WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

November 20, 2012

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

<table>
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<tr>
<th>BOARD POSITION</th>
<th>NAME</th>
<th>TERM EXPIRES</th>
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<tr>
<td>7</td>
<td>P. D. (Danny) Gertson, III Chair</td>
<td>May 2018</td>
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<td>4</td>
<td>Phyllip W. Stephenson Vice-Chair</td>
<td>May 2014</td>
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<td>9</td>
<td>Jack C. Moses Secretary</td>
<td>May 2016</td>
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<td>5</td>
<td>Merle Hudgins</td>
<td>May 2018</td>
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<td>Monty Merecka</td>
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<td>3</td>
<td>Georgia Kincer</td>
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<td>Oliver W. Kunkel, Jr.</td>
<td>May 2014</td>
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<td>Gary P. Trochta</td>
<td>May 2016</td>
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<td>1</td>
<td>Lloyd M. Nelson</td>
<td>May 2016</td>
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AGENDA

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

November 20, 2012

See Under Tab

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The regular board meeting held on October 16, 2012

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

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

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

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

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

V. Special Items

A. Approve canceling the Board of Trustees regular meeting scheduled for December 18, 2012
Board of Trustees  
November 20, 2012  
Agenda

B. Approve the external audit for FY 2012

VI. Presentations, Awards, and/or President's Report
   A. Recognition of retirement of Mr. Ken Stupka

VII. Student Success

VIII. Reports to the Board
   A. Financial Reports for October 2012
   B. Information Item: Management Reports
   C. Information Item: Reports from College Governance Councils
   D. Information Item: Clipping Service for the month of October 2012

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

-CONSENT AGENDA-

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

X. Matters Relating to General Administration ........................................................................B
   A. Approve the purchase of a car for the President’s use ($38,323.95 – transfer from the capital equipment replacement fund)

XI. Matters Relating to Academic Affairs
   A. Approve the addition of audio/visual equipment to the Fine Arts Theater to improve its functionality for use as a classroom or for presentations ($17,600.00 – transfer from the plant repair and replacement fund)

XII. Matter Relating to Administrative Services
A. Approve the resolution declaring 0.771 acres of Julie Rivers Drive property as surplus and authorizing Wharton County Junior College administration to seek sealed bids for such property.

B. Approve authorization to seek sealed bids for the lease of the Ammann property ($200.00 – publication costs)

C. Approve fiscal year 2012 budget adjustments

D. Approve Pfluger Associates Architects to design the renovations to Mullins Hall ($109,000.00 – transfer from plant repair & replacement fund)

E. Approve, by resolution, Wharton County Junior College’s participation in The Interlocal Purchasing System & The Arkansas Purchasing System (TIPS/TAPS) cooperative

F. Approval to adopt the partial list of qualified investment brokers

G. Approve lease agreements for college copiers (estimated $80,000.00 a year – current unrestricted operating budget for 2012-2013)

H. Approval of the resolution to sell the Weyandt Property (revenue of approximately $798,000.00)

XIII. Matters Relating to Technology and Institutional Research

A. Approve the purchase of the ShoreTel telephone system solution from Windstream and network equipment from other DIR vendors ($365,375.00 – transfer from the MIS plant fund)

XIV. Matters Relating to Student Services

A. Approve the creation of a full-time student recruiter position (estimated cost is $49,401.00 – $56,068.00)

B. Approve a new fee for the administration of the Test of Essential Academic Skills (TEAS) – (The College would charge $60.00 for each TEAS administration, $40.00 would be paid to Assessment Technologies Institute (ATI) for the administrative cost of the exam. A $10.00 proctoring fee and a $10.00 facility fee would also be assessed for each administration. The anticipated net revenue would grow from $4,470.00 to $5,960.00.)

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

2. Approve Paid Professional Assignment for Ramiro Acevedo, Hispanic Serving Institution, Science, Technology, Engineering, and Math grant curriculum development-Physics, January 1, 2013 – August 31, 2013 - $4,800.00


8. Approve Paid Professional Assignment for Ava Humme, Gulf Coast Partners Achieving Student Success Vertical Alignment Coordinator, January 1, 2013 – August 31, 2013 - $5,400.00

9. Approve Paid Professional Assignment for Rebecca McElroy, Gulf Coast Partners Achieving Student Success Student Success Course Coordinator, January 1, 2013 – August 31, 2013 - $5,400.00

10. Approve Paid Professional Assignment for Robin Nealy, Gulf Coast Partners Achieving Student Success Developmental Summer Bridge Coordinator, January 1, 2013 – August 31, 2013- $5,400.00

11. Approve Paid Professional Assignment for Marybelle Perez, Gulf Coast Partners Achieving Student Success Recruitment/Outreach Coordinator, January 1, 2013 – August 31, 2013 - $5,400.00

12. Approve Paid Professional Assignment for Cynthia Diener, Gulf Coast Partners Achieving Student Success English PAC Member, spring 2013 - $900.00

13. Approve Paid Professional Assignment for Karen Lescure, Gulf Coast Partners Achieving Student Success English PAC Member, spring 2013 - $900.00

14. Approve Paid Professional Assignment for Jennifer Mauch, Gulf Coast Partners Achieving Student Success Math PAC Member, spring 2013 - $900.00

15. Approve Paid Professional Assignment for Yvonne Smith, Gulf Coast Partners Achieving Student Success Math PAC Member, spring 2013 - $900.00

17. Eric J. Nathan reclassified as distance learning director/Title V activity director, CA-15-11, to Title V activity coordinator, AA-1-30, effective December 3, 2012

18. Mara N. Slinger transferred as Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math grant secretary, O-8-0, to Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math success coach, GNT-1-1, effective October 29, 2012

19. Chase Smolik transferred as Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math supplemental instruction coach, $15.00 hr. x 19.5 hrs./wk. x 40 wks. = $11,700.00/yr., to Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math supplemental instruction coach, GNT-1-1, effective October 29, 2012

C. Office of Academic Affairs

1. Approve Paid Professional Assignment for Donna Schilling, Digital Media Program Development, fall 2012 – spring 2013 – $5,400.00

2. Approve Paid Professional Assignment for Mary Jo Spanihel, Medical Office Specialist Curriculum Development, summer – fall 2012 - $2,950.00

3. Caroline R. Osborne extended as regular, part-time senior citizens director, $30.00 hr. x 19 hrs./wk. x 27 wks. = $15,390.00/yr., to regular, part-time senior citizens director, $30.00 hr. x 19 hrs./wk. x 50 wks. = $28,500.00/yr., effective October 1, 2012

4. Richard S. Lewis extended as temporary, part-time youth activities site coordinator, $30.00 hr. x 31.25 hrs./wk. x 16 wks. = $15,000.00/yr., to temporary, part-time youth activities site coordinator, $15,000.00/20 weeks, effective November 1, 2012

5. Tim J. Arriaga employed as regular, full-time instructor of engineering design, FAC-1-10, effective January 14, 2013

6. Tammy L. Hann employed as regular, full-time instructor of associate degree nursing, FAC-1-10, effective January 14, 2013

7. Billy J. Sowa employed as temporary, full-time biology instructor, FAC-1-10, effective January 14, 2013

D. Office of Administrative Services

E. Office of Student Services

1. Approve Paid Professional Assignment for Mark Lewis, SGA Advisor Wharton Campus, fall 2012 – spring 2013 - $2,000.00
2. Approve Paid Professional Assignment for Ken Grubb, SGA Advisor Sugar Land Campus, fall 2012 – spring 2013 - $2,000.00

3. Approve Paid Professional Assignment for Scott Stripling, SGA Advisor Richmond Campus, fall 2012 – spring 2013, $2,000.00

4. Jenny F. Banker extended as temporary, part-time academic advisor, $25.00 hr. x 32.5 hrs./wk. x 32 wks. = $26,000.00/yr., to temporary, part-time academic advisor, $25.00 hr. x 32.5 hrs./wk. x 32 wks. = $26,000.00/yr., effective September 1, 2012

5. Lillian Lockley extended as temporary, part-time academic advisor, $25.00 hr. x 500 hrs. = $12,500.00/yr., to temporary, part-time academic advisor, $25.00 hr. x 500 hrs. = $12,500.00/yr., effective September 1, 2012

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

H. Information Items: Non-contract Personnel Action

1. Duane A. Eisel employed as regular, full-time security officer, O-10-0, effective October 29, 2012

2. Christine R. Foust resigned as regular, full-time residency hall supervisor, $1,000/month, effective December 17, 2012

3. Kimberly G. Kidd reclassified as regular, full-time student services specialist/special events coordinator, P-12-6, to regular, full-time administrative assistant to the Vice President, P-13-6, effective October 12, 2012

4. Caylee L. Kiesling received a salary adjustment as regular, full-time human resources clerk, O-6-1, to regular full-time human resources technician, O-10-1, effective November 1, 2012

5. Becky T. Le employed as regular, full-time human resources technician, O-10-0, effective November 1, 2012

6. Lindsey A. Shimek transferred as regular, full-time human resources secretary, O-10-5, to regular, full-time assistant admissions officer, O-11-5, effective October 22, 2012

7. Eric A. Barlow separated as regular, part-time security officer, O-9-0, $11.62 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr., effective October 23, 2012

8. Vernon Burroughs employed as regular, part-time security officer, O-9-0, $11.62 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr., effective October 30, 2012

9. Cesar R. Diaz-Salazar separated as regular, part-time open computer lab monitor, $10.32 hr. x 19 hrs./wk. x 48 wks. = $9,411.84/yr., effective November 7, 2012
10. Carmen A. Flora resigned as regular, part-time testing services assistant – Wharton, $15.00 hr. x 18 hrs./wk. x 14 wks. = $3,780.00/yr., effective October 22, 2012

11. Caroline Garcia received a salary adjustment as regular, part-time senior citizens driver, $7.35 hr. x 19 hrs./wk. x 50 wks. = $6,982.50/yr., to regular, part-time senior citizens driver, $7.45 hr. x 19 hrs./wk. x 50 wks. = $7,077.50/yr., effective October 1, 2012

12. Eurma J. Gordon received a salary adjustment as regular, part-time Eagle Lake site manager, $7.45 hr. x 6 hrs./wk. x 50 wks. = $2,235.00/yr., to regular, part-time Eagle Lake site manager, $7.55 hr. x 6 hrs./wk. x 50 wks. = $2,265.00/yr., effective October 1, 2012

13. Cathy J. Klimple received a salary adjustment as regular, part-time senior citizens Wharton site manager, $7.25 hr. x 19 hrs./wk. x 50 wks. = $6,887.50/yr., to regular, part-time senior citizens Wharton site manager, $7.35 hr. x 19 hrs./wk. x 50 wks. = $6,982.50/yr., effective October 1, 2012

14. George Prat employed as regular, part-time security officer, O-9-0, $11.62 hr. x 19 hrs./wk. x 48 wks. = $10,597.44/yr., effective October 5, 2012

15. Phyllis Sanchez received a salary adjustment as regular, part-time East Bernard site manager, $7.45 hr. x 6 hrs./wk. x 50 wks. = $2,235.00/yr., to regular, part-time East Bernard site manager, $7.55 hr. x 6 hrs./wk. x 50 wks. = $2,265.00/yr., effective October 1, 2012

16. Geraldine V. Streckfuss received a salary adjustment as regular, part-time senior citizens driver and Weimar site manager, $7.45 hr. x 12 hrs./wk. x 50 wks. = $4,470.00/yr., to regular, part-time senior citizens driver and Weimar site manager, $7.55 hr. x 12 hrs./wk. x 50 wks. = $4,530.00/yr., effective October 1, 2012

17. Fred W. Wesselski employed as regular, part-time security officer – Bay City, $20.00 hr. x 5 hrs./wk. x 52 wks. = $5,200.00/yr., effective October 8, 2012

18. Tammy L. Herrera transferred as regular, full-time administrative assistant to VPI, P-13-4, to temporary, full-time ABE transitions specialist, P-15-4, effective November 12, 2012

19. Andrea C. Broussard extended as temporary, part-time youth activities secretary, $15.00 hr. x 31.5 hrs./wk. x 20 hrs. = $9,450.00/yr., to temporary, part-time youth activities secretary, $15.00 hr. x 31.5 hrs./wk. x 20 hrs. = $9,450.00/yr., effective November 1, 2012

20. Maria F. Guevara employed as temporary, part-time ABE aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective August 27, 2012

21. Charlotte M. King resigned as temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective October 31, 2012

22. Olivia L. Pratt employed as temporary, part-time reading/writing tutor assistant, $7.25 hr. x 10 hrs./wk. x 6 wks. = $435.00/yr., effective November 5, 2012
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).

A. President's Evaluation for 2011 – 2012

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

XVIII. Discuss Matters Relating to Formal Policy

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

1. Regulation 006: Board Policy and Bylaw Development
2. Regulation 112: Format For College Regulations
3. Regulation 133: Logo: Use On College Publications
4. Regulation 253: Request For Textbook Desk Copies
5. Regulation 371: Facilities Usage By Community Groups
6. Regulation 411: Operating Budget, Financial Reports, and Audits
7. Regulation 418: Investments
8. Regulation 485: College Sponsored Student Travel
9. Regulation 661: Student Attendance
10. Regulation 666: Audit of Credit Courses
11. Regulation 749: GED Testing Center

B. Information Item:

1. Regulation 111: Establishing College Regulations

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular board meeting held on October 16, 2012
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
October 16, 2012

The Wharton County Junior College District Board of Trustees met in regular session on October 16, 2012 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Phil Stephenson, Vice Chair; Mr. Jack Moses, Secretary; Mrs. Merle Hudgins; Mrs. Georgia Kincer; Mr. Monty Merecka; Mr. Lloyd Nelson; and Mr. Gary Trochta

Trustees Absent: Mr. Oliver Kunkel

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Ms. Leigh Ann Collins, Vice President of Instruction; 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. Darlene Byrd; Ms. Zina Carter; Ms. Inez Kucera; Mr. Jason Milliff; Ms. Rachel Molano; Ms. Marybelle Perez; Ms. Debbie Popek; Ms. Pam Speights; Mr. Scott Stripling; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The regular meeting held on September 18, 2012

-The minutes of the regular board meeting held on September 18, 2012, was approved as presented.

ITEM IV: CITIZENS' COMMENTS

-None-

ITEM V: SPECIAL ITEMS
ITEM VI: PRESENTATIONS, AWARDS, AND/OR PRESIDENT'S REPORT

-Ms. McCrohan introduced Mr. Scott Stripling, Faculty Council President. Ms. McCrohan thanked Mr. Stripling for accepting his appointment as President.

-Ms. McCrohan introduced Ms. Marybelle Perez, Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math Project Director and explained her role with the grant.

-Ms. Collins introduced Ms. Inez Kucera, Instructional Assessment Director and explained her job.

ITEM VII: STUDENT SUCCESS

A. Science, Technology, Engineering, and Math Report – Ms. Marybelle Perez

-Ms. Perez explained the grant and the accomplishments to date. She also explained the three components of the grant. Mr. Gertson thanked Ms. Perez for her presentation.

ITEM VIII-A: REPORTS TO THE BOARD

A. Financial Reports

-Mr. Wessels presented the financial reports for September 2012. Mr. Kocian and Ms. Byrd presented the investment report for the 4th quarter.

BOARD ACTION: On a motion by Mr. Stephenson and a second, the board unanimously approved the financial reports for September 2012 and the investment report for the 4th quarter as presented.

-Mr. Stephenson stated that he attended the State of the Colleges and that Ms. McCrohan gave a very good presentation. Ms. McCrohan thanked Ms. Carter’s staff for compiling the information for the presentation. Mr. Stephenson thanked Ms. McCrohan and stated that Wharton County Junior College is in better shape than other colleges and has been successful in keeping the taxes down.

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

-None-

B. Faculty Council
Board of Trustees
October 16, 2012
Minutes

- Faculty Council Minutes for September 10, 2012

C. President’s Extended Cabinet

-President’s Extended Cabinet Minutes for September 13, 2012

ITEM VIII-D: CLIPPING SERVICE FOR MONTH OF SEPTEMBER 2012

-News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of September 2012 and included as part of the board agenda packet for this meeting.

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee: Mr. Kunkel

- Ms. McCrohan stated that the audit report would be complete by the November meeting.

B. Facilities Committee: Mr. Nelson

- Mr. Nelson stated that a Facilities Committee meeting will be held on October 30, 2012.

C. Legislative Committee: Mr. Stephenson

- None

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

- No items were pulled for separate consideration.

- Ms. McCrohan explained Item XI., new positions under Academic Affairs. Ms. Collins explained the reasons for the chemistry and physics faculty positions.

- CONSENT AGENDA-

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

ITEM X: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM XI: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve new full-time position for Director of Distance Education ($62,067.00 – 68,734.00)
B. Approve new full-time faculty position in chemistry ($40,550.00 – 52,050.00 – salary is present in FY13 budget and will not increase appreciably in the FY14 budget)

C. Approve new full-time faculty position in physics and engineering ($40,550.00 – 52,050.00 – FY14)

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

A. Approve the allocation of funds from the prior year fund balance for 2012 outstanding encumbrances ($109,266.97 – unrestricted operating fund)

B. Approve Investment Policy revisions

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

C. Office of Academic Affairs

1. Approve fall 2012 overload list

2. Inez M. Kucera reclassified from temporary, full-time Science, Technology, Engineering, and Math success center director, CA-14-11, as temporary, full-time instructional assessment director, CA-15-11, effective October 1, 2012

3. Ricardo R. Salinas reclassified as regular, full-time instructor of welding, FAC-1-10 (9 months), to regular, full-time instructor of welding, FAC-1-10 (12 months), effective September 25, 2012

4. Aaron A. Dittmar employed as temporary, full-time instructor of welding, FAC-1-9, effective October 1, 2012

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information items: Contract Personnel Action

1. Roy R. Jones resigned as regular, full-time instructor of welding, FAC-1-15, effective September 24, 2012
2. Kenneth C. Stupka retired as regular, full-time instructor of engineering design, FAC-1A-41, effective December 14, 2012

H. Information Items: Non-contract Personnel Action

1. Eugenia Hudson employed as regular, full-time division secretary, O-9-O, effective October 1, 2012

2. Salena M. Rodriguez employed as regular, full-time accounting clerk I, O-8-O, effective October 1, 2012

3. Suveda A. Perikala employed as regular, part-time evening open computer lab monitor, O-5-0, $10.47 hr. x 16 hrs./wk. x 40 wks. = $6,700.80/yr., effective October 1, 2012

4. Derek M. Rivera employed as regular, part-time security, O-9-O, $11.62 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr., effective September 20, 2012

5. Derek M. Rivera separated as regular, part-time security, O-9-O, $11.62 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr., effective September 24, 2012

6. Maricela Salas separated as regular, part-time evening open computer lab monitor, O-5-0, $10.47 hr. x 16 hrs./wk. x 40 wks. = $6,700.80/yr., effective September 20, 2012

7. Maria Salazar employed as regular, part-time senior citizens driver, $7.25 hr. x 12 hrs./wk. x 2 wks. = $174.00/yr., effective September 20, 2012

8. Jace Angus extended as temporary, part-time assistant rodeo coach, $10.00 hr. x 10 hrs./wk. x 24 wks. = $2,400.00/yr., to temporary, part-time assistant rodeo coach, $10.00 hr. x 3 hrs./wk. x 20 wks. = $600.00/yr., effective September 26, 2012

9. Jesy C. Austin employed as temporary, part-time rodeo coach assistant, $10.00 hr. x 9 hrs./wk. x 20 wks. = $1,800.00/yr., effective October 1, 2012

10. Sarah Crawford employed as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective September 7, 2012

11. Sarah A. Murdoch employed as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective September 6, 2012

12. Chase Smolik employed as temporary, part-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math supplemental instruction coach, $15.00 hr. x 19.5 hrs./wk. x 40 wks. = $11,700.00/yr., effective October 1, 2012

13. Tanya R. Sulak employed as temporary, part-time chemistry lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective September 14, 2012

14. Pisey Var separated as temporary, part-time summer library renovation assistant, $7.25 hr. x 27.5 hrs./wk. x 10 wks. = $1,993.75/yr., effective August 31, 2012
BOARD OF TRUSTEES
October 16, 2012
Minutes

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

ITEM XVI: EXECUTIVE SESSION

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

A. President's Evaluation — Form, Methodology, and Timeline (mailed under separate cover)

-Mr. Gertson explained the process for Ms. McCrohan's evaluation.

-The regular meeting adjourned into Executive Session at 7:00 P.M.

-The Executive Session adjourned at 7:15 P.M. The Board convened the regular meeting.

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

-No action was taken 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 007: Board Meetings
2. Regulation 134: Credit Class Schedule Production and Distribution
3. Regulation 138: Catalog Development
4. Regulation 139: Social Media
5. Regulation 146: Computer Use
6. Regulation 163: Telephone Greeting: Institutional Message
7. Regulation 469: Paid Professional Assignments (PPA)
8. Regulation 821: Recruitment and Appointment of Full-Time Personnel
9. Regulation 848: Exit Procedure
10. Regulation 876: Evaluation of Administrative and Support Staff
10. Regulation 886: Reprimand, Suspension, and Dismissal of Contract Employees

B. Information Item:

1. Regulation 012: Public Complaints and Hearings

2. Regulation 325: Summary Appeals Court

3. Regulation 823: Recruitment and Appointment of Part-Time Faculty

-Mrs. Kincer stated that it was hard to read the regulations due to small print. Ms. McCrohan explained why there is a large group of regulations on this agenda. The faculty is not on campus during the summer although the other governance councils still meet.

BOARD ACTION: On a motion by Mrs. Kincer and a second, the board unanimously approved the regulations as presented.

ITEM XIX: OTHER BUSINESS

-Mr. Gertson announced that the Rosenberg Railroad Museum Gala will be this weekend if anyone would like to attend.

-Mr. Gertson stated that a Board self-assessment will be done in the future and an annual board retreat would be scheduled. A monthly calendar will be distributed each month for the board.

-Mrs. Kincer stated that the choir fundraiser was one of the best events that she has attended. She also announced that the choir will be going to the Carnegie Hall on Memorial Day and will be singing with other universities.

-Mr. Stephenson stated that the Bright Minds Scholarship Fund Dinner will be held at the Civic Center with BJ Thomas and the Triumphs as the entertainment. Ms. McCrohan thanked all that attend the Rotary Gala.

-Mr. Gertson stated that he attended the ACCT Annual Meeting in Boston. The discussion included student success and moving to completion.

-Mr. Merecka asked what was “The Good Doctor”? Ms. McCrohan explained that it was a play that the Drama department is presenting.

ITEM XX: ADJOURN

-The meeting adjourned at 7:30 P.M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT
AGENDA BRIEF
AGENDA ITEM V

Special Items

A. Approve canceling the Board of Trustees regular meeting scheduled for December 18, 2012

B. Approve the external audit for FY 2012
Presentations, Awards, and/or President's Report

A. Recognition of retirement of Mr. Ken Stupka
Resolution

WHEREAS, Mr. Ken Stupka has been teaching Engineering Design for over thirty nine years at Wharton County Junior College, and

WHEREAS, during these years Mr. Stupka has distinguished himself as an exceptional and innovative instructor, as a mentor to both faculty and students, and as a professional role model, and

WHEREAS, Mr. Stupka previously served as the Engineering Design Program Director for many years and is to be commended for the program's great success and immense impact on industry, and

WHEREAS, Mr. Stupka has elected to retire from teaching,

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees and the Administration herewith commend Mr. Stupka for his dedication to the teaching profession, for his loyalty to his program and its students, and especially for his long record of service to this institution, and that the Board and Administration wish Mr. Stupka well in his new life, and

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

Unanimously adopted in regular session by the Wharton County Junior College Board of Trustees on November 20, 2012.

P. D. (Danny) Gertson, III, Chair
Phyllip Stephenson, Vice-Chair
Jack C. Moses, Secretary
Monty Merecka

Oliver Kunkel, Jr.
Lloyd Nelson
Merle Hudgins
Georgia Kincer
Gary Trochta
Reports to the Board

A. Financial Reports for October 2012
Monthly Financial Reports

Wharton County Junior College
OCTOBER 31, 2012
Summary Reports
## Wharton County Junior College

**Revenue-Expenditure Summary**

October 31, 2012

<table>
<thead>
<tr>
<th>Fund 1000 Revenues:</th>
<th>FISCAL 2013</th>
<th>FISCAL 2012</th>
<th>% OF PRIOR YEAR ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Month ACTUAL</td>
<td>Y-T-D Budget % of Budget</td>
<td>Y-T-D ACTUAL</td>
</tr>
<tr>
<td>State appropriations</td>
<td>$1,079,106</td>
<td>$2,399,481</td>
<td>$8,523,709</td>
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<tr>
<td>Tuition and Fees</td>
<td>(60,226)</td>
<td>8,893,985</td>
<td>19,656,710</td>
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<tr>
<td>Advalorem Taxes</td>
<td>28,757</td>
<td>56,454</td>
<td>5,131,672</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>411,772</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>15,000</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>33,505</td>
<td>68,164</td>
<td>506,394</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,081,142</td>
<td>11,418,084</td>
<td>34,245,257</td>
</tr>
</tbody>
</table>

## Expenditures:

<table>
<thead>
<tr>
<th></th>
<th>FISCAL 2013</th>
<th>FISCAL 2012</th>
<th>% OF PRIOR YEAR ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Month</td>
<td>Y-T-D Budget</td>
<td>Y-T-D ACTUAL</td>
</tr>
<tr>
<td>Salaries</td>
<td>1,595,849</td>
<td>3,071,540</td>
<td>19,425,082</td>
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<tr>
<td>Employee Benefits</td>
<td>312,437</td>
<td>577,040</td>
<td>4,393,068</td>
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<tr>
<td>Capital Expenditures</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>373,514</td>
<td>756,700</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>641,540</td>
<td>1,653,766</td>
<td>9,670,407</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>2,549,826</td>
<td>5,675,860</td>
<td>34,245,257</td>
</tr>
</tbody>
</table>

Net Increase/(decrease) in net assets: $ (1,468,664) $ 5,742,224 $ 5,677,527

Less Outstanding encumbrances: (1,275,315) (1,200,713)

Net increase less encumbrances: $ 4,466,909 $ 4,476,814

* Note: Net student receivables in the amount of $594,171.04, are currently outstanding. Tuition and fees are subject to collection in future periods.
Wharton County Junior College
Analysis of Student Receivables Outstanding
As of October 31, 2012

<table>
<thead>
<tr>
<th>Description</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables Current and Prior Yr.</td>
<td>$385,047.98</td>
<td>$379,348.46</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$227,270.79</td>
<td>$210,652.13</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>$45,124.25</td>
<td>$42,578.00</td>
</tr>
<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>$84,301.24</td>
<td>$64,683.29</td>
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<tr>
<td>Total Installment Plan Receivable</td>
<td>$356,696.28</td>
<td>$317,913.42</td>
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<tr>
<td>Third Party Contracts Receivable</td>
<td>$125,412.50</td>
<td>$63,135.02</td>
</tr>
<tr>
<td>Continuing Education Receivable</td>
<td>$23,571.50</td>
<td>$9,336.00</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(296,557.22)</td>
<td>(264,437.13)</td>
</tr>
<tr>
<td>Net Accounts Receivable</td>
<td>$594,171.04</td>
<td>$505,295.77</td>
</tr>
</tbody>
</table>
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
<table>
<thead>
<tr>
<th>Assets and Other Debts:</th>
<th>Current Year 2011</th>
<th>Prior Year 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$5,650,557</td>
<td>$2,057,694</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>$4,625</td>
<td>$11,549,393</td>
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<tr>
<td>Accounts Payable</td>
<td>$646,898</td>
<td>$572,247</td>
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<tr>
<td>Taxes Receivable</td>
<td>$360,959</td>
<td>$360,959</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td>$41,210</td>
<td>$772,923</td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>$32,518</td>
<td>$80,170</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>$3,688</td>
<td>$15,392,484</td>
</tr>
<tr>
<td><strong>Total Assets and Other Debts:</strong></td>
<td>$1,073,112</td>
<td>$16,166,795</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities, Equity and Other Credits</th>
<th>Current Year 2011</th>
<th>Prior Year 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$65,630</td>
<td>$109,650</td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td>$414,517</td>
<td>$415,410</td>
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<tr>
<td>Accrued Liabilities</td>
<td>$30,250</td>
<td>$54,830</td>
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<td><strong>Total Liabilities:</strong></td>
<td>$97,777</td>
<td>$89,706</td>
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</table>

<table>
<thead>
<tr>
<th>EQUITY AND OTHER CREDITS:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund-Original</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund-Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P5 Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P5 Salary Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P5 Capital Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P5 Investment Gain And Loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Governmental Fund Types**
<table>
<thead>
<tr>
<th>Fund Balance Type</th>
<th>Auxiliary</th>
<th>Current Restricted</th>
<th>Restricted Funds</th>
<th>Current Year 2011</th>
<th>Prior Year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td>27,567</td>
<td>1,278,318</td>
<td>25,716</td>
<td>1,398,598</td>
<td>1,330,536</td>
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<tr>
<td>Fund Balance</td>
<td>947,768</td>
<td>8,264,663</td>
<td>-439,633</td>
<td>5,792,818</td>
<td>5,588,197</td>
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<tr>
<td>Reserve For Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS</td>
<td>975,335</td>
<td>15,404,702</td>
<td>-353,918</td>
<td>16,056,121</td>
<td>15,306,778</td>
</tr>
<tr>
<td>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS</td>
<td>1,073,152</td>
<td>15,667,994</td>
<td>3,688</td>
<td>16,144,795</td>
<td>15,332,486</td>
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</table>

(All amounts expressed in dollars)
<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
<th>Agency Current Year Funds</th>
<th>Current Year 2013</th>
<th>Prior Year 2012</th>
<th>Assets and Other Debts:</th>
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<tbody>
<tr>
<td>Cash</td>
<td>58,502</td>
<td>58,502</td>
<td>38,474</td>
<td>Assets:</td>
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<td>Cash Investments</td>
<td>102,840</td>
<td>102,840</td>
<td>102,705</td>
<td>Accounts Receivable:</td>
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<tr>
<td>Taxes Receivable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Local, St &amp; Fed Agency Receivable:</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Prepaid Expense:</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>TOTAL ASSETS AND OTHER DEBITS:</td>
</tr>
<tr>
<td></td>
<td>161,341</td>
<td>161,341</td>
<td>141,182</td>
<td>Liabilities, Equity and Other Credits:</td>
</tr>
<tr>
<td>Liabilities:</td>
<td></td>
<td></td>
<td></td>
<td>Accounts Payable:</td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>Accrued Liabilities:</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>161,246</td>
<td>161,246</td>
<td>139,143</td>
<td>Long Term Debt:</td>
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<tr>
<td>Deposits Payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Due To Other Funds:</td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td></td>
<td></td>
<td>Scholarships-Designated Donations:</td>
</tr>
<tr>
<td></td>
<td>161,260</td>
<td>161,260</td>
<td>141,162</td>
<td>Scholarships Non-designated:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL LIABILITIES:</td>
</tr>
<tr>
<td></td>
<td>161,260</td>
<td>161,260</td>
<td>141,162</td>
<td>Equity and Other Credits:</td>
</tr>
<tr>
<td></td>
<td>82</td>
<td>82</td>
<td>20</td>
<td>Control Accounts Fund Balance:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Endowment Fund-Income:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Professional Development:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Salary Equity:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Capital Equipment:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Investment Gain and Loss:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fund Balance Receivables:</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Reserved-Undesignated:</td>
</tr>
<tr>
<td>Agency Funds</td>
<td>Current Year 2013</td>
<td>Prior Year 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
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<td>EQUITY AND OTHER CREDITS:</td>
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</tr>
<tr>
<td>FWTC Operating Fund Balance</td>
<td>82</td>
<td>82</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td>161,341</td>
<td>161,341</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Fund Balance</td>
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</tr>
<tr>
<td>Scholarship Fund</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balances: Reserve for Encumbrance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance Reserve For Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>82</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL LIABILITIES. EQUITY AND OTHER CREDITS:</td>
<td>161,341</td>
<td>161,341</td>
<td>141,182</td>
<td></td>
</tr>
</tbody>
</table>
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-B

Management Reports

The following management reports for the month of October 2012 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)
Wharton County Junior College
911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560

Technology Departments
October Highlights

The following reports and/or surveys have been completed:

- Summer 1 2012 Student Schedule report to THECB – CBM00S
- Summer 1 2012 Student End of Semester report to THECB – CBM0E1
- Summer 1 2012 Texas Success Initiative report to THECB – CBM002
- Summer 2 2012 Student Schedule report to THECB – CBM00S
- Summer 2 2012 Student End of Semester report to THECB – CBM0E1
- Summer 2 2012 Texas Success Initiative report to THECB – CBM002
- Fall 2012 Student report to THECB – CBM001
- Fall 2012 Class report to THECB – CBM004
- Fall 2012 Graduation report to THECB – CBM009
- Fall 2012 Marketable Skills Achievement report to THECB – CBM00M
- Early submission of the Fall 2012 CE Class report to THECB – CBM00C
- IPEDS Fall Collection Institutional Characteristics, Completions, 12-month Enrollment
- Open Records – request for directory information of students enrolled in technical/vocational programs for fall 2012 from University of Texas
- Open Records – UHV mailing list of students with 30 or more hours
- Open Records – State Demographer Fall enrollment request
- Open Records – Prairie View A&M
- Clery Act Crime Survey
- Equity in Athletics Survey
- Statistical information for the Annual Financial report

The Network Services team have replaced or supplied the following locations with new computer systems, monitors, and/or printing devices in October, 2012.

<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 Allied Health</td>
<td>1 CPU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Math and Physical Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Instructional Class Rooms</strong></td>
<td>S116-2 CPU, J203-Data Projector</td>
<td>TC229-Printer</td>
<td>SGL117-Data Projector</td>
<td></td>
</tr>
<tr>
<td>Office of Admissions and Registration</td>
<td>1 Printer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Advising and Counseling</td>
<td></td>
<td></td>
<td>1 Printer, 1 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 Financial Services</td>
<td>1 CPU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Institutional Research</td>
<td>1 Printer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Marketing and Communications</td>
<td>1 Printer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of President</td>
<td>1 CPU</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IT Help Desk support tickets and calls for the month of October, 2012.

<table>
<thead>
<tr>
<th></th>
<th>Student Email</th>
<th>Blackboard LMS</th>
<th>Misc.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Support Tickets</strong></td>
<td>24</td>
<td>5</td>
<td>0</td>
<td>29</td>
</tr>
<tr>
<td><strong>Telephone Calls</strong></td>
<td>72</td>
<td>43</td>
<td>100</td>
<td>215</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>96</td>
<td>48</td>
<td>100</td>
<td>244</td>
</tr>
</tbody>
</table>

Work Request by category for the month of October, 2012.

<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>
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<td>Change of Office</td>
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<td>Computers – Classroom</td>
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<td>Computers - Office</td>
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<td>Training</td>
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<td>Last Year</td>
<td>Current Year</td>
<td>Increase/Decrease</td>
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<td>11,088,933</td>
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<td>College Work Study Program Funds Expended</td>
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<td>16,264</td>
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<td>Monthly Work Study Workers</td>
<td>49</td>
<td>43</td>
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<td>Number of Supplemental Grant (SEOG Recipients)</td>
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<td>42</td>
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<td>162,000</td>
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<td>Number of Texas Public Education Grant Recipients</td>
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<td>TOTAL ALL FUNDS</td>
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<td>TESTS ADMINISTERED</td>
<td>SEP</td>
<td>OCT</td>
<td>NOV</td>
<td>DEC</td>
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<tr>
<td>ACT (Local)</td>
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<td>Wharton-Main Campus</td>
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<tr>
<td>Sugar Land - UH</td>
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<tr>
<td>Fort Bend Tech Center</td>
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<tr>
<td>ACT (Local) TOTAL</td>
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<tr>
<td>ACT (National)</td>
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<td>CLEP Test Total</td>
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<td>Sugar Land - UH</td>
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<td>Fort Bend Tech Center</td>
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<td>Correspond Proctored TOTAL</td>
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<tr>
<td>Wharton-Main Campus</td>
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<tr>
<td>Sugarland-UH</td>
<td>77</td>
<td>108</td>
<td>(Faculty requested assistance because of family emergency)</td>
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<td>Fort Bend Tech Center</td>
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<td>76</td>
<td>(GED Instructor Practice Test)</td>
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<td>Instructor Exams Totals</td>
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<td>Nelson Denney</td>
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<td></td>
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<tr>
<td>Sugarland-UH</td>
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<td>Nelson Denney Tests Totals</td>
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<tr>
<td>Pre-Tasp Reading</td>
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<tr>
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<td>Sugarland-UH</td>
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<td>Fort Bend Tech Center</td>
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<td>Pre-Tasp Test Totals</td>
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<td>18</td>
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<td></td>
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<tr>
<td>Test Totals</td>
<td>191</td>
<td>356</td>
<td>Numbers represent individual head count for October 2012</td>
<td>547</td>
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Reports from College Governance Councils

The following are minutes from the College Governance Councils.

1. Academic Affairs Council
   A. Academic Affairs Meeting Minutes for September 19, 2012

2. Faculty Council
   A. Faculty Council Meeting Minutes for October 1, 2012

3. President’s Extended Cabinet
   A. Extended Cabinet Meeting Minutes for September 13, 2012
# Wharton County Junior College

## Academic Affairs Meeting Minutes

### Date
- September 19, 2012

### Time
- 2:00 p.m.

### Location
- Wharton-Library CDC

## 1. Attendees

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Leigh Ann Collins</td>
</tr>
<tr>
<td>Minute Taker</td>
<td>Tammy Herrera</td>
</tr>
<tr>
<td>Attendees</td>
<td>Leigh Ann Collins, Natalie Stavinoha, Wayne Taylor, Robin Nealy, Pam Speights, GG Hunt, Carol Derkowskki, David Kucera, Kwei-Feng Hsu, Alice Atkins, Kevin Dees, Terry Lynch, Amanda Frankum, Stephanie Dees</td>
</tr>
<tr>
<td>Absent</td>
<td>Instructional Assessment (position unfilled)</td>
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## 2. Agenda

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<tr>
<th>Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Adult Basic Education- Amanda Frankum</td>
</tr>
<tr>
<td>2.</td>
<td>Continuing Education- Alice Atkins</td>
</tr>
<tr>
<td>3.</td>
<td>Dean of Vocational Instruction- Stephanie Dees</td>
</tr>
<tr>
<td>4.</td>
<td>Developmental Studies- Robin Nealy</td>
</tr>
<tr>
<td>5.</td>
<td>Dual Credit-Wayne Taylor</td>
</tr>
<tr>
<td>6.</td>
<td>Library- Kwei Feng-Hsu</td>
</tr>
<tr>
<td>7.</td>
<td>Instructional Assessment- N/A</td>
</tr>
<tr>
<td>8.</td>
<td>Instructional Retention- Natalie Stavinoha</td>
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<tr>
<td>9.</td>
<td>Division Chairs- All</td>
</tr>
<tr>
<td>10.</td>
<td>Other</td>
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</table>

## 3. Information Items

### 1. Adult Basic Education, Amanda Frankum

a. Leigh Ann announced new ABE Coordinator, Amanda Frankum.
b. Amanda gave a brief report. She announced that classes are underway; actively serving 325 students and growing.
   i. ABE currently serving eighteen sites and holding a total of twenty-eight classes in Wharton, Matagorda, Fort Bend, and Colorado counties.
   ii. ABE currently serves seventy distance learning (hybrid) students and one sole distance learning (computer-based) program.
iii. ABE has added two new classes at Julie Rivers site in Sugar Land; one GED and one ESL.

iv. T3 grant is now in second series of students. Amanda shared that the WCJC Adult Basic Education T3 (Teach, Train and Transition) program is funded by an Innovation Grant through the Texas Higher Education Coordinating Board. The goal of the Innovation Grant is to increase the participation and success of ABE students in workforce training program at community colleges.

