WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

August 19, 2014

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

<table>
<thead>
<tr>
<th>BOARD POSITION</th>
<th>NAME</th>
<th>TERM EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>P. D. (Danny) Gertson, III</td>
<td>May 2018</td>
</tr>
<tr>
<td></td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Gary P. Trochta</td>
<td>May 2016</td>
</tr>
<tr>
<td></td>
<td>Vice Chair</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Monty Merecka</td>
<td>May 2018</td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Lloyd M. Nelson</td>
<td>May 2016</td>
</tr>
<tr>
<td>3</td>
<td>Ann Hundl</td>
<td>May 2020</td>
</tr>
<tr>
<td>4</td>
<td>Amy Rod</td>
<td>May 2020</td>
</tr>
<tr>
<td>5</td>
<td>Merle Hudgins</td>
<td>May 2018</td>
</tr>
<tr>
<td>8</td>
<td>Oliver W. Kunkel, Jr.</td>
<td>May 2020</td>
</tr>
<tr>
<td>9</td>
<td>Jack Moses</td>
<td>May 2016</td>
</tr>
</tbody>
</table>
-AGENDA-

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

August 19, 2014

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

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

   A. The regular board meeting held on July 15, 2014

   B. The special called budget workshop meeting held on July 15, 2014

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 2014 – 2015 operating budget (under separate cover)
B. Approve to set the ad valorem tax rate of $0.12656/$100 for the 2014 tax year ($5,195,000.00 – current operating revenue)

C. Discussion and possible action on proposal for Board legal services, including legal counsel attendance at meetings and annual Board training (under separate cover)

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

VII. Student Success

VIII. Reports to the Board
   A. Financial Reports for July 2014
   B. Information Item: Management Reports
   C. Information Item: Reports from College Governance Councils

IX. Reports from Committees of the Board
   A. Audit/Finance Committee
   B. Facilities Committee
   C. Legislative Committee

-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.

X. Matters Relating to General Administration .................................................................B

XI. Matters Relating to Academic Affairs
   A. Approve the rental agreement with Fort Bend Independent School District for the 2015 Kid’s College Summer program ($75,000.00 – FY2015 Kid’s College facilities rental budget)

XII. Matters Relating to Administrative Services
   A. Approve the 10/20 year write off of property taxes from Ft. Bend County Tax Assessor/Collector Patsy Schultz
B. Approve the proposal submitted by the Property Casualty Alliance of Texas (PCAT) to provide property insurance and equipment breakdown coverage for the college’s property ($187,348.00 – current unrestricted operating budget for 2014 – 2015)

C. Approve the third year of a three year commitment to Blackboard, Inc. to provide a Managed Hosting Solution and course delivery for their on-line learning management software used by the college to support our online classes ($110,072.00 – current unrestricted operating budget for 2014 – 2015)

D. Approval of the investment policy

E. Approval of the endowment fund investment policy

F. Approval of Patterson and Associates as the endowment fund investment advisor ($20,000 – advisory service expense will be paid with endowment fund investment earnings)

G. Information Items:
   1. Seek sealed bids for the purchase of a Distillation Training Skid for the Process Technology Program in Bay City ($95,000.00 – Conoco Phillips grant funds)

XIII. Matters Relating to Technology and Institutional Research

   A. Approve the estimated costs for upcoming hardware and software maintenance contracts ($440,000.00 – current unrestricted operating fund budget for 2014 – 2015)

   B. Approve the contract with Arthur W. West (doing business as AW Consulting) to provide professional services in support of the college websites ($38,400.00 – current unrestricted operating budget for 2014 – 2015)

   C. Approve the transfer from the MIS plant fund for the purchases of data warehouse, analytics reporting software, and server ($235,750.00 – transfer from the MIS plant fund for 2013 – 2014)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel .................................................................C

   A. Board of Trustees

   B. Office of President

   1. Rosemary Fulton extended as temporary, part-time Institutional research associate, $31.00 hr. x 13 hrs./wk. x 50 wks. = $20,150.00/yr., effective September 1, 2014

   2. Maria Kay Shoppa extended as temporary, part-time director of college transition, CA-15-12, $34.65 hr. x 19 hrs./wk. x 48 wks. = $31,600.80/yr., to temporary, part-time director of college transition, CA-15-12, $34.65 hr. x 19 hrs./wk. x 16 wks. = $10,533.60/yr., effective September 1, 2014
C. Office of Academic Affairs

1. Approve 2014 summer II overload list

2. Glenda G. Hunt extended as temporary, full-time interim academic dean, D-7-36, effective September 1, 2014

3. Frank J. Becak employed as regular, full-time instructor of EMS, FAC-1-10, effective August 14, 2014

4. Aaron A. Dittmar extended as temporary, full-time instructor of welding, FAC-1-10, to regular, full-time instructor of welding, FAC-1-10, effective September 1, 2014

D. Office of Administrative Services

E. Office of Student Services

1. Leslie R. Kolojaco received a change in assignment as regular, full-time public services librarian, FAC-1-11, to regular, full-time coordinator of testing services, AA-1-11, effective July 25, 2014

2. Karen D. Preisler extended as temporary, full-time acting director of admissions and registration, CA-10-14, effective September 1, 2014

3. Johnnie R. Svatko extended as temporary, full-time student recruiter/academic advisor, effective September 1, 2014

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. William Garcia separated as temporary, full-time director of adult basic education, CA-1-10, effective August 31, 2014

2. Tammy L. Herrera separated as temporary, full-time adult basic education transitions coordinator, GNT-1-7, effective August 31, 2014

3. Richard Salinas separated as regular, full-time instructor of welding technology, FAC-1-11, effective August 19, 2014

4. Mara N. Ustynik resigned as temporary, full-time title V Hispanic serving institution, science, technology, engineering, and math success coach, GNT-1-2, effective August 6, 2014

H. Information Items: Non-contract Personnel Action

1. Christina M. Hernandez employed as regular, full-time residence hall supervisor – Mullins Hall, $9,000.00/yr., effective August 14, 2014

2. Kerri L. Novak employed as regular, full-time human resources technician, O-10-0, effective August 4, 2014
3. Penny A. Orrell received a change in assignment as regular, full-time allied health secretary, O-7-2, to regular, full-time IT technician-Wharton, P-13-2, effective July 21, 2014

4. Austin R. Cruz resigned as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective July 11, 2014

5. David Hesse employed as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective July 21, 2014

6. Kelly L. Kubena employed as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective August 18, 2014

7. Holly A. Eisel separated as temporary, full-time adult basic education transitions facilitator, P-12-0, effective August 31, 2014

8. Cynthia A. Ottis received a change in title as temporary, full-time division secretary-Bay City nuclear power technology, O-9-4, to temporary, full-time division secretary/campus receptionist, O-9-4, effective September 1, 2014

9. Jacob Rice employed as temporary, full-time fitness center manager, P-12-0, effective August 11, 2014

10. Sarah E. Ward resigned as temporary, full-time fitness center manager, P-12-0, effective August 1, 2014

11. David Galvan separated as temporary, part-time title V Hispanic serving institution, science, technology, engineering, and math leader, $10.00 hr. x 12 hrs./wk. x 46 wks. = $5,520.00/yr., effective May 30, 2014

12. Jake Marler separated as temporary, part-time maintenance summer help, $7.25 hr. x 19 hrs./wk. x 12 wks. = $1,653.00/yr., effective July 24, 2014

13. Nora Mata separated as temporary, full-time seasonal assistant admissions officer, O-11-0, effective August 25, 2014

14. Jolea Nealy employed as temporary, part-time seasonal financial/admission – Sugar Land, O-10-0, $12.38 hr. x 19 hrs./wk. x 8 wks. = $1,881.76/yr., effective July 8, 2014

15. Telia Peterson separated as temporary, part-time volleyball coach assistant, $15.00 hr. x 4.5 hrs./wk. x 32 wks. = $2,160.00/yr., effective May 1, 2014

16. Haya Swaiden employed as temporary, part-time seasonal admissions student assistant, $7.25 hr. x 19 hrs./wk. x 9 wks. = $1,239.75/yr., effective July 14, 2014

17. Jenna L. Treybig employed as temporary, part-time volleyball assistant coach, $15.00 hr. x 19 hrs./wk. x 4 wks. = $1,140.00/yr., effective August 3, 2014
18. Matthew “Ryne” Tutor employed as temporary, part-time assistant baseball coach, room and board, effective July 17, 2014

19. Robert Ziegenhals separated as temporary, part-time electronics engineering tutor, $25.00 hr. x 8 hrs./wk. x 30 wks. = $6,000.00/yr., effective July 31, 2014

END OF CONSENT AGENDA

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

XVII. Consideration and possible action on items discussed in closed session

XVIII. Discuss Matters Relating to Formal Policy

A. Approval of the following regulations: Regulations have been reviewed through governance structure and recommended changes were made (policy change requires board approval)

1. Regulation 139: Social Media

2. Regulation 461: Salary Schedule For Part-Time Semester-Hour-Credit Faculty

3. Regulation 591: Student Grievances and Complaints

4. Regulation 592: Student Disciplinary Action

5. Regulation 642: Refund Policy For Noncredit Courses

6. Regulation 721: Course Load and Schedules

7. Regulation 732: Certificates

8. Regulation 782: Associate of Applied Science Degree Requirements

9. Regulation 823: Recruitment and Appointment of Part-Time Faculty Teaching Credit Courses

B. Information Items:

1. Regulation 131: Public Information/Notices and News Media Contacts

3. Regulation 821: Recruitment and Appointment of Full-Time Personnel

4. Regulation 838: Equation of Experience For Faculty and Administrative Staff

5. Regulation 890: Support Staff Professional Growth

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular board meeting held on July 15, 2014

B. The special called budget workshop meeting held on July 15, 2014
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
July 15, 2014

-The Wharton County Junior College District Board of Trustees met in regular session on July 15, 2014 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Gary Trochta, Vice Chair; Mrs. Merle Hudgins; Ms. Ann Hundl; Mr. Oliver Kunkel, Jr.; Mr. Jack Moses; and Ms. Amy Rod

Trustees Absent: Mr. Lloyd Nelson; and Mr. Monty Merecka, Secretary

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Ms. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Ms. Deanna Feyen, Executive Secretary to the President; Ms. Zina Carter; Mr. Michael Crouch; Ms. Carol Derkowski; Mr. Mike Feyen; Dr. Amy LaPan; Ms. Debbie Luttringer; Ms. Rachel Polasek; Ms. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

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

-Mr. Gertson welcomed everyone and thanked them for attending the meeting.

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The regular board meeting held on June 24, 2014

B. The special called board workshop meeting held on June 24, 2014

-The minutes of the regular board meeting held on June 24, 2014 and the special called board workshop held on June 24, 2014 was approved as presented.

ITEM IV: CITIZENS' COMMENTS

-None-
Board of Trustees  
July 15, 2014  
Minutes  

ITEM V: SPECIAL ITEMS  

-Ms. McCrohan stated that the TACC legislative agenda included five major points. Ms. McCrohan asked that the board be familiar with the items on the agenda. The board of trustees have their own organization that will have training sessions prior to the January opening of the legislature.

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

ITEM VII: STUDENT SUCCESS  

ITEM VIII-A: REPORTS TO THE BOARD  

A. Financial Reports  

-Mr. Wessels presented the financial reports for July 2014.  

BOARD ACTION: On a motion by Mr. Trochta and a second, the board unanimously approved the financial reports for May 2014 and the investment report for the 3rd quarter as presented.

ITEM VIII-B: MANAGEMENT REPORTS  

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

2. Financial Aid: Dave Leenhouts (Vice President of Student Services)

3. Student Services: Dave Leenhouts (Vice President of Student Services)

ITEM VIII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS  

A. Academic Affairs Council  

B. Faculty Council  

C. President’s Extended Cabinet  

D. Student Services Council  

E. Support Staff Council  

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD  

A. Audit/Finance Committee: Mr. Kunkel  

-None-
B. Facilities Committee: Mr. Nelson

-None-

C. Legislative Committee: Mr. Nelson

-None-

-Mr. Gertson asked if members had questions regarding any items in the consent agenda. He also asked if any items needed to be pulled from the consent agenda for separate consideration.

-No Items were pulled for separate consideration.

-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 X: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM XI: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approval to create a new permanent full-time Health Information Technology Instructor position ($42,050.00 – $53,550.00 – a portion of the salary ($13,800.00) will come from the part-time faculty budget which will not be needed once a second full-time faculty member is hired and trained)

B. Approve the fee increase from $25.00 to $30.00 on EMSP 1260-EMT Clinical

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

A. Approve fiscal year 2014 budget adjustments

B. Approve the proposal submitted by the Texas Association of School Boards (TASB) for the college's worker’s compensation insurance ($60,581.00 annually – current unrestricted operating budget for 2014 – 2015)

ITEM XIII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL
Board of Trustees  
July 15, 2014  
Minutes  

A. Board of Trustees  

B. Office of President  

C. Office of Academic Affairs  
   1. Approve 2014 summer I overload list  
   2. Timothy W. Guin received a salary adjustment and change in assignment as regular, full-time director of security and public safety, CA-15-10, to regular, full-time instructor of law enforcement, FAC-1-10, effective June 16, 2014  

D. Office of Administrative Services  

E. Office of Student Services  

F. Office of Technology and Institutional Research  

G. Information Items: Contract Personnel Action  
   1. Inez M. Kucera resigned as regular, full-time instructional assessment director, CA-15-12, effective July 10, 2014  

H. Information Items: Non-contract Personnel Action  
   1. Becky Le resigned as regular, full-time HR technician, O-10-1, effective August 8, 2014  
   2. Cheryl L. Machicek received a salary adjustment and a change in assignment as regular, full-time public relations specialist, P-8-22, to regular, full-time senior marketing and communications specialist, T-14-22, effective July 2, 2014  
   3. Lindsey A. Shimkew received a salary adjustment and change in assignment as regular, full-time assistant admissions officer, O-11-6, to regular, full-time campus support clerk — Richmond, O-10-6, effective June 30, 2014  
   4. Larry T. Ganey separated as regular, part-time public safety officer — Richmond, $20.00 hr. x 19 hrs./wk. x 48 wks. = $18,240.00/yr., effective June 1, 2014  
   5. Nathan Kubes received a salary adjustment (certified Texas Peace Officer with TCOLE) as regular, part-time public safety officer, $12.09 hr. x 19 hrs./wk. x 48 wks. = $11,026.08/yr., to regular, part-time public safety officer, $20.00 hr. x 19 hrs./wk. x 48 wks. = $18,240.00/yr., effective June 23, 2014  
   6. Nora Mata received a salary adjustment and a change in assignment as temporary, part-time student assistant, $7.50 hr. x 19 hrs./wk. x 9 wks. = $1,282.50/yr., to temporary, full-time seasonal assistant admissions officer, O-11-0, effective June 12, 2014  
   7. Cynthia A. Ottis received support staff professional growth (9 hrs.) - $500.00
8. Elizabeth Martin employed as temporary, part-time seasonal financial aid/admissions clerk — FBTC, O-10-0, $12.38 hr. x 19 hrs./wk. x 13 wks. = $3,057.86/yr., effective May 20, 2014

9. Judy Mathew separated as temporary, part-time seasonal financial/admissions — Sugar Land, O-10-0, $12.38 hr. x 19 hrs./wk. x 13 wks. = $3,057.86/yr., effective July 8, 2014

10. Jack Simons employed as temporary, part-time seasonal admissions — Sugar Land, O-11-0, $12.66 hr. x 19 hrs./wk. x 7.5 wks. = $1,804.05/yr., effective July 10, 2014

11. Ashley M. Sommerlatte employed as temporary, part-time financial aid seasonal clerk, O-10-0, $12.38 hr. x 19 hrs./wk. x 11 wks. = $2,587.42/yr., effective June 23, 2014

12. Chakadra M. Ward employed as temporary, part-time financial aid seasonal clerk, O-10-0, $12.38 hr. x 19 hrs./wk. x 11 wks. = $2,587.42/yr., effective June 23, 2014

-Mrs. Hudgins asked how the hourly rate for an employee is determined. Ms. McCrohan stated that the rate is based on the full-time salary for that position.

-Mr. Gertson asked if there was a new director for public safety. Ms. McCrohan stated that Mr. Guin is moving into the Division of Vocational Science.

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

ITEM 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 (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), and/or deliberation regarding economic development negotiations (551.086).

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

A. Approval of the following regulations: Regulations have been reviewed through governance structure and recommended changes were made (policy change requires board approval)

1. Regulation  : Workload for Part-time Employees (New Regulation)

2. Regulation 001: WCJC Mission

3. Regulation 146: Computer Use

4. Regulation 222: Purchasing and Bidding
5. Regulation 321: Security and Public Safety Department

6. Regulation 521: Health Requirements & Services: Communicable Diseases

7. Regulation 522: Testing and Assessment

8. Regulation 551: Student Publications and Postings

9. Regulation 711: Degrees and Degree Titles

10. Regulation 772: Distance Education

B. Information Items:

1. Regulation 133: Logo: Use on College Publications

2. Regulation 911: Categories of College Employees

-Ms. McCrohan stated that a change needed to be made on regulation 772, Item II. The 1st paragraph should read “The Southern Association of Colleges and Schools Commission on Colleges”.

BOARD ACTION: A motion was made by Mr. Moses and a second to accept the regulations as presented with the change to regulation 772, Item II. 1st paragraph; changing the term to Southern Association of Colleges and Schools Commission on Colleges.

ITEM XIX: OTHER BUSINESS

-Ms. McCrohan stated that Mr. Stewart Morris is helping to fund the Presidential Scholars program. Ms. Catherine Shoppa is heading the project. Information has been posted on the WCJC website.

-Ms. McCrohan complimented Ms. Zina Carter’s department and Mr. Ben Sharp for the recent articles posted in the newspapers.

ITEM XX: ADJOURN

-The meeting adjourned at 7:00 P.M.
MINUTES
Budget Workshop of the
Wharton County Junior College
Board of Trustees
July 15, 2014

-The Wharton County Junior College District Board of Trustees met in special session for a Budget Workshop on July 15, 2014, at 5:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Gary Trochta, Vice Chair; Mrs. Merle Hudgins; Ms. Ann Hundl; Mr. Oliver Kunkel, Jr.; and Ms. Amy Rod

Trustees Absent: Mr. Monty Merecka, Secretary; Mr. Jack Moses; and Mr. Lloyd Nelson

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Ms. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Ms. Deanna Feyen, Executive Secretary to the President; Ms. Rachel Polasek; Ms. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

-Mr. Gertson called the meeting to order at 5:30 P.M.

ITEM I: REVIEW OF PROPOSED BUDGET FOR FY2015

-Mr. Kocian explained the fiscal year 2015 budget schedule and budget assumptions for 2014-2015. Mr. Kocian thanked the Vice Presidents, Deans, Department Heads, and Division chairs for their help in balancing the budget.

-Mrs. Hudgins stated the importance of taking care of the instructors. She stated that she could not vote to approve a budget that did not include raises for faculty. Mrs. Hudgins had researched other schools and asked for at least a two-step raise for faculty. Mr. Kocian stated that it was the purpose of the budget workshop to discuss such items. Ms. McCrohan stated that faculty were important, although all employees are also important.

-Mr. Trochta asked if an increase was placed in the budget for enrollment revenues. Mr. Kocian stated that it had not. Mr. Trochta asked what the growth of enrollment has been in the past few years and Mr. Kocian stated that the enrollment has been flat.

-Mr. Trochta asked for an estimate of what the surplus will be at years end. Mr. Kocian stated that it would be only enough to fund our reserve.

-Mr. Trochta asked if fees were increased last year. Mr. Kocian stated that the fees were increased last year. Mr. Trochta asked about a tuition increase. Mr. Kocian stated that an increase to tuition would hurt the college since we are in competition with Houston Community College. Mr. Kocian stated that there were very few colleges raising tuition for next year. Mr. Trochta asked what needs to be done to raise property taxes to fund the raises. Mr. Kocian stated that a number of public postings and hearings would be required.

-Ms. Hundl asked what the dollar amount would be for two steps for employees. Mr. Kocian stated that two steps equals about $360,000.00.
-Mr. Trochta asked how many steps have been given in past years. Mr. Kocian stated that last year three steps and a longevity was given. In the past years, one step was given, two steps were given twice, and 3 steps were given once.

-Ms. Hundl asked if it was normal to not budget for major repairs. Mr. Kocian stated that major repairs are usually not budgeted in the current operating fund. Throughout the year there will be agenda items for repairs and funds will be transferred out of the plant, repair and replacement fund.

-Mr. Kunkel asked what has caused the college to be below on semester hours. Mr. Kocian stated that it could be the students are taking fewer hours, but there could be many other reasons. Ms. Rod stated that it could be that this generation is taking it slower and taking longer than four years to complete a degree.

-Mrs. Hudgins asked if the online courses are stabilizing. Ms. McCrohan stated that the college is offering more online classes and developing more classes, although some students do not like to take online classes. Ms. McCrohan stated that the administration is looking at enrollment trends and programs.

-MS. Hudgins again stated that she will not change her mind about voting for a budget without increases to faculty and that a $50.00 a month increase would not be enough to purchase a tank of gasoline and this is stressing out the faculty.

-Mr. Kocian stated that if the board had any questions, please contact him by phone or email. He also stated that what he is hearing from the board is to come back with a budget that includes two step raises.

-Mr. Gertson asked the board what will happen if it comes down to an increase in property taxes. It was decided that if a property tax increase was needed, a meeting would be scheduled with the board prior to the August board meeting.

-Mr. Kocian stated that the college has saved a lot on electricity and he gave all the credit to Mr. Wuthrich for the negotiations.

-Mr. Gertson thanked everyone on their time and effort to get to this point on the budget.

-Mr. Trochta asked about the sale of the Julie Rivers property. Mr. Kocian stated that a document has been submitted to the Sugar Land Zoning Commission to ask for a zoning waiver and they have not received a response.

ITEM II: OTHER ITEMS AS NEEDED

-None-

ITEM III: ADJOURN

-There being no further business, the meeting adjourned at 6:20 P. M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM V

Special Items

A. Approve 2014 – 2015 operating budget (under separate cover)

B. Approve to set the ad valorem tax rate of $0.12556/$100 for the 2014 tax year ($5,195,000.00 – current operating revenue)

C. Discussion and possible action on proposal for Board legal services, including legal counsel attendance at meetings and annual board training (under separate cover)
Wharton County Junior College

Proposed Agenda Item

Board of Trustees Meeting

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

Date of Board Meeting: August 19, 2014
Date of this Proposal: July 31, 2014

SUBJECT:

Request to set ad valorem tax rate for the Wharton County Junior College District for the 2014 tax year.

RECOMMENDATION:

Recommend approval of the attached Resolution setting the ad valorem tax rate for Wharton County Junior College District at the rate of $0.12656/$100 for the 2014 tax year.

BACKGROUND/RATIONALE:

The college has received the certified tax rolls from Tylene Gamble (Wharton County) and Patsy Schultz (Fort Bend County). Pat Kuhala, 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 Fort Bend Herald, the El Campo Leader News, and the Wharton Journal/Spectator on August 6, 2014.

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

Current Operating Revenue $5,195,000.00

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

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

Originator

Date

Cabinet-Level Supervisor

Date

PRESIDENT’S APPROVAL:

reg 113
6-21-95

Date

7/31/14

7/31/14

7/31/14
Resolution

Whereas, the Wharton County Junior College is an authorized taxing unit for property owned within the limits of the Wharton County Junior College District; and

Whereas, the 2014 Certified Appraisal Rolls have been received from the Chief Appraisers as required by Sec. 26.01 of the Property Tax Code; and

Whereas, the notice of calculated rates was published on Saturday, August 6, 2014 in the Fort Bend Herald, the El Campo Leader News, and the Wharton Journal Spectator in the format prescribed by the State Comptroller;

Therefore, be it ordered by the Board of Trustees of the Wharton County Junior College District that there be levied for the tax year 2014 on all property owned within the limits of the Wharton County Junior College District on the first day of the current year, January 1, 2015, except so much as may be exempt by the Constitution of the United States and the laws of the State of Texas, a property tax at the rate of $0.12656 per $100 valuation.

Executed, approved, and adopted, the 19th day of August, 2014.

__________________________
P.D. (Danny) Gertson, III
Chairman, Board of Trustees

ATTEST:

__________________________
Monty Merecka
Secretary, Board of Trustees

(SEAL)
2014 Property Tax Rates in Wharton County Junior College

This notice concerns the 2014 property tax rates for Wharton County Junior College. It presents information about three tax rates. Last year’s tax rate is the actual tax 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 start 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 $5,170,955
- Last year’s debt taxes $0
- Last year’s total taxes $5,170,955
- Last year’s tax base $3,833,457,784
- Last year’s total tax rate $0.13419/$100

This year’s effective tax rate:
- Last year’s adjusted taxes $5,130,096
  (after subtracting taxes on lost property)
+ This year’s adjusted tax base $4,053,273,698
  (after subtracting value of new property)
= This year’s effective tax rate $0.12656/$100

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

This year’s rollback tax rate:
- Last year’s adjusted operating taxes $5,130,096
  (after subtracting taxes on lost property and adjusting for any
   transferred function, tax increment financing, state criminal justice
   mandates, and/or enhanced indigent healthcare expenditures)
+ This year’s adjusted tax base $4,053,273,698
= This year’s effective operating rate $0.12656/$100
× 1.08 = This year’s maximum operating rate $0.13668/$100
+ This year’s debt rate $0.010
= This year’s total rollback rate $0.13668/$100

Statement of Increase/Decrease

If Wharton County Junior College adopts a 2014 tax rate equal to the effective tax rate of $0.12656 per $100 of value, taxes would increase compared to 2013 taxes by $1,053.

Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's 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>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Schedule B - 2014 Debt Service

The unit plans to pay the following amounts for long-term debt 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>Total required for 2014 debt service</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
- Amount (if any) paid from Schedule A | $0 | $0 | $0 | $0 |
- Amount (if any) paid from other resources | $0 | $0 | $0 | $0 |
- Excess collections last year | $0 | $0 | $0 | $0 |
= Total to be paid from taxes in 2014 | $0 | $0 | $0 | $0 |
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2014 | $0 | $0 | $0 | $0 |
= Total debt levy | $0 | $0 | $0 | $0 |

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 309 East Milam Street, Suite 100, Wharton, Texas 77488.

