WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

September 15, 2015

Prepared by the
Office of the President
Wharton County Junior College
<table>
<thead>
<tr>
<th>BOARD POSITION</th>
<th>NAME</th>
<th>TERM EXPIRES</th>
</tr>
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<tbody>
<tr>
<td>7</td>
<td>P. D. (Danny) Gertson, III Chair</td>
<td>May 2018</td>
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<tr>
<td>2</td>
<td>Gary P. Trochta</td>
<td>May 2016</td>
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<tr>
<td>6</td>
<td>Monty Merecka</td>
<td>May 2018</td>
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<tr>
<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>
</tr>
<tr>
<td>5</td>
<td>Merle Hudgins</td>
<td>May 2018</td>
</tr>
<tr>
<td>8</td>
<td>Oliver W. Kunkel, Jr.</td>
<td>May 2020</td>
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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 15, 2015

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The regular board meeting held on August 18, 2015

B. The special called public hearing held on August 18, 2015

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

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

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

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

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

V. Special Items
Board of Trustees
September 15, 2015
Agenda

A. Approve Mr. Gary Trochta’s resignation from the Board of Trustees
B. Approve the appointment of the new board member, Mr. Larry Sitka, to replace Mr. Trochta
C. Nominate and approve the Vice Chair of the Board of Trustees

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

A. Houston Livestock Show and Rodeo donation to the Technical College Scholarship Fund

VII. Student Success

A. Dental Hygiene Update (Ms. Carol Derkowski)

VIII. Reports to the Board

A. Financial Reports for August 2015
B. Information Item: Management Reports
C. Information Item: Reports from College Governance Councils

IX. Reports from Committees of the Board

A. Audit/Finance Committee
B. Facilities Committee
C. Legislative Committee

-CONSENT AGENDA-

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

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

XI. Matters Relating to Academic Affairs

A. Approval of a $0.10 raise per hour for part-time employees working for the Senior Citizen Program as of October 1, 2015 (budgeted in contract for fiscal year 2015 – 2016)

XII. Matters Relating to Administrative Services
A. Approval to upgrade the current Public Safety Officer position to Public Officer - Corporal ($2,400.00 per year)

B. Approve the resolution setting the ad valorem tax rate for the Wharton County Junior College District at a rate of $0.13028/$100 for the 2015 tax year ($5,238,000.00 – current operating revenue)

C. Approve the purchase of the College’s office supplies from Reliant Business Products, Inc. of Houston (estimated $130,000.00 – current operating budget for 2015 – 2016)

D. Approve the lease agreement and payments for the college RICOH copiers (estimated $83,000.00 a year – current unrestricted operating budget for 2015 – 2016)

E. Approve the transfer from the plant repair and replacement fund to complete the site work required to install the HOT Skid at the Richmond campus ($40,500.00 – transfer from the repair and replacement plant fund)

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 2015 – 2016)

XIII. Matters Relating to Technology and Institutional Research

A. Approve the transfer from the MIS plant fund for the replacement of eight projectors, eight projector installations and nine projector screens ($11,500.00 – transfer from the MIS plant fund for 2015 – 2016)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs
   1. Rudolph Henry received a change in length of contract from 10 ½ months to 12 months, instructor/director of nuclear power technology, FAC-1-15, effective September 1, 2015
   2. Willie L. Myles received a change in length of contract from 10 ½ months to 12 months, instructor/director of process technology, FAC-1-14, effective September 1, 2015
   3. David J. Woods received a salary adjustment for completion of 18 graduate hours, instructor of computer science, FAC-1-12, to FAC-2A-13, effective August 24, 2015

D. Office of Administrative Services
E. Office of Student Services

F. Office of Technology and Institutional Research

END OF CONSENT AGENDA

XVI. Additional Compensation Beyond Term Contract:

A. Information Items:

1. Paid Professional Assignment for Jessica Falcon – Interim Title V Hispanic serving institution science, technology, engineering, and math grant project director, October 2015 – December 2015 - $6,000.00

2. Paid Professional Assignment for Veronica Garcia – Title V Hispanic serving institution science, technology, engineering, and math supplemental instruction coach duties, October 2015 – December 2015 - $2,025.00

3. Paid Professional Assignment for Marybelle Perez – Title V Hispanic serving institution science, technology, engineering, and math grant oversight, October 2015 – December 2015 - $3,000.00

4. Paid Professional Assignment for Danson Jones – Title V Hispanic serving institution science, technology, engineering, and math grant data, October 2015 – December 2015 - $6,000.00

5. Paid Professional Assignment for Danson R. Jones – TRIO SSS part-time researcher, September 1, 2015 – December 1, 2015 - $2,000.00

6. Paid Professional Assignment for Michele Betancourt – Interim Title V operations manager, September 1, 2015 – September 30, 2015 - $2,000.00

7. Paid Professional Assignment for Marybelle Perez – Interim Title V grant manager, September 1, 2015 – September 30, 2015 - $675.00

8. Paid Professional Assignment for Danson R. Jones – Title V research coordinator, September 1, 2015 – September 30, 2015 - $2,000.00


10. Paid Professional Assignment for Elizabeth Rexford – Title V online course redevelopment program, February 3, 2015 – July 6, 2015 - $900.00
11. Paid Professional Assignment for Donna Falloon – Title V Hispanic serving institution grant oversight – development of BUSI 1301 online Master course, June 1, 2015 – August 28, 2015 - $1,800.00

12. Paid Professional Assignment for Sean Amestoy – Agriculture coordinator, fall 2015 – spring 2016 - $2,000.00

13. Paid Professional Assignment for Sean Collins – assistant department head – chemistry, fall 2015 – spring 2016 - $3,600.00

14. Paid Professional Assignment for Stephen Lyford – assistant program director – fall 2015 – spring 2016 - $6,000.00

15. Paid Professional Assignment for Yvonne Smith – assistant department head – mathematics, fall 2015 – spring 2016 - $3,000.00

16. Paid Professional Assignment for Sherry Liu – assistant department head – developmental math, fall 2015 – spring 2016 - $3,000.00

17. Paid Professional Assignment for Kimberly Benien – Title V Hispanic serving institution development of accessible MATH 1342 online master course, June 1, 2015 – August 31, 2015 - $1,800.00

18. Paid Professional Assignment for Kimberly Benien – Title V Hispanic serving institution development of accessible MATH 1314 online master course, June 1, 2015 – August 28, 2015 - $1,800.00

19. Paid Professional Assignment for Debbie Yancey – ADN director annual stipend, 2015 – 2016 academic year - $13,860.00

20. Paid Professional Assignment for Kim Raun – microbiology lab coordinator, fall 2015 – spring 2016 - $2,000.00


22. Paid Professional Assignment for Dr. Wendy Waters – assistant department head – A & P coordinator, fall 2015 – spring 2016 - $3,600.00

23. Paid Professional Assignment for Barbara Lynn – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00

24. Paid Professional Assignment for Elizabeth Rohan – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00

25. Paid Professional Assignment for Cathy Clay – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00
26. Paid Professional Assignment for Greg McLarty – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00

27. Paid Professional Assignment for Cindy Diener – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00

28. Paid Professional Assignment for GG Hunt – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00

29. Paid Professional Assignment for Andrew Berezin – Texas Gulf Coast International Education Consortium (TGCIEC), fall 2015 - $1,800.00

30. Paid Professional Assignment for Cynthia Diener – Assistant Department head of English, fall 2015 – spring 2016 - $3,600.00

31. Continuing Education August 2015 full-time payroll supplemental pay

XVII. 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).

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

XVIV. Discuss Matters Relating to Formal Policy

XX. Other Business

XXI. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular board meeting held on August 18, 2015

B. The special called public hearing held on August 18, 2015
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
August 18, 2015

-The Wharton County Junior College District Board of Trustees met in regular session on August 18, 2015 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

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

Trustees Absent: None

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. Gene Bahnsen; Ms. Zina Carter; Mr. Kevin Dees; Mr. Mike Feyen; Ms. Rachel Polasek; Mr. Larry Sitka; Mr. Danny Terronez; Mrs. Cindy Ward; and Mr. Gus Wessels

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 21, 2015

B. The special called budget workshop held on July 21, 2015

-The minutes of the regular board meeting held on July 21, 2015 and the special called budget workshop held on July 21, 2015 were approved as presented.

ITEM IV: CITIZENS' COMMENTS

-None
Board of Trustees
August 18, 2015
Minutes

ITEM V: SPECIAL ITEMS

A. Approve 2015 – 2016 operating budget (under separate cover)

-Mr. Kocian explained the budget assumptions.

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board unanimously approved the 2015 – 2016 operating budget as presented.