The T3 program at WCJC is designed to allow qualifying ABE students to be concurrently enrolled in a Level 1 Certificate or job training program and a contextualized GED class. We strive to prepare unemployed and underemployed adult learners for career-path employment and/or further post-secondary education in high-demand high-growth occupations in our areas.

v. ABE continuing to work hand-in-hand with CE with MOS (Medical Office Specialist) program. 2011-2012 year developed program with ABE for Sugar Land campus. MOS class had thirteen ABE students, eleven completed; five of the eleven passed the National Health Career Association Exam. 2012-2013 opened MOS on CE public schedule in Sugar Land and Wharton campuses. Currently thirty-two students; Sugar Land, twenty-three and Wharton, nine. Of the thirty-two students, fourteen are ESL/GED students and eighteen are CE students.

c. Division chairs made suggestions for ABE: market success stories of MOS program, create direction signs during GED testing times, post flyers for date, time, and place of testing, and send email to inform everyone of GED testing days and time.

2. Continuing Education, Alice Atkins

a. Alice gave a brief report and shared handout. She announced CE has new team members and is doing very well.

i. CE offered two seminars: Dental Conference with Dr. Stevenson and Hearing Loss Awareness with Teri Wathen

ii. CE continuing to work hand-in-hand with ABE with MOS (Medical Office Specialist) program. 2011-2012 year developed program with ABE for Sugar Land campus. MOS class had thirteen ABE students, eleven completed; five of the eleven passed the National Health Career Association Exam. 2012-2013 opened MOS on CE public schedule in Sugar Land and Wharton campuses. Currently thirty-two students; Sugar Land, twenty-three and Wharton, nine. Of the thirty-two students, fourteen are ESL/GED students and eighteen are CE students.

iii. Expanded Certified Nurse Aide to El Campo and Sugar Land campuses. Currently, there are twenty students in Sugar Land and six students in El Campo. Alice expressed need for qualified CNA instructors that have at least one year nursing home experience.

iv. Phlebotomy technician training program now has a new application process and is now offered at El Campo and the Fort Bend Technical Center.
Program is successful and remains full. Alice expressed need for more affiliation agreements to offer more classes.

v. Child Development Associate Training Program (CDA) is on schedule with a new application process. The program is offered in Wharton and Richmond. The Child Development Department helped with ten scholarship awards to be given to potential students.

vi. Leisure Learning is now offering yoga, mind and body relaxation, and continues to offer motorcycle course and zumba. Yoga is now being offered at Richmond and Sugar Land campuses. Signing up for Mind and Body Relaxation is expected to begin in October. Storage at SL for motorcycles is a concern.

vii. CE continues to offer Public Safety Training for EMS and Fire Academy: Healthcare Provider CPR, Healthcare CPR refresher, Advanced Cardiac Life Support (ACLS), International Trauma Life Support (ITLS)- basic and advanced, Fire Officer 1, Driver/Operator-Pumper, Fire Instructor 1, and Special Topics in Fire Science/Firefighting.

viii. CE continues to offer test preparation for ACT/THEA/COMPASS, GRE/GMAT, and SAT/ACT tests.

ix. CE up 190% over last year of Ed2go student enrollment.

x. CE will add several hundred new Career Ed2go online courses to enhance the communities’ needs to a convenient and timely education.

xi. CE finishing up present FUGRO grant and continuing to work with Frito Lay in Rosenberg on another Frito Lay grant with TWC.

xii. Alice announced that Youth Activities is going strong. Kid’s college and Criminal Justice Academy had a successful year. CE plans to work closely with Terry Lynch in following years with Criminal Justice Academy for youth.

xiii. Alice also announced that CE is now using marketing tools such as flyers with QR readers and Facebook.

3. **Dean of Vocational Instruction, Stephanie Dees**

   a. Stephanie gave a brief overview of DVI area. She announced all areas are creatively working together to best utilize resources and share with other areas in the college for an overall benefit.

   i. Technology and Business has new AAS degree; Computer Simulation and Game Development beginning fall 2012 and adding a second eight-week course due to high enrollment.

   ii. Presently working with University of Houston for Digital Gaming Program.

   iii. Radiology is working on a level two certificate (CT) that will work along with Radiology degree.

4. **Developmental Studies, Robin Nealy**

   a. Robin gave brief report and gave handout.

   i. Department accomplished goal of having two professional development seminars for the 2011-2012 school years.

   ii. Developmental Studies member, Phyllis Appling was selected as NISOD award recipient in spring 2012.
iii. Developmental Studies faculty and students participated in Student Success Seminars, which were hosted by Academic Advising.

iv. Developmental Studies Department Head was selected to serve on THECB’s Developmental Education Advisory Committee (DEAC).

v. Developmental Studies Department Head attended Kellogg Institute in summer 2012.

vi. Department will have coordinators for each subject in order to increase consistency in instruction and enhance quality curriculum for students. Faculty members have agreed to serve in this capacity on a more “official” standing.

   1. Phyllis Appling has agreed to serve as the Reading Coordinator for the department.
   2. Dana Bramble has agreed to serve as the Writing Coordinator for the department.
   3. Kathy Rod has agreed to serve as the Math Coordinator for the department.

vii. Fall 2012 Professional Development Seminar will include all full and part-time faculty. Seminar will include discussion of syllabus uniformity, use of technology in the classroom, and a discussion of changes in developmental education.

viii. Fall 2012/Spring 2013 - Focus will be on making sure that all content areas are in compliance with new state guidelines (content and structure).

ix. Professional development program will be established for adjunct instructors.

x. An Integrated Reading/Writing Course will be established for spring 2013.

xi. A non-course based instructional model will be established for spring 2013.

xii. MyMathLab for all developmental math classes this fall. First training was held on August 8, 2012.

xiii. Robin expressed the need for additional level of writing. Currently there is one level of writing. With new state mandates and stricter placement, one level of writing will continue to prove insufficient. Two levels have been submitted to CIR. Robin Nealy will contact GG Hunt (CIR) to discuss non-course based instruction concerns for spring 2013 and send Kevin Dees (member of BANNER committee) an email with detail concerning non-course based instruction needs to prepare for spring 2013. In addition, Robin shared the need to add full-time instructors.

5. Dual Credit, Wayne Taylor

   a. Wayne gave a brief report. He announced there are presently sixteen districts for dual credit; twenty-three high schools.

      i. New dual credit guidelines located online.

      ii. Dual credit enrollment is up 2% from last year; currently 1,109 students making up approximately 15% of enrollment.

      iii. Wayne shared concern of new schools in our district that previously paid no tuition at Houston Community College; working through rocky start.
b. GG Hunt asked if there a way WCJC can get a list of Dual Credit students from High Schools prior to summer. Division chairs believe this would help greatly when planning sections and during scheduling. In addition, division chairs would like to know if there can be letters sent to students signing up for dual credit at high school, but that need to still apply with college.

c. Leigh Ann shared that Wayne has agreed to re-arrange his 10 ½ month contract for peak time availability.

<table>
<thead>
<tr>
<th>6. Library, Kwei Feng-Hsu</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Kwei gave brief report and gave out handouts. She announced that library has been very busy during first twenty days of fall; helping students and faculty and physical changes within library, such as STEM center and magazine area.</td>
</tr>
<tr>
<td>b. Kwei raised concern of numerous reference questions library staff get in regards to student email and student and faculty BlackBoard needs. Some concerns revolve around student email, password, and BlackBoard issues. Students appear to get frustrated because they are unable to seek help after current IT hours. Leigh Ann to talk to Pam Youngblood to see if there is a possibility of extending IT hours during the first week of semester. Leigh Ann shared to all that faculty support with Blackboard should be directed to Alden Tiggs and Ken Rosier; other faculty support requires IT ticket. Student support should be directed to IT department, Kay Gardner and Michael Crouch.</td>
</tr>
<tr>
<td>c. Kwei asked that committee members share with colleagues that there is a new online journal called, Online Professor.</td>
</tr>
<tr>
<td>d. Kwei handed out comparison data from student library orientation fall 2011 and spring and summer 2012.</td>
</tr>
<tr>
<td>i. Data revealed that both groups (QEP and non-QEP), need to improve their researching strategy and get acquainted with electronic resources. Kwei plans to have a librarian’s record online orientation sessions via library tutorial page that allows distance learners and all students (or whoever were absent from face-to-face classes) to be able to review the instructional session at their own pace.</td>
</tr>
<tr>
<td>ii. In addition, learning outcomes indicate all students lack the knowledge of citation. Kwei will customize citation sessions offered at Wharton Campus Library, such as seminars about citation skill and plagiarism prevention.</td>
</tr>
<tr>
<td>e. Kwei handed out two flyer-style choices for committee input on free student seminar to learn about citation skill and plagiarism prevention. Division chairs believe both versions should be used.</td>
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<thead>
<tr>
<th>7. Instructional Assessment (N/A)</th>
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<tbody>
<tr>
<td>a. Leigh Ann announced that position is still vacant and greatly needed due to SACS requirement. Recently, Leigh Ann proposed a broader job description and sent to Human Resources for review.</td>
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<table>
<thead>
<tr>
<th>8. Instructional Retention, Natalie Stavinhoa</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Natalie gave brief report. She shared that the learning center will remain in science building and not relocating to library per grant consultants’ stipulations to not co-mingle college and grant funds. Tutoring will now be split, whereas all tutoring would be consolidated into one central location. All Academic</td>
</tr>
</tbody>
</table>
Affairs members believed this split will not be beneficial to students but confusing on where to seek tutoring.

b. Natalie shared that there are many resources for tutoring online and helpful study guide tools in campus book stores. SMARTHINKING still remains; however usage needs to be monitored to ensure student availability during the summer terms. Library also has skills-building links under tutorials.

c. Academic alerts are beginning to come in. Natalie is noticing that a big problem with contacting the student is telephone numbers. 40% of 327 academic alerts are due to excessive absences. Natalie plans to design an odd-shaped, attention-getting note card to mail to students that she is unable to contact.

d. Leigh Ann announced that Natalie now supervises the learning labs. It is part of her job description.

9 Division Chairs

a. GG Hunt, division chair for Social and Behavioral Sciences gave a brief report. SBS spent most of last year working on AMS, Psych 1300, and THECB’s required transition from GOV 2301/2302 to GOV 2305/2306. SBS currently restructuring GOVT curriculum, textbook, and staffing. After spring 2013, there will be few GOV 2301/2302 sections offered and she is working with academic advisors to keep them informed of the changes. GG also shared that SBS division has worked very hard at maximizing classes and doubling up where needed.

b. Carol Derkowski, division chair for Allied Health gave a brief report. AH classes are full and maximized. Renovation to Dental Hygiene lab was completed prior to class beginning; however, faculty are still learning how to best teach using the new equipment. Dental Hygiene hoping to have open house to show off renovation. Bathrooms in Johnson building were renovated for ADA compliance. Both renovations were made possible by the Johnson grant.

c. David Kucera, division chair for Technology and Business gave a brief report. Early Childhood received NAEYC (National Association for the Education of Young Children) accreditation. Paralegal studies will have American Bar Association on-site accreditation site visit next week. TB has new AAS degree; Computer Simulation and Game Development that began this fall and due to high demand, will offer second eight week course. Engineering design has new workstations that are presently being worked on; should be complete in winter. Business Office Administration has a new department head, Celine Stewert.

d. Pam Speights, division chair for Communications and Fine Arts gave a brief report. CFA classes are full. Choir will be going to Carnegie Hall this year, so fundraising is beginning. The first fundraiser will be October 13th at Holy Cross Annex in Wharton. Band is doing well, but in need of trumpet players. Band will have concert on November 6th. Theatre is doing well. The first theatre performance, “The Good Doctor”, will be held October 25, 26, and 27th. Both Drama instructors are state licensed adjudicators to judge one act plays for UIL; however, WCJC theatre is not large enough for UIL standards. New screen in CFA auditorium is coming soon. English now has thirty-three adjunct instructors. Humanities have increased cap size for classes. Foreign language has new full-time instructor, Lorena Medrano. English department have worked
together to agree on one textbook.

e. Terry Lynch, division chair for Vocational Science gave a brief report. The automotive department received new wheel alignment and up-to-date meters with the help of Perkins grant. HVAC also had help with Perkins funding by adding lab equipment. HVAC pretty full. Cosmetology looking at making changes from clock hours to course completion, as now allowed by state licensing. EMS suffered low testing percentage but now has implemented new platinum testing (now has high 90% first attempt passing rate). Fire Academy needs EMT Basic to be a Certified Fire Fighter, so Fire Academy graduates are offered the EMT Basic Course the following semester. Rudolph Henry, department head for Nuclear Power has been selected by Dr. Lee Peddicord to join the group from Texas A&M to attend the United Nation Nuclear Conference in Vienna, Austria. He is currently attending the conference. We are very honored to have Mr. Henry on the WCJC team. Police Academy doing well, about twenty in each class and utilizing TC101 at night to increase class size. Have made some instructor changes by adding additional instructors from more law enforcement agencies to improve the diversity from our service area. This increases the hiring opportunities for our graduates across the service area and beyond. Process and Technology doing well and classes are full. Welding now has a new department head, Ricardo Salinas. Gulf States Ship Builders Consortium from Pascagoula, Mississippi visiting welding department today to test students for free. So far seven students have signed on for future employment. Gulf States Ship Builders Consortium would like to look into partnership with WCJC and a representative has joined the Welding Department Advisory Board.

f. Kevin Dees, division chair for Math and Science gave a brief report. Kim Raun was named Faculty of the year 2012 and nominated for PIPER award 2013. He announced that Kimberly Benien, a new math faculty member, is an asset to the department. She has stepped in to temporarily help with web-instruction (BlackBoard) and helping with dual credit. Overall, Math and Science has increased to forty-one sections and added two-five sections per section. Biology is currently involved in THECB changes that could make college math a pre-requisite. WCJC sent comments to THECB expressing concern with negative effects on enrollment if the mandate is passed. Kevin also announced that the science building will soon have new chiller and boiler in about two weeks and completely installed by December this year.

<table>
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<tr>
<th>10.</th>
<th>Other</th>
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<tbody>
<tr>
<td>a.</td>
<td>Leigh Ann shared that Robin Nealy gave a QEP (Quality Enhancement Plan) presentation at the Board of Trustees meeting September 18, 2012 and did an excellent job.</td>
</tr>
<tr>
<td>b.</td>
<td>Leigh Ann reminded committee the importance of Academic Affairs meetings; purpose is to share instructional information across the board. Academic Affairs minutes are included in Board of Trustees packet.</td>
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<tr>
<th>12.</th>
<th>Meeting Dates</th>
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<tbody>
<tr>
<td></td>
<td>Next meeting will be scheduled in spring 2013.</td>
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4. Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible</th>
<th>Due Date</th>
</tr>
</thead>
</table>
1. Robin Nealy to contact GG Hunt (CIR) to discuss non-course based instruction concerns for spring 2013 and send Kevin Dees (a part of BANNER team) an email with detail concerning non-course based instruction needs to prepare for spring 2013.

<table>
<thead>
<tr>
<th>Party</th>
<th>ASAP</th>
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<tbody>
<tr>
<td>Robin Nealy</td>
<td>ASAP</td>
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2. Leigh Ann to contact Pam Youngblood concerning extending IT hours during the first week of semester.

<table>
<thead>
<tr>
<th>Party</th>
<th>ASAP</th>
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<tbody>
<tr>
<td>Leigh Ann Collins</td>
<td>ASAP</td>
</tr>
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</table>

5. Adjournment

<table>
<thead>
<tr>
<th>Time:</th>
<th>3:55 p.m.</th>
<th>Date: 5/3/12</th>
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<tbody>
<tr>
<td>Signature of Chair</td>
<td></td>
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</table>
Faculty Council Minutes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>October 1, 2012</td>
</tr>
<tr>
<td>Time</td>
<td>3:41 p.m.</td>
</tr>
<tr>
<td>Location</td>
<td>LaDieu 103 (Wharton), 138 (Fort Bend Tech Center), 252 (Sugar Land)</td>
</tr>
</tbody>
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1. Attendees

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<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>Ramiro Acevedo, Frank Becak, Cynthia Diener, Alison Garner, Jodie Hutchinson, Amelia Maretka, Beverly Marks, Patrick Ralls, Robert Sanchez, Mushira Shamsi, Scott Stripling, Sharla Walker, Kelly Wallace, Ava Humme</td>
</tr>
<tr>
<td>Absent</td>
<td>Melissa Bruton, Donna Schilling, Ed Hume</td>
</tr>
</tbody>
</table>

2. Agenda

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>1. Call to order by Scott Stripling at 3:41 p.m.</td>
</tr>
<tr>
<td>2. Next Meeting set for Monday, November 5, 2012 @ 3:30 p.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>3. Approval of September meeting minutes. Patrick Ralls motioned to accept minutes. Frank Becak seconded the motion. Sharla discussed her emailed suggestion. S. Stripling clarified that the emailed suggestion was included in the September minutes. Motion passed unanimously.</td>
</tr>
<tr>
<td>4. NISOD – Deadline is 12/3/12 to submit names to VP Collins. S. Stripling asked S. Walker to speak on this item. S. Walker indicated that this is informational at this point, but that it is important Faculty Council identify nominee soon.</td>
</tr>
<tr>
<td>5. Piper – Deadline is 11/21/12.</td>
</tr>
<tr>
<td>6. Awards Committee Update (FC needs to make 1 appt. J. Loessin has volunteered to chair).</td>
</tr>
<tr>
<td>7. Regulations Update</td>
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</table>
3. Information Items

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<tr>
<th>Description</th>
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<tbody>
<tr>
<td><strong>1. Awards Committee update:</strong> S. Stripling noted that there is a representative at each of the 3 campuses. S. Walker motioned to nominate Loessin and M. Shamsi seconded the motion. No other nominations. Motion passed unanimously.</td>
</tr>
<tr>
<td><strong>2. Regulations update:</strong> S. Stripling referenced the comments included in agenda. Requested comments/discussion. No comments or discussion.</td>
</tr>
</tbody>
</table>

Follow-ups: Reg 652 Retention of Student Grades: S. Walker- the content was ok'd through FC and was then formatted in a way to fit in full-time and part-time employee handbooks. The main revision was to use the term "part time faculty members" shall turn student grade records over... S. Stripling asked for comments or discussion. There were no comments or discussion. R. Acevedo motioned to approve revisions of the regulation and A. Garner seconded motion. FC voted and passed. S. Walker clarified that this is no longer a Reg, but will be moved to the full-time and part-time employee handbooks (Action item 1).

Reg 371- Facilities Usage: S. Stripling asked for questions or comments. There were no comments or discussion. A. Humme motioned to approve the regulations and M. Shamsi seconded motion. No further discussion. Motion passed unanimously.

Reg 661- Student Attendance: S. Walker noted this is mostly informational and VP Collins changed wording so that faculty would not be responsible for withdrawing a student from a course. S. Stripling noted minor changes within the regulation, such as removal of words. No discussion. P. Ralls motioned to approve the regulation and B. Marks seconded the motion. Motion carried unanimously.
### 3. Faculty Salary Study

S. Stripling noted faculty interest and request for a comprehensive faculty salary study. He clarified the purpose of the study would be informational in nature; comparing salaries, cost of living, raises, and steps. S. Stripling asked for discussion among FC members. A. Humme noted our comparison with U of H is more significant than many realize. J. Hutchinson reported only a $100 increase September paychecks (2011-2012). P. Ralls discussed the option of 2 paychecks per month. A. Garner voiced support of a faculty salary study. A. Humme indicated several Sugar Land campus faculty might want to be involved in the committee. J. Hutchinson suggested an anonymous survey of faculty to determine how many faculty teach for additional colleges and/or have part time jobs to supplement their income and meet their cost of living. S. Stripling discussed including an investigation of secondary public school salaries. Suggestions for faculty salary study committee members would be emailed to S. Stripling before next FC meeting (Action Item 2). P. Ralls motioned to form the faculty salary study committee and C. Diener seconded the motion. No further discussion. Motion passed unanimously.

### 4. Core Revisions

S. Stripling noted the process of core revisions has had significant faculty input throughout the revision process. A. Humme to speak about the core revisions process. A. Humme indicated the core revisions committee has been working on curriculum alignment with the high schools. She indicated there is a need for more rigorous rubrics and course outcomes across the board to meet standards. Teamwork, personal responsibility, and social responsibility now need to be incorporated in courses. Some colleges and universities have a one-day opportunity for service learning. A&M's “Big Event” is an example of how students can get involved and apply their participation in that event to multiple course requirements. J. Hutchinson asked about the consequence for students who failed to participate in the event. A. Humme indicated there could be opportunities with pre-work, follow-up, and choice. Time off of work would not be necessary if students helped with planning or follow-up work. If it is part of course assignment, they have to be involved. S. Stripling indicated that the campus Student Government Association students can be involved, but it would be important to stay away from politically related service learning activities. A food drive or blood drive are two neutral examples. A. Humme asked for input on the new core requirements. J. Hutchinson discussed jigsaw classroom in Psyc 1300 courses. P. Ralls discussed his current service learning assignment with speech students. R. Sanchez discussed his department’s success using Habitat for Humanity. A. Humme discussed how one project would be ideal that would meet all course requirements. A. Maretka noted an error on Draft Core 1: WCJC does not currently offer BCIS 1315. The course offered is BCIS 1305. No further discussion. A. Humme motioned to approve the current core revisions, noting our feedback and with the recommendation to correct the error regarding the BCIS course (Action Item 3). A. Gardner seconded the motion. Motion passed unanimously.
5. **Summer 2013 schedule**: The current recommendation is to postpone Summer I for one week. S. Walker noted this change would give faculty with a 12-month contract very limited vacation time and would bump the vocational and technical graduation dates, which could affect employment placement for graduates. S. Walker requested to know how many high school students would be affected by keeping the Summer I schedule as is. S. Walker cited an additional concern in that students must do 336 clinical hours which means bringing them in an additional week early to allow the hours to be earned within the summer period. All vocational programs would be impacted. J. Hutchinson commented that many graduating high school seniors may not have to take exams the final week of school. F. Becak discussed the transient students who may choose to not take classes at WCJC because of the later start date/end date for Summer sessions. A. Humme and P. Ralls recommended a late start class for main departments. A. Maretka noted online classes are available for students as an option for high school students who want to begin Summer I term. After open discussion FC recommended that there not be a change to the summer schedule. FC is recommending that to better serve the vocational programs, existing students, and transient students, summer I dates remain as previously scheduled (Action Item 4). J. Hutchinson recommended the stated motion. F. Becak seconded. Motion passed.

6. **Board meeting update**: J. Hutchinson attended the 9-18-12 board meeting. J. Hutchinson reported faculty council’s presence was acknowledged and appreciated. Increased enrollment was acknowledged. VP Collins acknowledged faculty’s willingness to accept extra students and larger classes.

4. **Action Items**

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Responsible Party</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. S. Stripling will forward VP Collins the draft of the student grade retention guideline for recommendation of placement in full-time and part-time faculty handbooks</td>
<td>S. Stripling</td>
<td>10-12-12</td>
</tr>
<tr>
<td>2. Faculty Council members will email S. Stripling recommendations for the approved Faculty Salary Study.</td>
<td>All Faculty Council Members</td>
<td>11-1-12</td>
</tr>
<tr>
<td>3. S. Stripling will share the Faculty Council discussion/feedback regarding Core Revisions and error regarding BCIS course with VP Collins.</td>
<td>S. Stripling</td>
<td>11-1-12</td>
</tr>
<tr>
<td>4. S. Stripling will share Faculty Council’s recommendation regarding Summer I 2013 with VP Collins. FC recommends that to better serve the vocational programs, existing students, and transient students, summer I dates remain as previously scheduled, rather than delaying classes for one week.</td>
<td>S. Stripling</td>
<td>10-22-12</td>
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</table>
5. Adjournment

<table>
<thead>
<tr>
<th>Time: 4:29 p.m.</th>
<th>By acclamation Faculty Council adjourned.</th>
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<tbody>
<tr>
<td>Signature of Chair</td>
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<td>![Signature Image]</td>
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Sept. 25, 2008
## Extended Cabinet Minutes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td>September 13, 2012</td>
</tr>
<tr>
<td>Time</td>
<td>3:00 P.M.</td>
</tr>
<tr>
<td>Location</td>
<td>Library Curriculum Development Center</td>
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</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>Berry, Christy; Byrd, Darlene; Collins, Leigh Ann; Crockett, Gloria; Dees, Stephanie; Feyen, Mike; Glass, Scott; Kocian, Bryce; Kocian, Cindy; Leenhouts, Dave; Murphree, Lisa; Ottis, Cynthia; Wessels, Gus; Wolter, Robert; and Philip Wuthrich</td>
</tr>
<tr>
<td>Absent</td>
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### 2. Agenda

<table>
<thead>
<tr>
<th>1.</th>
<th>Description</th>
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<tbody>
<tr>
<td>Call to order</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Faculty Items</td>
</tr>
<tr>
<td>3.</td>
<td>Student Concerns</td>
</tr>
<tr>
<td>4.</td>
<td>Other Items- Regulation 007: Board Meetings, Regulation 012: Public Complaints and Hearings; Regulation 134: Credit Class Schedule Production and Distribution; Regulation 138: Catalog Development; Regulation 139: Social Media; Regulation 146: Computer Use; Regulation 163: Telephone Greeting; Regulation 325: Summary Appeals Court; Regulation 371: Facilities Usage by Community Groups; Regulation 469: Paid Professional Assignments; Regulation 593: Sexual Assault/Attempted Sexual Assault; Regulation 661: Student Attendance; Regulation 821: Recruitment and Appointment of Full-Time Personnel; Regulation 823: Recruitment and Appointment of Part-Time Faculty; Regulation 848: Exit Procedure; Regulation 876: Evaluation of Administrative and Support Staff; Regulation 886: Reprimand, Suspension, and Dismissal of Contract Employees</td>
</tr>
<tr>
<td>5.</td>
<td>Adjourn</td>
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### 3. Information Items

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<thead>
<tr>
<th>1.</th>
<th>Description</th>
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<tbody>
<tr>
<td>The meeting was called to order at 3:00 P.M. Betty welcomed Scott Stripling, Faculty Council Chair, to the meeting. Mr. Leenhouts introduced Christy Berry, Director of Admissions and Registration.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Faculty Items - None</td>
</tr>
<tr>
<td>3.</td>
<td>Student Concerns - None</td>
</tr>
<tr>
<td>4. Other Items- Regulation 007: Board Meetings - Betty explained that the process of revising regulations was to send the revision to the President; she will review and send it to the President's Cabinet where they will review the regulation and suggest changes or approve. The regulation will then go to the Extended Cabinet for their review. After all governance councils review the regulation it will then go to the board for their approval.</td>
<td></td>
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</tbody>
</table>
There were no changes suggested for Regulation 007.

Regulation 012: Public Complaints and Hearings – Betty explained the changes to the regulation and there were no other changes suggested.

Regulation 134: Credit Class Schedule Production and Distribution – Betty explained the reason for the deletion of the regulation. There was no other discussion.

Regulation 138: Catalog Development – Betty explained the changes to the regulation and there were no other changes suggested.

Regulation 139: Social Media – Betty explained that the Social Media regulation was a new regulation and therefore should not have had red typing. Scott stated that some faculty interpreted the paragraph on II.H. for personal use. Betty stated that we have no control over personal use and it should be strictly for WCJC use.

Regulation 146: Computer Use – Scott questioned why the paragraph on page 2 IV. B. was deleted. Betty stated that it was not a policy issue, therefore, should not be on the regulation. Betty stated that on page 4 V.7. was deleted and should be placed in the Employee Handbook.

Regulation 163: Telephone Greeting: Institutional Message – Betty explained the reason for the deletion of the regulation.

Regulation 325: Summary Appeals Court – Dave explained the changes to the regulation. No other changes were suggested.

Regulation 371: Facilities Usage By Community Groups – Betty explained the changes to the regulation. Scott stated that the faculty did not have the time to review such a large regulation and will be glad to review it prior to the next extended cabinet meeting in October. Betty agreed to defer this regulation to the October 18, 2012 meeting.

Regulation 469: Paid Professional Assignments (PPA) – Betty explained that all forms will be posted on the Intranet under “college forms”. The faculty asked who is responsible for the forms and Betty explained that the Vice President of the area that the regulation is addressing is also responsible for that regulations forms. Scott stated that a form on the Intranet did not work and IT is fixing the problem. Scott stated that not all faculty would know who is responsible for the regulations. Betty stated that the regulations are listed on the Intranet by departments. Lea Anna is working on updating all forms on the Intranet.

Regulation 593: Sexual Assault/Attempted Sexual Assault – Betty explained the changes to the regulation. Scott asked if Chief Baylor had reviewed the regulation. Betty stated that the regulation was probably reviewed prior to his employment. Scott stated that the regulation was unclear what the role of faculty was if a student brought to their attention an incident. Betty stated that they should notify security. Scott stated that the regulation needed more clarity. Betty stated that the regulation would be sent back to clarify faculty roles when it involves a student that alleging assault. Dave will review the regulation.
Regulation 661: Student Attendance – Leigh Ann explained the changes to the regulation. This regulation will be deferred to the October 18, 2012 meeting so that the faculty will have more time to review the regulation.

Regulation 821: Recruitment and Appointment of Full-Time Personnel—Betty explained the changes to the regulation and there were no more changes suggested.

Regulation 823: Recruitment and Appointment of Part-Time Faculty – Betty explained the changes to the regulation and there were no more changes suggested.

Regulation 848: Exit Procedure – Betty explained the changes to the regulation and stated that the current exit procedure had become a liability for the institution. Betty also stated that there is a grievance policy for grievances. Scott asked if employees still had a way for benefits counseling. Betty stated that there is a checklist in the exit procedure that includes Conrad for Payroll/Benefits. The form will be placed on the Intranet. Betty will check on the form.

Regulation 876: Evaluation of Administrative and Support Staff – Scott asked if Support Staff had an opportunity to review the proposed regulation changes and do they have representation in this process. Bryce stated that they have a Support Staff Council. Scott asked if they were present. Betty stated that they were not present at this meeting but they are invited to attend. Philip asked Betty to clarify that the support staff "will" include a self-review. He stated that he did not think that there was a benefit for the self-review and the goals and objectives should come from the supervisor. Betty did not agree with this observation. Betty stated that the self-review was needed for a perception from the employee point of view.

Regulation 886: Reprimand, Suspension, and Dismissal of Contract Employees – Betty explained the changes to the regulation and explained the grievance policy.

Scott stated that he would be attending the board meetings although he had a conflict with the September meeting. Another faculty council officer would be attending the meeting in his place.

Betty stated that the Legislature will go into session soon. Betty explained some of the items on the board agenda.

Dave stated that Constitution Day is on September 17th. The new SGA advisor is Scott Stripling for the FBTC campus.

4. Action Items

<table>
<thead>
<tr>
<th>New Action Items</th>
<th>Owner</th>
<th>Date</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulations 007, 012, 134, 138, 139, 146, 163, 325, 469, 821, 823, 848, 876, and 886 will be place on the October 16th board meeting for their approval.</td>
<td>Betty McCrohan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regulations 371 and 661 will be reviewed at the October 18th</td>
<td>Betty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extended Cabinet meeting</td>
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<td>3. Regulation 593 – Dave will make changes to the regulation to clarify faculty’s role when it involves a student alleging an assault.</td>
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5. **Adjournment**

| The meeting adjourned at 4:10 P.M. |

Chair

Date
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-D

Clipping Service for Month of October 2012

- Each month a newspaper clipping service reviews the area newspapers and clips articles related to Wharton County Junior College. These are compiled into a monthly report for the information of the Board of Trustees. The clippings are for the month of October 2012.
WCJC receives merit award for CST exam results

Wharton County Junior College has received the annual merit award from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) for achieving a 90 percent or higher graduate passing rate on the certified surgical technologist (CST) examination for the cycle of Aug. 1, 2011 through July 31, 2012.

Graduates obtaining national certification as a CST demonstrate by examination understanding of the basic competencies for safe patient care in the operating room. It is the only fully accredited examination by the National Commission for Certifying Agencies (NCCA) for surgical technologists in the nation. The CST is required for employment within many local, state and national health care organizations.

The CST is widely recognized in the health care community as the foremost credential for surgical technologists in the nation. NCAA accreditation assures that the CST examination meets stringent standards of examination development and administration. Certification as a surgical technologist exhibits professional pride, the desire to be recognized for mastery of surgical competencies, and most, importantly an ongoing commitment to quality patient care.
WCJC choir hosts dinner at Holy Family Catholic Church

Annual event will raise funds for performance at Carnegie Hall

WHARTON—Patriotic songs, Broadway classics and even Beatles tunes are all on the menu for the Wharton County Junior College Choir Dinner Fundraiser featuring a musical revue, which kicks off at 7 p.m. Saturday, Oct. 19, at Holy Family Catholic Church.

WCJC instructor of music Debra Lummus, who resides husband and director Lee Lummus in training the choir is hoping for an event as successful as those in years past. The funds, after all, will support the choir’s trip to New York for a performance at Carnegie Hall.

The last time the WCJC Choir performed at Carnegie Hall was two years ago. This time around, only college-level choirs were invited to attend. Lummus said, which makes it all the more special. During the trip, which will be held in May of 2013, participants will perform with a top-level conductor and then perform at the renowned hall. Lummus said students have already been practicing their pieces, which are in German and come from Brahms’ German Requiem.

“This is just a feather in our cap,” she said of the opportunity. “It’s very exciting.”

But the cost of the trip is $2,000 per participant — and that’s something most WCJC students can’t afford. That’s where the Choir Dinner comes in. Proceeds from the event are earmarked for the trip, with individual tickets priced at $30 and corporate sponsorships (premium seating for eight) available for $300.

There will be a live and silent auction along with the live auction hosted by longtime WCJC benefactor Sylvan Mark. A meal at chicken and rice and all the trimmings will be supplied by Ben’s Chuck Wagon.

Unlike the Brahms’ pieces that the choir will tackle in New York, the entertainment at the Choir Dinner will be of a much lighter and livelier fare. Selections will come from the movies, New York, New York from the Broadway musical, Wicked; from A Clockwork Orange; from Moulin Rouge; from Phantom of the Opera; and even the well-known pop song, Yesterday, by The Beatles.

“This is very light-hearted music,” Lummus said. The WCJC Choir has 36 members, and Lummus said they are all dedicated to what they do and are excited about putting on a memorable performance for the public. Lummus estimates around 200 people will turn out to enjoy the show.

“They rehearse five days a week; they’re committed to this,” she said. “It should be a real fun evening.”

HOLY CI
Riverside Hall
Sunday, Oct 20
Meals Served星
BAR & QUE BEER & 6
WITH "HOMEMADE DRESSI"
Hamburgers Served
Plenty of Czech Pastries. Refreshes:
**Tony Kadek***
**Velco***
Games from N
Grand AUCTION st:
Music & Entertainment
Djuna Brothers 0
Red Ravens 0:30
No Limit (Country)
Raffle Drawin
Mass Schedule 1
Sunday - 7:00 A.
EVERYONE

Good Neighbor Pharmacy
Savon Drugs
Rex Drugs • Sundries • Gifts
Bridal Registry • Free Gift Wrapping
PACKAGING EXPRESS CENTER • We ship via UPS
PHONE 335-4810 PUBLIC FAX NUMBER 335-4185
James Kalter • Hank Alexander
Your Registered Pharmacists

Wallis News-Review
Circ: 1008
Page: 11
10-11
Wallis, TX

County: Austin
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WCJC Choral Dinner

Wharton County Junior College Choir will offer its 21st annual Choral Dinner/Music Revue at 7 p.m. Saturday at Holy Family Catholic Church Family Life Center, 2011 Briar Ln. in Wharton. Enjoy a dinner and Broadway-themed concert along with a silent and live auction. Proceeds to help support students' expenses for the choir trip to Carnegie Hall in New York. Tickets are $20 each or $300 Reserved Corporate Sponsor tables which includes premiere seating for eight. For tickets or more information, call the WCJC Fine Arts Division at 532-6300.
WCJC Senior Fundraiser

A fundraiser for the WCJC Senior Citizen Program will be held from 11 a.m. until 1 p.m. on Wednesday, Oct. 17, at the WCJC LaDieu Technology Center, 911 Boling Highway in Wharton. Barbecued chopped beef sandwiches, chips and dessert will be sold for $6 per plate. This is a presale and drive through event. It is co-sponsored by Avalon Place. For tickets, call the senior citizen program office at 532-6430 and LaToya Roberts or Meghan Janik at Avalon Place at 532-1244.
COMMUNITY CALENDAR

Saturday, Oct. 13
• Wharton County Stay Put Outreach Team (SPOT) will have a pet adoption from 10 a.m. to 1 p.m. at Wharton County Junior College, parking lot No. 2, 914 E. Boling Hwy., Wharton. 979-253-3145.
• Boeing-Boeing will be presented at 2:30 p.m. at the Plaza Theatre, 120 S. Houston St., Wharton. 282-2226.
• Fourth annual Monterey Square Wine and Arts Fair will be from 8 to 9 p.m. in downtown Wharton. 282-9753.
• Wharton County Junior College Choir will have its 2011 annual Choral Dinner/Music Review at 7 p.m. at Holy Family Catholic Church Family Life Center, 2011 Briar Lane, Wharton. 532-6850.
• Glen Flora Volunteer Fire Dept. will host its annual fundraiser from 7 p.m. to midnight at the old gym at the Wharton County Youth Fairgrounds, Crescent. The event includes a dinner, dance and auction. Frank Parziale, 979-453-1345.
• Wharton High School Class of 1962 will have its 50-year reunion from 7 to 9 p.m. at The Lodge, 1521 FM 1301, Wharton.

Sunday, Oct. 14
• Holy Cross Parish Bazaar begins at 11 a.m. at Riverside Hall, 14484 Buls Road, East Bernard. Activities include a meal, refreshments, music, bingo, auction and raffles. 356-4071.
• Wharton County Stray Pet Outreach Team (SPOT) will have a pet adoption from 10 a.m. to 4 p.m. at Pete’s Bistro, 25719 Commercial Drive, Rosenberg. 979-253-3448.
• Boeing-Boeing will be presented at 2:30 p.m. at the Plaza Theatre, 120 S. Houston St., Wharton. 282-2226.

