WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

September 17, 2013

Prepared by the
Office of the President
Wharton County Junior College
**Wharton County Junior College**  
*911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560*

Office of the President  Phone (979) 532-6400  Fax: (979) 532-6536  email: bettym@wcjc.edu

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) Gerton, III</td>
<td>May 2018</td>
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<td>Chair</td>
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<td>Gary P. Trochta</td>
<td>May 2016</td>
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<td>Vice Chair</td>
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<td>Jack C. Moses</td>
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<td>Secretary</td>
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<td>Lloyd M. Nelson</td>
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<td>Georgia Kincer</td>
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<td>Amy Rod</td>
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<td>Merle Hudgins</td>
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<td>Monty Merecka</td>
<td>May 2018</td>
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<td>8</td>
<td>Oliver W. Kunkel, Jr.</td>
<td>May 2014</td>
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AGENDA

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

September 17, 2013

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The special called public hearing held on August 20, 2013

B. The regular board meeting held on August 20, 2013

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
Board of Trustees  
September 17, 2013  
Agenda  

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

VII. Student Success  

VIII. Reports to the Board  

A. Financial Reports for August 2013  

B. Information Item: Management Reports  

C. Information Item: Reports from College Governance Councils  

IX. Reports from Committees of the Board  

A. Audit/Finance Committee  

B. Facilities Committee  

C. Legislative Committee  

-CONSENT AGENDA-  

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

X. Matters Relating to General Administration  

XI. Matters Relating to Academic Affairs  

A. Approval to apply for the Texans Feeding Texans: Home-Delivered Meal Grant Program (Texas Department of Agriculture) for both Wharton and Colorado Counties (no cost to the college pending approval of the grant)  

B. Approval of a $.10 raise per hour for part-time employees working for the Senior Citizen Program starting October 1, 2013  

XII. Matter Relating to Administrative Services  

A. Approve the lease agreement and payments for college copiers (estimated $80,000.00 a year – current unrestricted operating budget for 2013 – 2014)  

B. Approve the purchase of the college’s office supplies from Reliant Business Products, Inc. of Houston (estimated $130,000.00 – current operating budget for 2013 – 2014)
C. Approve the transfer of funds from the plant repair and replacement fund to cover the electronic lock system replacement at the Richmond campus ($35,000.00 – transfer from the repair and replacement plant fund)

D. Information Item:

1. Acknowledgement of all documented fees paid by the college as a result of our membership in a cooperative purchasing program ($600.00 – current unrestricted operating budget for 2012 – 2013)

2. Approval to begin reviewing contract options and solicit bids for electrical service (estimated $750,000.00 – current unrestricted operating budget)

XIII. Matters Relating to Technology and Institutional Research

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

1. Approve paid professional assignment for Danson Jones, Title V Research Coordinator, October 1, 2013 – August 31, 2014, $20,625.00

2. Approve paid professional assignment for Marybelle Perez, Interim Title V Grant Manager, October 1, 2013 – August 31, 2014, $7,425.00

3. Approve paid professional assignment for Jennifer Jeffery, Hispanic Serving Institution Grant Classroom Connections Pilot – Faculty Coaching, September 1, 2013 – December 31, 2013, $1,000.00

4. Approve paid professional assignment for Jennifer Mauch, Hispanic Serving Institution Grant Classroom Connections Pilot – Faculty Coaching, September 1, 2013 – December 31, 2013, $1,000.00

5. Approve paid professional assignment for John Dettling, Hispanic Serving Institution Grant Classroom Connections Pilot – Faculty Coaching, September 1, 2013 – December 31, 2013, $1,000.00


8. Brittany Miller extended as temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math assessment and professional development coordinator, AA-1-0, to temporary, full-time title V Hispanic Serving Institution, Science, Technology, Engineering, and Math assessment and professional development coordinator, AA-1-1, effective September 1, 2013


12. Rosemary Fulton extended as temporary, part-time institutional research associate, $31.00 hr. x 13 hrs./wk. x 50 wks. = $20,150.00/yr., to temporary, part-time institutional research associate, $31.00 hr. x 13 hrs./wk. x 50 wks. = $20,150.00/yr., effective September 1, 2013

C. Office of Academic Affairs

1. Approve the fall 2013 overload list

2. Approve paid professional assignment for Debbie Yancey, annual stipend for ADN director, 2013 – 2014 academic year, $13,860.00

3. Approve paid professional assignment for Sean Amestoy, agriculture coordinator, fall 2013 – spring 2014, $2,000.00

4. Approve paid professional assignment for Kim Raun, microbiology lab coordinator, fall 2013 – spring 2014, $2,000.00

5. Approve paid professional assignment for Jennifer Jeffery, assistant department head-general biology coordinator, fall 2013 – spring 2014, $3,600.00

6. Approve paid professional assignment for Dr. Wendy Waters, assistant department head – A & P coordinator, fall 2013 – spring 2014, $3,600.00
7. Approve paid professional assignment for Yvonne Smith, assistant department head – mathematics, fall 2013 – spring 2014, $3,000.00

8. Approve paid professional assignment for Sean Collins, assistant department head – chemistry, fall 2013 – spring 2014, $3,000.00

9. Approve paid professional assignment for Dr. Robin Nealy, professional development seminar, February 2014, $500.00

10. Loretta D. Burt reclassified as temporary, part-time adult basic education student records supervisor, $23.00 hr. x 20 hrs./wk. x 46 wks. = $21,160.00/yr., to temporary, part-time interim adult basic education director, $23.00 hr. x 20 hrs./wk. x 4 wks. = $1,840.00/yr., effective August 9, 2013

11. Richard S. Lewis extended as temporary, part-time youth activities site coordinator – Kid’s college, $15,000.00, to temporary, part-time youth activities site coordinator – Kid’s college, $15,000.00, effective October 1, 2013

12. Charlet Jose employed as regular, full-time instructor of associate degree nursing, FAC-3-10, effective September 18, 2013

D. Office of Administrative Services

E. Office of Student Services

1. Johnnie R. Svatek extended as temporary, full-time student recruiter/academic advisor, AA-1-5, to temporary, full-time student recruiter/academic advisor, AA-1-5, effective September 1, 2013

F. Office of Technology and Institutional Research

1. Robby E. Mathews reclassified as regular, full-time IT reliability/maintenance technician, P-15-32, to regular, full-time network administrator, AA-10-6, effective September 18, 2013

G. Information Items: Contract Personnel Action

1. Samuel M. Smith resigned as regular, full-time drama instructor, FAC-4A-14, effective August 8, 2013

2. Kelley A. Whitley resigned as regular, full-time instructor of chemistry, FAC-1-13, effective August 23, 2013

H. Information Items: Non-contract Personnel Action

1. Dana Elrick resigned as regular, full-time security officer, O-10-2, effective August 31, 2013

2. Raul Ramirez, Jr. reclassified as regular, full-time groundskeeper, O-1-3, to regular, full-time custodian, O-1-3, effective August 19, 2013
3. Kelly L. Robison employed as regular, full-time allied health secretary, O-7-0, effective September 9, 2013

4. William E. Bennett resigned as regular, part-time security officer – Richmond, $20.00 hr. x 19 hrs./wk. x 48 wks. = $18,240.00/yr., effective June 4, 2013

5. Jo L. Brown employed as regular, part-time senior citizens program driver – El campo substitute, $7.25 hr. x 19 hrs./wk. x 6 wks. = $826.50/yr., effective August 26, 2013

6. Luis A. Chavez employed as regular, part-time open computer lab monitor, O-5-0, $10.94 hr. x 20 hrs./wk. x 49 wks. = $10,721.20/yr., effective August 29, 2013

7. Phillip L. Jackson employed as regular, part-time security officer – Richmond campus, $20.00 hr. x 19 hrs./wk. x 52 wks. = $19,760.00/yr., effective September 5, 2013

8. Michelle Koehler employed as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective August 5, 2013

9. Robert Lee resigned as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective August 22, 2013

10. Amador D. Mata reclassified as regular, full-time custodian, O-1-0, to regular, part-time custodian, O-1-0, $9.31 hr. x 19 hrs./wk. x 52 wks. = $9,198.28/yr., effective August 12, 2013

11. Amador D. Mata separated as regular, part-time custodian, O-1-0, $9.31 hr. x 19 hrs./wk. x 52 wks. = $9,198.28/yr., effective August 28, 2013

12. Alex N. Rohr separated as regular, part-time open computer lab monitor, O-5-0, $10.47 hr. x 20 hrs./wk. x 49 wks. = $10,260.60/yr., effective August 16, 2013

13. Jacob Romero separated as regular, part-time open computer lab monitor, O-5-0, $10.47 hr. x 20 hrs./wk. x 49 wks. = $10,260.60/yr., effective August 23, 2013

14. Anthony C. Tyrone employed as regular, part-time officer – Wharton, $20.00 hr. x 19 hrs./wk. x 52 wks. = $19,760.00/yr., effective September 3, 2013


16. Casey G. Halderman employed as temporary, full-time assistant rodeo coach, $18,000.00, effective August 19, 2013

17. Alex C. Gardner, Jr. received an additional assignment as resident hall supervisor, $4,500.00 – fall semester, effective August 24, 2013
18. Michael Robbins employed as temporary, full-time assistant baseball coach, $18,000.00, effective August 19, 2013

19. Joshua O. Balogun employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

20. Lola Beaver extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective September 1, 2013

21. Rowena J. Britton extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective August 1, 2013

22. Amy Castillo extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective September 1, 2013

23. Leticia Castillo extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective September 1, 2013

24. Sarah Crawford separated as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 14 wks. = $406.00/yr., effective August 15, 2013

25. Martina Garcia extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective August 1, 2013

26. Amanda N. Gonzalez extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective August 1, 2013

27. Katherine A. Kunkel extended as temporary, part-time administrative clerk, O-10-6, $12.85 hr. x 30 hrs./wk. x 48 wks. = $18,504.00/yr., to temporary, part-time administrative clerk, O-10-6, $13.32 hr. x 30 hrs./wk. x 48 wks. = $19,180.80/yr., effective October 1, 2013

28. Desiree E. Martinez employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

29. Rosemary Maryland employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

30. Ashley Montalvo extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective September 1, 2013
31. Monica Parker employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

32. Kim Randell employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

33. Tiffany Singletary employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

34. Elizabeth N. Tekulve resigned as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective July 31, 2013

35. Sefura Temam extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective September 1, 2013

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

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

XVIII. Discuss Matters Relating to Formal Policy

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The special called public hearing held on August 20, 2013

B. The regular board meeting held on August 20, 2013
MINUTES
Special Called Meeting of the
Wharton County Junior College
Board of Trustees
August 20, 2013

The Wharton County Junior College District Board of Trustees met in special session on August 20, 2013 at 6:00 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Gary Trochta, Vice Chair; Mrs. Merle Hudgins; Mrs. Georgia Kincer; Mr. Monty Merecka; Mr. Lloyd Nelson; and Mrs. Amy Rod

Trustees Absent: Mr. Jack Moses, Secretary; 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; Mr. Gene Bahnsen; Coach Keith Case; Mr. Kevin Dees; Mr. Jim Baylor; Mr. John Dettling; Mr. Mike Feyen; Mr. Robby Mathews; Dr. Benito Pastora; Ms. Deborah Popek; Mr. Craig Sanders; Mr. Scott Stripling; Ms. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:00 P.M.
-Mr. Gertson welcomed everyone and announced the public hearing for the budget.

ITEM II: PUBLIC HEARING OF PROPOSED WHARTON COUNTY JUNIOR COLLEGE OPERATING BUDGET FOR 2013-2014

-Mr. Gertson asked for comments from the public.

-Mrs. Hudgins stated that she would like to see another step added to the raise for employees. Ms. McCrohan explained the history of the board requesting that salaries be in the middle of the consortium and that is where they have maintained. Mrs. Hudgins had in her possession a report detailing the salaries of community colleges in the State of Texas. Ms. McCrohan stated that she would analyze the report and that the comparison should be with the consortium. Ms. McCrohan stated that if we did not have to take away from other programs, she would have liked to give an additional step. Mr. Nelson asked what the cost was for one step for all employees. Mr. Kocian stated that it was approximately $175,000.00. Mr. Merecka agreed with Mrs. Hudgins points for keeping the salary levels higher.

-Mr. Stripling, president of faculty council, stated that a Spanish faculty member recently quit due to the salary.
Board of Trustees  
August 20, 2013  
Minutes

-Mr. Dettling asked how long it has been that the step for faculty is $500.00. Mr. Kocian stated that it had been twenty five plus years.

-Mr. Gertson stated that it was reasonable to set a goal, but the determination needed to be made to decide where the money was going to come from.

-Ms. McCrohan stated that the college also needed to look at maintaining reasonable tuition and fees.

-Mr. Gertson stated that a lot of work was put into balancing the budget by the staff and he is glad that there is a budget that we can go forward with.

**ITEM III: ADJOURN**

-The meeting adjourned at 6:30 P.M.
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
August 20, 2013

-The Wharton County Junior College District Board of Trustees met in regular session on August 20, 2013 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Gary Trochta, Vice-Chair; Mrs. Merle Hudgins; Mrs. Georgia Kinser; Mr. Monty Merecka; Mr. Lloyd Nelson; and Ms. Amy Rod

Trustees Absent: Mr. Jack Moses, Secretary; and Mr. Oliver Kunkel, Jr.

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Instruction; 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; Mr. Gene Bahnson; Mr. Jim Baylor; Coach Keith Case; Mr. Kevin Dees; Mr. John Dettling; Mr. Mike Feyen; Ms. Dale Hahn; Ms. G.G. Hunt; Mr. Robby Mathews; Dr. Benito Pastora; Ms. Deborah Popel; Mr. Craig Sanders; Mr. Scott Stripling; Ms. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The special called budget workshop held on July 9, 2013

B. The regular board meeting held on July 16, 2013

-The minutes of the special called budget workshop held on July 9, 2013 and the regular board meeting held on July 16, 2013, were approved as presented.

ITEM IV: CITIZENS' COMMENTS
-Mr. Gertson recognized Mr. Craig Sanders’ request to address the Board of Trustees. Mr. Sanders introduced himself as a faculty member from the Ridge Point High School in the Fort Bend Independent School District. Mr. Sanders explained that the high school was assigned by the state to Wharton County Junior College offering dual credit courses. He discussed the program and stated some hardships with the college for dual credit enrollment for the high school students. He asked the college to review the enrollment policies to make registering for classes easier. Mr. Gertson thanked Mr. Sanders for sharing the issues with the board.

ITEM V: SPECIAL ITEMS

A. Approve 2013 – 2014 operating budget (under separate cover)

BOARD ACTION: On a motion by Mrs. Kincer and a second, the board unanimously approved the 2013 – 2014 operating budget as presented.

B. Approve to set the ad valorem tax rate of $0.13419/$100 for the 2013 tax year ($5,131,672.00 – current operating revenue)

BOARD ACTION: On a motion by Mr. Trochta and a second, the board unanimously approved the ad valorem tax rate of $0.13419/$100 for the 2013 tax year as presented.

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

A. Recognition of retirement of Dr. Benito Pastora

-Ms. McCrohan stated that Dr. Pastora was retiring due to being offered a great educational opportunity. Ms. Collins recognized Dr. Pastora and Mr. Dees. Mr. Dees read the resolution and presented a plaque to Dr. Pastora. Mr. Dees shared some stories about Dr. Pastora and his great teaching abilities. He also stated that Dr. Pastora has taught more different courses than any other faculty member. Dr. Pastora stated that he has always known the importance of teaching high quality classes so that the students will succeed at universities. Dr. Pastora will be participating in a doctorate certificate medical program designed for people with a doctorate in physics.

-Ms. McCrohan asked Mr. Bahnsen to introduce Coach Keith Case, the new baseball coach. Mr. Bahnsen explained the coach’s background. Coach Case stated that he will have a challenge, although he is very excited. He invited everyone to attend the baseball games.

B. Security Update

-Mr. Baylor gave an overview of the improvements and accomplishments to the public safety and security department.

ITEM VII: STUDENT SUCCESS

ITEM VIII-A: REPORTS TO THE BOARD

A. Financial Reports

-Mr. Wessels presented the financial reports for July 2013.
B. Investment Report for the 3rd Quarter ending May 31, 2013

-Ms. Ward presented the investment report for the 3rd quarter ending May 31, 2013.

BOARD ACTION: On a motion by Mrs. Kincer and a second, the board unanimously approved the financial reports for July 2013 and the investment report for the 3rd quarter ending May 31, 2013 as presented.

ITEM VIII-C: 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-D: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

A. Academic Affairs Council

B. Faculty Council

C. President’s Extended Cabinet

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee: Mr. Kunkel

-None-

B. Facilities Committee: Mr. Nelson

-None-

C. Legislative Committee: Mr. Nelson

-None-

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

-None-
-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 the 2014 Kids’ College Facilities Rental Agreement ($75,000.00 – to be drawn from the FY2014 Kids’ College facilities rental budget)

B. Approve the second year of a three year commitment to Blackboard, Inc. to provide a Managed Hosting Solution and course delivery for their on-line learning management software used by the college to support our on-line classes ($105,784.00 – current unrestricted operating budget for 2013 – 2014)

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

A. Approve the Investment Policy

B. Approve the annual premium to the Property Casualty Alliance of Texas for the college’s property/casualty, and equipment breakdown insurance coverage ($158,026.00 – current unrestricted operating budget for 2013 – 2014)

C. Approve the proposal submitted by the Texas Association of School Boards (TASB) for the college’s worker’s compensation insurance and school liability and auto coverage policies ($85,399.00 – current unrestricted operating budget for 2013 – 2014)

ITEM XIII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the contract with Arthur W. West (doing business as AWConsulting) to provide professional services in support of the college websites ($38,400.00 – current unrestricted operating budget for 2013 – 2014)

B. Approve estimated costs for upcoming hardware and software maintenance contracts ($418,000.00 – current unrestricted operating fund budget for 2013 – 2014)

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

A. Approval to create a fee for criminal background checks for residence hall students (estimated $3,750.00 in auxiliary revenue with a corresponding expenditure for the contracted service)
ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Approve paid professional assignment for Rebecca McElroy, Gulf Coast Partner’s Achieving Student Success course coordinator, September 1, 2013 – December 31, 2013 - $1,800.00

2. Approve paid professional assignment for Ava Humme, Gulf Coast Partner’s Achieving Student Success vertical alignment coordinator, September 1, 2013 – December 31, 2013 - $1,800.00

3. Approve paid professional assignment for Robin Nealy, Gulf Coast Partner’s Achieving Student Success summer bridge coordinator, September 1, 2013 – December 31, 2013 - $1,800.00

4. Approve paid professional assignment for Cynthia Diener, Gulf Coast Partner’s Achieving Student Success English PAC member, fall 2013 - $900.00

5. Approve paid professional assignment for Karen Lesure, Gulf Coast Partner’s Achieving Student Success English PAC member, fall 2013 - $900.00

6. Approve paid professional assignment for Jennifer Mauch, Gulf Coast Partner’s Achieving Student Success math PAC member, fall 2013 - $900.00

7. Approve paid professional assignment for Yvonne Smith, Gulf Coast Partner’s Achieving Student Success math PAC member, fall 2013 - $900.00

8. Approve paid professional assignment for Danson R. Jones, Title V research coordinator, September 1, 2013 – September 30, 2013 - $1,875.00

9. Approve paid professional assignment for Marybelle Perez, interim Title V grant manager, September 1, 2013 – September 30, 2013 - $675.00

10. Approve paid professional assignment for Danson R. Jones, Gulf Coast Partner’s Achieving Student Success director and core team leader, September 1, 2013 – August 31, 2014 - $12,000.00

11. Approve paid professional assignment for Marybelle Perez, Gulf Coast Partner’s Achieving Student Success recruitment/outreach coordinator, September 1, 2013 – December 31, 2013 - $1,800.00

C. Office of Academic Affairs

1. Approve paid professional assignment for Kelley Whitley, department head transitional duties, August 19-23, 2013 - $1,800.00
2. Inez M. Kucera reclassified as temporary, full-time instructional assessment director, CA-15-11, to regular, full-time instructional assessment director, CA-15-11, effective September 1, 2013

3. Tamara N. Rodriguez received support staff professional growth, $500.00 (9 hours)

4. Aaron A. Dittmar reclassified as temporary, full-time instructor of welding, FAC-1-9 (9 months), to temporary, full-time instructor of welding, FAC-1-9 (12 months), effective September 1, 2013

5. Tammy L. Herrera extended as temporary, full-time adult basic education transitions coordinator, GNT-1-7, to temporary, full-time adult basic education transitions coordinator, GNT-1-7, effective September 1, 2013

6. Glenda G. Hunt extended as temporary, full-time interim academic dean, D-7-36, to temporary, full-time interim academic dean, D-7-36, effective September 1, 2013

