WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

March 24, 2015

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 Chair</td>
<td>May 2018</td>
</tr>
<tr>
<td>2</td>
<td>Gary P. Trochta Vice Chair</td>
<td>May 2016</td>
</tr>
<tr>
<td>6</td>
<td>Monty Merecka Secretary</td>
<td>May 2018</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

March 24, 2015

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The regular board meeting held on February 17, 2015

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. Recognition of Mr. Stewart Morris’s donation to Houston Baptist University for Wharton County Junior College students
Board of Trustees  
March 24, 2015  
Agenda

VI. Presentations, Awards, and/or President’s Report
   A. Award from Wharton Independent School District

VII. Student Success
   A. Police Academy Success – Mr. Tim Guin

VIII. Reports to the Board
   A. Financial Reports for February 2015
   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. Approval of a new position for a full-time Emergency Medical Services faculty position ($56,734.00 – $35,000 - 12 month contract)
   B. Approve a student fee increase for Platinum Planner Student Clinical Scheduler from $60.00 to $80.00 for paramedic students (effective fall 2015 semester)

XII. Matters Relating to Administrative Services
A. Approve the transfer of funds from the plant repair and replacement fund to cover the asbestos abatement, replacement flooring, new ceiling and lighting costs, IT upgrades for 6 classrooms and new furniture for one classroom at the Peace building ($152,261.00 – transfer from the repair and replacement plant fund)

B. Approval for the construction of 3 rodeo horse barns by K & P Manufacturing of Wharton ($226,000.00 – transfer from plant repair & replacement fund for 2014 – 2015)

C. Adopt the attached list of qualified investment brokers to engage in investment transactions with Wharton County Junior College

D. Approve the method of selecting the College’s bank depository

E. Increase the dormitory room rate for all dorm rooms by $50.00 a semester beginning with the fall semester of 2015 (increase will generate approximately $7,000.00/year in new auxiliary revenue)

F. Approve the recommended increase from Great Western Dining to the student’s cafeteria board plan from $9.35 to $9.57 per day beginning with the fall of 2015 ($285,000.00 – auxiliary fund budget for 2015 – 2016)

G. Approve the proposal from Barnes & Noble Booksellers, Inc. to operate the bookstores at the Wharton & Richmond campuses (revenue $183,000.00 – auxiliary fund revenue for each year)

H. Approve the increase to board fees charged to students living on campus from $1,250.00 a semester to $1,300.00 a semester beginning with the fall of 2015 ($312,000.00 – auxiliary fund revenue for 2015 – 2016)

I. Information Item:
   1. Seek sealed bids for the purchase of a computer numerical controlled lathe and a hydraulic mechanical training bench for laser alignments and vibration analysis for the Bay City Mechanical Lab with funds from the Tenaris grant ($261,000.00 – Tenaris grant funds)
   2. Seek sealed bids for janitorial and housekeeping services at the Richmond campus, Julie Rivers Drive, and the Bay City campus (estimated $125,000.00 – current unrestricted operating budget for 2015 – 2016)

XIII. Matters Relating to Technology and Institutional Research

XIV. Matters Relating to Student Services

   A. Approval to change the new permanent, full-time administrative Academic Advising Position, previously approved by the board on January 20, 2015, to two permanent, full-time support staff Academic Advising Specialists positions ($65,150.00 - $32,575.00 for each position)

XV. Matters Relating to Personnel

   A. Board of Trustees
1. Approve contract actions as listed in the attached agenda brief

B. Office of President

1. Bruce W. Kieler received a change in title as coordinator/grant writing, AA-1-16, to grant writer, AA-1-16, effective February 6, 2015

C. Office of Academic Affairs

1. Frank J. Becak received a salary adjustment as instructor of Emergency Medical Services (EMS), FAC-1-10 (9 months), to instructor of EMS, FAC-1-10 (12 months), effective February 5, 2015

2. Cynthia A. Cruz received a salary adjustment as instructor of associate degree nursing, FAC-1-11, to instructor of associate degree nursing, FAC-1-22, effective January 21, 2015

3. Sandra Davis received a salary adjustment as instructor of associate degree nursing, FAC-1-11, to instructor of associate degree nursing, FAC-1-22, effective January 21, 2015

4. Natasha Goins received a salary adjustment as instructor of associate degree nursing, FAC-1-12, to instructor of associate degree nursing, FAC-1-24, effective January 21, 2015

5. Tammy L. Hann received a salary adjustment as instructor of associate degree nursing, FAC-1-12, to instructor of associate degree nursing, FAC-1-24, effective January 21, 2015

6. Patricia A. Korenek received a salary adjustment as instructor of associate degree nursing, FAC-1-13, to instructor of associate degree nursing, FAC-1-26, effective January 21, 2015

7. Shawna C. Lindsey received a salary adjustment as instructor of associate degree nursing, FAC-1-7, to instructor of associate degree nursing, FAC-1-17, effective January 21, 2015

8. Amanda K. Pence received a salary adjustment as instructor of associate degree nursing, FAC-1-10, to instructor of associate degree nursing, FAC-1-20, effective January 21, 2015

9. Amy B. Pendergraft received a salary adjustment as instructor of associate degree nursing, FAC-1-11, to instructor of associate degree nursing, FAC-1-23, effective January 21, 2015

10. Corrine M. Reutter received a salary adjustment as instructor of associate degree nursing, FAC-1-14, to instructor of associate degree nursing, FAC-1-28, effective January 21, 2015

11. Andrea M. Shropshire received a salary adjustment as instructor of associate degree nursing, FAC-1-10, to instructor of associate degree nursing, FAC-1-20, effective January 21, 2015

12. Amy C. Wall received a salary adjustment as instructor of associate degree nursing, FAC-1-20, to instructor of associate degree nursing, FAC-1-40, effective January 21, 2015

13. Deborah S. Yancey received a salary adjustment as instructor of associate degree nursing, FAC-1-23, to instructor of associate degree nursing, FAC-1-43, effective January 21, 2015
Board of Trustees
March 24, 2015
Agenda

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

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. Regulation 469: Paid Professional Assignments

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 February 17, 2015
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
February 17, 2015

-The Wharton County Junior College District Board of Trustees met in regular session on February 17, 2015 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; Mr. Monty Merecka, Secretary; Mrs. Merle Hudgins; Mrs. Ann Hundl; Mr. Jack Moses; and Mr. Lloyd Nelson

Trustees Absent: Mr. Oliver Kunkel; and Mrs. Amy Rod

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Mrs. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Deanna Feyen, Executive Secretary to the President; Ms. Zina Carter; Mr. Mike Feyen; Ms. Kathy Kresta; Dr. Liz Rexford; Mr. Jeff Shine; Mr. Danny Terronez; Mr. William Vera; Mrs. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

Rachel Boettcher; Brittney Fuentes; Conor Jung; Valentín Perez; and Jasmine Walker (SGA Students)

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 January 20, 2015

-The minutes of the regular board meeting held on January 20, 2015 was approved as presented.

ITEM IV: CITIZENS’ COMMENTS

-None-
ITEM V: SPECIAL ITEMS

A. Approval to change the March 17, 2015 Board of Trustee meeting to March 24, 2015

BOARD ACTION: On a motion by Mr. Trochta and a second, the board unanimously approved changing the March 17, 2015 Board of Trustee meeting to March 24, 2015.

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

-Ms. McCrohan reported on the Senate Finance Committee held this morning in Austin. Due to a loss in enrollment, the college’s appropriations, according to HB1, includes a reduction of $220,000 per year (biennium). Ms. McCrohan stated that she hoped that the Senate will increase the amount back to the current amount. There is a House hearing next Monday with Representative Zerwas as the chair of the Higher Education Committee.

ITEM VII: STUDENT SUCCESS

A. Community College Day in Austin, Texas

-Mr. Leenhouts gave a report on the Community College Day in Austin. There were several Student Government Association, PTK, and Presidential Scholars students attending Community College Day. Mr. Nelson also gave a report on his experiences of the day. The Student Government Association students in attendance at the board meeting introduced themselves and gave a PowerPoint presentation. The students thanked the Board of Trustees, President, and the Vice Presidents for the opportunity to go on the trip and meet their Representatives and the Senator. Ms. McCrohan thanked the sponsors.

ITEM VIII-A: REPORTS TO THE BOARD

A. Financial Reports

-Mr. Wessels reviewed the financial reports for January 2015.

-Mrs. Hundl asked about an amount on the financials for IR software. Ms. McCrohan explained the Zogotech software and the purpose of a data warehouse.

BOARD ACTION: On a motion by Mr. Trochta and a second, the board unanimously approved the financial reports for January 2015 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
Board of Trustees
February 17, 2015
Minutes

A. Academic Affairs Council

B. Faculty Council
   1. The Faculty Association meeting minutes from January 16, 2015

C. President’s Extended Cabinet

D. Student Services Council

E. Support Staff Council
   1. The Support Staff Organization meeting minutes from October 16, 2014
   2. The Support Staff Organization meeting minutes from November 20, 2014
   3. The Support Staff Organization meeting minutes from January 30, 2015

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
   -Mr. Nelson attended the Community College Association of Texas Trustees (CCATT) conference and reported on the meeting. Ms. McCrohan again suggested that all trustees join the Texas Association of Community Colleges (TACC) advocacy group to follow the bills and look at the hot bills. She also emphasized the need for trustees to get to know their legislators. Ms. McCrohan stated that the trustees should look at HB1.
   -Ms. McCrohan stated that handgun bills were an issue to the college and explained the various bills.
   -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.
   -Mrs. Hudgins asked about the budget adjustments and asked if the PPA’s were in the budget. Ms. McCrohan stated that the PPA’s were budgeted for. Mrs. Hudgins asked if there were no PPA’s from September through February. Ms. McCrohan explained that the PPA’s were taken off of the board packet and they were not required for board approval.
Board of Trustees
February 17, 2015
Minutes

-CONSENT AGENDA-

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ITEM X:     MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM XI:    MATTERS RELATING TO ACADEMIC AFFAIRS

ITEM XII:   MATTERS RELATING TO ADMINISTRATION SERVICES

A. Approval of fiscal year 2015 budget adjustments

ITEM XIII:  MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

ITEM XIV:   MATTERS RELATING TO STUDENT SERVICES

ITEM XV:    MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Danson R. Jones received a change in title/assignment as regular, full-time director of institutional effectiveness & resource development, CA-10-19, to regular, full-time dean of planning and institutional effectiveness, D-15-19, effective January 21, 2015

C. Office of Academic Affairs

1. Stephen G. Lyford received a salary adjustment as regular, full-time instructor of computer science, FAC-1A-12, to regular, full-time instructor of computer science, FAC-2A-12, for completion of 12 hours towards doctorate degree, effective January 20, 2015

2. Marissa Saenz employed as regular, full-time public services librarian, FAC-1-2, effective March 2, 2015

3. Sherry Liu employed as temporary, full-time instructor of math, FAC-1-3, effective January 20, 2015

D. Office of Administrative Services

1. Approval of fiscal year 2015 budget adjustments

E. Office of Student Services
Board of Trustees  
February 17, 2015  
Agenda

1. Karen D. Preisler extended as temporary, full-time acting director of admissions & registration, CA-10-15, effective February 1, 2015

F. Office of Technology and Institutional Research

**BOARD ACTION:** On a motion by Mr. Nelson 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).

A. President’s Evaluation

-The Board adjourned to executive session at 7:10 P.M.

**ITEM XVII:** **ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

-The Board reconvened in public session at 8:30 P.M.
-No Action Was Taken-
-Mr. Gertson stated that the board was thankful that Ms. McCrohan is leading this establishment and looking forward to her leading for many years. Ms. McCrohan thanked the board.

**ITEM XVIII:** **MATTERS RELATING TO FORMAL POLICY**

**ITEM XIX:** **OTHER BUSINESS**

**ITEM XX:** **ADJOURN**

-The meeting adjourned at 8:32 P.M.
Student Success

A. Police Academy Success – Mr. Tim Guin
Reports to the Board

A. Financial Reports for February 2015
Monthly Financial Reports

Wharton County Junior College
FEBRUARY 28, 2015
Summary Reports
# Revenue & Expenditure Summary

## FISCAL 2015

<table>
<thead>
<tr>
<th>Fund 1000 Revenues:</th>
<th>Current Month</th>
<th>Y-T-D ACTUAL</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Y-T-D ACTUAL</th>
<th>Budget</th>
<th>% of Budget</th>
<th>% of PRIOR YR ACTUAL</th>
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<tbody>
<tr>
<td>State appropriations</td>
<td>$16,573</td>
<td>$3,988,857</td>
<td>$9,237,867</td>
<td>43.18%</td>
<td>$4,194,949</td>
<td>$9,237,866</td>
<td>45.41%</td>
<td>95%</td>
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<tr>
<td>Tuition and Fees</td>
<td>(10,664)</td>
<td>17,849,187</td>
<td>21,093,019</td>
<td>84.62%</td>
<td>18,176,619</td>
<td>20,856,126</td>
<td>87.15%</td>
<td>98%</td>
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<tr>
<td>Ad Valorem Taxes</td>
<td>903,762</td>
<td>5,403,774</td>
<td>5,195,000</td>
<td>104.02%</td>
<td>4,796,436</td>
<td>5,131,672</td>
<td>93.47%</td>
<td>113%</td>
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<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>302,500</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>313,161</td>
<td>0.00%</td>
<td>0%</td>
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<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>15,000</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>15,000</td>
<td>0.00%</td>
<td>0%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>38,104</td>
<td>473,454</td>
<td>509,141</td>
<td>92.99%</td>
<td>671,495</td>
<td>481,495</td>
<td>148.73%</td>
<td>71%</td>
</tr>
</tbody>
</table>

**Total Revenues:**

$947,755  
27,715,272  
36,352,527  
76.24%  
27,839,499  
36,005,320  
77.32%  
100%

## Expenditures:

| Expenditures: | | | | | | | |
|---------------|---------------|--------------|--------|-------------|--------------|--------|-------------|---------------------|
| Salaries      | $1,676,166    | 9,899,829    | 20,933,922 | 47.29%      | 9,673,568    | 20,708,995 | 46.71%      | 102%                |
| Employee Benefits | 349,229    | 1,932,414    | 4,739,400  | 40.77%      | 1,832,859    | 4,655,954  | 39.37%      | 105%                |
| Capital Expenditures | -       | 278,386     | -        | -            | 37,465       | 37,477   | -            | 743%                |
| Mandatory Transfers | -       | 384,943     | 770,000   | 49.94%      | 383,842      | 769,000   | 49.91%      | 100%                |
| Non-mandatory Transfers | -       | -           | -        | -            | -            | -        | -            | 0%                  |
| Other Expenditures | 745,162  | 4,123,462   | 9,908,405 | 41.62%      | 4,068,516    | 9,833,894 | 41.37%      | 101%                |

**Net Increase/ (Decrease) in Net Assets:**

$ (1,822,802)  
$ 11,086,239  
$ 11,843,237

Less Outstanding Encumbrances:

(951,859)  
(1,028,706)  
(1,028,706)

**Net Increase Less Encumbrances:**

$ 10,144,380  
$ 10,816,531

*Note: Net student receivables in the amount of $1,431,696.82 are currently outstanding. Tuition and fees are subject to collection in future periods.*
Revenue

- State appropriations – received $16,573 allocation from Permanent Fund Supporting Military Veteran Exemptions. The total exemptions granted were $184k.

