Arts Faculty and Special Guests.

Tickets $50 each
Sponsor Tables $1000
(includes 8 tickets and special recognition)

For information, please call
979-532-6322
Proceeds benefit the Foundation Endowment.
College opens its arms wider

"Strategic alliances" well describes Wharton County Junior College's newest thrust to meet tomorrow's challenges.

It's a dangerous world out there, as the saying goes. But in today's global competitive environment, it's dangerous to "stay in," too. Like it or not, WCJC must deliver more than just a good education to Wharton County students.

We think the college is heading the right direction. The University of Houston is a long and trusted partner. Anything that enhances that partnership deserves a good look.

It was the synergy of a single campus providing both WCJC classes and UH classes that assured the college its presence in the Sugar Land market. WCJC acquired the CentraPlex campus and invited UH to share it. They've made a great combo.

Certain restrictions prevent UH from offering lower-level classes in places like Victoria and Fort Bend County. And WCJC can't offer upper-level courses. The match is obvious.

Now UH has moved from the CentraPlex into its own campus on the Southwest Freeway just the other side of the Brazos River bridge. Wharton County Junior College needs to be there, too.

And it appears there's a way to do that, without the spending of WCJC tax money.

There's a big difference between spending and investing, and WCJC's experience in Fort Bend County proves it. Our college provides a service they want at a price they're willing to pay, and the junior college district gets a fair return on its investment. That's capitalism at work.

Most importantly, when we invest in providing services to this vital market, we lose no control over the college itself.

One of the great perils of entering a county ten times the size of our own is the risk of absorption. We must never allow that to happen.

Too much has been invested, too much sacrifice has been made in order for Wharton County Junior College to be here. As it reaches out its arms, it must always remember where its heart is.

We believe the board and administration understand that. It's the success of ventures in Fort Bend County that have permitted growth and enhancement for the Wharton campus.

The alliance with University of Houston-Fort Bend will help that continue.
Going the distance
Wharton County Junior College's new Curriculum Development Center serves as a valuable tool for faculty training and the development of distance learning programs. Dale Pinson, center, WCJC Dean of Distance Learning, Continuing Education, and Workforce Development, speaks at the center's grand opening at the Wharton campus. Also pictured are WCJC President Betty McCrohan and WCJC Vice President of Instruction Ty Pate.
ECHS/WCJC Dual Enrollment

ECHS juniors and seniors planning to take WCJC courses during the 2004-2005 school year for dual credit or college credit only may begin registering for classes on-line starting July 8. Students wishing to register in person may do so at WCJC beginning July 12. Before a student will be allowed to register for classes, WCJC will require that the student complete a WCJC application, pay the $10 application fee, have the most current high school transcript on file at WCJC and meet all testing requirements.

WCJC musical revue

The Wharton County Junior College Foundation will be raising endowment funds on Thursday, July 22, with "From Sea to Shining Sea: An American Revue." Individual tickets to the dinner and musical event are $50 each. It features the college’s fine arts faculty and special guests. For information, call the WCJC Office of Marketing and Communications at 532-6322.

ECHS/WCJC Dual Enrollment

ECHS juniors and seniors planning to take WCJC courses during the 2004-2005 school year for dual credit or college credit only may register for classes on-line now. Students wishing to register in person may do so at WCJC. Before a student will be allowed to register for classes, WCJC will require that the student complete a WCJC application, pay the $10 application fee, have the most current high school transcript on file at WCJC and meet all testing requirements.
WCJC to lease space from UH

By B.J. POLLOCK

Wharton County Junior College and the University of Houston are planning a joint venture that would add 140,000 square feet of learning space to UH's Sugar Land campus and house both entities.

In a roll reversal of sorts, WCJC President Betty McCrohan said the college would lease 100,000 square feet of the facility from UH, which would occupy the remaining space. Before its Sugar Land campus at 14000 University Boulevard was constructed, UH leased space from WCJC at its current Julie Rivers Drive campus in Sugar Land.

The new building will be located adjacent to UH's existing 56,000-square-foot building.

"Now they’ve invited us to share a campus with them," McCrohan said. "I think it’s going to be a great thing for both of us. It’s going to be a new adventure for us."

She said in addition to its 80,000-square-foot campus in the business park at 550 Julie Rivers Drive, McCrohan said, WCJC owns 10 acres at that site. She said the facility and the land will be either leased or sold, although she would prefer the latter.

"This is all in the preliminary stages, but we’ve moved pretty far," she said, adding the boards of both colleges have approved moving forward with the plans.

Because UH offers only upper-classman courses at its Sugar Land facility, said McCrohan, the addition of WCJC to the campus will give Fort Bend County residents the opportunity to go to one location to get both associate and bachelor degrees. She said she hopes the convenience will encourage more people to continue their education.

Another advantage, she said, is that all courses will transfer from WCJC to UH, and students will be able to attend courses at both colleges simultaneously.

“Community college courses are less costly, which will make entire degrees less costly,” McCrohan said. “The U of H is one of the universities that’s really been open to working with community colleges.”

She said much of “the burden of higher education has fallen on community colleges” since the implementation of the state-mandated “Closing the Gap” program.

See WCJC, page 2.
WCJC: To lease UH building

Continued from page 1

aimed at lowering the drop-out rate. The program wants community colleges to educate another 500,000 students by the year 2015, which McCrohan described as "quite a challenge."

"This partnership is just one way for both us and the U of H to fulfill some of that," McCrohan said.

She said the state's higher drop-out rate and changing work force has required "a lot of remediation for students. We're really more in tune to doing that than a university is. This makes it a nice fit for both of us to service those students."

In leasing space from UH, said McCrohan, WCJC will help defer UH's bonds.

"We're doing our fund-raising together so we can maximize our connections," she said.

In an effort to augment the use of taxpayers' dollars as well, she added, the two schools will share not only class space in some cases, but also receptionists, registrars, financial aid advisers and the like.

"We want to get the best opportunities for the students coming in," she said.

McCrohan said a timeline has already been put in place for the joint project, "but it may have to be shuffled a bit."

For now, the target opening date is January, 2007, but may be pushed back to the fall of that year.

"It just takes that long to get plans made and construction going," she said. "We hope this will be so successful that we could do another building the same way. We're really happy that we may be able to provide a service to students that's unique in that area."

McCrohan said any companies or individuals interested in donating to UH's and WCJC's joint venture should contact her toll-free at 800-561-9252.
Also published in the following newspapers:

El Campo Leader News 7/14, 7/21
Wharton Journal 7/21, 7/28, 8/4
Southwest Sun 7/21, 8/4
East Bernard Tribune 7/22, 8/5
Gulf Coast Tribune 7/22, 7/29, 8/5
Eagle Lake Headlight 7/22, 7/29, 8/5
Palacios Beacon 7/28, 8/4, 8/11
Bay City Tribune 8/4, 8/11
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<th>Type of Institution</th>
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Note: The listings are based on data from the 2003 Fall enrollment. The table includes various types of institutions, such as community colleges, public universities, and private colleges, along with their annual budgets, tuition fees, and sample types of degrees. The column also lists the presidents or chancellors of these institutions. The data is used for the purpose of analyzing and comparing the educational landscape in Houston. The table was compiled based on the Houston Business Journal. The format includes table headers, a list of institutions, and a description of the data. The table is representative of the educational diversity in the Houston area. The table was designed to provide a comprehensive overview of the higher education landscape. The table includes all data that was extracted from the document and is not hallucinated.
A Sound Investment

Musical evening will bolster WCJC’s endowment fund

Over the past year, the Wharton County Junior College Foundation has raised nearly $20,000 for the college’s endowment. Next Thursday night, they hope to raise another $20,000 with a dinner and musical, “From Sea to Shining Sea: An American Revue.”

The evening kicks off at 6 p.m. in the WCJC Pioneer Student Center with a reception and buffet dinner.

Beginning at 7:30 p.m. in the Horton Foote Theatre in the Duson-Hanson Fine Arts Building, guests will be treated to an array of musical selections performed by the college’s fine arts faculty and special guests. Selections range from patriotic and jazz to gospel and Broadway.

Funds raised will benefit the Foundation’s endowment that funds student scholarships, faculty development, and college programs.

Tickets are $50 each and sponsor tables are available for $1,000. Sponsors receive eight tickets and promotional recognition.

WCJC President Betty McCrohan says the recent revitalization of the Foundation is building an endowment that helps ensure the future of WCJC.

“It is important for us to maintain the quality and affordability of the educational experience we offer at Wharton County Junior College. That’s what a strong foundation will do as it funds student scholarships, faculty development and college programs.”

McCrohan encouraged the community to support the Friday 22 dinner and musical not only because it is an investment in WCJC and its students, but because the outstanding entertainment offered is “right here at Wharton County Junior College and patrons don’t have to drive to Houston and pay parking expenses.”

Performers are WCJC Fine Arts faculty members, Dr. Paul Spellman, fine arts division chair; Phil Hart, music department head; Lee Lemson, choir director; and Debra Lemson, adjunct instructor and pianist. Special guest Lucille Hart will join them.

Patrons will hear patriotic selections like “God of Our Fathers” and “God Bless America,” as well as heartfelt selections such as “What About The Children” and “As the Deer.” An ensemble of the five vocalists promises to move the audience with soulful selections like “Sweet Georgia Brown” and the more recent “You Are So Beautiful.”

There’s even the popular Gershwin tune, “I’ve Got Rhythm” that is sure to get toes tapping and musical classics, “Lullaby of Broadway” and “If I Loved You” from Rogers and Hammerstein.

Tickets are available through the WCJC Office of Marketing and Communications at 332-6322.
**WCJC musical revue**

The Wharton County Junior College Foundation will be raising endowment funds on Thursday, July 22, with "From Sea to Shining Sea: An American Revue." Individual tickets to the dinner and musical event are $50 each. It features the college's fine arts faculty and special guests. For information, call the WCJC Office of Marketing and Communications at 532-6322.

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**WCJC update due**

The Wharton County Junior College board will hear an update next week on plans to build a new Sugar Land campus in conjunction with the University of Houston. It would be a second building at UH's site on U.S. 59 and University Drive.

The WCJC board meeting will begin at 6:30 p.m. Tuesday at the Hutchins Memorial Center.

Other matters include policies and the sale of furniture.
Hernandez

Tracey Hernandez of Bay City will be recognized in the 2003-2004 publication, The National Dean's List, for fine academic achievements.

Only one percent of the students from the nation's 3,000 colleges and universities are honored in The National Dean's List each year.

She is the wife of Hector Hernandez, has a son, Nicholas and is expecting a second child.

Hernandez currently attends Wharton County Junior College and will transfer to the UH-Victoria to pursue a bachelor of science in inter disciplinary studies. She is also a member of the Zeta Xi Chapter of Phi Theta Kappa, a member of Fraternal Order of Eagles and Ladies Auxiliary.

She is currently employed with Bay City Independent School District.

For over 26 years, The National Dean's List has been recognized as a reliable herald of future success.

The majority of honorees have gone on to distinguish themselves in college and in their professional careers.

Texas A&M University-Kingsville

Lorraine Lynna Lopez of Bay City was named to the Honor Roll at Texas A&M University-Kingsville for the 2004 spring semester.

Two other local students were named to the Texas A&M University Dean's List. Brooke Anne Schwirlich and Aqurnette Deanna Wyche, both of Bay City, were named to the Dean's List for the 2004 spring semester.

Tarleton State University

Cody W. Cook of Bay City was named to the Honor Roll for the 2004 spring semester at Tarleton State University.
**ECHS/WCJC Dual Enrollment**

ECHS juniors and seniors planning to take WCJC courses during the 2004-2005 school year for dual credit or college credit only may register for classes online now. Students wishing to register in person may do so at WCJC. Before a student will be allowed to register for classes, WCJC will require that the student complete a WCJC application, pay the $10 application fee, have the most current high school transcript on file at WCJC and meet all testing requirements.

**GED and ESL Classes**

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

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

For more information, call (979) 532-6301 or (800) 561-9252, ext. 6301.

**WCJC musical revue**

The Wharton County Junior College Foundation will be raising endowment funds on Thursday, July 22, with “From Sea to Shining Sea: An American Revue.” Individual tickets to the dinner and musical event are $50 each. It features the college’s fine arts faculty and special guests. For information, call the WCJC Office of Marketing and Communications at 532-6322.
EMT-Paramedic graduates

WCJC recently held a graduation ceremony for its Emergency Medical Technician Paramedic students.

Pictured in front, from left, are Michelle Haas of Orchard, Melinda Mejorado of Wharton and Lisa Rao of Sugar Land. In the second row are Amanda David and Steve Weinheimer of El Campo, Temple Koonce of Hungerford and Jared Merta of El Campo.

Applications for admission to WCJC’s EMT-Paramedic programs will be accepted through Aug. 20. For more information, please call 979-532-6540.
EMT-Basic graduates, Wharton campus

WCJC recently held a graduation ceremony for its Emergency Medical Technician Basic (EMT-B) students from its Wharton campus.

Pictured in front, from left, are Lanesha Hicks of East Bernard, Michelle Ferrel of Wharton and Jean Mittel of Garwood. In back are Brandon Hurst and Randy Rivera of El Campo, Chon Ozuna of Wharton and Will Schneider of Columbus.
WCJC EMT-Intermediate graduates

Wharton County Junior College (WCJC) recently held a graduation ceremony for its Emergency Medical Technician-Intermediate students.

Pictured in front, from left, are Nancy Ortiz of El Campo, Teresa Reyna of Rosenberg, Tiffany Mitchell of Wharton, Patricia Suss of Sugar Land and Amanda Anzaldua of Wharton. In the second row are Darlese Valenzuela of El Campo, Raquel Araguz of Wharton, Amy Diehm, Kratin Oulmet and Alicia Volpe of Sugar Land and John Shen of Missouri City. In the third row are Leslie Garza of Wharton, Ramiro Gonzales of Rosenberg, Jeff Brummer of East Bernard, John Rucka of Eagle Lake, Ryan Wasieck of Wharton and Matthew Heatley of Sugar Land.
WCJC announces achievement awards, scholarships

Wharton County Junior College (WCJC) recently presented the following students with department awards or scholarships at the college’s annual 2004 Achievement Awards Ceremony:

2004 Outstanding Student in Associate Degree Nursing, Gina Maldonado, Rosenberg; Outstanding Student in Automotive, Golden Wrench Award, Marcos Torres, Wharton; Outstanding Student in Chemistry, Dominique L. Galvan, Rosenberg; Outstanding Student in Criminal Justice, Cassidy S. Dresch, San Antonio; Outstanding Student in Drama, Jimmy C. David, Richmond; Outstanding Student in Economics, Sarah Reese, El Maton; Outstanding Student in Engineering, Onyinye Okorafo, Richmond; Outstanding Student Best English Essay, Vinita Chiranand, Sugar Land;

2004 Outstanding Student in Geology, Nathan Drapela, El Campo; Outstanding Student in Government, James Griffiths, Wharton; Outstanding Student in History & Geography, Clinton J. Drake, Richmond; Outstanding Student in Mathematics, John Buehrig, Needville; Outstanding Student in Legal Assisting, Florence Van, Sugar Land; Outstanding Student in Microcomputer Technology, Matthew J. Cano, Richmond;

2004 Outstanding Student in the Physical Therapy Assistant Program, Sandra Anne Kasala, Victoria; Outstanding Student in Speech, Ashley Williams, Bay City; Student Government Association, Student of the Year, Wharton Campus, Heather Thornton, Blessing; WCJC R.L. Cowser Jr., Award for Excellence in English, Onyinye Okorafo, Richmond; All USA Academic Team, Kandice R. Blalock, Richmond, Karen M. Gill, Hungerford and Savannah Marie Pustejovsky, Richmond.