Name of person preparing this notice: Patrick L. Kusala, RTA
Reports to the Board

A. Financial Reports for July 2014
Monthly Financial Reports

Wharton County Junior College
JULY 31, 2014
Summary Reports
Wharton County Junior College  
Revenue-Expenditure Summary  
July 31, 2014

<table>
<thead>
<tr>
<th>Fund 1000</th>
<th>FISCAL 2014</th>
<th>FISCAL 2013</th>
<th>% OF PRIOR YR ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td>Current Month</td>
<td>Y-T-D ACTUAL</td>
<td>Budget</td>
</tr>
<tr>
<td>State appropriations</td>
<td>$877,597</td>
<td>$8,582,934</td>
<td>$9,237,866</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>29,672</td>
<td>21,135,973</td>
<td>20,856,342</td>
</tr>
<tr>
<td>Advalorem Taxes</td>
<td>65,293</td>
<td>5,265,908</td>
<td>5,131,672</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>247,291</td>
<td>313,161</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>15,000</td>
<td>-</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>31,248</td>
<td>908,501</td>
<td>455,458</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$1,003,810</strong></td>
<td><strong>$36,130,607</strong></td>
<td><strong>36,009,499</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>FISCAL 2014</th>
<th>FISCAL 2013</th>
<th>% OF PRIOR YR ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>1,623,841</td>
<td>17,703,941</td>
<td>20,710,104</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>353,405</td>
<td>3,462,362</td>
<td>4,665,954</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>221,888</td>
<td>445,334</td>
<td>93,365</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>767,683</td>
<td>769,000</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>802,899</td>
<td>7,958,111</td>
<td>9,781,076</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>3,002,033</strong></td>
<td><strong>30,337,431</strong></td>
<td><strong>36,009,499</strong></td>
</tr>
</tbody>
</table>

Net increase/ (decrease) in net assets | $ (1,988,223) | $ 5,783,176 | $ 4,428,880 |

Less Outstanding encumbrances | (1,306,421) | (2,355,555) |

Net increase less encumbrances | $ 4,486,755 | $ 2,073,325 |

* Note: Net student receivables in the amount of $5,157,165.93 are currently outstanding. Tuition and fees are subject to collection in future periods."
<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables Current and Prior Year</td>
<td>$ 930,549.73</td>
<td>$1,303,167.11</td>
</tr>
<tr>
<td>Student Receivables FY 2015-2014</td>
<td>$ 4,111,854.96</td>
<td>$4,284,666.66</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$49,401.15</td>
<td>$60,653.63</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>58,848.82</td>
<td>60,828.16</td>
</tr>
<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>20,378.35</td>
<td>18,399.29</td>
</tr>
<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>94,726.56</td>
<td>74,736.54</td>
</tr>
<tr>
<td><strong>Total Installment Plan Receivable</strong></td>
<td>$223,354.88</td>
<td>$214,617.62</td>
</tr>
<tr>
<td>Third Party Contracts Receivable</td>
<td>$187,887.20</td>
<td>$88,903.87</td>
</tr>
<tr>
<td>Continuing Education Receivable</td>
<td>6,323.00</td>
<td>26,314.50</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(302,803.84)</td>
<td>(295,363.39)</td>
</tr>
<tr>
<td><strong>Net Accounts Receivable</strong></td>
<td><strong>$5,157,165.93</strong></td>
<td><strong>$5,622,306.37</strong></td>
</tr>
</tbody>
</table>
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
### Governmental Fund Types

<table>
<thead>
<tr>
<th></th>
<th>Auxiliary</th>
<th>Current</th>
<th>Restricted</th>
<th>Current</th>
<th>Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enterprise</td>
<td>Unrestricted</td>
<td>Funds</td>
<td>Year</td>
<td>Year</td>
</tr>
<tr>
<td><strong>Assets and Other Debts:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>855,235</td>
<td>5,014,800</td>
<td>487,339</td>
<td>6,357,374</td>
<td>6,333,824</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>136,783</td>
<td>12,602,680</td>
<td>242,134</td>
<td>12,980,597</td>
<td>5,604,623</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>23,627</td>
<td>5,169,027</td>
<td>5,681</td>
<td>5,198,335</td>
<td>5,650,043</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td></td>
<td>410,464</td>
<td></td>
<td>410,464</td>
<td>410,464</td>
</tr>
<tr>
<td>Local, St &amp; Fnd Ageny Receivable</td>
<td>--</td>
<td>21,803</td>
<td></td>
<td>21,803</td>
<td>420,706</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td></td>
<td>--</td>
<td></td>
<td></td>
<td>29,283</td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td></td>
<td>--</td>
<td></td>
<td></td>
<td>32,538</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
<td>32,538</td>
</tr>
<tr>
<td><strong>Total Assets and Other Debts:</strong></td>
<td>1,108,183</td>
<td>22,135,971</td>
<td>696,917</td>
<td>24,001,212</td>
<td>22,519,243</td>
</tr>
</tbody>
</table>

| **Liabilities, equity and other credits:** |             |             |             |          |          |
| Liabilities             |             |             |             |          |          |
| Accounts Payable        | 304         | 47,283     | 14,130      | 61,717   | -334,404 |
| Employee Benefits Payable | 127,604  | --         | --          | 127,604  | 118,636  |
| Payroll Taxes Payable   | --          | --         | --          |          |          |
| Accrued Liabilities     | --          | --         | --          |          |          |
| Deferred Revenue        | 6,326,941   | 472,939    | 6,799,040  | 6,452,700|
| Long Term Debt          | --          | --         | --          |          |          |
| Deposits Payable        | 37,000      | 20,750     | --          | 57,750   | 57,750   |
| Due To Other Funds      | --          | --         | --          | 72,032   | 72,032   |
| Scholarships-Designated Donations | 141 | 86,705 | 86,846 | 24,898 |
| Scholarships-Non-designated | -- | 298,640 | 298,640 | 357,857 |
| Donatio                | --          | --         | --          |          |          |
| **Total Liabilities:**  | 37,304      | 6,521,815  | 672,474    | 7,431,597| 7,020,370 |

<p>| <strong>EQUITY AND OTHER CREDITS:</strong> |             |             |             |          |          |
| Control Accounts        | --          | --         | --          |          |          |
| Fund Balances           | --          | --         | --          |          |          |
| Prior Year Fund Balance | 9,880,977   | --         | 9,880,977   | 9,862,480|
| Endowment Fund-Original | --          | --         | --          |          |          |
| Endowment Fund-Income   | --          | --         | --          |          |          |
| FB Professional Development | -- | -- | -- | |
| FB Salaries Equity      | --          | --         | --          |          |          |
| FB Capital Equipment    | --          | --         | --          |          |          |
| FB Investment Gain And Loss | -- | -- | -- | |
| Fund Balance Receivables | --         | --        | --          |          |          |
| Reserved-Undesignated   | --          | --         | --          |          |          |</p>
<table>
<thead>
<tr>
<th></th>
<th>Auxiliary</th>
<th>Current</th>
<th>Restricted</th>
<th>Current Year 2014</th>
<th>Prior Year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enterprise</td>
<td>Unrestricted</td>
<td>Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Fund Balance</td>
<td>--</td>
<td>--</td>
<td></td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td>--</td>
<td>--</td>
<td></td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td>--</td>
<td>--</td>
<td></td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Scholarship</td>
<td>--</td>
<td>--</td>
<td></td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balances:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td>6,427</td>
<td>1,306,421</td>
<td>33,024</td>
<td>1,345,881</td>
<td>2,587,568</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>1,064,453</td>
<td>4,486,755</td>
<td>-208,550</td>
<td>5,342,658</td>
<td>3,248,826</td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>1,070,880</td>
<td>15,674,152</td>
<td>-175,516</td>
<td>16,569,515</td>
<td>16,498,873</td>
</tr>
<tr>
<td>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</td>
<td>1,208,183</td>
<td>22,385,971</td>
<td>696,957</td>
<td>26,002,152</td>
<td>22,519,343</td>
</tr>
</tbody>
</table>
Proprietary Fund Types

<table>
<thead>
<tr>
<th>Agency Funds</th>
<th>Current Year 2014</th>
<th>Prior Year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS and OTHER DEBITS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>30,401</td>
<td>25,841</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>102,951</td>
<td>102,916</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>133,352</td>
<td>128,756</td>
</tr>
<tr>
<td><strong>LIABILITIES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Long Term Debt</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Deposits Payable</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Scholarships-Non-designated</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Donatio</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES:</strong></td>
<td>133,044</td>
<td>128,394</td>
</tr>
<tr>
<td><strong>EQUITY AND OTHER CREDITS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control Accounts</td>
<td>308</td>
<td>308</td>
</tr>
<tr>
<td>Fund Balances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund-Original</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund-Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FB Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FB Salary Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FB Capital Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FB Investment Gain And Loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance Receivables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserved-Undesignated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Proprietary Fund Types

<table>
<thead>
<tr>
<th>Agency Funds</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td>308</td>
<td>308</td>
</tr>
<tr>
<td>FMTC Operating Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td>133,352</td>
<td>133,352</td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balances:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve For Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>133,352</td>
<td>133,352</td>
</tr>
</tbody>
</table>
Management Reports

The following management reports for the month of July 2014 are for your information:

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

2. Financial Aid: Dave Leenhouts, (Vice President of Student Services)

3. Student Services: Dave Leenhouts, (Vice President of Student Services)
The following reports and/or surveys have been completed:
- Spring 2014 Student Schedule report to THECB (CBM00S)
- Spring 2014 Student End of Semester report to THECB (CBM0E1)
- Spring 2014 Texas Success Initiative report to THECB (CBM002)
- Spring 2014 Faculty report to THECB (CBM008)
- Recipients of the Johnson Scholarship report
- Financial Summaries report for the President
- Enrollment data for the Marketing department for local newspapers
- Enrollment and graduation data to the Police Academy for the USDJ 2013 Census of Law Enforcement Training Academies survey
- Open records request for UH Clear Lake


<table>
<thead>
<tr>
<th>Date Applied to Production</th>
<th>System Upgraded</th>
<th>Number of Patches</th>
<th>Amount of Downtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/23/2014</td>
<td>Banner/TCC</td>
<td>4</td>
<td>2 hrs</td>
</tr>
<tr>
<td>7/31/2014</td>
<td>Banner Doc. Imaging</td>
<td></td>
<td>No downtime</td>
</tr>
</tbody>
</table>

IT Help Desk support tickets and calls for the month of July, 2014.

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Student Email</th>
<th>Blackboard LMS</th>
<th>Online Services</th>
<th>Misc.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Tickets</td>
<td>29</td>
<td>3</td>
<td>0</td>
<td>4</td>
<td>36</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>73</td>
<td>49</td>
<td>46</td>
<td>497</td>
<td>665</td>
</tr>
<tr>
<td>Totals</td>
<td>102</td>
<td>52</td>
<td>46</td>
<td>501</td>
<td>701</td>
</tr>
</tbody>
</table>

The Network Services team have replaced or supplied the following locations with new computer systems, monitors, and/or printing devices in July, 2014.
<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Richmond</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division of Allied Health</strong></td>
<td>Hann, T – Laptop - J110</td>
<td></td>
<td>Wall, A – Laptop - SGL377</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Korenek, P – Laptop - J126</td>
<td></td>
<td>Jose, C – Laptop - SGL208</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shropshire, A – Laptop - J112</td>
<td></td>
<td>Samuel, M – Laptop - SGL204</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pendegraf A – Laptop - J116</td>
<td></td>
<td>Goins, N – Laptop - SGL206</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yancey, D – Laptop - J232</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cruz, C – Laptop - J111</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Davis, S – Laptop - J118</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Division of Communications and Fine Arts</strong></td>
<td>Armentrouth, P – CPU – S209</td>
<td></td>
<td>Prisner, K – Laptop – SGL226</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Bush, F – CPU – SGL215</td>
</tr>
<tr>
<td><strong>Division of Life Science</strong></td>
<td>Raun, K – CPU – S228B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Division of Social and Behavioral Science</strong></td>
<td>Loessin, J – CPU – S121</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Division of Vocational Science</strong></td>
<td>Smith, M – Laptop – LD115</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bonewald, G – Laptop – LD115</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Wharton</td>
<td>Richmond</td>
<td>Sugar Land</td>
<td>Bay City</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------</td>
<td>------------------------------</td>
<td>-----------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Class Rooms and Labs</td>
<td>28 CPUs &amp; Monitors– P114</td>
<td>29 CPUs &amp; Monitors– TC130</td>
<td></td>
<td>Projector, Screen, Smart Podium, CPU, Elmo, Wireless Remote – B112</td>
</tr>
<tr>
<td></td>
<td>Projector – P207</td>
<td>CPU, Projector Screen, Smart Podium, CPU, Elmo, Wireless Remote – TC202</td>
<td></td>
<td>Short throw projector, Screen, Smart Podium, CPU, Elmo, Wireless Remote – B122</td>
</tr>
<tr>
<td></td>
<td>Projector – P208</td>
<td>CPU, Projector Screen, Elmo, Smart Podium, Wireless Remote – TC216</td>
<td></td>
<td>CPU, Elmo, Smart Podium – B114</td>
</tr>
<tr>
<td></td>
<td>Projector – P212</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Projector – P214</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Admissions and Registration</td>
<td>Preisler, K – Laptop – A106</td>
<td></td>
<td></td>
<td>Harrington, J – CPU – SGL124</td>
</tr>
<tr>
<td>Office of Financial Aid</td>
<td></td>
<td></td>
<td></td>
<td>Blust, L – CPU – SGL126</td>
</tr>
<tr>
<td>Office of Financial Services</td>
<td></td>
<td></td>
<td></td>
<td>Bus1 – CPU Bus2 - CPU</td>
</tr>
<tr>
<td>Area</td>
<td>Wharton</td>
<td>Richmond</td>
<td>Sugar Land</td>
<td>Bay City</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------</td>
<td>-------------------------------</td>
<td>------------------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gardner, K – printer/scanner – TC131</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Vice President of Student Services</td>
<td>Taylor, W – CPU – S213</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Vice President of Technology and</td>
<td>Youngblood, P – Data Projector – A108</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional Research</td>
<td>Kostelnik, L – Laptop – A108</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Work Request by category for the month of July, 2014.

<table>
<thead>
<tr>
<th>Category</th>
<th>New Service Request for the month</th>
<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Management</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Banner Access/Security</td>
<td>17</td>
<td>13</td>
<td>15</td>
<td>11</td>
</tr>
<tr>
<td>Banner AR</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>48</td>
</tr>
<tr>
<td>Banner Doc Image</td>
<td>6</td>
<td>3</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>Banner Finance</td>
<td>10</td>
<td>7</td>
<td>10</td>
<td>54</td>
</tr>
<tr>
<td>Banner Financial Aid</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>71</td>
</tr>
<tr>
<td>Banner HR</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>19</td>
</tr>
<tr>
<td>Banner ID</td>
<td>34</td>
<td>6</td>
<td>7</td>
<td>490</td>
</tr>
<tr>
<td>Banner Payroll</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>60</td>
</tr>
<tr>
<td>Banner Student</td>
<td>13</td>
<td>4</td>
<td>16</td>
<td>184</td>
</tr>
<tr>
<td>Change of Office</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Computers – Classroom</td>
<td>19</td>
<td>15</td>
<td>23</td>
<td>33</td>
</tr>
<tr>
<td>Computers - Office</td>
<td>48</td>
<td>36</td>
<td>62</td>
<td>37</td>
</tr>
<tr>
<td>Category</td>
<td>New Service Request for the month</td>
<td>Of the New Service Request Total Completed</td>
<td>Total Completed Service Request</td>
<td>Total Remaining Open Service Request</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------------</td>
<td>-------------------------------------------</td>
<td>---------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Data Projectors</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Database Administration</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>29</td>
</tr>
<tr>
<td>Email Name Correction</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Employment Changes</td>
<td>23</td>
<td>20</td>
<td>25</td>
<td>4</td>
</tr>
<tr>
<td>Malware</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>HP3000/MiniSoft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Moving IT Equipment</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Network Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Network Passwords</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Printers – Classrooms/Lab</td>
<td>6</td>
<td>3</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Printers - Offices</td>
<td>15</td>
<td>11</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>Reporting</td>
<td>12</td>
<td>8</td>
<td>14</td>
<td>77</td>
</tr>
<tr>
<td>Software</td>
<td>11</td>
<td>10</td>
<td>11</td>
<td>17</td>
</tr>
<tr>
<td>Student Email Name Change</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Telephones – Classroom</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Telephones – Offices</td>
<td>5</td>
<td>4</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>TracDat</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Training</td>
<td>29</td>
<td>10</td>
<td>18</td>
<td>54</td>
</tr>
<tr>
<td>Web Services</td>
<td>137</td>
<td>137</td>
<td>139</td>
<td>4</td>
</tr>
<tr>
<td>Workstation Assessment</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Description</td>
<td>Last Year</td>
<td>Current Year</td>
<td>Increase/Decrease</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>-----------</td>
<td>--------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>Number of Applicants</td>
<td>2,538</td>
<td>1,876</td>
<td>&lt;662&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Eligible Applications</td>
<td>2,326</td>
<td>1,728</td>
<td>&lt;598&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Ineligible Applications</td>
<td>212</td>
<td>148</td>
<td>&lt;64&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Pell Grant Recipients</td>
<td>1,352</td>
<td>945</td>
<td>&lt;407&gt;</td>
<td></td>
</tr>
<tr>
<td>Pell Grant Funds Awarded</td>
<td>6,407,660</td>
<td>4,585,981</td>
<td>&lt;1,821,679&gt;</td>
<td></td>
</tr>
<tr>
<td>College Work Study Program Funds Expended</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Monthly Work Study Workers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
<td>139</td>
<td>178</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>SEOG Funds Awarded</td>
<td>138,723</td>
<td>176,903</td>
<td>38,180</td>
<td></td>
</tr>
<tr>
<td>Number of Guaranteed Student Loan Recipients</td>
<td>3,506</td>
<td>2,444</td>
<td>&lt;1,062&gt;</td>
<td></td>
</tr>
<tr>
<td>Guaranteed Student Loan Funds Awarded</td>
<td>12,670,871</td>
<td>8,647,063</td>
<td>&lt;4,023,808&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Texas Public Education Grant Recipients</td>
<td>365</td>
<td>452</td>
<td>87</td>
<td></td>
</tr>
<tr>
<td>TPEG Funds Awarded</td>
<td>365,000</td>
<td>452,000</td>
<td>87,000</td>
<td></td>
</tr>
<tr>
<td>Number of Veterans Certified</td>
<td>90</td>
<td>56</td>
<td>&lt;34&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Scholarship Applicants</td>
<td>413</td>
<td>469</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>Scholarship Funds Awarded</td>
<td>417,055</td>
<td>509,797</td>
<td>92,742</td>
<td></td>
</tr>
<tr>
<td>TOTAL ALL FUNDS</td>
<td>$19,999,309</td>
<td>$14,371,744</td>
<td>&lt;5,627,565&gt;</td>
<td></td>
</tr>
</tbody>
</table>
WHARTON COUNTY JUNIOR COLLEGE MONTHLY TESTING REPORT

TO:        David Heartnug
FROM:      Leslie Klusak
DATE:      July 31, 2014
SUBJECT:  July 2014 Monthly Testing Report

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT (Local)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Sugar Land - LLI</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ACT (Local) Total</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>ACT (Paralegal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sugar Land - LLI</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CLEP Test Total</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| TSI Assessment                        |            |            |
| Wharton-Main Campus                   | NA         | 341        |
| Sugar Land - LLI                      | NA         | 311        |
| Fort Bend Tech Center                 | NA         | 298        |
| TSI Assessments Total                 | NA         | 940        |

| TSI Boot Camp                         |            |            |
| Wharton-Main Campus                   | NA         | 16         |
| Sugar Land - LLI                      | NA         | 16         |
| Fort Bend Tech Center                 | NA         | 16         |
| TSI Boot Camp Total                   | NA         | 50         |

| Compares                              |            |            |
| Wharton-Main Campus                   | 238        | NA         |
| Sugar Land - LLI                      | 207        | NA         |
| Fort Bend Tech Center                 | 202        | NA         |
| Compares Total                        | 647        | NA         |

| Correspondence/Proctored              |            |            |
| Wharton-Main Campus                   | 12         | 3          |
| Sugar Land - LLI                      | 44         | 36         |
| Fort Bend Tech Center                 | 7          | 6          |
| Correspondence/Proctored Total        | 65         | 45         |

| DEED                                  |            |            |
| Bay City Campus                       | 34         | 0          |
| Wharton-Main Campus                   | 0          | 0          |
| Sugar Land - LLI                      | 0          | 0          |
| Fort Bend Tech Center                 | 0          | 0          |
| DEED Test Total                       | 34         | 0          |

| Instructor Exams                      |            |            |
| Wharton-Main Campus                   | 2          | 0          |
| Sugar Land - LLI                      | 29         | 24         |
| Fort Bend Tech Center                 | 0          | 1          |
| Instructor Exams Total                | 31         | 25         |

| Nelson Denby                          |            |            |
| Wharton-Main Campus                   | 20         | 16         |
| Sugar Land - LLI                      | 2          | 2          |
| Fort Bend Tech Center                 | 4          | 4          |
| Nelson Deny Test Total                | 24         | 24         |

| Pre-Test Reading                      |            |            |
| Wharton-Main Campus                   | 21         | 12         |
| Sugar Land - LLI                      | 7          | 7          |
| Fort Bend Tech Center                 | 10         | 10         |
| Pre-Test Test Total                   | 33         | 29         |

| TAKS V                                |            |            |
| Wharton-Main Campus                   | 5          | 20         |
| Sugar Land - LLI                      | 24         | 60         |
| Fort Bend Tech Center                 | 3          | 16         |
| TAKS V Total                          | 32         | 96         |

| All Tests Total                        | 1008       | 1235       |
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve the rental agreement with Fort Bend Independent School District for the 2015 Kid’s College Summer program ($75,000.00 – FY2015 Kid’s College facilities rental budget)
Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday 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: August 19, 2014    Date of This Proposal: July 23, 2014

SUBJECT (item as it will appear on agenda): 2015 Kids College Facilities Rental Agreement

RECOMMENDATION: The CE Department is requesting permission to seek a rental facility agreement with Fort Bend Independent School District for the 2015 Kids College Summer program.

BACKGROUND/RATIONALE: The Continuing Education Department is seeking approval to rent a facility from Fort Bend ISD conducive to the variety of courses offered by Kids College. Facilities and utilities necessary but not limited to: 2 gyms, multiple kitchens/cooking areas, computer labs, art studio/woodworking shop, theater (stage), tennis courts. The CE Department has offered Kids College in Sugar Land for over 11 years and has previously rented facilities from Fort Bend ISD, which has resulted in a record enrollment for Kids College in summer 2015. Kids College 2015 will be the 26th year, of this fabulous program.

Estimated Cost and Budgetary Support (how will this be paid for?): $75,000 to be drawn from the FY2015 Kids' College facilities rental budget line.

RESOURCE PERSON(S) [name(s) and title(s)]:
Alice Atkins – Director of Continuing Education

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
7-23-14
Date

7-23-14
Date

PRESIDENT'S APPROVAL: [Signature]
Reg 113
6-21-95, 12-16-99
FORT BEND INDEPENDENT SCHOOL DISTRICT
CONTRACT FOR USE OF SCHOOL FACILITIES

It is understood and agreed that this Contract becomes valid only after it is signed by the Applicant, hereinafter called the Maker of the Contract, the Building Principal, or designated representative; and approved by the Associate Superintendent for Facilities, or designated representative. All terms and conditions set forth on the reverse side of this contract are applicable. If any of the terms and conditions of this Contract are not adhered to explicitly, the Contract may be revoked by the District without recourse. Any exception to the terms and conditions must be approved by the Superintendent.

Name of Organization Represented by Maker: Wharton County Junior College
Date(s) of Intended Use: Wharton County Junior College - Kids' College
Building/Area(s) Requested: Fort Settlement Middle School
Required Setup (i.e. tables, chairs, podium): Classrooms, Food Court, and Gyms
Time Requested: From Set up June 12, 2015 to Breakdown July 24, 2015
Type of Contract: □ Single Use □ Multi-use
Purpose for which the Premises will be used: Kids College, June 15, 16, 17, 18, 22, 23, 24, 25, 29, 30, July 1, 2, 6, 7, 8, 9, 13, 14, 15, 16, 20, 21, 22, 23
Will Admission Fees be charged? □ Yes □ No
If Yes, Disposition of Proceeds: Non-Profit

Email: atkinsa@wcjc.edu or youthactivities@wcjc.edu
Address/City/State/Zip: 911 Boling Hwy, Wharton, TX 77488
Send Invoice To (If Different Than Above): Name: Alice Atkins, Director of Continuing Education
Address/City/State/Zip: 5333 FM 1640, Richmond, TX 77469

Make's signature attests that the Organization represented and the Maker agree to all Terms & Conditions of FBISD Board Policies GKD-Local and GKD-Legal.
Name of Maker: Betty A. McCrohan Work Phone: 979-532-6400 Home Phone:
Signature of Maker: [Signature]
Date: 

Principal Signature & Date ____________________________________________________________________________ □ Denied □ Approved
Associate Superintendent for Facilities Signature & Date ____________________________________________________________________________ □ Denied □ Approved
Reason for Denial or Other Comments: ____________________________________________________________________________

<table>
<thead>
<tr>
<th>ASSSESSED FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate $____ X _____ Days = $_____ + Custodial Fee $____ = $________</td>
</tr>
<tr>
<td>Daily Rate $____ X _____ Days = $_____ + Custodial Fee $____ = $________</td>
</tr>
<tr>
<td>(Submit total fees with application. Multiuse – one month only) Total Fees = $73,248</td>
</tr>
</tbody>
</table>
FORT BEND INDEPENDENT SCHOOL DISTRICT
CONTRACT FOR USE OF SCHOOL FACILITIES
GENERAL TERMS AND CONDITIONS

1. All terms and conditions are governed by Board policies GKD (Legal) and GKD (Local) as they now exist or may hereafter be amended. In the event of any conflict between the terms and conditions of this contract and Board policy, Board policy will control.

2. Any changes to the Contract must be agreed to in writing by the Maker and by the Associate Superintendent of Facilities. Merely informing the Caretaker or Principal of the facility of a time variance or other change does not satisfy this requirement.

3. Fees for use will be based on the Board adopted rental fee schedule for facilities. Only areas of the building approved by this schedule are available for renting. Hallways, corridors, classrooms, libraries, and other educational spaces are not available for rent.

4. The contracting organization will provide a certificate of insurance in the amount of not less than $100,000/300,000 issued to the District prior to the use of a facility by an outside organization. The District shall be the co-insured party in such contract. Access to the facility shall not be permitted until the application and insurance has been screened and approved.

5. All District and School activities have priority for building use.

6. No activity shall be scheduled in a school building or on school grounds that interferes with individual school operations or is injurious to school property, a nuisance to residents living nearby, conflicts with scheduled District maintenance activities, or is of a commercial nature for profit.

7. Should the District or school find it necessary to cancel the contract, parties shall be given sufficient notice, 48 hours except in case of emergencies. This is applicable also to changes in UIL schedule that creates conflict with rental contract.

8. The Maker shall be held liable with any contracting organization that might be represented by the Maker for payment to Fort Bend Independent School District of the fees for use of school facilities as well as fees for setup or rearrangement of furniture and equipment by District personnel.

9. Any person or organization contracting for the use of school facilities will be charged a minimum of a two hour fee plus any expenses incurred by the District arranging for the use of the facility in the event of a non-show.

10. The contracting organization shall be responsible to the Board for all damages to the building or equipment, and shall indemnify and save harmless the Board or its agents from any claim whatsoever resulting from or arising out of the use of the building or any part of it.

11. The school shall provide caretaker service and the building and/or equipment shall be under the supervision of the caretaker.

12. All contracting organizations will give the Caretaker the name of the person in charge of the group and that person will complete the Fort Bend I.S.D. Building Use Questionnaire when vacating the premises.

13. School property shall not be used for the teaching, promoting, disseminating or furtherance of any theory or doctrine of a subversive nature, intended or threatening to undermine or overthrow the constituted form of government of the United States or of the State of Texas.

14. All national, state and local laws and rules of police and fire departments must be complied with by the persons or organizations using the buildings.

15. All decorations used within the buildings must be fireproof, in accordance with the National Fire Prevention Associations guidelines, and are subject to the approval of the Caretaker. No open flame decorations shall be permitted, and no decorations shall be fastened to the floor, walls or ceiling with nails, screws, cloth tape, wax, or other fasteners that will damage the finish of the building surface.

16. Use of tobacco on school property is prohibited. Possession of alcohol or firearms is prohibited.

17. Food or drinks will be confined to the foyer of District Auditoriums and/or Food Courts. The contracting organization and Maker leasing the facility will be responsible for enforcing this regulation.

18. The contracting organization and Maker renting the facility will be responsible for furnishing ushers, ticket takers, parking attendants or law enforcement officers. Recreational activities having 50 or more personnel in attendance will employ Fort Bend I.S.D. officers for crowd control.

19. The Fort Bend Independent School District reserves the right to require any additional personnel deemed necessary for the safe and proper use of facilities.

20. It is understood that the estimated cost incurred under this contract will be prepaid by the maker upon execution of said contract. Should the facility be used for time or manner exceeding that specified in the contract, an extra fee for the actual cost of additional use will be assessed and billed to the maker. Such additional fees incurred by this agreement shall be paid to Fort Bend I.S.D. within (10) days after receipt of invoice.

21. Failure to pay bill within (30) days after receipt of second invoice, procure and maintain insurance will terminate contract. Date of invoice is based on date mailed by the District.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the 10/20 year write off of property taxes from Ft. Bend County Tax Assessor/Collector Patsy Schultz

B. Approve the proposal submitted by the Property Casualty Alliance of Texas (PCAT) to provide property insurance and equipment breakdown coverage for the college’s property ($187,348.00 – current unrestricted operating budget for 2014 – 2015)

C. Approve the third year of a three year commitment to Blackboard, Inc. to provide a Managed Hosting Solution and course delivery for their on-line learning management software used by the college to support our online classes ($110,072.00 – current unrestricted operating budget for 2014 – 2015)

D. Approval of the investment policy

E. Approval of the endowment fund investment policy

F. Approval of Patterson and Associates as the endowment fund investment advisor ($20,000 – advisory service expense will be paid with endowment fund investment earnings)

G. Information Items:

1. Seek sealed bids for the purchase of a Distillation Training Skid for the Process Technology Program in Bay City ($95,000.00 – Conoco Phillips grant funds)
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: August 19, 2014  Date of this Proposal: July 28, 2014

SUBJECT:

10/20 year write off of property taxes.

