WCJC

BOARD OF TRUSTEES

AGENDA PACKAGE

FOR THE REGULAR BOARD MEETING

SEPTEMBER 20, 2005

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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<th>TERM EXPIRES</th>
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<tr>
<td>7</td>
<td>P. D. (Danny) Gertson, III</td>
<td>May 2006</td>
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<td>Chair</td>
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<td>Rick Davis</td>
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<td>Jack C. Moses</td>
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<td>Secretary</td>
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<td>Georgia Krenek</td>
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<td>Oliver W. Kunkel, Jr.</td>
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<td>Phyllip W. Stephenson</td>
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<td>Gary P. Trochta</td>
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<td>Lloyd M. Nelson</td>
<td>May 2010</td>
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September 20, 2005

I. Determination of Quorum and Call to Order  See Under Tab

II. Pledge of Allegiance

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

A. The regular meeting on August 16, 2005

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

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

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

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

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

A. Approve proposed WCJC Strategic Planning Process

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

A. Commendation on Annual Finance Report

VII. Reports to the Board

A. Financial Reports for August 2005

(FINANCIAL REPORTS ARE MAILED UNDER SEPARATE COVER)

B. Information Item: Management Reports

C. Information Item: Reports from College Governance Councils

D. Information Item: Clipping Service for the month of August 2005

VIII. Reports from Committees of the Board

A. Audit/Finance Committee: Mr. Kunkel

B. Facilities Committee: Mr. Donaldson

C. Legislative Committee: Mr. Nelson

-CONSENT AGENDA-

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

IX. Matters Relating to General Administration

A. Approve in-state tuition rates for students coming from the areas devastated by Hurricane Katrina who wish to enroll in classes at Wharton County Junior College. In addition, the president recommends that the Board of Trustees approve the waiver of dorm room fees and board fees for student evacuees registering for a minimum of 12 semester hours at WCJC.

X. Matters Relating to Academic Affairs
XI. Matters Relating to Administrative Services
   
   A. Approve the ad valorem tax rate of $0.15596 for Wharton County Junior College District for the 2005-2006 tax year – (estimated $3,712,970.00 – current operating budget)
   
   B. Approve the proposal from the Texas Association of School Boards (TASB) to provide the College with our comprehensive property/casualty, liability, and Directors & Officers insurance coverage. Their base bid of $95,490.00 may be adjusted once they complete new appraisals of the College’s property. TASB will also provide any special events policies that may be required by the College. Any additional premium that may be required as a result of these services will not exceed $15,000 for the budget year – ($95,490.00 plus an amount not to exceed $15,000.00– current unrestricted operating budget for 2005-2006)
   
   C. 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 building on the Wharton, Sugar Land, and Fort Bend Technical Center campuses – ($88,500.00 – current unrestricted budget for 2005-2006)

XII. Matters Relating to Technology and Institutional Research

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

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

   A. Board of Trustees

   B. Office of President/Senior Administration

   C. Office of Academic Affairs

   1. Consider full-time faculty overloads for fall 2006 semester
   2. Consider part-time faculty overloads for fall 2006 semester
   3. David W. Clayton employed as regular, full-time instructor of law enforcement, FAC-1-10, effective October 1, 2005
   4. Donna E. Schilling, temporary, full-time instructor of CISCO, FAC-1-2, was reclassified from 12 months to 9 months and received a salary adjustment, effective September 1, 2005
5. Patricia L. Stemmer employed as a regular, full-time EMS instructor, FAC-1-10, effective September 21, 2005

6. Pam Speights, regular, full-time instructor of speech, FAC-1A-9, received a grade increase to FAC-2A-9 per completion of 12 hours credit as approved on the professional growth plan, effective September 1, 2005

D. Office of Administrative Services

E. Office of Student Services

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

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

1. Chris Hill resigned as regular, full-time instructor of kinesiology, FAC-1-3, effective August 16, 2005

I. Information Items: Non-contract Personnel Actions

1. Raymond Rodgers employed as a regular, part-time custodian, $7.13/hr. x 19 hrs./wk. x 52 wks. = $7,044/yr., effective September 7, 2005

2. Melanie B. Johansen employed as a temporary, full-time, assistant cashier in the business office, 0-5-0, effective August 29, 2005

3. Amy L. Chagoya employed as a regular, full-time front desk clerk/receptionist at the Fort Bend Technical Center, 0-8-0, effective August 29, 2005

4. Alishandra L. Travis was reclassified from a temporary, part-time open lab/library monitor at the Fort Bend Technical Center, $8.13/hr. x 20 hrs./wk. x 48 wks. = $7,804.80/yr., to regular, part-time open lab/library monitor at the Fort Bend Technical Center, 8/$8.28/hr. x 20 hrs./wk. x 48 wks. = $7,948.80/yr., effective September 1, 2005

5. John J. Lynn employed as a regular, part-time open lab/library monitor at the Fort Bend Technical Center, $8.28/hr. x 20 hrs./wk. x 48 wks. = $7,948.80/yr., effective September 1, 2005

6. Samantha L. Darrett, employed as a regular, part-time adult basic education aide, $9.57/hr. x 18 hrs./wk. x 25 wks. = $4,306.50/yr., effective August 27, 2005

7. Yvette F. Sanchez employed as a regular, part-time adult basic education aide, $9.57/hr. x 32 hrs./wk. x 32 wks. = $9,799.68/yr., effective August 27, 2005

8. Elvia Rodriguez resigned as a regular, part-time adult basic education aide, $9.57/hr. x 32 hrs. x 32 wks. = $9,799.68/yr., effective August 12, 2005
9. Amy L. Chagoya resigned as a regular, part-time adult basic education aide, $9.57/hr. x 32 hrs./wk. x 32 wks. = $9,799.68/yr., effective August 25, 2005

10. Nathan T. Gaskamp resigned as a regular, part-time library/open lab monitor; $8.13/hr. x 20 hrs./wk. x 48 wks. = $7,804.80/yr., effective August 23, 2005

11. Amy R. Hail separated as a regular, full-time front desk clerk/receptionist at the Fort Bend Technical Center, 0-8-0, effective August 8, 2005

XVI. EXECUTIVE SESSION: Pursuant to the Texas Government Code (Chapter 551, Open Meetings), the Board may conduct a closed executive session for any or all of the following reasons: Consultation with attorney (551.071), deliberation regarding purchase, exchange, or sale of real property (551.072), deliberation regarding prospective gift to WCJC (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), and/or deliberation regarding economic development negotiations (551.086).

A. President’s evaluation

XVII. DISCUSSION AND POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

XVIII. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO FORMAL POLICY

XIX. OTHER BUSINESS........................................................................................................F

A. Information item:

1. Updated Administrative and Academic Organizational Chart

XX. ADJOURN
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular meeting on September 20, 2005
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
August 16, 2005

The Wharton County Junior College District Board of Trustees met in regular session on
August 16, 2005 at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Rick Davis, Vice Chair; Mr. Jack Moses,
Secretary; Mr. Gerald Donaldson; Mr. Oliver Kunkel; Mr. Lloyd Nelson; Mr. Phil Stephenson and Mr.
Gary Trockta.

Trustees Absent: Mrs. Georgia Krenck

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President; Mr.
Bryce Kocian, Vice President of Financial Services; Ms. Pam Youngblood, Vice President of
Technology and Institutional Research; Mr. Dale Pinson, Vice President of Workforce Development,
Continuing Education and Distance Learning; Ms. Gloria Crockett, Executive Secretary to the President;
Mrs. Makyla Dunn, Administrative Clerk to the President; Mrs. Barbara Bubela; Ms. Zina Carter; Mr.
John Dettling; Mr. Mike Feyen; Mr. Scott Glass; Mr. Richard Hyde; Mrs. Vicki Jacobs; Dr. Wayne
Taylor; Mr. Gus Wessels; Mr. Robert Wolter and Mr. Phillip Wuthrich.

Also Present: Mr. John Murrile, County Judge of Wharton County; Mr. Ron Sanders,
Wharton Journal Spectator; Mr. Bill Hildebrandt, Hildebrandt Architects; Mr. Fred Dydek, Jones
Engineering; Mr. Dave Pupper, Facility Programming and Consulting and Mr. Sean Conner, Pilueger
Architects.

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The minutes of the regular meeting for July 19, 2005 were approved as presented.

ITEM IV: CITIZENS' COMMENTS

-None-
ITEM V: SPECIAL ITEMS

A. Mr. Gary Trochta was sworn in by Judge John Murrile.

B. Bryce reviewed the 2005-2006 operating budget for the trustees.

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board unanimously approved the 2005-2006 operating budget as presented.

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

A. Ms. McCrohan recognized Mr. Hyde, Director of Financial Aid, for a letter of commendation he received from the Texas Workforce Commission for keeping accurate accounts of Veterans records.

ITEM VII: REPORTS TO THE BOARD

A. Financial Reports

-Gus Wessels reviewed the financial reports for July 2005.

-Bryce Kocian reviewed the quarterly report for July 2005.

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

ITEM VII-B: MANAGEMENT REPORTS

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

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

ITEM VII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

-None-

ITEM VII-D: CLIPPING SERVICE FOR MONTH OF JULY 2005

-News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of July 2005 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

-Mr. Kunkel stated that we have balanced budget.
B. Facilities Committee: Mr. Donaldson

-Mr. Donaldson reported that the facilities committee met at 5:00 pm today. The trustees were given an update on the Facilities Master Plan. There will be an increase to the cost and scope of work outlined in the original Master Plan request which will include program evaluation at the Sugar Land campus and Fort Bend Technical Center, as well as increased building and site specific engineering at the Wharton campus.

BOARD ACTION: On a motion made by Mr. Donaldson and a second, the board unanimously approved item XIE on the consent agenda.

C. Legislative Committee: Mr. Nelson

-The Legislature cannot get passed the legislative raise and the public school bills. There are only three days left in this special legislative session.

BOARD ACTION: On a motion by Mr. Stephenson and a second, the board unanimously approved the remainder of the consent agenda excluding item XIE as presented.

-CONSENT AGENDA-

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

ITEM IX: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM X: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Accept the low bid from EBSCO Subscription Services of $27,521.22 for the periodicals used in the College libraries – ($27,521.22 – current unrestricted operating budget for 2005-2006)

B. Accept each low bid submitted to print the College’s class schedules for the Spring, Summer, and Fall of 2006 as detailed on the attached bid summary – ($99,491.76 – current unrestricted operating budget for 2005-2006)

ITEM XI: MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the Investment Management Plan

B. Approve the transfer of $1,500,000.00 from current unrestricted operating fund to plant repair and replacement fund, management information system fund, and capital equipment replacement fund – ($1,500,000.00 will be transferred from current unrestricted operating fund, $1,000,000.00 to the plant repair and replacement fund, $300,000.00 to the management information system fund, and $200,000.00 to the capital equipment replacement fund)

C. Approve the bid from The Standard insurance company of .22 per $100 of covered payroll for Long Term Disability Coverage – (estimated $24,168.00 a year – current unrestricted operating budget for 2005-2006)
D. Approve the bid received from Corporate Express of Houston for the purchase of office supplies – ($80,000.00 – expenses are charged to each individual department’s approved operating budget at the time of the purchase)

E. Approve an increase to the scope of work and cost outlined in the original Master Plan request that would include program evaluation at the Sugar Land and Fort Bend Technical Center, as well as increased building and site specific engineering at the Wharton Campus at a cost not to exceed $198,000.00 – (not to exceed $198,000.00 – plant fund budget for 2005-2006)

ITEM XI: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve to extend the agreement awarded last year to Advanced Micro Solutions to supply computers for the 2005-2006 school year – (estimated $150,000.00 – expenses are charged to each individual department’s approved operating budget at the time of the purchase)

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

ITEM XIII: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President/Senior Administration

C. Office of Academic Affairs

1. Consider transfer of Patricia Rehak from regular, full-time division chair/instructor of psychology, FAC-2-14, to regular, full-time instructional assessment coordinator, FAC-2-17, effective September 1, 2005

D. Office of Administrative Services

E. Office of Student Services

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

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

1. Rupa Iyer resigned as regular, full-time instructor of biology, FAC-7-10, effective August 31, 2005

I. Information Items: Non-contract Personnel Actions

1. Veronica Garcia employed as regular, full-time circulation technician, 0-7-0, effective August 22, 2005

2. Theresa A. Hall employed as regular, part-time adult basic education aide, $9.57/hr. x 32 hrs./wk. x 32 wks. = $9,799.68/yr., effective August 15, 2005
3. Nelson Morgan employed as a regular, part-time security officer, $9.28/hr. x 19 hrs./wk. x 52 wks. = $9,168/yr., effective July 1, 2005

4. Chidinma "Samantha" Onwuocha employed as a regular, part-time front desk clerk at the Sugar Land Campus, $8.13/hr. x 19.5 hrs./wk. x 47 wks. = $7,451.00/yr., effective August 8, 2005

5. Amy R. Hail employed as a regular, full-time front desk clerk/receptionist at the Ft. Bend Technical Center, 0-8-0, effective August 8, 2005

6. Barbara Burris reclassified from temporary, part-time assistant admissions officer, $9.86/hr. x 50.25 hrs./wk. x 30 wks. = $9,983.25/yr. to permanent, part-time assistant admissions officer, $9.86/hr. x 30 hrs./wk. x 50 wks. = $14,790/yr., effective August 1, 2005

7. Veda C. Konvicka transferred from regular, full-time circulation clerk in the library to regular, full-time financial aid secretary, 0-8-7, effective August 15, 2005

8. Mary Burtschell separated as a regular, part-time adult basic education clerical aide, $9.57/hr. x 28 hrs./wk. x 37 wks. = $9,914.52/yr., effective May 2, 2005

9. Megan N. Carlen separated as a regular, part-time testing assistant at the Sugar Land campus, $8.41/hr. x 19.5 hrs./wk. x 37 wks. = $8,528/yr., effective June 30, 2005

10. Kyd Kelley resigned as regular, part-time college farm manager, $13.37/hr. x 20 hrs./wk. x 52 wks. = $13,904/yr., effective July 15, 2005

11. Lawrence P. Young resigned as regular, part-time security, $9.28/hr. x 19 hr./wk. x 52 wks. = $9,168/yr., effective July 18, 2005

12. Arthur E. Zahn separated (deceased) as regular, part-time security office, $9.28/hr. x 19 hr./wk. x 52 wks. = $9,69/yr., effective July 13, 2005

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. President’s evaluation

BOARD ACTION: The board reported that they approved the evaluation process and would proceed with the President’s evaluation at the September meeting.

ITEM XVI: MATTERS RELATING TO FORMAL POLICY

ITEM XVII: OTHER BUSINESS
BOARD ACTION: On a motion by Mr. Davis and a second, the board unanimously approved all matters relating to personnel as presented.

ITEM XVIII: ADJOURN

-The meeting adjourned at 7:15 PM.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM V

Special Items

A. Approve proposed WCJC Strategic Planning Process
Wharton County Junior College

Proposed
Strategic Planning Process

Mission, Vision, Values and Goals:

A Focus on Students
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Wharton County Junior College Statement of Mission

Wharton County Junior College is a public, two-year, comprehensive community college offering a wide range of postsecondary educational programs and services including associate degrees, certificates, continuing education courses, cultural affairs, and leisure-time activities for the benefit of the community and a population of students that varies in age, background, and ability.

The college affords opportunities for individual growth and expression and promotes the development of the total person through scholarly and creative activity and the application of knowledge for the good of society. Its curricular and co-curricular activities lay a foundation for lifelong learning and involved citizenship and encourage the pursuit of knowledge, innovation, experimentation, and excellence in human endeavor. It prepares students for entry-level positions, for advancement in various occupations and professions, for a broad understanding of the liberal arts and sciences, and for transfer to baccalaureate-granting institutions.

In fulfilling its mission, the college

a. offers associate of arts, associate of applied science degrees; 
b. offers transfer curricula in preparation for the baccalaureate degree; 
c. offers career/vocational curricula leading to certificates and associate degrees; 
d. offers remedial and developmental courses and services, as well as adult basic education, to assist under prepared students to achieve competency in basic skills and thus gain access to college-level programs; 
e. supports excellence in instruction in all academic areas by the encouragement of faculty professional development for the improvement of teaching and learning through innovative teaching methodologies, research and public service; 
f. provides library and other instructional resources as integral parts of the educational process; 
g. supports students in the learning process through counseling and academic advising; 
h. offers continuing-education noncredit courses and programs to meet the needs of business, industry, government, and the community-at-large, and to contribute to the economic development of its service region; 
i. provides varied cultural opportunities, recreational activities, and community services to enhance the quality of life in its service region; 
j. actively cooperates with school districts, vocational-technical schools, other colleges, and universities to promote a more productive educational environment within its service region.

Wharton County Junior College is an institution that emphasizes personal attention to students, innovation and flexibility in its credit and noncredit offerings, and responsiveness to the diversity of communities it serves. The college is dedicated to providing an educational environment that recognizes individuality, stresses the importance of human relationships, and reflects the democratic values of our society.

(Pending Board of Trustees Approval)
Wharton County Junior College Vision

We will build the highest quality team of faculty and staff and provide a learning environment rich in innovative technology to ensure each student in our diverse and dynamic service area has the opportunity to achieve the pinnacle of his or her educational dreams.

Wharton County Junior College Values

We Value Our Students and their:
- Life long pursuit of knowledge
- Personal enrichment
- Educational success

We Value Our Employees and their:
- Honesty and integrity
- Contributions to student success
- Scholarly and creative endeavors

We Value Our Community and its:
- Legacy of support
- Tradition of trust
- Cultural diversity
Wharton County Junior College Goals and Initiatives

1. **Student Success**: WCJC views student success as our top priority. To achieve this, we will encourage innovative instructional strategies and conduct on-going program evaluations and student learning assessments to ensure our students have the necessary skills to succeed in the classroom and to attain their academic goals. We will strive to provide quality support services to meet the needs of a diverse student body.

   **Initiatives to support Student Success:**

   a. Implement instructional strategies that accommodate students’ unique learning styles and encourage students to actively participate in their own learning.
   b. Implement a coordinated student counseling and advisement services plan to clearly delineate the roles of counselors, faculty and student services staff and to better track student satisfaction and goal attainment.
   c. Expand tutoring services.
   d. Increase utilization of on-line services to support student learning, including web registration, on-line syllabi and student support services.
   e. Enhance learning resources such as library services and open computer labs.
   f. Maintain an appropriate faculty to student ratio in each course in order to maximize student interaction with faculty.
   g. Ensure course prerequisites are developed, reviewed, updated, and enforced.
   h. Ensure developmental education is effective and non-stigmatizing.
   i. Ensure core curriculum demonstrates mastery of critical literacy skills to include effective written and oral communication, critical thinking/problem solving and interpersonal skills.
   j. Establish coordinated institution-wide assessment of student learning.

2. **Instructional Excellence**: Recognizing that instructional excellence is essential to student success, WCJC will continue to seek out the best-qualified individuals to become full-time and part-time members of the faculty. We will ensure faculty is given the instructional resources, opportunities for professional growth, and support services needed to achieve success in the classroom. We will encourage innovation and recognize excellence. We will ensure the highest standards of faculty performance through an appraisal system focused on student learning.

   **Initiatives to support Instructional Excellence:**

   a. Develop strategies for attracting, hiring and retaining outstanding full-time and part-time faculty, ensuring the number of full-time faculty is sufficient to support the mission of the institution.
   b. Focus the faculty performance appraisal system on instructional improvement to reflect the principles of the learning-centered college.
   c. Develop systematic strategies to recognize faculty and programs that exhibit excellence and innovation in achieving student learning outcomes.
   d. Provide enhanced opportunities for continued professional growth to enrich the learning-centered college.
3. **Recruitment and Retention of Learners**: WCJC is committed to the recruitment and the retention of a culturally and demographically diverse student body. We will establish a comprehensive strategic enrollment process designed to achieve and maintain the optimum recruitment, retention, and completion rates of students.

   **Initiatives to support Recruitment and Retention of Learners:**
   
   a. Develop an institutional marketing plan.
   b. Design and conduct community outreach activities specifically targeted to recruit and retain underserved and/or uninformed populations.
   c. Increase recruiting and retention efforts targeting all high school students with an emphasis on dual credit/concurrent enrollment students.
   d. Develop and implement a comprehensive first-time-in-college (FTIC) program to aid in both academic and social adjustment.
   e. Schedule learning opportunities and services to better accommodate the needs of students.
   f. Increase awareness of financial aid opportunities for current and prospective students.

4. **Management and Development of Learning Environment**: WCJC affirms our commitment to continuous improvement in organizational operations. We will continue to develop and manage its resources (human, physical, financial, and technological) to maintain and enhance our learning-centered environment.

   **Initiatives to support Management and Development of Learning Environment:**
   
   a. Integrate planning, budgeting, and institutional effectiveness processes to support strategic planning and on-going instructional assessment.
   b. Utilize principles of continuous quality improvement to enhance administrative processes.
   c. Implement a systematic plan for facilities development and utilization that considers convenience, access, and aesthetics to promote learning.
   d. Improve and expand the functionality of information technology for academic and support services.
   e. Assess and maintain appropriate instructional equipment for every classroom.
   f. Seek external resources, such as grants and industry partnerships, to support the college’s mission.
5. **Opportunities for Participation**: WCJC remains committed to meeting the needs of the community by providing our diverse population of learners with opportunities for individual and scholarly growth through access to educational and cultural experiences. We will continue to respond to changes in our dynamic service area.

*Initiatives to support Opportunities for Participation:*

a. Expand partnerships with business, industry, and civic organizations to provide for workforce development, opportunities for service learning, and community support and involvement.
b. Expand and refocus programs through assessment and better resource allocation to support the workforce needs of the community.
c. Strengthen linkages with service area public schools to promote post-secondary education.
d. Continue to develop and strengthen the University of Houston-System partnership and relationships with other four-year institutions to provide students with a seamless transition.
e. Expand and improve distance education opportunities through assistance to faculty with course development, technology enhancement, and methods to increase student success.
f. Expand the number and variety of college sponsored student activities and cultural events on all campuses to celebrate diversity and foster a sense of community.
g. Support athletics and fine arts programs to enrich the college experience.
Wharton County Junior College Success Indicators

The College has identified the following specific indicators to help measure progress toward the accomplishment of the overall plan.

1. Progress of Developmental Education students
   - Proportion of entering students identified as deficient in one or more basic skills that successfully completes developmental work specific to that deficiency
   - Proportion of students completing remedial work that successfully completes first college-level course requiring that skill within one year with grade of C or better

2. Passing rates for licensure and certification examinations
   - Proportion of students who complete/graduate from technical program who obtain first-time licensure or certification within one year
   - Proportion of all students who complete/graduate from technical program who obtain licensure or certification within six years

3. Technical program graduation/placement rates
   - Proportion of technical program enrollee cohort who graduate within one year
   - Proportion of technical program graduates and non-returnees employed within one year

4. First-time-in-college (FTIC) retention rates
   - Proportion of FTIC students in fall term who re-enroll in spring term
   - Proportion of FTIC students in fall term who re-enroll in next fall term

5. Employer assessment of graduates
   - Proportion of sample of area employers who indicate that graduates exhibit work skills equal to or better than other employees

6. Student satisfaction with programs and student support services
   - Proportion of currently enrolled students who indicate they are “satisfied” or “very satisfied” with specific service areas.
   - Proportion of graduates who indicate they were “satisfied” or “very satisfied” with their instructional program while attending WCJC.