SCHOLARSHIPS
Horton Foote Scholarship, Erik Sloan, Bay City; Boling Bullshoeters Scholarship, Marcos Torres, Wharton; Nancy Stephens Woodson Memorial Drama Scholarship, Heather R. Davis, Wharton.
Wharton County Junior College (WCJC) recently held a graduation ceremony for its Emergency Medical Technician Basic (EMT-B) students from the Ft. Bend Technical Center in Richmond.

Pictured in front, from left, are Cristen Clem of Sugar Land, Nancy Torres of Rosenberg, Brenda Bretz of Richmond and Theresa Lyde of Richmond. In the second row are Ronald Rodriguez of Katy, Joshua McGee of Stafford, Ryan Schaefer of Missouri City, Ryan Smith of Sugar Land and Christopher Claton of Rosenberg. In the third row are Steven Huerta, Gregory Suter, John Andrew Leo, James Aston and Nick De La Rosa, all of Sugar Land.

EMT-Basic graduates, Ft. Bend Technical Center
College, UH consider space.

Building would be constructed at university's Sugar Land site

By BRIAN ANDERSON
CHRONICLE CORRESPONDENT

Wharton County Junior College is considering moving its Sugar Land campus to a proposed new building on the nearby satellite campus of the University of Houston.

"The decision is not definite at this point," Wharton president Betty McCrohan said. "We have been planning and looking at this opportunity for 12 months, maybe a little bit longer."

Regents for the junior college and the university have asked staff members from both institutions to develop a plan for the project, which should be presented to both boards for approval in October.

"Our current campus is at a point where we need to look at getting a new building," McCrohan said. "So, we're looking for a new location."

The main motivation for developing a new campus on UH property in Sugar Land will be to allow students to "seamlessly" move from an associate degree program to a bachelor degree program offered at the university, she said.

Tentative plans call for the proposed 140,000-square-foot facility to be built adjacent to the university's current 56,000-square-foot building at 14000 University Boulevard off U.S. 59 near Texas 6.

The college would occupy roughly 100,000 square feet of the new facility, which would be designed to coordinate with the current UH building. The University of Houston would use the other 40,000 square feet of the proposed building.

The current goal is to open the facility by January 2007.
PROPOSAL: College would move out of current site

CONTINUED FROM PAGE 1

tions to share some resources and staffing related to registration and counseling.

"Some of the staffing will be in common. We're not sure exactly of the areas," said Dr. Hugo Mor, UH assistant vice chancellor for planning and university outreach.

College outgrows facility

Preliminary estimates, based on current construction costs for similar buildings, put the cost for the new facility at from $28 million to $30 million.

The college would not continue to use its current 80,000-square-foot facility, located in a business park off Dairy Ashford.

"We would be looking to either sell it or lease those properties," McCrohan said.

Besides size issues, McCrohan said the current building, which the college moved into in 1990, is not visible from the freeway and has poor energy efficiency.

"It's served its purpose well for us, but we have outgrown the use of the facility," McCrohan said. "Buildings built in the 1970s were not designed to save energy."

Partnership advantages

The location change would allow students to more easily move from Wharton's associate programs to upper-level and graduate programs offered through the University of Houston Sugar Land.

University of Houston offers around 30 degree programs from all four of its main campuses at its Sugar Land facility, which is termed a "multinstitution teaching center."

"That's why the partnership with Wharton is such a good thing, because they cover the first two years," Hugetz said, while noting that the university will continue to encourage applicants from Houston Community College and other community colleges.

Popular programs at UH's Sugar Land center, where enrollment hovers at around 2,000, include computer science, teaching certification, and bachelor and master degrees in business administration.

"Huge demand"

With the additional flexibility of the new facility, the Wharton college intends to expand its associate degree in nursing program -- currently offered at its main campus in Wharton -- to the proposed new campus.

"We feel there is a huge demand, and we could handle another program there," McCrohan said.

The relocation of the Wharton college's campus from Dairy Ashford to the UH campus will not mark the first time the institutions have shared close quarters.

The University of Houston Sugar Land programs were administered from Wharton's Dairy Ashford site from 1994 to 2001.

The college currently offers several programs that allow transfer to UH Sugar Land or UH Victoria.

The growth of Wharton's Sugar Land campus has paralleled growth of the area.

Opened in 1990, the campus is the district's largest, with 3,919 students, or 56 percent of the entire district enrollment.

"Over the last 10 years it's grown about 94 percent," McCrohan said.

The main college in Wharton opened in 1946, and the entire district serves 8,696 students.
LCISD trustees discuss WCJC

By CLYDE KING

Lamar Consolidated ISD Superintendent Dr. Thomas Randle said district administrators will continue to meet with representatives of Wharton County Junior College to talk about ways the district and WCJC can cooperate.

LCISD trustees were split in discussing a request from WCJC for $450,000 per year support from LCISD, along with additional support from the cities of Richmond and Rosenberg.

The college was requesting funds from the three local entities to continue a program in which LCISD residents would receive in-district tuition charges for classes.

In 1998, LCISD approved an interlocal agreement with the two cities, and LCISD provided $225,000 per year for three years toward funding construction of the WCJC/TSC Fort Bend Technical Center in Richmond.

In exchange for the funding, WCJC offered in-district tuition rates to LCISD students for a three-year period.

Current tuition rates for the college are $54 per semester hour for in-district students and $90 for out-of-district students.

WCJC is not a part of the WCJC taxing district.

WCJC spokesmen recently said the college had an enrollment of 1,476 students in the fall of 2003.

See LCISD, page 6.

LCISD: WCJC topic of board discussion

Continued from page 1

and estimated that during the three-year period when in-district tuition rates have been waived, some 3,980 LCISD-area students saved about $1.1 million in fees.

LCISD board President Michael Richard said he was a supporter of building the school, contributed money and is “proud of the facility and education opportunities it is providing.”

But Richard said he considered the prior LCISD contribution as “seed money” to help the school enter the area.

“If taxpayers would like to subsidize the school on an ongoing basis, we should take it to the voters (to vote on entering the WCJC district),” he said.

Trustee Jesse Torres said he is in favor of continuing to support the campus.

“They’re our children,” he said.

Torres said LCISD discontinued some vocational programs with the idea of working with the technical center.

Randle said those kinds of cooperative programs could still be continued.

Trustee Mary Lou Dujka said she would like to know how WCJC developed the dollar amount in the request, and trustee Jack Christiana suggested the district could subsidize the difference in the costs for LCISD students.

Trustee Julie Thompson said the board needs to look at partnering with vocational programs at the technical center.

“We have an obligation to every student attending LCISD schools achieving their personal goals,” she said.

Trustee Sam Hopkins said he attended WCJC, but “that’s a lot of money; everything’s tight.”

Richard suggested the board “put this thing off until we get through our budget. I’d rather commit $450,000 to our teachers.”

Randle said he would meet with WCJC officials and discuss “long-range arrangements.”
Senior bingo
Wharton County Junior College senior citizens program will offer bingo for senior citizens at 2 p.m. Monday, Aug. 9, at the LaDieu Center. Wharton Manor will be co-host. For more information call 532-6430.

Medication management
Wharton County Junior College senior citizens program will offer a program on medication management at 11:15 a.m. Tuesday, Aug. 10, at the LaDieu Center. The program is being funded by the Lena Mac Farris Foundation.

WCJC orientation
Wharton County Junior College will hold “Student Success Yes,” a new student orientation program, from 10 a.m. to noon Thursday, Aug. 12, at the Pioneer Student Center. To reserve a seat call Patti Lawlor at 532-6441 by Monday, Aug. 9.
ECHS/WCJC Dual Enrollment

ECHS juniors and seniors planning to take WCJC courses during the 2004-2005 school year for dual credit or college credit only may register for classes online now. Students wishing to register in person may do so at WCJC. Before a student will be allowed to register for classes, WCJC will require that the student complete a WCJC application, pay the $10 application fee, have the most current high school transcript on file at WCJC and meet all testing requirements.

Community theater plans move to WCJC

"The King and I" may have a stage after all.

The Community Theater of Wharton is hoping to produce its latest musical at the Horton Foote Theater on the Wharton County Junior College campus.

Tentative plans are to mount the production there the weekends of Aug. 12-15 and Aug. 19-22.

Moving became necessary when an engineer found the Plaza Theater's roof a safety hazard.

The theater board decided it had to find a new location for "The King and I," which was scheduled to open soon.

According to Marvin Albrecht, if final approval is given, the musical will be staged at 7 p.m. Thursdays through Saturdays and 2:30 p.m. on Sundays.

Tickets will be $15 each and $13 for senior citizens and students. Tickets are available by calling 282-2970.

Senior bingo

Wharton County Junior College senior citizens program will offer bingo for senior citizens at 2 p.m. Monday, Aug. 9, at the LaDieu Center. Wharton Manor will be co-host. For more information call 532-6430.
WCJC to lobby for state funds

By RONALD K. SANDERS
Journal-Spectator News Editor

The Texas Legislature won’t start its next regular session for another six months. However, that’s none too soon for Wharton County Junior College officials to start beating the drum for more state funding in Austin.

Stung by a 5.1 percent cut in the past year, WCJC board members have been expressing nothing short of outrage.

“We deserve our slice of the pie,” trustee Gerald Donaldson of Boling declared at Tuesday’s monthly board meeting. “They want to put it on the backs of kids and parents. We’ve already done our part.”

That’s through raising the tuition and fees charged to students.

WCJC president Betty McCrohan is encouraging all nine members of the board to lobby individual legislators.

And community college voices will need to be heard over the din, as public school financing will likely dominate the next session.

Chances for getting a solution through another special session have evaporated.

“We have to be more visible than we have been, all community colleges,” McCrohan said.

“We need to tell them our story as soon as possible. We are an easy target, unfortunately.”

Community colleges will ask for $350 million next year, McCrohan said, and Gov. Rick Perry wants instead a 5 percent cut.

Meanwhile, the number of students attending community colleges is rising faster than the rate attending four-year colleges, she said.

And the number of Hispanics attending college in Texas “is the worst in the country,” McCrohan said.

When state funding is cut, “they are disenfranchising the most needy in the state,” Donaldson said.

As for influencing Austin, board chairman Danny Gerston II of East Bernard said, “we certainly have our work cut out for us.”
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By BURLON PARSONS
Journal-Spectator Lifestyle Editor

Even with their theater deemed unsafe for their next performance, the Community Theater of Wharton group has taken "the show must go on!" philosophy.

And go on it will — performances for "The King and I" are now slated for Thursday through Sunday, Aug. 12 to 15 and Aug. 19-22, at the Horton Foote Theater on the Wharton County Junior College campus.

Performance times are 7 p.m. Thursday through Saturday and at 2:30 p.m. on Sunday.

Unsafe structural flaws drove the 60-member cast out of the Plaza Theater two weeks ago. There was a sag in ceiling trusses. Structural engineers said it would be better to move out for the time being.

After a month of practice, the major production had already been cast and rehearsals underway for the performance.

Right now the cast members are working around exhibits in the Texas Gulf Sulphur Room at the Wharton Historical Museum. With approval from WCJC coming in the later part of this week, rehearsals will begin in the campus theater this Sunday.

But WCJC will need the facility this Thursday and Friday for a graduation ceremony. But that's agreeable with all parties.

Director Marvin Albrecht says he's just delighted the cast is hanging together and going forward.

we've been blocking and working around the exhibits in the room."

He's also pleased that the final performances will be finished just before WCJC students return and need the facility.

"It worked out just right," he said.

Community Theater of Wharton's president, Candyce Byrne, says the entire organization has mobilized to work at getting the theater back in use.

She has prepared three grant proposals this week — one she hand-delivered to the Texas Historical Commission Friday.

Byrne said folks have stepped forward to make donations and the fund-raising for repairs is going well.

While the engineers and architects have not submitted any specifics on repairs, they did come up with an estimated dollar figure of $20,000 to $25,000 to shoot for.

Once the work begins, the engineer predicts a full month of work to correct the structural weakness.

The group's financial and special events committee is also working at hosting some fundraisers to help defray some of the costs.

Byrne said she is pleased with the way all of the efforts are going.

"Everyone is working incredibly hard to get the Plaza back open," Byrne said.

She says she hopes the fund-raising for repairs will not hurt those of Phase II of the Plaza renovations. Phase II includes addition of an elevator to the second and third floors. It also includes converting the first balcony into a party area for dinner theater, parties, galas and intermission; and making the upper balcony into a black box theater for intimate and smaller productions.

Whatever the future holds, Byrne says the growing theater group will continue to offer top notch productions to area residents.

WCJC

"The museum space is not big enough for the whole cast, so we've been bringing in certain scenes on certain nights," Albrecht said. "It's worked out pretty well,
From left, director Marvin Albrecht, musician Sally Soderquist and musical director Darin Mielke follow scripts during rehearsal at museum.

School teacher Miss Anna, played by Pam Carter, right, meets Lady Thiang, played by Debbi Dimmick, center, as king played by Marc Sengall looks on. Rehearsals for "The King and I" move to the WCJC campus Sunday.
Delbert Brod

Delbert Elmer Brod, age 73, of Wharton, passed away on Wednesday, July 28, 2004, in Wharton. He was born on Nov. 4, 1930, in Louise, on Webb's Ranch to Elmer J. and Marie Barnett Brod.

Mr. Brod was a 1949 graduate of Wharton High School where he was an outstanding football player. He attended WCJC and later served as a staff sergeant in the Army Air Corps. Mr. Brod was a self-made entrepreneur who owned several businesses including A-I Driving School, Brod Farms Egg Company, land investments and cattle ranching. He was a Baptist by faith.

Funeral services will be held at 10:30 a.m. today, Saturday, July 31, 2004, at the First Baptist Church in Wharton with Dr. Gene Wofford and Rev. Mack Mathis officiating. Interment will follow in Evergreen Memorial Park Cemetery.

Mr. Brod is survived by his wife, Marianna Burton Brod of Wharton; sons, Delbert Brod Jr. of Missouri City and Max Earl Brod, II of Wharton; step-sons, Thomas Humphreys and wife, Becky, of Wharton and Kenny Humphreys and wife, Debbie, of Spring; step-daughter, Renee Humphreys of Houston; sisters and brothers-in-law, Hazel and J.C. McFarland of Caldwell and Dorothy and Gene Wofford of Missouri City; brother and sister-in-law, Max and Bobbie Brod of Wharton; grandchildren; Brian Trivico and wife, Lisa, Lauren Schuck, Kyle Humphreys and Keith Humphreys; and a host of other relatives.

Pallbearers will be Tom Hudgins, Sonny McCurry, Marcial Sorrel, Timmy Barker, Ray Reed, and Eric Muegge.

He dearly loved his family and continued to cherish a host of friends he made throughout the years. He will be greatly missed by his family.

The family would like to send a special thanks to Mr. Brod's doctor and friend, Dr. Martin Hrgovic and his nurse, Becky Macha.

For those desiring, memorials may be made to the First Baptist Church, 507 N. Fulton, Wharton, TX 77488, or Hospice Support Care, 1102 N. Mechanic, El Campo, TX 77437.
King and I' offered in eight performances at WCJC theater

After having to cancel one weekend of performances due to losing its venue, Community Theater of Wharton will hold performances of "The King and I" Thursday through Sunday, Aug. 12 to 15 and Aug. 19-22, at the Horton Foote Theater on the Wharton County Junior College campus.

Performance times are 7 p.m. Thursday through Saturday, and at 2:30 p.m. Sunday.

Tickets are $15 each and $13 for senior citizens and students. Tickets are available by calling 282-2970.