RECOMMENDATION:

Recommend approval of the attached document from Fort Bend County Tax Assessor/Collector Patsy Schultz.

BACKGROUND/RATIONALE:

Fort Bend County Tax Assessor/Collector Patsy Schultz has submitted the attached document to comply with Texas Property Tax Code Section 33.05.

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

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

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

[Signature]
Originator
7/30/14 Date

[Signature]
Cabinet-Level Supervisor
7/30/14 Date

PRESIDENT’S APPROVAL:

[Signature]
7-30-14
reg 113
6-21-95
July 9, 2014

Wharton County Junior College
Attn: Bryce Kocian
911 E Boling Highway
Wharton Texas 77488-3252

RE: 10/20 Year Write Off of Property Taxes

Dear Mr. Kocian:

Attached is a summary of the 10/20 Year Write Off per Texas Property Tax Code Section 33.05 "Limitation on Collection of Taxes". Please acknowledge receipt of the attached report by signing this letter and returning a copy to my office.

If further assistance is needed you may contact me direct at (281) 341-3735.

Sincerely,

Patsy Schultz

Patsy Schultz, RTA
Fort Bend County Tax Assessor/Collector

Enclosures

Name of Jurisdiction: Wharton County Junior College

[Signature]

Jurisdiction Signature                  Date
### FORT BEND COUNTY

#### 10/20 YEARS ACCOUNTS

**LEVY WRITE-OFF BY TAXUNIT SUMMARY**

**POST - PROCESS**

**Run-Date:** 06/30/2014  
**Run-Time:** 11:52:04  
**For Effective Change Date:** 06/28/2014

---

**Juris 51**

**WHARTON COUNTY JR COLLEGE**

<table>
<thead>
<tr>
<th>Year</th>
<th>Account 009800000056990906</th>
<th>Name</th>
<th>Levied</th>
<th>Written Off</th>
<th>Retained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992</td>
<td>NORRIS JESSIE (DECTD)</td>
<td>$14.72</td>
<td>$0.00</td>
<td>$14.72</td>
<td></td>
</tr>
<tr>
<td>1993</td>
<td>NORRIS JESSIE (DECTD)</td>
<td>$11.47</td>
<td>$0.00</td>
<td>$11.47</td>
<td></td>
</tr>
<tr>
<td>1994</td>
<td>NORRIS JESSIE (DECTD)</td>
<td>$11.57</td>
<td>$0.00</td>
<td>$11.57</td>
<td></td>
</tr>
<tr>
<td>1994</td>
<td>OWENS MARY C ETAL</td>
<td>$2.21</td>
<td>$0.00</td>
<td>$2.21</td>
<td></td>
</tr>
<tr>
<td>1994</td>
<td>MORALES SUSAN</td>
<td>$24.60</td>
<td>$0.00</td>
<td>$24.60</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>THIB REPO DEPOT</td>
<td>$65.96</td>
<td>$0.00</td>
<td>$65.96</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>ASSOCIATES HOUSING FINANCE</td>
<td>$21.66</td>
<td>$0.00</td>
<td>$21.66</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>ROCHA LILIA</td>
<td>$10.59</td>
<td>$0.00</td>
<td>$10.59</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>SCHERBEH ARNOLD</td>
<td>$2.20</td>
<td>$0.00</td>
<td>$2.20</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>ROGERS CHARLIE</td>
<td>$6.98</td>
<td>$0.00</td>
<td>$6.98</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>ARELLANO JESUS &amp; MARIA</td>
<td>$23.77</td>
<td>$0.00</td>
<td>$23.77</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>BOLEN RYAN</td>
<td>$15.17</td>
<td>$0.00</td>
<td>$15.17</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>VAQUEZ JOHN &amp; MICALLA</td>
<td>$16.54</td>
<td>$0.00</td>
<td>$16.34</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>MCDONALD DEBRA</td>
<td>$9.90</td>
<td>$0.00</td>
<td>$9.90</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>LOTT BIMA</td>
<td>$20.81</td>
<td>$0.00</td>
<td>$20.81</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>BROWN CONNIE</td>
<td>$0.84</td>
<td>$0.79</td>
<td>$0.05</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>JHILL BIT OF COUNTRY</td>
<td>$3.21</td>
<td>$0.00</td>
<td>$3.21</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>NATHIO DAN</td>
<td>$0.84</td>
<td>$0.00</td>
<td>$0.84</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>SCHOLTON CYNTHIA J</td>
<td>$0.84</td>
<td>$0.83</td>
<td>$0.01</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>MARTINEZ LEOCADIO</td>
<td>$12.75</td>
<td>$0.00</td>
<td>$12.75</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>SALES FRANK</td>
<td>$2.25</td>
<td>$0.00</td>
<td>$2.25</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>BUTLER RONALD</td>
<td>$23.09</td>
<td>$0.00</td>
<td>$23.09</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>BREYER SUE</td>
<td>$2.42</td>
<td>$0.00</td>
<td>$2.42</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>HARRISON MYRA</td>
<td>$2.42</td>
<td>$0.00</td>
<td>$2.42</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>MAHAN NAISE</td>
<td>$2.42</td>
<td>$0.00</td>
<td>$2.42</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>ROBB FRANCES</td>
<td>$2.42</td>
<td>$0.00</td>
<td>$2.42</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>ROBB ROBERT</td>
<td>$2.42</td>
<td>$0.00</td>
<td>$2.42</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>RUNYON LILLIE</td>
<td>$2.42</td>
<td>$0.00</td>
<td>$2.42</td>
<td></td>
</tr>
</tbody>
</table>

---

### Wharton County Jr College Yearly Totals

<table>
<thead>
<tr>
<th>Year</th>
<th>Levied</th>
<th>Written Off</th>
<th>Retained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992</td>
<td>$14.72</td>
<td>$0.00</td>
<td>$14.72</td>
</tr>
<tr>
<td>1993</td>
<td>$11.47</td>
<td>$0.00</td>
<td>$11.47</td>
</tr>
<tr>
<td>1994</td>
<td>$11.57</td>
<td>$0.00</td>
<td>$11.57</td>
</tr>
<tr>
<td>2004</td>
<td>$251.92</td>
<td>$1.62</td>
<td>$250.30</td>
</tr>
</tbody>
</table>

**Totals for Jurisdiction 28**

<table>
<thead>
<tr>
<th>Levied</th>
<th>Written Off</th>
<th>Retained</th>
</tr>
</thead>
<tbody>
<tr>
<td>$316.49</td>
<td>$1.62</td>
<td>$314.87</td>
</tr>
<tr>
<td>YEAR</td>
<td>TAXES DUE</td>
<td>MONTH ADJ</td>
</tr>
<tr>
<td>------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>2013</td>
<td>923,793.06</td>
<td>.00</td>
</tr>
<tr>
<td>2012</td>
<td>21,591.88</td>
<td>.00</td>
</tr>
<tr>
<td>2011</td>
<td>9,208.71</td>
<td>.00</td>
</tr>
<tr>
<td>2010</td>
<td>6,701.73</td>
<td>.00</td>
</tr>
<tr>
<td>2009</td>
<td>5,113.35</td>
<td>.00</td>
</tr>
<tr>
<td>2008</td>
<td>4,569.51</td>
<td>.00</td>
</tr>
<tr>
<td>2007</td>
<td>4,253.84</td>
<td>.00</td>
</tr>
<tr>
<td>2006</td>
<td>3,231.62</td>
<td>.00</td>
</tr>
<tr>
<td>2005</td>
<td>2,940.59</td>
<td>.00</td>
</tr>
<tr>
<td>2004</td>
<td>2,595.77</td>
<td>250.30-</td>
</tr>
<tr>
<td>2003</td>
<td>1,489.50</td>
<td>.00</td>
</tr>
<tr>
<td>2002</td>
<td>2,260.84</td>
<td>.00</td>
</tr>
<tr>
<td>2001</td>
<td>749.58</td>
<td>.00</td>
</tr>
<tr>
<td>2000</td>
<td>659.10</td>
<td>.00</td>
</tr>
<tr>
<td>1999</td>
<td>518.01</td>
<td>.00</td>
</tr>
<tr>
<td>1998</td>
<td>614.55</td>
<td>.00</td>
</tr>
<tr>
<td>1997</td>
<td>382.88</td>
<td>.00</td>
</tr>
<tr>
<td>1996</td>
<td>373.29</td>
<td>.00</td>
</tr>
<tr>
<td>1995</td>
<td>243.27</td>
<td>.00</td>
</tr>
<tr>
<td>1994</td>
<td>264.35</td>
<td>38.38-</td>
</tr>
<tr>
<td>1993</td>
<td>337.29</td>
<td>11.47-</td>
</tr>
<tr>
<td>1992</td>
<td>1,044.41</td>
<td>14.72-</td>
</tr>
</tbody>
</table>

**Taxes Due:** 992,937.13  
**Month Adjusted:** 314.87-  
**Adjusted YTD:** 55,255.50  
**Levy Paid:** 0.00  
**Paid YTD:** 965,765.95  
**Balance:** 82,426.68  
**Coll & YTD Uncoll:** 48.29-
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: August 19, 2014  Date of This Proposal: August 5, 2014

SUBJECT:

Approve the proposal submitted by the Property Casualty Alliance of Texas (PCAT) to provide property insurance and equipment breakdown coverage for the College’s 96.8 million dollars of property.

RECOMMENDATION:

Approve the proposal of $187,348.00 from the Property Casualty Alliance of Texas cooperative for the College’s property and equipment breakdown insurance coverage.

BACKGROUND/RATIONALE:

The College has used the Property Casualty Alliance of Texas for our property insurance for the past 7 years at the same rate. The proposed rate represents an increase of approximately 15%. As a result, a bid was solicited and received from the Texas Association of School Boards. Their bid was $204,471.00. Under section 271.102 of the Local Government Code, districts may utilize the contracts from these purchasing cooperatives in order to satisfy State bid requirements.

Estimated Cost & Budgetary Support (how will this be paid for?): $187,348.00

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

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

SIGNATURES:

[Signature]

Originator

[Signature]

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]

Date

8-5-14

8-7-14
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  August 19, 2014        Date of This Proposal:  August 4, 2014

SUBJECT:

Approve the third year of a three year commitment to Blackboard, Inc. to provide a Managed Hosting Solution and course delivery for their on-line learning management software used by the College to support our on-line classes.

RECOMMENDATION:

Approve $110,072.00 for the Blackboard Managed Hosting Solution and course delivery to support the on-line learning management software used by the College for our on-line classes.

BACKGROUND/RATIONALE:

The College approved a three year agreement with Blackboard online learning management software to be the platform for online course offerings. Blackboard, Inc. is hosting the College’s critical online courses and programs in a redundant and secure cloud-based environment. Blackboard, Inc. will manage all aspects of server hardware, backups, and operating system administration, allowing the College’s Distance Education staff to focus efforts on expanding and supporting online course offerings.

Estimated Cost & Budgetary Support (how will this be paid for?): $110,072.00

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

Bryce D. Kocian, Vice President of Administrative Services
Leigh Ann Collins, Vice President of Instruction
Michele Betancourt, Director of Distance Learning
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]  8-5-14
Originator

[Signature]  8-7-14
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]  8-7-14
Date
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: August 19, 2014  Date of this Proposal: August 4, 2014

SUBJECT:

Investment Policy

RECOMMENDATION:

Recommend approval.

BACKGROUND/RATIONALE:

Per Section 2256.005(c) of the Texas Government Code, the Board of Trustees is required to review and approve the Investment Policy on an annual basis. There were no legislative changes to the Public Funds Investment Act that would require modification to Wharton County Junior College’s Investment Policy. Modifications were made to exclude the endowment fund financial assets.

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

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

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

Originator:  

Date: 8/7/14

Cabinet-Level Supervisor:

Date: 8/7/14

PRESIDENT'S APPROVAL:

Date: 8-7-14

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

Wharton County Junior College ("WCJC") funds available for investment shall be invested in compliance with the Public Funds Investment Act, Government Code, Chapter 2256 and Education Code 23.80, 51.003 (b), 51.0031 (a), and 51.0032 and in accordance with the guidelines that follow. This Policy will be reviewed and adopted by the Wharton County Junior College Board of Trustees (the "Board"), annually, in accordance with Government Code 2256.005 (e).

I. INVESTMENT OF COLLEGE FUNDS

A. Investment of Funds

This Policy applies to all financial assets of all funds of the Wharton County Junior College District (WCJC) and any funds held in custody by WCJC, excluding the endowment fund unless expressly prohibited by law or unless it is in contravention of any depository contract between WCJC and its depository bank. Any investments purchased prior to amendment of the Public Funds Investment Act which no longer meet current investment guidelines may be held to maturity or sold when advantageous to WCJC [Government Code 2256.017].

B. Designation of Investment Officer

The Board designates the Vice President of Administrative Services and the Controller as Investment Officers and authorizes Investment Officers to deposit, withdraw, invest, transfer, or manage WCJC funds that are eligible for investment.

C. Investment Committee

An Investment Committee composed of the Vice President of Administrative Services, the Dean of Financial and Business Services, Controller, and the Administrative Assistant to the Vice President of Administrative Services, serve in an administrative capacity by overseeing and approving investment transactions and strategy decisions. The Committee will approve broker/dealers, training sources and monitor investment performance.

II. OBJECTIVES OF INVESTMENT POLICY

A. General Statement

WCJC funds will be invested in accordance with Federal and State laws, this Policy, and written administrative procedures. Effective cash management is
recognized as essential to good fiscal management. An aggressive cash management and a conservative investment strategy will be pursued by WCJC to take advantage of investment interest as a viable and material source of revenue. The portfolio is to be designed and managed in a manner to promote the best interest of WCJC. WCJC will invest according to fund-type investment strategies incorporated in this Policy and adopted by the Board in accordance with the Public Funds Investment Act Section 2256.005 (d).

B. Specific Objectives

Investments shall be made with the following general objectives in priority order:

- Safety and preservation of principal
- Maintenance of sufficient liquidity to meet operating needs
- Diversification
- Public Trust, and
- Optimization of earnings in the portfolio (Yield).

The College will accomplish these general objectives through the following specific methodologies:

1. Assure the safety of the funds. WCJC is concerned with the return of its principal; therefore, safety of principal is a primary objective.

2. Maintain sufficient liquidity to provide adequate and timely working funds. The investment portfolio must be structured to provide for liquidity necessary to pay obligations as they become due.

3. Diversify investment as to maturity, instruments, and financial institutions where permitted under State law and as appropriate. Diversification may reduce the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of investments.

4. Seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction that might impair public confidence in the WCJC’s ability to govern effectively.

5. Attain the highest possible rate of return while providing necessary protection of principal consistent with WCJC’s operating requirements. The objective is to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives, investment strategies for each fund, and State and Federal law governing investment of public funds.
6. Match the maturity of investment instruments to the cash flow requirement of WCJC. Portfolio maturities will be structured to meet the obligations of WCJC first and then to achieve the highest return of interest.

7. Develop investment strategies for each fund in accordance with the Public Funds Investment Act, Section 2256.005 (d).

C. Training

Members of the Board of Trustees and Investment Officers shall acquire at least the minimum hours of investment training per requirements of the Public Funds Investment Act Section 2256 within 6 months after taking office or assuming duties. Training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act.

Thereafter, Investment Officers shall additionally complete at least ten (10) hours of required training during each state fiscal biennium. Training must be obtained from an independent source approved by the Investment Committee.

Additionally, members of the Board will receive training as specified in the Public Funds Investment Act, Section 2256.007.

D. Standard of Care

1. In accordance with Government Code 2256.006 and the prudent person rule, investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives in order of priority: preservation and safety of principal; liquidity; and risk-commensurate yield.

2. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

   i. the investment of all funds, or funds under WCJC’s control, over which the Officer had responsibility rather than a consideration as to prudence of a single investment;

   ii. whether the investment decision was consistent with the written Investment Policy.
3. Investment Officers acting in good faith and in accordance with this Investment Policy shall be relieved of personal liability.

4. The Investment Officer(s) will place investments only with organizations who have delivered a signed certification form, as provided, according to Government Code 2256.005 (k).

5. Investment transactions will be settled on a delivery versus payment basis, when applicable. 2256.005 (b) (4) (E).

E. Ethics and Disclosure of Conflicts of Interest

Investment Officers and employees of WCJC involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

All Investment Officers shall provide complete disclosure related to potential conflicts of interest annually or as conditions change. Investment Officers must file a disclosure statement with the Texas Ethics Commission and the Board if:

1. The Officer has a personal business relationship with a business organization offering to engage in an investment transaction with the System.

2. The Officer is related within the second degree by affinity or consanguinity, as determined by Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the System.

F. Audit Control

In conjunction with the annual financial audit by an independent auditing firm, the Board will request a compliance audit of management controls on investments, adherence to the established investment policies, and preparation of investment reports in accordance with the Public Funds Investment Act.

III. INVESTMENT STRATEGIES

The Public Funds Investment Act requires that the Investment Policy contain a separate written investment strategy for each fund or fund group. The strategies for each of WCJC funds are described in Attachment A. The investment objectives for all funds will use the following priorities of importance;
Wharton County Junior College
Investment Policy 2014

i. understanding of the suitability of the investment to the financial requirements of WCJC;

ii. preservation and safety of principal;

iii. liquidity;

iv. marketability of the investment if the need arises to liquidate the investment before maturity;

v. diversification of the investment portfolio; and

vi. yield.

IV. INVESTMENT REPORTING AND PERFORMANCE EVALUATION

A. Quarterly Report

In accordance with Government Code 2256.023, not less than quarterly, the Investment Officers shall prepare and submit to WCJC president and the Board a written report of investment transactions for all funds for the preceding reporting period within a reasonable time after the end of the period.

The report shall include a summary statement of investment activity prepared in compliance the Public Funds Investment Act. The reports will be prepared in a manner that will allow the reader and WCJC to ascertain whether investment activities during the reporting period have conformed to this Policy. The report will include the following at a minimum:

1. A detailed listing of individual investments and depository accounts by maturity date at the end of the reporting period;

2. A summary of the portfolio by market sectors and maturities;

3. The beginning market value of each pooled fund group for the reporting period;

4. The ending book and market value of each security and position by the type of asset and fund type invested;

5. The account or fund or pooled group fund for which each individual investment was acquired;

6. Interest earnings for the reporting period (accrued net of amortization);
7. Statement of compliance with the Public Funds Investment Act and WCJC's Investment Policy and strategy as approved by the Board. This statement must be signed by each Investment Officer.

B. Market Values

Market values used in the quarterly reports will be obtained from reputable and independent sources. Information sources may include: financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds.

C. Notification of Investment Changes

It will be the duty of the Vice President of Administrative Services to notify WCJC president of any significant changes in current investment methods and procedures prior to their implementation, regardless of whether or not they are authorized by this Policy.

V. INVESTMENT INSTITUTIONS

A. Investment Institutions Defined

The Investment Officer(s), in consultation with the Investment Committee, shall invest WCJC funds with any or all of the following institutions or groups consistent with Federal and State law and the current primary depository bank contract:

1. Primary depository bank;

2. Other state or national banks that are insured by FDIC;

3. Public funds investment pools approved by the Board; or

4. Broker/dealers that are authorized to engage in business with WCJC. A list of broker/dealers annually adopted by the Investment Committee will be provided to the Board to assure that information is given for ethics compliance purposes. Sec 2256.025

B. Certification of Investment Providers

In accordance with Government Code 2256.005 (k) and prior to doing investment business with a financial institution, broker/dealer, investment pool, or mutual fund, a written copy of this Policy shall be presented to that organization. The qualified representative of the business organization
approved to sell an authorized investment shall execute a written instrument (Attachment B) substantially to the effect that the business organization has;

i. received and thoroughly reviewed the Investment Policy of WCJC; and

ii. acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between WCJC and the organization that are not authorized by the Investment Policy, except to the extent that this authorization is dependent on a analysis of the makeup of the entire portfolio or requires an interpretation of subjective investment standards.

iii. the Investment Policy is to be submitted to each business organization seeking to sell an authorized investment, annually, after approval of the Policy by the Board.

V. RULES GOVERNING INVESTMENT TYPES

The Investment Officer(s) shall ensure maintenance of minimum account balances necessary to operate WCJC each day. Excess cash in any fund shall be invested in the optimum investment allowed by this Policy and State law.

A. Investment Instruments

Except as provided by Government Code 2256.009 (b), the Investment Officer(s), in consultation with the Investment Committee, shall from this date forward use the following authorized investment instruments:

1. Treasury Bills, Treasury Notes, Treasury Strips, and Treasury Bonds of the United States and other direct obligations of the agencies and instrumentalities of the United States.

2. Fully collateralized repurchase agreements and reverse purchase agreements that are expressly defined in the Public Funds Investment Act as enacted or as it may be amended from time to time.

3. Certificates of deposit and other financial institution deposits that are expressly defined in the Public Funds Investment Act as enacted or as it may be amended from time to time.

4. Investment pools as approved by Board resolution and that are authorized by the Public Funds Investment Act as enacted or as it may be amended from time to time.
The following are not authorized investments:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pay no interest;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity of greater than 10 years and,
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

B. Gifts and Donated Assets

Investments donated to the WCJC for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act nor of this Policy. When possible, WCJC would seek to convert any such donation into a fully conforming asset under the Act.

C. Credit Rating Review and Effect of Loss of Required Rating

Not less than quarterly, the Investment Officer will obtain the current credit rating for each investment, as applicable, from a reliable source to ensure that the investment has maintained the required minimum rating. All prudent measures will be taken to liquidate an investment downgraded to less than the required minimum rating.

D. Financial Institution Deposits

Primary depositories shall be selected through WCJC’s banking services procurement process, which shall include a formal Request for Proposals (RFP) issued in compliance with applicable State law. This contract can be extended as per the RFP specifications. In selecting depositories, the credit worthiness of institutions shall be considered, and WCJC shall conduct a review of prospective depositories’ credit characteristics and financial history.

All depository deposits shall be insured or collateralized in compliance with applicable State law. WCJC reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards depository deposits. Financial institutions serving as WCJC depositories will be required to sign a depository agreement with WCJC. The collateralized deposit portion of the agreement shall define WCJC’s rights to the collateral in case of
default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;

- The agreement has to be executed by the Depository and WCJC contemporaneously with the acquisition of the asset;

- The agreement must be approved by the Board of Directors or designated committee of the Depository and a copy of the meeting minutes must be delivered to WCJC; and

- The agreement must be part of the Depository’s “official record” continuously since its execution.

With the exception of deposits secured with irrevocable letters of credit at 100% of amount, the market value of the investments securing the deposit of funds shall be at least equal to 102% of the amount of the deposits of funds reduced to the extent that the deposits are insured by the Federal Deposit Insurance Corporation (FDIC). The depository shall be liable for monitoring and maintaining the collateral and collateral margins at all times. The Letter of Credit shall expire not less than two business days after the anticipated deposit withdrawal. Securities pledged as collateral shall be held by an independent third party with whom WCJC has a current custodial agreement. The custodial agreement is to specify the acceptable investment securities as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities in the event of default, and the method of valuation of securities. All collateral shall be subject to inspection and audit by WCJC’s internal audit staff or by its independent auditors on a reasonable basis.

E. Competitive Environment

The Investment Officer(s) shall seek to achieve a competitive yield appropriate for each strategy. Yield objectives shall at all times be subordinate to the objectives of safety and liquidity. Tax-exempt debt proceeds shall be invested to optimize the interest earnings retained by WCJC, while at the same time fully complying with all applicable State laws and Federal regulations, including the arbitrage rebate regulations. A competitive yield environment shall be achieved by soliciting quotes from multiple investment providers, monitoring comparable investment alternatives, and reviewing general market conditions.

VI. Annual Policy Review and Adoption

The Board shall, not less than annually, adopt by resolution, WCJC Investment Policy and incorporated investment strategies. The adopting resolution shall state
any changes made to either the Investment Policy or strategies.
ATTACHMENT A

INVESTMENT STRATEGY

The Wharton County Junior College District (WCJC) maintains portfolios that utilize specific investment strategy considerations designated to address the unique characteristics of the fund groups represented in the portfolios:

1. **Operating Funds**: Investment strategies for funds containing operating funds (current unrestricted operating, current restricted operating, agency, and auxiliary) have as their primary objective the safety of principal. Anticipated cash flows will not be exceeded to ensure that investment portfolio liquidity will meet operating obligations. WCJC will maintain adequate minimum balances in cash equivalent investments to protect against unanticipated expenditures.

Any authorized Investment Instruments listed in this Policy are suitable for operating funds. The dollar-weighted average maturity for the operating funds shall be three years or less and the maximum allowable maturity shall be five years. Utilizing securities with a narrow bid/offer spread will reduce marketability risk. Diversification, primarily in maturity, will allow the portfolio to achieve a competitive rate of return.

2. **Endowment Funds**: Investment strategies for endowment funds shall maintain as its primary objective, the safety of principal. WCJC will seek to enhance the return on such funds, while assuring sufficient liquidity to meet the requirements of individual endowments.

Any authorized Investment Instruments listed in this Policy are suitable for endowment funds. The dollar-weighted average maturity for the endowment funds shall be five years or less and the maximum allowable maturity shall be five years. Utilizing securities with a wider bid/offer spread and greater marketability risk is acceptable. Diversification, primarily in maturity, will allow the portfolio to achieve a competitive rate of return.

3.2. **Bond Funds**: WCJC shall maintain as its primary objective for the investment of bond funds the safety of principal. Anticipated cash flows will not be exceeded to ensure that investment portfolio liquidity will meet project obligations. WCJC will maintain adequate minimum balances in cash equivalent investments to protect against unanticipated expenditures. The investment of bond funds will adhere to the bond covenants for the specific issuance and will comply with Federal arbitrage regulations.

The investment maturity of project funds shall be determined considering: the lesser of the anticipated cash flow requirements of the funds or the “temporary period”
as defined by Federal tax law during which time bond proceeds may be invested at an unrestricted yield.

Debt service funds have predictable payment schedules. Therefore investment maturities should not exceed the anticipated cash flow requirements.

Debt service reserve funds have no anticipated expenditures. However, managing debt service reserve fund maturities to not exceed the call provisions of the borrowing reduces the investment’s market risk if WCJC’s debt is redeemed and the fund liquidated. No stated final investment maturity shall exceed the shorter of the final maturity of the borrowing or five years.

Bond funds may be invested in any of the allowable Investment Instruments listed in this Investment Policy, as long as they do not exceed the limitations imposed in the bond covenants.

Utilizing securities with a narrow bid/offer spread will reduce marketability risk. Diversification, primarily in maturity, will allow the portfolio to achieve a competitive rate of return.

3. **Plant Fund**: Investment strategies for the unexpended plant fund shall follow as a primary objective the safety of principal. Secondly, WCJC will seek to enhance the return on such funds while ensuring sufficient funds for timely payments of any obligation.

Any authorized Investment Instruments listed in this Policy are suitable for unexpended plan funds. The dollar-weighted average maturity for these funds shall be five years or less and the maximum allowable maturity shall be five years. Utilizing securities with a narrow bid/offer spread will reduce marketability risk. Diversification, primarily in maturity, will allow the portfolio to achieve a competitive rate of return.
ATTACHMENT B

Texas Public Funds Investment Act
Certification by Business Organization

This certification is executed on behalf of the Wharton County Junior College (the “Investor”) and ______________________ (the “Business Organization”) pursuant to the Public Funds Investment Act, Chapter 2256, Government Code, Texas Codes Annotated (the “Act”) in connection with investment transactions conducted between the Investor and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The Qualified Representative is duly authorized to execute this Certification, and

2. The Qualified Representative has received and reviewed the Investment Policy furnished by the Investor, and

3. The Dealer has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Dealer and the Investor that are not authorized by the Investor's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the Investor's entire portfolio or requires an interpretation of subjective investment standards.

Qualified Representative

________________________
Signature

________________________
Name (Printed)

________________________
Title

________________________
Date
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: August 19, 2014  Date of this Proposal: August 4, 2014

SUBJECT:

Endowment Fund Investment Policy

RECOMMENDATION:

Recommend approval.

BACKGROUND/RATIONALE:

Implementation of Endowment Investment Policy requires modification to allow for phase in of new investment strategy.