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

ITEM VII: STUDENT SUCCESS

A. Realizing Our Academic Reward (ROAR) Report

-Mr. Leenhouts gave a presentation on the ROAR Academy.

ITEM VIII-A: REPORTS TO THE BOARD

A. Financial Reports

-Mr. Wessels reviewed the financial reports for July 2015.
-Mr. Merecka asked for a summary of the budget in the format that the financials are in for next year’s budget workshop prior to approving the budget.

BOARD ACTION: On a motion by Mr. Merecka and a second, the board unanimously approved the financial reports for July 2015 as presented.

ITEM VIII-B: MANAGEMENT REPORTS

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

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

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

ITEM VIII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

A. Academic Affairs Council

B. Faculty Council

C. President’s Extended Cabinet

D. Student Services Council
1. Student Services Council meeting minutes from March 20, 2015

2. Student Services Council meeting minutes from July 14, 2015

E. Support Staff Council

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

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

B. Facilities Committee: Mr. Nelson
   -None-

C. Legislative Committee: Mr. Nelson
   -None-
   -Mr. Gertson asked if members had questions regarding any items in the consent agenda. He also asked if any items needed to be pulled from the consent agenda for separate consideration.

   -Mrs. Hudgins asked about Item XI.A. regarding the rent of $75,000.00 and the enrollment for Kid’s College. Mrs. Collins stated that the enrollment could be in the 1000’s and the profit is around $300,000.00.

   -Mr. Kocian explained why the college went to a flat fee instead of a percentage for the endowment investor fee on Item XII.D.

   -Mrs. Hundl asked about Item XII.E. regarding the ROAR Academy tuition fee waiver. Mrs. Hundl stated that the waiver could ramp up to $100,000.00 by year 4. Ms. McCrohan agreed. Mrs. Hundl asked if there were other grants to help cover the cost. Ms. McCrohan stated that there were no grants at this time. The outcome is to hope that more students attend the college that might not have attended. Ms. McCrohan added that the college receives contact hours and this builds goodwill in the community.

   -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 2016 Kids College facilities rental agreement ($75,000.00 – to be drawn from the FY2016 Kids' College facilities rental budget line)

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES
A. Approval to seek bids for the sale of the Hutchins Farm property
B. Approval of the investment policy
C. Approve fiscal year 2015 budget adjustments
D. Approval of Patterson & Associates as the endowment fund investment advisor ($24,000.00 – advisory service expense will be paid with endowment fund investment earnings)
E. Approve the Wharton Independent School District Realizing Our Academic Reward (ROAR) academy tuition and fees waiver (maximum waived revenue could potentially be $49,732.00 for FY16)
F. Approve the endowment fund investment policy
G. Approve the second year of a three year term for the Property Casualty Alliance of Texas (PCAT) to provide property insurance and equipment breakdown coverage for the College’s 99.8 million dollars of property ($193,277.00 – current unrestricted operating budget for 2015 – 2016)

ITEM XIII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH
A. 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 2015 – 2016)
B. Approve the transfer from the MIS plant fund for the purchase of 11 network switches, transceivers, and licensing ($37,000.00 – transfer from the MIS plant fund for 2015 – 2016)

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL
A. Board of Trustees
B. Office of President
2. Veronica Garcia extended as temporary, full-time Science, Technology, Engineering, and Math success coach, GNT-1-2, effective September 1, 2015

C. Office of Academic Affairs

1. Sara Fira extended as temporary, full-time academic advisor, AA-1-10, effective September 1, 2015

2. Candi Holler extended as temporary, full-time title V education technologist, AA-1-3, effective September 1, 2015

3. Cynithia A Cruz received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-22, to regular, full-time instructor of associate degree nursing, FAC-1-23, effective August 24, 2015

4. Sandra Davis received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-22, to regular, full-time instructor of associate degree nursing, FAC-1-23, effective August 24, 2015

5. Natasha Goins received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-24, to regular, full-time instructor of associate degree nursing, FAC-1-25, effective August 24, 2015

6. Tammy L. Hann received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-24, to regular, full-time instructor of associate degree nursing, FAC-1-25, effective August 24, 2015

7. Patricia A. Korenek received as salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-26, to regular, full-time instructor of associate degree nursing, FAC-1-27, effective August 24, 2015

8. Shawna C. Lindsey received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-17, to regular, full-time instructor of associate degree nursing, FAC-1-18, effective August 24, 2015

9. Amanda K. Pence received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-20, to regular, full-time instructor of associate degree nursing, FAC-1-21, effective August 24, 2015

10. Amy B. Pendergraft received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-23, to regular, full-time instructor of associate degree nursing, FAC-1-24, effective August 24, 2015

11. Corrine M. Reutter received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-28, to regular, full-time instructor of associate degree nursing, FAC-1-29, effective August 24, 2015
12. Andrea M. Shropshire received a salary adjustment as regular, full-time instructor of associate degree nursing, FAC-1-20, to regular, full-time instructor of associate degree nursing, FAC-1-21, effective August 24, 2015

13. Amanda Celaya employed as temporary, full-time instructor of math, FAC-1-1, effective August 24, 2015

D. Office of Administrative Services

E. Office of Student Services

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

2. Johnnie R. Svatek extended as temporary, full-time student recruiter/academic advisor, AA-1-7, effective September 1, 2015

F. Office of Technology and Institutional Research

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

ITEM XVI: PUBLIC HEARING

A. Public hearing on payments to the following employees in excess of the amount owed under the employment contract, as required by Section 180.007 of the Texas Local Government Code:

1. Paid Professional Assignment for Debra Lemson – Title V Hispanic serving institution online course redevelopment program, February 3, 2015 – July 6, 2015 - $900.00

2. Paid Professional Assignment for Jimidene Murphey – Title V Hispanic serving institution online course redevelopment program, February 3, 2015 – July 6, 2015 - $900.00

3. Paid Professional Assignment for Sharon Prince – Title V Hispanic serving institution online course redevelopment program, February 3, 2015 – July 6, 2015 - $900.00

4. Paid Professional Assignment for Marsha Anderson – Title V Hispanic serving institution online course redevelopment program, February 3, 2015 – July 6, 2015 - $900.00

5. Paid Professional Assignment for Linda Clark – Title V Hispanic serving institution online course redevelopment program, February 3, 2015 – July 6, 2015 - $900.00

6. Paid Professional Assignment for William Johnson – Title V Hispanic serving institution online course redevelopment program, February 3, 2015 – July 6, 2015 - $900.00

7. Paid Professional Assignment for Dawn Aldana – Title V Hispanic serving institution online course redevelopment program, February 3, 2015 – July 6, 2015 - $900.00
8. 2015 summer II overload list

ITEM XVII: EXECUTIVE SESSION

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

A. Wharton County Junior College Safety & Security Audit Report (under separate cover)

- The Board adjourned to executive session at 7:20 P.M.

ITEM XVIII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

-The Board reconvened in public session at 7:45 P.M.
-No action was taken in closed session.

ITEM XVIV: MATTERS RELATING TO FORMAL POLICY

ITEM XX: OTHER BUSINESS

-Mr. Gertson announced the annual WCJC golf tournament and asked if the board was interested in contributing to the event. The board was in agreement to contribute $1,500.00.

ITEM XXI: ADJOURN

-The meeting adjourned at 7:47 P.M.
MINUTES
Special Called Meeting of the
Wharton County Junior College
Board of Trustees
August 18, 2015

-The Wharton County Junior College District Board of Trustees met in special session on August 18, 2015 at 6:00 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Monty Merecka, Secretary; Mrs. Merle Hudgins; Mrs. Ann Hundl; Mr. Oliver Kunkel; and Mr. Lloyd Nelson

Trustees Absent: Mr. Jack Moses; Mrs. Amy Rod; and Mr. Gary Trochta, Vice Chair

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. Gene Bahnsen; Mr. Kevin Dees; Mr. Mike Feyen; Ms. Rachel Polasek; Mr. Larry Sitka; Mr. Danny Terronez; Mrs. Cindy Ward; and Mr. Gus Wessels

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 2015-2016 budget.

ITEM II: PUBLIC HEARING OF PROPOSED WHARTON COUNTY JUNIOR COLLEGE OPERATING BUDGET FOR 2015-2016

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

ITEM III: ADJOURN

-The meeting adjourned at 6:30 P.M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM V

Special Items

A. Approve Mr. Gary Trochta’s resignation from the Board of Trustees

B. Approve the appointment of the new board member, Mr. Larry Sitka, to replace Mr. Trochta

C. Nominate and approve the Vice Chair of the Board of Trustees
August 19, 2015

Mr. P.D. (Danny) Gertson III, Chairman of the Board of Trustees
Ms. Betty McCrohan, President
Wharton County Junior College
911 Boling Highway
Wharton, TX 77488

Dear Danny and Betty:

This letter will serve as notice to the board and to the Junior College that I will be resigning from my position as a trustee on the board for Wharton County Junior College effective with the appointment of my replacement on the board at the regularly scheduled board meeting that will be held on September 15, 2015. I am relocating outside the district which makes this decision necessary.