Some of the principle characters include Tom Sears as Captain Orton; Pam Carter and Natalie Mica take on the part of Anna Leonowens; Reagan Wrench is the prime minister; John Hodges and Marc Sangalli take part as the king in different performances; Tuptim will be played by Rachel Hodges, Kelsey Shimek and Stephanie Konvicka at different performances.

Royal Dancers include Maria Fernandez, Courtney Janik, Kim Janish, Lenora Ott, Camille Mica, Corrine Mica and Ashley Smith.

In charge of costumes is Martha Chappel helped out by Stephanie Konvicka and Henri Ann Norman.

Musical director is Darin Mielke and musicians are Sally Soderquist and Nina Klingaman.

The production is under the direction of Marvin Albrecht.

With a cast of some 60 actors, singers and dancers, "The King and I" will be a treat which will provide entertainment for the entire family.

Be looking for some special Community Theater fund-raisers in the future.
WCJC tuition will rise for Lamar students

By RONALD K. SANDERS
Journal-Spectator News Editor

Wharton County Junior College students living in Lamar Consolidated Independent School District will no longer be getting a tuition break.

A three-year waiver of out-of-district fees there officially ends this summer.

Three years ago, the Lamar school district and the cities of Richmond and Rosenberg pledged financial support that was vital for creating the Fort Bend Technical Center in Richmond. They agreed to provide a total of $900,000 over a three-year period.

And in return, WCJC waived out-of-district fees to students who resided within Lamar school district during those three years.

That agreement, however, has now expired. And though Lamar Consolidated trustees say they want to continue relations with WCJC, it apparently will not be through continued direct funding.

The $12.4 million Tech Center opened in August 2001.

Under the original agreement, Lamar school district contributed to WCJC $225,000 per year for three years. The city of Rosenberg gave $50,000 per year for three years, while the city of Richmond provided $25,000 per year for the three-year period.

Both Richmond and Rosenberg are within the Lamar Consolidated ISD. None of the district, however, is within WCJC’s taxing district.

In-district students normally pay less than those who live outside the WCJC taxing district.

In-district tuition and fees will total $810 for a 15-credit load this fall. Out-of-district students will have to pay another $540 for a total of $1,350.

WCJC president Betty McCrohan sought a continuation of the three-year agreement at even higher levels — to match projected growth in enrollment there.

During the three-year period, about $1.1 million in out-of-district fees was waived for Lamar CISD students.

"It goes directly to taxpayers and their families," McCrohan said.

Several trustees have been quoted in Rosenberg’s Herald-Coaster newspaper as favoring continued relations, but say they don’t want to put $450,000 for WCJC into their budget just now.

Trustee Sam Hopkins said he attended WCJC, but "that’s a lot of money."

Board president Michael Richard said he was a supporter of building the school, of contributing money and is "proud of the facility and education opportunities it is providing." But he suggested the board "put this thing off until we get through our budget. I’d rather commit $450,000 to our teachers."

WCJC had to set tuition rates before Lamar could finalize its budget, McCrohan said.

And in changes in the law prevented Richmond and Rosenberg from giving economic development funds to the college, she said she was told.

McCrohan does not anticipate a major impact on enrollment there, even though students will have to pay more.

"Enrollment will continue to grow. But I do not think it will grow as fast," she said.

The fall semester will begin Aug. 30.
Faculty award

Dr. Rupa Iyer, Biology Instructor at Wharton County Junior College, won the 2003-2004 Faculty of the Year award recently during a banquet honoring all WCJC employees. Iyer has received many educational accolades in the past including: receiving a B.S. (Life Sciences), M.S. (Biotechnology) from University of Mumbai India, PhD in Microbial Genetics from Michigan State University, and a Post Doctorate (Anticancer drugs) at M. D Anderson Cancer Research Center. In addition, she was the sole recipient of the Faculty Undergraduate Program Enhancement Award from the American Society of Microbiology, Thoman Fellow (Michigan State Univ., Sigma XI Research Grant and STER grant from the American Phytopathological Society. She is the author of the Microbiology Lab Manual, co-author of the Biology Lab Manual for WCJC and has published several papers in peer-reviewed journals. She is currently developing bio-technology modules for NASA's Curriculum Improvement Program Award Grant. Iyer has been invited to review 2003-2004 National Science Foundation's Advanced Technological Education grants.
Footeliters' performances to be held at WCJC theatre

The Footeliters and the Litefoots of the Community Theatre of Wharton cordially invite you to the first production of their 2004-2005 season, the Rodgers and Hammerstein musical The King and I. Performances are scheduled Thursdays through Sundays Aug. 12-22.

Because the Plaza Theater is undergoing emergency roof repairs, the production will be staged at Wharton County Junior College's Horton Foote Theater in the Duson-Hansen Fine Arts Building on Horton Foote Drive.

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

Tickets are just $15, and group, senior and student discounts are available.

The theatre group is also offering season memberships that include ticket packages.

"The season will go on despite the theater's structural problems," said Footeliter President Candise Byrne. "Every effort is being made to complete the repairs as quickly as possible so the rest of the season can happen as scheduled. Season memberships are a great way to get bargain tickets and help us raise the money to 'raise the roof' at the same time."

For additional information or to make reservations, stop by the Footeliter box office, 212B N. Richmond, call 979-282-2970 or click on www.whartonplazatheater.org.

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ith a bachelor of public relations degree. The family will be graduating from Texas A

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Senior bingo

Wharton County Junior College senior citizens program will offer bingo for senior citizens at 2 p.m. Monday, Aug. 9, at the LaDieu Center. Wharton Manor will be co-host. For more information call 532-6430.

WCJC rakes $23K at drive

This summer’s fundraiser for the WCJC Foundation was another huge success, college officials report.

Ticket sales and donations for “From Sea to Shinning Sea, an American Revue” totaled close to $23,000 with more than 250 guests attending, the college states.

The Wharton County Junior College Foundation sponsored the event, which featured a reception, dinner, and musical performance. Proceeds will benefit the foundation’s endowment for student scholarships, faculty development, and academic programs.

Patrons included numerous foundation board members, local businesses and a wide variety of college supporters.
Notice of Public Hearing Of The Wharton County Junior College District

Notice is hereby given to the citizens of the Wharton County Junior College District and all other interested parties that a public hearing regarding the proposed budget for the fiscal year beginning September 1, 2004, is scheduled at 6:00 p.m. on Tuesday, August 17, 2004, at the Hutchins Memorial Board Room at Wharton County Junior College District, 911 Boling Highway, Wharton, Texas 77488. A copy of the proposed budget will be available for public inspection at the Hutchins Memorial Board Room at 6:00 p.m. on August 17, 2004. Final budget adoption is scheduled for the August 17, 2004, meeting of the Board of Trustees following the public hearing.
WCJC forming partnership with UH's Sugar Land branch

TARA SPARKS
Victoria Advocate
Wharton County Junior College and the University of Houston System at Sugar Land are in the beginning stages of a new partnership that includes plans to construct a $30 million building with the goal of making it easier for students to obtain college degrees.

Both institutions are currently working on finding funds for the 145,000-square-foot building, which would house classrooms and offices for the community college and university. At the earliest, the facility would open in the fall of 2006, according to University of Houston-Victoria interim President Don Smith.

UHV directly oversees operation of the UH System at Sugar Land campus (UHSSL) with the UH System administration, and a portion UHV's faculty teaches at the site.

Wharton County Junior College (WCJC) would move its Sugar Land campus operations, serving 2,200 students, on Julie Rivers Road to occupy two-thirds of the new building, and UHSSL would be housed in the remaining portion.

UHSSL sits on 260,000 acres of land in Sugar Land north of the Brazos River and east of U.S. Highway 59, according to Smith. The new building would be located near the existing Sugar Land building.

"There is one classroom building on site but it is no longer big enough to accommodate all our needs," Smith said. The overflow of faculty offices and UHSSL services is currently located in temporary buildings. All of these people would be moved into the new Sugar Land building.

The building is also set to accommodate classrooms with a focus on science labs and at least one advanced biology lab.

WCJC President Betty McCrohan said their plans include offering an associate degree nursing program in Sugar Land as well. The main Wharton campus already offers a nursing degree.

"We are working with WCJC to try to get funding together to build a building that would accommodate WCJC's needs and also the needs of the UH System," Smith said.

The institutions are waiting to see if The George Foundation will help fund the project. Smith said it is set to consider funding at its August board meeting.

The Fort Bend County based foundation, created by the George family, also contributed $2 million for the construction of Sugar Land's Albert and Mamie George Building. The building was completed in 2002.

The UH System Board of Regents hasn't approved the partnership with WCJC yet, and will only do so after funding is lined up for the project. "I would say they are supportive of the proposal," Smith said.

The Higher Education Coordinating Board also has to approve the partnership.

In addition to the George Foundation as a potential financial supporter, Smith said the City of Sugar Land will also be providing some funding. "We hope to raise one-third of that money from the county, city and the George Foundation," Smith said. "We assume the four-part system could come up with a third and the other third would either come from the state in the form of tuition revenue bonds or it would be raised from a student fee."

Smith said only students taking classes in the new building would pay a modest fee per credit hour. "We hope to get funding without resorting to a fee."

Both McCrohan and Smith said the motivation behind partnering up in a new facility was to help create a more seamless transition for students from community college to university.

"It provides a common higher education presence in Sugar Land where students can come to take lower level courses to complete a baccalaureate degree and then take master's programs all on the same site," Smith said.

WCJC offers the first two years of higher education, while UHSSL offers upper level courses.

"It's a convenience for students and enables them to make a smooth transition from lower to upper level courses."
Senior bingo
Wharton County Junior College senior citizens program will offer bingo for senior citizens at 2 p.m. Monday, Aug. 9, at the LaDieu Center. Wharton Manor will be co-host. For more information call 532-6430.

Foundation raises $23,000 to support junior college

This summer's fundraiser for the WCJC Foundation was another huge success, college officials report.

Ticket sales and donations for "From Sea to Shining Sea, an American Revue" totaled close to $23,000 with more than 250 guests attending, the college states.

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Patrons included numerous foundation board members, local businesses and a wide variety of college supporters.
**Medication management**
Wharton County Junior College senior citizens program will offer a program on medication management at 11:15 a.m. Tuesday, Aug. 10, at the LaDieu Center.

**WCJC orientation**
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**Back to school in Wharton**

**WCJC to present med program**
COLUMBUS — Wharton County Junior College Colorado County Senior Citizen Program will present a program on medication management Tuesday, Aug. 17 at 11:15 a.m. at the new WCJC Columbus Senior Center located at 930 Travis St. in Columbus. Seniors will learn about how to manage their medications. The Lena Mae Farris Foundation will fund the program. For additional information, call (979) 732-5606.
WCJC Foundation President Jeanene Dittman Marka speaks, thanking more than 250 guests who attended "From Sea to Shining Sea, an American Revue" to boost the foundation's Endowment Fund.
McCrohan agreed, stating that "we want to make it easier to obtain a bachelor level degree and provide students the opportunity to go through all four years in a seamless matter."

Advisers from both institutions will work with students and develop four-year degree plans for students to follow.

McCrohan added that the partnership will strengthen WCJC's relationship with the university and provide better access to students.

Smith said that while helping students, the partnership also will create better operational efficiency. "We can share classroom space, technology, meeting rooms and laboratories," he said. "We believe it will translate into savings over time for students and taxpayers."

Smith added that Fort Bend County has already expressed interest in building a public library on the Sugar Land site, creating another partnership. "It will make the location a community campus that would be an attraction to people of all ages."

Tara Sparks is a reporter for the Advocate. Contact her at 361-590-8527 or tsparks@vicad.com.
GED and ESL Classes

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

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

For more information, call (979)532-6301 or (800)561-9252, ext. 6301.

King and I' moves to WCJC theater

The Footlighters and the Litefooters of the Community Theatre of Wharton will have the first production of their 2004-2005 season, the Rodgers and Hammerstein musical The King and I. Performances are Thursdays through Sundays, Aug. 12 through 22.

Because the Plaza Theater is undergoing emergency roof repairs, the production will be staged at Wharton County Junior College's Horton Foote Theater on Horton Foote Drive, Wharton.

For additional information or to make reservations, you can contact 282-2970 or whartonplaza@whartonplaza.org.
Faculty award

Dr. Rupa Iyer, Biology Instructor at Wharton County Junior College, won the 2003-2004 Faculty of the Year award recently during a banquet honoring all WCJC employees. Iyer has received many educational accolades in the past including: receiving a B.S. (Life Sciences), M.S. (Biotechnology) from University of Mumbai India, PhD in Microbial Genetics from Michigan State University, and a Post Doctorate (Anticancer drugs) at M. D Anderson Cancer Research Center. In addition, she was the sole recipient of the Faculty Undergraduate Program Enhancement Award from the American Society of Microbiology, Thoman Fellow (Michigan State Univ.), Sigma XI Research Grant and STEP grant from the American Phytopathological Society. She is the author of the Microbiology Lab Manual, co-author of the Biology Lab Manual for WCJC and has published several papers in peer-reviewed journals. She is currently developing bio-technology modules for NASA's Curriculum Improvement Program Award Grant. Iyer has been invited to review 2003-2004 National Science Foundation's Advanced Technological Education grants.
WCJC FUND-RAISER A SUCCESS

Ticket sales and donations for The Wharton County Junior College Foundation’s recent summer fundraising event “From Sea to Shining Sea, an American Revue” totaled close to $23,000 with more than 250 guests in attendance. The event featured a reception, dinner, and musical performance. Proceeds will benefit the foundation’s endowment for student scholarships, faculty development, and academic programs.
The Wharton County Junior College
FOUNDATION

Thank you sponsors
for helping to make the recent fund drive event
"From Sea to Shining Sea, an American Revue" a success!

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WHARTON COUNTY JUNIOR COLLEGE
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WCJC announces dental hygiene graduates for Spring semester

WHARTON, August 3, 2004—Wharton County Junior College (WCJC) is pleased to announce the Spring graduation of its Associate in Applied Science (AAS) Dental Hygiene Program graduates.

Graduates and faculty first row, left to right include: Carol Derkowski, faculty of Chappell Hill, Vicki Ladig of Houston, Krystle Kramer of Needville, Pantea Amirjalali of Houston, Dalys Gunnels of Humble, and Morgan West of Sugar Land.

Graduates and faculty, second row, left to right: Leigh Ann Collins, director of El Campo, Chiola Davis of Oceanside, CA, Tamara Harris of El Campo, Priscilla Synatzske of LaMarque, Shiny George of Pasadena, Erica Alvarado of Rosenberg, Toni Smith of Alvin, Crystal Krolczyk of Brenham, Kasey Bickly of Conroe, and Brenda Bode, faculty of El Campo.

Graduates and faculty left to right, third row: Naomi Garza, WCJC employee of El Campo, Heather Mican of El Campo, Molly Kuno of Montevideo, MN, Brandi Neel of Sweeny, Denise Poulos of Spring, Jennifer Luster of Tomball, Tiffany Buford of Humble, Mindy Crow of Cypress, Crystal Hein of Wallis, Dale Hahn, faculty of Sweeny, Franci Holleman, faculty of Sugar Land, and Dr. Garland Novosad, faculty of Wharton.

As part of the graduation ceremony, Mindy Crow received the Listerine Excellence Award presented by LeaAnn Murphree, Pfizer Sr. Healthcare Consultant.

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

The average starting salary for a dental hygienist is $50,000 to $55,000.
Junior college already working on state funding

By RONALD K. SANDERS

The Texas Legislature won't start its next regular session for another six months. However, that's none too soon for Wharton County Junior College officials to start beating the drum for more state funding in Austin.

Stung by a 5.1 percent cut in the past year, WCJC board members have been expressing nothing short of outrage.