- Tuition and fees- February contained a decrease of $10,684 due to the drop of non-attending students

- Ad valorem taxes include $504k for Exelon settlement for 2008 - 2014
Expenses
Other Expenses

- Room & Board Scholarships awarded $79,550
- Experienced normal increase in utilities expense due to winter weather
- Repairs & Maintenance includes $39k in women's locker room renovation expense
# Analysis of Student Receivable Outstanding
As of February 28, 2015

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<thead>
<tr>
<th>Description</th>
<th>2015</th>
<th>2014</th>
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<tbody>
<tr>
<td>Student Receivables Current &amp; Prior Year</td>
<td>$715,193.87</td>
<td>$885,759.64</td>
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<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$112,432.65</td>
<td>$67,489.51</td>
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<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>$583,378.73</td>
<td>$493,770.36</td>
</tr>
<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>$78,607.54</td>
<td>$98,932.83</td>
</tr>
<tr>
<td>Total Installment Plan Receivable</td>
<td>$774,418.92</td>
<td>$660,192.70</td>
</tr>
<tr>
<td>Third Party Contracts Receivable</td>
<td>$208,561.30</td>
<td>$245,811.20</td>
</tr>
<tr>
<td>Continuing Education Receivable</td>
<td>$18,636.00</td>
<td>$7,628.00</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(285,113.27)</td>
<td>(304,601.13)</td>
</tr>
<tr>
<td>Net Accounts Receivable</td>
<td>$1,431,696.82</td>
<td>$1,494,790.41</td>
</tr>
</tbody>
</table>
AR Trend

- AR FY12/13
- AR FY 13/14
- AR FY 14/15

July, August, September, October, November, December, January, February, March, April, May, June
AR by Category
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
<table>
<thead>
<tr>
<th>Governmental Fund Types</th>
<th>Auxiliary Funds</th>
<th>Current Year</th>
<th>Prior Year</th>
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<tbody>
<tr>
<td></td>
<td>Enterprise</td>
<td>2015</td>
<td>2014</td>
</tr>
<tr>
<td>Cash</td>
<td>434,039</td>
<td>4,849,089</td>
<td>6,335,044</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>696,037</td>
<td>15,763,550</td>
<td>14,941,477</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>58,484</td>
<td>2,546,533</td>
<td>2,570,854</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>488,652</td>
<td>408,402</td>
<td>410,664</td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td>--</td>
<td>22,348</td>
<td>26,065</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td>3,072</td>
<td>1,072</td>
<td>2,164</td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>32,538</td>
<td>32,558</td>
<td>32,538</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>2,281,898</strong></td>
<td><strong>22,723,582</strong></td>
<td><strong>23,317,607</strong></td>
</tr>
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**Liabilities, equity and other credits**

<table>
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<tr>
<th>LIABILITIES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>36,600</td>
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<td>Payroll Taxes Payable</td>
<td>346,734</td>
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<td>Accrued Liabilities</td>
<td>--</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>107,028</td>
</tr>
<tr>
<td>Long Term Debt</td>
<td>--</td>
</tr>
<tr>
<td>Deposits Payable</td>
<td>17,875</td>
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<tr>
<td>Due To Other Funds</td>
<td>--</td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
<td>--</td>
</tr>
<tr>
<td>Scholarships-Non-designated</td>
<td>--</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td><strong>55,500</strong></td>
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**EQUITY AND OTHER CREDITS:**

<table>
<thead>
<tr>
<th><strong>EQUITY AND OTHER CREDITS:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Accounts</td>
<td>--</td>
</tr>
<tr>
<td>Fund Balances</td>
<td>240,118</td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
<td>22,691</td>
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<tr>
<td>Endowment Fund-Original</td>
<td>--</td>
</tr>
<tr>
<td>Endowment Fund-Income</td>
<td>--</td>
</tr>
<tr>
<td>PB Professional Development</td>
<td>--</td>
</tr>
<tr>
<td>PB Salary Equity</td>
<td>--</td>
</tr>
<tr>
<td>PB Capital Equipment</td>
<td>--</td>
</tr>
<tr>
<td>PB Investment Gain and Loss</td>
<td>--</td>
</tr>
<tr>
<td>Fund Balance Receivables</td>
<td>--</td>
</tr>
<tr>
<td><strong>TOTAL RESOURCES</strong></td>
<td><strong>55,500</strong></td>
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**Wharton County Junior College**  
**Combined Balance Sheet—All Fund Types and Account Groups**  
**28-FEB-2015**  
(With comparative totals for 28-FEB-2014)  
(amounts expressed in dollars)

### Governmental Fund Types

<table>
<thead>
<tr>
<th></th>
<th>Auxiliary Enterprise</th>
<th>Current Unrestricted</th>
<th>Restricted Funds</th>
<th>Current Year 2015</th>
<th>Prior Year 2014</th>
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<tbody>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYTC Operating 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><strong>Fund Balances:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td>28,886</td>
<td>951,859</td>
<td>33,300</td>
<td>1,076,045</td>
<td>1,129,742</td>
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<tr>
<td>Fund Balance</td>
<td>1,197,511</td>
<td>10,166,379</td>
<td>268,572</td>
<td>11,610,463</td>
<td>11,762,338</td>
</tr>
<tr>
<td>Reserve For Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EQUITY AND OTHER CREDITS:</strong></td>
<td>1,226,398</td>
<td>11,118,238</td>
<td>301,872</td>
<td>12,684,486</td>
<td>12,892,087</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</strong></td>
<td>1,281,898</td>
<td>12,067,221</td>
<td>384,563</td>
<td>13,723,582</td>
<td>13,317,609</td>
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**Proprietary Fund Types**

<table>
<thead>
<tr>
<th>Agency Funds</th>
<th>Current Year 2015</th>
<th>Prior Year 2014</th>
</tr>
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<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>33,670</td>
<td>33,670</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>102,973</td>
<td>102,973</td>
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<tr>
<td>Accounts Receivable</td>
<td>102,973</td>
<td>102,973</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>136,644</td>
<td>136,644</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>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>136,515</td>
<td>136,515</td>
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<tr>
<td>Due To Other Funds</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Scholarships-Non-designated Donations</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES:</strong></td>
<td>136,515</td>
<td>136,515</td>
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<tr>
<td><strong>EQUITY AND OTHER CREDITS:</strong></td>
<td>129</td>
<td>129</td>
</tr>
</tbody>
</table>

Wharton County Junior College
Combined Balance Sheet—All Fund Types and Account Groups
28-FEB-2015
(with comparative totals for 28-FEB-2014)
(amounts expressed in dollars)
Wharton County Junior College
Combined Balance Sheet—All Fund Types and Account Groups
28-FEB-2015
(With comparative totals for 28-FEB-2014)
(amounts expressed in dollars)

<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Funds</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**EQUITY AND OTHER CREDITS:**
- F&HC Operating Fund Net Bal.
- Plant Fund Balance
- Bond Fund Balance
- Scholarship
- Fund Balance-Rounding Diff
- Fund Balances:
  - Reserve for Encumbrance
  - Fund balance
- Reserve For Operations

**TOTAL EQUITY AND OTHER CREDITS:**
129 129 194

**TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:**
136,644 136,644 178,803
Management Reports

The following management reports for the month of February 2015 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)
Technology Departments
February Highlights

The following reports and/or surveys have been completed:
- IPEDS Winter Collection
- Enrollment data for the 2013-2014 President’s Report to the Community
- Fall 2014 Dental Hygiene Patient Satisfaction Survey
- Library Services survey of faculty
- Open records request from UH-Victoria for directory information of students with 30+ hours

The portal project is in its final stages in preparation for go-live. A marketing campaign has been released. This project includes the Manager of Technical Services, Network Administrator, MIS Infrastructure Architect, Help Desk/Training Coordinator, and the Webmaster. The go-live date is April 14, 2015.

Phase 1 of the ZogoTech reporting project has been completed. This phase includes basic course information and does not include student detail information. Phase 2 of this project has just begun. The Director of Institutional Research, Research Technician, State Reporting Specialist, Network Administrator, Systems Analyst, MIS Infrastructure Architect, and the Director of Database and Application Services have been overseeing the project.

Management Information System patches and upgrades for February, 2015.

<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>2/15/15</td>
<td>Banner/TCC</td>
<td>5</td>
<td>3.5 hrs</td>
</tr>
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</table>

IT Help Desk support tickets and calls for the month of February, 2015.

<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>41</td>
<td>16</td>
<td>2</td>
<td>0</td>
<td>59</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>*63</td>
<td>*51</td>
<td>18</td>
<td>660</td>
<td>792</td>
</tr>
<tr>
<td>Totals</td>
<td>104</td>
<td>67</td>
<td>20</td>
<td>660</td>
<td>851</td>
</tr>
</tbody>
</table>

*Denotes some were combination calls
** Misc includes inner office communications
The Network Services team have replaced or supplied the following locations with new computer systems, monitors, and/or printing devices in February 2015.

<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>Class Rooms and Labs</td>
<td>Printer – Auto Tech Lab</td>
<td>Projector – TC137</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Director of Fort</td>
<td></td>
<td>Printer – Reception -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bend Technology Center</td>
<td></td>
<td>Leifrig, P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Financial Services</td>
<td>Printer –</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A103B – Cook, S</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Work Request by category for the month of February 2015.

<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>5</td>
<td>5</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Banner Access/Security</td>
<td>8</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Banner AR</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>46</td>
</tr>
<tr>
<td>Banner Doc Image</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Banner Finance</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>56</td>
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<tr>
<td>Banner Financial Aid</td>
<td>3</td>
<td>3</td>
<td>5</td>
<td>75</td>
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<tr>
<td>Banner HR</td>
<td>1</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Banner ID</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>515</td>
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<tr>
<td>Banner Payroll</td>
<td>2</td>
<td>1</td>
<td>5</td>
<td>64</td>
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<tr>
<td>Banner Student</td>
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<td>6</td>
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<td>187</td>
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<td>Change of Office</td>
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<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Computers – Classroom</td>
<td>36</td>
<td>31</td>
<td>47</td>
<td>15</td>
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<tr>
<td>Computers - Office</td>
<td>58</td>
<td>52</td>
<td>71</td>
<td>18</td>
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<td>Data Projectors</td>
<td>6</td>
<td>4</td>
<td>4</td>
<td>11</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>Database Administration</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>21</td>
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<td>Email Name Correction</td>
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<td>Employment Changes</td>
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<td>Malware</td>
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<td>HP3000/MiniSoft</td>
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<td>Moving IT Equipment</td>
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<td>Printers – Classrooms/Lab</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>6</td>
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<tr>
<td>Printers - Offices</td>
<td>14</td>
<td>11</td>
<td>15</td>
<td>10</td>
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<td>Reporting</td>
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<td>6</td>
<td>18</td>
<td>79</td>
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<tr>
<td>Software</td>
<td>16</td>
<td>15</td>
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<td>Student Email Name Change</td>
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<td>Telephones – Classroom</td>
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<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Telephones – Offices</td>
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<td>12</td>
<td>14</td>
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<td>TracDat</td>
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<td>Training</td>
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<td>23</td>
<td>19</td>
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<td>Web Services</td>
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<td>Workstation Assessment</td>
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<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Category</td>
<td>Last Year</td>
<td>Current Year</td>
<td>Increase/Decrease</td>
<td></td>
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<tr>
<td>----------------------------------------------</td>
<td>-----------</td>
<td>--------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>Number of Applicants</td>
<td>5,578</td>
<td>5,033</td>
<td>&lt;545&gt;</td>
<td></td>
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<tr>
<td>Number of Eligible Applications</td>
<td>4,293</td>
<td>3,710</td>
<td>&lt;583&gt;</td>
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<tr>
<td>Number of Ineligible Applications</td>
<td>1,285</td>
<td>1,323</td>
<td>38</td>
<td></td>
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<tr>
<td>Number of Pell Grant Recipients</td>
<td>2,552</td>
<td>2,119</td>
<td>&lt;433&gt;</td>
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<tr>
<td>Pell Grant Funds Awarded</td>
<td>11,408,089</td>
<td>9,789,162</td>
<td>&lt;1,618,927&gt;</td>
<td></td>
</tr>
<tr>
<td>College Work Study Program Funds Expended</td>
<td>68,467</td>
<td>62,085</td>
<td>&lt;6,382&gt;</td>
<td></td>
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<tr>
<td>Monthly Work Study Workers</td>
<td>38</td>
<td>40</td>
<td>2</td>
<td></td>
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<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
<td>138</td>
<td>182</td>
<td>44</td>
<td></td>
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<tr>
<td>SEOG Funds Awarded</td>
<td>136,946</td>
<td>180,267</td>
<td>43,321</td>
<td></td>
</tr>
<tr>
<td>Number of Guaranteed Student Loan Recipients</td>
<td>6,105</td>
<td>5,076</td>
<td>&lt;1,029&gt;</td>
<td></td>
</tr>
<tr>
<td>Guaranteed Student Loan Funds Awarded</td>
<td>21,225,735</td>
<td>17,443,684</td>
<td>&lt;3,782,051&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Texas Public Education Grant Recipients</td>
<td>357</td>
<td>460</td>
<td>103</td>
<td></td>
</tr>
<tr>
<td>TPEG Funds Awarded</td>
<td>357,000</td>
<td>460,000</td>
<td>103,000</td>
<td></td>
</tr>
<tr>
<td>Number of Veterans Certified</td>
<td>370</td>
<td>317</td>
<td>&lt;53&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Scholarship Applicants</td>
<td>1,267</td>
<td>1,138</td>
<td>&lt;129&gt;</td>
<td></td>
</tr>
<tr>
<td>Scholarship Funds Awarded</td>
<td>1,114,701</td>
<td>1,091,932</td>
<td>&lt;22,769&gt;</td>
<td></td>
</tr>
<tr>
<td>TOTAL ALL FUNDS</td>
<td>$34,310,938</td>
<td>$29,027,130</td>
<td>&lt;$5,283,808&gt;</td>
<td></td>
</tr>
</tbody>
</table>
WHARTON COUNTY JUNIOR COLLEGE MONTHLY TESTING REPORT

TO:  David Ledford  
FROM: Leslie Kolda  
DATE: March 3, 2015  

<table>
<thead>
<tr>
<th>TESTS ADMINISTERED</th>
<th>February 14</th>
<th>February 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT (Local)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton Main Campus</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Sugar Land - UH</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>ACT (Local) Total</td>
<td>15</td>
<td>7</td>
</tr>
<tr>
<td>ACT (National)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton Main Campus Total</td>
<td>47</td>
<td>34</td>
</tr>
<tr>
<td>TSI Assessment</td>
<td></td>
<td></td>
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<tr>
<td>Wharton Main Campus</td>
<td>24</td>
<td>26</td>
</tr>
<tr>
<td>Sugarland - UH</td>
<td>23</td>
<td>34</td>
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<td>Fort Bend Tech Center</td>
<td>23</td>
<td>14</td>
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<tr>
<td>TSI Assessment Total</td>
<td>70</td>
<td>74</td>
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<tr>
<td>HSG On-Site TSI Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton Main Campus</td>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td>Sugarland - UH</td>
<td>13</td>
<td>18</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Correspondence/Proctor Total</td>
<td>22</td>
<td>39</td>
</tr>
<tr>
<td>GED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton Main Campus</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sugarland - UH</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
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<td>27</td>
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<tr>
<td>GED Test Total</td>
<td>0</td>
<td>57</td>
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<tr>
<td>Instructor Exams</td>
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<td></td>
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<tr>
<td>Wharton Main Campus</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Sugarland - UH</td>
<td>51</td>
<td>60 (15 accommodated)</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>12</td>
<td>14 ($ accommodated)</td>
</tr>
<tr>
<td>Instructor Exams Total</td>
<td>69</td>
<td>74</td>
</tr>
<tr>
<td>Meta Capify</td>
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<td></td>
</tr>
<tr>
<td>Wharton Main Campus</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sugarland - UH</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Meta Capify Total</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Pre-Tap Reading</td>
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<td></td>
</tr>
<tr>
<td>Wharton Main Campus</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Sugarland - UH</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Pre-Tap Test Total</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>TEAS 5</td>
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<td></td>
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<tr>
<td>Wharton Main Campus</td>
<td>24</td>
<td>24</td>
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<tr>
<td>Sugarland - UH</td>
<td>27</td>
<td>18</td>
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<tr>
<td>Fort Bend Tech Center</td>
<td>9</td>
<td>7</td>
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<tr>
<td>TEAS 5 Total</td>
<td>60</td>
<td>40</td>
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<tr>
<td>All Tests Total</td>
<td>264</td>
<td>688</td>
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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-C

Reports from College Governance Councils

The following are minutes from the College Governance Councils.