I have truly enjoyed serving as a trustee on the board for these past ten plus years and I have met many wonderful people and have developed new friendships that will continue even after my resignation from the board. I have learned so much during my tenure and hopefully I have provided some insights and helpful suggestions along the way. I will really miss my fellow board trustees as well as the faculty and staff of the junior college that I have met over the years.

I wish much continued success for Wharton County Junior College for the future as it continues to grow and continue as a leader for all Junior Colleges. I am very proud to be an alumni of Wharton County Junior College and feel what I learned there was part of the foundation that helped me in both my career and my personal life. Our family is truly a Pioneer family, as my wife and all three of our children are also former students, so we will always be grateful to Wharton County Junior College for the quality education is has provided to me and my family.

Respectfully yours,

Gary Trochta, Board Member & Alumni
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VI

Presentations, Awards, and/or President's Report

A. Houston Livestock Show and Rodeo donation to the Technical College Scholarship Fund
August 20, 2015

Houston Livestock Show and Rodeo
Amy Moroney, Executive Director, Educational Programs
P.O. Box 20070
Houston, Texas 77225-0070

Dear Ms. Moroney:

On behalf of Wharton County Junior College, I would like to sincerely thank you for your donation in the amount of $50,000.00, check #111884. The donation has been applied to the Technical College Scholarship Fund.

Thank you for your generosity and I look forward to your continued support of Wharton County Junior College and our future endeavors.

Sincerely,

[Signature]

Betty A. McCrohan
President
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII

Student Success

A. Dental Hygiene Update (Ms. Carol Derkowski)
Reports to the Board

A. Financial Reports for August 2015
Monthly Financial Reports

Wharton County Junior College
AUGUST 31, 2015
Summary Reports
# Revenue & Expenditure Summary

## Fiscal Year 2015 vs. 2014

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<td>State appropriations</td>
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<td>5,286,144</td>
<td>5,131,672</td>
<td>103.01%</td>
<td>110%</td>
<td></td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>241,861</td>
<td>302,500</td>
<td>79.95%</td>
<td>282,628</td>
<td>313,161</td>
<td>90.25%</td>
<td>86%</td>
<td></td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>16,000</td>
<td>16,000</td>
<td>0.00%</td>
<td>-</td>
<td>15,000</td>
<td>0.00%</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Other Revenues</td>
<td>60,908</td>
<td>817,081</td>
<td>665,119</td>
<td>122.85%</td>
<td>809,867</td>
<td>588,250</td>
<td>138.14%</td>
<td>101%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,095,746</td>
<td>37,405,284</td>
<td>36,508,505</td>
<td>102.47%</td>
<td>36,960,243</td>
<td>36,225,038</td>
<td>102.03%</td>
<td>101%</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1,791,233</td>
<td>20,152,139</td>
<td>20,951,323</td>
<td>96.19%</td>
<td>19,449,108</td>
<td>20,547,592</td>
<td>94.65%</td>
<td>104%</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>573,000</td>
<td>4,264,984</td>
<td>4,739,400</td>
<td>89.99%</td>
<td>3,963,088</td>
<td>3,973,758</td>
<td>99.73%</td>
<td>108%</td>
<td></td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>99,664</td>
<td>668,951</td>
<td>235,283</td>
<td>284.32%</td>
<td>845,456</td>
<td>980,016</td>
<td>86.27%</td>
<td>79%</td>
<td></td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>769,672</td>
<td>770,800</td>
<td>99.85%</td>
<td>767,683</td>
<td>769,000</td>
<td>99.83%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,169,084</td>
<td>9,020,709</td>
<td>9,811,699</td>
<td>91.94%</td>
<td>9,126,077</td>
<td>9,954,672</td>
<td>91.68%</td>
<td>99%</td>
<td></td>
</tr>
<tr>
<td><strong>Net Increase/ (Decrease) in Net Assets</strong></td>
<td>$ (2,537,235)</td>
<td>$ 2,532,829</td>
<td></td>
<td></td>
<td>$ 2,808,831</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Less Outstanding Encumbrances</strong></td>
<td>(254,798)</td>
<td></td>
<td></td>
<td></td>
<td>(198,282)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Increase Less Encumbrances</strong></td>
<td>$ 2,278,031</td>
<td></td>
<td></td>
<td></td>
<td>$ 2,610,549</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Net student receivables in the amount of $3,973,078.94 are currently outstanding. Tuition and fees are subject to collection in future periods. *Figures are not final*
Expenses

- Capital expenditures include Horse barn progress payment of $54,569
Other Expenses

- Bad debt expense $262,912 for aged student A/R
# Analysis of Student Receivable Outstanding
## As of August 31, 2015

<table>
<thead>
<tr>
<th>Description</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables Current &amp; Prior Year</td>
<td>$180,912.57</td>
<td>$204,819.89</td>
</tr>
<tr>
<td>Student Receivables 2016-2015</td>
<td>$3,692,491.86</td>
<td>$3,721,823.52</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$81,545.92</td>
<td>$45,678.94</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>$56,274.91</td>
<td>$43,828.89</td>
</tr>
<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>$12,234.00</td>
<td>$11,709.85</td>
</tr>
<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Installment Plan Receivable</strong></td>
<td>$150,054.83</td>
<td>$101,217.68</td>
</tr>
<tr>
<td>Third Party Contracts Receivable</td>
<td>$232,653.31</td>
<td>$222,903.31</td>
</tr>
<tr>
<td>Continuing Education Receivable</td>
<td>$15,410.00</td>
<td>$4,295.00</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(298,443.63)</td>
<td>(295,379.54)</td>
</tr>
<tr>
<td>Net Accounts Receivable</td>
<td>$3,973,078.94</td>
<td>$3,959,679.86</td>
</tr>
</tbody>
</table>
AR by Category

- Student Receivables 2016-2015
- Student Receivables Current
- Installment Plan - Fall Semester
- Installment Plan - Spring Semester
- Installment Plan - Summer I & II
- Installment Plan - Prior Years
- Third Party Contracts
- Continuing Education
- Allowance for Doubtful Accounts
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
<table>
<thead>
<tr>
<th>Governmental Fund Types</th>
<th>Auxiliary Enterprise</th>
<th>Current Year 2015</th>
<th>Prior Year 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ASSETS and OTHER DEBITS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ASSETS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>378,764</td>
<td>2,814,385</td>
<td>474,713</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>97,407</td>
<td>3,596,871</td>
<td>629,165</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>256,875</td>
<td>5,681</td>
<td>4,253,426</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>488,452</td>
<td>488,452</td>
<td>488,452</td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td>--</td>
<td>21,998</td>
<td>21,998</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td>--</td>
<td>--</td>
<td>50,156</td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>33,304</td>
<td>--</td>
<td>33,304</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>--</td>
<td>--</td>
<td>32,538</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>1,159,883</td>
<td>1,131,557</td>
<td>25,297,637</td>
</tr>
<tr>
<td><strong>Liabilities, equity and other credits:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIABILITIES:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>1,376</td>
<td>26,128</td>
<td>102,403</td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
<td>2,459</td>
<td>--</td>
<td>1,282</td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td>8,627</td>
<td>--</td>
<td>8,627</td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td>--</td>
<td>--</td>
<td>21,098</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>288,350</td>
<td>199,550</td>
<td>9,937,022</td>
</tr>
<tr>
<td>Long Term Debt</td>
<td>40,200</td>
<td>55,078</td>
<td>50,000</td>
</tr>
<tr>
<td>Deposits Payable</td>
<td>2,500</td>
<td>80,828</td>
<td>83,328</td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
<td>--</td>
<td>373,509</td>
<td>373,509</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>329,926</td>
<td>9,552,525</td>
<td>10,562,467</td>
</tr>
<tr>
<td><strong>TOTAL Liabilities:</strong></td>
<td></td>
<td></td>
<td>12,288,468</td>
</tr>
<tr>
<td><strong>EQUITY AND OTHER CREDITS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control Accounts</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Fund Balances</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
<td>10,720,744</td>
<td>10,720,744</td>
<td>9,880,977</td>
</tr>
<tr>
<td>Endowment Fund-Original</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Endowment Fund-Income</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>FB Professional Development</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>FB Salary Equity</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>FB Capital Equipment</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>FB Investment Gain And Loss</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Fund Balance Receivables</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Reserved-Undesignated</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Governmental Fund Types</td>
<td>Auxiliary</td>
<td>Current</td>
<td>Restricted</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td>Enterprise</td>
<td>Unrestricted</td>
<td>Funds</td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FMU Operating Fund Balance</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Fund Balances:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td>1,030,856</td>
<td>2,278,031</td>
<td>-334,978</td>
</tr>
<tr>
<td>Reserve for Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>1,030,856</td>
<td>33,253,573</td>
<td>451,541</td>
</tr>
<tr>
<td>TOTAL LIABILITIES,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,359,983</td>
<td>22,806,098</td>
<td>1,131,557</td>
</tr>
</tbody>
</table>
Wharton County Junior College