Monday, Oct. 15
• Pre-school story time (ages 1-5) is from 9:30 to 10 a.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton. 532-8609.
• Share board meets at 2:15 p.m. at the Shire Center, 229 W. Milam St., Wharton. Dana Riley, 979-832-5623.
• Wharton Civic Club meets at 4 p.m. at Victory in Jesus Recovery Center, 218 N. Houston St., Wharton. John Williams, 532-2319.

Tuesday, Oct. 16
• Wharton County Veterans Service office will be open from 10 a.m. to noon and 1-3 p.m. at 2013 N. Fulton Road, Wharton. 532-1311.
• UH-Coastal Pains Small Business Development Center representative will be in Wharton from 8 a.m. to 1 p.m. at the Wharton Economic Development Corp. office, 1944 N. Fulton St., Wharton. For appointments, call 979-529-2088.
• Pre-school story time is from 10 to 10:30 a.m. at the Wharton County Library, East Bernard Branch, 381 W. Clubside Drive, East Bernard. 385-6142.
• Tech Tuesday, an assistance program for basic computer skills and more, is from 3 to 5 p.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton. 532-8609.

Wednesday, Oct. 17
• Wharton County Veterans Service office will be open from 7:30 a.m. to noon and 1-4 p.m. at 1017 N. Alabama Road, Wharton. 532-1311.
• Matagorda Episcopal Hospital Outreach Program (MEHOP) Mobile Medical Clinic is open from 9 a.m. to 3 p.m. in the St. Thomas Thrift Center parking lot, 416 W. Milam St., Wharton. 277-706-2008.
• Wharton County Junior College Senior Citizens Program will have a barbecue chicken dinner at 10 a.m. at the WCJC Llano Technology Center, 911 E. Boling Hwy., Wharton. It is auckles and drive-through only event. 532-6490.
• Rotary Club of Wharton meets at noon at the Wharton Civic Center, O’ Boone Meeting Room, 1922 N. Fulton St., Wharton. www.whartonrotaryclub.com.

Thursday, Oct. 18
• Wharton County Library Central Branch, Conference Room, 1920 N. Fulton St., Wharton. 532-8609.
• Wharton Lions Club meets at noon at the Bar-B-Q, 6252 U.S. 59, Wharton. Sue Boyette, 281-762-7759.

Friday, Oct. 19
• Matagorda Episcopal Hospital Outreach Program (MEHOP) Mobile Medical Clinic is open from 9-3 p.m. in the St. Thomas Thrift Center parking lot, 416 W. Milam St., Wharton. 877-706-2008.
• East Bernard Cub Scout Pack 2756 will have a chicken dinner at the East Bernard ISD cafeteria, 723 College St., East Bernard.

Saturday, Oct. 20
• Wharton High School Class of 2002 will have its 10-year reunion from 7 to 9 p.m. at The Lodge, 1521 FM 1301, Wharton.

Sunday, Oct. 21
• Wharton County Stray Pet Outreach Team (SPOT) will have a pet adoption from 10 a.m. to 4 p.m. at Pete’s Bistro, 25719 Commercial Drive, Rosenberg. 979-253-3448.
• Boeing-Boeing will be presented at 7:30 p.m. at the Plaza Theatre, 120 S. Houston St., Wharton. 282-2226.

(continued on page A-43)

*Community calendar is published every week. To add or change a listing, contact Managing Editor Keith Magge at kmagge@journal-spectator.com.

Gillman NISSAN

$6100 OFF * MSRP.

2012 Nissan Murano S

$9000 OFF * MSRP.

2012 Nissan Armada SV

Gillman NISSAN FORT BE"
WCJC and UHSL schedule joint Open House and Advising Night

WHARTON—Wharton County Junior College (WCJC) and the University of Houston Sugar Land (UHSL) will hold a joint Open House and Advising Night on Thursday, Oct. 18 from 4 to 7 p.m. in the Susan Ryon Davis Multipurpose Room in Brazos Hall located at 14004 University Blvd. at U.S. Highway 59, Sugar Land. Prospective students can learn about the more than 60 Associate, Bachelor's, Masters, Doctoral, and Certificate programs available.

"This is a great one-stop event where prospective students can speak with instructional, admissions and financial aid representatives from both institutions," said Zina Carter, WCJC's director of marketing and communications.

"They can also learn how to make a smooth transition from WCJC to any of the component universities of the University of Houston System."

In addition to learning more about specific academic programs, prospective students can find out about required entrance exams and career counseling.

"This open house is ideal for high school students and their parents, as well as working adults who want to receive more training in their field or who are thinking about a career change," said Carter.

The event at the UHSL and WCJC campus is free and open to the public. It will be held in the Susan Ryon Davis Multipurpose Room in Brazos Hall.

To learn more about WCJC's offerings, visit wcjc.edu or call 281-243-8447. To learn more about UHSL's offerings, visit sugarland.uh.edu or call 281-275-3300.
LOCAL SPORTS

TODAY

High School Football
- Permian vs. San Angelo Central, 7:30 p.m., Ratliff Stadium.

College Volleyball
- Odessa College vs. Wharton College, 1 p.m.; vs. Blinn College, 3 p.m.; vs. Temple College, 7 p.m., Temple.

High School Golf
West Texas Boys Golf Classic: First round, 10 a.m., Odessa Country Club Links Course.

High School Volleyball
- Permian vs. San Angelo Central, 5 p.m., Permian Fieldhouse.
Dr. Stripling to speak at Maranatha

Dr. Scott Stripling will be guest speaker at Maranatha Christian Fellowship this Sunday, October 21, at 10:30 a.m.

Dr. Stripling teaches Humanities full-time at Wharton County Junior College and as an Adjunct Professor at Belhaven University (Biblical Archaeology and English). He has earned two Master's degrees (English and Biblical Literature) as well as a D.Min. with an emphasis in Ancient Near Eastern Archaeology. He pastored for two decades and has written and spoken publicly on a variety of ministry, archaeology, education, and public policy issues.

He is currently a field supervisor at two excavations in the Middle East – the Tall al-Hamman Excavation Project (northeast of the Dead Sea in Jordan) and Khirbet el-Magatir (10 miles north of Jerusalem). He also worked for two seasons as a supervisor at the Temple Mount Salvage Operation in Jerusalem.

Articles recently published include "Re-examination of the Location of the Ancient City of Liviab" and "Is Tall al-Hamman on the Madaba Map?" Dr. Stripling's book, "The Trowel and the Truth", has been adopted as an archaeology textbook by several universities.

Dr. Stripling is a frequent guest speaker at Maranatha and will be sharing this Sunday a sermon titled, "Boundary Jumping – Jesus' Use of Contemporary Geopolitical Alignments." The message reveals Jesus' awareness of, and interaction with, the political realities of his day. Further, it lays the groundwork of His followers today to be involved in the political process.

Dr. Stripling does not endorse or recommend a candidate or party, but rather presents the narratives of the New Testament to help Christians develop a biblical world-view regarding our involvement in politics.

Maranatha welcomes everyone to join them in this special service this Sunday.
Czech educators visit high schools

TRIBUNE STAFF REPORTS

Four educators from the Czech Republic recently got a taste of Texas hospitality while visiting Matagorda County recently.

Secondary teacher Jitka Klusackova from the general high school in Trebic, and professors Karel Katovsky, Petr Mastny and Jiri Martinez from Brno Technical University visited Palacios and Van Vleck high schools as part of a bilateral agreement signed in September 2011 between the United States Department of Energy and the Czech Republic.

The educator exchange is designed to foster collaboration through the sharing of information and best practices in nuclear education. The visit was hosted by the Nuclear Power Institute (NPI).

The Czech educators met with Matagorda County Judge Nate McDonald and Wharton County Judge Phillip Spenrath to begin their visit, and then were treated to a tour of Van Vleck High School by the senior members of POWER SET and Workforce Industry Training (WIT).

While at Palacios High School, the Czech educators participated in the POWER SET induction ceremony and visited several classrooms while touring the campus.

“I think it is really wonderful all the opportunities American students have,” remarked Klusackova.

“To know something about agriculture, or computers, or cooking even if that is not the field you will work in is very good I think.”

Since the primary focus of the visit was nuclear energy and education programs, the Czech educators also visited with employees and toured the STP nuclear plant.

“I was very much interested in the spent fuel storage as that is a problem across the nuclear industry,” said Katovsky.

The visit to Matagorda County was capped with a tour of the Center for Energy Development given by Rudolph Henry, the Director of Nuclear Power Technology at the Wharton County Junior College Bay City Campus.

Stephanie Garcia, Palacios High School math teacher, Zollie Huber, Van Vleck High School Counselor, and Valerie Segovia, Director of Outreach and Development for NPI, visited the Czech Republic last March for the first phase of the educator exchange.

The group toured the general high school and the technical high school in Trebic, as well as Dalovany Nuclear Power Plant, Brno Technical University, Charles University in Prague, and the U.S. Embassy. While in the Czech Republic, they were hosted by the Czech Nuclear Education Network (CENEN).

As a result of the exchange, the educators will be working on designing and implementing a project that will require the Czech and American high school students to collaborate.

Based on an idea by Klusackova, the project will begin with Czech and American students corresponding via email, internet, and Skype.

Development of the nuclear workforce is the main focus of NPI, a unique statewide partnership led by the Texas A&M Engineering Experiment Station and headquartered at Texas A&M University.

POWER SET and WIT are workforce development initiatives sponsored by NPI in the secondary schools.

Both organizations encourage students who have an interest in science, math, engineering, or technology to pursue careers in those fields.

POWER SET’s membership is limited to young women with proven aptitude in math and science while WIT serves both male and female students.
Schultz, Torres vie for tax assessor post

BY ZAHRA AHMED
zahmsd@fbherald.com

After serving Fort Bend County as tax assessor-collector for eight consecutive years, Republican Patsy Schultz will run against LCISD board member, Democrat Jesse Torres.

Schultz is running for a third four-year term, the second of which she ran unopposed.

Before she was elected, she worked at Fort Bend County's tax office for 15 years, first as a clerk and then the director of assessing and collecting property taxes.

"I am the only candidate that is certified by (Texas) and has 30 years of tax-related experience," said Schultz, who also said she met all her platform promises.

She opened a full-time tax office in Needville and relocated the Sugar Land and Richmond offices to provide better parking.

She has also provided services to the Katy area and cross-trained 80 percent of the staff to enhance customer service and reduce wait time.

Schultz now manages five offices in the county, and said she "consistently and conservatively" keeps a lid on her annual budget.

"My 2013 budget is 58,000 less than my budget five years ago," she said. "I continually look for innovative ways to do more"
Schultz, Torres vie for tax assessor post

"I am the only candidate that is certified by (Texas) and has 30 years of tax-related experience."

—Patsy Schultz, Republican

with less."

"I should be re-elected because of my proven performance, honesty and integrity," said Schultz. "I truly enjoy working for the taxpayers of Fort Bend County and appreciate their overwhelming support and confidence over the past eight years."

Challenging Schultz is Jesse Torres, a Democrat and lifelong resident of the Richmond-Rosenberg area.

Torres has worked at Brazos Town Center's Kroger for 15 years and is now a store manager.

He graduated from Lamar Consolidated High School and has been on the LCISD board of trustees for 14 years, where he has served on committees for policy, zoning, discipline and staff recruiting.

After graduating from high school, Torres attended Wharton County Junior College and the law enforcement academy at Texas A&M.

In a message obtained from a press release, Torres said he has 16 years of experience with area law enforcement agencies and wants to bring modern practices and "renewed leadership" to the tax assessor's office.

"We need to lessen the burden on taxpayers by offering quarterly or at least biannual payment programs," he said. "I want to make life simpler for taxpayers and be (a) watchdog protecting (their) tax dollars."
**WCJC production begins Thursday**

Wharton County Junior College Drama Department's upcoming performance of *The Good Doctor* is sure to be a show like no other. 

*The Good Doctor* is the WCJC Drama Department's first production of the season. Show times are at 7 p.m. Thursday through Saturday, Oct. 28 to Oct. 30, at the Horton Foote Theatre in the Duson-Hansen Fine Arts Building on the Wharton campus, 911 Boiling Highway. It's free and open to the public.

Written by the great American playwright Neil Simon, the comedy is based on nearly a dozen short stories by Anton Chekhov that are loosely tied together by a central narrator, in this case a character called simply, "The Writer." With scene names like "The Seduction" and "The Sneeze," one can only imagine how entertaining this performance is going to be.

"It's a funny script," said Greg McLarty, WCJC's Instructor of Theatre. "There's funny stuff all over the place. It makes you laugh and it makes you think at the same time."

The college's drama students have enjoyed the rehearsals, McLarty said, though there have been some challenges in having to stay in character with so many scene changes.

Over its two acts, *The Good Doctor* covers 12 separate vignettes — and there's only four actresses and five actors handling it all.

Roy Becerra, of Rosenberg, a WCJC drama major, appears most frequently serving as the narrator who basically holds the scenes together. He said the most daunting task has been trying to get the lines down verbatim.

"But I like it because it's a good read," Becerra said.

"It's definitely one of the more enjoyable shows I've been involved in," added Bryson Baugus of Richmond, a WCJC theatre major who plays three characters in *The Good Doctor*. "It's quite interesting to play the different roles."

Rehearsals began in September, with the cast practicing from 2 to 6 p.m. three days a week. McLarty said the performance allows the students to put into practice the individual skills they've learned in other drama classes.

"They take what they've learned and apply it to a production," he said.

McLarty and Drama Instructor Sam Smith are sharing directorial duties for *The Good Doctor*.

The cast, in addition to Becerra and Baugus, includes Victoria Brun, Warren Motamedi, Elle Shackleford, Victoria Rutledge, Jessica Galvan, Rob Sandege and David Hiebert.

Sound, lighting and set crew includes Isaac Cox, Whitney McLendon and Mariuta Karamatamis.
SPORTS CALENDAR

Wednesday, Oct. 24
Cross Country
- Wharton at District Meet, Royal (JV, V), 10 a.m.
- East Bernard at District Meet, Brazos (JV, V), 9 a.m.; (JH), 4 p.m.
Volleyball
- Wharton County Junior College at San Jacinto College, Pasadena, 6 p.m.

Thursday, Oct. 25
Football
- Wharton at Bellville (F, JV), 5 p.m.
- Bellville at Wharton (7B, 7A, 8B, 8A), 4:30 p.m.
- Van Vleck at East Bernard (7, 8, JV), 4:30 p.m.
- Hitchcock at Boling (7, 8, JV), 4:30 p.m.

Friday, Oct. 26
Football
- Bellville at Wharton (V), 7:30 p.m.
- East Bernard at Van Vleck (V), 7:30 p.m.
- Boling at Hitchcock (V), 7:30 p.m.

Saturday, Oct. 27
Tennis
- Tri-match: Wharton, La Faria at Rockport (V), 9 a.m.

Monday, Oct. 29
Football
- Wharton Athletic Booster Club meeting at Wharton High School, Room 23, 6 p.m.
- East Bernard Athletic Booster Club meeting at East Bernard High School, Coach Keri Slanina's room, 6:30 p.m.
Volleyball
- Royal at Wharton (7B, 7A, 8B, 8A), 4:30 p.m.
- East Bernard at Schulenburg (7B, 8B, 7A, 8A), 4:30 p.m.

- Send items to Managing Editor Keith Magee at kmagee@journal-spectator.com.
Pioneers qualify for regionals

WCJC wins 2 of 3 weekend matches

The Wharton County Junior College Pioneer volleyball team won two out of three matches over the weekend.

On Friday the Pioneers faced Odessa College and Temple College in Temple.

"The Pioneers showed great effort and were victorious over each team," Coach Brianna Florus said.


WCJC then traveled to Tyler, where the Pioneers competed against No. 6 Tyler Junior College (undefeated in conference). The Pioneers put up a fight but walked away with a loss with scores of 20-23, 18-25, 23-26.

The Pioneers are currently tied for third in conference play with Laredo. Their record has qualified them for the Region XIV Tournament which will be held in Baytown at Lee College on Nov. 1-4.

They will face San Jacinto College at 6 p.m. today in Pasadena for their final conference match up before the tournament.

San Jacinto College is currently No. 1 in the nation and is undefeated in conference play.

The Pioneers are 5-4 in conference play and 18-17 for the season.
WCJC drama department performs Neil Simon comedy

Wharton County Junior College Drama Department's upcoming performance of *The Good Doctor* is sure to be a show like no other.

Written by American playwright Neil Simon, the comedy is based on nearly a dozen short stories by Anton Chekhov that are loosely tied together by a central narrator, in this case a character called simply, "The Writer."

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"But I like it because it's a good read," he said.

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"They take what they've learned and apply it to a production," he said.

McLarty and Drama Instructor Sam Smith are sharing directorial duties. The cast, in addition to Becerra and Baucus, includes Victoria Brun, Warren Motamedi, Elle Shackleford, Victoria Rutledge, Jessica Galvan, Rob Sandage and David Hiebert. Sound, lighting and set crew members are Isaac Cox, Whitney McClendon and Marika Karastamatis.

*The Good Doctor* is the WCJC Drama Department's first production of the season. Show times are at 7 p.m. Oct. 25, 26 and 27 at the Horton Foote Theatre in the Duson-Hansen Fine Arts Building of the Wharton campus, 911 Boling Hwy. It's free and open to the public.
WCJC drama department performs Neil Simon comedy

El Campo Leader-News
El Campo, TX
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The Doctor's In

Practicing a scene in The Good Doctor, a comedy written by American playwright Neil Simon, are Wharton County Junior College Drama students Jessica Galvan of Richmond, and Roy Becerra of Rosenberg. The Good Doctor has 12 separate vignettes with only four actresses and five actors handling the roles. Free and open to the public, show times are 7 p.m. Thursday through Saturday, Oct. 25-27 at the Horton Foote Theatre in the Duson-Hansen Fine Arts Building of the Wharton campus, 911 Boling Highway. The performance is free and open to the public.

Contributed Photo by Ben Sharp
Memories of autumn and mischief-making

OK, so it's going to be another one of those remembering the good old days columns! I suppose the mind is poised to drift that way since it was a time when worries were fewer, when your face was a pleasant rather than a grim, when responsibilities were few and playing with your friends was the only priority, and Mama and Daddy wore the ones who had to worry about balancing the checkbook.

And then there is something else about October and Halloween that always delighted the bygone babyhood. For most of my boyhood friends I think Halloween was their favorite season, even ranked above Christmas and Easter in their non-theological little hearts. Well, we Lutheran boys knew Oct. 31 was also Reformation Day, and the Catholics knew it was also the Eve of All Saints' Day (no connection in their minds to the origin of Halloween), but the real deal was celebrating Halloween in all its various permutations.

Growing up in the 1940s in Dime Box, I remember Halloween with pleasure, though it was a rather mischievous kind of pleasure. The celebrating back then was a little different from today's observation of Spook Day. In the “good” old days, there was little treating and more tricking, and often the tricks were out of control. Perhaps this was a reflection of the many German immigrants living in Lee County whose memories of Walsburg's Nacht in the old country could have invigorated the idea of heavy mischief. Or maybe it was merely an Early American emphasis on the “tricking” part.

Walsburg's Nacht, sort of the German version of Halloween, was celebrated in the spring, and it was the night the evil spirits came out to haunt the mountains. All sorts of mischief would happen on that night.

Whatever the reason, the most serious mischief was either moving or knocking over people's outhouses. One year, the older kids in Dime Box (not me, I was 7 or 8), brought the outhouse of an old hermit who lived out in the deep woods to town and put it on top of the grocery store. The next morning the whole town came out to gawk at the privy on the roof of the grocery store, everybody thinking it was very funny except the man who owned the store and the outhouse.

We did not have the tradition of going door to door to collect bags of treats, so the only tricks we had were the ones we won at the Halloween Carnival. Like those evil sprites in the Horn Mountains, we came out to do as much mischief as possible. However, it wasn't all destructive; it was more frequently, just attempts to frighten. It was common to have a hollowed-out pumpkin, with a carved grotesque face, and with a burning candle inside, an object considered to be very scary.

And each kid had a smaller version of this, with a paper-mache or celluloid (pre-plastic days) Jack-o'-lantern and a flashlight to hold inside. These glowing monster heads were not used for decorations as they are today, but for “fright-creations.” Since even in downtown Dime Box, homes were built on one to five acres of land, there was a lot of darkness between houses, with no bumper to bumper car loads of trick-or-treaters, so a glowing grotesque face was quite visible, and I guess, sometimes, scary.

One of my aunts, who lived a few houses down from us, was a very squeamish, very easily disturbed, very frightened person, so naturally she was everyone's choice for number one victim. My brother and I sneaked into her backyard late one Halloween night, waiting until she came outside to throw out the dish water (we knew her routine). We turned the flashlight inside the Jack-o'-lantern, she looked up from her dishpan, saw the glowing face, spilled the dish water on herself, and ran inside her house screaming! And that was Halloween back in the good old days!

Ray Spitzenberger serves as pastor of St. Paul Lutheran Church in Wallis, after retiring from Wharton County Junior College, where he taught English and speech and served as chairman of Communications and Fine Arts for many years.
Parties work together, make final preparation for Nov. 6 election

The county chairs for both political parties joined forces this month. Democrat chair Linda Baca and Republican chair Merle Hudgins appeared before the Wharton City Council to ask for a variance on the current city ordinance which does not allow "non-commercial" signage on city property at any time.

Hudgins stated that in years past, except for 2012, candidate signs were placed on city property on Election Day, but this year the area historically used for placement was off-limits and those signs were removed.

The area in question is the Wharton Civic Center site; signs were usually placed from Fulton Street curb along the drive to the 100 foot perimeter set from the polling site door into Duncan Hall.

Baca told council members she and Hudgins received calls on Primary Election Day asking what happened to their signs.

Signage is a major expense for candidates as it is one way to speak to the voters, asking for their support in being elected.

There are three polling sites within the city limits of Wharton: Civic Center (city), Holy Cross Catholic Church (private), Wharton County Historical Museum (county) where "non-commercial candidate" signage is usually placed on Election Day with the non-mandate understanding signs must be removed after 7 p.m. when the polls close.

City Attorney Paul Webb volunteered to review the ordinance and suggest possible variance signage to clarify the current city ordinance for "non-commercial" signage.

He will present his opinion to the city council meeting, Monday Oct. 22, on legal and non-commercial signage placement for the Nov. 6 election on city property; once approved by current council members, the new variance should settle future placement for anyone before and on election dates.

In another joint meeting, Isaiah Coleman invited both county chair to speak to the residents of Avalon Place on Oct. 15.

Baca told those present that their vote is as important today as it has been in the past.

She cited how one vote in the 1770s set English as the official language for the United States versus German.

Hudgins explained that she and Chair Baca were leaders for each of the political parties, with the same goal of making sure everyone who wants to vote has that privilege.

Wharton County Democratic Party

The Wharton County Democratic Party has completed numerous voter registration drives within the county.

Under the leadership of Mollie Stephens, volunteers are going door to door and making phone calls to inform voters of early voting time and location.

County Chair Linda Baca attended a Senate District 18 meeting hosted by the Medina County Democrat Party where 10 counties sent representatives.

The feature speaker was Glen Mazoy, who gave instructions on how to strengthen grassroots participation to insure the life of the party.

Medison Richard, a Boy City High School senior, told the attendees of her work in organizing a Young Democra group at her school. She will be a first time voter in November and encourages all 18 year olds to exercise their right to vote.

Wharton County Republican Party

Wharton County Republican Party held a successful fundraiser on Oct. 2. Primary speaker was Jerry Peterson, current Texas Land Commissioner who plans to file for lieutenant governor in 2018. Peterson captivated the audience with his wit and past accomplishments in keeping Texas run by Texans not Washington DC.

Ticket sales, plus Live and Silent auctions brought in more than $16,000 which will help Get Out The Vote for the Nov. 6 presidential race.

Romney/Ryan yard signs and bumper stickers are available in Wharton at Millen Street Coffee Shop, 200 W, Millen St., and in El Campo at Apple Prairie, 107 E. Calhoun St.

Wharton County Republican Party met Thursday for regular Executive Committee business meeting.

Special guests were two Wharton County Junior College students fulfilling a government class assignment to attend a county political party meeting.

New By-laws were funded, accepted and voted in effect.

Sarah Hudgins reported Wreaths Across America to be held the third Saturday of December instead of the second Saturday; seven wreaths to honor the six U.S. military divisions plus one for POW/MIA will be placed at the Veteran's Eternal Flame Memorial site.

Wreaths ($15) are available to anyone wanting to place a wreath on their veteran's grave; contact Sarah Hudgins by the Nov. 26 deadline. Next business meeting is Nov. 12.

Special movie showing 2016—Obama's America, the movie everyone is talking about, is coming to Wharton County. First showing is Thursday Oct. 25 at the Caney Creek Church, 118 W. Millen St., Wharton at 7 p.m. Second showing is Tuesday, Oct. 30 at 7 p.m.

Everyone is welcome and all showings are free; find out first hand what it is all about.

Quote of the Month: "You must in commanding and winning, or serving and losing, suffering or triumphing—be either the nail or the hammer." Goethe

Red & Blue News is written by Wharton County Republican Party Chair Merle K. Hudgins and includes Wharton County political news from both the Democratic and Republican parties.

— East Bernard man arrested

Continued from Page A1

Illegally obtained prescription medications hydrocodone and Xanax, and various implements usually associated with drug dealing.

City was packaging and a digital scale and a lot of par-
WCJC Zumba Event

The Wharton County Junior College Choir will host Dancing to Carnegie Zumbathon from 2 to 3:30 p.m. on Saturday, Nov. 3, at the WCJC Gymnasium, 911 Boling Hwy. on the Wharton campus. Cost is $15 for pre-event tickets and they will be $20 at the door. For more information, call 532-6300.
Pioneers lose; regionals next

The Wharton County Junior College Pioneer volleyball team put up a fight against No. 1 San Jacinto College (overall record 29-1; conference 10-0) at Pasadena on Wednesday night before losing, 25-22, 16-25, 18-25, 25-15, 5-15.

Outside hitter Samone Boyd led the team in attacks with a whopping 19 kills and just three errors of 49 attempts (.327 percent).

Starting setter DaVette McCall totaled 46 assists. Outside hitter Taylor Schneider racked up 10 kills and middle blocker Ursula Bacon totaled 7.

The Pioneer defense was also in high gear, Coach Brianna Florus said. Caitlyn

VOLLEYBALL

Cleveland and Morgan O'Brien totaled 23 and 22 digs for the night. Bacon led the team in blocks with a total of 4.

The Pioneers completed their regular season with an overall record of 18-18 and a conference record of 5-5. They tied for third place in conference but will be seeded fourth at the Region XIV Tournament that will be held next week beginning Thursday, Nov. 1, and running through Sunday, Nov. 4 at Lee College in Baytown.

The Pioneers' first match will be at 2 p.m. Thursday vs. Tyler Junior College.
COMMUNITY CALENDAR

Saturday, Oct. 27
- McKenna Neddy will sign copies of her new book, A Cry of Serenity, from 2 to 4 p.m. at Milkos Street Coffee ShopWall 2Wall Wards, 200 W. Milam St., Wharton, 282-9771.
- Community Harvest Fest will be from 4 to 7 p.m. at Cross-over Community Fellowship, 12405 FM 1301, Boling, 979-945-0899.
- Saturday Night at the Movies, featuring Auringen Leon, will be at 8:30 p.m. at Caney Creek Church, 116 W. Milam St., Wharton, 353-2533.
- Wharton County Junior College Drama Dept. presents The Good Doctor at 7 p.m. at the Wharton Junior High Auditorium in the Davis-Hansen Fine Arts Building, WJC Campus, 911 Boling Hwy, Wharton, 353-2500.
- Third annual Halloween Party will be from 7 p.m. to 1 a.m. at the American Legion Hall, 231 W. Park St., Wharton, 252-6910.

Sunday, Oct. 28
- East Bernard Masonic Lodge will have a fish fry from 11 a.m. to 3 p.m. at the East Bernard American Legion Hall, 8110 Texas 61 East, East Bernard, 353-4770.
- Wharton County Senior Pet Outreach Team (SPOT) will have a pet adoption from 11 a.m. to 3 p.m. at Petco, 25710 Commercial Drive, Rosenberg, 979-253-9446.
- Pre-school story time (ages 1-5) is from 9:30 a.m. to 10:30 a.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton, 353-0800.
- Nineteen meets at 4 p.m. at Victory in Jesus Recovery Center, 218 N. Houston St., Wharton, John Williams, 353-2319.

Tuesday, Oct. 30
- Wharton County Veterans Service office will be open from 7:30 a.m. to noon and 12:30 p.m. to 4 p.m. at 1017 N. Alabama Rd, Wharton, 353-1913.
- UII-Coastal Bend Small Business Development Center representative will be in Wharton from 8 a.m. to 4 p.m. at the Wharton Economic Development Corp. office, 1944 N. Fulton St., Wharton. For appointments, call 979-940-4086.
- Pre-school story time is from 10 to 10:30 a.m. at the Wharton County Library, East Bernard Branch, 746 Chalmette Drive, East Bernard, 353-6142.
- Pilot Club of Wharton meets at noon at the Wharton County Library, Dietzmann-Merk Room, 1920 N. Fulton St., Wharton. Krista Spano, 353-0892.
- Tech Tuesday: an orientation on essential skills and more, from 3 to 5 p.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton, 353-0800.
- 2018 Obara’s America will be shown at 7 p.m. at Caney Creek Church, 116 W. Milam St., Wharton, 353-2533.

Wednesday, Oct. 31
- Halloween: Wharton County Veterans Service office will be open from 7:30 a.m. to noon and 12:30 p.m. to 4 p.m. at 1017 N. Alabama Rd, Wharton, 353-1913.
- Matachorda Episcopal Hospital Outreach Program (MEHOP) Mobile Medical Clinic is open from 9:30 a.m. to noon and 1 to 4 p.m. in the St. Thomas Thrift Center parking lot, 416 W. Milam St., Wharton, 357-7063.
- Rotary Club of Wharton meets at noon at the Wharton Civic Center, O’Quinon Meeting Room, 1204 N. Fulton St., Wharton. www.whartonrotaryclub.com.
- Family story time is at 2 p.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton. Home-schoolers are welcome. 353-0800.
- Trunk or Treat will be from 5 to 7 p.m. at the First United Methodist Church parking lot, 1717 Pioneer Ave., Wharton. 353-1100.
- Annual Harvest Festival is from 5 to 7 p.m. at the First Baptist Church Family Life Center, 507 N. Fulton St., Wharton, 353-4286.
- Harvest Festival, an event for children, will be from 5:30 to 7:30 p.m. at Caney Creek Church, 116 W. Milam St., Wharton, 353-2533.
- Safe Trick or Treat Night will be at 6 p.m. with a costume contest at 7 p.m. at Elmcroft of Wharton, 1830 Briar Lane, Wharton, 353-2500.
- Domestic violence support group meets from 5:30 to 6:30 p.m. at the Wharton Women’s Crisis Center, 116 E. Barrion St., Wharton, 353-1300.

Thursday, Nov. 1
- Lone Star Legal Aid will have a free pro se divorce clinic at 10 a.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton. To register, call 979-842-4644.
- Boling High School junior class will have a chicken fried steak dinner fundraiser from 5 to 6:30 p.m. (pick-up only) at the RHS gym, 407 Atlantic Ave, Boling. Lisa Burger, 353-0866.

Friday, Nov. 2
- Hospital Volunteers of Wharton will have a scrub fair from 8 a.m. to 4 p.m. at Gulf Coast Medical Center, 10141 U.S. 59, Wharton, 353-2500.
- Matachorda Episcopal Hospital Outreach Program (MEHOP) Mobile Medical Clinic is open from 9:30 a.m. to 3 p.m. in the St. Thomas Thrift Center parking lot, 416 W. Milam St., Wharton, 357-705-2008.
- A bring, share and taste program on appetizers for the holidays will be at 11 a.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton, 353-0800.
- Al-Anon meets at 7 p.m. at Victory in Jesus Recovery Center, 218 N. Houston St., Wharton, John Williams, 353-2319.

Friday-Friday, Nov. 2-3
- 2018 Obara’s America will be shown at 7 p.m. at Caney Creek Church, 116 W. Milam St., Wharton. Krista Spano, 353-0892.
- 2018 Obara’s America will be shown at 7 p.m. at Caney Creek Church, 116 W. Milam St., Wharton. Krista Spano, 353-0892.
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WCJC Art Exhibit

A Wharton County Junior College Faculty Art Exhibit will run from Thursday, Nov. 1 through Friday, Nov. 30, at the WCJC Art Gallery located in the Duson-Hansen Fine Arts Building, Room No. 109, Wharton campus at 911 Boling Hwy. The exhibit is open from 8 a.m. to 5 p.m. Monday through Friday, with a special Meet the Artists event planned for 5 to 7 p.m. Tuesday, Nov. 6. The collection is free of charge and open to the public.
**SPORTS CALENDAR**

**Saturday, Oct. 27**
**Tennis**
- Tri-match: Wharton, La-Furia at Rockport (V), 9 a.m.

**Monday, Oct. 29**
**Football**
- Wharton Athletic Booster Club meeting at Wharton High School, Room 23, 6 p.m.
- East Bernard Athletic Booster Club meeting at East Bernard High School, Coach Keri Slanina's room, 6:30 p.m.
**Volleyball**
- Royal at Wharton (7B, 7A, 8B, 8A), 4:30 p.m.
- East Bernard at Schulenburg (7B, 8B, 7A, 8A), 4:30 p.m.

**Tuesday, Oct. 30**
**Basketball**
- Scrrimmage: St. Joseph at Boling (JVG, VG), 5:15 p.m.

**Nov. 1, 2 or 3**
**Volleyball**
- Class 2A area playoffs
- East Bernard, opponent, time and date TBA

**Thursday, Nov. 1**
**Basketball**
- Scrtrimmage: Fort Bend Clements and Danbury at Wharton (JVG, VG), 4 p.m.
**Football**
- Royal at Wharton (F, JV), 5 p.m.
- Wharton at Royal (7B, 7A, 8B, 8A), 4:30 p.m.
- East Bernard at Hitchcock (7, 8, JV), 4:30 p.m.
- Boling at Danbury (7, 8, JV), 4:30 p.m.
**Volleyball**
- Region XIV Tournament: Wharton County Junior College vs. Tyler Junior College at Lee College, Baytown, 2 p.m.

**Friday, Nov. 2**
**Basketball**
- Scrrimmage: Boling at Waelder (VG), 5 p.m.
**Football**
- Wharton at Royal (V), 7:30 p.m.
- Hitchcock at East Bernard (V), 7:30 p.m.
- Danbury at Boling (V), 7:30 p.m.
**Tennis**
- Wharton at Lamar Consolidated Tournament (F, JV), 9 a.m.
**Volleyball**
- Wharton County Junior College at Region XIV Tournament, Lee College, Baytown, TBA

**Sunday, Nov. 4**
**Volleyball**
- Wharton County Junior College at Region XIV Tournament, Lee College, Baytown, TBA

**Send items to Managing Editor Keith Magoo at kmagoo@journal-spectator.com.**

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County: Wharton
MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve the purchase of a car for the President's use ($38,323.95 – transfer from the capital equipment replacement fund)
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: November 20, 2012       Date of This Proposal: November 2, 2012

SUBJECT:

Approve the purchase of a car for the President’s use.

RECOMMENDATION:

Accept the quote from Don Davis Motor Company of $38,323.95 for a car for the President’s use with funds from the Capital Equipment Replacement Fund.

BACKGROUND/RATIONALE:

Request for Quote ads were printed in the Wharton paper on September 22 & 29. Request for Quote packages were requested by four dealers. The packet allowed vendors to provide an offer with, or without, considering the current President’s car as a trade. Don Davis Motor Company’s bid of $49,323.95 for a new Cadillac XTS Sedan with an $11,000.00 allowance for the trade in of the 2008 Cadillac is being recommended.

Estimated Cost & Budgetary Support (how will this be paid for?): $38,323.95
Transfer from the Capital Equipment Replacement Fund.

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

Betty A. McCrohan, President
Bryce D. Kocian, V.P. of Administrative Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Date

Cabinet-Level Supervisor

Date

PRESIDENT’S APPROVAL:

Date

Reg 113

6-21-95
MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve the addition of audio/visual equipment to the Fine Arts Theater to improve its functionality for use as a classroom or for presentations ($17,600.00 – transfer from the plant repair and replacement fund)
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: November 20, 2012 Date of This Proposal: November 2, 2012

SUBJECT:

Approve the addition of audio/visual equipment to the Fine Arts Theater to improve its functionality for use as a classroom or for presentations at a cost of $17,600.00 with funds from the Plant Repair and Replacement Fund.

RECOMMENDATION:

Approve the addition of audio/visual equipment to the Fine Arts Theater to improve its functionality for use as a classroom or for presentations at a cost of $17,600.00 with funds from the Plant Repair and Replacement Fund.

BACKGROUND/RATIONALE:

Bayou City Interests of El Campo submitted the low quote of $17,575.54 to install video projectors and screens and interface them with our existing audio systems in the theater. This project was started after the budget process for this year, but before the current year opened, so there were no funds available in the current budget to perform the work. This item would make those funds available from the Plant Repair and Replacement Fund.

Estimated Cost & Budgetary Support (how will this be paid for?): $17,600.00
Transfer from the Plant Repair and Replacement Fund

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
President's Approval

Reg 113
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the resolution declaring 0.771 acres of Julie Rivers Drive property as surplus and authorizing Wharton County Junior College administration to seek sealed bids for such property.

B. Approve authorization to seek sealed bids for the lease of the Ammann property ($200.00 – publication costs)

C. Approve fiscal year 2012 budget adjustments

D. Approve Pfluger Associates Architects to design the renovations to Mullins Hall ($109,000.00 – transfer from plant repair & replacement fund)

E. Approve, by resolution, Wharton County Junior College’s participation in The Interlocal Purchasing System & The Arkansas Purchasing System (TIPS/TAPS) cooperative

F. Approval to adopt the partial list of qualified investment brokers

G. Approve lease agreements for college copiers (estimated $80,000.00 a year – current unrestricted operating budget for 2012-2013)

H. Approval of the resolution to sell the Weyandt Property (revenue of approximately $798,000.00)
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: 11/20/12  Date of this Proposal: 11/05/12

SUBJECT: Julie Rivers Drive Campus Surplus Property

RECOMMENDATION: Recommend approval of attached resolution declaring 0.771 acres of Julie Rivers Drive property as surplus and authorizing Wharton County Junior College administration to seek sealed bids for such property.

BACKGROUND/RATIONALE: Administration has been contacted by Mylan Corporation, an adjoining landowner of our Julie Rivers Drive campus, requesting to purchase approximately 0.771 acres of WCJC’s campus in order to comply with Texas Railroad Commission’s requirements. This is property that administration does not see a future use for and is accomplishing the necessary legal requirements to sell this land. WCJC’s Board of Trustees Facilities Committee discussed this item at their October 30, 2012 meeting and recommended that this item be on the full board agenda.