7. Anaisabel Ortiz-Avila employed as temporary, full-time instructor of Spanish, FAC-1-7, effective August 19, 2013

8. Carmen A. Flora reclassified as temporary, full-time coordinator of testing services, AA-1-0, to regular, full-time coordinator of testing services, effective August 21, 2013

9. Carmen A. Flora reclassified as temporary, part-time testing services assistant – Wharton, $15.00 hr. x 18 hrs./wk. x 14 wks. = $3,780.00/yr., to temporary, full-time coordinator of testing services, AA-1-0, effective August 1, 2013

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Lorena Medrano resigned as regular, full-time instructor of Spanish, FAC-5-9, effective August 14, 2013

2. Amanda Frankum resigned as temporary, full-time adult basic education director, CA-1-6, effective August 5, 2013

H. Information Items: Non-contract Personnel Action

1. Esther Aguilar reclassified as regular, part-time custodian, O-1-0, $9.16 hr. x 19 hrs./wk. x 52 wks. = $9,050.08/yr., to regular, full-time custodian, O-1-0, effective August 1, 2013

2. Elecia Delgado resigned as regular, full-time custodian, O-1-5, effective July 16, 2013
3. Rachel L. Molano received support staff professional growth, $1,000.00 (18 hours)

4. George Prat received a change in assignment from regular, full-time security officer – Wharton, O-10-0, to regular, full-time security officer – Richmond, O-10-0, effective August 15, 2013

5. Theresa W. Spillers employed as regular full-time accounting clerk I, O-8-0, effective August 19, 2013

6. Loraine B. Tovar reclassified as regular, part-time front desk receptionist – Bay City, $7.25 hr. x 40 hrs./wk. x 14 wks. = $4,060.00/yr., to regular full-time front desk receptionist – Bay City, O-8-0, effective August 1, 2013

7. Gary Travis resigned as regular, full-time security coordinator, T-15-10, effective July 12, 2013

8. Gwendolyn N. Williams employed as regular, full-time residency hall supervisor, $9,000.00 (9 months), effective August 18, 2013

9. Jane H. Bailey extended as regular, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk x 42 wks. = $11,340.00/yr., to regular, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 42 wks. = $11,340.00/yr., effective August 22, 2013

10. Norma Bonner extended as regular, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., to regular, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 42 wks. = $11,340.00/yr., effective August 22, 2013

11. Matthew Brown employed as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective August 26, 2013

12. Dylan W. Fraker resigned as regular, part-time fitness center staff, $7.25 hr. x 12 hrs./wk. x 48 wks. = $4,716.00/yr., effective July 24, 2013

13. Silvano Grosso extended as regular, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 40 wks. = $4,800.00/yr., to regular, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 42 wks. = $5,040.00/yr., effective August 22, 2013

14. Samuel J. Hopkins extended as regular, part-time reading/writing tutor, $15.00 hr. x 16 hrs./wk. x 27 wks. = $6,480.00/yr., to regular, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 42 wks. = $11,340.00/yr., effective August 22, 2013

15. Andrew Krenek resigned as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective July 29, 2013

16. Lucas McElroy resigned as temporary, part-time leaning assistance center math tutor, $15.00 hr. x 16 hrs./wk. x 42 wks. = $10,080.00/yr., effective August 14, 2013
17. Rachel Polasek extended as regular, part-time information technology technician, P-13-0, $14.46 hr. x 40 hrs./wk. x 12 wks. = $6,940.80/yr., to regular, part-time information technology technician, P-13-0, $14.46 hr. x 40 hrs./wk. x 6 wks. = $3,470.40/yr., effective July 20, 2013

18. Sarah E. Ward employed as regular, part-time fitness center staff, O-5-0, $7.25 hr. x 12 hrs./wk. x 48 wks. = $4,716.00/yr., effective August 2, 2013

19. Daniel Yurchak separated as regular, part-time maintenance summer help, $7.25 hr. x 40 hrs./wk. x 5 wks. = $1,450.00/yr., effective July 12, 2013

20. Stephanie M. Zachry extended as regular, part-time learning assistance center math tutor, $15.00 hr. x 8 hrs./wk. x 40 wks. = $4,800.00/yr., to regular, part-time learning assistance center math tutor, $15.00 hr. x 7 hrs./wk. x 42 wks. = $4,410.00/yr., effective August 22, 2013

21. Maria F. Guevara reclassified as temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, full-time adult basic education secretary, O-9-0, effective August 19, 2013

22. Connie R. Blackmon employed as temporary, part-time residency hall supervisor, $86.56/day x 15 days = $1,298.40, effective August 4, 2013

23. John H. Labay resigned as temporary, part-time learning assistance center math tutor, $15.00 hr. x 18 hrs./wk. x 42 wks. = $11,340.00/yr., effective August 14, 2013

24. Ashley Luttringer employed as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective August 19, 2013

-Mr. Gertson explained a correction on Item XIII.B for approval of estimated costs for upcoming hardware and software maintenance contracts. The amount should be $429,118.00 due to an error in the calculation.

-Mr. Nelson asked about Item XII.A, approval of the investment policy. Mr. Kocian stated that the Public Funds Investment Act requires that the college approve the investment policy each year and there were no changes from last year. Mr. Nelson asked if the foundation funds were separate and Mr. Kocian stated that the foundation was not bound by the same rules.

BOARD ACTION: On a motion by Mr. Nelson and a second, the board unanimously approved the consent agenda with the correction to Item XIII.B to change the total amount to $429,118.00.

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).
Board of Trustees
August 20, 2013
Minutes

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

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

**ITEM XIX:** OTHER BUSINESS

- Mr. Gertson announced that the tentative date for the board retreat will be October 18th and 19th and asked that all board members indicate on the signup sheet if they will be attending the retreat.

- Mr. Gertson announced that the ACCT Community College Leadership Congress will be held on October 1st – 5th in Seattle, Washington. He asked the board members to contact Deanna if they will be attending the convention.

- Mr. Gertson stated that the Dental Hygiene Clinic dedication will be held Thursday, August 22nd at 11:00 A.M.

- Ms. McCrohan announced that classes will be starting on Monday and the testing will be changing on September 1st to the Texas Success Initiative.

**ITEM XX:** ADJOURN

- The meeting adjourned at 7:43 P.M.
Reports to the Board

A. Financial Reports for August 2013
Summary Reports
Wharton County Junior College  
Revenue-Expenditure Summary  
August 31, 2013

<table>
<thead>
<tr>
<th></th>
<th>FISCAL 2013</th>
<th></th>
<th>FISCAL 2012</th>
<th></th>
<th>% OF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Y-T-D ACTUAL</td>
<td>Budget</td>
<td>% of Budget</td>
<td></td>
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<tr>
<td>Fund 1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>% OF</td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PRIOR</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YR</td>
</tr>
<tr>
<td>State appropriations</td>
<td>$ 800,584</td>
<td>$ 8,804,153</td>
<td>$ 8,581,660</td>
<td>102.59%</td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>(117,720)</td>
<td>20,702,803</td>
<td>19,656,710</td>
<td>105.32%</td>
<td></td>
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<tr>
<td>Advalorem Taxes</td>
<td>40,138</td>
<td>5,178,084</td>
<td>5,131,672</td>
<td>100.90%</td>
<td></td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>249,656</td>
<td>411,772</td>
<td>60.63%</td>
<td></td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>15,000</td>
<td>-</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Other Revenues</td>
<td>(16,348)</td>
<td>692,994</td>
<td>517,801</td>
<td>133.83%</td>
<td></td>
</tr>
<tr>
<td>Total Revenues</td>
<td>706,654</td>
<td>35,627,690</td>
<td>34,314,615</td>
<td>103.83%</td>
<td></td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1,170,390</td>
<td>18,937,387</td>
<td>19,412,652</td>
<td>97.55%</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>466,961</td>
<td>4,535,622</td>
<td>4,393,068</td>
<td>103.24%</td>
<td></td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>1,686,212</td>
<td>2,390,332</td>
<td>906,601</td>
<td>263.66%</td>
<td></td>
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<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>750,816</td>
<td>756,700</td>
<td>99.22%</td>
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<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
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<tr>
<td>Other Expenditures</td>
<td>1,183,634</td>
<td>8,919,196</td>
<td>8,845,594</td>
<td>100.83%</td>
<td></td>
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<tr>
<td>Total expenditures</td>
<td>4,501,198</td>
<td>35,533,352</td>
<td>34,314,615</td>
<td>103.55%</td>
<td></td>
</tr>
<tr>
<td>Net increase/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(decrease) in net assets</td>
<td>$ (3,794,544)</td>
<td>$ 94,338</td>
<td>$ 1,494,950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Outstanding encumbrances</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Net increase less encumbrances</td>
<td>$ 94,338</td>
<td></td>
<td>$ 1,494,951</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Note: Net student receivables in the amount of $4,526,128.73 outstanding. Tuition and fees are subject to collection in future periods.
<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>$348,584.64</td>
<td>$259,257.72</td>
</tr>
<tr>
<td>Student Receivables FY 2014-FY2013</td>
<td>$2,851,449.03</td>
<td>$2,657,096.70</td>
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<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$56,212.15</td>
<td>$55,436.03</td>
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<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>$50,587.78</td>
<td>$34,835.27</td>
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<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>$11,258.05</td>
<td>$10,647.30</td>
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<tr>
<td>Installment Plan Receivable 13-14</td>
<td>$1,240,723.14</td>
<td>$1,155,724.20</td>
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<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Installment Plan Receivable</strong></td>
<td><strong>$1,358,781.12</strong></td>
<td><strong>$1,256,642.80</strong></td>
</tr>
<tr>
<td>Third Party Contracts Receivable</td>
<td><strong>$252,166.57</strong></td>
<td><strong>$230,664.28</strong></td>
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<tr>
<td>Continuing Education Receivable</td>
<td><strong>26,036.00</strong></td>
<td><strong>9,968.50</strong></td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td><em>(310,888.63)</em></td>
<td><em>(299,898.83)</em></td>
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<tr>
<td>Net Accounts Receivable</td>
<td><strong>$4,526,128.73</strong></td>
<td><strong>$4,113,731.17</strong></td>
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</tbody>
</table>

**NOTE: FIGURES ARE NOT FINAL**
COMBINED BALANCE SHEET

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

<table>
<thead>
<tr>
<th></th>
<th>Auxiliary</th>
<th>Current</th>
<th>Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enterprise</td>
<td>Unrestricted</td>
<td>Funds</td>
</tr>
<tr>
<td>Cash</td>
<td>829,415</td>
<td>3,678,869</td>
<td>843,459</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>196,722</td>
<td>11,276,314</td>
<td>4,428</td>
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<tr>
<td>Accounts Receivable</td>
<td>201,683</td>
<td>4,043,332</td>
<td>5,681</td>
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<tr>
<td>Taxes Receivable</td>
<td>360,929</td>
<td>--</td>
<td>360,929</td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td>--</td>
<td>41,210</td>
<td>41,210</td>
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<tr>
<td>Due From Other Funds</td>
<td>--</td>
<td>13,537</td>
<td>13,537</td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>32,538</td>
<td>--</td>
<td>32,538</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>--</td>
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<td>--</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>1,260,357</td>
<td>19,862,274</td>
<td>908,315</td>
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</table>

<table>
<thead>
<tr>
<th>Liabilities, equity and other credits</th>
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</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
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<tr>
<td>Payroll Taxes Payable</td>
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<tr>
<td>Accrued Liabilities</td>
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<tr>
<td>Deferred Revenue</td>
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<tr>
<td>Long Term Debt</td>
</tr>
<tr>
<td>Deposits Payable</td>
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<tr>
<td>Due To Other Funds</td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
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<tr>
<td>Scholarships-Non-Designated</td>
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<tr>
<td><strong>TOTAL LIABILITIES:</strong></td>
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<table>
<thead>
<tr>
<th>EQUITY AND OTHER CREDITS:</th>
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<tr>
<td>Control Accounts</td>
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<tr>
<td>Fund Balances</td>
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<tr>
<td>Prior Year Fund Balance</td>
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<tr>
<td>Endowment Fund-Original</td>
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<tr>
<td>Endowment Fund-Income</td>
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<tr>
<td>FH Professional Development</td>
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<tr>
<td>FH Salary Equity</td>
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<tr>
<td>FH Capital Equipment</td>
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<tr>
<td>FH Investment Gain And Loss</td>
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<tr>
<td>Fund Balance Receivables</td>
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<td>Reserved-Undesignated</td>
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**Governmental Fund Types**

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<tr>
<th></th>
<th>Auxiliary Enterprise</th>
<th>Current Unrestricted</th>
<th>Restricted Funds</th>
<th>Current Year 2013</th>
<th>Prior Year 2012</th>
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<tr>
<td>PRTU Operating Fund Balance</td>
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<tr>
<td>Plant Fund Balance</td>
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<td>Road Fund Balance</td>
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<td>Scholarship</td>
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<td>Fund Balance-Rounding Diff</td>
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<tr>
<td>Fund Balances:</td>
<td></td>
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<tr>
<td>Reserve for Encumbrance</td>
<td>2,988</td>
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<td>2,988</td>
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<td>Fund Balance</td>
<td>963,434</td>
<td>21,337</td>
<td>-75,454</td>
<td>975,297</td>
<td>1,827,995</td>
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<tr>
<td>Reserve For Operations</td>
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<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>963,434</td>
<td>9,756,785</td>
<td>-75,454</td>
<td>10,644,764</td>
<td>10,692,700</td>
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<td>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</td>
<td>1,280,157</td>
<td>19,862,274</td>
<td>908,315</td>
<td>22,030,946</td>
<td>22,506,355</td>
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**Proprietary Fund Types**

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<th>Agency Funds</th>
<th>Current Year</th>
<th>Prior Year</th>
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<tbody>
<tr>
<td></td>
<td>2013</td>
<td>2012</td>
</tr>
</tbody>
</table>

## ASSETS and OTHER DEBITS:

### ASSETS:
- Cash: 48,464
- Cash Investments: 122,913
- Accounts Receivable 48,464
- Taxes Receivable 122,913
- Local, St. & Fed Agency Receivable -
- Due From Other Funds -
- Prepaid Expense -
- Property, Plant & Equipment -

### TOTAL ASSETS AND OTHER DEBITS:
- 151,403

## LIABILITIES, equity and other credits:

### LIABILITIES:
- Accounts Payable -
- Employee Benefits Payable -
- Payroll Taxes Payable -
- Accrued Liabilities -
- Deferred Revenue -
- Long Term Debt -
- Deposit Payable 151,373
- Due To Other Funds 151,373
- Scholarships-Designated Donations 135,967
- Scholarships-Non-designated Donations -

### TOTAL LIABILITIES:
- 151,373

## EQUITY AND OTHER CREDITS:
- Control Accounts 30
- Fund Balances 30
- Prior Year Fund Balance -
- Endowment Fund-Original -
- Endowment Fund-Income -
- PB Professional Development -
- PB Salary Equity -
- PB Capital Equipment -
- PB Investment Gain And Loss -
- Fund Balance Receivables -
- Reserved-Undesignated -
<table>
<thead>
<tr>
<th>Agency Funds</th>
<th>Current Year 2013</th>
<th>Prior Year 2012</th>
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<tr>
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<tr>
<td>PRRC Operating Fund Balance</td>
<td>30</td>
<td>30</td>
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<tr>
<td>Plant Fund Balance</td>
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<tr>
<td>Bond Fund Balance</td>
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<td>Scholarship</td>
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<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
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<td>Fund Balances:</td>
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<td></td>
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<tr>
<td>Reserve for Encumbrance</td>
<td>151,403</td>
<td>151,403</td>
</tr>
<tr>
<td>Reserve for Operations</td>
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<td>155,982</td>
</tr>
<tr>
<td><strong>TOTAL EQUITY AND OTHER CREDITS:</strong></td>
<td>151,403</td>
<td>155,982</td>
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<tr>
<td><strong>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</strong></td>
<td>151,403</td>
<td>155,982</td>
</tr>
</tbody>
</table>
Management Reports

The following management reports for the month of August 2013 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
August Highlights

The following reports and/or surveys have been completed:
- Summer II Student report to the THECB (CBM001)
- Summer II Class report to the THECB (CBM004)
- Fall 2012 and Spring 2013 Dental Hygiene Patient Survey reports
- CE enrollment data to Greater Houston Partnership – TIP Strategies

IT Help Desk support tickets and calls for the month of August, 2013.

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Student Email</th>
<th>Blackboard LMS</th>
<th>Online Services</th>
<th>Misc.</th>
<th>Total</th>
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<tbody>
<tr>
<td>Support Tickets</td>
<td>109</td>
<td>41</td>
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<td>8</td>
<td>158</td>
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<tr>
<td>Telephone Calls</td>
<td>174</td>
<td>94</td>
<td>61</td>
<td>160</td>
<td>489</td>
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<tr>
<td>Totals</td>
<td>283</td>
<td>135</td>
<td>61</td>
<td>168</td>
<td>647</td>
</tr>
</tbody>
</table>

The Technical Services team have replaced or supplied the following locations with new computer systems, monitors, and/or printing devices in August 2013.

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Richmond</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Communications and Fine Arts</td>
<td>1 CPU, 1 Monitor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Math and Physical Science</td>
<td></td>
<td>1 CPU, 1 Monitor</td>
<td>2 CPUs, 2 Monitors</td>
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</tr>
<tr>
<td>Division of Social and Behavioral Science</td>
<td></td>
<td>1 CPU, 1 Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Technology and Business</td>
<td></td>
<td></td>
<td></td>
<td>1 CPU</td>
</tr>
<tr>
<td>Class Rooms and Labs</td>
<td>J214 - 1 Projector; FA107 - 1 Projector; Sci205 - 1 CPU; LaD113G - 1 Projector; Sci101 - 1 Projector; A208 - 1 Monitor; A101 - Printer; P101-CPU/Mon/Projector; P103-CPU/Mon/Projector; P105-CPU/Mon/Projector;</td>
<td>TC219 - 1 Monitor; TC143 - 18 iMacs</td>
<td>SGL206 - 1 Monitor</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></td>
<td>P107-CPU/Mon/Projector; P201-CPU/Mon/Projector; P202-CPU/Mon/Projector; P203-CPU/Mon/Projector; P209-CPU/Mon/Projector</td>
<td>1 Printer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Admissions and Registration</td>
<td></td>
<td></td>
<td></td>
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</tr>
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<td>Office of Financial Services</td>
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<td></td>
</tr>
<tr>
<td>Office of Grants/Resource Development</td>
<td></td>
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<tr>
<td>Office of Library Services</td>
<td></td>
<td>1 CPU</td>
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Work Request by category for the month of August 2013.

<table>
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<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>
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<tbody>
<tr>
<td>Account Management</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Banner Access/Security</td>
<td>26</td>
<td>25</td>
<td>29</td>
<td>6</td>
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<tr>
<td>Banner AR</td>
<td>11</td>
<td>7</td>
<td>9</td>
<td>38</td>
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<td>6</td>
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<td>60</td>
<td>77</td>
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<td>Computers - Office</td>
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<td>Data Projectors</td>
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<td>5</td>
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<tr>
<td>Category</td>
<td>New Service Request for the month</td>
<td>Of the New Service Request Total Completed</td>
<td>Total Completed Service Request</td>
<td>Total Remaining Open Service Request</td>
</tr>
<tr>
<td>---------------------------------</td>
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<td>-------------------------------------</td>
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<td>Printers – Classrooms/Lab</td>
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<td>Current Year</td>
<td>Increase/Decrease</td>
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<td>-----------------------------------------</td>
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<tr>
<td>Number of Pell Grant Recipients</td>
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<td>1,791</td>
<td>&lt;18&gt;</td>
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<tr>
<td>Pell Grant Funds Awarded</td>
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<td>&lt;112,236&gt;</td>
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<td>Monthly Work Study Workers</td>
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<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
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<td>141</td>
<td>&lt;20&gt;</td>
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<td>141,000</td>
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<td>Number of Guaranteed Student Loan Recipients</td>
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<td>16,693,242</td>
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<tr>
<td>PSIG/LEAP Funds Awarded</td>
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<tr>
<td>Number of Texas Public Education Grant Recipients</td>
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<td>360</td>
<td>&lt;102&gt;</td>
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<tr>
<td>TPEG Funds Awarded</td>
<td>462,000</td>
<td>360,000</td>
<td>&lt;102,000&gt;</td>
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<tr>
<td>Number of Veterans Certified</td>
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<td>189</td>
<td>15</td>
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<tr>
<td>Number of Scholarship Applicants</td>
<td>512</td>
<td>622</td>
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<td>Scholarship Funds Awarded</td>
<td>496,244</td>
<td>718,723</td>
<td>222,479</td>
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<td>TOTAL ALL FUNDS</td>
<td>$26,444,377</td>
<td>$26,412,568</td>
<td>&lt;$31,809&gt;</td>
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</tr>
</tbody>
</table>
## WHARTON COUNTY JUNIOR COLLEGE MONTHLY TESTING REPORT

**TO:** David Leenhouts, Deanna Feven  
**FROM:** Carmen Flores  
**DATE:** September 4th, 2013  
**SUBJECT:** August 2013 Monthly Testing Report

<table>
<thead>
<tr>
<th>TESTS ADMINISTERED</th>
<th>ACT (Local)</th>
<th>ACT (National)</th>
<th>CLEP Test Total</th>
<th>COMPASS Appointments</th>
<th>GED Test Totals</th>
<th>Instructor Exams</th>
<th>NEATEDEN Test Totals</th>
<th>Pre-Tapp Test Totals</th>
<th>TEAS V Test Totals</th>
<th>All Tests Totals (Including Compass Units)</th>
</tr>
</thead>
<tbody>
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<tr>
<td></td>
<td>Wharton - Main Campus</td>
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<tr>
<td></td>
<td>Sugar Land - UH</td>
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<tr>
<td></td>
<td>Fort Bend Tech Center</td>
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<tr>
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<tr>
<td><strong>ACT (National)</strong></td>
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<tr>
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<td>Wharton - Main Campus - TOTAL</td>
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<tr>
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<tr>
<td><strong>COMPASS Appointments</strong></td>
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<tr>
<td></td>
<td>Wharton - Main Campus</td>
<td>463 (units)</td>
<td>914 (Units)</td>
<td>246 (Appointments)</td>
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<td></td>
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<tr>
<td></td>
<td>Fort Bend Tech Center</td>
<td>458 (units)</td>
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<td>203 (Appointments)</td>
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<tr>
<td><strong>COMPASS Appointments - Total</strong></td>
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<td><strong>Instructor Exams</strong></td>
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<td>Sugar Land - UH</td>
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<td><strong>All Tests Totals (Including Compass Units)</strong></td>
<td><strong>1813</strong></td>
<td><strong>4255.5</strong></td>
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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-C

Reports from College Governance Councils

The following are minutes from the College Governance Councils.