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

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

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

Originator: ________________ Date: 8/7/14
B. Kocian
Cabinet-Level Supervisor  8/7/14

PRESIDENT'S APPROVAL:

________________________ Date: 8-7-14
reg 113
6-21-95
Wharton County Junior College Endowment Fund

INVESTMENT POLICY

• PURPOSE

This document is the official policy governing the investment practices of the Wharton County Junior College Endowment Fund (the “WCJCEF” or “Endowment”). The policies in this document have been adopted by the Wharton County Junior College Board of Trustees (the “Board”), which has the fiduciary duty of overseeing the Endowment’s investments. The policies are not to be deviated from without the prior written permission of the Board.

Responsibility for management of donations, gifts, endowments and other monies rests with Board of Trustees.

Investment management for the WCJCEF principally involves endowed funds. Endowed funds are invested in perpetuity to provide on-going income for operations, scholarships, endowed chairs, fundraising events, and other activities as determined by the Board. Long-term investment objectives shall be established consistent with prudent management of similar endowments at other educational institutions. In instances where donors make requests, endowed funds will be invested as the donor has instructed as long as the instructions meet the prudent management requirements.

In addition, funds may be available for short periods of time before distribution. These funds are primarily invested for relatively short periods in cash equivalent or short-term interest earning obligations with maturities spaced to coincide with anticipated needs.

• GOALS AND OBJECTIVES

It is assumed that endowed funds will have a permanent life and that it is important to protect the principal and purchasing power of these funds. It is also assumed that some inflation will continue, thus the need to emphasize the total return of the Endowment’s investment portfolio. These assumptions call for an aggressive investment performance target while maintaining a prudent and reasonable risk level. It is anticipated that the return results for various asset classes will fluctuate and that each asset class will be impacted differently by changes in the economic environment. As an example, it is within the reasonable risk level that in times of economic recessions the equity markets will have negative returns. During the same timeframe, it is reasonably expected that certain fixed-income securities will experience market value increases. The Board recognizes that maintaining a disciplined strategy of diversification through targeted asset allocation will help mitigate return volatility. As long as the funds are invested in diversified portfolios, short-term negative returns may be unavoidable.
A primary goal is to provide a reasonably stable, somewhat predictable and increasing endowment income each year so that disbursement objectives can be maintained. *During those times of economic recession, income from long-term endowments may decline because of declines in equity portfolio values.* The Endowment will seek to maintain an appropriate asset allocation to minimize, as much as possible, the volatility of investment returns.

A secondary goal is to reflect a disciplined and consistent investment philosophy that will encourage planned gifts and bequests. At the same time, it is important that the Board and all involved parties demonstrate honesty and integrity in consideration of the donors’ generosity. All participants in the Endowment’s investment process shall seek to act responsibly as custodians of the donors’ trust.

A third goal is to encourage donor support of the WCJCEF through donations and gifts, event sponsorships, and other financial commitments that will allow the organization to achieve its goals.

Performance targets will be established for each asset class authorized by the Board and will be evaluated on an annualized, net-of-fees basis for comparison to the appropriate benchmark.

- **INVESTMENT MANAGERS AND CONSULTANTS**

To fulfill the Board’s objective of effectively managing the financial assets of the Endowment, the WCJCEF may contract with professional investment managers or consultants. Each investment manager will be selected from strongly established and financially sound organizations that have a proven and demonstrable record of experience in managing long-term money. The investment portfolio may be diversified to provide reasonable assurances that no single security (investment) or class of securities (asset class) has a disproportionate or significant impact on the total portfolio. Contracts with each investment manager will stipulate the composition and asset diversification to which that advisor must adhere. The WCJCEF may also consider an investment consultant to assist in managing the portfolio or monitoring the investment manager(s).

The WCJCEF will consider the cost-effectiveness utilizing an investment manager(s). Multiple investment managers may be required to effectively diversify according to the approved asset classes. The WCJCEF may determine that the most cost effective decision will be to invest in and diversified through mutual funds versus investment managers.

Diversification of the portfolio through asset allocation is established by this Policy and any deviation must be formally approved by the WCJCEF prior to the execution of any trade that would violate the allocation objective. In the case where an investment transaction causes an unintended allocation violation, the investment advisor must take immediate prudent action to resolve the situation and must report the violation and resolution to the Board within two business days.
The WCJCEF may contract with professional investment consultants to perform duties related to developing investment policy, asset allocation, selection of investment managers or mutual funds, and other Endowment-related advice. In the course of its duties, the consultant may oversee the Endowment’s performance and to report to the WCJCEF the manager(s) or fund(s)’ activities, and the effectiveness of their management relative to established benchmarks.

**FIDUCIARY CONDUCT**

An investment fiduciary includes, but is not limited to, a person who exercises discretionary authority or control in the investment of the assets of the Endowment or who renders, for a fee, advice for the Endowment. The term investment fiduciary includes, but is not limited to, the members of the Board, the college staff, the investment consultant, investment managers and bank custodians.

An investment fiduciary shall discharge his or her duties exclusively in the interest of the beneficiaries of the Endowment and shall:

1. Act with the same care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a similar capacity and familiar with those matters would use in the conduct of a similar enterprise with similar aims;
2. Act with due regard for the management reputation and stability of the issuer, and the character of the particular investments being considered;
3. Make investments for the sole purpose of providing for the funding objectives developed by the WCJCEF and of defraying reasonable expenses of supervising, safeguarding and investing the assets of the Endowment; and
4. Give appropriate consideration to those facts and circumstances that an investment fiduciary knows or should know are relevant to the particular investment or investment course of action involved, including the role which the investment or investment course of action plays in that portion of the investments for which an investment fiduciary has responsibility. For purposes of this subdivision, “appropriate consideration” shall include, but is not necessarily limited to, a determination by an investment fiduciary that a particular investment or investment course of action is reasonably designed, as part of the investments of the Endowment, to further the purposes of the Endowment, taking into consideration the risk of loss and the opportunity for gain or other return associated with the investment or investment course of action. The WCJCEF shall give consideration of the following factors as they relate to the total Endowment’s investment course of action:
   a. The diversification of the investments of the Endowment;
   b. The liquidity and current return of the investment of the Endowment relative to the anticipated cash flow requirements of the Endowment; and
   c. The projected return of the investments of the Endowment relative to the funding objectives of the Endowment.
5. Act in accordance with these guidelines and all applicable policies, laws and statutes.

- **INVESTMENT RESPONSIBILITY**

**Board of Trustees**
The Board of Trustees has the fiduciary responsibility for managing the investment process. In fulfilling this responsibility, the Board will establish and maintain investment policies and objectives. Within this framework, the Board will select, contract with, monitor and evaluate the investment consultant, investment managers, bank custodian and other parties to ensure that actual results meet objectives.

**Investment Consultant**
The investment consultant’s duty is to render competent, professional advice and assistance and to work with the WCJCEF with respect to the investment process. This includes meeting regularly with the WCJCEF to provide perspective as to the Endowment’s goals, structure and the investment management team as well as the progress being made in fulfilling each. The consultant will advise, consult and work with the WCJCEF to develop and maintain a properly diversified portfolio.

The investment consultant will perform its duties and obligations to the WCJCEF in conformance with generally accepted industry standards, and its contract with the Endowment.

Fund allocation and performance will be regularly reviewed and recommendations will be made as appropriate. The consultant will assist the WCJCEF in investment manager selection, when needed, and will promptly inform the WCJCEF and discuss the impact of material changes taking place within any current manager’s organization and/or investment process. Within this process, the investment consultant assumes fiduciary responsibility for advice given regarding the management of the investment process.

**Investment Managers**
The investment managers will construct and manage investment portfolios consistent with the investment philosophy and disciplines they were hired to implement and which are specified in this Policy and in the respective investment manager agreement they execute with the Endowment. Investment managers will select specific securities or funds, buy and sell such securities/funds and manage the investment portfolio within the terms, provisions and requirements set forth in the Investment Policy, the applicable local, state and federal laws, and the investment manager agreement. Full discretion is delegated to the investment manager to carry out the investment of the respective portfolios within stated guidelines.

Each investment manager is expected not only to maintain a consistent philosophy and style, but also to perform well versus others utilizing the same style and to add incremental value after costs.
Each investment manager will be responsible for preparing a quarterly report on the performance of the portfolio, including comparative returns of their respective benchmark. The quarterly report will contain a complete accounting of all transactions involving the portfolio during the quarter, the beginning and ending market values of each position, and detail of gains/losses and income for the portfolio.

**Bank Custodian(s)**
The bank custodian(s) will hold all cash and investments, will value the investments monthly, and will list and summarize these holdings for the WCJCEF’s review. In addition, a bank or trust depository arrangement will be utilized to accept and hold cash prior to allocating it to the investment manager and to invest in cash-equivalent, interest-bearing instruments.

- **INVESTMENT PROGRAM GUIDELINES**

**Asset Allocation**
The asset allocation plan provides for diversification of assets in an effort to optimize the investment return and manage the risk of the Endowment’s investment portfolio consistent with market conditions. Due to fluctuation of market values, allocations within a specified range constitute compliance within the Policy. An extended period of time may be required to fully implement the asset allocation plan and periodic revisions will be required. This Policy includes a targeted allocation table to be authorized to include all funds not segregated to provide for normal operating expenses and projected cash needs (see ASSET ALLOCATION). Such segregated funds will not be in excessive amounts and will be periodically monitored to ensure that all available funds are invested as effectively as possible.

**Guidelines for Short-Term Investments**
Short-term investments are made with maturities spaced to coincide with anticipated needs. The highest rate of return is sought with minimum risk. The investment consultant will perform a rate review at least quarterly and report findings to the Board on a quarterly basis. To achieve these goals, the following procedures are to be followed:

1. All major funds are pooled into one account not to exceed FDIC coverage;
2. A projection of cash needs for the next 18 months will be kept;
3. Short-term and cash-equivalent investments will be selected that impose minimal liquidity and price volatility risk;
4. The economic environment and relative interest rates should be monitored; and
5. Investments in banks and savings and loans should be only those with FDIC insurance and limited per entity to the amount that would carry full FDIC insurance.

**Guidelines for Long-Term Investments**
The Long-Term Investments portfolio shall:

1. Honor requests by donors relating to investment of donations to the Endowment, provided that the request does not compromise prudent safety and risk limitations;
2. Hold no more than 10 percent of the portfolio at cost, or 15% at market, in securities of any one issuer (except the U. S. Government and its agencies and
instrumentalities), except for additional shares of an issue that are contributed from time to time. Diversification should be a consideration with no more than 20% of the portfolio at cost, or 25% at market, in any one industry;
3. Invest only in equity securities listed on the New York Stock Exchange, American Stock Exchange, or the NASDAQ;
4. Hold no more than 5% of the outstanding stock of any one company, except for shares that may be contributed;
5. Not invest for the purpose of exercising control of management;
6. Not invest in letter stock, except for shares that may be contributed by donors;
7. Not invest in commodities or commodity contracts;
8. Not invest in securities on margin or sell short, nor in mutual funds that leverage;
9. Make no loans, except by the purchase of bonds or other obligations of the type commonly distributed publicly or privately to financial institutions. Investments will not be made in church bonds or loans to churches, except those contributed by donors;
10. Make no investment in stock options, unless in sales of call options against stock held in the portfolio; and
11. Use short-term cash held as the result of sales of stock or options for investment in interest-bearing instruments, with the understanding that such cash will be reinvested in equity securities in a timely manner.

**Investments purchased prior to adoption of Wharton County Junior College Endowment Fund Investment Policy**

Any investments held prior to amendment of Public Funds Investment Act may be held to maturity or sold when advantageous to Wharton County Junior College.

**AUTHORIZED INVESTMENTS**

The Endowment’s portfolio will be diversified both by asset class and within asset classes. Within each asset class, investments will be diversified among economic sector, industry, quality and size. The purpose of diversification is to provide reasonable assurance that no single issuer or class of investment will have a disproportionate impact on the performance of the total fund. Asset Allocation may be accomplished by placement of investment funds into various mutual funds that include the authorized securities listed below.

**Cash and Equivalent Investments**

The WCJCEF may invest in the highest quality commercial paper, repurchase agreements backed by marketable government securities, U.S. Treasury and agencies and instrumentality obligations, insured financial institution deposits, and money market funds to provide income.

The WCJCEF should keep cash and equivalents to a minimum since short-term, cash equivalent securities are usually not considered an appropriate investment vehicle for long-term strategies. However, such investments are appropriate as a depository for income distributions from longer-term investments, or as needed for temporary placement of funds directed for future investment to the longer-term capital markets.
Funds segregated to cover short-term operating and disbursement needs of the Endowment will be held in money market or other cash equivalent positions authorized by the Board.

**Equity**
The purpose of equity investments, both domestic and international, in the portfolio is to provide capital appreciation, growth of income and current income. This asset class carries the assumption of greater market volatility and increased risk of loss, but also provides a traditional approach to meeting portfolio total return objectives. This component includes domestic and international common stocks, American Depository Receipts (ADR), preferred stocks, and convertible stocks traded on the world’s stock exchanges or over-the-counter markets.

Equity investments shall generally be restricted to high-quality, readily marketable securities of corporations that are traded on the major stock exchanges and have the potential for meeting return targets. Equity holdings must generally represent companies meeting a minimum market capitalization requirement of their respective asset class profile with reasonable market liquidity. Decisions as to individual security selection, number of industries and holdings, current income levels and turnover are left to the investment manager or mutual fund’s discretion, subject to the standards of fiduciary prudence and the limitations set forth in the “Guidelines for Long-Term Investments” section of this Policy.

**Fixed Income**
Domestic and international fixed income investments provide diversification and a dependable source of current income. Diversification within fixed income investments will be allocated among maturities of different lengths according to interest rate prospects and the goals of the Endowment. Fixed income instruments should reduce the overall volatility of the Endowment’s assets, and prove a deflation or inflation hedge, where appropriate.

Fixed income includes, but is not limited to, U.S. Treasury and government agency and instrumentality obligations, public and private corporate debt, mortgages and asset-backed securities and other interest-bearing obligations. Fixed income also includes money market instruments, including but not limited to, U.S. Treasury and government agency and instrumentality obligations commercial paper, financial institution deposits, banker’s acceptances, and repurchase agreements. The investment manager must take into account credit quality, sector, duration, and issuer concentrations in selecting an appropriate mix of fixed income securities. Private placement bonds are not permitted.

**Real Estate**
Investments may include equity real estate, held in the form of professionally managed, income producing commercial and residential property. Such investment may be made only through professionally managed, pooled real estate investment trusts (REIT), as offered by leading real estate managers with proven track records. This restriction does not apply to property acquired as a donation to the Endowment.

**Mutual or Commingled Funds**
Any investment that is made in a mutual fund and/or commingled fund will be reviewed and approved by the WCJCEF, unless it is selected by an investment manager under contract to make such decisions. It is understood that for mutual and other commingled funds, the prospectus or Declaration of Trust documents of the fund will govern the investment guidelines and allocation limitations of the fund investments and will take precedence over this Policy. It is appropriate however for the investment manager to select funds that have guidelines that are similar in nature to those authorized in this Policy governing credit quality and risk profiles.

- ASSET ALLOCATION

The purpose for establishing target asset allocation bands is to ensure that the program remains diversified in order to mitigate, as much as possible, the impact of volatility of individual markets. This Policy authorizes the following asset allocation schedule and has established appropriate benchmarks for each category of asset:

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Minimum Weighting</th>
<th>Target Weighting</th>
<th>Maximum Weighting</th>
<th>Benchmark Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Equities – Large Cap</td>
<td>15.0%</td>
<td>20.0%</td>
<td>25.0%</td>
<td>Russell 1000</td>
</tr>
<tr>
<td>Domestic Equities – Mid Cap</td>
<td>15.0%</td>
<td>20.0%</td>
<td>25.0%</td>
<td>Russell Mid-Cap</td>
</tr>
<tr>
<td>Domestic Equities – Small Cap</td>
<td>5.0%</td>
<td>7.5%</td>
<td>10.0%</td>
<td>Russell 2000</td>
</tr>
<tr>
<td>Domestic Real Estate</td>
<td>0.0%</td>
<td>5.0%</td>
<td>7.5%</td>
<td>NCREIF</td>
</tr>
<tr>
<td>International Equities</td>
<td>5.0%</td>
<td>7.5%</td>
<td>10.0%</td>
<td>MSCI- EAFE</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>30.0%</td>
<td>32.5%</td>
<td>40.0%</td>
<td>Barclays Gov/Corp</td>
</tr>
<tr>
<td>International Fixed Income</td>
<td>0.0%</td>
<td>5.0%</td>
<td>7.5%</td>
<td>Barclays Capital</td>
</tr>
<tr>
<td>Cash &amp; Equivalents</td>
<td>0.0%</td>
<td>2.5%</td>
<td>10.0%</td>
<td>Global Aggregate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>90-day Treasury Bill</td>
</tr>
</tbody>
</table>
Rebalancing
The purpose of rebalancing is to maintain the long-term asset allocation within the targeted bands in accordance with the objective of controlling portfolio risk. The asset allocation will be rebalanced within the stated ranges on no less than a quarterly basis, if the adjustment requirement exceeds 5%.

Proxy Voting
The WCJCEF will make proxy voting decisions for all directly held investments. Each investment manager is required to vote all proxies for securities under its control on behalf of the WCJCEF. Investment managers are required to submit to the WCJCEF a summary of all balloting on a quarterly basis.

- POLICY REVIEW

This Policy document will be reviewed on an annual basis by the WCJCEF. Any changes must be approved by the Board.
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday 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: 8-19-14  Date of This Proposal: 8-4-14

SUBJECT (item as it will appear on agenda): Endowment Fund Investment Advisor.

RECOMMENDATION: Approval of Patterson and Associates as the Endowment Fund Investment Advisor.

BACKGROUND/RATIONALE: Upon the approval of the Endowment Investment Policy at the March 25, 2014 WCJC Board of Trustees meeting, the Investment Committee interviewed Patterson and Associates, Sather Financial Group, Inc., and WJ Interests. LLC and ranked them using a predetermined rating system. Patterson and Associates rated the highest among the firms. Patterson and Associates has extensive experience in investing and has helped author the Public Funds Investment Act. They have a clear perspective on the needs of the college endowment to generate income while maintaining safety of the corpus of the fund. Patterson and Associates quoted an all-inclusive fee of $20,000 per year. This includes reporting as well as managing the investments of the endowment. Training was also included in the proposal. Patterson and Associates anticipates at least a 10% annual gain. The firm comes highly recommended by other Governmental entities.

Estimated Cost and Budgetary Support (how will this be paid for?): $20,000
Advisory service expense will be paid with endowment fund investment earnings.

RESOURCE PERSON(S) [name(s) and title(s)]:
Bryce Kocian, Vice President of Administrative Services
Gus Wessels, Jr., CPA, Dean of Financial and Business Services
Barbara Bubela, Administrative Assistant to VP of Adm. Services
Cynthia Ward, Controller

SIGNATURES:

Originator:  
[Signature]
Date: 8-7-14

Cabinet-Level Supervisor:  
[Signature]
Date: 8-7-14

PRESIDENT'S APPROVAL:

[Signature]
Date: 8-11-14

Reg 113
6-21-95, 12-16-99
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: August 19, 2014      Date of This Proposal: August 1, 2014

SUBJECT:

Information Item

RECOMMENDATION:

Seek sealed bids for the purchase of a Distillation Training Skid for the Process Technology Program in Bay City.

BACKGROUND/RATIONALE:

The College plans to solicit bids from manufacturers for the construction of a Distillation Training Skid. The skid will be used to give students hands on training in operating a separation process unit. The funds for this purchase were donated by Conoco Phillips.

Estimated Cost & Budgetary Support (how will this be paid for?): $95,000.00
Conoco Phillips Grant Funds

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

Bryce D. Kocian, Vice President of Administrative Services
Dr. Amy LaPan, Dean of Vocational Instruction
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]     8-5-14
Originator

[Signature]     8/7/14
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]     8-7-14
Date

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

AGENDA BRIEF

AGENDA ITEM XIII

MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the estimated costs for upcoming hardware and software maintenance contracts ($440,000.00 – current unrestricted operating fund budget for 2014 – 2015)

B. Approve the contract with Arthur W. West (doing business as AW Consulting) to provide professional services in support of the college websites ($38,400.00 – current unrestricted operating budget for 2014 – 2015)

C. Approve the transfer from the MIS plant fund for the purchases of data warehouse, analytics reporting software, and server ($235,750.00 – transfer from the MIS plant fund for 2013 – 2014)
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: August 19, 2014  Date of This Proposal: August 1, 2014

SUBJECT:

Approve estimated costs for upcoming hardware and software maintenance contracts.

RECOMMENDATION:

Approve estimated payment amounts for the hardware and software maintenance contracts attached.

BACKGROUND/RATIONALE:

We have maintenance contracts that will come due during fiscal year 2015. The maintenance contracts provide WCJC with access to technical support, hardware repair, and upgrades for covered software. The estimated budget amounts are based on 2014 costs and projected increases.

Estimated Cost & Budgetary Support (how will this be paid for?): $440,000.00
Current Unrestricted Operating Fund Budget for 2014 - 2015

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

Pam Youngblood, Vice President of Information Technology
James Bullock, Computer Operations Manager
John Miller, Network Manager
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]  [Signature]  
Original  Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]  8-7-14

Reg 113
## WCJC Information Technology Anticipated Maintenance Agreements

<table>
<thead>
<tr>
<th>Contract Vendor</th>
<th>Product</th>
<th>Anticipated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBX Technologies</td>
<td>Telephone System Maintenance - UH/Sugar Land</td>
<td>$</td>
</tr>
<tr>
<td>Beechglen</td>
<td>Software Maintenance - HP3000</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td>Tutorsystems</td>
<td>Internet seat license and chat (deleted)</td>
<td>$ 3,400.00</td>
</tr>
<tr>
<td>Surely Systems</td>
<td>Hardware Maintenance - HP3000</td>
<td>$ 9,000.00</td>
</tr>
<tr>
<td>Bradmark</td>
<td>DBGeneral Maintenance</td>
<td>$</td>
</tr>
<tr>
<td>SHI</td>
<td>Orion NetFlow and SolarWinds Maintenance</td>
<td>$ 1,100.00</td>
</tr>
<tr>
<td>All-Tex Networking</td>
<td>Smartnet contract - WHAR</td>
<td>$ 2,400.00</td>
</tr>
<tr>
<td>All-Tex Networking</td>
<td>Smartnet contract - ASA5520</td>
<td>$ 690.00</td>
</tr>
<tr>
<td>All-Tex Networking</td>
<td>Smartnet contract - ASA5510</td>
<td>$ 620.00</td>
</tr>
<tr>
<td>All-Tex Networking</td>
<td>Smartnet contract - 2811</td>
<td>$ 672.00</td>
</tr>
<tr>
<td>All-Tex Networking</td>
<td>Smartnet contract - 2821</td>
<td>$ 672.00</td>
</tr>
<tr>
<td>EMSI</td>
<td>CC-Benefits data base access EMSI</td>
<td>$ 6,000.00</td>
</tr>
<tr>
<td>Codework</td>
<td>Vision Software</td>
<td>$</td>
</tr>
<tr>
<td>Evisions</td>
<td>Formfusion Maintenance</td>
<td>$ 3,600.00</td>
</tr>
<tr>
<td>Evisions</td>
<td>Intellocheck</td>
<td>$ 2,800.00</td>
</tr>
<tr>
<td>SourceDirect</td>
<td>Hardware Maintenance - HP9000</td>
<td>$</td>
</tr>
<tr>
<td>Oracle</td>
<td>Oracle Hardware Support for new servers</td>
<td>$ 13,200.00</td>
</tr>
<tr>
<td>Oracle</td>
<td>Oracle Linux support for new servers</td>
<td>$ 5,720.00</td>
</tr>
<tr>
<td>GT Software</td>
<td>Fujitsu NetCOBOL support</td>
<td>$ 4,000.00</td>
</tr>
<tr>
<td>MicroFocus</td>
<td>COBOL maintenance - HP9000</td>
<td>$</td>
</tr>
<tr>
<td>HP</td>
<td>Backbone Switch Maintenance</td>
<td>$</td>
</tr>
<tr>
<td>Comware</td>
<td>Exceed annual maintenance</td>
<td>$ 700.00</td>
</tr>
<tr>
<td>Microsoft</td>
<td>Campus Agreement</td>
<td>$ 24,000.00</td>
</tr>
<tr>
<td>Mind Leaders</td>
<td>Online training</td>
<td>$ 700.00</td>
</tr>
<tr>
<td>Minisoft</td>
<td>Minisoft 92, 320, Netprint</td>
<td>$ 3,000.00</td>
</tr>
<tr>
<td>Pen Pal</td>
<td>Pen Pal</td>
<td>$ 594.00</td>
</tr>
<tr>
<td>M&amp;A Technology</td>
<td>Payroll printer maintenance</td>
<td>$ 1,600.00</td>
</tr>
<tr>
<td>DLT Solutions</td>
<td>Toad (Tool for Oracle Application Developers)</td>
<td>$</td>
</tr>
<tr>
<td>Rובליל</td>
<td>Qedit - text editor</td>
<td>$ 2,900.00</td>
</tr>
<tr>
<td>IBM</td>
<td>SPSS software maintenance</td>
<td>$ 1,775.00</td>
</tr>
<tr>
<td>TAMUCC</td>
<td>Banner and Oracle</td>
<td>$ 161,336.80</td>
</tr>
<tr>
<td>SCT</td>
<td>E-Print - electronic reports</td>
<td>$ 3,500.00</td>
</tr>
<tr>
<td>DLT Solutions</td>
<td>Red Hat Linux support for E-Print</td>
<td>$ 160.00</td>
</tr>
<tr>
<td>SCT</td>
<td>Trac-Dat (Strategic Planning)</td>
<td>$ 5,940.00</td>
</tr>
<tr>
<td>Windstream</td>
<td>Telephone System Maintenance - Wharton</td>
<td>$ 28,500.00</td>
</tr>
<tr>
<td>JourneyEd</td>
<td>Adobe ELA</td>
<td>$ 20,540.00</td>
</tr>
<tr>
<td>Siemens</td>
<td>Telephone System Maintenance - FBTC</td>
<td>$</td>
</tr>
<tr>
<td>GFI Software</td>
<td>Vipre Email Security</td>
<td>$ 3,000.00</td>
</tr>
<tr>
<td>Symantec</td>
<td>Norton Anti-Virus Corporate</td>
<td>$</td>
</tr>
<tr>
<td>Scantron</td>
<td>Class Climate Maintenance</td>
<td>$ 8,000.00</td>
</tr>
<tr>
<td>THECBS</td>
<td>Common Application Participation Fee</td>
<td>$ 1,600.00</td>
</tr>
<tr>
<td>Techsmith</td>
<td>Snagit - Screen capture software</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Touchnet</td>
<td>Webcheck</td>
<td>$</td>
</tr>
<tr>
<td>Touchnet</td>
<td>Bill+Payment software maintenance</td>
<td>$</td>
</tr>
<tr>
<td>Touchnet</td>
<td>eRefunds</td>
<td>$</td>
</tr>
<tr>
<td>Touchnet</td>
<td>ASP fee</td>
<td>$ 1,500.00</td>
</tr>
<tr>
<td>Touchnet</td>
<td>Hosting</td>
<td>$</td>
</tr>
<tr>
<td>Touchnet</td>
<td>ASAP Services</td>
<td>$ 62,000.00</td>
</tr>
<tr>
<td>Ellucian</td>
<td>BDMS Document Imaging Support</td>
<td>$ 15,000.00</td>
</tr>
<tr>
<td>OUCampus</td>
<td>OmniUpdate CMS support</td>
<td>$ 10,000.00</td>
</tr>
<tr>
<td>RedRock</td>
<td>Tutor Trac maintenance</td>
<td>$ 900.00</td>
</tr>
<tr>
<td>VeriSign</td>
<td>SSL certificate</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td>Symantec</td>
<td>Netbackup support</td>
<td>$ 15,000.00</td>
</tr>
<tr>
<td>UT</td>
<td>THEnet Connection Fees</td>
<td>$</td>
</tr>
<tr>
<td>Netsupport</td>
<td>Netsupport Remote Maintenance</td>
<td>$ 950.00</td>
</tr>
<tr>
<td>Troy Group, Inc.</td>
<td>Troy Printer Maintenance</td>
<td>$ 1,200.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$ 438,569.80</strong></td>
</tr>
</tbody>
</table>
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday 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: August 19, 2014 Date of This Proposal: August 6, 2014

SUBJECT (item as it will appear on agenda):

Approve the contract with Arthur W. West (doing business as AWConsulting) to provide professional services in support of the college websites.

