WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

September 16, 2014

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

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

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

September 16, 2014

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The regular board meeting held on August 19, 2014

B. The special called public hearing meeting held on August 19, 2014

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

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

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

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

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

V. Special Items

A. Approval to change the October 21, 2014 Board of Trustee meeting to October 28, 2014.
Board of Trustees  
September 16, 2014  
Agenda  

VI. Presentations, Awards, and/or President’s Report  
A. Certificate of Achievement for Excellence in Financial Reporting  

VII. Student Success  
A. Summer Camps (Texas Success Initiative Boot Camp and Pioneer Connection Camp) – Dr. Robin Nealy, Ms. Ava Humme, and Ms. Marybelle Perez  

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

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

-CONSENT AGENDA-  

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

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

XI. Matters Relating to Academic Affairs  
A. Approval of a $.10 raise per hour for part-time employees working for the Senior Citizen Program, starting as of October 1, 2014 (budget in contract for FY 2014 – 2015)  

XII. Matters Relating to Administrative Services  
A. Approve the College’s participation in the Property Casualty Alliance of Texas’s Cooperative for our property and equipment breakdown insurance coverage for a three year term ending August 31, 2017 at the approved rate of $0.194 per $100 of covered property (no additional cost)
Board of Trustees  
September 16, 2014  
Agenda  

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 2014 – 2015)  

C. Reaffirm lease agreement and payments for college copiers with RICOH (estimated $83,000.00/yr. – current unrestricted operating budget for 2014 – 2015)  

D. Approve the sale of surplus property (current unrestricted operating budget for 2014 – 2015)  

E. Approve the transfer of $1,500,000.00 from the unrestricted fund to the plant repair and replacement fund and a transfer of $500,000.00 from the unrestricted fund to the plant MIS fund ($2,000,000.00)  

F. 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 2013 – 2014)  

XIII. Matters Relating to Technology and Institutional Research  

A. Approve the transfer from the MIS plant fund of $20,000.00 for the purchase of nine HP network switches and Small Form-factor Pluggable Transceivers ($20,000.00 – transfer from the MIS plant fund for 2014 – 2015)  

B. Approve the transfer from the MIS plant fund of $40,750.00 for the purchase, installation, configuration, Cloud Hosting, and myCampus Password Maintenance Suite for the myCampus Portal ($40,750.00 – transfer from the MIS plant fund for 2014 – 2015)  

XIV. Matters Relating to Student Services  

XV. Matters Relating to Personnel  

A. Board of Trustees  

B. Office of President  

1. Karen B. Cotton extended as temporary, full-time Title V Hispanic Serving Institution grant operations manager, AA-10-10, effective September 1, 2014  

2. Jessica R. Falcon extended as temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math operations manager, AA-10-3, effective September 1, 2014  

3. Sara P. Fira extended as temporary, full-time Title V Hispanic Serving Institution grant academic advisor, AA-1-10, effective September 1, 2014  

4. Veronica Garcia extended as temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math success coach, GNT-1-1, effective September 1, 2014
5. Candi S. Hollier extended as temporary, full-time Title V Hispanic Serving Institution education technologist, AA-1-2, effective September 1, 2014

6. Kristin Livingston extended as temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math articulation liaison, GNT-1-7, effective September 1, 2014

7. Brittany Miller extended as temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math assessment and professional development coordinator, AA-1-1, effective September 1, 2014

8. Marybelle Perez extended as temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math project director, CA-15-13, effective September 1, 2014

C. Office of Academic Affairs

1. Nathaniel Udall employed as temporary, full-time instructor of economics, FAC-1-7, effective August 25, 2014

2. Rochelle Waddill employed as temporary, full-time instructor of music, FAC-1-10, effective August 18, 2014

D. Office of Administrative Services

1. Daniel Terronez received a change in assignment as regular, part-time director of security & public safety, CA-15-10, §34.33 hr. x 19 hrs./wk. x 4 wks. = $2,609.08/yr., to regular, full-time director of security & public safety, CA-15-10, effective October 9, 2014

E. Office of Student Services

1. Joanna C. Harrington extended as regular, part-time counselor, $25.00 hr. x 24 hrs./wk. x 49 wks. = $29,400.00/yr., to regular, part-time counselor, $25.00 hr. x 40 hrs./wk. x 7 wks. = $7,000.00/yr., effective August 18, 2014

2. Kristie G. Sulak extended as regular, part-time financial aid counselor, $25.00 hr. x 24 hrs./wk. x 49 wks. = $29,400.00/yr., to regular, part-time financial aid counselor, $25.00 hr. x 40 hrs./wk. x 7 wks. = $7,000.00/yr., effective August 18, 2014

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Jason Lester resigned as regular, full-time instructor of music, FAC-7-11, effective August 18, 2014

H. Information Items: Non-contract Personnel Action

1. Rebecca J. Ramirez separated as regular, full-time fitness center manager, P-12-15, effective August 25, 2014
2. Patricia A. Santos employed as regular, full-time testing technician – Sugar Land, O-11-0, effective August 14, 2014

3. Theresa W. Spillers received support staff professional growth plan for FY14 (9 hrs.) - $500.00

4. Emily A. Voulgaris reclassified as regular, full-time library open computer lab coordinator – Wharton, O-5-0, to regular, full-time instructional specialist/library open computer lab coordinator – Wharton, P-12-0, effective September 1, 2014

5. Christopher Chavez employed as regular, part-time open computer lab monitor, O-5-0, $10.94 hr. x 19 hrs./wk. x 49 wks. = $10,185.14/yr., effective August 25, 2014

6. Luis Chavez separated 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 15, 2014

7. Velma Frank resigned as regular, part-time testing assistant, $15.00 hr. x 19 hrs./wk. x 20 wks. = $5,700.00/yr., effective September 2, 2014

8. Bobby Lee Kerns received a change in assignment from regular, full-time public safety officer, O-10-0, to regular, part-time public safety officer, $12.53 hr. x 19 hrs./wk. x 52 wks. = $12,379.64/yr., effective September 6, 2014

9. Marissa E. Martin resigned as regular, part-time testing assistant, $15.00 hr. x 19 hrs./wk. x 20 wks. = $5,700.00/yr., effective August 29, 2014

10. Daniel Terronez employed as regular, part-time director of security & public safety, CA-15-10, $34.33 hr. x 19 hrs./wk. x 4 wks. = $2,609.08/yr., effective September 11, 2014


12. Sandra A. Barnett extended as temporary, full-time Title V Hispanic Serving Institution grant secretary, O-8-1, effective September 1, 2014

13. Richard M. Lauterbach extended as temporary, full-time Title V Hispanic Serving Institution technical specialist, P-15-0, effective September 1, 2014

14. Regina Chovanec employed as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective August 18, 2014

15. Katherine A. Kunkel extended as temporary, part-time administrative clerk, O-10-6, $13.32 hr. x 30 hrs./wk. x 48 wks. = $19,180.80/yr., to temporary, part-time administrative clerk, O-10-6, $13.47 hr. x 29 hrs./wk. x 48 wks. = $18,750.24/yr., effective October 1, 2014

16. Kirsten L. Machicek employed as temporary, part-time Title V Hispanic Serving Institution supplemental instruction coach, $20.00 hr. x 19 hrs./wk. x 4 wks. = $1,520.00/yr., effective August 12, 2014
17. Jolea Nealy received a change in assignment as temporary, part-time seasonal financial/admission – Sugar Land, O-10-0, $12.38 hr. x 19 hrs./wk. x 8 wks. = $1,881.76/yr., to temporary, part-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math SI leader, $10.00 hr. x 19 hrs./wk. x 19 wks. = $3,610.00/yr., effective August 25, 2014

18. Ashley M. Sommerlatte separated as temporary, part-time financial aid seasonal clerk, O-10-0, $12.38 hr. x 19 hrs./wk. x 11 wks. = $2,587.42/yr., effective August 15, 2014

19. Jenna L. Treybig employed as temporary, part-time volleyball assistant coach, $15.00 hr. x 19 hrs./wk. x 4 wks. = $1,140.00/yr., to temporary, part-time volleyball assistant coach, $15.00 hr. x 4.5 hrs./wk. x 32 wks. = $2,160.00/yr., effective September 1, 2014

20. Matthew Tutor received as salary adjustment as temporary, part-time assistant baseball coach, $600.00 per month plus room & board, effective August 1, 2014

21. Matthew Tutor extended as temporary, part-time assistant baseball coach, $600.00 per month plus room & board, to temporary, part-time assistant baseball coach, $600.00 per month (to be split between WCJC & WISD) plus room & board, effective September 1, 2014

22. Chakadra M. Ward separated as temporary, part-time financial aid seasonal clerk, O-10-0, $12.38 hr. x 19 hrs./wk. x 11 wks. = $2,587.42/yr., effective August 15, 2014

23. Brittany Wisch employed as temporary, part-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math supplemental instruction leader, $10.00 hr. x 19 hrs./wk. x 19 wks. = $3,610.00/yr., effective August 25, 2014

END OF CONSENT AGENDA

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

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

XVIII. Discuss Matters Relating to Formal Policy

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular board meeting held on August 19, 2014
B. The special called public hearing meeting held on August 19, 2014
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
August 19, 2014

-The Wharton County Junior College District Board of Trustees met in regular session on August 19, 2014 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Gary Trochta, Vice Chair; Mr. Monty Merecka, Secretary; Mrs. Ann Hundl; Mr. Oliver Kunkel; Mr. Lloyd Nelson; and Mrs. Amy Rod

Trustees Absent: Mrs. Merle Hudgins; and Mr. Jack Moses

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Mrs. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Kevin Dees; Mr. Mike Feyen; Mrs. Kathy Kresta; Mr. Robby Mathews; Mrs. Tessa Mathews; Mr. William Vera; Mrs. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:30 P.M.
-Mr. Gertson welcomed everyone and thanked them for attending the meeting.

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

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

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

-The minutes of the regular board meeting held on July 15, 2014 and the special called budget workshop held on July 15, 2014 was approved as presented.

ITEM IV: CITIZENS' COMMENTS

-None-
ITEM V: SPECIAL ITEMS

A. Approve 2014 – 2015 operating budget (under separate cover)
   
   -Mr. Kocian gave an overview of the 2014 – 2015 operating budget.

BOARD ACTION: On a motion from Mr. Trochta and a second, the board unanimously approved the 2014 – 2015 budget as presented.

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

BOARD ACTION: On a motion from Mr. Nelson and a second, the board unanimously approved to set the ad valorem tax rate of $0.12656/$100 for the 2014 tax year.

C. Discussion and possible action on proposal for Board legal services, including legal counsel attendance at meetings and annual Board training (under separate cover)
   
   -Mr. Gertson explained the proposal received from the lawyer for the board legal services.
   -Mr. Trochta asked if anyone researched the amounts that the board was covered by our insurance. Mr. Wuthrich stated that the board was covered at a $2 million limit per occurrence with Texas Association of School Boards (TASB).
   -Mrs. Rod stated that the charge was a little high and probably more than what the board needed. Ms. Rod suggested using them on an as needed basis.
   -Ms. McCrohan stated that currently she requested wording from the lawyers on agendas if there was a concern. Ms. McCrohan asked Mr. Wuthrich to look into the cost of raising the limit on the current insurance.
   -The consensus of the board was to continue with the same relationship with the college lawyers.

ITEM VI: PRESENTATIONS, AWARDS, AND/OR PRESIDENT’S REPORT
   
   -Ms. McCrohan thanked everyone that has helped with the 5 year SACSCOC report. The report is very critical to the institution.

ITEM VII: STUDENT SUCCESS
   
   -Ms. McCrohan stated that at future board meetings she will bring presentations of some of the activities that were held during the summer.

ITEM VIII-A: REPORTS TO THE BOARD

A. Financial Reports
   
   -Mr. Wessels presented the financial reports for July 2014.

BOARD ACTION: On a motion by Mr. Trochta and a second, the board unanimously approved the financial reports for July 2014 as presented.
ITEM VIII-B: MANAGEMENT REPORTS

1. Department of Information and Technology: Pam Youngblood (Vice President of Technology and Institutional Research)
2. Financial Aid: Dave Leenhouts (Vice President of Student Services)
3. Student Services: Dave Leenhouts (Vice President of Student Services)

ITEM VIII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

A. Academic Affairs Council
B. Faculty Council
C. President’s Extended Cabinet
D. Student Services Council
E. Support Staff Council

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee: Mr. Kunkel
   -None-
B. Facilities Committee: Mr. Nelson
   -Mr. Feyen gave an update on summer projects and stated that all projects will be completed this week.
   -None-
C. Legislative Committee: Mr. Nelson
   -None-
   -Mr. Gertson asked if members had questions regarding any items in the consent agenda. He also asked if any items needed to be pulled from the consent agenda for separate consideration.
   -No Items were pulled for separate consideration.

-CONSENT AGENDA-

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

ITEM X: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM XI: MATTERS RELATING TO ACADEMIC AFFAIRS

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

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

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

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

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

D. Approval of the investment policy

E. Approval of the endowment fund investment policy

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

G. Information Items:

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

ITEM XIII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

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

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

C. Approve the transfer from the MIS plant fund for the purchases of data warehouse, analytics reporting software, and server ($235,750.00 – transfer from the MIS plant fund for 2013 – 2014)
ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

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

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

C. Office of Academic Affairs

1. Approve 2014 summer II overload list

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

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

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

D. Office of Administrative Services

E. Office of Student Services

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

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

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

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action
1. William Garcia separated as temporary, full-time director of adult basic education, CA-1-10, effective August 31, 2014

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

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

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

H. Information Items: Non-contract Personnel Action

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

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

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

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

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

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

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

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

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

10. Sarah E. Ward resigned as temporary, full-time fitness center manager, P-12-0, effective August 1, 2014
11. David Galvan separated as temporary, part-time title V Hispanic serving institution, science, technology, engineering, and math leader, $10.00 hr. x 12 hrs./wk. x 46 wks. = $5,520.00/yr., effective May 30, 2014

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

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

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

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

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

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

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

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

-Ms. Hundl asked if the administration was confident with their choice of Patterson & Associates for the endowment fund investment advisor. Mr. Kocian explained the process of choosing a firm and explained Patterson & Associates fee structure.