1. Academic Affairs Council

2. Faculty Council
   A. Faculty Council minutes for May 6, 2013
   B. Faculty Association Minutes for August 22, 2013

3. President’s Extended Cabinet
Faculty Council Minutes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>May 6, 2013</td>
</tr>
<tr>
<td>Time</td>
<td>3:15 pm</td>
</tr>
<tr>
<td>Location</td>
<td>Curriculum Development Center (Wharton), 138 (Fort Bend Tech Center), 201A (Sugar Land)</td>
</tr>
</tbody>
</table>

1. **Attendees**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Scott Stripling</td>
</tr>
<tr>
<td>Minute Taker</td>
<td>Jodie Hutchinson</td>
</tr>
<tr>
<td>Attendees</td>
<td>Melissa Bruton, Alison Garner, Ava Humme, Jodie Hutchinson, Mushira Shamsi, Scott Stripling, Jenny Lehman, Beverly Marks, Kelly Wallace</td>
</tr>
<tr>
<td>Absent</td>
<td>Ramiro Acevedo, Frank Becak, Amelia Marekta, Patrick Ralls, Robert Sanchez, Sharla Walker, Cindy Diener, Donna Schilling</td>
</tr>
</tbody>
</table>

2. **Agenda**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to order by Scott Stripling at 3:21 pm</td>
</tr>
<tr>
<td>2. Next meeting: Faculty Association Meeting at Convocation in August 2013</td>
</tr>
<tr>
<td>3. April minutes approval. M. Shamsi motioned to approve minutes. A. Garner seconded motion. No further discussion. Motion approved unanimously.</td>
</tr>
<tr>
<td>4. Richmond Campus update (Scott)</td>
</tr>
<tr>
<td>5. Reg 593- Instructor's responsibility in reporting sexual harassment/abuse (Frank)</td>
</tr>
<tr>
<td>6. Face to face training for online classes- update</td>
</tr>
<tr>
<td>7. Reg 872- update</td>
</tr>
<tr>
<td>8. United Health Care- update</td>
</tr>
<tr>
<td>9. Turnitin.com- update</td>
</tr>
</tbody>
</table>
3. Information Items

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Richmond Campus update</strong>: Scott has been serving on a master plan committee which has selected a finalist for an architectural firm. The Johnson building renovations in Wharton are priority. The Richmond campus is looking at major changes also-possibly a second building and retrofitting within the current building. Faculty will have an opportunity for significant input regarding building requests in the upcoming months. Wharton campus dorms will be renovated in summer as well. One concern regarding the master plan project is the limited WCJC tax base for the large service area. The Julie River Campus is another building on the list for improvement within the master plan. M. Shamsi asked about incorporating collaborative classrooms in new master plan-S. Stripling reported that the architectural firm proposed collaborative classrooms within the master plan and S. Stripling requested this as well. A. Humme asked about the technology in the Horton Foote theater regarding audio/visual and plan for improvement. S. Stripling indicated the fine arts center was previously scheduled to be doubled in size with improvement in technology but plans were modified to fit budget constraints. Improvements to the theater appear to be within the priority list of the current master plan.</td>
</tr>
<tr>
<td><strong>2. Reg 593- Instructor's responsibility in reporting sexual harassment/abuse (Frank)</strong>: Frank was not in attendance. Faculty council will continue to follow up with the revisions/updates regarding Reg 593.</td>
</tr>
<tr>
<td><strong>3. Face to face training for online classes- update</strong>: S. Stripling forwarded FC members the email report from M. Betancourt with updates from last meeting's discussion. The Turnitin.com plagiarism program has been approved for Fall 2013. Faculty need to encourage fellow colleagues to utilize this valuable resource.</td>
</tr>
<tr>
<td><strong>4. Reg 872- update regarding different certifications and pay</strong>: Stripling reported that the Reg has been updated in one place within the employee handbook, but not in another place. The list of credentials in question were approved by Faculty Association 13 years ago and are currently found within the 2012-2013 WCJC Employee Handbook that was signed by all faculty in October 2012. The list of approved faculty credentials is under article 12.0 RECRUITMENT AND SELECTION OF FULL-TIME FACULTY (Pages 20-21 of WCJC Employee Handbook), attached to Reg 872 Evaluation of Faculty and identifies certifications, licensures, etc. that were approved in 1996-1997 as “qualifying for salary increments.” Apparently administration has done away with these credentials and did not inform faculty or indicate the changes within the current 2012-2013 WCJC Employee Handbook. J. Lehman motioned that Administration work with Faculty Council to revise 872 to reflect a mutually agreed upon update regarding employee remuneration. Motion passed unanimously. (Action Item 1)</td>
</tr>
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</table>

Sept. 25, 2008 2
5. **UHC update** - S. Stripling forwarded a sample complaint letter faculty council members can share with their colleagues. The letter is addressed to legislators and allows faculty to specifically identify concerns/complaints about United Health Care.

6. **Subject Area Reading tests** (Ava) - A. Humme reported she was approached regarding creation of a reading test for students prior to entering specific courses. She indicated that this type of reading pre-test cannot be done; however, departments can create lesson plans that specifically identify how to read and annotate their specific course text. Some are taught these skills in Psyc 1300 and Developmental Reading.

7. **Instructor Travel Expense Concern** - Melissa Bruton reported concerns from colleagues regarding pre-payment of hotel expenses. Prepaying for travel expenses prior to the conference creates a financial strain on employees who may not have the extra income to cover the expenses prior to reimbursement. J. Hutchinson motioned that registration, transportation, and hotel accommodations for professional development and/or continuing education be pre-paid for instructors by WCJC. Kelly Wallace seconded the motion. Motion passed unanimously (Action Item 2).

8. **May 21 Board of Trustees Meeting** - S. Stripling will not be able to attend. J. Hutchinson agreed to attend.

9. **Employee badges required for Fall 2013** - S. Stripling reported that beginning Fall 2013, wearing WCJC employee badges will be mandatory (to increase security measures), per President McCrohan.

10. **Status of new phones** - J. Hutchinson asked about the status of the implementation of the new phones. M. Bruton suggested an option for a refresher course for convocation week. J. Hutchinson will email K. Gardner for information about complete implementation (Action Item 3).

4. **Action Items**

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Responsible Party</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Share faculty council’s request to work with administration regarding Reg 872 and different certifications/licensure approved for increase in pay at the next Extended Cabinet meeting.</td>
<td>S. Stripling</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>2. Share faculty council’s request for Administration to pre-pay for travel expenses related to professional development and/or continuing education at the next Extended Cabinet meeting.</td>
<td>S. Stripling</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>3. Email Kay Gardner requesting a phone update</td>
<td>J. Hutchinson</td>
<td>5-10-13</td>
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5. **Adjournment**

<table>
<thead>
<tr>
<th>Time:</th>
<th>Meeting adjourned by acclamation.</th>
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<tr>
<td>Signature of Chair</td>
<td>Date: 9-11-13</td>
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Sept. 25, 2008
Faculty Association Minutes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>Date</td>
<td>8-22-2013</td>
</tr>
<tr>
<td>Time</td>
<td>10:50 a.m.</td>
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<tr>
<td>Location</td>
<td>Horton Foote Theater</td>
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1. **Attendees**

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>Chair</td>
<td>Scott Stripling</td>
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<tr>
<td>Minute Taker</td>
<td>Jodie Hutchinson</td>
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<tr>
<td>Attendees</td>
<td>Full Time WCJC Faculty</td>
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<tr>
<td>Absent</td>
<td>Leslie Kolojaco</td>
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2. **Agenda**

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<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>1. Welcome Back</td>
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<tr>
<td>2. Recognition of Faculty Council Members and Election of At-Large Member</td>
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<tr>
<td>3. Review of Spring Semester Activity on FC</td>
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<tr>
<td>4. Regulations – FC reviewed dozens of regs.</td>
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<tr>
<td>5. FC members – Please mark your calendars for our next meeting on September 16th at 3:15</td>
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<tr>
<td>6. Questions, Input, or Concerns</td>
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<tr>
<td>7. Thanks to the BOT for salary step</td>
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<tr>
<td>8. Reg 126</td>
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## Information Items

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<th>Description</th>
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### 1. Recognition of Faculty Council Members and Election of At-Large Member

Stripling acknowledged and thanked the outgoing faculty council members and identified the current members for the 2013-2014 year. Stripling opened the floor for nominations for two at-large positions for faculty council. Jenny Lehman nominated Jeff Shire. Varun Gupta seconded nomination. Shire accepted the nomination. Rob Robertson nominated Patrick Ralls. Debbie Lutinger seconded nomination. Ralls accepted the nomination. Liz Rexford moved that nominations cease. Gupta seconded the motion. Shire and Ralls were unanimously elected as the new "at large" representatives.

### 2. Review of Spring Semester Activity on FC

Stripling encouraged faculty to share concerns and ideas with their division or at-large faculty council representatives. Stripling reviewed progress made and tasks completed by faculty council in 2012-2013.

- **A.** Use of SS # on faculty forms was addressed and removed.
- **B.** Year to date info on payroll stubs is now available for employees.
- **C.** Faculty council provided input on new security procedures.
- **D.** Faculty council provided input on the new WCJC Master Plan.
- **E.** Faculty council requested a review process to create more transparency in the hiring process. New hires will now review their proposed salary with VPI Collins prior to accepting their position. Existing employees with questions or concerns about their salary can make an appointment with HR to review their employee file and salary calculation worksheets.
- **F.** Faculty council initiated the process for new furnishings for collaborative learning.
- **G.** Faculty council requested that technology updates not be at beginning or end of semesters.
- **H.** Faculty council reviewed WCJC salaries in comparison to state and regional norms. Stripling attended Tuesday's Board of Trustees meeting and reported the BOT is aware of the continued need for faculty raises. He reported that the Board of Trustees reported that they want to make faculty raises a priority in the future. Stripling and the faculty in attendance are grateful for the raise and thank the WCJC Board of Trustees for their effort to continue to make faculty salary a budgetary priority.
- **I.** Faculty Council addressed individual concerns regarding United Health Care and shared information about the process of filing specific complaints about UHC to proper representatives.
- **J.** Faculty Council addressed instructor travel expenses (prepayment) with administration in an attempt to avoid employees being responsible for prepayment for large expenses.

### 3. Reg 126- Stripling reported that independent book buyers are no longer allowed to solicit buying books on campus. Security should be called in the event that book buyers are on campus, soliciting to buy books.
5. **Faculty Input:**
Ben Brink reported that the Human Resources department has made the annual trainings available this week for faculty via the Intranet. Faculty Association expresses its gratitude to Human Resources for their effort to make the trainings available early in the semester.

J.B. Groves III asked about "long term care" for faculty. Mary McClelland spoke with VPI Collins who suggested seeking coverage through TCCTA for more information and availability for TCCTA. She reported that there is an advantage of a group plan. Unisex rates are lower than gender specific, so unisex rates are ideal. Female coverage is $1500 a year more than male coverage.

Sean Collins asked about the Regulation that previously stated employees should call security before 911. Stripling reported that the regulation has been corrected to reflect the proper procedure of calling 911 first.

Will Heierman asked if employees are required to wear their employee badge on their exterior. Stripling reported that employee badges are to be visible. Ava Humme reported that this goal is to identify we are employees and increase the security.

John Dettling asked if students are required to wear badges. Several faculty members agreed that this is a good idea.

JB Groves asked about the changes in parking decals. Stripling clarified that the previously issued hanging parking tag is ok. New employees will be issued a parking sticker. Employees needing a replacement will receive a sticker, rather than a hanging tag.

6. **Regulation regarding reporting sexual harassment and abuse**—Stripling reported that Faculty Council continues to seek clarification regarding the instructor’s responsibility when students discuss personal experiences with sexual harassment and abuse within class assignments.

4. **Action Items**

<table>
<thead>
<tr>
<th>Action Items</th>
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5. **Adjournment**

<table>
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<tr>
<th>Time: 11:09 a.m.</th>
<th>Cullen Newsom motioned for the meeting to adjourn. JB Groves seconded the motion to adjourn. Motion was unanimous. Meeting adjourned at 11:09 a.m.</th>
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</thead>
<tbody>
<tr>
<td>Signature of Chair</td>
<td>Date: 9-11-13</td>
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### 2013-2014 FACULTY COUNCIL ROSTER

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<tr>
<th>DIVISION</th>
<th>Expires 2015</th>
<th>Expires 2014</th>
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<tbody>
<tr>
<td>Allied Health</td>
<td>Franci Bay</td>
<td>Melissa Wade Bruton</td>
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<tr>
<td>Communication and Fine Arts</td>
<td>Ava Humme</td>
<td>Cindy Diener</td>
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<tr>
<td>Math and Science</td>
<td>Candy Doriski</td>
<td>Ali Garner</td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
<td>Jenny Lehman</td>
<td>Jodie Hutchinson</td>
</tr>
<tr>
<td>Technology and Business</td>
<td>Cullen Newsom</td>
<td>Mushira Shamsi</td>
</tr>
<tr>
<td>Vocational Science</td>
<td>Willie Myles</td>
<td>Robert Sanchez</td>
</tr>
<tr>
<td>Academic Counselors and Professional Librarian (one-year term only)</td>
<td></td>
<td>Lesley Kolojaco</td>
</tr>
<tr>
<td>At Large</td>
<td>Jeff Shine</td>
<td>Scott Stripling</td>
</tr>
<tr>
<td></td>
<td>Patrick Ralls</td>
<td>Kelly Wallace</td>
</tr>
</tbody>
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**2013-2014 Faculty Council Officers**

**Chairman:** Scott Stripling  

**Vice Chairman:** Cullen Newsom  

**Secretary:** Jodie Hutchinson
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approval to apply for the Texans Feeding Texans: Home-Delivered Meal Grant Program (Texas Department of Agriculture) for both Wharton and Colorado Counties (no cost to the college pending approval of the grant)

B. Approval of a $.10 raise per hour for part-time employees working for the Senior Citizen Program starting October 1, 2013
Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 17, 2013  Date of this Proposal: August 22, 2013

SUBJECT:
Texans Feeding Texans: Home-Delivered Meal Grant Program (Texas Department of Agriculture) for both Wharton and Colorado Counties.

RECOMMENDATION:
Permission to apply for the Texans Feeding Texans Grant through the Texas Department of Agriculture

BACKGROUND/RATIONALE:
The Texans Feeding Texans Home-Delivered Meal Grant Program was created during the 80th Texas Legislative Session (TAC §12.042, HB 407), which established a statewide grant program to help supplement and extend the applicants current home-delivered meal program for seniors and/or disabled Texans. Governmental and non-profit agencies are eligible for this grant program.

Additional Home Delivered Meals funded February 1, 2014 – January 31, 2015 by the Texas Department of Agriculture.

Estimated Cost and Budgetary Support (how will this be paid for):
Depends on how many apply for the Texans Feeding Texans Grant. Reimbursement rate is not known at this time. No match is required, grant based on number of requests for non-federal funded meals from past years. Monies received for FY 2013 was $1,646.62 for Colorado County and $6,324.09 for Wharton County.

RESOURCE PERSON(S) [name(s) and title(s)]:
Leigh Ann Collins – Vice President of Instruction
Caroline R. Osborne – Director – Senior Citizen Program

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

reg 113
6-21-95

15-2-13
8-22-13
8-23-13
8-26-13
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: September 17, 2013 Date of this Proposal: August 22, 2013

SUBJECT:
Consideration of approval of a $.10 raise per hour for part-time employees working for the Senior Citizen Program. Raises to start as of October 1, 2013.

RECOMMENDATION:
Wharton County: East Bernard Site Manager, from 7.55 to 7.65/Wharton Site Manager, from 7.35 to 7.45/Wharton Driver, from 7.25 to 7.35.

Colorado County: Eagle Lake Site Manager, from 7.55 to 7.65, P/T Driver & Weimar Site Manager, from 7.55 to 7.65.

BACKGROUND/RATIONALE:
Senior Citizen Program traditionally gives a $.10 raise to part-time employees that have worked with the program for a year to help with cost of living.

Estimated Cost and Budgetary Support (how will this be paid for):
Budget in Contract for FY 2013 – 2014
Non-contract employees are paid by grant funds

RESOURCE PERSON(S) [name(s) and title(s)]:
Leigh Ann Collins – Vice President of Instruction
Caroline R. Osborne – Director – Senior Citizen Programs

SIGNATURES:

Originator: Caroline R. Osborne 8-22-13
Date

Cabinet-Level Supervisor: 6-23-13
Date

PRESIDENT’S APPROVAL:

reg 113 8-24-13
6-21-95
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the lease agreement and payments for college copiers (estimated $80,000.00 a year – current unrestricted operating budget for 2013 – 2014)

B. Approve the purchase of the college’s office supplies from Reliant Business Products, Inc. of Houston (estimated $130,000.00 – current operating budget for 2013 – 2014)

C. Approve the transfer of funds from the plant repair and replacement fund to cover the electronic lock system replacement at the Richmond campus ($35,000.00 – transfer from the repair and replacement plant fund)

D. Information Item:

1. Acknowledgement of all documented fees paid by the college as a result of our membership in a cooperative purchasing program ($600.00 – current unrestricted operating budget for 2012 – 2013)

2. Approval to begin reviewing contract options and solicit bids for electrical service (estimated $750,000.00 – current unrestricted operating budget)
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: September 17, 2013  Date of This Proposal: September 5, 2013

SUBJECT:

Reaffirm lease agreement and payments for college copiers.

RECOMMENDATION:

Approve the second year of lease payments 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 Board approved this five year lease agreement with RICOH for copiers and their document management system last November. The College Board reaffirms the payments and our agreement each year. 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.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $80,000.00 a year.

Current Unrestricted Operating Budget for 2013 – 2014

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

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

SIGNATURES:

[Signature]

Originator

[Signature]

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]

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

Date of Board Meeting: September 17, 2013 Date of This Proposal: September 6, 2013

SUBJECT:

Approve the purchase of the College’s Office Supplies from Reliant Business Products, Inc. of Houston.

RECOMMENDATION:

Approve the use of the U.S. Communities Co-operative contract for the purchase of the College’s office supply needs from Reliant Business Products.

BACKGROUND/RATIONALE:

The College has used Staples Advantage for office supplies for several years. Pricing with Staples Advantage was through the TASB Buyboard. The current U.S. Communities Co-operative contract pricing appears to be slightly better and more widespread than the Buyboard contract. The College has also experienced several operational issues with the Staples Advantage program as they continue to grow that make it less attractive to administer than before. It is my recommendation that we convert to the Reliant Business Products solution.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $130,000.00

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
President’s Approval

9-5-13
Date

9/5/13
Date

9-10-13
Date
Complete this form and submit it to the Office of the President by noon on Monday of the week before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 17, 2013    Date of This Proposal: September 4, 2013

SUBJECT:

Approve the transfer of $35,000 from the Plant Repair and Replacement Fund to cover the electronic lock system replacement at the Richmond Campus.

RECOMMENDATION:

Approve the transfer of $35,000 from the Plant Repair and Replacement Fund to cover the electronic lock system replacement at the Richmond Campus.