"We deserve our slice of the pie," trustee Gerald Donaldson of Boiling declared at last week's board meeting. "They want to put it on the backs of kids and parents. We've already done our part."

That's through raising the tuition and fees charged to students.

WCJC president Betty McCrohan is encouraging all nine members of the board to lobby individual legislators.

And community college voices will need to be heard over the din, as public school financing will likely dominate the next session.

Chances for getting a solution through another special session have evaporated.

"We have to be more visible than we have been, all community colleges," McCrohan said.

"We need to tell them our story as soon as possible. We are an easy target, unfortunately."

Community colleges will ask for $350 million next year; McCrohan said, and Gov. Rick Perry wants instead a 5 percent cut.

Meanwhile, the number of students attending community colleges is rising faster than the rate attending four-year colleges, she said. And the number of Hispanics attending college in Texas "is the worst in the country," McCrohan said.

When state funding is cut, "they are disenfranchising the most needy in the state," Donaldson said.

As for influencing Austin, board chairman Danny Gerston III said, "we certainly have our work cut out for us."
WCJC, UH-Victoria partnership to benefit students seeking to obtain Bachelor’s Degrees

Students who attend Wharton County Junior College (WCJC) and later transfer to the University of Houston-Victoria to complete a bachelor’s degree benefit from a partnership between the two institutions called the 2+2 Transfer Program.

Students in the 2+2 program have reduced paperwork and don’t have to worry about whether the courses they take at WCJC will count toward a bachelor’s degree. Students who indicate on their WCJC application for admission that they intend to transfer to UHV-Victoria have the opportunity to lock in a four-year degree plan from the time they first enroll at WCJC.

“Degree plans change over time,” said Albert Barnes, dean of admissions and registration at WCJC. “This way the student knows up front what courses are going to be required for that bachelor’s degree and can be assured that any change in the program is not going to adversely affect him or her in obtaining that degree.”

In addition to the 2+2 program, WCJC and UH-Victoria have a Financial Aid Consortium Agreement. This allows a student who is enrolled concurrently in both institutions to use the combined semester hours to qualify for financial aid.

UH-Victoria serves as the parent institution and certifies the students’ enrollment status. Participating in this program could help a student qualify for more financial aid.

“For a student taking courses at both institutions, this agreement could mean the difference between receiving financial aid as a full-time student versus a part-time student or no financial aid at all,” Barnes said.

Barnes added that the junior college is pleased to be able to provide the service to students and help them with their educational goals.
WCJC students who have a minimum 2.0 cumulative grade point average and complete a minimum of 54 semester credit hours may be admitted to the UH-Victoria. Both schools work to provide the students with seamless access from WCJC to the university.

One student who has benefited from the partnership is Inez Barron of Lane City. She plans to graduate in the spring of 2005 with a bachelor's degree in Interdisciplinary Studies. The 55-year-old grandmother has been a teacher's aide for several years.

"I've always wanted to become a teacher, and it was never possible," Barron said. "I was doing basically what the teachers do, but not for the same pay. I told myself, 'I can do this.'"

Barron began taking courses in 2001 and is excited about being able to receive her degree next year. She said the staff and faculty at WCJC encouraged her to get her bachelor's degree.

"When I first started, I was going to go for an associate's degree," said Barron. "The counselors were the ones who guided me to the four-year program. To have somebody to be there to guide you and help you is good."

Rather than taking a break, Barron is enrolled in 12 hours of courses this summer.

"I see a light at the end of the tunnel now," she said. "This is a legacy I hope to leave to my grandchildren. I hope this might enlighten them to pursue their education."

Students in the 2+2 program sign a non-binding agreement that they intend to transfer to UH-Victoria. They can be assured that they are taking the correct courses on the junior college level to qualify for the bachelor's degree they hope to receive. Also, starting at the junior college level can be more economical than taking classes at the university.

For more information on the program, prospective students may call the WCJC admissions office at 800.561.9252, ext. 6303, or visit www.wcjc.edu.
As students learn and play, mom's behind the wheel

By BENJAMIN C. SHARP
Journal-Spectator Staff Writer

Wharton teacher Jalene Wuthrich looks forward to school starting each year because “there’s more of a schedule” than there is in the summer.

But, oh, what a schedule it is.

Take a typical weekday this fall. After finishing up her classes at Sivell’s Elementary, Wuthrich drives to Wharton Junior High, where she picks up youngest daughter, Gina, 13.

I have people ask me, ‘how do you do this every day and stay sane?’

She returns to Sivell’s for an after-school meeting. Gina remains in Wuthrich’s classroom, where she is soon joined by younger brother Ryan, 11, who has taken a bus from Dawson.

As her meeting’s letting out, Wuthrich’s cell phone rings. It’s older daughter Diana, 15, who is ready to be picked up from volleyball practice at Wharton High School.

Wuthrich loads up Gina and Ryan into her vehicle, drops by to get Diana, and then races out to the country, where Diana feeds and waters the goat she will show in the county youth fair.

From there, it’s finally to their LaDelle Street home. But not for good.

After throwing something together for supper, Wuthrich jumps back into the car to take Gina to dance practice at 6:30 p.m. That lasts an hour.

During those 60 minutes, Wuthrich returns home to pick up Diana, who has a volleyball game at 7 p.m.

She remains at the game for a few minutes, then gets back on the road to head back to Lynn Bates School of Dance. It’s then back to the house, where Gina, who hasn’t yet eaten, gets a bite.

Wuthrich returns to Diana’s game, with Gina and Ryan in tow. After the game, Diana and Ryan are dropped off at home.

Wuthrich and Gina, however, return to the dance school for Junior Jazz, which lasts from 8:30 p.m. to 9 p.m. Wuthrich comes back home for the next half hour, then leaves once more to pick up Gina.

The night finally ends around 9 to 9:30 p.m.

“I have people ask me, ‘how do you do this every day and stay sane?’” Wuthrich says.

Good question. But one that Wuthrich has an answer for.

Growing up, “I was given lots of opportunities to meet people,” she says. “It’s to give them (her kids) opportunities to get along and work with people.

“Hopefully something they’ve gotten

See MOM, Page 14
MOM

Continued from Page C3

to do will help them or someone else later in life.”

Other Wharton ISD parents apparently share a similar philosophy. At Wharton High School, for example, more than 300 of the 685 total students play some type of sport.

And the school’s 11 extra-curricular clubs have around 500 members.

The Spanish Club alone is described as “huge” with the “most diverse group” of students, according to counselor Sue Ann Boyette.

Other clubs are well attended, too. These include Interact, FFA, FCCLA, Speech and Drama, Science, FTA, FCA, NHS, Junior Lions and the brand-new Anchor club.

“Lots of them are busy,” Boyette says of the students she counsels.

Some even hold down part-time jobs. Boyette said 72 students are involved with the district’s DCP (Diversified Career Preparation) program, which lets them work half a day and attend school half a day.

Most of these kids are old enough to drive, which means their schedules don’t affect their parents too much.

But for parents like Wuthrich, that’s not yet the case.

Besides eldest son Brent, 19, Wuthrich’s other children do not yet have their drivers licenses.

Wuthrich says she depends on Brent to help shuffle his siblings around as he can. But since he works and carries a full load of classes at Wharton County Junior College, Brent doesn’t always have a lot of time to give.

Wuthrich’s husband, Philip, doesn’t have much to spare either. An employee of WCIC’s finance department, he must often work after-hours and attend board meetings.

So the bulk of the transportation woes fall upon Wuthrich — or her kids’ grandparents. She credits her in-laws, Delvin and Eileen, and her own mother, Reba Sandell, with helping her carry the load.

“I’m not the ‘Supermom,’” she says. “Without them, we couldn’t do it.”

Family remains central, even with such busy schedules. As does a reliance upon God.

Wednesday nights and Sunday mornings, for example, are reserved for services and events at St. John’s Lutheran Church in Wharton.

“He (God) is in control, I’m not,” Wuthrich says.

She adds that she and Philip have made some changes recently to ensure there’s a little more family time to go around. That includes cutting back on the kids’ summer swimming and piano lessons.

Even so, this fall looks to be one of the busiest ever. Diana and Gina have both made cheerleader in their respective grades, and Ryan is playing on the Vipers youth baseball team.

Wuthrich said that every day will have at least one or two after-school activities to keep track of.

And though that may pose a logistical nightmare, Wuthrich remains adamant that giving her kids these opportunities now is crucial.

“One day, this will all be over and we are going to miss this,” she says.

WHS

Continued From Page C2

Randy Watson moved to another district and Raymond Lopez was hired to replace him as the boys basketball coach.

Steve Magee will take over the coaching assignments of Tony Brown, who moved out of the district.

Tammy Walker Brown also left for another district and was replaced by Ben Willey who will teach social studies and be head coach for girls basketball.

Sarah Wind will take over the assignment of Nancy Kirsten, who has left the district.

Yvonne Naiser was another teacher who moved to a different district. Amanda Torrin has been hired to teach chemistry and coach.

After successfully improving high school dropout rates, Jennings’ next challenge is statewide testing results.

Jennings said he was a little disappointed with the scores of the first TAKS test last year.

“It was difficult,” Jennings said. “But now we know what the test is like.”

He likes the fact that the TAKS test identifies students who need extra help and he plans to get it for them.

“I want them to be ready for next year,” he said. “That takes getting them the help they need in their weak areas and now we can address those areas.”

Jennings believes there can be a new beginning with each new school year.

“Learning is a process, not an event,” he said. “There are new challenges and learning to meet those new challenges — it’s like starting all over again.”

Maintenance workers
Raymond Rodgers and Richard Garcia tape the drawers shut on a desk in preparation for moving it to another room at Wharton High School.

Staff Photo by Ronald K. Sanders
Partnership between WCJC and UH-Victoria helps students seeking bachelor’s degrees

Students who attend Wharton County Junior College and later transfer to the University of Houston—Victoria to complete a bachelor’s degree benefit from a partnership between the two institutions called the 2+2 Transfer Program.

Students in the 2+2 program have reduced paperwork and don’t have to worry about whether the courses they take at WCJC will count toward a bachelor’s degree.

Students who indicate on their WCJC application for admission that they intend to transfer to UH-Victoria have the opportunity to lock in a four-year degree plan from the time that they first enroll at WCJC.

“Degree plans change over time,” said Albert Barnes, dean of admissions and registration at WCJC. “This way the student knows up front what courses are going to be required for that bachelor’s degree and can be assured that any change in the program is not going to adversely affect him or her in obtaining that degree.”

In addition to the 2+2 program, WCJC and UH-Victoria have a Financial Aid Consortium Agreement. This allows a student who is enrolled concurrently in both institutions to use the combined semester hours to qualify for financial aid. UH-Victoria serves as the parent institution and certifies the students’ enrollment status. Participating in this program could help a student qualify for more financial aid.

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Barron began taking courses in 2001 and is excited about being able to receive her degree next year. She said the staff and faculty at WCJC encouraged her to get her bachelor’s degree.

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Students in the 2+2 program sign a non-binding agreement that they intend to transfer to University of Houston Victoria. They can be assured that they are taking the correct courses on the junior college level to qualify for the bachelor’s degree they hope to receive. Also, starting at the junior college level can be more economical than taking classes at the university.

For more information on the program, prospective students may call the WCJC admissions office at 800-561-9252, ext. 6303, or visit Hyperlink “http://www.wcjc.edu” www.wcjc.edu
WCJC/UH-V team up to benefit degree seekers

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For more, call the WCJC admissions office at 800.561.9252, ext. 6303.

GED AND ESL CLASSES

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

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

For more information, call (979)532-6301 or (800)561-9252, ext. 6301.
WCJC offers new welding program

Wharton Co.

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

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

“Welding is listed with the Texas Workforce Commission as a high-demand occupation,” he said.

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

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

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

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

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

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

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

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

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

For more information on the welding program, contact Dean Dale Pinson at 1.800.561.9252 or visit www.wcjc.cc.tx.us.
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To prepare for the new program, WCJC is remodeling a portion of the Reynolds Building at its Wharton campus into a full multi-media presentation classroom.

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

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

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

Welding will be offered at the Wharton Campus of WCJC. New students must submit an application for admission, a high school transcript showing the date of graduation or GED. The college expects that the program will gain accreditation from the Texas Higher Education Board by the end of the year, but classes will begin Aug. 30. For more information about the structural welding program, contact Dean Dale Pinson at 800-561-9252 or visit www.wcjc.cc.tx.us.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM IX

MATTERS RELATING TO GENERAL ADMINISTRATION

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

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

C. Approve the bid of $162,878.41 from Insurance Net to provide the college with our comprehensive property/casualty coverage – ($162,878.41 – current unrestricted operating budget for 2004-2005)

D. Approve the lease agreements with Minolta issued through the Texas building and Procurement Commission of the State of Texas (therefore not required to be bid, for the copiers located in various buildings on the Wharton, Sugar Land, and Fort Bend Technical Center campuses – ($88,780 – current unrestricted operating budget for 2004-2005)

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

F. Approve, by resolution, Wharton County Junior College’s participation in the Texas Association of School Leaders Interlocal Agreement for the purchase of our property, casualty insurance coverage – (no cost to college)
Wharton County Junior College

Proposed Agenda Item

Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 21, 2004

Date of this Proposal: September 8, 2004

SUBJECT:

Approve appointment of tax collectors and tax collection for FY 2005.

RECOMMENDATION:

Recommend approval of Marsha Gaines as Tax Assessor/Collector for the Needville portion of the Wharton County Junior College District at a fee of $.1899 per parcel and Patrick Kubala as Tax Assessor/Collector for the Wharton County portion of the Wharton County Junior College District at no cost to the college.

BACKGROUND/RATIONALE:

This is the most economical way for the college to collect taxes and has proven satisfactory in the past. Both parties have agreed to continue as Tax Assessor/Collector for the 2004-2005 school year.

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

The only cost associated with collection is $.1899 per parcel for collection of Needville taxes.

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

Bryce D. Kocian, Treasurer

SIGNATURES:

Bryce D. Kocian
Originator

9/18/04
Date

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Bobby A. McCraney
reg 113
6-21-95

9-18-04
August 5, 2004

Marsha P. Gaines  
Tax Assessor/Collector  
P.O. Box 399  
Richmond, Tex. 77406-0399

Dear Ms. Gaines:

Wharton County Junior College appreciates the efforts you have previously made collecting taxes for Wharton County Junior College.

We would like permission to submit your name to the Board of Trustees for re-appointment as Tax Assessor/Collector for the Wharton County Junior College District for the fee of $20 per parcel.

If you agree to serve as the college tax collector for Fort Bend County, please sign below. We would appreciate a response as soon as possible so that this can be presented to the Board of Trustees at their monthly meeting.

If you have any questions, please call me at (979)-532-6315.

Sincerely,

Bryce D. Kocian  
Treasurer

I agree to the above request:  ___________________________ Date: _____________

Marsha P. Gaines
August 5, 2004

Mr. Patrick Kubala  
Tax Assessor/Collector  
P.O. Box 189  
Wharton, Tx. 77488

Dear Mr. Kubala:

Wharton County Junior College appreciates the efforts you have previously made collecting taxes for Wharton County Junior College.

We would like permission to submit your name to the Board of Trustees for re-appointment as Tax Assessor/Collector for the Wharton County Junior College District at no cost to the college.

If you agree to serve as the college tax collector for Wharton County, please sign below. We would appreciate a response as soon as possible so that this can be presented to the Board of Trustees at their monthly meeting.

If you have any questions, please call me at (979)-532-6315.