1. Academic Affairs Council

2. Faculty Council
   A. The Faculty Council meeting minutes from January 27, 2015

3. President’s Extended Cabinet
   A. The President’s Extended Cabinet meeting minutes from February 12, 2015

4. Student Services Council

5. Support Staff Council
# Faculty Council Minutes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>1-27-15</td>
</tr>
<tr>
<td>Time</td>
<td>3:17 pm</td>
</tr>
<tr>
<td>Location</td>
<td>CDC-Library (Wharton), FBTC (131D), SL (201A), BC (112)</td>
</tr>
</tbody>
</table>

1. **Attendees**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Elizabeth Rexford</td>
</tr>
<tr>
<td>Minute Taker</td>
<td>Jeff Tix</td>
</tr>
<tr>
<td>Attendees</td>
<td>Jeff Tix, Kelly Eldridge, Franzi Bay, Jeff Shine, Melissa Bruton,</td>
</tr>
<tr>
<td></td>
<td>Elizabeth Rexford, Allyson Matheaus, Willie Myles, Jennifer Jeffrey,</td>
</tr>
<tr>
<td></td>
<td>Jon Loessin, Ava Humme, Susan Denman,</td>
</tr>
<tr>
<td>Invited Guests</td>
<td>None</td>
</tr>
<tr>
<td>Absent</td>
<td>Cullen Newsome, Frank Becak, Jami Hughes. Members Candy Doriski and</td>
</tr>
<tr>
<td></td>
<td>David Woods were excused due to schedule conflicts.</td>
</tr>
</tbody>
</table>

2. **Agenda**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Call to order at 3:17 p.m.</td>
</tr>
<tr>
<td>2.</td>
<td>Approval of Faculty Association minutes as amended.</td>
</tr>
<tr>
<td>3.</td>
<td>Approving Meeting Minutes via e-mail</td>
</tr>
<tr>
<td></td>
<td>- Liz Rexford asked the council to consider correcting and</td>
</tr>
<tr>
<td></td>
<td>approving meeting minutes via e-mail to speed up the</td>
</tr>
<tr>
<td></td>
<td>approval and forwarding process.</td>
</tr>
<tr>
<td></td>
<td>- Motion was made, seconded and approved.</td>
</tr>
<tr>
<td></td>
<td>- Minutes will now be produced within one week of the meeting,</td>
</tr>
<tr>
<td></td>
<td>and corrections and revisions will need to be submitted within</td>
</tr>
<tr>
<td></td>
<td>three days of receiving the minutes.</td>
</tr>
<tr>
<td></td>
<td>- Any major changes to the minutes should be made using the</td>
</tr>
<tr>
<td></td>
<td>reply all option in e-mail.</td>
</tr>
</tbody>
</table>
### 3. Extended Cabinet Packet

- The following items will be included in the Extended Cabinet Packet
  - Defibrillators
    - There are still questions regarding location, training, and acquisition.
  - Vapor Cigarettes
    - E or vapor cigarettes are not classified as tobacco products according to the Attorney General’s office.
    - The Council is simply asking that the current regulation be updated to add language covering e or vapor cigarettes.
  - Paid Professional Assignments
    - There are still questions regarding transparency via the Board Packet in particular about what is included and when exceptions can be made to the existing hiring process. Also, faculty consider the Board packet a mean of communication and are concerned about their removal from the consent agenda. In addition, is the College required by law to have such assignments approved by the Board.

### 5. Signage on the Sugar Land Campus

- WCJC students are unable to locate the building with no signage indicating that WCJC has a significant presence on the campus.
- WCJC needs to have some kind of noticeable identity on the Sugar Land campus.
- Concerns were raised about the sustainability of a WCJC presence on the campus. Rexford reported that the College President stated at the last board meeting that the college is still under the initial twenty year lease and has the option to renew the lease for another twenty years.

### 6. Next Meeting

- The next meeting will be moved from 2/24/15 to 2/26/15. The starting time will remain 3:15 PM, pending availability of the ITV rooms.

### 7. Hiring and Salary Issues

- Several faculty and staff members have contacted Council members about changes in titles of some administrators which have resulted in significant salary increases that do not follow the stated salary schedules. This information is available in the Board Packet. Rexford confirmed that these changes had been approved. This issue may be discussed at the Extended Cabinet meeting under transparency concerns.
- Modifications were made to the Nursing Salary Schedule to meet the concerns (high turnover of the faculty) of the Board of Nursing Examiners. It was noted that this increase may not necessarily be approved by the Board of Nursing Examiners as a legitimate solution; however, the increase was still approved. Concerns were also expressed that retention of non-nursing faculty is also an issue given that many faculty have left the College for institutions that offer more competitive salaries.
- The Faculty Council plans on moving forward with a comparison on longevity steps and salary schedules, comparing WCJC to other community colleges in the area. The goal is to have the information accumulated by the next council meeting.

### 8. Meetings with Human Resources and Payroll

- Some of the issues the Faculty Council would like to discuss go beyond Human Resources. FC will need to schedule meetings with both Human Resources and Payroll. Rexford will be working on inviting these offices to attend upcoming meetings.

### 9. IT Ticket Standards for Faculty

- Rexford asked Jeff Tix to develop a proposal for the council to review. When approved, the proposal will be sent to the appropriate college committee to start a discussion on IT standards.
<table>
<thead>
<tr>
<th>10.</th>
<th>Copier Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The copier in the Johnson building is still having problems. No word on when repairs will be done.</td>
<td></td>
</tr>
<tr>
<td>• The new copier for the Sugar Land campus has not been installed.</td>
<td></td>
</tr>
<tr>
<td>• Rexford will follow up on these issues.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11.</th>
<th>Dormitory Closures</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A concern was raised about the dorms being closed before classes are let out during the Thanksgiving Break. An additional request was made to see if any flexibility exists in the school calendar to allow for releasing students on the Wednesday before Thanksgiving. This would enable students to travel with family or alleviate some day care responsibilities. There is also a concern for student safety when students travel on these days.</td>
<td></td>
</tr>
</tbody>
</table>

### 3. Extended Cabinet Meeting Notes

#### 1. Regulation 375 – Smoking

- The FC suggested that the following changes be made to the regulation:
  - For Regulation 375 on Smoking and the Use of Tobacco FC proposes the following revisions
    - Under Section II Policy it currently states
      - Original A. Tobacco use is not permitted in any WCJC...
    - FC suggest a revision to state
      - Proposed A. Tobacco use including e or vapor cigarettes is not permitted in any WCJC...
  - Under Section III Procedures FC would like to see the same language where the word tobacco appears.
  - Under Section IV Guidelines FC would like to make the following changes/additions
    - The college expects smokers, including e-smokers or individuals smoking vapor cigarettes, and tobacco users.
    - President McCrohan’s response was that VP Kocian would be looking into making revisions to the regulation and would incorporate these or similar changes. The revised regulation will be sent to FC and reviewed at the next Extended Cabinet for comment before it is approved.

#### 2. Defibrillators

- Elizabeth Rexford reported that this is an issue held over from the previous faculty council. She reported that she had been in contact with the head of Security and the campus directors at FBTC and Sugar Land about this issue.
- The defibrillators have been located, recharged and there is currently a plan to train multiple individuals on the proper use of these machines. Bay City is still without a defibrillator but plans are being made to transport one from Sugar Land to Bay City. There was a discussion about who would be trained at Bay City. Apparently some of the staff were reluctant to be trained. President McCrohan stated that she can require that the Building Supervisor take the training.
- An additional issue was purchasing more defibrillators to be placed in buildings where the public is in attendance such as the gym, LaDieu building, Administration Bldg. and Library. The President is reluctant to purchase additional machines. With every machine purchased the school incurs more liability, especially if the machine in not properly maintained, or personnel are not trained.
- President McCrohan noted that Wharton EMS has a very quick response time and can be used to supplement the existing machines. Rexford responded that response times at other campuses may not be as quick, especially at Richmond where the train tracks can delay response times. Rexford reiterated that the Faculty Council strongly believes that more machines should be purchased to protect all college personnel and college visitors.
- President McCrohan has assigned this as an action item to VP Kocian to further consider the multiple issues involved (liability, possibility of purchasing additional machines, training of personnel and maintenance required). In addition, the President stated that advice will be sought from the College's attorney.

#### 3. Regulation 469 – Paid Professional Assignments (PPA's)

Sept. 25, 2008
• The Faculty Council sent the following suggested changes to the President.
  o Original: Paid professional assignments (PPAs) are made to faculty and staff to perform...
  o Proposed: Paid professional assignments (PPAs) are made to faculty and administrative staff to perform...
• Under Section III. Procedures, E:
  o (Original) E. Upon approval of the VP, the PPA is submitted to the President for final approval.
  o (Proposed) E. Upon approval of the VP, the PPA is submitted to the President for approval before inclusion in the consent agenda of the Board packet of the next scheduled Board of Trustees meeting.
• President McCrohan stated that the PPA information had been removed from the Board packet at the request of the Chairman because some Board Members found the inclusion of PPAs and part-time positions confusing and were overwhelmed with the length of the packet. President McCrohan stated that according to a statute, the Board is only required to hire her position. Further the President is responsible for hiring all other positions and the additional personnel information was included as a courtesy to the Board Members but the discretion rested with the President.
• Elizabeth Rexford stated that the Board packet represented an essential communication tool and that it was one method of effective communication within the college. President McCrohan indicated that she would reinstate PPAs in the Board packet as an information item.
• Elizabeth Rexford asked for a clarification as to whether or not the college was bound by House Bill 483 which states: “(a) A political subdivision may not pay an employee or former employee more than an amount owed under a contract with the employee unless the political subdivision holds at least one public hearing under this section”. President McCrohan initially stated that according to the college attorney that the college was not bound to this bill as public schools were. She has asked VP Kocian to check to see if this is still the correct interpretation.
• If indeed the college does fall under the guidelines of this bill, the President stated that there may be no more PPAs. This item will remain on the FC agenda until the legal issue is resolved.

4. Sugar Land Campus
• This discussion initially began as a conversation about the lack of a WCJC sign at Sugar Land. President McCrohan stated that this was due to a number of personnel changes within the marketing department of the U of H system as well as a conversation about possibly shortening WCJC’s name.
• University of Houston believes that Wharton County Junior College is too long. At the moment, pending font approval and the presentation to the University of Houston, there are plans for the Wharton County Junior College logo to be placed on the building and be visible from the freeway.
• Faculty Council Vice Chair Jeffery initiated a discussion about the long range plans for the campus and the lack of updates to the strategic plan which expired in 2014.
• President McCrohan stated that there had been a Strategic Planning retreat in October and that one is scheduled for March. Ms. Feyen indicated that the minutes should be in the November 2014 Board Packet. President McCrohan invited the FC officers to attend. At these retreats she intends to create a “vision or mission” for each campus.

5. Thanksgiving Break
• Elizabeth Rexford asked that this item be tabled and rescheduled for the March meeting. This might be an item that the students should present to the Extended Cabinet. Rexford will consult with Wharton SGA to see if they want to present the issue. If not, the council will present this at the next meeting.

6. Report by Staff Association on Salary Disparity
• Michael Crouch spoke on behalf of the Support Staff Association. The Support Staff Association had a prepared statement. Highlights of the statement included the following:
  o “research of other consortium members, specifically Alvin Community College, Galveston College, Lone Star College System, and Lee College as well as Texarkana College, a
member of our medium accountability peer group as defined by the Texas Higher Education Coordinating Board revealed that the College is again, on the low end of the spectrum with regard to the salaries of those positions in 7 out of 10 cases.”

- “When reviewing our salary schedules, it was found that the value of a single step ($325 currently for support staff) has not been changed since 1967, 48 years ago. As we all know, times have changed. Our economy has gone through twists and turns and the cost of living has changed significantly over the last fifty years. … In many cases, one step doesn’t cover the cost of an insurance premium, let alone the cost of living”.

- After the presentation, the President agreed to the Support Staff’s request for the College to re-evaluate support staff salary schedules and position decisions. The President did also note, however, that such a re-evaluation may also result in some staff receiving a decrease in pay.

- Elizabeth Rexford supported the request of the support staff to have the College re-evaluate the current step. She stated that economically a step that does not compensate for the increase in the cost of living has a negative impact on morale.

4. Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Assignments</th>
<th>Responsible Party</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Faculty Council meeting minute approval via e-mail.</td>
<td>All Faculty Council Members</td>
<td>The new guidelines will be tried out with the February meeting minutes, or the January meeting minutes if possible.</td>
</tr>
<tr>
<td>2.</td>
<td>Inclusions for Extended Cabinet Packet</td>
<td>Rexford</td>
<td>As needed, depending on the next scheduled meeting.</td>
</tr>
<tr>
<td>3.</td>
<td>Invite Human Resources and Payroll to address vacation, sick time donation, and salary schedule issues.</td>
<td>Rexford</td>
<td>To be completed after a meeting date is selected for the spring 2015 semester.</td>
</tr>
<tr>
<td>4.</td>
<td>Signage at Sugar Land Campus</td>
<td>Rexford</td>
<td>To be addressed as a point of inquiry at the next Extended Cabinet meeting.</td>
</tr>
<tr>
<td>5.</td>
<td>IT Ticket Standards for Faculty</td>
<td>Tix</td>
<td>Draft of proposal by next council meeting.</td>
</tr>
</tbody>
</table>

5. Adjournment

Time: 4:17 p.m.  Meeting adjourned by acclamation.

Signature of Chair

Sept. 25, 2008
## Extended Cabinet Minutes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td>February 12, 2015</td>
</tr>
<tr>
<td>Time</td>
<td>3:00 P.M.</td>
</tr>
<tr>
<td>Location</td>
<td>Library Curriculum Development Center</td>
</tr>
</tbody>
</table>

### 1. Attendees

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Betty A. McCrohan</td>
</tr>
<tr>
<td>Minute Taker</td>
<td>Deanna Feyen</td>
</tr>
<tr>
<td>Attendees</td>
<td>Bahnsen, Rachel; Brandt, Katie; Clayton, Rhonda; Collins, Leigh Ann; Crockett, Gloria; Crouch, Micheal; Dees, Kevin; Eldridge, Kelly; Feyen, Mike; Glass, Scott; Hudgins, Jill; Hunt, G.G.; Jeffery, Jennifer; Johansen, David; Kocian, Bryce; Kresta, Kathy; Leenhouts, Dave; Ottis, Cynthia; Price, Mary Kay; Ramsey, Chris; Rexford, Liz; Shimek, Lindsey; Shino, Geoffrey; Terronez, Danny; Tovar, Loraine; Ward, Cindy; Wessels, Gus; Wolter, Robert; and Youngblood, Pam</td>
</tr>
<tr>
<td>Absent</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Agenda

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Agenda</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Faculty Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Items for Discussion:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Revisions to smoking regulation to include e-cigs or &quot;vaping&quot;.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Purchase of defibrillators for the campus to protect the college from liability issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Inclusion of PPA's in Board Packet and the issue of transparency in the packet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Points of Inquiry:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. WCJC signage at the SL campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Possibility of revisiting the Thanksgiving holiday break. A concern was raised about students being in class while the dorms were actually being closed and the concern about student safety.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Staff Concerns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Salary Disparity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Student Concerns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Other Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Regulation 469: Paid Professional Assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Adjourn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3. Information Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The meeting was called to order at 3:00 P.M.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. McCrohan welcomed everyone.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Faculty Items:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liz stated that Cullen Newsome was the vice chair of faculty council and has tendered his resignation. Jennifer Jeffery has been unanimously elected by the faculty council to take his place as vice chair for the rest of the year. Liz is the chair and Jeff Tix is the secretary. Members of</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
the faculty council in attendance are Kelly Eldridge and Jeff Shine.