Estimated Cost and Budgetary Support (how will this be paid for?): $0.00 (All sales costs to be responsibility of buyer)

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]

Page 1 of 1
RESOLUTION OF THE BOARD OF TRUSTEES
OF WHARTON COUNTY JUNIOR COLLEGE

The Board of Trustees of Wharton County Junior College, having duly met on November 20, 2012 for the purpose of conducting the general business of the College and to further consider the sale of the Surface Only of the tract of real property (including improvements) located in Fort Bend County, Texas and being more particularly described as follows:

Being 0.177 acre (33,590 square feet) of land located in the Brown and Belknap League, Abstract 15, Fort Bend County, Texas, more particularly being all of that certain 0.386 acre tract conveyed to Wharton County Junior College, by an instrument of record in File No. 9722335, Official Records of said Fort Bend County, Texas (F.B.C.O.R.), a portion of that certain 0.599 acre tract conveyed to Wharton County Junior College, by an instrument of record in Volume 2688, Page 1096, F.B.C.O.R., said 0.771 acre (33,590 square feet) being more particularly described by metes and bounds as follows (all bearings referenced to the Texas Coordinate System, South Central Zone, NAD27);

BEGINNING at a 1/2-inch iron rod found marking the northwest corner of that certain 3.000 acre tract conveyed to UDL Laboratories, Inc., by an instrument of record in File No. 2007042956, Official Public Records of said Fort Bend County, Texas (F.B.C.O.P.R.), the northeast corner of that certain 5.574 acre tract conveyed to Wharton County Junior College, by an instrument of record in File No. 9633422, F.B.C.O.R., the southwest corner of said 0.386 acre tract, same being the southeast corner of certain 0.716 acre tract conveyed to Wharton County Junior College, by an instrument of record in File No. 9633421, F.B.C.O.R.;

Thence, North 01° 33’ 11” West, passing at 50.00 feet, a 5/8-inch rod with cap marked “LJA-ENG” found marking the northwest corner of said 0.386 acre tract, same being the northeast corner of said 0.716 acre tract, on the south line of said 0.599 acre tract and continuing in all a distance of 100.00 feet to a 5/8-inch rod with cap marker “LJA-ENG” set for corner on the south line of that certain 1.500 acre tract conveyed to SLT Communications Inc., by an instrument of record in Volume 1686, Page 84, F.B.C.O.R., same being on the north line of said 0.599 acre tract;

Thence, North 88° 26’ 49” East, along the north line of said 0.599 acre tract, 335.90 feet to a 5/8-inch iron rod with cap marked “LJA-ENG” set for the northeast corner of said 0.599 acre tract, on the west right-of-way line of Dairy Ashford;
Thence, South 01° 33’ 11” East, along the west right-of-way line of said Dairy Ashford, passing at 50.00 feet an “X” cut in concrete found marking the southeast corner of said 0.599 acre tract, same being the northeast corner of said 0.386 acre tract, continuing in all a distance of 100.00 feet to a 5/8-inch iron with cap marked “LJA-ENG” found for the southeast corner of said 0.386 acre tract, same being the northeast corner of said 3.000 acre tract;

Thence, South 88° 26’ 49” West, departing the west right-of-way line of said Dairy Ashford, along the north line of said 3.000 acre tract and the south line of said 0.386 acre tract, passing at 198.00 feet, a found 5/8-inch iron rod with cap marked “LJA-ENG” and continuing in all a distance of 335.90 feet to the POINT OF BEGINNING and containing 0.771 acre (33,590 square feet) of land.

After due consideration, the Board of Trustees hereby passes the following Resolution:

RESOLVED, that the Board of Trustees find that the sale of the above described property is in the best interest of Wharton County Junior College, and that the property be submitted for public bids in accordance with the procedures prescribed by Texas law.

RESOLVED FURTHER, that the President of Wharton County Junior College is hereby authorized and directed to take any and all actions and to execute and deliver any and all documents, either by original signature or, where appropriate, by facsimile signature, as necessary or advisable, in such President’s sole discretion, to carry into effect the foregoing resolution.

Chairman of the Board of Trustees:

________________________
P.D. Gertson, III
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: 11/20/12
Date of this Proposal: 11/05/12

SUBJECT: Lease of Ammann Property

RECOMMENDATION: Authorization for WCJC Administration to seek sealed bids for the lease of the Ammann Property.

BACKGROUND/RATIONALE: On two occasions, WCJC has advertised seeking bids for the sale of the Ammann Property and haven't received a bid either time. During the Board of Trustee Facilities Committee meeting on October 30, 2012, the committee recommended that an item be placed on the November 20, 2012 Board of Trustees agenda, authorizing WCJC Administration to seek sealed bids for the lease of this property.

Estimated Cost and Budgetary Support (how will this be paid for?): Approximately $200.00
(Publication costs)

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]

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

Date of Board Meeting: November 20, 2012
Date of this Proposal: October 26, 2012

SUBJECT:
Fiscal Year 2012 Budget Adjustments

RECOMMENDATION:
Approval of Fiscal Year 2012 Budget Adjustments

BACKGROUND/RATIONALE:
Attached find a summary and spreadsheet documenting FY2012 Budget Adjustments for the period June 1, 2012 – August 31, 2012.

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

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

SIGNATURES:
Bryce D. Kocijan
Originator

Bryce D. Kocijan
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:
Betty A. Melroe
reg 113
6-21-95
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## WHARTON COUNTY JUNIOR COLLEGE
### FUND 1610 BUDGET ADJUSTMENTS
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Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: November 20, 2012    Date of This Proposal: November 5, 2012

SUBJECT:

Approve Pfluger Associates Architects to design the renovations to Mullins Hall.

RECOMMENDATION:

Approve Pfluger Associates Architects to design the renovations to Mullins Hall at a cost of 9% of construction costs with money transferred from the Plant Repair and Replacement Fund.

BACKGROUND/RATIONALE:

The College has used Pfluger Associates Architects in the past and would like to use them again for this job. Their fee is 9% of the cost of construction with a $10,000 reimbursable allowance for the cost of printing the plans and bid specifications. The estimated cost of the project is $1,100,000. Total cost of compensation for Professional Services and the Reimbursable allowance shall not exceed $109,000

Estimated Cost & Budgetary Support (how will this be paid for?): $109,000.00
Transfer from Plant Repair & 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:

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

Date

Date

Date

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

Date of Board Meeting: November 20, 2012 Date of This Proposal: November 2, 2012

SUBJECT:

Approve, by resolution, Wharton County Junior College's participation in The Interlocal Purchasing System & The Arkansas Purchasing System (TIPS/TAPS) cooperative.

RECOMMENDATION:

Approve, by resolution, Wharton County Junior College's participation in The Interlocal Purchasing System & The Arkansas Purchasing System (TIPS/TAPS) cooperative.

BACKGROUND/RATIONALE:

Under section 271.102 of the Local Government Code, districts may utilize the contracts from this purchasing cooperative in order to satisfy State bid requirements. Any fees collected by the TIPS/TAPS cooperative are collected from the vendors that sell their products through the Cooperative's Contracts. There is no charge to the College for membership. The TIPS/TAPS Cooperative has access to several Heating and Air Conditioning contracts that may prove beneficial to the College. This membership would make those items available to the College at the group's contracted price.

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

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]

President's Approval:

[Signature]
Betty A. McCrohan

11/5/12
Date

11/5/12
Date

Reg 113
6-21-95
BOARD RESOLUTION

(State of Texas)

FOR: THE REGION VIII
EDUCATION SERVICE
CENTER

WHEREAS, the Board of Directors of Wharton County Junior College District in Wharton, Texas, pursuant to the authority granted by TEX. GOV'T CODE § 791.001, et seq, desires to participate in the TIPS/TPS Cooperative Purchasing Program offered by Region VIII Education Service Center, and in the Opinion that participating in this program will be highly beneficial to the taxpayers through the anticipated savings to be realized.

Herefore, be it RESOLVED that the Wharton County Junior College District requests a stated need for participation in The Interlocal Purchasing System (TIPS/TAPS) whereby Betty A. McCrohan is authorized and directed to sign and deliver any and all necessary requests and documents in connection therewith for and on behalf of the Wharton County Junior College District.

I certify that the foregoing is a true and correct original Resolution duly adopted by the Wharton County Junior College District Board of Trustees and is filed on record at the TIPS/TAPS office.

In witness thereof, I have set my hand and signature this 20th day of November, 2012.

By: ________________

(Authorized Signature)

P.D. Gertson, III

(Printed Authorized Name)

Chairman, Wharton County Junior College District Board of Trustees

(Title)

This legal document will remain current on file until either party severs the agreement.
INTERLOCAL AGREEMENT
Region VIII Education Service Center
TEXAS PUBLIC AGENCY
(School, College, University, State, City or County Office)

Wharton County Junior College

TEXAS SCHOOL ENTITY OR PUBLIC AGENCY

Region VIII Education Service Center
Mt. Pleasant, Texas

225 - 950
County-District Number

Texas Education Code §8.002 permits regional education service centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university operations. Authority for such services is granted under Texas Government Code §§ 791.001 et seq as amended. Cooperative Purchasing Services are extended to all Texas State, City and County Government Agencies.

This Interlocal Agreement (hereinafter the "Agreement") is effective November 20, 2012 and shall be automatically renewed unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon (60) days prior written notice, or may also be determined for cause at anytime upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

Statement of Services to be Performed:
Region VIII Education Service Center, by this Agreement, agrees to provide cooperative purchasing services to the above-named public agency through a Program known as the The Interlocal Purchasing System (TIPS/TAPS) Program.

The purpose of the TIPS/TAPS Program shall be to obtain substantial savings for participating school entities or public agencies through cooperative purchasing.

Role of the TIPS/TAPS Purchasing Cooperative:
1. Provide for the organizational and administrative structure of the program.
2. Provide staff necessary for efficient operation of the program.
3. Provide marketing of the program to expand membership, number of vendor awarded contracts and commodity categories.
4. Initiate and implement activities required for competitive bidding and vendor award process including posting, advertising, collecting proposals, scoring proposals, and award of contracts.
5. Provide members with procedures for ordering, delivery, and billing.
6. Maintain filing system for all bidding procedure requirements.
INTERLOCAL AGREEMENT, continued

Role of the Public Agency:
1. Commitment to participate in the program by an authorized signature on membership forms.
2. Designation of Primary Contact and Technology Contact for agency.
3. Commitment to purchase products and services from TIPS/TAPS Vendors when in the best interest of the agency.
4. Prepare purchase orders issued to TIPS/TAPS Awarded Vendor and FAX to TIPS/TAPS.
5. Accept shipments of products ordered from Awarded Vendors in accordance with standard purchasing procedures.
6. Pay Awarded Vendors in a timely manner for all goods and services received.

General Provisions:

The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

This Agreement shall be governed by the law of the State of Texas and venue shall be in the county in which the administrative offices of RESC VIII are located which is Titus County, Texas.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.

The Parties to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from budgeted available funds for the current fiscal year of each such entity.

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation.

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by means of a facsimile machine and the terms and conditions agreed to are binding upon the Parties.

Authorization:

Region VIII Education Service Center and The Interlocal Purchasing System (TIPS/TAPS) Program have entered into an Agreement to provide cooperative purchasing opportunities to public agencies.
INTERLOCAL AGREEMENT, continued

This Agreement was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the Texas Open Meetings Act, Texas Government Code ch. 551.

The individuals signing below are authorized to do so by the respective parties to this Agreement.

Public Agency

By: ____________________________
    Authorized Signature

Title: Chairman, Board of Trustees

Date

__

Region VIII Education Service Center

By: ____________________________
    Authorized Signature

Title: Executive Director Region VIII ESC

Date

__

Public Agency Contact Information
Philip Wuthrich

Primary Purchasing Person Name
911 Boling Highway

Street Address
Wharton, TX. 77488

City, State Zip
979-532-4560 ext 6305

Telephone Number
979-532-6906

Fax Number
philipw@wcjc.edu

Primary Person Email Address

John Miller  979-532-6424
Technology Person Name

johnm@wcjc.edu
Technology Person Email Address

Please send two signed original Interlocal Agreements and one copy of Board Resolution (if required) to TIPS/TAPS, Attn: Kim Thompson, C/O Region VIII Education Service Center, PO Box 1894, Mt. Pleasant, Texas 75456-1894. Upon execution, a signed original will be returned to the Purchasing Contact listed above.
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: November 20, 2012
Date of this Proposal: November 5, 2012

SUBJECT:
Qualified Investment Brokers

RECOMMENDATION:

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

BACKGROUND/RATIONALE:

Section 2256.025 of the Public Funds Investment Act requires the governing body of an entity subject to the Public Funds Investment Act to review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the entity. On October 17, 2012, the qualified brokers were mailed the Investment Policy for Wharton County Junior College District along with a Certification page to be signed and returned. The attached list of brokers have all received and have returned a certification that they have reviewed and have implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions between WCJC and the broker.

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

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

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

SIGNATURES:

Bryce D. Kocian  
Originator  

Bryce D. Kocian  
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Betty McCrohan  
reg 113  
6-21-95
WHARTON COUNTY JUNIOR COLLEGE
INVESTMENT BROKER LIST
NOVEMBER 20, 2012

Mr. Jeff Beckel
Investment Officer
Frost Bank Capital Markets
P.O. Box 1600
100 West Houston Street
San Antonio, Texas 78296-1400

Southwest Securities, Inc.
Mr. William Corbett
Vice President
1201 Elm Street, Suite 3500
Dallas, Texas 75270-2180

The Independent Banker’s Bank
Mr. Bruce A. Taylor
Senior Vice President
350 Phelps Drive
Irving, Texas 75038

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

Coastal Securities
Ms. D. Ann Komar
Executive Vice President
206 Wild Basin Road, Suite 102
Austin, Texas 78746
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: November 20, 2012  Date of This Proposal: November 5, 2012

SUBJECT:

Approve lease agreements for college copiers.

RECOMMENDATION:

Approve the lease agreements with RICOH copiers issued through the Texas Department of Information Resources Purchasing Program for copiers located in various buildings on the Wharton, Sugar Land, Richmond, and Bay City campuses.

BACKGROUND/RATIONALE:

The College solicited and received offers from eight companies regarding our copiers and copier services. (see attached) There are 40 copiers that service different areas of the college. The cost of these machines is charged to the various departments based on their usage. Maintenance is based on the number of copies made so the total cost is an estimate based on past usage history. This lease agreement with RICOH for copiers and their document management system is a 5 year lease with the College reaffirming our agreement each year. It would also supply the College with brand new digitized equipment with the ability to copy and scan in color and improve our student print / copy process while monitoring our copier usage over our network.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $80,000.00 a year. Current Unrestricted Operating Budget for 2012 – 2013.

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

Bryce Kocien, Vice President of Administrative Services
Gus Wessels, Dean of Business Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
President’s Approval

Reg 113
Wharton County Junior College

2012 COPIER PROPOSALS

The companies below submitted offers for the College to consider. They submitted offers for black and white copiers, as well as with 4 color machines. After evaluating the features, speed, and software packages proposed to assist us in managing our copies, it is my recommendation to accept the offer from RICOH. The RICOH staff has serviced our account for the last 5 years and is very familiar with our systems and software. They have been a valuable partner in our document process and I have confidence in them to provide first rate service and assist us with our desired new enhancements over the next 5 years.

Philip Wuthrich
Director of Purchasing

<table>
<thead>
<tr>
<th>MAKE</th>
<th>Black &amp; White Only</th>
<th>With 4 Color</th>
<th>B &amp; W Maint Est 2.5 million</th>
<th>Color Maint Est. 25,000</th>
<th>Estimated Annual Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>RICOH</td>
<td>$4,690.00</td>
<td>$5,420.00</td>
<td>0.006/2,202,000.</td>
<td>0.0389</td>
<td>$67,812.50</td>
</tr>
<tr>
<td></td>
<td>as config right now</td>
<td>$5,670.00</td>
<td></td>
<td></td>
<td>$70,812.50</td>
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<tr>
<td>CANON</td>
<td>$4,872.00</td>
<td>$5,175.00</td>
<td>.0043/2.5 million</td>
<td>0.0477</td>
<td>$63,292.50 w uniflow tracking</td>
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<tr>
<td>KONICA MINOLTA</td>
<td>$4,176.00</td>
<td></td>
<td>0.0073</td>
<td>0.054</td>
<td>$69,712.00</td>
</tr>
<tr>
<td>Dahill - XEROX</td>
<td>$4,458.82</td>
<td>.01/960,000 ????</td>
<td>.046</td>
<td></td>
<td>$65,918.00 ??? Very &quot;blended&quot;</td>
</tr>
<tr>
<td></td>
<td>$138.58</td>
<td>for equitrac</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zeno - CANON</td>
<td>$5,960.00</td>
<td>.0085/2.4 million</td>
<td>0.059</td>
<td></td>
<td>$73,845.00 no software</td>
</tr>
<tr>
<td>dsi - XEROX</td>
<td>$5,162.42</td>
<td>$5,394.42</td>
<td>.0062/3.396 million</td>
<td>0.0496</td>
<td>$65,973.04</td>
</tr>
<tr>
<td>ABM - Kyocera</td>
<td>$5,623.00</td>
<td>$5,779.00</td>
<td>.0055/2.2 million</td>
<td>0.05</td>
<td>$72,248.00 w papercut software</td>
</tr>
<tr>
<td>TOSHIBA</td>
<td>$4,015.56</td>
<td>$4,213.40</td>
<td>0.0087</td>
<td>0.04095</td>
<td>$73,334.55 w papercut software</td>
</tr>
</tbody>
</table>
Wharton County Junior College

Proposed Agenda Item

Board of Trustees Meeting

Complete this form and submit it to the Office of the President by 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: 11/20/12
Date of this Proposal: 11/05/12

SUBJECT: Sale of Weynandt Property

RECOMMENDATION: Approval of attached resolution to sell the Weynandt property to Bart L. and Karen Hajovsky.

BACKGROUND/RATIONALE: Notices were published on September 26, 2012 and October 6, 2012 soliciting sealed bids for the sale of the 721.86 acres that we refer to as the Weynandt Property. Two sealed bids were received and opened on October 24, 2012. Bids were received from Bart L. and Karen Hajovsky ($1,596,000.00) and Terrance Illavinka Cattle Company ($1,516,907.00). Administration recommends accepting the high bid from Bart L. and Karen Hajovsky. Since WCJC owns an undivided one-half interest in this property, the sale of this property is contingent on the other undivided one-half interest owner (Methodist Children’s Home) approving the sale.

Estimated Cost and Budgetary Support (how will this be paid for?): Revenue of approximately $798,000.00

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]

Date
11/6/12

Reg 113
6-21-95
RESOLUTION

A Resolution authorizing Betty A. McCrohan, President of Wharton County Junior College, power to execute any and all documents necessary to facilitate the sale and conveyance of the described tract of land, pursuant to the posted Public Notice and accepted Bid from Bart L. and Karen Hajovsky, as follows:

SURFACE ONLY:

721.860 acres of land, more or less, being a portion of Morris & Cummings Survey No. 21, Abstract No. 286 in Wharton County, Texas, and Abstract No. 331 in Jackson County, Texas, containing 144.12 acres, all of the B.A. Miller Survey No. 20, Abstract No. 738 in Wharton County, Texas containing 200 acres; a portion of the J.C. Brown Survey No. 20, Abstract No. 754, formerly known as Abstract No. 790 in Wharton County, Texas, and Abstract No. 392 in Jackson County, Texas, containing 96.86 acres; all of the H.E. Hart Survey No. 20, Abstract No. 767 in Wharton County, Texas, and Abstract No. 383 in Jackson County, Texas, containing 120 acres; all of the W.F. Appling Survey, Abstract No. 824, containing 40 acres; and a portion of the W.W.O. Stanfield Survey, Abstract No. 409, Jackson County, Texas, containing 120.88 acres.

WHEREAS, on September 26, 2012 and October 6, 2012, WHARTON COUNTY JUNIOR COLLEGE posted for Public Sale the above described tract of land located in Wharton County and Jackson County, Texas; and

WHEREAS, Public Bids were submitted to Wharton County Junior College on the above described tract of land. After review and consideration of all submitted Bids, it was:

RESOLVED, that the Bid submitted by Bart L. and Karen Hajovsky is hereby accepted and approved in all respects.

IT IS FURTHER RESOLVED AND ORDERED BY THE BOARD OF TRUSTEES OF WHARTON COUNTY JUNIOR COLLEGE, that Betty A. McCrohan, President of Wharton County Junior College, is hereby authorized to execute any and all documents necessary, including but not limited to deeds and bills of sale, to facilitate the sale and conveyance of the above described tract of land to Bart L. and Karen Hajovsky.

PASSED AND APPROVED on the 20th day of November, 2012
WHARTON COUNTY JUNIOR COLLEGE

By: ________________

P.D. Gertson, III, Chairman

Board of Trustees

Attest:

__________________________

Jack C. Moses, Secretary

Board of Trustees
MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the purchase of the ShoreTel telephone system solution from Windstream and network equipment from other DIR vendors ($365,375.00 – transfer from the MIS plant fund)
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: November 20, 2012  Date of This Proposal: November 5, 2012

SUBJECT (item as it will appear on agenda):

Approve $365,375.00 for the purchase of the ShoreTel telephone system solution from Windstream and network equipment from other DIR vendors with funds transferred from the MIS Plant Fund.

RECOMMENDATION:

Approve $365,375.00 for the purchase of the ShoreTel telephone system solution from Windstream and network equipment from other DIR vendors with funds transferred from the MIS Plant Fund.

BACKGROUND/RATIONALE:

WCJC currently owns and maintains four Siemens telephone systems. The phone system currently in use at the WCJC main campus was purchased and installed in 1995. During peak usage, many users report dropped calls. Each campus has a different model system which makes it harder to manage. Due to the age of some of the systems, only refurbished parts are available. The new solution will replace all four Siemens telephone systems and cover all five campuses, Wharton, Sugar Land, Richmond, Bay City, and Julie Rivers Drive. The new solution will allow for an upgrade in technology, ease in maintenance, and a cost savings in annual maintenance.

Estimated Cost and Budgetary Support (how will this be paid for?): $365,375.00 Transfer from the MIS Plant Fund

RESOURCE PERSON(S) [name(s) and title(s)]:
Bryce D. Kocijan, Vice President of Administrative Services
Pamela J. Youngblood, Vice President of Technology and Institutional Research
John Miller, Manager of Technical Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Date: 10-26-2012

[Signature]
Date: 10-30-2012

PRESIDENT'S APPROVAL:

[Signature]
Date: 10-30-12
Wharton County Junior College
Total Cost for Telephone System

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ShoreTel Telephone System</td>
<td></td>
</tr>
<tr>
<td>Wharton</td>
<td>177,657.00</td>
</tr>
<tr>
<td>Richmond</td>
<td>59,112.00</td>
</tr>
<tr>
<td>Sugar Land</td>
<td>37,166.00</td>
</tr>
<tr>
<td>Julie Rivers</td>
<td>18,008.00</td>
</tr>
<tr>
<td>Bay City</td>
<td>11,630.00</td>
</tr>
<tr>
<td><strong>SubTotal</strong></td>
<td><strong>$303,573.00</strong></td>
</tr>
<tr>
<td>Maintenance and Licensing</td>
<td></td>
</tr>
<tr>
<td>ShoreCare Enterprise Support</td>
<td>$21,448.00</td>
</tr>
<tr>
<td>Additional Equipment</td>
<td></td>
</tr>
<tr>
<td>Network Switches, UPS, racks, cabling</td>
<td>$40,354.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$365,375.00</strong></td>
</tr>
</tbody>
</table>
ShoreTel - State of Texas, Department of Information Resources (DIR) Contract

Contract Description: ShoreTel Data Communications & Telecommunications Networking Equipment and Related Services

http://www2.dir.state.tx.us/ict/contracts/Pages/Details.aspx?dir_contract_number=DIR-SDD-1603&Return=http%3A//www2.dir.state.tx.us/ict/contracts/Pages/ResultsByProduct.aspx%3Ffa%3DTexasDIRContractNumber%3A%271603%27

Contract Number: DIR-SDD-1603

Contract Holder: ShoreTel Inc.

Vendor ID No. 17704435688

Contract Term End Date: 09/27/2011

Contract Exp Date: 09/27/2014

Products/Pricing: ShoreTel Switches, Conference Bridges, Contact Center, accessories, training, software and maintenance.

http://www2.dir.state.tx.us/DIR_Contracts/DIR-SDD-1603 appendix-c.pdf

Who Can Order: State, Local, and Education entities within the State of Texas.

How to Order: Generate a purchase order, payable to (Name of Partner) In Care of ShoreTel for the entire amount

Note: You must reference contract number DIR-SDD-1603 on your purchase order.

Contracting Authority: DIR Contract Contact
Lisa Maldonado
lisa.maldonado@dir.state.tx.us
(512) 463-5662

ShoreTel Contact: Mark Thompson
Government Program Manager
mthompson@shoretel.com
(408) 962-2845
Wharton County Junior College

Current Telephone System

WCJC currently owns and maintains four Siemens telephone systems. The location and year purchased for each system is as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wharton</td>
<td>1995</td>
</tr>
<tr>
<td>Julie Rivers Drive</td>
<td>1995</td>
</tr>
<tr>
<td>Richmond</td>
<td>2001</td>
</tr>
<tr>
<td>Sugar Land</td>
<td>2009</td>
</tr>
</tbody>
</table>

The Wharton, Julie Rivers Drive, and Richmond systems have equipment that is outdated and are becoming an issue to fix. All three of the systems have not had an operating system software upgrade since 2004 due to the end of life for these systems. New replacement components have not been available since 2006 and refurbished components are becoming harder to find. The most critical hardware failures are the tape backup drives found in each unit. The most recent issue was in May 2012 at the Julie Rivers Drive campus and involved the tape backup drive. A replacement component was not available; however, the contracted Siemens technician and WCJC’s Manager of Technical Services was successful in getting the unit back in service.

Siemens maintenance cost on the systems have steadily increased while the support has declined to the point of nonexistence. In years past, a dedicated Siemens technician serviced all WCJC phone systems and was onsite with parts within four hours of a major/critical issue. Siemens currently does not employee any technicians and has two contracted technicians that cover the triangle area of Beaumont, Austin, and Victoria. Response time has been next day service and any parts that can be found are shipped within three days. The support for the newest system purchased and installed at the Sugar Land campus is with a company in Dallas that does not have a local technician.

Due to the age of the equipment, upgrade features and services have not been possible. The current telephone system does not offer waiting queues with messages during peak registration periods, the ability to connect to advanced services from the carriers AT&T and Windstream, and the ability to retrieve voicemail messages through email. To maintain the current telephone systems, the IT department must maintain a twelve year old laptop running Windows 98 to connect to the current telephone and voicemail systems from one location.

There are no efficiencies in the electrical usage of the current systems since they are comprised of older technology using circuit boards, power inverters, and cooling fans. Newer systems use solid state components, are quieter, and run cooler.
# Wharton County Junior College

## Features of a Proposed New System

<table>
<thead>
<tr>
<th>Current System</th>
<th>Proposed New System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdated equipment, cannot upgrade and replacement parts are refurbished</td>
<td>New technology with upgradeable features</td>
</tr>
<tr>
<td>Four different systems with no single management point</td>
<td>System management can be accessed from any computer on any campus</td>
</tr>
<tr>
<td>Maintenance support is costly ($46,208 per year)</td>
<td>Cost savings in maintenance support ($21,447 per year)</td>
</tr>
<tr>
<td>Maintenance support has been supplied by a third party and has not been timely</td>
<td>Maintenance support is handled by Windstream and ShoreTel and located in the Sugar Land area</td>
</tr>
<tr>
<td>Operates through buried copper cables</td>
<td>Uses VoIP technology through computer network</td>
</tr>
<tr>
<td>• Cables are deteriorating</td>
<td>• Easily accessible to maintain</td>
</tr>
<tr>
<td>• At Max capacity in several buildings and cannot add new lines</td>
<td>• Easily able to add new lines</td>
</tr>
<tr>
<td>Uses an operator with rolling phone feature to find available person in each department</td>
<td>Auto-Attendant features – menu driven to allow customer to quickly reach correct person</td>
</tr>
<tr>
<td>Manual tracking of 911 calls after the call has been made</td>
<td>Notify immediately up to five people when a 911 call is placed</td>
</tr>
<tr>
<td>Bay City campus is not included, has regular phone lines with long distance calling</td>
<td>Bay City campus will be included in the system</td>
</tr>
<tr>
<td>Call logging is not available</td>
<td>Many logging/reporting features</td>
</tr>
<tr>
<td>Uses more electricity to operate and keep cool</td>
<td>Has efficiency measures to help control electrical usage</td>
</tr>
</tbody>
</table>
NORTH CENTRAL TEXAS COLLEGE SUCCESS STORY

IP Telephony Goes Back To School

North Central Texas College’s antiquated systems were getting harder to fix and that created a natural opening for ShoreTel IP telephony.

Some people get nostalgic about favorite old cars or a comfortable pair of shoes and couldn’t think about getting rid of them. But Steve Rigler, Network System Administrator for North Central Texas College (NCTC), didn’t have to think twice about whether to dump a combination of Centrex and PBXs that were serving NCTC’s three campuses. The monthly telecom service costs threatened to spiral out of control and Rigler dreaded service problems on the old Fujitsu PBX because he couldn’t find any technicians around who knew how to work on the thing.

“We had different systems on each of our three campuses and lots of management overhead,” Rigler explains. There weren’t any processes for faculty and staff to get phone service, so anyone could call up and order a regular phone line. “We had a bunch of POTS lines coming into the campus and no one person who was responsible for telephones,” he adds. Worse, Centrex charges on one of the three campuses were getting really expensive. And since faculty and staff couldn’t transfer calls or direct dial between campuses, long-distance charges were running almost $3,000 a month.

“We couldn’t transfer calls between different groups on campus. Students would call and want to speak to an instructor at another campus and were told they had to dial long distance to reach the right campus,” Rigler says. “We also couldn’t transfer calls to different student services, which caused headaches for operators and hurt productivity,” he adds.

The 81-year-old North Central Texas College in Gainesville, Texas is the oldest continuously operated two-year public institution in the state and has about 6,750 students at campuses in Gainesville, Corinth (30 miles south of Gainesville), and Bowie (45 miles west of Gainesville). Gainesville is the hub of the tri-campus network, with T1 lines connecting the other two locations.

So when North Central Texas College began construction on a new building on the Gainesville campus about three years ago, Rigler and his colleagues found that they were all out of extensions for new numbers. It provided the perfect opening for wholesale upgrade. “We undertook to install a new phone system on all the campuses at same time and put in a new phone system that would make things more unified,” Rigler says.
North Central Texas College underwent an exhaustive request for proposal (RFP) process, having looked at nearly 20 different vendors. They asked vendors to treat the three campuses as a single, virtual campus. NCTC also required the winning vendor to continue to support analog phones with special features for faxing or fire alarms, in addition to the VoIP phones. That requirement alone helped winnow down the vendor list, Rigler recalls. In addition to ShoreTel, North Central Texas College looked at Cisco, Avaya and Iwatsu and then narrowed its shortlist to ShoreTel and Iwatsu.

Field Demo Underscores ShoreTel Superiority

Rigler and his colleagues made a field trip to Arlington Federal Credit Union in the Dallas metro area that was using ShoreTel's equipment and software in a three-site configuration with three T1 lines that was very similar to what NCTC had in mind. "Seeing that demonstration sold us on ShoreTel," Rigler says.

Like any smart customer, Rigler and his staff were diligent about calling reference accounts from both vendors to find out what their IP telephony experiences had been. Rigler also took it a step further to connect with ShoreTel customers to make sure he was getting the full story. "ShoreTel customers said that the system was fantastic," Rigler notes. ShoreTel was the clear winner in terms of features, flexibility and overall customer satisfaction.

He and his colleagues were impressed by the reliability of the ShoreTel distributed architecture as well as the simplicity of the ShoreTel Personal Call Manager application that NCTC faculty, staff and operators now rely on.

"We liked ShoreTel's overall system architecture and the ability to do remote management via a web interface," Rigler says. "I can't tell you how many times we wished for this level of remote visibility into one of the other campuses' call systems," he adds.

Rigler and his colleagues can manage all three sites, including the PBX, voice mail and automated attendant, from any location from any web browser, using ShoreTel Director. New users can be added in seconds from anywhere on the network using a browser. When new IP phones are plugged in, the ShoreTel system immediately recognizes them and configures them for service. Even installation of ShoreTel Voice Switches is plug-and-play.

With ShoreTel, there is no single point of failure for dial tone. Call management is distributed to every ShoreTel Voice Switch, making the system independent of LAN and WAN service interruption.

A Definite Trade Up

In June 2004, the college began installation of 16 ShoreTel 24-port ShoreTel Voice Switch, and two ShoreTel ShoreGear T1 for PRI switching, 10 ShorePhone IP100 IP phones, 120 ShorePhone AP100 analog phones, and 220 analog phones. Growth calls for additional IP phones. Before deploying the ShoreTel system, not all of NCTC's users had voice mail, so gaining voice mail was one of the more immediate day-to-day productivity improvements for the faculty and staff.

"We went from a phone system that had no caller ID or voice mail to being able to transfer and conference calls. With ShoreTel, we made a full-blown leap forward in technology," says Jason Mann, Administrative Computer Support Specialist for NCTC. His users also like ShoreTel's ability to integrate with their Novell GroupWise e-mail to get electronic notifications of pending voice mails.

Teaching faculty, staff and operators to use Personal Call Manager was painless as they learned how to transfer, conference and access directories for extension information. User documentation is available online, which cuts down on training. "In less than two hours, users can get the basic features down easily," says Jean Anderson, NCTC's Helpdesk Manager.

"The ShoreTel Communicator (formerly ShoreTel Call Manager) is one of the best features you can possibly have. If you use the phone a lot, ShoreTel will really simplify your life," adds Rigler.
The admissions department puts the ShoreTel Workgroup Contact Center through a most vigorous workout before each semester begins. ShoreTel's Workgroup Contact Center enables workgroups to have voice call routing so they can consolidate calls to a single number.

"Numerous agents answer the calls that are coming in on a single line," Mann explains. "We can designate six people to handle all those calls to admissions when they start pouring in." NCTC's business office, library, computer helpdesk, and of course, the operator who answers the college's main telephone number also use the workgroup call-center application.

The virtual PBX that embraces the three campuses also gives the college the routing flexibility and savings it desired in the first place. "What's not to like about $35,000 in annual long distance savings?" Rigler laughs. "We don't have to pay the phone company to come out and do our moves, adds and changes," and better yet, users aren't sitting around at their new desks waiting for dial tone. Now when they unpack, dial tone is just an Ethernet jack away.

About ShoreTel

ShoreTel is a provider of business communication solutions whose brilliantly simple unified communications platforms, applications and mobile UC solutions promise a new rhythm of workforce engagement and collaboration. With costly complexity eliminated by design from its award winning, all-in-one IP phone system, UC and contact center solution, and its industry leading hosted business phone system, workers enjoy a freedom and self-reliance that other providers can't match. Users have full control to engage and collaborate, no matter the time, place or device, for the lowest cost and demand on IT resources in the industry. ShoreTel is headquartered in Sunnyvale, California, and has regional offices and partners worldwide. For more information, visit shoretel.com or shoretelsky.com.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XIV

MATTERS RELATING TO STUDENT SERVICES

A. Approve the creation of a full-time student recruiter position (estimated cost is $49,401.00 - $56,068.00)

B. Approve a new fee for the administration of the Test of Essential Academic Skills (TEAS) — (The College would charge $60.00 for each TEAS administration, $40.00 would be paid to Assessment Technologies Institute (ATI) for the administrative cost of the exam. A $10.00 proctoring fee and a $10.00 facility fee would also be assessed for each administration. The anticipated net revenue would grow from $4,470.00 to $5,960.00.)
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: November 20, 2012 Date of This Proposal: November 5, 2012

SUBJECT (item as it will appear on agenda):
Approve the creation of a full-time Student Recruiter position.

RECOMMENDATION:
Approve creation of a full-time Student Recruiter position as defined in the attached job description.

BACKGROUND/RATIONALE:
The requested position would be an administrative staff position that is charged with recruitment of students for enrollment to the college. The position would be responsible for assisting with college wide recruitment efforts but also targeted efforts to specific under developed portion of the service area—specifically the Richmond Campus. The position carries with it the requirement for fluency in Spanish (bilingual) in order to reach out to the large Hispanic populations and groups in the under developed portion of the service area while still recruiting the general population. In order to continue to develop and grow the enrollment and meet the needs of the service area population a position housed at the Richmond Campus. This position would recruit students for all programs at the Richmond campus and serve as the lead contact in designated high schools in that area.

Estimated Cost and Budgetary Support (how will this be paid for?):
The estimated cost for this position is $49,401.00 to $56,068.00.

RESOURCE PERSON(S) [name(s) and title(s)]:
David Leenhouts, Vice-President for Student Services

SIGNATURES:

Originator
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Date 11-5-12

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

JOB TITLE: Student Recruiter

FLSA: Non-Exempt  GRADE: AA-1

NBAPOSN: AVR005

LOCATION: Fort Bend Technical Center Campus

EFFECTIVE DATE: November 6, 2012

REVISION DATE: November 6, 2012

REPORTS TO: Vice President of Student Services

PURPOSE AND SCOPE:

The Student Recruiter conducts outreach presentations to groups of students, parents and educators and provides general college and guidance information to prospective students.

ESSENTIAL JOB FUNCTIONS:

1. This position develops and maintains effective liaison programs and relationships with area high schools and community based agencies as a part of the recruitment team.

2. This position works directly with the Coordinator of Recruitment to conduct admissions application and financial aid workshops, assist in developing recruitment materials, and host recruiting events throughout the year to attract new students.

3. This position is responsible for maintaining a working knowledge of the student data base as it applies to recruitment, admissions, registration and financial aid and maintains a student database of prospective students.

4. This position will participate in recruitment functions at high schools, colleges, community fairs, etc.; follow-up with students contacted at all recruitment events, and develop networks within designated communities groups.

5. This position will identify and coordinate assessment procedures and provide academic advising services for students entering college programs.

6. This position works with the student services staff in the delivery and assessment of all new student orientation programs.

7. This position assists with the recruiting and training of students to assist with the college recruitment program and new student orientation activities.

Initials
8. This position is required to perform other duties as assigned.

**KNOWLEDGE, SKILLS, EXPERIENCE:**

This position requires a Bachelor's Degree in education, psychology, business administration or a related area. This position requires fluent bilingual language skills in Spanish and English and two (2) years of work experience in recruiting, advising, teaching and/or human resources. This position requires the ability to work with a diverse population at the local, regional and/or national level. This position requires a broad knowledge of available college recruitment and advising resources. This position requires the ability to assist with the development and coordination of training programs. This position must have analytical abilities to develop programs and establish criteria for program evaluation. This position must have excellent organizational skills. A criminal background check is also required.

**SUPERVISION OF OTHERS:**

This position has supervisory functions of the student workers assisting with orientation and recruitment functions.