7. Enrollment from area high schools
   - Proportion of local area high school graduates enrolled within one year
   - Proportion of local area high school students enrolled in dual/concurrent courses each term

8. Student goal attainment
   - Proportion of graduates and non-returning students who report that their goal in attending or goal developed post enrollment has been met
9. Course and degree completion rates

- Number of students receiving degrees and certificates
- Proportion of full-time FTIC student cohort who complete degree or certificate within three years

10. Transfer rates for non-vocational students

- Proportion of graduates and non-returning students who transfer to Texas public higher education institutions in subsequent fall semester
- Proportion of minority graduate and non-returning students who transfer to Texas public higher education institutions in subsequent fall semester

11. Student demonstration of core competencies attainment

- Number of students who complete core curriculum annually

12. Responsiveness to community needs

- Percentage of students in eligible programs who receive financial aid
- Number of students enrolled in ABE, GED, ESL and workplace literacy programs
- Number of workforce development programs/partnerships
- Number of students enrolled in workforce development programs
- Extent to which student body represents service area adult population
Appendix A – Strategic Planning Process

History and Transition of Strategic Planning Process

In 1996, Wharton County Junior College adopted a new Strategic Plan (titled Strategies for Success Toward 2000 and Beyond). This strategic plan consisted of seven college-wide goals and became the direction for the college over the next several years. Each organization was required to develop unit objectives in support of these goals. During the year and at the end of the year, follow ups were completed to evaluate the success or lack thereof in meeting the stated unit objectives. The unit objectives and the analysis of the follow-up were included in Annual Reports submitted by each department.

In 2000, WCJC considered the implementation of a system-wide Management Information System (MIS) that would create a digitally unified campus, integrating all college processes (scheduling, budgeting, human resources, financial aid, etc…). WCJC chose Sunguard (SCT) BANNER as the MIS system. Over the course of the next two (2) years, system-wide training occurred.

With the opening of a new campus and unprecedented growth it became obvious that the strategic plan in effect since 1996 was in need of overhauling. The current strategic plan (Strategies for Success…) did not allow for the appropriate responsiveness to growing needs in the eastern portions of the WCJC service area or the shared service area.

In the fall of 2001, the FBTC was opened in Richmond, providing many avenues for opportunity that required sound goal-setting and careful planning to meet the needs of these communities. In the same time period two college-wide committees (the Instructional Institutional Effectiveness Committee and the Administrative Institutional Effectiveness Committee) were formed to review and suggest changes to the strategic planning process (Strategies for Success); it was noted that assessment of outcomes was one area of potential weakness for the institution. Each committee compiled documentation and submitted it to the Vice President of Administrative Services, Enrollment Management, and Institutional Planning.

In the spring of 2004, the Instructional Institutional Effectiveness Committee and the Administrative Institutional Effectiveness Committees were merged into a Strategic Planning Council (SPC) that included faculty, administration and support staff members. Through the spring and summer of 2004, this council held meetings which offered free and open discussions of institutional strategy and planning. A draft of a new strategic plan was submitted to the President based on these meetings that included revised goals.

During the same time frame, the Executive Planning Team (ExPT) was formed to drive the strategic planning process along with the Strategic Planning Council. The original members of the ExPT included Rosemary Fulton, Betty McCrohan, Dr. Ty Pate, Patricia Rehak, Pam Youngblood, and Kevin Dees. Rosemary Fulton has since left the college, and Pam Youngblood has moved into a new role. This prompted a membership change for this committee. The current ExPT includes Dr. Ty Pate, Kevin Dees, Patricia Rehak, Betty McCrohan, and Stephanie Dees.
In the spring of 2005, President Betty McCrohan charged the new members of the ExPT with the task of revising the strategic planning process. The proposed strategic planning process will result in updated goals and associated strategic initiatives, an updated vision statement, an updated mission, and updated WCJC values.

Proposed Committee Purposes and Membership

The strategic planning process at WCJC requires the involvement of several committees. Those committees are outlined below.

1. **Executive Planning Team (ExPT)** - The purpose of the ExPT is to review and revise the ongoing strategic planning process for Wharton County Junior College. Essentially, the ExPT "drives" the strategic planning process for WCJC.

The ExPT committee will include seven members. Three members will not rotate:

- President of WCJC
- Director of Institutional Research (Co-Chair)
- Instructional Assessment Coordinator (Co-Chair)

Four members of the ExPT will be assigned by the Dir of IR and the IAC to serve one term:

- A representative Vice President from any college area
- A representative Dean or Director from any college area
- A representative Division Chair from any college area
- A representative Department Head from any college area

The current ExPT includes Dr. Danson Jones, Dr. Ty Pate, Kevin Dees, Patricia Rehak, Betty McCrohan, and Stephanie Dees. The Dir of IR and the IAC will co-chair the ExPT committee on an ongoing basis. The remaining members will serve a two-year term expiring August 31st. In even-numbered academic years (for example, FY06), the Dean/Director and Department Head positions will expire. In odd-numbered academic years (for example FY07), the Vice President and Division Chair positions will expire.
2. **Strategic Planning Council (SPC)** – The purpose of the SPC in the strategic planning process is to provide vital input and to serve as a representative committee in the approval process. This committee will evolve out of the larger SPC that currently exists at WCJC.

The SPC membership includes the following individuals:

- President of WCJC
- Director of Institutional Research (Chair)
- All Vice Presidents
- Director of Facilities Management
- Dean of Admissions and Registrar
- Dean of Student Services
- 2 representatives from Academic Affairs Council
- 1 representative from Support Staff Council
- 1 representative from Faculty Council
- 2 at-large representatives determined by President

The current SPC includes President Betty McCrohan, Albert Barnes, Leigh Ann Collins, Mike Feyen, Kwei-Feng Hsu, G.G. Hunt, Danson Jones, Judy Jones, Bryce Kocian, Ty Pate, Dale Pinson, Mary Kay Price, Wayne Taylor, Robert Wolter, and Pam Youngblood.

3. **Mission/Vision Committee** – The current WCJC Mission Committee’s charge will be revised to include vision. No membership changes are required.

The current Mission/Vision Committee includes Kevin Dees, Ben Brink, Leigh Ann Collins, Kinsley Ituah, and Kirby Lowery.

4. **Board of Trustees (BOT)**

5. **President’s Extended Cabinet (PEC)**

**Proposed Strategic Planning Process**

The proposed WCJC strategic planning process includes the following steps:

1. **Determine/evaluate vision/mission.** WCJC Mission Statement and Vision will be reviewed, revised, and approved by the Mission/Vision Committee and sent to the ExPT.

2. **Collect data.** The ExPT will gather data from various areas of the college. In the first year, the data should include previous SPC, Administrative Institutional Effectiveness Council, and Instructional Institutional Effectiveness Council meeting minutes and associated documentation,
BOT SWOT analysis and goals, President’s Extended Cabinet SWOT analysis and goals, President’s Cabinet SWOT analysis and goals, student opinion survey results spanning the last five years, org Annual Assessment Reports, and an external and internal analysis.

3. **Analyze data.** The ExPT will analyze the collected data from the previous step to identify WCJC values and goals or revise existing values and goals in subsequent years.

4. **Draft/revise vision, mission, values, goals and submit to BOT, PEC, SPC.** The ExPT will submit a draft document that includes the WCJC vision, mission, values, and goals to the President. Once approved by the President, the President submits the document to the Strategic Planning Council, the Board of Trustees and the President’s Extended Cabinet for approval.

5. **Identify strategic initiatives to support goals.** The ExPT gathers data and completes a gap analysis to identify strategic initiatives to support the approved goals.

6. **Draft/revise strategic plan to include strategic initiatives and submit to BOT, PEC, SPC.** The ExPT drafts the strategic plan to include strategic initiatives. This document is submitted to the President. Once approved by the President, the President submits the document to the Strategic Planning Council, the Board of Trustees and the President’s Extended Cabinet for approval.

7. **Load/revise goals and strategic initiatives in assessment software.** Once approved, the plan is loaded into WCJC’s assessment software.

8. **Orgs develop/revise objectives tied to strategic initiatives.** Assigned orgs will develop objectives and measurable outcomes tied to strategic initiatives.

9. **Orgs assess objectives via feedback loop.** Each org will produce an Annual Assessment Report (replacing the current Annual Reports) using outcomes to measure and evaluate org effectiveness and suggest strategies for improvement.

10. **Generate Institutional Assessment Report.** The Director of Institutional Research and the Instructional Assessment Coordinator will compile the org Annual Assessment Reports for use as a data source in the next year’s strategic planning process.
Planning Process Timelines

Two timelines are proposed for implementation of the Strategic Plan. There is an immediate timeline to complete the current Strategic Plan, and there is an ongoing that should be followed in subsequent years.

The 2005-06 timeline is included below:

<table>
<thead>
<tr>
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<th>Estimated Completion Date</th>
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<tbody>
<tr>
<td>1. Determine/evaluate vision/mission.</td>
<td>Complete</td>
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<tr>
<td>2. Collect data.</td>
<td>Complete</td>
</tr>
<tr>
<td>3. Analyze data.</td>
<td>Complete</td>
</tr>
<tr>
<td>4. Draft/revise vision, mission, values, goals and submit to BOT, PEC, SPC.</td>
<td>Complete</td>
</tr>
<tr>
<td>4a. Feedback due to ExPT</td>
<td>Complete</td>
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<tr>
<td>5. Identify strategic initiatives to support goals</td>
<td>Complete</td>
</tr>
<tr>
<td>6. Present goals and initiatives to President</td>
<td>Complete</td>
</tr>
<tr>
<td>7. Present goals and initiatives to SPC</td>
<td>Complete</td>
</tr>
<tr>
<td>7a. Feedback due to ExPT</td>
<td>Complete</td>
</tr>
<tr>
<td>8. Present vision, mission, values, goals, and initiatives to faculty</td>
<td>Complete</td>
</tr>
<tr>
<td>9. Provide final strategic planning document to SPC</td>
<td>Complete</td>
</tr>
<tr>
<td>9a. Feedback due to ExPT</td>
<td>Complete</td>
</tr>
<tr>
<td>10. Submit BOT agenda item to President</td>
<td>Complete</td>
</tr>
<tr>
<td>10a. Feedback due to ExPT</td>
<td>After scheduled BOT meeting</td>
</tr>
<tr>
<td>12. Orgs develop/revise objectives tied to strategic initiatives for goals</td>
<td>11/1/2005</td>
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</table>

The annual timeline to be followed in subsequent years is below:

- **February/March** - Development of org objectives for next year
- **Mid-April** - Current year org assessment (annual report) due
- **Late April** - Org budget requests due - budget hearings
- **Completed by May 15th** - Institutional Assessment Report due
- **May 15th through June 1st** - Strategic Plan review/revision
- **June** - Formulation of institutional budget
- **August BOT** - Board approval of budget and changes to plan
- **August/September** - Orgs revise objectives based on budget
- **Sept through May** - Implementation of new initiatives
- **November** - PMP hearings for departments (3-year cycle)
Institutional Planning Handbook

In order to maintain an ongoing planning process, an institutional planning handbook will be created. This handbook will outline WCJC’s new strategic planning process, a glossary of terms, and a timeline. An example Table of Contents for the proposed Institutional Planning Handbook is below:

1. Committee Composition, Roles, and Charges
   a. Executive Planning Team
   b. Strategic Planning Council
   c. Mission/Vision Committee
2. Process
3. Vision
4. Mission
5. Values
6. Goals
7. Strategic Plan
8. Yearly Timeline of Events
9. Glossary
10. Forms
11. References
Diagram of Proposed WCJC Strategic Planning Process

1. Determine/evaluate Vision / Mission
2. Collection of data
3. Analyze data – determine/evaluate values and goals
5. Identify strategic initiatives to support Goals
6. Draft/revise Strategic Plan to BOT, PEC, SPC
7. Goals and strategic initiatives loaded/revised in Assessment Software
8. Orgs develop/revise objectives tied to strategic initiatives for Goals
9. Orgs assess objectives via feedback loop
10. Generate Institutional Assessment Report

Mission

Vision

Values

Strategic Plan 3 yr with annual updates

Goals

Strategic Initiatives

Org Objectives

Org Assessment

Institutional Assessment Report

WCJC Board of Trustees

President

President's Extended Cabinet

Executive Planning Team

Strategic Planning Council

DRAFT
A Focus on Students
Page: 16
Appendix B – Data Sources Referenced in Analysis

2001, 2002, 2003 Student Satisfaction/Student Perceptions of College Services Surveys provided by the Gulf Coast Consortium
2001, 2002, 2003 Faculty/Staff Surveys provided by the Gulf Coast Consortium
3/8/2005 BOT Meeting Minutes (which include BOT goals)
2/20/2005 BOT Meeting Minutes (which include BOT SWOT analysis)
5/7/2004 Executive Planning Team Meeting Minutes
4/16/2004 Strategic Planning Council Meeting Minutes
3/25/2004 Strategic Planning Council Meeting Minutes
2002 WCJC Desk Review conducted by THECB
Closing the Gaps 2015 by THECB
11/26/2001 Administrative Institutional Effectiveness Council Meeting Minutes (includes review of WCJC objectives)
4/6/2001 Instructional Institutional Effectiveness Council Recommendations documentation
1/31/2001 Instructional Institutional Effectiveness Council Meeting Minutes
11/29/2000 Instructional Institutional Effectiveness Council Meeting Minutes
10/27/2000 Instructional Institutional Effectiveness Council Meeting Minutes
Characteristics of Concurrent/Dual Credit Students in the Gulf Coast Community Colleges of Texas, published 11/2004 by Gulf Coast Association for Institutional Research
Student Focus Group - Sugar Land Minutes
Student Focus Group - Wharton Minutes
THECB College Profile for WCJC 2001-2005
THECB Data Resources for Institutional Effectiveness Measures and Standards for WCJC 1999-2003
2003-2004 Annual Reports for Office of Admissions and Registration, Office of Vice President of Administrative Services, Office of Vice president of Instruction,
2003-2004 Annual Report for Office of Vice President of Instruction
2003-2004 Annual Report for Office of Vice President of Administrative Services
2003-2004 Annual Report for Office of Admissions and Registration
2003-2004 Annual Report for Human Resources Department
2003-2004 Annual Report for Fitness Center
2003-2004 Annual Report for Office of Marketing and Communications
2003-2004 Annual Report for Office of Payroll and Benefits
2003-2004 Annual Report for Physical Plant
2003-2004 Annual Report for WebMaster
2003-2004 Annual Report for Sugar Land Campus
2004-2005 Annual Report for Athletic Department
2004-2005 Annual Report for Computer Science Department
2004-2005 Annual Report for Electronic Technology Department
2004-2005 Annual Report for Business & Economics Department
2004-2005 Annual Report for Early Childhood Department
2004-2005 Annual Report for Technology & Business Division
2004-2005 Annual Report for Physical Therapist Assistant Program
2004-2005 Annual Report for Associate Degree Nursing Program
2004-2005 Annual Report for Radiologic Technology Program
2004-2005 Annual Report for Health Information Technology Program
2004-2005 Annual Report for Wharton Vocational Nursing Program
2004-2005 Annual Report for Dental Hygiene Program
2004-2005 Annual Report for Surgical Technology Program
2004-2005 Annual Report for Fine Arts Department
2004-2005 Annual Report for Language Arts Department
2004-2005 Annual Report for Speech Department
2004-2005 Annual Report for Allied Health Division
2004-2005 Annual Report for Kinesiology Department
**Appendix C – Summarized Data Analysis**