-Mr. Kocian explained the 10/20 year write off of property taxes from the Ft. Bend County Tax Assessor.

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

ITEM XVI: EXECUTIVE SESSION

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

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION
ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

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

1. Regulation 139: Social Media
2. Regulation 461: Salary Schedule For Part-Time Semester-Hour-Credit Faculty
3. Regulation 591: Student Grievances and Complaints
4. Regulation 592: Student Disciplinary Action
5. Regulation 642: Refund Policy For Noncredit Courses
6. Regulation 721: Course Load and Schedules
7. Regulation 732: Certificates
8. Regulation 782: Associate of Applied Science Degree Requirements
9. Regulation 823: Recruitment and Appointment of Part-Time Faculty Teaching Credit Courses

B. Information Items:

1. Regulation 131: Public Information/Notices and News Media Contacts
3. Regulation 821: Recruitment and Appointment of Full-Time Personnel
4. Regulation 838: Equation of Experience For Faculty and Administrative Staff
5. Regulation 890: Support Staff Professional Growth

BOARD ACTION: A motion was made by Ms. Rod and a second the board unanimously approved Item XVIII.A.1-9 as presented.

ITEM XIX: OTHER BUSINESS

- Ms. McCrohan gave an update on legislation and TSTC. She explained that TSTC is working with the George Foundation and the Henderson-Wessendorf Foundation to construct a new facility in Ft. Bend County. The proposed facility will be constructed with funds from these foundations along with local contributions and support from the state.
Board of Trustees
August 19, 2014
Minutes

ITEM XX: ADJOURN

-The meeting adjourned at 7:25 P.M.
MINUTES
Special Called Meeting of the
Wharton County Junior College
Board of Trustees
August 19, 2014

The Wharton County Junior College District Board of Trustees met in special session on August 19, 2014 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; Mr. Monty Merecka, Secretary; Mrs. Ann Hundl; Mr. Oliver Kunkel; Mr. Lloyd Nelson; and Mrs. Amy Rod

Trustees Absent: Mr. Jack Moses; and Mrs. Merle Hudgins

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Mrs. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Kevin Dees; Mr. Mike Feyen; Mrs. Kathy Kresta; Mr. William Vera; Mrs. 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 opening of the public hearing for the 2014 - 2015 budget.

ITEM II: PUBLIC HEARING OF PROPOSED WHARTON COUNTY JUNIOR COLLEGE OPERATING BUDGET FOR 2014-2015

-Mr. Gertson asked for comments from the public. There were no comments from the public.

-Mr. Trochta asked about the history of the tax rate and what in the past has been the highest rate. Mr. Kocian stated that the highest rate so far has been 17.6.
-Mr. Merecka asked if the President was still pursuing additional staffing for the Sugar Land campus. Ms. McCrohan stated that she will be making a presentation at the upcoming board retreat. She will present a restructure of some areas.
-Mr. Gertson asked the board what their preferences would be for a retreat/workshop. The consensus of the board was to have two to four retreats per year with dates and times set at the beginning of each year. The retreats will be on the first Tuesday of the month chosen and would start at 6:00 P.M. lasting until 8:00 P.M. Mr. Gertson asked Mrs. Feyen to schedule the retreats and send out an email with the information.
-Mr. Trochta asked if the budget cuts would make a huge impact on the institution. Mr. Kocian stated that the cuts were left up to the division chairs and department heads.
Board of Trustees
August 19, 2014
Minutes

-Mr. Gertson asked if there were any more comments. There were no comments from the public.

ITEM III: ADJOURN

-The meeting adjourned at 6:25 P.M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM V

Special Items

A. Approval to change the October 21, 2014 Board of Trustee meeting to October 28, 2014.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VI

Presentations, Awards, and/or President's Report

A. Certificate of Achievement for Excellence in Financial Reporting
Certificate of Achievement for Excellence in Financial Reporting

Presented to

Wharton County Junior College District
Texas

For its Comprehensive Annual Financial Report for the Fiscal Year Ended

August 31, 2013

Executive Director/CEO
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII

Student Success

A. Summer Camps (Texas Success Initiative Boot Camp and Pioneer Connection Camp) – Dr. Robin Nealy, Ms. Ava Humme, and Ms. Marybelle Perez
Reports to the Board

A. Financial Reports for August 2014
Summary Reports
### Wharton County Junior College

**Revenue-Expenditure Summary**  
August 31, 2014

<table>
<thead>
<tr>
<th></th>
<th>FISCAL 2014</th>
<th></th>
<th>FISCAL 2013</th>
<th></th>
<th>% OF PRIOR YR ACTUAL</th>
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<td></td>
<td>Current Month</td>
<td>Y-T-D ACTUAL</td>
<td>Budget</td>
<td>% of Budget</td>
<td>Y-T-D ACTUAL</td>
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<td><strong>Fund 1000</strong></td>
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<td><strong>Revenues:</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>State appropriations</td>
<td>$809,405</td>
<td>$9,392,339</td>
<td>$9,322,613</td>
<td>100.75%</td>
<td>$8,804,153</td>
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<td>Tuition and Fees</td>
<td>53,293</td>
<td>21,189,265</td>
<td>20,856,342</td>
<td>101.60%</td>
<td>20,702,803</td>
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<td>Advalorem Taxes</td>
<td>30,236</td>
<td>5,286,144</td>
<td>5,131,672</td>
<td>103.01%</td>
<td>5,178,084</td>
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<td>Mandatory Transfers</td>
<td>35,337</td>
<td>282,628</td>
<td>313,161</td>
<td>90.25%</td>
<td>249,656</td>
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<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>15,000</td>
<td>-</td>
<td>0.00%</td>
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<tr>
<td>Other Revenues</td>
<td>(98,633)</td>
<td>809,867</td>
<td>586,250</td>
<td>138.14%</td>
<td>692,994</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>$829,638</td>
<td>$36,960,243</td>
<td>36,225,038</td>
<td>102.03%</td>
<td>35,627,690</td>
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<tr>
<td><strong>Expenditures:</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Salaries</td>
<td>1,745,167</td>
<td>19,449,108</td>
<td>20,547,592</td>
<td>94.65%</td>
<td>18,937,387</td>
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<td>Employee Benefits</td>
<td>500,726</td>
<td>3,963,088</td>
<td>3,973,758</td>
<td>99.73%</td>
<td>4,535,622</td>
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<td>Capital Expenditures</td>
<td>400,122</td>
<td>845,456</td>
<td>980,016</td>
<td>86%</td>
<td>2,390,332</td>
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<td>Mandatory Transfers</td>
<td>-</td>
<td>767,683</td>
<td>769,000</td>
<td>99.83%</td>
<td>750,816</td>
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<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
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<tr>
<td>Other Expenditures</td>
<td>1,167,966</td>
<td>9,126,077</td>
<td>9,954,672</td>
<td>91.68%</td>
<td>8,919,196</td>
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<tr>
<td><strong>Total expenditures</strong></td>
<td>3,813,981</td>
<td>34,151,412</td>
<td>36,225,038</td>
<td>94.28%</td>
<td>35,533,352</td>
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</tbody>
</table>

**Net increase/(decrease) in net assets**  
$ (2,984,343) $ 2,808,831  

**Less Outstanding encumbrances**  
(198,282)  

**Net increase less encumbrances**  
$ 2,610,549  

$ 94,338

*Note: Net student receivables in the amount of $3,959,679.86 are currently outstanding. Tuition and fees are subject to collection in future periods.*
## Wharton County Junior College
### Analysis of Student Receivables Outstanding
#### As of August 31, 2014

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<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
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<tr>
<td>Student Receivables Current and Prior Year</td>
<td>$204,819.89</td>
<td>$348,584.64</td>
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<tr>
<td>Student Receivables FY 2015-2014</td>
<td>$3,721,823.52</td>
<td>$4,092,172.17</td>
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<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$45,678.94</td>
<td>$56,212.15</td>
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<td>Installment Plan Receivable Due Spring Semester</td>
<td>43,828.89</td>
<td>50,587.78</td>
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<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>11,709.85</td>
<td>11,258.05</td>
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<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td><strong>Total Installment Plan Receivable</strong></td>
<td><strong>$101,217.68</strong></td>
<td><strong>$118,057.98</strong></td>
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<tr>
<td>Third Party Contracts Receivable</td>
<td>$222,903.31</td>
<td>$252,166.57</td>
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<tr>
<td>Continuing Education Receivable</td>
<td>4,295.00</td>
<td>26,036.00</td>
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<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(295,379.54)</td>
<td>(310,888.63)</td>
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<tr>
<td><strong>Net Accounts Receivable</strong></td>
<td><strong>$3,959,679.86</strong></td>
<td><strong>$4,526,128.73</strong></td>
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</table>

*Figures are not final*
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
<table>
<thead>
<tr>
<th></th>
<th>Auxiliary</th>
<th>Current</th>
<th>Restricted</th>
<th>Current Year 2014</th>
<th>Prior Year 2013</th>
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<tbody>
<tr>
<td></td>
<td>Enterprise</td>
<td>Unrestricted</td>
<td>Funds</td>
<td></td>
<td></td>
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<tr>
<td><strong>ASSETS AND OTHER DEBITS:</strong></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Cash</td>
<td>$660,933</td>
<td>$5,761,251</td>
<td>393,440</td>
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<td>$5,478,159</td>
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<td>12,835,587</td>
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<td>5,681</td>
<td>4,209,092</td>
<td>4,780,695</td>
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<td>410,464</td>
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<td>Local, St &amp; Fed Agency Receivable</td>
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<td>22,803</td>
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<td>Due From Other Funds</td>
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<td>Prepaid Expense</td>
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<td>32,538</td>
<td>32,538</td>
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<td>Property, Plant &amp; Equipment</td>
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<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>$1,302,449</td>
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<td>$577,602</td>
<td>$24,521,168</td>
<td>$23,020,493</td>
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<td><strong>LIABILITIES, EQUITY AND OTHER CREDITS:</strong></td>
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<td><strong>LIABILITIES:</strong></td>
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<td>Accounts Payable</td>
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<td>58,959</td>
<td>494,491</td>
<td>849,305</td>
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<td>Employee Benefits Payable</td>
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<td>1,282</td>
<td>76,663</td>
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<td>Payroll Taxes Payable</td>
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<td>21,099</td>
<td>27,774</td>
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<td>Accrued Liabilities</td>
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<td>Deferred Revenue</td>
<td>283,550</td>
<td>9,475,587</td>
<td>467,474</td>
<td>10,156,611</td>
<td>10,416,040</td>
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<td>59,950</td>
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<td>Scholarships-Designated Donations</td>
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<td>103,141</td>
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<td>350,826</td>
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<td>Control Accounts</td>
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<tr>
<td>PB Professional Development</td>
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<td>PB Salary Equity</td>
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<td>PB Investment Gain And Loss</td>
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<td>Auxiliary Funds</td>
<td>Current Year</td>
<td>Prior Year</td>
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<td>Scholarship</td>
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<td>Fund Balance-Rounding Diff</td>
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<td>3,228,439</td>
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<td>Reserve for Incurrence</td>
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<td>3,321,437</td>
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<td>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</td>
<td>1,202,449</td>
<td>22,641,117</td>
<td>24,521,160</td>
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(amounts expressed in dollars)
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<tr>
<th>Proprietary Fund Types</th>
<th>Agency Funds</th>
<th>Current Year 2014</th>
<th>Prior Year 2013</th>
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<tr>
<td><strong>ASSETS and OTHER DEBITS:</strong></td>
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<td></td>
</tr>
<tr>
<td>Assets:</td>
<td></td>
<td></td>
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<tr>
<td>Cash</td>
<td>45,260</td>
<td>45,260</td>
<td>48,484</td>
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<td>Cash Investments</td>
<td>102,955</td>
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<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
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<tr>
<td>Due From Other Funds</td>
<td>-</td>
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<tr>
<td>Prepaid Expense</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Property, Plant &amp; Equipment</td>
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<td>-</td>
<td>-</td>
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<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>148,214</td>
<td>148,214</td>
<td>151,403</td>
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<th>Liabilities, equity and other credits</th>
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<td>Liabilities:</td>
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<td>Accounts Payable</td>
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<tr>
<td>Employee Benefits Payable</td>
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<td>-</td>
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<td>Payroll Taxes Payable</td>
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<tr>
<td>Accrued Liabilities</td>
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<tr>
<td>Deferred Revenue</td>
<td>146,412</td>
<td>146,412</td>
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<tr>
<td>Long Term Debt</td>
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<tr>
<td>Deposits Payable</td>
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<tr>
<td>Due To Other Funds</td>
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<tr>
<td>Scholarships-Designated Donations</td>
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<tr>
<td>Scholarships-Non-designated Donations</td>
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</tr>
<tr>
<td>Donatio</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES:</strong></td>
<td>147,887</td>
<td>147,887</td>
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<p>| EQUITY AND OTHER CREDITS:             | |
| Control Accounts                      | 328    | 328   |
| Fund Balances                         |        |      |
| Prior Year Fund Balance               |        |      |
| Endowment Fund-Original               |        |      |
| Endowment Fund-Income                 |        |      |
| FE Professional Development           |        |      |
| FE Salary Equity                      |        |      |
| FE Capital Equipment                  |        |      |
| FE Investment Gain And Loss           |        |      |
| Fund Balance Receivables              |        |      |
| Reserved-Undesignated                 |        |      |</p>
<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
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<tbody>
<tr>
<td>Agency Funds</td>
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<td></td>
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<tr>
<td>EQUITY AND OTHER CREDITS:</td>
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<tr>
<td>PRVC Operating Fund Balance</td>
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<tr>
<td>Plant Fund Balance</td>
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<tr>
<td>Bond Fund Balance</td>
<td></td>
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<tr>
<td>Scholarship</td>
<td></td>
<td></td>
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<tr>
<td>Fund Balance-Rounding Diff</td>
<td></td>
<td></td>
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<tr>
<td>Fund Balances:</td>
<td></td>
<td></td>
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<tr>
<td>Reserve for Encumbrance</td>
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<td></td>
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<tr>
<td>Fund Balance Reserve For Operations</td>
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<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>328</td>
<td>328</td>
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<tr>
<td>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</td>
<td>148,214</td>
<td>248,214</td>
</tr>
</tbody>
</table>
Management Reports

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

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

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

3. Student Services: Dave Leenhouts, (Vice President of Student Services)
The following reports and/or surveys have been completed:
- Summer I and II Student report to THECB – CBM001
- Summer I and II Class report to THECB – CBM004
- IPEDS Institutional Characteristics
- Fall 2014 preliminary enrollment survey
- Open records request to Rover Enterprises for student directory data
- Fall 2013 Student demographics for Marketing
- Fall 2013 and spring 2014 Dental Hygiene Patient Satisfaction survey

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

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Student Email</th>
<th>Blackboard LMS</th>
<th>Online Services</th>
<th>Misc.</th>
<th>Total</th>
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<tbody>
<tr>
<td>Support Tickets</td>
<td>116</td>
<td>57</td>
<td>6</td>
<td>9</td>
<td>188</td>
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<tr>
<td>Telephone Calls</td>
<td>218</td>
<td>176</td>
<td>60</td>
<td>500</td>
<td>954</td>
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<tr>
<td>Totals</td>
<td>334</td>
<td>233</td>
<td>66</td>
<td>509</td>
<td>1142</td>
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The Network Services team have replaced or supplied the following locations with new computer systems, monitors, and/or printing devices in August 2014.