**SUPERVISION AND DIRECTION RECEIVED:**

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

**EQUIPMENT USED:**

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

**CONTACTS:**

External contacts of this position are with area high school staff members, other college recruitment and admissions personnel, prospective students, and the general public.

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

**COMPLEXITY/EFFORT:**

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

WORKING CONDITIONS:

Work is performed primarily in a climate-controlled office environment with adequate lighting, ventilation, and favorable temperatures. There is some exposure to natural atmospheric conditions such as dirt and dust, etc. The job duties require some physical effort with only light lifting. There is minimal exposure to safety hazards. The position requires travel and use of a personal vehicle. Nights and weekend work for recruiting and advising events will be expected in this position.

LAST MODIFIED:  November 6, 2012

Employee’s Signature

Date

Supervisor’s Signature

Date

Initials
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: November 20, 2012  Date of This Proposal: November 2, 2012

SUBJECT (item as it will appear on agenda):
Test of Essential Academic Skills (TEAS) Testing Fee

RECOMMENDATION:
Approve a new fee for the administration of the Test of Essential Academic Skills (TEAS)

BACKGROUND/RATIONALE:
The Associate Degree Nursing Program currently uses the ACT Institutional Exam as program entrance assessment instrument. The ACT Institutional Exam has become outdated. After research by faculty and staff, the determination was made to switch to the TEAS as a program assessment instrument. The TEAS is an internet based testing instrument that produces immediate score results.

Estimated Cost and Budgetary Support (how will this be paid for?):
The college would charge $60.00 for each TEAS administration. $40.00 would be paid to Assessment Technologies Institute (ATI) for the administrative cost of the exam. A $10.00 proctoring fee and a $10.00 facility fee would also be assessed for each administration. In 2011-12, the college administered 298 Institutional ACT assessments. The college currently charges $15.00 for the administration of the Institutional ACT. The anticipated net revenue would grow from $4470.00 to $5960.00 with adoption of the TEAS Testing Fee.

RESOURCE PERSON(S) [name(s) and title(s)]:
David Leenhouts, Vice-President for Student Services

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]

PRESIDENT’S APPROVAL:

[Signature]
Reg 113
6-21-95, 12-16-99

[Signature]  11-6-12

[Signature]  11-6-12
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President


2. Approve Paid Professional Assignment for Ramiro Acevedo, Hispanic Serving Institution, Science, Technology, Engineering, and Math grant curriculum development-Physics, January 1, 2013 – August 31, 2013 - $4,800.00


8. Approve Paid Professional Assignment for Ava Humme, Gulf Coast Partners Achieving Student Success Vertical Alignment Coordinator, January 1, 2013 – August 31, 2013 - $5,400.00

9. Approve Paid Professional Assignment for Rebecca McElroy, Gulf Coast Partners Achieving Student Success Student Success Course Coordinator, January 1, 2013 – August 31, 2013 - $5,400.00

10. Approve Paid Professional Assignment for Robin Nealy, Gulf Coast Partners Achieving Student Success Developmental Summer Bridge Coordinator, January 1, 2013 – August 31, 2013 - $5,400.00

11. Approve Paid Professional Assignment for Marybelle Perez, Gulf Coast Partners Achieving Student Success Recruitment/Outreach Coordinator, January 1, 2013 – August 31, 2013 - $5,400.00

12. Approve Paid Professional Assignment for Cynthia Diener, Gulf Coast Partners Achieving Student Success English PAC Member, spring 2013 - $900.00
13. Approve Paid Professional Assignment for Karen Lescure, Gulf Coast Partners Achieving Student Success English PAC Member, spring 2013 - $900.00

14. Approve Paid Professional Assignment for Jennifer Mauch, Gulf Coast Partners Achieving Student Success Math PAC Member, spring 2013 - $900.00

15. Approve Paid Professional Assignment for Yvonne Smith, Gulf Coast Partners Achieving Student Success Math PAC Member, spring 2013 - $900.00


17. Eric J. Nathan reclassified as distance learning director/Title V activity director, CA-15-11, to Title V activity coordinator, AA-1-30, effective December 3, 2012

18. Mara N. Slinger transferred as Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math grant secretary, O-8-0, to Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math success coach, GNT-1-1, effective October 29, 2012

19. Chase Smolik transferred as Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math supplemental instruction coach, $15.00 hr. x 19.5 hrs./wk. x 40 wks. = $11,700.00/yr., to Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math supplemental instruction coach, GNT-1-1, effective October 29, 2012

C. Office of Academic Affairs

1. Approve Paid Professional Assignment for Donna Schilling, Digital Media Program Development, fall 2012 – spring 2013 – $5,400.00

2. Approve Paid Professional Assignment for Mary Jo Spanihel, Medical Office Specialist Curriculum Development, summer – fall 2012 - $2,950.00

3. Caroline R. Osborne extended as regular, part-time senior citizens director, $30.00 hr. x 19 hrs./wk. x 27 wks. = $15,390.00/yr., to regular, part-time senior citizens director, $30.00 hr. x 19 hrs./wk. x 50 wks. = $28,500.00/yr., effective October 1, 2012

4. Richard S. Lewis extended as temporary, part-time youth activities site coordinator, $30.00 hr. x 31.25 hrs./wk. x 16 wks. = $15,000.00/yr., to temporary, part-time youth activities site coordinator, $15,000.00/20 weeks, effective November 1, 2012

5. Tim J. Arriaga employed as regular, full-time instructor of engineering design, FAC-1-10, effective January 14, 2013

6. Tammy L. Hann employed as regular, full-time instructor of associate degree nursing, FAC-1-10, effective January 14, 2013

7. Billy J. Sowa employed as temporary, full-time biology instructor, FAC-1-10, effective January 14, 2013

D. Office of Administrative Services

E. Office of Student Services
1. Approve Paid Professional Assignment for Mark Lewis, SGA Advisor Wharton Campus, fall 2012 – spring 2013 - $2,000.00

2. Approve Paid Professional Assignment for Ken Grubb, SGA Advisor Sugar Land Campus, fall 2012 – spring 2013 - $2,000.00

3. Approve Paid Professional Assignment for Scott Stripling, SGA Advisor Richmond Campus, fall 2012 – spring 2013, $2,000.00

4. Jenny F. Banker extended as temporary, part-time academic advisor, $25.00 hr. x 32.5 hrs./wk. x 32 wks. = $26,000.00/yr., to temporary, part-time academic advisor, $25.00 hr. x 32.5 hrs./wk. x 32 wks. = $26,000.00/yr., effective September 1, 2012

5. Lillian Lockley extended as temporary, part-time academic advisor, $25.00 hr. x 500 hrs. = $12,500.00/yr., to temporary, part-time academic advisor, $25.00 hr. x 500 hrs. = $12,500.00/yr., effective September 1, 2012

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

H. Information Items: Non-contract Personnel Action

1. Duane A. Eisel employed as regular, full-time security officer, O-10-0, effective October 29, 2012

2. Christine R. Foust resigned as regular, full-time residency hall supervisor, $1,000/month, effective December 17, 2012

3. Kimberly G. Kidd reclassified as regular, full-time student services specialist/special events coordinator, P-12-6, to regular, full-time administrative assistant to the Vice President, P-13-6, effective October 12, 2012

4. Caylee L. Kiesling received a salary adjustment as regular, full-time human resources clerk, O-6-1, to regular full-time human resources technician, O-10-1, effective November 1, 2012

5. Becky T. Le employed as regular, full-time human resources technician, O-10-0, effective November 1, 2012

6. Lindsey A. Shimek transferred as regular, full-time human resources secretary, O-10-5, to regular, full-time assistant admissions officer, O-11-5, effective October 22, 2012

7. Eric A. Barlow separated as regular, part-time security officer, O-9-0, $11.62 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr., effective October 23, 2012

8. Vernon Burroughs employed as regular, part-time security officer, O-9-0, $11.62 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr., effective October 30, 2012

9. Cesar R. Diaz-Salazar separated as regular, part-time open computer lab monitor, $10.32 hr. x 19 hrs./wk. x 48 wks. = $9,411.84/yr., effective November 7, 2012

10. Carmen A. Flora resigned as regular, part-time testing services assistant – Wharton, $15.00 hr. x 18 hrs./wk. x 14 wks. = $3,780.00/yr., effective October 22, 2012
11. Caroline Garcia received a salary adjustment as regular, part-time senior citizens driver, $7.35 hr. x 19 hrs./wk. x 50 wks. = $6,982.50/yr., to regular, part-time senior citizens driver, $7.45 hr. x 19 hrs./wk. x 50 wks. = $7,077.50/yr., effective October 1, 2012

12. Eurma J. Gordon received a salary adjustment as regular, part-time Eagle Lake site manager, $7.45 hr. x 6 hrs./wk. x 50 wks. = $2,235.00/yr., to regular, part-time Eagle Lake site manager, $7.55 hr. x 6 hrs./wk. x 50 wks. = $2,265.00/yr., effective October 1, 2012

13. Cathy J. Klimple received a salary adjustment as regular, part-time senior citizens Wharton site manager, $7.25 hr. x 19 hrs./wk. x 50 wks. = $6,887.50/yr., to regular, part-time senior citizens Wharton site manager, $7.35 hr. x 19 hrs./wk. x 50 wks. = $6,982.50/yr., effective October 1, 2012

14. George Prat employed as regular, part-time security officer, O-9-0, $11.62 hr. x 19 hrs./wk. x 48 wks. = $10,597.44/yr., effective October 5, 2012

15. Phyllis Sanchez received a salary adjustment as regular, part-time East Bernard site manager, $7.45 hr. x 6 hrs./wk. x 50 wks. = $2,235.00/yr., to regular, part-time East Bernard site manager, $7.55 hr. x 3 hrs./wk. x 50 wks. = $1,132.50/yr., effective October 1, 2012

16. Geraldine V. Streckfuss received a salary adjustment as regular, part-time senior citizens driver and Weimar site manager, $7.45 hr. x 12 hrs./wk. x 50 wks. = $4,470.00/yr., to regular, part-time senior citizens driver and Weimar site manager, $7.55 hr. x 12 hrs./wk. x 50 wks. = $4,530.00/yr., effective October 1, 2012

17. Fred W. Wesselski employed as regular, part-time security officer – Bay City, $20.00 hr. x 5 hrs./wk. x 52 wks. = $5,200.00/yr., effective October 8, 2012

18. Tammy L. Herrera transferred as regular, full-time administrative assistant to VPI, P-13-4, to temporary, full-time ABE transitions specialist, P-15-4, effective November 12, 2012

19. Andrea C. Broussard extended as temporary, part-time youth activities secretary, $15.00 hr. x 31.5 hrs./wk. x 20 hrs. = $9,450.00/yr., to temporary, part-time youth activities secretary, $15.00 hr. x 31.5 hrs./wk. x 20 wks. = $9,450.00/yr., effective November 1, 2012

20. Maria F. Guevara employed as temporary, part-time ABE aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective August 27, 2012

21. Charlotte M. King resigned as temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective October 31, 2012

22. Olivia L. Pratt employed as temporary, part-time reading/writing tutor assistant, $7.25 hr. x 10 hrs./wk. x 6 wks. = $435.00/yr., effective November 5, 2012
TO: Leigh Ann Collins
FROM: Marybelle Perez
PERSON TO RECEIVE PPA: Kelley Whitley
TITLE OF PPA: HSI STEM Grant Curriculum Development--Chemistry
DATES OF ACTIVITY: January 1, 2013 - August 31, 2013

A. Activity and Expected Outcomes. Provide a brief description plus a list of tasks and expected outcomes.

Develop, revise and upgrade courses, labs and programs in the Science Technology Engineering and Math Fields (STEM). Faculty members will work collaboratively to align the content of their disciplines, identify supplemental instruction resources, and the equipment needed to enhance the learning experiences for students. This work will be performed in accordance with the goals and objectives of the Title V Grant, Hispanic Serving Institution (HSI) STEM funded by the U.S. Department of Education (USDE) for five-years. Compensation for this work is outlined in the approved budget for the grant.

B. Cost:

| Description                        | Amount
|------------------------------------|--------
| ON CONTRACT (Release time from teaching) |        |
| ON OVERLOAD (Additional Compensation) | $4800  |
| TOTAL                              | $4800  |

BUDGET NUMBER: 21166-6039-6180-400

C. Approvals

Supervisor: [Signature] Date: 11/5/12

VPI: [Signature] Date: 11/7/12
TO: Leigh Ann Collins  
FROM: Marybelle Perez  
PERSON TO RECEIVE PPA: Ramiro Acevedo  
TITLE OF PPA: HSI STEM Grant Curriculum Development--Physics  
DATES OF ACTIVITY: January 1, 2013 - August 31, 2013  

A. Activity and Expected Outcomes. Provide a brief description plus a list of tasks and expected outcomes.

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**BUDGET NUMBER:** 21166-6039-6180-400

C. Approvals

Supervisor:  
Date: 11/5/12

VPI:  
Date: 11/7/10

PPA Form (Reg 469)  
Revised 10-21-2011
TO: Leigh Ann Collins

FROM: Marybelle Perez

PERSON TO RECEIVE PPA: Donna Schilling

TITLE OF PPA: HSI STEM Grant Curriculum Development--Computer Science

DATES OF ACTIVITY: January 1, 2013 - August 31, 2013

A. Activity and Expected Outcomes. Provide a brief description plus a list of tasks and expected outcomes.

Develop, revise and upgrade courses, labs and programs in the Science Technology Engineering and Math Fields (STEM). Faculty members will work collaboratively to align the content of their disciplines, identify supplemental instruction resources, and the equipment needed to enhance the learning experiences for students. This work will be performed in accordance with the goals and objectives of the Title V Grant, Hispanic Serving Institution (HSI) STEM funded by the U.S. Department of Education (USDE) for five-years. Compensation for this work is outlined in the approved budget for the grant.

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BUDGET NUMBER: 21166-6039-6180-400

C. Approvals

Supervisor: [Signature] Date: 11/2/12

VPI: [Signature] Date: 11-2-12

PPA Form (Reg 469)
Revised 10-21-2011
TO: Leigh Ann Collins
FROM: Marybelle Perez
PERSON TO RECEIVE PPA: JoAnn Lurker
TITLE OF PPA: HSI STEM Grant Curriculum Development--Engineering Design
DATES OF ACTIVITY: January 1, 2013 - August 31, 2013

A. Activity and Expected Outcomes. Provide a brief description plus a list of tasks and expected outcomes.

Develop, revise and upgrade courses, labs and programs in the Science Technology Engineering and Math (STEM). Faculty members will work collaboratively to align the content of their disciplines, identify supplemental instruction resources, and the equipment needed to enhance the learning experiences for students. This work will be performed in accordance with the goals and objectives of the Title V Grant, Hispanic Serving Institution (HSI) STEM funded by the U.S. Department of Education (USDE) for five-years. Compensation for this work is outlined in the approved budget for the grant.

B. Cost:

<table>
<thead>
<tr>
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<th>Amount</th>
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**BUDGET NUMBER:** 21166-6039-6180-400

C. Approvals

Supervisor: [Signature] Date: 11/2/12

VPI: [Signature] Date: 11/7/12

PPA Form (Reg 469) Revised 10/21/2011
TO: Leigh Ann Collins
FROM: Marybelle Perez
PERSON TO RECEIVE PPA: Cullen Newsom
TITLE OF PPA: HSI STEM Grant Curriculum Development--Electronics Engineering

A. Activity and Expected Outcomes. Provide a brief description plus a list of tasks and expected outcomes.

Develop, revise and upgrade courses, labs and programs in the Science Technology Engineering and Math Fields (STEM). Faculty members will work collaboratively to align the content of their disciplines, identify supplemental instruction resources, and the equipment needed to enhance the learning experiences for students. This work will be performed in accordance with the goals and objectives of the Title V Grant, Hispanic Serving Institution (HSI) STEM funded by the U.S. Department of Education (USDE) for five-years. Compensation for this work is outlined in the approved budget for the grant.

B. Cost:

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BUDGET NUMBER: 21166-6039-6180-400

C. Approvals

Supervisor: [Signature] Date: 11/2/12

VPI: [Signature] Date: 11/7/12

PPA Form (Reg 469)
Revised 10-21-2011
TO: Leigh Ann Collins
FROM: Marybelle Perez
PERSON TO RECEIVE PPA: Dariush Darayan

TITLE OF PPA: HSI STEM Grant Curriculum Development—Computer Science


A. Activity and Expected Outcomes. Provide a brief description plus a list of tasks and expected outcomes.

Develop, revise and upgrade courses, labs and programs in the Science Technology Engineering and Math Fields (STEM). Faculty members will work collaboratively to align the content of their disciplines, identify supplemental instruction resources, and the equipment needed to enhance the learning experiences for students. This work will be performed in accordance with the goals and objectives of the Title V Grant, Hispanic Serving Institution (HSI) STEM funded by the U.S. Department of Education (USDE) for five-years. Compensation for this work is outlined in the approved budget for the grant.

B. Cost:

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BUDGET NUMBER: 21166-6039-6180-400

C. Approvals

Supervisor: [Signature] Date: 11/2/12

VPI: [Signature] Date: 11/7/12

PPA Form (Reg 469)
Revised 10-21-2011
TO: Leigh Ann Collins
FROM: Marybelle Perez
PERSON TO RECEIVE PPA: David Woods
TITLE OF PPA: HSI STEM Grant Curriculum Development--Computer Science

A. Activity and Expected Outcomes. Provide a brief description plus a list of tasks and expected outcomes.

Develop, revise and upgrade courses, labs and programs in the Science Technology Engineering and Math Fields (STEM). Faculty members will work collaboratively to align the content of their disciplines, identify supplemental instruction resources, and the equipment needed to enhance the learning experiences for students. This work will be performed in accordance with the goals and objectives of the Title V Grant, Hispanic Serving Institution (HSI) STEM funded by the U.S. Department of Education (USDE) for five-years. Compensation for this work is outlined in the approved budget for the grant.

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BUDGET NUMBER: 21166-6039-6180-400

C. Approvals

Supervisor: [Signature] Date: 11/2/12
VPI: [Signature] Date: 11-7-12
TO: Leigh Ann Collins, Vice-President of Instruction  
FROM: Dan Jones  
DIV or UNIT: Institutional Effectiveness  
SUBJ: PPA request for: Ava Humme  
Title of PPA activity: Gulf Coast PASS Vertical Alignment Coordinator  
Dates (or semesters) of activity: 01/01/13 - 08/31/13

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.

Responsible for the development, oversight, and management of the curriculum alignment team associated action plans/timelines as described in the WCJC Gulf Coast PASS grant application and work plan. Under the supervision of the WCJC Gulf Coast PASS Director, works in collaboration with WCJC and Wharton ISD faculty & staff in (IEBC-hosted) vertical alignment team processes. Serves as a key member of the Gulf Coast PASS Core Team and attends Gulf Coast PASS and Achieving the Dream events as required.

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th>#PPA Pay Hours</th>
<th>PPA Salary</th>
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Budget #2376-6401-6091-502

C. Approvals

Supervisor:  
Date: 11-5-12

VP, Instruction:  
Date: 11-7-12

PPA Frm (Reg 469)  
8-8-97
PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM

TO: Leigh Ann Collins, Vice-President of Instruction  DATE: 11/5/12
FROM: Dan Jones
DIV or UNIT: Institutional Effectiveness
SUBJ: PPA request for: Rebecca McElroy
Title of PPA activity: Gulf Coast PASS Student Success Course Coordinator
Dates (or semesters) of activity: 01/01/13 - 08/31/13

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.

Responsible for the development, oversight, and management of the PSYC 1300 “Learning Frameworks” student success course and associated action plans/timelines as described in the WCJC Gulf Coast PASS grant application and work plan. Under the supervision of the WCJC Gulf Coast PASS Director, works in collaboration with WCJC and Wharton ISD faculty on course development, implementation and evaluation. Serves as a key member of the Gulf Coast PASS Core Team and attends Gulf Coast PASS and Achieving the Dream events as required.

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th>#PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Est Avg Fringes</th>
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</thead>
<tbody>
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Budget #2376-6041-6091-502

C. Approvals

Supervisor: Date: 11-5-12
VP, Instruction: Date: 11-7-12

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: Robin Nealy
Title of PPA activity: Gulf Coast PASS Developmental Summer Bridge Coordinator
Dates (or semesters) of activity: 01/01/13 - 08/31/13

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.

Responsible for the development, oversight, and management of the developmental summer bridge program and associated action plans/timelines as described in the WCJC Gulf Coast PASS grant application and work plan. Under the supervision of the WCJC Gulf Coast PASS Director, works in collaboration with WCJC and Wharton ISD faculty & staff on summer bridge program development, implementation and evaluation. Serves as a key member of the Gulf Coast PASS Core Team and attends Gulf Coast PASS and Achieving the Dream events as required.

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>
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Budget #2376-6041-6091-502

C. Approvals

Supervisor: [Signature] Date: 11-5-12

VP, Instruction: [Signature] Date: 11-7-12

PPA Frm (Reg 469)
8-8-97
Paid Professional Assignment (PPA) Request Form

TO: Leigh Ann Collins, Vice-President of Instruction  
FROM: Dan Jones  
DIV or UNIT: Institutional Effectiveness  
SUBJ: PPA request for: Marybelle Perez  

Title of PPA activity: Gulf Coast PASS Recruitment/Outreach Coordinator  
Dates (or semesters) of activity: 01/01/13 - 08/31/13

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.

Responsible for the development, oversight, and management of the recruitment/outreach program and associated action plans/timelines as described in the WCJC Gulf Coast PASS grant application and work plan. Under the supervision of the WCJC Gulf Coast PASS Director, works in collaboration with WCJC recruiters and Wharton ISD staff on fostering a college-going culture in Wharton ISD. Serves as a key member of the Gulf Coast PASS Core Team and attends Gulf Coast PASS and Achieving the Dream events as required.

B. Cost

<table>
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Budget #2376-6041-6091-502

C. Approvals

Supervisor: [Signature]  
Date: 11-5-12

VP, Instruction: [Signature]  
Date: 11-7-12

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: Cynthia Diener
Title of PPA activity: Gulf Coast PASS English PAC Member
Dates (or semesters) of activity: Spring 2013

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.

Serves as a member of the Professional Alignment Council (PAC) as part of the Gulf Coast Partners Achieving Student Success (Gulf Coast PASS) grant. Under the direction of the Vertical Alignment Coordinator, participates in English curriculum alignment activities with Wharton Independent School District personnel, including participation in local vertical alignment meetings and regional vertical alignment meetings.

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th>#PPA Pay Hours</th>
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Budget #2376-6041-6091-502

C. Approvals

Supervisor: [Signature] Date: 11-5-12
VP, Instruction: [Signature] Date: 11-7-12

PPA Frm (Reg 469) 8-8-97
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins, Vice-President of Instruction

FROM: Dan Jones

DIV or UNIT: Institutional Effectiveness

SUBJ: PPA request for: Karen Lesure

Title of PPA activity: Gulf Coast PASS English PAC Member

Dates (or semesters) of activity: Spring 2013

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.

Serves as a member of the Professional Alignment Council (PAC) as part of the Gulf Coast Partners Achieving Student Success (Gulf Coast PASS) grant. Under the direction of the Vertical Alignment Coordinator, participates in English curriculum alignment activities with Wharton Independent School District personnel, including participation in local vertical alignment meetings and regional vertical alignment meetings.

B. Cost

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Budget #2376-6041-6091-502

C. Approvals

Supervisor: [Signature] Date: 11-5-12

VP, Instruction: [Signature] Date: 11-7-12

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: Jennifer Mauch

Title of PPA activity: Gulf Coast PASS Math PAC Member

Dates (or semesters) of activity: Spring 2013

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.

Serves as a member of the Professional Alignment Council (PAC) as part of the Gulf Coast Partners Achieving Student Success (Gulf Coast PASS) grant. Under the direction of the Vertical Alignment Coordinator, participates in math curriculum alignment activities with Wharton Independent School District personnel, including participation in local vertical alignment meetings and regional vertical alignment meetings.

B. **Cost**

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<th>PPA Salary</th>
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Budget #2376-6041-6091-502

C. **Approvals**

Supervisor: [Signature] Date: 11-5-12

VP, Instruction: [Signature] Date: 11-7-12

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: Yvonne Smith
Title of PPA activity: Gulf Coast PASS Math PAC Member
Dates (or semesters) of activity: Spring 2013

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.

Serves as a member of the Professional Alignment Council (PAC) as part of the Gulf Coast Partners Achieving Student Success (Gulf Coast PASS) grant. Under the direction of the Vertical Alignment Coordinator, participates in math curriculum alignment activities with Wharton Independent School District personnel, including participation in local vertical alignment meetings and regional vertical alignment meetings.

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Budget #2376-6041-6091-502

C. Approvals

Supervisor: Date: 11/5/12
VP, Instruction: Date: 11/7/12
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
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<tr>
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<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
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<td></td>
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<td>Veronica</td>
<td></td>
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</table>

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

### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Regular
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Other (explain):  

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<td>Promotion</td>
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- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date):  
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

- **CURRENT**
  - Division/Unit:  
  - Instruction:  
  - Job Title/Position:  
  - Circulation Technician
  - Budgeted Position? [ ] Yes [ ] No
  - Budget Number: 1110.1496.6101.402
  - Compensation:  
    - [ ] Hourly
    - [ ] Other (explain):  
  - $25,250
  - End Date: N/A
  - If temporary, anticipated termination date: N/A
  - Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:  
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other 12 months

- **PROPOSED**
  - Division/Unit:  
  - Instruction:  
  - Job Title/Position:  
  - Title V HSI STEM Success Coach-FBTC
  - Budgeted Position? [ ] Yes [ ] No
  - Name of Replaced Employee: N/A
  - Budget Number: 21166-6039-6127-400
  - Compensation:  
    - [ ] Hourly
    - [ ] Other (explain):  
  - $46,067
  - Start Date: 10/29/12
  - If temporary, anticipated termination date: 09/30/13
  - Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:  
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other 12 months

**Explanation of Action:**

- Recommended by Supervisor (Department Head)  
  - [ ] Approval by Vice President  
  - [ ] Reviewed by Human Resources  
  - [ ] Approved by President  

- [ ] Approved by Division Chair  
  - [ ] Date  
  - [ ] Reviewed by Human Resources  
  - [ ] Date  
  - [ ] Approved by President  
  - [ ] Date

- [ ] Budget Approval  
  - [ ] Date  
  - [ ] Approved by Cabinet Level Supervisor  
  - [ ] Date  
  - [ ] Date approved by Board or not applicable

Reg. 821

A1210 0045

Revised May 15, 2009
### Personnel Action Form

#### Part I: Check all that apply

- Classification:
  - ☑ Administrative/Professional Staff
  - ☑ Temporary
  - ☑ Full-Time

- Requirements:
  - ☑ New Employee
  - ☑ Transfer
  - ☑ Salary Adjustment

- Special Information:
  - ☑ Other (explain)

- Status Change:
  - ☑ Retirement
  - ☑ Resignation
  - ☑ Separation (date: ____)

- Change in Assignment:
  - ☑ Additional Assignment
  - ☑ Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

- Administration
  - Job Title/Position: Distance Learning Dir/Title V Activity Director
  - Budgeted Position? ☑ Yes ☐ No

- Budget Number:
  - 21162.6036.6185.400

- Compensation:
  - ☑ Annual
  - $69,400

- Sched: CA

- Grade: 15

- 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: 06/30/11

- End Date: N/A

- Contractual: ☑ At-will-employee ☑ Per contract

- If temporary, anticipated termination date: 09/30/13

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

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

#### PROPOSED Division/Unit:

**Administration**

- Job Title/Position: Title V Activity Coordinator

- Budgeted Position? ☑ Yes ☐ No

- Name of Replaced Employee: N/A

- Budget Number:
  - 21162.6036.6186.400

- Compensation:
  - ☑ Annual
  - $69,401

- Sched: AA

- Grade: 1

- Step: 30

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

- Start Date: 12/03/12

- End Date: 12/03/12

- Contractual: ☑ At-will-employee ☑ Per contract

- If temporary, anticipated termination date: 09/30/13

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:

- Date:

- Approved by Vice President:

#### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head):
  - 10-17-12

- Approved by Division Chair:
  - Date

- Reviewed by Human Resources:
  - 10-17-12

- Budget Approval:
  - Date: 10/17/12

- Approved by Cabinet Level Supervisor:
  - Date: Date approved by Board or ☑ not applicable

Reg. 821

Revised 02/22/2011
### Personnel Action Form

#### Banner ID #
- **Last Name**: Slinger
- **First Name**: Mara
- **Middle Initial**: N
- **Address**
- **City**
- **State**
- **Zip**

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

#### Part II: Assignment/Accounting

**CURRENT**
- Division/Unit: Administration
- Job Title/Position: Title V HSI STEM Grant Secretary
- Budgeted Position? [X] Yes [ ] No

**Budget Number:** 21166-6039-6101-400

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

**$ 23,575.00**

**Start Date:** 07/27/12

**End Date:** N/A

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

**Position No. (NBAPOSN):** GNS031

**Funded in which FY?** FY13

**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"); 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
- [X] Other 12 months

**PROPOSED**
- Division/Unit: Administration
- Job Title/Position: Title V HSI STEM Success Coach
- Budgeted Position? [X] Yes [ ] No

**Budget Number:** 21166-6039-6127-400

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

**$ 46,734**

**Start Date:** 10/29/12

**End Date:** N/A

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

**Position No. (NBAPOSN):** GNS005

**Funded in which FY?** FY13

**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"); 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
- [X] Other 12 months

**Explanation of Action:**

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - **Date:** 10-16-12
  - **Approved by Division Chair:**
    - **Date:** 10/17/12
  - **Budget Approval:**
    - **Date:** 10/17/12
  - **Approved by Cabinet Level Supervisor:**
    - **Date:** 10/17/12

- **Reviewed by Human Resources:**
  - **Date:** 10-17-12

- **Approved by President:**
  - **Date:** 10-18-12

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

### Reg. 821
- **A1210 0043**

**Revised May 15, 2009**
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**Part I: Check all that apply**

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<td>☑ Extension</td>
<td>☑ Retirement</td>
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<tr>
<td>☑ Faculty</td>
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<td>☑ Transfer</td>
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<td>☑ Reorganization</td>
<td>☑ Promotion</td>
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<td>☑ At will-employee</td>
<td>☑ Salary Adjustment</td>
<td>☑ Change in Assignment</td>
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<td>☑ Full-Time</td>
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<td>☑ Other Adjustment</td>
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<td>☑ Regular</td>
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**Part II: Assignment/Accounting**

**CURRENT** Division/Unit: Administration

Job Title/Position: Part Time Title V HSI STEM Supplemental Instruction Coach

Budgeted Position? ☑ Yes ☐ No

Budget Number: 211066-6039-618-6400

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Job Vacancy No.: (if applicable) 1209 S 083

Specialized Area: STEM Grant

Funded in which FY? FY13

Position No. (NBAPOSN): TVSC99

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

☐ 9 months ☐ 10 1/2 months ☑ 12 months ☑ Other 40 weeks

**PROPOSED** Division/Unit: Administration

Job Title/Position: Title V HSI STEM Supplemental Instruction Coach

Budgeted Position? ☑ Yes ☐ No

Budget Number: 211066-6039-6186-6400

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Job Vacancy No.: (if applicable) 1210 A 031

Specialized Area: STEM Grant

Funded in which FY? FY13

Position No. (NBAPOSN): GNC006

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

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

**Explanation of Action:**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
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<th>Date</th>
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<tr>
<td>Maryville Levy</td>
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<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
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<tr>
<td></td>
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<td>Judy Gannon</td>
<td>10-17-12</td>
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<th>Date approved by Board or not applicable</th>
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<tr>
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<td>12100044</td>
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</table>
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins, Vice-President of Instruction
FROM: Stephanie Dees, Dean of Vocational Instruction
DIV or UNIT: Technology & Business Division, Computer Science Department
SUBJ: PPA request for: Donna Schilling
       Title of PPA: Digital Media Program Development
       Dates (or semesters) of activity: Fall 2012, Spring 2013

A. Activity and Expected Outcomes. Provide a brief 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.

Ms. Schilling will be developing Digital Media curriculum for the Computer Science Department. This is a new program being developed as a 2+2 with the University of Houston. Ms. Schilling will meet with industry and/or university partners in order to prepare a draft program curriculum and course master syllabi. The draft curriculum and syllabi will be completed for a fall 2013 program start.

B. Cost:

<table>
<thead>
<tr>
<th>Type of PPA</th>
<th>PPA Hours</th>
<th>PPA Salary</th>
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<td>ON OVERLOAD (Additional Compensation)</td>
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<td>$5,400</td>
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BUDGET NUMBER: 1110.14809.6092.102

C. Approvals

Supervisor: [Signature] Date: 10/23/12
VPI: [Signature] Date: 10/26/12

PPA Form (Reg 469)
Revised 9-1-2010
TO: Stephanie Dees, Dean of Vocation Instruction
FROM: Alice Atkins, Director of Continuing Education
DIV or UNIT: Continuing Education
SUBJ: PPA request for: Mary Jo Spanihel

Title of PPA activity: Medical Office Specialist Curriculum Development

Dates (or semesters) of activity: Summer-Fall 2012

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.

Ms. Spanihel will be developing Medical Office Specialist curriculum for the Continuing Education Department. This comprehensive program is being developed to prepare students for outpatient services. Ms. Spanihel will prepare a draft program curriculum and course master syllabi. She will also acquire the affiliation agreements for extern sites and manage student outcomes at those sites. The draft degree plan, curriculum, and syllabi will be complete and delivered to the Director of Continuing Education at the completion of first MOS class, ABE IG Grant funds will help cover this cost.

B. Cost

<table>
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<tr>
<th>Type PPA</th>
<th>#PPA Pay Hours</th>
<th>PPA Salary</th>
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<td>ON OVERLOAD</td>
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Budget #1610.14027.3092.103

C. Approvals

Supervisor: [Signature]
Date: 10-23-12

VP, Instruction: [Signature]
Date: 10-24-12

PPA.Frm (Reg 469) 8-8-97
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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<tbody>
<tr>
<td></td>
<td>Osborne</td>
<td>Caroline R.</td>
<td></td>
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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
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)

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

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

**Instruction**

**Job Title/Position:**

**Part Time Director**

**Budgeted Position?** ☑ Yes ☐ No

**Budget Number:**

**See Attached for Budget Numbers**

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

1111 A 016

**Specialized Area:**

Senior Citizens Program

**Funded in which FY?**

FY12

**Position No. (NBAPOSN):**

GNTA99

**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 27 weeks

**PROPOSED Division/Unit:**

**Instruction**

**Job Title/Position:**

**Part-Time Director**

**Budgeted Position?** ☑ Yes ☐ No

**Name of Replaced Employee:**

**See Attached for Budget Numbers**

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

1111 A 016

**Specialized Area:**

Senior Citizens Program

**Funded in which FY?**

FY 2012-2013

**Position No. (NBAPOSN):**

GNTA99

**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 50 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

**Date**

9-20-12

**Approved by Division Chair:**

**Date**

**Reviewed by Human Resources**

**Date**

**Budget Approval**

**Date**

10/17/12

**Approved by Cabinet Level Supervisor**

**Date**

**Date approved by Board or not applicable**

Reg. 821

A12100042

Revised May 5, 2009
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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<tbody>
<tr>
<td></td>
<td>Lewis</td>
<td>Richard</td>
<td>S</td>
<td></td>
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</table>

**Part I: Check all that apply**

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

**CURRENT**

- Division/Unit: Vocational Instruction - Youth Activites
-Job Vacancy No.: (if applicable) 1111 A 014
- Specialized Area: Kid's College
- Budgeted Position? Yes No
- Funded in which FY? FY12
- Budget Number: 1610.14049.6102.1010
- Position No. (NBAPOSN): KIDS99

**Compensation:**

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

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<td>5-21-12</td>
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Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 16 weeks

**PROPOSED**

- Division/Unit: Vocational Instruction - Youth Activites
- Job Vacancy No.: (if applicable) 1111 A 014
- Specialized Area: Kid's College
- Budgeted Position? Yes No
- Name of Replaced Employee: John Doe
- Budget Number: 1610.14049.6102.1010
- Position No. (NBAPOSN): KIDS99

**Compensation:**

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

<table>
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<th>$ 15,000.00</th>
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<th>Step</th>
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<td>12/31/12</td>
</tr>
<tr>
<td>8-23-13</td>
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</table>

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 20 weeks

**Explanation of Action:**

Pay $100,000.00 a month in Nov, Dec, Jan, Feb, March, April, May and $400,000.00 in June and July.