BACKGROUND/RATIONALE:

The current electronic lock system at the Richmond Campus is no longer properly working. The system was originally installed when the building was built in 2001 with upgrades and additional locks installed and added as needed. Due to the technology used at the time of installation, the system can no longer be repaired. We are recommending replacement of the system with the same type of system currently used at the Wharton Campus. This will allow us to print swipe cards/photo ID's at both the Richmond and Wharton Campuses that will and can be programmed to work at both locations. Total cost of the system is estimated at $35,000.

Estimated Cost and Budgetary Support (how will this be paid for? $35,000)
Transfer from the Repair and Replacement Plant Fund.

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
President's Approval

9/4/13
Date

9-5-13
Date
Complete this form and submit it to the Office of the President by noon on Tuesday of the week before the Thursday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 17, 2013 Date of This Proposal: September 5, 2013

SUBJECT:

Information Item

RECOMMENDATION:

Acknowledgement of all documented fees paid by the College as a result of our membership in a cooperative purchasing program.

BACKGROUND/RATIONALE:

The College is a member of several cooperative purchasing organizations as defined in Chapter 271 of the Local Government Code. Membership in these cooperatives allows the College to selectively utilize any of the cooperatives publicly offered goods or services. Using the services of the contracts provided by the different cooperatives satisfies all the State of Texas public bidding laws.

House Bill 273 requires that all fees associated with the College’s membership, any contract fees, and all management fees be detailed and provided to the Board of Trustees annually in an agenda item. The College pays a membership fee of $100.00 to the Texas Comptroller of Public Accounts to be a member of their Cooperative Purchasing Program. The College also pays an annual membership fee of $500.00 to the Texas Association of School Boards where we buy our auto and liability insurance. Our membership also allows the College to purchase items from their Buyboard Cooperative Purchasing Program.

Estimated Cost & Budgetary Support (how will this be paid for?): $600.00
Current Unrestricted Operating Budget for 2012 - 2013

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

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

SIGNATURES:

Originator
B. D. Kocijan
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

Date 9-10-13

Date 9/5/13
Complete this form and submit it to the Office of the President by noon on Monday of the week before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 17, 2013       Date of This Proposal: September 4, 2013

SUBJECT:

Information Item

RECOMMENDATION:

Begin reviewing contract options and solicit bids for electrical service.

BACKGROUND/RATIONALE:

The College will solicit bids from electricity suppliers to provide the College's electricity needs. Our current contract expires in July of 2015. The energy markets have been very favorable over the last 6 weeks and as cooler weather sets in, there may be opportunities for the College to extend our contract further than the current July 2015 date. This process normally takes 1 to 2 months to research, prepare the bid documents, receive, and evaluate the bids. This is a very complex process of soliciting qualified vendors first, and then gathering their best offers over a period of several days.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $750,000.
Current Unrestricted Operating Budget

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:

[Signature]

Originator

Date

9/5/13

9/5/13

9/6/13

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

[Signature]

9-10-13

Reg 113

6-21-95
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Approve paid professional assignment for Danson Jones, Title V Research Coordinator, October 1, 2013 – August 31, 2014, $20,625.00

2. Approve paid professional assignment for Marybelle Perez, Interim Title V Grant Manager, October 1, 2013 – August 31, 2014, $7,425.00

3. Approve paid professional assignment for Jennifer Jeffery, Hispanic Serving Institution Grant Classroom Connections Pilot – Faculty Coaching, September 1, 2013 – December 31, 2013, $1,000.00

4. Approve paid professional assignment for Jennifer Mauch, Hispanic Serving Institution Grant Classroom Connections Pilot – Faculty Coaching, September 1, 2013 – December 31, 2013, $1,000.00

5. Approve paid professional assignment for John Dettling, Hispanic Serving Institution Grant Classroom Connections Pilot – Faculty Coaching, September 1, 2013 – December 31, 2013, $1,000.00


8. Brittany Miller extended as temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math assessment and professional development coordinator, AA-1-0, to temporary, full-time title V Hispanic Serving Institution, Science, Technology, Engineering, and Math assessment and professional development coordinator, AA-1-1, effective September 1, 2013


12. Rosemary Fulton extended as temporary, part-time institutional research associate, $31.00 hr. x 13 hrs./wk. x 50 wks. = $20,150.00/yr., to temporary, part-time institutional research associate, $31.00 hr. x 13 hrs./wk. x 50 wks. = $20,150.00/yr., effective September 1, 2013.

C. Office of Academic Affairs

1. Approve the fall 2013 overload list

2. Approve paid professional assignment for Debbie Yancey, annual stipend for ADN director, 2013–2014 academic year, $13,860.00

3. Approve paid professional assignment for Sean Amestoy, agriculture coordinator, fall 2013 – spring 2014, $2,000.00

4. Approve paid professional assignment for Kim Raun, microbiology lab coordinator, fall 2013 – spring 2014, $2,000.00

5. Approve paid professional assignment for Jennifer Jeffery, assistant department head-general biology coordinator, fall 2013 – spring 2014, $3,600.00

6. Approve paid professional assignment for Dr. Wendy Waters, assistant department head – A & P coordinator, fall 2013 – spring 2014, $3,600.00

7. Approve paid professional assignment for Yvonne Smith, assistant department head – mathematics, fall 2013 – spring 2014, $3,000.00

8. Approve paid professional assignment for Sean Collins, assistant department head – chemistry, fall 2013 – spring 2014, $3,000.00

9. Approve paid professional assignment for Dr. Robin Nealy, professional development seminar, February 2014, $500.00

10. Loretta D. Burt reclassified as temporary, part-time adult basic education student records supervisor, $23.00 hr. x 20 hrs./wk. x 46 wks. = $21,160.00/yr., to temporary, part-time interim adult basic education director, $23.00 hr. x 20 hrs./wk. x 4 wks. = $1,840.00/yr., effective August 9, 2013

11. Richard S. Lewis extended as temporary, part-time youth activities site coordinator – Kid’s college, $15,000.00, to temporary, part-time youth activities site coordinator – Kid’s college, $15,000.00, effective October 1, 2013.

12. Charlet Jose employed as regular, full-time instructor of associate degree nursing, FAC-3-10, effective September 18, 2013.

D. Office of Administrative Services

E. Office of Student Services
1. Johnnie R. Svatke extended as temporary, full-time student recruiter/academic advisor, AA-1-5, to temporary, full-time student recruiter/academic advisor, AA-1-5, effective September 1, 2013

F. Office of Technology and Institutional Research

1. Robby E. Mathews reclassified as regular, full-time IT reliability/maintenance technician, P-15-32, to regular, full-time network administrator, AA-10-6, effective September 18, 2013

G. Information Items: Contract Personnel Action

1. Samuel M. Smith resigned as regular, full-time drama instructor, FAC-4A-14, effective August 8, 2013

2. Kelley A. Whitley resigned as regular, full-time instructor of chemistry, FAC-1-13, effective August 23, 2013

H. Information Items: Non-contract Personnel Action

1. Dana Elerick resigned as regular, full-time security officer, O-10-2, effective August 31, 2013

2. Raul Ramirez, Jr. reclassified as regular, full-time groundskeeper, O-1-3, to regular, full-time custodian, O-1-3, effective August 19, 2013

3. Kelly L. Robison employed as regular, full-time allied health secretary, O-7-0, effective September 9, 2013

4. William E. Bennett resigned as regular, part-time security officer – Richmond, $20.00 hr. x 19 hrs./wk. x 48 wks. = $18,240.00/yr., effective June 4, 2013

5. Jo L. Brown employed as regular, part-time senior citizens program driver – El Campo substitute, $7.25 hr. x 19 hrs./wk. x 6 wks. = $826.50/yr., effective August 26, 2013

6. Luis A. Chavez employed as regular, part-time open computer lab monitor, O-5-0, $10.94 hr. x 20 hrs./wk. x 49 wks. = $10,721.20/yr., effective August 29, 2013

7. Phillip L. Jackson employed as regular, part-time security officer – Richmond campus, $20.00 hr. x 19 hrs./wk. x 52 wks. = $19,760.00/yr., effective September 5, 2013

8. Michelle Koehler employed as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective August 5, 2013

9. Robert Lee resigned as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective August 22, 2013

10. Amador D. Mata reclassified as regular, full-time custodian, O-1-0, to regular, part-time custodian, O-1-0, $9.31 hr. x 19 hrs./wk. x 52 wks. = $9,198.28/yr., effective August 12, 2013

11. Amador D. Mata separated as regular, part-time custodian, O-1-0, $9.31 hr. x 19 hrs./wk. x 52 wks. = $9,198.28/yr., effective August 28, 2013

12. Alex N. Rohr separated as regular, part-time open computer lab monitor, O-5-0, $10.47 hr. x 20 hrs./wk. x 49 wks. = $10,260.60/yr., effective August 16, 2013
13. Jacob Romero separated as regular, part-time open computer lab monitor, O-5-0, $10.47 hr. x 20 hrs./wk. x 49 wks. = $10,260.60/yr., effective August 23, 2013

14. Anthony C. Tyrone employed as regular, part-time officer – Wharton, $20.00 hr. x 19 hrs./wk. x 52 wks. = $19,760.00/yr., effective September 3, 2013


16. Casey G. Halderman employed as temporary, full-time assistant rodeo coach, $18,000.00, effective August 19, 2013

17. Alex C. Gardner, Jr. received an additional assignment as resident hall supervisor, $4,500.00 – fall semester, effective August 24, 2013

18. Michael Robbins employed as temporary, full-time assistant baseball coach, $18,000.00, effective August 19, 2013

19. Joshua O. Balogun employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

20. Lola Beaver extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective September 1, 2013

21. Roweena J. Britton extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective August 1, 2013

22. Amy Castillo extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective September 1, 2013

23. Leticia Castillo extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective September 1, 2013

24. Sarah Crawford separated as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 14 wks. = $406.00/yr., effective August 15, 2013

25. Martina Garcia extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective August 1, 2013

26. Amanda N. Gonzalez extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective August 1, 2013

27. Katherine A. Kunkel extended as temporary, part-time administrative clerk, O-10-6, $12.85 hr. x 30 hrs./wk. x 48 wks. = $18,504.00/yr., to temporary, part-time administrative clerk, O-10-6, $13.32 hr. x 30 hrs./wk. x 48 wks. = $19,180.80/yr., effective October 1, 2013
28. Desiree E. Martinez employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

29. Rosemary Maryland employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

30. Ashley Montalvo extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr., effective September 1, 2013

31. Monica Parker employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

32. Kim Randell employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

33. Tiffany Singletary employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective August 19, 2013

34. Elizabeth N. Tekulve resigned as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective July 31, 2013

35. Sefura Temam extended as temporary, part-time adult basic education aide, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., to temporary, part-time adult basic education aide, $11.91 hr. x 19 hrs./wk. x 34 wks. = $7,693.86/yr, effective September 1, 2013
TO: Human Resources
FROM: Betty McCrohan
DIV or UNIT: Administration
SUBJ: PPA request for: Danson R. Jones
Title of PPA activity: Title V Research Coordinator

Dates (or semesters) of activity: October 1, 2013 – August 31, 2014

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.

Coordinates internal and external evaluation activities for the five-year scope of the USDE Title V project, including creation of data and student tracking systems, development of data reporting systems related to project outcomes and student success measures, and the establishment of institutional baseline data. Works closely with Project Director, Brazosport College Title V Coordinator, External Evaluators and IR departments at both colleges in providing accurate quantitative and qualitative data needed for the evaluation of the project effectiveness.

B. Cost

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<th>Type PPA</th>
<th>#PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Est Avg Fringes</th>
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Budget # 21162-6036-6112-400

C. Approvals

President: Betty McCrohan
Date: 9-4-13
TO: Human Resources

FROM: Betty McCrohan

DIV or UNIT: Administration

SUBJ: PPA request for: Marybelle Perez

Title of PPA activity: Interim Title V Grant Manager

Dates (or semesters) of activity: October 1, 2013 – August 31, 2014

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.

Provides leadership, oversight, and coordination of a U.S. Department of Education (USDE) funded, Title V grant to increase learning and success among online learners and provide important support services designed to bolster their success. This position provides daily management of project components, including supervision of project coordinators, counselors, technicians, and staff. This position coordinates all project evaluation activities with outside evaluators and supervises the maintenance of required records and documentation for the project, including timely submission of all progress reports to USDE. This position provides timely and accurate information to the President to support critical decision-making regarding project implementation.

B. Cost

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Budget # 21162-6036-6093-400

C. Approvals

President: Betty McCrohan Date: 9-4-13

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

PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM

TO: Vice President of Instruction  DATE: 08/22/13

FROM: Marybelle Perez

DIV or UNIT: STEM Grant

SUBJ: PPA request for: Jennifer Jeffery

Title of PPA activity: HSI STEM Grant Classroom Connections Pilot—Faculty Coaching

Dates (or semesters) of activity: September 1, 2013 - December 31, 2013

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.

STEM Faculty member will voluntarily work in collaboration with Mrs. Brittany Miller and Dr. Vallerie Blackburn, from the UTMB and the Southeast Regional T-STEM Center, on an instructional coaching pilot. They will gather observation data and work with the STEM faculty members to implement effective teaching and learning strategies that enhance student learning and engagement. 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. (USDE) for five-years. Please charge account number 21166-6039-6180-400.

B. Cost

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C. Approvals

Supervisor: Marybelle Perez  Date: 8-28-13

VPI: Date: 

President: Betty A. McEachin  Date: 8-28-13
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction  DATE: 08/22/13
FROM: Marybelle Perez
DIV or UNIT: STEM Grant
SUBJ: PPA request for: Jennifer Mauch
Title of PPA activity: HSI STEM Grant Classroom Connections Pilot--Faculty Coaching
Dates (or semesters) of activity: September 1, 2013 - December 31, 2013

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.

STEM Faculty member will voluntarily work in collaboration with Mrs. Brittany Miller and Dr. Vallerie Blackburn, from the UTMB and the Southeast Regional T-STEM Center, on an instructional coaching pilot. They will gather observation data and work with the STEM faculty members to implement effective teaching and learning strategies that enhance student learning and engagement. 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. (USDE) for five-years. Please charge account number 21166-6039-6180-400.

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C. Approvals

Supervisor: Marybelle Perez  Date: 7-28-13
VPI:  Date: 
President: Larry A. McCulley  Date: 8-28-13
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM

TO: Vice President of Instruction   DATE: 08/22/13
FROM: Marybelle Perez
DIV or UNIT: STEM Grant
SUBJ: PPA request for: John Dettling
       Title of PPA activity: HSI STEM Grant Classroom Connections Pilot--Faculty Coaching
       Dates (or semesters) of activity: September 1, 2013 - December 31, 2013

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.

   STEM Faculty member will voluntarily work in collaboration with Mrs. Brittany Miller and Dr. Vallerie Blackburn, from the UTMB and the Southeast Regional T-STEM Center, on an instructional coaching pilot. They will gather observation data and work with the STEM faculty members to implement effective teaching and learning strategies that enhance student learning and engagement. 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. (USDE) for five-years. Please charge account number 21166-6039-6180-400.

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
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<td>ON OVERLOAD (additional compensation)</td>
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C. Approvals

Supervisor: Marybelle Perez   Date: 8-18-13
VPI:                        Date: 
President: Betty A. McIver   Date: 8-28-13
# Wharton County Junior College

## Personnel Action Form

**Human Resources**

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**Part I: Check all that apply**

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<tr>
<td>Regular</td>
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<td></td>
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</tbody>
</table>

| | New Employee | Extension | Salary Adjustment | Retirement (date: ___) | Resignation (date: ___) | Separation (date: ___) |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                  |                  |                 |                 |                 |                 |

**Part II: Assignment/Accounting**

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

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

**CURRENT**

- **Division/Unit:** Administration
- **Job Title/Position:** Title V HSI STEM Operations Manager
- **Budgeted Position:** Yes | No
- **Budgeted Position:** Yes | No
- **Budget Number:** 21166-6039-6140-400
- **Compensation:** $56,734
  - Annual
  - Hourly
  - Step 2
- **Start Date:** 06/01/13
- **End Date:** N/A
- **Position is funded for the following number of months/weeks:**
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other (specify)
- **Position is funded for the following number of months/weeks:**
  - At-will-employee

**PROPOSED**

- **Division/Unit:** Administration
- **Job Title/Position:** Title V HSI STEM Operations Manager
- **Budgeted Position:** Yes | No
- **Budgeted Position:** Yes | No
- **Budget Number:** 21166-6039-6140-400
- **Compensation:** $59,401
  - Annual
  - Hourly
  - Step 3
- **Start Date:** 09/01/13
- **End Date:** N/A
- **Position is funded for the following number of months/weeks:**
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor/Department Head:**
  - Date signed: 9-3-13
- **Approved by Division Chair:**
  - Date signed: 9-3-13
- **Approved by Cabinet Level Supervisor:**
  - Date signed: 9-1-13
- **Budget Approval:**
  - Date signed: 9/4/13

**Reg. 621 HR Requisition Number:** 305-6034

Revised August 27, 2013
### Personnel Action Form

**Wharton County Junior College**

**Banner ID #**

**Last Name**

**First**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

**Classification:**
- ☐ Administrative/Professional Staff
- ☐ Faculty
- ☐ Support Staff

**New Employee**

**Extension**

**Salary Adjustment**

**Retirement (date: __________________)**

**Other (explain):**

**Temporary**
- ☐ Full-Time
- ☐ Part-Time

**Resignation (date: __________________)**

**Separation (date: __________________)**

**Regular**
- ☐ Full-Time
- ☐ Part-Time

### Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

**CURRENT**

**Division/Unit:** Administration

**Job Title/Position:** Title V HSI STEM Success Coach

**Job Vacancy No.:** (if applicable) 1210 A 034

**Budgeted Position?** ☐ Yes ☐ No

**Funded in which FY?** FY13

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

**Position No. (NBAPOSN):** GNC008

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

**Sched**

**GNT**

**Grade**

**Step**

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

$ N/A per hr x N/A hrs/wk x N/A wks = $ N/A per year

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

**End Date:** N/A

**As-will-employee**

**Per contract**

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

**PROPOSED**

**Division/Unit:** Administration

**Job Title/Position:** Title V HSI STEM Success Coach

**Job Vacancy No.:** (if applicable) 1210 A 034

**Specialized Area:** STEM Grant

**Budgeted Position?** ☐ Yes ☐ No

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

**Funded in which FY? FY14**

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

**Position No. (NBAPOSN):** GNC008

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

**Sched**

**GNT**

**Grade**

**Step**

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

$ N/A per hr x N/A hrs/wk x N/A wks = $ N/A per year

**Start Date:** 09/01/13

**End Date:** N/A

**As-will-employee**

**Per contract**

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

**Explanation of Action:**

---

### Part III: Position/Budget Authorization

**Recommended by Supervisor/Department Head**

**Date:** 9-3-15

**Approved by Dean**

**Date:**

---

**Approved by Division Chair**

**Date:**

**Approved by Vice President**

**Date:**

**Approved by Cabinet Level Supervisor**

**Date:**

**Reviewed by Human Resources**

**Date:** 9-4-13

**Budget Approval**

**Date:** 9/4/13

**Approved by President**

**Date:**

---

**Reg. 821**

**HR Requisition Number**

**Date:** 9/4/13

**Revised August 27, 2013**
**Wharton County Junior College**

**Personnel Action Form**

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**Address**

City | State | Zip

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**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

**Division/Unit:** Administration

**Job Title/Position:** Title V HSI STEM Assessment and Professional Development Coordinator

**Budgeted Position:** ☐ Yes ☐ No

**Budget Number:** 21166-6039-6188-400

**Compensation:**

$ 49,401

**Start Date:** 05/06/13

**End Date:** N/A

**Job Vacancy No.:** (if applicable) 1304 A 009

**Specialized Area:** STEM Grant

**Position No. (NBAPOSN):** GNC09T

**Funded in which FY?** FY13

**At-will-employee**

**Per contract**

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

**PROPOSED**

**Division/Unit:** Administration

**Job Title/Position:** Title V HSI STEM Assessment and Professional Development Coordinator

**Budgeted Position:** ☐ Yes ☐ No

**Budget Number:** 21166-6039-6188-400

**Compensation:**

$ 52,068

**Start Date:** 09/01/13

**Job Vacancy No.:** (if applicable) 1304 A 009

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

**Specialized Area:** STEM Grant

**Position No. (NBAPOSN):** GNC09T

**Funded in which FY?** FY14

**At-will-employee**

**Per contract**

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

**Date:** 9-3-13

**Approved by Dean**

**Date:**

**Approved by Division Chair**

**Date:**

**Approved by Vice President**

**Date:**

**Approved by Cabinet Level Supervisor**

**Date:**

**Reviewed by Human Resources**

**Date:** 9-4-13

**Budget Approval**

**Date:** 9/4/13

**Approved by President**

**Date:**

**Reg. 281**

**HR Requisition Number**

**A. 1201 Q.031**

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

**Wharton County Junior College**

## Part I: Check all that apply

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<td>☐ Separation (date: )</td>
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</table>