Combined Balance Sheet—All Fund Types and Account Groups
31-JUN-2015
(With comparative totals for 31-JUN-2014)
(amounts expressed in dollars)

### Proprietary Fund Types

<table>
<thead>
<tr>
<th>ASSETS and OTHER DEBITS:</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>77,654</td>
<td>45,260</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>103,003</td>
<td>102,955</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Property, Plant &amp; Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>180,657</td>
<td>148,214</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities, equity and other credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIABILITIES:</strong></td>
</tr>
<tr>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
</tr>
<tr>
<td>Accrued Liabilities</td>
</tr>
<tr>
<td>Deferred Revenue</td>
</tr>
<tr>
<td>Long Term Debt</td>
</tr>
<tr>
<td>Deposits Payable</td>
</tr>
<tr>
<td>Due To Other Funds</td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
</tr>
<tr>
<td>Scholarships-Non-designated Donatio</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equity and OTHER CREDITS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Accounts</td>
</tr>
<tr>
<td>Fund Balances</td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
</tr>
<tr>
<td>Endowment Fund-Original</td>
</tr>
<tr>
<td>Endowment Fund-Income</td>
</tr>
<tr>
<td>EB Professional Development</td>
</tr>
<tr>
<td>EB Salary Equity</td>
</tr>
<tr>
<td>EB Capital Equipment</td>
</tr>
<tr>
<td>EB Investment Gain And Loss</td>
</tr>
<tr>
<td>Fund Balance Receivables</td>
</tr>
<tr>
<td>Reserved-Underigated</td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td>ETHC Operating Fund Balance</td>
</tr>
<tr>
<td>Plant Fund Balance</td>
</tr>
<tr>
<td>Non-Operating Fund Balance</td>
</tr>
<tr>
<td>Scholarship Fund Balance</td>
</tr>
<tr>
<td>Scholarship Endowment Fund</td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
</tr>
<tr>
<td>Fund Balance</td>
</tr>
<tr>
<td>Reserve for Operations</td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>180,657</strong></td>
<td><strong>180,657</strong></td>
</tr>
<tr>
<td></td>
<td><strong>148,214</strong></td>
<td><strong>148,214</strong></td>
</tr>
</tbody>
</table>
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-B

Management Reports

The following management reports for the month of August 2015 are for your information:

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

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

3. Student Services: Dave Leenhouts, (Vice President of Student Services)
Wharton County Junior College
911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560

Technology Departments
August Highlights

The following reports and/or surveys have been completed:

- Summer 1 & 2, 2015 Student report to the THECB (CBM001)
- Summer 1 & 2, 2015 Class report to the THECB (CBM004)
- Summer 1 & 2, 2015 SSN correction report to the THECB (CBM00N)
- Spring 2015 Dental Hygiene Patient Survey
- Fall 2015 open records request from University of Houston Clear Lake

The ZogoTech reporting project is still in progress. Phases 4 through 6 continue to be planned out. The Team continues to work on creating reports as each phase is complete. The Director of Institutional Research, Research Technician, State Reporting Specialist, Network Administrator, Systems Analyst, MIS Infrastructure Architect, and the Director of Database and Application Services have been overseeing the project. The below list what each phase includes:

- Phase 1 Enrollment and Basic Student Data – data cubes: Class Sections and Student Classes
- Phase 2 Student Terms – data cubes: Students and Student Terms
- Phase 3 GPA/Cohort Dimensions – data cube: Student Academic Years
- Phase 4 Awarded Degrees, and NSC Data – data cube: Student Degrees Student Navigator
- Phase 5 Dev Ed Tracking
- Phase 6 Student Financial Aid Data Daily Enrollment

The Network Services team has been busy with summer projects. They have completed the reinstall of computers and networking in the six classrooms being abated on the Wharton campus. They have completed installing new technology for four Chemistry and Physics labs on the Wharton campus. They have completed installing smart podium’s for specific Allied Health programs.

Management Information System patches and upgrades for August 2015.

<table>
<thead>
<tr>
<th>Date Applied to Production</th>
<th>Banner or Oracle Upgrade</th>
<th>Number of Patches</th>
<th>Amount of Downtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/20/15</td>
<td>Banner</td>
<td>2</td>
<td>2 hours</td>
</tr>
</tbody>
</table>
IT Help Desk support tickets and calls for the month of August 2015.

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Portal</th>
<th>Blackboard</th>
<th>Online Services</th>
<th>Misc</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Tickets</td>
<td>395</td>
<td>61</td>
<td>9</td>
<td>13</td>
<td>478</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>620</td>
<td>134</td>
<td>116</td>
<td>401</td>
<td>1271</td>
</tr>
<tr>
<td>Totals</td>
<td>1015</td>
<td>195</td>
<td>125</td>
<td>414</td>
<td>1749</td>
</tr>
</tbody>
</table>

The Network Services team have replaced or supplied the following locations with new computer systems, monitors, and/or printing devices in August 2015.

<table>
<thead>
<tr>
<th>Division/Dept</th>
<th>Wharton</th>
<th>Richmond</th>
<th>Sugarland</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising</td>
<td></td>
<td>Marks, B – TC118 – Monitor</td>
<td>Denman, S – SGL125 – Monitor, twin arm mount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stripling, T – TC117 – Monitor</td>
<td>Mickael, M – SGL116 – Monitor, twin arm mount</td>
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<td>Williams, V – TC120 - Monitor</td>
<td>Lawlor, P – SGL118 – Monitor, twin arm mount</td>
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<td>Ross, K – SGL119 – Monitor, twin arm mount</td>
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<td>Division of Technology &amp; Business</td>
<td>McClelland, M – P106 - Monitor &amp; Arm</td>
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<td>Siewert, C – SGL221 - Monitor &amp; Arm</td>
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<td>Math/Readiness/Justice</td>
<td>Mauch, J – S216 - Printer</td>
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<td>Financial Aid Department</td>
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<td>Sulak, K – printer – TC128</td>
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<td>Classrooms</td>
<td>SCI220 – projector, CPU &amp; Monitor</td>
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<td>Total Remaining Open Service Request</td>
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<td>-----------------------------------------</td>
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<tr>
<td>projector, screen, CPU &amp; Monitor</td>
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<td>PEA102 - projector &amp; screen</td>
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<td>PEA109 - projector &amp; screen</td>
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<td>PEA111 - projector &amp; screen</td>
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<tr>
<td>J121 - Smart Podium</td>
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<td>J221 - Smart Podium</td>
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<td>J203 - Smart Podium</td>
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<td>J223 - Smart Podium</td>
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<td>J214 - Smart Podium</td>
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<td>J250 - Smart Podium</td>
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<td>Ladieu 102B - Smart Podium</td>
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Work Request by category for the month of August 2015.
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<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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<td>Banner Access/Security</td>
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<td>Of the New Service Request Total Completed</td>
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<td>Total Remaining Open Service Request</td>
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<tr>
<td>--------------------------------</td>
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<td>Telephones – Offices</td>
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<td>7</td>
<td>8</td>
<td>23</td>
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<td>Last Year</td>
<td>Current Year</td>
<td>Increase/Decrease</td>
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<td>Number of Supplemental Grant (SEOG Recipients)</td>
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<td>Number of Actual Direct Student Loan Recipients</td>
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<td>Direct Student Loan Funds Disbursed</td>
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<td>Scholarship Funds Disbursed from all WCJC Sources</td>
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<td>$15,510,549</td>
<td>$13,079,547</td>
<td>&lt;2,431,002&gt;</td>
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TO:   David Leenhouts  
FROM:  Leslie Kolajpeco  
DATE:  September 1, 2015  
SUBJECT:  August 2015 Monthly Testing Report

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<th>TESTS ADMINISTERED</th>
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<td>Sugar Land - UH</td>
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<tr>
<td>Richmond-FBTC</td>
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<td>ACT (National)</td>
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<td>CLEP</td>
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<td>Sugar Land - UH</td>
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<tr>
<td>Richmond-FBTC</td>
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<td>CLEP Test Total</td>
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<td>TSI Assessment</td>
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<td>Sugarland - UH</td>
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<td>572 (5 accommodated)</td>
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<td>Richmond-FBTC</td>
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<td>Bay City Campus (1 Saturday)</td>
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<td>Compass Calculus Placement Total</td>
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<td>Sugar Land - UH</td>
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<td>Sugar Land-UH</td>
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<td>Richmond-FBTC</td>
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<td>Pre-TEAS Test Total</td>
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<td></td>
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<tr>
<td>Wharton Main Campus</td>
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<td>Sugar Land-UH</td>
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<td>59 (1 accommodated)</td>
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<td>All Tests Total</td>
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MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approval of a $0.10 raise per hour for part-time employees working for the Senior Citizen Program as of October 1, 2015 (budgeted in contract for fiscal year 2015 – 2016)
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 15, 2015 Date of This Proposal: September 8, 2015

SUBJECT (item as it will appear on agenda):
Consideration of approval of a $0.10 raise per hour for part-time employees working for the Senior Citizen Program. Raises to start as of October 1, 2015.