Sincerely,

[Signature]
Bryce D. Kocian  
Treasurer

I agree to the above request: [Signature]  
Date: 8/9/04  
Patrick Kubala
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: September 21, 2004 Date of This Proposal: September 8, 2004

SUBJECT:

Approve the purchase of Worker's Compensation Insurance.

RECOMMENDATION:

Accept the proposal submitted by the Deep East Texas Self-Insurance Fund of $160,000.00 for 3 years of Workers Compensation Insurance. (Average of $53,333. per year.)

BACKGROUND/RATIONALE:

The College signed an Interlocal Agreement four years ago with the Deep East Texas Self-Insurance Fund in order to participate in their self insurance program. The College has enjoyed a low fixed rate from the fund for the last four years. The proposed rate for the next three years represents a reduction in our current rate. The annual premium would be $48,000 for 2005, $54,000 for 2006, and $58,000 for 2007. Last year's premium was $57,007.00. Since we are already members in the fund, and since the interlocal agreement is still in place allowing the College to participate without soliciting bids, and since the proposed rate is less than the previous rate charged, and since the recent audit of the fund shows it to be a financially solid program, it is our recommendation that the College accept the three year term offered by the Deep East Texas Self-Insurance Fund as our provider of Worker's Compensation Insurance.

Estimated Cost & Budgetary Support (how will this be paid for?): $48,000.00

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

Conrad Kieler, Director of Payroll and Benefits
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Date 9-9-04

Date 9-13-04

Reg 113
6-21-95
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: September 21, 2004         Date of This Proposal: September 9, 2004

SUBJECT:

Approve the proposal submitted by Insurance Net of Wharton to provide the College with our comprehensive property / casualty, liability insurance coverage.

RECOMMENDATION:

Accept the bid of $162,878.41 from Insurance Net to provide the College with our comprehensive property / casualty coverage.

BACKGROUND/RATIONALE:

Bid Packets were sent to 4 companies. Two proposals were received. Neither agency was able to find one carrier that would cover all our lines of insurance. The proposal from Insurance Services of Texas was only for our Property / Casualty Insurance. They did not submit a proposal on any other lines. Insurance Net submitted proposals from 4 different carriers in order to provide coverage for all the lines we requested. It is our recommendation that we accept the proposals submitted by Insurance Net. A summary of the responses is attached.

Estimated Cost & Budgetary Support (how will this be paid for?): $162,878.41

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

Betty A. McCrohan, President
Gus Wessels, Dean of Business & Financial Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]
9-9-04
Date

9-11-04
Date
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Date of Board Meeting: September 21, 2004    Date of This Proposal: September 8, 2004

SUBJECT:

Approve renewal lease agreements for college copiers.

RECOMMENDATION:

Renew the lease agreements with Minolta issued through the Texas Building and Procurement Commission of the State of Texas (therefore not required to be bid), for the copiers located in various buildings on the Wharton, Sugar Land, and Fort Bend Technical Center campuses.

BACKGROUND/RATIONALE:

The College annually extends the rental contracts for the high volume copiers on our campuses. There are 38 copiers that service different areas of the college. The cost of these machines is charged to the various departments based on their usage.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $88,780.00

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

Gus Wessels, Dean of Business Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg 113
6-21-95
Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 21, 2004     Date of This Proposal: September 9, 2004

SUBJECT:

Approve the renovation of the seating in the Outlar Auditorium in the Johnson Health Careers Building.

RECOMMENDATION:

Approve the proposal submitted by the Sitmatic Corporation to provide lecture tables and seating for the Outlar Auditorium for $40,000.00.

BACKGROUND/RATIONALE:

The Purchasing Department has advertised for proposals to renovate the seating in the Outlar Auditorium. Two proposals were received. Additional evaluations including State Contracts were considered in order to determine which would represent the best value to the College. Evaluations of some units were done on site. The best overall lecture room solution was presented by Sitmatic.

Estimated Cost & Budgetary Support (how will this be paid for?): $40,000.00

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]
Reg 113
6-21-95

9-9-04
Date

9-15-04
Date
Complete this form and submit it to the Office of the President by noon on Friday, 11 days before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 21, 2004  Date of This Proposal: September 8, 2004

SUBJECT:

Approve, by resolution, Wharton County Junior College's participation in The Texas Association of School Leaders Intercity Agreement for the purchase of our Property, Casualty Insurance Coverage.

RECOMMENDATION:

Approve, by resolution, Wharton County Junior College's participation in The Texas Association of School Leaders Intercity Agreement for the purchase of our Property, Casualty Insurance Coverage.

BACKGROUND/RATIONALE:

Under section 791 of the Government Code, districts may contract with one another and other agencies of the State for the purpose of increasing their efficiency and effectiveness. The Property/Casualty Insurance quote that the College received from Insurance Net of Wharton is provided through participation in the Texas Association of School Leaders Intercity Agreement. Trident Insurance Services is the provider of Insurance Services to the members of this Intercity Agreement. It is the recommendation that the College join this political subdivision in order to take advantage of the insurance available to its members.

Estimated Cost & Budgetary Support (how will this be paid for?): $0.00

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

Betty A. McCrohan, President
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]

9-9-04
Date

Reg 113
6-21-95
ADOPTION AGREEMENT PURSUANT TO CHAPTER 791 OF THE TEXAS GOVERNMENT CODE WITH RESPECT TO THAT CERTAIN INTERLOCAL AGREEMENT CONCERNING PROVISION OF CERTAIN INSURANCE COVERAGE AND REINSURANCE OF SUCH COVERAGE

This Adoption Agreement is hereby entered into by ____________________________, Texas (name of political subdivision), a Public School District, acting through its ____________________________ (description of governing board), and is effective on the __________ day of _________________, 2003.

RECITALS:

WHEREAS, ____________________________, Texas (the name of the political subdivision) is a political subdivision of the State of Texas (hereinafter the "Adopting Party");

WHEREAS, as a political subdivision of the State of Texas, the Adopting Party is required to perform certain governmental functions and services as those terms are defined under Section 791.003 of the Texas Government Code;

WHEREAS, the Adopting Party desires to contract with other political subdivisions for the purpose of achieving efficiencies and economies as respects the provision of certain insurance coverages necessary or desirable to the governmental functions and services of the political subdivision and the reinsurance of such coverages;

WHEREAS, the Adopting Party is willing to jointly enter into agreements with other political subdivisions to provide and procure certain insurance coverages and services through the Texas Association of School Leaders Interlocal Agreement pursuant to Chapter 791 of the Texas Government Code Concerning Provision of Certain Insurance Coverages and Reinsurance of Such Coverages ("the Interlocal Agreement") to cooperate and assist such political subdivisions in identifying vendors, assessing needs for insurance coverages, arriving at specifications for requests for proposals as respects insurance coverages, and assisting in procuring the optimum reinsurance coverages at the lowest possible cost;

WHEREAS, the governing body of the Adopting Party has agreed to the terms and conditions of the Interlocal Agreement.

NOW, THEREFORE, for and in consideration of the premises and mutual covenants and agreements set forth below, and other good and valuable consideration, the Adopting Party does hereby agree to and adopt the terms and conditions of the Interlocal Agreement.
I.

PURPOSE

1.01 The purpose of this Adoption Agreement is to evidence the agreement to and adoption of each and every and all of the terms and conditions of the Interlocal Agreement with an original effective date of February 11, 2002, originally executed by Paducah ISD, Texas and Seymour ISD, Texas, political subdivisions of the State of Texas (hereinafter "the Agreement").

1.02 Upon execution of this Adoption Agreement it shall be attached to and made a part of the Interlocal Agreement. Once attached to the Interlocal Agreement, this Adoption Agreement and the Interlocal Agreement shall constitute one agreement among all the parties previously executing the Interlocal Agreement, adopting the Interlocal Agreement and the Adopting Party.

II.

TERM

2.01 This Adoption Agreement will be effective as of the date designated as the "Effective Date" by the governing board of the political subdivision executing this Adoption Agreement (the "Effective Date").

2.02 This Adoption Agreement shall expire upon the expiration date of the Agreement; provided, however, that the Adopting Party may terminate its participation in the Agreement at any time upon ninety (90) days prior written notice to the other parties.

III.

GENERAL PROVISIONS

3.01 A political subdivision agreeing to and adopting the terms and conditions of the Interlocal Agreement fully agrees and understands that it has agreed to all of the terms and conditions of the Interlocal Agreement and that this Adoption Agreement taken together with the Interlocal Agreement constitutes the entire understanding of the parties relating to the subject matter of the Interlocal Agreement and this Adoption Agreement and supersedes any prior written or oral understanding of the parties with respect to the subject matter of such documents.

IN WITNESS WHEREOF, the undersigned political subdivision has been authorized by the governing board of such political subdivision to enter into this Adoption Agreement on the _____ day of ____________, 2004, to certify which this document is hereby executed under authority of the above named political subdivision by:

______________________________

BY:

TITLE:
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM X

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve a vendor for the printing of the class schedules for the spring, summer, and fall of 2005 – ($80,000 – current unrestricted operating budget for 2004-2005)

B. Approve new position curriculum development assistant ($25,425 – FY 04-05 current unrestricted operating budget)

C. Approve $1.10/hr. raise for part-time employees working for the Senior Citizen Program effective October 1, 2004
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:  September 21, 2004       Date of This Proposal:  September 8, 2004

SUBJECT:

Approve a vendor for the printing of the class schedules for the Spring, Summer, and Fall of 2005.

RECOMMENDATION:

Approve a vendor for the printing of the class schedules for the Spring, Summer, and Fall of 2005.

BACKGROUND/RATIONALE:

Each year the College prints these schedules to promote class offerings and times. Bid Packets were sent to 10 vendors. Responses were scheduled to be opened on September 20th. The offers will be summarized and presented at the regular Board of Trustee September meeting for review and approval.

Estimated Cost & Budgetary Support (how will this be paid for?): $80,000.00

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

Zina Carter, Director, College Advancement
Dale Pinson, Dean of Workforce Development, Continuing Education, & Distance Learning
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg 113
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on Thursday of the week before the Thursday 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: September 21, 2004 Date of This Proposal: September 15, 2004

SUBJECT:
Consideration of approval of $0.10 per hour raise for part-time employees working for the Senior Citizen Program. Raise effective October 1, 2004.

RECOMMENDATION:
Consideration of approval of $0.10 per hour raise for part-time employees working for the Senior Citizen Program. Raise effective October 1, 2004.

BACKGROUND/RATIONALE:
Senior Citizen Program traditionally gives a $0.10 raise to part-time employees when grant funds are available.

Estimated Cost and Budgetary Support (how will this be paid for?):
Current Restricted Operating Fund

RESOURCE PERSON(S) {name(s) and title(s)}:
Dale Pinson – Dean – Workforce Development, Continuing Education and Distance Learning
Dr. Tyler G. Pate – Vice President of Instruction
Caroline Osborne – Director – Senior Citizens Program

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
9-15-04
Date

[Signature]
9-15-04
Date

PRESIDENT'S APPROVAL:

[Signature]
9-15-04
Date

Reg 113
Wharton County
Junior College

Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on Thursday of the week before the Thursday 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: Sept. 21, 2004  Date of This Proposal: Sept. 14, 2004

SUBJECT: Curriculum Development Center Assistant Position

RECOMMENDATION: The approval of the Curriculum Development Assistant Position

BACKGROUND/RATIONALE:
The duties of this position will include management of: Curriculum Development Center; training for Distance Education faculty and staff; curriculum development for multi-media courses of technology-mediated delivery; and the Virtual College of Texas.

Estimated Cost and Budgetary Support (how will this be paid for?): $25,425 from FY04-05 budget

RESOURCE PERSON(S) {name(s) and title(s)}:
Dale Pinson, Dean of Workforce Development, Continuing Education and Distance Learning

SIGNATURES:

[Signatures]
Originator  9-14-04  Date
Cabinet-Level Supervisor  9-14-04  Date

PRESIDENT'S APPROVAL:

[Signature]
Date

Reg 113
6-21-95
A. **Primary Responsibilities:**
The Curriculum Development Assistant (CDA) serves as the coordinator of operations for the Curriculum Development Center (CDC). This position is responsible for staff training, assisting the curriculum development process, and supervision of the CDC facilities and equipment. The CDA serves as the WCJC liaison for Virtual College of Texas (VCT).
The Curriculum Development Assistant reports to the Dean of Workforce Development, Continuing Education, and Distance Learning.

B. **Functional Responsibilities:**
Curriculum Development Coordinator;
- Coordinate training for the faculty and staff in the strategies, planning and presentation of new curricula.
- Coordinate training in the use of hardware and software necessary for curriculum development.
- Coordinate and publish the training schedule for the CDC.
- Coordinate the distance learning certification program

Virtual College of Texas Coordinator;
- Coordinate the VCT enrollment process for both host and presenter colleges
- Coordinate the VCT testing process for both host and presenter colleges
- Coordinate the posting of the WCJC VCT schedule on the VCT web site
- Coordinate college services for WCJC students enrolled in VCT courses. The services will include, but not be limited to, business office, registrars office, financial aid, library, and bookstore
Remain abreast of changes in presentation software and hardware and make recommendation for the installation and implementation of new equipment and software.

Other curriculum development related duties assigned by the Dean of WFD, CE, and DL.

C. **Additional Functional Requirements**

1. Ability to read and interpret departmental policies, procedures and instructions.

2. Ability to hear and understand student, applicant and employee inquiries and oral instructions from supervisors and emergency announcements.

3. Sufficient manual dexterity to prepare letters, reports, graphics and other data on the computer.

4. Must be able to travel independently to and from multiple locations.

5. Must be able to communicate effectively with business, government and teaching contacts and in environments with both individuals and groups.

6. Ability to operate equipment.

7. Capable of pushing/pulling 50 lbs.

C. **Supervision and Direction Received**
The Curriculum Development Assistant is responsible and accountable to the Dean of Workforce Development, Continuing Education, and Distance Learning for the fulfillment of the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

E. **Performance Standards**

“Performance is considered satisfactory when:

1. Mutually agreed-upon objectives have been attained within a specified time frame;

2. Functional responsibilities of the position have been executed at a level consistent with performance requirements;

3. Effective, cooperative relationships exist with, supervisors, administrative staff, support staff, faculty, students, parents, and clientele from the community;
4. Confidential aspects of the position are strictly maintained;

5. Functioning in the role of coordinator is related to college goals and mission attainment;

6. Work is coordinated with system wide Continuing Education personnel;

7. Accuracy and high quality of finished work are strictly maintained and completed within established guideline

F. Education and Job Experience Requirements

Minimum of an associate's degree or 60 hours of appropriate college credit or three years of curriculum development experience

Knowledge of web-site design

Knowledge of presentation software

Willingness to learn WebCT and other student management systems

Excellent communication skills

Knowledge of curriculum and presentation design

Signature of Employee

__________________________  ____________________

Date

Signature of Supervisor

__________________________  ____________________

Date

Approval for Job Description Change:

Cabinet Level Supervisor

__________________________  ____________________

Date

Vice President/President

__________________________  ____________________

Date
WHARTON COUNTY JUNIOR COLLEGE DISTRICT
AGENDA BRIEF
AGENDA ITEM XIII

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President/Senior Administration

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

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

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

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

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

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

7. Approve reclassification and salary adjustment for Terrell J. Jessen from regular, full-time network technician, P-13-33, to regular, full-time information technology senior technician, P-15-33, effective September 1, 2004

8. Approve reclassification and change in assignment for Robby E. Mathews as regular, full-time information technology technician, P-13-1, to regular, full-time information technology reliability/maintenance specialist, P-15-24, effective September 1, 2004

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

C. Office of Academic Affairs

1. Consider paid professional assignments for 2004-2005

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

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

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

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

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

D. Office of Administrative Services

E. Office of Student Services

F. Information Items: Contract Personnel Actions

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

G. Information Items: Non-contract Personnel Action

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

2. Kendron Taylor employed as regular, part-time custodian, $6.50/hr. x 19 hrs./wk. x 52 wks. = $6,422/annual, effective August 18, 2004

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

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

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

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

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

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

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

10. Eliaz Sanchez resigned as regular, part-time adult basic education aide, $9.00/hr. x 28 hrs./wk. x 36 wks. = $9,072, effective June 9, 2004
11. Nathan D. Wittig separated as a regular, full-time soil lab technician/secretary, 0-6-3, effective August 31, 2004

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

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

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

**Wharton County Junior College**

**Human Resources**

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<thead>
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#### Part I: Check all that apply

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#### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**

Institutional Research Office

**Job Title/Position:**

Research Programmer/Analyst

**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:** 1110.1306.6093.6082

**Compensation:**

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<th>☐ 12 months</th>
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**Start Date:** 3/2/02  
**End Date:**

**Specialized Area:** IR

**Funded in which FY?** 2004/2005

**Position No. (NBAPOSN):** ITP 002

**Hourly Rate: (Part-time only)** $ _per hr x _hrs/wk x _wks = $ _per year

If temporary, anticipated termination date:

#### PROPOSED

**Division/Unit:**

Institutional Research Office

**Job Title/Position:**

Research Analyst/Chief Reporting Officer

**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:** 1110.1306.6093.6082

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<th>☐ 10 1/2 months</th>
<th>☐ 12 months</th>
<th>☐ Other</th>
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</table>

**Start Date:** 9/1/04  
**End Date:**

**Specialized Area:** NA

**Funded in which FY?** 2004/2005

**Position No. (NBAPOSN):** ITP 002

**Hourly Rate: (Part-time only)** $ _per hr x _hrs/wk x _wks = $ _per year

If temporary, anticipated termination date:

**Explanation:**

For reorganization of system discussion as approved by the Board of...  