## Part II: Assignment/Accounting

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

### CURRENT Division/Unit:

**Administration**

**Job Title/Position:** Title V HSI STEM Project Director

**Budgeted Position:** ☐ Yes ☐ No

**Budget Number:** 21166-6039-6185-400

**Compensation:**

- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)

- Sched: CA
- Grade: 15
- Step: 12

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

- $ N/A per hr x N/A hrs/wk x N/A wks = $ N/A per year

**Start Date:** 10/01/12

**End Date:** N/A

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

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

**At-will-employee** ☐ Per contract

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

### PROPOSED Division/Unit:

**Administration**

**Job Title/Position:** Title V HSI STEM Project Director

**Budgeted Position:** ☐ Yes ☐ No

**Budget Number:** 21166-6039-6185-400

**Compensation:**

- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)

- Sched: CA
- Grade: 15
- Step: 13

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

- $ N/A per hr x N/A hrs/wk x N/A wks = $ N/A per year

**Start Date:** 09/01/13

**End Date:** N/A

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

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

At-will-employee ☐ Per contract

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

## Explanation of Action:

PR-please use the FY13 budget number for September 2013

## Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:**
  - **Date:** 9-3-13
  - **Approved by Dean:**
    - **Date:**

- **Approved by Division Chair:**
  - **Date:**
  - **Approved by Vice President:**
    - **Date:**

- **Approved by Cabinet Level Supervisor:**
  - **Date:**
  - **Reviewed by Human Resources:**
    - **Date:**

- **Budget Approval:**
  - **Date:** 9-4-13
  - **Approved by President:**
    - **Date:**

Reg. 821 HR Requisition Number: 10032

Revised August 27, 2013
**Personnel Action Form**  
**Wharton County Junior College**  
**Human Resources**

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**Address**  
City  
State  
Zip

**Part I: Check all that apply**

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

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

**CURRENT**  
**Division/Unit:**  
Administration

**Job Title/Position:**  
Title V HSI STEM Success Coach

**Budgeted Position?**  
• Yes  
• No

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

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

**Sched**  
**GNT**  
**Grade**  
**Step**

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

**End Date:**  
N/A

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

**PROPOSED**  
**Division/Unit:**  
Administration

**Job Title/Position:**  
Title V HSI STEM Success Coach

**Budgeted Position?**  
• Yes  
• No

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

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

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

**Sched**  
**GNT**  
**Grade**  
**Step**

**Start Date:**  
09/01/13

**End Date:**  
N/A

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

**Explanations of Action:**

**Part III: Position/Budget Authorization**

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**Approved by Division Chair**  
Date  
Approved by Vice President  
Date

**Approved by Cabinet Level Supervisor**  
Date

**Reviewed by Human Resources**  
Date

**Budget Approval**  
Date  
Approved by President  
Date

Reg. 821  
HR Requisition Number:  
1309  
0034

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

**Wharton County Junior College**

**Banner ID #**

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**Addresses**

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**Part I: Check all that apply**

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**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

**Division/Unit:** Administration

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

**Budgeted Position:** ☐ Yes ☐ No

**Budget Number:** 21166-6039-6186-400

**Compensation:**

- Annual $ 46,734
- Hourly
- Other (explain)

**Sched** | **GNT** | **Grade** | **Step**
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**Start Date:** 10/29/12

**End Date:** N/A

**At-will-employee**

**Per contract**

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

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

- ☐ 8 months
- ☐ 10 ½ months
- ☐ 12 months
- ☐ Other (specify)

**PROPOSED**

**Division/Unit:** Administration

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

**Budgeted Position:** ☐ Yes ☐ No

**Budget Number:** 21166-6039-6186-400

**Compensation:**

- Annual $ 49,401
- Hourly
- Other (explain)

**Sched** | **GNT** | **Grade** | **Step**
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**Start Date:** 09/01/13

**At-will-employee**

**Per contract**

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

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

- ☐ 8 months
- ☐ 10 ½ months
- ☐ 12 months
- ☐ Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

**Approved by Division Chair**

**Approved by Cabinet Level Supervisor**

**Budget Approval**

**Reg. 821**

**HR Requisition Number:** 1501 0035

**Revised August 27, 2013**
### Personel Action Form

**Wharton County Junior College**

#### Part I: Check all that apply

<table>
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#### Part II: Assignment/Accounting

**CURRENT** Division/Unit:

Institutional Effectiveness

**Job Title/Position:**

Part-Time Institutional Research Associate

**Budgeted Position:** ☒ Yes ☐ No

**Budget Number:**

1110.1306.6094.6082

**Compensation:**

| $ 31.00 |

| ☒ Hourly |
| ☒ Sched N/A |
| ☒ Grade N/A |
| ☒ Step N/A |

**Start Date:** 09/01/12

**End Date:**

| ☒ At-will-employee |
| ☒ Per contract |

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

$ 31.00 per hr x 13 hrs/wk x 50 wks = $ 20,150.00 per year

**Position No. (NBAPOSN):** PTA W99

**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"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:***

- ☐ 9 months
- ☒ 10 1/2 months
- ☐ 12 months
- ☒ Other 52 wks

**PROPOSED** Division/Unit:

Institutional Effectiveness

**Job Title/Position:**

Part-Time Institutional Research Associate

**Budgeted Position:** ☒ Yes ☐ No

**Budget Number:**

1110.1306.6094.6082

**Compensation:**

| $ 31.00 |

| ☒ Hourly |
| ☒ Sched N/A |
| ☒ Grade N/A |
| ☒ Step N/A |

**Start Date:** 09/01/13

**End Date:**

| ☒ At-will-employee |
| ☒ Per contract |

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

$ 31.00 per hr x 13 hrs/wk x 50 wks = $ 20,150.00 per year

**Position No. (NBAPOSN):** PTA W99

**Funded in which FY?** FY14

**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: 8-2-13

- **Approved by Division Chair:**
  - Date: 8/4/13

- **Budget Approval:**
  - Date: 8-6-13

- **Approved by Cabinet Level Supervisor:**
  - Date: 8-6-13

**Reg. 821**

**Revised May 15, 2009**
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TO: Leigh Ann Collins, Vice-President of Instruction  

FROM: Carol Derkowski, Division Chair

DIV or UNIT: Allied Health Division

SUBJ: PPA request for: Debbie Yancey

Title of PPA: Annual Stipend for ADN Director

Dates (or semesters) of activity: 2013-2014 Academic Year

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.

1. Responsible for compliance with standards set forth by the Texas State Board of Nursing for accreditation of an associate degree nursing program.

2. Responsible for the administration of an accredited educational program in associate degree nursing including but not limited to preparation of budgets and reports; grant administration; course, lab and clinical schedule preparation; faculty selection and supervision, facility and supply management, and clinical facility liaison.

B. Cost:

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BUDGET NUMBER: 1110.14181.6092.102

C. Approvals

Supervisor: [Signature] Date: 9-3-13

VPI: [Signature] Date: 9-6-13

RECEIVED

Vice President of Instruction
Date: 9/5/13 Initial: [Initial]
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction DATE: September 4, 2013
FROM: Kevin Dees
DIV or UNIT: Division of Math and Science

SUBJ: PPA request for: Sean Amestoy
Title of PPA activity: Agriculture Coordinator
Dates (or semesters) of activity: Fall 2013 - Spring 2014

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.

Coordinate activities related to the day to day operations of the agriculture department. This includes but is not limited to, developing class schedules, curriculum updates, assessment, program management plan creation, textbook orders, maintenance of agriculture dept. website, advising and recruiting students and other duties as assigned.

Budget number - 1110.14806.6092.100

B. Cost

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C. Approvals

Supervisor: [Signature] Date: 9/4/2013

VPI: [Signature] Date: 

President: [Signature] Date: 9/6/13, 9/10/13
### 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.

Inventory Microbiology lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the Microbiology lab experience between campuses.

Budget No. 1110.14301.6092.100

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**TOTAL** $ $2,000

### Approvals

- **Supervisor:**
  - Signature
  - Date: 9/4/2013

- **VPI:**
  - Signature
  - Date: 9/10/13

- **President:**
  - Signature
  - Date: 9/10/13
TO: Vice President of Instruction  DATE: 9-4-2013
FROM: Kevin Dees  
DIV or UNT: Biology Dept./Math & Science Division  
SUBJ: PPA request for: Jennifer Jeffery  
Title of PPA activity: Assistant Department Head - General Biology Coordinator  
Dates (or semesters) of activity: Fall 2013 and Spring 2014

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.

Inventory General Biology lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the General Biology lab experience between campuses. Also assist in curriculum planning, assessment, and scheduling for General Biology courses.

Budget No. 1110.14301.6092.100

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C. Approvals

Supervisor:  
Date: 9/4/2013

VPI:  
Date: 9/6/13

President:  
Date: 9-10-13
Wharton County
Junior College

PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM

TO: Vice President of Instruction  DATE: 9-4-2013

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Math & Science Division

SUBJ: PPA request for: Dr. Wendy Waters

Title of PPA activity: Assistant Department Head - A&P Coordinator

Dates (or semesters) of activity: Fall 2013 and Spring 2014

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.

Inventory A&P lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the A&P lab experience between campuses. Also assist in curriculum planning, assessment, and scheduling for A&P courses.

Budget No. 1110.14301.6092.100

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
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<tbody>
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<tr>
<td>ON OVERLOAD (additional compensation)</td>
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<td>$1,800/semester</td>
<td>$3,600</td>
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TOTAL $ | $3,600 |

C. Approvals

Supervisor: [Signature]  Date: 9/4/2013

VPI: [Signature]  Date:

President: [Signature]  Date: 9-10-13
TO: Vice President of Instruction  
FROM: Kevin Dees  
DIV or UNIT: Division of Math and Science  
SUBJ: PPA request for: Yvonne Smith  
Title of PPA activity: Assistant Department Head - Mathematics  
Dates (or semesters) of activity: Fall 2013 - Spring 2014

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.

Assist the Mathematics Department head with duties specific to the leadership of the Mathematics Department. These duties may include but are not limited to, curriculum development, assessment, schedule development, coordinating with FT and PT faculty on curriculum issues, and other duties as assigned.

Budget number - 1110.14305.6092.100

B. Cost

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<td>ON OVERLOAD (additional compensation)</td>
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C. Approvals

Supervisor:  
Date: 1/4/2013

VPI:  
Date:  

President:  
Date: 9-6-13  
9-10-13
TO:    Vice President of Instruction    DATE:    September 4, 2013
FROM:  Kevin Dees
DIV or UNIT:  Division of Math and Science
SUBJ:  PPA request for:  Sean Collins
        Title of PPA activity:  Assistant Department Head - Chemistry
        Dates (or semesters) of activity:  Fall 2013 - Spring 2014

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

Assist the Chemistry, Physics and Engineering Department head with duties specific to the Chemistry area. This includes but is not limited to assisting with preps for lab exercises, developing a plan to safely handle waste, serving as the point of contact for FT and PT faculty with questions regarding curriculum, updating and assessing curriculum, providing input on ordering supplies and other duties as assigned.

budget number - 1110.14302.6092.100

B. Cost

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<td>(additional compensation)</td>
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C. Approvals

Supervisor:  [Signature]  Date:  9/4/2013

VPI:  [Signature]  Date:  9/6/13

President:  [Signature]  Date:  9/10/13
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction  DATE: 8-29-13
FROM: Tammy Herrera
DIV or UNIT: Adult Basic Education
SUBJ: PPA request for: Dr. Robin Nealy
Title of PPA activity: Professional Development Seminar
Dates (or semesters) of activity: February 1, 2014

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.

Professional Development preparation and delivery to ABE employees in Spring 2014. Topics to include, but not limited to preparing Adult Basic Education and Developmental Education students transition into college and/or workforce; identifying student needs, retention, motivation, and college resources, etc. Additional topics will focus on employees; professionalism, teamwork, and customer service, etc.

Budget- Innovative Grant Funds 2253.6040.6142.1012

B. Cost

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C. Approvals

Supervisor: Loretta Butt     Date: 8-30-13

VPI: [Signature]     Date: 9-10-15

President: [Signature]     Date: [Signature]

RECEIVED
Vice President of Instruction
Date: 8-13 Initial: TC
Wharton County Junior College

Personnel Action Form
Human Resources

Banner ID #

Last Name
First
Middle Initial
Telephone

Address
City
State
Zip

Part I: Check all that apply

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

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

Part II: Assignment/Accounting

CURRENT Division/Unit:
Adult Basic Education

Job Title/Position:
Part-time ABE Student Records Supervisor

Budgeted Position? [X] Yes [ ] No

Budget Number:
21292.6012.6092.1012

Compensation:
- [ ] Annual
- [X] Hourly

Sched NA
Grade NA
Step NA

Hourly Rate: (Part-time only)
$23.00/hr x 20 hrs/wk x 46 wks = $21,160.00 per year

Start Date: 9/1/12
End Date: N/A

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
- [X] Other 46 weeks

PROPOSED Division/Unit:
Adult Basic Education

Job Title/Position:
Interim ABE Director

Budgeted Position? [X] Yes [ ] No
Name of Replaced Employee: Amanda Frankum

Budget Number:
21292.6012.6185.1012

Compensation:
- [ ] Annual
- [X] Hourly

Sched NA
Grade NA
Step NA

Hourly Rate: (Part-time only)
$23.00/hr x 20 hrs/wk x 4 wks = $1,840 per year

Start Date: 08/09/13
End Date: Per contract

If temporary, anticipated termination date: 9/2/13

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
- [X] Other 4 Weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date

Approved by Vice President Date

Approved by Division Chair Date

Reviewed by Human Resources Date

Budget Approval Date

Approved by Board or Chair Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or Chair Date

Reg. 821

A 1308 0025

Revised May 13, 2009
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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<td>Lewis</td>
<td>Richard</td>
<td>S.</td>
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<table>
<thead>
<tr>
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<th>City</th>
<th>State</th>
<th>Zip</th>
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</thead>
</table>

**Part I: Check all that apply**

- Classification:
  - ☐ Administrative/Professional Staff
  - ☐ Faculty
  - ☐ Support Staff
  - ☐ New Employee
  - ☐ Extension
  - ☐ Salary Adjustment
  - ☐ Retirement (date: ____)
  - ☐ Resignation (date: ____)
  - ☐ Separation (date: ____)
  - ☐ Other (explain)

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

- **Division/Unit:** Vocational Instruction - Youth Activities Kid's College
- **Job Title/Position:** Youth Activities Site Coordinator - Kid's College
- **Job Vacancy No.:** (if applicable) 1111 A 014
- **Specialized Area:** Kid's College
- **Budgeted Position:** ☑ Yes ☐ No
- **Budgeted Position No.:** (if applicable) KIDS99
- **Budgeted Number:** 1610.14049.6094.1010
- **Budgeted Position No.:** (if applicable) KIDS99
- **Budgeted Number:** 1610.14049.6094.1010
- **Funded in which FY?** FY13
- **Position No. (NBAPOSITION):** KIDS99

**Compensation:**

- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)
- Sched: N/A
- Grade: N/A
- Step: N/A
- Hourly Rate: (Part-time only)
  - $ N/A
  - per hr x N/A hrs/wk x 20 wks = $ 15,000.00 per year

**Start Date:** 10-22-12
**End Date:** 8-31-2013

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

- ☐ 8 months
- ☐ 10 ½ months
- ☐ 12 months
- ☐ Other (specify) 20 weeks

**PROPOSED**

- **Division/Unit:** Vocational Instruction - Youth Activities Kid's College
- **Job Title/Position:** Youth Activities Site Coordinator - Kid's College
- **Job Vacancy No.:** (if applicable) 1308 A 020
- **Specialized Area:** Kid's College
- **Budgeted Position:** ☑ Yes ☐ No
- **Name of Replaced Employee:** N/A
- **Fund in which FY?** FY14
- **Position No. (NBAPOSITION):** KIDS99
- **Budgeted Number:** 1610.14049.6094.1010
- **Budgeted Number:** 1610.14049.6094.1010
- **Funded in which FY?** FY14
- **Position No. (NBAPOSITION):** KIDS99

**Compensation:**

- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)
- Sched: N/A
- Grade: N/A
- Step: N/A
- Hourly Rate: (Part-time only)
  - $ N/A
  - per hr x N/A hrs/wk x 20 wks = $ 15,000.00 per year

**Start Date:** 10-01-2013
**End Date:** 8-31-2014

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

- ☐ 8 months
- ☐ 10 ½ months
- ☐ 12 months
- ☐ Other (specify) 20 Weeks

**Explanation of Action:**

Pay $1000.00 a month in Nov., Dec., Jan., Feb., March, April, May and $4000.00 in June and July

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor/Department Head:** Alice Atkins
- **Approved by Dean:** Date
- **Approved by Vice President:** 8-23-13
- **Approved by Cabinet Level Supervisor:** Date
- **Reviewed by Human Resources:** 8-26-13
- **Approved by President:** 8-26-13

**Budget Approval:** Date

Reg. 821 HR Requisition Number A 308 0042X

Vice President of Instruction
Date: 5-27-13 Initial: TC

**Revised May 15, 2009**
### Banner ID #

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<tr>
<td>Jose</td>
<td>Charlet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Address

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

### Part I: Check all that apply

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

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

#### Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ___)
- [ ] Resignation (date: ___)

### Part II: Assignment/Accounting

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

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

#### CURRENT

**Division/Unit:**

**Job Title/Position:**

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

**Budget Number:**

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

- [ ] Sched

- [ ] Grade

- [ ] Step

**Hourly Rate:**
- $ per hr x ___ hrs/wk x ___ wks = $ per year

**Start Date:**

**End Date:**

**At-will-employee**

**Per contract**

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

#### PROPOSED

**Division/Unit:**

**Job Title/Position:**

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

**Budget Number:**

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

- [ ] Sched

- [ ] Grade

- [ ] Step

**Hourly Rate:**
- $ per hr x N/A hrs/wk x N/A wks = $ per year

**Start Date:**

**End Date:**

**At-will-employee**

**Per contract**

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

### Part III: Position/Budget Authorization

**Recommended by Supervisor/Department Head**

**Approved by Dean**

**Approved by Division Chair**

**Approved by Vice President**

**Reviewed by Human Resources**

**Approved by President**

Reg. 821

HR Requisition Number: 1308 0044

### RECEIVED

Vice President of Instruction

May 15, 2009
# Personnel Action Form

## Wharton County Junior College

### Banner ID #
- Last Name: Svatek
- First Name: Johnnie
- Middle Initial: R

### Address
- City
- State
- Zip

### Part I: Check all that apply
- Classification:
  - Administrative/Professional Staff
  - Faculty
  - Support Staff
- Temporary
  - Full-Time
  - Part-Time
- Regular

### Telephone

### Part II: Assignment/Accounting

#### CURRENT
- Division/Unit:
- Student Services
- Job Title/Position:
- Student Recruiter/Academic Advisor (Temporary)
- Budgeted Position?
  - Yes
  - No
- Budget Number:
  - 1110.14110.6093.501

#### Compensation:
- Annual
- Hourly
- Other (explain)
- Sched: AA
- Grade: 1
- Step: 5

#### Start Date:
- 09/01/07

#### End Date:
- N/A

#### If temporary, anticipated termination date:
- 08/31/13

- Job Vacancy No.: (if applicable)
  - 1206 A 022

- Specialized Area:

### PROPOSED
- Division/Unit:
- Student Services
- Job Title/Position:
- Student Recruiter/Academic Advisor (Temporary)
- Budgeted Position?
  - Yes
  - No
- Name of Replaced Employee:
  - N/A
- Budget Number:
  - 1110.14110.6093.501

#### Compensation:
- Annual
- Hourly
- Other (explain)
- Sched: AA
- Grade: 1
- Step: 5

#### Start Date:
- 09/01/13

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

#### Job Vacancy No.: (if applicable)
- 1206 A 022

### 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: 08/14/13
- Approved by Vice President:
- Date: 08/14/13

- Approved by Division Chair:
- Date
- Reviewed by Human Resources:
- Date

- Budget Approval:
- Date: 08/14/13
- Approved by President:
- Date: 08/14/13

- Approved by Cabinet Level Supervisor:
- Date: 08/14/13
- Date approved by Board or ☐ not applicable

Reg. No. 821

Revised May 15, 2009
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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#### Part I: Check all that apply

- [X] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff

- [X] Temporary
- [X] Full-Time
  - [ ] Other (explain)

- [X] Regular
- [ ] Part-Time
  - [ ] Other (explain)

- [X] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)

- [X] Retirement
- [ ] Resignation
- [ ] Separation (date: )
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT**

- Division/Unit: Information Technology
- Job Title/Position: IT Reliability/Maintenance Technician
- Budgeted Position? [X] Yes [ ] No
- Budgeted No. 1: 1110-13035-6114-6081