RECOMMENDATION:
Wharton County:
Wharton Site Mgr. from 7.45 to 7.55/Wharton Driver (1) from 7.35 to 7.45/Wharton Driver (2) from 7.45 to 7.55/El Campo Driver/Site Mgr. from 7.35 to 7.45.

Colorado County:
Eagle Lake Site Mgr. from 7.75 to 7.85

BACKGROUND/RATIONALE:
Senior Citizen Program traditionally gives a $0.10 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?):
Budgeted in contract for Fiscal Year 2015 – 2016. 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, 12-16-99
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approval to upgrade the current Public Safety Officer position to Public Officer - Corporal ($2,400.00 per year)

B. Approve the resolution setting the ad valorem tax rate for the Wharton County Junior College District at a rate of $0.13028/$100 for the 2015 tax year ($5,238,000.00 – current operating revenue)

C. Approve the purchase of the College’s office supplies from Reliant Business Products, Inc. of Houston (estimated $130,000.00 – current operating budget for 2015 – 2016)

D. Approve the lease agreement and payments for the college RICOH copiers (estimated $83,000.00 a year – current unrestricted operating budget for 2015 – 2016)

E. Approve the transfer from the plant repair and replacement fund to complete the site work required to install the HOT Skid at the Richmond campus ($40,500.00 – transfer from the repair and replacement plant fund)

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 2015 – 2016)
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 15, 2015  Date of This Proposal: September 3, 2015

SUBJECT (item as it will appear on agenda):

Create new “Public Safety Officer – Corporal” position.

RECOMMENDATION:

Create a new job description for the position of “Public Safety Officer – Corporal”. This position will replace one of the current “Public Safety Officer” positions.

BACKGROUND/RATIONALE:

This new job description contains an additional six job duties. This position is needed due to the advances in technology and the need to train new officers.

Estimated cost and Budgetary Support (how will this be paid for?): $2,400 per year

RESOURCE PERSON(S) [name(s) and title(s)]:
Daniel Terronez, Director of Security and Public Safety

SIGNATURES:

[Signature]  9-4-15  Date
Originator

[Signature]  9/4/15  Date
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]  9-4-15

Reg 113
6-21-95, 12-16-99
TO: Bryce Kocian, Vice President of Administration Services

REF: Request for reclassification of job position DATE: 08-13-15

VP Kocian,

I am formally requesting a reclassification for one of my current positions.

I have attached a proposed new job description. I have highlighted the changes from the job description of Public Safety Officer to the requested new position of Public Safety Officer – Corporal. The request also includes a change in pay from Schedule O, Grade 10 to Schedule O, Grade 14.

Respectfully submitted,

Daniel Terronez
Director of Security and Public Safety

☑ Recommend approval ☐ Not recommend approval

Comments: __________________________________________________________

Bryce Kocian, VP of Administrative Services Date 08/26/15
Approved

Not Approved

Comments:

______________________________

______________________________

______________________________

______________________________

______________________________

Betty McCrohan, President

Date
JOB DESCRIPTION
Human Resources Department

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Public Safety Officer - Corporal</th>
<th>FLSA: Non-Exempt</th>
<th>GRADE:</th>
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<td>NBAPOSN:</td>
<td></td>
<td>SCCP01</td>
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<td></td>
<td>August 13, 2015</td>
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<td>REVISION DATE:</td>
<td></td>
<td>August 27, 2015</td>
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<tr>
<td>REPORTS TO:</td>
<td>Director of Security and Public Safety</td>
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</table>

PURPOSE AND SCOPE:

Under the direction of the Director of Security and Public Safety, the Public Safety Officer - Corporal is responsible for the safety and security of persons including College employees, students, guest of/and visitors to the campus; the protection of College property, including buildings, grounds, equipment and other assets of the College. The Public Safety Officer – Corporal will provide assistance in emergency situations or conditions, and take action appropriate to the crisis situation within legal limits of the department’s authority.

ESSENTIAL JOB FUNCTIONS:

1. This position assists the Director in overseeing the safety of the campuses and its employees and performs basic supervisory duties in the absence of the Director.

2. This position trains new Public Safety Officers on all the duties and responsibilities of their positions. This position will educate new Officers on Wharton County Junior Colleges Policies and Procedures related to security of the campuses and its employees.

3. This position will train security staff employees on the “Banner Decal” system to use in issuing parking decals and entering citations.

4. This position coordinates the monthly work schedule for the Public Safety Officers and staff of the Security and Public Safety Department.

5. This position patrols campus grounds and buildings, either by foot or in an authorized college vehicle checking doors, windows, and gates to ensure that they are secured. This position watches for any signs of fires or safety hazards and reports the same.
6. This position conducts regular checks and inspections to insure building safety and security including entering each dormitory to confirm his/her presence to the residents.

7. This position reports damage, malfunctions, faulty equipment/utilities, or any unusual, questionable, dangerous or suspicious conditions/activities anywhere on campus, indoors and outdoors.

8. This position assists all persons in complying with college regulations and rules of conduct on campus, including issuing traffic and parking citations when appropriate.

9. This position provides security coverage for special college functions as assigned by supervisor.

10. This position provides crowd control when necessary and as assigned by supervisor.

11. This position responds to request for routine departmental services (unlocking a classroom doors for person authorized to enter).

12. This position performs other duties as assigned.

**KNOWLEDGE, SKILLS, EXPERIENCE:**

This position requires a high school diploma or GED, and completion of the basic FEMA courses IC-100, IC-200, IC700, IC-800, FEMA IS-106 - Workplace Violence Awareness, and IS-907 - Active Shooter. This position requires two (2) years of security, law enforcement, or related work experience. A working knowledge of the “Stanley Security” door locks and ID swipe card system is required. The person in this position must be at least 21 years old and have no felony criminal convictions. A Texas Driver License and insurable driving record is required. The person in this position must be skilled in conflict resolution and avoidance, and have exemplary public relations skills. A criminal background check is also required.

**SUPERVISION OF OTHERS:**

The Public Safety Officer – Corporal does not have any supervisory responsibilities except when the Director is unavailable or assigned by the Director.

**SUPERVISION AND DIRECTION RECEIVED:**

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

Initials
EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, telephone, a two-way portable or vehicle-mounted radio, AED, Evac Trac, personal protection chemical dispenser, and flashlight for self-defense and defense of others. This position uses a four-wheeled motor vehicle, scooter, or golf cart as applicable.

CONTACTS:

External contacts of this position are with the community and local and state agencies.

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

COMPLEXITY/EFFORT:

This position involves the ability to make sound decisions based on good judgment on a frequent basis, the ability to read and interpret departmental policies, procedures and instructions and communicate in written format, and sufficient manual dexterity to perform all functional responsibilities. This position requires the ability to operate job related equipment and obtain CPR and basic first aid certification.

WORKING CONDITIONS:

Work of this position is performed primarily outdoors and may require exposure to extreme weather conditions. This position has a potential for exposure to potentially dangerous interpersonal situations, necessitating the observance of appropriate safety precautions. This position requires weekend, holiday, and shift work on any WCJC campus as needed. This position may be physically demanding at times, may require physical exertion including bending, reaching, stooping, lifting, pushing, pulling, etc. and requires long periods of walking, standing, and sitting. This position requires the ability to defend oneself or others in exigent circumstances.

LAST MODIFIED: August 27, 2015

Employee’s Signature

Date

Supervisor’s Signature

Date

Initials
Proposed Agenda Item
Board of Trustees Meeting

Wharton County Junior College

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

Date of Board Meeting: September 15, 2015
Date of this Proposal: September 3, 2015

SUBJECT:

Request to set ad valorem tax rate for the Wharton County Junior College District for the 2015 tax year.

RECOMMENDATION:

Recommend approval of the attached Resolution setting the ad valorem tax rate for Wharton County Junior College District at the rate of $0.13028/$100 for the 2015 tax year.

