WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

May 20, 2014

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

**Wharton County Junior College District**

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<td>P. D. (Danny) Gertson, III Chair</td>
<td>May 2018</td>
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<td>Gary P. Trochta Vice Chair</td>
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<td>6</td>
<td>Monty Merecka</td>
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<tr>
<td>8</td>
<td>Oliver W. Kunkel, Jr.</td>
<td>May 2020</td>
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-AGENDA-

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

May 20, 2014

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

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

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

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

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

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

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

V. Special Items

A. Canvass of Election held on May 10, 2014

B. Swearing in of trustees
C. Election of board officers

D. Approve changing the Board of Trustees regular meeting scheduled for June 17, 2014 to June 24, 2014

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

A. Recognition of retirement of Ms. Geneen Lannom

B. Update on Sugar Land change in management to branch campus of University of Houston System

VII. Student Success

A. Awards Ceremony Update – Dave Leenhouts

VIII. Reports to the Board

A. Financial Reports for April 2014

B. Information Item: Management Reports

C. Information Item: Reports from College Governance Councils

IX. Reports from Committees of the Board

A. Audit/Finance Committee

B. Facilities Committee

C. Legislative Committee

-CONSENT AGENDA-

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

X. Matters Relating to General Administration

XI. Matters Relating to Academic Affairs

A. Approval to create a new permanent full-time mathematics instructor position ($42,050.00 - $53,550.00)

XII. Matters Relating to Administrative Services
A. Approve fiscal year 2014 budget adjustments

B. Approve the resolution to sell the Julie Rivers Drive campus in Sugar Land (revenue of approximately $5,500,000.00)

C. Approve the resolution concerning Ad Valorem Tax Exemptions

D. Approve the amendment to the Interlocal Cooperation Agreement with the Fort Bend County Tax Assessor/Collector for the collection of taxes ($4,000.00 approximately – 2014-2015 unrestricted budget)

E. Approve the engagement letter for the fiscal year 2014 external audit (not to exceed $33,500.00 – current unrestricted operating budget for 2013 – 2014)

F. Approve the internal audit plan for the fiscal year ending August 31, 2014 ($10,000.00)

G. Approve the rejection of all bids for the renovation of the men’s and women’s locker rooms in the Pioneer gymnasium

H. Approve the proposal for the replacement of the HVAC system in Mullins Hall ($89,714.00 – transfer from the plant repair and replacement fund)

I. Approve Micro-Simulation Technology’s quote to develop a hard copy curriculum with detailed step-by-step procedures to demonstrate objectives established by our industry experts on their nuclear power plant simulator ($60,450.00 – nuclear curriculum development grant)

XIII. Matters Relating to Technology and Institutional Research

A. Approve the transfer from the MIS plant fund for the purchase of 57 CPU’s and 78 LCD/LED monitors ($75,000.00 – transfer from the MIS plant fund for 2013 – 2014)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

1. Approve paid professional assignment for Dr. Robin Nealy, Gulf Coast Partners Achieving Student Success/Wharton Independent School District Real Opportunities for Academic Rigor developmental education coordinator, 6/1/14 – 6/30/14 - $2,000.00

2. Approve paid professional assignment for Ms. Becky McElroy, Gulf Coast Partners Achieving Student Success/Wharton Independent School District Real Opportunities for Academic Rigor success coordinator, 6/1/14 – 6/30/14 - $2,000.00
3. Approve paid professional assignment for Ms. Dana Bramble, Gulf Coast Partners Achieving Student Success/Wharton Independent School District Real Opportunities for Academic Rigor Writing Instructor, 6/1/14 – 6/30/14 - $1,800.00

4. Approve paid professional assignment for Ms. Ava Humme, Summer Texas State Initiative Boot Camp (administrator/Wharton campus), 7/14/14 – 7/25/14 - $2,000.00

5. Approve paid professional assignment for Ms. Brittany Miller, Summer Texas State Initiative Boot Camp (math instructor/Wharton campus), 7/14/14 – 7/25/14 - $1,800.00

6. Approve paid professional assignment for Ms. Protima Batres, Summer Texas State Initiative Boot Camp (math instructor/Richmond campus), 7/14/14 – 7/25/14 - $1,800.00

7. Approve paid professional assignment for Dr. Robin Nealy, Summer Texas State Initiative Boot Camp (administrator/Sugar Land campus), 7/14/14 – 7/25/14 - $2,000.00

8. Approve paid professional assignment for Ms. Sherry Liu, Summer Texas State Initiative Boot Camp (math instructor/Sugar Land campus), 7/14/14 – 7/25/14 - $1,800.00

9. Approve paid professional assignment for Ms. Becky McElroy, Summer Texas State Initiative Boot Camp (administrator/Richmond campus), 7/14/14 – 7/25/14 - $2,000.00

10. Approve paid professional assignment for Ms. Jessica Falcon, Summer Texas State Initiative Boot Camp (logistics coordinator/multiple locations), 7/14/14 – 7/25/14 - $900.00

11. Approve paid professional assignment for Ms. Mara Ustynik, Summer Texas State Initiative Boot Camp (logistics coordinator/multiple locations), 7/14/14 – 7/25/14 - $900.00

C. Office of Academic Affairs

1. Approve paid professional assignment for Mr. Andrew Berezin, edit biology 1407 lab manual, 3rd edition, May – June 2014, $250.00


3. Stephen G. Lyford received a salary adjustment from regular, full-time instructor of computer science, FAC-1-11, to regular, full-time instructor of computer science, FAC-1A-11, effective May 1, 2014

4. Obigale Nwosu extended as temporary, full-time instructor of chemistry, FAC-1-5, to regular, full-time instructor of chemistry, FAC-1-5, effective May 17, 2014

5. Mariakutty M. Samuel received a salary adjustment from regular, full-time instructor of associate degree nursing (12 months), FAC-1-29, to regular, full-time instructor of associate degree nursing (9 months), FAC-1-29, effective May 16, 2014
6. Bracha Silverstone employed as regular, full-time instructor of math, FAC-1-6, effective August 14, 2014

7. Hui Zhao extended as temporary, full-time instructor of chemistry, FAC-7-6, to regular, full-time instructor of chemistry, FAC-7-6, effective May 17, 2014

8. Christopher J. Bible extended as temporary, full-time instructor of computer science (spring semester 2014), FAC-1-0, to temporary, full-time instructor of computer science (9 months), FAC-1-0, effective May 17, 2014

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Terry D. Lynch resigned as regular, full-time instructor of law enforcement, FAC-1-17, effective May 15, 2014

2. Jack R. Grisham separated as temporary, full-time instructor of math, FAC-7-10, effective May 16, 2014

3. Anaisabel Ortiz-Avila separated as temporary, full-time instructor of Spanish, FAC-1-7, effective May 16, 2014


H. Information Items: Non-contract Personnel Action

1. Kevin D. Farley separated as regular, full-time senior public relations officer, T-14-17, effective April 24, 2014

2. Alex C. Gardner, Jr. extended as regular, full-time resident hall supervisor, $4,500.00 (spring semester), to regular, full-time resident hall supervisor, $9,000.00 (9 months), effective May 24, 2014

3. Gerard Argao employed as regular, part-time public service officer, $20.00 hr. x 19 hrs./wk. x 52 wks. = $19,760.00/yr., effective May 8, 2014

4. Dudridge Bourne employed as regular, part-time testing services assistant, $15.00 hr. x 19 hrs./wk. x 20 wks. = $5,700.00/yr., effective April 16, 2014

5. John H. Labay employed as regular, part-time math tutor, $15.00 hr. x 13 hrs./wk. x 10 wks. = $1,950.00/yr., effective June 9, 2014
6. Stacy Lynch separated as regular, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective July 2, 2012

7. Marissa Martin employed as regular, part-time testing assistant, $15.00 hr. x 19 hrs./wk. x 20 wks. = $5,700.00/yr., effective April 21, 2014

8. Enedina Trejo separated as regular, part-time senior citizens driver, $7.25 hr. x 19 hrs./wk. x 45 wks. = $6,198.75/yr., effective August 16, 2013

9. Manuel Guerrero employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 24 wks. = $5,573.88/yr., effective April 4, 2014

10. Clint R. Harper employed as temporary, part-time information technology assistant, $10.00 hr. x 19 hrs./wk. x 13 wks. = $2,470.00/yr., effective May 19, 2014

11. Tiffany Singletary separated as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective October 9, 2013

12. Gordon Solis employed as temporary, part-time math tutor, $15.00 hr. x 10 hrs./wk. x 18 wks. = $2,700.00/yr., effective April 7, 2014

13. Pisal Var employed as temporary, part-time information technology assistant, $10.00 hr. x 19 hrs./wk. x 13 wks. = $2,470.00/yr., effective May 19, 2014

END OF CONSENT AGENDA

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

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

XVIII. Discuss Matters Relating to Formal Policy

XIX. Other Business

XX. Adjourn
Reading of the Minutes

A. The regular board meeting held on April 15, 2014
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
April 15, 2014

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

Trustees Present: Mr. Danny Gertson, Chair; Mr. Jack Moses, Secretary; Mrs. Merle Hudgins; Ms. Ann Hundl; Mr. Oliver Kunkel, Jr.; Mr. Monty Merecka; Mr. Lloyd Nelson; and Ms. Amy Rod

Trustees Absent: Mr. Gary Trochta, Vice Chair

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Ms. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Ms. Deanna Feyen, Executive Secretary to the President; Ms. Rachel Polasek; Mr. Tommy Regan; Dr. Liz Rexford; Mr. James Schoshinski; Mr. Jeff Shine; Mr. Scott Stripling; Ms. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

SGA/PTK Students: Ms. Rachel Boettcher; Mr. Thomas Garcia; Ms. Briana Gonzales; Ms. Courtney Guidry; Ms. Elizabeth Hollan; Ms. Mara Johnson; Mr. Ernest Joseph; Ms. Madeleine Merecka; Mr. Dustin Mirel; Mr. Valentino Perez; Mr. Miles Segun-Oside; Mr. Derek Slaton; Ms. Miranda Tamayo; Mr. John Tran; and Ms. Stephanie Williams

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:30 P.M.
-Mr. Gertson welcomed everyone to 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 March 25, 2014

-The minutes of the regular board meeting held on March 25, 2014 was approved as presented.

ITEM IV: CITIZENS’ COMMENTS
ITEM V: SPECIAL ITEMS

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

- Ms. McCrohan announced that an article appeared in the Wharton Journal Spectator regarding the new initiative recognizing the faculty called the "Teacher Effect". Students will tell how a faculty member has had an effect on them.
- Ms. McCrohan gave the board a copy of the Strategic Plan.

ITEM VII: STUDENT SUCCESS

A. PTK Presentation

- Mr. Leenhouts introduced Dr. Liz Rexford – PTK Advisor. Dr. Rexford gave the annual 2013/2014 PTK report and explained the accomplishments during the year.
- Dr. Rexford introduced Mr. Jeff Shine and Mr. James Schoshinski – SGA Advisors. The SGA officers from Wharton, Richmond, and Sugar Land gave a presentation on the 2013/2014 SGA accomplishments.
- Mr. Gertson recognized and thanked all the students in attendance and offered recommendations if needed in the future.

- Mr. Gertson recognized Mr. Scott Stripling, Faculty Council President and thanked him for providing the board with the faculty council reports.

ITEM VIII-A: REPORTS TO THE BOARD

A. Financial Reports

- Mr. Wessels presented the financial reports for March 2014.
- Ms. Ward presented the investment report for the second quarter ending February 28, 2014.
- Ms. McCrohan stated that changes will be made to the investment policy due to the suggestions from Mr. Bouligny. The timeline for investments under the new policy will be in the fall. An update will be given to the board next month.

BOARD ACTION: On a motion by Mr. Nelson and a second, the board unanimously approved the financial reports for February 2014 and the investment report for the 2nd quarter as presented.

ITEM VIII-B: MANAGEMENT REPORTS

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

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

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

ITEM VIII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS
A. Academic Affairs Council

B. Faculty Council

C. President’s Extended Cabinet
   1. Extended Cabinet Meeting Minutes for March 20, 2014

D. Student Services Council
   1. Student Services Council Meeting Minutes for January 31, 2014
   2. Student Services Council Meeting Minutes for February 28, 2014

E. Support Staff Council
   1. Support Staff Organization Meeting Minutes for February 20, 2014

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee: Mr. Kunkel
   -None-

B. Facilities Committee: Mr. Nelson
   -None-

C. Legislative Committee: Mr. Nelson
   -None-

   -The 2014 Board of Trustee Institute (BOTI) in Santa Fe, New Mexico was attended by Mr.
   Nelson, Mrs. Hudgins, and Ms. McCrohan. Mr. Nelson gave a report on the meetings. The recommendation from
   the BOTI was to form a committee of board members to review student success data. The data will be provided by
   Ms. McCrohan. Other items were mandatory advising for first time in college students and eliminating late
   registration which has already been implemented. Ms. Hudgins stated that she came away from the meetings with
   more knowledge because of attending the institute last year.

   -Ms. McCrohan also attended the High Impact Institute (HIPI) along with Mr. Leenhouts, Ms.
   Collins, Dr. LaPan, Ms. Hunt, Ms. Shoppa, and Ms. Stavinoha. Recommendations resulting from the HIPI
   conference were (1) a task force to look at front door processes which Dr. LaPan will chair, (2) a task force to
   review front door processes to increase student success, and (3) a student success council. Mr. Gertson thanked
   them all for attending the conference.

   -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.
Mr. Merecka suggested placing something on the agenda to signify the end of the consent agenda.

No items were pulled for separate consideration.

CONSENT AGENDA

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

ITEM X: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM XI: MATTERS RELATING TO ACADEMIC AFFAIRS

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

A. Approve the bid submitted by Times Construction, Inc. of Houston for the foundation repairs at the Johnson Health Occupations building ($507,000.00 – transfer funds from the plant repair and replacement fund)

B. Approve American Contracting USA, Inc. of Rio Hondo Texas for the roof replacement on the Administration building ($350,000.00 – transfer funds from the plant repair and replacement fund)

C. Approve the transfer of funds to cover the repair/replacement of section of sidewalk at the Richmond campus ($23,950.00 – transfer funds from the plant repair and replacement fund)

D. Approve Endowment Fund Investment Policy

E. Information Item:

1. Seek sealed proposals from vendors to renovate the men’s and women’s locker rooms in the Pioneer Gymnasium (estimated $250,000.00 – transfer funds from the plant repair and replacement fund)

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
Board of Trustees
April 15, 2014
Minutes

C. Office of Academic Affairs

1. Gary W. Bonevald employed as regular, full-time instructor of EMS, FAC-1-14, effective May 23, 2014

2. Varun Gupta reclassified from temporary, full-time instructor of economics, FAC-1-6, to regular, full-time instructor of economics, FAC-1-6, effective May 17, 2014

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Chase A. Smolik resigned as temporary, Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math supplemental instruction coach, GNT-1-2, effective April 18, 2014

H. Information Items: Non-contract Personnel Action

1. Michael Crouch reassigned as regular, full-time help desk technician, P-6-1, to regular, full-time administrative assistant and records specialist to the dean of vocational instruction, P-11-1, effective April 21, 2014

2. Amanda L. Jurek employed as regular, full-time campus support clerk – Sugar Land, O-10-0, effective April 21, 2014

3. Bobby Lee Kerns employed as regular, full-time public safety officer, O-10-0, effective March 24, 2014

4. Rachel Polasek reclassified from regular, full-time information technology technician, P-13-0, to regular, full-time IT reliability/maintenance technician, P-15-0, effective April 14, 2014

5. Holly A. Eisel reclassified from temporary, part-time adult basic education IG transitions participant advisor/instructional support, $23.00/hr. x 20 hrs./wk. x 45 wks. = $20,700.00/yr., to temporary, adult basic education facilitator, P-12-0, effective April 7, 2014

6. Casey Halderman extended as temporary, full-time assistant rodeo coach, $18,000.00, to temporary, full-time assistant rodeo coach, $18,000.00, effective August 18, 2014

7. Michael Robbins extended as temporary, full-time assistant baseball coach, $18,000.00, to temporary, full-time assistant baseball coach, $18,000.00, effective August 18, 2014
8. Sarah E. Ward reclassified as temporary, part-time fitness center staff, $7.25 hr. x 12 hrs./wk. x 48 wks. = $4,716.00/yr., to temporary, full-time fitness center manager, P-12-0, effective April 1, 2014

9. Amanda N. Gonzales separated as temporary, part-time adult basic education IG transitions project support specialist, O-10-0, $11.91 hr. x 20 hrs./wk. x 45 wks. = $10,719.00/yr., effective January 3, 2014

10. Desiree E. Martinez resigned as temporary, part-time adult basic education aide, $11.91 x hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective March 5, 2014

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).

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

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

1. Regulation 251: Textbooks

2. Regulation 324: Weapons Control on Campus

3. Regulation 514: Notification Regarding Missing Residential Students

4. Regulation 876: Evaluation of Full-time Administrative and Support Staff

-Mr. Mereckaa asked for clarification on Regulation 324 regarding having a concealed weapon on campus. It was clarified that the concealed weapon could only be in the vehicle, not on the premises.

-Ms. Rod stated that "defensive weapons" needed to be either defined at the beginning of the regulation or the word "defensive" needed to be taken out of the regulation. It was agreed to remove the word "defensive" in the regulation.

BOARD ACTION: On a motion by Ms. Rod and a second, the board unanimously approved the regulations with the change noted on Regulation 324, removing the word "defensive" from the regulation.
ITEM XIX:  OTHER BUSINESS
ITEM XX:  ADJOURN

-The meeting adjourned at 7:55 P.M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM V

Special Items

A. Canvass of Election held on May 10, 2014
B. Swearing in of trustees
C. Election of board officers
D. Approve changing the Board of Trustees regular meeting scheduled for June 17, 2014 to June 24, 2014
Good Morning,

Attached are the final results from the May 10th, 2014 General Election for Wharton County Junior College. I’ve included the final report along with the report to break down Ballot by Mail voters (BBM), Early Voting, and Election Day.

Have a great day,

Audrey Wessels
Election Administrator
Wharton County Elections
315 E. Milam | Wharton TX 77488
PO Box 390 | Wharton TX 77488
T: 979-532-0193 | F: 979-282-2034
audrey.wessels@co.wharton.tx.us
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<td>184</td>
<td>73</td>
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<tr>
<td>Alderman, Position No. 2 CITY OF EAST BERNARD</td>
<td>Thomas Morrison</td>
<td>302</td>
<td>32.97</td>
<td>10</td>
<td>823</td>
<td>61</td>
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<tr>
<td></td>
<td>Ron Tilton</td>
<td>614</td>
<td>67.03</td>
<td>28</td>
<td>462</td>
<td>134</td>
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<tr>
<td>Position</td>
<td>Candidate(s)</td>
<td>Total Votes</td>
<td>%</td>
<td>BBM Early Voting</td>
<td>Election Day</td>
<td>Provisional</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>-------------</td>
<td>---</td>
<td>------------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Alderman, Position No. 4 CITY OF EAST BERNARD</td>
<td>John B. Salcido, Sr.</td>
<td>548</td>
<td>60.00</td>
<td>18</td>
<td>425</td>
<td>105</td>
</tr>
<tr>
<td></td>
<td>Don Webster</td>
<td>364</td>
<td>39.94</td>
<td>11</td>
<td>260</td>
<td>53</td>
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<tr>
<td>School Board Trustee, Position 1 EAST BERNARD ISD</td>
<td>Larry Alexander</td>
<td>1,068</td>
<td>100.00</td>
<td>42</td>
<td>797</td>
<td>260</td>
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<tr>
<td>School Board Trustee, Position 2 EAST BERNARD ISD</td>
<td>Scott Fagans</td>
<td>232</td>
<td>18.31</td>
<td>17</td>
<td>173</td>
<td>42</td>
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<tr>
<td></td>
<td>Patrick Caress</td>
<td>445</td>
<td>35.12</td>
<td>19</td>
<td>312</td>
<td>114</td>
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<tr>
<td></td>
<td>Doug Sellers</td>
<td>690</td>
<td>46.57</td>
<td>11</td>
<td>456</td>
<td>121</td>
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<tr>
<td>EAST BERNARD ISD PROP</td>
<td>FOR (A FAVOR)</td>
<td>309</td>
<td>22.55</td>
<td>12</td>
<td>224</td>
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<tr>
<td></td>
<td>AGAINST (EN CONTRA)</td>
<td>1,062</td>
<td>77.45</td>
<td>43</td>
<td>769</td>
<td>230</td>
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<tr>
<td>Board of Director Position ISAACSON MUD</td>
<td>Marc Veliz</td>
<td>31</td>
<td>25.41</td>
<td>0</td>
<td>13</td>
<td>18</td>
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<tr>
<td></td>
<td>John Francia</td>
<td>35</td>
<td>26.69</td>
<td>0</td>
<td>25</td>
<td>12</td>
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<tr>
<td></td>
<td>Lesa Pena</td>
<td>45</td>
<td>36.89</td>
<td>0</td>
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<td>23</td>
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<tr>
<td></td>
<td>Esperanza &quot;Hope&quot; Sandoval</td>
<td>11</td>
<td>9.02</td>
<td>0</td>
<td>6</td>
<td>6</td>
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<tr>
<td>At-Large, For Council CITY OF EL CAMPO</td>
<td>Alfred Aguilar</td>
<td>116</td>
<td>44.29</td>
<td>18</td>
<td>72</td>
<td>36</td>
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<tr>
<td></td>
<td>Alfonso Longoria Vasquez</td>
<td>151</td>
<td>58.58</td>
<td>14</td>
<td>97</td>
<td>48</td>
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<tr>
<td></td>
<td>Randy Collins</td>
<td>156</td>
<td>58.92</td>
<td>15</td>
<td>134</td>
<td>22</td>
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<tr>
<td></td>
<td>Samuel Chance Hollingsworth</td>
<td>89</td>
<td>47.05</td>
<td>30</td>
<td>27</td>
<td>23</td>
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<tr>
<td></td>
<td>Richard Young</td>
<td>227</td>
<td>77.95</td>
<td>31</td>
<td>137</td>
<td>59</td>
</tr>
</tbody>
</table>
Presentations, Awards, and/or President’s Report

A. Recognition of retirement of Ms. Geneen Lannom

B. Update on Sugar Land change in management to branch campus of University of Houston System
Resolution

WHEREAS, Ms. Geneen Lannom has been serving as faculty member teaching biology for the past ten years at Wharton County Junior College, and

WHEREAS, during these years as she has distinguished herself as an excellent faculty member, a congenial colleague, and person of outstanding character, and

WHEREAS, Ms. Lannom has served Wharton County Junior College’s students as a dedicated educator, and

WHEREAS, Ms. Lannom has elected to retire and is leaving us to begin a new chapter in her life,

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees and the Administration herewith commend Ms. Lannom for her dedication to the college, for her loyalty to her colleagues, and especially for her commitment to providing excellence in the classroom, and that the Board and Administration wish Ms. Lannom well in her retirement, and

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

Unanimously adopted in regular session by the Wharton County Junior College Board of Trustees on May 20, 2014.