1. Revisions to smoking regulation to include e-cigs or “vaping” –
Regulation 375: Smoking and Use of Tobacco Products on Campus and Drink in Libraries:

The faculty council on behalf of the faculty association has a couple of
to discuss, pertaining to Reg. 375. Some students had concerns
that the e-cigarettes and vapor cigarettes were being smoked in the
classroom in front of the other students. Some faculty confronted
these students and the students stated that our regulation did not address
the e-cigarettes and vapor cigarettes in that form. The Sugar Land
campus is covered because the UofH Sugar Land policy covers them.
Our policy does not. The faculty council is asking to change regulation
375: Smoking and Use of Tobacco Products on Campus and Food and
Drink in Libraries. Where it says tobacco use, the wording should be
changed to tobacco use including the use of e-cigarettes and vapor
cigarettes. This change would need to be made throughout the
regulation where the word tobacco is used. This is simply a
clarification to bring us up with the current times.

Betty stated that we have already heard the concerns and are moving in
that direction. There are additional concerns with the regulation and
that is why you haven’t seen it in extended cabinet. The changes will be
made to the regulation along with other changes proposed by the chief
of security. The regulation will go through the governance councils for
review.

2. Purchase of defibrillators for the campus to protect the college from
liability issues.

Faculty had concerns about where the defibrillators were located on the
campuses, who was trained to use them, and whether or not it would be
possible to purchase more defibrillators, particularly in those buildings
where we have a lot of people off campus coming to our premises, such
as the Gym and the La Dieu building. It is a liability issue. Liz has
talked to Danny and discovered that we have some defibrillators on
campus and he has a plan to train individuals. Faculty would like to
request the possibility of buying some more and providing training for
faculty and staff.

Betty stated that it was not a liability for the college. Bryce and Danny
had concerns on who would maintain the defibrillators. Danny stated
that he did not have the manpower in his area. Danny also had concerns
at the Bay City campus due to the college not having a security
department at that campus.

Liz stated that a concern is that faculty and staff are not aware that we
do have defibrillators, to make sure that they are at every campus, have
a defibrillator in the Gym and the LaDieu center, and especially have
one at the tech center because when there are trains on the tracks, you
cannot get across those tracks.

Betty stated that it is more complicated than expected. Betty will ask
Bryce to consult with the attorney and bring the information back to the
Executive Cabinet. Betty also asked Bryce how we can communicate
better on the location of the defibrillators and where they are located.

March 19, 2015
3. Inclusion of PPA’s in Board Packet and the issue of transparency in the packet.

Liz stated that the faculty council had an issue with Regulation 459 – Paid Professional Assignments. The concern of the faculty council is that paid professional assignments used to appear in the board of trustee packet which is viewed by the faculty as a primary communication tool here at Wharton County Junior College. It is one way that faculty members can get a sense of what is going on, what’s been approved, what’s changing and it was brought to our attention that it seems that a lot of the information that used to be in the packet is no longer appearing in the packet. A number of faculty members are concerned and the word that came up was transparency. We have sent some changes to the regulation by changing the top of the regulation where it says faculty and staff, to read faculty and “administrative” staff. The biggest change was in letter E. upon the approval of the VP, they want to add approval of the board of trustees. The faculty feels strongly that the more information that is in the packet the better it is for all at Wharton County Junior College so that we are all informed. As we continue to grow and have everyone spread all over it gets hard to understand what is happening at each campus and how decisions are being made. Liz asked what the justification was for removing the PPA’s from the board packet.

Betty agreed that the word “administration” should be added before the word staff on the regulation. PPA’s cannot be issued to a support staff person or we violate federal law. Betty reminded everyone that she is the only person hired by the board of trustees. They do not hire any of the rest of you, I do. The board of trustees has a policy now that contract individuals come before them for final approval, but it is not in statute. There was a lot of confusion with the board because there were situations where we hire people part-time that I have final approval on that were placed on the agenda for the boards information. It became very confusing and the board chair asked me to begin removing things that were for information purposes and not for board approval. PPA’s are nothing more than an assignment. It is not part of a contract and never required board approval. I do not support the fact that it would need board approval and they would not do it if it goes beyond their own policy. We are an open records institution and you can request information at any time so I don’t know why those would be a concern on how the institution was moving.

Liz stated that in an open institution we are trying to find a mechanism for faculty and administration to know who has a PPA, and what PPA’s are available. I have done some research and it does appear that at least public schools are bound by HB 453 and when they do something along these lines they do have to have the approval of the school board. Am I understanding you correctly that we are not bound by the same regulations that school boards are?

Betty stated that we are not. Some parts of the statute we are and other parts we are not. The statute is very clear that the board hires only one employee and that is me. A board can add policies as they choose and our board many years ago had a policy that all contract positions are approved by the BOT. I recommend them to the board and they make the final decision. I have no concern with them being in there other than I would have to talk to the board chair because he felt that this was
becoming very cumbersome.

Liz stated that the HB453 caught her eye, “a political subdivision may not pay an employee or a former employee more than an amount owed under a contract with the employee unless the political subdivision holds a public hearing under this section”. And so as this reads, if we pay you something over and beyond your normal duties, this has to be approved. This was a communication tool and we tended to look at it as a communication tool to find out who’s gone, who’s left, and what’s going on. When this information no longer appeared as an informational item, it was concerning to faculty. Another alternative to this might be to have some of this information provided in the newsletter that Ben just sent out or some other forum to know that congratulations, someone has moved to another position. If you are here you know this but if you are at other campuses it is hard to know who’s who and what is going on and the faculty felt it was important to have this communication piece to know what is going on at other campuses.

Betty stated that she would just place the PPA’s back in the board packet. She also stated that she will need to have the attorney’s look at the HB453. HB453 is a big issue because it was never intended to be meant for community colleges.

Points of Inquiry:

2. Possibility of revisiting the Thanksgiving holiday break. A concern was raised about students being in class while the dorms were actually being closed and the concern about student safety.

Liz asked that the item be tabled on Thanksgiving holiday break until the next meeting until we can do more research.

1. WCJC signage at the SL campus.

Liz stated that a real concern with faculty at the Sugar land campus is about the loss of our signage. During the winter break, students were asking if they were at the right campus for Wharton County Junior College. We were shocked that the WCJC Biology lab manual has University of Houston on its front cover. We want to make sure that we have a visible presence there. That is our most rapidly growing campus and we are really concerned if we have a plan for the future, will we have a sign, and were we given an opportunity to put up a sign.

Betty explained the history and problems with the signage issue. Our name takes up a huge amount of space if it is at a size that you can see. A presentation has been made to the board and they were open to discussing the name change. In the meantime I visited with Dick Phillips and we are submitting a signage request that has WCJC in a circle. We have created a mock up and we will present that to UofH. I have impressed upon them that it is very important for us to have a name and an identity not only for our students but visibility for our faculty and staff that we are there.

Betty stated that the other issue is to get another building on that campus. I have been working on that for at least two years. I would like to have a building that was junior college’s property on that campus. I am working on two things, adding additional lease space that
we would lease back or building a campus. Financially for us to carry that kind of debt might be more than we can sustain. I am going to work with a private partnership that might be a person that would build it for us and lease it back to us.

Liz asked if it would be a part of the strategic plan that will be discussed in the future at the retreat.

Betty explained that the plan in the future at the retreats is to look at each campus, look at a mission at each campus, strategies for each campus to move toward that unique mission, and looking at enrollment numbers, program offerings, and facility needs for each location.

Jennifer asked if it would be a part of the strategic plan.

Betty stated that there would be a March meeting and the main purpose is to look at the Wharton campus. This campus has a downward trend. It is critical to look at our home campus first. Betty invited all to the meetings. Dr. Jones will be presenting.

Jennifer stated that the most recent strategic plan expired the end of last year, so I guess we are in the process of formulating those new goals and strategies to be implemented soon.

Betty stated that the plan will be implemented first and then we will ask for input from faculty.

Liz asked if the plan would go through the governance councils.

Jennifer asked if it would be implemented by August when the board approves the budget.

Betty explained that we should be budgeting for the strategies and the action items. Our old strategic plan was based on student success and we did a great job implementing that but now we need to focus on each campus, where do they need to go, and what are we going to have at this campus. Do we need more resident students, do we need international students, and how can we boost the enrollment here.

Liz asked if the discussion would include what was going to happen at the Richmond campus when TSTC leaves.

Betty stated that Richmond is a big issue right now. If we don’t get the security we need there, can we invest more there or not. These are big questions that the board needs to answer. We have a plan in place that it will be reviewed in 5 years, although it will take us out 10 years on strategies. Each year we will form these strategies and see where we are. The primary job right now for Dr. Jones is working with me on the plan. To give you a little summary, Marybelle and he are approved by Washington DC Department of Education for the grants. They have to have certain credentials to be approved and show that they have managed grants before. They have to keep working on those grants in addition to what they are working on now. So they do receive some funding out of those grants for additional responsibilities. They do all the reporting and requirements other than the financial reports which the business office provides. Never hesitate to come ask me if you have a question.
Jennifer asked what the date of the last retreat was.

Deanna stated that the last one was in October 2014.

Jennifer asked if it was primarily a strategic planning retreat.

Betty stated that it was. The board has asked to have them on a regular basis so we have a set of dates that are preliminary at this time.

<table>
<thead>
<tr>
<th>3.</th>
<th>Support Staff Concerns</th>
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<tbody>
<tr>
<td>1.</td>
<td>Salary Disparity</td>
</tr>
</tbody>
</table>

Kathy asked Micheal to handle the items.

Micheal thanked Betty for allowing the support staff to speak about the matter affecting the WCJC support staff. Micheal stated that due to recent events, specifically the upgrading of a position in the Human Resources department has brought to the forefront the larger issue of Wharton County Junior College’s disparity of salaries among its support staff from our colleges as well as from similar positions here at WCJC.

Micheal discussed some research and surveys stating that WCJC’s salaries were significantly lower than the national average and that of certain colleges in our consortium. Enrollment was also researched and according to THECB, with exception of Lone Star College System, WCJC had the highest enrollment for the fall of 2014 of the consortium colleges and accountability peer group colleges, yet our college pays our support staff, on average, lower than our peers.

Micheal stated that in their review it was discovered that the step amount of $325 had not been increased since 1967, 48 years ago. One step does not cover the cost of an insurance premium, let alone the cost of living.

Michael stated that support staff council was asking that administration reevaluate current salary schedules and job descriptions so that the value of a step is more in line with today’s economic realities. Support staff feels that the reevaluation will facilitate WCJC’s reputation as a competitive employer in the area and greatly add to a positive morale at the college.

Betty stated that she would agree that the positions needed to be reviewed. Betty stated that if the positions were evaluated it could result in positions being lower rather than higher. Betty asked for Micheal’s information to be sent for review.

Liz asked if there had been any consideration looking at the bigger issue that Michael brought up which is that if $325 step increase that hasn’t occurred in 48 years, if that is correct, economically that is hard to justify. It doesn’t even keep up with the cost of living and I understand what you are saying but I think the counterpart to this is we do want to keep our valued employees and there is something to say about keeping employees that have institutional memories and learning. I think that is also a concern that faculty council is going to be looking at the step. The college has lost a lot of our younger faculty members to find that it is not cost effective to pay for daycare and other expenses associated with a family. Is there any possibility we could have a discussion on
increasing the step at least a little bit to show that we do value our employees? One of the most frequently used words during the meeting were that a number of people felt that they were de-valued, undervalued, and that their contributions were not valued at WCJC. It speaks to the morale and I think that is important. I think that most people would like to stay at this school but I think that a lot of them are finding that they are taking jobs teaching online at other institutions because that is how they make that insurance payment. Would it be possible to reexamine the step?

Betty stated that it is always a possibility. The impact of changing a step is pretty significant dollar wise so there is only so much that could be given to either. What resources do we have to do this?

Betty stated that she would be happy to look at the step. There are many variables that impact that at different institutions.

Michéal stated that the support staff would be very appreciative if the step was looked at and considered.

4. Student Concerns – Betty said that the only student concern that she knew is that we are not offering as much at the Wharton campus and students have to travel to other campuses. It is hard for a student to get from Sugar Land to Richmond.
Liz stated that we are putting the students at risk when we ask them to travel between campuses and we are also asking a faculty member to let the student go 10 minutes early to try to get to their next class at another campus. In some classes like Jennifer’s the loss of 10 minutes is crucial to their being successful in the classroom. At Sugar Land there is no room to grow. We are experimenting with hybrid classes.

5. Administrative Concerns:
Robert stated that there is still room at Sugar Land in the afternoons.
Liz stated that they have run some of those afternoon classes and they have worked but they are not as large. If a student is working in the afternoon then they try to take their classes in the morning and that is why they are filling up so quickly. Maybe we should try to give some incentives for those students to take the classes in the afternoon.

Michéal announced that he had some kudos for the college. The continuing education department has added yoga classes at the campus and they have really taken off. The instructor is a young girl that is very flexible. The schedule is on their website. They did a good job finding Roselia.

4. Other Items- Regulation 469: Paid Professional Assignments
I am not going to agree to the last proposed revision that faculty added. It is not a board approval requirement so I am not going to ask the board to approve something that is not in their policy to approve. I will put the PPA’s back on the agenda as an information item.

Leigh Ann stated that the word “administrative” under policy needed to be added in front of staff because we have another regulation that allows for comp time and over time for support staff. The other question I have is under III. Procedures B. talks about being submitted to the supervisor and then to the VP. What if the employee reports directly to the President and not to a VP so you might want to make the
verbiage a little broader.

Betty suggested using the word Executive Cabinet member instead of VP. Now I need to refresh my memory on what you gave me and look at the house bill to see if I am right on what the attorney told me, otherwise there may be no PPA’s. If the attorney tells me that she thinks we need to go before the board for a hearing then there won’t be any.

Leigh Ann asked if PPA’s were in the board packet, does that qualify for a public hearing.

Betty said no, not a public hearing.

Leigh Ann asked for the definition of public hearing.

Betty stated that a public hearing was like we have for the budget. You have to call a meeting and place it in newspapers and you allow the public to come speak about it. It is a requirement for the public to know about the public hearing. This law was created because there were high ranking officials within entities receiving subsidies to their contract.

Liz stated that it was school boards more than community colleges.

Deanna asked for clarification on B. 1st sentence, scratch VP and add executive cabinet member. Leigh Ann will give the verbiage to Deanna.

Betty stated that she will make the changes to the regulation that were discussed today and then get an attorney ruling and if we are ok then you will see it on the board packet or we will have to consider the whole idea.

4. Action Items

<table>
<thead>
<tr>
<th>New Action Items</th>
<th>Owner</th>
<th>Date</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bryce will send the revised regulation 375 to Betty for inclusion in the governance council review.</td>
<td>Bryce Kocian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Betty asked Bryce to get an opinion from the attorneys on the liability to the college with the defibrillators, and if we should add one or two more. He will report back to Executive Cabinet for review. Betty also asked Bryce how we can communicate better on the location of the defibrillators and where they are located.</td>
<td>Bryce Kocian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Betty agreed to place the PPA’s back on the agenda. Betty will also consult the attorney about HB453.</td>
<td>Betty McCrohan</td>
<td></td>
<td></td>
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<tr>
<td>4. Micheal will send Betty his research information.</td>
<td>Micheal Crouch</td>
<td></td>
<td></td>
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<tr>
<td>5. Betty will look at the information received from support staff. Betty will also look at the step increases.</td>
<td>Betty McCrohan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Leigh Ann will give Deanna the verbiage for reg. 469 for the paragraph in question.  