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Richmond</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Allied Health</td>
<td>Hann, T – Laptop - J110</td>
<td></td>
<td>Wall, A- Laptop SGL377</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Korenek, P – Laptop - J126</td>
<td></td>
<td>Jose, C – Laptop – SGL208</td>
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<tr>
<td></td>
<td>Shropshire, A – Laptop - J112</td>
<td></td>
<td>Samuel, M – Laptop - SGL204</td>
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<tr>
<td></td>
<td>Pendergraft, A</td>
<td></td>
<td></td>
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<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>- Laptop - J116</td>
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<td>Goins, N -</td>
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<td></td>
<td></td>
<td></td>
<td>Laptop -</td>
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<td></td>
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<td></td>
<td>SGL206</td>
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<td></td>
<td>Yancey, D -</td>
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<tr>
<td></td>
<td>Laptop - J232</td>
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<td></td>
<td>Cruz, C -</td>
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<td>Laptop - J111</td>
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<td>Davis, S -</td>
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<td></td>
<td>Laptop - J118</td>
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<td>Reutter, C -</td>
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<td>Laptop - J114</td>
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<td>Eldridge, K -</td>
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<tr>
<td>Behavioral Science</td>
<td>CPU - S208</td>
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<tr>
<td></td>
<td>Loessin, J -</td>
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<tr>
<td></td>
<td>Printer - S121</td>
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<td>Division of Vocational</td>
<td>Witzkoski, S -</td>
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<tr>
<td>Science</td>
<td>CPU - LD101F</td>
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<tr>
<td>Class Rooms and Labs</td>
<td>25 23&quot; Monitors - TC229</td>
<td></td>
<td>Projector</td>
<td></td>
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<td></td>
<td>Projector Screen &amp; Smart</td>
<td></td>
<td>SGL262</td>
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<td></td>
<td>Podium - TC215</td>
<td></td>
<td>5 CPUs - SGL271</td>
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<td>Office of</td>
<td>Jones, D -</td>
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<td></td>
<td></td>
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<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>
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<tr>
<td>Institutional Effectiveness</td>
<td>Laptop – A210</td>
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<td></td>
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<tr>
<td>Office of Vice President of Instruction</td>
<td>PT Faculty Offices – 4 CPUS, 4 Monitors, Printer, 3 Network Drops - A203</td>
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<tr>
<td>Division of Communications and Fine Arts</td>
<td>Speights, P – Printer – TC225B</td>
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Work Request by category for the month of August 2014.

<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>
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<td>0</td>
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<tr>
<td>Banner Access/Security</td>
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<td>18</td>
<td>19</td>
<td>13</td>
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<tr>
<td>Banner AR</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>48</td>
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<td>Banner Doc Image</td>
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<td>2</td>
<td>2</td>
<td>11</td>
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<tr>
<td>Banner Finance</td>
<td>6</td>
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<td>Banner Financial Aid</td>
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<td>Banner ID</td>
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<td>11</td>
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<td>Change of Office</td>
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<td>4</td>
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<td>Computers – Classroom</td>
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<td>51</td>
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<td>Computers - Office</td>
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<td>33</td>
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<td>Data Projectors</td>
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<td>6</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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<tr>
<td>Database Administration</td>
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<td>Employment Changes</td>
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<td>47</td>
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<td>Malware</td>
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<td>3</td>
<td>4</td>
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<td>Printers – Classrooms/Lab</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>8</td>
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<td>Printers - Offices</td>
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<td>10</td>
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<td>14</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Telephones – Offices</td>
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<td>6</td>
<td>9</td>
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<td>Category</td>
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<td>Current Year</td>
<td>Increase/Decrease</td>
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<tr>
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<td>2,950</td>
<td>&lt;591&gt;</td>
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<td>Number of Ineligible Applications</td>
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<td>428</td>
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<td>1,442</td>
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<tr>
<td>Pell Grant Funds Awarded</td>
<td>8,499,603</td>
<td>6,959,606</td>
<td>&lt;1,539,997&gt;</td>
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<tr>
<td>College Work Study Program Funds Expended</td>
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<td>Monthly Work Study Workers</td>
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<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
<td>141</td>
<td>179</td>
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<td>36,903</td>
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<tr>
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<td>3,667</td>
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<td>Guaranteed Student Loan Funds Awarded</td>
<td>16,693,242</td>
<td>13,008,091</td>
<td>&lt;3,685,151&gt;</td>
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<tr>
<td>Number of Texas Public Education Grant Recipients</td>
<td>360</td>
<td>456</td>
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<td>456,000</td>
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<tr>
<td>Number of Veterans Certified</td>
<td>189</td>
<td>146</td>
<td>&lt;43&gt;</td>
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<tr>
<td>Number of Scholarship Applicants</td>
<td>622</td>
<td>487</td>
<td>&lt;135&gt;</td>
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<td>Scholarship Funds Awarded</td>
<td>718,723</td>
<td>527,468</td>
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<td>TOTAL ALL FUNDS</td>
<td>$26,412,568</td>
<td>$21,129,068</td>
<td>&lt;$5,283,500&gt;</td>
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</table>
# Wharton County Junior College Monthly Testing Report

**To:** David Lemohoue  
**From:** Leslie Hojalaza  
**Date:** August 31, 2014  
**Subject:** August 2014 Monthly Testing Report

### Tests Administered

<table>
<thead>
<tr>
<th>Test Type</th>
<th>August, 2013</th>
<th>August, 2014</th>
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</tr>
<tr>
<td>Wharton Main Campus</td>
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</tr>
<tr>
<td>Sugar Land - LH</td>
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<tr>
<td>Fort Bend Tech Center</td>
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<tr>
<td><strong>ACT (Local) Total</strong></td>
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<tr>
<td><strong>ACT (National)</strong></td>
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<tr>
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<td>Fort Bend Tech Center</td>
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<td>CLEP Test Total</td>
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<th>Test Type</th>
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<tr>
<td><strong>TSI Assessment</strong></td>
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<tr>
<td>Wharton Main Campus</td>
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<tr>
<td>Sugar Land - LH</td>
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<tbody>
<tr>
<td><strong>CST Exam (Surgical Technology)</strong></td>
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<tr>
<td>Wharton Main Campus</td>
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<th>Test Type</th>
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<th>August, 2014</th>
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<tr>
<td><strong>COMPASS</strong></td>
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<tr>
<td>Wharton Main Campus</td>
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<td>Sugar Land - LH</td>
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<td><strong>COMPASS Total</strong></td>
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<tbody>
<tr>
<td><strong>Correspondence/Proctored</strong></td>
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<td><strong>Correspondence/Proctored Total</strong></td>
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| All Tests Total   | 1037 | 1194 |

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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approval of a $.10 raise per hour for part-time employees working for the Senior Citizen Program, starting as of October 1, 2014 (budget in contract for FY 2014 – 2015)
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 16, 2014  Date of this Proposal: September 2, 2014

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, 2014.

RECOMMENDATION:
Wharton County: East Bernard Site Manager, from 7.65 to 7.75/El Campo Driver & P/T Site Manager, from 7.25 to 7.35/Wharton Driver 1, from 7.25 to 7.35/Wharton Driver 2, from 7.35 to 7.45.

Colorado County: Eagle Lake Site Manager, from 7.65 to 7.75, P/T Driver & Weimar Site Manager, from 7.65 to 7.75.

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 2014 – 2015
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

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

reg 113
6-21-95

Date

Received

Vice President of Instruction

Date

Initial: TC
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the College’s participation in the Property Casualty Alliance of Texas’s Cooperative for our property and equipment breakdown insurance coverage for a three year term ending August 31, 2017 at the approved rate of $0.194 per $100 of covered property (no additional cost)

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 2014 – 2015)

C. Reaffirm lease agreement and payments for college copiers with RICOH (estimated $83,000.00/yr. – current unrestricted operating budget for 2014 – 2015)

D. Approve the sale of surplus property (current unrestricted operating budget for 2014 – 2015)

E. Approve the transfer of $1,500,000.00 from the unrestricted fund to the plant repair and replacement fund and a transfer of $500,000.00 from the unrestricted fund to the plant MIS fund ($2,000,000.00)

F. 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 2013 – 2014)
Complete this form and submit it to the Office of the President by noon on Monday of the week before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 16, 2014  Date of This Proposal: September 3, 2014

SUBJECT:

Approve the College’s participation in the Property Casualty Alliance of Texas’s Cooperative for our property and equipment breakdown insurance coverage for a three year term ending August 31, 2017 at the approved rate of $0.194 per $100 of covered property.

RECOMMENDATION:

Approve the College’s participation in the Property Casualty Alliance of Texas’s Cooperative for our property and equipment breakdown insurance coverage for a three year term ending August 31, 2017 at the approved rate of $0.194 per $100 of covered property.

BACKGROUND/RATIONALE:

The Board of Trustees approved at their August Meeting the proposal from the Property Casualty Alliance of Texas (PCAT) to provide our Property and Equipment Breakdown coverage at the rate of .194 per $100 of value. The item did not list a term for the agreement. This agenda item would approve the 3 year term ending August 31, 2017 at the same $0.194 per $100 rate.

Estimated Cost & Budgetary Support (how will this be paid for?): No additional cost.

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

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

SIGNATURES:

[Signature]
Date 9.3.14

[Signature]
Date 9/5/14

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]
Date 9-5-14
Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 16, 2014   Date of This Proposal: September 2, 2014

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 currently uses Reliant Business Products, Inc. of Houston for our office supplies. Supplies are priced through the U.S. Communities Co-operative contract. The pricing and customer service using this contract and Reliant Business Products has been excellent. We are asking the Board to approve their use for an additional year. As authorized in the Texas Government code, Title 7, Chapter 791, and again under section 271.102 of the Local Government Code, districts may utilize the contracts from purchasing cooperatives in order provide the best value to the taxpayers of the District. Use of these cooperative contracts satisfy State bid law requirements.

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:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Date 9-4-14

9-2-14

Date 9-3-14
Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 16, 2014  Date of This Proposal: September 3, 2014

SUBJECT:
Reaffirm lease agreement and payments for college copiers.

RECOMMENDATION:
Approve the third 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 in November, 2012. 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 $83,000.00 a year. Current Unrestricted Operating Budget for 2014 - 2015.

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:

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:
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 16, 2014  Date of This Proposal: September 3, 2014

SUBJECT:

Sale of surplus property.

RECOMMENDATION:

In accordance with Texas Government Code 2175.186 the College is requesting to sell various surplus items using an on-line auction.

BACKGROUND/RATIONALE:

The College has accumulated many items that have been taken out of service over several months. We would like to dispose of many of the items through a public on-line auction. Per Texas Government Code 2175.304(b), the College will be drafting a Regulation to address the disposing of our surplus property in the future.

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


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

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

SIGNATURES:

Date

Originator

Cabinet-Level Supervisor

Date

PRESIDENT’S APPROVAL:

Date
SURPLUS PROPERTY

Texas Government Code

Sec. 2175.186. DISPOSITION BY COMPETITIVE BIDDING, AUCTION, OR DIRECT SALE. (a) If a disposition of a state agency's surplus property is not made under Section 2175.184, the commission shall sell the property by competitive bid, auction, or direct sale to the public, including a sale using an Internet auction site. (b) The commission shall determine which method of sale shall be used based on the method that is most advantageous to the state under the circumstances. The commission shall adopt rules establishing guidelines for making that determination. (c) In using an Internet auction site to sell surplus property under this section, the commission shall post the property on the site for at least 10 days. Added by Acts 2001, 77th Leg., ch. 1422, Sec. 11.03, eff. Jan. 1, 2002. - See more at: http://statutes.laws.com/texas/government-code/title-10-general-government/chapter-2175-surplus-and-salvage-property#sthash.wyRPE5D7.dpuf

Sec. 2175.304. EXCEPTION FOR INSTITUTIONS OF HIGHER EDUCATION. (a) This chapter does not apply to the disposition of surplus or salvage property of a university system or of an institution or agency of higher education except as provided by this section.

(b) The governing board of each university system or institution or agency of higher education included within the definition of "state agency" under Section 2151.002 shall establish written procedures for the disposition of surplus or salvage property of the system, institution, or agency. The procedures shall allow for the direct transfer of materials or equipment that can be used for instructional purposes to a public school or school district, or an assistance organization designated by the school district, at a price or for other consideration to which the system, institution, or agency and the public school or school district or the assistance organization agree or for no consideration as the system, institution, or agency determines appropriate.
DISPOSAL OF SURPLUS PROPERTY PROCEDURES

These are the steps the College has adopted to dispose of surplus property with a value less than $5,000. Items with a book value greater than $5,000 will be handled individually based on the method of disposal that provides the best overall value to the institution.