- Position No. (NBAPSON): TE1006

- Compensation:
  - [X] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - Sched P
  - Grade 15
  - Step 32
  - [X] At-will-employee
  - [ ] Per contract
  - Hourly Rate: (Part-time only)
  - $ N/A per hr x N/A hrs/wk x N/A wks =
  - $ N/A per year

- Start Date: 10/01/03
- 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
  - [X] 12 months
  - [ ] Other

**PROPOSED**

- Division/Unit: Information Technology
- Job Title/Position: Network Administrator
- Budgeted Position? [X] Yes [ ] No
- Name of Replaced Employee: N/A
- Budgeted No. 2: 1110-13035-6093-6081

- Position No. (NBAPSON): IITN001

- Compensation:
  - [X] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - Sched AA
  - Grade 10
  - Step 6
  - [X] At-will-employee
  - [ ] Per contract
  - Hourly Rate: (Part-time only)
  - $ N/A per hr x N/A hrs/wk x N/A wks =
  - $ N/A per year

- Start Date: 09/18/13

- 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
  - [X] 12 months
  - [ ] Other

#### Explanation of Action:

- Recommended by Supervisor (Department Head) 8-9-2013
- Approved by Vice President 8-15-2013
- Reviewed by Human Resources 8-9-2013
- Approved by Division Chair 8-16-13
- Approved by President 8-19-13
- Approved by Cabinet Level Supervisor 8-16-13
- Date approved by Board or [ ] not applicable

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Reg. 821

Revised 02/22/2011
# Personnel Action Form

**Human Resources**

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<td>Smith</td>
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<td>M.</td>
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**Address**

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</table>

**Part I: Check all that apply**

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 08/08/13)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**CURRENT Division/Unit:**

CFA

**Job Title/Position:**

Drama Instructor

**Budgeted Position?**

- [x] Yes
- [ ] No

**Budgeted Position:**

- [x] Yes

**Budget Number:**

1210.14502.6091.100

**Compensation:**

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**Start Date:**

08/18/08

**End Date:**

08/08/13

**Hourly Rate:**

- (Part-time only)
  
  \[ \text{N/A per hr x N/A hrs/wk x N/A wks} = \text{N/A per year} \]

**If temporary, anticipated termination date:**

N/A

### PROPOSED Division/Unit:

**Job Title/Position:**

**Budgeted Position?**

- [ ] Yes
- [x] No

**Budgeted Position:**

- [x] Yes

**Budget Number:**

**Compensation:**

<table>
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<th>Hourly</th>
<th>Other (explain)</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
</table>

**Start Date:**

**End Date:**

**Hourly Rate:**

- (Part-time only)
  
  \[ \text{N/A per hr x N/A hrs/wk x N/A wks} = \text{N/A per year} \]

**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:

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

**Part III: Position/Budget Authorization**

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

**Date:**

**Approved by Vice President:**

**Date:**

9-13

**Approved by Division Chair:**

**Date:**

**Reviewed by Human Resources:**

**Date:**

8-13-13

**Budget Approval:**

**Date:**

8/13/13

**Approved by President:**

**Date:**

8-14-13

**Approved by Cabinet Level Supervisor:**

**Date:**

8-13-13

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

8-9-13

Reg. 821

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

| Classification: | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| ☑ Administrative/Professional Staff | ☑ Faculty | ☑ Support Staff | ☑ New Employee | ☑ Extension | ☑ Reclassification | ☑ Transfer | ☑ Reassignment | ☑ Separation (date 8/23/13) | ☑ Change in Assignment | ☑ Additional Assignment | ☑ Leave of Absence |
| ☑ Temporary | ☑ Full-Time | ☑ Part-Time | ☑ Promotion | ☑ Salary Adjustment | ☑ Other (explain) | ☑ Retirement | ☑ Resignation | |

| ☑ Regular | ☑ |

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

- Math & Science Division

**Job Title/Position:**

- Instructor of Chemistry

**Instructor of Chemistry**

**Budgeted Position?**

- ☑ Yes | ☑ No

**Funded in which FY?**

- FY13

**Budget Number:**

- 1110.14302.6991.100

**Compensation:**

- ☑ Annual | ☑ Hourly | ☑ Other (explain) | ☑ | ☑ | ☑ |

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</table>

**Hourly Rate:**

- $N/A per hr x $N/A hrs/wk x $N/A wks = $N/A per year

**Start Date:** 08/24/09

**End Date:** 08/23/13

**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 Division/Unit:**

**Job Title/Position:**

**Instructor of Chemistry**

**Budgeted Position?**

- ☑ Yes | ☑ No

**Name of Replaced Employee:**

**Funded in which FY?**

**Budget Number:**

**Position No. (NBAPOSN):**

**Compensation:**

- ☑ Annual | ☑ Hourly | ☑ Other (explain) | ☑ | ☑ | ☑ |

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</table>

**Hourly Rate:**

- $N/A per hr x $N/A hrs/wk x $N/A wks = $N/A per year

**Start Date:**

**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**

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<th>Date</th>
<th>Reviewed by Human Resources</th>
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Reg. 821 | Revised 02/22/2011
### Personnel Action Form
#### Human Resources

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### Part I: Check all that apply

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

### Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

**CURRENT**

**Division/Unit:** Administrative Services

**Job Title/Position:** Security Officer

**Budgeted Position?** Yes No

**Budget Number:** 1110-1192-6107-701

**Compensation:**

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

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**Hourly Rate:**

$ \text{N/A $/hr \times N/A hrs/wk \times N/A wks} = \text{N/A $/year}$

**Start Date:** 08/15/11 **End Date:** 08/31/2013

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

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

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

**PROPOSED**

**Division/Unit:** Specialized Area

**Job Title/Position:**

**Budgeted Position?** Yes No

**Budget Number:**

**Compensation:**

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

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</table>

**Hourly Rate:**

$ \text{N/A $/hr \times N/A hrs/wk \times N/A wks} = \text{N/A $/year}$

**Start Date:**

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

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

**Approved by Dean**

**Approved by Division Chair**

**Approved by Cabinet Level Supervisor**

**Budget Approval**

**Reg. #** 821

**HR Requisition Number** 1308 0125

**Revised May 15, 2009**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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**Address**

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### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] 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:**
  - Physical Plant
- **Job Title/Position:**
  - Groundskeeper
- **Budgeted Position?**
  - [x] Yes
  - [ ] No
- **Budget Number:**
  - 1110.1195.6104.704
- **Compensation:**
  - [x] Hourly
  - [ ] Other (explain)
  - Sched: 0
  - Grade: 1
  - Step: 3
  - Hourly Rate: (Part-time only)
  - $ $ per hr x _______ hrs/wk x _______ wks = $ __________ per year
- **Start Date:**
  - 7-20-09
- **End Date:**
  - N/A
- **Position No. (NBAPOSN):**
  - GRD004

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:**
  - Physical Plant
- **Job Title/Position:**
  - Custodian/Full time
- **Budgeted Position?**
  - [x] Yes
  - [ ] No
- **Name of Replaced Employee:**
  - Amador Mata
- **Budget Number:**
  - 1110.1194.6104.704
- **Compensation:**
  - [x] Hourly
  - [ ] Other (explain)
  - Sched: 0
  - Grade: 1
  - Step: 3
  - Hourly Rate: (Part-time only)
  - $ $ per hr x _______ hrs/wk x _______ wks = $ __________ per year
- **Start Date:**
  - 8-19-13
- **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
- [x] 12 months
- [ ] Other

### Explanation of Action:

**Recommended by Supervisor (Department Head):** [Signature]

**Date:** 8/12/13

**Approved by Vice President:** [Signature]

**Date:** 8/13/13

**Approved by Division Chair:** [Signature]

**Date:** 8/13/13

**Reviewed by Human Resources:** [Signature]

**Date:** 8/13/13

**Budget Approval:** [Signature]

**Date:** 8/13/13

**Approved by President:** [Signature]

**Date:** 8/14/13

**Approved by Cabinet Level Supervisor:** [Signature]

**Date:** 8/13/13

**Date approved by Board or not applicable:** [Signature]

**Reg. 821:  S1308 0107**

**Revised May 15, 2009**
### Personnel Action Form

**Human Resources**

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**Address**

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<th>City</th>
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<th>Zip</th>
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</table>

**Part I: Check all that apply**

- 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 Title/Position:**

- Job Vacancy No.: (if applicable)
- Specialized Area:
- Funded in which FY:
- Position No. (NBAPOSN):

**Budgeted Position?**

- Yes
- No

**Budget Number:**

- 10 1/2 months
- 12 months
- Other

**Compensation:**

- Annual
- Hourly
- Other (explain)

- Sched
- Grade
- Step

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

**Start Date:**

- End Date:

- At-will-employee
- Per contract

If temporary, anticipated termination date:

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

**PROPOSED**

- Division/Unit:
- Job Vacancy No.: (if applicable)
- Specialized Area:
- Allied Health
- Funded in which FY:
- Position No. (NBAPOSN):

**Budget Number:**

- 1110.14180.6101.400 25%, 1110.14184.6101.102 25%,

**Compensation:**

- Annual
- Hourly
- Other (explain)

- Sched
- Grade
- Step

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

**Start Date:**

- 09/09/13

**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)
- Approved by Vice President
- Date

- Approved by Division Chair
- Date

- Reviewed by Human Resources
- Date

- Budget Approval
- Date

- Approved by President
- Date

- Approved by Cabinet Level Supervisor
- Date

- Date approved by Board or not applicable

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[Reg. 821]

[1308 0110]
**Personnel Action Form**

**Human Resources**

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**Address**

City

State Zip

**Part I: Check all that apply**

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

- Temporary
  - [ ] Full-Time
  - [x] Part-Time

- Regular
  - [x] Full-Time
  - [ ] Part-Time

- New Employee
  - [x] 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)

Security

N/A

Job Title/Position: Specialized Area:

Part Time Security Officer - Richmond

Security

Budgeted Position? [x] Yes [ ] No

Funded in which FY? FY 13

Budget Number: 1210-1192-6108-701

Position No. (NBAPOSN): PTSF99

Compensation:

| [ ] Annual | Sched | N/A |
| [x] Hourly | Grade | N/A |
| [ ] Other (explain) | Step | N/A |

Hourly Rate: (Part-time only)

$ 20.00 per hr x 19 hrs/wk x 48 wks =

$ 18,240 per year

Start Date: 06/23/10

End Date: 06/04/2013

At-will-employee

If temporary, anticipated termination date: N/A

**PROPOSED**

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

Specialized Area:

Funded in which FY?

Budgeted Position? [x] Yes [ ] No

Name of Replaced Employee:

Budget Number:

Position No. (NBAPOSN):

Compensation:

| [ ] Annual | Sched |
| [x] Hourly | Grade |
| [ ] Other (explain) | Step |

Hourly Rate: (Part-time only)

$ ______ per hr x ______ hrs/wk x ______ wks =

$ ______ per year

Start Date:

At-will-employee

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
- [x] Other 48 weeks

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head)

Signed: _______

Approved by Vice President Date 8/15/13

Reviewed by Human Resources Date 08/15/13

Approved by Division Chair Date

Budget Approval Date 8/15/13

Approved by President Date

Approved by Cabinet Level Supervisor Date 8/15/13

Date approved by Board or [ ] not applicable

Reg. 821 51308 0118

Revised May 15, 2009
### Personnel Action Form

#### Human Resources

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**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
- [ ] Full-Time
- [ ] Regular
- [ ] Part-Time
- [ ] New Employee
- [ ] 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)**

**Current Division/Unit:**

- Specialized Area:

**Budgeted Position?:**

- [ ] Yes
- [ ] No

**Funded in which FY:**

**Budget Number:**

- Position No. (NBAPOSN):

### Compensation:

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

**Compensation:**

- Sched
- Grade
- Step

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

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

**Start Date:**

**End Date:**

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

**If temporary, anticipated termination date:**

**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:

**Instruction/Senior Citizens**

**Job Title/Position:**

- Specialized Area:

**Budgeted Position?:**

- [ ] Yes
- [ ] No

**Name of Replaced Employee:** Caroline Garcia

**Budget Number:**

- 21759.6001.6126.301 & 21769.6001.6137.301

**Compensation:**

- Sched N/A
- Grade N/A
- Step N/A

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

- $7.25 per hr x 12 hrs/wk x 6 wks = $826.50 per year

**Start Date:** 08/26/13

**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 Weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

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

**Approved by Vice President**

**Reviewed by Human Resources**

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

**Budget Approval**

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

**Approved by Cabinet Level Supervisor**

**Date approved by Board**

**Date not applicable**

**Reg. 821 S 10 801 21**

**Vice President of Instruction**

**Date: 8-20-13 Initial: F**

**Reviewed May 15, 2009**

**Initial: F**

**Date: 8-20-13**
# Personnel Action Form

**Wharton County Junior College**

## Part I: Check all that apply

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<td>☐ Regular</td>
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- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ___)
- [ ] Resignation (date: ___)
- [ ] Separation (date: ___)

[ ] Other (explain)

## Part II: Assignment/Accounting

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

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

### CURRENT Division/Unit:

- **Job Title/Position:** Specialized Area:
- **Budgeted Position?** ☐ Yes ☐ No
- **Budget Number:** Funded in which FY?
- **Compensation:** Position No. (NBAPOSN):
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - __Sched__
  - __Grade__
  - __Step__
  - Hourly Rate: (Part-time only)
  - $____ per hr x ____ hrs/wk x ____ wks = $____ per year

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

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

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

### PROPOSED Division/Unit: Richmond Campus

- **Job Title/Position:** Open Computer Lab Monitor
- **Budgeted Position?** ☐ Yes ☐ No
- **Budget Number:** Name of Replaced Employee: Jacob Romero
- **Compensation:** Position No. (NBAPOSN):
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - __Sched__
  - __Grade__
  - __Step__
  - Hourly Rate: (Part-time only)
  - $10.94 per hr x 20 hrs/wk x 49 wks = $0,721.20 per year

- **Start Date:** 8/29/13
- **End Date:**
  - ☐ At-will-employee
  - ☐ Per contract

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

- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify) 49 weeks

### Explanation of Action:

**Recommended by Supervisor/Department Head:** 8/27/13

**Approved by Dean:** Date

**Approved by Division Chair:** Date

**Approved by Cabinet Level Supervisor:** Date

**Budget Approval:** Date

**Reg. 621 HR Requisition Number:** S1308 0126

**Revised August 27, 2013**
Wharton County Junior College

Personnel Action Form
Human Resources

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**Address**

**City**

**State**

**Zip**

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
  - [x] Full-Time
  - [ ] Part-Time
- [x] Regular
  - [x] Full-Time
  - [ ] Part-Time
- [x] 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 [x] No

Budgeted Position? [ ] Yes [x] No

Budget Number: [Funded in which FY?]

**Compensation:**

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

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

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

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

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

**PROPOSED**

Division/Unit: [Job Vacancy No.: (if applicable) 1302 S 009]

Job Title/Position: [Specialized Area: Security]

Part Time Security Officer-Richmond Campus

Budgeted Position? [x] Yes [ ] No

Name of Replaced Employee: [N/A]

Funded in which FY? [FY13]

Budget Number: [Position No. (NBAPOSN): PTSF99 1210-1192-6108-701]

**Compensation:**

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

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

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

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

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
- [x] Other

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

**Explaination of Action:**

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

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head)

Approved by Vice President

Approved by Division Chair

Reviewed by Human Resources

Budget Approval

Approved by President

Approved by Cabinet Level Supervisor

Date approved by Board or [ ] not applicable

Reg. 821

51308 0108

Revised May 15, 2009
### Personnel Action Form

**Wharton County Junior College**

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**City**

**State**

**Zip**

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<td>Other (explain)</td>
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### Part II: Assignment/Accounting

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

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

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

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

**Compensation:**  
$  
- [ ] Annual  
- [x] 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:

**PROPOSED** Division/Unit:  
Administrative Services

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

**Budgeted Position?** ☑ Yes ☐ No  
Funded in which FY? 2013

**Budget Number:**
Position No. (NBAPOSN): FITW99

**Compensation:**  
$ 7.25  
- [x] Hourly

- [ ] Other (explain)

**Sched**

**Grade**

**Step**

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

- $7.25 per hr x 19 hrs/wk x 48 wks =

- $6,612 per year

**Start Date:** 5 Aug. 13

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 48 wks

**Explanation of Action:**

---

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

Approved by Division Chair Date

**Budget Approval**

 Approved by Supervisor Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or [ ] not applicable

Reg. 821  
1308 0100

Revised May 15, 2009
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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### Part I: Check all that apply

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)

- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 08-22-13)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

**CURRENT** Division/Unit: Administrative Services

- [ ] Job Title/Position: Fitness Center Staff
- [ ] Budgeted Position? [X] Yes [ ] No
- [ ] Budgeted Number: 1110-13025-6102-903
- [ ] Budget No. (NBAPOSN): FTTW99

**Compensation:**

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

**Hourly Rate:**

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

- [ ] If temporary, anticipated termination date: N/A

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

- 1304 S 020

#### Specialized Area:

- Fitness Center areas

#### Funded in which FY?

- 2013

- [ ] 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
- [X] Other 48 Weeks

#### PROPOSED

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?** [ ] Yes [X] No
- **Name of Replaced Employee:**
- **Budgeted Number:**
- **Position No. (NBAPOSN):**

**Compensation:**

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

**Hourly Rate:**

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

- [ ] If temporary, anticipated termination date:

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

- [ ] Specialized Area:

#### Funded in which FY?

#### Position No. (NBAPOSN):

**Explanation of Action:**

### Part III: Position/Budget Authorization

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

- [ ] Date: 8-12-13

- [ ] Approved by Vice President: 8/14/13

**Approved by Division Chair: Date: 8/14/13**

- [ ] Approved by President: Date: 8/14/13

**Budget Approval: 8/14/13**

- [ ] Approved by Cabinet Level Supervisor: Date: 8/12-13

- [ ] Date approved by Board or X not applicable

- [ ] Reg.821

**Revised May 15, 2009**
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

**Part I: Check all that apply**

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<tr>
<td>Regular</td>
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<td></td>
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</tbody>
</table>

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

Physical Plant

**Job Title/Position:**

Custodian/Full time

**Budgeted Position?** Yes No

**Budget Number:**

1110.1194.6104.703

**Compensation:**

- Annual
- Hourly
- Other (explain)

**Sched 0**

**Grade 1**

**Step 0**

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

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

**Start Date:**

4-23-12

**End Date:** N/A

**At-will-employee**

**Per contract**

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 52 weeks

**PROPOSED Division/Unit:**

Physical Plant

**Job Title/Position:**

Custodian/Part time

**Budgeted Position?** Yes No

**Name of Replaced Employee:** Esther Aguilar

**Budget Number:**

1110.1194.6105.703

**Compensation:**

- Annual
- Hourly
- Other (explain)

**Sched 0**

**Grade 1**

**Step 0**

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

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

**Start Date:** 8-12-13

**End Date:** N/A

**At-will-employee**

**Per contract**

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 52 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

Date: 8/6/13

Approved by Vice President

Date: 8/6/13

**Approved by Division Chair**

Date: 8/1/13

Reviewed by Human Resources

Date: 8/13/10

**Budget Approval**

Date: 8/6/13

Approved by President

Date: 8/6/13

**Approved by Cabinet Level Supervisor**

Date: 8/6/13

Date approved by Board or [ ] not applicable

Reg. 821

S 1308 0099

Revised May 15, 2009
**Personnel Action Form**

**Wharton County Junior College**

**Banner ID #**  
**Last Name** Mata  
**First Name** Amador  
**Middle Initial**  
**Telephone**  

**Address**  
**City**  
**State**  
**Zip**  

**Part I: Check all that apply**

- **Classification:**  
  - Administrative/Professional Staff  
  - Faculty  
  - Support Staff  
  - Temporary  
  - Regular  
  - Full-Time  
  - Part-Time  
  - New Employee  
  - Extension  
  - Salary Adjustment  
  - Retirement (date: )  
  - Resignation (date: )  
  - Separation (date: 8-28-13)  
  - Other (explain)  

**Part II: Assignment/Accounting**

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

**CURRENT**  
**Division/Unit:** Physical Plant  
**Job Title/Position:** Custodial  
**Budgeted Position?** Yes ☐ No ☑  
**Budget Number:** 1110.1194.6105.703  
**Job Vacancy No.: (if applicable)** 1307 S 051  

**Compensation:**  
**$ 9.31**  
**Sched 0**  
**Grade 1**  
**Step 0**  
**Hourly Rate: (Part-time only)**  
$9.31/hr x 19 hrs/wk x 52 wks = $9,198.28 per year  

**Start Date:** 8-12-13  
**End Date:** 8-28-13  
**Position is funded for the following number of months/weeks:**  
☐ 9 months  ☐ 10 ½ months ☑ 12 months ☐ Other (specify) 52 weeks  
**At-will-employee ☑ Per contract ☐**  
If temporary, anticipated termination date: N/A