P. D. (Danny) Gertson, III, Chair
Gary Trochta, Vice-Chair
Jack Moses, Secretary
Merle Hudgins
Ann Hundl

Oliver Kunkel, Jr.
Monty Merecka
Lloyd Nelson
Amy Rod
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII

Student Success

A. Awards Ceremony Update – Dave Leenhouts
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-A

Reports to the Board

A. Financial Reports for April 2014
Monthly Financial Reports

Wharton County Junior College
APRIL 30, 2014
Summary Reports
<table>
<thead>
<tr>
<th>Fund 1000</th>
<th>FISCAL 2014</th>
<th>FISCAL 2013</th>
<th>% OF PRIOR YR ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Month</td>
<td>Y-T-D ACTUAL</td>
<td>Budget</td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State appropriations</td>
<td>$877,597</td>
<td>$5,950,143</td>
<td>$9,237,866</td>
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<td>Tuition and Fees</td>
<td>1,480,833</td>
<td>19,726,757</td>
<td>20,856,126</td>
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<td>Advalorem Taxes</td>
<td>103,399</td>
<td>5,109,566</td>
<td>5,131,672</td>
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<td>Mandatory Transfers</td>
<td>247,291</td>
<td>247,291</td>
<td>313,161</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>15,000</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>63,692</td>
<td>763,374</td>
<td>453,170</td>
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<tr>
<td>Total Revenues</td>
<td>$2,772,812</td>
<td>$31,797,131</td>
<td>36,006,995</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1,644,190</td>
<td>12,971,039</td>
<td>20,707,504</td>
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<tr>
<td>Employee Benefits</td>
<td>305,472</td>
<td>2,490,243</td>
<td>4,655,954</td>
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<tr>
<td>Capital Expenditures</td>
<td>-</td>
<td>37,465</td>
<td>37,477</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>383,842</td>
<td>767,683</td>
<td>769,000</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>852,051</td>
<td>5,666,583</td>
<td>9,837,060</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>3,185,555</td>
<td>21,933,013</td>
<td>36,006,995</td>
</tr>
<tr>
<td>Net increase/ (decrease) in net assets</td>
<td>$(412,743)</td>
<td>$9,884,118</td>
<td>$7,737,702</td>
</tr>
<tr>
<td>Less Outstanding encumbrances</td>
<td>(1,983,601)</td>
<td>(2,285,981)</td>
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</tr>
<tr>
<td>Net increase less encumbrances</td>
<td>$7,880,517</td>
<td>$5,451,721</td>
<td></td>
</tr>
</tbody>
</table>

* Note: Net student receivables in the amount of $1,743,868.71 are currently outstanding. Tuition and fees are subject to collection in future periods.
Wharton County Junior College  
Analysis of Student Receivables Outstanding  
As of April 30, 2014

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables Current and Prior Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$ 59,777.70</td>
<td>$ 69,881.90</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>105,122.23</td>
<td>105,401.18</td>
</tr>
<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>55,431.00</td>
<td>57,619.00</td>
</tr>
<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>96,237.41</td>
<td>76,726.54</td>
</tr>
<tr>
<td>Total Installment Plan Receivable</td>
<td>$ 316,568.34</td>
<td>$ 309,628.62</td>
</tr>
<tr>
<td>Third Party Contracts Receivable</td>
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<td></td>
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<tr>
<td>Continuing Education Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Accounts Receivable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$ 1,583,928.25 $ 491,841.60
COMBINED BALANCE SHEET

(Funds included: GOVERNMENTAL FUND TYPES)
### Governmental Fund Types

<table>
<thead>
<tr>
<th></th>
<th>Auxiliary Enterprises</th>
<th>Current Unrestricted</th>
<th>Restricted Funds</th>
<th>Current Year 2014</th>
<th>Prior Year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS and OTHER DEBITS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>855,310</td>
<td>3,804,768</td>
<td>431,204</td>
<td>5,091,282</td>
<td>6,996,956</td>
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<tr>
<td>Cash Investments</td>
<td>196,769</td>
<td>13,672,333</td>
<td>217,550</td>
<td>14,286,632</td>
<td>11,995,027</td>
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<tr>
<td>Accounts Receivable</td>
<td>23,652</td>
<td>1,788,664</td>
<td>5,681</td>
<td>1,787,897</td>
<td>623,661</td>
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<td>Taxes Receivable</td>
<td></td>
<td>410,464</td>
<td></td>
<td>410,464</td>
<td>410,464</td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td></td>
<td>25,065</td>
<td></td>
<td>25,065</td>
<td>420,906</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td></td>
<td>4,164</td>
<td>14,787</td>
<td>18,921</td>
<td>99,183</td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>32,538</td>
<td></td>
<td></td>
<td>32,538</td>
<td>32,538</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>1,108,169</td>
<td>19,850,396</td>
<td>696,237</td>
<td>21,652,799</td>
<td>19,675,735</td>
</tr>
</tbody>
</table>

**Liabilities, equity and other credits**

|                                |                      |                      |                  |                   |                 |
| Accounts Payable               | 256                  | -49,463              | 17               | -49,211           | -201,925        |
| Employer Benefits Payable      |                      | 137,282              |                  | 137,282           | 119,430         |
| Payroll Taxes Payable          |                      |                      |                  |                   | -7,534          |
| Accrued Liabilities            |                      |                      |                  |                   |                 |
| Deferred Revenue               |                      |                      |                  | 472,999           | 472,999         |
| Long Term Debt                 |                      |                      |                  | 472,999           | 472,999         |
| Deposits Payable               | 40,000               | 17,500               |                  | 57,500            | 88,600          |
| Due To Other Funds             |                      |                      |                  | 4,164             | 72,932          |
| Scholarships-Designated Donations |                      | 54,613               |                  | 54,613            | 75,418          |
| Scholarships-Non-designated    |                      |                      |                  | 306,808           | 162,261         |
| **TOTAL LIABILITIES:**         | 40,256               | 105,239              | 638,601          | 984,156           | 782,392         |

**EQUITY AND OTHER CREDITS:**

<p>| | | | | | |
|                                |                      |                      |                  |                   |                 |
| Control Accounts               |                      |                      |                  |                   |                 |
| Fund -Balances                 |                      |                      |                  |                   |                 |
| Prior Year Fund Balance        |                      |                      |                  | 9,880,977         | 9,880,977       |
| Endowment Fund-Original        |                      |                      |                  |                   |                 |
| Endowment Fund-Income         |                      |                      |                  |                   |                 |
| FB Professional Development    |                      |                      |                  |                   |                 |
| FB Salary Equity               |                      |                      |                  |                   |                 |
| FB Capital Equipment           |                      |                      |                  |                   |                 |
| FB Investment Gain And Loss    |                      |                      |                  |                   |                 |
| Fund Balance Receivables       |                      |                      |                  |                   |                 |
| Reserved-Undesignated          |                      |                      |                  |                   |                 |</p>
<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Enterprise</th>
<th>Current Unrestricted</th>
<th>Restricted Funds</th>
<th>Current Year 2014</th>
<th>Prior Year 2013</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>PHC Operating Fund Balance</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Bond Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Scholarship</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
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<tr>
<td>Fund Balances:</td>
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</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td>14,930</td>
<td>1,983,621</td>
<td>83,091</td>
<td>2,083,622</td>
<td>2,447,967</td>
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<td>6,782,207</td>
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<td>Reserve For Operations</td>
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<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>1,067,913</td>
<td>19,748,698</td>
<td>-144,364</td>
<td>20,668,644</td>
<td>18,892,754</td>
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<tr>
<td>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</td>
<td>1,108,169</td>
<td>19,850,396</td>
<td>694,237</td>
<td>21,552,739</td>
<td>19,675,735</td>
</tr>
</tbody>
</table>

(amounts expressed in dollars)
**Wharton County Junior College**  
Combined Balance Sheet--All Fund Types and Account Groups  
10-APR-2014  
(With comparative totals for 10-APR-2013)  
(amounts expressed in dollars)

### Proprietary Fund Types

<table>
<thead>
<tr>
<th>ASSETS and OTHER DEBITS:</th>
<th>Agency Funds</th>
<th>Current Year 2014</th>
<th>Prior Year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>39,171</td>
<td>39,171</td>
<td>12,993</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>102,944</td>
<td>102,944</td>
<td>102,900</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>142,115</td>
<td>142,115</td>
<td>115,893</td>
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</table>

<table>
<thead>
<tr>
<th>Liabilities, equity and other credits</th>
<th>Agency Funds</th>
<th>Current Year 2014</th>
<th>Prior Year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIABILITIES:</strong></td>
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</tr>
<tr>
<td>Accounts Payable</td>
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<td></td>
<td>15</td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term Debt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits Payable</td>
<td>141,857</td>
<td>141,857</td>
<td>115,566</td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships-Non-designated</td>
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</tr>
<tr>
<td>Donato</td>
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<td></td>
<td></td>
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<tr>
<td><strong>TOTAL LIABILITIES:</strong></td>
<td>141,857</td>
<td>141,857</td>
<td>115,566</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUITY AND OTHER CREDITS:</th>
<th>Agency Funds</th>
<th>Current Year 2014</th>
<th>Prior Year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND BALANCES:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
<td>259</td>
<td>259</td>
<td>313</td>
</tr>
<tr>
<td>Endowment Fund-Original</td>
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</tr>
<tr>
<td>Endowment Fund-Income</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>PB Professional Development</td>
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</tr>
<tr>
<td>PB Salary Equity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Capital Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Investment Gain And Loss</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance Receivables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserved-Undesignated</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Wharton County Junior College
### Combined Balance Sheet—All Fund Types and Account Groups
### 30-APR-2014
### (With comparative totals for 30-APR-2013)
### (amounts expressed in dollars)

#### Proprietary Fund Types

<table>
<thead>
<tr>
<th>Agency Funds</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2014</td>
<td>2013</td>
</tr>
<tr>
<td>Equity and Other Credits:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FWTC Operating Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Bonding Diff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balances:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Equity and Other Credits</td>
<td>259</td>
<td>259</td>
</tr>
<tr>
<td>Total Liabilities, Equity and Other Credits:</td>
<td>142,115</td>
<td>115,893</td>
</tr>
</tbody>
</table>

---

### Notes

- The table above summarizes the financial positions for Wharton County Junior College as of 30-APR-2014, including details for various proprietary fund types and account groups.
- Comparative data for the prior year (30-APR-2013) is also provided for a year-over-year comparison.
- All figures are expressed in dollars.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-B

Management Reports

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

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

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

3. Student Services: Dave Leenhouts, (Vice President of Student Services)
The following reports and/or surveys have been completed:
- IPEDS Spring collection for fall enrollment, financial information, and human resource information
- ACT Institutional Data Questionnaire
- THECB Licensure data for 2012-2013
- Open records request requesting list of graduates

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

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Student Email</th>
<th>Blackboard LMS</th>
<th>Online Services</th>
<th>Misc.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Tickets</td>
<td>17</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>25</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>28</td>
<td>6</td>
<td>10</td>
<td>789</td>
<td>823</td>
</tr>
<tr>
<td>Totals</td>
<td>45</td>
<td>11</td>
<td>13</td>
<td>789</td>
<td>848</td>
</tr>
</tbody>
</table>

The Network Services team have replaced or supplied the following locations with new computer systems, monitors, and/or printing devices in April 2014.

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Richmond</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Communications and Fine Arts</td>
<td></td>
<td>Robin Nealy, TC108, CPU</td>
<td>Rick Bush, SGL215, Monitor</td>
<td></td>
</tr>
<tr>
<td>Division of Math and Physical Science</td>
<td></td>
<td>Yvonne Smith, TC140G, CPU</td>
<td>Jennifer Mauch, SGL216, printer</td>
<td></td>
</tr>
<tr>
<td>Division of Social and Behavioral Science</td>
<td></td>
<td></td>
<td>Vaun Gupta, SGL220, printer</td>
<td></td>
</tr>
<tr>
<td>Class Rooms and Labs</td>
<td>Ladieu 104, projector</td>
<td>TC215, projector</td>
<td>SGL249, printer, SGL161, Monitor, BC122, Projector</td>
<td></td>
</tr>
<tr>
<td>Office of Advising and Counseling</td>
<td></td>
<td>Beverly Marks TC118 Printer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Director of Sugar Land Campus</td>
<td></td>
<td></td>
<td>Robert Wolter, SGL117, CPU</td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Wharton</td>
<td>Richmond</td>
<td>Sugar Land</td>
<td>Bay City</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------</td>
<td>----------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>Office of Library Services</td>
<td>Library CDC, CPU</td>
<td>Janice Gensler, Library, Printer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Vocational</td>
<td>Michael Crouch, A113, CPU &amp; Monitor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Work Request by category for the month of April 2014.

<table>
<thead>
<tr>
<th>Category</th>
<th>New Service Request for the month</th>
<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Management</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Banner Access/Security</td>
<td>23</td>
<td>21</td>
<td>23</td>
<td>12</td>
</tr>
<tr>
<td>Banner AR</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>38</td>
</tr>
<tr>
<td>Banner Doc Image</td>
<td>8</td>
<td>6</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Banner Finance</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>55</td>
</tr>
<tr>
<td>Banner Financial Aid</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>63</td>
</tr>
<tr>
<td>Banner HR</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>21</td>
</tr>
<tr>
<td>Banner ID</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>449</td>
</tr>
<tr>
<td>Banner Payroll</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>61</td>
</tr>
<tr>
<td>Banner Student</td>
<td>18</td>
<td>6</td>
<td>13</td>
<td>189</td>
</tr>
<tr>
<td>Change of Office</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Computers – Classroom</td>
<td>50</td>
<td>38</td>
<td>50</td>
<td>44</td>
</tr>
<tr>
<td>Computers - Office</td>
<td>111</td>
<td>91</td>
<td>118</td>
<td>56</td>
</tr>
<tr>
<td>Data Projectors</td>
<td>3</td>
<td>1</td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>Database Administration</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>27</td>
</tr>
<tr>
<td>Email Name Correction</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
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<tr>
<td>Employment Changes</td>
<td>21</td>
<td>20</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>Malware</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>HP3000/MiniSoft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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>Moving IT Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Network Services</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Network Passwords</td>
<td>6</td>
<td>4</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Printers – Classrooms/Lab</td>
<td>2</td>
<td>1</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Printers - Offices</td>
<td>21</td>
<td>13</td>
<td>22</td>
<td>20</td>
</tr>
<tr>
<td>Reporting</td>
<td>23</td>
<td>8</td>
<td>18</td>
<td>91</td>
</tr>
<tr>
<td>Software</td>
<td>22</td>
<td>14</td>
<td>28</td>
<td>23</td>
</tr>
<tr>
<td>Student Email Name Change</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Telephones – Classroom</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Telephones – Offices</td>
<td>17</td>
<td>13</td>
<td>14</td>
<td>12</td>
</tr>
<tr>
<td>TracDat</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Training</td>
<td>28</td>
<td>11</td>
<td>24</td>
<td>34</td>
</tr>
<tr>
<td>Web Services</td>
<td>210</td>
<td>210</td>
<td>211</td>
<td>4</td>
</tr>
<tr>
<td>Workstation Assessment</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Metric</td>
<td>Last Year</td>
<td>Current Year</td>
<td>Increase/Decrease</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------</td>
<td>--------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>Number of Applicants</td>
<td>5,732</td>
<td>5,685</td>
<td>&lt;47&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Eligible Applications</td>
<td>4,348</td>
<td>4,397</td>
<td>49</td>
<td></td>
</tr>
<tr>
<td>Number of Ineligible Applications</td>
<td>1,384</td>
<td>1,288</td>
<td>&lt;96&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Pell Grant Recipients</td>
<td>2,693</td>
<td>2,611</td>
<td>&lt;82&gt;</td>
<td></td>
</tr>
<tr>
<td>Pell Grant Funds Awarded</td>
<td>12,030,729</td>
<td>11,587,994</td>
<td>&lt;442,735&gt;</td>
<td></td>
</tr>
<tr>
<td>College Work Study Program Funds Expended</td>
<td>90,442</td>
<td>94,613</td>
<td>4,171</td>
<td></td>
</tr>
<tr>
<td>Monthly Work Study Workers</td>
<td>44</td>
<td>45</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
<td>162</td>
<td>171</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>SEOG Funds Awarded</td>
<td>162,000</td>
<td>169,946</td>
<td>7,946</td>
<td></td>
</tr>
<tr>
<td>Number of Guaranteed Student Loan Recipients</td>
<td>6,283</td>
<td>6,177</td>
<td>&lt;106&gt;</td>
<td></td>
</tr>
<tr>
<td>Guaranteed Student Loan Funds Awarded</td>
<td>22,113,171</td>
<td>21,430,986</td>
<td>&lt;682,185&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Texas Public Education Grant Recipients</td>
<td>466</td>
<td>388</td>
<td>&lt;78&gt;</td>
<td></td>
</tr>
<tr>
<td>TPEG Funds Awarded</td>
<td>466,000</td>
<td>388,000</td>
<td>&lt;78,000&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Veterans Certified</td>
<td>469</td>
<td>404</td>
<td>&lt;65&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Scholarship Applicants</td>
<td>1,503</td>
<td>1,277</td>
<td>&lt;226&gt;</td>
<td></td>
</tr>
<tr>
<td>Scholarship Funds Awarded</td>
<td>1,026,411</td>
<td>1,116,548</td>
<td>90,137</td>
<td></td>
</tr>
<tr>
<td>TOTAL ALL FUNDS</td>
<td>$35,888,753</td>
<td>$34,788,087</td>
<td>&lt;1,100,666&gt;</td>
<td></td>
</tr>
</tbody>
</table>
## WHARTON COUNTY JUNIOR COLLEGE MONTHLY TESTING REPORT

**TO:** David Leenhouse, Deena Fenni  
**FROM:** Robert Falco  
**DATE:** April 30th, 2014  
**SUBJECT:** April 2014 Monthly Testing Report

### Tests Administered

<table>
<thead>
<tr>
<th>Tests Administered</th>
<th>April-13</th>
<th>April-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT (Local)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>5</td>
<td>22</td>
</tr>
<tr>
<td>Sugar Land-IH</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>ACT (Local) TOTAL</td>
<td>16</td>
<td>31</td>
</tr>
<tr>
<td>ACT (Retaken)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus - TOTAL</td>
<td>52</td>
<td>50</td>
</tr>
<tr>
<td>CLEP Test Total</td>
<td>14</td>
<td>11</td>
</tr>
<tr>
<td>COMPASS Appointments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>63 (units)</td>
<td>0 (Appointment)</td>
</tr>
<tr>
<td>Sugar Land-IH</td>
<td>21 (units)</td>
<td>3 (Appointment)</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>26 (units)</td>
<td>0 (Appointment)</td>
</tr>
<tr>
<td>Compass Appointments Total (units)</td>
<td>110</td>
<td>3</td>
</tr>
<tr>
<td>TSI Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>NA</td>
<td>26 (Appointments)</td>
</tr>
<tr>
<td>Sugar Land-IH</td>
<td>NA</td>
<td>56 (Appointments)</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>NA</td>
<td>15 (Appointments)</td>
</tr>
<tr>
<td>TSI Assessments Total</td>
<td>NA</td>
<td>156</td>
</tr>
<tr>
<td>TSI Assessment - House Bill 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>NA</td>
<td>94</td>
</tr>
<tr>
<td>Sugar Land-IH</td>
<td>NA</td>
<td>90</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>NA</td>
<td>14</td>
</tr>
<tr>
<td>TSI Assessment - House Bill 8 Total</td>
<td>NA</td>
<td>178</td>
</tr>
<tr>
<td>Correspondence/Proctored</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Sugar Land-IH</td>
<td>11</td>
<td>24</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Correspond/Proctored TOTAL</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>GED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bay City Campus</td>
<td>37</td>
<td>0</td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sugar Land-IH</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>GED Test Totals</td>
<td>75</td>
<td>0</td>
</tr>
<tr>
<td>Instructor Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>14</td>
<td>9</td>
</tr>
<tr>
<td>Sugar Land-IH</td>
<td>90</td>
<td>115</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>5</td>
<td>16</td>
</tr>
<tr>
<td>Instructor Exams TOTAL</td>
<td>109</td>
<td>142</td>
</tr>
<tr>
<td>Nelson Denney</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton Main Campus</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Sugar Land-IH</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Nelson Denney Tests Totals</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Pre-Test Restoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton Main Campus</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Sugar Land-IH</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Pre-Test Test Totals</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>TEAS V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Sugar Land-IH</td>
<td>9</td>
<td>17</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>TEAS V Totals</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>All Tests Totals (Including COMPASS UNITS)</td>
<td>437</td>
<td>681</td>
</tr>
</tbody>
</table>
Reports from College Governance Councils

The following are minutes from the College Governance Councils.

1. Academic Affairs Council
   A. Academic Affairs Council Meeting Minutes for April 22, 2014

2. Faculty Council
   A. Faculty Council Meeting Minutes for March 3, 2014
   B. Faculty Council Meeting Minutes for April 14, 2014

3. President's Extended Cabinet
   A. Extended Cabinet Meeting Minutes for April 10, 2014

4. Student Services Council

5. Support Staff Council
   A. Support Staff Organization Meeting Minutes for March 20, 2014
Date: April 22, 2014  
Time: 3:00 p.m.  
Location: Hutchins Board Room  
Committee Chair: Leigh Ann Collins  
Recorder: Trish Chandler

Committee Members Attending (Name & Department):
1. Bill Garcia, ABE
2. Alice Atkins, Continuing Education
3. G.G. Hunt, Dean of Academics
4. Robin Nealy, Developmental Studies
5. Michele Betancourt, Distance Education
6. Wayne Taylor, Dual Credit
7. Kwei-Feng Hsu, Library
8. Inez Kucera, Instructional Assessment
9. Natalie Stavinoha, Instructional Retention
10. Cindy Kocijan, Vocational Support
11. Carol Derkowski, Allied Health
12. David Kucera, Technology & Business
13. Terry Lynch, Vocational Science
14. Amanda Shelton, Social & Behavioral Science
15. Communication & Fine Arts (Vacant)
16. Amy LaPan, Dean of Vocational Instruction

Committee Members Absent (Name & Department):
   Alice Atkins, Continuing Education; Amy LaPan, Dean of Vocational Instruction;

AGENDA

Updates from Academic Affairs Areas:

Leigh Ann Collins greeted all in attendance and discussed topics from the most recent VP meeting.
1. IT is developing standards for shared group files on burnet. In the future, all department members will have access to departmental shared files instead of several files per department. IT does not have the resources or server space to allow multiple shared files per department.
2. IT is working toward individual student logins. This will allow WCJC students to utilize computer labs at UHSL. Prior to implementing individual student logins, two changes must occur. Faculty should require students to post projects or assignments through Blackboard as opposed to a shared drive. Coin operated
copiers will also need to be updated from the current generic password to individual logins.

3. New form for Annual Request for New Technology in the Classroom has been posted on the intranet under college forms and can also be found on the IT webpage on the internet. This request is for new technology only and not standard instructional technology. The process will require supervisor approval.

4. UIL assignments will first be sent to division chairs for feedback or revisions prior to sending to all faculty and staff.