### SWOT Analysis

<table>
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<th>S.W.O.T</th>
<th>Description</th>
<th>Data Source</th>
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<tbody>
<tr>
<td><strong>S</strong> Service Areas/Demographics</td>
<td>O Bay City</td>
<td>BOT 2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
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<td></td>
<td>O Population growth in Fort Bend County</td>
<td>BOT 2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
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<td></td>
<td>S Potential for growth/demand for service</td>
<td>BOT 2/20/2005 BOT Retreat Meeting Minutes</td>
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<td></td>
<td>O Carry out state’s Uniform Recruitment &amp; Retention Strategy so that grad rates reflect the population of Texas</td>
<td>THECB Closing the Gaps - 2015</td>
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<tr>
<td></td>
<td>S WCJC has increased the number of Hispanic students over 2000-2003</td>
<td>THECB THECB College Profile for WCJC 2001-2005</td>
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<td></td>
<td>W WCJC should implement strategies to increase enrollment and graduation rates of underrepresented genders in non-traditional programs</td>
<td>THECB THECB 2002 Desk Review</td>
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<td></td>
<td>W Increase under-represented gender within field</td>
<td>Faculty/Staff 2002-2005 Program Management Plan for Office Administration/Legal Assisting Department</td>
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<td></td>
<td>O Increase under-represented gender within field</td>
<td>Faculty/Staff 2004-2007 Program Management Plan for Richmond Vocational Nursing Department</td>
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<td>O Increase under-represented gender within field</td>
<td>Faculty/Staff 2004-2007 Program Management Plan for Surgical Technology Department</td>
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<td>Faculty/Staff 2002-2005 Program Management Plan for Associate Degree Nursing Program</td>
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<td></td>
<td>O Increase under-represented gender within field</td>
<td>Faculty/Staff 2002-2005 Program Management Plan for Automotive Technology Department</td>
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<td>O Increase under-represented gender within field</td>
<td>Faculty/Staff 2003-2006 Program Management Plan for Electronics Technology Department</td>
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<tr>
<td></td>
<td>T Decreasing number of qualified student applicants</td>
<td>Faculty/Staff 2004-2005 Annual Report for Allied Health Division</td>
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<td>W WCJC’s enrollment and graduation rates by student ethnicity should match the ethnic population of the service area</td>
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<td><strong>W</strong> Transfers/Partnerships</td>
<td>O Cooperation with UH</td>
<td>SVPI 2/20/2005 BOT Retreat Meeting Minutes</td>
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<tr>
<td></td>
<td>O Development of transfer agreements with senior institutions</td>
<td>Student Perception of College Services Survey published by Gulf Coast Consortium</td>
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<table>
<thead>
<tr>
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<th>BOT</th>
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<td>Create seamless transitions from high schools to colleges</td>
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<td>Closing the Gaps - 2015</td>
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<td>2004-2005 Annual Report for Computer Science Department</td>
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<td>Lack of incentive to complete technical program from industry</td>
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<td>2004-2005 Annual Report for Criminal Justice Department</td>
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<td>External learning environments for hands-on experiences in technical programs</td>
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<td>2004-2005 Annual Report for Early Childhood Department</td>
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<td>Other</td>
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<td>Develop marketing campaign toward Dual Credit students (36% of dual credit students enroll at WCJC after graduation from high school)</td>
<td>GCAIR</td>
<td>Characteristics of Concurrent/Dual Credit Students in the Gulf Coast Community Colleges of Texas, published 11/2004 by Gulf Coast Association for Institutional Research</td>
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<td>O</td>
<td>Develop program-specific brochures and flyers for all vocational/technical programs offered at WCJC</td>
<td>IIEC</td>
<td>IIEC Recommendations documentation 4/6/2001</td>
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<td>Enhance student knowledge about programs offered, services provided, student activities through marketing campaign that includes contact names, phone numbers, email, office hours</td>
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<td>IIEC Recommendations documentation 4/6/2001</td>
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<td>Increase publications of program-related events and student achievement</td>
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<td>WCJC locations should be advertised more (many students are unaware of all campus locations)</td>
<td>Student</td>
<td>Student Focus Group - Sugar Land Minutes</td>
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<td>WCJC must market its &quot;story&quot; to those who support it financially</td>
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<td>2004-2005 Annual Report for Life Sciences Division</td>
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<td>Student Perception of College Services Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>W</td>
<td>Enrollment is developmental education courses is down due to unenforced pre-requisites</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Language Arts Department</td>
</tr>
<tr>
<td>W</td>
<td>WCJC should increase the number of remedial students who pass THEA</td>
<td>THECB</td>
<td>THECB Strategic Plan for Texas Public Community Colleges 2003-2007, THECB College Profile for WCJC 2001-2005</td>
</tr>
<tr>
<td>W</td>
<td>Banner does not enforce pre-requisites for course enrollment (specifically, it does not track and prevent developmental education students from enrolling in any course)</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Communications &amp; Fine Arts Division</td>
</tr>
<tr>
<td>External Accrediting Agencies</td>
<td>External governing board (besides SACS and THECB) accreditations for technical programs</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Radiologic Technology Program</td>
</tr>
<tr>
<td>T</td>
<td>External accrediting agency requirements</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Physical Therapy Assistant Program</td>
</tr>
<tr>
<td>Licensure</td>
<td>WCJC should increase the number of students who pass a licensure exam</td>
<td>THECB</td>
<td>THECB 2002 Desk Review</td>
</tr>
<tr>
<td>W</td>
<td>Increase pass rates on license exams</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Physical Therapy Assistant Program</td>
</tr>
<tr>
<td>W</td>
<td>WCJC should increase the number of students who pass a licensure exam</td>
<td>THECB</td>
<td>THECB Strategic Plan for Texas Public Community Colleges 2003-2007, THECB College Profile for WCJC 2001-2005</td>
</tr>
<tr>
<td>Graduation Rates</td>
<td>WCJC has increased the number of graduates in both technical and academic areas over 2000-2003</td>
<td>THECB</td>
<td>THECB College Profile for WCJC 2001-2005</td>
</tr>
<tr>
<td>S</td>
<td>Technical program graduation rates to meet THECB criteria</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Technology &amp; Business Division</td>
</tr>
<tr>
<td>W</td>
<td>Increasing the number of graduates in workforce/technical programs</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Office Administration/Legal Assisting Department</td>
</tr>
<tr>
<td>W</td>
<td>WCJC's workforce programs should implement strategies to ensure all active workforce education programs produce 15 or more graduates over 3 years.</td>
<td>THECB</td>
<td>THECB 2002 Desk Review</td>
</tr>
<tr>
<td>Assessment</td>
<td>Action Required</td>
<td>Responsible</td>
<td>Date/Reference</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>W</td>
<td>Academic program assessment needs to be improved</td>
<td>SVPI</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Assessment is not being tracked well</td>
<td>SPC</td>
<td>3/25/2004 SPC Meeting Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Documentation of measurable student learning outcomes is inadequate</td>
<td>SVPI</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>O</td>
<td>Focus institutional efforts on increasing grad in education, allied health,</td>
<td>THECB</td>
<td>Closing the Gaps - 2015</td>
</tr>
<tr>
<td></td>
<td>engineering, computer science, math, physical science, and nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>WCJC should use focus groups of students to determine how to improve educational</td>
<td>IIEC</td>
<td>IIEC Recommendations documentation 4/6/2001</td>
</tr>
<tr>
<td>W</td>
<td>Not all instructional areas complete annual reports that are compiled in one</td>
<td>ExPT</td>
<td>6/20/2005 ExPT Meeting Minutes</td>
</tr>
<tr>
<td>O</td>
<td>Full implementation of Institutional Assessment Tool (TracDat)</td>
<td>Faculty/Staff</td>
<td>2003-2004 Annual Report for Office of Vice President of Instruction</td>
</tr>
<tr>
<td>O</td>
<td>Technical program assessment</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Technology &amp; Business Division</td>
</tr>
<tr>
<td>W</td>
<td>Gateway course data should be analyzed and assessed</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Psychology and Early Childhood Department</td>
</tr>
<tr>
<td>W</td>
<td>No college-wide formal process for curriculum review</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for History and Geography Department</td>
</tr>
<tr>
<td>W</td>
<td>Pre and post test assessment issues</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for History and Geography Department</td>
</tr>
<tr>
<td>W</td>
<td>Data inaccuracies in reporting (THECB has a value x in year 1 and a value y in year 2 for the same statistic, also WCJC may internally report a value of z for the same statistic, etc.)</td>
<td>ExPT</td>
<td>6/16/2005 ExPT Meeting Minutes</td>
</tr>
<tr>
<td>Scheduling</td>
<td>Better analysis of schedule to provide classes at times needed by students</td>
<td>Student</td>
<td>Student Perception of College Services Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>O</td>
<td>Expand academic offerings based on service area needs</td>
<td>SVPI</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>O</td>
<td>Expand WCJC offerings in educational services such that service area needs will be met</td>
<td>BOT</td>
<td>3/8/2005 BOT Meeting Minutes</td>
</tr>
<tr>
<td>T</td>
<td>Respond to needs of the community (classes when and where needed)</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>O</td>
<td>Increase course offerings to help with faculty burnout and student interest</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Speech Department</td>
</tr>
<tr>
<td>W</td>
<td>Scheduling shared computer and classroom space</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Associate Degree Nursing Program</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>O</td>
<td>Improve and expand core course offerings</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Speech Department</td>
</tr>
<tr>
<td>W</td>
<td>Departmental scheduling and planning</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Business &amp; Economics Department</td>
</tr>
<tr>
<td>W</td>
<td>Problems scheduling appropriate classes because the schedule is required so far in advance and it must be completed on short notice</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for English Department</td>
</tr>
<tr>
<td>W</td>
<td>Schedule evening courses to open enrollment to full time workers</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Radiologic Technology Program</td>
</tr>
<tr>
<td>W</td>
<td>Offer course sections at appropriate times</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Geology Department</td>
</tr>
<tr>
<td>O</td>
<td>Increase course offerings</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Mathematics Department</td>
</tr>
<tr>
<td>O</td>
<td>Increase course offerings</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Biology Department</td>
</tr>
<tr>
<td>W</td>
<td>Collaborate with other departments for scheduling</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Biology Department</td>
</tr>
<tr>
<td>O</td>
<td>Increase core course offerings</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Speech Department</td>
</tr>
<tr>
<td>W</td>
<td>Coordinate schedules among divisions and departments to allow students flexibility</td>
<td>IIEC</td>
<td>IIEC Meeting Minutes 10/27/2000</td>
</tr>
<tr>
<td><strong>Distance Education</strong></td>
<td>Distance Education restrictions on adding new online courses</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Computer Science Department</td>
</tr>
<tr>
<td>W</td>
<td>Distance Education online course development training</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Legal Assisting/Office Administration Department</td>
</tr>
<tr>
<td>W</td>
<td>Distance Education problems - students should be advised of computer availability and screened for computer literacy</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Government Department</td>
</tr>
<tr>
<td>W</td>
<td>Online course development training and assistance</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Communications &amp; Fine Arts Division</td>
</tr>
<tr>
<td>W</td>
<td>Distance Education problems</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Psychology and Sociology Department</td>
</tr>
<tr>
<td><strong>Dual Credit</strong></td>
<td>Dual credit course grade reporting</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Psychology and Sociology Department</td>
</tr>
<tr>
<td>W</td>
<td>Dual credit course staffing</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Psychology and Sociology Department</td>
</tr>
<tr>
<td>Week</td>
<td>Issue Description</td>
<td>Staff</td>
<td>Report Reference</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>W</td>
<td>Difficulty teaching dual credit ITV courses</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for History and Geography Department</td>
</tr>
<tr>
<td>W</td>
<td>Difficulty teaching dual credit courses</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for English Department</td>
</tr>
<tr>
<td>W</td>
<td>Difficulty teaching ITV courses</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for English Department</td>
</tr>
<tr>
<td>W</td>
<td>Difficulty teaching ITV courses</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Government Department</td>
</tr>
<tr>
<td>W</td>
<td>Difficulty teaching dual credit ITV courses</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for History and Geography Department</td>
</tr>
<tr>
<td>W</td>
<td>Dual credit course staffing</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Social and Behavioral Science Division</td>
</tr>
<tr>
<td><strong>Instructional Equipment</strong></td>
<td>Updated instructional lab supplies</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Geology Department</td>
</tr>
<tr>
<td>W</td>
<td>Replacing outdated instructional equipment</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Communications &amp; Fine Arts Division</td>
</tr>
<tr>
<td>W</td>
<td>Student equipment upgrades</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Fine Arts Department</td>
</tr>
<tr>
<td>W</td>
<td>Maintaining equipment currency due to budgetary constraints</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Allied Health Division</td>
</tr>
<tr>
<td>W</td>
<td>Equipment in instructional areas needs to be updated</td>
<td>SVPI</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Problems updating instructional equipment within budgetary constraints</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Associate Degree Nursing Program</td>
</tr>
<tr>
<td>W</td>
<td>Updating instructional equipment within budget allowed</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Biology Department</td>
</tr>
<tr>
<td>W</td>
<td>Accurate inventories of instructional equipment</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Biology Department</td>
</tr>
<tr>
<td>W</td>
<td>Department budget not adequate to update instructional equipment</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Kinesiology Department</td>
</tr>
<tr>
<td>W</td>
<td>Department budget not adequate to update instructional equipment</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Electronics Technology Department</td>
</tr>
<tr>
<td>W</td>
<td>Update instructional equipment</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Chemistry/Physics/Engineering/PTAC Department</td>
</tr>
<tr>
<td>W</td>
<td>Replace wiring in old buildings to support instructional equipment</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Chemistry/Physics/Engineering/PTAC Department</td>
</tr>
<tr>
<td>W</td>
<td>Cannot update lab equipment within allocated budget</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Radiologic Technology Program</td>
</tr>
<tr>
<td>W</td>
<td>Need long range plan for updating equipment</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for English Department</td>
</tr>
<tr>
<td>Day</td>
<td>Issue</td>
<td>Responsible Party</td>
<td>Source</td>
</tr>
<tr>
<td>-----</td>
<td>-------</td>
<td>-------------------</td>
<td>--------</td>
</tr>
<tr>
<td>W</td>
<td>Departmental budgets are not adequate to meet goals</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Office Administration/Legal Assisting Department</td>
</tr>
<tr>
<td>W</td>
<td>Equipment cannot be updated based on current budget</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Computer Science Department</td>
</tr>
<tr>
<td>W</td>
<td>Update instructional equipment</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for History and Geography Department</td>
</tr>
<tr>
<td>O</td>
<td>Department budget not adequate to update instructional equipment</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Communication and Fine Arts Division</td>
</tr>
<tr>
<td>O</td>
<td>Replacing outdated instructional equipment</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Kinesiology Department</td>
</tr>
<tr>
<td>O</td>
<td>Identify one or more programs to improve to a level of nationally recognized excellence</td>
<td>THECB</td>
<td>Closing the Gaps - 2015</td>
</tr>
<tr>
<td>O</td>
<td>Increase the percentage of courses completed by students</td>
<td>THECB</td>
<td>THECB Strategic Plan for Texas Public Community Colleges 2003-2007</td>
</tr>
<tr>
<td>O</td>
<td>Instructional excellence</td>
<td>BOT</td>
<td>3/8/2005 BOT Meeting Minutes</td>
</tr>
<tr>
<td>O</td>
<td>WCJC should create a positive learning climate</td>
<td>BOT</td>
<td>3/8/2005 BOT Meeting Minutes</td>
</tr>
<tr>
<td>S</td>
<td>Instructors are &quot;passionate&quot; about what they teach and teach life lessons in addition to curriculum</td>
<td>Student</td>
<td>Student Focus Group - Sugar Land Minutes</td>
</tr>
<tr>
<td>T</td>
<td>The persistence, remediation, and graduation/transfer rates of full time first time college students is declining</td>
<td>THECB</td>
<td>THECB Data Resources for Institutional Effectiveness Measures and Standards for WCJC 1999-2003</td>
</tr>
<tr>
<td>W</td>
<td>Develop curriculum that will meet the offerings/course needs of students to prepare them for current demands</td>
<td>BOT</td>
<td>3/8/2005 BOT Meeting Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Only 15% students surveyed feel WCJC provides &quot;Excellence in instruction&quot;, and value is decreasing over time. WCJC responses are lower than average of consortium.</td>
<td>Student</td>
<td>Student Perception of College Services Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>W</td>
<td>Part time instruction should be monitored for quality</td>
<td>IEC</td>
<td>IEC Meeting Minutes 11/29/2000</td>
</tr>
<tr>
<td>W</td>
<td>Students want to be graded to reflect what they have learned from a course, not an easy &quot;A&quot;</td>
<td>Student</td>
<td>Student Focus Group - Sugar Land Minutes</td>
</tr>
<tr>
<td>O</td>
<td>Implement Field of Study curriculum for all instructional areas to allow for transfers to secondary institutions</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Associate Degree Nursing Program</td>
</tr>
<tr>
<td>W</td>
<td>Problems maintaining class integrity when part time faculty teach</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Computer Science Department</td>
</tr>
<tr>
<td>W</td>
<td>Departmental planning and evaluation</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Business and Economics Department</td>
</tr>
<tr>
<td>Class Size</td>
<td>Improvement</td>
<td>Committee</td>
<td>Document</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>W</td>
<td>Increased class maximums decrease quality of instruction</td>
<td>IIEC</td>
<td>IIEC Recommendations documentation 4/6/2001</td>
</tr>
<tr>
<td>W</td>
<td>Increased class maximums decrease the educational quality of courses</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for English Department</td>
</tr>
<tr>
<td>W</td>
<td>Increased class sizes</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Biology Department</td>
</tr>
<tr>
<td>W</td>
<td>Increased class maximums decrease quality of instruction</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for History and Geography Department</td>
</tr>
<tr>
<td>W</td>
<td>Low enrollment in some vocational/technical programs</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Electronic Technology Department</td>
</tr>
<tr>
<td>W</td>
<td>Low enrollment in some courses</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Office Administration/Legal Assisting Department</td>
</tr>
<tr>
<td>W</td>
<td>All courses for a degree program are not run in a two-year period due to class cancellations because of low enrollment</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Computer Science Department</td>
</tr>
<tr>
<td>W</td>
<td>Competition for students among departments (if two departments offer the same or similar classes, students are split in enrollment between the two courses rather than enrolling all in one course)</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Computer Science Department</td>
</tr>
<tr>
<td>O</td>
<td>Increase student enrollment in technical program</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Agriculture Department</td>
</tr>
<tr>
<td>W</td>
<td>Low enrollment in some courses</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Communication and Fine Arts Division</td>
</tr>
<tr>
<td>W</td>
<td>Low enrollment in some courses</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Psychology and Early Childhood Department</td>
</tr>
<tr>
<td>W</td>
<td>Low enrollment in some vocational/technical programs</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Automotive Technology Department</td>
</tr>
<tr>
<td>W</td>
<td>Low enrollment in some vocational/technical programs</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Business and Economics Department</td>
</tr>
<tr>
<td>W</td>
<td>Low enrollment in some vocational/technical programs</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Health Information Technology Department</td>
</tr>
<tr>
<td>W</td>
<td>Low enrollment in some vocational/technical programs</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Electronics Technology Department</td>
</tr>
<tr>
<td>W</td>
<td>Some second year courses are cancelled due to low enrollment, thus those few students who need the course cannot complete their degree, etc.</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Communication and Fine Arts Division</td>
</tr>
<tr>
<td>W</td>
<td>Low enrollment in some courses</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Mathematics Department</td>
</tr>
<tr>
<td>W</td>
<td>Increase enrollment</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Computer Science Department</td>
</tr>
<tr>
<td><strong>Retention</strong></td>
<td>Student Retention</td>
<td>SPC</td>
<td>3/25/2004 SPC Meeting Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Technical program retention</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Wharton Vocational Nursing Program</td>
</tr>
<tr>
<td>W</td>
<td>Technical program retention</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Physical Therapist Assistant Program</td>
</tr>
<tr>
<td>W</td>
<td>Increase student retention</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Associate Degree Nursing Program</td>
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<tr>
<td>W</td>
<td>Student Retention</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Automotive Technology Department</td>
</tr>
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<td>W</td>
<td>High attrition rates for students/retention</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Wharton Vocational Nursing Program</td>
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<tr>
<td>W</td>
<td>Retention</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Drafting Technology Department</td>
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<td>W</td>
<td>Technical program retention</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Technology &amp; Business Division</td>
</tr>
</tbody>
</table>

<p>| <strong>Faculty/Staff</strong> | <strong>Salaries/Workload</strong> | <strong>BOT</strong> | <strong>Meeting Minutes</strong> |
| W | Increase in faculty/staff salaries across the board | BOT | 3/2005 BOT Meeting Minutes |
| W | Department Head Compensation calculation is inadequate due to the differences in required duties across disciplines | SVPI | 2/2005 BOT Retreat Meeting Minutes |
| W | Full Time Faculty salaries too low | SVPI | 2/2005 BOT Retreat Meeting Minutes |
| W | Part time faculty salaries too low | SVPI | 2/2005 BOT Retreat Meeting Minutes |
| W | Inequality of pay/contact hours/workload for clinical/lab faculty | Faculty/Staff | 2004-2005 Annual Report for Dental Hygiene Program |
| W | Lack of motivation for faculty to accept department head duties due to lack of compensation | Faculty/Staff | 2004-2005 Annual Report for Agriculture Department |
| W | Faculty who teach more than 3 preps in a semester should be compensated for it regardless of whether or not they are teaching an overload | Faculty/Staff | 2002-2005 Program Management Plan for Computer Science Department |</p>
<table>
<thead>
<tr>
<th>W</th>
<th>Program directors/department heads are not compensated appropriately for their duties</th>
<th>Faculty/Staff</th>
<th>2002-2005 Program Management Plan for Radiologic Technology Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Faculty pay is not equitable for those instructors participating in out-of-class activities, such as drama, music, clubs, etc.</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Communication and Fine Arts Division</td>
</tr>
<tr>
<td>W</td>
<td>Faculty workload is not comparable for those faculty teaching labs</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Dental Hygiene Department</td>
</tr>
<tr>
<td>W</td>
<td>Salary levels</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>T</td>
<td>Adequate staffing</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>T</td>
<td>Maintaining human resources</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Staffing concerns due to external agency faculty/student ratio</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Richmond Vocational Nursing Department</td>
</tr>
<tr>
<td>W</td>
<td>Not enough staff to meet demands</td>
<td>Faculty/Staff</td>
<td>2003-2004 Annual Report for Office of Marketing and Communications</td>
</tr>
<tr>
<td>W</td>
<td>Staffing classes with part time faculty</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Social and Behavioral Science Division</td>
</tr>
<tr>
<td>W</td>
<td>Staffing classes with part time faculty</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Government Department</td>
</tr>
<tr>
<td>W</td>
<td>Staffing classes with part time faculty</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Biology Department</td>
</tr>
<tr>
<td>W</td>
<td>Needs additional staff</td>
<td>Faculty/Staff</td>
<td>2003-2004 Annual Report for Library Services</td>
</tr>
<tr>
<td>W</td>
<td>Staffing classes with part time faculty</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Communications &amp; Fine Arts Division</td>
</tr>
<tr>
<td>W</td>
<td>Staffing classes with part time faculty</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Psychology and Sociology Department</td>
</tr>
<tr>
<td>W</td>
<td>Staffing concerns over academic courses included in technical programs</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Allied Health Division</td>
</tr>
<tr>
<td>W</td>
<td>Staffing concerns over academic courses included in technical programs</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Surgical Technology Program</td>
</tr>
<tr>
<td>W</td>
<td>Need additional staff</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Early Childhood Department</td>
</tr>
<tr>
<td>W</td>
<td>Staffing concerns over academic courses included in technical programs</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Physical Therapist Assistant Program</td>
</tr>
<tr>
<td>W</td>
<td>Staffing classes with part time faculty</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Health Information Technology Program</td>
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<tr>
<td>W</td>
<td>Faculty credentials</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Physical Therapy Assistant Program</td>
</tr>
<tr>
<td>W</td>
<td>Faculty meeting THECB, SACS, and external accrediting agency criteria qualifications</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Dental Hygiene Program</td>
</tr>
</tbody>
</table>

**IT Support**

| W | College does not provide adequate training opportunities for software | AIEC | 11/26/2001 AIEC Review of Unit Objectives document |
| W | Computer hardware and software support | Faculty/Staff | Faculty/Staff Survey published by Gulf Coast Consortium |
| W | Technical Support from IT | Faculty/Staff | Faculty/Staff Survey published by Gulf Coast Consortium |
| W | Computer lab support | Faculty/Staff | 2004-2005 Annual Report for Language Arts Department |
| W | Computer labs insufficient | Faculty/Staff | 2004-2007 Program Management Plan for Language Arts Department |
| W | Instructor computers need to be updated | Faculty/Staff | 2004-2007 Program Management Plan for History and Geography Department |
| W | Instructor computers need to be updated | Faculty/Staff | 2004-2007 Program Management Plan for Government Department |
| W | Training on computers and software is not readily available | Faculty/Staff | Faculty/Staff Survey published by Gulf Coast Consortium |

**Reporting**

| W | Reporting capabilities | Faculty/Staff | 2003-2004 Annual Report for Office of Vice President of Administrative Services |
| W | Incorrect student major codes | Faculty/Staff | 2004-2005 Annual Report for Computer Science Department |
| W | Reporting capabilities | Faculty/Staff | 2003-2004 Annual Report for Office of Admissions and Registration |

| W | Annual Financial Summary reports are inaccurate - they do not reflect the actual revenue and expenses for the department thus causing the department to appear to operate at a loss every year | Faculty/Staff | 2002-2005 Program Management Plan for Dental Hygiene Department |
| W | Community and business surveys must be conducted on a regular basis, and it is difficult to coordinate with IR | Faculty/Staff | 2002-2005 Program Management Plan for Physical Therapy Assistant Program |

**Banner**

<p>| W | Documentation of Banner implementation | Faculty/Staff | 2003-2004 Annual Report for Human Resources Department |
| W | Online registration prevents students from self-reporting special population status | Faculty/Staff | 2003-2004 Annual Report for Office of Carl D. Perkins Vocational Student Services |</p>
<table>
<thead>
<tr>
<th>Work Space</th>
<th>Training on Banner reporting and letter generation</th>
<th>Faculty/Staff</th>
<th>2003-2004 Annual Report for Human Resources Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Faculty/staff do not believe top management understands the impact of change on employees in the Banner Project</td>
<td>Faculty/Staff</td>
<td>Faculty/Staff Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td></td>
<td>Insufficient working space and storage</td>
<td>Faculty/Staff</td>
<td>2003-2004 Annual Report for Human Resources Department</td>
</tr>
<tr>
<td></td>
<td>Instructional lab space deficient</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Associate Degree Nursing Program</td>
</tr>
<tr>
<td></td>
<td>Insufficient working space for number of students</td>
<td>Faculty/Staff</td>
<td>2003-2004 Annual Report for Cosmetology</td>
</tr>
<tr>
<td></td>
<td>Storage space is insufficient</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Computer Science Department</td>
</tr>
<tr>
<td></td>
<td>Storage space is insufficient</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Dental Hygiene Department</td>
</tr>
<tr>
<td></td>
<td>Office space in Sugar Land is not adequate</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for English Department</td>
</tr>
<tr>
<td></td>
<td>Inadequate instructional space</td>
<td>Faculty/Staff</td>
<td>2003-2006 Program Management Plan for Communication and Fine Arts Division</td>
</tr>
<tr>
<td>Other</td>
<td>Academic Freedom</td>
<td>Faculty/Staff</td>
<td>Faculty/Staff Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td></td>
<td>Quality Personnel/Faculty</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td></td>
<td>Willingness to change</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td></td>
<td>Lack of depth in staff</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td></td>
<td>There is not a strong feeling of team spirit and cooperation in WCJC.</td>
<td>Faculty/Staff</td>
<td>Faculty/Staff Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td></td>
<td>No direct deposit</td>
<td>Faculty/Staff</td>
<td>2003-2004 Annual Report for Office of Payroll and Benefits</td>
</tr>
<tr>
<td></td>
<td>Not enough interaction between full and part time faculty</td>
<td>AIEC</td>
<td>11/26/2001 AIEC Review of Unit Objectives document</td>
</tr>
</tbody>
</table>

**Student Services & Resources (Library, Labs, Advising, Fin Aid, Bookstore)**

<table>
<thead>
<tr>
<th>Library</th>
<th>Library resources</th>
<th>Faculty/Staff</th>
<th>Faculty/Staff Survey published by Gulf Coast Consortium</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Access to Learning Resources</td>
<td>Student</td>
<td>Student Perception of College Services Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>Improve access to computer labs for students on all campuses</td>
<td>Student</td>
<td>Student Perception of College Services Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>Page</td>
<td>Access to open computer labs for students at all campuses</td>
<td>Student</td>
<td>Student Perception of College Services Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------</td>
<td>---------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>W</td>
<td>Computer labs should be open for longer hours</td>
<td>Student</td>
<td>Student Focus Group - Sugar Land Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Create and meet student focus groups on a regular basis to assess services</td>
<td>IIEC</td>
<td>IIEC Recommendations documentation 4/6/2001</td>
</tr>
<tr>
<td>W</td>
<td>Not enough activities for on-site students to feel like they are in college and no longer in high school - could offer intramural sports or other regular student activities like domino or card game tournaments, video game tournaments, horseshoes or washers tournaments</td>
<td>Student</td>
<td>Student Focus Group - Wharton Minutes</td>
</tr>
<tr>
<td>W</td>
<td>WCJC does not offer &quot;college life&quot; that can be gained by attending a larger college or university</td>
<td>Student</td>
<td>Student Focus Group - Sugar Land Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Dorm life not college appropriate - too many rules seem like high school</td>
<td>Student</td>
<td>Student Focus Group - Wharton Minutes</td>
</tr>
<tr>
<td>O</td>
<td>Extracurricular activities could be increased for students</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Business and Economics Department</td>
</tr>
<tr>
<td>W</td>
<td>&quot;Community and employees come before students at WCJC&quot;</td>
<td>Student</td>
<td>Student Focus Group - Wharton Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Students feel they do not come first</td>
<td>Student</td>
<td>Student Focus Group - Wharton Minutes</td>
</tr>
<tr>
<td>O</td>
<td>Increase financial aid services to include all students with financial need</td>
<td>THECB</td>
<td>Closing the Gaps - 2015</td>
</tr>
<tr>
<td>W</td>
<td>Financial aid process should be explained to students and should be easier</td>
<td>Student</td>
<td>Student Focus Group - Wharton Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Financial Aid services</td>
<td>Student</td>
<td>Student Perception of College Services Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>W</td>
<td>Financial Aid services have a high impact on college revenue and yet it is not fully utilized</td>
<td>SPC</td>
<td>3/25/2004 SPC Meeting Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Increase communication between financial aid and department heads in order to serve more students (dept heads have contact with students)</td>
<td>IIEC</td>
<td>IIEC Recommendations documentation 4/6/2001</td>
</tr>
<tr>
<td>W</td>
<td>Academic advising and course planning</td>
<td>Faculty/Staff</td>
<td>Faculty/Staff Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>W</td>
<td>At least one counselor should specialize in vocational/technical majors</td>
<td>IIEC</td>
<td>IIEC Meeting Minutes 10/27/2000</td>
</tr>
<tr>
<td>W</td>
<td>Not enough counselors available for students</td>
<td>Student</td>
<td>Student Focus Group - Sugar Land Minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---</td>
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<td></td>
</tr>
<tr>
<td>W</td>
<td>Student service offices should use issues raised in Student Opinion Survey Results to create unit objectives.</td>
<td>NIEC</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Students need individual advisors who would be familiar with their education throughout their time at WCJC</td>
<td>Student Focus Group - Wharton Minutes</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Student counseling to help attrition rates</td>
<td>2004-2005 Annual Report for Wharton Vocational Nursing Program</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>WCJC should find alternative means of academic advising in the era of online registration</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
<td></td>
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<tr>
<td>W</td>
<td>Student services staff must travel to other campuses to fulfill their duties; most of the staff is located in Wharton</td>
<td>2003-2004 Annual Report for Office of Student Services</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Facilities/Location</th>
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<tbody>
<tr>
<td>S</td>
<td>Convenient Location</td>
<td>Student</td>
</tr>
<tr>
<td>S</td>
<td>Location of college</td>
<td>BOT</td>
</tr>
<tr>
<td>S</td>
<td>Facilities</td>
<td>BOT</td>
</tr>
<tr>
<td>T</td>
<td>Facilities/Maintenance and growth</td>
<td>BOT</td>
</tr>
<tr>
<td>W</td>
<td>Entire college campus should be ADA accessible</td>
<td>BOT</td>
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<tr>
<td>W</td>
<td>Improve physical image of WCJC</td>
<td>BOT</td>
</tr>
<tr>
<td>W</td>
<td>ADA regulations</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>W</td>
<td>ADA renovations</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>O</td>
<td>Fitness Center expansion</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>W</td>
<td>Lighting and electrical needs at dorms</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>W</td>
<td>Fire Alarm Upgrades</td>
<td>Faculty/Staff</td>
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<tr>
<td>W</td>
<td>Parking lot repairs</td>
<td>Faculty/Staff</td>
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<tr>
<td>W</td>
<td>Parking lot problems</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>O</td>
<td>Building a Baseball Facility</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>O</td>
<td>Upgrade Horton Foote Theater facilities</td>
<td>Faculty/Staff</td>
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<tr>
<td>O</td>
<td>Expand fitness facility at FBTC</td>
<td>Faculty/Staff</td>
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<tr>
<td>O</td>
<td>Include fitness center at FBTC</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>O</td>
<td>Include fitness center at Sugar Land</td>
<td>Faculty/Staff</td>
</tr>
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</table>