7. Betty will make the recommended changes to regulation 469 and the regulation will be placed on the March board packet.  

5. Adjournment

The meeting adjourned at 4:15 P.M.

Chair  

Date  

March 19, 2015
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approval of a new position for a full-time Emergency Medical Services faculty position ($56,734.00 – 72,067.00 – 12 month contract)

B. Approve a student fee increase for Platinum Planner Student Clinical Scheduler from $60.00 to $80.00 for paramedic students (effective fall 2015 semester)
Request to Hire Full-time EMS Faculty

Approve Hiring Full-time EMS Faculty, August 10, 2015

The additional faculty member is necessary to allow program expansion to meet workforce demand. Significant housing expansion and medical industry expansion in Fort Bend County has increased the number of EMS personnel required in the area. Fort Bend County is considered by the Bureau of Labor Statistics as one of the areas with the highest EMS employment rates in the country. Housing and economic development resulting in the expansion of the healthcare industry in Fort Bend County has resulted in a need for trained EMS professionals.

Based on data pulled from the Fort Bend Chamber of Commerce, healthcare and social assistance, the areas which employ EMS providers, represent 15% of the industries in Fort Bend County. The Chamber reports that 2,063 of the 14,183 businesses tracked by the Chamber are health-care and/or social assistance related. In addition, the county’s largest employers are healthcare facilities like Methodist and Oak Bend Hospitals and the county itself, which employs all EMS personnel through Fort Bend County EMS.

Another driver in the growth of EMS services, specifically in Fort Bend County, has been the rapid increase in single family dwellings, particularly in master planned communities of which there are currently 14. As increasing numbers of single family dwellings come on-line, emergency response and transport agencies necessarily need to increase the number of ambulances and crews in operation to meet the demand of these master-planned communities in addition to the already established 45+ communities in the Fort Bend County area. EMS services are thus directly impacted by housing and population density.

$56,734-72,067 (12-month contract)

Gary Bonewald, Program Director, EMS
Tim Guin, Division Chair of Vocational Science
Date of Board Meeting: 3-24-15          Date of This Proposal: 2-20-15

SUBJECT (item as it will appear on agenda):

Fee increase for Platinum Planner Student Clinical Scheduler (to be effective Fall 2015 semester)

RECOMMENDATION: Approve a student fee increase from $60 to $80 for Paramedic students; attach the fee to EMSP 2260 Clinical Emergency Medical Technology (AEMT Paramedic)

BACKGROUND/RATIONALE:

A fee increase from $60 to $80 is necessary due to the increased cost of the Paramedic Platinum Planner software from Platinum Educational Group. The software is used to track clinical/skill progression for accreditation purposes mandated by the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions, the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Texas Department of State Health Services (TDSHS). The student fee is paid once within the three-semester length Advanced EMT (Paramedic) program. The fee covers the student’s direct cost of the software (WCJC bears no cost).

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

No cost to the college as it is a student fee.

RESOURCE PERSON(S) [name(s) and title(s)]:
Gary Bonewald, EMS Program Director
Timothy Guin, VOCS Division Chair
Amy LaPan, DVI

SIGNATURES:

[Signatures]

Date 2/24/15

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]

Date 2/26-15

Reg 113
6-21-95, 12-16-99
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the transfer of funds from the plant repair and replacement fund to cover the asbestos abatement, replacement flooring, new ceiling and lighting costs, IT upgrades for 6 classrooms and new furniture for one classroom at the Peace building ($152,261.00 – transfer from the repair and replacement plant fund)

B. Approval for the construction of 3 rodeo horse barns by K & P Manufacturing of Wharton ($226,000.00 – transfer from plant repair & replacement fund for 2014 – 2015)

C. Adopt the attached list of qualified investment brokers to engage in investment transactions with Wharton County Junior College

D. Approve the method of selecting the College’s bank depository

E. Increase the dormitory room rate for all dorm rooms by $50.00 a semester beginning with the fall semester of 2015 (increase will generate approximately $7,000.00/year in new auxiliary revenue)

F. Approve the recommended increase from Great Western Dining to the student’s cafeteria board plan from $9.35 to $9.57 per day beginning with the fall of 2015 ($285,000.00 – auxiliary fund budget for 2015 – 2016)

G. Approve the proposal from Barnes & Noble Booksellers, Inc. to operate the bookstores at the Wharton & Richmond campuses (revenue $183,000.00 – auxiliary fund revenue for each year)

H. Approve the increase to board fees charged to students living on campus from $1,250.00 a semester to $1,300.00 a semester beginning with the fall of 2015 ($312,000.00 – auxiliary fund revenue for 2015 – 2016)

I. Information Item:

1. Seek sealed bids for the purchase of a computer numerical controlled lathe and a hydraulic mechanical training bench for laser alignments and vibration analysis for the Bay City Mechanical Lab with funds from the Tenaris grant ($261,000.00 – Tenaris grant funds)

2. Seek sealed bids for janitorial and housekeeping services at the Richmond campus, Julie Rivers Drive, and the Bay City campus (estimated $125,000.00 – current unrestricted operating budget for 2015 – 2016)
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: March 24, 2015  Date of This Proposal: March 5, 2015

SUBJECT:

Approve the transfer of $152,261.00 from the Plant Repair and Replacement Fund to cover the asbestos abatement, replacement flooring, new ceiling and lighting costs, IT upgrades for 6 classrooms and new furniture for one classroom at the Peace Building.

RECOMMENDATION:

Approve the transfer of $152,261.00 from the Plant Repair and Replacement Fund to cover the asbestos abatement, replacement flooring, new ceiling and lighting costs, IT upgrades for 6 classrooms and new furniture for one classroom at the Peace Building.

BACKGROUND/RATIONALE:

In order to place a new suspended ceiling and new flooring in 6 classrooms, the existing asbestos must be abated. The College has solicited quotes for the asbestos removal from licensed contractors. The $152,261.00 transfer is requested based on the following anticipated amounts to complete the project: Asbestos abatement, $37,700. New suspended ceiling and lighting, $24,950. Flooring costs of $13,182 and IT equipment and wiring $65,629. New furniture for one classroom, $10,800

Estimated Cost & Budgetary Support (how will this be paid for?): $152,261.00
Transfer from the Repair and Replacement Plant Fund

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

Bryce D. Kocian, Vice President of Administrative Services
Mike Feyen, Director of Facilities Management
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

3-5-15
Date

3-16-15
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: March 24, 2015  Date of This Proposal: March 5, 2015

SUBJECT:

Approve $226,000.00 for the construction of 3 Rodeo Horse Barns by K & P Manufacturing of Wharton with funds transferred from the Plant Repair and Replacement Fund.

RECOMMENDATION:

Approve $226,000.00 for the construction of 3 Rodeo Horse Barns by K & P Manufacturing of Wharton with funds transferred from the Plant Repair and Replacement Fund.

BACKGROUND/RATIONALE:

The College solicited bids for the construction of 3 horse barns on the Wharton Campus. A total of eight (8) bids were received. The bids are attached. We are recommending the acceptance of the low bid from K & P Manufacturing of $202,948.00 The College is anticipating $23,000.00 of dirt work and pens for a total anticipated project cost of $225,948.00. We are asking that $226,000.00 be transferred from the Plant Repair and Replacement Fund to pay for the entire project.

Estimated Cost & Budgetary Support (how will this be paid for?): $226,000.00
Transfer from Plant Repair & Replacement Fund for 2014 – 2015.

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

Bryce D. Kocian, Vice President of Administrative Services
Mike Fyen, Director of Facilities Management
Philip Wuthrich, Director of Purchasing
Gene Bahnsen, Director of Athletics
Sean Amestoy, Rodeo Coach, Agriculture Instructor

SIGNATURES:

Originator: [Signature]
Cabinet-Level Supervisor: [Signature]

PRESIDENT'S APPROVAL:

[Signature]

Date: 3-16-15
Reg 113
6-21-95
## RODEO HORSE BARN PROJECT

<table>
<thead>
<tr>
<th>GENERAL CONTRACTOR</th>
<th>CONSTRUCTION PROPOSAL</th>
<th>Dirtwork and Pens by WCJC</th>
</tr>
</thead>
<tbody>
<tr>
<td>K &amp; P Manufacturing, Wharton</td>
<td>$202,948.00</td>
<td>$23,000.00   $225,948.00</td>
</tr>
<tr>
<td>LL &amp; F Construction, El Campo</td>
<td>$216,154.00</td>
<td>$23,000.00   $239,154.00</td>
</tr>
<tr>
<td>Hlavinka Construction, East Bernard</td>
<td>$238,200.00</td>
<td>$23,000.00   $261,200.00</td>
</tr>
<tr>
<td>BLS Construction, El Campo</td>
<td>$261,349.00</td>
<td>$23,000.00   $284,349.00</td>
</tr>
<tr>
<td>IKLO Construction, Spring, TX</td>
<td>$263,000.00</td>
<td>$23,000.00   $286,000.00</td>
</tr>
<tr>
<td>M. Scott Construction, Richmond</td>
<td>$292,855.00</td>
<td>$23,000.00   $315,855.00</td>
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<tr>
<td>Four Seasons Development, Houston</td>
<td>$314,518.00</td>
<td>$23,000.00   $337,518.00</td>
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<tr>
<td>Bass Construction, Rosenberg</td>
<td>$336,100.00</td>
<td>$23,000.00   $359,100.00</td>
</tr>
</tbody>
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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: March 24, 2015  Date of this Proposal: March 2, 2015

SUBJECT:

Qualified Investment Brokers

RECOMMENDATION:

Adopt attached list of qualified brokers that are authorized to engage in investment transactions with Wharton County Junior College.

BACKGROUND/RATIONALE:

Section 2256.025 of the Public Funds Investment Act requires the governing body of an entity subject to the Public Funds Investment Act to review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the entity. On January 13, 2015, the qualified brokers were mailed the Investment Policy for Wharton County Junior College District along with a Certification page to be signed and returned. The attached list of brokers have all received and have returned a certification that they have reviewed and have implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions between WCJC and the broker.

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
Betty McCrohan, President

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]

Date

reg 113
6-21-95
Frost Bank Capital Markets
Mr. Jeff Beckel
Senior Vice President
P.O. Box 1600
100 West Houston Street
San Antonio, Texas 78296-1400
(800)-438-4891 ext. 56147

Southwest Securities, Inc.
Mr. Rob Nash
Executive Vice President
1201 Elm Street, Suite 3500
Dallas, Texas 75270-2180
(800) 537-0733

The Independent Banker’s Bank
Mr. W. Reed Bateman
First Vice President/Principal
350 Phelps Drive
Irving, Texas 75038
(800) 374-4842

Gilford Securities Inc.
Mr. Steve Neri
Senior Vice President
2020 Main Street, Suite 650
Irvine, California 92614

Coastal Securities, Inc.
Ms. D. Ann Komar
Executive Vice President
206 Wild Basin Road, Suite 102
Austin, Texas 78746
(800)489-3232

Raymond James
Phil Hartigan
420 Throckmorton Suite #830
Fort Worth, Texas 76102
(817) 8871-4629

Mutual Securities, Inc.
Michael E. Swan
General Securities Principal
501 W. Broadway, Suite #800
San Diego, CA 92101
(619) 400-4817

TexPool Participant Services
Steven A. Friedman
Vice President
1001 Texas Avenue, Suite 1400
Houston, Texas 77002
Wharton County Junior College

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

Date of Board Meeting: March 24, 2015  Date of This Proposal: March 4, 2015

SUBJECT:

Approve the method of selecting the College’s bank depository.

RECOMMENDATION:

Approve the Request for Proposal method of selecting the College’s bank depository.

BACKGROUND/RATIONALE:

Chapter 45, Subchapter G, of the Texas Education Code requires that a school district (ISD), solicit bids from banks located within the district and others if desired from within the State to serve as the school’s bank depository. Before soliciting offers for a Bank Depository, the College shall choose whether to use bids, or proposals as the method of selecting a School Depository. The biggest difference is that proposals will allow for a pre-award interview where a bid does not. These agreements can remain in effect for an initial term of 2 years, and then be extended for a maximum of 2 additional, 2 year terms. (total of 6 years)

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


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

Bryce D. Kocian, Vice President of Administrative Services
Gus Wessels Jr., Dean of Business Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]  3-17-15
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: March 24, 2015  Date of This Proposal: March 4, 2015

SUBJECT:

Increase the dormitory room rate for all dorm rooms by $50 a semester beginning with the fall semester of 2015.

RECOMMENDATION:

Increase the dormitory room rate from $700 at Mullins and Frankie Hall to $750, and from $600 at Brooking Hall to $650 a semester.

BACKGROUND/RATIONALE:

The College currently provides campus housing complete with cable TV, wireless internet, and washer and dryer service. The College’s dormitory room rate was $300 a semester for over 20 years until the Spring of 2010 when rates were increased to $500 a semester. When the college completed the renovations to Frankie Hall during the summer of 2011, the rate at Frankie Hall was raised from $500 to $700 a semester, and the rates at Mullins Hall and Brooking Hall were raised from $500 to $600 a semester. After the renovations to Mullins Hall in 2013, the rate charged to students living there was increased from $600 to $700 a semester.

Estimated Cost & Budgetary Support (how will this be paid for?): $0.00
This increase will generate approximately $7,000/year in new auxiliary revenue.

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

Bryce D. Kocian, Vice President of Administrative Services
Gus Wessells Jr., Dean of Business Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Originator

[Signature]
Date
3-4-15

[Signature]
Date
3/17/15

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]
Date
3-17-15
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: March 24, 2015 Date of This Proposal: March 5, 2015

SUBJECT:

Approve the recommended increase from Great Western Dining to the student's cafeteria board plan from $9.35 to $9.57 per day beginning with the Fall of 2015.

RECOMMENDATION:

Approve the recommended increase from Great Western Dining to the student's cafeteria board plan from $9.35 to $9.57 per day beginning with the Fall of 2015.

BACKGROUND/RATIONALE:

The College contracts with a food service company to provide food preparation and service for our cafeteria and board students. This agreement is reviewed each January for adjustments. Great Western Dining has requested a 2.3% increase based on the cost of food away from home as calculated by the Department of Agriculture. This is the first increase requested by Great Western since the contract began in the fall of 2012.

Estimated Cost & Budgetary Support (how will this be paid for?): $285,000.00

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

Bryce Kocian, Vice President of Administrative Services
Gus Wessels Jr., Dean of Business Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg 113
6-21-95
Complete this form and submit it to the Office of the President by noon on 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: March 24, 2015 Date of This Proposal: March 5, 2015

SUBJECT:

Approve the proposal from Barnes & Noble Booksellers, Inc. to operate the bookstores at the Wharton & Richmond Campuses.

RECOMMENDATION:

Approve the proposal from Barnes & Noble Booksellers, Inc. to operate the bookstores at the Wharton & Richmond Campuses.

BACKGROUND/RATIONALE:

Our current contract with Barnes and Noble Booksellers, Inc. allows for two (2) additional five (5) year extensions by mutual agreement. Barnes and Noble's proposed commission amount is 11% of sales with a guaranteed commission of 90% of the previous year's earned commissions. Previously, it was 10% of sales with a guaranteed commission of a flat $200,000.00 a year. Given the changes in the college bookstore business over the last 5 years, this seems to be a very good offer. The V.P. of Administrative Services and the Director of Purchasing, along with the President recommend its acceptance and approval.