1) Budget Authority is made aware that the property is no longer needed or does not work and makes a written request to have it removed and placed in the Maintenance Barn.
2) The Budget Authority should inspect the property for WCJC Asset Tags that could indicate that the item might be a capitalized asset or paid with grant funds.
3) Budget Authority agrees and signs a work order to have the Maintenance Department remove the items identified and placed in the Maintenance Barn.
4) Maintenance will store the items in their barn. These items are available to the other Departments of the College if needed.
5) As determined by the Director of Facilities, when the number of surplus items in the Maintenance Barn storage area becomes too large to manage, the College will hold a public online auction.
6) The Director of Facilities will work with the Director of Purchasing to publically advertise the College’s on-line auction. Newspaper ads, use of the College’s marquis sign, and notices on our website have all been used to inform the public of the auction.
7) Items for disposal may be sold individually or placed in “lots” of like items for sale. Pictures are taken of the items and placed on-line as part of the auction.
8) Bidders contact the College and are given numbers to identify their bids. They can go on the College’s website and place bids as often as they wish during the auction. Per Texas Government Code Section 2175.186 auctions will last a minimum of 10 days.
9) Successful bidders are notified by the Director of Facilities that their bid has been accepted. They are given an appropriate time to come and pick up their item and pay the Business Office.
10) If they fail to pick up their item, the second highest bidder is notified that they are now the winner.
Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 16, 2014                Date of This Proposal: September 9, 2014

SUBJECT (item as it will appear on agenda): Transfer to Plant Repair and Replacement and MIS Funds

RECOMMENDATION: Approve the transfer of $1,500,000 from the Unrestricted Fund to the Plant Repair and Replacement Fund and a transfer of $500,000 from the Unrestricted Fund to the Plant MIS Fund.

BACKGROUND/RATIONALE: As the final entries are being made to the FY14 accounting records, WCJC administration has determined that revenues will exceed expenditures by an amount greater than anticipated. Following the procedure that was followed in past years, surpluses were transferred to the Plant Repair and Replacement Fund and the Plant MIS Fund upon the Board of Trustee approval. WCJC administration is asking that this same approval be granted by the Board for the FY14 surplus.

Estimated Cost and Budgetary Support (how will this be paid for?): $2,000,000.00

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

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

Reg 113
6-21-95, 12-16-99
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 16, 2014     Date of This Proposal: September 2, 2014

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 2013 - 2014

RESOURCE PERSON(S) [name(s) and title(s)]:
Bryce D. Kocian, Vice President of Administrative Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XIII

MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the transfer from the MIS plant fund of $20,000.00 for the purchase of nine HP network switches and Small Form-factor Pluggable Transceivers ($20,000.00 – transfer from the MIS plant fund for 2014 – 2015)

B. Approve the transfer from the MIS plant fund of $40,750.00 for the purchase, installation, configuration, Cloud Hosting, and myCampus Password Maintenance Suite for the myCampus Portal ($40,750.00 – transfer from the MIS plant fund for 2014 – 2015)
Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting:  September 16, 2014      Date of This Proposal:  September 3, 2014

SUBJECT (item as it will appear on agenda):  Approve the transfer from the MIS Plant Fund of $20,000.00 for the purchase of nine HP network switches and Small Form-factor Pluggable Transceivers.

RECOMMENDATION:  Approve the transfer from the MIS Plant Fund of $20,000.00 for the purchase of nine HP network switches and SFP transceivers.

BACKGROUND/RATIONALE:  Nine HP network switches and transceivers are needed for replacement of HP 4000M switches that are older than 10 years.

Estimated Cost and Budgetary Support (how will this be paid for?):  $20,000.00 Transfer from the MIS Plant fund for 2014-2015.

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

SIGNATURES:

Originator  Cabinet-Level Supervisor

09/03/2014  9-3-2014

Date  Date

PRESIDENT'S APPROVAL:

9-4-13

Reg 113
6-21-95, 12-16-99
Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 16, 2014  Date of This Proposal: September 3, 2014

SUBJECT (item as it will appear on agenda): Approve the transfer from the MIS Plant Fund of $40,750.00 for the purchase installation, configuration, Cloud Hosting, and myCampus Password Management Suite for the myCampus Portal.

RECOMMENDATION: Approve the transfer from the MIS Plant Fund of $40,750.00 for the purchase installation, configuration, Cloud Hosting, and myCampus Password Management Suite for the myCampus Portal.

BACKGROUND/RATIONALE: WCJC received a $150,000 grant from CampusEAI Consortium covering the cost of the myCampus portal platform software license for a five year timeframe. The requested funds will cover the cost of implementation, cloud hosting, and maintenance.

Estimated Cost and Budgetary Support (how will this be paid for?): $40,750.00 Transfer from the MIS Plant fund for 2014-2015.

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

Date
9-3-2014

Date
9-3-2014

PRESIDENT'S APPROVAL:

[Signature]

9-4-14

Reg 113
6-21-95, 12-16-99
Bill To:
Wharton County Junior College
911 Boling Highway
Wharton, TX 77488

Date     | Invoice #  
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09/01/2014 | 7908       

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CampusEAI Master License and Services Agreement - Schedule 001: myCampus Portal Statement Agreement
Agreement Dated: 06/09/2014
From: 06/09/2014 to 06/08/2015

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**Total Charges:** 5,000.00

| Make checks payable to CampusEAI |

**Invoice Subtotal:** 5,000.00
**Sales Tax:** 0.00
**Invoice Total:** 5,000.00

Wire transfer in US Dollars to:
CampusEAI
PNC Bank
101 West Washington St.
Indianapolis, IN 46255
ABBA: 041000124
ACCT: 4260663429
SWIFT: PNCCUS33

ALL PAYMENTS ARE DUE IN US DOLLARS
Bill To:
Wharton County Junior College
911 Boling Highway
Wharton, TX 77488

Date           Invoice #
09/01/2014     7907

Account
Wharton County Junior College

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CampusEAI Master License and Services Agreement - Schedule 001: myCampus Portal Statement Agreement
Agreement Dated: 06/09/2014
From: 06/09/2014 to 06/08/2015

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Total Charges: 6,000.00

Make checks payable to CampusEAI

Invoice Subtotal: 6,000.00
Sales Tax: 0.00
Invoice Total: 6,000.00

Wire transfer in US Dollars to:
CampusEAI
PNC Bank
101 West Washington St.
Indianapolis, IN 46225
ABBA: 041000124
ACCT: 42605693429
SWIFT: PNCCUS33

ALL PAYMENTS ARE DUE IN US DOLLARS
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Wharton County Junior College
911 Boling Highway
Wharton, TX 77488

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CampusEAI Master License and Services Agreement - Schedule 001: myCampus Portal Statement Agreement

Agreement Dated: 06/09/2014
From: 06/09/2014 to 06/08/2015

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Total Charges: 29,750.00

Make checks payable to CampusEAI

Invoice Subtotal: 29,750.00
Sales Tax: 0.00
Invoice Total: 29,750.00

Wire transfer in US Dollars to:
CampusEAI
PNC Bank
101 West Washington St.
Indianapolis, IN 46225
ABBA: 041000124
ACCT: 4260593429
SWIFT: PNCCUS33

ALL PAYMENTS ARE DUE IN US DOLLARS
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Karen B. Cotton extended as temporary, full-time Title V Hispanic Serving Institution grant operations manager, AA-10-10, effective September 1, 2014

2. Jessica R. Falcon extended as temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math operations manager, AA-10-3, effective September 1, 2014

3. Sara P. Fira extended as temporary, full-time Title V Hispanic Serving Institution grant academic advisor, AA-1-10, effective September 1, 2014

4. Veronica Garcia extended as temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math success coach, GNT-1-1, effective September 1, 2014

5. Candi S. Hollier extended as temporary, full-time Title V Hispanic Serving Institution education technologist, AA-1-2, effective September 1, 2014

6. Kristin Livingston extended as temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math articulation liaison, GNT-1-7, effective September 1, 2014

7. Brittany Miller extended as temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math assessment and professional development coordinator, AA-1-1, effective September 1, 2014

8. Marybelle Perez extended as temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math project director, CA-15-13, effective September 1, 2014

C. Office of Academic Affairs

1. Nathaniel Udall employed as temporary, full-time instructor of economics, FAC-1-7, effective August 25, 2014

2. Rochelle Waddil employed as temporary, full-time instructor of music, FAC-1-10, effective August 18, 2014

D. Office of Administrative Services

1. Daniel Terronez received a change in assignment as regular, part-time director of security & public safety, CA-15-10, $34.33 hr. x 19 hrs./wk. x 4 wks. = $2,609.08/yr., to regular, full-time director of security & public safety, CA-15-10, effective October 9, 2014

E. Office of Student Services

1. Joanna C. Harrington extended as regular, part-time counselor, $25.00 hr. x 24 hrs./wk. x 49 wks. = $29,400.00/yr., to regular, part-time counselor, $25.00 hr. x 40 hrs./wk. x 7 wks. = $7,000.00/yr., effective August 18, 2014
2. Kristie G. Sulak extended as regular, part-time financial aid counselor, $25.00 hr. x 24 hrs./wk. x 49 wks. = $29,400.00/yr., to regular, part-time financial aid counselor, $25.00 hr. x 40 hrs./wk. x 7 wks. = $7,000.00/yr., effective August 18, 2014

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Jason Lester resigned as regular, full-time instructor of music, FAC-7-11, effective August 18, 2014

H. Information Items: Non-contract Personnel Action

1. Rebecca J. Ramirez separated as regular, full-time fitness center manager, P-12-15, effective August 25, 2014

2. Patricia A. Santos employed as regular, full-time testing technician – Sugar Land, O-11-0, effective August 14, 2014

3. Theresa W. Spillers received support staff professional growth plan for FY14 (9 hrs.) - $500.00

4. Emily A. Voulgaris reclassified as regular, full-time library open computer lab coordinator – Wharton, O-5-0, to regular, full-time instructional specialist/library open computer lab coordinator – Wharton, P-12-0, effective September 1, 2014

5. Christopher Chavez employed as regular, part-time open computer lab monitor, O-5-0, $10.94 hr. x 19 hrs./wk. x 49 wks. = $10,185.14/yr., effective August 25, 2014

6. Luis Chavez separated 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 15, 2014

7. Velma Frank resigned as regular, part-time testing assistant, $15.00 hr. x 19 hrs./wk. x 20 wks. = $5,700.00/yr., effective September 2, 2014

8. Bobby Lee Kerns received a change in assignment from regular, full-time public safety officer, O-10-0, to regular, part-time public safety officer, $12.53 hr. x 19 hrs./wk. x 52 wks. = $12,379.64/yr., effective September 6, 2014

9. Marissa E. Martin resigned as regular, part-time testing assistant, $15.00 hr. x 19 hrs./wk. x 20 wks. = $5,700.00/yr., effective August 29, 2014

10. Daniel Terronez employed as regular, part-time director of security & public safety, CA-15-10, $34.33 hr. x 19 hrs./wk. x 4 wks. = $2,609.08/yr., effective September 11, 2014


12. Sandra A. Barnett extended as temporary, full-time Title V Hispanic Serving Institution grant secretary, O-8-1, effective September 1, 2014

13. Richard M. Lauterbach extended as temporary, full-time Title V Hispanic Serving Institution technical specialist, P-15-0, effective September 1, 2014
14. Regina Chovanec employed as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective August 18, 2014

15. Katherine A. Kunkel extended as temporary, part-time administrative clerk, O-10-6, $13.32 hr. x 30 hrs./wk. x 48 wks. = $19,180.80/yr., to temporary, part-time administrative clerk, O-10-6, $13.47 hr. x 29 hrs./wk. x 48 wks. = $18,750.24/yr., effective October 1, 2014

16. Kirsten L. Machicek employed as temporary, part-time Title V Hispanic Serving Institution supplemental instruction coach, $20.00 hr. x 19 hrs./wk. x 4 wks. = $1,520.00/yr., effective August 12, 2014

17. Jolea Nealy received a change in assignment as temporary, part-time seasonal financial/admission – Sugar Land, O-10-0, $12.38 hr. x 19 hrs./wk. x 8 wks. = $1,881.76/yr., to temporary, part-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math SI leader, $10.00 hr. x 19 hrs./wk. x 19 wks. = $3,610.00/yr., effective August 25, 2014

18. Ashley M. Sommerlatte separated as temporary, part-time financial aid seasonal clerk, O-10-0, $12.38 hr. x 19 hrs./wk. x 11 wks. = $2,587.42/yr., effective August 15, 2014

19. Jenna L. Treybig employed as temporary, part-time volleyball assistant coach, $15.00 hr. x 19 hrs./wk. x 4 wks. = $1,140.00/yr., to temporary, part-time volleyball assistant coach, $15.00 hr. x 4.5 hrs./wk. x 32 wks. = $2,160.00/yr., effective September 1, 2014

20. Matthew Tutor received as salary adjustment as temporary, part-time assistant baseball coach, $600.00 per month plus room & board, effective August 1, 2014

21. Matthew Tutor extended as temporary, part-time assistant baseball coach, $600.00 per month plus room & board, to temporary, part-time assistant baseball coach, $600.00 per month (to be split between WCIC & WISO) plus room & board, effective September 1, 2014

22. Chakadra M. Ward separated as temporary, part-time financial aid seasonal clerk, O-10-0, $12.38 hr. x 19 hrs./wk. x 11 wks. = $2,587.42/yr., effective August 15, 2014

23. Brittany Wisch employed as temporary, part-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math supplemental instruction leader, $10.00 hr. x 19 hrs./wk. x 19 wks. = $3,610.00/yr., effective August 25, 2014
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<td></td>
<td>Cotton</td>
<td>Karen</td>
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**Part I: Check all that apply**