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A Focus on Students
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<table>
<thead>
<tr>
<th>O</th>
<th>Provide more student break/lunch areas throughout the campus</th>
<th>Faculty/Staff</th>
<th>2004-2005 Annual Report for Automotive Technology Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Parking Facilities</td>
<td>Student</td>
<td>Student Perception of College Services Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>College Bookstore services</td>
<td>Faculty/Staff</td>
<td>Faculty/Staff Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>W</td>
<td>College Bookstore services</td>
<td>Student</td>
<td>Student Perception of College Services Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Business office should remain open longer the last week of registration before a semester begins</td>
<td>Student</td>
<td>Student Focus Group - Sugar Land Minutes</td>
</tr>
<tr>
<td>O</td>
<td>Increase tutorial opportunities for students</td>
<td>IIEC</td>
<td>IIEC Recommendations documentation 4/6/2001</td>
</tr>
</tbody>
</table>

**Leadership/Management**

<table>
<thead>
<tr>
<th>S</th>
<th>Leadership</th>
<th>BOT</th>
<th>2/20/2005 BOT Retreat Meeting Minutes</th>
</tr>
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<tbody>
<tr>
<td>W</td>
<td>Board Communication</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Board training/self evaluation</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Communication of information by administration</td>
<td>Faculty/Staff</td>
<td>Faculty/Staff Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>T</td>
<td>Focus mission</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Goal setting process and measurement of goal achievement</td>
<td>Faculty/Staff</td>
<td>Faculty/Staff Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>W</td>
<td>Instructional areas are not under one managerial organization within the college</td>
<td>AIEC</td>
<td>11/26/2001 AIEC Review of Unit Objectives document</td>
</tr>
<tr>
<td>W</td>
<td>Completion of Banner implementation</td>
<td>Faculty/Staff</td>
<td>2003-2004 Annual Report for Office of Vice President of Instruction</td>
</tr>
<tr>
<td>O</td>
<td>Reorganization to combine similar departments would be financially beneficial to the college</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Computer Science Department</td>
</tr>
<tr>
<td>W</td>
<td>Department heads must have expertise in the field of study (appointing someone from another field to act as dept head is not appropriate)</td>
<td>Faculty/Staff</td>
<td>2002-2005 Program Management Plan for Computer Science Department</td>
</tr>
<tr>
<td>O</td>
<td>Department Head duties should be carried out by someone familiar with the field</td>
<td>Faculty/Staff</td>
<td>2004-2007 Program Management Plan for Business and Economics Department</td>
</tr>
<tr>
<td>W</td>
<td>Separation of program departments when those programs are not related</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Legal Assisting/Office Administration Department</td>
</tr>
<tr>
<td>W</td>
<td>Completion of WCJC Strategic Plan</td>
<td>Faculty/Staff</td>
<td>2003-2004 Annual Report for Office of Vice President of Instruction</td>
</tr>
<tr>
<td>Tuition</td>
<td>Set tuition and fees in a manner that closes gaps in participation and success</td>
<td>THECB</td>
<td>Closing the Gaps - 2015</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-------</td>
<td>------------------------</td>
</tr>
<tr>
<td>S</td>
<td>Value of education</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>T</td>
<td>Increased tuition and fees with potential to limit enrollment</td>
<td>Student</td>
<td>Student Perception of College Services Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>Scholarship Funding</td>
<td>Scholarship funding</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Communications &amp; Fine Arts Division</td>
</tr>
<tr>
<td>O</td>
<td>Scholarship funding</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Fine Arts Department</td>
</tr>
<tr>
<td>O</td>
<td>Additional aid to students available (including Pell and GSL)</td>
<td>Auditors</td>
<td>FY2001-FY2004 Independent Auditing Reports</td>
</tr>
<tr>
<td>W</td>
<td>Lab and/or technology fees should be used only to keep software and hardware up to date</td>
<td>IIEC</td>
<td>IIEC Recommendations documentation 4/6/2001</td>
</tr>
<tr>
<td>W</td>
<td>Budgeting policies and procedures</td>
<td>Faculty/Staff</td>
<td>Faculty/Staff Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>O</td>
<td>Separation of technical program budgets when one or more programs exists in a department in order to accurately assess program effectiveness</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Early Childhood Department</td>
</tr>
<tr>
<td>W</td>
<td>Departmental budgets are not adequate to meet goals</td>
<td>Faculty/Staff</td>
<td>Faculty/Staff Survey published by Gulf Coast Consortium</td>
</tr>
<tr>
<td>Taxes</td>
<td>Strengthen tax base and revenue of college</td>
<td>BOT</td>
<td>3/8/2005 BOT Meeting Minutes</td>
</tr>
<tr>
<td>W</td>
<td>Inadequate tax base</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>Grants</td>
<td>Actively pursue grants</td>
<td>BOT</td>
<td>3/8/2005 BOT Meeting Minutes</td>
</tr>
<tr>
<td>O</td>
<td>Apply for grants</td>
<td>THECB</td>
<td>Closing the Gaps - 2015</td>
</tr>
<tr>
<td>State Funds</td>
<td>State appropriations</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>O</td>
<td>Legislature funding incentives for specific fields</td>
<td>Faculty/Staff</td>
<td>2004-2005 Annual Report for Associate Degree Nursing Program</td>
</tr>
<tr>
<td>W</td>
<td>Lack of state support</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
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<tr>
<td>Other</td>
<td>WCJC's administrative costs as a percentage of total expenditures should be lower than average</td>
<td>THECB</td>
<td>THECB Strategic Plan for Texas Public Community Colleges 2003-2007</td>
</tr>
<tr>
<td>S</td>
<td>Financial Stability of WCJC</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>T</td>
<td>Finance</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
</tr>
<tr>
<td>T</td>
<td>Maintaining profitability</td>
<td>BOT</td>
<td>2/20/2005 BOT Retreat Meeting Minutes</td>
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<tr>
<td>O</td>
<td>Establish incentives that increase affordability through academic and administrative efficiencies in higher ed</td>
<td>THECB</td>
<td>Closing the Gaps - 2015</td>
</tr>
</tbody>
</table>
Presentations, Awards, and/or President's Report

A. Commendation on Annual Financial Report
McCrohan, Betty

From: Wessels, Gus
Sent: Monday, August 01, 2005 8:14 AM
To: Kocian, Bryce; Byrd, Darlene; McCrohan, Betty
Subject: FW: AFR Review - Wharton County Junior College

-----Original Message-----
From: Greene, Amanda [mailto:Amanda.Greene@THECB.state.tx.us]
Sent: Monday, July 25, 2005 2:57 PM
To: Wessels, Gus
Cc: Taylor, Sharon
Subject: AFR Review - Wharton County Junior College

Dear Mr. Wessels:

I've been working on reviewing AFRs for the colleges. I wanted to let you know that after reviewing your AFR, I'm requesting NO changes from Wharton County Junior College. Congratulations and thank you for submitting such a well done report!

Sincerely,

Amanda Greene
Budget & Policy Analyst
Planning & Accountability Division
Texas Higher Education Coordinating Board
(512) 427-6137

8/4/2005
Management Reports

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

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

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

3. Student Services: Wayne Taylor (Dean of Student Services/Director of Dual Credit Enrollment)
Technology Departments
Report for the Month of August 2005

August Highlights

The Director of Institutional Research presented to the faculty an overview of the Strategic Plan and Planning Process. The IR Office has submitted and certified the state reports CBM001 and CBM004 for Summer II to the THECB. They have been working with the Texas Connection Consortium (TCC) in the development of new procedures for creating the student state reports. They have also completed several reporting request for various offices.

The Database Administrator has created a new environment for Banner 7.1 and applied the HR/Payroll patches supplied by the TCC for testing of the state reports. The completed testing of these modifications are due by October 15, 2005 to allow the TCC to be able to deliver the state reporting package for the HR/Payroll module to the other consortium members by November 1, 2005.

The monitoring of the Banner email address continues to be a time consuming effort on the part of the MIS Infrastructure Architect and the Database Administrator. The Webmaster and the Database Administrator continue their testing efforts to streamline this process and better the communication between students and WCJC with the development of a user friendly web form. With the rapid release of computer viruses, our on-line services server became vulnerable. The MIS Infrastructure Architect patched and removed software from the server in an effort to protect it from further destruction.

In an effort to standardize the WCJC website, a “Steps for Posting Materials to the WCJC Website” document was created by the Web Advisory Committee and approved by the Executive Cabinet. The document steps through the process of submitting information for posting to the website and addresses formatting, approving, and processing of the information. The Webmaster communicated these new steps along with a list of Content Supervisors for approval purposes to all faculty and staff. The Webmaster is in the process of redesigning the WCJC homepage in an effort to improve the WCJC web image. He is also developing a dynamic on-line calendar and a searchable WCJC employee directory.

The programming staff continues to be in contact with SCT consultants regarding several Accounts Receivable issues that need to be corrected. They have continued to work on correcting several individuals that have been entered into the system more than once. Since we are on an integrated system, this will continue to be an on-going issue. They have also produced several reports for the audit team.
The Networking team has been very busy at fulfilling the Fund for the Improvement of Postsecondary Education Congressional grant. They have successfully upgraded the computer labs stipulated in the grant at the FBTC and the Wharton campus before the beginning of the fall semester. They continue to upgrade Symantec Anti-virus definitions on all servers. The team worked long hours trying to complete the computer lab upgrades and work on service request so all areas could be ready for the new semester. There were 180 new service requests submitted during the month for the networking team. Of the 180 new service request, 110 were completed. A total of 144 outstanding issues were completed with a total of 88 issues still remaining.
<table>
<thead>
<tr>
<th>Category</th>
<th>Last Year</th>
<th>Current Year</th>
<th>Increase/Decrease</th>
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</thead>
<tbody>
<tr>
<td>Number of Applicants</td>
<td>1937</td>
<td>1638</td>
<td>&lt;299&gt;</td>
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<td>Number of Eligible Applications</td>
<td>1,595</td>
<td>1,317</td>
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<td>Number of Ineligible Applications</td>
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<td>321</td>
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<td>Number of Pell Grant Recipients</td>
<td>983</td>
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<td>Pell Grant Funds Awarded</td>
<td>2,969,875</td>
<td>2,539,000</td>
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<td>College Work Study Program Funds Expended</td>
<td>6,268</td>
<td>5,060</td>
<td>&lt;1,208&gt;</td>
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<td>Monthly Work Study Workers</td>
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<td>7</td>
<td>&lt;12&gt;</td>
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<td>Number of Supplemental Grant (SEOG Recipients)</td>
<td>152</td>
<td>201</td>
<td>49</td>
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<td>SEOG Funds Awarded</td>
<td>149,266</td>
<td>199,440</td>
<td>50,174</td>
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<tr>
<td>Number of Guaranteed Student Loan Recipients</td>
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<td>305</td>
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<td>Guaranteed Student Loan Funds Awarded</td>
<td>1,112,272</td>
<td>859,508</td>
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<td>Number of PSIG/LEAP Recipients</td>
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<td>PSIG/LEAP Funds Awarded</td>
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<td>0</td>
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<tr>
<td>Number of Texas Public Education Grant Recipients</td>
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<td>TPEG Funds Awarded</td>
<td>247,548</td>
<td>449,804</td>
<td>202,256</td>
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<td>Number of Veterans Certified</td>
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<td>11</td>
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<tr>
<td>Number of Scholarship Applicants</td>
<td>859</td>
<td>723</td>
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<td>Scholarship Funds Awarded</td>
<td>651,952</td>
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<td>&lt;90,022&gt;</td>
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<td>TOTAL ALL FUNDS</td>
<td>$5,143,869</td>
<td>$4,614,742</td>
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8/1-8/5/05 - VACATION

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<th>2005</th>
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<td><strong>Tests Administered</strong></td>
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<tr>
<td><strong>Placement Test Sites</strong></td>
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<td>September</td>
<td>Oct</td>
<td>Nov</td>
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<td>Placement Test Totals</td>
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<td>Placement Test Sites</td>
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<td>Main Campus</td>
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<td>Centplex Campus</td>
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<td>Fort Bend Tech Center</td>
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<tr>
<td><strong>GED Test Sites</strong></td>
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<tr>
<td>QuickThea Test Sites</td>
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<td></td>
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<tr>
<td><strong>ACT - Local Sites</strong></td>
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<td></td>
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<tr>
<td>QuickThea Test Totals</td>
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<td>11</td>
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<tr>
<td><strong>ACT - National Sites</strong></td>
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<td></td>
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<tr>
<td>QuickThea Test Totals</td>
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<td>11</td>
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<tr>
<td><strong>Thea Alternative Test Sites</strong></td>
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<td>QuickThea Test Totals</td>
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<tr>
<td><strong>CLEP Test Sites</strong></td>
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<tr>
<td>QuickThea Test Totals</td>
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<td>6</td>
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<tr>
<td><strong>Nelson Denney Test Sites</strong></td>
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<td>QuickThea Test Totals</td>
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<tr>
<td><strong>Nursing Entrance Test Sites</strong></td>
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<td>QuickThea Test Totals</td>
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<td></td>
<td><strong>VCT Test Sites</strong></td>
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</tr>
<tr>
<td>QuickThea Test Totals</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

| **Placement Test Totals**        | 388  | 388  |
| **GED Test Totals**              | 577  | 577  |
| **ACT - Local Totals**           | 155  | 155  |
| **ACT - National Totals**        | 144  | 144  |
| **Thea Alternative Test Totals** | 31   | 31   |
| **CLEP Test Totals**             | 8    | 8    |
| **Nelson Denney Test Totals**    | 30   | 30   |
| **Nursing Entrance Test Totals** | 4    | 4    |
| **VCT Test Totals**              | 8    | 8    |

| **Total Test Sites**             | 577  | 577  |

**Wharton County Junior College Testing Center**

Betty McCrohan, Dr. Ty Pate, Dr. Wayne Taylor, Natalie Stavinoha

Diane Stewart - Testing Coordinator

August 2005 Monthly Testing Report

FBTC/visitors 274/calls 294
Sug/visitors 333/calls 232
Whar/visitors 257/calls ??

(Sugarland testing center closed 8/1-8/5/05 - VACATION)
Clipping Service for Month of August 2005

- Each month a newspaper clipping service reviews the area newspapers and clips articles related to Wharton County Junior College. These are compiled into a monthly report for the information of the Board of Trustees. The clippings are for the month of August 2005.
The Wharton County Junior College Foundation presents

AMERICAN JUBILEE:

A Gospel and Patriotic Show

A Reception, Dinner, and Musical Performance celebrating Glory, Praise, and Freedom featuring entertainment by Freedom Four and The Joysingers

Thursday, August 4, 2005
6:00 p.m. - 9:15 p.m.
Pioneer Student Center • Wharton Campus

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

For information, please call 979-532-6322

Proceeds benefit the Foundation Endowment. Tickets sales close July 28th.
Also published in the following papers:
Herald Coaster - 7/20
Gulf Coast Tribune - 7/21, 8/11
Wharton Journal - 7/20, 8/3, 8/17
El Campo Leader News - 7/20, 7/27, 8/10
Palacios Beacon - 7/20, 7/27
Eagle Lake Headlight - 7/28, 8/11
Bay City Tribune - 7/20, 7/24
East Bernard Express - 7/28

WHARTON COUNTY JUNIOR COLLEGE

FALL 2005 REGISTRATION

WEB REGISTRATION | WALK-IN REGISTRATION

Now through August 28, 2005 | July 11 through August 24, 2005

A PROGRAM FOR EVERYONE

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

ASSOCIATE OF ARTS DEGREE

Agriculture
Art
Behavioral Science (Psychology/Sociology)
Biology
Business Administration
Chemistry
Computer Science
Criminal Justice
Drama
Engineering
English
General Studies
Mathematics
Music
Nursing (Pre-Associate)
Physics
Psychology
Secondary Education
Social Science
Speech

ASSOCIATE OF APPLIED SCIENCE DEGREES & CERTIFICATES

Agriculture Technology
Automotive Technology
Computer Science:
  Programming
  Computer Science:
  Microcomputer Support
Technician
Computer Science:
Network Administrator
Cosmetology
Dental Hygiene
Early Childhood
Electronics Technology
Emergency Medical Services
Engineering Design
Engineering Technology:
  CISCO
Fire Academy
Health Information Technology
Heating, A/C, Refrigeration
Human Services
Law Enforcement
Legal Assistant
Network Administrator
Nursing: Associate Degree
Nursing: LVN-ADN Transition Program
Office Administration
Physical Therapist Assistant
Police Academy
Process Technology
Radiologic Technology
Surgical Technology

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

Wharton County Junior College

1-800-561-WCJC
WWW.WCJC.EDU
FUTURES BEGIN HERE
Wharton County Junior College

A One-Year Program Designed to Put You On the FAST TRACK to SUCCESS!

Heating, Air Conditioning and Refrigeration Technology

- One-year certificate program
- Starting salaries range from $15,000 to $20,800
- Job placement in residential and commercial environment
- Program offered at the Wharton campus
- All classes at night

Web Registration: Now through August 28th
Walk-In Registration: Now through August 24th

Fall 2005 Classes Begin August 29th!

For more information, call or visit:
1-800-561-WCJC(9252)
www.wcjc.edu
WCJC Registration
Wharton County Junior College is currently registering for the Fall 2005 semester. Students may register now through Aug. 28 for on the Web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus or the Fort Bend Technical Center July 11 through Aug. 24. Registration appointments are not required. Fall classes begin Aug. 29. Wharton County Junior College offers an associate in arts degree for those intending to transfer to a four-year institution, 19 associate in applied science degrees and 18 certificate programs. Distance education courses are available through the Web, interactive television and videotapes. For more information about programs or registration, call (800) 561-9252 or (979) 532-4560 for the Wharton campus, (281) 243-8410 for the Sugar Land campus or (281) 239-1500 for the WCJC Fort Bend Technical Center or visit www.wcjc.edu.

Bingo for seniors
Wharton County Junior College’s senior citizens program will host bingo for seniors from 2 to 4 p.m. Monday, July 25, at the LaDieu Center. For more information, call 532-6430. Co-host will be Avalon Place, providing prizes and refreshments.

WCJC student orientation
Wharton County Junior College will hold “Student Success Yes” — a new student orientation — from 10 a.m. to noon Thursday, Aug. 11, in the Pioneer Student Center. To reserve a seat, call Patti Lawlor at 532-6441 by Wednesday, Aug. 10.
Registration under way for WCJC fall semester

WHARTON — Wharton County Junior College is currently registering for the 2005 fall semester.

Students may register now through Aug. 28 on the Web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus or Fort Bend Technical Center through Aug. 24.

Registration appointments are not required.

Fall classes will begin Aug. 29.
WCJC Bingo For Seniors July 21

Wharton County Junior College Senior Citizen Program will host Bingo for Seniors with prizes and refreshments furnished by Garden Villa Nursing Home on Thursday, July 21 from 1-2 p.m. at WCJC's El Campo Senior Center, 1303 Delta St. 60 years of age or older are invited to attend.

- WCJC student orientation

Wharton County Junior College will hold “Student Success-YES!” — a new student orientation — from 10 a.m. to noon Thursday, Aug. 11, in the Pioneer Student Center. To reserve a seat, call Pat Sikora at 532-6918 by Wednesday, Aug. 10.

Schneider named distinguished scholar at Wharton County

New Braunfels resident Amy Renee Schneider has been recognized as a distinguished scholar for the spring semester of 2005 at Wharton County Junior College by being named to the dean's list. Students must earn at least a 3.5 grade point average in all work completed during at least 12 semester hours of work.
WCJC Fall registration underway

Wharton County Junior College is currently registering for the Fall 2005 semester.

Students may register now through Aug. 28 on the web at www.wcjc.edu.

Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Fort Bend Technical Center now through Aug. 24.

Registration appointments are not required. Fall classes begin Aug. 29.

Wharton County Junior College offers an associate of arts degree for those intending to transfer to a four-year institution, an associate of arts in teaching degree, 19 associate of applied science degrees, and 18 certificate programs. Distance education courses are available through the web, interactive television, and videocassettes.

For more information about programs or registration, call 800.561.9252 or on the web at www.wcjc.edu.
Assistant director of facilities at WCJC Alvin Schultz shows off one of 12 new vents and fume hoods which are part of the $200,000 renovations to the school's three chemistry labs. They will be installed and the labs ready to go by the start of fall classes.

Science students at junior college will find new equipment in labs

By KYLE HERMES
Journal-Spectator Staff Writer

Wharton County Junior College's chemistry lab renovations will be finished just in time for the start of school Aug. 29.

Local contractors have been busy all summer with demolition and reconstruction, which includes installing new vents and fume hoods inside the three chemistry labs in the science building.

"The building was first built about 30 years ago and there hadn't been any significant upgrades or installments since then. It was time for these," said assistant director of facilities Alvin Schultz.

The college recently received a $300,000 grant from a local foundation to support the renovation of the chemistry lab and for instructional equipment for Allied Health.

Of that, $200,000 was put toward the three chemistry labs.

The school decided the summer would be the best time for renovations because there are fewer students attending now than in the fall.

"There are still a number of students coming in and out of the building, but we have more labs downstairs where it's quiet for them."

The project quickly got to a start in the first weeks of June.

"We had to get all of the old equipment out of the labs before we could get everything else going. After we accomplished that, we began the demolition work," Schultz said.

"That included pulling out cabinets and ripping down the old ceilings and lighting. We took out all the sheet rock and basically had the place gutted."

After demolition was complete, the contractors began the asbestos abatement to bring everything up to code.

That's when the reconstruction began.

"Inside of the three labs we are lowering the ceilings and upgrading the lighting system so it will be much easier for students to work. The work stations are being updated with all new electrical, water and gas lines."

The largest part of the work are the new vents and fume hoods.

These are refrigerator sized units that allow students to safely work with chemicals that may emit harmful vapors during the process. The previous units had been installed 30 years ago.

The fume hoods slide open to allow for chemicals to be placed inside. Then they can be closed and turned on. When activated, the vents extract all of the vapors allowing for safe working conditions.

The new self-contained units incorporate water and gas lines as well as electrical outlets.

"These upgraded devices are going to let the students work safely, efficiently and effectively. The harmful fumes will be properly vented through our system to avoid any problems."

Entirely new counters are being built in the labs to house the new vents and fume hoods.

Smaller jobs are taking place such as painting and installing new ceiling tiles in the hallways.

The last step in the job is to get final approval from the fire marshal.

"Of course we've been in touch throughout the duration of the project just making sure everything is legit."

The work will be finished sometime next month before fall classes begin.