**Part II: Position/Budget Authorization**

- Recommended by Supervisor (Department Head):
  - [ ] 10/26/2
- Approved by Division Chair:
  - [ ] 10/26/2
- Approved by Vice President:
  - [ ] 10/24/12
- Approved by President:
  - [ ] 10/31/12
- Approved by Cabinet Level Supervisor:
  - [ ] 10/23/12

**Revised May 15, 2009**

**A12100046**
### Personnel Action Form

**Human Resources**

<table>
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<th>Middle Initial</th>
<th>Telephone</th>
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<tbody>
<tr>
<td></td>
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<td>Tim</td>
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**Part I:** Check all that apply

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

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

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

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

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

- Start Date: ______
- End Date: ______
- If temporary, anticipated termination date: ______

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

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

**PROPOSED** Division/Unit:

- Technology & Business
- Job Title/Position: Instructor of Engineering Design
- Budgeted Position? ☑ Yes ☐ No
- Name of Replaced Employee: Kenneth Stupka
- Budget Number: 1110.14804.6091.102

- Compensation:
  - ☑ Annual
  - ☑ Hourly
  - ☑ Other (explain)
  - Sched: FAC
  - Grade: 1
  - Step: 10
  - 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

If temporary, anticipated termination date: N/A

**Explanation of Action:**

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

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

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head)
- Date: 11/8/12
- Approved by Vice President
- Date: 11/8/12

- Approved by Division Chair
- Date: 11/8/12
- Reviewed by Human Resources
- Date: 11/8/12

- Budget Approval
- Date: 11/8/12
- Approved by President
- Date: 11/8/12

- Approved by Cabinet Level Supervisor
- Date: 11/8/12
- Date approved by Board or not applicable
- Date: 11/8/12

Reg. 821

Revised May 15, 2009

[Dean of Vocational Instruction]

Date: 11/8/12, Initial: T
### Personnel Action Form

**Banner ID #**

<table>
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<tr>
<th>Last Name</th>
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<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hann</td>
<td>Tammy</td>
<td>L</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

- City: 
- State: 
- Zip: 

### Part I: Check all that apply

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

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

- Job Title/Position:
- Budgeted Position? □ Yes □ No
- Budgeted Number:  
- Compensation: □ Annual  
  - Sched:  
  - Grade:  
  - Step:  
- □ Hourly  
  - Hrs/wk:  
  - Wks:  
- □ Other (explain):  
- 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  
- □ At-will-employee  
- □ Per contract  

**PROPOSED Division/Unit:**

- Job Title/Position:
- Instructor: Associate Degree Nursing
- Budgeted Position? □ Yes □ No
- Name of Replaced Employee: Sheila Tyne
- Budgeted Number: 1610.1481.1691.102  
- Compensation: □ Annual  
  - Sched: FAC  
  - Grade:  
  - Step:  
- □ Hourly  
  - Hrs/wk:  
  - Wks:  
- □ Other (explain):  
- 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  
- □ At-will-employee  
- □ Per contract  

### Explanation of Action:

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

**Approved by Division Chair:**  
(Initials and Date)  

**Budget Approval:**  
(Initials and Date)  

**Approved by Cabinet Level Supervisor:**  
(Initials and Date)  

**Approved by Vice President:**  
(Initials and Date)  

**Reviewed by Human Resources:**  
(Initials and Date)  

**Approved by President:**  
(Initials and Date)  

**Date approved by Board or:**  
(Initials and Date)  

**Reg: 821**  
**F1211 0039**  

**Revised May 15, 2009**  
**Received:**  
(Dean of Vocational Instruction)  
**Date:** 11/18/12  
**Initials:** RC
### 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

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

#### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**  

- [ ] Yes  
- [ ] No

**Budget Number:**

**Compensation:**

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

**S**

<table>
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<th>Wks</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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

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

**Start Date:**

**End Date:**

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

**If temporary, anticipated termination date:**

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

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

**PROPOSED Division/Unit:**

**Math and Science**

**Job Title/Position:**

**Temporary Biology Instructor**

**Budgeted Position?**  

- [ ] Yes  
- [ ] No

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

**Budget Number:**

1610.14301.6091.100

**Compensation:**

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

**S 22,775**

<table>
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**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

**If temporary, anticipated termination date:**

5-15-13

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

**Spring 2013**

**Explanation of Action:**

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - [ ]  
  - Date: 10-5-12

- **Approved by Vice President:**
  - [ ]  
  - Date: 10-4-12

- **Reviewed by Human Resources:**
  - [ ]  
  - Date: 10-5-12

- **Approved by President:**
  - [ ]  
  - Date: 10-4-12

- **Approved by Cabinet Level Supervisor:**
  - [ ]  
  - Date: 10-8-12

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

**Reg. 821**

**Revised May 14, 2006**

**F=1210 0038**
TO: Betty McCrohan
FROM: Dave Leenhouts
Division or Unit: Student Services
PERSON TO RECEIVE PPA Mark Lewis
TITLE OF PPA: SGA Advisor Wharton Campus
DATES OF ACTIVITY: Fall 2012 and Spring 2013

A. **Activity and Expected Outcomes.** Provide a brief description plus a list of tasks and expected outcomes. SGA Advisor duties include the following: Develop and organize publicity for initial meetings, develop and organize all aspects of elections for SGA officers, complete all student organization (college) processes for the SGA, develop a working knowledge of Texas Junior College Student Government Association (TJCSGA) and guide SGA students to work effectively with this group, attend TJCSGA meetings and supervise SGA students at these programs (regional and state meetings each semester), manage SGA student travel in accordance with college student travel regulations, establish (with SGA students) an annual budget for publicizing a meeting and the meeting schedule (including posting notices where appropriate), ensure that SGA students take and maintain a record of meetings, be responsible for guiding and supervising SGA students through all programs and activities that they sponsor for the entire campus (social or service), ensure that SGA students present in an appropriate fashion at public on campus and off campus programs, ensure that SGA students that are assigned to college committees are aware of their assignments and attend designated or called meetings of those committees, supervise the SGA budget for the campus (agency and institutional), supervise the SGA students and their budget at the regional and state level as the campus SGA holds office within TJCSGA, communicate effectively with the other SGA advisors to ensure continuity between SGAs on the other campuses.

B. **Cost:**

<table>
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<th>On Contract (Release time from teaching)</th>
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<th>PPA Rate</th>
<th>Work Free Hours</th>
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<td>$1,000/semester</td>
<td></td>
<td>$1,000/each semester</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td></td>
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<td>$2,000</td>
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**BUDGET NUMBER:** 1110.14101 6102.501

C. **Approvals**

**Supervisor:**

[Signature]

Date: __________

**VP:**

[Signature]

Date: 11-5-12

**Betty McCrohan:**

Date: 11-6-12

PPA Form (Reg 469)
Revised 10-21-2011
TO: Betty McCrohan

FROM: Dave Leenhouts

Division or Unit: Student Services

PERSON TO RECEIVE PPA Ken Grubb

TITLE OF PPA: SGA Advisor Sugar Land Campus

DATES OF ACTIVITY: Fall 2012 and Spring 2013

A. Activity and Expected Outcomes. Provide a brief description plus a list of tasks and expected outcomes. SGA Advisor duties include the following: Develop and organize publicity for initial meetings, develop and organize all aspects of elections for SGA officers, complete all student organization (college) processes for the SGA, develop a working knowledge of Texas Junior College Student Government Association (TJCSGA) and guide SGA students to work effectively with this group, attend TJCSGA meetings and supervise SGA students at these programs (regional and state meetings each semester), manage SGA student travel in accordance with college student travel regulations, establish (with SGA students) at time and date for weekly meetings, attend those weekly meetings, develop a working knowledge of meeting organization and procedures and guide SGA students to work effectively within those procedures, guide SGA students through the appropriate processes for publicizing a meeting and the meeting schedule (including posting notices where appropriate), ensure that SGA students take and maintain a record of meetings, be responsible for guiding and supervising SGA students through all programs and activities that they sponsor for the entire campus (social or service), ensure that SGA students present in an appropriate fashion at public on campus and off campus programs, ensure that SGA students that are assigned to college committees are aware of their assignments and attend designated or called meeting of those committees, supervise the SGA budget for the campus (agency and institutional), supervise the SGA students and their budget at the regional and state level as the campus SGA holds office within TJCSGA, communicate effectively with the other SGA advisors to ensure continuity between SGAs on the other campuses.

B. Cost:

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<td>$1,000/each semester</td>
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BUDGET NUMBER: 1610.14103.7390.400

C. Approvals

[Signature and date: 11-8-12]

[Signature and date: 11-5-12]

PPA Form (Reg 469)
Revised 10-21-2011
PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Betty McCrohan
FROM: Dave Leenhouts
Division or Unit: Student Services
PERSON TO RECEIVE PPA Scott Stripling
TITLE OF PPA: SGA Advisor Richmond Campus
DATES OF ACTIVITY: Fall 2012 and Spring 2013

A. Activity and Expected Outcomes. Provide a brief description plus a list of tasks and expected outcomes. SGA Advisor duties include the following: Develop and organize publicity for initial meetings, develop and organize all aspects of elections for SGA officers, complete all student organization (college) processes for the SGA, develop a working knowledge of Texas Junior College Student Government Association (TJCSGA) and guide SGA students to work effectively within this group, attend TJCSGA meetings and supervise SGA students at these programs (regional and state meetings each semester), manage SGA student travel in accordance with college student travel regulations, establish (with SGA students) at time and date for weekly meetings, attend those weekly meetings, develop a working knowledge of meeting organization and procedures and guide SGA students to work effectively within those procedures, guide SGA students through the appropriate processes for publicizing a meeting and the meeting schedule (including posting notices where appropriate), ensure that SGA students take and maintain a record of meetings, be responsible for guiding and supervising SGA students through all programs and activities that they sponsor for the entire campus (social or service), ensure that SGA students present in an appropriate fashion at public on campus and off campus programs, ensure that SGA students that are assigned to college committees are aware of their assignments and attend designated or called meeting of those committees, supervise the SGA budget for the campus (agency and institutional), supervise the SGA students and their budget at the regional and state level as the campus SGA holds office within TJCSGA, communicate effectively with the other SGA advisors to ensure continuity between SGAs on the other campuses.

B. Cost:

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<tr>
<td>ON OVERLOAD (Additional Compensation)</td>
<td></td>
<td></td>
<td></td>
<td>$1,000/semester</td>
</tr>
<tr>
<td>TOTAL</td>
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<td>$2,000</td>
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BUDGET NUMBER: 1210.14103.7390.400

C. Approvals

Supervisor: [Signature] Date: 11-9-12

VP: [Signature] Date: 11-5-12

PPA Form (Reg 469)
Revised 10-21-2011
**Wharton County Junior College**

**Personnel Action Form**

### Banner ID #
- Last Name
- First
- Middle Initial
- Telephone

### Address

### Part I: Check all that apply

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

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

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

### Part II: Assignment/Accounting

**CURRENT** Division/Unit:
- **Student Services**

**Job Title/Position:**
- Temporary Part Time Academic Advisor

**Budgeted Position?**
- Yes
- No

**Budget Number:**
- 1210.14101.6094.503

**Compensation:**
- $25.00/hr
  - Hourly
  - Other (explain)

**Start Date:**
- 10-1-2012

**End Date:**
- N/A

**Position No. (NBAPOSN):**
- COUS99

**Hourly Rate:**
- ($25 per hr x 32.5 hrs/wk x 32 wks = $26,000 per year)

**If temporary, anticipated termination date:**
- 08/31/12

### PROPOSED

- **Division/Unit:**
- **Student Services**

- **Job Title/Position:**
  - Temporary Part Time Academic Advisor

- **Budgeted Position?**
  - Yes
  - No

- **Budget Number:**
  - 1210.14101.6094.503

- **Compensation:**
  - $25.00/hr
    - Hourly
    - Other (explain)

- **Start Date:**
  - 09/01/12

- **Position No. (NBAPOSN):**
  - COUS99

### Explanation of Action:

- [Handwritten note]

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - Susan Denman
  - 10/1/12

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

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

- **Approved by Vice President:**
  - Date

- **Budget Approval:**
  - Date

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

- **Date approved by Board:**
  - Date

**Revised May 15, 2009**

- [Handwritten notes]
### Personnel Action Form

**Wharton County Junior College**

**Banner ID #**

**Last Name**

**First Name**

**Middle Initial**

**Phone**

**City**

**State**

**Zip**

---

**Part I: Check all that apply**

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

---

**Part II: Assignment/Accounting**

**Current Division/Unit:**

**Job Title/Position:**

**Temporarily Part Time Academic Advisor**

**Budgeted Position?**

- [x] Yes
- [ ] No

**Budget Number:**

1610.14101.6094.503

**Compensation:**

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

**Sched:** N/A

**Grade:** N/A

**Step:** N/A

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

- $25 per hr \times 500 hrs/wk \times N/A wks = $12500 per year

**Start Date:**

10-1-2012

**End Date:**

N/A

**If temporary, anticipated termination date:**

08/31/12

**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 as needed, 42 weeks

---

**Proposed Division/Unit:**

**Job Title/Position:**

**Temporarily Part Time Academic Advisor**

**Budgeted Position?**

- [ ] Yes
- [x] No

**Name of Replaced Employee:**

n/a

**Budget Number:**

1610.14101.6094.503

**Compensation:**

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

**Sched:** N/A

**Grade:** N/A

**Step:** N/A

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

- $25 per hr \times 500 hrs/wk \times N/A wks = $12500 per year

**Start Date:**

09/01/12

**End Date:**

N/A

**If temporary, anticipated termination date:**

8/31/13

**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 as needed, 42 weeks

---

**Part III: Position/Budget Authorization**

**Recommended by Supervisor** (Department Head)

**Approved by Division Chair**

**Approved by Human Resources**

**Budget Approval**

**Approved by Cabinet Level Supervisor**

**Date approved by Board or not applicable**

---

**Revised May 13, 2009**

---
**Wharton County Junior College**

**Personnel Action Form**  
Human Resources

<table>
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<th>First Name</th>
<th>Middle Initial</th>
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**Address**  
City | State | Zip

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

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

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

$____________________  
Sched __________  
Grade __________  
Step __________  
At-will-employee  
Per contract

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

If temporary, anticipated termination date: N/A

**PROPOSED**  
Division/Unit:  
Job Title/Position:  
Full Time Security Officer (Wharton Campus)  
Budgeted Position? [x] Yes [ ] No  
Name of Replaced Employee: William Bennett

**Budget Number:**  
1110.1192.6094.703

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

$24,775  
Sched __________  
Grade __________  
Step __________  
At-will-employee  
Per contract

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

If temporary, anticipated termination date: N/A

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- [ ] Recommended by Supervisor (Department Head)  
  Date: 10/18/12  
  Approved by Vice President  
  Date

- [ ] Approved by Division Chair  
  Date

- [ ] Budget Approval  
  Date: 10/18/12  
  Approved by President  
  Date

- [ ] Approved by Cabinet Level Supervisor  
  Date: 10/18/12  
  Date approved by Board or Not Applicable

Reg. 821

Revised May 15, 20__
**Personnel Action Form**

### Wharton County Junior College

**Banner ID #**

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**Part I: Check all that apply**

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 12/17/12)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### CURRENT Assignment/Accounting

**Division/Unit:**

- Student Services
- Resident Hall

**Job Title/Position:**

- Student Services
- Resident Hall

**Budgeted Position?**

- [x] Yes
- [ ] No

**Budget Number:**

- 3912.14103.6101.501

**Compensation:**

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

**$1000 month:**

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

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**Start Date:**

- 10/31/2011

**End Date:**

- 12/17/12

**If temporary, anticipated termination date:**

- N/A

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

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

**PROPOSED Assignment/Accounting**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

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</tbody>
</table>

**Start Date:**

**If temporary, anticipated termination date:**

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

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

**Explanation of Action:**

*plus room & board*

**Part III: Position/Budget Authorization**

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

- [ ] 10/31/12

**Approved by Division Chair:**

- [ ] 10/31/12

**Reviewed by Human Resources:**

- [ ] 11-5-12

**Budget Approval:**

- [ ] 11/5/12

**Approved by President:**

- [ ] 11-5-12

**Approved by Cabinet Level Supervisor:**

- [ ] 10/31/12

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

- [ ] 11-5-12

**Revised May 15, 2009**
Banner ID #: Kidd
Last Name: Kimberly
First: Middle Initial: G
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
☐ Reclassification
☐ Transfer
☐ Promotion
☐ Salary Adjustment
☐ Other (explain)

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

Job Vacancy No.: (if applicable)
0609 S 044

Current Division/Unit:
Student Services

Job Title/Position:
Student Services Specialist/Special Events Coordinator

Budgeted Position? ☑ Yes ☐ No

Budgeted Position:
Student Services

Budget Number:
1110.1410.5101

Compensation:
$ 31,425
☐ Annual
☐ Hourly
☐ Other (explain)
Sched: P
Grade: 12
Step: 6

Job Vacancy No.: (if applicable)
0609 S 044

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

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

PROPOSED Division/Unit:
Student Services

Job Title/Position:
Administrative Assistant to the Vice President

Budgeted Position? ☑ Yes ☐ No

Budget Number:
1110.1410.6101.501

Compensation:
$ 32,025
☐ Annual
☐ Hourly
☐ Other (explain)
Sched: P
Grade: 13
Step: 6

Job Vacancy No.: (if applicable)
1210 S 095

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

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

Explanation of Action:

Part III: Position/Budget/Authorization

Recommended by Supervisor (Department Head) Date: 11-11-12

Approved by Division Chair Date: 11-11-12

Budget Approval Date: 11-11-12

Date approved by Board or not applicable

Revised May 15, 2009
### Personnel Action Form

#### Wharton County Junior College

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#### Address

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#### Part I: Check all that apply

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

#### Part II: Assignment/Accounting

**CURRENT**

- Division/Unit: Administration
- Job Title/Position: Human Resources Clerk
- Budgeted Position? [ ] Yes [ ] No
- Human Resources
- Budgeted Position: [ ] Yes [ ] No
- Human Resources
- Budget Number: 1110.117.6101.6002

#### Compensation:

- [ ] Annual
- Sched 0
- [ ] Hourly
- Grade 6
- [ ] Other (explain)
- Step 1
- Hourly Rate: (Part-time only)
- $ N/A per hr x N/A hrs/wk x N/A wks = $ N/A per year
- Start Date: 02/08/12
- End Date: [ ] At-will-employee
- [ ] Per contract
- If temporary, anticipated termination date: N/A

#### PROPOSED

- Division/Unit: Administration
- Job Title/Position: Human Resources Technician
- Budgeted Position? [ ] Yes [ ] No
- Name of Replaced Employee: Lindsey Shimek
- Human Resources
- Budget Number: 1110.117.6101.6002

- [ ] Annual
- Sched 0
- [ ] Hourly
- Grade 10
- [ ] Other (explain)
- Step 1
- Hourly Rate: (Part-time only)
- $ N/A per hr x N/A hrs/wk x N/A wks = $ N/A per year
- Start Date: 11/01/12
- [ ] At-will-employee
- [ ] Per contract
- If temporary, anticipated termination date: N/A

#### Explanation of Action:

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

#### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head): [Signature]
- Date: 10-8-12
- Approved by Vice President: [Signature]
- Date: 10-9-12

- Approved by Division Chief: [Signature]
- Date: 10-8-12
- Reviewed by Human Resources: [Signature]
- Date: 10-8-12

- Budget Approval: [Signature]
- Date: 10-8-12
- Approved by President: [Signature]
- Date: 10-5-12

- Approved by Cabinet Level Supervisor: [Signature]
- Date: 10-5-12
- Date approved by Board or [ ] not applicable

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Reg. 821

Revised 02/22/2011
**Personnel Action Form**

**Wharton County Junior College**

**Banner ID #**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

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<td>Salary Adjustment</td>
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<td>Other (explain)</td>
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| Exit Reason               |   |
| Retirement                |   |
| Resignation               |   |
| Separation (date:_ __ __ _)
| Change in Assignment      |   |
| Additional Assignment     |   |
| Leave of Absence          |   |

### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** Yes No

**Budget Number:**

**Compensation:**

- Annual
- Hourly
- Other (explain)

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
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</thead>
</table>

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

**Start Date:**

**End Date:**

- At-will-employee
- Per contract

**If temporary, anticipated termination date:**

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

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

### PROPOSED Division/Unit:

**Human Resources Technician**

**Budgeted Position?** Yes No

**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

- Annual
- Hourly
- Other (explain)

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
</table>

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

**Start Date:**

**End Date:**

- At-will-employee
- Per contract

**If temporary, anticipated termination date:**

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

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

### Explanation of Action:

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head)**

**Date:**

**Approved by Vice President**

**Date:**

**Approved by Division Head**

**Date:**

**Reviewed by Human Resources**

**Date:**

**Budget Approval**

**Date:**

**Approved by President**

**Date:**

**Approved by Cabinet Level Supervisor**

**Date:**

**Date approved by Board or not applicable**

Reg. 821

Revised 02/22/2011
**Personnel Action Form**

**Employee Information**
- **Banner ID #**
- **Last Name**: Shimek
- **First Name**: Lindsey
- **Middle Initial**: A
- **Classification**: New Employees
- **Grade**: 10
- **Salary Adjustment**: At-will-employee

**Assignment/Accounting**
- **CURRENT Division/Unit**: Administration
- **Job Title/Position**: Human Resources Secretary
- **Budgeted Position?**: Yes
- **Budget Number**: 1110.117.6101.6002
- **Compensation**: $26,400
- **Start Date**: 02/05/08
- **End Date**: N/A

**PROPOSED Division/Unit**: Student Services
- **Job Title/Position**: Assistant Admissions Officer
- **Budgeted Position?**: Yes
- **Budget Number**: 1110.1310.6101.50
- **Compensation**: $27,000
- **Start Date**: 10/22/12

**Explanation of Action**: Indicate this employee's work schedule:
- **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**

**Reg. 821**

**Reviewed 02/22/2011**
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

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<th>☐ Retirement</th>
<th>☐ Resignation</th>
<th>☐ Separation (date 10/23/2012)</th>
<th>☐ Change in Assignment</th>
<th>☐ Additional Assignment</th>
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**Part II: Assignment/Accounting**

**CURRENT** Division/Unit: Security

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<th>Part Time Security Officer (Wharton Campus)</th>
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<td>Budgeted Position?</td>
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<td>End Date:</td>
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- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:
  - ☐ 9 months
  - ☐ 10 1/2 months
  - ☒ 12 months
  - ☐ Other 52 weeks

**PROPOSED** Division/Unit: Security

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<th>☐ Yes ☒ No</th>
<th>Name of Replaced Employee:</th>
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- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:
  - ☐ 9 months
  - ☐ 10 1/2 months
  - ☒ 12 months
  - ☐ Other 52 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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<td>10/25/12</td>
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<th>Date</th>
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### Personnel Action Form

#### Human Resources

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### Part I: Check all that apply

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

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

### Part II: Assignment/Accounting

#### CURRENT

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

- Budgeted Position? [ ] Yes [ ] No

- Budget Number:

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<th>Step</th>
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<td>$11.62</td>
<td>Other (explain)</td>
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- Start Date: [ ] At-will-employee [ ] Per contract

- If temporary, anticipated termination date:

#### PROPOSED

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

- Budgeted Position? [ ] Yes [ ] No

- Name of Replaced Employee: N/A

- Budget Number: 1210-1192-6108-701

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<tr>
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</table>

- Start Date: 10/29/2012 [ ] At-will-employee [ ] Per contract

- If temporary, anticipated termination date:

### Explanation of Action

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 52 weeks

### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head) [ ] Date: 10/23/12

- Approved by Division Chair [ ] Date: 10/23/12

- Budget Approval
  - Approved by President [ ] Date: 10/30/12
  - Date approved by Board 10/30/12

- Approved by Cabinet Level Supervisor [ ] Date: 10/22/12

- Reviewed by Human Resources [ ] Date: 10/30/12

- Reviewed by Vice President [ ] Date: 10/23/12

- Reviewed by President [ ] Date: 10/30/12

Reg. 821 S1210 0156

Revised May 15, 2009
**Personnel Action Form**

**Human Resources**

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<tr>
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<td>R</td>
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**Address**

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**Part I: Check all that apply**

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 11/07/12)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**CURRENT Division/Unit:**

Administrative Services

Job Title/Position:

Part Time Open Computer Lab Monitor

Budgeted Position? Yes No

Budget Number:

1210.1494.6102.102

Compensation:

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

Sched N/A

Grade N/A

Step N/A

At-will-employee Per contract

Position No. (NBAPOSN): LRNP99

Start Date: 09/25/02

End Date: 11/07/12

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 48 weeks

**PROPOSED Division/Unit:**

Job Title/Position:

Specialized Area:

Funded in which FY?

Fiscal Year (FY): FY13

Budget Number:

Compensation:

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

Sched ______

Grade ______

Step ______

At-will-employee Per contract

Position No. (NBAPOSN):

Start Date:

If temporary, anticipated termination date:

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

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

Explaination of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head):

Approved by Vice President:

Date: 11/8/12

Date: 11/8/12

Approved by Division Chair:

Revised by Human Resources:

Date: 11/8/12

Budget Approval:

Approved by President:

Date: 11/8/12

Approved by Cabinet Level Supervisor:

Date: 11/8/12

Date approved by Board of: Not applicable

Reg. 221

S1211 0164

Revised May 15, 2006
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<td>☐ Reclassification</td>
<td>☐ Separation (date: 10-22-12)</td>
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<td>☒ Support Staff</td>
<td>☐ Transfer</td>
<td>☐ Change in Assignment</td>
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<td>☐ Temporary</td>
<td>☐ Promotion</td>
<td>☐ Additional Assignment</td>
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<td>☒ Part-Time</td>
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### Part II: Assignment/Accounting

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<tr>
<th>Job Title/Position:</th>
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<th>Budgeted Position?</th>
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| $ 15.00 per hr x 18 hrs/wk x 14 wks = $ 3,780 per year |

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### PROPOSED

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| Name of Replaced Employee: | |
|---------------------------||

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<tr>
<th>☐ At-will-employee</th>
<th>☐ Per contract</th>
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| Job Vote No.: (if applicable) | |
|-------------------------------||

| Specialized Area: | |
|-------------------||

| Funded in which FY? | |
|---------------------||

| Position No. (NBAPOSN): | |
|-------------------------||

### Part III: Position/Budget Authorization

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Revised May 15, 2009
### Personnel Action Form

**Wharton County Junior College**

**Banner ID #**

**Last Name** Garcia

**First Name** Caroline

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

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

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

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

### Part II: Assignment/Accounting

**CURRENT**

- Division/Unit: CEWW99
- Job Title/Position: Vocational Instruction/Senior Citizens
- Budgeted Position? ☒ Yes ☐ No
- Budget Number: 21758.6001.6126.301 & 21768.6001.6136.301

**Compensation:**

- ☐ Annual
- ☒ Hourly
- ☐ Other (explain)

- Sched: N/A
- Grade: N/A
- Step: N/A

- Hourly Rate: (Part-time only)
  - $7.45 per hr x 19 hrs/wk x 50 wks = $6,257.50 per year

- Start Date: 10/01/11
- End Date: N/A

- 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 50 weeks

**PROPOSED**

- Division/Unit: CEWW99
- Job Title/Position: Vocational Instruction/Senior Citizens
- Budgeted Position? ☒ Yes ☐ No
- Name of Replaced Employee: N/A

- Budget Number: 21759.6001.6126.301 & 21769.6001.6136.301

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

- Sched: N/A
- Grade: N/A
- Step: N/A

- Hourly Rate: (Part-time only)
  - $7.45 per hr x 19 hrs/wk x 50 wks = $6,257.50 per year

- Start Date: 10/01/12
- End Date: N/A

- 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 50 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head)
- Date: 9-21-12
- Approved by Division Chair
- Date: 10-17-12
- Budget Approval
- Date: 10-17-12
- Approved by Cabinet Level Supervisor
- Date: 10-17-12

**Job Vacancy No.:** (if applicable) 1001 S 001

**Specialized Area:** Senior Citizens

**Funded in which FY:** FY '11 - '12

**Position No. (NBAPOSN):** CEWW99

**Job Vacancy No.:** (if applicable) 1001 S 001

**Specialized Area:** Senior Citizens

**Funded in which FY:** FY '12 - '13

**Position No. (NBAPOSN):** CEWW99

---

Revised May 13, 2013

Reg. 821
### Part I: Check all that apply

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

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

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

### Part II: Assignment/Accounting

**CURRENT** Division/Unit: Vocational Instruction/Senior Citizens

**Job Title/Position:** Eagle Lake Site Manager

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

**Budget Number:** 21788.6002.6124.301

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

**Sched** N/A

**Grade** N/A

**Step** N/A

**At-will-employee** [x]

**Per contract** []

**Start Date:** 10/01/11

**End Date:** N/A

**Hourly Rate:** (Part-time only)
- N/A

**Specialized Area:** Senior Citizens

**Funded in which FY?** FY '11 - '12

**Position No. (NBAPOSN):** CEWW99

**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 50 weeks

### PROPOSED Division/Unit: Vocational Instruction/ Senior Citizens

**Job Title/Position:** Eagle Lake Site Manager

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

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

**Budget Number:** 21789.6002.6124.301

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

**Sched** N/A

**Grade** N/A

**Step** N/A

**At-will-employee** [x]

**Per contract** []

**Start Date:** 10/01/12

**End Date:** N/A

**Hourly Rate:** (Part-time only)
- N/A

**Specialized Area:** Senior Citizens

**Funded in which FY?** FY '12 - '13

**Position No. (NBAPOSN):** CEWW99

**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 50 weeks

**Explanation of Action:**

---

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):** [Signature] 9-20-12

**Approved by Vice President:** [Signature] Date: 9-21-12

**Reviewed by Human Resources:** [Signature] Date: 10-17-12

**Budget Approval:** [Signature] Date: 10-17-12

**Date approved by Board or Committee:** 10-18-12

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**Reg. 821** S1210 0150

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**Revised May 15, 2010**
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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<tr>
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**Part I: Check all that apply**

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

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

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

**Regular**
- [x] Part-Time

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

1109 S 060

**Specialized Area:**
- [ ] Senior Citizens

**Funded in which FY:**
- [ ] FY '11 - '12

**Position No. (NBAPOSN):** CEWW99

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:
- [ ] Vocational Instruction/Senior Citizens

**Job Title/Position:**
- [ ] Wharton Site Manager

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

**Budget Number:**
- [ ] 21768, 6001, 6118.301

**Compensation:**
- [ ] $7.25 Hourly
- [ ] $7.25 Per contract
- [ ] $7.25 Anual
- [ ] $7.25 At-will-employee

**Start Date:**
- [ ] 10/03/11

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

**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 6-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 50 weeks

**Hourly Rate: (Part-time only)**
- [ ] $7.25 per hr x 19 hrs/wk x 50 wks = $6,887.50 per year

**Part II: Assignment/Accounting**

**PROPOSED** Division/Unit:
- [ ] Vocational Instruction/ Senior Citizens

**Job Title/Position:**
- [ ] Wharton Site Manager

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

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

**Budget Number:**
- [ ] 21769, 6001, 6118.301

**Compensation:**
- [ ] $7.35 Hourly
- [ ] $7.35 At-will-employee
- [ ] $7.35 Per contract
- [ ] $7.35 Anual

**Start Date:**
- [ ] 10//01/12

**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 6-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 50 weeks

**Hourly Rate: (Part-time only)**
- [ ] $7.35 per hr x 19 hrs/wk x 50 wks = $6,982.50 per year

**Part III: Position/Budget Authorization**

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

**Date:**
- [ ] 9-20-12

**Approved by Division Chair:**

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

- [ ] Approved by President

**Budget Approval:**

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

**Date:**
- [ ] Approved by Board or not applicable

**Reg. 821 1210 0152**

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

**Personnel Action Form**

<table>
<thead>
<tr>
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<th>First</th>
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<tbody>
<tr>
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<tr>
<th>Address</th>
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<th>Zip</th>
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</table>

### 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
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: __________)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

**CURRENT** Division/Unit:

- Job Title/Position:
- Budgeted Position? [ ] Yes [ ] No
- Budget Number:

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

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

- If temporary, anticipated termination date:

**PROPOSED** Division/Unit:

- Job Title/Position:
- Part Time Security Officer-SUG (Julie Rivers Centrplex)
- Budgeted Position? [ ] Yes [ ] No
- Name of Replaced Employee: N/A
- Budget Number:

<table>
<thead>
<tr>
<th>Compensation</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 11.62</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

- If temporary, anticipated termination date:

**Explanation of Action:**

- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other 48 weeks

- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other 48 weeks

- Revised May 15, 2009

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**Reg. 821**

**S1210 0142**
**Personnel Action Form**

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**Address**

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**Part I: Check all that apply**

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<tr>
<td>☐ Salary Adjustment</td>
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<td>☐ Other (explain)</td>
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| ☐ Retirement |
| ☐ Resignation |
| ☐ Separation (date: ______) |
| ☐ Change in Assignment |
| ☐ Additional Assignment |
| ☐ Leave of Absence |

**Part II: Assignment/Accounting**

**CURRENT**

<table>
<thead>
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<th>Division/Unit:</th>
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<tbody>
<tr>
<td>Vocational Instruction/Senior Citizens</td>
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<table>
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<th>Job Title/Position:</th>
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<tbody>
<tr>
<td>East Bernard Site Manager</td>
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<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>☑ Yes</th>
<th>☐ No</th>
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<td>☑ Hourly</td>
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<tr>
<td>$ 7.45 per hr × 6 hrs/wk × 50 wks = $ 2,235.00 per year</td>
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**PROPOSED**

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<th>☐ No</th>
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<td>N/A</td>
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<th>Hourly Rate: (Part-time only)</th>
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<td>$ 7.55 per hr × 3 hrs/wk × 50 wks = $ 1,132.50 per year</td>
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<tr>
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**Explanation of Action:**

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

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☑ Other 50 weeks

**Part III: Position/Budget Authorization**

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

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<th>Date</th>
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**Approved by Division Chair:**

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**Budget Approval:**

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<td>10/17/12</td>
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**Date approved by Board or (if not applicable):**

**Reg. 821**

**S1200153**

**Revised May 15-2009**
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

<table>
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<td></td>
<td>Streckfuss</td>
<td>Geraldine</td>
<td>V.</td>
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<table>
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<tbody>
<tr>
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**Part I: Check all that apply**

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<tr>
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<tbody>
<tr>
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<td>☐ Salary Adjustment</td>
<td>☐ Leave of Absence</td>
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<tr>
<td>☐ Retirement</td>
<td>☐ Resignation</td>
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<td>☐ Separation (date: )</td>
<td>☐ Change in Assignment</td>
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<tr>
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</tr>
<tr>
<td>☒ Regular</td>
<td>☐ Part-Time</td>
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**Part II: Assignment/Accounting**

**CURRENT**

Division/Unit: Vocational Instruction/Senior Citizens

Job Title/Position: P/T Driver & Weimar Site Manager

Budgeted Position? ☒ Yes ☐ No

Budget Number: 21778.6002.6126.301, 21788.6002.6125.301, 21788.6002.6126.301

Compensation:

<table>
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<th>☐ Annual</th>
<th>☒ Hourly</th>
<th>☐ Other (explain)</th>
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<tr>
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<td>Grade N/A</td>
<td>Step N/A</td>
</tr>
</tbody>
</table>

Start Date: 10/01/11

If temporary, anticipated termination date: N/A

**PROPOSED**

Division/Unit: Vocational Instruction/ Senior Citizens

Job Title/Position: P/T Driver & Weimar Site Manager

Budgeted Position? ☒ Yes ☐ No

Budget Number: 21779.6002.6126.301 & 21789.6002.6126.301

Compensation:

<table>
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<th>☒ Hourly</th>
<th>☐ Other (explain)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Grade N/A</td>
<td>Step N/A</td>
</tr>
</tbody>
</table>

Start Date: 10/01/12

If temporary, anticipated termination date: N/A

**Explanation of Action:**

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

- ☐ 9 months
- ☐ 10 1/2 months
- ☒ 12 months
- ☒ Other 50 weeks

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date 9-26-12

Approved by Division Chair Date

Budget Approval Date

Date approved by Board or ☒ not applicable

Reg. 821 512100149

Human Resources

Approved by Vice President Date 9-30-12

Reviewed by Human Resources Date 10-17-12

Approved by President Date 10-18-12

Date approved by Board or ☒ not applicable

Revised May 2012
Personnel Action Form

Wharton County Junior College

Banner ID #

Last Name: Wesselski
First Name: Fred
Middle Initial: W.

Address
City
State
Zip

Part I: Check all that apply

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

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

Part II: Assignment/Accounting

Current Division/Unit:

Job Title/Position:

Budgeted Position? [ ] Yes [ ] No

Budget Number:

Compensation:

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

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

Start Date: End Date:

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

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

Proposed Division/Unit:

Security

Job Title/Position:

Part-Time Security Officer-Bay City Campus

Budgeted Position? [ ] Yes [ ] No

Name of Replaced Employee: N/A

Budget Number:

Compensation:

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

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

Start Date: End Date:

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 52 weeks

Explanation of Action:

Recommended by Supervisor (Department Head)

Approved by Division Chair

Budget Approval

Approved by Cabinet Level Supervisor

Approved by Vice President

Reviewed by Human Resources

Approved by President

Date

Date

Date

Date

Date

Date

Date

Date

Approved by Vice President

Reviewed by Human Resources

Approved by President

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Date
**Personnel Action Form**

**Human Resources**

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### Part I: Check all that apply

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

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

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

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

### Part II: Assignment/Accounting

**CURRENT**

- **Division/Unit:** Instruction
- **Job Title/Position:** Administrative Assistant to VPI
- **Budgeted Position?** [x] Yes [ ] No
- **Budgeted Position No.:** 1110.1401.6101.400

- **Compensation:** $31,375
- **Start Date:** 07/07/08

- **Job Vacancy No.: (if applicable)**
  - 1105 S 033

- **Specialized Area:** Administration
- **Funded in which FY?** FY13

- **Position No. (NBAPOSN):** AD2002

- **Compensation:** $32,575
- **End Date:** N/A

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

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

### PROPOSED

- **Division/Unit:** Instruction
- **Job Title/Position:** ABE Transitions Specialist
- **Budgeted Position?** [x] Yes [ ] No
- **Name of Replaced Employee:** Amanda Frankum
- **Budgeted Position No.:** 21292.6012.6186.1012

- **Compensation:** $32,575
- **Start Date:** 11/12/12

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

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

### Explanation of Action:

- [ ] Other 12 Months

---

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):** Amanda Frankum
- **Date:** 10/24/12

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

- **Budget Approval:**
- **Date:**

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

- **Approved by Vice President:**
- **Date:**

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

- **Approved by Governor:**
- **Date:**

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

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**Reg. 821**

**Revised May 1, 2009**
Wharton County Junior College

Personnel Action Form

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

**Part I: Check all that apply**

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

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

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

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**
Youth Activities

**Job Title/Position:**
Youth Activities Secretary

**Budgeted Position?**
- Yes
- No

**Budget Number:**
1610.14049.6102.1010

**Compensation:**
- $15.00
  - Hourly
  - Grade N/A
  - Step N/A

**Start Date:**
10-22-12

**End Date:**
N/A

**At-will-employee**
- Per contract

**If temporary, anticipated termination date:**
8-12-2011

Most regular full-time teaching faculty, though employed by the school 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 20 weeks

**PROPOSED Division/Unit:**
Youth Activities

**Job Title/Position:**
Youth Activities Secretary

**Budgeted Position?**
- Yes
- No

**Name of Replaced Employee:**

**Budget Number:**
1610.14049.6102.1010

**Compensation:**
- $15.00
  - Hourly
  - Grade N/A
  - Step N/A

**Start Date:**
11/01/12

**At-will-employee**
- Per contract

**If temporary, anticipated termination date:**
8-23-2013

Most regular full-time teaching faculty, though employed by the school 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 20 Weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

**Approved by Division Chair:**

**Approved by Budget Chair:**

**Approved by Board or Parent:***

**Reg. #21**

**Received:**

**Vice President of Instruction:**

**Dean of Vocation Instruction:**

**Date:**

**Revise May 15, 2009**
**Personnel Action Form**

**Department:** Human Resources

<table>
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<tr>
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<tbody>
<tr>
<td></td>
<td>Guevara</td>
<td>Maria</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT**  Division/Unit:

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

**Compensation:**

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

**$**

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

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

**Start Date:**

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

**PROPOSED**  Division/Unit:

- Adult Basic Education
- Job Title/Position: ABE Aide
- Budgeted Position? [ ] Yes [ ] No
- Name of Replaced Employee: N/A
- Funded in which FY?
- Budget Number:
- Position No. (NBAPOSN):

**Compensation:**

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

**$ 11.91**

- [ ] Hourly Rate: (Part-time only)
  - $ 11.91 per hr x 20 hrs/wk x 34 wks = $ 8,098.84 per year

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

**Start Date:**

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 34 Weeks

**Explanation of Action:**

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 34 Weeks

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head):
  - Date: 10/3/12
- Approved by Vice President:
  - Date: 10/16/72
- Approved by Division Chair:
  - Date: 10/16/12
- Reviewed by Human Resources:
  - Date: 10/16/12
- Budget Approval:
  - Date: 10/16/12
- Approved by President:
  - Date: 10/16/12
- Date approved by Board: [ ] applicable

Reg. 821  S1210 0147

Revised May 15, 2000
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
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</table>

**Address**

<table>
<thead>
<tr>
<th>Classification:</th>
<th>New Employee</th>
<th>Extension</th>
<th>Reclassification</th>
<th>Transfer</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
<th>Retirement</th>
<th>Resignation</th>
<th>Separation (date) 10/31/12</th>
<th>Change in Assignement</th>
<th>Additional Assignment</th>
<th>Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ Support Staff</td>
<td>☐ Full-Time</td>
<td>☐ Part-Time</td>
<td>☐ Temporary</td>
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</tbody>
</table>

**CURRENT**

**Division/Unit:**

Learning Assistance Center - FBTC

**Job Title/Position:**

Part-time reading/writing tutor

**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:**

1210.1493.6094.100

**Compensation:**

$ 15.00 ☐ Annual ☐ Hourly ☐ Other (explain) ☐ At-will-employee ☐ Per contract

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/01/12</td>
<td>10/31/12</td>
</tr>
</tbody>
</table>

**Job Vacancy No.:** (if applicable) 0712 S 060

**Specialized Area:**

FBTC LAC

**Funded in which FY?** 2012-2013

**Position No. (NBAP0SN):** TUTF99

**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 40 weeks

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** ☐ Yes ☐ No

**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

$ ☐ Annual ☐ Hourly ☐ Other (explain) ☐ At-will-employee ☐ Per contract

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>☐ Per contract</th>
</tr>
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<tbody>
<tr>
<td>9/01/12</td>
<td></td>
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</table>

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

$15 per hr x 12 hrs/wk x 40 wks = $18,000.00 per year

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

**Specialized Area:**

**Funded in which FY?**

**Position No. (NBAP0SN):**

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

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

**Explanation of Action:**

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

Natalie Stavinoha 10/13/12

**Approved by Vice President Date**

Luc 10-15-12

**Reviewed by Human Resources Date**

JG JG 10-16-12

**Approved by Division Chair Date**

**Budget Approval Date**

Approved by President Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or ☐ not applicable

Reg. 821

S1210 0148

Revised May 13, 2009
**Wharton County Junior College**

**Personnel Action Form**

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<td></td>
<td>Pratt</td>
<td>Olivia</td>
<td>L</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

**City**

**State**

**Zip**

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification:</th>
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</table>

- Administrative/Professional Staff
- Faculty
- Support Staff

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

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

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

Job Vacancy No.: (if applicable)

Job Title/Position:

Specialized Area:

Budgeted Position? □ Yes □ No

Funded in which FY?