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

- New Employee ☐ Extension ☐ Salary Adjustment ☐ Other ☐ 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: Title V HSI Grant
- Job Title/Position: Title V HSI Grant Operations Manager
- Budgeted Position? ☐ Yes ☐ No
- Budget Number: 21163-6036-6140-400
- Compensation: $64,068
- Start Date: 10/01/13
- End Date: N/A
- Position is funded for the following number of months/weeks:
  - ☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

**PROPOSED**

- Division/Unit: Title V HSI Grant
- Job Title/Position: Title V HSI Grant Operations Manager
- Budgeted Position? ☐ Yes ☐ No
- Name of Replaced Employee: N/A
- Budget Number: 21163-6036-6140-400
- Compensation: $64,068
- Start Date: 9/01/14
- Position is funded for the following number of months/weeks:
  - ☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by Supervisor/Department Head Date: 8-18-14
- Approved by Division Chair Date: Approved by Vice President Date:
- Approved by Cabinet Level Supervisor Date: Reviewed by Human Resources Date: 8-19-14
- Budget Approval Date: Approved by President Date: 8-19-14

Reg. 821 HR Requisition Number A 1408 0035 Revised May 29, 2014
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<td></td>
<td>Falcon</td>
<td>Jessica</td>
<td>R</td>
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### Part I: Check all that apply
- Classification:  
  - [ ] Administrative/Professional Staff
  - [ ] Faculty
  - [ ] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Separation (date: ___)
- [ ] Other (explain)

### Part II: Assignment/Accounting
**CURRENT Division/Unit:** Title V HSI STEM Grant  
**Job Title/Position:** STEM Operations Manager  
**Budgeted Position?**  
- [ ] Yes
- [ ] No

**Budget Number:** 21167-6039-6140-400  
**Compensation:** $59,401  
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)
  - Sched: AA  
  - Grade: 10
  - Step: 3

**Start Date:** 10/01/13  
**End Date:** N/A  
**Designated as:**  
- [X] At-will-employee  
- [X] Per contract

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

**PROPOSED Division/Unit:** Title V HSI STEM Grant  
**Job Title/Position:** STEM Operations Manager  
**Budgeted Position?**  
- [ ] Yes
- [ ] No

**Budget Number:** 21167-6039-6140-400  
**Compensation:** $59,401  
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)
  - Sched: AA  
  - Grade: 10
  - Step: 3

**Start Date:** 9/01/14  
**End Date:** N/A  
**Designated as:**  
- [X] At-will-employee  
- [X] Per contract

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

**Explanation of Action:**

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

**Approved by Dean:** 8-18-14  
**Approved by Vice President:**  
**Reviewed by Human Resources:** 8-19-14  
**Approved by President:** 8-19-14

**Reg: 821**  
**HR Requisition Number:** 1408-003

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

**Wharton County Junior College**

**Banner ID #**

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<td>Sara</td>
<td>P</td>
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**Address**

<table>
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<th>State</th>
<th>Zip</th>
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### Part I: Check all that apply

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

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

---

### 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 Grant
  - Job Vacancy No.: (if applicable) 1403 A 003

- **Job Title/Position:**
  - Full Time Academic Advisor

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

- **Budget Number:**
  - 21163-6036-6128-400

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

- **$ 58,068**

- **Start Date:**
  - 10/1/13

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

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

- **PROPOSED Division/Unit:**
  - Title V HSI Grant

- **Job Title/Position:**
  - Full Time Academic Advisor

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

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

- **Budget Number:**
  - 21163-6036-6128-400

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

- **$ 58,068**

- **Start Date:**
  - 9/01/14

- **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:**
  - 5-18-14

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

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

- **Budget Approval:**
  - 8/19/14

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**Reg. 821**

**HR Requisition Number**

| A | 1408 00 18 |

**Revised May 29, 2013**
# Personnel Action Form
## Human Resources

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

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

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

Support Staff employees are at-will employees.

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

**Job Title/Position:**
- STEM Success Coach

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

**Budget Number:** 21167-6039-6127-400

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

$ 48,734

Sched GNT Grade Step

**Start Date:** 10/01/13

**End Date:** N/A

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

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

**Job Title/Position:**
- STEM Success Coach

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

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

**Budget Number:** 21167-6039-6127-400

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

$ 48,734

Sched GNT Grade Step

**Start Date:** 9/01/14

**End Date:** N/A

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

**Explanation of Action:**

### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:**
  - Date: 8-18-14

- **Approved by Division Chair:**
  - Date: 8-18-14

- **Approved by Cabinet Level Supervisor:**
  - Date: 8-18-14

- **Budget Approval:**
  - Date: 8/19/14

**Reg. 821 HR Requisition Number:** 140 x 003

**Reviewed by Human Resources:**
- Date: 8-19-14

**Approved by President:**
- Date: 8-19-14

**Revised May 29, 2014**

---

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

**Specialized Area:**
- Title V HSI STEM Grant

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

**Funded in which FY?**
- FY14
- FY15
**Personnel Action Form**

**Human Resources**

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**Banner ID #**

**Part I: Check all that apply**

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

- Temporarily/Part-Time
  - Full-Time
  - Part-Time

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

**Address**

**City**

**State**

**Zip**

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

**CURRENT Division/Unit:**

**Title V HSI Grant**

**Job Title/Position:**

**Title V Education Technologist**

**Budgeted Position?**  
Yes  No

**Budget Number:**

21163-6036-6093-400

**Compensation:**

- $52,734

**Start Date:**

10/01/13

**End Date:**

N/A

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

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

**PROPOSED Division/Unit:**

**Title V HSI Grant**

**Job Title/Position:**

**Title V Education Technologist**

**Budgeted Position?**  
Yes  No

**Name of Replaced Employee:**

N/A

**Budget Number:**

21163-6036-6093-400

**Compensation:**

- $52,734

**Start Date:**

09/01/14

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by Supervisor/Department Head
- Approved by Division Chair
- Approved by Cabinet Level Supervisor
- Budget Approval

- Date: 8-18-14
- Approved by Dean
- Date: 8-19-14
- Approved by Vice President
- Date: 8-19-14
- Reviewed by Human Resources
- Date: 8-19-14
- Approved by President
- Date: 8-19-14

**Reg. 821**

**HR Requisition Number**

**A 1408 0029**

**Revised May 29, 2013**
**Wharton County Junior College**

**Personnel Action Form**

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

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

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

- Division/Unit: Title V HSI STEM Grant
- Job Title/Position: STEM Articulation Liaison
- Budgeted Position? Yes No
- Budget Number: 21167-6039-6187-400
- Compensation: $52,736
- Start Date: 10/01/13
- Position is funded for the following number of months/weeks:
  - 9 months

**PROPOSED**

- Division/Unit: Title V HSI STEM Grant
- Job Title/Position: STEM Articulation Liaison
- Budgeted Position? Yes No
- Name of Replaced Employee: N/A
- Budget Number: 21167-6039-6187-400
- Compensation: $52,736
- Start Date: 9/01/14
- Position is funded for the following number of months/weeks:
  - 9 months

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by Supervisor/Department Head: __________ Date: 8-18-14
- Approved by Division Chair: __________ Date: __________
- Approved by Cabinet Level Supervisor: __________ Date: __________
- Budget Approval: __________ Date: 8/19/14

Reg. 821 HR Requisition Number: A 1408 0033

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

**Human Resources**

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<td>Miller</td>
<td>Brittany</td>
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### Part I: Check all that apply

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

### Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

**CURRENT**

- Division/Unit: Title V HSI STEM Grant
- Job Title/Position: STEM Assessment and Professional Development Coordinator
- Budgeted Position? Yes
- Budget Number: 21167-6039-6188-400
- Compensation: $52,068

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Position is funded for the following number of months/weeks:
- 9 months
- 10 1/4 months
- 12 months
- Other (specify)

**PROPOSED**

- Division/Unit: Title V HSI STEM Grant
- Job Title/Position: STEM Assessment and Professional Development Coordinator
- Budgeted Position? Yes
- Name of Replaced Employee: N/A
- Budget Number: 21167-6039-6188-400
- Compensation: $52,068

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Position is funded for the following number of months/weeks:
- 9 months
- 10 1/4 months
- 12 months
- Other (specify)

### Explanation of Action:

**Part III: Position/Budget Authorization**

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

Reg. 821  HR Requisition Number A  1408  0034

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

**Personnel Action Form**

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<td>Marybelle</td>
<td></td>
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<th>Address</th>
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<th>Zip</th>
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</thead>
</table>

**Part I: Check all that apply**

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

- ☐ New Employee
- ☐ Extension
- ☐ Salary Adjustment
- ☐ 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:

Title V HSI STEM Grant

Job Title/Position:
STEM Project Director

Budgeted Position? ☐ Yes ☐ No

Budget Number: 21167-6039-6185-400

Compensation: $72,734

- ☐ Annual
- ☐ Hourly

Sched CA, Grade 15, Step 13

Hourly Rate: (Part-time only)

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

$_____ per year

Start Date: 10/01/13

End Date: N/A

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

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

**PROPOSED** Division/Unit:

Title V HSI STEM Grant

Job Title/Position:
STEM Project Director

Budgeted Position? ☐ Yes ☐ No

Name of Replaced Employee: N/A

Budget Number: 21167-6039-6185-400

Compensation: $72,734

- ☐ Annual
- ☐ Hourly

Sched CA, Grade 15, Step 13

Hourly Rate: (Part-time only)

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

$_____ per year

Start Date: 09/01/14

End Date: 08/31/15

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head Date Approved by Dean Date

Approved by Division Chair Date Approved by Vice President Date

Approved by Cabinet Level Supervisor Date Reviewed by Human Resources Date

Budget Approval Date

[Signature]

Reg. 821 HR Requisition Number 1408 0630

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

**Wharton County Junior College**

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<tr>
<td></td>
<td>Udall</td>
<td>Nathaniel</td>
<td></td>
<td></td>
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**Address**

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

**Part I: Check all that apply**

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

[ ] New Employee
[ ] Extension
[ ] Salary Adjustment
[ ] Separation (date:____)  
[ ] Other (explain)

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT** Division/Unit:

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

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<tr>
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Budget Number:

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<th>Position No. (NBAPOSN):</th>
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Compensation:

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<th>$</th>
<th>Hourly</th>
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<table>
<thead>
<tr>
<th>$</th>
<th>Other (explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Start Date: 08/25/14

End Date: 05/16/15

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

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

**PROPOSED** Division/Unit:

<table>
<thead>
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<th>Social and Behavioral Science Division</th>
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**Job Title/Position:** Temporary Instructor of Economics

**Budget Number:**

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<table>
<thead>
<tr>
<th>Budget Vacancy No.:</th>
<th>(if applicable)</th>
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<tr>
<td>1408 F 048</td>
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**Specialized Area:** Economics

**Budget Number:**

<table>
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<th>ECO01T</th>
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**Name of Replaced Employee:** Jennifer Lehman

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**Compensation:**

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<th>$</th>
<th>Annual</th>
<th>$</th>
<th>Hourly</th>
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<td>Per contract</td>
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**Start Date:** 08/25/14

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<th>At-will-employee</th>
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<td>05/16/15</td>
<td>Per contract</td>
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**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

<table>
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<tr>
<th>Date</th>
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Approved by Division Chair

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by Vice President</th>
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</thead>
<tbody>
<tr>
<td>8-20-14</td>
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</tbody>
</table>

Approved by Cabinet Level Supervisor

<table>
<thead>
<tr>
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Budget Approval

<table>
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<tr>
<th>Date</th>
<th>Approved by President</th>
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<td>8-22-14</td>
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Reg. 821 HR Requisition Number: E 408 0038

RECEIVED: 14-05-29

Date: 8/20/14 Initial: K
**Personnel Action Form**

**Human Resources**

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<tbody>
<tr>
<td>@</td>
<td>Waddill</td>
<td>Rochelle</td>
<td></td>
<td></td>
</tr>
</tbody>
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**Address**

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

### Part I: Check all that apply

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

Visual and Fine Arts

- **Job Title/Position:**
- **Budgeted Position?** Yes
- **Budget Number:**
- **Compensation:**
  - **Compensation:**
  - **Hourly**
  - **Step**
- **Start Date:** 8/18/14
- **End Date:**
  - **At-will-employee**
  - **Per contract**
- **Position is funded for the following number of months/weeks:**
  - 9 months
  - 10½ months
  - 12 months
  - Other (specify)

**PROPOSED Division/Unit:**

Visual and Performing Arts

- **Job Title/Position:**
- **Temporary FT**
- **Instructor of Music**
- **Budgeted Position?** Yes
- **Name of Replaced Employee:** Jason Lester
- **Budget Number:** 1610.14505.6091.100
- **Compensation:**
  - **Compensation:**
  - **Hourly**
  - **Step**
- **Start Date:** 8/18/14
- **End Date:**
  - **At-will-employee**
  - **Per contract**
- **Position is funded for the following number of months/weeks:**
  - 9 months
  - 10½ months
  - 12 months
  - Other (specify)

**Explanation of Action:**

### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head**
- **Date**
- **Approved by Dean**
- **Date**
  - **8-15-14**
- **Approved by Division Chair**
- **Date**
- **Approved by Vice President**
- **Date**
  - **8-18-14**
- **Approved by Cabinet Level Supervisor**
- **Date**
- **Reviewed by Human Resources**
- **Date**
- **Budget Approval**
- **Date**
  - **8/19/14**
  - **Approved by President**
  - **8-19-14**

**Reg. 821**

**HR Requisition Number** 1408 0036

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

#### Human Resources

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<tr>
<td></td>
<td>Terronez, Daniel</td>
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#### Part I: Check all that apply

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

- [ ] Other (explain)

- [ ] Other (explain)

#### Change from part time to full time

#### Part II: Assignment/Accounting

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

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

<table>
<thead>
<tr>
<th>CURRENT Division/Unit:</th>
<th>Administrative Services</th>
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<tbody>
<tr>
<td>Job Title/Position:</td>
<td>Director of Security &amp; Public Safety</td>
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<tr>
<td>Budgeted Position?</td>
<td>Yes</td>
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<td>Position No. (NBAPOSN):</td>
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<tr>
<td>Compensation:</td>
<td>$34.33</td>
</tr>
<tr>
<td>Start Date:</td>
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</tbody>
</table>