"When this is completed, we are going to have a great new modern facility that our students can be proud to use."
Faculty pay, tuition both going up

By RONALD K. SANDERS
Journal-Spectator News Editor

Wharton County Junior College faculty may get a $2,500 raise in the next school year, and students may be the ones who will pay for it.

The salary increase would cost the college about $431,000 next year. If non-instructional staff got a similar increase, too, the cost would bump up to $725,000.

The board of trustees has made pay raises a priority, but board members and administrators appear to conclude that another tuition increase may be the only way to cover the cost.

“I don’t think the state has given us an option,” board chairman Danny Gertson III said at an audit/finance committee workshop on Thursday.

Even a property tax increase appears to be off the table. New legislation will limit the property tax rate to the same property tax revenue as last year, college officials said.

At Thursday’s workshop, the board discussed the possibility of a $5-per-semester hour tuition increase starting this spring.

That would add another $75 for a student taking a typical load of 15 semester hours.

Per-semester tuition and fees now stand at $810 for in-district students and $1,350 for students who live outside the district (but within Texas).

The college district includes Wharton County and Needville Independent School District in Fort Bend County.

Trustee Gerald Donaldson said he did not believe the tuition increase will push students away from attending WCJC.

“I don’t believe it will impact the majority of our students,” he said.

And, he added, “we have to stay competitive on salaries.”

Another trustee, Oliver Kunkel Jr., said he was “alarmed,” however, over budget proposals to add some 16 more support or administrative positions.

McCrohan said those proposals come from her vice presidents and are needed, but that she had not yet reviewed them.

“The number needs to be reduced,” she agreed.

“I will say there is not one position that we don’t need. What we can live with and not live with is another question.”

A $5 per semester-hour tuition increase is expected to generate $625,000 per semester in new revenue. If the board approves, the soonest students would see it would be spring 2006.

The $2,500 faculty raise would include a $500 “step” increase that nine-month instructors would get any way.

See COLLEGE, Page A5
- College teachers' pay still not at median

Continued from Page A1

The increase would move salaries closer to the median for beginning instructors in the area. Another $1,000 would put WCJC exactly at the median, said Dr. Ty Pate, senior vice president for instruction.

"We are trying to get to the median," McCrohan said. "If we can, we will."

An entry-level instructor with a master's degree under a nine-month contract now earns $31,550 at WCJC. The median pay for the same position is $35,060 in this region.

McCrohan indicated she will make recommendations both on salaries and tuition at the next budget workshop. It has been tentatively set for next Thursday.
Federal funds cut for college’s program for senior citizens

By RONALD K. SANDERS
Journal-Spectator News Editor

Carolyn Osborne has a sharp pencil in one hand and is holding the other one, palm out, as she tries to cope with less federal funds for the senior citizens program at Wharton County Junior College.

She is economizing in next year’s budget with the goal of not impacting the senior citizens already served in Wharton and Colorado counties if at all possible.

She also is soliciting funds, everything from gifts to grants. She also is asking Wharton and Colorado County judges for additional support.

Osborne has been program director for the past 25 years. It was just five years old when she took it over.

“The college has been very supportive of the program. We’re going on the idea that we are going to make it.”

Federal funds cover the lion’s share of program costs. The Houston-Galveston Area Council distributes the money regionally.

The federal funding level will remain the same for the entire region. However, more money will go proportionately to counties in the region that have significant population growth. That means they will get a bigger share of the money designated for this region, and Wharton and Colorado counties — with slow growth — will get less, Osborne said.

“The pie is about the same, but it is divided differently.”

According to the U.S. Census Bureau, Colorado County’s population grew just 1.2 percent from 2000 to 2003. Wharton County actually dropped one-tenth of one percent during that same period.

Fort Bend, however, jumped 18.4 percent. Montgomery County was up 17.3 percent.

The federal reduction will amount to 4 or 5 percent in each of the next three years. It may not seem like much, but skyrocketing motor fuel costs, as well as higher food and insurance costs, will make coping with the cuts challenging, Osborne said.

Federal funds are projected at $205,566. The total draft budget for the WCJC program is now at $355,979, Osborne said.

The WCJC senior citizens program, headquartered at the LaDieu Center, operates six vans that deliver hot meals to the homebound or drive those who lack transportation to and from senior citizens centers in Wharton, East Bernard, El Campo, Columbus, Eagle Lake and Weimar.

Meals cost $2.97 last year but will increase to $3.03 next year.

While no one is being turned away in Wharton County right now, Colorado County has a waiting list for those who want to participate in the program, Osborne said.

About 250 persons are served in Wharton County and 150 in Colorado County.

Meals are served five days a week in Wharton, El Campo and Columbus, with two days a week in East Bernard, Weimar and Eagle Lake.

A nutritious, hot meal is just part of the program. It has an important social function, allowing seniors who otherwise may be isolated to remain active and connected to others.

They visit, play bingo or dominoes, send E-mail to friends or loved ones, or simply have a reason to get up, get dressed and get out of the house that day.

It fights isolation even for a homebound person. Whoever delivers that meal also is someone to talk to. And it is also someone to check on their living conditions and health. And it may be the only regular contact with the outside world.

The program also offers home health-care, respite care, health screenings, and homemaker services.

“I see a great benefit to the seniors’ lives,” said Georgia Krenek, a WCJC trustee.

Krenek also is a member of the Wharton Pilot Club, which provides a special meal, bingo prizes and goody bags at Christmas to the seniors. The Pilots also sponsor a senior “activity day” twice a year.

WCJC provides the office space, janitorial services, administration overhead, computers, telephones and auditing costs.

Wharton County contributes $34,000 and Colorado County $19,000.

Perhaps Wharton County and Colorado County can increase their financial support as well, said Dale Pinson, WCJC’s vice president for workforce development, continuing education and distance learning.

Wharton County Judge John Murrile said he plans to add another $3,000.
Stolle gets Coke scholarship

Joni Stolle, a student at Wharton County Junior College, has been awarded a $1,000 scholarship from the Coca-Cola Scholars Foundation.

Through the Coca-Cola Two-Year Colleges Scholarship Program, the Foundation awards a total of 400 scholarships annually to students attending higher-education institutions granting two-year degrees.

In April, one scholar from each state received a $2,000 scholarship from Coca-Cola through the New Century Scholar Program of the American Association of Community Colleges and Phi Theta Kappa, the two-year college scholastic honorary organization. On June 21, an additional 350 students, including Stolle, who is from Wharton, were awarded a $1,000 scholarship. All recipients have demonstrated academic success and participated in community service within the past 12 months.

"The Coca-Cola Two-Year Colleges Scholarship Program gives support and encouragement to an under-served population of college students," said Bruce Morrison, sales center manager for the El Campo Coca-Cola Bottling Company.

"This program is an extension of our long-standing commitment to college education. These fine students, who often juggle school, work and family, continue to give back to their communities through volunteer service."

The Coca-Cola Two-Year Colleges Scholarship Program is made possible with funding from the Joseph B. Whitehead Foundation. The Whitehead Foundation provides grants in support of human services initiatives. The late Joseph B. Whitehead was one of the original bottlers of Coca-Cola.

The Two-Year Colleges Scholarship Program complements the Foundation's Coca-Cola Scholars Program, which awards more than $1.8 million annually in college scholarships to 250 outstanding high school seniors.

The El Campo Coca-Cola Bottling Co. is an operating company of Coca-Cola Enterprises, Inc., the world's largest marketer, distributor and producer of bottled and canned non-alcoholic refreshment.
WHARTON - Jerry C. Hoke and Cynthia Huddleston were presented with retirement plaques and honored for their 56 years of combined service to Wharton County Junior College during the July 19th meeting of the WCJC Board of Trustees.

Hoke and Huddleston, who are both retiring from the Wharton campus library, agree that the introduction of computers has been the biggest change they've witnessed during their tenure at the college. Hoke joined WCJC in 1972 as a public service librarian. Huddleston joined WCJC as a cashier in the business office in 1981. She became library technician in 1985.

"The computer improved accuracy at first," said Hoke, referring to how computers track overdue books and the accompanying fines. "Later with the Internet, it has allowed students to access literally thousands of scholarly journals wherever they have a computer and Internet access."

Huddleston agreed, saying this accessibility has led to a "decline in the students that come into the library."

Hoke, who holds a masters degree in library science from The University of Oklahoma, has served as director of library services since 2000. He laughs about his first computer, an Intertec Super Brain. It had 64KB of memory and 180KB of storage on a 5 inch floppy disk.

Later when the library received a 10MB hard drive computer, he wondered how they were going to fill it. Despite the many generations of computers that Hoke has worked with, he admits he "really fell in love with the machine."

Huddleston's work has also been impacted by the computer. She manages all the processes connected with checking library materials in and out. This includes inter-library transfers and fines, which are electronically tracked. She also supervises and trains student workers, plus the staff that works during evening hours.

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For Huddleston, the college's growth stands out as a huge change during her 23 years at WCJC.

"I used to know everybody at the college, but I don't anymore," she said.

Hoke and Huddleston agree that they'll miss their colleagues during retirement, but they're both looking forward to traveling.

Huddleston, along with her husband Johnny,
continued -- WCJC employees Hoke & Huddleston retire with 56 years combined service

plans to "do some cruising" aboard their 40-foot sailboat. As seasoned sailors of nearly 30 years, they have weathered the waters of the Gulf of Mexico and the Caribbean to visit Cancun and Isla Mujeres, Mexico, as well as the Bahamas.
With the active hurricane season upon us, sailing may not be a full-time venture just yet.
"When you're retired you have time and you just wait for the weather windows," said Huddleston.
In addition to sailing, Huddleston will spend

(See WCJC, Page 5-B)

Retirees Honored

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WCJC retirees

(Continued from Page 3-B)

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While he doesn't relish the 24 hour flight to get there, he certainly enjoys his stay once he arrives.
"That's one of the nice things about retirement. I can stay and my daughter-in-law doesn't mind," said Hoke.

Hoke also plans to spend

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1-800-561-WCJC(9252)
www.wcjc.edu
Just too close to Fort Bend

"Poor Mexico! So far from God, and so close to the United States." As Mexico's President Porfirio Diaz lamented a century ago, nearness can be a curse as well as a blessing.

Pity poor Wharton. So close to Fort Bend County.

Yes, there are plenty of conveniences these days, thanks to First Colony Mall and an ever-widening freeway.

But proximity poses problems, too.

Pay rates is a good example. Wharton, East Bernard and Boling school administrators have a hard time recruiting teachers when pay rates are so much better in Lamar Consolidated. And Lamar Consolidated is having to recruit too, because ... yep, pay rates are so much better in Fort Bend ISD next door in Sugar Land.

It's not just a matter of getting new teachers. All these districts lose teachers practically every year to higher-paying nearby districts.

Unfortunately, Wharton County taxpayers can't keep up with their richer Fort Bend County neighbors. And so we struggle to attract and retain the highly qualified teachers our children need and deserve.

The same is true for Wharton County Junior College. In fact, it's even a bigger problem, because so many WCJC classes actually take place in Fort Bend County.

Our rural-based college district not only must compete with Fort Bend County, but compete in Fort Bend County.

And WCJC's faculty pay isn't up to prevailing standards in Fort Bend. It's not even up to prevailing standards in the whole state.

For some time, the WCJC board has had a stated goal of reaching at least the median for Texas community colleges in faculty pay. It hasn't yet achieved that goal, but we hope it continues getting closer.

Rural counties face challenges in many ways. We must meet them head-on. Our public schools, colleges, government services and business climate cannot be second rate and survive. We are too close, and comparisons are inevitable.

Rural lifestyles, small town friendliness and clean air are all strong positives. But as a community, we have to take seriously how we can remain competitive, whether in school facilities or college pay rates.

There are some aspects of affluent suburbs we will never match. And there are some aspects of crowded suburbs we'll never want to endure. But for good or ill, geography is destiny. So close to Fort Bend County. It's a reality that won't go away.
WCJC New Student Orientation

Wharton County Junior College will host a new student orientation program, called "College Success—YES!" on Thursday, Aug. 11 at the Pioneer Student Center on the Wharton campus from 10 a.m. to noon. New students will learn a way to learn about WCJC, college expectations, meet new people, receive tips on study skills and to hear about student services, financial aid information and campus activities. Students are asked to register in advance with Pat Sikora at the Wharton Campus (979-532-6918).

WCJC Registration Info Available

Anyone interested in attending Wharton County Junior College is invited to drop by the Northside Education Center and visit regarding admissions, registration, educational programs/degrees, testing, financial aid, etc. Current WCJC catalogues and class schedules for credit courses and continuing education classes will be available. George Lehnert will assist anyone with completion of the FAFSA. Northside Education Center is located at 707 Fahrenthold in El Campo, directly behind the El Campo Branch Library.
Accountant tapped for jr. college board post

Trochta recommended to take Petersen's place

By RONALD K. SANDERS
Journal-Spectator News Editor

A certified public accountant and Wharton County Junior College alumnus may become the newest member of the WCJC board of trustees.

WCJC trustees will vote Thursday on naming Gary Trochta of El Campo to fill a board vacancy.

Trochta would replace Lawrence Petersen, the Place 2 trustee who died Jan. 31 after a battle with cancer.

A board search committee made up of trustees Rick Davis and Lloyd Nelson recommend Trochta as Petersen's replacement.

An El Campo native, Trochta is employed as managing partner of the El Campo office of Briggs & Veselka, a Houston-based accounting firm.

He attended WCJC from 1977 to 1979 and received his bachelor's degree in business administration in accounting from Texas State University in 1981.

He received his CPA license in 1983 and his real estate license in 1978.

Trochta is secretary-treasurer of the Wharton County 100 Club, financial secretary of the St. Philip School Endowment Fund, secretary-recorder of the Knights of Columbus Council 9394, an El Campo Rotary Club member, an El Campo Booster Club member, and 2003 board chairman and...
Faculty pay raise on college budget agenda

Continued from Page A1

The WCJC special board meeting will begin at 6 p.m. in the Hutchins Memorial Center.

The board also will consider

next year's budget.

At an audit/finance committee meeting last week, board members discussed a $2,500-per-year faculty salary increase and a $5-per-semester-hour tuition increase.

President Betty McCrohan is expected to make recommendations at Thursday's workshop.

three-year board member of the El Campo Chamber of Commerce.

Trochta, if appointed, would serve until May 2006, when the next college election will be held.

At that time, he can choose to run to complete the four remaining years of Petersen's unexpired term.

Petersen had served on the board since 1986. He had just been elected to another six-year term last year.
Junior college may hike pay, tuition cost

By RONALD K. SANDERS

Wharton County Junior College faculty may get a $2,500 raise in the next school year, and students may be the ones to pay for it.

The salary increase would cost the college about $431,000 next year. If non-instructional staff got a similar increase, too, the cost would bump up to $725,000.

The board of trustees has made pay raises as a priority, but board members and administrators appear to conclude that another tuition increase may be the only way to cover the cost.

"I don't think the state has given us an option," board chairman Danny Gertson III said at a audit/finance committee workshop on Thursday.

Even a property tax increase appears to be off the table. New legislation will limit the property tax rate to the same property tax revenue as last year, college officials said.

At Thursday's workshop, the board discussed the possibility of a $5-per-semester hour tuition increase starting this spring.

That would add another $75 for a student taking a typical load of 15 semester hours.

Per-semester tuition and fees now stand at $810 for in-district students and $1,350 for students who live outside the district (but within Texas).

The college district includes Wharton County and Needville Independent School District in

(See RATE, Page 12-A)

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Rate hike shouldn't hit wallet

(Continued from Page 1-A)

Fort Bend County.

Trustee Gerald Donaldson said he did not believe the tuition increase will push students away from attending WCJC.

"I don't believe it will impact the majority of our students," he said.

And, he added, "we have to stay competitive on salaries."

College administrators are not budgeting for any increase in enrollment next year.

Another trustee, Oliver Kunkel Jr., said he was "alarmed," however, over budget proposals to add some 16 more support or administrative positions.

McCrohan said those proposals come from her vice presidents and are needed, but that she had not yet reviewed them.

"The number needs to be reduced," she agreed.

"I will say there is not one position that we don't need. What we can live with and not live with is another question."

A $5 per semester-hour tuition increase is expected to generate $625,000 per semester in new revenue. If the board approves, the soonest students would see it would be spring 2006.

The $2,500 faculty raise would include a $500 "step" increase that nine-month instructors would get any way.

The increase would move salaries closer to the median for beginning instructors in the area. Another $1,000 would put WCJC exactly at the median, said Dr. Ty Pate, senior vice president for instruction.

"We are trying to get to the median," McCrohan said. "If we can, we will."

An entry-level instructor with a master's degree under a nine-month contract now earns $31,550 at WCJC. The median pay for the same position is $33,000 in this region.

McCrohan indicated she will make recommendations both on salaries and tuition at the next budget workshop. It has been tentatively set for next Thursday.
WCJC Fall registration underway

Wharton County Junior College is currently registering for the Fall 2005 semester.

Students may register now through Aug. 28 on the web at www.wcjc.edu.

Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Fort Bend Technical Center now through Aug. 24.

Registration appointments are not required. Fall classes begin Aug. 29.

WCJC Holds Registration For Fall

Wharton County Junior College (WCJC) will host a new student orientation program called College Success-YES! Aug. 9, at the Sugar Land Campus Room 204, Aug. 10, at the Fort Bend Technical Center Room 101, and Aug. 11 at the Wharton Campus Pioneer Student Center. The orientation will be held from 10 a.m. - noon at each location.

College Success - YES! offers new students a way to learn about WCJC, college expectations, meet new people, receive tips on study skills, and to hear about student services, financial aid information, and campus activities. Students may attend orientation on any campus. Students planning to attend are asked to register in advance with the contact person at the campus orientation they plan to attend. Orientation will be presented by WCJC counselors, advisors, and student guests and provides students a great opportunity to get a jump on college success.

For information regarding the College Success - YES! orientation program or to register for the program, contact Susan Denman or Joe Jenkins at the Sugar Land Campus 281-243-8447, Beverley Marks at the Fort Bend Technical Center 281-239-1527, or Pat Sikora at the Wharton Campus 979-532-6918.
Librarians 'check out' of learning center

Hoke, Huddleston reflect on impact of computers, Internet on library usage

"I do so many different things during the day that I never get bored," said Huddleston.

For Hoke, another change in his 32 years at WCJC has been the changing role of library science professionals.

"We've gone from helping people find information to educating them about the information they find. Just getting on the Internet is fine, but 'Do you know how to use the information you find and use it effectively?'"

For Huddleston, the college's growth stands out as a huge change during her 23 years at WCJC.

"I used to know everybody at the college, but I don't anymore," she said.

Hoke and Huddleston agree that they'll miss their colleagues during retirement, but they're both looking forward to traveling.

Huddleston, along with her husband Johnny, plans to "do some cruising" aboard their 40-foot sailboat. As seasoned sailors of nearly 30 years, they have weathered the waters of the Gulf of Mexico and the Caribbean to visit Cancun and Isla Mujeres, Mexico, as well as the Bahamas.

With the active hurricane season upon us, sailing may not be a full-time venture just yet.

"When you're retired you have time and you just wait for the weather windows," said Huddleston.

In addition to sailing, Huddleston will spend time with her two grown sons. John lives in El Campo and has two daughters. Sean, the couple's youngest son, sustained a closed head injury in a four-wheeler accident 15 years ago. He lived at home until February, at which time he moved to Tideway Rehabilitation in Galveston to attain the stimulation prescribed by his neurologist.

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While he doesn't relish the 24 hour flight to get there, he certainly enjoys his stay once he arrives.

"That's one of the nice things about retirement. I can stay and my daughter-in-law doesn't mind," said Hoke.
‘Success - YES!’ aim for WCJC event on Aug. 11

Pioneers, get ready to check out Wharton County Junior College. Their new student orientation program, “College Success-YES!,” is aimed at helping college students as much as possible.

The program is giving new students a way to learn about WCJC, as well as aid in numerous other aspects of college life.

It will give students information on college expectations, study tips, student services, financial aid, campus activities, as well as a chance to meet some new faces.

WCJC counselors, advisors and student guests will present the orientation in hopes of providing students an opportunity to get a jump on college success.

“College Success-YES!” will be held from 10 a.m. to noon Thursday, Aug. 11, at the Wharton Campus Pioneer Student Center.

Orientation is also held 10 a.m. through noon at the Sugar Land Campus on Aug. 9, in room 204 and at the Fort Bend Technical Center on Aug. 10, in room 101. Students may attend any campus for the program.

Students planning to attend are asked to register in advance with Pat Sikora at 979-532-6918 for the Wharton Campus, Susan Denman or Joe Jenkins at 281-243-8447 for the Sugar Land campus and Beverley Marks at 281-239-1527 for the Fort Bend Technical Center.

— WCJC student orientation

Wharton County Junior College will hold “Student Success Yes” — a new student orientation — from 10 a.m. to noon Thursday, Aug. 11, in the Pioneer Student Center. To reserve a seat, call Patti Lawlor at 532-6441 by Wednesday, Aug. 10.
WCJC sets orientation

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Hoke and Huddleston Honored By WCJC

Jerry C. Hoke and Cynthia Huddleston were presented with retirement plaques and honored for their 36 years of combined service to Wharton County Junior College (WCJC) during the July 19 meeting of the WCJC Board of Trustees.

Hoke and Huddleston, who are both retiring from the Wharton campus library, agree that the introduction of computers has been the biggest change they've witnessed during their tenure at the college.


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Jerry Hoke and Cynthia Huddleston

WCJC Director of Library Services Jerry C. Hoke and Circulation Technician Cynthia Huddleston were presented with retirement plaques and honored for their 56 years of combined service to Wharton County Junior College during the July 19 meeting of the WCJC Board of Trustees.
ROSENBERG

Student earns rodeo honors

Justin Hendricks, who just completed his first year at Wharton County Junior College, finished ninth in team roping at the College National Finals Rodeo in Casper, Wy.

As a national finalist, he received $500 and a saddle.

The Needville High School graduate, who lives in Rosenberg, said his win is a pretty big accomplishment, and he is excited to be considered among the best of the best college ropers in the nation.

During high school, Hendricks qualified twice for the national finals.
College Success-YES! is WCJC orientation for new students

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Pate prods people to sharpen minds

By KYLE HERMES

While some people start the morning just sipping coffee and watching Good Morning America, those on Dr. Ty Pate's E-mail list are expanding their vocabularies.

Pate, Wharton County Junior College's senior vice president of instruction, sends out "a word of the day" to roughly 50 recipients. He sends an E-mail containing a word and multiple choice answers. Along with the E-mail is an attachment with the correct answer and a brief history of the word.

"I always look forward to my E-mail from him. We're both interested in words and this just allows an easy way for us to stay in touch. His "word of the day" helps to keep my mind sharp and learning," said WCJC mathematics instructor James Carolan, a long-time friend.

However, Pate's passion for words and their history didn't develop just recently.

"I've always been interested in words throughout my life," Pate said.

"Around 1980 I started highlighting in the books I was reading words that I didn't know or wasn't sure about. That was the big jump start in learning new words for me."

Twenty years later, the "word of the day" E-mail was born.

Actually, it was during an argument.

"Back in 2000, some of my colleagues and I were having lunch, and we were discussing words, their meanings and where they came from.

"We got into an argument over a word's history, so when I got back to campus, I promptly looked it up and I had been right about it.

"Just to kind of rub it in with my friends, I sent them an E-mail with multiple choice answers to the meaning of the word we were discussing and also the correct information I had found on the Net. That's how the whole thing started."

Since then, he has been sending out his "word of the day" virtually every day to 50 or so of his friends and colleagues.

"My favorite pastime is to read, so the majority of my finds come from books I have read and the words that I've highlighted. But really, I get words from all over the place. If I'm sitting in a lecture and the speaker uses a word I don't know, I'll write it on my hand to look up later," Pate said.
WCJC pay scales rise by about 6 percent

Employee raises in next year's proposed budget will average about 6 percent, Wharton County Junior College officials said.