RECOMMENDATION:

Approve the attached contract with Arthur W. West (doing business as AWConsulting) to provide professional services in support of the college websites.

BACKGROUND/RATIONALE:

The full-time position of Web Technician has been vacant for several years. Arthur W. West (doing business as AWConsulting) has been contracted with the college during that time and has provided exemplary services at a reasonable cost. The following projects can be accomplished with the services provided by Arthur W. West.

- Provide conversion support for WCJC intranet files and web pages
- Assist the Webmaster in providing maintenance of legacy internet and legacy intranet web pages.

Estimated Cost and Budgetary Support (how will this be paid for?): $38,400.00
Current Unrestricted Operating Budget for 2014-2015

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

SIGNATURES:

Originator
Pamela J. Youngblood
Cabinet-Level Supervisor

President's Approval:

Betty A. McLeod

Date
8-7-14
Professional Services Agreement

This agreement is made and entered into effective the 1st day of September 2014 by and between Arthur W. West (doing business as AWConsulting), at 3210 Beaver Creek Drive, Brookshire, Texas 77423 and Wharton County Junior College (WCJC), 911 Boling Highway, Wharton, Texas 77488. Mr. West and WCJC agree that Mr. West shall furnish contract professional services to WCJC under the following terms and conditions.

1. **Scope of Services**

   Mr. West agrees to render to WCJC professional services in support of college websites. This is the primary purpose of the engagement and shall include:

   - Provide conversion support for WCJC intranet files and web pages.
   - Assist the Webmaster in providing maintenance of legacy internet and legacy intranet web pages. This maintenance is scheduled to be provided twice each WCJC work day at 12:00 noon and 5:00 PM.

   Actual conversion deliverables shall be defined over the course of the engagement.

2. **Term of Agreement**

   The term of this agreement shall commence of September 1, 2014 and continue until August 31, 2015. Work is limited to that which is actually scheduled for a period not to exceed 48 work weeks that exclude College Holidays, two weeks at Christmas and one week at Spring Break.

3. **Compensation**

   In full and complete compensation for all of the services provided hereunder, WCJC agrees to pay or cause to be paid, an amount not to exceed $38,400, at a rate of $25.00 per web page maintained to Mr. West. Mr. West will present monthly invoices along with detailed status reports. Payment shall be due upon receipt.
4. **Independent Contractor**

For purposes of this agreement and all services to be provided hereunder, Mr. West shall be deemed to be an independent contractor.

Mr. West shall not act, in any manner, as an agent or employee of WCJC.

Mr. West shall have no authority to make statements, representation or commitment of any kind, or take any action that shall be binding on WCJC, except as provided for herein or as authorized in writing by WCJC.

5. **Confidential Information**

Mr. West shall not use or disclose to any person any confidential information acquired in the delivery of the agreement.

Confidential information shall mean information disclosed to either party, that relates to past, present and future research, development and business activities.

6. **Proprietary Rights**

Mr. West shall have no rights to nor interest in work products directly resulting from the delivery of items enumerated in the Scope of Services as they are "works made for hire" and WCJC is deemed to be the owner.

WCJC understands that Mr. West's ability to create these work products is heavily dependent on past experience in the industry, providing similar services to others in the past with reasonable expectation of doing so for others in the future, and the free availability of information from public channels.

In the event that "value added" work products are produced that fall outside the Scope of Services, WCJC may use and modify these work products in any way it sees fit, though no ownership is implied. Because they are derived from experience and public sources, these work products are deemed to be in the public domain.

7. **Security**

Mr. West agrees to comply with all WCJC building, data and software security requirements.
8. **Facilities**

WCJC shall provide to Mr. West, reasonable access to all materials, services, facilities and personnel required to successfully complete the engagement. This is assumed to include remote access to said materials, services, facilities and personnel.

9. **Termination**

Either party, upon thirty (30) days written notice to the other party may terminate this agreement without cause. This contact is automatically terminated at the end of the month when all legacy internet and intranet maintenance activity ceases.

10. **Agreement**

This instrument contains the entire agreement between the parties and it is supersedes all prior agreements and understandings between the parties respecting the subject matter hereof. This agreement cannot be changed or terminated orally on behalf of either party.

Executed effective the ___th day of __________, 2014

AW Consulting

By: __________________________

Arthur W. West
Consultant

Wharton County Junior College

By: __________________________

Pamela J Youngblood
Vice President of Technology & Institutional Research
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday 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: August 19, 2014 Date of This Proposal: August 5, 2014

SUBJECT (item as it will appear on agenda):

Approve the transfer from the MIS Plant Fund of $235,750.00 for the purchases of data warehouse, analytics reporting software, and server.

RECOMMENDATION:

Approve the transfer from the MIS Plant Fund of $235,750.00 for the purchases of data warehouse, analytics reporting software, and server.

BACKGROUND/RATIONALE:

A reporting solution is needed that does not require pulling data directly from the live Banner ERP system and that can incorporate additional sources of data, along with tools designed to analyze and report on large quantities of complex data quickly and efficiently. ZogoTech’s data warehouse and analytics tools offer WCJC a solution to integrate data from Banner with multiple sources into a data warehouse. ZogoTech further offers a set of flexible, yet powerful, Business Intelligence (BI) tools for extracting, analyzing and reporting both aggregate- and student record-level information from the data warehouse.

Estimated Cost and Budgetary Support (how will this be paid for?): $235,750.00
Transfer from the MIS Plant fund for 2013-2014.

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

SIGNATURES:

Tessa Mathews
Date 8/5/2014
Originator

Pamela J. Youngblood
Date 8/6/2014
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

Betsy A. Melchado
Date 8/7/14
Zogo Technologies, LLC  
4514 Cole Avenue, Suite 600  
Dallas, TX 75205

TO Wharton County Junior College  
911 Boling Hwy  
Wharton, TX 77488-3298

FOR QUESTIONS, PLEASE CONTACT:  
Michael Taft  
(214) 774-4780 x801  
mtaft@zogotech.com

DATE 8/5/2014  
OID 15375  
This quote is valid for 30 days

<table>
<thead>
<tr>
<th>Licenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Intelligence Module</td>
<td>$74,995.00</td>
</tr>
<tr>
<td>Executive Intelligence Module</td>
<td>$49,995.00</td>
</tr>
<tr>
<td>Student Engagement</td>
<td>$49,995.00</td>
</tr>
<tr>
<td>Licenses (20 users)</td>
<td>$8,900.00</td>
</tr>
<tr>
<td><strong>Licenses Total</strong></td>
<td><strong>$183,885.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services and Support</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customizations (Downloads)</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Customizations (Rules)</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>Data Quality (Phase 1)</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>Data Quality (Phase 2)</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>2 Days on-site training (includes all expenses)</td>
<td>$6,000.00</td>
</tr>
<tr>
<td><strong>Services and Support Total</strong></td>
<td><strong>$46,000.00</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$229,885.00</strong></td>
</tr>
</tbody>
</table>

Discount for all 3 modules (10% off licenses) $18,388.50
Early Movers Discount if PO generated within 30 days through SHI (2.5% overall) $5,747.13

**Discounts Total** $24,135.63

**Grand Total** $205,749.38

<table>
<thead>
<tr>
<th>Recurring Costs</th>
<th>Total</th>
</tr>
</thead>
</table>
| Support and Upgrades (2014-2015)| $-
| Support and Upgrades (2015-2016)| $33,099.30 |
| Support and Upgrades (2016-2017)| $34,754.27 |
| Support and Upgrades (2017-2018)| $36,491.98 |
# Print Summary

## PowerEdge R820

Starting Price: $34,151.00  
Instant Savings: $8,544.85  

Subtotal: $25,606.15

As low as $769.00/month

- **Dell Business Credit | Apply**
- **Discount Details**
- **Preliminary Ship Date: 8/27/2014**

## My Selections

<table>
<thead>
<tr>
<th>Date</th>
<th>8/6/2014 11:25:34 AM Central Standard Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalog Number</td>
<td>4 Retail 04</td>
</tr>
</tbody>
</table>

### Catalog Number / Description

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Qty</th>
<th>SKU</th>
<th>Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>R820P</td>
<td>1</td>
<td>[210-ACNU][329-BBZG]</td>
<td>1</td>
</tr>
<tr>
<td>16H</td>
<td>1</td>
<td>[331-6543]</td>
<td>1530</td>
</tr>
<tr>
<td>SHIP</td>
<td>1</td>
<td>[331-6156]</td>
<td>1500</td>
</tr>
<tr>
<td>E546272</td>
<td>1</td>
<td>[331-6161][338-BENJ]</td>
<td>1550</td>
</tr>
<tr>
<td>4E46272</td>
<td>1</td>
<td>[317-9332][331-6161][331-6162][338-BEMB]</td>
<td>1551</td>
</tr>
<tr>
<td>1600RD</td>
<td>1</td>
<td>[331-4424]</td>
<td>1561</td>
</tr>
<tr>
<td>PEOPT</td>
<td>1</td>
<td>[331-4428]</td>
<td>1562</td>
</tr>
</tbody>
</table>

http://configure.us.dell.com/dellstore/print_summary_details_popup.aspx?lt=print&c=us&cs=04&fb=1&n=en&model_id=poweredge-r820&cc=bects3&c=bsd&ww... 1/3
<table>
<thead>
<tr>
<th>Memory Capacity:</th>
<th>16GB DRAM, 1600MT/s, Low Volt, Dual Rank, x4 Data Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System:</td>
<td>Windows Server® 2012 R2, Standard Ed, Factory WS2012 R Inst, No MED, 2SKT, 2VM, NO CAL</td>
</tr>
<tr>
<td>Licenses:</td>
<td>Windows Server® 2012 R2, Standard Ed, Add License, 2 Socket and/or 2 VMs</td>
</tr>
<tr>
<td>OS Media Kits:</td>
<td>Windows Server® 2012 R2, STD Ed, Media Kit w/Factory Inst STD DGRD Images</td>
</tr>
<tr>
<td>Client Access Licenses:</td>
<td>Microsoft®SQL Server™ 2012 Standard, OEM, Additional Server</td>
</tr>
<tr>
<td>RAID Configuration:</td>
<td>RAID 1+RAID 10 for H710P/H710/H310 (2 + 4-14 R1R:1073 HDDs)</td>
</tr>
<tr>
<td>RAID Controller:</td>
<td>PERC H710P Adapter RAID Controller, 1GB NV Cache</td>
</tr>
<tr>
<td>Hard Drives:</td>
<td>300GB 15K RPM SAS 6Gbps 2.5in Hot-plug Hard Drive</td>
</tr>
<tr>
<td>Embedded Systems Management:</td>
<td>IDRAC7 Express</td>
</tr>
<tr>
<td>Select Network Adapter:</td>
<td>Intel Ethernet I350 QP 1Gb Network Daughter Card</td>
</tr>
<tr>
<td>Add-in Network Adapter:</td>
<td>Intel Ethernet I350 QP 1Gb Server Adapter, Low Profile</td>
</tr>
<tr>
<td>Power Supply:</td>
<td>Dual, Hot-plug, Redundant Power Supply (1+1), RPS1100W</td>
</tr>
<tr>
<td>Power Cords:</td>
<td>NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 125V 10F 10 Foot (3m), Power Cord</td>
</tr>
<tr>
<td>Power Management BIOS Settings:</td>
<td>Performance BIOS Setting</td>
</tr>
<tr>
<td>Rack Rails:</td>
<td>ReadyRails™ Sliding Rails Without Cable Management Arm</td>
</tr>
<tr>
<td>Bezel:</td>
<td>Bezel</td>
</tr>
<tr>
<td>Internal Optical Drive:</td>
<td>DVD+/-RW, SATA, Internal</td>
</tr>
<tr>
<td>System Documentation:</td>
<td>Electronic System Documentation and OpenManage DVD Kit for R620</td>
</tr>
<tr>
<td>Database Software:</td>
<td>Microsoft®SQL Server™ 2012 STD, 5 USER</td>
</tr>
</tbody>
</table>

http://configure.us.dell.com/dellstore/print_summary_details_popup.aspx?Lt=print&c=us&cs=04&fb=1&l=en&model_id=poweredge-r620&sc=beects3&s=bed&ww..
<table>
<thead>
<tr>
<th>Warranty &amp; Service:</th>
<th></th>
<th>U3IP</th>
<th>1</th>
<th>[936-1997][937-0503][937-0513] [939-4938][999-3438][999-6501]</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Year ProSupport and NBD On-site Service</td>
<td></td>
<td></td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>Installation Services:</td>
<td></td>
<td>NOINSTALL</td>
<td>1</td>
<td>[900-9997]</td>
</tr>
<tr>
<td>No Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Declined Remote Consulting Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proactive Maintenance:</td>
<td></td>
<td>NOMAINT</td>
<td>1</td>
<td>[926-2979]</td>
</tr>
<tr>
<td>Maintenance Declined</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Project Overview for

ZogoTech Data Warehouse and Data Analytics Tools

Date of Submission: May 9, 2014

Submitted by: Tessa Mathews

Date reviewed by VP Team: 5-19-14

Recommendation of VP Team: [Signature]

Date of submission to President: [Signature]

Action by President: [Signature] 5/31/14

Approval/Disapproval/Revision Needed/Other
I. Background / Summary of Project

A. Statement of the Problem
There is growing demand for data at Wharton County Junior College, both within the institution and from external entities such as the Texas Higher Education Coordinating Board and Achieving the Dream. Unfortunately, the institution’s ability to meet this demand is limited by the methods currently in place for accessing, analyzing, and reporting data.

The primary source of institutional and student data at WCJC is the Banner ERP. Banner is a transactional system designed and built to add, update and maintain daily operational data quickly. To do so, data are normalized, with related data such as course registration, financial aid and course grades stored in separate tables. Creating a comprehensive picture of student success, for example, involves linking multiple tables, a task that requires in-depth knowledge of the tables and fields. Additional challenges include: Banner overwrites data when a new transaction is recorded, making it impossible to track students or review trends over time; data constantly change, leading to different results from day to day and even person to person and making data-informed decisions difficult; and data are incomplete and inaccurate due to Banner’s lack of flexibility in accommodating changing business rules and incorporating data from other sources (e.g., National Student Clearinghouse, SENSE and CCSSE results, use of the tutoring lab, and records of advisors’ contacts with students).

To mitigate these challenges, access to data is centralized in Institutional Research, where staff pull data directly from Banner using Microsoft Access queries and subsequently analyze and generate reports using Microsoft Excel. This process is very manual, requires staff to clean the data prior to use in reporting, and ultimately, ties up too much of the IR office’s time that could be spent on analysis instead. As requests for data increase and the nature of the analyses required grows more complex, both the processes (data access centralized in IR) and resources (including MS Access and Excel) currently in place at WCJC are no longer adequate.

B. Rationale for Change
With funding for community colleges in Texas increasingly tied to student outcomes, institutional interest in becoming an Achieving the Dream Leader College, and recent recognition by the Aspen Institute as one of the Top 150 two-year colleges in the nation (an honor not only based on data, but that entitles the college to submit additional data for a chance to be named the winner of the million-dollar prize), the time is now for WCJC to rethink its current approach to data. Specifically, the college should implement a solution that does not require pulling data directly from the live Banner ERP system and that can incorporate additional sources of data, along with tools designed to analyze and report on large quantities of complex data quickly and efficiently. In addition, providing end users with direct, on-demand access to the accurate, reliable data they need through a user-friendly interface will enable IR to undertake more advanced analyses and lead to institutional improvement.
C. Overview of Anticipated Solution

ZogoTech’s data warehouse and analytics tools offer WCJC a solution to the joint challenges of increased demand for data and limited capacity to meet that demand. Specifically, ZogoTech’s data warehouse solution has the ability to integrate data from Banner with multiple sources including the National Student Clearinghouse, surveys like SENSE and CCSSE, and data from other sources such as Excel and Access. Data from these multiple sources are stored in a central repository from which all users pull the information they need. The data warehouse, then, provides one version of the truth, increasing confidence in the data and promoting use of those data in decision-making.

What differentiates ZogoTech’s data warehouse are the underlying Online Analytical Processing (OLAP) database cubes — data structures pre-populated with values calculated across multiple dimensions and measures. By integrating cubes, ZogoTech’s software allows colleges to quickly and easily “slice and dice” vast quantities of student data, including complex measures and dimensions key to community college daily operations and student success initiatives that ZogoTech calculates based on the fields stored in Banner. Only ZogoTech’s cubes provide colleges the means to track cohorts and review other information longitudinally, as well as identify student progress through developmental education upon deployment.

ZogoTech further offers a set of flexible, yet powerful, Business Intelligence (BI) tools for extracting, analyzing and reporting both aggregate- and student record-level information from the data warehouse. ZogoTech’s Student Navigator tool features ad-hoc querying capabilities, giving end users the flexibility to look at data dynamically. With a user-friendly interface, even users with little computer knowledge can construct complicated queries by simply selecting filters from drop-down menus. Whether looking to identify a cohort of students or working with an existing cohort, end users can quickly and easily determine which of these students has a GPA below 2.0, withdrew from a core course, or has less than 50% of financial need met, for example. Users can download query results, as well as data from the canned reports, with a single click to allow for additional manipulation or statistical analysis.

With the Student Engagement module, WCJC will have the ability to retrieve, on-demand, a complete picture of student performance, allowing users to react while there’s still time, intervening when it matters most. ZogoTech enables faculty and staff to identify students who are at risk, offering a number of alerts “out of the box” that reflect key risk factors identified by national student success experts (e.g., Noel-Levitz), as well as the flexibility to customize alerts based on the risk factors most pertinent to Wharton’s students. These alerts are automatically generated by the software from WCJC’s data, ensuring alerts are consistently defined and systematically applied to all students, by all users. A particularly valuable element of the Student Engagement module is the Student Profile, which gives end users access to the most relevant information about a student from a single screen and is organized by topic into several tabs. The contacts tab serves as a central repository for all student contact and provides faculty, staff and other college personnel a tool to enter detailed information quickly and consistently. ZogoTech’s software automatically registers the date and time of the contact and provides drop-down menus offering options for the type (e.g., e-mail, phone, face to face) and reason for the contact (e.g., registration, add-drop).
Ultimately, empowering end users to access and use data effectively will reduce dependence on Institutional Research, freeing them up to conduct more advanced analyses. At the same time, ZogoTech’s Research Intelligence module, which was designed to meet the needs of Institutional Research at two-year colleges, provides the tools IR needs to more effectively and efficiently access and analyze data. Using the familiar pivot table structure of Microsoft Excel, researchers can generate and customize reports in seconds. The speed of the OLAP cubes offers split-second response times whether dragging and dropping or drilling down for further detail, regardless of the complexity of the query or the number of data rows involved. Built-in reporting tools give IR the ability to toggle between table and chart view, and customize the colors, layout, labels, etc. of reports they generate.

Lastly, the Executive Intelligence module provides IR an easy way to share the reports of greatest importance with the President, Vice Presidents, and other members of the cabinet. Not only can IR create and push out reports to leadership within the software, they can also create dashboards and strategic scorecards that executives may access directly from their computer. Dashboards offer a high-level view of everything from enrollment and course completion rates, to retention and graduation rates, while scorecards allow college leadership to measure strategic goals, track progress against targets, and benchmark against peer institutions.
II. Cost of Implementation

<table>
<thead>
<tr>
<th>Software/Server</th>
<th>Initial Year</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZogoTech Software (See attached price quote valid for 90 days)</td>
<td>$200,002.25</td>
<td>$33,099.30</td>
<td>$34,754.27</td>
<td>$36,491.98</td>
</tr>
<tr>
<td><strong>Server</strong> - Microsoft stack (SQL-Server, Reporting Services, Analysis Services) SQL Server 2008 R2 Enterprise or higher Windows Server 2008 x64 or above 4xQuad core processors, 64 GB RAM, 6x300 GB disks</td>
<td>$30,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Plan for Implementation

A. Identify Stakeholders
   Institutional Research, Institutional Effectiveness, IT, Executive Cabinet, Division Chairs, Student Retention Coordinator, Instructional Assessment, Advising

B. Explain Project Deliverables
   Research Intelligence Module (contains data warehouse)
   Executive Intelligence Module
   Student Engagement Module
   User Licenses – 20 users
   Services and Support:
   - Install SQL Server/Analysis software
   - DW customizations for data downloads
   - DW Rules for analytics
   - Data Quality Phase 1
   - Data Quality Phase 2
   - 2 days on-site training (includes all expenses)

C. Identify Expected Progress Reports/Milestones (based on 8 month implementation)
   First Month – Sever setup complete and client tests connectivity to SQL server.
   Second Month – Client test connectivity to OLAP and view data
   Fourth Month – Run extract, transform and load program
   Sixth Month – Data quality checks for Enrollment, Contact/Credit Hours, Degree, GPAs, and other fields
   Eighth Month – Set up Student Engagement groups
      Training
D. Develop a Timetable
   See attached GNATT chart.

IV. Assessment Plan

A. Criteria for Success
   Executive Intelligence implemented and dashboard of key performance data for
decision making displayed on intranet.

   Research Intelligence implemented and licensed users able to view standard reports and
create drill down reports from data cubes.

   Student Engagement implemented and licensed users able to view individual student
data, see risk indicators along with course work and core information. They are also
able to use Student Navigator to filter lists of student and create reports, csv lists, and
send mass emails.

B. Plan of Action for Improvement/Revisions
   Institutional Research will maintain data dictionary and implement any necessary
changes due to Banner upgrades.

   Institutional Research will discover ways to create new reports to benefit data driven
decision making.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT
AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Rosemary Fulton extended as temporary, part-time institutional research associate, $31.00 hr. x 13 hrs./wk. x 50 wks. = $20,150.00/yr., effective September 1, 2014

2. Marla Kay Shoppa extended as temporary, part-time director of college transition, CA-15-12, $34.65 hr. x 19 hrs./wk. x 48 wks. = $31,600.80/yr., to temporary, part-time director of college transition, CA-15-12, $34.65 hr. x 19 hrs./wk. x 16 wks. = $10,533.60/yr., effective September 1, 2014

C. Office of Academic Affairs

1. Approve 2014 summer II overload list

2. Glenda G. Hunt extended as temporary, full-time interim academic dean, D-7-36, effective September 1, 2014

3. Frank J. Becak employed as regular, full-time instructor of EMS, FAC-1-10, effective August 14, 2014

4. Aaron A. Dittmar extended as temporary, full-time instructor of welding, FAC-1-10, to regular, full-time instructor of welding, FAC-1-10, effective September 1, 2014

D. Office of Administrative Services

E. Office of Student Services

1. Leslie R. Kolojaco received a change in assignment as regular, full-time public services librarian, FAC-1-11, to regular, full-time coordinator of testing services, AA-1-11, effective July 25, 2014

2. Karen D. Preisler extended as temporary, full-time acting director of admissions and registration, CA-10-14, effective September 1, 2014

3. Johnnie R. Svatek extended as temporary, full-time student recruiter/academic advisor, effective September 1, 2014

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. William Garcia separated as temporary, full-time director of adult basic education, CA-1-10, effective August 31, 2014

2. Tammy L. Herrera separated as temporary, full-time adult basic education transitions coordinator, GNT-1-7, effective August 31, 2014
3. Richard Salinas separated as regular, full-time instructor of welding technology, FAC-1-11, effective August 19, 2014

4. Mara N. Ustynik resigned as temporary, full-time title V Hispanic serving institution, science, technology, engineering, and math success coach, GNT-1-2, effective August 6, 2014

H. Information Items: Non-contract Personnel Action

1. Christina M. Hernandez employed as regular, full-time residence hall supervisor – Mullins Hall, $9,000.00/yr., effective August 14, 2014

2. Kerri L. Novak employed as regular, full-time human resources technician, O-10-0, effective August 4, 2014

3. Penny A. Orrell received a change in assignment as regular, full-time allied health secretary, O-7-2, to regular, full-time IT technician-Wharton, P-13-2, effective July 21, 2014

4. Austin R. Cruz resigned as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective July 11, 2014

5. David Hesse employed as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective July 21, 2014

6. Kelly L. Kubena employed as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective August 18, 2014

7. Holly A. Eisell separated as temporary, full-time adult basic education transitions facilitator, P-12-0, effective August 31, 2014

8. Cynthia A. Ottis received a change in title as temporary, full-time division secretary-Bay City nuclear power technology, O-9-4, to temporary, full-time division secretary/campus receptionist, O-9-4, effective September 1, 2014

9. Jacob Rice employed as temporary, full-time fitness center manager, P-12-0, effective August 11, 2014

10. Sarah E. Ward resigned as temporary, full-time fitness center manager, P-12-0, effective August 1, 2014

11. David Galvan separated as temporary, part-time title V Hispanic serving institution, science, technology, engineering, and math leader, $10.00 hr. x 12 hrs./wk. x 46 wks. = $5,520.00/yr., effective May 30, 2014

12. Jake Marler separated as temporary, part-time maintenance summer help, $7.25 hr. x 19 hrs./wk. x 12 wks. = $1,653.00/yr., effective July 24, 2014

13. Nora Mata separated as temporary, full-time seasonal assistant admissions officer, O-11-0, effective August 25, 2014

14. Jolea Nealy employed as temporary, part-time seasonal financial/admission – Sugar Land, O-10-0, $12.38 hr. x 19 hrs./wk. x 8 wks. = $1,881.76/yr., effective July 8, 2014

15. Telia Peterson separated as temporary, part-time volleyball coach assistant, $15.00 hr. x 4.5 hrs./wk. x 32 wks. = $2,160.00/yr., effective May 1, 2014
16. Haya Swaiden employed as temporary, part-time seasonal admissions student assistant, $7.25 hr. x 19 hrs./wk. x 9 wks. = $1,239.75/yr., effective July 14, 2014

17. Jenna L. Treybig employed as temporary, part-time volleyball assistant coach, $15.00 hr. x 19 hrs./wk. x 4 wks. = $1,140.00/yr., effective August 3, 2014

18. Matthew "Ryne" Tutor employed as temporary, part-time assistant baseball coach, room and board, effective July 17, 2014

19. Robert Ziegenhals separated as temporary, part-time electronics engineering tutor, $25.00 hr. x 8 hrs./wk. x 30 wks. = $6,000.00/yr., effective July 31, 2014
### Personnel Action Form

#### Wharton County Junior College

**Banner ID #**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulton</td>
<td>Rosemary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

- Institutional Effectiveness

**Job Title/Position:**

- Part-Time Institutional Research Associate

**Budgeted Position?**

- [x] Yes
- [ ] No

**Budget Number:**

- 1110.1306.6904.6082

**Compensation:**

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

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
<th>Yearly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$31.00 per hr x 13 hrs/wk x 50 wks = $20,150.00 per year</td>
</tr>
</tbody>
</table>

**Start Date:**

- 09/01/13

**End Date:**

- 08/31/14

**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 52 wks

**PROPOSED Division/Unit:**

- Institutional Effectiveness

**Job Title/Position:**

- Part-Time Institutional Research Associate

**Budgeted Position?**

- [x] Yes
- [ ] No

**Name of Replaced Employee:**

- N/A

**Budget Number:**

- 1110.1306.6904.6082

**Compensation:**

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

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
<th>Yearly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$31.00 per hr x 13 hrs/wk x 50 wks = $20,150.00 per year</td>
</tr>
</tbody>
</table>

**Start Date:**

- 09/01/14

**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 52 weeks

**Examination of Action:**

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

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Date approved by Board or [ ] not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Reg. 821**

**A 1408 00 24**

**Revised May 15, 2014**
**Personnel Action Form**

**Wharton County Junior College**

**C-2**

**Human Resources**

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

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

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification:</th>
<th>New Employee</th>
<th>Extension</th>
<th>Reclassification</th>
<th>Transfer</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
<th>Retirement</th>
<th>Resignation</th>
<th>Separation (date: )</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Administrative/Professional Staff</td>
<td>☑ Yes</td>
<td>☑ Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Faculty</td>
<td>☑ Yes</td>
<td>☑ Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Support Staff</td>
<td>☑ Yes</td>
<td>☑ Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Temporary</td>
<td>☑ Yes</td>
<td>☑ Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Regular</td>
<td>☑ Yes</td>
<td>☑ Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Full-Time</td>
<td>☑ Yes</td>
<td>☑ Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Part-Time</td>
<td>☑ Yes</td>
<td>☑ Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part II: Assignment/Accounting**