Leigh Ann expressed concerns regarding the lack of classroom space at both the Richmond and Sugar Land campuses during prime scheduling times. The college is out of faculty office space at the Sugar Land campus. Enrollment has increased and no formal plans for expansion at the Sugar Land campus are underway. It would take about two years to build if new construction expansion plans were presently in place. And, UH Main is moving about 22 programs over the next 2-5 years to the Sugar Land campus. Without additional space, enrollment numbers will level off. She asked for suggestions so instructional divisions can continue to meet student demand. Discussion occurred and some suggestions follow:

- Creative scheduling by offering more hybrid sections (15% to 50% online) in some disciplines conducive to non-traditional instructional formats
- Offer MWF classes prior to 8:00 a.m.
- Utilize room TC-101 on the FBTC campus for sections enrolling less than 50 students rather than reserve it for large enrollment sections only and have it under utilized
- Utilize more UHSL-designated classrooms that currently are by request only
- Add portable buildings at SL and FBTC

Leigh Ann expressed a second concern related to the State requirement to decrease associate degrees from 60-72 SCH to only 60 SCH. The college must be in compliance by fall 2015. This decrease in SCH may have a major effect on revenue.

1. ABE (Bill Garcia):

ABE has transitioned from TEA to TWC. There are 28 regions in Texas and WCJC is affiliated with the Houston-Galveston Region #28. Grant funding to WCJC has decreased about $200,000 for FY 15, and the college gained two counties—Austin and Waller. Waller County presently offers nine adult education classes and Austin County offers three AE classes. WCJC presently offers 18 classes in Fort Bend County alone and some classes, overall, may need to be cut due to budget reductions.

GED graduation is scheduled for June 26, 2014 at 7:00 p.m. in the Horton Foote Theatre. Renovations to testing centers are needed to comply with facility requirements for the new online GED testing. [However, GED testing is separate from GED instruction. GED testing falls under the Testing Department.]

2. Continuing Education:

Leigh Ann gave a CE update submitted by Alice Atkins since she was attending a conference.

CE is working on mirror courses between credit and CE in the Technology and Business Division.

Mail-in registration for Kids College is currently on going. Face-to-face registration will begin on May 19, 2014 at the Sugar Land campus.
There has been an increase in student requests for TSI and ACT prep courses and CE is now offering those courses.
OSHA training courses are being offered in Sugar Land.
Certified Nurse Assisting labs will be conducted in El Campo this summer due to the renovations in the Johnson building.
Frito Lay grant is being implemented and an additional application will soon be submitted for a grant for the HVAC Department.

3. Academic Instruction (GG Hunt):
G.G. Hunt reported she is currently working on the fall schedules and staffing.
Budget hearings for CFA were recently conducted and went well.
Currently working on New Student Orientation (NSO); summer boot camp and bridge programs; ROAR Academy with Wharton ISD; and HB5 MOU’s with area ISD’s.

4. Developmental Studies (Robin Nealy):
Dev. Ed. is working closely with student services and advising departments on NSO processes.
NCBE 0100 (English) is currently being piloted. Robin reported from a qualitative stance, students enrolled in NCBE 0100 appear more confident than they were in January.
Developmental Studies (DS3) courses will begin fall 2014. Developmental Studies students who are just a few points away from being college ready will take one 16-week developmental course in either math, English, or reading, and they will concurrently be enrolled in the credit version of the same course. DS3 student will also be required to enroll in PSYC 1300. The non-credit based course will mirror the credit-bearing course and the Dev. Ed. teacher will then become the supplemental instructor for the credit-bearing course.
TSI Boot Camps will be held July 14-25 on the Wharton, FBTC, and the Sugar Land campuses. The camps will be funded by the PASS grant and is open to any Dev. Ed. student.

5. Distance Education (Michele Betancourt):
Michele Betancourt reported there are still issues being worked out with the Blackboard and Banner integration system implemented in December. These should be resolved by June.
Faculty course shells are now automatically created on the first day of registration.
Faculty must be an instructor of record in Banner and must have completed the required training before shells are created. By default, classes are merged together and requests to unmerge must be received one week prior to the start of the semester. Unmerged classes cannot be remerged.
DE training calendar will be posted online on the Blackboard login page and in the Online Faculty Resources Course in Blackboard. An email will also be sent to all faculty.
Three new workshops have been added:
- Creating an effective Hybrid Course
- Blackboard Test Management – Exporting Data for Assessment Purposes
- Web Supplementing Face-to-Face classes
Saturday trainings have been scheduled for May 10, 2014 and five workshops will be available including training on the fundamentals and core topics.
Division chair and department head workshops for Monitoring Online Classes will be held as follows:
- Wharton Campus – Wednesday, May 21, 2014 from 1:30 p.m. – 3:00 p.m. in room A202
- FBTC – Wednesday, May 28, 2014 from 1:00 p.m. – 2:30 p.m. in room 279
- Sugar Land – Thursday, May 29, 2014 from 1:00 p.m. – 2:30 p.m. in room 370
All internet online/hybrid/master course development forms have been updated. VCT forms have also been posted.

DE Faculty Handbook draft has been completed and will be sent out for review and comments.

DE webpages will be available June 1st. She is currently working with marketing department to add photos and graphics.

DE Committee is still working on academic integrity and online identity solutions. The committee is seeking a faculty representative from the vocational area.

DE is working with the library staff to develop guidelines for using media in online classes to be in compliance with the copyright/fair use/teach act. Required streaming rights cost about $300.00 to $500.00 per DVD or VHS.

Regulation 772 has been revised and Michele would like council feedback.

6. Dual Credit (Wayne Taylor):

Dr. Wayne Taylor reported approximately 1700 duplicated headcount in the dual credit program for spring 2014.

Dr. Taylor has visited several high schools and met with parents, as invited by ISDs, to provide dual credit information.

The procedure of no late registration will be enforced for dual credit students, fall 2014. Students will not be able to register after registration has closed. The first two days of classes are for schedule changes only. He is sending repeat emails to high school counselors and principals to urge them to get their dual credit students registered in a timely manner.

7. Library (Kwei Hsu):

A handout was distributed with a report for spring 2014. See attached.

The library has had some updates and renovations to the front desk counter area and office furniture has been replaced.

iPads have been installed at the front desk and open computer lab for sign in purposes and was funded by the STEM grant.

Books from the CentraPlex library have been gradually transferred to the WCJC campus and the project should be completed in May. Some books will be replaced with newer print copies or eBooks.

New titles have been added to the professional development collection in the online catalog. Requests can be submitted online and materials will be received via campus mail.

BOT meeting recordings are being preserved by converting from VHS to DVD.

704 students have completed the library orientation sessions and the Library Student Services survey is available via a link on the library website and is open through May 2. She requested Division Chairs urge faculty to remind students to complete the survey.

8. Instructional Assessment (Inez Kucera):

Inez compiled a recommended list of resource books of various instructional assessment topics. The library has ordered and they will be available through the library.

Open Core Forums have been scheduled and are being offered at FBTC on April 28 and on the Wharton campus on April 29. The purpose of the forums is to help faculty establish assessment measures for the new core curriculum. The new core goes into effective fall 2014.

She is communicating with advisors to request current students meet with advisors to determine which core they will be following for their degree plan. All new first-time-in-college students will follow the new core. However, continuing students may choose to follow the core in effect when they enrolled or follow the new core curriculum.

Inez is working with department heads/program directors to review/revise department missions, goals, and student learning outcomes to ensure operational outcomes and student learning outcomes are meaningful, measurable, and in support of the college mission.
Revision of the Instructional Assessment handbook is almost completed.

9. Instructional Retention (Natalie Stavinoha):
Results from a recent student survey of 191 students indicated 58% were aware of tutoring services and actually used the Learning Assistant Centers (LAC), and 78% did not know about online tutoring. Students requested tutoring hours be available at 8:00 a.m. and close at 3:00 p.m. The current hours are 10 AM to 2 PM.
Some suggestions to provide tutoring awareness were to post information on the scrolling marques, post reminders within Blackboard, and send additional student emails.
Natalie mentioned problems with student access to online tutoring, SmarThinking. Students must access SmarThinking through Online Services. When IT is updating or working on the system, Online Services are closed and students do not have access to online tutoring. Natalie is working with SmarThinking for a solution.

10. Vocational Support (Cindy Kocian):
Cindy reported WCJC received $275,000.00 in Perkins funds. $80,000.00 was used to purchase equipment and supplies in the Vocational Science Division. EMS purchased an ambulance simulator box. The departments of Office Administration, Surgical Technology, Electronics Engineering, Engineering Design, and Welding also received supplies.
Tutors were provided for the Electronics Engineering and Surgical Technology programs.
Professional development has been provided and it focused on gender equity. In May, a professional development will be sponsored for revitalizing advisory committees.
Approximately 100 students were helped with child care and transportation expenses.
Marketing materials have been provided to help raise awareness and raise enrollment rates of non-traditional gender in various programs.
A Technology-Focused Open House is scheduled for May 22 from 9:30 to 12:00 on the Wharton campus. The purpose is to recruit female students for the Electronics Engineering, Computer Science, and Engineering Design programs. The event is coordinated with local high school WIT and Power Set clubs.

11. Allied Health Division (Carol Derkowski):
Johnson building renovations will begin this summer.
Nursing lab equipment upgrades on the Wharton campus are in progress using funds from the Gulf Coast Medical Foundation Grant.
Dental Hygiene graduates will be able to take their clinical exams on the Wharton campus because the department is hosting a regional board exam.
ADN Board of Nursing Accreditation site visit will be April 30.

12. Technology & Business Division (David Kucera):
The division is working on the implementation of the new core, updating degree plans, and the new 60 SCH requirements.
Continued renovations to remove asbestos in the Peace building will begin again this summer.
STEM Summer Bridge programs are partnering with Computer Science, Electronics Engineering, and Engineering Design programs and will be held in late May.
Electronics Engineering Department has been asked to submit a proposal to offer classes at the FBTC. If accepted, STEM and Perkins funds will supply some of the equipment.

13. Vocational Science Division (Terry Lynch):
EMS department has hired a new EMS director, Gary Bonewald and EMS Program received full accreditation.
EMS ambulance simulator was purchased using Perkins funds.
14. Math & Science Division (Kevin Dees):
The Math and Science department is going through the hiring process for three Biology, two Chemistry, and two Math instructors.

15. Social & Behavioral Science Division (Amanda Shelton):
Amada Shelton had no new information regarding the SBS division.

16. Communication and Fine Arts Division (GG Hunt):
GG announced several activities within the CFA division.
- Children’s production for the elementary schools
- Choir on tour to several area high schools
- Music boot camp will be held this summer
- Last music concert of the semester is scheduled for May 1st.

17. Vocational Instruction (Amy LaPan):
Dean Amy LaPan was absent. Leigh Ann introduced and welcomed Micheal Crouch as the new Administrative Assistant and Record Specialist to the Dean of Vocational Instruction.

Other:
- Kevin Dees announced the faculty/staff softball game will be Friday, May 2, 2014 at 3:00 p.m.
- Feedback from the Employee Banquet was very positive. For future banquets, it was suggested to send a list of award recipients to employees in advance to inform them of upcoming awards for employees who have served the college for a significant number of years. Many employees did not know Coach Bahnsen and Mr. Carolan were receiving an award for 50 Years of Service.

VP Collins thanked everyone for their attendance. No future meeting date was set. The next meeting will be in fall 2014.

Adjournment Time: 5:00 p.m.
WCJC Library Status Report-Spring Semester 2014

(April 22, 2014)

Facility

- **Front Desk Counter make-over** renovation-completed in January
- **Office furniture replacement**-desk unit for the Public Services Librarian and desk for student worker-completed in February
- **Two Sign-in iPads** for PCs at the Front area and in the Open Computer Lab-funded by STEM and installed in March

Resources

- **Relocation of Julies River Campus** (CentraPlex library) books will be finished in May: weeded and replaced with newer print copies or eBooks.
- **New Titles Lists** (e.g. *Professional Development Collection*) in Library Online Catalog: place online request and receive library materials via campus mail

Services

- **Preservation Project**—The recordings of Board of Trustees Meetings (starting 1997) continue be converted from VHS to DVD
- **Library Orientation Sessions**—number of students presented: 704 (406-Wharton, FBTC, Dual credits, and Online; 298-Sugar Land)
- **2014 Library Services Student Survey**—link available through library website (*What’s New*) from 4/9 to 5/2
## New Titles

<table>
<thead>
<tr>
<th>List name</th>
<th>List description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Professional Development Collection Books-2010 to date</td>
<td>Professional Development Collection Books published in 2010 to date.</td>
<td>4/21/2014</td>
</tr>
<tr>
<td>3. Professional Development-STARLINK DVDs-2008 to date</td>
<td>Professional Development- STARLINK DVDs-2008 to date.</td>
<td>4/1/2014</td>
</tr>
<tr>
<td>4. Professional Development-Webinar CDs/DVDs-2010 to date</td>
<td>Professional Development- Webinar CDs/DVDs-2010 to date.</td>
<td>4/1/2014</td>
</tr>
<tr>
<td>5. English &amp; Humanities-New books-Fall semester 2013 to date</td>
<td>New books purchased since fall semester 2013 to date.</td>
<td>4/1/2014</td>
</tr>
<tr>
<td>6. Nursing-New books-Spring semester 2014 to date</td>
<td>New books purchased in spring semester 2014 to date.</td>
<td>4/1/2014</td>
</tr>
<tr>
<td>8. Professional Development Collection- Books- 2005 to date</td>
<td>Professional Development Collection Books purchased from 2005 to date.</td>
<td>2/12/2014</td>
</tr>
<tr>
<td>11. Paralegal Studies-New books-2010 to date</td>
<td>Paralegal Studies-New books-2010 to date.</td>
<td>2/4/2013</td>
</tr>
<tr>
<td>12. World History-New books-2010 to date</td>
<td>New books purchased since fall semester 2010 to date.</td>
<td>8/30/2012</td>
</tr>
<tr>
<td>14. Government-New books (II)-2005 to date</td>
<td>Government-New books purchased since fall semester 2011 to date.</td>
<td>8/30/2012</td>
</tr>
<tr>
<td>15. World History-New books-2010 to date</td>
<td>Recommended titles by History Dept. acquired in 2010 to date.</td>
<td>8/16/2011</td>
</tr>
<tr>
<td>16. US History-New books (II)-2009 to date</td>
<td>Recommended titles by History Dept. acquired in 2009 to date.</td>
<td>7/28/2010</td>
</tr>
<tr>
<td>17. US History-New books (I)-2009 to date</td>
<td>Recommended titles by History Dept. acquired in 2009 to date.</td>
<td>7/28/2010</td>
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</tbody>
</table>
New Titles

- Current list: Professional Development Collection Books - 2010 to date
- Unique records: 12

1. Creating a climate for service learning success
   Author: Jeandron, Carol.
   Call Number: LC220.5 J42 2010
   Location: Pro.

2. Discussion-based online teaching to enhance student learning: theory, practice, and assessment
   Author: Bender, Tisha., 1953
   Call Number: LB1044.87 .B43 2012
   Location: Pro.

3. Experiential education: making the most of learning outside the classroom
   Author: Qualters, Donna M.
   Call Number: LB1025.2 .N456 NO.124
   Location: Pro.

4. Integrated general education
   Author: Wehlburg, Catherine.
   Call Number: LC985 .I57 2010
   Location: Pro.

5. Introduction to rubrics: an assessment tool to save grading time, convey effective feedback, and promote student learning
   Author: Stevens, Dannelle D.
   Call Number: LB3063 .S74 2013
   Location: Pro.

6. Landmark issues in teaching and learning: a look back at new directions for teaching and learning
   Author: Svinicki, Marilla D., 1946-
   Call Number: LB1025 .N42 no.123
Introduction to rubrics: an assessment tool to save grading time...

Author: Stevens, Dannelle D.

Title: Introduction to rubrics: an assessment tool to save grading time, convey effective feedback, and promote student learning

Edition: 2nd ed.

Published: Sterling, Va. : Stylus, c2013.

Description: xxiii, 211 p. : ill. ; 26 cm.


Bibliography Note: Includes bibliographical references (p. 191-192) and index.

Subject: Grading and marking (Students)

Subject: Students - Rating of

Subject: Professional development

Added Entry: Levi, Antonio, 1947-

Call Number: LB3063 .S74 2013

Location: Pro.

http://207.67.203.68:8080/..kCode=MW10041;20550062/1;104816&SelectionType=0&SearchType=8&BibCode=MW10041;23264345;1048204/4/21/2014 11:23:48 AM]
### Faculty Council Minutes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>Date</td>
<td>03-03-2014</td>
</tr>
<tr>
<td>Time</td>
<td>3:15 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>Scott Stripling</td>
</tr>
<tr>
<td>Minute Taker</td>
<td>Jodie Hutchinson</td>
</tr>
<tr>
<td>Attendees</td>
<td>Jeff Shine, Jodie Hutchinson, Mushira Shamsi, Scott Stripling, Jenny Lehman, Leslie Kolojaco, Patrick Ralls, Willie Myles, Cindy Diener, Ava Humme, Franci Bay, Cullen Newsom, Candy Doriski, Robert Sanchez, Ali Garner, Kelly Wallace, Melissa Bruton</td>
</tr>
<tr>
<td>Absent</td>
<td>Robert Sanchez, Ali Garner, Kelly Wallace, Melissa Bruton</td>
</tr>
</tbody>
</table>

2. **Agenda**

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>1. Call to order at 3:18 p.m.</td>
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<tr>
<td>2. Next Meeting will be April 7 at 3:15 p.m.</td>
</tr>
<tr>
<td>3. Approval of February minutes: No comments or corrections to notes. C. Newsom motioned to approve the minutes. M. Shamsi seconded the motion. Motion passed unanimously.</td>
</tr>
<tr>
<td>4. Term of Contract – 1 or 2 years</td>
</tr>
<tr>
<td>5. Pay equity of lab vs. lecture hours – Kelly, Allie, &amp; Jodie</td>
</tr>
<tr>
<td>6. Intranet Availability from Home - Jodie</td>
</tr>
<tr>
<td>7. Board Meeting Update – Scott</td>
</tr>
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</table>
3. **Information Items**

<table>
<thead>
<tr>
<th>Description</th>
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</table>

1. **Term of Contract** – 1 or 2 years
   S. Stripling spoke with VP Collins for an update. President McCrohan asked VP Collins to research comparable schools. Action Item 1: Stripling will follow up with VP Collins regarding the status of term of contract prior to the next faculty council meeting.

2. **Pay equity of lab vs. lecture hours** – Kelly, Allie, & Jodie
   J. Hutchinson emailed C. Dorisky and R. Sanchez the November 2013 data obtained from other junior colleges regarding lab vs. lecture pay ratio. Faculty council members discussed concerns related to how lab hours might be impacted due to the requirement of some vocational programs reducing contact hours to 60 hours. FC members would like VP Collins to attend the April FC meeting to discuss this issue. Action Item 2.

3. **Intranet Availability from Home** – Jodie
   J. Hutchinson emailed all Full Time faculty, requesting input about availability of Intranet and H: Drive access from home. Thirty three instructors responded to the email and answered the following questions:
   1. Do you want Intranet access from home? Yes = 22  No = 9  Neutral = 2
   2. Do you want H Drive access from home? Yes = 18  No = 9  Neutral or didn’t answer = 6
   Reasons given for yes: Accessibility of Intranet and H Drive from home saves personal fuel cost, drive time, greatly benefits part-time instructors, is helpful during summer and winter break, and is helpful during unexpected absences.
   Reasons given for no: Questions about a potential security breach and/or viruses infecting instructor’ H Drives; personal preferences to not work from home.
   Proposed solutions for security concerns:
   Faculty council members acknowledged that some faculty are already accessing Intranet from their home with personal software. Without an established route to the Intranet and H Drive from the WCJC website, this practice will continue, putting these systems at risk for security breaches. One solutions is to provide access to the Intranet and H Drive through Online Services, forcing a username and password log-in for availability. Many high schools, Lone Star College, and HCC already follow this practice. C. Newsom motioned to have H Drive access from home and Intranet forms available publically or also from home via password. W. Mays seconded the motion. No further discussion. Motion passed unanimously. Action Item 3.

4. **Board Meeting Update** – S. Stripling attended the last Board of Trustees meeting and commended W. Myles on his presentation to the board about his program. C. Newsom will attend the next board meeting Tuesday, March 25 at 6:30pm

5. **Petty Cash**: S. Stripling reported that the new amount of $30 will not go into effect until September 1, 2014

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Sept. 25, 2008
6. **Defibrillators on campus:**
   C. Newsom proposed the idea of automatic defibrillators system. This item will carry to next month. F. Bay and C. Newsom will research cost and report back at the next meeting. Action Item 4.