Date: 8-24-04

#### Part III: Position/Budget Authorization

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<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
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<td>Date</td>
<td>Reviewed by Human Resources</td>
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<tr>
<td>Budget Approval</td>
<td>Date</td>
<td>Approved by President</td>
<td>Date</td>
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<tr>
<td>Approved by Cabinet Level Supervisor</td>
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<td>Date approved by Board or ☐ not applicable</td>
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Reg. 821  
Revised July 29, 2004
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

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**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:** Vice President of Administrative Services

**Job Title/Position:** Database Administrator

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

**Budget Number:** 1110.1311.6093.6089

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

**$70,734**

**Sched CA**

**Grade 15**

**Step 28**

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

\[ \text{\$ per hr x \# hrs/wk x \# wks = \$ per year} \]

**Start Date:** 11/5/02

**End Date:**

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

**If temporary, anticipated termination date:**

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

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

**PROPOSED**

**Division/Unit:** Information Technology

**Job Title/Position:** Director of Database & Application Services

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

**Budget Number:** 1110.1311.6093.6089

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

**$76,067**

**Sched CA**

**Grade 15**

**Step 36**

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

\[ \text{\$ per hr x \# hrs/wk x \# wks = \$ per year} \]

**Start Date:** 9/1/04

**End Date:**

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

**If temporary, anticipated termination date:**

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date

Approved by Division Chair Date

Reviewed by Human Resources Date

Approved by President Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or [ ] not applicable

Reg. 821

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

**Personnel Action Form**

**Human Resources**

**Social Security No.**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullock</td>
<td>James</td>
<td>O.</td>
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**Address**

**City**

<table>
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<th>Zip</th>
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<tbody>
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**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] 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:**

**Information Technology**

**Job Title/Position:**

Computer Operations Manager

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budget Number:**

1110.13032.6093.6081

**Compensation:**

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

**Start Date:**

5/12/82

**End Date:**

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

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

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

**PROPOSED Division/Unit:**

**Information Technology**

**Job Title/Position:**

MIS Infrastructure Architect

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budget Number:**

1110.13032.6093.6081

**Compensation:**

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

**Start Date:**

9/1/04

**End Date:**

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

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

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

**Explanation of Action:**

[Signature]

[Date]

**Part III: Position/Budget Authorization**

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<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
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<th>Date</th>
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<th>Date</th>
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Reg. 821

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

**Human Resources**

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**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:** Information Technology

**Job Title/Position:** Network Manager

**Budgeted Position?**  Yes  No

**Budget Number:** 1110.13035.6093.6081

**Compensation:**

- $54,734
- Sched AA
- Grade 10
- Step 14
- Hourly Rate: (Part-time only)
  - $_____ per hr x _____ hrs/wk x _____ wks = $_____ per year

**Start Date:** 2/1/01

**If temporary, anticipated termination date:**

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

- 9 months  10 1/2 months  12 months  Other

**PROPOSED**

**Division/Unit:** Information Technology

**Job Title/Position:** Manager of Technical Services

**Budgeted Position?**  Yes  No

**Budget Number:** 1110.13035.6093.6081

**Compensation:**

- $56,068
- Sched AA
- Grade 12
- Step 14
- Hourly Rate: (Part-time only)
  - $_____ per hr x _____ hrs/wk x _____ wks = $_____ per year

**Start Date:** 9/1/04

**If temporary, anticipated termination date:**

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

- 9 months  10 1/2 months  12 months  Other

**Explanation of Action:**

- Continued service as approved by the Faculty/Trust

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head): 8-24-04
- Approved by Vice President: 8-31-04
- Reviewed by Human Resources: 8-31-04
- Approved by President: 8-31-04
- Approved by Cabinet Level Supervisor: Date

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

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

#### Personnel Action Form

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

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

#### Part II: Assignment/Accounting

**CURRENT**

- **Division/Unit:** Information Technology
- **Job Title/Position:** Computer Programmer
- **Budgeted Position:** [X] Yes  [ ] No
- **Budgeted Position:** [X] Yes  [ ] No
- **Budget Number:** 1110.13030.6093.602
- **Compensation:** $57,401
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
- **Start Date:** 9/17/01
- **End Date:**

#### PROPOSED

- **Division/Unit:** Information Technology
- **Job Title/Position:** System Analyst
- **Budgeted Position:** [X] Yes  [ ] No
- **Budget Number:** 1110.13030.6093.602
- **Compensation:** $60,068
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
- **Start Date:** 9/1/04
- **End Date:**

---

#### Explanation of Action:

The reorganization of Adm. Services as approved by the Board of Trustees.

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - **Date:**
  - **Approved by Vice President:**
  - **Date:**
- **Reviewed by Human Resources:**
  - **Date:** 8-31-04
- **Approved by President:**
  - **Date:**
- **Approved by Cabinet Level Supervisor:**
  - **Date:**
  - **Date approved by Board or not applicable:**

Reg. 821

Revised July 29, 2004
Personnel Action Form

Wharton County Junior College

Social Security No.

Last Name  Schilhab
First Name  Linda
Middle Initial  K.
City
State
Zip

Classification:  
- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment

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

Part I: Check all that apply

Address

Part II: Assignment/Accounting

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

Vice President of Administrative Services

Job Title/Position:  Project Manager Assistant

- Yes  No

Budgeted Position?  Yes  No

Budget Number: 1110.1304.6101.6087

Compensation:

- Annual
- Hourly
- Other (explain)

Sched P  Grade 9  Step 19

$28,975

Hourly Rate: (Part-time only)

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

$ _____ per year

Start Date: 9/01/03
End Date:

At-will-employee  Per contract

If temporary, anticipated termination date:

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

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

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

Vice President of Administrative Services

Job Title/Position:  MIS Assistant

- Yes  No

Budgeted Position?  Yes  No

Budget Number: 1110.1304.6101.6087

Compensation:

- Annual
- Hourly
- Other (explain)

Sched P  Grade 9  Step 19

$28,975

Hourly Rate: (Part-time only)

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

$ _____ per year

Start Date: 9/01/04
End Date:

At-will-employee  Per contract

If temporary, anticipated termination date:

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

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

Explanation of Action:

Approval of Admin Services as approved by the Board of Trustees on 8-24-04

Part III: Position/Budget Authorization

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

Approved by Division Chair  Date  Reviewed by Human Resources  Date

Budget Approval  Date  Approved by President  Date

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

Reg. 821

Revised July 29, 2004
Personnel Action Form
Human Resources

Social Security No.  

Last Name  

First  

Middle Initial  

Telephone  

Address  

City  

State  

Part I: Check all that apply

Classification:  

New Employee  

Extension  

Recategorization  

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: Information Technology  

Job Title/Position: Network Technician  

Budgeted Position? Yes  

Budget Number: 1110.13035.6114.6081  

Compensation:  

Annual  

Hourly  

Other (explain)  

Start Date: 10/2/00  

Job Vacancy No.: (if applicable) --  

Specialized Area: Networking  

Funded in which FY?: 2004/2005  

Position No. (NBAPOSN): TE1004  

Compensation:  

Annual  

Hourly  

Other (explain)  

Start Date: 9/1/04  

Job Vacancy No.: (if applicable) NA  

Specialized Area: Technical Services  

Funded in which FY?: 2004/2005  

Position No. (NBAPOSN): TSI 001  

Compensation:  

Annual  

Hourly  

Other (explain)  

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

Explaination of Action:

The reorganization of Digital Services as approved by the Board of Trustees.

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)  

Date  

Approved by Vice President  

Date  

Approved by Division Chair  

Date  

Reviewed by Human Resources  

Date  

Budget Approval  

Date  

Approved by President  

Date  

Approved by Cabinet Level Supervisor  

Date  

Date approved by Board or ☐ not applicable  

Reg. 821  

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

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

#### CURRENT

**Division/Unit:** Information Technology

**Job Title/Position:** Information Technology Technician

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

**Budgeted Position Number:** 1110.13035.6114.6081

**Compensation:**

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

- [ ] Annual

- [X] Sched P
- [ ] Grade 13
- [ ] Step 1

**Start Date:** 10/1/03

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

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

**Specialized Area:** Technical Services

**Funded in which FY?** 2004/2005

**Position No. (NBAPOSN):** TE1006

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

- $ __________ per hr x _________ hrs/wk x ________ wks =
- $ __________ per year

---

### PROPOSED

**Division/Unit:** Information Technology

**Job Title/Position:** Information Technology Reliability/Maintenance Specialist

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

**Budgeted Position Number:** 1110.13035.6114.6081

**Compensation:**

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

- [ ] Annual

- [ ] Sched P
- [ ] Grade 15
- [ ] Step 24

**Start Date:** 9/1/04

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

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

**Specialized Area:** Technical Services

**Funded in which FY?** 2004/2005

**Position No. (NBAPOSN):**  

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

- $ __________ per hr x _________ hrs/wk x ________ wks =
- $ __________ per year

---

**Explanation of Action:**

(Handwritten notes)

---

### 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: 8-31-04

**Budget Approval:**  
- [ ] Date
  - [ ] Approved by President: 8-31-04

**Approved by Cabinet Level Supervisor:**  
- [ ] Date
  - [ ] Date approved by Board: Date

---

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

#### Part I: Check all that apply

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

#### Part II: Assignment/Accounting

**CURRENT** Division/Unit: Business Office

- Job Title/Position: Purchasing Agent
- Budgeted Position? [x] Yes [ ] No
- Budget Number: 1110.1022.6093.6002
- Compensation: $48,734
- Start Date: 7/13/98

**POPROSED** Division/Unit: Business Office

- Job Title/Position: Director of Purchasing
- Budgeted Position? [x] Yes [ ] No
- Budget Number: 1110.13022.6093.6002
- Compensation: $56,067
- Start Date: 9/01/04

---

**Explanation of Action:**

The above description of personnel action is approved by the Board of Trustees.

### 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

---

Reg. 821

Revised July 29, 2004
<table>
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<tr>
<th>Name</th>
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<th>Amount</th>
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<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>
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<td>Bahnsen, Gene</td>
<td>10.5 mos.</td>
<td>RT, Athletic Director</td>
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<td>12 mos.</td>
<td>RT, ADN Program Director</td>
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<td>9 mos</td>
<td>Directing Art Activities and Coordinating Schedules</td>
<td>$125.00/semester</td>
<td>Fall and Spring</td>
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<td>RT, Program Director, Dental Hygiene</td>
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<tr>
<td>Hart, Phil</td>
<td>9 mos</td>
<td>Directing Music Activities and Coordinating Schedules</td>
<td>$125.00/semester</td>
<td>Fall and Spring</td>
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<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>
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<td>King, Mary</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>
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<td>Lockley, Lillian</td>
<td>12 mos.</td>
<td>Coordinator for ADA Students</td>
<td>$1,500/semester</td>
<td>Fall and Spring</td>
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<td>RT, Baseball Coach</td>
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<td>50% Fall &amp; Spring 100% Summer</td>
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<td>50% Fall &amp; Spring 100% Summer</td>
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<td>RT for Division Chair Duties (T&amp;B)</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring 100% Summer</td>
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<td>RT, Volleyball Coach</td>
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<td>NAME</td>
<td>POSN#</td>
<td>SS# or ID#@</td>
<td>CRN#</td>
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**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

**Social Security No.**

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**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [x] Faculty
- [ ] Support Staff
- [ ] Temporary
- [x] 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:** Allied Health
- **Specialized Area:** Nursing
- **Associate Degree:** Nursing

- **Job Title/Position:** Instructor
- **Acct #:** 1110.14181.6001.102

- **Compensation:**
  - [x] Annual
  - [ ] Hourly
  - [ ] Other (explain) $ 52,733

- **Start Date:** 01-09-1995
- **End Date:** 08-06-2005
- **FAC:**
  - [ ] per contract
  - [ ] at-will emp

**PROPOSED**

- **Division/Unit:** Allied Health
- **Specialized Area:** Nursing
- **Associate Degree:** Nursing

- **Job Title/Position:** Instructor
- **Acct #:** 1110.14181.102

- **Compensation:**
  - [x] Annual
  - [ ] Hourly
  - [ ] Other (explain) $ 39,550

- **Start Date:** 08-23-04
- **End Date:**
  - [ ] per contract
  - [ ] at-will emp

**Explanation of Action:**

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

Indicate this employee's work schedule: 
- [ ] 9 mos
- [ ] 10-1/2 mos
- [ ] Other

---

**Part III: Position/Budget Authorization**

- [ ] Approved by President, Date
- [ ] Approved by President, Date
- [ ] Recommended by Supervisor, Date

---

- [ ] Approved by President, Date
- [ ] Recommended by Personnel, Date

---

PAF frm
Wharton County
Junior College

Personnel Action Form
Human Resources

Social Security No. __________

Last Name Schilling
First Donna
Middle Initial E

Telephone

City ____________________________
State __________ Zip ____________

Part I: Check all that apply

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

Part II: Assignment/Accounting

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

Job Title/Position: __________________________
Budgeted Position? ☐ Yes ☐ No
Funded in which FY?
Budget Number: __________________________
Position No. (NBAPOSN):
Compensation:
☐ Hourly
☐ Annual
☐ Other (explain)
Sched ___
Grade ___
Step ___
Hourly Rate: (Part-time only)
$ _____ per hr x _____ hrs/wk x _____ wks =
$ _____ per year

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

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

Job Title/Position: CISCO Instructor
Budgeted Position? ☐ Yes ☐ No
Funded in which FY? 03-04
Budget Number: 1210.14039.6091.102
Position No. (NBAPOSN): CIS 001
Compensation:
☐ Hourly
☐ Annual
☐ Other (explain)
Sched F
Grade 1
Step 1
Hourly Rate: (Part-time only)
$ _____ per hr x _____ hrs/wk x _____ wks =
$ _____ per year