Budget Number:

Position No. (NBAPOSN): TUTS99

Compensation:

- Annual
- Hourly
- Other (explain)

- Sched
- Grade
- Step

- $ erek rate: (Part-time only)
  - $ _____per hr x _____ hrs/wk x _____ wks =
  - $ _____per year

- At-will-employee
- Per contract

Start Date: End Date:

If temporary, anticipated termination date:

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

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

**PROPOSED** Division/Unit:

Learning Assistance Center

Job Title/Position:

Specialized Area:

Part-time reading/writing tutor assistant:

Budgeted Position? □ Yes □ No

Name of Replaced Employee: N/A

Funded in which FY? 2012-2013

Budget Number:

Position No. (NBAPOSN): TUTF99

Compensation:

- Annual
- Hourly
- Other (explain)

- Sched
- Grade
- Step

- $ 7.25

Hourly Rate: (Part-time only)

- $ 7.25per hr x 10 hrs/wk x 6 wks =
- $ 435.00 per year

Start Date: 11-05-12

- 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 6 wks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date

Approved by Division Chair Date

Reviewed by Human Resources Date

Budget Approval Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or not applicable

Reg. 821

Revised May 15, 20-

S12100159
EXECUTIVE SESSION

A. President's Evaluation for 2011 – 2012
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 006: Board Policy and Bylaw Development
2. Regulation 112: Format For College Regulations
3. Regulation 133: Logo: Use On College Publications
4. Regulation 253: Request For Textbook Desk Copies
5. Regulation 371: Facilities Usage By Community Groups
6. Regulation 411: Operating Budget, Financial Reports, and Audits
7. Regulation 418: Investments
8. Regulation 485: College Sponsored Student Travel
9. Regulation 661: Student Attendance
10. Regulation 666: Audit of Credit Courses
11. Regulation 749: GED Testing Center

B. Information Item:

1. Regulation 111: Establishing College Regulations
BOARD POLICY AND BYLAW DEVELOPMENT

I. BACKGROUND and/or LEGAL REFERENCE

The Board shall adopt such rules, regulations, and bylaws as it deems advisable and consistent with law. Education Code 130.082(d)

II. POLICY

A. Policy Development

The District shall be governed in accordance with written policies adopted by a majority of the Board. Policies and policy amendments may be initiated by the College President, or by any member of the Board. All requests for policy considerations from faculty, or employees, or community citizens shall be in writing to the College President. All such requests shall be reviewed, evaluated, and presented with recommendations by the College President, for consideration by the Board.

B. Adoption

The Board shall have the sole right and discretion to adopt policies. Regulation 111, part III, section B states the following:

“Official policies governing the operation of the college must be in written form and must be approved by the Board of Trustees. Formal adoption of a policy is effected when the policy is approved by a majority of the members of the Board in attendance at a duly constituted meeting of the Board.” (WCJC Regulations, Reg.111, III, B.)

C. Repeal of Previous Policies

Through the adoption of these policies, all previously adopted policies are repealed and of no force or effect. Any subsequent amendment of or addition to these policies shall repeal any policies in conflict with it.

D. Proposed Policies or Amendments

Proposed policies or amendments may be introduced and approved by the Board at one meeting or action may be delayed until a subsequent meeting. Regulation 111, part III, section C states the following:

“At the discretion of the Board, proposed College policies may be introduced and approved during the course of a single meeting or may be lodged at one meeting, with action by the Board to approve or not approve delayed until the following meeting.” (WCJC Regulations, Reg.111, III, C.)

Written comments from College employees, the faculty advisory committee council, or from the general public concerning all policy proposals will be received in the office of the College President for a period of fifteen calendar days following the date of the first reading of the policy proposal. The College President shall present all comments so received, together with his own recommendations, to the Board to be considered prior to the second reading of the policy proposal. The Board makes any final determinations on the creation or amendment of policy.

E. Administrative Directive

When action is urgently required in an area not covered by Board policy, the College President shall have the power to
act by administrative directive. The College President shall inform the Board promptly of such action.

F. Official Policy Manual

The Board shall designate one copy of the policy manual as the official policy manual of the District. The official copy shall be kept in the College President's office, and the President or designee shall be responsible for its accuracy and currency. If discrepancies occur between different copies of the manual distributed throughout the District, the version contained in the official policy manual shall be regarded as authoritative. Copies of the policy manual shall be available throughout the College, and to the extent possible the manual shall be available on the College's website.

G. Harmony with Law

No policy or regulation, nor any portion thereof, shall be operative if it is found to be in conflict with applicable law. No policy of the District shall be interpreted or applied so as to cause circumvention or negation of applicable law.

(POLICY APPROVAL: 7-24-89, Board of Trustees)

BAM, Rev. 10-23-07

Reg 006
FORMAT FOR COLLEGE REGULATIONS

I. PURPOSE

Describes the format and guidelines for submitting and maintaining college regulations, which are compiled in a document entitled WCJC Regulations: Policy and Procedures Manual of the College (Reg Manual, for short).

II. CONTENT AND DEFINITIONS

In the format for regulations given below, definitions are provided as needed within each section. Except for the POLICY section of a regulation, which may be written in the imperative, verbs should be indicative and in the present tense.

Normally, all regs consist of a minimum of three sections, identified by uppercase Roman numerals:

PURPOSE
POLICY
PROCEDURES

This order remains the same regardless of any other sections that may be inserted between them.

Regs may also contain any or all of the following sections:

BACKGROUND INFORMATION and/or LEGAL REFERENCE
DEFINITIONS
GUIDELINES
OTHER

The normal ordering and numbering for these sections are as follows (though this format may be adjusted when required by content):

I. PURPOSE
II. POLICY
III. BACKGROUND INFORMATION
IV. DEFINITIONS
V. PROCEDURES
VI. GUIDELINES
VII. OTHER

If a section is excluded from the regulation, the numbering of the sections is adjusted accordingly.

Purpose: Provides a brief statement of the reason for the regulation itself, as distinguished from the purpose or function of the subject of the regulation. If the latter is addressed at all, it is normally confined to BACKGROUND INFORMATION and should be brief.

Policy: Defines what is to be done as a general practice; hence, any general rule, principle, plan, or course of action governing operations at the college that has been officially adopted and recorded in writing by either of the following acting as formal agents of the college: the Board of Trustees or the
President of the College. (If not approved by one of these executive agencies, the matter is not a college policy.)

*Procedures:* Define how and by whom policy is to be implemented; hence, specific administrative rules, operations, steps, processes, responsibilities, and authorities for implementing policies.

*Guidelines:* Provide further information on who, when, and why of policy and procedures. Guidelines supply information that amplifies and offers guidance for carrying out procedures; e.g., by listing deadlines, timetables, and the like, and by advising what should be done in certain instances rather than prescribing what must be done.

*Regulations:* Written codification of policies, procedures, and guidelines formally adopted by the college to govern the conduct of operations. Regulations are given a three-digit number and are collected in a manual entitled WCJC Regulations: Policy and Procedures Manual of the College (also referred to as Regulations Manual, for short).

Citations of these regulations are made in any of the following ways: College Regulation 324, Regulation 324, Reg 324 (but not Reg # 324; i.e., the "#" sign is not included).

References to sections within a reg are made as follows: Section II.B.3 for the third numbered item in paragraph B of the second section. Periods without spaces are used to separate the elements of a citation, with no punctuation following the final element unless that punctuation is part of the sentence (as opposed to being part of the citation).

## III. LAYOUT

*Font:* Regulations are typed/printed in 10-point Times Roman or New Century Schoolbook.

*Margins:* Top, bottom, left, and right margins are all one inch from the edge of 8½-by-11-inch paper.

*Headers and Numbers:* All pages following the first page have a header in the upper left-hand corner, which consists of the regulation identifier (Reg 324) and a page number in the upper right-hand corner. The first page contains no page number, but the regulation identifier (Reg 324) is inserted in the right-hand box of the banner along the top of the page.

*Title:* The title is centered, bold, and all caps. It appears on line 1.38 of the first page.

*Authority:* The following parenthetical notation is included as a separate paragraph at the end of the POLICY section:

    (POLICY APPROVAL: __ __ __, ____________)

The first element is typed in caps; it is followed by the date the policy was finally approved for implementation and then the approving body (the Board of Trustees).

*Origination:* Following the final paragraph of the body of the regulation, a notation is made (flush right) indicating the initials of the person who drafted the regulation and, separated by a virgule, the Cabinet member through whom the draft was submitted to the college governance structure for review and discussion prior to final approval. The date of the final draft is inserted immediately below these initials.

LVT/PP
10-8-86

This indicates that the reg was drafted by Ludvig von Trilobite and submitted through Dr. Penny Pincher, the dean of XYZ. LVT finalized his draft on October 8, 1986.

Closing: Three lines appear (flush left) at the very end of a draft regulation:

Reg 324
Date of this draft: ______________
Deadline for return of comments to Extended Cabinet: ______________

After the regulation has been discussed, revised, and approved for implementation, the last two of these three lines are deleted (though the regulation identifier remains), and the regulation is promulgated.

Distribution: All holders of a regulation manual receive the final, promulgated regulations placed on the college website (Internet and Intranet), which they insert in their manuals, and are responsible for maintaining the currency of their manuals. Regulations that have not yet been officially approved are referred to as draft regulations; those that have been officially approved are promulgated regulations. Draft regulations are distributed without a banner; promulgated regulations are disseminated with a banner at the top of the first page. The official Regulations Manual resides in the office of the college president. It is the source and repository for all regulations; hence, in the event of a disagreement concerning the authenticity, contents, or date of a regulation, the regulation as it appears in the master manual in the president's office decides the matter.

FRV/FRV
11-17-94

Reg 112
I. PURPOSE

Identifies the approved college logos and presents procedures and guidelines for their use.

II. DEFINITIONS

A. Logo. A logo is an identifying mark that represents the college. It may be a letter, a graphic symbol, or the college's entire name in a specified typestyle, or it may be all these taken together. As used herein, "logo" refers to an approved combination of lettering and graphic symbol. Whenever more specificity is warranted, reference is made to "symbol" (or "graphic symbol") or "lettering." (This regulation pertains only to the use of the college logo; it does not address the use of the college seal, which is under the exclusive control of the Board of Trustees and is reserved for certain institutional uses that are officially the province of the Board.)

B. Publication: online or printed material produced at, by, or for Wharton County Junior College or any of its activities, units, groups, or organizations (students, faculty, or staff) whether intended for internal or external distribution, whether electronically distributed, posted online, or mailed or posted on bulletin boards, and whether produced on campus or off campus. Publications include, but are not limited to, advertisements, announcements, brochures, calendars, catalogs, certificates, class schedules, directories, fliers, forms, greeting cards, handbooks, invitations, maps, newsletters, news releases, posters, programs of events, tickets and other notifications of convocations, meetings, lunches, or performances. (Materials for use in class such as syllabi and other handouts are exempted from this policy, as are materials produced by students for class projects.)

III. POLICY

A. College Logo. The college name and its representation in logos, seals, and symbols are the property of Wharton County Junior College. Accordingly, no person, group, organization, or agency may reproduce the college's name, the college logo, the college graphic symbol, or the college seal, nor may they be employed for profit-making ventures, without prior permission from an authorized representative of the college.

1. All publications shall contain the official college logo in one of its approved configurations. (See logo art and stationery attached illustrations on college's intranet site.)

2. All materials produced by or for a college entity (an individual employee or a faculty, staff, or student organization) that is to be distributed or exhibited on college premises (e.g., on bulletin boards) must carry the college logo and graphic symbol. The Office of Student Activities Services Office, therefore, may not grant approval for any item to be posted on bulletin boards unless the item meets this specification. (Personal materials submitted by individuals* concerning, e.g., sales of personal items, apartments for rent, car-pooling* are not required to display the logo and symbol, though such materials must still be approved by Student Activities the Office of Student Services prior to posting.)

3. The logo shall not be redrawn, re proportioned, photocopied, modified, or altered in any way. The logo shall be reproduced for publication from line art, PMTs, or other "masters" available from the Director of Public Relations (D/PR) by using logo art available on the college's intranet site.
B. Exceptions to the above policy may be authorized by the President for certain functions or units (for example, athletic events or marketing items.)

(POLICY APPROVAL: 8-16-95, Board of Trustees)

IIIIV. PROCEDURES AND GUIDELINES

A. To promote a consistent image of the college, to enhance the recognition value of college publications, and to create and sustain an easily recognizable identity for the college, all printed published materials intended for internal or external consumption (including but not limited to online publications, fliers, announcements, brochures, advertisements, news releases, and posters) should contain the college name by use of the college logo and graphic symbol in one of the approved forms. College stationery is also available on the college’s intranet site. (See illustrations logo art and stationery attached hereto on the college’s intranet site.)

1. Figures 1 illustrates the college logo and symbol for letterhead paper. This configuration is the “formal” one, suitable not only for letterhead but for the college catalog and anywhere that a more formal appearance is required.

   a. The top of the page shows the graphic symbol and logo as they appear for the campus in Wharton.

   b. The italicized print in the middle of the page shows how the specific extension location’s address may be added to the basic masthead (in place of the Wharton address) in a manner similar to that for the campus in Wharton.

2. Figure 2 is identical to Figure 1, except that the address is omitted. This is suitable for title pages of internal reports and certain postings and other publications when the college address is unnecessary.

3. Figure 3 is a less formal depiction and serves, for example, as a return address on envelopes and postcards. It is also suitable for posters, brochures, and the like when the college address is to be shown, but the more formal look of Figure 1 or Figure 2 is not desired.

4. Figure 4, also informal, appears on materials when no return address is desired (for example, on college memo paper and on internal forms). It may also be used on posters and other internal postings as a substitute for Figure 3. (Note: Use of college memo paper is not required by this policy for all interpersonal and interoffice correspondence. Faculty and staff may wish to use plain paper or their own personalized paper, which is permitted. This policy requires, however, that if letterhead is used for memos, it must comply with the specifications described herein.) The top of the boxed logo begins one half inch from the top of the page, and the left-hand side of the box appears one inch from the left edge of the paper. This one-inch left-hand margin should be maintained for the entire sheet.

5. Figure 5 shows the standard logo heading for most college forms, using Logo 4 (memo paper logo) in the upper left-hand corner and the title of the form and originating office identified in the upper right-hand corner.

B. Whenever someone wishes to use the college symbol or logo, he or she should secure art from the college’s intranet site. When available art is not in the size required for producing a particular publication, employees may complete a Marketing Services request for (found on the college’s intranet site).
master from the DPR since repeated photocopying of these marks results in unclear or otherwise unattractive images. Similarly, both letterhead and memo paper are standardized and contain the college logo and name in an approved form. When supplies become depleted, but no later than August 1, 1995, additional materials should be ordered through the college’s Business Office; they should not be photocopied. (Long-term supplies of certain forms and other preprinted materials previously approved through the Business Office are specifically exempted from guideline B.)

C. Certain items (e.g., athletic wear, T-shirts, sweatshirts, and promotional hardware such as cups, mugs, paper weights) may be excluded from the above restrictions with the approval at the discretion of the DPR Director of Marketing and Communications with the approval from the Director of Marketing and Communications of the President.

FRV/FRV
8-16-95
1. College personnel are permitted to generate their own internal publications without prior approval from Public Relations. (All external publications, however, must be done through the PR Office.) One copy of all internal publications must be sent to PR for review after the fact.

2. The approved college logos and configurations are attached to Regulation 133 (Logo: Use on College Publications). This contains the Board-approved policy for use of logos, and it applies to all college constituencies.

3. Reg 133 defines “publications” as follows (section II):

   Printed material produced at, by, or for Wharton County Junior College or any of its activities, units, groups, or organizations (students, faculty, or staff) whether intended for internal or external distribution, whether mailed or posted on bulletin boards, and whether produced on campus or off campus. Publications include, but are not limited to, advertisements, announcements, brochures, calendars, catalogs, certificates, class schedules, directories, fliers, forms, greeting cards, handbooks, invitations, maps, newsletters, news releases, posters, programs of events, tickets and other notifications of convocations, meetings, lunches, or performances. (Materials for use in class such as syllabi and other handouts are exempted from this policy, as are materials produced by students for class projects.)

4. Whenever possible, use paper that has been pre-printed with the college logo (such as this sheet you are now reading). This is especially useful for forms: the logo is flush left, so the title of the form and originating office can be placed flush right. If you don’t have paper with the logo on it, you may order supplies through the Business Office. You may also obtain a disk with the logos on them (if you have a printer that will print them correctly).

5. When planning a document (poster, notice, flier, whatever) think logo first (that is, think college image and identity first) in any layout. Then create the rest of the piece. Do not design your layout and then stick on the logo as an afterthought.

6. All documents should be attractive, well laid out, grammatical; they should be aesthetically pleasing materials that represent you and the college well.

7. If you are in doubt about which logo to use, where to place it, etc., you may ask for help from the Director of Public Relations or from the staff of the Office of College Advancement.

8. If you need help or advice on designing or laying out a piece, the Director of Public Relations or the staff of the Office of College Advancement can help with suggestions.

9. If you leave a document with College Advancement for a logo to be attached, please allow at least 48 hours’ lead time.
REQUEST FOR TEXTBOOK DESK COPIES

I. PURPOSE

Provides procedures for faculty to obtain a free copy of current textbook prior to the start of class.

II. POLICY

A. Each faculty member is entitled to a free copy of current textbooks that he or she has assigned as required reading in his or her classes.

B. The department head, program director, or program coordinator, as appropriate, is responsible for seeing that faculty members have free copies of such books, either through having each faculty member individually pursue a complimentary copy from the publisher or by ordering desk copies for all faculty in his/her department or program.

(POLICY APPROVAL: 7-19-95, Board of Trustees)

III. PROCEDURES

A. In courses taught by one or two faculty members, each faculty member places an order directly with the publisher. For courses taught by a number of faculty, the department head, program director, or program coordinator places the order with the publisher.

B. If the desk copy is not received before the start of class, the division chair gives the part time faculty member written permission to secure a desk copy from the bookstore. The full-time faculty member may secure a copy without written permission.

C. Desk copies so provided by the bookstore must be replaced with complimentary books before the end of the session.

Reg 253
FACILITIES USAGE BY COMMUNITY GROUPS

I. PURPOSE

Describes policies and procedures governing the reservation and use of college facilities by external groups.

II. BACKGROUND and/or LEGAL REFERENCE

Formerly, this subject was governed by the following: TASB Policy Manual, Policy GF, Student and Community Use of District Facilities, 10-16-89; Policy GFA, Student and Community Use of District Facilities: Conduct on District Premises, 7-1-82. Both these policies have been combined in Regulation 371 (for community groups) and Regulation 372 (for student groups).

The following regulation amends these policies to conform with recent case law, as recommended by the college attorney. (See letter, dated 3-31-97, from Jeffrey J. Horner at the firm of Bracewell & Patterson, L.L.P.) In general, the major points of compliance with law are as follows:

———The institution may legally bar all outside groups from its facilities, or it may create a limited open forum for some groups.

———Public educational institutions are not traditional public forums and therefore may deny access to all persons or groups during non_instructional hours.

———Once the institution allows such access, it creates a limited public forum and must open its facilities to all similarly situated persons or groups in a similar manner; that is, it may not discriminate between similar groups regarding the use of its facilities. For example, the Rotary Club must be treated the same, and given the same access, as the Lions Club and all other service organizations. But commercial, for-profit groups need not be treated the same as the service organizations, though they must be treated the same as each other.

———The U.S. Supreme Court has determined that, under the Free Speech Clause of the First Amendment of the U.S. Constitution, an educational institution that has created a limited public forum may not deny access to student organizations (and other groups) on the basis of religious, political, philosophical, or other content of speech. To do so would constitute content censorship.

Finally, the college attorney does not recommend charging some users for use of college facilities and not charging others. To insure uniform treatment of all users and to avoid legal difficulties, the college attorney recommends charging a cost-recovery fee to all external groups.

III. POLICY

A. Usage Policy: General

1. The grounds and facilities of the district shall be used for the educational goals and purposes of the college as set forth by the Board. Such uses, as determined by the Board and the President, have priority over any other use of district facilities.

2. The grounds and facilities of the district shall be made available to members of the district community, including students and their respective registered organizations, when such use (a) does not interfere with normally scheduled activities or with any use by the college itself, (b) does not conflict with any of the policies and procedures of the district, (c) is agreed to in writing by both the college and the user organization, (d) all
college-required indemnification and insurance coverage by the user organization has been approved by the college, and (e) is conducted in an orderly manner without disturbing other persons or groups using college facilities.

a. Use of college facilities within the district shall adhere to the provisions of this regulation.

b. External groups’ use of college facilities outside the district shall be strictly prohibited, but registered WCJC student organizations shall be permitted to use out of district facilities provided the policies and procedures of this regulation are followed.

3. Authorization to use college facilities shall not in any way imply approval or sanction by the college of either the organization authorized to use the facilities or the activity to be conducted therein; and a statement to this effect shall be included by the user in any advertising, promotional material, or literature. This statement shall read as follows:

Wharton County Junior College is providing space for this activity as a community service. Use of college facilities does not in any way imply approval or sanction by the college of the activity or the sponsoring organization.

4. The college shall charge a cost-recovery service fee for use of space or facilities as reimbursement for direct operating expenses, without any element of profit or loss for the college. No exceptions shall be allowed; that is, all external users shall be required to pay a reimbursement fee to use district facilities or space.

5. The district shall make its facilities available for use as polling places in any in-district elections.

6. Nothing in this regulation shall preclude the college from entering into interlocal agreements or other similar reciprocal arrangements with external parties that allow such external parties defined use of college facilities in exchange for in-kind donations to, or services for, the college.

IV. PROCEDURES

A. Recovery Costs

1. User groups shall pay all expenses incurred by their use of the facilities, including reimbursement to the college for costs associated with custodial and maintenance services, security, and utilities.

2. User groups shall reimburse the college for any extra services rendered by college personnel (such as technicians, security officers, student workers), shall pay a rental fee for the use of any college equipment (such as television or videomultimedia equipment, projectors, screens), and shall pay for special set-ups and take-downs.

3. Registered WCJC student organizations shall not be required to pay the cost-recovery fee for use of facilities but shall be required to pay for any extra services or equipment rentals.

4. The Vice-President of Administrative Services or designee shall be responsible for developing standard costs to be charged to all users to recover direct costs and for developing a schedule of charges for extra services and equipment rental. These charge sheets shall be submitted annually to the President by July 1 and, upon the President's approval, shall become effective on September 1 of each year. Charge sheets shall be attached to this regulation and made available to the public upon request.
e.4. The Vice-President of Administrative Services or designee shall function as facilities coordinator and shall be responsible for contact with student organizations and external users and for reviewing and approving all requests to use district facilities in compliance with this regulation.

f.5. The Vice-President of Administrative Services or designee shall create a Facilities Request Form and a Facilities Use Contract Form, copies of which shall be attached to this regulation. User groups shall not be permitted access to district facilities until and unless these forms have been properly completed, received by the vice-president or designee, and approved at least two weeks prior to the requested use date.

g.6. Events and activities cosponsored by the college with an external group shall not be subject to reimbursement charges.

B. General

5.1. All rentals, rates, charges, and fees collected by the district shall be made with the stipulation that the district shall not be liable to anyone for any injury or claim arising out of the use of any district facility. The Facilities Use Contract shall contain a statement or statements to this effect.

6.2. Any group or organization using college facilities shall be held responsible for any damage to property during its use of the facilities.

7.3. Any group or organization using district facilities shall designate in writing one member of its group as its supervisor and responsible for the group or organization's behavior and activities while using district facilities.

8.4. Requests from external groups or student organizations to use district facilities shall be made through the Vice-President of Administrative Services or designee. These requests shall be made in writing on the college's External Facilities Request Form and shall include, but shall not be limited to, the following:

a. the name and address of the group;

b. the name, address, and phone number of the contact person who is representing the group and submitting the request;

c. the name, address, and phone number of the on-site supervisor who will be responsible for the group's conduct while on campus;

d. the facility (and, if appropriate, the portion of the facility) being requested;

e. the starting and ending times of the proposal use of the facility;

f. the approximate number of persons expected to use the facility;

g. a description of the proposed activity and how the facility will be used;

h. proof of insurance liability;

i. the proposed method of payment for any additional expenses that might be incurred by the college as a result of the group's use of the facility.

95. Alcoholic beverages are prohibited on district property.

40. The district shall make its facilities available for use as polling places in any in-district elections. [moved to policy III.A.5.]

a.6. If more than one authority requests the use of district facilities for the same day and simultaneous use is impractical, the college President shall determine which, if any, authority may use the facilities.

b.7. No charge, including a charge for personnel, utilities, or other expenses incurred by the college before
or after regular business hours, shall be made for the use of district facilities for a polling place if the day of the election is a day on which the college is normally open. If the day of an election is a day on which the college is not normally open, a cost-recovery charge for reimbursement (as outlined in this regulation) may be made for the use of college facilities.

11. Except for attendance at scheduled classes and excluding access to residence halls and rodeo facilities, individual students shall not be admitted to a college building after 5:00 p.m. on Mondays through Fridays or anytime over the weekend without the written approval of the building supervisor or unless an instructor or sponsor or other supervising employee is present. Student groups shall not be allowed to use college buildings without securing approval to do so according to the provisions of [Regulation 372].

B. Use of Designated Areas: Students

1. The first floor of the Pioneer Student Union Building shall be considered a designated area for public discussion. If any additional areas are to be so designated, the Vice President of Administrative Services shall be responsible for making these designations for use by registered student organizations and for posting signs identifying each designated area in conspicuous locations in and around each area.

2. During regular business hours when the college is open, a registered student organization may use an area designated under the above section for public discussion without prior permission and for peaceful public assembly or demonstration without prior permission.

3. Public assembly, discussion, or demonstration exercised in accordance with the above paragraphs must not disturb or interfere with a program, event, or activity approved by the vice president prior to the public assembly, discussion, or demonstration, and must not unreasonably disturb or interfere with normal operations and activities of the district.

4. Any person who refuses to identify himself/herself fully in accordance with this regulation (formerly policy GFA in the TASB Policy Manual, 5-30-86) and Penal Code 30.05 may be guilty of a misdemeanor or offense that, upon conviction, is punishable by a fine of not more than $200. In addition to criminal penalties as allowed by law (see Penal Code 30.05), any student who refuses to identify himself/herself fully in accordance with this policy may be subject to discipline, including suspension or dismissal.

C. Groups Prohibited from Use of District Facilities

1. No organization or group that is not registered with the Office of Student Services as an officially recognized WCJC student organization shall use district facilities under procedures for student groups.

2. No organization or group, whether registered or not, shall use district facilities if it has a delinquent debt to the district.

DC. Special Conditions Applying to Certain Facilities

1. Tennis Courts

   The college's tennis courts on the Wharton campus are available without charge for any external or internal users between the hours of 7:00 AM and 10:00 PM for recreational use.

2. Other Facilities

   Such facilities as the Fitness Center, Gymnasium, Fine Arts Theater, and the Outlar Auditorium may be subject to different restrictions from those outlined in this regulation, including designated these
facilities as not available for independent access by external users, and are governed by procedures developed and implemented by the Office of Administrative Services.

E. Nothing in this regulation shall preclude the college from entering into interlocal agreements or other similar reciprocal arrangements with external parties that allow such external parties defined use of college facilities in exchange for in-kind donations to, or services for, the college. [moved to Policy, III.A.6.]

(POLICY APPROVAL: 6-18-97, Board of Trustees, ___-___-___)

IV. PROCEDURES

A. Normally, reservation requests from external groups are made 30 days in advance of the scheduled date of use on a Facilities Request Form.

B. Authorization to use college buildings, facilities, or grounds must be in writing by the Vice-President of Administrative Services or designee, accepted in writing by the user organization, and contain such conditions and any further agreements deemed to be in the best interest of the college. The user organization is provided with a packet of information consisting of this regulation or relevant portions thereof encapsulated in a college brochure containing procedures and guidelines for external groups using college facilities and a campus map showing parking areas. (This information is attached to this regulation and is reviewed and updated as needed by the Vice-President of Administrative Services.)

C. If the user proposes to charge any sort of registration, admission, tuition, or participants fees, the amount of such fees must be indicated on the Facilities Request Form and must be approved in advance by the Vice-President of Administrative Services or designee. Normally, the amount of any such fee should be consistent with the educational objectives of the college and with admission fees currently approved for student activities. The imposition of higher fees may be permitted to outside users under special circumstances (such as those involving the employment of paid performers, stagehands, or musicians).

D-E. Processing Requests

1. All facilities requests must be submitted on the college’s Facilities Request Form to the Vice-President of Administrative Services or designee. No requests may be confirmed before the college calendar is established.

2. Whether a request is approved or denied, the Vice-President of Administrative Services or designee uses a standard letter to responds in writing to all facility requests. (A copy of the standard response letter is attached to this regulation.)

3. If the request is approved, the vice president or designee includes with his or her response copies of all pertinent literature describing the rules and regulations governing use of college facilities by outside groups and student organizations. A copy of this response letter is sent, along with billing information, to the Business Office to prepare an official invoice.

4. Checks for user groups are to be made payable to Wharton County Junior College.

E-F. Consideration of Requests: Students

See Regulation 372.

F. Consideration of Requests: Instructional/Educational Activities

Facilities requests to offer courses or programs or involving any educational or instructional service or activity are
forwarded by the Vice President of Administrative Services or designée to the Vice President of Academic Affairs or to the Vice President of Continuing Education, depending on the nature of the proposed activity, to determine if the proposed activity conflicts with college activities or is detrimental to college interests. Such requests are returned with a written response to the Vice President of Administrative Services or designée within five working days.

BAM/FRV
6-19-97
Rev. 4-20-99
Lac/BK/PY/DL
12-15-11
This form is for requests by external groups and WCJC student organizations to use college facilities. Please type or print clearly, complete all information, and submit in duplicate to the Executive Vice-President of Administrative Services. Illegible or incomplete forms will not be processed.

<table>
<thead>
<tr>
<th>From Requestor:</th>
<th>Name of Group/Organization:</th>
<th>Date:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Address:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Phone:</th>
<th>Requested Dates of Use:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start</td>
</tr>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Event Time:</th>
<th>Facility Requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>End</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Participants:</th>
<th>Please mark all that apply:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Public-address system</td>
</tr>
<tr>
<td></td>
<td>□ Carted computer/data projector system</td>
</tr>
<tr>
<td></td>
<td>□ Other (please describe below):</td>
</tr>
<tr>
<td></td>
<td>Note: Theatre equipment requires hiring a qualified faculty/student at $15/first hour plus minimum wage for additional hours.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proof of Insurance Attached:</th>
<th>List and explain charges user proposes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes □ No</td>
<td>□ Registration</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe activity and how facility will be used. (Any group or organization using college facilities is responsible for any damage to property during use. If food is to be served, user is responsible for arranging with the server to clean up and remove leftovers immediately after the event. If the server fails to clean up, user must do so.

<table>
<thead>
<tr>
<th>Requestor’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

To: Date:
Facilities Request Form: EXTERNAL

From: Name of Group/Organization: ______________________________________________________

Address: __________________________________________________

Name of Responsible On-Site Supervisor: ___________________________________________

Address: __________________________________________________

Facility (or portion thereof) Requested: _________________________________________________

Dates Requested: Start: _________________________ End: __________________________

Times Requested: Start: _________________________ End: __________________________

Number of Participants: __________

Describe activity and how facility will be used. (Any group or organization using college facilities is responsible for any
damage to property during use. If food is to be served, you are responsible for arranging with the server to clean up and
remove leftovers immediately after the event. If the server fails to clean up, you must do so.)

_____________________________________________________________________________________

_____________________________________________________________________________________

Proof of insurance attached: □ Yes □ No

List and explain charges user proposes (registration,
admission, tuition, or participation fees): ________________________________________________

Proposed method of payment for any additional expenses that might be incurred by the college as a result of the group's
use of the facility:

_______________________________________________________________________________

Requester's Signature: _____________________________________________________

Approvals:

_____________________________________________________

Building Supervisor Date

_____________________________________________________

Executive VP or designée Date

ExtReq.Frm Reg 371 (7-23-99)
In compliance with WCJC Regulation 371, Wharton County Junior College, hereinafter called "the College" does hereby agree to provide facilities as described below to:

Name: __________________________________________________________
Address: __________________________________________________________
City, State, Zip: ______________________________________________________
Telephone (incl area code): ____________________________________________

who is hereinafter called "the User." Signature of the User affixed to this document signifies acceptance and agreement with all terms and conditions of this agreement.

FACILITY TO BE USED

Building: ___________________________________________ Room: ______________
Grounds: _______________________________________________________________________
Other: _______________ ___________________________________________________________________

Dates Requested: Start: ________________ End: ________________
Times Requested: Start: ________________ End: ________________

CHARGES FOR FACILITY USE

______ Building Use ($_________/day) x ________ days = $________

______ Technician ($15/first hr, plus min wage for add'l hr x ________ hrs) = $________

______ Other: ___________________________________________________________ $________

______ Refundable Deposit: $________

Total Payment Due College: $________
TERMS AND CONDITIONS

1. The User shall furnish proof of liability insurance naming the College as an additional insured for $1,000,000 (one million dollars) for the individual event.

   Insurance Company: ________________________________________________________________

   Address: _______________________________________________________________________

   Policy Number: ________________________________________________________________

2. For rehearsals in the Horton Foote Theatre, rehearsal and work lights are provided (four 750-watt scoop lights). Should stage lights be desired by the User, a qualified technician must be provided at the User's expense. The College, in its sole discretion, shall determine a technician's qualifications.

3. All rehearsal and stage lights must be turned off by the User immediately after use and prior to leaving the Horton Foote Theatre. The dimmer system must be properly secured. Failure to adhere to this rule may result in replacement of equipment at the User's expense.

4. The User of the Horton Foote Theatre may use only the College's musical equipment for which prior arrangements must be made with the head of the Music Department.

5. The User will furnish, at the User's expense, the services of a minimum of two commissioned police officers (number to be determined by VPAS) with legal jurisdiction in the location of the event.

6. The User agrees to leave the premises in as good or better condition than that which existed prior to usage. The User must:
   a. clear tables of any debris or food;
   b. bag trash in containers provided;
   c. remove all decorations and personal belongings;
   d. clean up all obvious spills on tables, chairs, and floor.

7. Other(s): ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

WAIVER AND INDEMNIFICATION

The User hereby waives and forgives any claims against the College, its trustees, agents, and employees which may arise on behalf of the User as a result of the execution of this agreement or the use of the College's facilities.
The User agrees to assume any and all responsibility of any kind whatsoever from the use of the College facilities and indemnify, protect, defend, and hold harmless the College, its trustees, agents, and employees from and against any and all liability, claims, demands, suits, actions, damages, losses, and expenses, including any attorney fees necessary in the defense of any such action, arising out of or in any manner resulting from the User’s use of, or presence on, the College property. It is the intention of the User that such indemnity shall apply whether or not the liability, claims, demands, suits, actions, damages, losses, or expenses arise from the negligence of the College or its trustees, agents, or employees.

This indemnification agreement is not to be construed as a waiver of the sovereign or governmental immunity from liability now possessed by the College and its agents or employees in performing this governmental function.

**SIGNATURES**

The terms and conditions listed above are agreed to by both parties as witnessed by our signatures on this _________

The terms and conditions listed above are agreed to by both parties as witnessed by our signatures on this _________

day of __________________, ________.

For: Wharton County Junior College       For: ________________________________

by: ________________________________       by: ________________________________
## Schedule of Standard Charges for Facilities Use

<table>
<thead>
<tr>
<th>Facility</th>
<th>Minimum Charges per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1999</td>
</tr>
<tr>
<td></td>
<td>-2000</td>
</tr>
<tr>
<td>Classrooms</td>
<td>$61</td>
</tr>
<tr>
<td>Horton Foote Theatre</td>
<td>$154</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>$348</td>
</tr>
<tr>
<td>Outlar Auditorium</td>
<td>$97</td>
</tr>
<tr>
<td>Pioneer Student Center (up to 100 participants)</td>
<td>$428</td>
</tr>
<tr>
<td>Pioneer Student Center (101 to 200 participants)</td>
<td>$488</td>
</tr>
<tr>
<td>Outdoor Restrooms</td>
<td>$50</td>
</tr>
<tr>
<td>Grounds</td>
<td>$50</td>
</tr>
</tbody>
</table>

[Remove from regulation and Bryce update and keep for internal use]
(See attached.)
Policies and procedures regarding the use by external groups, student organizations, and other college programs, of buildings owned or operated by WCJC are contained in Regs 371 and 372. The following addendum describes additional provisions for use of special facilities. (In all cases, however, even for the special facilities listed in this addendum, the policies and procedures specified in Regs 371 and 372 must be adhered to unless a waiver is granted in advance by the President or the Executive Vice-President of Administrative Services.)