- [ ] 8 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other (specify) 4 weeks

#### PROPOSED Division/Unit:

- [ ] Administrative Services |
- [ ] Director of Security & Public Safety |
| Budgeted Position?    | Yes |
| Name of Replaced Employee: | Tim Guin |
| Budget Number:        | 1110-1192-6093-701 |
| Compensation:         | $71,401 | |
| Start Date:           | 10/09/14 |

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

#### Explanation of Action:

<table>
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<tr>
<th>Date</th>
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<tr>
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Reg. 821 HR Requisition Number FY 1407 0639

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

**Banner ID #**

**Last Name** Harrington  
**First Name** Joanna  
**Middle Initial** C

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

**Part I: Check all that apply**

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

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

**Part II: Assignment/Accounting**

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

**CURRENT**  
**Division/Unit:** Student Services  
**Job Title/Position:** Counselor  
**Budgeted Position?** [ ] Yes [ ] No  
**Budget Number:** 1610.13024.6094.501

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

**$ 25.00**  
**Sched** NA  
**Grade** NA  
**Step** NA

**Start Date:** 03/17/2009  
**End Date:** NA

**Position is funded for the following number of months/weeks:**  
- [ ] 9 months  
- [ ] 10½ months  
- [ ] 12 months  
- [ ] Other (specify) 49 weeks

**PROPOSED**  
**Division/Unit:** Administrative Services  
**Job Title/Position:** Counselor  
**Budgeted Position?** [ ] Yes [ ] No  
**Name of Replaced Employee:** N/A

**Budget Number:** 1610.13024.6093.501

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

**$ 25.00**  
**Sched** NA  
**Grade** NA  
**Step** NA

**Start Date:** 8/18/2014  
**End Date:** NA

**Position is funded for the following number of months/weeks:**  
- [ ] 9 months  
- [ ] 10½ months  
- [ ] 12 months  
- [ ] Other (specify) 7 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**  
**Date:** 8/15/2014

**Approved by Dean**  
**Date:** 8/15/2014

**Approved by Division Chair**  
**Date:** 8/15/2014

**Approved by Vice President**  
**Date:** 8/15/2014

**Approved by Campus Level Supervisor**  
**Date:** 8/15/2014

**Reviewed by Human Resources**  
**Date:** 8/15/2014

**Budget Approval**  
**Date:** 8/19/2014

**Approved by President**  
**Date:** 8/19/2014

**Reg. 821 HR Requisition Number A 1408 02-17**  
**Revised May 29, 2014**
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**Banner ID #:** -

**Last Name:** Sulak  
**First Name:** Kristie  
**Middle Initial:** G

**Address:**  
**City:**  
**State:** IN  
**Zip:**

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

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

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

**Support Staff employees are at-will employees.**

#### CURRENT Division/Unit:
- **Student Services**

**Job Title/Position:** Pt. Financial Aid Counselor

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

**Budget Number:** 1210.13024.6094.501

**Compensation:** $25.00  
**Start Date:** 06/04/2012  
**End Date:** NA  
**Position is funded for the following number of months/weeks:**
  - [ ] 9 months  
  - [ ] 10 ½ months  
  - [ ] 12 months  
  - [ ] Other (specify): 49 weeks

#### PROPOSED Division/Unit:
- **Administrative Services**

**Job Title/Position:** Counselor

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

**Budget Number:** 1210.13024.6093.501

**Compensation:** $25.00  
**Start Date:** 8/18/2014  
**Position is funded for the following number of months/weeks:**
  - [ ] 9 months  
  - [ ] 10 ½ months  
  - [ ] 12 months  
  - [ ] Other (specify): 7 weeks

**Explanation of Action:**

- [ ] Approved by Supervisor/Department Head  
- [ ] Approved by Division Chair  
- [ ] Approved by Cabinet-Level Supervisor  
- [ ] Approved by President  

**Reg. 821**  
**HR Requisition Number:** 1408 002  
**Revised May 29, 2014**
### Personnel Action Form

**Human Resources**

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<tbody>
<tr>
<td>@</td>
<td>Lester</td>
<td>Jason</td>
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</table>

**Address**

**City**

**Part I: Check all that apply**

- Classification:
  - Administrative/Professional Staff
  - Faculty
  - Support Staff
  - Temporary
  - Full-Time
  - Resignation
  - Other (explain)

**New Employee**

**New Employee**

**Extension**

**Salary Adjustment**

**Separation**

**Separation date:** 9/29/2014

**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:** Communication and Fine Arts

**Job Title/Position:** Music Instructor

**Budgeted Position?** Yes

**Budgeted Position?** No

**Budget Number:** 1610.14505.6091.100

**Compensation:** $ 54,050.00

**Annual**

**Hourly**

**Other (explain)**

**Grade**

**Sched**

**FAC**

**Position No.** (NBAPOSN): MUS004

**Funded in which FY?** 2014-2015

**Start Date:** 01/08/07

**End Date:** August 18, 2014

**At-will employee**

**At-will employee**

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

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

**Proposed**

**Division/Unit:**

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

**0701 F 002**

**Specialized Area:**

**Music**

**Budgeted Position?** Yes

**Budgeted Position?** No

**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

- Annual

- Hourly

- Other (explain)

- Sched

- Grade

- Step

**Position No.** (NBAPOSN):

**Funded in which FY?**

**Start Date:**

**End Date:**

**At-will employee**

**At-will employee**

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

**Date:**

**Approved by Dean**

**Date:**

**Approved by Division Chair**

**Date:**

**Approved by Vice President**

**Date:**

**Approved by Cabinet Level Supervisor**

**Date:**

**Reviewed by Human Resources**

**Date:**

**Budget Approval**

**Date:**

**Reg. 821**

**HR Requisition Number**

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

**Human Resources**

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**Address**

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**Part I: Check all that apply**

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<tr>
<td>Part-Time</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

| New Employee | ☐ | ☐ |
| Extension | ☐ | ☐ |
| Salary Adjustment | ☐ | ☐ |
| Separation (date: 06/25/14) | ☐ | ☐ |
| Other (explain) | ☐ | ☐ |

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Administrative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title/Position:</td>
<td>Fitness Center Manager</td>
</tr>
<tr>
<td>Budgeted Position?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Budget Number:</td>
<td>1110-13025-6101-903</td>
</tr>
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</table>

**Compensation:**

<table>
<thead>
<tr>
<th>Annual</th>
<th>Hourly</th>
<th>Other (explain)</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

| $35,325 | $N/A | $N/A per hr x $N/A hrs/wk x $N/A wks = $N/A per year |

| Start Date: | 08/17/98 |
| End Date: | 08/25/14 |

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

<table>
<thead>
<tr>
<th>9 months</th>
<th>10 ½ months</th>
<th>12 months</th>
<th>Other (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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**PROPOSED**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Administrative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title/Position:</td>
<td>Fitness Center Manager</td>
</tr>
<tr>
<td>Budgeted Position?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Budget Number:</td>
<td>Position No. (NBAPOSN):</td>
</tr>
</tbody>
</table>

**Compensation:**

<table>
<thead>
<tr>
<th>Annual</th>
<th>Hourly</th>
<th>Other (explain)</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

| Start Date: |       |
|            |       |

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

<table>
<thead>
<tr>
<th>9 months</th>
<th>10 ½ months</th>
<th>12 months</th>
<th>Other (specify)</th>
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<tbody>
<tr>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryce D. Kocijan</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gus Wessels Jr.</td>
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</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gus Wessels Jr.</td>
<td></td>
<td>Betsy J. Melak</td>
<td></td>
</tr>
</tbody>
</table>

**Reg 821 | HR Requisition Number | Date | Revised May 29, 2014 | Signature**

**Signature**

C-15
## Personnel Action Form

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

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

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

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title/Position:</td>
<td>Specialized Area:</td>
</tr>
<tr>
<td>Budgeted Position?</td>
<td>Yes O No</td>
</tr>
<tr>
<td>Budget Number:</td>
<td>Funded in which FY?</td>
</tr>
<tr>
<td>Compensation:</td>
<td>Position No. (NBAPOSN):</td>
</tr>
<tr>
<td>$</td>
<td>Hourly Rate: (Part-time only)</td>
</tr>
<tr>
<td>Start Date:</td>
<td>End Date:</td>
</tr>
<tr>
<td>At-will employee</td>
<td>Per contract</td>
</tr>
</tbody>
</table>

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

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

**PROPOSED**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services</td>
<td>1407 S 051</td>
</tr>
<tr>
<td>Job Title/Position:</td>
<td>Specialized Area:</td>
</tr>
<tr>
<td>Testing Technician, Sugar Land</td>
<td>Funded in which FY? 14</td>
</tr>
<tr>
<td>Budgeted Position?</td>
<td>Yes O No</td>
</tr>
<tr>
<td>Name of Replaced Employee:</td>
<td>Tricia Hairston</td>
</tr>
<tr>
<td>Budget Number:</td>
<td>Position No. (NBAPOSN):</td>
</tr>
<tr>
<td>Compensation:</td>
<td>Hourly Rate: (Part-time only)</td>
</tr>
<tr>
<td>$ 26,350</td>
<td>Start Date: 08/14/2014</td>
</tr>
<tr>
<td>At-will employee</td>
<td>Per contract</td>
</tr>
</tbody>
</table>

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**

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

Approved by Division Chair Date

Approved by Cabinet/VC/Supervisor Date

Budget Approval Date

Approved by President Date

Reg. 821 HR Requisition Number 1408 0101 Revised May 29, 2014
Wharton County
Junior College

Personnel Action Form
Human Resources

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spillers</td>
<td>Theresa</td>
<td>W</td>
<td></td>
</tr>
</tbody>
</table>

Address

City
State Zip

Part I: Check all that apply

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

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

- ☐ Other (explain)

Requesting Support Staff Professional Growth Plan Payment - 9 hours complete

Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

**CURRENT**

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

Job Title/Position: [Specialized Area:]

Budgeted Position? ☐ Yes ☐ No

Funded in which FY?

Budget Number:

Compensation:

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

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: Administrative Services

Job Title/Position: Accounting Clerk I

Accounting Clerk I

Budgeted Position? ☐ Yes ☐ No

Name of Replaced Employee:

Funded in which FY?: 2015

Budget Number:

Compensation:

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

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)

Support Staff Professional Growth

Explanation of Action:
Professional growth payment - Completion of Support Staff Professional Growth Plan for FY14 (9 hours)

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head

Cynthia Ward

Approved by Division Chair

Date

Approved by Cabinet Level Supervisor

Date

Budget Approval

Date

Reg. 821 HR Requisition Number 146X 011

Revised May 29, 2014
## Personnel Action Form

**Wharton County Junior College**

### Human Resources

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

**Address**

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

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

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

#### CURRENT

- **Division/Unit:** Instruction
- **Job Title/Position:** Library Open Computer Lab Coordinator-Wharton Campus
- **Budgeted Position:** Yes
- **Budget Number:** 1110.1496.6101.402
- **Compensation:**
  - Annual
  - Hourly
  - Other (explain): $22,750
- **Start Date:** 01/06/14
- **End Date:** (At-will-employee)
- **Position is funded for the following number of months/weeks:**
  - 9 months
  - 10 ½ months
  - 12 months
  - 18 months
  - Other (specify)
- **Position No. (NBAPOSN):** OC1001

#### PROPOSED

- **Division/Unit:** Instruction
- **Job Title/Position:** Instructional Specialist/Library Open Computer Lab Coordinator-Wharton Campus
- **Budgeted Position:** Yes
- **Budget Number:** 1110.1496.6101.402
- **Compensation:**
  - Annual
  - Hourly
  - Other (explain): $30,450
- **Start Date:** **Provisional**
- **End Date:** **Provisional**
- **Position is funded for the following number of months/weeks:**
  - 9 months
  - 10 ½ months
  - 12 months
  - Other (specify)
- **Position No. (NBAPOSN):** SPC018

### Explanation of Action

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:**
  - Date: 07/04/14
- **Approved by Division Chair:**
  - Date: 07/04/14
- **Approved by Cabinet Level Supervisor:**
  - Date: 07/15/14
- **Budget Approval:**
  - Date: 08/14/14

**Reg. 821**

**HR Requisition Number:** 0408 0105

**Approved by Dean**

**Approved by Vice President**

**Reviewed by Human Resources**

**Approved by President**

**Date:** 04/11/14

**Vice President, Instruction**

**Date:** 04/11/14
**Personnel Action Form**

<table>
<thead>
<tr>
<th>Banner ID #</th>
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<tbody>
<tr>
<td>@</td>
<td>Chavez</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

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

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

#### CURRENT

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position:** 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:**
- **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
- **Budget Number:**
- **Compensation:**
  - Annual
  - Hourly
  - Other (explain)
  - Sched: ___
  - Grade: ___
  - Step: ___
- **Hourly Rate:** (Part-time only)
  - $10.94 per hr x 19 hrs/wk x 49 wks = $10,185.14 per year
- **Start Date:**
- **Position is funded for the following number of months/weeks:**
  - 9 months
  - 10 ½ months
  - 12 months
  - Other (specify)

### Starting Date

- **Date:**

### Explanation of Action

- **Recommended by Supervising/Department Head**
  - Date:
- **Approved by Division Chair**
  - Date:
- **Approved by Cabinet Level Supervisor**
  - Date:
- **Budget Approval**
  - Date:

### Revised Date

- **Date:**

**Reg. 821**

**HR Requisition Number:**

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

**Human Resources**

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<tbody>
<tr>
<td></td>
<td>Chavez</td>
<td>Lula</td>
<td></td>
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</table>