Estimated Cost & Budgetary Support (how will this be paid for?): Revenue $183,000.00

Auxiliary Fund Revenue for each year.

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

Bryce D. Kocian, Vice President of Administrative Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]

Originator

[Signature]

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]

3-5-15 Date

[Signature]

3/17/15 Date

[Signature]

3-17-15 Date
Wharton County Junior College

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: March 24, 2015  Date of This Proposal: March 5, 2015

SUBJECT:

Approve the increase to board fees charged students living on campus from $1,250.00 a semester to $1,300.00 a semester beginning with the fall of 2015.

RECOMMENDATION:

Approve the increase to board fees charged students living on campus from $1,250.00 a semester to $1,300.00 a semester beginning with the fall of 2015.

BACKGROUND/RATIONALE:

The College contracts with a food service company to provide food preparation and service for our cafeteria and board students. This agreement is reviewed each January for adjustments. Great Western Dining has requested a 2.3% increase based on the cost of food away from home as calculated by the Department of Agriculture. Based on their request, the College would need to increase our 18 meal a week Board Plan from $1,250.00 to $1,300.00 a semester in order to keep the student’s charge in line with the College’s expense for providing the board plan.

Estimated Cost & Budgetary Support (how will this be paid for?): $312,000.00

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

Bryce Kocian, Vice President of Administrative Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

Date

Reg 113
6-21-95

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: March 24, 2015  Date of This Proposal: March 5, 2015

SUBJECT:

Information Item

RECOMMENDATION:

Seek sealed bids for the purchase of a Computer Numerical Controlled Lathe and a Hydraulic Mechanical Training Bench for laser alignments and vibration analysis for the Bay City Mechanical Lab with funds from the Tenaris Grant.

BACKGROUND/RATIONALE:

The $575,000 Tenaris Grant includes some equipment purchases that are required by Texas Purchasing Law to be publicly bid. (Texas Education Code section 44.031) We are seeking permission to start the bid process for these two major purchases.

Estimated Cost & Budgetary Support (how will this be paid for?): $261,000.00

Tenaris 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
Rudolph Henry, Program Director, Nuclear Power Program
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator  3-5-15  Date

Cabinet-Level Supervisor  3/16/15  Date

PRESIDENT’S APPROVAL:

Reg 113
6-21-95
Date of Board Meeting: March 24, 2015  Date of This Proposal: March 5, 2015

SUBJECT:

Information Item

RECOMMENDATION:

Seek sealed bids for janitorial and housekeeping services at the Richmond Campus, Julie Rivers Drive, and the Bay City Campus.

BACKGROUND/RATIONALE:

The College contracts for housekeeping and janitorial services at these locations will expire August 31, 2015. The College needs to solicit bids for these services since their cost will exceed the required bid limit of $50,000. It also would make good, prudent, business sense to consider a company that might be based where the campus is located. For that reason, we will reserve the right to award collectively or by individual campus depending on the bids received.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $125,000.00
Current Unrestricted Operating Budget for 2015 - 2016

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

Bryce D. Kocian, Vice President of Administrative Services
Mike Feyen, Director of Facilities Management
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg 113
6-21-95
MATTERS RELATING TO STUDENT SERVICES

A. Approval to change the new permanent, full-time administrative Academic Advising Position, previously approved by the board on January 20, 2015, to two permanent, full-time support staff Academic Advising Specialists positions ($65,150.00 - $32,575.00 for each position)
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: March 24, 2015        Date of This Proposal: March 19, 2015

SUBJECT (item as it will appear on agenda):
Approval to change the new permanent, full-time administrative Academic Advising Position previously approved by the board on January 20, 2015, to two permanent, full-time support staff Academic Advising Specialists positions.

RECOMMENDATION:
Approval to change the new permanent, full-time administrative Academic Advising Position, previously approved by the board on January 20, 2015, to two permanent, full-time support staff Academic Advising Specialists positions.

BACKGROUND/RATIONALE:
The need to provide affordable, high quality academic advising services to students continues to grow. Previously, the Board approved a new academic advisor position for the Sugar land Campus. Upon careful review it was determined that a more cost effective way to deliver services to students would be to create two support staff level positions to provide academic advising services. The specialist positions will be responsible for providing a highly focused set of academic advising services. Students will be served by increased availability of assistance to help them to reach their educational goals and the college as a whole will benefit with increased student persistence and retention. The cost of a specialist position is significantly less when compared to an academic advisor position. The college will be able to add two specialist positions and increase services to students, with significantly less cost than adding two academic advisors. (job description attached)

Estimated Cost and Budgetary Support (how will this be paid for?): $65,150.00 ($32,575.00 for each position)

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

SIGNATURES:

[Signatures]

Date 3-19-15

Date 2-19-15

Date 3-19-15

Reg 113
6-21-95, 12-16-99
JOB TITLE: Academic Advising Specialist  
FLSA: Non-Exempt  
GRADE: P-15  

LOCATION:  Wharton Campus  
FBTC  Sugar Land Campus  

NBAOPOSN: SPC020  
EFFECTIVE DATE: February 23, 2015  
REVISION DATE: March 4, 2015  

REPORTS TO: Director of Academic Advising and Counseling

PURPOSE AND SCOPE:

The Academic Advising Specialist will provide services to students that includes but is not limited to degree plans, navigation of registration functions, coordination of course schedules, understanding and completing admission requirements, offering students resources for academic success, and general information regarding financial aid.

ESSENTIAL JOB FUNCTIONS:

1. This position assists in advising current and prospective students on degree requirements and administrative procedures.

2. This position prepares degree plans for students; reviews and revises printed documents that contain academic degree information.

3. This position communicates with students regarding all aspects of admissions and academic status, prerequisites, and general financial aid information.

4. This position assists students with all aspects of course registration, schedule changes and course drop.

5. This position reviews and inputs student information in the Wharton County Junior College (WCJC) data base.

6. This position participates in new student orientation and is part of the group that delivers this program.

7. This position will be responsible for maintaining current information on all available resources for students to assist with their success.
8. This position will be responsible for providing outstanding customer service to students, parents, college staff, and community members.

10. This position is required to perform other duties as assigned.

**KNOWLEDGE, SKILLS, EXPERIENCE:**

This position requires an Associate Degree or 60 semester hours from an accredited institution, and two years of work experience at an institution of higher education in the admissions, registration, financial aid, academic advising, testing, or student services areas. This position requires computer skills with a proficiency in Microsoft Office and experience working with database information. This position requires the ability to deal extensively and effectively with a wide variety of individuals requiring excellent interpersonal skills, listening skills, and communication skills in order to assist students in achieving their academic goals. The person in this position must be able to provide continuous courteous customer service to students, parents, the community, staff, and administration. A criminal background check is also required.

**SUPERVISION OF OTHERS:**

This position has no supervisory duties.

**SUPERVISION AND DIRECTION RECEIVED:**

The Academic Advising Specialist is responsible and accountable to Director of Academic Advising and Counseling for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

**EQUIPMENT USED:**

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

**CONTACTS:**

External contacts of this position are with students, parents, area high school staff members as well as community members and stakeholders.
Internal contacts of this position are with college administrators, faculty, staff, and students.

**COMPLEXITY/EFFORT:**

This position requires the ability to work independently with minimal supervision. This position requires the individual to be able to exercise discretion and independent judgment and act upon decisions within the scope of delegated authority. This position requires excellent interpersonal skills, the ability to interact with community constituents', school administrators, faculty, staff, and students, and excellent speaking skills to project positive enthusiasm to students about college and the college experience. This position requires the ability to work collaboratively in a collegial atmosphere including having the ability to work on collegial teams and must demonstrate a commitment to the mission of a comprehensive community college. This position requires the ability to handle emergency situations as they arise in the working environment and the ability to read and interpret departmental policies, procedures and instructions, and have the ability to hear and understand customer inquiries and oral instructions from supervisor. Sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer is required in this position. Mutually agreed-upon objectives must be attained within a specified time frame; functional responsibilities must be executed at a level consistent with performance requirements; and the individual role with the institution must relate the college's goals and mission. The individual in this position must be capable of developing and maintaining effective and cooperative relationships with the Director of Academic Advising and Counseling, the Vice President of Student Services, the student services staff, faculty, other administrative and professional staff, support staff, and clientele from the community.

**WORKING CONDITIONS:**

Work is performed primarily in a climate-controlled office environment with adequate lighting, ventilation, and favorable temperatures. There is some exposure to natural atmospheric conditions such as dirt and dust, etc. The job duties require some physical effort with only light lifting. There is minimal exposure to safety hazards. The position requires occasional travel and use of a personal vehicle. Occasional over time work hours on evenings and weekends during high demand time frames may occur.

**LAST MODIFIED:** March 4, 2015

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Employee's Signature

Date

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Supervisor's Signature

Date

Initials
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

1. Approve contract actions as listed in the attached agenda brief

A. Office of President

1. Bruce W. Kieler received a change in title as coordinator/grant writing, AA-1-16, to grant writer, AA-1-16, effective February 6, 2015

B. Office of Academic Affairs

1. Frank J. Becak received a salary adjustment as instructor of Emergency Medical Services (EMS), FAC-1-10 (9 months), to instructor of EMS, FAC-1-10 (12 months), effective February 5, 2015

2. Cynthia A. Cruz received a salary adjustment as instructor of associate degree nursing, FAC-1-11, to instructor of associate degree nursing, FAC-1-22, effective January 21, 2015

3. Sandra Davis received a salary adjustment as instructor of associate degree nursing, FAC-1-11, to instructor of associate degree nursing, FAC-1-22, effective January 21, 2015

4. Natasha Goins received a salary adjustment as instructor of associate degree nursing, FAC-1-12, to instructor of associate degree nursing, FAC-1-24, effective January 21, 2015

5. Tammy L. Hann received a salary adjustment as instructor of associate degree nursing, FAC-1-12, to instructor of associate degree nursing, FAC-1-24, effective January 21, 2015

6. Patricia A. Korenek received a salary adjustment as instructor of associate degree nursing, FAC-1-13, to instructor of associate degree nursing, FAC-1-26, effective January 21, 2015

7. Shawna C. Lindsey received a salary adjustment as instructor of associate degree nursing, FAC-1-7, to instructor of associate degree nursing, FAC-1-17, effective January 21, 2015

8. Amanda K. Pence received a salary adjustment as instructor of associate degree nursing, FAC-1-10, to instructor of associate degree nursing, FAC-1-20, effective January 21, 2015

9. Amy B. Pendergraft received a salary adjustment as instructor of associate degree nursing, FAC-1-11, to instructor of associate degree nursing, FAC-1-23, effective January 21, 2015

10. Corrine M. Reutter received a salary adjustment as instructor of associate degree nursing, FAC-1-14, to instructor of associate degree nursing, FAC-1-28, effective January 21, 2015

11. Andrea M. Shropshire received a salary adjustment as instructor of associate degree nursing, FAC-1-10, to instructor of associate degree nursing, FAC-1-20, effective January 21, 2015

12. Amy C. Wall received a salary adjustment as instructor of associate degree nursing, FAC-1-20, to instructor of associate degree nursing, FAC-1-40, effective January 21, 2015
13. Deborah S. Yancey received a salary adjustment as instructor of associate degree nursing, FAC-1-23, to instructor of associate degree nursing, FAC-1-43, effective January 21, 2015

C. Office of Administrative Services
D. Office of Student Services
E. Office of Technology and Institutional Research
Office of the President

Category I: Renewal of persons on one-year contracts

Contracts expire: 08/31/15

Recommended action: Renew contracts for one year (08/31/16)

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Amestoy</td>
<td>Instructor of Agriculture</td>
<td>FAC / 1 17</td>
</tr>
<tr>
<td>Dennis Case</td>
<td>Head Baseball Coach</td>
<td>FAC / 1 11</td>
</tr>
<tr>
<td>Brianna Florus</td>
<td>Volleyball Coach</td>
<td>FAC / 1 8</td>
</tr>
<tr>
<td>Amanda Heard</td>
<td>Coordinator of Internet Marketing</td>
<td>AA / 1 4</td>
</tr>
<tr>
<td>Bruce Kieler</td>
<td>Coordinator/Grant Writing</td>
<td>AA / 1 16</td>
</tr>
<tr>
<td>David Leenhouts</td>
<td>Vice President of Student Services</td>
<td>VP / 13 38</td>
</tr>
<tr>
<td>Marybelle Perez</td>
<td>Director of Grants Management</td>
<td>CA / 15 14</td>
</tr>
<tr>
<td>Deborah Popek</td>
<td>Assistant Director of Human Resources</td>
<td>AA / 1 17</td>
</tr>
<tr>
<td>Benjamin Sharp</td>
<td>Coordinator of Marketing &amp; Communication</td>
<td>AA / 1 10</td>
</tr>
</tbody>
</table>

Revised 02/12/15 8:57 a.m.
Category II: Extensions for persons on two-year contracts

Contracts expire: 08/31/16

Recommended action: Renew contracts for one year (08/31/17)

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eugene Bahnsen</td>
<td>Athletics Director/Instructor of Kinesiology</td>
<td>FAC / 3A 52</td>
</tr>
<tr>
<td>Zina Carter</td>
<td>Director of Marketing &amp; Communications</td>
<td>CA / 1 35</td>
</tr>
<tr>
<td>Leigh Ann Collins</td>
<td>Vice President of Instruction</td>
<td>VP / 13 59</td>
</tr>
<tr>
<td>Danson Jones</td>
<td>Dean of Planning &amp; Institutional Effectiveness</td>
<td>D / 15 19</td>
</tr>
<tr>
<td>Judith Jones</td>
<td>Director of Human Resources</td>
<td>CA / 1 34</td>
</tr>
<tr>
<td>Bryce Kocian</td>
<td>Vice President of Administrative Services</td>
<td>VP / 13 53</td>
</tr>
<tr>
<td>Pamela Youngblood</td>
<td>Vice President of Technology &amp; Institutional Research</td>
<td>VP / 13 50</td>
</tr>
</tbody>
</table>
### Category III: No action for renewal of persons on one-year contracts

Contracts expire: 08/31/15

Recommended action: None - Contracts will expire

<table>
<thead>
<tr>
<th>Employee’s Name</th>
<th>Employee’s Title</th>
<th>2014-2015 Salary Schedule</th>
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</table>

### Category IV: No action for extension of persons on two-year contracts

Contracts expire: 08/31/16

Recommended action: None - Contracts will continue as they are currently written

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
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<tbody>
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</table>
Office of the Vice President of Instruction

Category I: Renewal of persons on one-year contracts

Contracts expire: 08/31/15

Recommended action: Renew contracts for one year (08/31/16)

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramiro Acevedo</td>
<td>Instructor of Physics</td>
<td>FAC / 7 4</td>
</tr>
<tr>
<td>Amy Acord</td>
<td>Instructor of Government</td>
<td>FAC / 6 11</td>
</tr>
<tr>
<td>Dawn Aldana</td>
<td>Online Instructor of Psychology</td>
<td>FAC / 1 11</td>
</tr>
<tr>
<td>Tim Arriaga</td>
<td>Instructor of Engineering Design</td>
<td>FAC / 1 12</td>
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<tr>
<td>Alice Atkins</td>
<td>Director of Continuing Education</td>
<td>CA / 10 13</td>
</tr>
<tr>
<td>Nelli Avetisyan</td>
<td>Instructor of Mathematics</td>
<td>FAC / 1 10</td>
</tr>
<tr>
<td>Matthew Bakus</td>
<td>Instructor of Welding</td>
<td>FAC / 1 10</td>
</tr>
<tr>
<td>Francine Bay</td>
<td>Instructor of Dental Hygiene</td>
<td>FAC / 1 16</td>
</tr>
<tr>
<td>Frank Becak, Jr.</td>
<td>Instructor of EMS</td>
<td>FAC / 1 10</td>
</tr>
<tr>
<td>Kimberly Benien</td>
<td>Instructor of Mathematics</td>
<td>FAC / 1 5</td>
</tr>
<tr>
<td>Andrew Berezin</td>
<td>Instructor of Biology</td>
<td>FAC / 1 5</td>
</tr>
<tr>
<td>Michele Betancourt</td>
<td>Director of Distance Education</td>
<td>CA / 15 12</td>
</tr>
</tbody>
</table>