Faculty with a nine-month contract will get $2,000 more in their base pay, plus a $500 longevity step increase.

Faculty with a 10.5-month contract will get $2,333 more, plus a $553 step increase.

Faculty with a year-round contract will get $2,887 more, plus a $677 step increase.

Non-faculty support staff (clerical, custodial, groundskeeping) will get $325 more, plus a $325 step increase.

Twelve-month administrative positions will get $667 more, plus a $666 step increase.

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EC man will join WCJC board soon

By JASON GIBBS

An El Campo native and former student at Wharton County Junior College is set to take a leadership role at the growing institution of higher learning.

Gary Trochta will be sworn in as a WCJC board trustee on Aug. 16.

Trochta, and El Campo native who attended WCJC from 1977 to 1979, went on to earn his bachelor's degree in business administration in accounting from Southwest Texas State University in 1981. He is a managing partner of the El Campo office of Briggs & Veselka, a Houston-based accounting firm. He received his CPA license in 1983 and his real estate license in 1978.

He said he hopes to lend a willing ear and an able hand to the college's governing board.

"I decided I would go in there and see if I could be a little bit of help, at least to listen," Trochta said Friday. "Rick Davis, who is on the search committee, called me and asked me if I would consider the appointment. I said

(See TROCHTA, Page 10-A)

-Trochta

(Continued from Page 1-A)

yes. It sounded like something educational and interesting where I could use my talents."

When appointed, Trochta will serve until May 2006, when the next board election will be held. He could seek re-election and continue on the board at that time.

He will replace Lawrence Petersen, the Place 2 trustee who died Jan. 31 after a battle with cancer. Petersen had served on the board since 1986. He had just been elected to another six-year term last year.

Helping the growing institution expand the scope of service is among his goals, Trochta said. WCJC plays a vital role in local and economic development throughout the region, he said.

"I think it's very important," Trochta said. "It brings an option for all the children, not only of Wharton County but surrounding counties as well, to gain an education that is second to none."

Trochta said the college not only provides an affordable education to local students, but also improves the quality of the regional workforce, leading to more economic development.

And the college's expansion plans will help bring that benefit to a wider area in coming years.

"We have the campuses in Richmond/Rosenberg as well as the Sugar Land campus," he said. "As we get those campuses on board and expanding, that can help reduce the overall cost of operations."

"I want to encourage children from not only Wharton County but surrounding counties to utilize WCJC," he said. "It helps us show we are not just a local college, but an institution for the surrounding seven or eight counties as well."

Public service is not a new endeavor for Trochta. He is secretary-treasurer of the Wharton County 100 Club, financial secretary of the St. Philip School Endowment Fund, secre-tary-recorder of the Knights of Columbus Council 9394, an El Campo Rotary Club member, an El Campo Booster Club member, and 2003 board chairman and three-year board member of the El Campo Chamber of Commerce and Agriculture.
WCJC New Student Orientation

Wharton County Junior College will host a new student orientation program called "College Success-YES!" on Thursday, Aug. 11 at the Pioneer Student Center on the Wharton campus from 10 a.m. to noon. New students will learn a way to learn about WCJC, college expectations, meet new people, receive tips on study skills and to hear about student services, financial aid information and campus activities. Students are asked to register in advance with Pat Sikora at the Wharton Campus (979-532-6918).

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Wharton County Junior College will hold "Student Success Yes" — a new student orientation — from 10 a.m. to noon Thursday, Aug. 11, in the Pioneer Student Center. To reserve a seat, call Patti Lawlor at 532-6441 by Wednesday, Aug. 10.
El Campo CPA appointed to WCJC board

As expected, the Wharton County Junior College board of trustees Thursday night appointed Gary Trochta of El Campo to fill a board vacancy.

Trochta will hold Board Position 2, which was formerly held by Lawrence Petersen, who died earlier this year.

The position will be open for re-election in May 2006.

Trochta, a certified public accountant, is a managing partner of Briggs & Veselka Co.

He holds a bachelor's degree in business administration in accounting from Southwest Texas State University.

He attended Wharton County Junior College from 1977 to 1979. He also holds a real estate license, a series 7, 63, and 65 securities license, and a general lines insurance license.

He is scheduled to take the oath of office at the next regular board meeting, Tuesday, Aug. 16.

WCJC

Wharton County Junior College recently recognized students as distinguished scholars for the spring semester of 2005. The students were named to the dean's list for earning at least a 3.5 grade point average out of a possible 4.0, in all work completed during at least 12 semester hours of work. Those honored from Columbus are: Sarah Jean Behlen, Shirley Mae Kearbey, Tiffany Tenniel Orsak and Carolyn Ramirez.
Junior college grants pay, not tuition hike

By RONALD K. SANDERS

Students won’t pay more, but faculty will earn more, according to the final draft of next year’s Wharton County Junior College budget.

The fiscal-year 2006 budget now heads to a public hearing and final adoption on Tuesday, Aug. 16.

Under the salary plan, instructors under a nine-month contract will receive a $2,000 increase, plus another $500 longevity step increase. Other employees, like support staff, will get raises, too (see sidebar).

That will bring starting salaries close to the average for the region.

“We are moving forward to our goal with faculty salaries, but we are not there yet,” board president Betty McCrohan said.

The raises, including benefits, are expected to cost about $550,000 next year.

But the administration nixed the idea of increasing tuition rates to cover the cost of the pay raises.

Board members and administrators debated a $5 per semester-hour tuition increase at a workshop last week, but the president and the vice presidents later decided they would not recommend it.

Instead, cuts were made elsewhere. For instance, instead of 16, just six new positions remain in the budget, McCrohan told the board of trustees Thursday.

She also said departmental budgets were scrutinized in greater detail. In previous years, these budgets may have been cushioned to result in surpluses at the end of the year.

“It’s a pretty tight budget,” McCrohan told the board.

Board members were pleased with the outcome. The employees will get a much-needed raise, and students will continue to have the same access to higher education by not having to deal with higher tuition, they said.

“I commend you for working this out. The students will ben-

(See COLLEGE, Page 7-A)

‘(Continued from Page 1-A)

efit,” said board chairman Danny Gertson.

Taxpayers may like it, too.

The $24.1 million budget is based on adopting a property tax rate that will bring in the same amount of revenue as last year, said Bryce Kocian, vice president over finances.

That likely will mean a lower tax rate than last year’s levy of nearly 17 cents per $100 valuation.
Employee raises in next year’s proposed budget will average about 6 percent, college officials said.

Faculty with a nine-month contract will get $2,000 more in their base pay, plus a $500 longevity step increase.

Faculty with a 10.5-month contract will get $2,333 more, plus a $583 step increase.

Faculty with a 12 month contract will get $2,667 more, plus a $877 step increase.

Non-faculty support staff (clerical, custodial, groundskeeping) will get $325 more, plus a $325 step increase.

Twelve-month administrative positions will get $667 more, plus a $668 step increase.

College pay going up, tuition isn’t

By RONALD K. SANDERS
Journal-Spectator News Editor

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“I commend you for working this out. The students will benefit,” said board chairman Danny Gertson.

Taxpayers may like it, too.

The $24.1 million budget is based on adopting the property tax rate that will bring in the same amount of revenue as last year on property that was on the tax roll last year, said Bryce Kocien, vice president over finances.

That likely will mean a lower rate than last year’s rate of nearly 17 cents per $100 valuation.
Registration dates offered at WCJC

Wharton County Junior College is currently registering for the fall 2005 semester.
Students may register now through Aug. 28 on the Web.
Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Fort Bend Technical Center through Aug. 24.
Registration appointments are not required. Fall classes begin Aug. 29.

WCJC offers an associate of arts degree for those intending to transfer to a four-year institution, an associate of arts in teaching degree, 19 associate of applied science degrees, and 18 certificate programs.
Distance education courses are available through the Web, interactive television and videocassettes.
For more information about programs or registration, call (800) 561-9252 or visit www.wcjc.edu.

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WCJC student orientation

Wharton County Junior College will hold “Student Success Yes” — a new student orientation — from 10 a.m. to noon Thursday, Aug. 11, in the Pioneer Student Center. To reserve a seat, call Patti Lawlor at 532-6441 by Wednesday, Aug. 10.
Funeral services for Dale Wayne Anderson will be held at 2 p.m. Monday Aug. 8, 2005 at Lago Federated Church with Mr. Mickey Reynolds officiating. Interment will follow in Evergreen Memorial Park Cemetery. Friends may call for visitation at the Wharton Funeral Home from 6 p.m. until 8:30 p.m. Sunday, Aug. 7, 2005.

Dale Wayne Anderson of Boling passed away at his residence surrounded by his family and friends who loved him dearly on Thursday, Aug. 4, 2005 at the age of 46. He fought a long and courageous battle with A.L.S. for the past 10 years. Dale was born March 22, 1959 in New Gulf, the son of the late Billy Wayne "Sonny" Anderson and Billye Sue Page.

Dale was a life-long resident of Wharton County, having lived in Boling and Wharton. He was a 1977 graduate of Boling High School. He attended Wharton County Junior College and received a degree in Criminal Justice from Brazosport Junior College. Dale was a 16-year veteran of the Wharton County Sheriff's Department, having earned the rank of Lieutenant in the Criminal Investigation Division until his retirement in February of 1996. He married Karen Renee Mosier on July 8, 1995 in Las Vegas, Nev. Dale was an avid hunter, loved to play golf and was a diehard Dallas Cowboys Fan. Dale received many special recognitions throughout his career, including past recipient of the Wharton County 100 Club Officer of the Year, American Legion Post No. 87 Officer of the Year and he was honored by having the 1999-2000 Boling Little League season dedicated in his honor. He was also a member of the Lago Federated Church and the Wharton County Sheriff's Association. He was loved and admired by his fellow officers and co-workers.

Dale was truly the example of the type of man God intended a son, brother, husband, father and uncle to be. Even after Dale was diagnosed with A.L.S. he didn’t let this disease destroy his faith. Dale touched many lives in a positive way with his endless joy and lightheartedness. To have known him was to have loved him. It pained him greatly knowing that his disease would shorten his time spent with his wife, Karen, and son, Cameron whom he adored. Dale is survived by his wife, Karen, and son, Cameron Wayne Anderson; mother, Billye Sue Anderson of Wharton; sister, Gail Delaine Ashworth and husband, Eric of Angleton; brother, Thomas Dwain Anderson of Houston; nieces, Morgan Anderson and fiancé, David Estrada, Megan Macek and Jenna Lindemann; nephew, Matthew Macek; aunts and uncles, Ray and Jan Anderson and Hurshel and Kathy Cain; mother-in-law, Brenda Day; father-in-law, Gary Mosier; brother and sister-in-law, Gary Wayne and Trina Mosier; sister and brother-in-law, Sharon and Darrell Lindemann. Besides his father, Dale was preceded in death by his grandparents, Dwain and Geneva Anderson and Ira and Vergie Page.

Pallbearers are Frank Norrell, Jimmy Surratt, Randy Hyden, Raymond Jansky, Tommy Johnson and Hal Dumas. Honorary pallbearers are Gary Mosier, Darel Lindemann, Glenn Vecera, Newell Atkinson, Dustin Vacek, Dusty King, Randy Faber and all members of the Wharton County Sheriff’s Department.

If desiring, memorials may be made to the Outreach Fund, Lago Federated Church, Rt. 1 Box 208, Boling, Texas 77420.

Num. 6:24-26 “The Lord bless thee, and keep thee: The Lord make his face shine upon thee, and be gracious unto thee: The Lord lift up His countenance upon thee: and give thee peace.”

Funeral arrangements are under the direction of Wharton Funeral Home, 515 E Boling Hwy, Wharton, 979-532-3410.

Anderson
Robert Wesley Dodd of Katy has been named to the Wharton County Junior College spring 2005 Dean's List. Dodd had to earn at least a 3.5 grade point average, out of a possible perfect 4.0, in all work completed during at least twelve semester hours of work.

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**WCJC New Student Orientation**

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**WCJC schedules student orientations**

Wharton County Junior College will host a new student orientation program called College Success-YES on Aug. 10 at the Fort Bend Technical Center Room 101 and Aug. 11 at the Wharton Campus Pioneer Student Center.

The orientation will be held from 10 a.m.-noon at each location.

College Success-YES offers new students a way to learn about WCJC, college expectations, meet new people, receive tips on study skills, and to hear about student services, financial aid information, and campus activities.

Students may attend orientation on any campus.

Students planning to attend are asked to register in advance with the contact person at the campus orientation they plan to attend. Orientation will be presented by WCJC counselors, advisors, and student guests and provides students a great opportunity to get a jump on college success.

For information regarding the College Success-YES orientation program or to register for the program, contact Susan Dennman or Joe Jenkins at the Sugar Land Campus 281-243-8447, Beverley Marks at the Fort Bend Technical Center 281-239-1527, or Pat Sikora at the Wharton Campus 979-532-6918.
Partlow honored for years as educator

Liberty County native selected Teacher of the Year three times during tenure

Nancy Partlow, who has been Teacher of the Year at Wharton County Junior College three times, has retired after 36 years with the institution of learning.

During a recent board meeting, trustees and WCJC President Betty McCrohan joined in recognizing the Liberty County native for her long career. That followed a campuswide reception held in honor in March.

A plaque from the board and administration commended Partlow “for her dedication to the teaching profession, for her loyalty to her colleagues, and especially for her long record of service to this institution.”

A biology and allied health instructor, Partlow has been recognized as WCJC Teacher of the Year three times — first in 1972 when this honor was bestowed by a vote of the student body; and again in 2002 and 2005 when it was bestowed by her fellow faculty.

Leigh Ann Collins, chair of WCJC Faculty Council and director of the college’s dental hygiene program, presented Partlow with this year’s award. She highlighted Partlow’s outstanding qualities as leadership, respect, patience, mentoring, professionalism and enthusiasm.

“Working with her all this time, I have definitely witnessed a very, very quality person,” Collins said. “You can’t replace her. I call her a superstar instructor.”

Among Partlow’s supporters at the board meeting was trustee Jack Moses. Like Collins, he is a former student of Partlow who holds her in high esteem.

“Miss Partlow was one of the finest instructors that I have ever had in my entire — from kindergarten all the way through college,” said Moses, adding that Partlow would take her time to make sure others learned, a sentiment echoed by others.

Dr. Sue Poor, former chair of WCJC Faculty Council, considers Partlow “student-oriented” and “an advocate for faculty.” Similar words resonate from another former student — Dr. Ty Pate, vice president of instruction at WCJC.

“Miss Partlow is, and has been since 1969, a consummate professional educator, and she has comport herself in a manner that should serve as an example for those of us in higher education,” Pate said. “She has always put students first.”

Pate also remembers the rigor of her class “was good preparation for the rest of my collegiate career.”

Dedication to teaching is evident as Moses affectionately recalls a common Partlow saying: “Education is what it’s all about, and when you’re in my class, you’re going to learn and you’re going to be well-educated when you leave.”

Partlow’s commitment to student learning led her to serve as sponsor of WCJC Biology Club, Phi Theta Kappa, Medical Records Technology Club and Medical Lab Tech Club. For years, she guided allied health students as an academic adviser and as a volunteer patient-model for dental hygiene and cosmetology students.

Early in her career, Partlow was timekeeper for Pioneer Rodeo Club, attending practices and rodeos with the team. She was also Mullins Hall dorm director for two years.

One of her fondest memories as WCJC Biology Club sponsor was a field trip to Tampico, Mexico, where students conducted algae sampling. The trip included a visit to a rainforest.

“A lot of those students had not been to Mexico or very far from Wharton County, so that was a great experience,” Partlow said.

Other field trips Partlow enthusiastically talks about are ones taken to St. Luke’s Heart Institute to witness open heart surgery and to Port Aransas for other sampling studies.

In 36 years at WCJC, Partlow has witnessed significant changes at the college. The biggest ones include the integration of technology into instruction and the expansion and growth of WCJC from a single campus to a multi-campus college. In her subject area, technology enabled Partlow to show students more images and specimens to help them better understand their course work.

In addition to biology, she taught anatomy and physiology, nutrition, comparative vertebrate anatomy, mammalian physiology and pathophysiology.

Along with direct student contact in her roles as instructor and academic adviser, Partlow had an indirect,
Partlow honored for years as educator

but equally important, impact on students as she planned and equipped laboratories for four WCJC campuses. They include the Richmond satellite campus that opened in 1983, the Sugar Land campus that opened in 1990, the Palacios center that opened in 1994 and the Fort Bend Technical Center that opened in 2001.

Serving as biology department chair, Partlow wrote laboratory manuals, developed a syllabus for a video course in nutrition, mentored new departmental faculty, and maintained a student area for students.

Campuswide, Partlow was WCJC’s representative to Texas Community College Teachers Association, serving on statewide committees for professional development, legislative affairs and membership services. She is a two-time chair and multi-year member of the WCJC Faculty Council and served on the organizing and advisory committees for the college’s physical therapist assistant and surgical technology programs. Partlow helped develop the curriculum for these and the medical records, programs. In addition, she was involved with program certification and reaccreditation for numerous allied health programs.

In 2002, Partlow was named an international recipient of the 2002 NISOD Excellence Award by National Institute for Staff and Organizational Development. In 1989, the Liberty native was named a Meadows Fellow by Baylor College of Medicine. This enabled her to participate in advanced studies in physiology and pathology with a Baylor professor as her mentor.

In 1981, Partlow received the Petroleum Institute for Educators Award. She is a National Science Foundation grant recipient and was twice-named to Who’s Who in American College Teaching.

Reflecting on her long teaching career, Partlow points to her teacher-librarian mother and her physician grandfather as strong influences. She also enjoyed teaching labs as a graduate student at Texas Woman’s University — the institution where she earned a bachelor’s degree in biology and a master’s degree in zoology.

Being so student-oriented, Partlow said, “It has been fun teaching multiple generations over the years.”

On average, she has had six or seven students each semester who fall into this category. She also enjoys seeing former students — something that generally occurs every time she visits friends in the hospital.

While Partlow has fond memories of teaching, she admits she won’t miss 8 a.m. classes.

“I’m looking forward to sleeping in late on occasion,” she said.

Additionally, Partlow hopes to spend more time reading and gardening. She also may do additional volunteer work.

Already, she serves as vice-regent of the Wharton chapter of the Daughters of the American Revolution and as a board member of Wharton County Teachers Credit Union. She is also a member of First United Methodist Church.

As her long tenure with WCJC comes to a close, Partlow takes with her many wonderful memories and the satisfaction that she has positively impacted the lives of both students and faculty. Like the simple woman that she is, Partlow wants to be remembered as “someone who was fair and honest.”

Moses certainly feels this is the legacy Partlow leaves, noting that “she was hard, but fair” and “an all-around good person.”
Nancy Partlow receives a resolution plaque from Wharton Junior College Vice President of Instruction Dr. Tye Pate for her 36 years of service to the college and its students.
Scholarship presentation — Kasey Spahn (center) has been awarded this year's scholarship from the Gonzales Bass Club. The presentation was made Aug. 4 by James Jurek (left), secretary-treasurer of the Bass Club, and John Tabera, vice president. Kasey, daughter of Smokey and Donna Spahn, plans to study radiology at Wharton Junior College.

Staff photo by Debbie Tolliver
WCJC Fall registration underway

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WCJC registers for fall, holds student orientation

Wharton County Junior College will hold “Student Success Yes” — a new student orientation — from 10 a.m. to noon Thursday, Aug. 11, in the Pioneer Student Center.

Walk-in registration will end Wednesday, Aug. 24. The fall semester will begin Monday, Aug. 29.
Alums raise thousands for WCJC

A former business teacher, former band director and former history teacher helped raise thousands of dollars for their old school last Thursday night. The ballroom of the Pioneer Student Center was filled almost to capacity by $50-a-plate diners supporting Wharton County Junior College.

Sponsored by the WCJC Foundation, “American Jubilee” will benefit the foundation’s endowment for student scholarships, faculty development and academic programs.

Seventeen businesses and individuals also provided $1,000 sponsorships for the dinner.

Jeanene D. Merka, foundation president, is also a former business teacher at WCJC.

Joe Tom Davis, a former history teacher at WCJC, is a leader with the Freedom Four, who entertained with patriotic songs at the event. He was joined by fellow El Campo singers Cecil Davis, Daniel Berglund and Jim Lane, along with their pianist Carolyn Goelzer.

Charles Ryan, a WCJC former band director, led the Joy Singers, who entertained with a cappella gospel music.

Other members of this group are Cathy and Galen Privitt of Wharton, Cheryl Lee of Lake Jackson, Penny and Max Muston of Bay City, Sandy Blaine of Sweeny, Cathy and Ken Lewis of Bay City, and Sharon Runci of Lake Jackson.
MAROUL AWARDED KJZT SCHOLARSHIP - Arlene Cloyd, District VIII KJZT state director, presented Beth Maroul, 2005 Needville High School graduate, a Catholic Family Fraternal of Texas scholarship in the amount of $750. Beth will be a freshman at Wharton County Junior College in Wharton. She plans to major in psychology and art. She also received scholarships from the Needville Band Boosters ($300), the WCJC band ($450) and Sts. Cyril and Methodius Youth Ministry ($200) given by KJZT St. Theresa Little Flower Society No. 85 in Damon.
Ready for students

City employees Jerry Zuber, left, and Ricky Guzman roll fresh paint on a crosswalk on Junior College Boulevard. The walkway is designed for Wharton County Junior College students who will walk to campus from an outlying parking lot. Public schools begin classes on Monday, while WCJC starts on Aug. 29.
WCJC orientation draws big crowd

By RONALD K. SANDERS
Journal-Spectator News Editor

Wharton County Junior College's new student orientation attracted a record number of students at Wharton's main campus, college officials said.

The 260 students toured the campus and heard what to expect from college life during the two-hour orientation session.

The motivational speaker was George Gallamore of monster.com, a web resource for job search and career guidance. Gallamore urged students to get involved in school and strive to get an internship.

Walk-in registration continues through Wednesday, Aug. 24, in the Administration Building. Web registration at wcjc.edu continues through Sunday, Aug. 28.

WCJC president Betty McRohan said enrollment levels are keeping pace thus far with last year.

Fall semester classes will begin Monday, Aug. 29.

In-district tuition and fees for 15-semester-hour load is $810 per semester.

As a cost comparison, the University of Houston system costs about $7,800 per semester for a 15-semester-hour load.
Mrs. David Anthony, left, a member of Chapter FB of the P.E.O. Sisterhood, presents a continuing education grant check to Martha Morales, a lab technician at Columbus Community Hospital. Morales plans to attend Wharton County Junior College to earn a degree in dental hygiene.

CCH employee receives grant

Martha Morales, a lab technician at Columbus Community Hospital, received a continuing education grant from the P.E.O. Sisterhood. Morales lives in Eagle Lake and is returning to Wharton County Junior College to attain a degree in dental hygiene.

Mrs. David Anthony, a member of Chapter FB of the P.E.O. Sisterhood, presented the check to Morales.

"It is with great honor and gratitude that I accept this scholarship," Morales said. "I would like to thank everyone involved with this organization, especially Mrs. Anthony, who I know worked diligently to help me get this award."

"I would also like to thank Betty Hajovsky, who encouraged me to apply for the scholarship. Most especially I would like to thank God for blessing me with such wonderful friends and family."

P.E.O. is a 136-year-old sisterhood which has over 250,000 members. It has always supported women in education.

In the last five years, it has granted over $42 million dollars in loans, grants, scholarships and awards.