BACKGROUND/RATIONALE:

The college has received the certified tax rolls from Tylene Gamble (Wharton County) and Patsy Schultz (Fort Bend County). Pat Kubala, Wharton County Tax Assessor-Collector, has prepared the Notice of Effective Tax Rate for the Wharton County Junior College District. The Notice of Effective Tax Rate was published in the Fort Bend Herald, the El Campo Leader News, and the Wharton Journal/Spectator on August 12, 2015.

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

Current Operating Revenue $5,238,000.00

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

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

Date
9/3/15

Date
9/3/15

PRESIDENT'S APPROVAL:

[Signature]

reg 113
6-21-95
9-4-15
Resolution

Whereas, the Wharton County Junior College is an authorized taxing unit for property owned within the limits of the Wharton County Junior College District; and

Whereas, the 2015 Certified Appraisal Rolls have been received from the Chief Appraisers as required by Sec. 26.01 of the Property Tax Code; and

Whereas, the notice of calculated rates was published on Wednesday, August 12, 2015 in the Fort Bend Herald, the El Campo Leader News, and the Wharton Journal Spectator in the format prescribed by the State Comptroller;

Therefore, be it ordered by the Board of Trustees of the Wharton County Junior College District that there be levied for the tax year 2015 on all property owned within the limits of the Wharton County Junior College District on the first day of the current year, January 1, 2015, except so much as may be exempt by the Constitution of the United States and the laws of the State of Texas, a property tax at the rate of $0.13028 per $100 valuation.

Executed, approved, and adopted, the 15th day of September, 2015.

P.D. (Danny) Gertson, III
Chairman, Board of Trustees

ATTEST:

Monty Merecka
Secretary, Board of Trustees

(SEAL)
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 15, 2015    Date of This Proposal: September 4, 2015

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:

[Signature]

Originator

Date 9/4/15

[Signature]

Cabinet-Level Supervisor

Date 4/4/15

PRESIDENT'S APPROVAL:

[Signature]

Date 9/7/15
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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

Date of Board Meeting: September 15, 2015
Date of This Proposal: September 4, 2015

SUBJECT:

Reaffirm lease agreement and payments for college copiers.

RECOMMENDATION:

Approve the fourth 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.

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:

Date

Date

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

Date of Board Meeting: September 15, 2015  Date of This Proposal: September 10, 2015

SUBJECT:

Approve the transfer of $40,500 from the Plant Repair and Replacement Fund to complete the site work required to install the HOT Skid at the Richmond Campus.

RECOMMENDATION:

Approve the transfer of $40,500 from the Plant Repair and Replacement Fund to complete the site work required to install the HOT Skid at the Richmond Campus.

BACKGROUND/RATIONALE:

The HOT Skid purchased for the Process Technology Program at the Richmond Campus will require some site preparation work in order to place it in operation. The Director of Facilities has compiled estimates on the required work. Please see attached. These estimated expenses should not exceed the $40,500 total requested.

Estimated Cost & Budgetary Support (how will this be paid for?): $40,500.00
Transfer from the Repair and Replacement Plant Fund

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

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

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

9-10-15

9/10/15 9/10/15
Anticipated Budget Needs for HOT Skid Site Preparation

**Actual Site Preparation**
- Fencing $5,200.00
- Roof $10,000.00
- Additional concrete if needed $4,000.00
- Electrical $17,140.00

**Modifications to the metal building**
- AC, electrical $2,500.00
- Moving the metal building $300.00
- Crane fee to set skid $1,000.00
- IT & Communication needs $360.00
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 15, 2015  Date of This Proposal: September 4, 2015

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 2015 - 2016

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

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

SIGNATURES:

Originator

Date 9-4-15

Cabinet-Level Supervisor

Date 9/4/15

PRESIDENT'S APPROVAL:

Date 9-7-15
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 for the replacement of eight projectors, eight projector installations and nine projector screens ($11,500.00 – transfer from the MIS plant fund for 2015 – 2016)
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 15, 2015  Date of This Proposal: September 09, 2015

SUBJECT (item as it will appear on agenda): Approve the transfer from the MIS Plant Fund of $11,500.00 for the replacement of eight projectors and nine projector screens in classrooms in the Science building.

RECOMMENDATION: Approve the transfer from the MIS Plant Fund of $11,500.00 for the purchase of eight projectors, eight projector installations and nine projector screens.

BACKGROUND/RATIONALE: Eight projectors and projector screens in rooms 102, 103, 108, 109, 128, 200 and 218 and one projector screen in room 101 in the Science building for the replacement of equipment that is older than seven years. The projectors will need to be relocated to optimize the image on the projector screens. The relocation of the projectors and installation of the projector screens will be provided by All-Tex Networking Solutions.

Estimated Cost and Budgetary Support (how will this be paid for?): $11,500.00
Transfer from the MIS Plant fund for 2015-2016.

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

SIGNATURES:

Originator  09/09/2015
Cabinet-Level Supervisor  9-9-2015

PRESIDENT'S APPROVAL:

9-10-15

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

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

   1. Rudolph Henry received a change in length of contract from 10 ½ months to 12 months, instructor/director of nuclear power technology, FAC-1-15, effective September 1, 2015

   2. Willie L. Myles received a change in length of contract from 10 ½ months to 12 months, instructor/director of process technology, FAC-1-14, effective September 1, 2015

   3. David J. Woods received a salary adjustment for completion of 18 graduate hours, instructor of computer science, FAC-1-12, to FAC-2A-13, effective August 24, 2015

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research
Personnel Action Form
Human Resources

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

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

- Other (explain):

### Change in length of contract

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

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

Support Staff employees are at-will employees.

**CURRENT** Division/Unit:
Vocational Sciences

**Job Title/Position:**
Instructor/Director of Nuclear Power Technology

**Budgeted Position?**
- Yes
- No

**Budget Number:**
1510-14310-6091-102

**Compensation:**
- $58,391
  - Annual
  - Hourly
  - Other (explain)

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

**End Date:**
N/A

- At-will-employee
- Per contract

**Job Vacancy No.:** (if applicable)
0810 F 020

**Specialized Area:**
Nuclear Power Technology

**Budgeted in which FY?**
FY15

**Position No. (NBAPOSN):**
PWR001

**Provisional** Division/Unit:
Vocational Sciences

**Job Title/Position:**
Instructor/Director of Nuclear Power Technology

**Budgeted Position?**
- Yes
- No

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

**Budget Number:**
1510-14310-6091-102

**Compensation:**
- $66,734
  - Annual
  - Hourly
  - Other (explain)

**Start Date:**
09/01/15

- At-will-employee
- Per contract

**Job Vacancy No.:** (if applicable)
0810 F 020

**Specialized Area:**
Nuclear Power Technology

**Budgeted in which FY?**
FY16

**Position No. (NBAPOSN):**
PWR001

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

**Approved by Dean**
Amy LaPan

**Approved by Vice President**
Leigh Ann Collins

**Reviewed by Human Resources**

**Approved by President**

**Reg. 821 HR Requisition Number**
[508 008 008]

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

**Human Resources**

**Banner ID #**

**Last Name**
Myles, Willie L.

**First**

**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

- [ ] Other (explain)

**Change in length of contract**

#### Part II: Assignment/Accounting

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

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

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

**CURRENT**

**Division/Unit:** Vocational Sciences

**Job Title/Position:** Instructor/Director of Process Technology

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

**Budget Number:** 1510-14308-6091-102

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

**Start Date:** 08/02/10

**End Date:** N/A

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

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

- **Job Vacancy No.: (if applicable)** 1004 F 011

- **Specialized Area:** Process Technology

- **Funded in which FY?** FY15

- **Position No. (NBAPOSN):** PTC001

**PROPOSED**

**Division/Unit:** Vocational Sciences

**Job Title/Position:** Instructor/Director of Process Technology

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

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

**Budget Number:** 1510-14308-6091-102

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

**Start Date:** 09/01/15

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

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

- **Job Vacancy No.: (if applicable)** 1004 F 001

- **Specialized Area:** Process Technology

- **Funded in which FY?** FY16

- **Position No. (NBAPOSN):** PTC001

**Explanation of Action:**

- **Approved by Dean**
  - Amy LaPan

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

- **Approved by President**
  - [ ]

- **Budget Approval**
  - [ ]

---

**Reg. 821**

**HR Requisition Number** 1508 0050

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

**Human Resources**

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<td>Woods, David J.</td>
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</table>

### Part I: Check all that apply

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

**Completion of additional 18 graduate hours**

### Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

**CURRENT**

- **Division/Unit:** Technology & Business
- **Job Title/Position:** Instructor of Computer Science
- **Budgeted Position:** Yes
- **Budget Number:** 1110-14809-6091-102