**Address**

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

**Part I: Check all that apply**

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

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

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

- Division/Unit: Richmond Campus
- Job Title/Position: Open Computer Lab Monitor
- Budgeted Position: Yes
- Budgeted Position: No
- Budgeted Number: 1210-1494-6102-102
- Compensation: $10,94
- Hours: 80
- Grade: 5
- Step: 0
- Start Date: 08/29/13
- End Date: 08/15/14
- Position is funded for the following number of months/weeks:
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other (specify) 49 weeks
- Job Vacancy No.: (if applicable) 1308 S 073
- Funded in which FY?: 12-14
- Position No. (NBAPOSN): OCLF99
- Hourly Rate (Part-time only): $10.94 per hr x 80 hrs/wk x 49 wks = $10,721.20 per yr

**PROPOSED**

- Division/Unit:
- Job Title/Position: Name of Replaced Employee:
- Budgeted Position: Yes
- Budgeted Position: No
- Budgeted Number:
- Compensation: $\
- Hours: 80
- Grade: 5
- Step: 0
- Start Date:
- Position is funded for the following number of months/weeks:
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
</tr>
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<table>
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<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
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<table>
<thead>
<tr>
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<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
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Reg. 821  HR Requisition Number 3140X 0108

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

**Personnel Action Form**

**Human Resources**

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

**Address**

|             |           |       |               |           |

**Part I: Check all that apply**

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

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

**Separation (date):** 02/01/2014

**Part II: Assignment/Accounting**

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

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

**CURRENT**

- Division/Unit: Testing Services/Student Services
- Job Title/Position: Testing Assistant
- Part Time: Testing Assistant
- Budgeted Position: [ ] Yes [ ] No
- Budget Number: 1110.14104.6102.501

**Compensation:**
- [ ] Hourly $15.00
- [ ] Other (explain)

**Start Date:** 10/28/13  
**End Date:** September 2, 2014

**Position is funded for the following number of months/weeks:**
- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify) 20 weeks

**PROPOSED**

- Division/Unit:  
- Job Title/Position:  
- Budgeted Position: [ ] Yes [ ] No
- Name of Replaced Employee:  
- Budget Number:  

**Compensation:**
- [ ] Hourly $15.00
- [ ] Other (explain)

**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: Leslie Kolosco  
  - Date:  
  - Approved by Dean:  
  - Date:  

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

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

- Budget Approval:  
  - Date:  
  - Approved by President:  
  - Date:  

**Reg. 821 HR Requisition Number:** 1408 01 24  
**Revised May 29, 2014**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Banner ID #:**

**Last Name:** Kerns, Bobby Lee  
**First:** Lee  
**Middle Initial:**  
**Telephone:**

**Address:**

**City:**

**State:**

**Zip:**

#### Part I: Check all that apply

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

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

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Separation (date: ____)
- [ ] Other (explain)

**Change from full time to 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:**  
Administrative Services

**Job Title/Position:**  
Public Safety Officer

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

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

**Compensation:**

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

**Start Date:** 03/24/14  
**End Date:** N/A

**Other:** [ ] At-will-employee  
[ ] Per contract

**Job Vacancy No.:** (if applicable)  
1401 S 002

**Specialized Area:**  
Security & Public Safety

**Funded in which FY?**  
FY15

**Position No. (NBAPOSN):**  
SEC001

**PROPOSED Division/Unit:**  
Administrative Services

**Job Title/Position:**  
Part Time Public Safety Officer

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

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

**Budget Number:**  
1110-1192-6108-701

**Compensation:**

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

**Start Date:** 09/06/14  
**Other:** [ ] At-will-employee  
[ ] Per contract

**Job Vacancy No.:** (if applicable)  
1408 S 073

**Specialized Area:**  
Security & Public Safety

**Funded in which FY?**  
FY15

**Position No. (NBAPOSN):**  
PTSW99

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

- [ ] $ 12.53 per hr x 19 hrs/wk x 52 wks = $ 12,539.36 per year

**Explanation of Action:**

- **Part III: Position/Budget Authorization**

  **Recommended by Supervisor/Department Head:**

  **Date:**

  **Approved by Dean:**

  **Date:**

  **Timothy Guin**

  **Approved by Vice President:**

  **Date:** 9/12/14

  **Reviewed by Human Resources:**

  **Date:**

  **Approved by Cabinet Level Supervisor:**

  **Date:** 9/12/14

  **Approved by President:**

  **Date:**

  **Budget Approval:**

  **Date:** 9/12/14

  **Reg. #:** 821  
  **HR Requisition Number:** 140X 0720

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

**Personnel Action Form**

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<td>Martin</td>
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</table>

**Part I: Check all that apply**

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

- ☐ New Employee
- ☐ Extension
- ☐ Salary Adjustment
- ☐ Separation (date: 02/26/2014)
- ☐ Other (explain) Resignation

**Part II: Assignment/Accounting**

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

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

**CURRENT Division/Unit:**
Testing Services/Student Services

**Job Title/Position:**
Part Time Testing Assistant

**Budgeted Position?**
☐ Yes ☐ No

**Budget Number:**
1110.14104.6102.501

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

**Sched:**

**r/a:**

**Grade:**

**Step:**

**Start Date:**
April 21, 2014

**End Date:**
August 29, 2014

**Position is funded for the following number of months/weeks:**
- ☐ 9 months
- ☐ 10 ½ months
- ☐ 12 months
- ☐ Other (specify) 20 weeks

**PROPOSED Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**
☐ Yes ☐ No

**Name of Replaced Employee:**

**Budget Number:**

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

**Sched:**

**r/a:**

**Grade:**

**Step:**

**Start Date:**

**End Date:**

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head:**
Leslie Kolojaco

**Approved by Dean:**

**Approved by Division Chair:**

**Approved by Cabinet Level Supervisor:**

**Budget Approval:**

**Reg. 821 HR Requisition Number:**
5 1408 01 49

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

### Wharton County Junior College

**Human Resources**

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### Part I: Check all that apply

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

### Part II: Assignment/Accounting

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

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

#### CURRENT

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?**  Yes [ ]  No [x]
- **Budgeted Number:**
- **Compensation:**
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
- **S:**
  - [ ] Other (explain)
- **Start Date:**
- **End Date:**
- **Per contract**: At-will-employee
- **If temporary, anticipated termination date:**

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

#### PROPOSED

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?**  Yes [ ]  No [x]
- **Budgeted Number:**
- **Compensation:**
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
- **S:**
  - [ ] Other (explain)
- **Start Date:**
- **If temporary, anticipated termination date:**

**Position is funded for the following number of months/weeks:**
- [ ] 9 months
- [ ] 10+ months
- [ ] 12 months
- [ ] Other (specify) 4 weeks

### Part III: Position/Budget Authorization

**Recommended by Supervisor/Department Head**

- **Bryce D. Kocian**

**Approved by Division Chair**

- **Bryce D. Kocian**

**Approved by Cabinet Level Supervisor**

- **Bryce D. Kocian**

**Budget Approval**

- **Bryce D. Kocian**

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

### Human Resources

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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:**

Title V HSI STEM Grant

**Job Title/Position:**

STEM Specialist

**Budgeted Position?**

☐ Yes ☐ No

**Budget Number:**

21167-6039-6113-400

**Compensation:**

- $33,225

**Start Date:**

10/01/13

**End Date:**

N/A

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

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

**PROPOSED**

**Division/Unit:**

Title V HSI STEM Grant

**Job Title/Position:**

STEM Specialist

**Budgeted Position?**

☐ Yes ☐ No

**Budget Number:**

21167-6039-6113-400

**Compensation:**

- $33,225

**Start Date:**

9/01/14

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

Date: 5-11-14

**Approved by Division Chair**

Date: 5-11-14

**Approved by Cabinet Level Supervisor**

Date: 5-11-14

**Budget Approval**

Date: 8-01-14

**Reg. #**

921

**HR Requisition Number**

S 408 0110

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

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

- Title V HSI Grant

**Job Title/Position:**

- Title V Grant Secretary

**Budgeted Position?**  
- Yes  
- No

**Budget Number:**

- 21163-6036-6101-400

**Compensation:**

- $24,875

- Hourly

- Sched 0

- Grade 8

- Step 1

- Hourly Rate: (Part-time only)

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

- $_____ per year

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

- 9 months

- 10 1/2 months

- 12 months

- Other (specify)

**PROPOSED Division/Unit:**

- Title V HSI Grant

**Job Title/Position:**

- Title V Grant Secretary

**Budgeted Position?**  
- Yes  
- No

**Name of Replaced Employee:**

**Budget Number:**

- 21163-6036-6101-400

**Compensation:**

- $24,875

- Hourly

- Sched 0

- Grade 8

- Step 1

- Hourly Rate: (Part-time only)

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

- $_____ per year

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

- 9 months

- 10 1/2 months

- 12 months

- Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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<tr>
<th>Recommended by Supervisor/Department Head</th>
<th>Date</th>
<th>Approved by Dean</th>
<th>Date</th>
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<th>Approved by Division Chair</th>
<th>Date</th>
<th>Approved by Vice President</th>
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<th>Date</th>
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**Reg 821 HR Requisition Number:**

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

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<tr>
<td>@</td>
<td>Lauterbach</td>
<td>Richard</td>
<td>M</td>
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</tbody>
</table>

## Part I: Check all that apply

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

## Part II: Assignment/Accounting

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

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

### CURRENT Division/Unit:
- Title V HSI Grant

**Job Title/Position:**
- Title V Technical Specialist

**Budgeted Position?** [☐ Yes [☐] No

**Budget Number:** 21163-6036-6113-400

**Compensation:**
- $32,250 [☐ Annual [☐] Hourly [☐] Other (explain) [☐]

**Scheduled:**
- Sched: P
- Grade: 15
- Step: 0

**End Date:** N/A [☐ At-will-employee [☐ Per contract]

**Start Date:** 10/01/13

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

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

### PROPOSED Division/Unit:
- Title V HSI Grant

**Job Title/Position:**
- Title V Technical Specialist

**Budgeted Position?** [☐ Yes [☐] No

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

**Budget Number:** 21163-6036-6113-400

**Compensation:**
- $32,250 [☐ Annual [☐] Hourly [☐] Other (explain) [☐]

**Scheduled:**
- Sched: P
- Grade: 15
- Step: 0

**End Date:** 09/01/14 [☐ At-will-employee [☐ Per contract]

**Start Date:** 09/01/14

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

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

**Explanation of Action:**

## Part III: Position/Budget Authorization

**Recommended by Supervisor/Department Head**

**Approved by Dean**

**Approved by Division Chair**

**Approved by Vice President**

**Approved by Cabinet Level Supervisor**

**Reviewed by Human Resources**

**Budget Approval**

**Reg. #21**

**HR Requisition Number** 2108 0108

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

**Personnel Action Form**

**Human Resources**

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<td>Chovanec</td>
<td>Regina</td>
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</table>

**Part I: Check all that apply**

- **Classification:**
  - ☑ Temporary
  - ☐ Full-Time
  - ☑ Part-Time

- **Status:**
  - ☑ 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?
  - Position No. (NBAPOSN):

- **Budgeted Position?** ☑ Yes ☐ No

- **Budget Number:**
  - $_____

- **Compensation:**
  - ☑ Annual
  - ☐ Hourly
  - ☐ Other (explain)
  - Sched ______
  - Grade ______
  - Step ______

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

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

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

- **Budgeted Position?** ☑ Yes ☐ No

- **Budget Number:**
  - 1110.1201.6102.100

- **Compensation:**
  - ☑ Annual
  - ☐ Hourly
  - ☐ Other (explain)
  - Sched NA
  - Grade NA
  - Step NA

- **Start Date:** 8-18-2014

- **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 32 weeks

**Explanation of Action:**

- **Part III: Position/Budget Authorization**

  - **Recommended by Supervisor (Department Head):**
    - Date: 8-13-14

  - **Approved by President:**
    - Date: 8-20-14

  - **Approved by Cabinet Level Supervisor:**
    - Date: 8-24-14

**Reg. 621**

**S1408 0116**

**Vice President of Instruction**

**Date: 8/14/14 Initial: **

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

### Human Resources

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### Part I: Check all that apply

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

**CURRENT**

- **Division/Unit:** Administration
- **Job Title/Position:** Administrative Clerk
- **Budgeted Position:** [ ] Yes [ ] No
- **Budget Number:** 1110.110.6102.6001
- **Compensation:** $13.32
  - [x] Hourly
  - [ ] Other (explain)
  - [ ] Sched 0
  - [ ] Grade 10
  - [x] Step 6
- **Start Date:** 10/1/13
- **End Date:** [ ] n/a
  - [○] At-will-employee
  - [ ] Per contract
- **Job Vacancy No.:** (if applicable) n/a
- **Specialized Area:** President's Office
- **Funded in which FY:** FY14
- **Position No. (NBAPOSN):** ADCW99
- **Hourly Rate (Part-time only):** $13.32 per hr x 30 hrs/wk x 48 wks = $19,998.72 per year

**Position is funded for the following number of months/weeks:**
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other (specify) 48 wks

### PROPOSED

- **Division/Unit:** Administration
- **Job Title/Position:** Administrative Clerk
- **Budgeted Position:** [ ] Yes [ ] No
- **Name of Replaced Employee:** n/a
- **Budget Number:** 1110.110.6102.6001
- **Compensation:** $13.47
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] Sched 0
  - [ ] Grade 10
  - [ ] Step 6
- **Start Date:** 10/1/14
- **End Date:** [ ] n/a
  - [ ] At-will-employee
  - [ ] Per contract
- **Job Vacancy No.:** (if applicable) n/a
- **Specialized Area:** President's Office
- **Funded in which FY:** FY15
- **Position No. (NBAPOSN):** ADCW99
- **Hourly Rate (Part-time only):** $13.47 per hr x 30 hrs/wk x 48 wks = $18,750.24 per year

**Position is funded for the following number of months/weeks:**
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other (specify) 48 wks

**Explanation of Action:**

<table>
<thead>
<tr>
<th>Part III: Position/Budget Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended by Supervisor/Department Head</td>
</tr>
<tr>
<td>Approved by Division Chair</td>
</tr>
<tr>
<td>Approved by Cabinet Level Supervisor</td>
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<tr>
<td>Budget Approval</td>
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</table>

**Reg. 821**

**HR Requisition Number:** 1408 CLS

**Revised May 29, 2014**

**Signature of Associate Dean of Instruction:**

**Signature of President:**

**Date:** 08/25/14

**Director of Human Resources:**

**Date:** 8-25-14

**Signature:**
## Wharton County Junior College

**Personnel Action Form**

**Human Resources**

### Banner ID #

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### Part I: Check all that apply

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<th>Classification:</th>
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<th>Other (explain)</th>
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<tbody>
<tr>
<td>O Administrative/Professional Staff</td>
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</tr>
<tr>
<td>O Faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O Support Staff</td>
<td></td>
<td></td>
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<tr>
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<td>O Full-Time</td>
<td>☑ Separation (date:___)</td>
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<td>☑ Regular</td>
<td>☑ Part-Time</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.