4. **Action Items**

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Responsible Party</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1. Stripling will follow up with VP Collins regarding the status of term of contract prior to the next faculty council meeting.</td>
<td>S. Stripling</td>
<td>04-07-14</td>
</tr>
<tr>
<td>2. Stripling will invite VP Collins to attend the April FC meeting to discuss faculty term of contract.</td>
<td>S. Stripling</td>
<td>03-21-14</td>
</tr>
<tr>
<td>3. At the next Extended Cabinet meeting Stripling will share Faculty Council’s request to have H Drive access from home and Intranet forms available publically or also from home via password.</td>
<td>S. Stripling</td>
<td>04-07-14</td>
</tr>
<tr>
<td>4. F. Bay and C. Newsom will research cost of defibrillators and report back findings at the next faculty council meeting</td>
<td>F. Bay and C. Newsom</td>
<td>04-17-14</td>
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5. **Adjournment**

<table>
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<tr>
<th>Time:</th>
<th>Adjourned by acclamation at 3:52 p.m.</th>
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<tbody>
<tr>
<td>Signature of Chair</td>
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Faculty Council Minutes

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<td>Date</td>
<td>04-14-14</td>
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<tr>
<td>Time</td>
<td>3:15 pm</td>
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<td>CDC-Library (Wharton), FBTC (138), SL (201A), BC (112)</td>
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<td>Absent</td>
<td>Jeff Shine, Cindy Diener, Ava Humme</td>
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2. **Agenda**

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<th>Description</th>
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<tbody>
<tr>
<td>1. Call to order at 3:16 pm</td>
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<tr>
<td>2. Next Meeting May 5 at 3:20 p.m.</td>
</tr>
<tr>
<td>3. Approval of March minutes. C. Newsom requested a minor change to Information Item 3. M. Shamsi identified 2 grammatical errors. M. Shamsi motioned that the March 2014 minutes be approved with the noted corrections. A. Garner seconded. No further discussion. Minutes unanimously approved.</td>
</tr>
<tr>
<td>4. Term of Contract – 1 or 2 years</td>
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Sept. 25, 2008 2
### 3. Information Items

<table>
<thead>
<tr>
<th>College Name</th>
<th>Faculty Contract</th>
<th>Length of Contract</th>
<th>Contract renewal policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amarillo</td>
<td>None, only the president has a contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blinn</td>
<td>Yes</td>
<td>9-12 months</td>
<td>eligible for 2 years after 4 years’ service</td>
</tr>
<tr>
<td>Collin</td>
<td>Yes</td>
<td>1-3 years</td>
<td>eligible for 3 years after 3 years’ service</td>
</tr>
<tr>
<td>Galveston</td>
<td>Yes</td>
<td>9-12 months</td>
<td>no increase in contract length</td>
</tr>
<tr>
<td>Hill</td>
<td>Yes</td>
<td>9-12 months</td>
<td>no increase in contract length</td>
</tr>
<tr>
<td>Howard</td>
<td>Yes, after 1 year</td>
<td>1 year</td>
<td>1 year for all employees</td>
</tr>
<tr>
<td>Kilgore</td>
<td>Yes</td>
<td>1-3 years</td>
<td>1 year for first 5. Then move to 3 year rolling</td>
</tr>
<tr>
<td>Lee</td>
<td>Yes</td>
<td>1 year</td>
<td>no increase in contract length</td>
</tr>
<tr>
<td>McLennan</td>
<td>Yes</td>
<td>1 year</td>
<td>no increase in contract length</td>
</tr>
<tr>
<td>North Central TX</td>
<td>Yes</td>
<td>9-11 months</td>
<td>no increase in contract length</td>
</tr>
<tr>
<td>Odessa</td>
<td>Yes</td>
<td>9, 10, 12 months</td>
<td>no increase in contract length</td>
</tr>
<tr>
<td>Panola</td>
<td>Yes</td>
<td>9-12 months</td>
<td>no increase in contract length</td>
</tr>
<tr>
<td>San Jacinto</td>
<td>Yes</td>
<td>9-12 months</td>
<td>no increase in contract length</td>
</tr>
<tr>
<td>Tarrant</td>
<td>Yes</td>
<td>9-12 months</td>
<td>no increase in contract length</td>
</tr>
<tr>
<td>Trinity Valley</td>
<td>Yes</td>
<td>1 year</td>
<td>no increase in contract length</td>
</tr>
<tr>
<td>Vernon</td>
<td>Yes</td>
<td>1-3 years</td>
<td>After 1 year can increase to 2-3 years</td>
</tr>
</tbody>
</table>

VPI Collins cited WCJC regulations 821 and 892, which state that WCJC employees become eligible for a 2 year contract after 3 years of employment. The previous practice was to grant 2 year contracts to employees who met the 3 years of service requirement. In 2011 this practice ended due to WCJC's financial concerns. S. Stripling voiced the concern that denying two year contracts to employees who are eligible is not in line with the spirit of the regulation. C. Newsom discussed the negative impact it has on faculty who meet the eligibility requirement but have not been granted the 2 year contract. VPI Collins noted that anyone can propose a change for a regulation if they follow the procedure. M. Bruton motioned that: Faculty Council respectfully requests that President McCrohan reinstate the previous contract renewal practice of moving faculty to 2 year, rolling contracts when the employee becomes eligible after 3 years of service to the college. C. Newsom seconded the motion. No further discussion. Motion passed unanimously. VPI Collins will share this request with President McCrohan (Action Item 1).
2. **Pay equity of lab vs. lecture hours** — VPI Collins addressed faculty council’s efforts and investigation of equitable lab vs. lecture pay. She shared HR’s findings from the 16 colleges who responded. The information provided by HR only applies to adjunct pay.

<table>
<thead>
<tr>
<th>College Name</th>
<th>Adjunct Pay</th>
<th>Does it vary by education?</th>
<th>Variation based on course?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amarillo</td>
<td>$465-690 per clock hour</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Blinn</td>
<td>$2200-$3300 per course</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Collin</td>
<td>$46.74 per lecture hour</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>$37.38 per lab hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Galveston</td>
<td>$1830 per 3 credit course</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Hill</td>
<td>$1305 per 3 credit course</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Howard</td>
<td>$25-$31 per contact hour</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Kilgore</td>
<td>$1450-1,750 per course</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Lee</td>
<td>$39.32/lecture $26.21/lab</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>McLennan</td>
<td>Not provided in data received from HR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Central TX</td>
<td>$570 per load unit</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Odessa</td>
<td>$550 per load hour</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Panola</td>
<td>$1720 per 3 hours</td>
<td>No</td>
<td>No, but increase in pay for &gt;25 students</td>
</tr>
<tr>
<td>San Jacinto</td>
<td>$38/hour lecture</td>
<td>No</td>
<td>No, but add a $5/hr market premium for specific vocational program courses</td>
</tr>
<tr>
<td></td>
<td>$32/hour lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tarrant</td>
<td>$35.50-$45.50/hour</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Trinity Valley</td>
<td>$1350 per course</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Vernon</td>
<td>$500 per load hour</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

VPI Collins acknowledged that WCJC’s lab to lecture pay appears to be unequitable. She noted that the state reimburses the college at contact hours. VPI Collins reported that President McCrohan would like faculty to remember that WCJC pays for approved professional development as well as instructional & professional development travel. She also encouraged faculty to attend extended cabinet meetings.

Faculty Council members discussed concerns including: Fall 2015 curriculum changes impacting revenue for the college, a potential decrease in quality of instruction, a potential decrease in WCJC’s good reputation, and faculty pay will decrease as a result of reduction of lecture hours because of the new core. C. Newsom motioned that: Faculty council respectfully requests that lab to lecture hour pay be paid at an equitable 1 to 1 ratio. If this is not possible, faculty council requests that any increase of the lab pay is more fair than the current lab vs. lecture pay ratio. J. Lehman seconded the motion. No further discussion. Motion passed unanimously. VPI Collins will share this request with President McCrohan (Action Item 2).
3. **Intranet Availability from Home**—VPI Collins shared Vice President of Technology, Pam Youngblood’s response to the request to gain Intranet and H Drive access from home. The main concern about doing so is the cost of products, tools, and labor that would be required for a change. C. Newsom asked about the possibility of placing WCJC college forms on the Internet for employee access from home. VPI Collins will ask about feasibility of doing so. Faculty Council agreed that full time and especially part time instructors would greatly benefit if all WCJC forms were made available on the Internet within On-line Services. P. Ralls motioned that all Intranet forms be made available on the internet to improve accessibility for Part Time and Full Time faculty. Franci Bay seconded the motion. No further discussion. Motion passed unanimously and will be shared with President McCrohan (Action Item 3).

4. **Automated external defibrillators**—F. Bay. This item was tabled and will be addressed at the May 5 meeting.

5. **Board Meeting Update**—C. Newsom was unable to attend but summarized the BOT minutes. Next board of trustees meeting is Tuesday, April 15.

6. **Graduation Update**—VPI Collins reported that beginning in Spring 2015, graduation will be held on a Saturday and faculty will participate on a 4 year rotation.

7. **Core Curriculum**—P. Ralls shared concerns about state mandated changes to the core curriculum. He explained the differences between “foundational components” and “component areas.” The main concern is that enrollment in academic core courses will decrease if those core courses are cut from program degree plans. P. Ralls suggested that academic instructors communicate the benefits of their core courses to vocational instructors so that program directors will be as informed as possible when making necessary revisions to program hours. VPI Collins reported that core curriculum changes can only be made once a year. P. Ralls noted that placing courses found in foundational courses to component courses is a good thing but needs to be equal across the board to allow for more courses and options for students. Faculty council will continue this discussion at the next meeting.

### Action Items

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Responsible Party</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. VPI Collins will share with President McCrohan that Faculty Council respectfully requests reinstatement of the previous contract renewal practice of moving faculty to 2 year, rolling contracts when the employee becomes eligible after 3 years of service to the college.</td>
<td>VPI Collins</td>
<td>Next Executive Cabinet meeting</td>
</tr>
<tr>
<td>2. VPI Collins will share with President McCrohan that Faculty Council respectfully requests that lab to lecture hour pay be paid at an equitable 1 to 1 ratio. If this is not possible, faculty council requests that any increase of the lab pay is more fair than the current lab vs. lecture pay ratio.</td>
<td>VPI Collins</td>
<td>Next Executive Cabinet meeting</td>
</tr>
<tr>
<td>3. VPI Collins will share with VPT Youngblood that Faculty Council respecting respectfully requests that all Intranet forms be made available on the internet to improve accessibility for Part Time and Full Time faculty.</td>
<td>VPI Collins</td>
<td>Next Executive Cabinet meeting</td>
</tr>
</tbody>
</table>
5. Adjournment

<table>
<thead>
<tr>
<th>Time: 4:20 p.m.</th>
<th>Adjourned by acclamation at 4:20 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Chair</td>
<td><strong>Scott Stripling</strong></td>
</tr>
</tbody>
</table>
# Extended Cabinet Minutes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>April 10, 2014</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 McCrohan</td>
</tr>
<tr>
<td>Minute Taker</td>
<td>Deanna Feyen</td>
</tr>
<tr>
<td>Attendees</td>
<td>Glass, Scott; Kocian, Bryce; Leenhouts, Dave; Wessels, Gus; Ward, Cindy; Stripling, Scott; Wolter, Robert; Wuthrich, Philip; 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>2. Faculty Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Student Concerns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Other Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. 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. Ms. McCrohan welcomed everyone to the meeting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Faculty Items – None – Leigh Ann stated that she will meet with Faculty Council at their May meeting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Student Concerns - None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Other Items- Ms. McCrohan asked everyone to remind their employees of the Employee Banquet tonight at 6:00 P.M. The banquet has a Hawaiian theme. There is a baseball game today against San Jacinto at 3:00 P.M. Ms. McCrohan stated that there have been articles in the Sugar Land newspapers regarding the change to the Sugar Land campus. The campus will be a multi-teaching branch campus under the UofH System. Chancellor Khator will be over each campus. UofH will bring in 22 new programs that WCJC will collaborate with. The UofH Victoria president resigned and their programs will be moved out of the Sugar Land campus over the next three (3) to five (5) years. WCJC has a 20 year lease with 17 years left on the lease. UofH has reaffirmed their relationship with WCJC. Leigh Ann is working with the transition team to build programs at Sugar Land over the next three (3) to five (5) years. UofH and WCJC will work together for a support system for students. A system will be created similar to the Blinn/Texas A &amp; M partnership. WCJC is in the last year of the Strategic Plan.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 4. Action Items

<table>
<thead>
<tr>
<th>New Action Items</th>
<th>Owner</th>
<th>Date</th>
<th>Participants</th>
</tr>
</thead>
</table>
5. **Adjournment**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>nts</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The meeting adjourned at 3:10 P.M.

Chair

Date
1. Attendees

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Kathy Kresta</td>
</tr>
<tr>
<td>Minute Taker</td>
<td>Micheal Crouch</td>
</tr>
<tr>
<td>Absent</td>
<td>C. Riley</td>
</tr>
</tbody>
</table>

2. Approval of Previous Committee Meeting Minutes

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion by: C. Machicek</td>
</tr>
<tr>
<td>Seconded by: M. Smith</td>
</tr>
<tr>
<td>Vote: Approved</td>
</tr>
</tbody>
</table>

3. Information Items

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employment Changes</td>
</tr>
<tr>
<td>• Resignations</td>
</tr>
<tr>
<td>o Carmen Flora, Coordinator of Testing Services</td>
</tr>
<tr>
<td>o Chase Smolik, STEM Supplemental Instruction Coach</td>
</tr>
<tr>
<td>o Boyd Powell, Testing Assistant FBTC</td>
</tr>
<tr>
<td>• Retirements</td>
</tr>
<tr>
<td>o Patsy Freeman, Coordinator of Disability Services</td>
</tr>
<tr>
<td>• New Employees</td>
</tr>
<tr>
<td>o Bobby Kerns, Public Safety Officer Wharton</td>
</tr>
<tr>
<td>2. Support Staff Council Nominations</td>
</tr>
<tr>
<td>The Nominating Committee met prior to the general meeting of the SSO. Individuals were contacted prior to being placed on the ballot for their consent. The ballot has been compiled and will be sent out on Monday, March 31. The support staff will have one week to return their ballot to the Nominating Committee. Results will be disseminated at our April meeting.</td>
</tr>
<tr>
<td>3. Support Staff EoY Award Task Force</td>
</tr>
<tr>
<td>No action has been taken.</td>
</tr>
<tr>
<td>4. Support Staff EoY Award 2013-2014</td>
</tr>
<tr>
<td>Council members met on March 3 to count the ballots. The winner has been chosen and reported to Human Resources. A motion was made by L. Shimek and seconded by M. Crouch that we destroy the ballots. Approved. Ballots will be destroyed.</td>
</tr>
</tbody>
</table>
5. **Open Discussion**
- K. Kresta attended the BOT meeting where contracts were discussed. A bid was approved for the repairs to the Johnson Building.
- M. Crouch reminded those support staff in the instructional area that the deadline for classroom software requests for the fall semester is April 1. He emphasized the importance of getting these requests in by the deadline to ensure they are completed on time. Crouch also mentioned that IT is beginning a project to standardize instructional equipment across the college, beginning with five classrooms at the FBTC and four at Bay City.
- L. Kelner mentioned that with the loss of Mr. Powell, they have no full-time person in the Testing Department at Richmond. A part-time person is there two days per week.
- Employee Banquet is Thursday, April 10.
- M. Crouch won the door prize provided by M. Smith and R. Clayton.

4. **Action Items**

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Responsible Party</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Appoint a task force to explore options for the Support Staff of the Year Award selection process.</td>
<td>K. Kresta</td>
<td>04/10/14</td>
</tr>
<tr>
<td>2. Send out ballots for Support Staff Council Elections.</td>
<td>R. Clayton</td>
<td>03/31/14</td>
</tr>
</tbody>
</table>

5. **Adjournment**

<table>
<thead>
<tr>
<th>Time:</th>
<th>2:32 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion by:</td>
<td>M. Crouch</td>
</tr>
<tr>
<td>Seconded by:</td>
<td>L. Kelner</td>
</tr>
<tr>
<td>Vote:</td>
<td>Approved</td>
</tr>
<tr>
<td><strong>Next Meeting:</strong></td>
<td>April 24, 2014</td>
</tr>
</tbody>
</table>
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approval to create a new permanent full-time mathematics instructor position ($42,050.00 - $53,550.00)
Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: 5-20-14    Date of This Proposal: 5-1-14

SUBJECT (item as it will appear on agenda):
Approval to create a new permanent full-time mathematics instructor

RECOMMENDATION:
Approval to create and hire a new permanent full-time instructor to meet the increased demands of enrollment

BACKGROUND/RATIONALE:
The Mathematics department enrollments warrant a new hire for FY15 in order to meet the increasing enrollment demands. Of the 12 sections of Math 1324 offered in Fall 2013, 5 had maximum enrollments with no seats available. Of the 8 sections of Math 1342, 6 had maximum enrollment with no seats available. Math 2312 had only 2 available seats, and 2314 has no available seats. This was after increasing some of the sections to 40 and one section to 50.

If the position is approved, 5 to 7 sections (accommodating @245 students) of Math can be added to the schedule. The needs of students cannot be met without offering additional sections, and sections cannot be added without an addition faculty member.

Estimated Cost and Budgetary Support (how will this be paid for?): $42,050-53,550

RESOURCE PERSON(S) [name(s) and title(s)]: Kevin Dees, MTSC Division Chair

SIGNATURES:

[Signature]
Date: 5-7-14

[Signature]
Date: 5-1-14

[Signature]
Date: 5-16-14

[Signature]
Date: 6-1-14

[Signature]
Date: 5-1-14

[Signature]
Date: 5-1-14

Reg 113
6-21-95, 12-16-99
JOB DESCRIPTION
Human Resources Department

JOB TITLE: Instructor of Mathematics

FLSA: Exempt  GRADE: FAC

NBaposn: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012

LOCATION:  □ Wharton Campus
□ FBTC  □ Sugar Land Campus
□ Bay City Campus

EFFECTIVE DATE: November 11, 1998

REVISION DATE: October 25, 2013

REPORTS TO: Mathematics Department Head and Math & Science Division Chair

PURPOSE AND SCOPE:

The permanent responsibility of a faculty member is to provide the most effective instruction possible in his/her discipline. The faculty member works to insure that his/her instruction is meeting the educational needs of students.

ESSENTIAL JOB FUNCTIONS:

1. Administrative duties of this position:
   - Keeps accurate records of student attendance
   - Supervises assigned student employees
   - Assists assigned student groups in the planning and managing of student activities
   - Makes arrangements, approved in writing by the appropriate supervisor, for covering classes when scheduling an absence
   - Assumes assigned advising and registration duties
   - Maintains current knowledge of careers related to teaching field and of transfer issues (both in one's field and in general)
   - Assumes the responsibility for the physical condition of assigned office and classrooms and to report needs to the building supervisor
   - Provides grade reports to Admissions and Registration
   - Attends to assigned responsibilities in a dependable and timely manner
   - Meets deadlines

2. Faculty development and obligations of this position:
   - Maintains oneself as a competent scholar in the teaching field/fields
   - Designs and implements a professional growth plan to improve instructional abilities
   - Participates in professional activities related to discipline

Initials
• Complies with the professional growth and instructional assessment policies
• Maintains currency in pedagogy

3. Teaching responsibilities of this position:
• Instructs students in courses assigned, following the official master syllabi and using approved textbooks
• Meets all classes regularly and promptly as scheduled and for the full duration of each class period
• Participates in the department’s review of all course offerings
• Upgrades the educational program by evaluating course content, student needs, and instructional methods and making recommendations for improvement
• Assists in the preparation of course syllabi
• Evaluates support materials available to students in the WCJC Libraries and makes recommendations for improving collections
• Teaches assigned courses at times, locations, and in classrooms as assigned
• Prepares, organizes, and delivers course material in effective manner
• Provides written course outlines to students and to appropriate supervisor
• Teaches online classes as assigned

4. Other professional duties of this position:
• Adheres to policies published in the Regulations Manual
• Follows college policies regarding work schedules, office hours, etc., published in the Faculty Handbook, Regulations Manual, Employment Agreement, and other official college documents
• Participates in assigned committee work
• Attends faculty meetings and commencement exercises as appropriate
• Performs assigned advising, registration, and recruiting duties
• Reviews and makes recommendations for the improvement of the educational program, the college’s learning environment, and related services
• Familiarizes oneself with the purpose of the college and with college policies and procedures
• Assumes special responsibilities or assignments from supervisors
• Secures a copy of the Student Handbook and becomes familiar with its contents
• Reports absences to appropriate supervisor
• Demonstrates commitment to the profession and students
• Provides professional and/or nonprofessional services (national, regional, local)

5. Other duties assigned to this position:
• The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Initials
KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a master’s degree (in mathematics or other discipline) and a minimum of 18 graduate hours in mathematics from a regionally accredited institution. This position requires credentials that meet minimum requirements for teaching at the post secondary level set by the Southern Association of Colleges and Schools, the Texas Higher Education Coordinating Board, the Texas Education Agency, and accrediting agencies for individual programs. A criminal background check is also required.

SUPERVISION OF OTHERS:

At minimum, a faculty member should have the ability to instruct and supervise students; evaluate teaching strategies and design various methods of instruction; grade papers objectively and return them promptly; adapt instruction to fit student needs; and communicate with students effectively.

SUPERVISION AND DIRECTION RECEIVED:

This position is responsible and accountable to the Mathematics Department Head, the Math & Physical Science Division Chair, Academic Dean, and the Vice President of Instruction 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 statues, 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 the community and local and state agencies.

Internal contacts of this position are with administrators, faculty, and staff.

COMPLEXITY/EFFORT:

Performance is considered satisfactory when mutually agreed-upon objectives have been attained within a specified time frame, functional responsibilities of the position have been executed at a level consistent with performance requirements, effective, cooperative relationships exist with administrative and professional staff, faculty, support staff, and clientele from the community, confidential aspects of the position are strictly maintained, work is coordinated with the department head and division chair, and accuracy and high quality of finished work are strictly maintained and completed within established guidelines.
WORKING CONDITIONS:

The person in this position must be able to travel independently to and from multiple work sites during day and evening hours and must be able to communicate effectively in a teaching environment with both groups and individuals.

LAST MODIFIED: October 25, 2013

Employee's Signature

Date

Supervisor's Signature

Date

Initials
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve fiscal year 2014 budget adjustments

B. Approve the resolution to sell the Julie Rivers Drive campus in Sugar Land (revenue of approximately $5,500,000.00)

C. Approve the resolution concerning Ad Valorem Tax Exemptions

D. Approve the amendment to the Interlocal Cooperation Agreement with the Fort Bend County Tax Assessor/Collector for the collection of taxes ($4,000.00 approximately – 2014-2015 unrestricted budget)

E. Approve the engagement letter for the fiscal year 2014 external audit (not to exceed $33,500.00 – current unrestricted operating budget for 2013 – 2014)

F. Approve the internal audit plan for the fiscal year ending August 31, 2014 ($10,000.00)

G. Approve the rejection of all bids for the renovation of the men’s and women’s locker rooms in the Pioneer gymnasium

H. Approve the proposal for the replacement of the HVAC system in Mullins Hall ($89,714.00 – transfer from the plant repair and replacement fund)

I. Approve Micro-Simulation Technology’s quote to develop a hard copy curriculum with detailed step by step procedures to demonstrate objectives established by our industry experts on their nuclear power plant simulator ($60,450.00 – nuclear curriculum development grant)
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: May 20, 2014  
Date of this Proposal: April 22, 2014

SUBJECT:

Fiscal Year 2014 Budget Adjustments

RECOMMENDATION:

Approval of Fiscal Year 2014 Budget Adjustments

BACKGROUND/RATIONALE:


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

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

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

Originator  
4/23/14  
Date

Cabinet-Level Supervisor  
4/23/14  
Date

PRESIDENT’S APPROVAL:

reg 113  
6-21-95

4-24-14
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**SURPLUS/(DEFICIT)**: $0
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: May 20, 2014 Date of this Proposal: May 8, 2014

SUBJECT:
Sale of Julie Rivers Drive campus

RECOMMENDATION:
Approval of attached resolution to sell the Julie Rivers Drive campus in Sugar Land to The United Way of Greater Houston

BACKGROUND/RATIONALE:
Notices were published on March 23, 2014, and March 30, 2014, in the Fort Bend Herald and on March 22, 2014, and March 29, 2014, in the Wharton Journal Spectator soliciting sealed bids for the sale of the 9.583 acres of vacant land and the 7.275 acres and building we refer to as the Julie Rivers Drive campus. One sealed bid was received and opened on April 30, 2014. The bid was received from The United Way of Greater Houston. Administration recommends accepting this bid.

Estimated Cost and Budgetary Support (how will this be paid for): Revenue of approximately $5,500,000.00

RESOURCE PERSON(S) [name(s) and title(s)]:
Bryce D. Kocian, Vice President of Administrative Services
Betty A. McCrohan, President

SIGNATURES:

Originator: [Signature] 5/8/14
Cabinet-Level Supervisor: [Signature] 5/8/14

PRESIDENT'S APPROVAL:

President: [Signature] 5/8/14
reg 113
6-21-95
RESOLUTION

STATE OF TEXAS §
COUNTY OF WHARTON §

WHEREAS, the Board of Trustees ("Board") of the Wharton County Junior College ("College") may, in any appropriate manner, dispose of property that is no longer necessary for the operation of the College; and

WHEREAS, the Board by resolution dated February 18, 2014, declared the property described on Exhibit "A" attached hereto (the "Property") to be surplus property; and

WHEREAS, the College, provided notice to the general public of the land for sale by publishing notices in (i) the Fort Bend Herald with such notices having being published on March 23, 2014 and March 30, 2014 and (ii) the Wharton Journal-Spectator with such notices having been published on March 22, 2014 and March 29, 2014; and

WHEREAS, the Board received a bid (the Bid”) for the Property from United Way of Greater Houston ("Buyer"), and the Board desires to approve such bid and to authorize the College to enter an earnest money contract with such Buyer on the terms and conditions of the Bid.