P.E.O. also owns Cotter College in Nevada, Mo. It is a highly ranked two-year college.
August Brandl Jr.
August Brandl Jr., age 63, of Wharton, died Saturday, Aug. 13, 2005, at his residence with his family by his side. He was born on Jan. 29, 1942, in Wharton, the son of the late August Brandl Sr. and Pauline Reichle Brandl.
Mr. Brandl was a lifelong resident of Wharton and a 1960 graduate of Wharton High School. He received his associate's degree from Wharton County Junior College and later attended both Sam Houston State Teacher's College and Texas A&M University. Mr. Brandl married Nancy LaRue Clarida on April 16, 1966, in Galveston. He was a former employee of Texas Gulf Sulphur and was a co-owner and manager of the Wharton Fruit Market until its closing in 1985. For the past 14 years, Mr. Brandl has been a licensed insurance agent with the Knights of Columbus Insurance Agency in Wharton. He was a member of Holy Family Catholic Church, St. John's Catholic Church and he attended Christ Is Life Church. He was a 3rd degree Knights of Columbus member. He was very passionate about many things in life, including fishing, gardening, sports, religion and especially being with his family and grandchildren.
Funeral mass services were held 10 a.m. Tuesday, Aug. 16, 2005, at Holy Family Catholic Church in Wharton with Rev. Henry Rachunek officiating and Deacon Alvin Matthys assisting. Interment followed in Evergreen Memorial Park Cemetery in Wharton.
Rosary services were held 7:30 p.m. Monday, Aug. 15, at Wharton Funeral Home.

Survivors include his wife, Nancy Brandl of Wharton; daughter, Christi Brandl Meggs and husband, Russ, of Teague; son, Kerry Brandl and wife, Suzanne, of El Campo; sister, Paulette Brandl Rodes and husband, Chuck, of Wharton; grandchildren, Bryce Brandl, Brock Brandl, Sage Meggs and Bailey Meggs; mother-in-law, Opal Micheletti of Galveston; sister and brother-in-law, Peggy and Virgil Stutte of Livingston.
Pallbearers were Floyd Ciruti, Royce Mitchell, Richard Lesak, Tim Duyka, Charles Chambers and Johnny Kunkel.
Honorary pallbearers were Rick Matula, Donnie Carroll, Wes Jones, Allen Weisner, Syl Matej, Wayne Woods, all Knights of Columbus Agents and the Svatko's Coffee Crew.
If desiring, memorials may be made to the August Brandl Jr. Baseball Scholarship Fund, Wharton/El Campo, c/o Nancy Brandl, 2835 Turtle Creek Drive, Wharton, TX 77488.

AUGUST BRANDL JR.
...services held Tuesday
New LVN program graduates

Among the 22 graduates who received their certification in Licensed Vocational Nursing from Wharton County Junior College last Friday were Palacios area residents (l-r) Christina Aguilar, Kendra Rocha, Sally Morrison, and Melissa Quintanilla. (Beacon Photo by Martha Constancio)
SCHOLARSHIPS AWARDED - Casper Balke presented two $500 scholarships to Belville General Hospital employees recently. Ginny Schovajsa and Amy Gaskamp were recipients of the Celesta Balke Memorial Scholarship. Both are pursuing healthcare related degrees. Ginny works in the medical records department at BGH while attending Wharton County Junior College. She is pursuing her health information technology degree through WCJC's applied science program. Amy has worked in the materials management department at BGH while attending Blinn College/Brenham. She is a recent graduate vocational nurse. In the fall she will begin furthering her education to pursue RN designation while working as an LVN at BGH. Celesta Balke believed success was not in what one attained, but what one did to make positive changes in the lives of other people and the community. This is the fourth consecutive year that Casper Balke has honored the memory of his wife with healthcare related scholarships.
College puts new trustee on board

Wharton County Junior College was expected to add another board member last night.

The agenda called for administering the oath of office to Gary Trochta of El Campo. A certified public accountant, Trochta would fill the vacancy created by the death of longtime trustee Lawrence Petersen.

The agenda also included next year's budget. A separate public hearing on the budget also was held.

Wharton County Junior College

A limited amount of financial aid is still available for eligible students enrolled in the fall 2005 classes at WCJC. Students will first be required to complete the Free Application for Federal Aid, or FAFSA, available at www.fafsa.ed.gov. Students who have not yet received a financial aid package, but who may be eligible as defined by government guidelines, will still need to meet the college's deadlines for payment of tuition and fees. Any aid awarded, which is subject to availability, will be received by applicants later in the semester. Remaining sources of federal aid may include: Pell Grants, Work Study, Stafford Loans, and Plus Loans. WCJC is holding online registration for fall classes through Aug. 28. Classes begin Aug. 29. Late registration and schedule changes will be conducted Aug. 29 to 31. Some walk-in registrations are still available, but it is best to call 1-800-561-9252 or confirm availability at a specific campus.

For additional information about financial aid at WCJC, contact the financial aid office at (979) 532-6345 or 1-800-561-9252 ext. 6345.

Childbirth Classes
Childbirth Classes will be held

Bingo for seniors
Wharton County Junior College senior citizens program will sponsor bingo for seniors from 2 to 4 p.m. Monday, Aug. 22, at the LaDieu Center. Avalon Place will provide prizes and refreshments. For more information call 532-6430.
WCJC unspent funds get saved for future capital project needs

By RONALD K. SANDERS
Journal-Spectator News Editor

About six percent of Wharton County Junior College's current-year budget won't get spent this year.

WCJC administrators estimate the unused funds will amount to $1.5 million when the 2005 fiscal year ends Aug. 31.

That means no last-minute shopping spree, where all 200 departments would spend every cent in every account. Instead, WCJC officials will sock away that cash for future capital needs.

It goes into what the college calls the "plant fund," which would increase to about $4 million. The board of trustees approved the transfer on Tuesday.

The plant fund is a "savings account," of sorts, that will help fund future needs for repair and replacement of facilities, management information systems, and capital equipment.

The goal, said Bryce Kocien, vice president of financial services, is to try to avoid borrowing money as much as possible by using this money instead.

Of the $1.5 million added to the plant fund, $1 million is dedicated to facilities, $300,000 for management information, and $200,000 for the capital equipment replacement fund.

Part of the plant fund also will be used to write a master plan for college facilities.

The estimated cost could more than double, however, up to $198,000, since the board of trustees Tuesday decided, on the administration's recommendations, to broaden the scope of the work.

The study now will also include program evaluations at the Sugar Land campus and the Fort Bend Technical Center, as well as more detailed engineering for the facilities study at the Wharton main campus.
College's tax rate to drop 1.3 cents

Wharton County Junior College may soften the blow, at least a little, for property owners who saw ballooning property valuations this year.

Wharton County's tax base grew by $209 million this year to a total of $1.97 billion, in no small part by rising land and home values across the county.

Instead of raising tax rates, or instead of even keeping the same rate as last year, WCJC administrators say they will recommend about a 1.3-cent drop in the college's property tax assessment.

Under the proposal, last year's 16.892-cent rate would drop to 15.596 cents per $100 valuation this year.

The recommendation will go to board vote on Tuesday, Sept. 20.

For a house valued at $80,000 after exemptions, last year's bill of $135.15 would decrease by $10.37, if the value — though unlikely for many — remained the same both years.

The new tax rate would raise about the same amount of revenue on property that was on the tax rolls both last year and this year, said Bryce Kocian, WCJC's vice president of financial services.

But because of new construction, WCJC officials estimate a $124,000 gain in tax income to a total of $3.8 million.

WCJC's total budget amounts to $24.14 million. It was approved, as expected, at this Tuesday's regular monthly board meeting.

The approval was unanimous, with one board member, Georgia Krenk, absent.
WCJC says loans, grants still available for soon-to-start fall semester

A limited amount of financial aid is still available for eligible students enrolled in fall 2005 classes at Wharton County Junior College.

Classes start Aug. 29, but it's not too late to get at least some form of financial assistance. Students will first be required to complete the Free Application for Federal Aid, or FAFSA, available at www.fafsa.ed.gov.

According to Richard Hyde, director of financial aid, students who have not yet received a financial aid package, but who may be eligible as defined by government guidelines, will still need to meet the college's deadlines for payment of tuition and fees. Any aid awarded, which is subject to availability, will be received by applicants later in the semester.

Remaining sources of federal student aid may include:
- Pell Grants: Awarded to undergraduate students based on financial need, cost of attendance, and part-time versus full-time enrollment. Awards range from $400 to $4,050.
- Work Study: Part-time, on-campus jobs, generally at minimum wage, for undergraduates and graduate students with financial need. These are filled on a first-come, first-served basis.
- Stafford Loans: Low interest loans for undergraduate and graduate students that must be repaid. Variable interest rate capped at 8.25 percent.
- Plus Loans: Unsubsidized loans made to parents either through a private lender or the federal government. Equal to cost of attendance minus any other financial aid received. Variable interest rate capped at 9 percent.

Hyde encouraged students who will enroll in future semesters to know deadlines and apply early to get the best financial aid packages. Resources on how to pay for college, average costs for Texas colleges, sources of money, and applying for aid is available at www.CollegeForTexans.com. This English-Spanish website is maintained by Texas Higher Education Coordinating Board. Other resources include www.ed.gov/studentaid, which includes downloadable Spanish and English guidebooks, and www.collegeboard.com.

Statewide in 2004-05, tuition and fees averaged $47 per credit-hour for in-district students — a jump of more than 50 percent in five years. For 2005-06, the Texas Higher Education Coordinating Board estimates the total cost to attend one year at a Texas community college at $10,555. In 2004-05, WCJC students received $6.9 million in financial aid.

WCJC is holding online registration for fall classes through Aug. 28. Classes begin Aug. 29. Late registration and schedule changes will be conducted Aug. 29-31. Some walk-in registrations are still available, but it is best to call 800-561-9252 to confirm availability at a specific campus.

For additional information about financial aid at WCJC, contact the financial aid office at 532-6345 or 800-561-9252, ext. 6345.
Las Noticias De Fort Bend
August 24, 2005
Front Page

**WCJC Students Can Still Apply for Financial Aid**

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WCJC Students Can Still Apply For Financial Aid For Fall.

Classes begin August 29

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Minutes of Councils
And Extended Cabinet Minutes

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

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

- Academic Affairs Council
  None
- Administrative Council
  None
- Faculty Council
  None
- Faculty Association Meeting
  None
- President's Extended Cabinet
  None
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM IX

MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve in-state tuition rates for students coming from the areas devastated by Hurricane Katrina who wish to enroll in classes at Wharton County Junior College. In addition, the president recommends that the Board of Trustees approve the waiver of dorm room fees and board fees for student evacuees registering for a minimum of 12 semester hours at WCJC.
Complete this form and submit it to the Office of the President by noon on Thursday of the week before the following Thursday's meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 20, 2005  Date of This Proposal: September 14, 2005

SUBJECT:

Request approval of in-state tuition rates and waiver of dorm and board fees for student evacuees from the areas affected by Hurricane Katrina.

RECOMMENDATION:

Recommend the Board of Trustees approve in-state tuition rates for students coming from the areas devastated by Hurricane Katrina who wish to enroll in classes at Wharton County Junior College. In addition, the president recommends that the Board of Trustees approve the waiver of dorm room fees and board fees for student evacuees registering for a minimum of 12 semester hours at WCJC.

BACKGROUND/RATIONALE:

Due to damage sustained from Hurricane Katrina many community colleges and universities in Louisiana, Mississippi, and Alabama are unable to offer classes this fall. Thousands of students have been displaced and need to pursue their education. In response to this unprecedented disaster, we request approval to offer these students the in-state tuition rate and to provide free room and board to student evacuees registered for a minimum of 12 semester hours.

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

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

SIGNATURES:

Betty A. McCrohan  Date: 12-14-05
Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the ad valorem tax rate of $0.15596 for Wharton County Junior College District for the 2005-2006 tax year – ($3,712,970.00 – current operating budget)

B. Approve the proposal from the Texas Association of School Boards (TASB) to provide the College with our comprehensive property/casualty, liability, and Directors & Officers insurance coverage. Their base bid of $95,490.00 may be adjusted once they complete new appraisals of the College’s property. TASB will also provide any special events policies that may be required by the College. Any additional premium that may be required as a result of these services will not exceed $15,000 for the budget year – ($95,490.00 plus an amount not to exceed $15,000.00 – current unrestricted operating budget for 2005-2006)

C. 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 building on the Wharton, Sugar Land, and Fort Bend Technical Center campuses – ($88,500.00 – current unrestricted operating budget for 2005-2006)
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 20, 2005
Date of this Proposal: September 8, 2005

SUBJECT:

Request to set ad valorem tax rate for the Wharton County Junior College District for the 2005-2006 tax year.

RECOMMENDATION:

Recommend that the ad valorem tax rate for Wharton County Junior College District be set at the rate of $0.15596 for the 2005-2006 tax year.

BACKGROUND/RATIONALE:

The college has received the certified tax rolls from Larry Holub (Wharton County) and Patsy Schultz (Fort Bend County). Pat Kubala, Wharton County Tax Assessor-Collector, has prepared the Notice of Effective Tax Rate for the Wharton County Junior College District. The Notice of Effective Tax Rate was published in the Gulf Coast Tribune, the El Campo Leader News, and the Wharton Journal/Spectator on August 24, 2005.

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

Current Operating Revenue $3,712,970.00

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

Bryce D. Kocian, Vice President of Financial Services

SIGNATURES:

Bryce D. Kocian
Originator

9/8/05
Date

PRESIDENT'S APPROVAL:

9/12/05
Date

Cabinet-Level Supervisor

reg 113
6-21-95
2005 Property Tax Rates in WHARTON COUNTY JUNIOR COLLEGE

This notice concerns 2005 property tax rates for WHARTON COUNTY JUNIOR COLLEGE. It presents information about three tax rates. Last year's tax rate is the actual rate the taxing unit used to determine property taxes last year. This year's effective tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's rollback tax rate is the highest tax rate the taxing unit can set before taxpayers can start tax rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per $100 of property value.

Last year's tax rate:
- Last year's operating taxes: $3,856,551
- Last year's debt taxes: $0
- Last year's total taxes: $3,856,551
- Last year's tax base: $2,283,063,580
- Last year's total tax rate: 0.16892 /$100

This year's effective tax rate:
- Last year's adjusted taxes (after subtracting taxes on lost property): $3,827,057
- This year's adjusted tax base (after subtracting value of new property): $2,453,941,052
- This year's effective tax rate: 0.15595 /$100

(Maximum rate unless unit publishes notices and holds hearings.)

This year's rollback tax rate:
- Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, and/or enhanced indigent health care expenditures): $3,827,056
- This year's adjusted tax base: $2,453,941,052
- This year's effective operating rate: 0.15596 /$100
- This year's maximum operating rate: 1.08 × this year's effective operating rate
- This year's debt rate: 0.00000 /$100
- This year's total rollback rate: 0.16843 /$100

Statement of increase/Decrease

If WHARTON COUNTY JUNIOR COLLEGE adopts a 2005 tax rate equal to the effective tax rate of 0.15595 per $100 of value, taxes would increase compared to 2004 taxes by $58,709.

Schedule A - Unencumbered Fund Balances

The following estimated balances will be left in the units property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

<table>
<thead>
<tr>
<th>Type of Property Tax Fund</th>
<th>Balance</th>
</tr>
</thead>
</table>

Schedule B - 2005 Debt Service

The unit plans to pay the following amounts for longterm debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

<table>
<thead>
<tr>
<th>Description of Debt</th>
<th>Principal or Contract Payment to be Paid from Property Taxes</th>
<th>Interest to be Paid from Property Taxes</th>
<th>Other Amounts to be Paid</th>
<th>Total Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Text Here</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Required for 2005 Debt Service</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Amount (if any) paid from funds listed in Schedule A</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Amount (if any) paid from other resources</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Excess collections last year</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total to be paid from taxes in 2005</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2005</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Debt Levy</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
This notice contains a summary of actual effective and homestead tax rate calculations. You can inspect a copy of the full calculations at 305 E. MILAM ST., SUITE 100, WHARTON, TEXAS 77488.

Name of person preparing this notice: PATRICK L. KUBALA
Title: WHARTON COUNTY TAX ASSESSOR/COLLECTOR
Date Prepared: August 5, 2005
Wharton County Junior College

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

Date of Board Meeting: September 20, 2005  Date of This Proposal: September 9, 2005

SUBJECT:

Approve the proposal submitted by the Texas Association of School Boards (TASB) to provide the College with our comprehensive insurance coverage to include: property / casualty, liability, Directors & Officers Professional Legal Liability, and any special events policies that may be required.

RECOMMENDATION:

Accept the proposal from the Texas Association of School Boards (TASB) to provide the College with our comprehensive property / casualty, liability, and Directors & Officers insurance coverage. Their base bid of $95,490.00 may be adjusted once they complete new appraisals of the College’s property. TASB will also provide any special events policies that may be required by the College. Any additional premium that may be required as a result of these services will not exceed $15,000 for the budget year.

BACKGROUND/RATIONALE:

Bid Packets were sent to 6 companies. Five proposals were received. Two of the five quoted the property portion only without any liability coverage. Three companies submitted a complete package. They were: Insurance Net of Wharton, Rogers & Belding of El Paso, and the Texas Association of School Boards of Austin. It is our recommendation that we accept the proposal submitted by the Texas Association of School Boards. A summary of the responses is attached.

Estimated Cost & Budgetary Support (how will this be paid for?): $95,490.00 plus an amount not exceed $15,000.00


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

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

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Date 9-9-05

Date 9-14-05
<table>
<thead>
<tr>
<th>TYPE OF COVERAGE</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property</td>
<td>$63,409.00</td>
</tr>
<tr>
<td>Inland Marine</td>
<td>$7,413.00</td>
</tr>
<tr>
<td>Boiler / Machine</td>
<td>$3,758.00</td>
</tr>
<tr>
<td>Crime</td>
<td>$920.00</td>
</tr>
<tr>
<td>Garage &amp; Garagekeepers Liability</td>
<td></td>
</tr>
<tr>
<td>General Liability</td>
<td>$4,598.00</td>
</tr>
<tr>
<td>Umbrella Liability</td>
<td>None</td>
</tr>
<tr>
<td>Flood Insurance for Sugar Land Campus</td>
<td>$900.00</td>
</tr>
</tbody>
</table>
| D & O Policy                           | $11,723.00 for $2,000,000.  
$2,769. For "buyup"  
to include sexual misconduct.  |

**Total Premium Due**  
$95,490.00
<table>
<thead>
<tr>
<th>TYPE OF COVERAGE</th>
<th>INSURANCE NET</th>
<th>TASB</th>
<th>Rogers &amp; Belding</th>
<th>Key &amp; Piskuran</th>
<th>Liberty Mutual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$150,324.92</td>
<td>$95,490.00</td>
<td>$174,001.00</td>
<td>$96,366.53</td>
<td>$77,674.00</td>
</tr>
<tr>
<td>Property</td>
<td>$49,021.00</td>
<td>$63,409.00</td>
<td>$117,799.00</td>
<td>$64,231.53</td>
<td>$77,674.00</td>
</tr>
<tr>
<td>deductible</td>
<td>10,000 / 2.5% W&amp;H</td>
<td>10,000 / 50K W&amp;H</td>
<td>25,000</td>
<td>10K, 25K, 3% N Storm</td>
<td>10K, 50K, 2% w/100K min.</td>
</tr>
<tr>
<td>Limits</td>
<td>90% coinsurance</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>Inland Marine</td>
<td></td>
<td>$7,413.00</td>
<td></td>
<td></td>
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<tr>
<td>deductible</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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</tr>
<tr>
<td>Limits</td>
<td></td>
<td>1000</td>
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<td></td>
<td></td>
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<tr>
<td>Boiler / Machine</td>
<td></td>
<td>$3,758.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>deductible</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$250.00</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>Limits</td>
<td></td>
<td>100 mil.</td>
<td></td>
<td>25 mil</td>
<td>100 mil</td>
</tr>
<tr>
<td>Crime</td>
<td>$3,000.00</td>
<td>$920.00</td>
<td></td>
<td>$1,915.00</td>
<td></td>
</tr>
<tr>
<td>deductible</td>
<td>$2,500.00</td>
<td>$1,000.00</td>
<td>$250.00</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>Limits</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>deductible</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000,000.00</td>
<td>$1,000,000.00</td>
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<td>$1,000,000.00</td>
<td>$1,000,000.00</td>
<td>$1,000,000.00</td>
<td>$1,000,000.00</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>General Liability</td>
<td>$29,759.00</td>
<td>$4,598.00</td>
<td></td>
<td>None Quoted</td>
<td>None Quoted</td>
</tr>
<tr>
<td>deductible</td>
<td>$5,000.00</td>
<td>$1,000.00</td>
<td>$250.00</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
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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 20, 2005  Date of This Proposal: September 8, 2005

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. Maintenance is based on the number of copies made so the total cost is an estimate based on past usage history.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $88,500.00

RESOURCE PERSON(S) [name(s) and title(s)]:
Gus Wessels, Dean of Business Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
Date

DATE

9-8-05

Reg 113
6-21-95
MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the transfer from the plant MIS fund of $21,378.00 for the purchase of 21 replacement computers at Bay City for the PTAC program – ($21,378.00 to be transferred to the appropriate unrestricted budget from the MIS plant fund)
Wharton County Junior College

Board of Trustees Meeting

Proposed Agenda Item

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 20, 2005 Date of this Proposal: September 13, 2005

SUBJECT:
Computer Replacements

RECOMMENDATION:
Approve the transfer from the Plant MIS fund of $21,378.00 for the purchase of 21 replacement computers at Bay City for the PTAC program.

BACKGROUND/RATIONALE:
The Microcomputer Maintenance Department has determined that these 21 computers are in need of replacing. Funds for the replacement of computers are held in the MIS Plant Fund.

Estimated Cost and Budgetary Support (how will this be paid for):
$21,378.00 to be transferred to the appropriate Unrestricted budget from the MIS Plant Fund.