**PROPOSED**  
**Division/Unit:**  
**Job Title/Position:**  
**Budgeted Position?** Yes ☐ No ☑  
**Budget Number:**  
**Job Vacancy No.: (if applicable)**  

**Compensation:**  
**$**  
**Sched ☐**  
**Grade ☐**  
**Step ☐**  
**Hourly Rate: (Part-time only)**  
$ ☐ per hr x ☐ hrs/wk x ☐ wks = ☐ per year  

**Start Date:**  
**End Date:**  
**Position is funded for the following number of months/weeks:**  
☐ 9 months  ☐ 10 ½ months ☐ 12 months ☐ Other (specify)  
**At-will-employee ☐ Per contract ☑**  
If temporary, anticipated termination date:

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor/Department Head:**  
  **Date:** 8/21/13  
  **Approved by Dean:**  
  **Date:**  
- **Approved by Division Chair:**  
  **Date:**  
  **Approved by Vice President:**  
  **Date:** 8/29/13  
- **Approved by Cabinet Level Supervisor:**  
  **Date:** 8/29/13  
  **Reviewed by Human Resources:**  
  **Date:** 08/29/13  
- **Budget Approval:**  
  **Date:** 8/29/13  
  **Approved by President:**  
  **Date:**

Reg. 821  
HR Requisition Number S 130X 0128  
Revised August 27, 2013
Personnel Action Form

Wharton County Junior College

Human Resources

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

- **Division/Unit:** Richmond Campus
- **Job Title/Position:** Open Computer Lab monitor
- **Job Vacancy No.:** 1211 S 108
- **Specialized Area:** FBTC
- **Budgeted Position:** Yes
- **Funded in which FY:** 12-13
- **Budget Number:** 1210-1494-6102-102
- **Position No. (NBAPOSN):** OCLF99
- Compensation: $10.47
- **Hourly Rate:** (Part-time only) $10,260.60 per yr
- **Start Date:** 05/27/13
- **End Date:** 8/16/13
- **At-will-employee**
- **Per contract**
- **Position is funded for the following number of months/weeks:**
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other (specify) 49 weeks

**PROPOSED**

- **Division/Unit:**
- **Job Title/Position:**
- **Job Vacancy No.:** (if applicable)
- **Specialized Area:**
- **Budgeted Position:** Yes
- **Name of Replaced Employee:**
- **Funded in which FY:**
- **Budget Number:**
- **Position No. (NBAPOSN):**
- **Compensation:**
  - Annual
  - Hourly
  - Other (explain)
  - Sched
  - Grade
  - Step
  - Hourly Rate: (Part-time only) $ per hr x hrs/wk x wks =
  - $ per year
- **Start Date:**
- **At-will-employee**
- **Per contract**
- **If temporary, anticipated termination date:**
- **Position is funded for the following number of months/weeks:**
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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| Reg. 821 | HR Requisition Number | 1308 | 0123 | |

Revised May 15, 2009
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

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

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ___)
- [ ] Resignation (date: ___)
- [ ] Separation (date: 8/23/13)
- [ ] Other (explain)

### Part II: Assignment/Accounting

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

**CURRENT**

- Division/Unit: Richmond Campus
- Job Title/Position: Open Computer Lab monitor
- Budgeted Position? [x] Yes  [ ] No
- Budget Number: 1210-1494-6102-102
- Compensation: $10.47
  - [x] Hourly
  - [ ] Other (explain)
- Sched 0  Grade 5  Step 0
- Hourly Rate: (Part-time only) $10.47 per hr x 20 hrs/wk x 49 wks = $10,260.60 per yr
- Start Date: 08/11/11  End Date: 8/23/13
- [x] At-will-employee
- Position No. (NBAFOSN): 0CLF99
- Funded in which FY? 12-13
- If temporary, anticipated termination date: N/A
- Position is funded for the following number of months/weeks:
  - [x] 49 weeks

**PROPOSED**

- Division/Unit: Richmond Campus
- Job Title/Position: Open Computer Lab monitor
- Budgeted Position? [x] Yes  [ ] No
- Name of Replaced Employee: [___]
- Budget Number: 1210-1494-6102-102
- Compensation: $10.47
  - [x] Hourly
  - [ ] Other (explain)
- Sched 0  Grade 5  Step 0
- Hourly Rate: (Part-time only) $10.47 per hr x 20 hrs/wk x 49 wks = $10,260.60 per yr
- Start Date: 08/11/11  End Date: 8/23/13
- [x] At-will-employee
- Position No. (NBAFOSN): 0CLF99
- Funded in which FY? 12-13
- If temporary, anticipated termination date: N/A
- Position is funded for the following number of months/weeks:
  - [x] 49 weeks

### Part III: Position/Budget Authorization

- Recommended by Supervisor/Department Head: [Signature]
  - Date: 8/22/13
- Approved by Dean: [Signature]
  - Date: 8/22/13
- Approved by Division Chair: [Signature]
  - Date: 8/22/13
- Approved by Vice President: [Signature]
  - Date: 8/22/13
- Approved by Cabinet Level Supervisor: [Signature]
  - Date: 8/22/13
- Referred by Human Resources: [Signature]
  - Date: 8/22/13
- Approved by President: [Signature]
  - Date: 8/22/13
- Budget Approval: [Signature]
  - Date: 8/22/13

Reg. 821  HR Requisition Number 1308  D1205  Revised May 15, 2003
# Wharton County Junior College

## Personnel Action Form

### Banner ID #

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tyron</td>
<td>Anthony</td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

### Address

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

### Part I: Check all that apply

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

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

### Part II: Assignment/Accounting

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

#### CURRENT

- **Division/Unit:**
  - Job Title/Position:
    - Specialized Area:
  - Budgeted Position? ☐ Yes ☐ No
  - Budget Number:
  - Compensation:
    - $ 20.00
    - Sched: N/A
    - Grade: N/A
    - Step: N/A
  - Hourly Rate: (Part-time only)
    - $ 20.00 per hr x 19 hrs/wk x 52 wks = $ 19760 per year
  - Start Date: 9/3/2013
  - End Date:
  - At-will-employee
  - Per contract
  - If temporary, anticipated termination date: N/A

#### PROPOSED

- **Division/Unit:** Administrative Services
- **Job Title/Position:** Part time officer - Wharton
- **Budgeted Position?** ☐ Yes ☐ No
- **Name of Replaced Employee:** N/A
- **Budget Number:** 1110-1192-6108-701
- **Position No. (NBAPOSN):** PTSW99
- **Compensation:**
  - $ 20.00
  - Sched: N/A
  - Grade: N/A
  - Step: N/A
  - Hourly Rate: (Part-time only)
    - $ 20.00 per hr x 19 hrs/wk x 52 wks = $ 19760 per year
  - Start Date: 9/3/2013
  - End Date:
  - At-will-employee
  - Per contract
  - If temporary, anticipated termination date: 52 weeks

### Explanation of Action:

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head**
  - Date
  - Approved by Dean
  - Date

**Jim Baylor**

- Approved by Division Chair
  - Date
- Approved by Cabinet Level Supervisor
  - Date
- Budget Approval
  - Date

**B. McCauley**

- Date

**Reg. 821**

HR Requisition Number: [130X 017]

Revised May 15, 2009
### Personnel Action Form

#### Part I: Check all that apply

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<th>Classification:</th>
<th>New Employee</th>
<th>Other (explain):</th>
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<tr>
<td>Administrative/Professional Staff</td>
<td>☑️</td>
<td>Reassignment from STEM Secretary to STEM Specialist</td>
</tr>
<tr>
<td>Faculty</td>
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<td></td>
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<tr>
<td>Support Staff</td>
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<tr>
<td>Part-Time</td>
<td>☑️</td>
<td></td>
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<tr>
<td>Regular</td>
<td>☑️</td>
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</tbody>
</table>

#### Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

##### CURRENT Division/Unit:
**Title V HSI STEM Grant**

- **Job Title/Position:** STEM Secretary
- **Job Vacancy No.: (if applicable)** 1205 S 033
- **Specialized Area:** Title V HSI STEM Grant
- **Funded in which FY?** FY13
- **Budget Number:** 21166-6039-6101-400
- **Position No. (NBAPOSN):** GNS03T
- **Compensation:** $25,525
- **Hourly Rate: (Part-time only)** $____ per hr x ______ hrs/wk x ______ wks = $____ per year
- **Start Date:** 01/02/2013
- **End Date:** N/A
- **If temporary, anticipated termination date:** 09/30/13

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

##### PROPOSED Division/Unit:
**Title V HSI STEM Grant**

- **Job Title/Position:** STEM Specialist
- **Job Vacancy No.: (if applicable)** 1308 S 079
- **Specialized Area:** Title V HSI STEM Grant
- **Funded in which FY?** FY13
- **Budget Number:** 21166-6039-6113-400
- **Position No. (NBAPOSN):** GNSP4T
- **Compensation:** $33,225
- **Hourly Rate: (Part-time only)** $____ per hr x ______ hrs/wk x ______ wks = $____ per year
- **Start Date:** 09/03/2013
- **If temporary, anticipated termination date:** 09/30/14

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

#### Explanation of Action:

- **Recommended by Supervisor/Department Head:** [Signature]
  - **Date:** 8-29-13
- **Approved by Division Chair:** [Signature]
  - **Date:** [Date]
- **Approved by Cabinet Level Supervisor:** [Signature]
  - **Date:** [Date]
- **Budget Approval:** [Signature]
  - **Date:** 8/29/13

#### Reg. 821 HR Requisition Number

- **Date:** 08/29/13

Revised August 27, 2013
### Personnel Action Form

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

---

#### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**

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

**Job Title/Position:**

**Specialized Area:**

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Funded in which FY?**

**Budget Number:**

**Position No. (NBAPOSN):**

**Compensation:**

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

**Sched:**

**Grade:**

**Step:**

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

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

- $ _____ per year

**Start Date:**

**End Date:**

**At-will-employee**

**Per contract**

If temporary, anticipated termination date:

---

**PROPOSED**

**Division/Unit:**

**Athletic Department**

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

1307 S 048

**Specialized Area:**

**Rodeo**

**Job Title/Position:**

**Temporary Assistant Rodeo Coach**

**Budgeted Position?**

- [ ] Yes
- [ ] No

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

**Funded in which FY?**

**FY 14**

**Budget Number:**

3914-353-6101-901

**Position No. (NBAPOSN):** ARC001

**Compensation:**

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

**Sched:**

**Grade:**

**Step:**

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

- $N/A per hr x N/A hrs/wk x N/A wks =

- $N/A per year

**Start Date:** 8/19-13

**At-will-employee**

**Per contract**

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:**

$18,000 plus board (meals) for 9 months.

---

#### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head)**

**Date:**

[Signature]

**Approved by Vice President**

**Date:**

[Signature]

**Reviewed by Human Resources**

**Date:**

[Signature]

**Approved by President**

**Date:**

[Signature]

**Approved by Cabinet Level Supervisor**

**Date:**

[Signature]

**Date approved by Board or not applicable**

---

**Rev 071**

Revised May 14, 2003
Wharton County
Junior College

Personnel Action Form
Human Resources

Banner ID #

Last Name
Gardner, Alex C. Jr.

First

Middle Initial

Telephone

Address

City

State

Zip

Part I: Check all that apply

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

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

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

CURRENT Division/Unit: [ ]

Job Title/Position: [ ]

Budgeted Position? [ ] Yes [ ] No

Budget Number: [ ]

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

Start Date: [ ]

End Date: [ ]

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

PROPOSED Division/Unit:

Student Services

Job Title/Position: [ ]

Budgeted Position? [ ] Yes [ ] No

Budget Number: [ ]

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

Start Date: [ ]

End Date: [ ]

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

Explanation of Action:
$4,500 per Fall Semester plus room & board

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head: [ ]

Approved by Division Chair: [ ]

Approved by Cabinet Level Supervisor: [ ]

Budget Approval: [ ]

HR Requisition Number: [ ]

Revised May 15, 2009
## Personnel Action Form

**Human Resources**

### Part I: Check all that apply

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<th>Classification:</th>
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<th>Classification:</th>
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<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
<td>☒ New Employee</td>
<td>☐ Extension</td>
<td></td>
</tr>
<tr>
<td>☐ Faculty</td>
<td>☐ Reclassification</td>
<td>☒ Resignation</td>
<td></td>
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<td>☒ Support Staff</td>
<td>☒ Transfer</td>
<td>☐ Separation (date:______)</td>
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<td>☒ Temporary</td>
<td>☒ Promotion</td>
<td>☐ Change in Assignment</td>
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<td>☐ Full-Time</td>
<td>☒ Salary Adjustment</td>
<td>☐ Additional Assignment</td>
<td></td>
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<tr>
<td>☐ Part-Time</td>
<td>☔ Other (explain)</td>
<td>☐ Leave of Absence</td>
<td></td>
</tr>
</tbody>
</table>

### Part II: Assignment/Accounting

**CURRENT**

- **Division/Unit:**
- **Job Vacancy No.:** (if applicable)
- **Specialized Area:**
- **Funded in which FY?:**
- **Position No. (NBAPOSN):**

**Budgeted Position:** ☐ Yes ☐ No

- **Budget Number:**
- **Compensation:**
  - ☐ Annual
  - ☒ Hourly
  - ☐ Other (explain)
  - **Sched**
  - **Grade**
  - **Step**
  - **Hourly Rate (Part-time only)**
  -  
  - **$** per hr x **hrs/wk x** wks =
  - **$** per year

**Start Date:**

**End Date:**

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

---

**PROPOSED**

- **Division/Unit:**
- **Job Vacancy No.:** (if applicable)
- **Specialized Area:**
- **Funded in which FY?:**
- **Position No. (NBAPOSN):**

**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:** 08/19/13

**End Date:**

- ☒ At-will-employee
- ☐ Per contract
- **If temporary, anticipated termination date:**

---

**Explanation of Action:**

- *includes board*

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - Date: Aug 13, 2013
  - **Approved by Vice President:**
    - Date: May 18, 2013

**Approved by Division Chair**

- **Date:**

**Budget Approval**

- **Date:** 8/14/13

**Approved by Cabinet Level Supervisor**

- **Date:**

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

---

*Reg. 821*  S1308 0109  Revised May 15, 2009
**Personnel Action Form**

**Wharton County Junior College**

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<td>Balogun</td>
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<td>O.</td>
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**Address**

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

**Part I: Check all that apply**

- ☒ New Employee
- ☒ 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 Position:** ☒ Yes ☐ No
- **Name of Replaced Employee:** N/A
- **Position No. (NBAPOSN):**
  - **Compensation:**
    - ☒ Annual
    - ☒ Hourly
    - ☒ Other (explain)
  - **Scheduled Hrs/Wk:**
  - **Step:**
  - **Hourly Rate: (Part-time only)**
    - $___ per hr
    - $___ per year
- **Start Date:** 8/19/13
- **End Date:**
- **At-will employee:** ☒
- **Per contract:** ☐
- **If temporary, anticipated termination date:** 08/31/14

**PROPOSED**

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position:** ☒ Yes ☐ No
- **Name of Replaced Employee:** N/A
- **Position No. (NBAPOSN):**
  - **Compensation:**
    - ☒ Annual
    - ☒ Hourly
    - ☒ Other (explain)
  - **Scheduled Hrs/Wk:**
  - **Step:**
  - **Hourly Rate: (Part-time only)**
    - $11.91 per hr
    - $7,896.33 per year
- **Start Date:** 8/19/13
- **End Date:**
- **At-will employee:** ☒
- **Per contract:** ☐
- **If temporary, anticipated termination date:** 08/31/14

**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:** 8/13
- **Approved by Division Chair:**
  - **Date:**
- **Budget Approval:**
  - **Date:**

**Reg. 821**

**S1308 0115**

**Vice President of Instruction**

**Reviewed May 15, 2009**

**Date: 8/13 Initial: JG**
### Personnel Action Form

**Wharton County Junior College**

**Banner ID #**

**Last Name** Beaver  
**First Name** Lola  
**Middle Initial**  
**Telephone**  
**Address**

**City**  
**State**  
**Zip**  

#### Part I: Check all that apply

- [ ] 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:**

- Adult Basic Education  
- Job Vacancy No.: (if applicable)  
- 1010 S 053  
- Specialized Area:  
- Adult Basic Education  
- Funded in which FY?  
- FY13

- **Job Title/Position:** ABE Aide  
- **Budgeted Position?**  
- Yes [ ] No [ ]  
- **Budget Number:**  
- 21292.6012.6129.1012  
- **Position No. (NBAPOSN):** GNTC99

- **Compensation:**  
  - [ ] Annual  
  - [ ] Hourly  
  - [ ] Other (explain)  
  - Sched: N/A  
  - Grade: N/A  
  - Step: N/A  
  - Hourly Rate: (Part-time only)  
  - $11.91/hr x 20 hrs/wk x 24 wks = $8,098.80 per year  
- **Start Date:**  
  - 9/1/12  
- **End Date:**  
  - N/A  
- **If temporary, anticipated termination date:**  
  - 8/31/13  

**PROPOSED Division/Unit:**

- Adult Basic Education  
- Job Vacancy No.: (if applicable)  
- 1010 S 053  
- Specialized Area:  
- Adult Basic Education  
- Funded in which FY?  
- FY14

- **Job Title/Position:** ABE Aide  
- **Budgeted Position?**  
- Yes [ ] No [ ]  
- **Budget Number:**  
- 21293.6012.6129.1012  
- **Position No. (NBAPOSN):** GNTC99

- **Compensation:**  
  - [ ] Annual  
  - [ ] Hourly  
  - [ ] Other (explain)  
  - Sched: N/A  
  - Grade: N/A  
  - Step: N/A  
  - Hourly Rate: (Part-time only)  
  - $11.91/hr x 12 hrs/wk x 24 wks = $7,693.86 per year  
- **Start Date:**  
  - 9/1/13  
- **End Date:**  
  - N/A  
- **If temporary, anticipated termination date:**  
  - 8/31/14  

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

- [ ] 9 months  
- [ ] 10 1/2 months  
- [ ] 12 months  
- [ ] Other 34 weeks

**Explanation of Action:**

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**  
  - Recommended by: [Signature]  
  - Date:  
  - Approved by Vice President:  
  - Date:  
- **Approved by Division Chair:**  
  - [Signature]  
  - Date:  
- **Reviewed by Human Resources:**  
  - Reviewed by: [Signature]  
  - Date:  
  - Approved by President:  
  - Date:  
- **Budget Approval:**  
  - [Signature]  
  - Date:  
- **Approved by Cabinet Level Supervisor:**  
  - [Signature]  
  - Date:  
- **Date approved by Board or not applicable:**  
  - [ ] Date:  

**Reg. 821**

**Vice President of Instruction**  
**Date:**  
**Revise May 15, 2009**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
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**Part I: Check all that apply**

- Classification:
  - ☐ 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:**

- Adult Basic Education

**Job Title/Position:**

- ABE Aide

**Budgeted Position?**

- ☒ Yes  ☐ No

**Budgeted Position:**

- Adult Basic Education

**Budget Number:**

- 21292.6012.6129.1012

**Compensation:**

- ☑ $11.91 Hourly

**Start Date:**

- 09/01/12

**End Date:**

- ☒ At-will employee

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

- $11.91 per hr x 20 hrs/wk x 34 wks = $8,098.80 per year

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

- ☐ 9 months  ☐ 10 1/2 months  ☐ 12 months  ☒ Other 34 weeks

**PROPOSED Division/Unit:**

- Adult Basic Education

**Job Title/Position:**

- ABE Aide

**Budgeted Position?**

- ☒ Yes  ☐ No

**Budgeted Position:**

- Name of Replaced Employee: N/A

**Budget Number:**

- 22183.6005.6129.1012

**Compensation:**

- ☑ $11.91 Hourly

**Start Date:**

- 8/1/13

**End Date:**

- ☒ At-will employee

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

- $11.91 per hr x 12 hrs/wk x 34 wks = $7,693.86 per year

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

- ☐ 9 months  ☐ 10 1/2 months  ☐ 12 months  ☒ Other 34 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

- 1/31/13

**Approved by Vice President:**

- 8-07-13

**Approved by Division Chair:**

- 5-13

**Reviewed by Human Resources:**

- 5-13-13

**Budget Approval:**

- 2-13

**Approved by President:**

- Betty (Bon) C. Corcoran 5-13-13

**Approved by Cabinet Level Supervisor:**

- 5-13

**Date approved by Board or Not Applicable:**

- 5-14-13

**Reg. 821**

**Vice President of Instruction**

**Date:**

- 8-07-13

**Initial:**

- RC

**RECEIVED**

**Date:**

- 8-07-13

**Initial:**

- RC
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<th>Classification:</th>
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<th>Reclassification</th>
<th>Transfer</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
<th>Retirement</th>
<th>Resignation</th>
<th>Separation (date:_____)</th>
<th>Change in Assignment</th>
<th>Additional Assignment</th>
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**Part II: Assignment/Accounting**