Start Date: 8-24-04
End Date: 8-31-05
☐ At-will-employee
☐ Per contract
If temporary, anticipated termination date:
8-31-05
Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)________________________
Date __________
Approved by Vice President __________________________
Date 8-24-04

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

Budget Approval __________________________
Date __________________________
Approved by President __________________________
Date __________________________

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

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

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Waldrop</td>
<td>Joe</td>
<td>A.</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

#### CURRENT

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** Yes No

**Budget Number:**

**Position No. (NBAPOSN):**

**Compensation:**

- Annual
- Hourly
- Other (explain)

**Schedule:**

**Grade:**

**Step:**

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

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

$ _____ per year

**Start Date:**

**End Date:**

**If temporary, anticipated termination date:**

**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"); however, 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:**

**Communications and Fine Arts**

**Job Title/Position:**

**Instructor of Music/Band Director**

**Budgeted Position?** Yes No

**Budget Number:**

1110.14505.6091.100

**Position No. (NBAPOSN):** MUS001

**Compensation:**

- Annual
- Hourly
- Other (explain)

$ 37,050

**Schedule:**

**Grade:**

4

**Step:**

8

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

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

$ _____ per year

**Start Date:**

8/23/04

**End Date:**

**If temporary, anticipated termination date:**

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); however, 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:

**Recommended by Supervisor (Department Head)**

**Date**

**Approved by Vice President**

**Date**

8-17-04

**Approved by Division Chair**

**Date**

5-17-04

**Reviewed by Human Resources**

**Date**

5-17-04

**Budget Approval**

**Date**

8-17-04

**Approved by President**

**Date**

8-17-04

**Approved by Cabinet Level Supervisor**

**Date**

**Date approved by Board or not applicable**

8-29-04

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

## Human Resources

### Part I: Check all that apply

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<tr>
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<tr>
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<td>○ New Employee</td>
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<tr>
<td>○ Faculty</td>
<td>○ Extension</td>
</tr>
<tr>
<td>○ Support Staff</td>
<td>○ Reclassification</td>
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<td>○ Transfer</td>
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<td>○ Full-Time</td>
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<td>○ Regular</td>
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### Part II: Assignment/Accounting

**CURRENT**

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<th>Division/Unit:</th>
<th>Social and Behavioral Science</th>
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<table>
<thead>
<tr>
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<th>Instructor of Sociology</th>
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<td>$ per year</td>
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<td>$ per year</td>
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**PROPOSED**

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<tr>
<th>Budgeted Position?</th>
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<th>□ No</th>
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| 9 months | 10 1/2 months | 12 months | Other |

<table>
<thead>
<tr>
<th>Job Vacancy No.: (if applicable)</th>
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### Explanation of Action:

Completion of Doctoral Program

### Part III: Position/Budget Authorization

<table>
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<td>8-23-04</td>
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<th>Approved by Division Chair</th>
<th>Date</th>
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<td>Approved by President</td>
<td>8-25-04</td>
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Reg. 821

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Social Security No.**

**Last Name**

**First**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

---

### Part I: Check all that apply

<table>
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<th>Classification:</th>
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<td>Part-Time</td>
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<td>Extension</td>
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<tr>
<td>Reclassification</td>
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<td>Transfer</td>
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<td>Promotion</td>
<td></td>
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<tr>
<td>Salary Adjustment</td>
<td></td>
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<tr>
<td>Other (explain)</td>
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</tr>
<tr>
<td>Retirement</td>
<td></td>
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<td>Resignation</td>
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<td>Separation (date 7/1/04)</td>
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<tr>
<td>Change in Assignment</td>
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<tr>
<td>Additional Assignment</td>
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<tr>
<td>Leave of Absence</td>
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### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit**

**Communications/Fine Arts**

**Specialized Area**

**Music**

**Job Title/Position**

**Band Instructor**

**Acct #**

1410-14505-8981-100

**Compensation**

<table>
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<tr>
<th>Type</th>
<th>Schedule</th>
<th>Grade</th>
<th>Step</th>
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</thead>
<tbody>
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<td>Annual</td>
<td>Sched</td>
<td>F</td>
<td>10</td>
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**Start Date**

Aug 19, 2002

**End Date**

7-1-04

**Rate per contract**

at-will employment

---

**PROPOSED**

**Division/Unit**

**Specialized Area**

**Job Title/Position**

**Acct #**

**Compensation**

<table>
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<tr>
<th>Type</th>
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<th>Step</th>
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**Start Date**

**End Date**

<table>
<thead>
<tr>
<th>per contract</th>
<th>at-will employment</th>
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---

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

- [ ] 9 mos
- [ ] 10-1/2 mos
- [ ] Other

---

**Explanation of Action:**

---

### Part III: Position/Budget Authorization

**Recommended by Supervisor**

**Approved by President**

**Date**

12/1/04

**Date**

7-7-04

**Date**

**Date**

Feb. 1, 1999

PAF.frm

Reg 821

**Approved by Exec. Supervisor**

**Date**

6-29-04

**Date**

or [ ] not applicable

**Reviewed by Personnel**

**Date**

5-6-04

**Date**

---
### Wharton County Junior College

#### Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Part I: Check all that apply

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

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

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

#### Part II: Assignment/Accounting

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

**PROPOSED** Division/Unit: [Job Vacancy No.: (if applicable)]

- **Physical Plant**
  - **Job Title/Position:** Custodian/Part time/Wharton Campus
  - **Budgeted Position?** [X] Yes [ ] No
  - **Budget Number:** 1110.1194.6105.703
  - **Compensation:** [X] Hourly
  - **Compensation:** [X] $6.51
  - **Hourly Rate:** [X] $6.51 per hr x [ ] hrs/wk x [ ] wks = [ ]
  - **Contractual Duties:** 9 months 10 1/2 months 12 months Other

- **Maintenance**
  - **Position No. (NBAPOSN):** PTMW 99
  - **Funded in which FY?** 2003-2004

#### Explanation of Action:

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

- **Start Date:** 8-30-04
- **End Date:**
- **If temporary, anticipated termination date:**

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

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - **Date:** 8/25/04
  - **Approved by Vice President:**
  - **Date:** 8-25-04

- **Approved by Division Chair:**
  - **Approved by President:**
  - **Date:** 8-25-04
  - **Date:** 9-26-04

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

---

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

Personnel Action Form
Human Resources

Social Security No. ______________________

Last Name ____________ First ____________ Middle Initial ____________ Telephone ________

Address __________________________________________ City ____________________________ State ________ Zip ________

Part I: Check all that apply

Classification:
☐ Administrative/Professional Staff
☐ Faculty
☐ 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: ____________________________

Job Title/Position: ____________________________

Budgeted Position? ☐ Yes ☐ No

Budgeted Position?: ☐ Yes ☐ No

Funded in which FY? ____________

Budget Number: ____________________________

Position No. (NBAPOSN): ____________________________

Compensation:
☐ Annual Sched ____________

☐ Hourly Grade ____________

☐ Other (explain) Step ____________

Hourly Rate (Part-time only)

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

$ ________ per year

Start Date: ____________

End Date: ____________

At-will-employee ☐

Per contract ☐

If temporary, anticipated termination date:

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

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

PROPOSED Division/Unit: ____________________________

Job Title/Position: ____________________________

Budgeted Position?: ☐ Yes ☐ No

Maintenance

Funded in which FY? 2004-2005

Budget Number: ____________________________

Position No. (NBAPOSN): ____________________________

Compensation:

☐ Annual Sched 0

☒ Hourly Grade 1

☐ Other (explain) Step 0

Hourly Rate (Part-time only)

$ 6.50 per hr x 19 hrs/wk x 52 wks = $ 6422. annually

$ 6422. per year

Start Date: 8/18/04

End Date: ________

At-will-employee ☐

Per contract ☐

If temporary, anticipated termination date:

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

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

Explanation of Action:

$6.50 hrly x 19 hrs/wk x 52 wks = $6422. annual

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) ____________________________ Date 8/18/04

Approved by Division Chair ____________________________ Date 8/17/04

Reviewed by Human Resources ____________________________ Date 8/18/04

Approved by Cabinet Level Supervisor ____________________________ Date 8/17/04

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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</table>

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

#### CURRENT Division/Unit: ____________________________

Job Title/Position: ____________________________

Budgeted Position? [ ] Yes [ ] No

Budgeted Position? [ ] Yes [ ] No

Budget Number: 1110.1192.6108.701

#### Proposed Division/Unit: ____________________________

Physical Plant

Job Title/Position: ____________________________

Budgeted Position? [x] Yes [ ] No

Budgeted Position? [x] Yes [ ] No

Budget Number: 1110.1192.6108.701

### Compensation

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<th>Annual</th>
<th>Sched O</th>
<th>$8.81</th>
<th>Hourly Rate (Part-time only) $8.81 per hr x 19 hrs/wk x 52 wks = $8704 per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>Grade 9</td>
<td>Step 0</td>
<td>Physical Plant</td>
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</tbody>
</table>

#### Start Date: 9/18/04

End Date: 9/18/04

At-will-employee [ ] Per contract [ ]

If temporary, anticipated termination date: 9/18/04

### Explanation of Action

$8.81 x 19 hrs/wk x 52 wks = $8704 annual

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head)**

Date: 9/18/04

**Approved by Vice President**

Date: 9/18/04

**Approved by Division Chair**

Date: 9/18/04

**Reviewed by Human Resources**

Date: 9/18/04

**Budget Approval**

Date: 9/18/04

**Approved by President**

Date: 9/18/04

**Approved by Cabinet Level Supervisor**

Date: 9/18/04

Date approved by Board or [ ] not applicable

Reg. 821

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

**Social Security No.**

**Last Name**

**First**

**Middle Initial**

**S.**

**Telephone**

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

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT**

- [ ] Division/Unit: Specialized Area:
- [ ] Job Title/Position: Funded in which FY?
- [ ] Budgeted Position? Yes No
- [ ] Budgeted Number:

**PROPOSED**

- [ ] Division/Unit: Specialized Area:
- [ ] Job Title/Position: Allied Health Division
- [ ] Budgeted Position? Yes No
- [ ] Budgeted Number: Position No. (NBAPOSN):

**Compensation:**

<table>
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<tr>
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<th>Annual</th>
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<td></td>
<td>Other (explain)</td>
<td>Step</td>
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</table>

**$ 18,100.00**

- [ ] Hourly Rate: (Part-time only)

<table>
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<th></th>
<th>per hr x hrs/wk x wks =</th>
<th>$</th>
<th>per year</th>
</tr>
</thead>
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**Start Date:** 09/27/04

**End Date:**

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

**Explanation of Action:**

To replace Diana Gutierrez, who has been reassigned as Allied Health Division Secretary

**Part III: Position/Budget Authorization**

- [ ] Recommended by Supervisor (Department Head)
- [ ] Approved by Vice President
- [ ] Approved by Division Chair
- [ ] 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
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
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**Part I: Check all that apply**

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<td>☒ Support Staff</td>
<td>☐ Transfer</td>
<td>☐ Separation (date:__)</td>
</tr>
<tr>
<td></td>
<td>☐ Temporary</td>
<td>☐ Promotion</td>
<td>☐ Change in Assignment</td>
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<td></td>
<td>☒ Full-Time</td>
<td>☐ Salary Adjustment</td>
<td>Additional Assignment</td>
</tr>
<tr>
<td></td>
<td>☐ Regular</td>
<td>☐ Other (explain)</td>
<td>☐ Leave of Absence</td>
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</tbody>
</table>

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:**

**Compensation:**

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

**Start Date:**

**End Date:**

☐ At-will-employee

☐ Per contract

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

**PROPOSED Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** ☒ Yes ☐ No

**Budget Number:**

**Compensation:**

| ☒ Annual | Sched 0 | Hourly Rate: (Part-time only) |
| ☐ Hourly | Grade 7 | $ ____ per hr x ____ hrs/wk x ____ wks = |
| ☐ Other (explain) | Step 0 | $ ____ per year |

**Start Date:**

**End Date:**

☐ At-will-employee

☐ Per contract

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

**Explanation of Action:**

To replace Susie Fendley, who resigned.

### Part III: Position/Budget Authorization

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

**Date:**

**Approved by Vice President:**

**Date:**

**Approved by Division Chair:**

**Date:**

**Reviewed by Human Resources:**

**Date:**

**Budget Approval:**

**Date:**

**Approved by President:**

**Date:**

**Approved by Cabinet Level Supervisor:**

**Date:**

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

Reg. 821

Revised July 29, 2004
Wharton County
Junior College

Personnel Action Form

Human Resources

Social Security No. ____________________________

Last Name __________________ First ___________ Middle Initial ____________ Telephone ____________

Address __________________________ City ______ State ______

Part I: Check all that apply

Classification:

- ☐ Administrative/Professional Staff
- ☐ Faculty
- ☑ Support Staff
- ☐ Temporary
- ☑ 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: Student Services

Job Title/Position: Receptionist

Budgeted Position? ☑ Yes ☐ No

Budgeted Position: Specialized Area:

Budgeted Position: Funded in which FY?: 2003-2004

Budget Number:

1110.14100.6101.501

Position No. (NBAPOSN):

Compensation:

$ 19,819

Start Date: 8-24-87

End Date: ☑ At-will-employee

If temporary, anticipated termination date:

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

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

Job Vacancy No.: (if applicable)

PROPOSED Division/Unit: Student Services

Job Title/Position: Receptionist

Specialized Area:

Budgeted Position: Funded in which FY?: 2004-2005

Budget Number:

1110.14100.6101.501

Position No. (NBAPOSN):

Compensation:

$ 27,725.00

Start Date: 9/01/04

End Date: ☑ At-will-employee

If temporary, anticipated termination date:

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

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

Job Vacancy No.: (if applicable)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date

☑ Approved by Vice President Date 8-24-04

☑ Approved by Division Chair Date 8-24-04

☑ Reviewed by Human Resources Date 8-24-04

☑ Budget Approval Date

☑ Approved by President Date 8-25-04

☑ Approved by Cabinet/Executive Supervisor Date 8-24-04

☑ Date approved by Board or ☑ not applicable

Reg. 821

Revised July 29, 2004
Wharton County Junior College

Personnel Action Form

Human Resources

Social Security No:  
Last Name: Kocian  
First Name: Cynthia  
Middle Initial: A  
Telephone: 
Address:  
City: Wharton  
State: TX  

Part I: Check all that apply

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

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

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

Job Vacancy No.: (if applicable)

Part II: Assignment/Accounting

CURRENT Division/Unit:  
Student Services  

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

Budgeted Position?  
Yes  
No  

Specialized Area:  
Perkin's Grant/Advising  

Budget Number:  
2144.6003.6093.102 (75%) 1110.14101.6093.503 (25%)  

Funded in which FY?  
2003-2004  

Position No. (NBAPOSN): GN1A  

Compensation:  
□ Annual  
□ Hourly  
□ Other (explain): Sched N/A  
Grade  
Step  

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

Start Date: 9-01-03  
End Date:  
At-will-employee  
Per contract  

If temporary, anticipated termination date:  

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

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

PROPOSED Division/Unit:  
Student Services  

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

Budgeted Position?  
Yes  
No  

Specialized Area:  
Perkin's Grant/Advising  

Budget Number:  
21470.6003.6093.102 (75%) 1110.14101.6093.503 (25%)  

Funded in which FY?  
2004-2005  

Position No. (NBAPOSN): GN1A  

Compensation:  
□ Annual  
□ Hourly  
□ Other (explain): Sched N/A  
Grade  
Step  

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

Start Date: 9-01-04  
End Date:  
At-will-employee  
Per contract  

If temporary, anticipated termination date:  