THEREFORE, BE IT RESOLVED by the Board, as follows:

1. All of the above paragraphs are incorporated into and made a part of this resolution and order;

2. The Board hereby approves the Bid, and authorizes the College to enter into an Earnest Money Contract (the “Contract”) with the Buyer on the terms and conditions set forth in the Bid.

3. The Board hereby authorizes the President of the College, Betty A. McCrohan, to execute such Contract with the Buyer, and to execute such other documents as are customary in the conveyance of real property, including, without limitation, deeds, bills of sale, affidavits, closing statements and the like.
APPROVED this _____ day of ______________, 2014.

WHARTON COUNTY JUNIOR COLLEGE

By: __________________________
    President, Board of Trustees

ATTEST:

By: __________________________
    Secretary, Board of Trustees
EXHIBIT A

The Property:

   a. 9.583 acres of vacant land, located at the northeast corner of Julie Rivers Drive and the abandoned right-of-way of Reed Road in Fort Bend County, Sugar Land, Texas 77478; and

   b. 7.275 acre tract of land, together with school campus/multi-tenant building located thereon, at 550 Julie Rivers Drive in Fort Bend County, Sugar Land, Texas 77478
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: May 20, 2014

Date of this Proposal: April 15, 2014

SUBJECT:

College Granted Tax Exemptions

RECOMMENDATION:

Approve attached resolution concerning Ad Valorem Tax Exemptions.

BACKGROUND/RATIONALE:

This Resolution is an annual Board of Trustee action item ratifying college granted property tax exemptions. These exemptions are exactly the same as the ones approved last year.

Estimated Cost and Budgetary Support (how will this be paid for?): 0

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

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

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Date

Date

Date
RESOLUTION CONCERNING EXEMPTION FROM TAXATION

WHEREAS, the laws of the State of Texas provide, under certain circumstances, for the exemption of residence homesteads, and

WHEREAS, the Board of Trustees of Wharton County Junior College desires to implement the following residence homestead exemption; Now, Therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WHARTON COUNTY JUNIOR COLLEGE THAT:

Section 1: The Board of Trustees of the District hereby exempts from ad valorem Taxation by the District $10,000 of the appraised value of residence homesteads of individuals who are sixty-five years of age or older, as authorized by Article VIII, Section 1-b (b), Texas Constitution and Section 11.13, Texas Property Tax Code, as amended.

Section 2: The Board of Trustees of the District hereby exempts from ad valorem Taxation by the District $10,000 of the appraised value of residence homesteads of individuals who are disabled, as authorized by Article VIII, Section 1-b (b), Texas Constitution and Section 11.13, Texas Property Tax Code, as amended.

Section 3: The Board of Trustees has considered and has decided not to adopt the general residential homestead exemption authorized by Article VIII, Section 1-b (e), Texas Constitution.

Section 4: The Board of Trustees hereby grants exemption of charitable organizations from ad valorem taxation pursuant to Article VIII, Section 1 (d), Texas Constitution, Section 11.184, Texas Property Tax Code, as amended, or any other law.

Section 5: The Board of Trustees hereby grants exemption of travel trailers from ad valorem taxation pursuant to Article VIII, Section 1 (d), Texas Constitution, Section 11.142, Texas Property Tax Code, as amended, or any other law.

Section 6: This Resolution constitutes official action by the Board of Trustees of the District concerning the foregoing tax exemptions.

PASSED AND APPROVED on the 20th day of May, 2014.

Chairman, Board of Trustees

ATTEST:

(SEAL)

Secretary, Board of Trustees
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: May 20, 2014  Date of this Proposal: April 23, 2014

SUBJECT:

Amendment to the Interlocal Cooperation Agreement with the Fort Bend County Tax Assessor/Collector for the collection of taxes.

RECOMMENDATION:

Approve attached amendment to the Interlocal Cooperation Agreement with the Fort Bend County Tax Assessor/Collector for the collection of taxes.

BACKGROUND/RATIONALE:

WCJC Board of Trustees approved the Interlocal Cooperation Agreement for the collection of taxes on May 20, 2008. The original agreement was for a one year term. This amendment shall automatically renew annually.

Estimated Cost and Budgetary Support (how will this be paid for?): $4,000.00 approximately.

2014-2015 Unrestricted Budget. The only cost associated with collection is $0.35 per parcel for approximately 11,000 parcels in Needville ISD.

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

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

Located

Date

Cabinet-Level Supervisor

Date

PRESIDENT’S APPROVAL:

[Signature]

Date

reg 113

6-21-95
THE STATE OF TEXAS

COUNTY OF FORT BEND

AMENDMENT TO INTERLOCAL COOPERATION AGREEMENT FOR
THE COLLECTION OF TAXES

This Amendment of the Interlocal Agreement (hereinafter referred to as "Amendment"), is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 791 of the TEXAS GOVERNMENT CODE, by and between FORT BEND COUNTY, TEXAS (hereinafter referred to as "County"); acting by and through its governing body, FORT BEND COUNTY COMMISSIONERS COURT, and WHARTON COUNTY JUNIOR COLLEGE (hereinafter referred to as "SCHOOL"), duly organized and existing under the laws of the State of Texas, acting by and through its Board of Trustees.

RECITALS

WHEREAS, on or about July 1, 2008 County and SCHOOL entered into an interlocal agreement for the collection of taxes, hereinafter referred to as the "Agreement" attached hereto as Exhibit A and incorporated by reference herein as if set forth verbatim; and

WHEREAS, the term of the Agreement has expired and the parties desire to renew the Agreement, at the same terms and conditions; and,

WHEREAS, County and SCHOOL believe it is in the best interests of the citizens of Fort Bend County to enter into this Amendment; and,

NOW, THEREFORE, in consideration of the foregoing, the Agreement between County and SCHOOL is hereby amended to read:

A. This Amendment shall be effective on the date the last party executes this Agreement and shall terminate on June 30, 2015.
B. This Amendment shall automatically renew for an additional one (1) year term thereafter unless sooner terminated as provided in the Agreement.
C. Except as modified herein, the Agreement remains in full force and effect and has not been modified or amended.
D. If there is a conflict between this Amendment and the Agreement, the provisions of this Amendment shall prevail.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
EXECUTION

THE UNDERSIGNED OFFICER AND/OR AGENTS OF THE PARTIES HERETO ARE THE PROPERLY AUTHORIZED OFFICIALS AND HAVE THE NECESSARY AUTHORITY TO EXECUTE THIS AMENDMENT ON BEHALF OF THE PARTIES HERETO, AND EACH PARTY HEREBY CERTIFIES TO THE OTHER THAT ANY NECESSARY RESOLUTIONS AND/OR ORDERS EXTENDING SAID AUTHORITY HAVE BEEN DULY PASSED AND ARE NOW IN FULL FORCE AND EFFECT.

FORT BEND COUNTY

Robert E. Hebert, County Judge

Date

ATTEST:

Dianne Wilson, County Clerk

Date

APPROVED:

Patsy Schultz, Tax Assessor/Collector

Date

WHARTON COUNTY JUNIOR COLLEGE

P.D. Gertson, III, Chair

Date

Jack Moses, Secretary

Date

ATTACHMENTS: Exhibit A – Original interlocal agreement
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: May 20, 2014       Date of This Proposal: May 6, 2014

SUBJECT:

Engagement Letter for the fiscal year 2014 external audit.

RECOMMENDATION:

Approve the engagement letter from Lott, Vernon & Company, P.C. dated April 30, 2014.

BACKGROUND/RATIONALE:

Annual renewal of audit service engagement required, with work to begin in July, 2014.

Estimated Cost & Budgetary Support (how will this be paid for?): not to exceed $33,500.00

Current Unrestricted Operating Budget for 2013-2014

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

Bryce D. Kocian, Vice President of Administrative Services
Gus Wessels, Jr., Dean of Financial and Business Services

SIGNATURES:

Originator: Date
Cabinet-Level Supervisor: 5/6/14

PRESIDENT’S APPROVAL:

Date: 5/6/14

Reg 113
April 30, 2014
Board of Trustees
Wharton County Junior College
911 Boling Highway
Wharton, Texas 77488

We are pleased to confirm our understanding of the services we are to provide Wharton County Junior College for the year ended August 31, 2014. We will audit the financial statements of Wharton County Junior College as of and for the year ended August 31, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Wharton County Junior College's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Wharton County Junior College's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

2) Statistical Section.

We have also been engaged to report on supplementary information other than RSI that accompanies Wharton County Junior College's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1) Supplemental Schedules.
2) Schedule of Expenditures of Federal Awards.
3) Schedule of Expenditures of State Awards.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—
- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified (unmodified), we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities of the Wharton County Junior College and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current
engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management’s responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management’s views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements
or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Wharton County Junior College’s compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Circular A-133 Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of Wharton County Junior College’s major programs. The purpose of these procedures will be to express an opinion on Wharton County Junior College’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure
confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Lott, Vernon & Company, P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lott, Vernon & Company, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the federal awarding agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Mr. Dane Legg is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed $33,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s).

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Wharton County Junior College and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.
Very truly yours,

Lott, Vernon & Company, P.C.

By: ____________________________
   Dave Legg, CPA

RESPONSE:
This letter correctly sets forth the understanding of Wharton County Junior College.

By: ____________________________

Title: __________________________

Date: __________________________
SYSTEM REVIEW REPORT

October 6, 2011

To the Owners
Lott, Vernon & Company, P.C.
and the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Lott, Vernon & Company, P.C. in effect for the year ended April 30, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm’s compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards, and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Lott, Vernon & Company, P.C. in effect for the year ended April 30, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Lott, Vernon & Company, P.C. has received a peer review rating of pass.

Condley and Company, LLP

Condley and Company, L.L.P.
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: 05/20/14  Date of this Proposal: 05/06/14

SUBJECT: Internal Audit


BACKGROUND/RATIONALE: Administration has met with Ronnie Darden, C.P.A. concerning the internal audit plan for this fiscal year. This year’s internal audit will concentrate on business office functions internal controls. Mr. Darden will be present at the board meeting to discuss this plan and answer any questions from the board members.

Estimated Cost and Budgetary Support (how will this be paid for?): $10,000.00

RESOURCE PERSON(S) [name(s) and title(s)]:
Betty A. McCrohan, President
Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

[Signature]
Originator  5/6/14

[Signature]
Cabinet-Level Supervisor  5/6/14

PRESIDENT’S APPROVAL:

[Signature]
5-7-14

Reg 113
6-21-95
Introduction

The purpose of this audit plan is to identify audit areas that present the greatest risk exposure to the college as a result of noncompliance with board policies and procedures. It also considers various audit areas and their operational efficiency. The plan consists of an annual plan that covers the current operating fiscal year. The plan considers the relative areas related to cash inflows and outflows with the exception of payroll. It is an invaluable tool for directing the internal audit resources toward the auditable areas presenting the greatest risk exposure to the College. The audit plan is based on professional judgment and a systematic process of assigning risk to areas of high auditability. The integration of professional judgment and a systematic process of assessing risk form a solid basis for identifying probable adverse conditions and/or events.

The development of the plan involves the use of professional judgment in considering the significance of the risk factors and attributes of those factors. Some of the attributes considered in developing the plan were as following:

- Providing reasonable assurance as to the safeguarding of assets against loss from unauthorized use or disposition;
- Evaluating the reliability of financial records for preparing financial statements;
- Insuring compliance with Board of Trustee Policies and Procedures;
- Serving as a management tool, by providing useful information for decision-making; and
- Adequacy and effectiveness of the system of internal control.
The methodology used to perform this evaluation and reach conclusions regarding “High Risk” areas entailed several discussions with member of the administrative team responsible for insuring that all controls are operating efficiently and effectively to safeguard the college assets. It also involved assessing the financial exposure, potential risk of loss associated with poorly designed internal accounting controls. In addition, a review of various documents such as: policies, procedures, inquiries of college personnel and an analysis of prior audit findings.

It should be understood that assessing risk is a revolving evaluation process and may lead to a change in audit activities and direction. This is true because at the time of assessment, the nature and extent of compliance with policies, procedures and laws and regulations regarding the area under review is unknown to the auditor. Therefore, such conditions may lead to the assessments being different from those made initially. Any change or modification in the audit areas identified shall be brought to the attention of the Vice President of Administrative Services for appropriate actions and realignment of priorities.
The Audit Plan was assembled based on the use of professional judgment in considering the significant risk factors and attributes of those factors described previously. The audit areas depicted below are focused on the current fiscal years. The current year audit areas shall be planned, executed and reported on, prior to August 31, 2014. These audits are expected start and end between the periods April 21, 2014 and June 30, 2014. It is anticipated that the estimated hours to complete the project will range between 100 to 150 hours.

The current year areas selected for audit are as follows:

<table>
<thead>
<tr>
<th>Audit Area</th>
<th>Wharton Campus</th>
<th>Sugar Land Campus</th>
<th>Richmond Campus</th>
<th>Bay City Campus</th>
<th>El Campo Northside Center</th>
<th>Palacios Education Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchases</td>
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<tr>
<td>Accounts Payable</td>
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<tr>
<td>Cash Disbursements</td>
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<tr>
<td>Accounts Receivable</td>
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<tr>
<td>Cash Receipts</td>
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</tbody>
</table>

**Purchases**

This area has a significant level of importance because it involves the procurement of goods and services that leads to the commitment of resources that result in the outflow of college funds. Therefore the business office is responsible for insuring:

1. Policies and Procedures are being followed;
2. There is a proper segregation of duties between the purchasing and accounts payable function;
3. All purchase orders are properly accounted for;
4. Purchase orders are properly authorized by personnel with signature author;
5. Purchasing personnel is independent of receiving and recordkeeping;
6. Goods and services are actually received in accordance with the prescribed purchase order; and
7. Budgeted funds are available to acquire the goods and services prior to placing orders.

**Accounts Payable**

This area has a significant level of importance because it involves the matching of documents to insure that the goods ordered were authorized, received invoiced prior to the disbursement of funds to the vendors. Therefore the business office is responsible for insuring:

1. Accounts payable personnel is independent of purchasing, receiving, and disbursements;
2. Clerical accuracy of vendors' invoices is tested; and
3. Purchase order, receiving report, and vendor's invoice matched.

**Cash Disbursements**

This area has a significant level of importance, because it involves the actual disbursement of funds for goods and services ordered. Therefore the business office is responsible for insuring:

1. That checks are pre-numbered and a mechanical check protector used;
2. Two signatures are required on all large check amounts;
3. Checks signed only with appropriate support (purchase order, receiving report, and vendor invoice).
4. Check signer are bonded and authorized;
5. Support documents for checks is canceled after payment;
6. Voided checks are mutilated, retained, and accounted for;
7. Bank reconciliations are prepared by individual independent of cash disbursements recordkeeping; and
8. Unused checks are under physical control and only authorized personnel have key to lock.

**Student Accounts Receivable**

This area has a significant level of importance, because it right of the college to receive funds at a later date. It also impacts the timeliness of the collection of funds which impacts the college’s cash flow. Therefore the business office is responsible for ensuring:

1. Implementing the installment plan;
2. Determining whether the terms of the plans are adhered to;
3. The installment plan documents are kept by an individual who is independent of cash receipts and recordkeeping;
4. Any canceled installment plans are properly authorized by an individual independent of cash receipts and recordkeeping;
5. Student refunds are properly calculated and authorized;
6. Subsidiary ledgers are reconciled to the control accounts on a regular basis.

**Cash Receipts**

This area has a significant level of importance, because it involves the handling of cash, which the college’s most liquid asset. Since cash is unidentifiable, easy to conceal difficult to trace, it requires a higher level of internal accounting controls to safeguard. It also impacts the college’s cash flow. Therefore the business office is responsible for ensuring:

1. Cash receipts received in mail is listed by individuals with no recordkeeping responsibility;
   a. Cash goes to cashier;
   b. Remittance advices go to accounting;
2. Over-the-counter cash receipts are controlled (cash register tapes) and cash is deposited daily;
3. All employees handling cash are bonded; and
4. Bank reconciliation prepared by individuals independent of cash receipts recordkeeping.
<table>
<thead>
<tr>
<th>Objectives</th>
<th>OFC</th>
<th>Risks</th>
<th>Points of Focus for Actions/Control Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select Vendor</strong></td>
<td></td>
<td>Inadequate vendor screening, including periodic requalification of existing vendors abilities to meet:</td>
<td>Investigate and periodically update vendor capabilities by determining whether vendor delivers goods according to specifications, in proper quantity, at agreed upon pricing and within reasonable time frame.</td>
</tr>
<tr>
<td>1. Identify and purchase from vendors capable of meeting the entity's needs.</td>
<td>OC</td>
<td>Technical specifications, Quantity requirements, Price, Delivery dates/lead time, service</td>
<td></td>
</tr>
<tr>
<td><strong>Purchase</strong></td>
<td></td>
<td>Purchasing items that were not originally budgeted and utilizing funds budgeted for other intended items.</td>
<td>Compare items purchased with budget and purchase order to insure items purchased are acquired at reasonable prices.</td>
</tr>
<tr>
<td>2. Determine whether items selected for purchase were in original budgeted.</td>
<td>OFC</td>
<td>Original purchase orders changed without initiators knowledge.</td>
<td>Compare purchase order quantity at beginning of process with purchase order quantity sent to vendor and determine at what control point change occurred, if any.</td>
</tr>
<tr>
<td>Determine frequency of purchase order changes made.</td>
<td></td>
<td>Utilizing inappropriate procurement processes to acquire goods and services.</td>
<td>Ensure that savings are achieved through the use of competitive bid process.</td>
</tr>
<tr>
<td>3. Determine whether items are purchased with purchase order or check request.</td>
<td>OC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td>OFC</td>
<td>Risks</td>
<td>Points of Focus for Actions/Control Activities</td>
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</tr>
<tr>
<td>4. Order appropriate quantities at appropriate times.</td>
<td>O</td>
<td>Unavailable or inadequate information on inventory levels or production needs.</td>
<td>Maintain accurate perpetual or periodic inventory records.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Appropriate review of purchase order.</td>
</tr>
<tr>
<td>5. Pay appropriate prices.</td>
<td>OC</td>
<td>Out-of-date or incomplete price information.</td>
<td>Obtain competitive bids for each acquisition periodically.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Consider volume purchase by determining total usage of materials.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Appropriate review of purchase order.</td>
</tr>
<tr>
<td>5. Update vendor information completely and accurately to reflect open</td>
<td>O</td>
<td>Information on issued purchase orders is not clearly or completely communicated.</td>
<td>Route copies of purchase orders to appropriate personnel.</td>
</tr>
<tr>
<td>purchase orders.</td>
<td></td>
<td>Purchase orders are not entered into the system on timely basis.</td>
<td>Pre-number purchases orders and periodically verify their entry into the system.</td>
</tr>
<tr>
<td>Receiving</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Receive items ordered according to specification, in quantities orders,</td>
<td>OC</td>
<td>Unavailable or inaccurate information on items ordered but not received.</td>
<td>Specify shipment mode and delivery date on purchase orders.</td>
</tr>
<tr>
<td>at appropriate prices and on a timely basis.</td>
<td></td>
<td></td>
<td>Match receiving with purchase order information and promptly follow through on outstanding orders.</td>
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<td></td>
<td></td>
<td></td>
<td>Pre-number and account for purchase orders.</td>
</tr>
<tr>
<td>Objectives</td>
<td>OFC</td>
<td>Risks</td>
<td>Points of Focus for Actions/Control Activities</td>
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</tr>
<tr>
<td>7. Record authorized use of purchase orders.</td>
<td>OC</td>
<td>Purchase orders may be lost</td>
<td>Pre-number and account for purchase orders.</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td></td>
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</tr>
<tr>
<td>9. Accurately record invoices on a timely basis for all accepted purchases that have been authorized and only for such purchases. That have been authorized and only for such purchases.</td>
<td>OF</td>
<td>Missing documents or information</td>
<td>Pre-numbered and account for purchase orders and receiving reports.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inaccurate input of data.</td>
<td>Match invoice, receiving and purchase orders information and follow up on missing or inconsistent information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Follow up on unmatched open purchase orders, receiving reports and invoices and resolve missing, duplicate or unmatched items, by individuals independent of purchasing and receiving functions.</td>
</tr>
<tr>
<td>Objectives</td>
<td>OFC</td>
<td>Risks</td>
<td>Points of Focus for Actions/Control Activities</td>
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</tr>
<tr>
<td>9. Accurately record invoices on a timely basis for all accepted purchases that have been authorized and only for such purchases. That have been authorized and only for such purchases. -continue-</td>
<td>O/OF</td>
<td>Invalid accounts payable fraudulently created for unauthorized or nonexistent purchases. Unauthorized input for nonexistent returns. Unauthorized input additions to additions payable.</td>
<td>Use control totals or one-for-one checking. Restricted ability to modify data. Reconcile vendor statements to accounts payable items. Reconcile accounts payable subsidiary ledger with purchase and cash disbursement transactions. Resolve differences between the accounts payable subsidiary ledger and the accounts payable control account.</td>
</tr>
<tr>
<td>10. Identify available discounts.</td>
<td>O</td>
<td>Missing or untimely receipt of documents.</td>
<td>Investigate unmatched information before due date. Maintain accounts payable ledger by discount date.</td>
</tr>
<tr>
<td>11. Ensure completeness and accuracy of accounts payable</td>
<td>OF</td>
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<tr>
<td>Objectives</td>
<td>OFC</td>
<td>Risks</td>
<td>Points of Focus for Actions/Control Activities</td>
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</tr>
<tr>
<td>12. Accurately record returns and allowances for all authorized credits and only for such credits.</td>
<td>OF</td>
<td>Missing documents or information</td>
<td>Pre-number and account for shipping orders for returned goods.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inaccurate input of data.</td>
<td>Match shipping orders for returned goods with vendors’ credit memos.</td>
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<td></td>
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<td></td>
<td>Follow up on unmatched shipping orders for returned goods and related receiving reports and invoices and resolve missing, duplicate or unmatched items, by individuals independent of accounts payable function.</td>
</tr>
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<td></td>
<td>Review vendor correspondence authorizing returns and allowances.</td>
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<td></td>
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<td></td>
<td>Use control totals or one-for-one checking.</td>
</tr>
<tr>
<td>13. Safeguard accounts payable records.</td>
<td>OF</td>
<td>Unauthorized access to accounts payable records and stored data.</td>
<td>Restrict access to accounts payable and files used in processing payables.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Restrict access to mechanical check signers and signature plates.</td>
</tr>
<tr>
<td>Objectives</td>
<td>OFC</td>
<td>Risks</td>
<td>Points of Focus for Actions/Control Activities</td>
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</tr>
<tr>
<td><strong>Student Accounts Receivable</strong></td>
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</tr>
<tr>
<td>13. All students registered with unpaid balances appear in the student accounts receivable ledger.</td>
<td>OF</td>
<td>Missing documents or incorrect information</td>
<td>Reconcile installment agreements with student receivable subsidiary ledger.</td>
</tr>
<tr>
<td>14. Student installment agreements are valid and properly authorized.</td>
<td>O</td>
<td>Missing documents or incorrect information</td>
<td>Verify proper authorization of installment agreement note.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Payment dates are accurately calculated.</td>
<td>Reconcile installment agreements with student periodically to confirm maker.</td>
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<td></td>
<td></td>
<td></td>
<td>Confirmed that write-offs are performed according to college guidelines and signed off by more than one authorized administrator.</td>
</tr>
<tr>
<td>Objectives</td>
<td>OFC</td>
<td>Risks</td>
<td>Points of Focus for Actions/Control Activities</td>
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</tr>
<tr>
<td>16. Ensure continued completeness and accuracy of installment agreements</td>
<td>OF</td>
<td>Unauthorized input for nonexistent refunds and write-offs.</td>
<td>Review all refunds authorizations and recalculate the refund for accuracy.</td>
</tr>
<tr>
<td>recorded in student accounts receivable ledger.</td>
<td></td>
<td>Refunds issued incorrectly.</td>
<td>Review student installment agreements subsidiary ledger with student registration and cash receipt transactions.</td>
</tr>
<tr>
<td>Ensure refunds are issued to proper students and accurately calculated.</td>
<td></td>
<td></td>
<td>Resolve differences between the student accounts receivable subsidiary ledger and the accounts receivable control account.</td>
</tr>
<tr>
<td>17. Safeguard student accounts receivable records.</td>
<td>OF</td>
<td>Unauthorized access to student accounts receivable records and stored data.</td>
<td>Restrict access to student accounts receivable files and data used in processing receivables.</td>
</tr>
<tr>
<td>18. Accelerate cash collections.</td>
<td>O</td>
<td>Handling cash receipts internally can delay deposit of such receipts.</td>
<td>Consider lockbox arrangement whereby payments are remitted to a post office box and the bank collects and deposits such remittances.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Excessive accounts receivable collections problems.</td>
<td>Honor bank credit cards.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Establish and enforce collection policies. Monitor accounts receivable for overdue balances; implement collection procedures on a timely basis.</td>
</tr>
<tr>
<td>Objectives</td>
<td>OFC</td>
<td>Risks</td>
<td>Points of Focus for Actions/Control Activities</td>
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</tr>
<tr>
<td>19. Record cash receipts on accounts receivable completely and accurately.</td>
<td>OF</td>
<td>Cash received is diverted, lost or otherwise not reported accurately to accounts receivable.</td>
<td>Assign opening mail to an individual with no responsibility for or access to files or documents pertaining to accounts receivable or cash accounts; compare listed receipts to credits to accounts receivable and bank deposits. Consider the use of lock-box or other arrangements to accelerate deposits. Reconcile general ledger with accounts receivable subsidiary records and investigate any differences.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Installment payments for amounts different from amount due on deadline date are not identifiable.</td>
<td></td>
</tr>
<tr>
<td>Cash Disbursement</td>
<td>O</td>
<td>Information system does not identify available discounts and related required payment due dates.</td>
<td>Information system identifies payment due dates related to available discounts.</td>
</tr>
</tbody>
</table>
## Ronnie L. Darden, CPA
Certified Public Accountant
RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Objectives</th>
<th>OFC</th>
<th>Risks</th>
<th>Points of Focus for Actions/Control Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. Disburse cash only for authorized purchases.</td>
<td>OF</td>
<td>Fictitious documentation is created.</td>
<td>Examine supporting documents, payment approved by individual independent of procurement, receiving and accounts payable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reuse of supporting documents.</td>
<td>Cancel supporting documents to prevent resubmission for payment.</td>
</tr>
<tr>
<td>22. Remit disbursement to vendor in a timely and accurate manner.</td>
<td>OF</td>
<td>Inaccurate, untimely or unavailable information regarding amounts or due dates of payments.</td>
<td>Compare payment amounts and recipients with source documents, such as vendor invoices, purchase orders and receiving documents.</td>
</tr>
<tr>
<td>Objectives</td>
<td>OFC</td>
<td>Risks</td>
<td>Points of Focus for Actions/Control Activities</td>
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</tr>
<tr>
<td>23. Record cash disbursement completely and accurately.</td>
<td>OF</td>
<td>Missing documents or information.</td>
<td>Match disbursement records against accounts payable/open invoice files.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-number and account for checks.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reconcile bank statements to cash accounts and investigate long-outstanding checks by individuals independent of accounts payable and cash disbursement function.</td>
<td></td>
</tr>
<tr>
<td>24. Safeguard cash disbursements completely and accurately.</td>
<td>OF</td>
<td>Inadequate physical security over cash and documents that can be used to transfer cash.</td>
<td>Segregate custodial and recordkeeping functions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reconcile bank accounts by individuals without responsibility for cash receipt, disbursements or custody.</td>
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<tr>
<td></td>
<td></td>
<td>Receive and prelist cash by individuals independent of recording cash receipts.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Restrictively endorse checks on receipt.</td>
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<tr>
<td>Objectives</td>
<td>OFC</td>
<td>Risks</td>
<td>Points of Focus for Actions/Control Activities</td>
</tr>
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<td>---------------------------------------------------------------------------</td>
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<td>-----------------------------------------------</td>
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<tr>
<td>24. Safeguard cash disbursements completely and accurately. –continued-</td>
<td>OF</td>
<td></td>
<td>Deposit receipts intact daily.</td>
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<td></td>
<td>Restrict access to accounts receivable files and files used in processing cash receipts.</td>
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<td>Mail checks by individual independent of recording accounts payable.</td>
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<td>Authorized check signers are independent of cash receipts function.</td>
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<td></td>
<td>Physically protect mechanical check signers and signature plates.</td>
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<tr>
<td></td>
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<td></td>
<td>Restrict access to accounts payable files and files used in processing cash disbursements.</td>
</tr>
</tbody>
</table>