**Compensation:**

- **$48,550**
- **Annual**
- **Other (explain):**

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**Start Date:** 08/20/12  
**End Date:** N/A  
**Position is funded for the following number of months/weeks:**

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

**Position No. (NBA POSN):** CST009

**Specialized Area:** Computer Science

**Funded in which FY?:** FY15

**Job Vacancy No.:** (if applicable) 1201 F 005

---

**PROPOSED**

- **Division/Unit:** Technology & Business
- **Job Title/Position:** Instructor of Computer Science
- **Budgeted Position:** Yes
- **Budget Number:** 1110-14809-6091-102

**Compensation:**

- **$50,050**
- **Annual**
- **Other (explain):**

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**Start Date:** 08/24/15  
**Position is funded for the following number of months/weeks:**

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

**Position No. (NBA POSN):** CST009

**Specialized Area:** Computer Science

**Funded in which FY?:** FY16

**Job Vacancy No.:** (if applicable) 1201 F 005

---

**Explanation of Action:**

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

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

**Approved by Vice President:**  
**Date:**

**Approved by Human Resources:**  
**Date:**

**Budget Approval:**  
**Date:**

**Reg. 821**  
**HR Requisition Number:** 00568056

---

**Received:** 05/29/14  
**Reviewed:** 06/06/14  
**Revised:** 08/29/15

**Initial:** TC
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XVI

XVI. Additional Compensation Beyond Term Contract:

A. Information Items:

1. Paid Professional Assignment for Jessica Falcon – Interim Title V Hispanic serving institution science, technology, engineering, and math grant project director, October 2015 – December 2015 - $6,000.00

2. Paid Professional Assignment for Veronica Garcia – Title V Hispanic serving institution science, technology, engineering, and math supplemental instruction coach duties, October 2015 – December 2015 - $2,025.00

3. Paid Professional Assignment for Marybelle Perez – Title V Hispanic serving institution science, technology, engineering, and math grant oversight, October 2015 – December 2015 - $3,000.00

4. Paid Professional Assignment for Danson Jones – Title V Hispanic serving institution science, technology, engineering, and math grant data, October 2015 – December 2015 - $6,000.00

5. Paid Professional Assignment for Danson R. Jones – TRIO SSS part-time researcher, September 1, 2015 – December 1, 2015 - $2,000.00

6. Paid Professional Assignment for Michele Betancourt – Interim Title V operations manager, September 1, 2015 – September 30, 2015 - $2,000.00

7. Paid Professional Assignment for Marybelle Perez – Interim Title V grant manager, September 1, 2015 – September 30, 2015 - $675.00

8. Paid Professional Assignment for Danson R. Jones – Title V research coordinator, September 1, 2015 – September 30, 2015 - $2,000.00


10. Paid Professional Assignment for Elizabeth Rexford – Title V online course redevelopment program, February 3, 2015 – July 6, 2015 - $900.00

11. Paid Professional Assignment for Donna Falloon – Title V Hispanic serving institution grant oversight – development of BUSI 1301 online Master course, June 1, 2015 – August 28, 2015 - $1,800.00

12. Paid Professional Assignment for Sean Amestoy – Agriculture coordinator, fall 2015 – spring 2016 - $2,000.00

13. Paid Professional Assignment for Sean Collins – assistant department head – chemistry, fall 2015 – spring 2016 - $3,600.00
14. Paid Professional Assignment for Stephen Lyford – assistant program director – fall 2015 – spring 2016 - $6,000.00

15. Paid Professional Assignment for Yvonne Smith – assistant department head – mathematics, fall 2015 – spring 2016 - $3,000.00

16. Paid Professional Assignment for Sherry Liu – assistant department head – developmental math, fall 2015 – spring 2016 - $3,000.00

17. Paid Professional Assignment for Kimberly Benien – Title V Hispanic serving institution – development of accessible MATH 1342 online master course, June 1, 2015 – August 31, 2015 - $1,800.00

18. Paid Professional Assignment for Kimberly Benien – Title V Hispanic serving institution – development of accessible MATH 1314 online master course, June 1, 2015 – August 28, 2015 - $1,800.00

19. Paid Professional Assignment for Debbie Yancey – ADN director annual stipend, 2015 – 2016 academic year - $13,860.00

20. Paid Professional Assignment for Kim Raun – microbiology lab coordinator, fall 2015 – spring 2016 - $2,000.00


22. Paid Professional Assignment for Dr. Wendy Waters – assistant department head – A & P coordinator, fall 2015 – spring 2016 - $3,600.00

23. Paid Professional Assignment for Barbara Lynn – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00

24. Paid Professional Assignment for Elizabeth Rohan – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00

25. Paid Professional Assignment for Cathy Clay – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00

26. Paid Professional Assignment for Greg McClarty – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00

27. Paid Professional Assignment for Cindy Diener – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00

28. Paid Professional Assignment for GG Hunt – Title V Hispanic serving institution – online course redevelopment, fall 2015 - $900.00

29. Paid Professional Assignment for Andrew Berezin – Texas Gulf Coast International Education Consortium (TGCEC), fall 2015 - $1,800.00

30. Paid Professional Assignment for Cynthia Diener – Assistant Department head of English, fall 2015 – spring 2016 - $3,600.00
31. Continuing Education August 2015 full-time payroll supplemental pay
TO: President McCrohan    DATE: 9/3/15

FROM: Marybelle Perez

DIV or UNIT: Title V HSI STEM Grant

SUBJ: PPA request for: Jessica Falcon

Title of PPA activity: Interim Title V HSI STEM Grant Project Director

Dates (or semesters) of activity: October 2015-December 2015

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

Provides leadership, oversight, and coordination of a U.S. Department of Education (USDE) funded, Title V HSI STEM grant to increase learning and success in STEM fields of study and provide important support services designed to bolster their success. This position provides daily management of project components, including supervision of a Success Coach, STEM Specialist, two PT Supplemental Instruction (SI) Coaches, three PT SI Leaders, and a PT Clerk. This position coordinates all project activities in accordance with project goals and objectives. This position works closely with the Director of Grants Management to maintain required records and documentation for the project, including timely submission of all progress reports to USDE. This position provides timely and accurate information to the Director of Grants Management to support critical decision-making regarding project implementation.

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
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<td>ON OVERLOAD (additional compensation)</td>
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<td>2,000.00/month</td>
<td>$6,000.00</td>
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</table>

TOTAL $   $6,000.00

BUDGET NUMBER: 21169-6039-6185-400

C. Approvals

Supervisor: ___________________________ Date: 9-4-15

VPI: ___________________________ Date: __________

President: ___________________________ Date: 9-4-15
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: President McCrohan  DATE: 9/3/15

FROM: Marybelle Perez

DIV or UNIT: Title V HSI STEM Grant

SUBJ: PPA request for: Veronica Garcia

Title of PPA activity: STEM Supplemental Instruction Coach Duties

Dates (or semesters) of activity: October 2015 - December 2015

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

Veronica Garcia is currently the STEM Success Coach. In order to meet the goals and objectives of the STEM Grant with the remaining number of staff, the following duties will be added:

- Track student participation in grant activities and use of support services provided at the STEM Success Center, including Supplemental Instruction (SI), tutoring, learning communities, career advising, job shadowing, workshops, exposure to universities and transfer opportunities.
- Coordinates, prepares teaching materials and resources, and teaches supplemental instruction sessions in one of the following disciplines: Chemistry, Biology, Physics or Algebra.
- Promotes STEM SI by doing presentations in classrooms and on campus.
- Meets with faculty to identify concepts that need to be reinforced in SI sessions and maintains documentation of sessions provided.

B. Cost

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BUDGET NUMBER: 21169-6039-6188-400

C. Approvals

Supervisor: __________________________ Date: 9-4-15

VPI: __________________________ Date: 

President: __________________________ Date: 9-4-15
TO: President McCrohan  DATE: 9/3/15

FROM: Danson Jones

DIV or UNIT: Title V HSI STEM Grant

SUBJ: PPA request for: Marybelle Perez

Title of PPA activity: Title V HSI STEM Grant Oversight

Dates (or semesters) of activity: October 2015 - December 2015

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

This position provides consultation to the Interim Title V HSI STEM Project Director regarding grant operations and expenditures to ensure compliance with federal law, U.S. Department of Education guidelines and WCJC grants accounting practices. This position also assists the Interim Title V HSI Project Director with documentation and preparation of the Annual Performance Report (APR). This position works closely with the WCJC Grants Accountant to review all Title V HSI STEM grant expenditures and provides timely and accurate information to the President regarding grant performance.