<table>
<thead>
<tr>
<th>CURRENT Division/Unit:</th>
<th>Job Title/Position:</th>
<th>Job Vacancy No.: (if applicable)</th>
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<tr>
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<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>Yes</th>
<th>No</th>
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<tbody>
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<tr>
<td>Compensation:</td>
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<tr>
<td>Start Date:</td>
<td></td>
<td></td>
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<tr>
<td>End Date:</td>
<td></td>
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</tbody>
</table>

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

| ☑ 9 months | ☑ 10 ½ months | ☑ 12 months | ☑ Other (specify) |

### PROPOSED Division/Unit:

<table>
<thead>
<tr>
<th>Title V HSI STEM Grant</th>
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<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Part Time Title V HSI STEM Supplemental Instruction Coach</th>
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<tbody>
<tr>
<td>Budgeted Position?</td>
<td>☑ Yes</td>
</tr>
<tr>
<td>Budget Number:</td>
<td>21167-6039-6186-400</td>
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<tr>
<td>Compensation:</td>
<td>☑ Annual</td>
</tr>
<tr>
<td>Hourly Rate: (Part-time only)</td>
<td>$20.00 per hr x 59 hrs/wk x 4 wks = $6360.00 per year</td>
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<tr>
<td>Start Date:</td>
<td>08/12/14</td>
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<td>End Date:</td>
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Position is funded for the following number of months/weeks:

| ☑ 9 months | ☑ 10 ½ months | ☑ 12 months | ☑ Other (specify) 4 weeks |

<table>
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<th>Explanation of Action:</th>
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### Part III: Position/Budget Authorization

<table>
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<th>Date</th>
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</tr>
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<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
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Reg. 821 HR Requisition Number 1408 0103

Revised May 29, 2014
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

### Part I: Check all that apply

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<th>Other (explain)</th>
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<td>○ Faculty</td>
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<td>○ Regular</td>
<td>○ Part-Time</td>
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</table>

**Change from Academic Advising to Title V HSI STEM**

### 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: Academic Advising

Job Title/Position: Part-time seasonal financial/admission Sugar Land

Budgeted Position? ○ Yes ○ No

Budget Number: 1610-13024-6102-501

Compensation: $12.38

- ○ Annual
- ○ Hourly
- ○ Other (explain)  

Start Date: 07/08/14

End Date: 08/31/14

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

☐ 9 months  ☐ 10 ½ months  ☐ 12 months  ○ Other (specify) 8 weeks

**PROPOSED**

Division/Unit: Title V HSI STEM Grant

Job Title/Position: STEM SI Leader

Budgeted Position? ○ Yes ○ No

Budget Number: 21167-6039-6130-400

Compensation: $10.00

- ○ Annual
- ○ Hourly
- ○ Other (explain)  

Start Date: 08/25/14

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

☐ 9 months  ☐ 10 ½ months  ☐ 12 months  ○ Other (specify) 19 weeks

### Part III: Position/Budget Authorization

- Recommended by Supervisor/Department Head: 
  - Date: 8-19-14
  - Approved by Dean: 
  - Date: 

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

- Approved by Cabinet Level Supervisor: 
  - Date: 
  - Reviewed by Human Resources: 
  - Date: 8-20-14

- Budget Approval: 
  - Date: 8/26/14
  - Approved by President: 
  - Date: 

Reg. 821  HR Requisition Number: 1408  0115

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

**Banner ID #**
Sommerlatte, Ashley M.

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

**Address**

**City**

**State**

**Zip**

**Part I: Check all that apply**

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

**Regular**
- [ ]

**Part II: Assignment/Accounting**

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

**CURRENT**

Division/Unit: Student Services

Job Title/Position: PT Financial Aid Seasonal Clerk

Budgeted Position? [ ] Yes [x] No

Budgeted Number: 1110.13024.6102.501

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

- Sched: 0
- Grade: 10
- Step: 0

Hourly Rate: (Part-time only)

$12.38 per hr x 10 hrs/wk x 11 wks = $1361.22 per year

Start Date: 06/23/2014
End Date: 08/15/2014

Position is funded for the following number of months/weeks:
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [x] Other (specify) 11 weeks

**PROPOSED**

Division/Unit: Student Services

Job Title/Position: PT Financial Aid Seasonal Clerk

Budgeted Position? [ ] Yes [x] No

Budgeted Number: 1110.13024.6102.501

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

- Sched: ______
- Grade: ______
- Step: ______

Hourly Rate: (Part-time only)

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

Start Date: 08/22/14

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 Supervised Department Head: ____________________________

Approved by Chair: ____________________________ Date: 8/15/14

Approved by Division Chair: ____________________________ Date: 8/15/14

Approved by Vice President: ____________________________ Date: 8/19/14

Approved by Chief Level Supervisor: ____________________________ Date: 8/19/14

Budget Approval: ____________________________ Date: 8/19/14

Reg. 821 HR Requisition Number: 14080106

Revised May 29, 2014
### Personnel Action Form

**Human Resources**

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<tr>
<td></td>
<td>Treybig</td>
<td>Jenna</td>
<td>L</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

**City**

**State**

**Zip**

#### Part I: Check all that apply

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

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

#### 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:** Athletics/volleyball
- **Job Title/Position:** Volleyball Assistant Coach
- **Budgeted Position:** Yes
- **Budget Number:** 3914-352-6112-901
- **Compensation:** $15.00
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] Sched: n/a
  - [ ] Grade: n/a
  - [ ] Step: n/a
- **Job Vacancy No.:** 1407S053
- **Specialized Area:** Athletics
- **Funded in which FY?:** FY 14
- **Position No. (NBAPSON):** AVC01T
- **Hourly Rate:** $15.00 per hr x 19 hrs/wk x 4 wks = $1140 per year
- **Start Date:** 08/01/14
- **End Date:** 08/31/14
- **At-will-employee**
- **Position is funded for the following number of months/weeks:**
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other (specify) 4 weeks

**PROPOSED**

- **Division/Unit:** Athletics
- **Job Title/Position:** Volleyball Assistant Coach
- **Budgeted Position:** Yes
- **Name of Replaced Employee:** Telia Peterson
- **Budget Number:** 3914-352-6112-901
- **Compensation:** $15.00
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] Sched: n/a
  - [ ] Grade: n/a
  - [ ] Step: n/a
- **Job Vacancy No.:** 1407S053
- **Specialized Area:** Athletics
- **Funded in which FY?:** FY 15
- **Position No. (NBAPSON):** AVC01T
- **Hourly Rate:** $15.00 per hr x 4.5 hrs/wk x 32 wks = $2160 per year
- **Start Date:** 09/01/14
- **At-will-employee**
- **Position is funded for the following number of months/weeks:**
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other (specify) 32 weeks

#### Explanation of Action:

To assist the volleyball coach during season with recruiting.

#### Part III: Position/Budget Authorization

<table>
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<th>Recommended by Supervisor/Department Head</th>
<th>Date</th>
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**Reg. E21 HR Requisition Number:** 51407-0043

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

**Personnel Action Form**

**Human Resources**

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<tr>
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**Address**

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**Part I: Check all that apply**

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<td>Faculty</td>
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<td>Support Staff</td>
<td>○</td>
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</tr>
</tbody>
</table>

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Separation (date: ______)
- [ ] Other (explain)

**Part II: Assignment/Accounting**

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

**CURRENT** Division/Unit: Athletics

Job Title/Position: Part Time Assistant Baseball Coach

Budgeted Position?  ○ Yes  ○ No

Budget Number: 1406 S 048

Compensation:  ○ Annual  ○ Hourly  ○ Other (explain)

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

Position is funded for the following number of months/weeks:  ○ 9 months  ○ 10½ months  ○ 12 months  ○ Other (specify)

**PROPOSED** Division/Unit: Athletics

Job Title/Position: Part Time Assistant Baseball Coach

Budget Number: 3914.354.6112.901

Compensation:  ○ Annual  ○ Hourly  ○ Other (explain)

Position is funded for the following number of months/weeks:  ○ 9 months  ○ 10½ months  ○ 12 months  ○ Other (specify) per month

Explanation of Action: *600 per month plus room & board

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head: [Signature]

Approved by Dean: [Signature]

Approved by Division Chair: [Signature]

Approved by Vice President: [Signature]

Approved by Cabinet Level Supervisor: [Signature]

Reviewed by Human Resources: [Signature] [Date]

Budget Approval: [Signature] [Date]

Reg. 821 HR Requisition Number 51408_0112  | Revised May 29, 2014
# Wharton County Junior College Personnel Action Form

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<td>&quot;Ryne&quot;</td>
<td></td>
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</tbody>
</table>

**Address**

**City**

**State**

**Zip**

---

### Part I: Check all that apply

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

**New Employee**

**Extension**

**Salary Adjustment**

**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:** Athletics

**Job Title/Position:** Part Time Assistant Baseball Coach

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

**Budget Number:**

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

**Sched n/a**

**Grade n/a**

**Step n/a**

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

\[
\text{\$ per hr} \times \text{hrs/wk} \times \text{wks} = \text{\$ per year}
\]

**Start Date:** 02/14/14

**End Date:** 08/31/14

**At-will-employee**

If temporary, anticipated termination date:

08/31/14

---

**PROPOSED**

**Division/Unit:** Athletics

**Job Title/Position:** Part Time Assistant Baseball Coach

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

**Name of Replaced Employee:** n/a

**Budget Number:** 3914-354-6112-901

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

\[
\text{\$ per hr} \times \text{hrs/wk} \times \text{wks} = \text{\$ per year}
\]

**Start Date:** 09/01/14

**End Date:** 05/16/15

**At-will-employee**

If temporary, anticipated termination date:

05/16/15

---

### Explanation of Action:

* will receive room and board

** $600 to be split by WCJC & WISD

---

### Part III: Position/Budget Authorization

**Recommended by Supervisor:** [ ]

**Department Head**

\[ \text{Approved by Dean: } 8/20/14 \]

**Approved by Division Chair:**

\[ \text{Approved by Vice President: } 8/20/14 \]

**Approved by Cabinet Level Supervisor:**

\[ \text{Reviewed by Human Resources: } 8/20/14 \]

**Budget Approval:**

\[ \text{Approved by President: } 8/20/14 \]

**Reg. 821 HR Requisition Number 5 1408 1113**

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

**Banner ID #**

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<td>State</td>
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<tr>
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</table>

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

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

#### CURRENT Division/Unit:

**Student Services**

- **Job Title/Position:** PT Financial Aid Seasonal Clerk
- **Budgeted Position?** Yes
- **Budget Number:** 1110.13024.6102.501
- **Compensation:**
  - $12.38
  - Sched: 0
  - Grade: 10
  - Step: 0
- **Start Date:** 06/23/2014
- **End Date:** 08/15/2014
- **Position is funded for the following number of months/weeks:**
  - 9 months
  - 10 ½ months
  - 12 months
  - Other (specify) 11 weeks

#### PROPOSED Division/Unit:

- **Job Title/Position:**
- **Budgeted Position?** Yes
- **Budget Number:**
- **Compensation:**
- **Start Date:**
- **Position is funded for the following number of months/weeks:**
  - 9 months
  - 10 ½ months
  - 12 months
  - Other (specify)

### Explanation of Action

- **Recommended by Supervisor/Department Head**
- **Approved by Dean**
- **Approved by Division Chair**
- **Approved by Cabinet Level Supervisor**
- **Budget Approval**
- **Approved by President**

**Reg. 821 HR Requisition Number S140X 010**

Revised May 29, 2014
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<td>☐ Full-Time</td>
</tr>
<tr>
<td>☐ Part-Time</td>
</tr>
<tr>
<td>☐ New Employee</td>
</tr>
<tr>
<td>☐ Extension</td>
</tr>
<tr>
<td>☐ Salary Adjustment</td>
</tr>
<tr>
<td>☐ Other (explain)</td>
</tr>
<tr>
<td>☐ Separation (date:______)</td>
</tr>
</tbody>
</table>

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

**CURRENT** Division/Unit:  
Job Title/Position:  
Budgeted Position? ☐ Yes ☐ No  
Budget Number:  
Compensation:  
$  
Start Date:  
End Date:  
At-will-employee Per contract  
If temporary, anticipated termination date:  
Position is funded for the following number of months/weeks:  
☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)  
Job Vacancy No.: (if applicable)  
Specialized Area:  
Funded in which FY?  
Position No. (NBAPOSN):  
PROPOSED** Division/Unit:  
Title V HSI STEM Grant  
Job Title/Position:  
Part Time Title V HSI STEM Supplemental Instruction Leader  
Budgeted Position? ☐ Yes ☐ No  
Name of Replaced Employee: N/A  
Budget Number: 21167-6039-6130-400  
Compensation:  
$  
Start Date: 08/25/14  
End Date:  
At-will-employee Per contract  
If temporary, anticipated termination date: 08/31/15  
Position is funded for the following number of months/weeks:  
☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify) 19 weeks  
Explanation of Action:  

**Part III: Position/Budget Authorization**  
Recommended by Supervisor/Department Head:  
Date 8-19-14  
Approved by Division Chair:  
Date  
Approved by Vice President:  
Date  
Approved by Cabinet Level Supervisor:  
Date  
Reviewed by Human Resources:  
Date 8-20-14  
Budget Approval:  
Date 8-20-14  
Approved by President:  
Date  
Reg. 821 HR Requisition Number 51408  
Revised May 29, 2014