Revised 02/12/15 8:59 a.m.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archna Bhasin</td>
<td>Instructor of Biology</td>
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<tr>
<td>Ophelia Binkley-Webb</td>
<td>Instructor of Psychology</td>
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<tr>
<td>Gary Bonewald</td>
<td>Instructor of EMS</td>
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<tr>
<td>Melissa Bruton</td>
<td>Instructor of Surgical Technology</td>
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<tr>
<td>E. Frank Carey</td>
<td>Instructor of Chemistry</td>
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<td>Patrice Carter</td>
<td>Instructor of History</td>
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<tr>
<td>Johnson Cherukara</td>
<td>Instructor of Biology</td>
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<tr>
<td>Kam Chu</td>
<td>Instructor of Physics</td>
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<tr>
<td>Sean Collins</td>
<td>Instructor of Chemistry</td>
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<tr>
<td>James Conner</td>
<td>Instructor of Speech</td>
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<tr>
<td>Cynthia Cruz</td>
<td>Instructor of Associate Degree Nursing</td>
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<tr>
<td>Dianne Curtis</td>
<td>Instructor of Art</td>
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<tr>
<td>Sandra Davis</td>
<td>Instructor of Associate Degree Nursing</td>
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<tr>
<td>Cynthia Diener</td>
<td>Instructor of English</td>
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<tr>
<td>Aaron Dittmar</td>
<td>Instructor of Welding</td>
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<tr>
<td>William Feagin</td>
<td>Instructor of Government</td>
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<tr>
<td>Natasha Goins</td>
<td>Instructor of Associate Degree Nursing</td>
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**Category II: Extensions for persons on two-year contracts**
Contracts expire: 08/31/16

Recommended action: Renew contracts for one year (08/31/17)

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</tr>
<tr>
<td>Sharla Walker</td>
<td>Instructor of Radiologic Technology</td>
<td>FAC</td>
<td>1 21</td>
</tr>
<tr>
<td>Amy Wall</td>
<td>Instructor of Associate Degree Nursing</td>
<td>FAC</td>
<td>1 39</td>
</tr>
<tr>
<td>Wendy Waters</td>
<td>Instructor of Biology</td>
<td>FAC</td>
<td>7 17</td>
</tr>
<tr>
<td>Mary Wilson</td>
<td>Instructor of Business/Office Administration</td>
<td>FAC</td>
<td>6A 37</td>
</tr>
<tr>
<td>Joy Wind</td>
<td>Instructor of History</td>
<td>FAC</td>
<td>1 36</td>
</tr>
<tr>
<td>Deborah Yancey</td>
<td>Instructor of Associate Degree Nursing</td>
<td>FAC</td>
<td>1 43</td>
</tr>
</tbody>
</table>
Category III: No action for renewal of persons on one-year contracts

Contracts expire: 08/31/15

Recommended action: None-Contracts will expire

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenneth Rosier</td>
<td>Coordinator of Distance Learning</td>
<td>AA / 15 20</td>
</tr>
<tr>
<td></td>
<td>Technical Support</td>
<td></td>
</tr>
<tr>
<td>Matthew Topelian</td>
<td>Instructor of Criminal Justice</td>
<td>FAC / 1 10</td>
</tr>
</tbody>
</table>

Category IV: No action for extension of persons on two-year contracts

Contracts expire: 08/31/16

Recommended action: None-Contracts will continue as they are currently written

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy Fitt</td>
<td>Instructor of Kinesiology</td>
<td>FAC / 1 16</td>
</tr>
<tr>
<td>Mary Newman</td>
<td>Instructor of Speech</td>
<td>FAC / 7 23</td>
</tr>
</tbody>
</table>

Revised 02/12/15 8:59 a.m.
Office of the Vice President of Administrative Services

Category I: Renewal of persons on one-year contracts

Contracts expire: 08/31/15

Recommended action: Renew contracts for one year (08/31/16)

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachel Bahnsen</td>
<td>Assistant Payroll &amp; Benefits Director</td>
<td>AA / 1 12</td>
</tr>
<tr>
<td>Tracy Glass</td>
<td>Director of Fort Bend Technical Center</td>
<td>AA / 5 40</td>
</tr>
<tr>
<td>Daniel Terronez</td>
<td>Director of Security &amp; Public Safety</td>
<td>CA / 15 10</td>
</tr>
<tr>
<td>Cynthia Ward</td>
<td>Controller</td>
<td>CA / 10 11</td>
</tr>
<tr>
<td>Robert Wolter</td>
<td>Director of Sugar Land Campus</td>
<td>CA / 10 22</td>
</tr>
</tbody>
</table>

Revised 02/12/15 8:58 a.m.
Category II: Extensions for persons on two-year contracts

Contracts expire: 08/31/16

Recommended action: Renew contracts for one year (08/31/17)

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Feyen</td>
<td>Director of Facilities Management</td>
<td>CA / 1 40</td>
</tr>
<tr>
<td>Conrad Kieler</td>
<td>Director of Payroll &amp; Benefits</td>
<td>CA / 3 52</td>
</tr>
<tr>
<td>Alvin Schultz</td>
<td>Assistant Director to Facilities Management/Senior Electrician</td>
<td>AA / 1 25</td>
</tr>
<tr>
<td>Estefanita Vela</td>
<td>Grant Accountant</td>
<td>AA / 1 33</td>
</tr>
<tr>
<td>Gus Wessels</td>
<td>Dean of Financial &amp; Business Services</td>
<td>D / 10 32</td>
</tr>
<tr>
<td>Philip Wuthrich</td>
<td>Director of Purchasing</td>
<td>CA / 8 24</td>
</tr>
</tbody>
</table>
**Category III: No action for renewal of persons on one-year contracts**

Contracts expire: 08/31/15

Recommended action: None-Contracts will expire

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
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</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

**Category IV: No action for extension of persons on two-year contracts**

Contracts expire: 08/31/16

Recommended action: None-Contracts will continue as they are currently written

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
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</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
of the Vice President of Technology & Institutional R

Category I: Renewal of persons on one-year contracts

Contracts expire: 08/31/15

Recommended action: Renew contracts for one year (08/31/16)

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allyson Chuc</td>
<td>Systems Analyst</td>
<td>AA / 12 13</td>
</tr>
<tr>
<td>David Johanson</td>
<td>Senior Systems Analyst</td>
<td>AA / 15 24</td>
</tr>
<tr>
<td>Robby Mathews</td>
<td>Network Administrator</td>
<td>AA / 10 8</td>
</tr>
</tbody>
</table>
Category II: Extensions for persons on two-year contracts

Contracts expire: 08/31/16

Recommended action: Renew contracts for one year (08/31/17)

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Bullock</td>
<td>MIS Infrastructure Architect</td>
<td>CA / 1 36</td>
</tr>
<tr>
<td>Bryan Chuc</td>
<td>Director of Database &amp; Application Services</td>
<td>CA / 15 46</td>
</tr>
<tr>
<td>Vicki Jacobs</td>
<td>Systems Analyst</td>
<td>AA / 12 27</td>
</tr>
<tr>
<td>Xiaodong Li</td>
<td>Webmaster</td>
<td>CA / 10 22</td>
</tr>
<tr>
<td>Tessa Mathews</td>
<td>Director of Institutional Research</td>
<td>CA / 10 22</td>
</tr>
<tr>
<td>John Miller</td>
<td>Manager of Technical Services</td>
<td>AA / 12 24</td>
</tr>
</tbody>
</table>
Category III: No action for renewal of persons on one-year contracts

Contracts expire: 08/31/15

Recommended action: None-Contracts will expire

<table>
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<th>Employee's Name</th>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Category IV: No action for extension of persons on two-year contracts

Contracts expire: 08/31/16

Recommended action: None-Contracts will continue as they are currently written

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
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<tbody>
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</table>

Revised 02/12/15 9:05 a.m.
Office of the Vice President of Student Services

Category I: Renewal of persons on one-year contracts

Contracts expire: 08/31/15

Recommended action: Renew contracts for one year (08/31/16)

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristen Cartwright</td>
<td>Academic Advisor</td>
<td>AA / 1 10</td>
</tr>
<tr>
<td>Leslie Kolojaco</td>
<td>Coordinator of Testing Services</td>
<td>AA / 1 12</td>
</tr>
<tr>
<td>Catherine Shoppa</td>
<td>Coordinator of Presidential Scholars Program/Academic Advisor</td>
<td>AA / 1 4</td>
</tr>
<tr>
<td>Merry Sprague</td>
<td>Assistant Director of Financial Aid</td>
<td>AA / 1 24</td>
</tr>
<tr>
<td>Tracy Stripling</td>
<td>Student Recruiter</td>
<td>AA / 1 1</td>
</tr>
<tr>
<td>Patty Young</td>
<td>Coordinator of Disability Services</td>
<td>AA / 1 10</td>
</tr>
</tbody>
</table>

Category II: Extensions for persons on two-year contracts

Contracts expire: 08/31/16

Recommended action: Renew contracts for one year (08/31/17)

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Aaronson</td>
<td>Manager of Student Recruiting</td>
<td>AA / 7 18</td>
</tr>
<tr>
<td>Lori Blust</td>
<td>Financial Aid Coordinator/Counselor</td>
<td>AA / 1 19</td>
</tr>
</tbody>
</table>

Revised 02/12/15 9:03 a.m.
<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Employee's Title</th>
<th>2014-2015 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Denman-Briones</td>
<td>Director of Academic Advising/Counseling</td>
<td>CA / 10 21</td>
</tr>
<tr>
<td>Richard Hyde</td>
<td>Director of Financial Aid</td>
<td>BA / 1 60</td>
</tr>
<tr>
<td>Patricia Lawlor</td>
<td>Counselor</td>
<td>FAC / 1A 22</td>
</tr>
<tr>
<td>Beverley Marks</td>
<td>Counselor</td>
<td>FAC / 1 23</td>
</tr>
<tr>
<td>Priscilla Salas</td>
<td>Financial Aid Coordinator/Counselor</td>
<td>AA / 1 10</td>
</tr>
</tbody>
</table>

**Category III: No action for renewal of persons on one-year contracts**

Contracts expire: 08/31/15

Recommended action: None-Contracts will expire

**Category IV: No action for extension of persons on two-year contracts**

Contracts expire: 08/31/16

Recommended action: None-Contracts will continue as they are currently written

Revised 02/12/15 9:03 a.m.
## Wharton County Junior College
### Personnel Action Form

**Banner ID #**

**Last Name**
Kieler, Bruce W.

**First**

**Middle Initial**

**Telemone**

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

### Part I: Check all that apply

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

**Change in title**

### 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:** Institutional Effectiveness

**Job Title/Position:** Coordinator/Grant Writing

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

**Budget Number:** 1110-115-6093-60104

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

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>1</td>
<td>16</td>
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</tbody>
</table>

If temporary, anticipated termination date: N/A

#### PROPOSED
**Division/Unit:** Institutional Effectiveness

**Job Title/Position:** Grant Writer

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

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

**Budget Number:** 1110-115-6093-60104

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

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>1</td>
<td>16</td>
</tr>
</tbody>
</table>

If temporary, anticipated termination date: N/A

### 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 Dean**

**Approved by President**

**Budget Approval**

Reg. 821

**HR Requisition Number** 1502 0007

**Revised May 29, 2015**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Personnel ID #**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**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):**

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

- **Budget Number:**
  - 1110.14026.6091.102--50%, 1210.14026.6091.102--50%

- **Job Vacancy No.:** (if applicable)
  - 1405-F-029

- **Specialized Area:**
  - Emergency Medical Services

- **Funded in which FY?**
  - 15

- **Position No. (NBAPOSN):**
  - EMT001

- **Compensation:**
  - $47,550

- **Start Date:**
  - 08-14-14

- **End Date:**
  - N/A

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

#### PROPOSED Division/Unit:

- **Vocational Science**

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

- **Name of Replaced Employee:**
  - NA

- **Budget Number:**
  - 1110.14026.6091.102--50%, 1210.14026.6091.102--50%

- **Compensation:**
  - $63,401

- **Start Date:**
  - 02-05-15

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

#### Explanation of Action:

See attached.

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head**
  - Gary Bonewald

- **Approved by Division Chair**
  - Timothy Guin

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

- **Approved by Vice President**
  - Leigh Ann Collins

- **Approved by President**
  - [ ]

- **Budget Approval**
  - 2/19/15

- **HR Requisition Number:**
  - 1502 6016

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

<table>
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<tr>
<td></td>
<td>Cruz, Cynthia A.</td>
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### Address

<table>
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<th>City</th>
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<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
  - ☐ 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:
- Allied Health

- **Job Title/Position:** Instructor of Associate Degree Nursing

- **Budgeted Position?** ☑ Yes ☐ No

- **Budget Number:** 1110.14181.6091.102

#### Compensation:

- **Compensation:** $56,058
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain): ________________

- **Start Date:** 01/13/14

- **End Date:** N/A

- **Sched:** FAC
  - Grade 1
  - Step 11

- **At-will-employee:** ☐

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

- ☑ 9 months
- ☑ 10 ½ months
- ☑ 12 months
- ☐ Other (specify)

#### PROPOSED Division/Unit:
- Allied Health

- **Job Title/Position:** Instructor of Associate Degree Nursing

- **Budgeted Position?** ☑ Yes ☐ No

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

- **Budget Number:** 1110.14181.6091.102

#### Compensation:

- **Compensation:** $62,474
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain): ________________

- **Start Date:** 01/21/15

- **End Date:** N/A

- **Sched:** FAC
  - Grade 1
  - Step 22

- **At-will-employee:** ☐

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

- ☑ 9 months
- ☑ 10 ½ months
- ☑ 12 months
- ☐ Other (specify)

### Explanation of Action:

See attached.

### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:** ________________
  - Date: 01/23/15

- **Approved by Division Chair:** ________________
  - Date: 01/23/15

- **Approved by Cabinet Level Supervisor:** ________________
  - Date: 01/23/15

- **Budget Approval:** ________________
  - Date: 01/29/15

Reg. 221 HR Requisition Number: E 1501 0015

Revised May 29, 2014
|
|------------------|----------------|----------------|----------------|
| **Personnel Action Form** |
| **Wharton County  |
| Junior College** |
| **Human Resources** |
| **Banner ID #** | **Last Name** | **First** | **Middle Initial** | **Telephone** |
| **Address** | **City** | **State** | **Zip** |
| **Classification:** | **New Employee** | **Other (explain)** |
| **Administrative/Professional Staff** | **Extension** |
| **Faculty** | **Salary Adjustment** |
| **Support Staff** |  |
| **Temporary** | **Full-Time** |
| **Part-Time** |  |
| **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 WJCIC Policies and Procedures.
Support Staff employees are at-will employees.