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

Job Title/Position: ABE Aide

Budgeted Position? ☒ Yes ☐ No

Budgeted Position: Yes

Budget Number: 21292.6012.6129.1012

Compensation:

- **$11.91**
- Hourly

Start Date: 9/1/12

End Date: N/A

Compensation:

- **$11.91**

Start Date: 9/1/13

Compensation:

- **$11.91**

End Date: N/A

Compensation:

- **$11.91**

Start Date: 9/1/13

Compensation:

- **$11.91**

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 34 weeks

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

Job Title/Position: ABE Aide

Budgeted Position? ☒ Yes ☐ No

Name of Replaced Employee: N/A

Budget Number: 21293.6012.6129.1012

Compensation:

- **$11.91**

Start Date: 9/1/13

Compensation:

- **$11.91**

Start Date: 9/1/13

Compensation:

- **$11.91**

Start Date: 9/1/13

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 34 weeks

Explanations of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date

Approved by Division Chair Date

Budget Approval Date

Approved by Cabinet Level Supervisor Date

Approved by President Date

Date approved by Board or ☐ not applicable

**Vice President of Instruction**

**Date:** 8/1/13 Initial: TC

Reg. 821
### Personnel Action Form

**Human Resources**

<table>
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<tr>
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<tr>
<td></td>
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**Address**

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

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
- [x] Full-Time
- [ ] Regular
- [x] Part-Time
- [ ] New Employee
- [x] Extension
- [x] 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: Adult Basic Education
- Job Title/Position: ABE Aide
- Budgeted Position?: [x] Yes  [ ] No
- Budgeted Position: N/A
- Budgeted Position? N/A
- Name of Replaced Employee: N/A
- Budget Number: 21292.6012.6129.1012

**PROPOSED**

- Division/Unit: Adult Basic Education
- Job Title/Position: ABE Aide
- Budgeted Position?: [x] Yes  [ ] No
- Name of Replaced Employee: N/A
- Budget Number: 21293.6012.6129.1012

**Compensation:**

- $11.91
- Hourly Rate: $11.91 per hr \( \times 20\) hrs/wk \( \times 34\) wks
- $8,098.80 per year

**Start Date:** 9/1/12

**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 34 weeks

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

- [ ] N/A

**Specialized Area:**

- Adult Basic Education

**Funded in which FY?**

- FY13

**Position No. (NBAPOSN):**

- GNTC99

**Explanation of Action:**

- Recommend by Supervisor (Department Head): 7/31/13
- Approved by Vice President: 9/7/13
- Reviewed by Human Resources: 8-13-13
- Budget Approval: 8/13/13
- Approved by President: 8-14-13
- Approved by Cabinet Level Supervisor: 

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

- [ ] May 15, 2009

**Reg. 821**
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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<tr>
<td></td>
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**Address:**

<table>
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<th>City</th>
<th>State</th>
<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
  - ☐ New Employee
  - ☐ Extension
  - ☐ Salary Adjustment
  - ☐ Retirement (date: __________)
  - ☐ Resignation (date: __________)
  - ☐ Separation (date: __________)
  - ☐ Other (explain)

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

**Division/Unit:** Math & Science

**Job Title/Position:** part-time biology lab worker

**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:** 1210.14301.6102.100

**Compensation:**

- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)

- Sched: N/A
- Grade: N/A
- Step: N/A

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

- $7.25 per hr x 4 hrs/wk x 14 wks =
- $496 per year

**Start Date:** 5/13/2013

**End Date:** 8/15/2013

**At-will-employee**

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

- ☐ 9 months
- ☐ 10 ½ months
- ☐ 12 months
- ☐ Other (specify) 32 weeks

**Proposed**

**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:**

**At-will-employee**

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor/Department Head:**
  - Date: 8-30-13

- **Approved by Division Chair:**
  - Date: 8-13-13

- **Approved by Cabinet Level Supervisor:**
  - Date: 9-3-13

- **Budget Approval:**
  - Date: 9-4-13

**Reg. 821**

**HR Requisition Number:** 1308 0113

**RECEIVED**

**Vice President of Instruction**

**Date:** 9/3/13

**Initial:** IC

**Revised May 15, 2009**
### Personnel Action Form

**Human Resources**

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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: ____)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: Adult Basic Education
- Job Title/Position: ABE Aide
- Budgeted Position? [x] Yes [ ] No
- Funded in which FY? FY13
- Number: 21292.6012.6129.1012
- Position No. (NBAPOSN): GNTC99
- Compensation: $11.91 Hourly Rate: (Part-time only) $11.91/hr x 20 hrs/wk x 34 wks = $8,098.80 per year
- Start Date: 09/01/12
- End Date: N/A
- At-will-employee
- Per contract
- If temporary, anticipated termination date: 7/31/13

**PROPOSED**

- Division/Unit: Adult Basic Education
- Job Title/Position: ABE Aide
- Budgeted Position? [x] Yes [ ] No
- Name of Replaced Employee: N/A
- Number: 22183.6005.6129.1012
- Position No. (NBAPOSN): GNTC99
- Compensation: $11.91 Hourly Rate: (Part-time only) $11.91/hr x 19 hrs/wk x 34 wks = $7,693.86 per year
- Start Date: 8/1/13
- At-will-employee
- Per contract
- If temporary, anticipated termination date: 8/31/14

**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): [Signature]
- Approved by Division Chair: [Signature] Date 8/13/13
- Budget Approval: [Signature] Date 8/13/13
- Approved by Cabinet Level Supervisor: [Signature]

- Approved by Vice President: [Signature] Date 8/7/13
- Reviewed by Human Resources: [Signature] Date 8/13/13
- Approved by President: [Signature] Date 8/13/13
- Date approved by Board or [ ] not applicable

Reg. 8.21

Vice President of Instruction Revised May 15, 2009

Date 8/7/13 Initial: [Signature]
### Personnel Action Form

**Human Resources**

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### Part I: Check all that apply

- [ ] 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:** Adult Basic Education
- **Job Title/Position:** ABE Aide
- **Budgeted Position:** Yes
- **Budgeted Position? Yes No**
- **Budget Number:** 21292.6012.6129.1012
- **Compensation:**
  - [ ] Annual
  - [X] Hourly
  - [ ] Other (explain)
  - Sched N/A
  - Grade N/A
- **Hourly Rate:** $11.91 per hr x 20 hrs/wk x 34 wks = $8,098.80 per year

**PROPOSED**

- **Division/Unit:** Adult Basic Education
- **Job Title/Position:** ABE Aide
- **Budgeted Position? Yes No**
- **Budget Number:** 22183.6005.6129.1012
- **Compensation:**
  - [X] Hourly
  - [ ] Other (explain)
  - Sched N/A
  - Grade N/A
  - Step N/A
- **Hourly Rate:** $11.91 per hr x 19 hrs/wk x 34 wks = $7,693.86 per year

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 34 weeks

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):** [Signature]
- **Date:** 7/31/13
- **Approved by Vice President:** [Signature]
- **Date:** 8/7/13

- **Approved by Division Chair:** [Signature]
- **Date:** 8/13/13
- **Reviewed by Human Resources:** [Signature]
- **Date:** 8/13/13

- **Budget Approval:** [Signature]
- **Date:** 8/13/13
- **Approved by President:** [Signature]
- **Date:** 8/14/13

- **Approved by Cabinet Level Supervisor:** [Signature]
- **Date:** 8/13/13

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

**Reg: 821**

**RECEIVED**

**Vice President of Instruction**

**Date:** 8/7/13 Initial: TC

**Revised May 15, 2009**
### Personnel Action Form

**Human Resources**

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<td>Kunkel</td>
<td>Katherine</td>
<td>A.</td>
<td></td>
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#### Part I: Check all that apply

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<th>Classification:</th>
<th>New Employee</th>
<th>Extension</th>
<th>Salary Adjustment</th>
<th>Retirement (date:___)</th>
<th>Resignation (date:___)</th>
<th>Other (explain)</th>
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<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ Support Staff</td>
<td>☐ Full-Time</td>
<td>☐ Part-Time</td>
<td>☐</td>
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<tr>
<td>☐ Faculty</td>
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</table>

#### Part II: Assignment/Accounting

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

**CURRENT**

<table>
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<tr>
<th>Division/Unit:</th>
<th>Administration</th>
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<td>Job Title/Position:</td>
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<td>☐ Annual</td>
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**PROPOSED**

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<td>Budgeted Position?</td>
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<td>☐ Hourly</td>
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<td>If temporary, anticipated termination date:</td>
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#### Explanation of Action:

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor/Department Head**: [Signature] 8-27-13
- **Approved by Dean**: [Signature] 8-28-13
- **Approved by Division Chair**: [Signature] 8-27-13
- **Approved by Vice President**: [Signature] 8-28-13
- **Approved by Cabinet Level Supervisor**: [Signature] 8-28-13
- **Reviewed by Human Resources**: [Signature] 8-28-13
- **Approved by President**: [Signature] 8-28-13

**HR Requisition Number**: 0124

**Reg. 821**: revised May 15, 2009
## Personnel Action Form
### Wharton County Junior College

**Banner ID #**
- Last Name: Martinez
- First Name: Desiree
- Middle Initial: E
- Telephone:

**Address**
- City:
- State:
- Zip:

### Part I: Check all that apply
- Classification:
  - [ ] Administrative/Professional Staff
  - [ ] Faculty
  - [X] Support Staff
- [X] Temporary
  - [ ] Full-Time
  - [X] Part-Time
- [ ] Regular
  - [ ] Full-Time
  - [ ] Part-Time

**Part II: Assignment/Accounting**

**CURRENT**
- Division/Unit:
- Job Title/Position:
- Budgeted Position? [ ] Yes [ ] No
- Funded in which FY?
- Budget Number:

**PROPOSED**
- Division/Unit: Adult Basic Education
- Job Title/Position: ABE Aide
- Budgeted Position? [X] Yes [ ] No
- Name of Replaced Employee: N/A
- Funded in which FY?: FY14
- Budget Number:

**Compensation:**
- S
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
- Sched
- Grade
- Hourly Rate: (Part-time only)
- $11.91 per hr x 19.5 hrs/wk x 34 wks = $7,896.33 per year
- Start Date: 8/19/13
- End 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 (4 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):** Loretta Burt
- **Approved by Supervisor (Department Head):**
- **Reviewed by Human Resources:**
- **Approved by Vice President:**
- **Recommended by Division Chair:**
- **Approved by Division Chair:**
- **Budget Approval:**
- **Approved by Cabinet Level Supervisor:**
- **Date approved by Board or not applicable:**

**Reg. 821**

**Vice President of Instruction**

**Date:**

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

**Wharton County Junior College**

**Banner ID #**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

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**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [X] Support Staff
- [X] 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 Vacancy No.: (if applicable)

Specialized Area:

Funded in which FY?

Budgeted Position? [ ] Yes [ ] No

Budget Number:

Position No. (NBAPOSN):

Compensation:

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

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$11.91

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Hourly Rate: (Part-time only)

$11.91 per hr x 12.5 hrs/wk x 34 wks = $7,896.33 per year

Start Date: 8/19/13

End Date: 08/31/14

If temporary, anticipated termination date:

**PROPOSED** Division/Unit:

Adult Basic Education

Job Vacancy No.: (if applicable)

1308 S 069

Specialized Area:

Adult Basic Education

Funded in which FY? FY13

Budgeted Position? [X] Yes [ ] No

Name of Replaced Employee: N/A

Budget Number:

22183.6005.6129.1012

Position No. (NBAPOSN): GNTC99

Compensation:

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

$11.91

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Hourly Rate: (Part-time only)

$11.91 per hr x 12.5 hrs/wk x 34 wks = $7,896.33 per year

Start Date: 8/19/13

End Date: 08/31/14

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
- [X] Other 34 weeks

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date: 8/6/13

Approved by Vice President Date: 8/9/13

Approved by Division Chair Date: Reviewed by Human Resources Date: 8/13/13

Budget Approval Date: 8/13/13

Approved by President Date: 8/14/13

Approved by Cabinet Level Supervisor Date: 8/13/13

Date approved by Board or [ ] not applicable

Reg. 821 513080100

Vice President of Instruction Date: 8/15/13 Initial: [ ]

RECEIVED May 15, 2009
Wharton County Junior College

Personnel Action Form
Human Resources

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Part I: Check all that apply

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

Part II: Assignment/Accounting

**CURRENT**
Division/Unit: Adult Basic Education
Job Title/Position: ABE Aide
Budgeted Position? Yes No
Budget Number: 21292.6012.6129.1012
Compensation: $11.91 Hourly Sched N/A Grade N/A Step N/A
Start Date: 9/1/12
End Date: N/A

Job Vacancy No.: (if applicable) N/A
Specialized Area: Adult Basic Education
Funded in which FY? FY13
Position No. (NBAPOSN): GNTC99

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

**PROPOSED**
Division/Unit: Adult Basic Education
Job Title/Position: ABE Aide
Budgeted Position? Yes No
Name of Replaced Employee: N/A
Budget Number: 21293.6012.6129.1012
Compensation: $11.91 Hourly Sched N/A Grade N/A Step N/A
Start Date: 9/1/13
End Date: N/A

Job Vacancy No.: (if applicable) N/A
Specialized Area: Adult Basic Education
Funded in which FY? FY14
Position No. (NBAPOSN): GNTC99

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) 8/1/13
Approved by Division Chair Date
Reviewed by Human Resources Date
Budget Approval Date
Approved by President 8/13/13
Approved by Cabinet Level Supervisor 8/13/13

Date approved by Board or not applicable

Reg. 821

Vice President of Instruction

Date: 8/13/13, Initial: K

RECEIVED Revised May 15, 2009

Date: 8/13/13, Initial: K
### Wharton County Junior College

**Personnel Action Form**

**Human Resources**

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### Part I: Check all that apply

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

### Part II: Assignment/Accounting

#### CURRENT

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?** [ ] Yes  [x] No
- **Budget Number:**
- **Compensation:**
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
- **Sched:**
- **Hourly Rate:** (Part-time only)
  - $ _____ per hr x _____ hrs/wk x _____ wks =
  - $ _____ per year
- **Start Date:**
- **End Date:**
- **Job Vacancy No.: (if applicable)**
- **Specialized Area:**
- **Funded in which FY?**
- **Position No. (NBAPNOSN):**
- **If temporary, anticipated termination date:**

#### PROPOSED

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?** [x] Yes  [ ] No
- **Name of Replaced Employee:** N/A
- **Budget Number:**
- **Compensation:**
  - [ ] Annual
  - [x] Hourly
  - [ ] Other (explain)
- **Sched:**
- **Hourly Rate:** (Part-time only)
  - $11.91 per hr x 19.5 hrs/wk x 24 wks =
  - $7,896.33 per year
- **Start Date:** 8/19/13
- **Job Vacancy No.: (if applicable)** 1303 S 013
- **Specialized Area:**
- **Funded in which FY?** FY13
- **Position No. (NBAPNOSN):** GNTEC99
- **If temporary, anticipated termination date:** 08/31/14

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [x] Other 34 weeks

### Explanation of Action:

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - 8/2/13
- **Approved by Division Chair:**
  - Date
- **Budget Approval:**
  - Date
- **Approved by Cabinet Level Supervisor:**
  - Date

**Reg. 821 51308 0104**

**Revised May 15, 2009**
Wharton County
Junior College

Personnel Action Form
Human Resources

Banner ID #  Last Name  First  Middle Initial  Telephone
Randell    Kim

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: Job Vacancy No.: (if applicable)

Job Title/Position:
Specialized Area:

Budgeted Position? ☐ Yes  ☑ No

Funded in which FY?

Budget Number:
Position No. (NBAPOSN):

Compensation:

☐ Annual
☐ Hourly
☐ Other (explain)

☐ At-will-employee
☐ Per contract

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: Job Vacancy No.: (if applicable)

Adult Basic Education  1308 S 066

Job Title/Position: Specialized Area:

Adult Basic Education

Budgeted Position? ☑ Yes  ☐ No Name of Replaced Employee: Elizabeth Tekulve

Funded in which FY? FY14

Budget Number:
Position No. (NBAPOSN): GNTC99

21292.6012.6129.1012

Compensation:

☐ Annual
☒ Hourly
☐ Other (explain)

☐ At-will-employee
☐ Per contract

Sched  Grade  Step

Hourly Rate: (Part-time only)
$11.91 per hr x 19.5 hrs/wk x 34 wks = $7,896.33 per year

Start Date: 8/19/13

If temporary, anticipated termination date: 8/31/14

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

☐ 9 months  ☐ 10 1/2 months  ☐ 12 months  ☒ Other 34 weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Date  Approved by Vice President
Loretta Butt  8/12/13

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 is not applicable

Reg. 821

51308 0113

Vice President of Instruction

Date  Initial

Reg. 17

Vice President of Instruction

Date  Initial
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

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

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**Part II: Assignment/Accounting**

**CURRENT**

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

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

**Job Vacancy No.** (If applicable)

**Specialized Area:**

**Funded in which FY?**

**Position No. (NBAPOSN):**

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

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

If temporary, anticipated termination date:

**PROPOSED**

- **Division/Unit:** Adult Basic Education
- **Job Title/Position:** ABE Aide
- **Budgeted Position?** [ ] Yes [ ] No
- **Name of Replaced Employee:** N/A
- **Budget Number:** 22183.6005.6129.1012

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- **Start Date:** 8/19/13
- **End Date:**

**Job Vacancy No.:** (If applicable) 1308 S 065

**Specialized Area:** Adult Basic Education

**Funded in which FY?** FY14

**Position No. (NBAPOSN):** GNT199

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

$ 11.91 per hr x 19.5 hrs/wk x 34 wks = $ 7,896.33 per year

If temporary, anticipated termination date:

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
  - Date: 8/8/13
  - Approved by Vice President: Date: 8/12/13

- **Reviewed by Human Resources:**
  - Date: 8/19/13

- **Approval by President:**
  - Date: 8/16/13

- **Approved by Cabinet Level Supervisor:**
  - Date: 8/14/13

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

**Reg. 821**

**RECEIVED**

**Vice President of Instruction**

**Date:** 8/19/13 **Initial:** [T]

**Vice President of Instruction**

**Date:** 8/19/13 **Initial:** [T]
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

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**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

**Adult Basic Education**

**Job Title/Position:**

**Adult Basic Education**

**Budgeted Position?** ☐ Yes ☐ No

**Funded in which FY?** FY13

**Budget Number:**

21292.6012.6129.1012

**Position No. (NBAPOSN):** GNTC99

**Compensation:**

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**Start Date:** 9/1/12

**End Date:** 7/31/13

**If temporary, anticipated termination date:** 7/31/13

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 34 weeks

**PROPOSED Division/Unit:**

**Job Title/Position:**

**Specialized Area:**

**Budgeted Position?** ☐ Yes ☐ No

**Funded in which FY?**

**Budget Number:**

**Position No. (NBAPOSN):**

**Compensation:**

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**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

**Fencluation of Action:**

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

**Approved by Vice President:**

**Reviewed by Human Resources:**

**Approved by President:**

**Approved by Cabinet Level Supervisor:**

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

Reg. 821 8/13/08 0111

**Vice President of Instruction:**

**Date:** 8/12/13

**Initial:** K
## Personnel Action Form

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### Part I: Check all that apply

- [ ] New Employee
- [X] Extended
- [X] Reclassification
- [ ] Transfer
- [X] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ______)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

#### CURRENT

- **Division/Unit:** Adult Basic Education
- **Job Title/Position:** ABE Aide
- **Budgeted Position?** Yes
- **Budget Number:** 21292.6012.6129.1012
- **Compensation:** Hourly $11.91/hr
- **Hourly Rate:** $11.91/hr x 20 hrs/wk x 34 wks = $8,098.80 per year
- **Start Date:** 09/01/12
- **End Date:** 08/31/13
- **Position No. (NBAPOSN):** GNTEC99
- **Funded in which FY:** FY13

#### PROPOSED

- **Division/Unit:** Adult Basic Education
- **Job Title/Position:** ABE Aide
- **Budgeted Position?** Yes
- **Budget Number:** 21293.6012.6129.1012
- **Compensation:** Hourly $11.91/hr
- **Hourly Rate:** $11.91/hr x 19 hrs/wk x 34 wks = $7,693.86 per year
- **Start Date:** 09/01/13
- **End Date:** 08/31/14

### Explanation of Action:

- 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:

  - [X] Other 34 weeks

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):** [Signature] 8/10/13
- **Approved by Division Chair:** [Signature] 8/10/13
- **Reviewed by Human Resources:** [Signature] 8-13-13
- **Approved by President:** [Signature] 8-14-13
- **Approved by Cabinet Level Supervisor:** [Signature] 8/13/13
- **Date approved by Board or not applicable:** 8-14-13

### RECEIVED

- **Vice President of Instruction:** [Signature] 8-7-13

### Revised

- **Revised May 15, 2009**