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.:</th>
<th>(if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>1305 A 013</td>
<td></td>
</tr>
</tbody>
</table>

| Job Title/Position: | Director of College Transition | Specialized Area: | Gulf Coast PASS |

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

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

<table>
<thead>
<tr>
<th>Budget Number:</th>
<th>2378-6041-6093-502</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Hourly Rate: (Part-time only)</th>
<th>$ 34.65 per hr x 19 hrs/wk x 48 wks =</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Annual</td>
<td>CA</td>
<td>$ 31,600.80 per year</td>
<td></td>
</tr>
<tr>
<td>☑ Hourly</td>
<td>Grade 15</td>
<td>Step 12</td>
<td>$ 34.65 per hr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>10/01/14</th>
<th>End Date:</th>
<th>N/A</th>
<th>At-will-employee</th>
<th>☑ Per contract</th>
<th>If temporary, anticipated termination date:</th>
<th>08/31/14</th>
</tr>
</thead>
</table>

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

- ☑ 9 months
- ☑ 10 1/2 months
- ☑ 12 months
- ☑ Other 52 weeks

**PROPOSED**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.:</th>
<th>(if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>1305 A 013</td>
<td></td>
</tr>
</tbody>
</table>

| Job Title/Position: | Director of College Transition | Specialized Area: | Gulf Coast PASS |

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

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

<table>
<thead>
<tr>
<th>Budget Number:</th>
<th>2378-6041-6093-502</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Hourly Rate: (Part-time only)</th>
<th>$ 34.65 per hr x 19 hrs/wk x 16 wks =</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Annual</td>
<td>CA</td>
<td>$ 10,533.60 per year</td>
<td></td>
</tr>
<tr>
<td>☑ Hourly</td>
<td>Grade 15</td>
<td>Step 12</td>
<td>$ 34.65 per hr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>09/01/14</th>
<th>End Date:</th>
<th>☑ At-will-employee</th>
<th>☑ Per contract</th>
<th>If temporary, anticipated termination date:</th>
<th>12/31/14</th>
</tr>
</thead>
</table>

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

- ☑ 9 months
- ☑ 10 1/2 months
- ☑ 12 months
- ☑ Other 16 weeks

**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>
</tr>
</thead>
<tbody>
<tr>
<td>☑ 8-4-14</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ 8/15/14</td>
<td></td>
<td>08/05/14</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ 8-15-14</td>
<td></td>
<td>☑ 8-5-14</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Date approved by Board or ☑ not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ B. Koehl</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reg. 821

Revised July 29, 2004

Approved by Cabinet Level Supervisor Date

Date approved by Board or ☑ not applicable

A14080025
<table>
<thead>
<tr>
<th>POSN</th>
<th>INSTRUCTOR</th>
<th>ID</th>
<th>CRN</th>
<th>SUBJ CODE</th>
<th>CRSE NO</th>
<th>ACTUAL ENROLL</th>
<th>BUILDING/ ROOM</th>
<th>POOL CODE</th>
<th>PoT Code</th>
<th>End Date</th>
<th>FT/PT</th>
<th>AMT</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOW99</td>
<td>Abraham, Nissi</td>
<td>@00085344</td>
<td>40303</td>
<td>BIOL</td>
<td>2402</td>
<td>23</td>
<td>SCIENC103</td>
<td>1</td>
<td>8/15/2014</td>
<td>P</td>
<td>1,800.00</td>
<td>1110.14301.6092.100</td>
<td></td>
</tr>
<tr>
<td>BIOW99</td>
<td>Abraham, Nissi</td>
<td>@00085344</td>
<td>40304</td>
<td>BIOL</td>
<td>2402</td>
<td>23</td>
<td>SCIENC109</td>
<td>1</td>
<td>8/15/2014</td>
<td>P</td>
<td>720.00</td>
<td>1110.14301.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Abraham, Nissi Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,520.00</td>
<td></td>
</tr>
<tr>
<td>PSYW99</td>
<td>Aldana, Dawn</td>
<td>@00286457</td>
<td>40355</td>
<td>PSYC</td>
<td>1300</td>
<td>7</td>
<td>WWW</td>
<td>1</td>
<td>8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14704.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aldana, Dawn Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
</tr>
<tr>
<td>ENGW99</td>
<td>Allbritton, William</td>
<td>@00286099</td>
<td>40280</td>
<td>PHIL</td>
<td>1301</td>
<td>24</td>
<td>WWW</td>
<td>1</td>
<td>8/15/2014</td>
<td>P</td>
<td>1,800.00</td>
<td>1110.14503.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Allbritton, William Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGW99</td>
<td>Anderson, Marsha</td>
<td>@00135705</td>
<td>40180</td>
<td>ENGL</td>
<td>1302</td>
<td>16</td>
<td>WWW</td>
<td>1</td>
<td>8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14503.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anderson, Marsha Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGW99</td>
<td>Armentrout, Pamela</td>
<td>@0014062</td>
<td>40193</td>
<td>ENGL</td>
<td>2311</td>
<td>18</td>
<td>WWW</td>
<td>1</td>
<td>8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14503.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Armentrout, Pamela Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOS99</td>
<td>Aurisano, Richard</td>
<td>@00216736</td>
<td>40285</td>
<td>GEOL</td>
<td>1104</td>
<td>16</td>
<td>SUGUH352</td>
<td>1</td>
<td>8/15/2014</td>
<td>F</td>
<td>720.00</td>
<td>1610.14303.6092.100</td>
<td></td>
</tr>
<tr>
<td>GEOS99</td>
<td>Aurisano, Richard</td>
<td>@00216736</td>
<td>40284</td>
<td>GEOL</td>
<td>1304</td>
<td>18</td>
<td>SUGUH265</td>
<td>1</td>
<td>8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1610.14303.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aurisano, Richard Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,520.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGS99</td>
<td>Autry, Bruce</td>
<td>@00134631</td>
<td>40225</td>
<td>ENGL</td>
<td>1301</td>
<td>12</td>
<td>SUGUH164</td>
<td>1</td>
<td>8/15/2014</td>
<td>P</td>
<td>1,800.00</td>
<td>1610.14503.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Autry, Bruce Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
</tr>
<tr>
<td>ENGS99</td>
<td>Ballentine, Sharon</td>
<td>@00317518</td>
<td>40219</td>
<td>ENGL</td>
<td>1301</td>
<td>21</td>
<td>SUGUH167</td>
<td>1</td>
<td>8/15/2014</td>
<td>P</td>
<td>1,800.00</td>
<td>1610.14503.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ballentine, Sharon Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCS99</td>
<td>Balogun, Abayomi</td>
<td>@00219277</td>
<td>40235</td>
<td>SOCI</td>
<td>1301</td>
<td>21</td>
<td>SUGUH161</td>
<td>1</td>
<td>8/15/2014</td>
<td>P</td>
<td>1,800.00</td>
<td>1610.14705.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Balogun, Abayomi Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student ID</td>
<td>Name</td>
<td>Program</td>
<td>Course</td>
<td>Credits</td>
<td>Start Date</td>
<td>Grade</td>
<td>Hours</td>
<td>Payroll</td>
<td>Payroll ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------</td>
<td>---------</td>
<td>--------</td>
<td>---------</td>
<td>------------</td>
<td>-------</td>
<td>-------</td>
<td>---------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHMF99</td>
<td>Bankston, John</td>
<td>CHEM</td>
<td>1412</td>
<td>24</td>
<td>1/8/2014</td>
<td>F</td>
<td></td>
<td>1,800.00</td>
<td>1210.14302.6092.100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHMF99</td>
<td>Bankston, John</td>
<td>CHEM</td>
<td>1412</td>
<td>24</td>
<td>1/8/2014</td>
<td>F</td>
<td></td>
<td>1,800.00</td>
<td>1210.14302.6092.100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bankston, John Total**

| MATS99    | Barada, Mohamad   | MATH    | 2312   | 15      | 1/8/2014   | P     |       | 2,880.00| 1610.14305.6092.100 |
| MATS99    | Barada, Mohamad   | MATH    | 2312   | 15      | 1/8/2014   | P     |       | 1,800.00| 1210.14305.6092.100 |

**Barada, Mohamad Total**

| MATW99    | Benien, Kimberly  | MATH    | 1325   | 35      | 1/8/2014   | F     |       | 1,800.00| 1110.14305.6092.100 |
| MATW99    | Benien, Kimberly  | MATH    | 2312   | 15      | 1/8/2014   | F     |       | 1,800.00| 1110.14305.6092.100 |

**Benien, Kimberly Total**

| BIOS99    | Berezin, Andrew   | BIOL    | 1406   | 24      | 1/8/2014   | F     |       | 1,800.00| 1610.14301.6092.100 |
| BIOS99    | Berezin, Andrew   | BIOL    | 1406   | 24      | 1/8/2014   | F     |       | 720.00  | 1610.14301.6092.100 |
| BIOS99    | Berezin, Andrew   | BIOL    | 1407   | 24      | 1/8/2014   | F     |       | 1,800.00| 1610.14301.6092.100 |
| BIOS99    | Berezin, Andrew   | BIOL    | 1407   | 24      | 1/8/2014   | F     |       | 720.00  | 1610.14301.6092.100 |

**Berezin, Andrew Total**

| GOVW99    | Betancourt, Michele| GOVT   | 2305   | 35      | 1/8/2014   | F     |       | 1,800.00| 1110.14703.6092.100 |
| GOVW99    | Betancourt, Michele| GOVT   | 2306   | 35      | 1/8/2014   | F     |       | 1,800.00| 1110.14703.6092.100 |

**Betancourt, Michele Total**

| PSYS99    | Binkley-Webb, Ophelia | PSYC   | 1300   | 15      | 1/8/2014   | F     |       | 1,800.00| 1610.14704.6092.100 |
| PSYS99    | Binkley-Webb, Ophelia | PSYC   | 2301   | 28      | 1/8/2014   | F     |       | 1,800.00| 1610.14704.6092.100 |

**Binkley-Webb, Ophelia Total**

| MATS99    | Brink, Benjamin    | MATH    | 1324   | 20      | 1/8/2014   | F     |       | 1,800.00| 1610.14305.6092.100 |
| MATS99    | Brink, Benjamin    | MATH    | 2414   | 21      | 1/8/2014   | F     |       | 2,400.00| 1610.14305.6092.100 |

**Brink, Benjamin Total**

| CHMS99    | Carey, E           | CIICM   | 2425   | 24      | 1/8/2014   | F     |       | 3,240.00| 1610.14302.6092.100 |

**Carey, E Total**

| MATW99    | Carolan, James     | MATH    | 1342   | 12      | 1/8/2014   | F     |       | 1,800.00| 1110.14305.6092.100 |

**Carolan, James Total**

1,800.00
<table>
<thead>
<tr>
<th>ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>ID Number</th>
<th>Major</th>
<th>Course Code</th>
<th>Section</th>
<th>Grade</th>
<th>Date</th>
<th>Amount</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS99</td>
<td>Chu, Kam</td>
<td></td>
<td>@00327932</td>
<td>40210</td>
<td>PHYS 1402</td>
<td>24</td>
<td>SUGUH275</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>PHYS99</td>
<td>Chu, Kam</td>
<td></td>
<td>@00327932</td>
<td>40211</td>
<td>PHYS 1402</td>
<td>24</td>
<td>SUGUH352</td>
<td>1</td>
<td>8/15/2014</td>
<td>720.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chu, Kam Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,520.00</td>
<td></td>
</tr>
<tr>
<td>CHMW99</td>
<td>Collins, Sean</td>
<td></td>
<td>@00305328</td>
<td>40045</td>
<td>CHEM 1412</td>
<td>6</td>
<td>SCIENC225</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>CHMW99</td>
<td>Collins, Sean</td>
<td></td>
<td>@00305328</td>
<td>40300</td>
<td>CHEM 1412</td>
<td>6</td>
<td>SCIENC220</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,080.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collins, Sean Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,880.00</td>
<td></td>
</tr>
<tr>
<td>ENGS99</td>
<td>Cooper-Edwards, Jacquelyn</td>
<td></td>
<td>@00256963</td>
<td>40016</td>
<td>ENGL 1301</td>
<td>26</td>
<td>SUGUH273</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cooper-Edwards, Jacquelyn Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
</tr>
<tr>
<td>BIOF99</td>
<td>Doriski, Candace</td>
<td></td>
<td>@00099790</td>
<td>40233</td>
<td>BIOL 2420</td>
<td>35</td>
<td>FBTC219</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>BIOF99</td>
<td>Doriski, Candace</td>
<td></td>
<td>@00099790</td>
<td>40234</td>
<td>BIOL 2420</td>
<td>19</td>
<td>FBTC214</td>
<td>1</td>
<td>8/15/2014</td>
<td>720.00</td>
</tr>
<tr>
<td>BIOF99</td>
<td>Doriski, Candace</td>
<td></td>
<td>@00099790</td>
<td>40364</td>
<td>BIOL 2420</td>
<td>16</td>
<td>FBTC214</td>
<td>1</td>
<td>8/15/2014</td>
<td>720.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Doriski, Candace Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,240.00</td>
<td></td>
</tr>
<tr>
<td>DEV599</td>
<td>Ellis, Tamara</td>
<td></td>
<td>@00102444</td>
<td>40350</td>
<td>INRW 0307</td>
<td>14</td>
<td>SUGUH279</td>
<td>1</td>
<td>8/15/2014</td>
<td>2,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ellis, Tamara Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,400.00</td>
<td></td>
</tr>
<tr>
<td>CHMS99</td>
<td>Ewane, Emmanuel</td>
<td></td>
<td>@00135613</td>
<td>40360</td>
<td>CHEM 1412</td>
<td>24</td>
<td>SUGUH169</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>CHMS99</td>
<td>Ewane, Emmanuel</td>
<td></td>
<td>@00135613</td>
<td>40361</td>
<td>CHEM 1412</td>
<td>24</td>
<td>SUGUH359</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,080.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ewane, Emmanuel Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,880.00</td>
<td></td>
</tr>
<tr>
<td>ECO99</td>
<td>Garib, Francila</td>
<td></td>
<td>@00321360</td>
<td>40185</td>
<td>ECON 2302</td>
<td>24</td>
<td>WWW</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Garib, Francila Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
</tr>
<tr>
<td>GEOW99</td>
<td>Glenn, David</td>
<td></td>
<td>@00134728</td>
<td>40248</td>
<td>GEOL 1303</td>
<td>35</td>
<td>WWW</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Glenn, David Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
</tr>
<tr>
<td>CSTS99</td>
<td>Gregory, Sharon</td>
<td></td>
<td>@00284725</td>
<td>40306</td>
<td>COSC 1301</td>
<td>17</td>
<td>WWW</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gregory, Sharon Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
</tr>
<tr>
<td>HISS99</td>
<td>Grubb, Kenneth</td>
<td></td>
<td>@00316882</td>
<td>40079</td>
<td>HIST 1301</td>
<td>35</td>
<td>SUGUH165</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>HISS99</td>
<td>Grubb, Kenneth</td>
<td></td>
<td>@00316882</td>
<td>40107</td>
<td>HIST 1302</td>
<td>35</td>
<td>WWW</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>HISS99</td>
<td>Grubb, Kenneth</td>
<td></td>
<td>@00316882</td>
<td>40080</td>
<td>HIST 1302</td>
<td>30</td>
<td>SUGUH165</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grubb, Kenneth Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5,400.00</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Last, First</td>
<td>ID</td>
<td>Department</td>
<td>Course</td>
<td>Credits</td>
<td>Grade</td>
<td>Date</td>
<td>Balance</td>
<td>Payments</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-------</td>
<td>------------</td>
<td>--------</td>
<td>---------</td>
<td>-------</td>
<td>------------</td>
<td>-------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>BIOS99</td>
<td>Gurrala, Pramila</td>
<td>@00049372</td>
<td>BIOL</td>
<td>2402</td>
<td>47</td>
<td></td>
<td>8/15/2014</td>
<td>2,400.00</td>
<td>1610.14301.6092.100</td>
<td></td>
</tr>
<tr>
<td>BIOS99</td>
<td>Gurrala, Pramila</td>
<td>@00049372</td>
<td>BIOL</td>
<td>2402</td>
<td>25</td>
<td></td>
<td>8/15/2014</td>
<td>720.00</td>
<td>1610.14301.6092.100</td>
<td></td>
</tr>
<tr>
<td>BIOS99</td>
<td>Gurrala, Pramila</td>
<td>@00049372</td>
<td>BIOL</td>
<td>2402</td>
<td>22</td>
<td></td>
<td>8/15/2014</td>
<td>720.00</td>
<td>1610.14301.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gurrala, Pramila Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,840.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRA99</td>
<td>Hernandez, Brandon</td>
<td>@00296766</td>
<td>DRAM</td>
<td>2366</td>
<td>25</td>
<td></td>
<td>8/15/2014</td>
<td>1,800.00</td>
<td>1110.14502.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hernandez, Brandon Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSF99</td>
<td>Jones, Glendell</td>
<td>@00135690</td>
<td>HIST</td>
<td>1301</td>
<td>11</td>
<td></td>
<td>8/15/2014</td>
<td>1,800.00</td>
<td>1210.14701.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jones, Glendell Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT99</td>
<td>Kelley, James</td>
<td>@00057238</td>
<td>MATH</td>
<td>1314</td>
<td>15</td>
<td></td>
<td>8/15/2014</td>
<td>1,800.00</td>
<td>1210.14305.6092.100</td>
<td></td>
</tr>
<tr>
<td>MAT99</td>
<td>Kelley, James</td>
<td>@00057238</td>
<td>MATH</td>
<td>1325</td>
<td>21</td>
<td></td>
<td>8/15/2014</td>
<td>1,800.00</td>
<td>1210.14305.6092.100</td>
<td></td>
</tr>
<tr>
<td>MAT99</td>
<td>Kelley, James</td>
<td>@00057238</td>
<td>MATH</td>
<td>2415</td>
<td>26</td>
<td></td>
<td>8/15/2014</td>
<td>2,400.00</td>
<td>1210.14305.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kelley, James Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG99</td>
<td>King, Carolyn</td>
<td>@00279625</td>
<td>ENGL</td>
<td>1302</td>
<td>9</td>
<td></td>
<td>8/15/2014</td>
<td>1,800.00</td>
<td>1110.14503.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>King, Carolyn Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG99</td>
<td>King, Suzan</td>
<td>@00250613</td>
<td>ENGL</td>
<td>1301</td>
<td>26</td>
<td></td>
<td>8/15/2014</td>
<td>1,800.00</td>
<td>1110.14503.6092.100</td>
<td></td>
</tr>
<tr>
<td>ENG99</td>
<td>King, Suzan</td>
<td>@00250613</td>
<td>ENGL</td>
<td>1302</td>
<td>26</td>
<td></td>
<td>8/15/2014</td>
<td>1,800.00</td>
<td>1110.14503.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>King, Suzan Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS99</td>
<td>Lemson, Debra</td>
<td>@00017119</td>
<td>MUSI</td>
<td>1306</td>
<td>25</td>
<td></td>
<td>8/15/2014</td>
<td>1,800.00</td>
<td>1110.14505.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lemson, Debra Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC99</td>
<td>Loessin, Jon</td>
<td>@00094544</td>
<td>SOCI</td>
<td>1301</td>
<td>34</td>
<td></td>
<td>8/15/2014</td>
<td>1,800.00</td>
<td>1110.14705.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Loessin, Jon Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CST99</td>
<td>Lyford, Stephen</td>
<td>@00278507</td>
<td>COSC</td>
<td>1301</td>
<td>24</td>
<td></td>
<td>8/15/2014</td>
<td>1,800.00</td>
<td>1110.14809.6092.102</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lyford, Stephen Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGF99</td>
<td>Magowan, Joy</td>
<td>@00320623</td>
<td>ENGL</td>
<td>1302</td>
<td>19</td>
<td></td>
<td>8/15/2014</td>
<td>1,800.00</td>
<td>1210.14503.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Magowan, Joy Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Name</td>
<td>Course</td>
<td>Grade</td>
<td>Type</td>
<td>Date</td>
<td>Grade</td>
<td>Amount</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>--------------------</td>
<td>--------</td>
<td>-------</td>
<td>------</td>
<td>--------</td>
<td>-------</td>
<td>-------------</td>
<td>------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYW99</td>
<td>McElroy, Rebecca</td>
<td>PSYC</td>
<td>33</td>
<td>WWW</td>
<td>8/15/14</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14704.61092.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYW99</td>
<td>McElroy, Rebecca</td>
<td>PSYC</td>
<td>34</td>
<td>WWW</td>
<td>8/15/14</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14704.61092.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPEW99</td>
<td>McElroy, Rebecca Total</td>
<td></td>
<td></td>
<td>WWW</td>
<td>8/15/14</td>
<td>P</td>
<td>3,600.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOEW99</td>
<td>McLauglin, James</td>
<td>ACCT</td>
<td>23</td>
<td>WWW</td>
<td>8/15/14</td>
<td>P</td>
<td>1,800.00</td>
<td>1610.14807.6902.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOEW99</td>
<td>McLauglin, James Total</td>
<td></td>
<td></td>
<td>WWW</td>
<td>8/15/14</td>
<td>P</td>
<td>1,800.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGW99</td>
<td>Mooney, Jennifer</td>
<td>ENGL</td>
<td>24</td>
<td>WWW</td>
<td>8/15/14</td>
<td>P</td>
<td>1,800.00</td>
<td>1110.14503.6902.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGW99</td>
<td>Mooney, Jennifer Total</td>
<td></td>
<td></td>
<td>WWW</td>
<td>8/15/14</td>
<td>P</td>
<td>1,800.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMG99</td>
<td>Murphey, Jimidene</td>
<td>HUMA</td>
<td>29</td>
<td>WWW</td>
<td>8/15/14</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14508.6902.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMG99</td>
<td>Murphey, Jimidene Total</td>
<td></td>
<td></td>
<td>WWW</td>
<td>8/15/14</td>
<td>F</td>
<td>1,800.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATS99</td>
<td>Neaderhouser, Dale</td>
<td>MATH</td>
<td>35</td>
<td>WWW</td>
<td>8/15/14</td>
<td>F</td>
<td>1,800.00</td>
<td>1610.14305.692.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATS99</td>
<td>Neaderhouser, Dale Total</td>
<td></td>
<td></td>
<td>WWW</td>
<td>8/15/14</td>
<td>F</td>
<td>1,800.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG99</td>
<td>Nealy, Robin</td>
<td>ENGL</td>
<td>25</td>
<td>WWW</td>
<td>8/15/14</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14503.6902.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG99</td>
<td>Nealy, Robin Total</td>
<td>ENGL</td>
<td>29</td>
<td>WWW</td>
<td>8/15/14</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14503.6902.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECOS99</td>
<td>Newton, Charles</td>
<td>ECON</td>
<td>23</td>
<td>WWW</td>
<td>8/15/14</td>
<td>P</td>
<td>1,800.00</td>
<td>1610.14802.6902.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECOS99</td>
<td>Newton, Charles Total</td>
<td></td>
<td></td>
<td>WWW</td>
<td>8/15/14</td>
<td>P</td>
<td>1,800.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HISW99</td>
<td>Nottebart, Robert</td>
<td>HIST</td>
<td>35</td>
<td>WWW</td>
<td>8/15/14</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14701.6902.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHMS99</td>
<td>Nwosu, Obiageli</td>
<td>CHEM</td>
<td>24</td>
<td>SUGUH169</td>
<td>8/15/14</td>
<td>F</td>
<td>1,800.00</td>
<td>1610.14302.6902.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHMS99</td>
<td>Nwosu, Obiageli Total</td>
<td></td>
<td></td>
<td>SUGUH169</td>
<td>8/15/14</td>
<td>F</td>
<td>1,800.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATS99</td>
<td>Osore, Kenneth</td>
<td>MATH</td>
<td>14</td>
<td>SUGUH161</td>
<td>8/15/14</td>
<td>P</td>
<td>1,800.00</td>
<td>1610.14305.6902.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATW99</td>
<td>Osore, Kenneth</td>
<td>MATH</td>
<td>7</td>
<td>ELMORT105</td>
<td>8/15/14</td>
<td>P</td>
<td>2,400.00</td>
<td>1110.14503.6902.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATW99</td>
<td>Osore, Kenneth Total</td>
<td></td>
<td></td>
<td>ELMORT105</td>
<td>8/15/14</td>
<td>P</td>
<td>2,400.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAS99</td>
<td>Patrick, Anna</td>
<td>SPAN</td>
<td>15</td>
<td>SUGUH271</td>
<td>8/15/14</td>
<td>P</td>
<td>1,800.00</td>
<td>1610.14504.6902.100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAS99</td>
<td>Patrick, Anna Total</td>
<td></td>
<td></td>
<td>SUGUH271</td>
<td>8/15/14</td>
<td>P</td>
<td>1,800.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Last Name</td>
<td>ID</td>
<td>Major</td>
<td>Course</td>
<td>Grade</td>
<td>Date</td>
<td>Amount</td>
<td>Type</td>
<td>Amount</td>
<td>Amount</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>-------</td>
<td>-----------</td>
<td>----------</td>
<td>------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Patrick</td>
<td>Anna</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pearce, Cynthia</td>
<td>HISS99</td>
<td>@00207175</td>
<td>40105</td>
<td>HIST</td>
<td>1301</td>
<td>35</td>
<td>SUGUH166</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Pearce, Cynthia</td>
<td>HISS99</td>
<td>@00207175</td>
<td>40081</td>
<td>HIST</td>
<td>1302</td>
<td>35</td>
<td>SUGUH166</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Pearce, Cynthia</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phillips, Charlene</td>
<td>CSTW99</td>
<td>@00237254</td>
<td>40250</td>
<td>BCIS</td>
<td>1305</td>
<td>22</td>
<td>WWW</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Phillips, Charlene</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pressly, Kirby</td>
<td>MATW99</td>
<td>@0037215</td>
<td>40064</td>
<td>MATH</td>
<td>1325</td>
<td>4</td>
<td>SCIENC203</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Pressly, Kirby</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rails, Patrick</td>
<td>SPES99</td>
<td>@00295057</td>
<td>40006</td>
<td>SPCH</td>
<td>1315</td>
<td>24</td>
<td>SUGUH277</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Rails, Patrick</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rails, Patrick</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ramirez, Ernest</td>
<td>ENGF99</td>
<td>@0049061</td>
<td>40159</td>
<td>HUMA</td>
<td>1301</td>
<td>10</td>
<td>FBTC201</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Ramirez, Ernest</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rexford, Elizabeth</td>
<td>GOVF99</td>
<td>@00130476</td>
<td>40346</td>
<td>GOVT</td>
<td>2305</td>
<td>16</td>
<td>FBTC204</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Rexford, Elizabeth</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sapoluca, Togba</td>
<td>MATS99</td>
<td>@00134584</td>
<td>40058</td>
<td>MATH</td>
<td>1342</td>
<td>22</td>
<td>SUGUH274</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Sapoluca, Togba</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sapoluca, Togba</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schoshinski, James</td>
<td>GOVS99</td>
<td>@00319770</td>
<td>40330</td>
<td>GOVT</td>
<td>2306</td>
<td>35</td>
<td>SUGUH281</td>
<td>1</td>
<td>8/15/2014</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Schoshinski, James</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Name</td>
<td>ID</td>
<td>Major</td>
<td>Credits</td>
<td>Grade</td>
<td>Date</td>
<td>Amount</td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-----------------</td>
<td>--------</td>
<td>-------</td>
<td>---------</td>
<td>-------</td>
<td>---------</td>
<td>---------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOEF99</td>
<td>Siewert, Celine</td>
<td>@00295531 40327</td>
<td>ACCT 2301</td>
<td>24</td>
<td>WWW</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14807.6092.100</td>
<td></td>
</tr>
<tr>
<td>BOEF99</td>
<td>Siewert, Celine</td>
<td>@00295531 40324</td>
<td>ACCT 2302</td>
<td>52</td>
<td>WWW</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>3,000.00</td>
<td>1110.14807.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Siewert, Celine Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>4,800.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATW99</td>
<td>Smith, Yvonne</td>
<td>@00278169 40277</td>
<td>MATH 1314</td>
<td>35</td>
<td>WWW</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14305.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Smith, Yvonne Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>1,800.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPEW99</td>
<td>Speights, Pamela</td>
<td>@00135708 40202</td>
<td>SPCH 1318</td>
<td>18</td>
<td>WWW</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14507.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Speights, Pamela Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>1,800.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSF99</td>
<td>Spitz, Richard</td>
<td>@00269664 40215</td>
<td>MUSI 1306</td>
<td>15</td>
<td>FBTC206</td>
<td>1 8/15/2014</td>
<td>P</td>
<td>1,800.00</td>
<td>1210.14505.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Spitz, Richard Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>1,800.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGS99</td>
<td>Stripling, David</td>
<td>@00235779 40199</td>
<td>HUMA 1301</td>
<td>9</td>
<td>SUGUH273</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1610.14508.6092.100</td>
<td></td>
</tr>
<tr>
<td>ENGS99</td>
<td>Stripling, David</td>
<td>@00235779 40282</td>
<td>HUMA 1301</td>
<td>12</td>
<td>SUGUH167</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1610.14508.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Stripling, David Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>3,600.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGS99</td>
<td>Tix, Ernest</td>
<td>@00201113 40017</td>
<td>ENGL 1302</td>
<td>26</td>
<td>SUGUH269</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1610.14503.6092.100</td>
<td></td>
</tr>
<tr>
<td>ENGS99</td>
<td>Tix, Ernest</td>
<td>@00201113 40142</td>
<td>ENGL 2327</td>
<td>18</td>
<td>SUGUH269</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1610.14503.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Tix, Ernest Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>3,600.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSW99</td>
<td>Vandewalker, Richard</td>
<td>@00326565 40370</td>
<td>MUSI 2217</td>
<td>1</td>
<td>FINART112</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>600.00</td>
<td>1110.14505.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Vandewalker, Richard Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>600.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSW99</td>
<td>Waldrop, Joe</td>
<td>@00231110 40352</td>
<td>MUSI 1310</td>
<td>8</td>
<td>FINART112</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14505.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Waldrop, Joe Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>1,800.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEV599</td>
<td>Whitaker, Gail</td>
<td>@00213066 40051</td>
<td>MATH 0312</td>
<td>34</td>
<td>SUGUH263</td>
<td>1 8/15/2014</td>
<td>P</td>
<td>1,800.00</td>
<td>1610.14506.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Whitaker, Gail Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>1,800.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HISW99</td>
<td>Wind, Joy</td>
<td>@00055863 40084</td>
<td>HIST 1301</td>
<td>11</td>
<td>SCIENC101</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14701.6092.100</td>
<td></td>
</tr>
<tr>
<td>HISW99</td>
<td>Wind, Joy</td>
<td>@00055863 40085</td>
<td>HIST 1302</td>
<td>22</td>
<td>SCIENC101</td>
<td>1 8/15/2014</td>
<td>F</td>
<td>1,800.00</td>
<td>1110.14701.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Wind, Joy Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>3,600.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGW99</td>
<td>Worley, Sharon</td>
<td>@00201260 40189</td>
<td>HUMA 1301</td>
<td>10</td>
<td>SCIENC102</td>
<td>1 8/15/2014</td>
<td>P</td>
<td>1,800.00</td>
<td>1110.14508.6092.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Worley, Sharon Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>1,800.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 183,240.00
Personnel Action Form