Note: O = Operations Objectives  F = Financial Reporting Objectives  C = Compliance Objectives

Prepared by: Ronnie L. Darden, CPA
Dated: March 4, 2014
Complete this form and submit it to the Office of the President by noon on Monday of the week before the Thursday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: May 20, 2014      Date of This Proposal: May 2, 2014

SUBJECT:

Approve the rejection of all bids for the renovation of the men's and women's locker rooms in the Pioneer Gymnasium.

RECOMMENDATION:

Accept the recommendation of the Director of Facilities Management to reject the bids received for the renovation of the men's and women's locker rooms in the Pioneer Gymnasium.

BACKGROUND/RATIONALE:

The College advertised for bids for the renovation of the men's and women's locker rooms in the Pioneer Gymnasium. The estimated expense was $250,000. Four packets were requested by vendors. Two bids were received. Bass Construction of Rosenberg bid $465,000.00 and Teal Construction of Houston bid $468,032.00. The College will look at other options for the renovations.

Estimated Cost & Budgetary Support (how will this be paid for?): $0.

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

Mike Feyen, Director of Facility Management
Philip Wuthrich, Director of Purchasing
Bryce D. Kocian, V.P. of Administrative Services

SIGNATURES:

[Signature]

Originator

[Signature]

Cabinet-Level/Supervisor

PRESIDENT’S APPROVAL:

[Signature]

Reg 113
6-21-95
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 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: May 20, 2014 Date of This Proposal: May 2, 2014

SUBJECT:

Approve the proposal from Eldridge Air Conditioning for the replacement of the HVAC system in Mullins Hall at a cost of $89,714.00 with funds transferred from the Plant Repair and Replacement Fund.

RECOMMENDATION:

Approve the proposal from Eldridge Air Conditioning for the replacement of the HVAC system in Mullins Hall at a cost of $89,714.00 with funds transferred from the Plant Repair and Replacement Fund.

BACKGROUND/RATIONALE:

With the renovation of the dorm in 2013 per code additional exhaust fans/ventilation of the restrooms and showers area was needed. Sixteen exhaust fans were added. Because of the additional load the existing HVAC system cannot keep up with the demand on the building. A load analysis was performed and it was determined that we need to increase the cooling capacity from 20 tons (2-10 ton units) to 24 tons (2-12 ton units) and add a 7 ton pretreat unit on the roof to condition the fresh air intake for the building. The existing air handlers are the original units and the outside condensing units range from 5 to 15 years in age. New high efficiency air handling units, outside condensing units and controls would be installed. Eldridge Air Conditioning has provided a price quote of $89,714 using The Interlocal Purchasing System (TIPS) which is a state approved cooperative purchasing group. The College is a member of TIPS group. Purchases under this cooperative satisfy all State Bid requirements.

Estimated Cost & Budgetary Support (how will this be paid for?): $89,714.00
Transfer from the Plant Repair and Replacement 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:

Date

5-2-14

Date

5-6-14

5-6-14

PRESIDENT'S APPROVAL:
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: May 20, 2014  Date of This Proposal: May 13, 2014

SUBJECT:

Approve Micro-Simulation Technology’s quote of $60,450.00 to develop a hard copy curriculum with detailed step by step procedures to demonstrate objectives established by our industry experts on their nuclear power plant simulator.

RECOMMENDATION:

Approve Micro-Simulation Technology’s quote of $60,450.00 to develop a hard copy curriculum with detailed step by step procedures to demonstrate objectives established by our industry experts on their nuclear power plant simulator.

BACKGROUND/RATIONALE:

The College purchased Nuclear Power Plant Simulator Software in 2010 to assist the students in our Nuclear Power Program. These grant funds will be used to identify the critical operational scenarios that the students should be exposed to, and to create those scenarios on the Nuclear Power Plant Software. Micro-Simulation Technology, our South Texas Project Partners, and our instructional staff will be involved in establishing these objectives to be written into this curriculum. Since the Plant Simulator Software was written by Micro-Simulation Technologies, they are a ‘sole-source’ provider for this curriculum programing. As the sole-source provider, bids are not required by the State of Texas. According to College Policy, the Board of Trustees needs to approve the $60,450.00 expenditure of these grant funds to create this curriculum.

Estimated Cost & Budgetary Support (how will this be paid for?): $60,450.00
Nuclear Curriculum Development Grant

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

Bryce D. Kocian, Vice President of Administrative Services
Amy LaPan, Dean of Vocational Instruction
Philip Wuthrich, Director of Purchasing
Rudolph Henry, Program Director, Nuclear Power Technology

SIGNATURES:

[Signature]
Originator
Date: 5-13-14

[Signature]
Cabinet-Level Supervisor
Date: 5-14-13

[Signature]
President’s Approval:
Date: 5-14-14

Reg 113
MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the transfer from the MIS plant fund for the purchase of 57 CPU's and 78 LCD/LED monitors ($75,000.00 – transfer from the MIS plant fund for 2013 – 2014)
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: May 20, 2014
Date of This Proposal: May 7, 2014

SUBJECT (item as it will appear on agenda): Approve the transfer from the MIS Plant Fund of $75,000.00 for the purchase of 57 CPU’s and 78 LCD/LED monitors.

RECOMMENDATION: Approve the transfer from the MIS Plant Fund of $75,000.00 for the purchase of 57 CPU’s, 78 LCD/LED monitors.

BACKGROUND/RATIONALE: 57 CPU’s and 53 monitors are needed for replacement of the computer systems in Peace room 106 at the Wharton campus and room 141 at the Richmond campus. The current computer systems being replaced are six years old and will not support the Computer Science courses being taught in the fall semester. 25 monitors are needed for replacement of monitors in room 229 at the Richmond campus that are nine years old.

Estimated Cost and Budgetary Support (how will this be paid for?): $75,000.00
Transfer from the MIS Plant fund for 2013-2014.

RESOURCE PERSON(S) [name(s) and title(s)]:
Pamela J. Youngblood, Vice President of Technology and Institutional Research
Leigh Ann Collins, Vice President of Instruction
Bryce Kocian, Vice President of Administrative Services

SIGNATURES:

[Signatures]
Originator
Cabinet-Level/Supervisor

PRESIDENT'S APPROVAL:

[Signature]
5-7-14

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

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Approve paid professional assignment for Dr. Robin Nealy, Gulf Coast Partners Achieving Student Success/Wharton Independent School District Real Opportunities for Academic Rigor developmental education coordinator, 6/1/14 – 6/30/14 - $2,000.00

2. Approve paid professional assignment for Ms. Becky McElroy, Gulf Coast Partners Achieving Student Success/Wharton Independent School District Real Opportunities for Academic Rigor success coordinator, 6/1/14 – 6/30/14 - $2,000.00

3. Approve paid professional assignment for Ms. Dana Bramble, Gulf Coast Partners Achieving Student Success/Wharton Independent School District Real Opportunities for Academic Rigor Writing Instructor, 6/1/14 – 6/30/14 - $1,800.00

4. Approve paid professional assignment for Ms. Ava Humme, Summer Texas State Initiative Boot Camp (administrator/Wharton campus), 7/14/14 – 7/25/14 - $2,000.00

5. Approve paid professional assignment for Ms. Brittany Miller, Summer Texas State Initiative Boot Camp (math instructor/Wharton campus), 7/14/14 – 7/25/14 - $1,800.00

6. Approve paid professional assignment for Ms. Protima Batres, Summer Texas State Initiative Boot Camp (math instructor/Richmond campus), 7/14/14 – 7/25/14 - $1,800.00

7. Approve paid professional assignment for Dr. Robin Nealy, Summer Texas State Initiative Boot Camp (administrator/Sugar Land campus), 7/14/14 – 7/25/14 - $2,000.00

8. Approve paid professional assignment for Ms. Sherry Liu, Summer Texas State Initiative Boot Camp (math instructor/Sugar Land campus), 7/14/14 – 7/25/14 - $1,800.00

9. Approve paid professional assignment for Ms. Becky McElroy, Summer Texas State Initiative Boot Camp (administrator/Richmond campus), 7/14/14 – 7/25/14 - $2,000.00

10. Approve paid professional assignment for Ms. Jessica Falcon, Summer Texas State Initiative Boot Camp (logistics coordinator/multiple locations), 7/14/14 – 7/25/14 - $900.00

11. Approve paid professional assignment for Ms. Mara Ustynik, Summer Texas State Initiative Boot Camp (logistics coordinator/multiple locations), 7/14/14 – 7/25/14 - $900.00

C. Office of Academic Affairs

1. Approve paid professional assignment for Mr. Andrew Berezn, edit biology 1407 lab manual, 3rd edition, May – June 2014, $250.00

3. Stephen G. Lyford received a salary adjustment from regular, full-time instructor of computer science, FAC-1-11, to regular, full-time instructor of computer science, FAC-1A-11, effective May 1, 2014

4. Obigale Nwosu extended as temporary, full-time instructor of chemistry, FAC-1-5, to regular, full-time instructor of chemistry, FAC-1-5, effective May 17, 2014

5. Mariakutty M. Samuel received a salary adjustment from regular, full-time instructor of associate degree nursing (12 months), FAC-1-29, to regular, full-time instructor of associate degree nursing (9 months), FAC-1-29, effective May 16, 2014

6. Bracha Silverstone employed as regular, full-time instructor of math, FAC-1-6, effective August 14, 2014

7. Hui Zhao extended as temporary, full-time instructor of chemistry, FAC-7-6, to regular, full-time instructor of chemistry, FAC-7-6, effective May 17, 2014

8. Christopher J. Bible extended as temporary, full-time instructor of computer science (spring semester 2014), FAC-1-0, to temporary, full-time instructor of computer science (9 months), FAC-1-0, effective May 17, 2014

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Terry D. Lynch resigned as regular, full-time instructor of law enforcement, FAC-1-17, effective May 15, 2014

2. Jack R. Grisham separated as temporary, full-time instructor of math, FAC-7-10, effective May 16, 2014

3. Anaisabel Ortiz-Avila separated as temporary, full-time instructor of Spanish, FAC-1-7, effective May 16, 2014


H. Information Items: Non-contract Personnel Action

1. Kevin D. Farley separated as regular, full-time senior public relations officer, T-14-17, effective April 24, 2014

2. Alex C. Gardiner, Jr. extended as regular, full-time resident hall supervisor, $4,500.00 (spring semester), to regular, full-time resident hall supervisor, $9,000.00 (9 months), effective May 24, 2014

3. Gerard Argao employed as regular, part-time public service officer, $20.00 hr. x 19 hrs./wk. x 52 wks. = $19,760.00/yr., effective May 8, 2014
4. Dudridge Bourne employed as regular, part-time testing services assistant, $15.00 hr. x 19 hrs./wk. x 20 wks. = $5,700.00/yr., effective April 16, 2014

5. John H. Labay employed as regular, part-time math tutor, $15.00 hr. x 13 hrs./wk. x 10 wks. = $1,950.00/yr., effective June 9, 2014

6. Stacy Lynch separated as regular, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective July 2, 2012

7. Marissa Martin employed as regular, part-time testing assistant, $15.00 hr. x 19 hrs./wk. x 20 wks. = $5,700.00/yr., effective April 21, 2014

8. Enedina Trejo separated as regular, part-time senior citizens driver, $7.25 hr. x 19 hrs./wk. x 45 wks. = $6,198.75/yr., effective August 16, 2013

9. Manuel Guerrero employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 24 wks. = $5,573.88/yr., effective April 4, 2014

10. Clint R. Harper employed as temporary, part-time information technology assistant, $10.00 hr. x 19 hrs./wk. x 13 wks. = $2,470.00/yr., effective May 19, 2014

11. Tiffany Singletary separated as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective October 9, 2013

12. Gordon Solis employed as temporary, part-time math tutor, $15.00 hr. x 10 hrs./wk. x 18 wks. = $2,700.00/yr., effective April 7, 2014

13. Pial Var employed as temporary, part-time information technology assistant, $10.00 hr. x 19 hrs./wk. x 13 wks. = $2,470.00/yr., effective May 19, 2014
TO: Leigh Ann Collins, Vice-President of Instruction
FROM: Dan Jones
DIV or UNIT: Institutional Effectiveness
SUBJ: PPA request for: Robin Nealy

Title of PPA activity: Gulf Coast PASS/WISD ROAR Dev. Ed. Coordinator

Dates (or semesters) of activity: 06/01/14 - 06/30/14

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

An instructional “boot camp” will be held this summer (June 9-19, 2014) for 9th grade students entering Wharton I.S.D.’s Early College High School program. This boot camp is designed to prepare students to be “college ready” for the courses they will ultimately take later in high school. Dr. Nealy will be a Program Coordinator for this project and will also provide training for WISD staff on June 6, 2014 9 – 12 noon.

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th>#PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Est Avg Fringes</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
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<tr>
<td>ON OVERLOAD (additional compensation)</td>
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<td>$2000.00</td>
<td>$2,000.00</td>
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<td>TOTAL</td>
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<td>$2000.00</td>
<td>$2,000.00</td>
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</tbody>
</table>

Budget #2378-6041-6091-502

C. Approvals

Supervisor: [Signature] Date: 5-6-14

VP, Instruction: [Signature] Date: 5-6-14

PPA Frm (Reg 469)
8-8-97
TO: Leigh Ann Collins, Vice-President of Instruction  
FROM: Dan Jones  
DIV or UNIT: Institutional Effectiveness  
SUBJ: PPA request for: Becky McElroy  

Title of PPA activity: Gulf Coast PASS/WISD ROAR Success Coordinator  
Dates (or semesters) of activity: 06/01/14 - 06/30/14  

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append additional pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.  

An instructional “boot camp” will be held this summer (June 9-19, 2014) for 9th grade students entering Wharton I.S.D.’s Early College High School program. This boot camp is designed to prepare students to be “college ready” for the courses they will ultimately take later in high school. Ms. McElroy will be a Student Success instructor and will also provide training for WISD staff on June 6, 2014 9 – 12 noon.  

B. Cost  

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<thead>
<tr>
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Budget #2378-6041-6091-502  

C. Approvals  
Supervisor:  
Date: 5-6-14  
VP, Instruction:  
Date: 5-6-14
TO: Leigh Ann Collins, Vice-President of Instruction

FROM: Dan Jones

DIV or UNIT: Institutional Effectiveness

SUBJ: PPA request for: Dana Bramble

Title of PPA activity: Gulf Coast PASS/WISD ROAR Writing Instructor

Dates (or semesters) of activity: 6/1/14 – 6/30/14

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add’l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

An instructional “boot camp” will be held this summer (June 9-19, 2014) for 9th grade students entering Wharton I.S.D.’s Early College High School program. This boot camp is designed to prepare students to be “college ready” for the college courses they will ultimately take later in high school. Ms. Bramble will be a Writing instructor for this program.