I. Facilities Rental or Use

A. Usage Fees: Facilities used by non-college organizations are charged according to the approved schedule attached to Reg 371 as maintained by the VPAS.

B. Other Requirements

1. Any non-college organization using college facilities is required to furnish evidence of liability insurance covering the event or program.

2. Educational organizations, charitable organizations, retired teacher groups, retired or senior citizen groups are not charged for meeting rooms if the event occurs during normal WCJC working hours. These meeting rooms do not include the Pioneer Student Center, Horton Foote Theatre, Outlar Auditorium, or Gymnasium.

3. A facility rental is not recognized until payment has been received in full and a written contract has been completed in the office of the Vice President of Administrative Services.

4. Any rental terms that differ from the above must be approved by the President or the Board of Trustees.

5. Use or possession of alcoholic beverages is prohibited.

6. If any college regulations are violated, the offending group forfeits the right to future use of college facilities.

II. Horton Foote Theatre

A. Scheduling

1. Fine Arts (theater, music, stage movement, art) activities have scheduling priority in the Horton Foote Theatre.

2. Requests for use of the theater for any activity including rehearsals and classroom activities must be made in writing to the Building Supervisor of the Duson-Hansen Fine Arts Building at least two weeks in advance of the event, and must follow the provisions of Reg 371 (for external groups) or Reg 372 (for student organizations).

   a. Any college organization that wishes to schedule an activity in the theater must submit a written request to the Supervisor of the Duson-Hansen Fine Arts Building prior to October 1 of each academic year.

   b. Any college organization that decides after October 1 to sponsor an activity that requires the use of the theater must submit a written request two weeks before the event.

   c. Emergency scheduling of the theater will be made depending upon the availability of the
theater and the extent of the emergency.

4.3. All scheduling of the theater for non-Fine Arts activities is accommodated on a first-come, first-served basis.

4. Upon approval of the building supervisor, the Facilities Request Form: Internal is forwarded to the Vice President of Administrative Services.

e. No conflicting scheduling of the theater is processed without the permission of the director/adviser of the originally scheduled activity.

f. The building supervisor completes the Facilities Request Form and forwards it to the Executive Vice-President.

B. Personnel and Equipment

1. All activity in the theater requires the use of a custodian and theater technicians.

2. Custodial services must be contracted with the Maintenance Department through the Business Office if the activity is scheduled outside regular college hours.

3.2. Theater technical services must be contracted if the activity is scheduled outside regular college hours.

4.3. Only individuals (faculty or students) trained in proper lighting and sound procedures may adjust, move, focus, or operate any of the electrical lighting and sound equipment that is a part of the theater.

5.4. Any group that utilizes the facilities of the theater is totally responsible for the theater, its contents and equipment, and is responsible for returning the theater to the condition it was in prior to the activity.

C. Fire and Safety (Legal Restrictions)

1. Maximum seating capacity is 324.

2. Maximum standing or extra seating capacity is 50.

3. Absolute combined maximum seating and standing capacity is 374.

4. All aisles and exit areas must be kept clear of seats and patrons.

5. All doors must be unrestricted at all functions so that they can be opened outward upon command.

6. The use of open flame on or off the stage is prohibited without specialized equipment and precautions.

7. Smoking in the theater, as in all college buildings, is prohibited at all times.

8. All exits must be clearly marked with lighted signs.

D. Other Restrictions

1. No eating or drinking is permitted in the theater at any time.

2. No cameras are permitted in the theater during a theatrical performance.

3. If any regulation for the operation of the theater is violated, the offending group forfeits the
right to future use of the theater.

III. Pioneer Student Center

A. Scheduling

1. Non-college organizations must adhere to Reg 371, and student organizations must adhere to Reg 372.

21. Approved college-student organizations and other college programs are allowed "free" use of the Pioneer Student Center twice each semester; however, these groups are responsible for thoroughly cleaning the building after an event. (or they may choose to pay the college's per-hour custodial fee). Additional uses of the building are treated in the same manner as non-college organizations.

32. All scheduling of the Pioneer Student Center is on a first-come, first-served basis. Requests must be submitted to the Vice President of Administrative Services at least two weeks prior to an event. Coordinator of Student Activities and Multicultural Affairs and the Dean of Student Services at least seven (7) days prior to an event.

4. No activities may be scheduled in the Center during any official college holiday.

B. Equipment

1. With the approval of the Vice President of Student Services, the following equipment may be requested: public-address system and carted computer/data projector system. Use of the Pioneer Student Center public-address system is not permitted for an individual student organization unless such use is approved in advance by the Coordinator of Student Activities and Multicultural Affairs and the Dean of Student Services.

2. All policies of WCJC concerning use or possession of alcoholic beverages on campus are in effect for use of Pioneer Student Center.

3. If any college regulations are violated, the offending group forfeits the right to future use of the Pioneer Student Center. (College organizations may appeal decisions to the Dean of Student Services; non-college organizations may appeal to the Director of Accounting Services.)

IV. Television Satellite Antenna and Equipment

Organizations requesting use of the television satellite receiving antenna and equipment are charged at the classroom-us rate. If only satellite videotaping services are requested and a room is not required, the charge rate remains the same. The requesting organization is responsible for the arrangement and cost of program license agreements, blank videotapes, and any auxiliary equipment necessary for reception of the program, such as de-coders or de-scramblers. The needs of the WCJC instructional program take precedence over requests from non-college organizations.

V. Gymnasium

Organizations must follow all provisions of Reg 371 (external groups) or Reg 372 (student organizations), complete and have approved a Facilities Request Form (available on the Intranet or per request from the Office of the Vice-President of Administrative Services), and have the Executive Vice-President prior to usage, and schedule the dates and times with the building supervisor (currently Gene Bahnsen at ext. 6369).

VI. Fitness Center

The WCJC Fitness Center is usually not available for rental by external groups.
This form is for **internal requests only**. Please type or print clearly, complete all information, and submit in duplicate. Illegible or incomplete forms will not be processed.

To: _________________________________________________  Date: __________________________

From: Name:  _________________________________________________

Division or Unit: _________________________________________________

Facility Requested: _________________________________________________

Dates Requested: Start: ___________________  End: ___________________

Times Requested: Start: _____________________  End: _____________________

Number of Participants: ________

Describe Activity and Additional Needs. (If special services, room set-ups, or furniture configurations are required, you are responsible for making arrangements with Maintenance or Custodial Services via written work order requests. If food is to be served, you are responsible for arranging with the server to clean up and remove leftovers immediately after the event. If the server fails to clean up, you must do so.)

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Requester's Signature: _________________________________________________

Approvals:

________________________________________________  __________________________
Building Supervisor  Date

________________________________________________  __________________________
Executive VP or designee  Date

After approvals, send one copy to the Department of Safety and Security at least 7 days prior to the date of the event so that the activity can be placed on the college's schedule of activities.
OPERATING BUDGET, FINANCIAL REPORTS, AND AUDITS

I. BACKGROUND and/or LEGAL REFERENCES

TASB Policy Manual, CC, Annual Operating Budget, 3-7-94; CD, Accounting, 7-1-82; CDA, Accounting: Financial Reports and Statements, 3-7-94; CDC, Accounting: Audits, 3-7-94.

II. POLICY

A. Budget Planning

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's Master Plan programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

B. Schedules

The College President or designee shall supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation within the District. The budget shall balance projected expenditures against anticipated revenue and shall conform to Texas Higher Education Coordinating Board requirements and meet the standards of the Commission on Texas Colleges and Schools.

C. Availability of Proposed Budget

After it is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection during regular business hours.

D. Budget Hearing

The annual public hearing on the proposed budget shall be conducted as follows:

1. The Board President shall request at the beginning of the hearing that all persons who desire to speak on the budget give their names to the secretary. Only those who sign in with the secretary shall be heard.

2. Prior to the beginning of the hearing, the Board may establish time limits for speakers and may determine the number of speakers for group presentations.

3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.

4. No officer or employee of the District shall be required to respond to questions from speakers at the hearing.

E. Budget Adoption
The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District's approved purchasing procedures. The expenditure of funds shall be under the direction of the College President or designee who shall ensure that funds are expended in accordance with the adopted budget.

F. Budget Amendments

The budget may be amended at any time during the fiscal year. The District shall develop procedures for budget amendments.

(POLICY APPROVAL: 6-22-93, Board of Trustees)

G. Accounting: Financial Reports and Statements

Periodic Monthly financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all District funds and District accounts. These financial and budget progress reports shall indicate all receipts and their sources for the period, expenditures and their classification for the period, and the various fund balances at the beginning and the end of the period.

(POLICY APPROVAL: 2-17-92, Board of Trustees)

H. Accounting: Audits

1. The Board shall select an auditing firm for a designated period through a Request for Proposal (RFP) or an engagement letter that outlines the Board's expectations for the annual audit and ensures that the audit firm follows the guidelines and standards of the American Institute of Certified Public Accounts (AICPA) and the Governmental Accounting Standards Board (GASB).

2. The annual audit of all funds shall be made to determine:
   a. The adequacy of the Board's fiscal policies.
   b. The execution of those fiscal policies.
   c. A check and review of the District's fiscal actions for the preceding year.

3. A comprehensive audit report of all funds and accounts of the District including a management letter shall be submitted annually to the Board. A copy of the independent audit shall become a part of the Board's official minutes and shall be available to the public for inspection during regular office hours.

4. Periodically, the College President shall submit reports to the Board evaluating the work of the District's auditor.

I. Internal Audits

All District accounts shall be subject to internal audit as deemed appropriate. The objective of internal accounting control is to provide reasonable assurance as to the safeguarding of assets against loss from unauthorized use or disposition and to evaluate the reliability of financial records for preparing financial statements and maintaining accountability for assets. Findings of such audits shall be reported to the Board.
(POLICY APPROVAL: 2-17-92, Board of Trustees)
INVESTMENTS

I. BACKGROUND and/or LEGAL REFERENCE

All investments made by the College District shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all applicable federal, state, and local statutes, rules, or regulations. Investments shall be made in accordance with written policies approved by the Board. The investment policies must primarily emphasize safety of principal and liquidity and address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the College District’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the College District;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;
4. Methods to monitor the market price of investments acquired with public funds; and
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis. Gov’t Code 2256.005(b) The investment policy and the investment strategy shall be reviewed not less than annually. The Board shall adopt a written instrument stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. Education Code 51.0032; Gov’t Code 2256.005(e)

As part of the investment policy, the Board shall adopt a separate written investment strategy for each of the funds under the Board’s control.

Each investment strategy must describe the investment objectives for the particular fund under the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the College District; Safety and preservation of principal
2. Preservation and safety of principal; Maintenance of sufficient liquidity to meet operating needs
3. Liquidity; Diversification
4. Marketability of the investment if the investment needs to be liquidated before maturity; Public Trust, and
5. Diversification of the investment portfolio; and Optimization of earnings in the portfolio (Yield).
6. Yield.

Gov’t Code 2256.005(d)

II. POLICY
A. Objectives

The investment policy of the District shall be to:

1. Assure the safety of the invested funds of the District.
2. Maintain sufficient liquidity to provide adequate and timely working funds.
3. Attain the highest possible rate of return while providing necessary protection of principal consistent with District operating requirements as determined by the Board.
4. Match the maturity of investment instruments to the daily cash flow requirements.
5. Diversify investments as to maturity, instruments, and financial institutions where permitted under state law.
6. Actively pursue portfolio management techniques.
7. Avoid investment for speculation.

B. Authorized Investments

The College President or designee, who may be a contractor, engaged by the College, shall serve as the investment officer of the College and invest District funds in legally authorized and adequately secured investments.

C. Agreements

All investment transactions shall be executed on a delivery versus payment basis. With respect to repurchase agreements:

1. The market value of the collateral shall equal at least 102% of the cash value of the repurchase agreement.
2. All securities purchased under a repurchase agreement shall be held by the District's custodial (safekeeping) agent.
3. The seller of repurchase agreement securities shall be entitled to substitute securities upon authorization by the District.
4. No repurchase agreement shall be entered into unless a Master Repurchase Agreement has been executed between the District and its trading partners.

D. Certificates of Deposit

Bids for certificates of deposit may be solicited in writing.

E. Safety and Investment Management

The investment officer shall exhibit prudence and discretion in the selection and management of securities. Skill and judgment shall be exercised in order that no individual or group of transactions undertaken would jeopardize the total capital sum of the overall portfolio. The College shall not allow speculation (such as anticipating of capital through
changes in market interest rates) in the selection of any investments. The investment officer shall observe financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise.

F. Liquidity and Diversity

1. To meet the investment objectives of the District, the maturity of investments shall be targeted to coincide with the cash flow needs of the District.

2. Assets of the District shall be invested in instruments whose maturities do not exceed five years at the time of purchase. The investment portfolio shall be diversified to reduce the risk of loss of investment income from over-concentration of assets in specific issue, a specific issue size, or a specific class of securities.

3. Nevertheless, the District recognizes that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return. Also, it is intended that investments in all funds shall be managed in such a way that any market price losses resulting from interest-rate volatility shall be offset by income received from the balance of the portfolio during a 12-month period.

G. Internal Controls

1. The Investment Management Plan Policy documents the system of internal controls for investments. This plan is designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:
   
   a. Control of collusion.
   b. Separation of duties.
   c. Separation of transaction authority from accounting and record keeping.
   d. Custodial safekeeping.
   e. Avoidance of bearer-form securities.
   f. Clear delegation of authority.
   g. Specific limitation regarding securities losses.
   h. Written confirmation of telephone transactions.
   i. Limiting the number of authorized investment officials.
   j. Documentation of transactions and strategies.

2. These controls shall be reviewed by the District's independent auditing firm.

H. Safekeeping and Custody

To protect against potential fraud and embezzlement, the cash and investments of the District shall be secured through
third-party custody and safekeeping procedures as designated by the District. Investment officials shall be bonded.

I. Internal Management Reports

Pursuant to Section 2256.023 of the Texas Government Code, the Investment Officer shall prepare and submit to the college's Board of Trustees a quarterly written report of investment transactions for all funds for the preceding reporting period. Pursuant to Section 2256.005 (e), the Investment Officer shall prepare/update the Investment Policy and present it to the Board of Trustees for their approval annually.

(POLICY APPROVAL: 10-16-89, Board of Trustees, amended 2-19-08)


College President's Directive
12-23-95
third-party custody and safekeeping procedures as designated by the District. Investment officials shall be bonded.

I. Internal Management Reports

Pursuant to Section 2256.023 of the Texas Government Code, the Investment Officer shall prepare and submit to the college's Board of Trustees a quarterly written report of investment transactions for all funds for the preceding reporting period. Pursuant to Section 2256.005 (e), the Investment Officer shall prepare/update the Investment Policy and present it to the Board of Trustees for their approval annually.

(POLICY APPROVAL: 10-16-89, Board of Trustees, amended 2-19-08)


College President's Directive 12-23-95
I. PURPOSE

This procedure will regulate student travel that is organized and sponsored by the college. The student travel procedure provides provisions that address different modes of travel likely to be used by students and safety issues related to student travel.

II. LEGAL REFERENCE

Pursuant to Section 51.949 of the Texas Education Code governing boards of institutions of higher education, including public colleges, shall adopt a student travel policy.

III. POLICY

The Board of Trustees authorizes the use of college funds for student travel as deemed appropriate by college administration. Student travel expense is subject to college travel regulations.

(POLICY APPROVAL: ____-____-____)

IV. DEFINITIONS

A. Curricular travel - Activities directly related to instruction.

B. Extra-curricular travel - Activities not related to a specific program of instruction.

C. Inter-collegiate travel – Activities related to athletic programs.

V. PROCEDURES

A. Student travel is authorized and approved by the appropriate supervisor, using the Student Trip Approval/Vehicle Request Form located on the college intranet.

B. Out-of-state student travel must have prior approval by the college president.

VI. GUIDELINES

A. All student travel must first be approved by the appropriate administrators as indicated on the Student Trip Approval/Vehicle Request Form (available on the WCJC Intranet). The approval process must be completed at least three (3) weeks prior to the departure date.

B. College travel Regulation 482 and 484 must be followed for travel advances or reimbursement of expenditures.

C. Prior to the travel activity the instructor/sponsor provides students with a completed Student Absence form (located on the college intranet) verifying participation in a college-sponsored activity. It is the responsibility of the student to present the completed form to his/her instructors before the absence.

D. Prior to each curricular and extra-curricular travel activity (excluding inter-collegiate athletics); students must complete the Student Travel Participant Agreement form provided by instructor/sponsor. The signed Student Travel Participant Agreement forms are forwarded by the instructor/sponsor to the Office of the Vice President of Student Services.
E. Students participating in inter-collegiate athletics must complete the Student Travel Participant Agreement form at the beginning of each semester. The signed Student Travel Participant Agreement forms are maintained by the Athletic Director.

Reg 485__

DL/BM ___--__
STUDENT ATTENDANCE

I. PURPOSE

Provides procedures for faculty to administer college-approved attendance policies.

II. BACKGROUND AND/OR LEGAL REFERENCE

Faculty agree that regular class attendance in classes conducted in the traditional format, as well as regular participation in courses taught in non-traditional formats, is conducive to optimum achievement.

III. DEFINITIONS

A. College-level course: any course that has the first digit of the four-digit designation beginning with "1" or "2."

B. Developmental course: any course that has the first digit of the four-digit designation beginning with "0."

IV. POLICY

A. College-level courses

1. A student enrolled in college-level courses may be advised to withdraw from the course by the instructor if the student acquires absences in excess of two weeks' work and cannot in the instructor's judgment achieve the minimum course objectives.

2. The determination of the attendance policy for each college-level course is the prerogative of the instructor and must be stated in the printed course syllabus.

B. Developmental courses

1. A student (unless he/she is determined to be “College Ready” by Texas Success Initiative [TSI] standards) enrolled in a developmental English, math, or reading course may be withdrawn from the College if he or she has either ten hours of absences (lecture and lab combined) or six hours of lecture absences and a failing average.

2. The determination of the attendance policy for developmental courses is the prerogative of the instructor and must be stated in the printed course syllabus.

(POLICY APPROVAL: 7-19-95, Board of Trustees, amended 1-15-08)

V. PROCEDURES

A. All instructors must include in the course syllabus a statement defining specific attendance policies for their individual courses. Syllabi must be accessible to students via hardcopy or electronic format.

B. The college is required by law to make attendance reports of students who are funded by veterans' benefits, social security payments, and various other federal, state, or private scholarship programs.

VI. GUIDELINES

A. The printed course syllabus or cover sheet containing attendance policy, whether provided hardcopy or electronically, must be distributed reviewed no later than the first class meeting. Students who are absent from the first day of class are responsible for obtaining the printed course syllabus from the instructor.
B. Instructors have the right to recommend to the Director of Admissions and Registration that a student be dropped for an excessive absence that precludes the possibility of passing the class, whereupon the student is awarded a grade of "W" (withdrawn).

C-B. The college expects instructors to provide an opportunity for students who are absent for the observance of a religious holy day or for a college-sponsored activity to make up work if the instructor has been notified by the student in writing at least one week before the scheduled absence.

D-C. Division or discipline department faculty groups may develop attendance policies or guidelines for faculty in their respective groups. These policies or guidelines must be approved by the division chair and the appropriate vice president, and noted in the current student syllabus copies must be kept on file in the appropriate vice president’s office.
AUDIT OF CREDIT COURSES

I. PURPOSE

Defines the administration and use of the audit status in credit courses.

II. POLICY

A person may audit any university-transfer course. No one may audit a vocational-technical course or program without prior approval of the Vice President of Instruction, except on a space available basis after nonaudit students have enrolled (i.e., after the close of the drop-add period). Audit status entails the same tuition and fees structure as all semester-hour credit courses.

(POLICY APPROVAL: 10-25-95, Board of Trustees)

III. PROCEDURES

A. Registration in an audit course is accomplished in the same manner as registration for a course without audit.

B. A change from credit to audit or from audit to credit cannot be made after the deadline for adding courses.

IV. GUIDELINES

A. A student is permitted to change credit or audit status during the late registration period only.

B. Once an audit status is selected and the deadline for adding courses has passed, a student may not change status from audit to credit or from credit to audit.

C. An auditor is freed from course requirements such as attendance, written work, and tests. If a student chooses to write examinations, etc., he or she has the right to have this work evaluated as other students do in the class, but without the work counting toward a credit grade.

D. The audit grade does not reflect mastery of the material covered in a course, and no credit is awarded. The student's transcript will show an "X" if the student completes the course.

E. The student pays the regular tuition and fees applicable to the credit course.

JC/FRV
10-25-95

Reg 666
GED TESTING CENTER

I. BACKGROUND and/or LEGAL REFERENCE

TASB Policy Manual, EI, Testing Programs, 3-7-94.

II. POLICY

An official General Educational Development testing center shall be located at one or more District facilities. In accordance with State Board of Education rules, the District shall maintain test records permanently and provide storage for restricted test materials and a suitable place for administering the test. A professional person shall serve as chief examiner. Annually the College President or chief examiner shall report to the Board concerning the center, including the number of tests administered and the fees received for administering the test.

(POLICY APPROVAL: 10-16-89, Board of Trustees)
ESTABLISHING COLLEGE REGULATIONS

I. PURPOSE

Describes how regulations are established for the implementation of policies approved as official college positions.

II. LEGAL REFERENCE

In discharging its duties the Board shall function in accordance with applicable state and federal statutes, controlling court decisions, and applicable regulations promulgated pursuant to statute by state and federal agencies. Opinions of the Texas Attorney General shall be used for guidance in interpretation of applicable law. The Board shall constitute a body corporate and shall have the exclusive power to manage and govern the College District. 

Education Code 1.001(a), 130.082(d), 130.084; Texas Ass’n of Steel Importers, Inc. v. Texas Highway Commission, 372 S.W. 2d 525 (Tex. 1963)

All authority not vested by the laws of the state in the Coordinating Board or in the Central Education Agency shall be reserved and retained locally in the College District or in the Board as provided in the laws applicable. Education Code 130.002

The Board shall have specific powers and duties imposed by statutes of the state. The Board has the legal power and duty to provide policy direction for the College District and adopt and/or amend such rules, regulations, and bylaws as the Board deems advisable. Education Code 51.352(b), 130.082(d) 4.

III. POLICY

A. Official policies governing the operation of the College are the result of action by the Board of Trustees or the President acting with the express authorization of the Board of Trustees.

B. Official policies governing the operation of the college must be in written form and must be approved by the Board of Trustees. Formal adoption of a policy is effected when the policy is approved by a majority of the members of the Board in attendance at a duly constituted meeting of the Board.

C. At the discretion of the Board, proposed College policies may be introduced and approved during the course of a single meeting or may be lodged at one meeting, with action by the Board to approve or not approve delayed until the following meeting.

D. The President is authorized by the Board to develop and/or approve procedures and guidelines to carry out Board-approved policies. The Board, however, retains the sole right to adopt policies. When immediate action is required in an area not covered by Board policy, the President has the power to act. The president must inform the Board promptly of such action, which is subject to review by the Board at its discretion.

E. The policies of the College may not supersede or conflict with policies adopted by the state of Texas, with the rules and regulations of state agencies with jurisdiction over community-college operations, or with any other applicable state or federal laws and regulations.

F. College policies and procedures for implementing those policies must be in writing as Regulations (Regs) in accordance with a standardized format described in Regulation 112. All policies must carry the date of approval, and designate the approving body or official. Normally, only the POLICY section of a regulation is reviewed and approved by the Board; procedures and guidelines to implement policy are established within the administrative structure of the College.
G. Through the adoption of any policy, all previously adopted policies addressing the same issues are repealed and have no force or effect if they are in conflict with the newly adopted policy. Any amendment of or addition to a policy repeals all previous versions of the policy.

(POLICY APPROVAL: 12-14-94, Board of Trustees, amended 3-22-95, amended 2-19-08)

IV. PROCEDURES

A. Regulations may originate in any of the following ways.

1. Upon approval of an official policy by the Board of Trustees or the President, the President may request the appropriate College officer to draft a regulation for implementation of the policy.

2. The President or administrative officer of the College may request a staff member or faculty member to draft a regulation to implement an already-existing policy or to suggest a new policy.

3. Any member of the Board, faculty member, administrator or other staff member, or a member of the student body may request or initiate the development of a regulation.

B. Regulations that have not yet been officially approved are referred to as draft regulations; those that have been officially approved are promulgated regulations. Draft regulations are distributed without a banner and are marked DRAFT REG ####; promulgated regulations are distributed with a black banner (as seen on the top of the first page of this regulation).

C. Draft regulations are submitted to the President of the College, who reviews them and discusses them in President's Cabinet prior to distribution. In some cases, the draft may be returned to the originator for revision before distribution; but, in most instances, the draft is disseminated for comment or information by sending it via email to the college governance councils and if deemed proper all college employees. In rare instances, the President may decide that the proposed regulation is inappropriate or ill advised and will return it to the originator without further action.

D. Each governance council reviews the draft regulation and formulates its response (comments, recommendations) in writing, and these written responses are distributed at the meeting of the President's Extended Cabinet designated to discuss the regulation. Any College employee may also formulate a response to the draft regulations for consideration at the President’s Extended Cabinet.

E. After consideration of recommendations from the councils, the President takes one of the following actions: (1) accepts the original draft regulation as written and recommends its promulgation to the Board, (2) amends the draft of the regulation based on recommendations of the councils and discussions at Extended Cabinet, (3) returns the draft to the originator for revision, (4) establishes a conference committee to resolve differences among campus constituents and revise the draft regulation accordingly, or (4) rejects the regulation entirely.

F. If the policy section of a regulation consists of a new policy or an alteration of an existing policy and therefore requires approval by the Board of Trustees, the President places that policy statement on an agenda for a regularly scheduled meeting of the Board.

G. If the policy section of a regulation does not require Board approval, the President approves the regulation.

H. The date of approval and the approving authority are noted in the regulation in parentheses immediately following the statement of policy.
I. Once a regulation receives final approval, the President's Office codifies the regulation and distributes it for inclusion in *WCJC Approved Regulations* (posted on the college web intranet and internet site).

J. The Regulations Manual that resides in the President's Office is designated the official copy. If discrepancies occur among different distributed copies of the manual, the version contained in the official policy manual is authoritative.

V. **GUIDELINES**

A. Draft regulations are developed in accordance with Regulation 112, Format for College Regulations.

B. Draft regulations not expected to affect a particular group are sent to that group for informational purposes, but so doing is not intended to disallow comment if the group so wishes.

C. College regulations should be reviewed on an ongoing basis as they are used and modified, refined, or discontinued, as needed. Suggestions to revise an existing regulation follow the same procedures as outlined above for the development and promulgation of a new regulation.

VI. **NOTE ON AUTHORITY OF THE BOARD AND THE PRESIDENT: COMPLIANCE WITH REGULATIONS**

All regulations in the college's Regulations Manual are to be read and implemented in light of the following:

Two major components of regulations are *policies* and *procedures*; and these two components come under the authority of the board and the president, respectively, as follows:

*Policies* are the directives of the board of trustees. Only the board may establish, modify, amend, change, grant exceptions to, abrogate, suspend, or negate a policy; and the board may do so at any time in its capacity as the institution’s lawfully elected governing body. Therefore, all employees of the college, with no exception, are required to comply with College policy.

*Procedures* are the directives of the president of the College. Only the president may establish, modify, amend, change, grant exceptions to, abrogate, suspend, or negate a procedure; and the president may do so at any time in his/her capacity as the institution's lawfully appointed chief executive officer. Therefore, all employees of the college are required to comply with college procedures, but the president retains the discretion to change, amend, or abrogate these procedures.

FRV/FRV  
11-17-94  
BAM  
2-19-08
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Current Salary and Schedule</th>
<th>Proposed Salary and Schedule</th>
<th>Proposed or Reported Action</th>
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<tr>
<td>Garcia, Veronica</td>
<td>Temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math success coach-FBTC</td>
<td>O-7-7 $25,250.00 (12 months)</td>
<td>GNT-1-0 $46,067.00 (12 months)</td>
<td>Transferred, effective October 29, 2012</td>
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<td>Nathan, Eric J.</td>
<td>Temporary, full-time Title V activity coordinator</td>
<td>CA-15-11 $69,400.00 (12 months)</td>
<td>AA-1-30 $69,401.00 (12 months)</td>
<td>Reclassified, effective December 3, 2012</td>
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<td>Slinger, Mara N.</td>
<td>Temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math success coach</td>
<td>O-8-0 $23,575.00 (12 months)</td>
<td>GNT-1-1 $46,734.00 (12 months)</td>
<td>Transferred, effective October 29, 2012</td>
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<tr>
<td>Smolik, Chase</td>
<td>Temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math success coach</td>
<td>$15.00 hr. x 19.5 hrs./wk. x 40 wks. = $11,700.00/yr.</td>
<td>GNT-1-1 $46,734.00 (12 months)</td>
<td>Transferred, effective October 29, 2012</td>
</tr>
<tr>
<td>Osborne, Caroline R.</td>
<td>Regular, part-time senior citizens program director</td>
<td>$30.00 hr. x 19 hrs./wk. x 27 wks. = $15,390.00/yr.</td>
<td>$30.00 hr. x 19 hrs./wk. x 50 wks. = $28,500.00/yr.</td>
<td>Extended, effective October 1, 2012</td>
</tr>
<tr>
<td>Lewis, Richard S.</td>
<td>Temporary, part-time youth activities site coordinator</td>
<td>$30.00 hr. x 31.25 hrs./wk. x 16 wks. = $15,000.00/yr.</td>
<td>$15,000.00/20 weeks</td>
<td>Extended, effective November 1, 2012</td>
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<tr>
<td>Arriaga, Tim J.</td>
<td>Regular, full-time instructor of engineering design</td>
<td>Replaces Kenneth Stupka FAC-1A-41 $61,550.00 (9 months)</td>
<td>FAC-1-10 $45,550.00 (9 months)</td>
<td>Employed, effective January 14, 2013</td>
</tr>
<tr>
<td>Hann, Tammy L.</td>
<td>Regular, full-time instructor of associate degree nursing</td>
<td>Replaces Sheila Tyne FAC-4A-11 $57,225.00 (10 1/2 months)</td>
<td>FAC-1-10 $45,550.00 (9 months)</td>
<td>Employed, effective January 14, 2013</td>
</tr>
<tr>
<td>Date of WCJC Board Meeting</td>
<td>CURRENT SALARY AND SCHEDULE</td>
<td>PROPOSED SALARY AND SCHEDULE</td>
<td>PROPOSED OR REPORTED ACTION</td>
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<tr>
<td>November 20, 2012 NAME AND PROPOSED JOB TITLE</td>
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<tr>
<td>Sowa, Billy J. Temporary, full-time instructor of biology</td>
<td>N/A</td>
<td>FAC-1-10 $22,775.00 (spring 2013)</td>
<td>Employed, effective January 14, 2013</td>
<td></td>
</tr>
<tr>
<td>Banker, Jenny F. Temporary, part-time academic advisor</td>
<td>$25.00 hr. x 32.5 hrs./wk. x 32 wks. = $26,000.00/yr.</td>
<td>$25.00 hr. x 32.5 hrs./wk. x 32 wks. = $26,000.00/yr.</td>
<td>Extended, effective September 1, 2012</td>
<td></td>
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<tr>
<td>Lockley, Lillian Temporary, part-time academic advisor</td>
<td>$25.00 hr. x 500 hrs. = $12,500.00/yr.</td>
<td>$25.00 hr. x 500 hrs. = $12,500.00/yr.</td>
<td>Extended, effective September 1, 2012</td>
<td></td>
</tr>
<tr>
<td>Eisel, Duane A. Regular, full-time security officer</td>
<td>Replaces William Bennett O-10-3 $24,775.00 (12 months)</td>
<td>O-10-0 $24,775.00 (12 months)</td>
<td>Employed, effective October 29, 2012</td>
<td></td>
</tr>
<tr>
<td>Foust, Christine R. Regular, full-time residency hall supervisor</td>
<td>$1,000.00/monthly</td>
<td>N/A</td>
<td>Resigned, effective December 17, 2012</td>
<td></td>
</tr>
<tr>
<td>Kidd, Kimberly G. Regular, full-time administrative assistant to the Vice President</td>
<td></td>
<td>P-12-6 $31,425.00 (12 months)</td>
<td>Reclassified, effective October 12, 2012</td>
<td></td>
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<tr>
<td>Kiesling, Caylee L. Regular, full-time human resources technician</td>
<td>Replaces Lindsey Shimek O-10-5 $26,400.00 (12 months)</td>
<td>O-10-1 $25,100.00 (12 months)</td>
<td>Salary adjustment, effective November 1, 2012</td>
<td></td>
</tr>
<tr>
<td>Le, Becky T. Regular, full-time human resources technician</td>
<td>Replaces Caylee Kiesling O-6-1 $22,700.00 (12 months)</td>
<td>O-10-0 $24,775.00 (12 months)</td>
<td>Employed, effective November 1, 2012</td>
<td></td>
</tr>
<tr>
<td>Shimek, Lindsey A. Regular, full-time assistant admissions officer</td>
<td>Replaces Carol Riley O-11-9 $27,975.00 (12 months)</td>
<td>O-11-5 $27,000.00 (12 months)</td>
<td>Transferred, effective October 22, 2012</td>
<td></td>
</tr>
<tr>
<td>Barlow, Eric A. Regular, part-time security officer</td>
<td>O-9-0 $11.62 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr.</td>
<td>N/A</td>
<td>Separated, effective October 23, 2012</td>
<td></td>
</tr>
<tr>
<td>Burroughs, Vernon Regular, part-time security officer</td>
<td>N/A</td>
<td>O-9-0 $11.62 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr.</td>
<td>Employed, effective October 30, 2012</td>
<td></td>
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<tr>
<td>Date of WCJC Board Meeting</td>
<td>NAME AND PROPOSED JOB TITLE</td>
<td>CURRENT SALARY AND SCHEDULE</td>
<td>PROPOSED SALARY AND SCHEDULE</td>
<td>PROPOSED OR REPORTED ACTION</td>
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<tr>
<td>November 20, 2012</td>
<td>Diaz-Salazar, Cesar R.</td>
<td>$10.32 hr. x 19 hrs./wk. x 48 wks. = $9,411.84/yr.</td>
<td>N/A</td>
<td>Separated, effective November 7, 2012</td>
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<tr>
<td></td>
<td>Regular, part-time open computer lab monitor</td>
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<td></td>
<td>Flora, Carmen A.</td>
<td>$15.00 hr. x 18 hrs./wk. x 14 wks. = $3,780.00/yr.</td>
<td>N/A</td>
<td>Resigned, effective October 22, 2012</td>
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<tr>
<td></td>
<td>Regular, part-time testing services assistant</td>
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<td></td>
<td>Garcia, Caroline</td>
<td>$7.35 hr. x 19 hrs./wk. x 50 wks. = $6,982.50/yr.</td>
<td>$7.45 hr. x 19 hrs./wk. x 50 wks. = $7,077.50/yr.</td>
<td>Salary adjustment, effective October 1, 2012</td>
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<tr>
<td></td>
<td>Regular, part-time senior citizens driver</td>
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<td></td>
<td>Gordon, Eurna J.</td>
<td>$7.45 hr. x 6 hrs./wk. x 50 wks. = $2,235.00/yr.</td>
<td>$7.55 hr. x 6 hrs./wk. x 50 wks. = $2,265.00/yr.</td>
<td>Salary adjustment, effective October 1, 2012</td>
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<tr>
<td></td>
<td>Regular, part-time Eagle Lake site manager</td>
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<td></td>
<td>Klimple, Cathy J.</td>
<td>$7.25 hr. x 19 hrs./wk. x 50 wks. = $6,887.50/yr.</td>
<td>$7.35 hr. x 19 hrs./wk. x 50 wks. = $6,982.50/yr.</td>
<td>Salary adjustment, effective October 1, 2012</td>
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<tr>
<td></td>
<td>Regular, part-time senior citizens Wharton site manager</td>
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<td></td>
<td>Prat, George</td>
<td>N/A</td>
<td>O-9-0</td>
<td>Employed, effective October 5, 2012</td>
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<tr>
<td></td>
<td>Regular, part-time security officer - Julie Rivers</td>
<td></td>
<td>$11.62 hr. x 19 hrs./wk. x 48 wks. = $10,597.44/yr.</td>
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<td></td>
<td>Sanchez, Phyllis</td>
<td>$7.45 hr. x 6 hrs./wk. x 50 wks. = $2,235.00/yr.</td>
<td>$7.55 hr. x 3 hrs./wk. x 50 wks. = $1,132.50/yr.</td>
<td>Salary adjustment, effective October 1, 2012</td>
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<tr>
<td></td>
<td>Regular, part-time East Bernard site manager</td>
<td></td>
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<td></td>
<td>Streckfuss, Geraldine V.</td>
<td>$7.45 hr. x 12 hrs./wk. x 50 wks. = $4,470.00/yr.</td>
<td>$7.55 hr. x 12 hrs./wk. x 50 wks. = $4,530.00/yr.</td>
<td>Salary adjustment, effective October 1, 2012</td>
</tr>
<tr>
<td></td>
<td>Regular, part-time senior citizens driver/Weimar site manager</td>
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<td>Wesselski, Fred W.</td>
<td>N/A</td>
<td>$20.00 hr. x 5 hrs./wk. x 52 wks. = $5,200.00/yr.</td>
<td>Employed, effective October 8, 2012</td>
</tr>
<tr>
<td></td>
<td>Regular, part-time security officer-Bay City</td>
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<td></td>
<td>Herrera, Tammy L.</td>
<td>Replaces Amanda Frankum</td>
<td>P-15-O</td>
<td>Transferred, effective November 12, 2012</td>
</tr>
<tr>
<td></td>
<td>Temporary, full-time ABE transitions specialist</td>
<td>P-15-0</td>
<td>$32,575.00 (12 months)</td>
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<tr>
<td></td>
<td>Broussard, Andrea C.</td>
<td>$15.00 hr. x 31.5 hrs./wk. x 20 wks. = $9,450.00/yr.</td>
<td>$15.00 hr. x 31.5 hrs./wk. x 20 wks. = $9,450.00/yr.</td>
<td>Extended, effective November 1, 2012</td>
</tr>
<tr>
<td></td>
<td>Temporary, part-time youth activities secretary</td>
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<tr>
<td></td>
<td>Guevara, Maria F.</td>
<td>N/A</td>
<td>O-10-0</td>
<td>Employed, effective August 27, 2012</td>
</tr>
<tr>
<td></td>
<td>Temporary, part-time ABE aide</td>
<td></td>
<td>$11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr.</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Current Salary and Schedule</td>
<td>Proposed Salary and Schedule</td>
<td>Proposed or Reported Action</td>
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<tr>
<td>King, Charlotte M.</td>
<td>$15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr.</td>
<td>N/A</td>
<td>Resigned, effective October 31, 2012</td>
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<tr>
<td>Pratt, Olivia L.</td>
<td>N/A</td>
<td>$7.25 hr. x 10 hrs./wk. x 6 wks. = $435.00/yr.</td>
<td>Employed, effective November 5, 2012</td>
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</tbody>
</table>