**Wharton County Junior College**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hunt</td>
<td>Glenda</td>
<td>G</td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT**

**Division/Unit:** Instruction

**Job Title/Position:** Interim Academic Dean

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

**Budget Number:** 1110.1407.6093.400

<table>
<thead>
<tr>
<th>Compensation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 81,401</td>
</tr>
</tbody>
</table>

[ ] Annual

[ ] Hourly

[ ] Other (explain)

**Sched:** D

**Grade:** 7

**Step:** 38

**Position is funded for the following number of months/weeks:**

- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify)

**PROPOSED**

**Division/Unit:** Instruction

**Job Title/Position:** Interim Academic Dean

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

**Name of Replaced Employee:** N/A

**Budget Number:** 1110.1407.6093.400

<table>
<thead>
<tr>
<th>Compensation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 81,401</td>
</tr>
</tbody>
</table>

[ ] Annual

[ ] Hourly

[ ] Other (explain)

**Sched:** D

**Grade:** 7

**Step:** 38

**Position is funded for the following number of months/weeks:**

- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify)

**Position is funded for the following number of months/weeks:**

- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor/Department Head</th>
<th>Date</th>
<th>Approved by Dean</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>8-6-14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>8-8-14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8-8-14</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reg. 821**

**HR Requisition Number:** 14080025

**Revised May 29, 2014**
### Personnel Action Form

#### Human Resources

**Banner ID #**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bocak, Frank J.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

**Part I: Check all that apply**

**Classification:**
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
  - [ ] Full-Time
- [ ] Part-Time
- [ ] Regular
- [ ] Other (explain)
- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Separation (date:___)

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**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)

$ 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:

Position is funded for the following number of months/weeks:

- [ ] 9 months
- [ ] 10½ months
- [ ] 12 months
- [ ] Other (specify)

**PROPOSED**

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

Vocational Instruction: 1405 F 029

Job Title/Position: Specialized Area:

Instructor of EMS: EMS

Budgeted Position? [ ] Yes [ ] No Name of Replaced Employee: Frank Giesie

Budget Number: Position No. (NBAPOSN):

1110.14026.6091.102-50%, 1210.14026.6091.102-50% EMT001

Compensation:

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

$ 47,050 Sched FAC Grade Step

Hourly Rate: (Part-time only)

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

**Start Date:** 08/14/14

[ ] At-will-employee [ ] Per contract

If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:

- [ ] 9 months
- [ ] 10½ months
- [ ] 12 months
- [ ] Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head

Approved by Dean

Approved by Division Chair

Approved by Vice President

Approved by Cabinet Level Supervisor

Reviewed by Human Resources

Budget Approval

Reg. 821 HR Requisition Number

RECEIVED: [Signature] 29, 2014

Vice President of Instruction

Date: 08/15/14 Initial: TC
Banner ID # | Last Name | First | Middle Initial | Telephone
---|---|---|---|---

Address

Part I: Check all that apply

Classification:
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
- [ ] Full-Time
- [ ] Regular
- [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Other (explain): See attached letter of justification-classification change from Temp to Regular.

Part II: Assignment/Accounting

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.

Support Staff employees are at-will employees.

CURRENT
Division/Unit: Vocational Science
Job Title/Position: Temporary Instructor of Welding
Budgeted Position: [ ] Yes [ ] No
Budget Number: 1110.14059.6091.102
Compensation:
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain): Sched FAC
Grade 5
Step 10

Start Date: 09-01-13
End Date: N/A
At-will-employee [ ] Per contract
If temporary, anticipated termination date: 08-31-14

Position is funded for the following number of months/weeks:
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other (specify)

PROPOSED
Division/Unit: Vocational Science
Job Title/Position: Instructor of Welding
Budgeted Position: [ ] Yes [ ] No
Name of Replaced Employee: Aaron Dittmar (Temporary)
Budget Number: 1110.14059.6091.102
Compensation:
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain): Sched FAC
Grade 5
Step 10

Start Date: 09-01-14
At-will-employee [ ] Per contract
If temporary, anticipated termination date: NA

Position is funded for the following number of months/weeks:
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head
Date: 7-11-14

Approved by Dean
Date: 7-11-14

Approved by Division Chair
Date: 7-15-14

Approved by Cabinet Level Supervisor
Date: 7/23/14

Budget Approval
Date: 7/25/14

Reg. 821 HR Requisition Number 1407 0030

Vice President Revised May 29, 2014
Date: 7/15/14
**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kolojaco</td>
<td>Leslie R.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

**Part I: Check all that apply**

- **Classification:**
  - [ ] Administrative/Professional Staff
  - [ ] Faculty
  - [ ] Support Staff
  - [ ] Temporary
  - [ ] Full-Time
  - [ ] Other (explain)
  - [ ] New Employee
  - [ ] Extension
  - [ ] Salary Adjustment
  - [ ] Separation (date: __________)

**Change in Title/Assignment**

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT**

Division/Unit: Instruction

Job Title/Position: Public Services Librarian

Budgeted Position? [ ] Yes [ ] No

Budget Number: 1110-1496-6093-402

Compensation:

- [ ] $ 63,400
- [ ] Hourly
- [ ] Other (explain)

Sched: FAC
Grade: 1
Step: 11

<table>
<thead>
<tr>
<th>Hourly Rate (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ [ ] per hr x [ ] hrs/wk x [ ] wks =</td>
</tr>
<tr>
<td>$ [ ] per year</td>
</tr>
</tbody>
</table>

Start Date: 04/02/12
End Date: N/A

[ ] At-will employee
[ ] Per contract

If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:
- [ ] 8 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other (specify)

**PROPOSED**

Division/Unit: Student Services

Job Title/Position: Coordinator of Testing Services

Budgeted Position? [ ] Yes [ ] No

Name of Replaced Employee: Carmen Flora

Budget Number: 1110-14104-6093-501

Compensation:

- [ ] $ 58,734
- [ ] Hourly
- [ ] Other (explain)

Sched: AA
Grade: 1
Step: 11

<table>
<thead>
<tr>
<th>Hourly Rate (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ [ ] per hr x [ ] hrs/wk x [ ] wks =</td>
</tr>
<tr>
<td>$ [ ] per year</td>
</tr>
</tbody>
</table>

Start Date: 07/25/14
End Date: N/A

[ ] At-will employee
[ ] Per contract

If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:
- [ ] 8 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head: [Signature] Date: 2-9-14

Approved by Division Chair: [Signature] Date: Approved by Dean: [Signature] Date:

Approved by Cabinet-Level Supervisor: [Signature] Date: Reviewed by Human Resources: [Signature] Date:

Approved by President: [Signature] Date:

**Reg. 821**

1HR Requisition Number: A 1401 001

Revised May 29, 2014
**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Runner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial D</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Preiser</td>
<td>Karen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT**

- Division/Unit: Student Services
- Job Title/Position: Acting Director of Admissions and Registration
- Budgeted Position: □ Yes □ No
- Budget Number: 1110.1310.6093.500
- Compensation: $69,400
  - Annual
  - Hourly
  - Other (explain)
  - Sched CA
    - Grade 10
    - Step 14
- Hourly Rate: (Part-time only)
  - $_____ per hr x _____ hrs/wk x _____ wks = $_____ per year
- Start Date: 06/01/14
- End Date: N/A
- Position is funded for the following number of months/weeks:
  - □ 9 months
  - □ 10 ¾ months
  - □ 12 months
  - □ Other (specify) 3 months
  - At-will-employee
  - Per contract
- If temporary, anticipated termination date: 08/31/14
- Job Vacancy No.: (if applicable) 1405 A 008
- Specialized Area: Admissions and Registration
- Funded in which FY? FY14
- Position No. (NBAPOSN): DIR17T

**PROPOSED**

- Division/Unit: Student Services
- Job Title/Position: Acting Director of Admissions and Registration
- Budgeted Position: □ Yes □ No
- Name of Replaced Employee: Christy Berry
- Budget Number: 1110.1310.6093.500
- Compensation: $69,400
  - Annual
  - Hourly
  - Other (explain)
  - Sched CA
    - Grade 10
    - Step 14
- Hourly Rate: (Part-time only)
  - $_____ per hr x _____ hrs/wk x _____ wks = $_____ per year
- Start Date: 09/01/14
- End Date: N/A
- Position is funded for the following number of months/weeks:
  - □ 9 months
  - □ 10 ¾ months
  - □ 12 months
  - □ Other (specify) 3 months
  - At-will-employee
  - Per contract
- If temporary, anticipated termination date: 11/30/14
- Job Vacancy No.: (if applicable) 1405 A 008
- Specialized Area: Admissions and Registration
- Funded in which FY? FY15
- Position No. (NBAPOSN): DIR17T

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by: Supervising Department Head
- Approve by: Division Chair
- Approved by: Cabinet Level Superintend
- Budget Approval
- Date: 8/15/14
- Date: 8/15/14
- Date: 8/15/14
- Date: 8/15/14
- Date: Approved by: Vice President
- Date: 7/15/14
- Date: 08/05/14
- Date: Approved by: President
- Date: 8-2-14

Reg 821  HR Requisition Number 4 1408 002

Revised May 29, 2014
# Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Svatek,</td>
<td>Johnn</td>
<td>e R.</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

### Part I: Check all that apply

- [ ] Classification:
  - ✅ Administrative/Professional Staff
  - ✅ Faculty
  - Support Staff
  - Temporary ☐ Full-Time
  - ☐ Part-Time
  - ☐ New Employee
  - ☐ Extension
  - ☐ Salary Adjustment
  - ☐ Other (explain)

### Part II: Assignment/Accounting

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT**

- **Division/Unit:** Student Services
- **Job Title/Position:** Student Recruiter/Academic Advisor
- **Budgeted Position?** ☑ Yes ☐ No
- **Budget Number:** 1110-14110-6093-501
- **Compensation:** $55,401
  - ☑ Annual
  - ☐ Hourly
  - ☐ Other (explain)
  - Sched AA
  - Grade 1
  - Step 0
- **Hourly Rate: (Part-time only)**
  - $ ______ per hr x ______ hrs/wk x ______ wks =
  - $ ______ per year
- **Start Date:** 09/01/07
- **End Date:** N/A
- **At-will-employee** ☑ Per contract
- **If temporary, anticipated termination date:** 08/31/14

**PROPOSED**

- **Division/Unit:** Student Services
- **Job Title/Position:** Student Recruiter/Academic Advisor
- **Budgeted Position?** ☑ Yes ☐ No
- **Name of Replaced Employee:** N/A
- **Budget Number:** 1110-14110-6093-501
- **Compensation:** $55,401
  - ☑ Annual
  - ☐ Hourly
  - ☐ Other (explain)
  - Sched AA
  - Grade 1
  - Step 6
- **Hourly Rate: (Part-time only)**
  - $ ______ per hr x ______ hrs/wk x ______ wks =
  - $ ______ per year
- **Start Date:** 09/01/14
- **At-will-employee** ☑ Per contract
- **If temporary, anticipated termination date:** 08/31/15

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor/Department Head:** [Signature] 8/5/14
- **Approved by Division Chair:** [Signature] 8/5/14
- **Approved by Cabinet Level Supervisor:** [Signature] 8/5/14
- **Budget Approval:** [Signature] 8/5/14
- **Approved by Vice President:** [Signature] 8/5/14
- **Reviewed by Human Resources:** [Signature] 08/05/14
- **Approved by President:** [Signature] 8/7/14

**Reg. 821**

**HR Requisition Number:** A1408

**Revised May 29, 2014**
## Personnel Action Form

### Human Resources

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Garcia</td>
<td>William</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

**Classification:**
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
- [ ] Full-Time
- [ ] Part-Time
- [ ] Separation (date: 08/31/14)
- [x] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Other (explain)

### Part II: Assignment/Accounting

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.

Support Staff employees are at-will employees.

#### CURRENT
- **Division/Unit:** ABE
- **Job Title/Position:** Director of ABE
- **Budgeted Position:** [ ] Yes [ ] No
- **Budget Number:** 21291.6012.6186.1012
- **Compensation:** $60,734
- **Start Date:** 9/18/13
- **End Date:** 8/31/14
- **Position is funded for the following number of months/weeks:** [ ] 9 months [ ] 10 ½ months [ ] 12 months [ ] Other (specify)
- **Position is funded for the following number of months/weeks:** [ ] 9 months [ ] 10 ½ months [ ] 12 months [ ] Other (specify)
- **Specialized Area:** ABE
- **Funded in which FY?** FY14
- **Position No. (NBAPOSN):** DIR25T
- **Hourly Rate: (Part-time only)**
  - $\text{N/A}_{\text{hr}} \times \text{N/A}_{\text{hrs/wk}} \times \text{N/A}_{\text{wks}}$
  - $\text{N/A}_{\text{per year}}$

#### PROPOSED
- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position:** [ ] Yes [ ] No
- **Budget Number:**
- **Compensation:**
  - $\text{N/A}_{\text{hr}} \times \text{N/A}_{\text{hrs/wk}} \times \text{N/A}_{\text{wks}}$
  - $\text{N/A}_{\text{per year}}$
- **Start Date:**
- **Position is funded for the following number of months/weeks:** [ ] 9 months [ ] 10 ½ months [ ] 12 months [ ] Other (specify)
- **Specialized Area:**
- **Funded in which FY?**
- **Position No. (NBAPOSN):**
- **Hourly Rate: (Part-time only)**
  - $\text{N/A}_{\text{hr}} \times \text{N/A}_{\text{hrs/wk}} \times \text{N/A}_{\text{wks}}$
  - $\text{N/A}_{\text{per year}}$

### Explanation of Action:

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:** [Handwritten]
- **Date:** 7/9/14
- **Approved by Dean:** [Handwritten]
- **Date:** 7-9-14
- **Approved by Division Chair:** [Handwritten]
- **Date:** 7-9-14
- **Approved by Cabinet Level Supervisor:** [Handwritten]
- **Date:** 7-11-14
- **Budget Approval:** [Handwritten]
- **Date:** 7/10/14
- **Reviewed by Human Resources:** [Handwritten]
- **Date:** 7-14-14

*Reg. 821 HR Requisition Number A 1407 001* Revised May 29, 2014
Wharton County Junior College

Personnel Action Form
Human Resources

Banner ID #

Last Name
Herrera

First
Tammy

Middle Initial
L

Telephone

Address

City

Part I: Check all that apply

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

☐ New Employee
☐ Extension
☐ Salary Adjustment
☐ Other (explain)

Separation (date: 03/31/14)

Part II: Assignment/Accounting
Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.

Support Staff employees are at-will employees.

CURRENT

Division/Unit:
Adult Basic Education

Job Title/Position:
ABE Transitions Coordinator

Budgeted Position? ☐ Yes ☐ No

Budget Number:
21291.6012.6186.1012

Compensation:
$ 50,736

☐ Annual
☐ Hourly
☐ Other (explain)

Sched GNT
Grade
Step

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

Start Date:
29/1/13

End Date:
08/31/14

At-will-employee
Per contract

If temporary, anticipated termination date:
08/31/14

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

PROPOSED

Division/Unit:

Job Title/Position:

Budgeted Position? ☐ Yes ☐ No

Name of Replaced Employee:

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:

At-will-employee
Per contract

If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head

Date
7/9/14

Approved by Dean

Date
7-9-14

Approved by Division Chair

Date

Approved by Vice President

Date
7-9-14

Approved by Cabinet Level Supervisor

Date

Reviewed by Human Resources

Date

Budget Approval

Date

Approved by President

Date

Reg. 821

HR Requisition Number

Revised May 29, 2014
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Salinas</td>
<td>Richard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

**Part I: Check all that apply**

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

- New Employee
- Extension
- Salary Adjustment
- Separation (date: 08/19/14)
- Other (explain)

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT**

Division/Unit:

- Vocational Science
- Specialized Area:
- Welding Technology
- Funded in which FY?

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Instructor of Welding Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Position?</td>
<td>☑ Yes ☐ No</td>
</tr>
<tr>
<td>Budget Number:</td>
<td>1110.14059.6091.102</td>
</tr>
<tr>
<td>Compensation:</td>
<td>☑ Annual ☐ Hourly ☐ Other (explain)</td>
</tr>
<tr>
<td>$ 63,400</td>
<td>Sched</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td>09-20-20</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Position is funded for the following number of months/weeks:</td>
<td></td>
</tr>
</tbody>
</table>
- ☑ 9 months
- ☐ 10 ½ months
- ☒ 18 months
- ☐ Other (specify)

**PROPOSED**

Division/Unit:

- Specialized Area:
- Funded in which FY?

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Instructor of Welding Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Position?</td>
<td>☐ Yes ☑ No</td>
</tr>
<tr>
<td>Budget Number:</td>
<td></td>
</tr>
<tr>
<td>Compensation:</td>
<td>☑ Annual ☐ Hourly ☐ Other (explain)</td>
</tr>
<tr>
<td>$</td>
<td>Sched</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Position is funded for the following number of months/weeks:</td>
<td></td>
</tr>
</tbody>
</table>
- ☑ 9 months
- ☐ 10 ½ months
- ☐ 12 months
- ☐ Other (specify)

**Explanation of Action:**

- Separated employee.

**Part III: Position/Budget Authorization**

- Recommended by Supervisor/Department Head: Date: 07/28/14
- Approved by Dean: Date: 7-28-14
- Approved by Division Chair: Date: 07/28/14
- Approved by Vice President: Date: 07-3-14
- Approved by Cabinet Level Supervisor: Date: 07-3-14
- Approved by Human Resources: Date: 08-12-14
- Approved by President: Date: 08-12-14

**Reg. 821 HR Requisition Number:** 406 0024

**Revised May 29, 2014**
### Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Ranker ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Usynik</td>
<td>Mara</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

**Part I: Check all that apply**

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

- [ ] New Employee
- [ ] Extension
- [X] Salary Adjustment
- [ ] Other (explain)
  - Resignation

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT Division/Unit:**

- Administration
- Job Title/Position: Title V HSI STEM Success Coach
- Budgeted Position? [ ] Yes [ ] No
- Budget Number: 21167-6039-6127-400
- Compensation: $49,401
- Start Date: 07/27/12
- End Date: 08/06/2014
- Position is funded for the following number of months/weeks:
  - [X] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other (specify)
- Position is filled by:
  - [ ] At-will-employee
  - [ ] Per contract
- If temporary, anticipated termination date: 08/31/14

**PROPOSED Division/Unit:**

- Job Title/Position: (if applicable)
- Budgeted Position? [ ] Yes [ ] No
- Budget Number: (NBAPOSN):
- Compensation: [ ] Annual
- Hourly
- Other (explain)
- Start Date:
- Position is funded for the following number of months/weeks:
  - [X] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by Supervisor/Department Head: Marybelle Perez
- Approved by Dean: Date
- Approved by Division Chair: Date
- Approved by Cabinet Level Supervisor: Date
- Approved by President: Date
- Budget Approval: Date

**Reg. 821 HR Requisition Number A 1401 0020**

Revised May 29, 2014
## Personel Action Form
### Human Resources

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hernandez</td>
<td>Christina M.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply
- Classification:
  - Administrative/Professional Staff
  - Faculty
  - Support Staff
  - Temporary
  - Full-Time
  - Regular
  - Part-Time
  - New Employee
  - Extension
  - Salary Adjustment
  - Separation (date: ___)
  - Other (explain)

### Part II: Assignment/Accounting
Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.
All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

#### 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: 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:

Position is funded for the following number of months/weeks:
- 9 months 10 1/2 months 12 months Other (specify)

#### PROPOSED
- Division/Unit: Student Services
- Job Title/Position: Residence Hall Supervisor --- Mullins Hall
- Residence Halls
- Budgeted Position? Yes No
- Name of Replaced Employee: Gwen Williams
- Budget Number: 3912.14103.6101.501
- Position No. (NBAPOSN): RES001
- Compensation: Sched Grade Step
- Hourly Rate (Part-time only): $ per hr x hrs/wk x wks = $ per year
- Start Date: 08/14/14
- If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:
- 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:
Replacement position with early start to supervise volleyball team move in, $9,000 plus room & board for 9 month

### Part III: Position/Budget Authorization
- Recommended by: Subdivision Department Head
- Approved by: Dean
- Approved by Division Chair
- Approved by Vice President
- Approved by Cabinet Level Supervisor
- Reviewed by: Human Resources
- Budget Approval
- Approved by: President

Reg. 821 HR Requisition Number 14000695 Revised May 29, 2014
## Personnel Action Form

### Human Resources

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Novak, Kerri L.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
<th></th>
<th></th>
<th>Other (explain):</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
<td>☐ New Employee</td>
<td>☐ Other (explain):</td>
<td></td>
</tr>
<tr>
<td>☐ Faculty</td>
<td>☐ Extension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Support Staff</td>
<td>☐ Salary Adjustment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Temporary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Full-Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Part-Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part II: Assignment/Accounting

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

#### 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
  - At-will-employee ☐ Per contract ☐
- **Position is funded for the following number of months/weeks:**
  - ☐ 9 months
  - ☐ 10½ months
  - ☐ 12 months
  - ☐ Other (specify)

#### PROPOSED

- **Division/Unit:** Administration
- **Job Title/Position:** Human Resources Technician
- **Budgeted Position:** Yes ☐ No ☐
- **Budget Number:** 1110-117-6101-6002
- **Compensation:**
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain): $25,750
  - Sched 0
  - Grade 10
  - Step 0
  - Hourly Rate: (Part-time only): $ N/A per hr x _______ hrs/wk x _______ wks = $ _____ per year
  - At-will-employee ☐ Per contract ☐
- **Position is funded for the following number of months/weeks:**
  - ☐ 9 months
  - ☐ 10½ months
  - ☐ 12 months
  - ☐ Other (specify)

#### Explanation of Action:

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:** Deb Popek
- **Date:**
- **Approved by Dean:**
- **Date:**
- **Approved by Division Chair:**
- **Date:**
- **Approved by Vice President:**
- **Date:**
- **Approved by Cabinet Level Supervisor:**
- **Date:**
- **Reviewed by Human Resources:**
- **Date:**
- **Budget Approval:**
- **Date:**

Reg. 821 HR Requisition Number: 140700860 Revised May 29, 2014
### Personnel Action Form

#### Human Resources

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Orrell, Penny A.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Part I: Check all that apply

- [ ] New Employee
- [ ] Other (explain)
- [ ] Change in Title/Assignment

#### Classification:

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

#### Part II: Assignment/Accounting

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.

- Support Staff employees are at-will employees.

**CURRENT Division/Unit:**

Allied Health Division

- Job Title/Position:
  - Allied Health Secretary


- Budgeted Number:
  - 1110.14182.6101.102 75%, 1110.14180.6101.400 25%

**Compensation:**

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

- Sched: O
- Grade: 7
- Step: 1

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

- Start Date: 05/16/11
- End Date: N/A

Position is funded for the following number of months/weeks:

- 9 months
- 10 1/2 months
- 12 months
- [O] Other (specify)

**PROPOSED Division/Unit:**

Technology & IR

- Job Title/Position:
  - IT Technician-Wharton


- Budgeted Number:
  - 1110.13035.6114.6081

**Compensation:**

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

- Sched: P
- Grade: 13
- Step: 2

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

- Start Date: 07/21/14
- End Date: N/A

Position is funded for the following number of months/weeks:

- 9 months
- 10 1/2 months
- 12 months
- [O] Other (specify)

#### Explanation of Action:

**Part III: Position/Budget Authorization**

- Recommended by Supervisor/Department Head: John Miller
  - Date: 05/16/11
  - Approved by Dean: [O] Date

- Approved by Division Chair: [O] Date
  - Approved by Vice President: [O] Date

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

- Budget Approval: [O] Date

**Reg. 821 HR Requisition Number:** 1401 0085 Revised May 29, 2014
### Personnel Action Form

- **Banner ID #**
- **Last Name** Cruz
- **First Name** Austin
- **Middle Initial** R
- **Telephone**

#### Part I: Check all that apply

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

**Temporary**
- [ ] Full-Time
- [ ] Part-Time

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [x] Separation (date: 11/30/14)
- [ ] Other (explain)

#### Part II: Assignment/Accounting

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

- All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.

**CURRENT**
- **Division/Unit:** Administrative Services
- **Job Title/Position:** Fitness Center Staff
- **Budgeted Position:** [x] Yes
- **Budget Number:** 1110-13025-6102-903
- **Compensation:** $7.25
- **Start Date:** 19 June 13
- **End Date:** 11 July 14
- **Position is funded for the following number of months/weeks:** 48 Weeks

**PROPOSED**
- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position:** [ ] Yes
- **Budget Number:**
- **Compensation:**
- **Start Date:**
- **Position is funded for the following number of months/weeks:**
- **Explanation of Action:**

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head**
- **Approved by Dean**
- **Approved by Vice President**
- **Reviewed by Human Resources**
- **Approved by President**

**Reg. 821**

HR Requisition Number 5-14-17 007.4

Revised May 29, 2014
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WJCIC Policies and Procedures.

Support Staff employees are at-will employees.