B. Cost

<table>
<thead>
<tr>
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</table>

Budget #2378-6041-6091-502

C. Approvals

Supervisor: Date: 5-6-14

VP, Instruction: Date: 5-6-14
TO: Vice President of Instruction  DATE: 5/1/14

DIV or UNIT: STEM Grant

SUBJ: PPA request for: Ava Humme

Title of PPA activity: Summer TSI Boot Camp (Administrator/Wharton Campus)

Dates (or semesters) of activity: 7/14/14-7/25/14

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Ava Humme will be assisting Gulf Coast PASS as the Administrator for the Wharton Campus during the Summer TSI Boot Camp. Her duties will include:

- Management of Facilitators (training and payment)
- Tracking/Record Keeping of students testing and registration upon completion
- Facilitating/testing/registration of student participants
- Post program data analysis—analyzing results, providing feedback for future bridge projects
- Recruitment, registration, and tracking of students
- Work with publishers to establish the most beneficial learning materials
- Planning/training with publishers and facilitators (i.e. MyFoundationsLab)
- Curriculum and Schedule Development – English, math, reading, Learning Frameworks component

B. Cost

<table>
<thead>
<tr>
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</tr>
</tbody>
</table>

TOTAL $                                           $2000.00

BUDGET NUMBER: 21167-6039-7012-400

C. Approvals

Supervisor: ___________________________ Date: 5-5-14

VPI: ___________________________ Date: 

President: ___________________________ Date: 5-5-14
TO: Vice President of Instruction  DATE: 5/1/14

DIV or UNIT: STEM Grant

SUBJ: PPA request for: Brittany Miller

Title of PPA activity: Summer TSI Boot Camp (Math Instructor/Wharton Location)

Dates (or semesters) of activity: 7/14/14-7/25/14

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Brittany Miller will be assisting Gulf Coast PASS as the Math Instructor in Wharton during the Summer TSI Boot Camp. Her duties will include:

1. Diagnosing students' skills at the beginning of the camp.
2. Facilitating students' work via MyMathLab.
3. Tracking student attendance/participation.
4. Monitoring Progress
5. Assigning and grading homework

B. Cost

<table>
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BUDGET NUMBER: 21167-6039-7012-400

C. Approvals

Supervisor: [Signature]  Date: 5-5-17

VPI: [Signature]  Date: 

President: [Signature]  Date: 5-5-17
TO: Vice President of Instruction  DATE: 5/1/14

DIV or UNIT: STEM Grant

SUBJ: PPA request for: Protima Batres

Title of PPA activity: Summer TSI Boot Camp (Math Instructor/Richmond Campus)

Dates (or semesters) of activity: 7/14/14-7/25/14

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add’l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Protima Batres will be assisting Gulf Coast PASS as the Math Instructor in Richmond during the Summer TSI Boot Camp. Her duties will include:

1. Diagnosing students' skills at the beginning of the camp.
2. Facilitating students' work via MyMathLab.
3. Tracking student attendance/participation.
4. Monitoring Progress
5. Assigning and grading homework

B. Cost

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BUDGET NUMBER: 21167-6039-7012-400

C. Approvals

Supervisor: [Signature]  Date: 5-5-14

VPI: [Signature]  Date:  

President: [Signature]  Date: 5-5-14
TO: Vice President of Instruction   DATE: 5/4/14

DIV or UNIT: STEM Grant

SUBJ: PPA request for: Robin Nealy

Title of PPA activity: Summer TSI Boot Camp (Administrator/Sugar Land Campus)

Dates (or semesters) of activity: 7/14/14-7/25/14

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add’l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Robin Nealy will be assisting Gulf Coast PASS as the Administrator for the Sugar Land Campus during the Summer TSI Boot Camp. Her duties will include:

- Management of Facilitators (training and payment)
- Tracking/Record Keeping of students testing and registration upon completion
- Facilitating/testing/registration of student participants
- Post program data analysis - analyzing results, providing feedback for future bridge projects
- Recruitment, registration, and tracking of students
- Work with publishers to establish the most beneficial learning materials
- Planning/training with publishers and facilitators (i.e. MyFoundationsLab)
- Curriculum and Schedule Development – English, math, reading, Learning Frameworks component

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
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<tbody>
<tr>
<td>ON CONTRACT</td>
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<td>(release time from teaching)</td>
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<td>ON OVERLOAD</td>
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<td>(additional compensation)</td>
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</table>

TOTAL $ 2000.00

BUDGET NUMBER: 21167-6039-7012-400

C. Approvals

Supervisor: ___________________________ Date: 5-5-14

VPI: ___________________________ Date: 

President: ___________________________ Date: 5-5-14
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA)
REQUEST FORM

TO: Vice President of Instruction   DATE: 5/1/14

DIV or UNIT: STEM Grant

SUBJ: PPA request for: Sherry Liu

Title of PPA activity: Summer TSI Boot Camp (Math Instructor/Sugar Land Campus)

Dates (or semesters) of activity: 7/14/14-7/25/14

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Sherry Liu will be assisting Gulf Coast PASS as the Math Instructor in Sugar Land during the Summer TSI Boot Camp. Her duties will include:

1. Diagnosing students' skills at the beginning of the camp.
2. Facilitating students' work via MyMathLab.
3. Tracking student attendance/participation.
4. Monitoring Progress
5. Assigning and grading homework

B. Cost

<table>
<thead>
<tr>
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<th>Total Costs</th>
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BUDGET NUMBER: 21167-6039-7012-400

C. Approvals

Supervisor: ___________________________  Date: 5-5-14

VPI: ___________________________  Date: 

President: ___________________________  Date: 5-5-14
TO: Vice President of Instruction       DATE: 5/1/14

DIV or UNIT: STEM Grant

SUBJ: PPA request for: Rebecca McElroy

Title of PPA activity: Summer TSI Boot Camp (Administrator/Richmond Campus)

Dates (or semesters) of activity: 7/14/14-7/25/14

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add’l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Rebecca McElroy will be assisting Gulf Coast PASS as the Administrator for the Richmond Campus during the Summer TSI Boot Camp. Her duties will include:

- Management of Facilitators (training and payment)
- Tracking/Record Keeping of students testing and registration upon completion
- Facilitating/testing/registration of student participants
- Post program data analysis—analyzing results, providing feedback for future bridge projects
- Recruitment, registration, and tracking of students
- Work with publishers to establish the most beneficial learning materials
- Planning/training with publishers and facilitators (i.e. MyFoundationsLab)
- Curriculum and Schedule Development – English, math, reading, Learning Frameworks component

B. Cost

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BUDGET NUMBER: 21167-6039-7012-400

C. Approvals

Supervisor: ___________________________ Date: 5/5/14

VPI: ___________________________ Date: ___________________________

President: ___________________________ Date: 5/5/14
TO:      Vice President of Instruction       DATE: 4/30/14

DIV or UNIT: Gulf Coast PASS

SUBJ:   PPA request for: Jessica Falcon

Title of PPA activity: Summer TSI Boot Camp (Logistics Coordinator/Multiple Locations)

Dates (or semesters) of activity: 7/14/14-7/25/14

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Jessica Falcon will work in collaboration with Mara Ustynik in the coordination of the logistics for the TSI Boot Camp. Duties will include: procure food/beverages for each day of the Boot Camp, ordering/procuring t-shirts and supplies for students and facilitators, designing/ordering flyers for distribution on and off campus, contacting/marketing to area high school counselors (visiting several sites), marketing to WCJC – meeting with advisors and students, and travel to the various sites to deliver materials will be needed.

B. Cost

<table>
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TOTAL $900.00

BUDGET NUMBER: 2378-6041-6091-502

C. Approvals

Supervisor: [Signature]       Date: 5-5-14

VPI: [Signature]            Date: 

President: [Signature]       Date: 5-5-14
Wharton County
Junior College

PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM

TO: Vice President of Instruction  DATE: 4/30/14

DIV or UNIT: Gulf Coast PASS

SUBJ: PPA request for: Mara Ustynik

Title of PPA activity: Summer TSI Boot Camp (Logistics Coordinator/Multiple Locations)

Dates (or semesters) of activity: 7/14/14-7/25/14

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Mara Ustynik will work in collaboration with Jessica Falcon in the coordination of the logistics for the TSI Boot Camp. Duties will include: procure food/beverages for each day of the boot camp, ordering/procuring t-shirts and supplies for students and facilitators, designing/ordering flyers for distribution on and off campus, contacting/marketing to area high school counselors (visiting several sites), marketing to WCJC - meeting with advisors and students, and travel to the various sites to deliver materials will be needed.

B. Cost

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BUDGET NUMBER: 2378-6041-6091-502

C. Approvals

Supervisor: ___________________________  Date: 5-5-14

VPI: ___________________________  Date: __________

President: ___________________________  Date: 5-5-14
TO: Vice President of Instruction  DATE: 4/16/2014

FROM: Kevin Dees

DIV or UNIT: Division of Math and Science / Biology dept.

SUBJ: PPA request for: Andrew Berezin


Dates (or semesters) of activity: May - June 2014

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append additional pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Work to provide edits to the 3rd Edition of the Biology 1407 Lab Manual, necessary to support curriculum changes. This lab manual is a custom published lab manual for all BIOL1407 classes at WCJC. The Biology dept. receives royalties from the sale of each lab manual as a source of revenue which support Biology dept. travel, supplies and/or equipment.

budget number - 1110.14301.6092.100

B. Cost

<table>
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C. Approvals

Supervisor: [Signature]  Date: 4/16/2014

VPI: [Signature]  Date: 4/24/14

President: [Signature]  Date: 4/28/14

RECEIVED
Vice President of Instruction  Date: 5/26/14
Initial: [Signature]
TO: Vice President of Instruction
FROM: Kevin Dees
DIV or UNIT: Division of Math and Science / Biology dept.
SUBJ: PPA request for: Jennifer Jeffery
Dates (or semesters) of activity: May - June 2014

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append addl pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Work to provide edits to the 3rd Edition of the Biology 1407 Lab Manual, necessary to support curriculum changes. This lab manual is a custom published lab manual for all BIOL 1407 classes at WCJC. The Biology dept. receives royalties from the sale of each lab manual as a source of revenue which support Biology dept. travel, supplies and/or equipment.

Budget number - 1110.14301.6092.100

B. Cost

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C. Approvals

Supervisor: Date: 4/14/2016
VPI: Date: 4/24/14
President: Date: 4/28/14

RECEIVED
Vice President of Instruction
Date: 5/29/14 Initial.
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

---

**Banner ID #:**

**Last Name:** Lyford  
**First:** Stephen  
**Middle Initial:** G  
**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
- [ ] Retirement (date: ___________)
- [ ] Separation (date: ___________

**Part II: Assignment/Accounting**

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

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

**CURRENT Division/Unit:** Division of Technology and Business

**Job Title/Position:** Instructor of Computer Science

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

**Budget Number:** 1110-14809-6091-102

**Compensation:**
- [ ] Annual
- [ ] Hourly

**Sched:** F

**Grade:** 1

**Step:** 11

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

**Start Date:** 8/20/12  
**End Date:** NA

**At-will-employee**: [ ] Yes  [ ] No

**If temporary, anticipated termination 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:** Division of Technology and Business

**Job Title/Position:** Instructor of Computer Science

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

**Name of Replaced Employee:** NA

**Budget Number:** 1110-14809-6091-102

**Compensation:**
- [ ] Annual
- [ ] Hourly

**Sched:** F

**Grade:** 1A

**Step:** 11

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

**Start Date:** 05/01/14

**At-will-employee**: [ ] Yes  [ ] No

**If temporary, anticipated termination 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:**

Increase salary to FAC-1A-11 for completion of 6 hours towards Doctorate degree.

---

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head:**

**Date:**

**Approved by Dean:**

**Date:**

---

**Approved by Division Chair:**

**Date:** 4-23-14

**Approved by Vice President:**

**Date:** 5-5-14

**Approved by Cabinet Level Supervisor:**

**Date:** 4-28-14

**Reviewed by Human Resources:**

**Date:**

**Approved by President:**

**Date:** 5-6-14

**Budget Approval:**

**Date:** 5/6/14

---

**Reg. 821 HR Requisition Number:** 1404 0024

**Revision Approved:**

**Date:** 4-20-14

---

**Vice President of Instruction:**

**Date:** 4-20-14

**Initial:**
**Personnel Action Form**

**Wharton County Junior College**

**Banner ID #**

<table>
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<th>First Name</th>
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<th>Telephone</th>
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<td>Nwosu</td>
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### Part I: Check all that apply

- Classification:
  - Administrative/Professional Staff
  - Faculty
  - Support Staff
  - Temporary
  - Regular
  - New Employee
  - Extension
  - Salary Adjustment
  - Retirement (date: ___)
  - Resignation (date: ___)
  - Separation (date: ___)
  - Other (explain): Change in classification from TFT to FT

### 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: Division of Math and Science
- Job Title/Position: Temporary Instructor of Chemistry
- Budgeted Position: Yes
- Budget Number: 1610.14302.6091.100
- Compensation: $44,550
- Start Date: 8/19/2013
- End Date: N/A

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

**PROPOSED**

- Division/Unit: Division of Math and Science
- Job Title/Position: Instructor of Chemistry
- Budgeted Position: Yes
- Name of Replaced Employee: Ramiro Acevedo
- Budget Number: 1610.14302.6091.100
- Compensation: $44,550
- Start Date: 05/17/14
- End Date: N/A

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

### Explanation of Action:

**Part III: Position/Budget Authorization**

- Recommended by Supervisor/Department Head: [Signature]
  - Date: 4/22/2014
- Approved by Dean: [Signature]
  - Date: 4/23/14
- Approved by Division Chair: [Signature]
  - Date: 4/22/14
- Approved by Cabinet Level Supervisor: [Signature]
  - Date: 4/22/14
- Budget Approval: [Signature]
  - Date: 4/23/14

**Reg. 821**

**HR Requisition Number: 7404**

**Vice President of Instruction**

**Date:** 4/23/14

**Received:** August 27, 2013
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

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<tr>
<td></td>
<td>Samuel, Mariakutty M.</td>
<td></td>
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</table>

**Part I: Check all that apply**

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

- New Employee
- Extension
- Salary Adjustment
- Change from 12 month contract to 9 month contract

**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
- Budgeted Position? ☐ Yes ☐ No
- Job Vacancy No.: (if applicable) N/A
- Specialized Area: ADN
- Funded in which FY? FY14
- Position No. (NBAPOSN): ADN004
- Budget Number: 1610-14181-6091-102
- Compensation:  
  - ☐ Annual  
  - ☐ Hourly  
  - ☐ Other (explain)  
  - $75,400
- Sched FAC:  
  - Grade 1  
  - Step 29
- Start Date: 01/09/95  
  - End Date: N/A
  - ☐ At-will-employee  
  - ☐ Per contract  
  - N/A  
  - If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:
- ☐ 8 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
- Job Vacancy No.: (if applicable) N/A
- Specialized Area: ADN
- Funded in which FY? FY14
- Position No. (NBAPOSN): ADN004
- Budget Number: 1610-14181-6091-102
- Compensation:  
  - ☐ Annual  
  - ☐ Hourly  
  - ☐ Other (explain)  
  - $56,550
- Sched FAC:  
  - Grade 1  
  - Step 29
- Start Date: 05/16/14  
  - End Date: N/A
  - ☐ At-will-employee  
  - ☐ Per contract  
  - N/A  
  - If temporary, anticipated termination date: N/A

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

Explanation of Action:

**Part III: Position/Budget Authorization**

Name of Supervisor/Department Head:  
Recommended by Supervisor/Department Head:  
Signed:  
Date: 4/24/14

Approved by Division Chair:  
Signed:  
Date: 4-25-14

Approved by Cabinet Level Supervisor:  
Signed:  
Date: 5-1-14

Reviewed by Human Resources:  
Signed:  
Date: 5-6-14

Approved by Vice President:  
Signed:  
Date: 4-25-14

Approved by President:  
Signed:  
Date: 5-6-14

Budget Approval:  
Signed:  
Date: 5/6/14

Reg. 821  
HR Requisition Number:  
404 002S

Revised August 27, 2013

Vice President of Instruction:  
Initial:  
Date: 4/30/14
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

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

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ___)
- [ ] Resignation (date: ___)
- [ ] Separation (date: ___)
- [ ] Other (explain)

### Part II: Assignment/Accounting

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

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

**CURRENT**

**Division/Unit:**

**Job Title/Position:**

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

**Budget Number:**

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

**S**

**Sched**

**Grade**

**Step**

**Start Date:**

**End Date:**

**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:**

**Math & Science**

**Job Title/Position:**

**Instructor of Math**

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

**Budget Number:**

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

**S**

**Sched**

**Grade**

**Step**

**Start Date:**

**End Date:**

**At-will-employee**

**Per contract**

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

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

### Part III: Position/Budget Authorization

**Recommended by Supervisor/Department Head**

**Approved by Dean**

**Approved by Vice President**

**Approved by Human Resources**

**Approved by President**

**Reg 821**

**HR Requisition Number**

**E142400930**

**Received**

**Date:**

**Vice President of Instruction**

**Date:**

**4-24-14**

**Initial:**
**Personnel Action Form**

**Human Resources**

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### Part I: Check all that apply

- **Classification:**
  - [ ] Administrative/Professional Staff
  - [ ] Faculty
  - [ ] Support Staff
  - [ ] Temporary
  - [ ] Full-Time
  - [ ] Part-Time
  - [ ] New Employee
  - [ ] Extension
  - [ ] Salary Adjustment
  - [ ] Retirement (date: ____)
  - [ ] Resignation (date: ____)
  - [ ] Separation (date: ____)
  - [ ] Other (explain): Change in classification from TFT to FT

### 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: Division of Math and Science

- **Job Title/Position:** Temporary Instructor of Chemistry

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

- **Budget Number:** 1110.14302.6091.100 (33%) 1610.14302.6091.100 (67%)

- **Compensation:**
  - $25,775

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

- **End Date:** N/A

- **A-will-employee**

- **Per contract**

- **If temporary, anticipated termination date:** 05/16/14

- **Position is funded for the following number of months/weeks:**
  - [ ] 9 months
  - [ ] 10 ¾ months
  - [ ] 12 months
  - [ ] Other (specify) Spring 2014

#### PROPOSED Division/Unit: Division of Math and Science

- **Job Title/Position:** Instructor of Chemistry

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

- **Name of Replaced Employee:** Kelley Whitley

- **Budget Number:** 1110.14302.6091.100 (33%) 1610.14302.6091.100 (67%)

- **Compensation:**
  - $51,550

- **Start Date:** 05/17/14

- **A-will-employee**

- **Per contract**

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

- **Position is funded for the following number of months/weeks:**
  - [ ] 9 months
  - [ ] 10 ¾ months
  - [ ] 12 months
  - [ ] Other (specify)

### Explanation of Action:

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor/Department Head**
- **Date:** 4-16-14

- **Approved by Dean**
- **Date:**

- **Approved by Division Chair**
- **Date:** 4-14-14

- **Approved by Cabinet Level Supervisor**
- **Date:**

- **Budget Approval**
- **Date:** 4-28-14

---

**Reg. 821**

**HR Requisition Number:** 1404 19517

**Revised August 57, 2013**

**Vice President of Instruction**

**Date:** 4-21-14

**Initial:** JC
**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

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<th>Salary Adjustment</th>
<th>Retirement (date: )</th>
<th>Resignation (date: )</th>
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**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:** Technology & Business

**Job Title/Position:** Temporary Instructor of Computer Science

**Budgeted Position:** ☑️ Yes ☐ No

**Budget Number:** 1110-14809-6091-102

**Compensation:** $21,025

**Start Date:** 01/13/14 **End Date:** N/A **At-will-employee** 05/16/14

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

- 9 months
- 10½ months
- 12 months
- Other (specify) Spring Semester 2014

**PROPOSED Division/Unit:** Technology & Business

**Job Title/Position:** Temporary Instructor of Computer Science

**Budgeted Position:** ☑️ Yes ☐ No

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

**Budget Number:** 1110-14809-6091-102

**Compensation:** $42,050

**Start Date:** 05/17/14 **At-will-employee** **Per contract** 05/15/15

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

- 8 months
- 10½ months
- 12 months
- Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head:** Donna Schilling

**Approved by Division Chair:**

**Approved by Cabinet Level Supervisor:**

**Budget Approval:**

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<th>Approved by President</th>
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**Reg. 821 HR Requisition Number:** 1409 0023

**Vice President of Instruction:**

**Date:** 4-29-14 **Initial:**
## Personnel Action Form

### Human Resources

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### Part I: Check all that apply

- **Classification:**
  - [ ] Administrative/Professional Staff
  - [ ] Faculty
  - [ ] Support Staff
- **Temporary:** [ ] Full-Time
  - [ ] Part-Time
- **New Employee**
- **Extension**
- **Salary Adjustment**
- **Retirement (date: 12-31-14)**
- **Resignation (date: 05-06-14)**
- **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: Vocational Science

**Job Title/Position:** Instructor of Law Enforcement

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

**Budget Number:**

| 1110.14024.6091.102-50% | 1210.14024.6091.102-50% |

| Compensation: |

| $ 67,400 |

**Start Date:** 06-05-06
**End Date:** 05-16-14

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

If temporary, anticipated termination date: NA

**PROPOSED** Division/Unit:

**Job Title/Position:**

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

**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

| $ |

| Hourly |

| Other (explain) |

**Start Date:**

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

If temporary, anticipated termination date:

### Part III: Position/Budget Authorization

**Recommended by Supervisor/Department Head**

**Date:** 4-24-14

**Approved by Dean**

**Date:**

**Approved by Division Chair**

**Date:** (Handwritten: 4-25-14)

**Approved by Vice President**

**Date:**

**Approved by Cabinet Level Supervisor**

**Date:**

**Approved by Human Resources**

**Date:** (Handwritten: 4-29-14)

**Budget Approval**

**Date:** (Handwritten: 4-29-14)

**Reg. 821** HR Requisition Number: 15090921

**Revised and Approved 12/13**

**Vice President of Instruction**

**Date:** 4-29-14/Initial:
Personnel Action Form
Human Resources

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

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

CURRENT Division/Unit: Division of Math and Science
Job Title/Position: Temporary Full Time Math Instructor
Job Vacancy No.: (if applicable) 1305 F 048
Specialized Area: MATH
Budgeted Position? ☐ Yes ☐ No
Budgeted Position? ☐ Yes ☐ No
Budget Number: 1110.14305.6091.100 (20%) 1210.14305.6091.100 (30%) 1610.14305.6091.100 (50%)
Funded in which FY? 14
Position No. (NBAPOSN): MAT12T
Hourly Rate: (Part-time only)
$_____ per hr  ____ hrs/wk x ____ wks =
$_____ per year

Compensation:
☐ Annual ☐ Hourly
☐ Other (explain) Sched F  Grade 7
Step 10

Start Date: 8/19/2013 End Date: 5/16/2014 ☐ At-will-employee ☐ Per contract
If temporary, anticipated termination date:
05/16/14

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

PROPOSED Division/Unit: 
Job Title/Position: 
Budgeted Position? ☐ Yes ☐ No
Budget Number: 
Funded in which FY?
Position No. (NBAPOSN):

Compensation:
☐ Annual ☐ Hourly
☐ Other (explain)

Start Date: ☐ At-will-employee
☐ Per contract
If temporary, anticipated termination date:

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

Explanations of Action:

Part III: Position/Budget Authorization
Recommended by Supervisor/Department Head
Dale Neaderhauser

Approved by Dean

Approved by Division Chair

Approved by Cabinet Level Supervisor

Budget Approval

Reg. 821 HR Requisition Number: 1424 0417

Received May 15, 2009

Vice President of Instruction
Date: 4/8/14 Initial:
**Personnel Action Form**

**Human Resources**

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<td>Anaisabel</td>
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**Part I: Check all that apply**

Classification:  
- [ ] Administrative/Professional Staff  
- [x] Faculty  
- [ ] Support Staff  
- [ ] Temporary  
- [ ] Full-Time  
- [ ] Other (explain)  
- [ ] Other Employee  
- [ ] New Employee  
- [ ] Extension  
- [ ] Extension  
- [ ] Salary Adjustment  
- [ ] Retirement (date: )  
- [ ] Resignation (date: )  
- [ ] Separation (date: 05/16/14)  

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

**CURRENT**  
Division/Unit: Communication and Fine Arts  
Job Title/Position: Temporary Spanish  
Budgeted Position? [x] Yes  
Budget Number: 1110.14504.6092.100  
Compensation: $ 45,550  
Start Date: 8/19/13  
End Date: 5/16/14  
If temporary, anticipated termination date: 05/16/14

**PROPOSED**  
Division/Unit:  
Job Title/Position:  
Budgeted Position? [x] Yes  
Name of Replaced Employee:  
Budget Number:  
Compensation:  
Start Date:  
If temporary, anticipated termination date:  
Position is funded for the following number of months/weeks:  
- [ ] 8 months  
- [ ] 10 1/2 months  
- [ ] 12 months  
- [ ] Other (specify)  

**Part III: Position/Budget Authorization**  
Recommended by Supervisor/Department Head:  
Approved by Division Chair:  
Approved by Cabinet Level Supervisor:  
Budget Approval:  
Reg. 821 HR Requisition Number E 1404 0015

Received Vice President of Instruction Date: 4/4/14 Initial: IC
Wharton County
Junior College