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

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

Explanation of Action:

$17.56/hr x 30 hrs/wk x 52 wks = $27,393.60  
$17.56/hr x 10 hrs/wk x 52 wks = $9,131.20

Date: 9/1/04  

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)  
Date: 9/1/04  

Approved by Division Chair  
Date: 9/1/04  

Budget Approval  
Date: 9/1/04  

Approved by Cabinet Level Supervisor  
Date: 9/1/04  

Date approved by Board or not applicable  

Date: 9/1/04  

Date: 9/1/04  

Date: 9/1/04

Approved by Vice President  
Date: 9-10-04  

Reviewed by Human Resources  
Date: 9-10-04  

Reviewed by President  
Date: 9-1-04  

Reviewed by J. Melinda Smith  
Date: 9-13-04

Date approved by Board or not applicable  

Date: 9/1/04
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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<th>Middle Initial</th>
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<tr>
<td></td>
<td>Fertsch</td>
<td>Joan</td>
<td></td>
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<tbody>
<tr>
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</table>

**Part I: Check all that apply**

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

- ☐ Retirement
- ☐ Resignation
- ☐ Separation (date: 8-31-04)
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: Vice President of Administrative Services
- Job Title/Position: Project Coordinator of Testing & Training
- Budgeted Position? ☒ Yes ☐ No
- Budgeted Position? ☐ Yes ☐ No
- Budget Number: 1110.1304.6101.6087
- Position No. (NBAPSON): Pcro01

<table>
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<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Grade</th>
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<td>$25,750</td>
<td>P</td>
<td>15</td>
<td>1</td>
<td>$______ per hr x _____ hrs/wk x _____ wks = $______ per year</td>
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</table>

- Start Date: 5/6/04
- End Date: 8/31/04
- At-will-employee
- If temporary, anticipated termination date: Per contract

**PROPOSED**

- Division/Unit: Vice President of Administrative Services
- Job Title/Position: Project Coordinator of Testing & Training
- Budgeted Position? ☐ Yes ☒ No
- Budgeted Position? ☐ Yes ☐ No
- Budget Number: 1110.1304.6101.6087
- Position No. (NBAPSON): Pcro01

<table>
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<th>Compensation:</th>
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<th>Hourly Rate: (Part-time only)</th>
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<td>$</td>
<td></td>
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<td></td>
<td>$______ per hr x _____ hrs/wk x _____ wks = $______ per year</td>
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</tbody>
</table>

- Start Date: 5/6/04
- End Date: 8/31/04
- At-will-employee
- If temporary, anticipated termination date: Per contract

**Explanation of Action:**

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

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☒ Other thru 8/31/04

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head): 8-18-04
- Approved by Vice President: 8-18-04
- Reviewed by Human Resources: 8-18-04
- Approved by Board: 8-18-04

**Reg. 821**

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

#### Personnel Action Form

**Human Resources**

<table>
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<tr>
<td></td>
<td>Rehak</td>
<td>Cynthia</td>
<td>J.</td>
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**Address**

City | State | Zip

---

#### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
- [x] Regular
- [ ] Full-Time
- [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [x] Resignation
- [ ] Separation (date: 08-31-2004)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT Division/Unit:** Sugar Land Campus

**Job Title/Position:** Front Desk Clerk

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

**Budget Number:** 1110-113-6101-400

**Compensation:**

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

- [ ] Sched 0
- [ ] Grade 8
- [ ] Step 0

- [ ] $17,725

**Start Date:** 06-21-2004

**End Date:** 08-31-2004

**Specialized Area:** Front Lobby Reception

**Funded in which FY:** 2004

**Position No. (NBAPOSN):** REC002

**At-will-employee** [ ]

**Per contract** [ ]

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

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

---

#### PROPOSED Division/Unit:

**Job Title/Position:**

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

**Budget Number:**

**Compensation:**

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

- [ ] Sched ______
- [ ] Grade ______
- [ ] Step ______

**Start Date:**

**End Date:**

**Specialized Area:**

**Funded in which FY:**

**Position No. (NBAPOSN):**

**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

**Explanation of Action:**

---

#### Part III: Position/Budget Authorization

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

**Date:** 9-7-2004

**Approved by Vice President:**

**Date:**

---

**Approved by Division Chair:**

**Date:**

**Reviewed by Human Resources:**

**Date:**

---

**Budget Approval:**

**Date:** 9/8/04

**Approved by President:**

**Date:**

---

**Approved by Cabinet Level Supervisor:**

**Date:**

Date approved by Board [ ]

Not applicable [ ]
### Wharton County Junior College

#### Workforce Development

<table>
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<th>Last Name</th>
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<tr>
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<td>Eliaz</td>
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#### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [X] Support Staff

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 6/9/94)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT**

- Division/Unit: Workforce Development, Dist. Ed.
- Specialized Area: A.B.E.

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<thead>
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</table>
- [ ] Annual
- [X] Hourly
- [ ] Other (explain)

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<tr>
<td>Grade</td>
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<tr>
<td>Step</td>
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- Start Date: 8/01/02
- End Date: 6/9/04 (per contract)

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

**PROPOSED**

<table>
<thead>
<tr>
<th>Division/Unit</th>
<th>Specialized Area</th>
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<tbody>
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#### Part III: Position/Budget Authorization

- Recommended by Supervisor: [Signature] 1/18/14
- Approved by President: Betty C. McCarty 7/7/04
- Approved by EVP Supervisor: [Signature] 6/24/04
- Date approved by board: [Signature] 7-6-04

Explanation of Action:

$9.00 hrly X 28 hrs/wkly X 36 wks. = $9072.00

Reg 821
Form C-40
Personnel Action Form

Wharton County Junior College

Social Security No.  

Last Name  
Wittg

First Name  
Nathan

Middle Initial  
D.

Address  

City

State  

Telephone

Part I: Check all that apply

Classification:
- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)
- Retirement
- Resignation
- Separation (date: 8-31-04)
- Change in Assignment
- Additional Assignment
- Leave of Absence

Part II: Assignment/Accounting

CURRENT  
Division/Unit:  
Administrative Services

Job Title/Position:  
Soil Lab Technician/Secretary

Budgeted Position?  Yes  No  
Funded in which FY?  2004

Budget Number:  
1110.704.6105.876

Compensation:
- Annual  $ 17,500  Sched 0
- Hourly  Grade 6  Step 3

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

Start Date:  
1/5/01

End Date:  
8/31/04

Job Title/Position:  
Specialized Area:

Budgeted Position?  Yes  No  
Funded in which FY?  

Budget Number:  

Compensation:
- Annual
- Hourly
- Other (explain)

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

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

PROPOSED  
Division/Unit:  

Job Title/Position:  
Specialized Area:

Budgeted Position?  Yes  No  
Funded in which FY?  

Budget Number:  

Compensation:
- Annual
- Hourly
- Other (explain)

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

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)  

Date  Approved by Vice President  

Date

Approved by Division Chair  

Date  Reviewed by Human Resources  

Date

Budget Approval  

Date  Approved by President  

Date

Approved by Cabinet Level Supervisor  

Date  Date approved by Board or not applicable  

Reg. 821  

Revised July 29, 2004
### Personnel Action Form

**Human Resources**

**Social Security No.**

**Last Name** Sulak  
**First** Kelly  
**Middle Initial** L.

**Address**

**Telephone** 5

**Part I: Check all that apply**

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

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

- Retirement
- Resignation
- Separation (date: 8/05/04)
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**  
Fort Bend Technical Center

**Job Vacancy No.:** (if applicable)  
N/A

**Division/Unit:**  
Specialized Area: Library/Open Computer Lab

**Job Title/Position:**  
Library/Open Computer Lab Monitor

**Budgeted Position?**  
Yes  No

**Funded in which FY?**  
2003-2004

**Budget Number:**  
111014966102402

**Compensation:**

- **$7.66**  
- **Hourly Rate (Part-time only) $7.66/hr x 20 hrs/wk x 48 wks = $7353.60 per year**

**Start Date:** 6/01/04  
**End Date:**

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

- 9 months  
- 10 1/2 months  
- 12 months  
- Other 48 wks

**PROPOSED Division/Unit:**  
Specialized Area: Library/Open Computer Lab

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

**Job Title/Position:**

**Budgeted Position?**  
Yes  No

**Funded in which FY?**

**Budget Number:**

**Compensation:**

- **$**  
- **Hourly Rate (Part-time only) $ _____/hr x _____hrs/wk x _____wks = $ _____ per year**

**Start Date:**

**End Date:**

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

**Approved by Vice President:**

**Approved by Division Chair:**

**Approved by Human Resources:** 8-18-04

**Budget Approval:**

**Approved by President:**

**Approved by Cabinet Level Supervisor:**

**Date approved by Board or not applicable**

Reg. 821

Revised July 29, 2004
**Social Security No.**

**Last Name**  
Burris

**First Name**  
Barbara

**Middle Initial**

**Telephone**

**Address**

**City**  
Wharton

**State**

**Zip**

**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: Admissions & Registration
- Job Title/Position: Assistant Admissions Officer
- Budgeted Position?  
  - [X] Yes  
  - [ ] No
- Budgeted Position? 
  - [ ] Yes  
  - [ ] No
- Budget Number: 1110.1310.6102.500
- Compensatio:n
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] Sched 0
  - [ ] Grade 11
  - [ ] Step 0
  - [X] At-will-employee
  - [ ] Per contract
  - [ ] Hourly Rate: (Part-time only)
    - $9.38 per hr x 30 hrs/wk x 50 wks = $14085 per year
  - [ ] Position No. (NBAPOSN):
    - [ ] 2004
  - [ ] Position No. (NBAPOSN):
    - [ ] 2005
  - [ ] Compensation:
    - [ ] Annual
    - [ ] Hourly
    - [ ] Other (explain)
    - [ ] Sched 0
    - [ ] Grade 11
    - [ ] Step 0
    - [X] At-will-employee
    - [ ] Per contract
  - [ ] Start Date: 9/11/03
  - [ ] End Date: 8/31/04
  - [ ] If temporary, anticipated termination date: 8/31/05
  - [ ] Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
    - [ ] 9 months
    - [ ] 10½ months
    - [ ] 12 months
    - [ ] Other

**PROPOSED**
- Division/Unit: Admissions & Registration
- Job Title/Position: Assistant Admissions Officer
- Budgeted Position?  
  - [ ] Yes  
  - [ ] No
- Budget Number: 1110.1310.6102.500
- Compensation:
  - [X] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] Sched 0
  - [ ] Grade 11
  - [ ] Step 0
  - [ ] At-will-employee
  - [ ] Per contract
  - [ ] Hourly Rate: (Part-time only)
    - $9.82 per hr x 20.25 hrs/wk x 50 wks = $9983.25 per year
  - [ ] Position No. (NBAPOSN):
    - [X] ADRW99
  - [ ] Position No. (NBAPOSN):
    - [ ] 2005
  - [ ] Start Date: 9/1/04
  - [ ] End Date: 8/31/05
  - [ ] If temporary, anticipated termination date: 8/31/05
  - [ ] Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
    - [ ] 9 months
    - [ ] 10½ months
    - [ ] 12 months
    - [ ] Other

**Explanation of Action:**

The volume of in-coming transcripts exceeds our ability to keep up, thus the need for this part-time help.

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head)
  - [ ] Date: 8-31-04
- Reviewed by Human Resources
  - [ ] Date: 9-3-04
- Approved by Vice President
  - [ ] Date: 9-7-04
- Reviewed by Human Resources
  - [ ] Date: 9-3-04
- Approved by Vice President
  - [ ] Date: 9-7-04
- Reviewed by Board
  - [ ] Date: 9-7-04

**Reg. 821**

Revised July 29, 2004
### Personnel Action Form

#### Part I: Check all that apply

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

- City
- State
- Zip

- [ ] Retirement
- [x] Resignation
- [x] Separation (date: 8/3/04)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT**
- Division/Unit: Library
- Job Title/Position: Library Assistant
- Specialized Area: Centraplex Library
- Budgeted Position? [x] Yes [ ] No
- Budgeted Number: 1110.641.6101.700
- Funded in which FY? 2003–2004
- Job Vacancy No.: (if applicable)

**LRNS99**
- Position No. (NBAPOSN):
- Hourly Rate: (Part-time only)
  - $7.66 per hr x 19 hrs/wk x 48 wks = $6,985.92 per year

- Start Date: 8/26/02
- End Date: 8/3/04
- At-will-employee

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

#### PROPOSED

**Division/Unit:**

**Job Title/Position:**

**Specialized Area:**

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

**Budgeted Number:**

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

- Sched: 0
- Grade: 5
- Step: 0

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

**Start Date:**

**End Date:**

**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: 8/31/04
- Budget Approval Date: 8/31/04
- Reviewed by Human Resources: 8/31/04
- Approved by Cabinet Level Supervisor: 8/31/04
- Approved by President: 8/31/04
- Approval of Vice President: 8/31/04

Date: 8/31/04

Date approved by Board or [ ] not applicable

Revised June 23, 2004
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XVI

MATTERS RELATING TO FORMAL POLICY

XVI. Matters Relating to Formal Policy

A. Approval for "Addendum" to Regulation 592: Student Disciplinary
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: Sept. 21, 2004
Date of this Proposal: Sept. 15, 2004

SUBJECT: “Addendum” to Regulation 592. Student Disciplinary Action

RECOMMENDATION: Board approval.

BACKGROUND/RATIONALE: In accord with established policy, the President initiated a process in 2002 to update an Addendum that was added to Reg.592 in 1998 as a procedural change. At the time the Addendum was added, it did not require Board approval. Updating this Addendum became more urgent in 2004 in order to bring Reg.592 into conformity with current practice and to clarify for our students the situations that are grounds for possible dismissal from the WCJC dormitories and from the College. As a matter of urgency, the President approved and implemented the changes to the Addendum in Spring 2004. Although the Addendum is not part of the Policy section of Reg.592, the President requests that the Board of Trustees review and approve the Addendum. (Reference: Reg.111, Part III, Section D.)

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

Not applicable.

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

Betty McCrohan, President

SIGNATURES:

______________________________  ____________________________
Originator  Date

______________________________  ____________________________
Cabinet-Level Supervisor  Date

PRESIDENT'S APPROVAL:

______________________________  9-15-04
Betty McCrohan  reg 113
6-21-95
Addendum to Reg. 592

Notice to All Students

The following six situations are grounds for possible dismissal from the WCJC dormitories and/or the college.

1. Illegal use or possession of controlled substances (alcohol, drugs) anywhere on college property or at a college event or college-sponsored activity.

2. The presence of the opposite sex in a student’s dorm room or other private areas of the residence hall.

3. Destruction of property, damage to buildings or furnishings, or defacing college property.

4. Physical assault or threat of physical assault toward anyone on college property or at a college event or college-sponsored activity.

5. “Hate messages” including, but not limited to, racial epithets or derogatory remarks attacking or belittling someone’s religious beliefs, whether delivered orally or in writing.

6. Refusal to comply with legitimate directives from dormitory supervisors, security personnel, or any college official.

Severity, willfulness, and the nature of the offense will be considered in all disciplinary actions.

In addition, the college has implemented a warning system for infractions of rules and policies and which include exhibiting disrespectful behavior towards college personnel.

Any student who receives three warnings will be sent to the Dean of Student Services for disciplinary action that could consist of either probation or expulsion from the dormitories or dismissal from the college, depending on the severity of the offenses.

Any student on disciplinary probation who commits any additional infraction shall be expelled from the dormitory or dismissed from the college.

As stated in the WCJC Residence Hall Handbook and the WCJC Student Handbook, warnings for rule violations are cumulative for as long as the student is enrolled at the college.

Board Approval, ___-__-04