RESOURCE PERSON(S) [name(s) and title(s)]:
Pamela J. Youngblood, Vice President of Technology and Institutional Research

SIGNATURES:

Originator: Pamela J. Youngblood

Date: 9-13-2005

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Date: 9-13-05

reg 113
6-21-95
WHARTON COUNTY JUNIOR COLLEGE DISTRICT
AGENDA BRIEF
AGENDA ITEM XV

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President/Senior Administration

C. Office of Academic Affairs
   1. Consider full-time faculty overloads for fall 2006 semester
   2. Consider part-time faculty overloads for fall 2006 semester
   3. David W. Clayton employed as regular, full-time instructor of law enforcement, FAC-1-10, effective October 1, 2005
   4. Donna E. Schilling, temporary, full-time instructor of CISCO, FAC-1-2, was reclassified from 12 months to 9 months and received a salary adjustment, effective September 1, 2005
   5. Patricia L. Stemmer employed as a regular, full-time EMS instructor, FAC-1-10, effective September 21, 2005
   6. Pam Speights, regular, full-time instructor of speech, FAC-1A-9, received a grade increase to FAC-2A-9 per completion of 12 hours credit as approved on the professional growth plan, effective September 1, 2005

D. Office of Administrative Services

E. Office of Student Services

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

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions
   1. Chris Hill resigned as regular, full-time instructor of kinesiology, FAC-1-3, effective August 16, 2005

I. Information Items: Non-contract Personnel Action
   1. Raymond Rodgers employed as a regular, part-time custodian, $7.13/hr. x 19 hrs./wk. x 52 wks. = $7,044/yr., effective September 7, 2005
2. Melanie B. Johansen employed as a temporary, full-time, assistant cashier in the business office, 0-5-0, effective August 29, 2005

3. Amy L. Chagoya employed as a regular, full-time front desk clerk/receptionist at the Fort Bend Technical Center, 0-8-0, effective August 29, 2005

4. Alixandra L. Travis was reclassified from a temporary, part-time open lab/library monitor at the Fort Bend Technical Center, $8.13/hr. x 20 hrs./wk. x 48 wks. = $7,804.80/yr. to regular, part-time open lab/library monitor at the Fort Bend Technical Center, $8.28/hr. x 20 hrs./wk. x 48 wks. = $7,948.80/yr., effective September 1, 2005

5. John J. Lynn employed as a regular, part-time open lab/library monitor at the Fort Bend Technical Center, $8.28/hr. x 20 hrs./wk. x 48 wks. = $7,948.80/yr., effective September 1, 2005

6. Samantha L. Darrett, employed as a regular, part-time adult basic education aide, $9.57/hr. x 18 hrs./wk. x 25 wks. = $4,306.50/yr., effective August 27, 2005

7. Yvette F. Sanchez employed as a regular, part-time adult basic education aide, $9.57/hr. x 32 hrs./wk. x 32 wks. = $9,799.68/yr., effective August 27, 2005

8. Elvia Rodriguez resigned as a regular, part-time adult basic education aide, $9.57/hr. x 32 hrs. x 32 wks. = $9,799.68/yr., effective August 12, 2005

9. Amy L. Chagoya resigned as a regular, part-time adult basic education aide, $9.57/hr. x 32 hrs./wk. x 32 wks. = $9,799.68/yr., effective August 25, 2005

10. Nathan T. Gaskamp resigned as a regular, part-time library/open lab monitor, $8.13/hr. x 20 hrs./wk. x 48 wks. = $7,804.80/yr., effective August 23, 2005

11. Amy R. Hail separated as a regular, full-time front desk clerk/receptionist at the Fort Bend Technical Center, 0-8-0, effective August 8, 2005
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### Part Time Overloads  
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**HOURLY PART-TIME FACULTY (TO BE PAID BY TIME SHEET)**

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<th>CRN#</th>
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**Personnel Action Form**

**Human Resources**

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<td></td>
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**Address**

**City** State Zip

**Part I: Check all that apply**

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<td>☑ Retirement</td>
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<tr>
<td>☑ Faculty</td>
<td>☑ Extension</td>
<td>☑ Resignation</td>
<td></td>
</tr>
<tr>
<td>☑ Support Staff</td>
<td>☑ Reclassification</td>
<td>☑ Separation (date: )</td>
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</tr>
<tr>
<td>☑ Temporary</td>
<td>☑ Transfer</td>
<td>☑ Change in Assignment</td>
<td></td>
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<tr>
<td>☑ Full-Time</td>
<td>☑ Promotion</td>
<td>☑ Additional Assignment</td>
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<td>☑ Part-Time</td>
<td>☑ Salary Adjustment</td>
<td>☑ Leave of Absence</td>
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| ☑ Regular | ☑ Other (explain) | | |

**Part II: Assignment/Accounting**

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

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

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

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

**Compensation:**

<table>
<thead>
<tr>
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<tr>
<td>Sched</td>
<td>Grade</td>
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**Hourly Rate: (Part-time only)**

<table>
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<th>$</th>
<th>per hr</th>
<th>hrs/wk</th>
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<tbody>
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**$**

**Start Date:** End Date:

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<th>☑ Per contract</th>
<th>If temporary, anticipated termination date:</th>
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<tbody>
<tr>
<td>9 months</td>
<td>10 1/2 months</td>
<td>☑ Other 12 months</td>
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**PROPOSED** Division/Unit: Job Vacancy No.: (if applicable)

**CE/WFD/DL**

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

**Instructor of Law Enforcement** Public Safety Training

**Budgeted Position?** ☑ Yes ☐ No Funded in which FY? FY05

**Budget Number:** Position No. (NBAPOSN): LAW002

**Compensation:**

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<th>☑ Annual</th>
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**Hourly Rate: (Part-time only)**

<table>
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<th>$</th>
<th>per hr</th>
<th>hrs/wk</th>
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**$ 51,400**

**Start Date:** End Date:

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<td>10/1/05</td>
<td></td>
<td>☑ Other 12 months</td>
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**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**

| ☑ 9 months | ☑ 10 1/2 months | ☑ 12 months | ☑ Other 12 months |

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

Revised July 29, 2004
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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<th>Last Name</th>
<th>First</th>
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<td>Schilling</td>
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<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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### Part I: Check all that apply

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

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

### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

- Workforce Development

**Job Title/Position:**
- CISCO Instructor

**Budgeted Position?**
- [x] Yes

**Budgeted Position (Y/N):**
- [ ] Yes
- [ ] No

**Budget Number:**
- 1210.14039.6091.102

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

**Sched:**
- [ ] F

**Grade:**
- [ ] Step

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

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

**$ _____ per year**

**Start Date:**
- 2-24-04

**End Date:**
- 8-31-05

**Specialized Area:**
- CISCO Academy

**Funded in which FY?**
- FY05

**Position No. (NBAPOSN):**
- CIS 001

**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:**

- Division of Business and Technology

**Job Title/Position:**
- CISCO Instructor

**Budgeted Position?**
- [x] Yes

**Budgeted Position (Y/N):**
- [ ] Yes
- [ ] No

**Budget Number:**
- 1210.14039.6091.102

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

**Sched:**
- [x] F

**Grade:**
- [ ] Step

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

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

**$ _____ per year**

**Start Date:**
- 9-1-05

**End Date:**
- 8-31-06

**Specialized Area:**
- Computer Science Dept.

**Funded in which FY?**
- FY06

**Position No. (NBAPOSN):**
- CIS 001

**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:**
- Reorganization to Comp. Sci. Dept and reduction of contract from temp FT 12mo to temp FT 9mo

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head):**
- Date: ____________

**Approved by Vice President:**
- Date: 9-6-05

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

**Reviewed by Human Resources:**
- Date: 9-6-05

**Budget Approval:**
- Date: ____________

**Approved by President:**
- Date: ____________

**Approved by Cabinet Level Supervisor:**
- Date: 9/6/05

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

**Reg. 821**

Revised July 29, 2004
Personnel Action Form
Human Resources

Social Security No.

Last Name
Stemmer

First Name
Patricia

Middle Initial

Telephone

Address:

City

State

Zip

Part I: Check all that apply

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

Part II: Assignment/Accounting

CURRENT Division/Unit:

Job Title/Position:

Budgeted Position?  Yes  No

Budget Number:

Compensation:
- Annual
- Hourly
- Other (explain)

Sched  Grade  Step

Hourly Rate: (Part-time only)

$  per hr x  hrs/wk x  wks =

$  per year

Start Date:

End Date:

At-will-employee  Per contract

If temporary, anticipated termination date:

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

- 9 months  10 1/2 months  12 months  Other

PROPOSED Division/Unit:

WFD/CE/DL

Job Title/Position:

EMS Instructor

Budgeted Position?  Yes  No

Budget Number:

Compensation:
- Annual
- Hourly
- Other (explain)

Sched  Grade  Step

Hourly Rate: (Part-time only)

$  per hr x  hrs/wk x  wks =

$  per year

Start Date:

End Date:

At-will-employee  Per contract

If temporary, anticipated termination date:

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

- 9 months  10 1/2 months  12 months  Other

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

### Part I: Check all that apply

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### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:** Communications Fine Arts

**Job Title/Position:** Speech Instructor

**Budgeted Position:** Yes  No

**Budget Number:** 1110.14507.6091.100

**Compensation:**

<table>
<thead>
<tr>
<th>$38,550</th>
<th>[ ] Annual</th>
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<tbody>
<tr>
<td>[ ] Hourly</td>
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</tr>
<tr>
<td>[ ] Other (explain)</td>
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**Sched FAC**

**Grade:** 1A  
**Step:** 2

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

<table>
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<th>$</th>
<th>per hr x</th>
<th>hrs/wk x</th>
<th>wks =</th>
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**Start Date:** 1/8/01  
**End Date:**

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

**Specialized Area:** Speech

**Funded in which FY?** 05-06

**Position No. (NBAPOSN):**

**PROPOSED**

**Division/Unit:** Communications Fine Arts

**Job Title/Position:** Speech Instructor

**Budgeted Position:** Yes  No

**Budget Number:** 1310-14507-6091-100

**Compensation:**

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<td>[ ] Other (explain)</td>
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**Sched FAC**

**Grade:** 2A  
**Step:** 2

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

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<th>hrs/wk x</th>
<th>wks =</th>
</tr>
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</table>

**Start Date:** 9/1/05  
**End Date:**

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

**Specialized Area:** Speech

**Funded in which FY?** 05-06

**Position No. (NBAPOSN):** SPE005

**Explanation of Action:**

Grade increase per completion of 12 hours credit as approved on the Professional Growth Plan.

### Part III: Position/Budget Authorization

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

**Approved by Vice President**  
**Date:** 9-8-05

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

**Reviewed by Human Resources**  
**Date:** 9-14-05

**Budget Approval**  
**Date:** 9/14/05

**Approved by President**  
**Date:**

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

---

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

Personnel Action Form

Social Security No. ____________________________

Last Name: Hill
First Name: Chris
Middle Initial: 
Telephone: ____________________________

Address: ____________________________

State: __________________ Zip: __________

Classification:

☐ Administrative/Professional Staff ☐ New Employee
☐ Faculty ☐ Extension
☐ Support Staff ☐ Reclassification
☐ Temporary ☐ Transfer
☐ Regular ☐ Promotion
☐ Full-Time ☐ Salary Adjustment
☐ Part-Time ☐ Other (explain)

☐ Retirement ☐ Resignation
☐ Separation (date: 8-16-05) ☐ Change in Assignment
☐ Additional Assignment ☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: Life Science
Job Title/Position: Instructor of Kinesiology
Specialized Area: Kinesiology
Budgeted Position? ☒ Yes ☐ No
Funded in which FY? 05-06
Budget Number: 1110.14309.6091.100
Position No. (NBAPOSN): KIN003

Compensation:

☐ Annual ☐ Hourly ☐ Other (explain)
S 33,050 ☐ Sched E Grade 1 Step 3

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

Start Date: 8/19/02
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: 
Position No. (NBAPOSN): 
Compensation:

☐ Annual ☐ Hourly ☐ Other (explain)
S

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 8-18-05

Approved by Vice President ____________________________ Date 8-16-05

Approved by Division Chair ____________________________ Date 8-22-05

Budget Approval ____________________________ Date

Approved by President ____________________________ Date 8-22-05

Approved by Cabinet Level Supervisor ____________________________ Date

Date approved by Board or ☐ not applicable

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

## Personnel Action Form

### Part I: Identification

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### Part II: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT** Division/Unit: [Job Title/Position] Specialized Area: [Budgeted Position? □ Yes □ No]

Funded in which FY? [Budget Number: Position No. (NBAOASN):]

Compensation:

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

Sched: [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] Specialized Area: [Budgeted Position? □ Yes □ No]

Funded in which FY? [Budget Number: Position No. (NBAOASN):]

Compensation:

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

Sched: [Hourly Rate: (Part-time only)]

- [ ] $ per hr x 19 hrs/wk x 52 wks =
- [ ] $ per year

Start Date: End Date:

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

If temporary, anticipated termination date:

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

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

### Explanation of Action:

**Part III: Position/Budget Authorization**

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

- [ ] Approved by Cabinet Level Supervisor

Date Approved by Vice President: [Date]

Date Reviewed by Human Resources: [Date]

Date Approved by President: [Date]

Date approved by Board or □ not applicable

Reg. 821

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

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT**

- Job Title/Position: Specialized Area:
- Budgeted Position? [ ] Yes [ ] No
- Budgeted Position?
- Budget Number:
- Compensation:
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)
- $16,900.00
- Start Date: 08/29/05
- End Date: 08/31/06
- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule: [ ] 9 months [ ] 10 1/2 months [ ] 12 months [ ] Other

**PROPOSED**

- Job Title/Position: Specialized Area:
- Budgeted Position? [ ] Yes [ ] No
- Budget Number: 1110-13022-6101-6002
- Compensation:
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)
- $16,900.00
- Start Date: 08/29/05
- End Date: 08/31/06
- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule: [ ] 9 months [ ] 10 1/2 months [ ] 12 months [ ] Other

**Explanation of Action:**

**FILLING TEMPORARY ASSISTANT CASHIER POSITION**

- Date Approved by Vice President: 8/11/05
- Date Reviewed by Human Resources: 8/16/05
- Date Approved by President: 8/11/05
- Date Date approved by Board or [ ] not applicable

Reg. 821

Revised July 29, 2004
### Current Employment Information

**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

<table>
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<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
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</tbody>
</table>

**Address**

- City
- State
- Zip

#### Part I: Check all that apply

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

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

#### Part II: Assignment/Accounting

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

- **START DATE:** __________
- **End Date:** __________
  - 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 Employment Information

**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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</tbody>
</table>

**Address**

- City
- State
- Zip

#### Part I: Check all that apply

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

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

#### Part II: Assignment/Accounting

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

- **START DATE:** __________
- **End Date:** __________
  - 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

- **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

COPY
Wharton County
Junior College

Social Security No. [ ] Last Name [X] Travis
First Name [X] Alixandra
Middle Initial [ ] L
Telephone
Address
City [ ] State [ ] Zip

Part I: Check all that apply

Classification: [ ] Administrative/Professional Staff
[X] 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
Fort Bend Technical Center

Job Title/Position: Open Lab/Library Monitor
Specialized Area: Library/Open Computer Lab

Budgeted Position? [X] Yes [ ] No
Funded in which FY? 2004-2005

Budget Number: 1210.1494.6102.102
Position No. (NBAPOSN): OCLF99

Compensation:

[ ] Annual [ ] Hourly
Sched 0 [X] Grade 5

$ 8.13 [X] Per contract
Step 0
Hourly Rate: (Part-time only)

$ 8.13/hr x 20 hrs/wk x 48 wks = $7804.80 per year

Start Date: 6/20/05
End Date: 8/31/05

At-will employee
If temporary, anticipated termination date: ______

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

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

PROPOSED Division/Unit
Fort Bend Technical Center

Job Title/Position: Open Lab/Library Monitor
Specialized Area: Library/Open Computer Lab

Budgeted Position? [X] Yes [ ] No
Funded in which FY? 2005-2006

Budget Number: 1210.1494.6102.102
Position No. (NBAPOSN): LRNF99

Compensation:

[ ] Annual [ ] Hourly
Sched 0 [X] Grade 5

$ 8.28 [X] Per contract
Step 0
Hourly Rate: (Part-time only)

$ 8.28/hr x 20 hrs/wk x 48 wks = $7948.80 per year

Start Date: 9/1/05
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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date

Approved by Division Chair Date

Reviewed by Human Resources Date

Budget Approval Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or [ ] not applicable

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

**Human Resources**

**Wharton County Junior College**

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

**Part I: Check all that apply**

- **Classification:**
  - ☑ 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 Vacancy No.: (if applicable)

- Job Title/Position: 
- Budgeted Position? ☑ Yes ☐ No
- Budgeted Number: Position No. (NBAPOSN): 
- Compensation: Sched ______ Hourly Rate (Part-time only) $ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year

- $ ______

- ☑ Annual
- ☑ Hourly
- ☑ Other (explain)
- Grade ______
- Step ______

- Start Date: __________ 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: Specialized Area: Library/Open Computer Lab
  - Job Vacancy No.: (if applicable) 0508 0 028

- Fort Bend Technical Center
- Job Title/Position: Open Lab/Library Monitor
- Budgeted Position? ☑ Yes ☐ No
- Budgeted Number: Position No. (NBAPOSN): LRNP99
- Compensation: Sched 0 Hourly Rate (Part-time only) $ 8.28 per hr x 20 hrs/wk x 48 wks = $ 7948.80 per year

- $ 8.28

- ☑ Hourly
- ☑ Other (explain)
- Grade 5
- Step 0

- Start Date: 9/1/05 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:**

**Part III: Position/Budget Authorization**

<table>
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<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
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<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
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<td>Date: Date approved by Board or ☑ not applicable</td>
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Revised July 29, 2004
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

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**Address**

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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: [Job Vacancy No.: (if applicable)]

- **Job Title/Position:**
- **Specialized Area:**
- **Budgeted Position:** [ ] Yes [ ] No
- **Funded in which FY:**
- **Budget Number:** Position No. (NBAPOSN):
- **Compensation:**
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
- **Hourly Rate:** (Part-time only)
  - $ ___ per hr x ___ hrs/wk x ___ wks =
  - $ ___ per year
- **Start Date:**
- **End Date:**
- [ ] At-will-employee
- [ ] Per contract
- If temporary, anticipated termination date:
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other

**PROPOSED** Division/Unit: [Job Vacancy No.: (if applicable)]

**Workforce Development**

- **Job Title/Position:** Aide
- **Specialized Area:** Adult Basic Education
- **Budgeted Position:** [ ] Yes [ ] No
- **Funded in which FY:** 2004-05, 2005-06
- **Budget Number:** Position No. (NBAPOSN): GNTC99
- **Compensation:**
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
- **Hourly Rate:** (Part-time only)
  - $ 9.57 per hr x 18 hrs/wk x 25 wks =
  - $ 4,306.50 per year
- **Start Date:** 8/27/05
- **End Date:**
- [ ] At-will-employee
- [ ] Per contract
- If temporary, anticipated termination date:
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other

**Explanation of Action:** Replace Elvia Rodriguez.

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
  - **Date:** 8/12/05
  - **Approved by Vice President:**
    - **Date:** 8-23-05
- **Approved by Division Chair:**
  - **Date:**
  - **Reviewed by Human Resources:**
    - **Date:** 8-23-05
- **Budget Approval:**
  - **Date:** 8/23/05
  - **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**

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<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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**Address**

**Part I: Check all that apply**

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

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

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

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**
- ☐ Yes
- ☐ No

**Budget Number:**

**Position No. (NBAPSON):**

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

**$**

**Sched**

**Grade**

**Step**

**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:**

**Workforce Development**

**Job Title/Position:**

**Aide**

**Budgeted Position?**
- ☐ Yes
- ☐ No

**Budget Number:**

**Position No. (NBAPSON):**

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

**$ 9.57**

**Sched**

**Grade**

**Step**

**Start Date:**

**End Date:**

**☑ At-will-employee**

**☐ Per contract**

**If temporary, anticipated termination date:**

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

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

**Explanation of Action:**

Replace Amy Chagoya. New budget year 2005-06 funded by TEA.

**Part III: Position/Budget Authorization**

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

**Approved by Division Chair:**

**Budget Approval:**

**Approved by Cabinet Level Supervisor:**

**Date Approved by Board or ☐ not applicable:**

**Date**

**Date**

**Date**

**Date**

**Date**

**Reg. 821**

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

#### Personnel Action Form

**Human Resources**

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<td></td>
<td>Rodriguez</td>
<td>Elvia</td>
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#### Part I: Check all that apply

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<td>□ Resignation</td>
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<td>□ Promotion</td>
<td>□ Salary Adjustment</td>
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<td>□ Separation (date: 8/12/05)</td>
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<td>□ Additional Assignment</td>
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<td>□ Leave of Absence</td>
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#### Part II: Assignment/Accounting

**CURRENT** Division/Unit: Workforce Development

- Job Title/Position: Aide
- Specialized Area: Adult Basic Education
- Budgeted Position? Yes □ No □
- Funded in which FY? 2004-05
- Budget Number: 2124.6012.6147.1012
- Position No. (NBAPOSN): GNCTC99

**Compensation:**

- $ 9.57
- Hourly Rate: (Part-time only) $ 9.57/hr x 32 hrs/wk x 32 wks = $ 9,799.68 per year

**Start Date:** 3/21/05
**End Date:** 8/12/05

**PROPOSED** Division/Unit: 

- Job Title/Position: 
- Specialized Area: 
- Budgeted Position? Yes □ No □
- Funded in which FY? 
- Budget Number: 
- Position No. (NBAPOSN): 

**Compensation:**

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

**Start Date:** 
**End Date:**

---

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

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

---

**Explanation of Action:**

Resigned by letter 8/12/05.

---

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head) 8/22/05
- Approved by Supervisor/Department Head 8/22/05
- Approved by Division Chair 8/23/05
- Budget Approval 8/23/05
- Approved by President 8/23/05
- Approved by Cabinet Level Supervisor 8/23/05

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

### Personnel Action Form

**Human Resources**

**Social Security No.**

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<tbody>
<tr>
<td>Chagoya</td>
<td>Amy</td>
<td>L.</td>
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**Address**

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

- [ ] Administrative/Professional Staff
- [ ] Support Staff
- [x] Full-Time

**Classification:**

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

- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 8/25/05)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

**CURRENT**

- **Division/Unit:** Workforce Development
- **Job Title/Position:** Aide
- **Budgeted Position:** [x] Yes [ ] No
- **Budgeted Position:** Funded in which FY? 2004-05
- **Budget Number:** 2124.6012.6147.1012
- **Position No. (NBAPOSN):** GNCTC99
- **Compensation:**
  - [ ] Annual
  - [x] Hourly
  - [ ] Other (explain)
  - [ ] Hourly Rate: (Part-time only)
    - [ ] $ 9.57 per hr x 32 hrs/wk x 32 wks = $ 799.68 per year
- **Start Date:** 10/18/04
- **End Date:** 8/25/05
  - [x] 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 [x] No
- **Budget Number:**
- **Position No. (NBAPOSN):**
- **Compensation:**
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] Hourly Rate: (Part-time only)
    - [ ] $ per hr x ___ hrs/wk x ___ wks = $ per year
- **Start Date:**
- **End Date:**
  - [ ] At-will-employee
  - [ ] Per contract
  - [ ] If temporary, anticipated termination date:

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

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

**Explanation of Action:**

Resigned for full time position with WCJC.

### Part III: Position/Budget Authorization

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

- **Date:** 8/23/05

**Approved by Vice President:**

- **Date:** 8/23/05

**Approved by Division Chair:**

- **Date:**

**Reviewed by Human Resources:**

- **Date:** 8/23/05

**Budget Approval:**

- **Date:** 8/23/05

**Approved by Cabinet Level Supervisor:**

- **Date:**

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

Reg. 821

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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<tr>
<td></td>
<td>Gaskamp</td>
<td>Nathan</td>
<td>T</td>
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**Part I: Check all that apply**

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 8/23/05)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit: Fort Bend Technical Center

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Library/Open Computer Lab</th>
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</table>

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

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

**Budget Number:** 1210-1494-6102-102

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

- **Start Date:** 8/24/05
- **End Date:**
- **Sched:** 0
- **Grade:** 5
- **Step:** 0
- **Hourly Rate:** $8.13 per hr x 20 hrs/wk x 48 wks = $7804.80 per year

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

**PROPOSED** Division/Unit:

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Job Vacancy No.: (if applicable)</th>
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**Budgeted Position?** [ ] Yes [ ] No

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

**Budget Number:**

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

- **Start Date:**
- **End Date:**
- **Sched:**
- **Grade:**
- **Step:**
- **Hourly Rate:**

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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<th>Date</th>
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<th>Reviewed by Human Resources</th>
<th>Date</th>
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**Reg. 821**

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

**Wharton County Junior College**

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**Part I: Check all that apply**

- [ ] 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 8/08/05)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit: FORT BEND TECHNICAL CENTER

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<th>Job Vacancy No.: (if applicable)</th>
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| Specialized Area: FRONT DESK CLERK/RECEPTIONIST |
| Funded in which FY? 2004/2005 |

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<th>Budget Number: 1210.13031.6106.6100</th>
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| Position No. (NBAPOSN): REC001 |

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| $ ______ per hr x ______ hrs/wk x ______ wks = |
|--------|--------|--------|

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<th>$ ______ per year</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 months | 10 1/2 months | 12 months |

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| $ ______ per hr x ______ hrs/wk x ______ wks = |
|--------|--------|--------|

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<th>$ ______ per year</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 months | 10 1/2 months | 12 months |

**Part III: Position/Budget Authorization**

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<th>Date</th>
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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XIX

OTHER BUSINESS

A. Administrative and Academic Organization Chart