Personnel Action Form

Banner ID #

Last Name
Sowa

First Name
Bill

Middle Initial
J

Telephone

Address

City

State

Zip

Part I: Check all that apply

Classification:

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

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

☐ Retirement
☐ Resignation
☐ Separation (date: 05/16/14)
☐ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:
Math and Science/Biology

Job Title/Position:
Temporary Full Time Biology Instructor

Budgeted Position? ☒ Yes ☐ No

Budget Number:
1610.14301.6091.100

Compensation:

☒ Annual
☐ Hourly
☐ Other (explain)

Sched:
FAC
Grade:
2A
Step:
11

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

Start Date:
01/14/13
End Date:
5/16/14

☐ At-will-employee
☐ Per contract

If temporary, anticipated termination date:
5/16/14

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☒ Other: TFT for FY 14

PROPOSED Division/Unit:

Job Title/Position:

Budgeted Position? ☐ Yes ☒ No

Name of Replaced Employee:

Budget Number:

Compensation:

☐ Annual
☐ Hourly
☐ Other (explain)

Sched:
Grade:
Step:

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

Start Date:

☐ At-will-employee
☐ Per contract

If temporary, anticipated termination date:

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head):

3/27/14

Approved by Vice President:

Y. Y

Date

Reviewed by Human Resources:

4-8-14

Date

Budget Approval:

3/27/14

Approved by President:

4-9-14

Date

Date approved by Board or ☐ not applicable

Reg. 821

1/1404 0014

RECEIVED May 13, 2009

Vice President of Instruction

Date: 4/11/14 Initial: JC
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**Part II: Assignment/Accounting**

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

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

**CURRENT**

**Division/Unit:** Administration

**Job Title/Position:** Senior Public Relations Officer

**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:** 1110-114-6101-60101

**Compensation:**

- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)
- $ 40,675
- Sched T
- Grade 14
- Step 17

**Position No. (NBAPOSN):** TOT001

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

- $ 8606.41 / hr x 13 hrs/wk x 13 wks =
- $ 17 560.12 per year

**Start Date:** 02/10/97

**End Date:** 04/24/14

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

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

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

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:**

**Compensation:**

- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)
- $ [ ]
- Sched [ ]
- Grade [ ]
- Step [ ]

**Position No. (NBAPOSN):**

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

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

**Start Date:** [ ]

**If temporary, anticipated termination date:**

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

**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 [ ]

Revised August 27, 2013
### Personnel Action Form

**Wharton County Junior College**

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**Address: City State Zip**

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<th>Other (explain)</th>
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<td>O Temporary</td>
<td>O Full-Time</td>
<td>O Part-Time</td>
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**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

- **Division/Unit:** Student Services
- **Job Title/Position:** Resident Hall Supervisor
- **Budgeted Position:** Yes
- **Budget Number:** 3912-14103-6101-501

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<td>$4,500</td>
<td>N/A</td>
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<td>N/A</td>
</tr>
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- **Start Date:** 12/16/13  
- **End Date:** 05/23/14  

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

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

**PROPOSED**

- **Division/Unit:** Student Services
- **Job Title/Position:** Resident Hall Supervisor
- **Budgeted Position:** Yes
- **Name of Replaced Employee:** Mark Lewis

<table>
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<tr>
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<td>$9,000*</td>
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- **Start Date:** 05/24/14  

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

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

**Explanation of Action:**

$9,000 plus meal card for Fall/Spring Semesters - Extend Benefits During Summer

**Part III: Position/Budget Authorization**

**Recommended by Associate Department Chair:**

**Approved by Division Chair:**

**Approved by Cabinet Level Supervisor:**

**Budget Approval:**

- Approved by Dean: 4/22/14
- Approved by Vice President: 4/22/14
- Approved by Human Resources: 4/23/14
- Approved by President: 4/23/14

**Reg. 821 HR Requisition Number:** 1404 0040  
**Revised August 27, 2013**
### Personnel Action Form
#### Wharton County Junior College

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<td>Argao, Gerard</td>
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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
  - Retirement (date:)
  - Resignation (date:)
  - 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: Specialized Area:
- Job Title/Position:
- Budgeted Position? Yes No
- Budget Number:
- Position No. (NBAPOSN):
- Compensation:
  - Annual
  - Hourly
  - Other (explain)
  - Sched
  - Grade
  - Step
- Hourly Rate (Part-time only):
  - $ per hr x hrs/wk x wks =
  - $ per year
- Start Date: End Date:
  - At-will-employee
  - Per contract
- Position is funded for the following number of months/weeks:
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other (specify)

**PROPOSED** Division/Unit: Administrative Services
- Job Title/Position: PT Public Service Officer
- Budgeted Position? Yes No
- Name of Replaced Employee: N/A
- Budget Number: 1210.1192.6108.701
- Position No. (NBAPOSN): PTSF99
- Compensation:
  - Annual
  - Hourly
  - Other (explain)
  - Sched
  - Grade
  - Step
- Hourly Rate (Part-time only):
  - $ per hr x hrs/wk x wks =
  - $ per year
- Start Date: 05/08/14
- If temporary, anticipated termination date: N/A
- Position is funded for the following number of months/weeks:
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other (specify): 52 weeks

**Explanation of Action:**

#### Part III: Position/Budget Authorization
- Recommended by Supervisor/Department Head: [Signature] Date: 4/12/14
- Approved by Division Chair: [Signature] Date: 4/14/14
- Approved by Vice President: [Signature] Date: 4/14/14
- Recommended by Human Resources: [Signature] Date: 4/8/14
- Approved by President: [Signature] Date: 5/7/14

Reg. 821 HR Requisition Number 21405 004 Revised August 27, 2013
## Personnel Action Form

### Wharton County Junior College

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

### Part I: Check all that apply

- Classification:  
  - Administrative/Professional Staff  
  - Faculty  
  - Support Staff  
  - Temporary  
  - Regular  

- New Employee  
- Extension  
- Salary Adjustment  
- Retirement (date: )  
- Resignation (date: )  
- Separation (date: )  
- Other (explain)  

### Part II: Assignment/Accounting

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

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

**CURRENT** Division/Unit:  
Job Vacancy No.: (if applicable)  
Specialized Area:  
Budgeted Position?  
Yes  
No  
Funded in which FY?  
Budget Number:  
Position No. (NBAPOSN):  
Compensation:  
- Annual  
- Hourly  
- Other (explain)  
Sched  
Grade  
Step  
Hourly Rate: (Part-time only)  
$ \_\_\_\_\_\_\_\_\_\_ per hr x \_\_\_\_\_\_\_\_\_\_ hrs/wk x \_\_\_\_\_\_\_\_\_\_ wks =  
$ \_\_\_\_\_\_\_\_\_\_ per year  
Start Date:  
End Date:  
At-will employee  
Per contract  
If temporary, anticipated termination date:  
Position is funded for the following number of months/weeks:  
- 9 months  
- 10½ months  
- 12 months  
- Other (specify)  

**PROPOSED** Division/Unit:  
Job Vacancy No.: (if applicable)  
1402 S 011  
Specialized Area:  
Testing  
Budgeted Position?  
Yes  
No  
Name of Replaced Employee: Judith Eiserman  
Funded in which FY? FY14  
Budget Number:  
1110. 14104.6102.501  
Position No. (NBAPOSN):  
TSTF99  
Compensation:  
- Annual  
- Hourly  
- Other (explain)  
Sched N/A  
Grade N/A  
Step N/A  
Hourly Rate: (Part-time only)  
$ \_\_\_\_\_\_\_\_\_\_ per hr x \_\_\_\_\_\_\_\_\_\_ hrs/wk x \_\_\_\_\_\_\_\_\_\_ wks =  
$ \_\_\_\_\_\_\_\_\_\_ per year  
Start Date:  
April 16, 2014  
At-will employee  
Per contract  
If temporary, anticipated termination date:  
Position is funded for the following number of months/weeks:  
- 9 months  
- 10½ months  
- 12 months  
- Other (specify)  
20 weeks

### Explanation of Action:

- Part III: Position/Budget Authorization
  - Recommended by Supervisor/Department Head:  
    - Date:  
  - Approved by Division Chair:  
    - Date:  
  - Approved by Cabinet Level Supervisor:  
    - Date:  
  - Budget Approval:  
    - Date:  

### HR Requisition Number:

5404 0038

Revised August 27, 2013
Wharton County Junior College

Personnel Action Form
Human Resources

Banner ID #

Last Name  Labay
First Name  John
Middle Initial  H
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
- [ ] Retirement (date: __________)
- [ ] Resignation (date: __________)
- [ ] Other (explain)

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

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

Job Title/Position:
Specialized Area:

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

Budget Number:
Position No. (NBAPOSN):

Compensation:
- [ ] Annual  Sched _______
- [ ] Hourly  Grade _______
- [ ] Other (explain)  Step _______
Hourly Rate: (Part-time only)
$ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year

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

Position is funded for the following number of months/weeks:
- [ ] 9 months
- [ ] 10 ¼ months
- [ ] 12 months
- [ ] Other (specify)

PROPOSED   Division/Unit: Learning Assistance Center - Wharton
Job Vacancy No.: (if applicable)
1404 S 028

Job Title/Position:
Part-time Math Tutor
Specialized Area:
LAC - Wharton

Budgeted Position?  [ ] Yes  [ ] No
Name of Replaced Employee: N/A
Funded in which FY? FY14

Budget Number:
1110.1493.6094.100
Position No. (NBAPOSN): TUTW99

Compensation:
- [ ] Annual  Sched N/A
- [ ] Hourly  Grade N/A
- [ ] Other (explain)  Step N/A
Hourly Rate: (Part-time only)
$ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year

Start Date: 6-09-14
[ ] At-will-employee  [ ] Per contract
If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:
- [ ] 9 months
- [ ] 10 ¼ months
- [ ] 12 months
- [ ] Other (specify) 10 weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head  Date  Approved by Dean  Date

Approved by Division Chair  Date  Approved by Vice President  Date

Approved by Cabinet Level Supervisor  Date  Reviewed by Human Resources  Date

Budget Approval:  Date  Approved by President  Date

Reg. 821  HR Requisition Number 1404 0044

[Signature]  5/16/14  [Signature]  5/6/14

(President of Instruction)  Date  [Signature]  5/11/14  Initial
### Personnel Action Form

**Banner ID #**

**Last Name**

**First**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ____________)
- [ ] Resignation (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:** Adult Basic Education
- **Job Title/Position:** ABE Aide
- **Budgeted Position?** Yes
- **Budget Number:** 21291.6012.6129.1012
- **Compensation:** $11.76
- **Start Date:** 9/1/11
- **End Date:** 7/2/12
- **Funded in which FY?** FY12
- **Specialized Area:** ABE
- **Position No. (NBAOSN):** GNTC99

### PROPOSED

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?** Yes
- **Budget Number:**
- **Compensation:**
- **Start Date:**
- **End Date:**
- **Funded in which FY?**
- **Position No. (NBAOSN):**

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

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

### Natural Text:

#### Part I: Check all that apply

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ____________)
- [ ] Resignation (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:** Adult Basic Education
- **Job Title/Position:** ABE Aide
- **Budgeted Position?** Yes
- **Budget Number:** 21291.6012.6129.1012
- **Compensation:** $11.76
- **Start Date:** 9/1/11
- **End Date:** 7/2/12
- **Funded in which FY?** FY12
- **Specialized Area:** ABE
- **Position No. (NBAOSN):** GNTC99

#### PROPOSED

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?** Yes
- **Budget Number:**
- **Compensation:**
- **Start Date:**
- **End Date:**
- **Funded in which FY?**
- **Position No. (NBAOSN):**

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

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

#### Natural Text:

### Part I: Check all that apply

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ____________)
- [ ] Resignation (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:** Adult Basic Education
- **Job Title/Position:** ABE Aide
- **Budgeted Position?** Yes
- **Budget Number:** 21291.6012.6129.1012
- **Compensation:** $11.76
- **Start Date:** 9/1/11
- **End Date:** 7/2/12
- **Funded in which FY?** FY12
- **Specialized Area:** ABE
- **Position No. (NBAOSN):** GNTC99

#### PROPOSED

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?** Yes
- **Budget Number:**
- **Compensation:**
- **Start Date:**
- **End Date:**
- **Funded in which FY?**
- **Position No. (NBAOSN):**

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

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

### Natural Text:

### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:** [Signature]
- **Date:** 4-9-14
- **Approved by Dean:** [Signature]
- **Date:** 4-9-14
- **Approved by Division Chair:** [Signature]
- **Date:** 4-11-14
- **Approved by Cabinet Level Supervisor:** [Signature]
- **Date:** 4-15-14
- **Budget Approval:** [Signature]
- **Date:** 4-15-14

**Reg. 821**

**HR Requisition Number:** 409.0058

**Reviewed:**

**Date:** 8-27-13

**Revised:**

**Date:** 10-14-13

**Initial:** [Signature]
Personnel Action Form

Wharton County Junior College

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

Part I: Classification:
- Administrative/Professional Staff
- Faculty
- Support Staff
- Temporary
- Full-Time
- Part-Time
- Regular
- New Employee
- Extension
- Salary Adjustment
- Retirement (date:__)
- Resignation (date:__)
- Separation (date:__)
- Other (explain):

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

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

Support Staff employees are at-will employees.

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

Job Title/Position:  Specialized Area:

Budgeted Position?  Yes  No
Budget Number:

Compensation:
- Hourly
- Other (explain)
- S

Start Date:  End Date:  At-will employee  Per contract

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

PROPOSED
Division/Unit:  Student Services

Job Title/Position:  Part Time Testing Assistant  Job Vacancy No.: (if applicable):

Specialized Area:  1403  S  015
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### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Banner ID #**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification:</th>
<th>New Employee</th>
<th>Extension</th>
<th>Salary Adjustment</th>
<th>Retirement (date: ———)</th>
<th>Other (explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Staff</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

| Temporary | Full-Time | | Resignation (date: ———) | | |
| Regular | Part-Time | | Separation (date: 06/16/13) | | |

**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**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Instruction/Senior Citizens</th>
</tr>
</thead>
</table>

**Job Title/Position:** Part-time Driver

**Budgeted Position?** Yes No

**Budgeted Number:** 217590.6001.6126.301 & 217696.6001.6137.301

**Compensation:**

<table>
<thead>
<tr>
<th>$ 7.25</th>
<th>Annual</th>
<th>Sched</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Start Date:** 11/20/12

**End Date:** 08/16/13

**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) 45 weeks

**PROPOSED**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Instruction/Senior Citizens</th>
</tr>
</thead>
</table>

**Job Title/Position:**

**Budgeted Position?** Yes No

**Budgeted Number:**

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>Annual</th>
<th>Sched</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Start 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)

**Explanation of Action:** Ms. Trejo just stopped working for the program.

**Part III: Position/Budget Authorization**

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

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
</tr>
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</table>

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

Reg. 221

HR Requisition Number S 1494 0035

Received

Vice President of Operations

Date: 9/31/14 Initial: VC
<table>
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<tr>
<th>Part I: Check all that apply</th>
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<tbody>
<tr>
<td>Classification:</td>
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<tr>
<td>☐ Administrative/Professional Staff</td>
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<td>☐ Faculty</td>
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<td>☘ Other (explain)</td>
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<tr>
<td>Extension</td>
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<tr>
<td>Salary Adjustment</td>
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<tr>
<td>Retirement (date: ______)</td>
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<tr>
<td>Resignation (date: ______)</td>
</tr>
<tr>
<td>Separation (date: ______)</td>
</tr>
</tbody>
</table>

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

**CURRENT** Division/Unit: [Division/Unit]  
Job Title/Position: [Job Title/Position]  
Budgeted Position? [Yes] [No]  
Budget Number: [Budget Number]  
Compensation: [Compensation]  
Hourly Rate: (Part-time only) [Hourly Rate: (Part-time only)]  
Start Date: [Start Date]  
End Date: [End Date]  
Position is funded for the following number of months/weeks: [9 months] [10 1/2 months] [12 months] [Other (specify)]  
Job Vacancy No.: (if applicable) [Job Vacancy No.: (if applicable)]  
Specialized Area: [Specialized Area]  
Funded in which FY? [Funded in which FY?]  
Position No. (NBAPOSN): [Position No. (NBAPOSN)]  

**PROPOSED** Division/Unit: [Division/Unit]  
Job Title/Position: [Job Title/Position]  
Budgeted Position? [Yes] [No]  
Name of Replaced Employee: [Name of Replaced Employee]  
Budget Number: [Budget Number]  
Compensation: [Compensation]  
Hourly Rate: (Part-time only) [Hourly Rate: (Part-time only)]  
Start Date: [Start Date]  
End Date: [End Date]  
Position is funded for the following number of months/weeks: [9 months] [10 1/2 months] [12 months] [Other (specify)]  
Job Vacancy No.: (if applicable) [Job Vacancy No.: (if applicable)]  
Specialized Area: [Specialized Area]  
Funded in which FY? [Funded in which FY?]  
Position No. (NBAPOSN): [Position No. (NBAPOSN)]  

**Part III: Position/Budget Authorization**
Recommended by Supervisor/Department Head [Supervisor/Department Head]  
Approved by Dean [Approved by Dean]  
Approved by Division Chair [Approved by Division Chair]  
Approved by Cabinet Level Supervisor [Approved by Cabinet Level Supervisor]  
Budget Approval [Budget Approval]  
Approved by Vice President [Approved by Vice President]  
Reviewed by Human Resources [Reviewed by Human Resources]  
Date [Date]  
Date [Date]  
Date [Date]  
Date [Date]  
Date [Date]  
Reg. 821 [Reg. 821]  
HR Requisition Number [HR Requisition Number]  
Revised August 3, 2013.
**Personnel Action Form

**Wharton County Junior College**

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

### Part I: Check all that apply

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

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ___)
- [ ] Resignation (date: ___)
- [ ] Separation (date: ___)
- [ ] Other (explain)

### Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

**CURRENT**

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position:** [Yes] [No]
- **Budget Number:**

**PROPOSED**

- **Division/Unit:** Information Technology
- **Job Title/Position:** Part Time Information Technology Assistant
- **Budgeted Position:** [Yes] [No]
- **Budget Number:** 1110.13035.6115.6081

### Compensation

- **$ 10.00**
- **Annual**
- **Hourly**
- **Other (explain)**

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

**1404 S 022**

**Specialized Area:** Information Technology

**Funded in which FY?**

- **FY14**

**Position No. (NBAPOSN):** ITTW99

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

- $10.00 per hr x 13 hrs/wk x 13 wks =
- $2470.00 per year

### Start Date:

**May 19, 2014**

**End Date:**

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

### If temporary, anticipated termination date:

**08/22/14**

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head:**

**Approved by Dean:**

**Approved by Division Chair:**

**Approved by Cabinet/Level Supervisor:**

**Budget Approval:**

**Approved by Vice President:**

**Reviewed by Human Resources:**

**Approved by President:**

**Reg. 821 HR Requisition Number:** 1404 0043

**Revised August 27, 2013**
**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [X] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: )
- [ ] Resignation (date: )
- [ ] Separation (date: 10/8/13)
- [ ] Other (explain)

**Current**

- **Division/Unit:** Adult Basic Education
- **Job Title/Position:** ABE Aide
- **Budgeted Position?** Yes [X] No
- **Budgeted Number:** 22183.6005.6129.1012
- **Compensation:** $11.91
- **Start Date:** 8/19/13
- **End Date:** 10/9/14
- **Position No. (NBAPOSN):** GNTC99
- **Funded in which FY:** 2014
- **Hourly Rate (Part-time only):** $7,969.33 per year

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

- [X] 34 weeks

**Proposed**

- **Division/Unit:**
- **Budgeted Position?** Yes [X] No
- **Budgeted Number:**
- **Compensation:**
- **Start Date:**
- **End Date:**

**Explanation of Action:**

T. Singletary is no longer working for the ABE department.

**Part III: Position/Budget Authorization**

- **Recommended by Department Head:**
  - Date: 5-5-14

- **Approved by Division Chair:**
  - Date: 5-7-14

- **Approved by Cabinet Level Supervisor:**
  - Date: 5-10-14

- **Budget Approval:**
  - Date: 5/11/14

**Reg. 821**

**HR Requisition Number:** 1405 0045

**Vice President of Instruction**

**Date:** 5/11/14 Initial: 
Personnel Action Form

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**Part I: Check all that apply**

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

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ___)
- [ ] Resignation (date: ___)
- [ ] Separation (date: ___)
- [ ] Other (explain)
- [ ] Rehire former tutor

**Part II: Assignment/Accounting**

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

Support Staff employees are at-will employees.

**CURRENT** Division/Unit:

Job Title/Position:

Budgeted Position? [ ] Yes [ ] No

Budget Number:

Compensation:

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

$____

Sched ______

Grade ______

Step ______

Position No. (NBAPOSN):

Job Vacancy No.: (if applicable)

Funded in which FY?

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

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

**PROPOSED** Division/Unit:

Learning Assistance Center - Richmond

Part-time Math Tutor

Budgeted Position? [ ] Yes [ ] No

Name of Replaced Employee: Margaret Autry

Budget Number:

1210.1493.6094.100

Compensation:

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

$ 15.00

Sched N/A

Grade ______

Step ______

Position No. (NBAPOSN):

Job Vacancy No.: (if applicable)

Funded in which FY? FY15

TUTS99

Hourly Rate: (Part-time only)

$ .15 per hr x 10 hrs/wk x 18 wks =

$ 2700.00 per year

Start Date: 4-07-14

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

- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify) 18 wks

If temporary, anticipated termination date:

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

If temporary, anticipated termination date:

8-12-14

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head

Approved by Dean

Approved by Division Chair

Approved by Vice President

Approved by Cabinet Level Supervisor

Reviewed by Human Resources

Approved by President

Budget Approval

Reg. 821

HR Requisition Number "1404 0031"

Rev. April 27, 2013

Initial: TC

Vice President of Instruction

Date 4-3-14
# Personnel Action Form

**Wharton County Junior College**

**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

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<tr>
<th>☐ New Employee</th>
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<th>☐ Resignation (date:____)</th>
<th>☐ Separation (date:____)</th>
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## Part II: Assignment/Accounting

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

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

### CURRENT

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?** ☐ Yes ☐ No
- **Budget Number:**
- **Compensation:**
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain)
  - **$**
  - **Sched:**
  - **Grade:**
  - **Step:**

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

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

### PROPOSED

- **Division/Unit:** Information Technology
- **Job Title/Position:** Part Time Information Technology Assistant
- **Budgeted Position?** ☐ Yes ☐ No
- **Budget Number:** 1110.13035.6115.6081
- **Compensation:**
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain)
  - **$**
  - **Sched:**
  - **Grade:**
  - **Step:**

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Position is funded for the following number of months/weeks:
- ☐ 9 months
- ☐ 10 ½ months
- ☐ 12 months
- ☐ Other (specify) 13 weeks

### Explanation of Action:

- **Recommended by Supervisor/Department Head:**
- **Approved by Dean:**

### Part III: Position/Budget Authorization

- **Recommended by Division Chair:**
- **Approved by Vice President:**
- **Approved by Cabinet Level Supervisor:**
- **Budget Approval:**

Reg 821 HR Requisition Number: 1404-0002

Revised August 27, 2013