### CURRENT

- **Division/Unit:**
  - Job Title/Position: [Job Title]
  - Budgeted Position? ☐ Yes ☐ No
  - Budget Number: [Budget Number]
  - Compensation: [Compensation]
    - ☐ Annual
    - ☐ Hourly
    - ☐ Other (explain)
  - Sched: [Sched]
  - Grade: [Grade]
  - Step: [Step]
  - Hourly Rate: [Hourly Rate]
    - $___ per hr x ___ hrs/wk x ___ wks = $___ per year
  - Start Date: [Start Date]
  - End Date: [End Date]
  - ☐ At-will-employee
  - ☐ Per contract
  - Position is funded for the following number of months/weeks:
    - ☐ 9 months
    - ☐ 10 1/2 months
    - ☐ 12 months
    - ☐ Other (specify)

### PROPOSED

- **Division/Unit:**
  - Administrative Services
  - Fitness Center
  - Job Title/Position: [Job Title]
  - Budgeted Position? ☐ Yes ☐ No
  - Name of Replaced Employee: [Name]
  - Budget Number: [Budget Number]
  - Compensation: [Compensation]
    - ☐ Annual
    - ☐ Hourly
    - ☐ Other (explain)
  - Sched: [Sched]
  - Grade: [Grade]
  - Step: [Step]
  - Hourly Rate: [Hourly Rate]
    - $___ per hr x ___ hrs/wk x ___ wks = $___ per year
  - Start Date: [Start Date]
  - Position is funded for the following number of months/weeks:
    - ☐ 9 months
    - ☐ 10 1/2 months
    - ☐ 12 months
    - ☐ Other (specify)

### Explanation of Action:

- [Explanation]

### Part III: Position/Budget Authorization

- Recommended by Supervisor/Department Head: [Name]
  - Date: [Date]
  - Approved by Dean: [Name]
  - Date: [Date]
- Approved by Division Chair: [Name]
  - Date: [Date]
  - Approved by Vice President: [Name]
  - Date: [Date]
- Approved by Cabinet/Division Supervisor: [Name]
  - Date: [Date]
  - Reviewed by Human Resources: [Name]
  - Date: [Date]
- Budget Approval: [Name]
  - Date: [Date]
  - Approved by President: [Name]
  - Date: [Date]

---

**Reg. 821**

**HR Requisition Number:** 1406 0013

**Revised May 29, 2014**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
<th>Ranger ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kubena</td>
<td>Kelly</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

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

- ☑ New Employee
- ☐ Extension
- ☐ Salary Adjustment
- ☐ Separation (date:______)
- ☐ Other (explain)

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

#### CURRENT

- **Division/Unit:**
  - Job Title/Position: Specialized Area
  - 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
  - Position No. (NBAPOSN):
  - Job Vacancy No.: (if applicable)
  - Funded in which FY?
  - If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:

- ☐ 9 months
- ☐ 10 ½ months
- ☐ 12 months
- ☐ Other (specify) 80 Weeks

#### PROPOSED

- **Division/Unit:** Administrative Services
  - Job Title/Position: Specialized Area
  - Budgeted Position? ☐ Yes ☐ No
  - Name of Replaced Employee: Fitness Center
  - Budget Number: 1110-13025-6102-903
  - Compensation:
    - ☐ Annual
    - ☐ Hourly
    - ☐ Other (explain)
    - Sched: N/A
    - Grade: N/A
    - Step: N/A
  - Hourly Rate: (Part-time only)
    - $ 7.25 per hr x 18 hrs/wk x 48 wks = $ 6,512 per year
  - Position No. (NBAPOSN): FITW99
  - Job Vacancy No.: (if applicable)
  - Funded in which FY? FY 15
  - If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:

- ☐ 9 months
- ☐ 10 ½ months
- ☐ 12 months
- ☐ Other (specify) 48 Weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor/Department Head:**
  - Date: 08-01-14
  - Approved by Dean:
    - Date: 8-1-14

- **Approved by Division Chair:**
  - Date: 8-01-14
  - Approved by Vice President:
    - Date: 8/4/14

- **Reviewed by Human Resources:**
  - Date:

- **Budget Approval:**
  - Date: 8/4/14
  - Approved by President:
    - Date:

HR Requisition Number: 1408-0097

Revised May 29, 2014
# Personnel Action Form

**Wharton County Junior College**

### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification</th>
<th></th>
<th>Classification</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
<td></td>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Support Staff</td>
<td></td>
<td>Temporary</td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td></td>
<td>Full-Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part-Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Separation (date: 9/30/14)</td>
<td></td>
</tr>
</tbody>
</table>

### Part II: Assignment/Accounting

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.

**CURRENT** Division/Unit: Adult Basic Education

- Job Title/Position: ABE Transitions Facilitator
- Budgeted Position: Yes
- Budget Number: GNSP04
- Compensation: $30,450
- Start Date: 04/07/14
- End Date: 08/31/14
- Position is funded for the following number of months/weeks:
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other (specify)

### PROPOSED

- Job Title/Position: Specialized Area
- Budgeted Position: Yes
- Name of Replaced Employee: 
- Budget Number: GNSP04
- Compensation: 
- Start Date: 
- Position is funded for the following number of months/weeks:
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other (specify)

### Explanation of Action:

- Recommended by Supervisor/Department Head: [Signature]
- Approved by Division Chair: [Signature] 7/9/14
- Approved by Cabinet Level Supervisor: [Signature] 7/9/14
- Budget Approval: [Signature] 7/10/14

Reg. 821 HR Requisition Number 1401 0083

Revised May 29, 2014
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ottis</td>
<td>Cynthia</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

City  
State  
Zip  

---

**Part I: Check all that apply**

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

- New Employee
- Extension
- Salary Adjustment
- Separation (date: _____)

- Other (explain)
  Transition to new position, regular position with the same duties.

---

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.

Support Staff employees are at-will employees.

**CURRENT**

Division/Unit: Vocational Instruction

Job Title/Position: Full Time Division Secretary-BC Nuclear Power Technology-Temporary

Budgeted Position? [ ] Yes [ ] No

Budget Number: 1510.120.6101.400--50%, 1510.14310.6101.102--50%

Compensation: $ 26,450

Start Date: 09-01-11  
End Date: 08-31-14

If temporary, anticipated termination date: NA

**PROPOSED**

Division/Unit: Vocational Instruction/Bay City Campus

Job Title/Position: Division Secretary/Campus Receptionist

Budgeted Position? [ ] Yes [ ] No  
Name of Replaced Employee: NA

Budget Number: 1510.120.6101.400-50%, 1510.14310.6101.102-25%, 1510.14308.6101.102-25%

Compensation: $ 26,450

Start Date: 09-01-14  
If temporary, anticipated termination date: 08-31-15

---

**Explanation of Action:**

---

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head

Approved by Dean

Approved by Division Chair

Approved by Cabinet Level Supervisor

Approved by President

Approved by Vice President

Approved by Human Resources

Budget Approval

Reg. 821  
HR Requisition Number 51407 D0088  
Date: 7/25/14

Approved by Dean

Approved by Vice President

Approved by Human Resources

Date: 7/29/14

Date: 7/15/14

Initial: FC

Date: 7/15/14
<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rice, Jacob</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification:</th>
<th>New Employee</th>
<th>Other (explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Faculty</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Support Staff</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Temporary</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Full-Time</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Part-Time</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Regular</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT Division/Unit:**

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Budget Number:**

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Start Date:**

<table>
<thead>
<tr>
<th>End Date:</th>
<th>At-will-employee</th>
<th>Per contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Position is funded for the following number of months/weeks:

<table>
<thead>
<tr>
<th>9 months</th>
<th>10 1/2 months</th>
<th>12 months</th>
<th>Other (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROPOSED Division/Unit:** Administrative Services

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Fitness Center Manager</td>
<td>1408 S 064</td>
</tr>
</tbody>
</table>

**Budget Number:**

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 30,450</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Start Date:**

<table>
<thead>
<tr>
<th>08/11/14</th>
<th>At-will-employee</th>
<th>Per contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Position is funded for the following number of months/weeks:

<table>
<thead>
<tr>
<th>9 months</th>
<th>10 1/2 months</th>
<th>12 months</th>
<th>Other (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head

<table>
<thead>
<tr>
<th>Gus Wessels Jr.</th>
<th>Approved by Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gus Wessels Jr.</td>
</tr>
<tr>
<td>Approved by Division Chair</td>
<td></td>
</tr>
<tr>
<td>Bryce D. Kocian</td>
<td></td>
</tr>
<tr>
<td>Reviewed: Human Resources</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Approved by</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget Approval**

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reg. 821 HR Requisition Number**

<table>
<thead>
<tr>
<th>108</th>
<th>0018</th>
</tr>
</thead>
</table>

Revised May 29, 2012
**Wharton County Junior College**

**Personnel Action Form**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ward, Sarah E.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### Part I: Check all that apply

- [X] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [X] Separation (date: 06/01/14)
- [X] Other (explain)

**Resignation**

### Part II: Assignment/Accounting

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.

**CURRENT**

- **Division/Unit:** Administrative Services
- **Job Title/Position:** Temporary Fitness Center Manager
- **Budgeted Position:** Yes  No
- **Budget Number:** 1110.13025.6101.903
- **Compensation:** $30,450
- **Start Date:** 08/02/13
- **End Date:** 08/01/14
- **Hourly Rate:** (Part-time only) $ N/A per hr x ___ hrs/wk x ___ wks = $ ___ per year
- **Position No. (NBAPOSN):** FCM01T
- **Job Vacancy No.:** (if applicable) 1403 S 017
- **Specialized Area:** Fitness Center
- **Funded in which FY?:** FY14
- **If temporary, anticipated termination date:** 08/31/14

### PROPOSED

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position:** Yes  No
- **Name of Replaced Employee:**
- **Budget Number:**
- **Compensation:**
- **Start Date:**
- **Hourly Rate:** (Part-time only) $ ___ per hr x ___ hrs/wk x ___ wks = $ ___ per year
- **Position No. (NBAPOSN):**
- **Job Vacancy No.:** (if applicable)
- **Specialized Area:**
- **Funded in which FY?:**
- **If temporary, anticipated termination date:**

### Part III: Position/Budget Authorization

<table>
<thead>
<tr>
<th>Recommended by Supervisor/Department Head</th>
<th>Date</th>
<th>Approved by Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gus Wessels Jr.</td>
<td></td>
<td>Gus Wessels Jr.</td>
</tr>
<tr>
<td>Approved by Division Chair</td>
<td></td>
<td>Approved by Vice President</td>
</tr>
<tr>
<td>Bryce D. Kocian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved by Cabinet Level Supervisor</td>
<td></td>
<td>Reviewed by Human Resources</td>
</tr>
<tr>
<td>Gus Wessels Jr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Approval</td>
<td></td>
<td>Approved by President</td>
</tr>
<tr>
<td></td>
<td>7/25/14</td>
<td></td>
</tr>
</tbody>
</table>

**Reg. 821**

**HR Requisition Number:** 1401 0087

**Revised May 29, 2014**
### Personnel Action Form

**Wharton County Junior College**

**Banner ID #**
**Last Name** Galvan
**First Name** David
**Middle Initial**
**Telephone**
**City**
**State**
**Zip**

### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
</tr>
<tr>
<td>☑ Faculty</td>
</tr>
<tr>
<td>☐ Support Staff</td>
</tr>
<tr>
<td>☐ Temporary</td>
</tr>
<tr>
<td>☑ Full-Time</td>
</tr>
<tr>
<td>☐ Part-Time</td>
</tr>
</tbody>
</table>

- ☐ New Employee
- ☐ Extension
- ☐ Salary Adjustment
- ☐ Retirement (date:
- ☐ Resignation (date:
- ☐ Separation (date: 06/30/14)
- ☐ Other (explain):

### Part II: Assignment/Accounting

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT**
**Division/Unit:** Title V HSI STEM Grant
**Job Title/Position:** PT Title V HSI STEM Leader
**Budgeted Position?** ☑ Yes ☐ No
**Budget Number:** 21167-6039-6130-400
**Job Vacancy No.:** (if applicable) 1312 S 107
**Specialized Area:** STEM Grant
**Funded in which FY?** FY14
**Position No. (NBAPOSN):** TVSL99

**Compensation:**
- ☑ Annual
- ☐ Hourly
- ☐ Other (explain)
- ☐ At-will-employee
- ☐ Per contract

| Sched | Grade | Step | Hourly Rate: (Part-time only) $ 10.00 per hr x 12 hra/wk x 46 wks = $ 1,152.00 per year |

- **Start Date:** 01/13/2014
- **End Date:** 05/30/2014
- **Position is funded for the following number of months/weeks:** ☐ 9 months ☐ 10 ½ months ☐ 12 months ☑ Other (specify) 46 weeks

**PROPOSED**
**Division/Unit:**
**Job Title/Position:**
**Budgeted Position?** ☑ Yes ☐ No
**Name of Replaced Employee:**
**Budget Number:**
**Job Vacancy No.:** (if applicable)
**Specialized Area:**
**Funded in which FY?**
**Position No. (NBAPOSN):**

**Compensation:**
- ☑ Annual
- ☐ Hourly
- ☐ Other (explain)
- ☐ At-will-employee
- ☐ Per contract

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

- **Start Date:**
- **Position is funded for the following number of months/weeks:** ☐ 9 months ☐ 10 ½ months ☐ 12 months ☑ Other (specify)

### Explanation of Action:

- **Recommended by Supervisor/Department Head** Date: 7-11-14
- **Approved by Division Chair** Date: 7-11-14
- **Approved by Cabinet Level Supervisor** Date: 7-11-14
- **Budget Approval** Date: 7/14/14

**Reg. 821**
**HR Requisition Number** 1401 0034

**Revised August 27, 2013**
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Marler</td>
<td>Jake</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

**Part I: Check all that apply**

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

**Classification:**
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Separation (date: 7-24-14)

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.

**CURRENT**

- Division/Unit: Physical Plant
- Job Title/Position: Maintenance Summer Help
- Budgeted Position: Yes
- Budget Number: 1110.1193.6105.702
- Job Vacancy No.: (if applicable) 1405 S 034
- Specialized Area: Maintenance
- Funded in which FY: FY14
- Position No. (NBAPOSN): PTMW99

**Compensation:**
- $7.25
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)
- Sched: _
- Grade: _
- Step: _

**Hourly Rate:**
- (Part-time only)
- $7.25/hr x 19 hrs/wk x 12 wks = $1685/yr

**Start Date:** 7-24-14
**End Date:** 7-24-14

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

**Position is funded for the following number of months/weeks:**
- 9 months
- 10 ½ months
- 12 months
- Other (specify) 12 weeks

**PROPOSED**

- Division/Unit: Physical Plant
- Job Title/Position: Maintenance Summer Help
- Budgeted Position: Yes
- Name of Replaced Employee: 
- Budget Number: 1110.1193.6105.702
- Job Vacancy No.: (if applicable) 1405 S 034
- Specialized Area: Maintenance
- Funded in which FY: FY14
- Position No. (NBAPOSN): PTMW99

**Compensation:**
- $7.25
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)
- Sched: _
- Grade: _
- Step: _

**Hourly Rate:**
- (Part-time only)
- $7.25/hr x 19 hrs/wk x 12 wks = $1685/yr

**Start Date:** 7-24-14

**Position is funded for the following number of months/weeks:**
- 9 months
- 10 ½ months
- 12 months
- Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by Supervisor/Department Head: Date: 7/24/14
- Approved by Dean: Date: 7/24/14
- Approved by Division Chair: Date: 7/25/14
- Approved by Vice President: Date: 7/25/14
- Approved by Cabinet Level Supervisor: Date: 7/25/14
- Reviewed by Human Resources: Date: 7/25/14
- Budget Approval: Date: 7/25/14

Reg. 821

**HR Requisition Number:** 1407 0089

Revised May 29, 2014
## Personel Action Form

**Wharton County Junior College**

---

### Banner ID # | Last Name | First | Middle Initial | Telephone
---

|        | Mata, Nora |       |               |               |

### Address

|        |        |        |              |

### City | State | Zip

---

### Part I: Check all that apply

#### Classification:
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
- [ ] Regular

#### Employment Status:
- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Separation (date: 08/25/14)
- [ ] Other (explain)

---

### Part II: Assignment/Accounting

#### Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

- All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.

- Support Staff employees are at-will employees.

#### CURRENT

- **Division/Unit:** Student Services
- **Job Title/Position:** Temporary Seasonal Assistant Admissions Officer
- **Budgeted Position:** Yes
- **Budget Number:** 1110-1310-6101-500
- **Compensation:** $26,350
- **Start Date:** 03/03/14
- **End Date:** 08/25/14
- **Job Vacancy No.:** (if applicable) 1407 S 049
- **Specialized Area:** Admissions & Registration
- **Funded in which FY?:** FY14
- **Position No. (NBAPSN):** AR203T
- **Hourly Rate: (Part-time only)**
  - $N/A per hr x ____ hrs/wk x ____ wks =
  - $_____ per year

#### PROPOSED

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position:** Yes
- **Budget Number:**
- **Compensation:**
  - Annual
  - Hourly
  - Other (explain)
- **Hourly Rate: (Part-time only)**
  - $_____ per hr x ____ hrs/wk x ____ wks =
  - $_____ per year

#### Position is funded for the following number of months/weeks:
- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify)

### Part III: Position/Budget Authorization

#### Recommended by Supervisor/Department Head

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by Dean</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
</tr>
</thead>
</table>

---

**Reg. 821** | **HR Requisition Number:** 1408 009

**Revised May 29, 2014**
# Wharton County Junior College Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nealy</td>
<td>Jolea</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

<table>
<thead>
<tr>
<th>Civic</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

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

**Temporary**
- [ ] Full-Time
- [ ] Part-Time

**New Employee**
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Separation (date:______)
- [ ] Other (explain)

### Part II: Assignment/Accounting

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

#### CURRENT

**Division/Unit:**

**Job Title/Position:**

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

**Budget Number:**

**Compensation:**

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

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

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

\[
\text{S} \times \text{hrs/wk} \times \text{wks} = \text{S per year}
\]

**Start Date:**

**End Date:**

Position is funded for the following number of months/weeks:

- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify)

#### PROPOSED

**Division/Unit:**

**Student Services**

**Job Title/Position:**

**Part time seasonal financial/admission Sugar Land**

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

**Name of Replaced Employee:** Judy Mathew

**Budget Number:** 1610-13024-6102-501

**Compensation:**

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

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

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

\[
\text{S per hr} \times \text{hrs/wk} = \text{S per year}
\]

**Start Date:** 07/08/14

Position is funded for the following number of months/weeks:

- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify) 8 weeks

**Explanation of Action:**

### Part III: Position/Budget Authorization

**Recommended by Supervisor/Department Head**

**Date**

**Approved by Dean**

**Date**

**Susan Denman**

Approved by Division Chair

**Approved by College Level Supervisor**

**Date**

**Approved by President**

**Date**

**Reg. 821 HR Requisition Number S 1401 0081**

Revised May 29, 2018
Wharton County Junior College

Personnel Action Form
Human Resources

Banner ID #

Last Name: Peterson
First Name: Teila
Middle Initial:

City
State Zip

Part I: Check all that apply

Classification:
- Administrative/Professional Staff
- Faculty
- Support Staff
- Temporary
- Regular

□ New Employee
□ Extension
□ Salary Adjustment
□ Separation (date: 05/01/14)
□ Other (explain)

Resignation

Part II: Assignment/Accounting
Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WJC Policies and Procedures.

Support Staff employees are at-will employees.

CURRENT
Division/Unit:
Athletics
Job Title/Position:
Volleyball Coach Assistant
Budgeted Position? ☐ Yes ☐ No
Budgeted Position: Yes
Budget Number:
3914-352-6112-901

Job Vacancy No.: (if applicable)
N/A
Specialized Area:
Athletics
Funded in which FY? FY14

Position No. (NBAPOSN):
AVC01T

Compensation:
$ 15.00

□ Annual
□ Hourly
□ Other (explain)

Sched: n/a
Grade: n/a
Step: n/a

Hourly Rate (Part-time only)
$ 15 per hr x 4.5 hrs/wk x 32 wks = $ 2160.00 per year

Start Date: 09/03/13
End Date: 05/01/14

At-will-employee
Per contract

If temporary, anticipated termination date:
05/01/14

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)

PROPOSED
Division/Unit:
Job Vacancy No.: (if applicable)
Specialized Area:
Funded in which FY?

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:

At-will-employee
Per contract

If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head

Date: 7/10/14

Approved by Dean

Date

Approved by Division Chair

Date

Approved by Vice President

Date

Approved by Cabinet Level Supervisor

Date

Reviewed by Human Resources

Date

Budget Approval

Date

Approved by President

Date

Reg. 821

HR Requisition Number: 1407008

Revised May 29, 2014
<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Swaiden</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

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

- New Employee
- Extension
- Salary Adjustment
- Retirement (date: ____________)
- Resignation (date: ____________)
- Separation (date: ____________)

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT Division/Unit:**

Job Title/Position: 

- Budgeted Position? ☐ Yes ☑ No
- Budgeted Number: 

  - Position No. (NBAPOSN): 
  - 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: 

  - Position is funded for the following number of months/weeks: 
    - ☐ 9 months 
    - ☐ 10 ½ months 
    - ☐ 12 months 
    - ☐ Other (specify) 

**PROPOSED Division/Unit:**

Student Services

Job Title/Position: 

- Budgeted Position? ☐ Yes ☑ No
- Name of Replaced Employee: Andrew Amor
- Budgeted Number: 

  - Position No. (NBAPOSN): STVS99 
  - Hourly Rate: (Part-time only) 
    - $ ______ per hr x ______ hrs/wk x ______ wks =  
    - $ ______ per year 

- Start Date: 07/14/14 
- End Date: 
- At-will-employee ☑ Per contract 
- If temporary, anticipated termination date: 

  - Position is funded for the following number of months/weeks: 
    - ☑ 9 months 
    - ☐ 10 ½ months 
    - ☐ 12 months 
    - ☐ Other (specify) 9 weeks 

**Explanation of Action:**

---

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head: Susan Denman

- Date: 
- Approved by Dean: 

Approved by Division Chair: 

- Date: 
- Approved by Vice President: 

Approved by Cabinet Legal Supervisor: 

- Date: 
- Reviewed by Human Resources: 

Budget Approval: 

- Date: 
- Approved by President: 

Reg. 821 HR Requisition Number: 14016 06/14/14 Revised August 27, 2013
Wharton County Junior College

Personnel Action Form

<table>
<thead>
<tr>
<th>Ranker ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Troybig</td>
<td>Jenna</td>
<td>L.</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

City  State  Zip

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
<td>❑</td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Support Staff</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Temporary</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>❑ Full-Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Part-Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Employee</td>
<td>❑</td>
<td></td>
</tr>
<tr>
<td>Extension</td>
<td>❑</td>
<td></td>
</tr>
<tr>
<td>Salary Adjustment</td>
<td>❑</td>
<td></td>
</tr>
<tr>
<td>Separation (date:____)</td>
<td>❑</td>
<td></td>
</tr>
<tr>
<td>Other (explain)</td>
<td>❑</td>
<td></td>
</tr>
</tbody>
</table>

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.

Support Staff employees are at-will employees.

**CURRENT**

Division/Unit:  
Job Title/Position:  
Budgeted Position?  ❑ Yes  ❑ No  
Budgeted Number:  
Compensation:  
$  
Start Date:  
End Date:  ❑ At-will-employee  ❑ Per contract  
Position is funded for the following number of months/weeks:  
❑ 9 months  ❑ 10 1/4 months  ❑ 12 months  ❑ Other (specify)  
Job Vacancy No.: (if applicable)

**PROPOSED**

Division/Unit:  
Job Title/Position:  Volleyball Assistant Coach  
Budgeted Position?  ❑ Yes  ❑ No  
Name of Replaced Employee:  Telia Peterson  
Budgeted Number:  3914-352-6112-901  
Compensation:  
$ 15.00  
Start Date:  08/03/14  
Position is funded for the following number of months/weeks:  
❑ 9 months  ❑ 10 1/4 months  ❑ 12 months  ❑ Other (specify) 4 weeks  
Hourly Rate: (Part-time only)  
$ 15.00 per hr x 19 hrs/wk x 4 wks =  
$ 1140 per year  
If temporary, anticipated termination date:  08/31/14  
Position number (NBAPOSN):  AVC01T  
Job Vacancy No.: (if applicable)  
1407S053  
Specialized Area:  Athletics  
Funded in which FY?  FY14  

**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor/Department Head</th>
<th>Date</th>
<th>Approved by Dean</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Approved by Human Resources</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reg. 821  HR Requisition Number  1407  0015  
Revised May 29, 2014
## Personnel Action Form

**Part I: Check all that apply**

| Classification: |  | |  |
|-----------------|------------------|------------------|
| **Administrative/Professional Staff** | ☐ | ☑ New Employee |
| **Faculty** | ☐ | ☐ Extension |
| **Support Staff** | ☐ | ☐ Salary Adjustment |
| **Temporary** | ☑ Full-Time | ☐ | Separation (date: __________) |
| **Regular** | ○ Part-Time | ☐ | |

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.

All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

### CURRENT Division/Unit:

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budgeted Position?** ☑ Yes ☐ No

**Budgeted Number:**

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>☑ Annual</th>
<th>☐ Hourly</th>
<th>☐ Other (explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sched</td>
<td>Grade</td>
<td>Step</td>
<td></td>
</tr>
</tbody>
</table>

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>☑ Annual</th>
<th>☐ Hourly</th>
<th>☐ Other (explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sched</td>
<td>Grade</td>
<td>Step</td>
<td></td>
</tr>
</tbody>
</table>

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>☑ Annual</th>
<th>☐ Hourly</th>
<th>☐ Other (explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sched</td>
<td>Grade</td>
<td>Step</td>
<td></td>
</tr>
</tbody>
</table>

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>☑ Annual</th>
<th>☐ Hourly</th>
<th>☐ Other (explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sched</td>
<td>Grade</td>
<td>Step</td>
<td></td>
</tr>
</tbody>
</table>

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

**Position is funded for the following number of months/weeks:**

- ☑ 9 months
- ☐ 10 ½ months
- ☐ 18 months
- ☐ Other (specify)

### PROPOSED Division/Unit:

| Athletics |
|------------------|------------------|
|  |  |

**Budgeted Position?** ☑ Yes ☐ No

**Budgeted Number:**

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>☑ Annual</th>
<th>☐ Hourly</th>
<th>☐ Other (explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sched</td>
<td>Grade</td>
<td>Step</td>
<td></td>
</tr>
</tbody>
</table>

**Start Date:**

<table>
<thead>
<tr>
<th>07/17/14</th>
<th></th>
</tr>
</thead>
</table>

**Position is funded for the following number of months/weeks:**

- ☑ 8 months
- ☐ 10 ½ months
- ☐ 12 months
- ☐ Other (specify) 10 weeks

**Explanation of Action:**

*will receive room and board*

### Part III: Position/Budget Authorization

**Recommended by Supervisor/Department Head:**

- **Date:** 6/24/14

**Approved by Dean:**

- **Date:**  |

**Approved by Division Chair:**

- **Date:** 4/17/14

**Approved by Vice President:**

- **Date:**  |

**Approved by Cabinet Level Supervisor:**

- **Date:**  |

**Reviewed by Human Resources:**

- **Date:** |

**Budget Approval:**

- **Date:** 7/13/14

**Approved by President:**

- **Date:**  |

<table>
<thead>
<tr>
<th>Reg. 821</th>
<th>HR Requisition Number</th>
<th>1406</th>
</tr>
</thead>
</table>

**Revised May 29, 2014**
### Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
</table>

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT Division/Unit:**
- Perkin's Grant

**Job Title/Position:**
- Electronics Engineering Tutor

**Budgeted Position?**  
- Yes  
- No

**Budget Number:**
- 21489.6003.6133.102

**Compensation:**
- $25.00
- Hourly
- Sched:  
  - Grade:  
  - Step:  

**Hourly Rate: (Part-time only)**
- $25.00 per hr x 8 hrs/wk x 30 wks = $0.00 per year

**Start Date:**  
- 09/16/13

**End Date:**  
- 05/30/14

**Position is funded for the following number of months/weeks:**
- 9 months
- 10 ½ months
- 12 months
- Other (specify) 30 weeks

**PROPOSED Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**  
- Yes  
- No

**Budget Number:**

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

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

**Start Date:**  
- 09/16/13

**Position is funded for the following number of months/weeks:**
- 9 months
- 10 ½ months
- 12 months
- Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**  
- Cindy Kocian  
- 7/29/14

**Approved by Dean**  
- 7/29/14

**Approved by Division Chair**
- Date

**Approved by Vice President**
- Date

**Approved by Cabinet Level Supervisor**
- Date

**Budget Approval**
- Date

**Reg. 821 HR Requisition Number**
- 407805

**Vice President of Instruction**
- Date