**CURRENT Division/Unit:**
Allied Health

**Job Title/Position:**
Instructor of Associate Degree Nursing

**Budgeted Position?** Yes No
Name of Replaced Employee: N/A

**Budget Number:** 1110.14181.6091.102

**Compensation:**
$ 56,058

**Start Date:** 01/13/14
**End Date:** N/A

**At-will-employee**
Per contract

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

**PROPOSED Division/Unit:**
Allied Health

**Job Title/Position:**
Instructor of Associate Degree Nursing

**Budgeted Position?** Yes No
Name of Replaced Employee: N/A

**Budget Number:** 1110.14181.6091.102

**Compensation:**
$ 62,474

**Start Date:** 01/21/15

**At-will-employee**
Per contract

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

**Explanation of Action:**
See attached.

**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

Approved by President

Reg. 821 HR Requisition Number E 1501 000 00

Revised May 29, 2014
### Personnel Action Form

**Wharton County Junior College**  
**Human Resources**

<table>
<thead>
<tr>
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<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
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</thead>
<tbody>
<tr>
<td>Goins, Natasha</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Part I: Check all that apply

- **Classification:**
  - ☐ Administrative/Professional Staff
  - ☐ Faculty
  - ☐ Support Staff
  - ☐ Temporary ☐ Full-Time  ☐ Temporary ☐ 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:** Allied Health  
**Job Title/Position:** Instructor of Associate Degree Nursing  
**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:** 1610.14181.6091.102

**Compensation:**
- ☐ Annual
- ☐ Hourly
- ☐ Other (explain: ______)
- $ 48,550

**Start Date:** 09/20/12  
**End Date:** N/A

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

**PROPOSED**

**Division/Unit:** Allied Health  
**Job Title/Position:** Instructor of Associate Degree Nursing  
**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:** 1610.14181.6091.102

**Compensation:**
- ☐ Annual
- ☐ Hourly
- ☐ Other (explain: ______)
- $ 54,550

**Start Date:** 01/21/15  
**End Date:** N/A

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

**Explanation of Action:** See attached.

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:**  
  **Deborah Faucet 1/23/15**

- **Approved by Division Chair:**  
  **Carol Deroowski 1/29/15**

- **Approved by Cabinet Level Supervisor:**  
  **Date 1/29/15**

- **Budget Approval:**  
  **Date 2/19/15**

**Reg. 821**  
**HR Requisition Number:** F 15010014

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**Ref: 12/1/15**  
**Date 12/1/15**  
**Rev: May 29, 2014**
**Personnel Action Form**

**Human Resources**

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**Address**

City: Zin

**Part I: Check all that apply**

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

**Classification:**

- [ ] 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:** Allied Health

**Job Title/Position:** Instructor of Associate Degree Nursing

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

**Budget Number:** 1610.14181.6091.102

**Compensation:**

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

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

\[
\text{Hourly Rate} = \frac{\text{Salary} \times \text{hrs/wk} \times \text{wks}}{\text{hrs} \times \text{wks}}
\]

**If temporary, anticipated termination date:** N/A

**PROPOSED**

**Division/Unit:** Allied Health

**Job Title/Position:** Instructor of Associate Degree Nursing

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

**Budget Number:** 1610.14181.6091.102

**Compensation:**

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

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

\[
\text{Hourly Rate} = \frac{\text{Salary} \times \text{hrs/wk} \times \text{wks}}{\text{hrs} \times \text{wks}}
\]

**If temporary, anticipated termination date:** NA

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommend by Supervisor/Department Head:** Deborah Daddy 3-17-15
- **Approved by Division Chair:** 3-19-15
- **Approved by Cabinet Level Supervisor:** 3-17-15
- **Budget Approval:** 3-12-15

**Reg. 821**  HR Requisition Number: 15018005

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

**Wharton County Junior College**

**Human Resources**

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**Address**  
City  
State  
Zip

### Part I: Check all that apply

- [ ] New Employee  
- [ ] Extension  
- [ ] Salary Adjustment  
- [ ] Separation (date: ____________)

#### Classification:

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

**CURRENT**  
Division/Unit: Allied Health

Job Title/Position: Instructor of Associate Degree Nursing

Budgeted Position? [ ] Yes [ ] No

Budget Number: 1110.14181.6091.102

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

- $57,224

Sched  
- FAC  
Grade 1  
Step 13

Hourly Rate: (Part-time only)

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

Start Date: 08/29/11  
End Date: N/A

- [ ] 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: Allied Health

Job Title/Position: Instructor of Associate Degree Nursing

Budgeted Position? [ ] Yes [ ] No  
Name of Replaced Employee: N/A

Budget Number: 1110.14181.6091.102

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

- $64,808

Sched  
- FAC  
Grade 1  
Step 26

Hourly Rate: (Part-time only)

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

Start Date: 01/21/15  
End Date: N/A

- [ ] 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)

**Explanation of Action:**  
See attached.

### Part III: Position/Budget Authorization

**Recommended by Supervisor/Department Head**  
Date: 01/23/15  

**Approved by Division Chair**  
Date: 01/28/15  

**Approved by Cabinet Level Supervisor**  
Date: 02/19/15

**Budget Approval**  
Date: 02/21/15

**HR Requisition Number:** 15010010

**Reg. 821**  
**Approved by Dean:** Amy L. McElroy  
Date: 01/22/15

**Approved by Vice President:** Amy L. McElroy  
Date: 01/28/15

**Reviewed by Human Resources:**  
Date: 02/03/15

**Approved by President:**  
Date: 02/21/15

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

**Wharton County Junior College**

**Human Resources**

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### Part I: Check all that apply
- **Classification:**
  - [ ] New Employee
  - [ ] Other (explain)
- **Administrative/Professional Staff**
  - [ ] Faculty
  - [ ] Support Staff
  - [ ] Temporary
    - [ ] Full-Time
    - [ ] Part-Time
  - [ ] 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:** Allied Health
- **Job Title/Position:** Instructor of Associate Degree Nursing
- **Budgeted Position?** [ ] Yes [ ] No
- **Budget Number:** 1610.14181.6091.102
- **Compensation:** $55,474
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] Sched: FAC
  - [ ] Grade: 5
  - [ ] Step: 10
- **Start Date:** 01/12/15
- **End Date:** N/A
- **Position is funded for the following number of months/weeks:**
  - [ ] 9 months
  - [ ] 10 ½ months
  - [ ] 12 months
  - [ ] Other (specify)
- **At-will-employee**
- **Per contract**

**PROPOSED**
- **Division/Unit:** Allied Health
- **Job Title/Position:** Instructor of Associate Degree Nursing
- **Budgeted Position?** [ ] Yes [ ] No
- **Name of Replaced Employee:** N/A
- **Budget Number:** 1610.14181.6091.102
- **Compensation:** $61,308
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] Sched: FAC
  - [ ] Grade: 5
  - [ ] Step: 20
- **Start Date:** 01/21/15
- **End Date:** N/A
- **Position is funded for the following number of months/weeks:**
  - [ ] 9 months
  - [ ] 10 ½ months
  - [ ] 12 months
  - [ ] Other (specify)
- **At-will-employee**
- **Per contract**

**Explanation of Action:**

See attached.

### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:**
  - **Date:** 1/23/15

- **Approved by Division Chair:**
  - **Date:** 1/24/15

- **Approved by Cabinet Level Supervisor:**
  - **Date:** 1/24/15

- **Budget Approval:**
  - **Date:** 2/19/15

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**Reg. 821**

**HR Requisition Number:** E1501-0012

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

**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

Number of months/weeks below indicates 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

**Job Title/Position:** Instructor of Associate Degree Nursing

**Budgeted Position?** Yes

**Budget Number:**

| 1110.14181.6091.102 |

**Compensation:**

| $ 48,050 |

**Start Date:** 01/14/13

**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:** Allied Health

**Job Title/Position:** Instructor of Associate Degree Nursing

**Budgeted Position?** No

**Budget Number:**

| 1110.14181.6091.102 |

**Compensation:**

| $ 54,050 |

**Start Date:** 01/21/15

**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: 3/17/15
- Approved by Dean: 3/17/15
- Approved by Vice President: 3/17/15
- Approved by Cabinet Level Supervisor: 3/17/15
- Reviewed by Human Resources: 3/17/15
- Approved by President: 3/17/15

**Reg. 821**

**HR Requisition Number:** F 1501 0011

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

**Human Resources**

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#### Part I: Check all that apply

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

**Address:**

**City**

**State**

**Zip**

#### 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

**Job Title/Position:** Instructor of Associate Degree Nursing

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

**Budget Number:** 1610.14181.6091.102

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

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**Start Date:** 08/23/10

**End Date:** N/A

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

**PROPOSED**

**Division/Unit:** Allied Health

**Job Title/Position:** Instructor of Associate Degree Nursing

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

**Budget Number:** 1610.14181.6091.102

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

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**Start Date:** 01/21/15

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

**Explanation of Action:** See attached.

#### Part III: Position/Budget Authorization

**Recommended by Supervisor/Department Head:**

**Deborah Harvey**

**Date:** 1/23/15

**Approved by Dean:**

**Amy S.**

**Date:** 1/24/15

**Approved by Division Chair:**

**Carol Derkowski**

**Date:**

**Approved by Vice President:**

**Date:**

**Approved by Cabinet Level Supervisor:**

**Date:**

**Approved by President:**

**Date:**

**Budget Approval:**

**Date:**

**Reg. 821**

**HR Requisition Number:** 1501 0008

**C-33**

**Revised May 29, 2014**
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### Part I: Check all that apply

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

**Job Title/Position:** Instructor of Associate Degree Nursing

**Budgeted Position?** Yes ☐ No ☑

**Budget Number:** 1110.14181.6091.102

**Compensation:**
- Annual $47,550
- Hourly
- Other (explain)

**Start Date:** 08/18/14

**End Date:** N/A

**Role:** At-will-employee Per contract

**Position funded for the following number of months/weeks:**
- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify)

**PROPOSED**

**Division/Unit:** Allied Health

**Job Title/Position:** Instructor of Associate Degree Nursing

**Budgeted Position?** Yes ☐ No ☑

**Budget Number:** 1110.14181.6091.102

**Compensation:**
- Annual $52,550
- Hourly
- Other (explain)

**Start Date:** 01/21/15

**Role:** At-will-employee Per contract

**Position funded for the following number of months/weeks:**
- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify)

**Explanation of Action:**

- See attached.

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

**Approved by Dean**

**Approved by Division Chair**

**Carol Derkowski**

**Approved by Cabinet Level Supervisor**

**Reviewed by Human Resources**

**Approved by President**

**Budget Approval**

**Reg. 821 HR Requisition Number:** 1SD1 0001

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

Personnel Action Form
Human Resources

Banner ID #: 
Last Name: 
First Name: 
Middle Initial: 
Telephone:
Address: 
City: 
State: 
Zip: 

Part I: Check all that apply

Classification:
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary [ ] Full-Time [ ] Part-Time
- [ ] Regular [ ] 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:
Allied Health
Job Title/Position:
Instructor of Associate Degree Nursing
Budgeted Position? [ ] Yes [ ] No
Budget Number: 1110.14181.6091.102
Compensation:
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)
Sched: FAC Grade: 1 Step: 20

$ 70,067
Start Date: 01/10/05 End Date: N/A
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:
Allied Health
Job Title/Position:
Instructor of Associate Degree Nursing
Budgeted Position? [ ] Yes [ ] No Name of Replaced Employee: NA
Budget Number: 1110.14181.6091.102
Compensation:
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)
Sched: FAC Grade: 1 Step: 40 At-will-employee

$ 82,734 83,401
Start Date: 01/21/15
Per contract
If temporary, anticipated termination date:
NA

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: 3/17/15 Approved by Dean: [ ] Date: 3-17-15
Approved by Division Chair: [ ] Date: 3-17-15
Approved by Cabinet Level Supervisor: [ ] Date: 3-17-15
Approved by Vice President: [ ] Date: 3-17-15
Reviewed by Human Resources: [ ] Date: 3-17-15
Budget Approval: [ ] Date: 3-17-15

Reg. 821 HR Requisition Number: E 1501 0013 Revised May 29, 2014
# Personnel Action Form

## Human Resources

### Part I: Check all that apply

- [ ] New Employee
- [ ] Other (explain)

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

### Budgeted Position?
- [x] Yes
- [ ] No

### Budget Number:
1110.14181.6091.102

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

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<td></td>
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<td></td>
<td>22</td>
</tr>
</tbody>
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### Start Date:
08/24/98

### End Date:
N/A

### Position is funded for the following number of months/weeks:
- [x] 0 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify)

### PROPOSED

### Division/Unit:
Allied Health

### Job Title/Position:
Instructor of Associate Degree Nursing

### Budgeted Position?
- [x] Yes
- [ ] No

### Name of Replaced Employee:
N/A

### Budget Number:
1110.14181.6091.102

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

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<td>43</td>
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</table>

### Start Date:
01/21/15

### Position is funded for the following number of months/weeks:
- [x] 0 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify)

### Explanation of Action:

### 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

### Job Title/Position:
Instructor of Associate Degree Nursing

### Budgeted Position?
- [x] Yes
- [ ] No

### Budget Number:
1110.14181.6091.102

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

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</table>

### Start Date:
08/24/98

### End Date:
N/A

### Position is funded for the following number of months/weeks:
- [x] 0 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify)

### PROPOSED

### Division/Unit:
Allied Health

### Job Title/Position:
Instructor of Associate Degree Nursing

### Budgeted Position?
- [x] Yes
- [ ] No

### Name of Replaced Employee:
N/A

### Budget Number:
1110.14181.6091.102

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

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</table>

### Start Date:
01/21/15

### Position is funded for the following number of months/weeks:
- [x] 0 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify)

### Explanation of Action:

### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:**
  - Date: 11/23/15
  - Signature: Yancey

- **Approved by Division Chair:**
  - Date: 12/1/15
  - Signature: Carol Derkowski

- **Approved by Cabinet Level Supervisor:**
  - Date: 12/1/15
  - Signature: [Signature]

- **Budget Approval:**
  - Date: 12/1/15
  - Signature: [Signature]

### Reg.
HR Requisition Number: 501-0001
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA 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 469: Paid Professional Assignments
PAID PROFESSIONAL ASSIGNMENTS (PPA)

I. PURPOSE

Outlines the process for submission and approval of paid professional assignments.

II. POLICY

Paid professional assignments (PPAs) are made to faculty and administrative staff to perform functions or engage in activities in lieu of or in addition to contractual teaching assignments.

(POLICY APPROVAL: 4-19-95, Board of Trustees, amended 10-16-12)

III. PROCEDURES

A. PPA request forms (see form on college intranet) are available from supervisors or from the Office of the appropriate Vice-President of Instruction on the college intranet.

B. PPA request forms are submitted to the immediate supervisor (department head, division chair, or director) and forwarded to the appropriate Vice-President (VP) of Instruction (VPI) for approval, or they may be initiated by the supervisor and forwarded to the VPI, or they may be initiated by the VPI.

C. PPA requests must be submitted no later than six weeks prior to the semester in which the PPA activity is to occur. (Exceptions to this deadline may be made for special situations.)

D. All PPAs are reviewed and endorsed by the supervisor before they are forwarded to the VPI for approval.

E. Upon approval of the VP, the PPA is submitted to the President for final approval.

EF. —Decisions to deny or approve a PPA request are made at the earliest possible date after receipt of the request but no later than three weeks prior to the beginning of the semester in which the PPA activity is to occur.

FG. —A summary and evaluation of PPA activities are submitted through the immediate supervisor to the VPI within two weeks of the completion of activities.

IV. GUIDELINES

A. —Terms of the PPA request are determined jointly by the faculty or staff member and the immediate supervisor and are subject to the approval of the VPI.

B. PPA costs are computed as (1) a percentage of contractual load or (2) as an overload, depending on the specific situation. In the former case, the individual is granted released time from contractual teaching to undertake the PPA activity; in the latter case, the individual is compensated by extra pay, the amount of which is stipulated on the PPA request form. When extra pay is granted for PPA activities, this compensation is for the term of the activities only.

C. Continuing two-semester or year-long activities are presented in a single request.
D. Activities performed within the guidelines of a grant or as part of contractual obligations do not require request forms.