B. Cost

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BUDGET NUMBER: 21169-6039-6185-400

C. Approvals

Supervisor: [Signature]  Date: 9-4-15

VPI: [Signature]  Date: [Signature]  Date: 9-4-15

President: [Signature]  Date: 9-4-15
TO: President McCrohan   DATE: 9/3/15
FROM: Marybelle Perez
DIV or UNIT: Title V HSI STEM Grant
SUBJ: PPA request for: Danson Iones
Title of PPA activity: Title V HSI STEM Grant Data
Dates (or semesters) of activity: October 2015 – December 2015

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

1. Responsible for data collection and statistical analysis related to project goals and objectives, including the establishment of baseline data, and for both formative and summative evaluation of individual strategies and the overall project.
2. Conduct longitudinal analysis of student outcomes (e.g., persistence, graduation, and transfer rates of Hispanic and low-income students) to evaluate student-level performance of student enrolled in grant-related STEM courses.
3. Make data based recommendations for improvement in STEM program areas and identify strategies to effect change and ensure student success.

B. Cost

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BUDGET NUMBER: 21169-6039-6185-400

C. Approvals

Supervisor: [Signature]  Date: 9-4-15

VPI: [Signature]  Date: [Blank]

President: [Signature]  Date: 9-4-15
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Human Resources

FROM: Betty McCrohan

DIV or UNIT: Administration

SUBJ: PPA request for: Danson R. Jones

Title of PPA activity: TRIO SSS Part-Time Researcher

Dates (or semesters) of activity: September 1, 2015 – December 1, 2015

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

Coordinates internal and external evaluation activities for the five-year scope of the USDE TRIO SSS project, including creation of data and student tracking systems, development of data reporting systems related to project outcomes and student success measures, and the establishment of institutional baseline data. Works closely with project staff, external evaluators and IR departments to provide accurate quantitative and qualitative data needed for the evaluation of the project effectiveness.

B. Cost

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<th>Type PPA</th>
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Budget #21170-6055-6112-400

C. Approvals

President: [Signature] Date: 9-4-15
TO: Human Resources

FROM: Betty McCrohan

DIV or UNIT: Administration

SUBJ: PPA request for: Michele Betancourt

Title of PPA activity: Interim Title V Operations Manager

Dates (or semesters) of activity: September 1, 2015 – September 30, 2015

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

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

B. Cost

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Budget # 21164-6036-6140-400

C. Approvals

President: Betty McCrohan

Date: 8-31-15
TO: Human Resources
FROM: Betty McCrohan
DIV or UNIT: Administration
SUBJ: PPA request for: Marybelle Perez
Title of PPA activity: Interim Title V Grant Manager
Dates (or semesters) of activity: September 1, 2015 – September 30, 2015

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

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

B. Cost

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Budget # 21163-6036-6093-400

C. Approvals

President: Betty McCrohan
Date: 8-27-15
TO: Human Resources
DATE: August 27, 2015
FROM: Betty McCrohan
DIV or UNIT: Administration
SUBJ: PPA request for: Danson R. Jones
Title of PPA activity: Title V Research Coordinator
Dates (or semesters) of activity: September 1, 2015 – September 30, 2015

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

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

B. Cost

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Budget # 21163-6036-6112-400

C. Approvals

President: Betty McCrohan  Date: 8/27/15
Wharton County
Junior College

PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM

TO: Vice President of Instruction DATE: 06/11/15
FROM: Michele Betancourt
DIV or UNIT: Title V HSI Grant Oversight
SUBJ: PPA request for: Erma Hart
       Title of PPA activity: Title V Online Course Redevelopment Program
       Dates (or semesters) of activity: 02/03/15 - 07/06/15

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

The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. A $900 PPA will be provided by the Title V Grant in support of faculty time and effort to re-develop their online course. This amount will be paid at the end of the process. See attached "PPA Activity & Expected Outcomes – Additional Information" document. Please charge account number 21164-6036-6180-400.

B. Cost

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<td>(release time from teaching)</td>
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C. Approvals

Supervisor: ____________________________ Date: 7/16/15

VPI: ____________________________ Date: 8/7/15

President: ____________________________ Date: 8/15/15

RECEIVED
AUG 21 2015
PRESIDENT’S OFFICE
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction  DATE: 06/11/15
FROM: Michele Betancourt
DIV or UNIT: Title V HSI Grant Oversight
SUBJ: PPA request for: Elizabeth Rexford
Title of PPA activity: Title V Online Course Redevelopment Program
Dates (or semesters) of activity: 02/03/15 - 07/06/15

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

The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. A $900 PPA will be provided by the Title V Grant in support of faculty time and effort to re-develop their online course. This amount will be paid at the end of the process. See attached "PPA Activity & Expected Outcomes – Additional Information" document. Please charge account number 21164-6036-6180-400.

B. Cost

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TOTAL $900 $900

C. Approvals

Supervisor: [Signature]  Date: 7/15/15
VPI: [Signature]  Date: 6/19/15
President: [Signature]  Date: 8/21/15

RECEIVED
AUG 21 2015
PRESIDENT'S OFFICE

[Receivables stamps]
TO: Vice President of Instruction  DATE: 08/17/15

FROM: Michele Betancourt

DIV or UNIT: Title V HSI Grant Oversight

SUBJ: PPA request for: Donna Falloon

Title of PPA activity: Development of BUSI 1301 Online Master Course

Dates (or semesters) of activity: June 1, 2015 – August 28, 2015

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

The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. An $1,800 PPA will be provided by the Title V Grant in support of faculty time and effort to develop a master course to be utilized by all WCJC faculty within the given department. This amount will be paid at the end of the process. See attached “PPA Activity & Expected Outcomes – Additional Information” document. Please charge account number 21164-6036-6180-400.

B. Cost

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BUDGET NUMBER: 21164-6036-6180-400

C. Approvals

Supervisor: [Signature]  Date: 9/16/15

VPI: [Signature]  Date: 8-16-15

President: [Signature]  Date: 8/18/15
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction

DATE: August 31, 2015

FROM: Kevin Dees

DIV or UNIT: Agriculture/Life & Physical Sciences Division

SUBJ: PPA request for: Sean Amestoy

Title of PPA activity: Agriculture Coordinator

Dates (or semesters) of activity: Fall 2015 - Spring 2016

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

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

budget number - 1110.14806.6179.100

B. Cost

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C. Approvals

Supervisor: [Signature] Date: 9/3/15

VPI: [Signature] Date: 9-4-15

President: [Signature] Date: 9-4-15

RECEIVED
Vice President of Instruction
Date: 9/3/15 Initial: TC
TO: Vice President of Instruction
DATE: August 31, 2015

FROM: Kevin Dees

DIV or UNIT: Chemistry Dept./ Life & Physical Sciences Division

SUBJ: PPA request for: Sean Collins
Title of PPA activity: Assistant Department Head - Chemistry
Dates (or semesters) of activity: Fall 2015 - Spring 2016

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

Assist the Chemistry, Physics and Engineering (CPE) Department head with duties specific to the Chemistry area. This includes but is not limited to assisting with preps for lab exercises, developing a plan to safely handle waste, serving as the point of contact for FT and PT faculty with questions regarding curriculum, updating and assessing curriculum, and providing input on ordering supplies. Works with the CPE dept head to ensure course schedule is developed, textbook orders are submitted, assessment plans are implemented and documented, and faculty are selected and evaluated.

B. Cost

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<tr>
<td>ON OVERLOAD (additional compensation)</td>
<td></td>
<td>$1,800/ semester</td>
<td>$3,600</td>
</tr>
</tbody>
</table>

TOTAL $3,600

C. Approvals

Supervisor: [Signature] Date: 9/3/2015
VPI: [Signature] Date: 9/4/15
President: [Signature] Date: 9/4/15
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

To: Vice President of Instruction  Date: 09-01-2015

From: David Kucera

Division / Unit: Technology and Business Division

Subject: PPA request for: Stephen Lyford

Title of PPA Activity: Assistant Program Director

Dates (or semesters) of Activity: Fall 2015, Spring 2016

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

The APD for CS will have the following ongoing duties:
1. Update departmental web pages
2. Work with Marketing to create and maintain social media pages (twitter, facebook, instagram)
3. Organize "IT Graduate Workshop"
4. Manage and oversee BCIS 1305 and COSC 1301 transfer courses. This includes AMS revisions/update, and advice on scheduling. There is a need to work with other areas of the college to offer these courses at times and locations desirable to students.
5. Serve as the CS department contact with IT. The assistant program director is responsible for maintaining hardware and software in all computer science classrooms on all campuses. This person will work with the program director and all CS instructors to ensure classrooms are meeting student needs. The assistant program director will communicate to IT the specifications and updates needed for all hardware and software for the department.
6. Assist program director with AMS and catalog revisions for all degrees and certificates
7. Assist the program director with Student Learning Outcomes and SCANS findings for all courses. This responsibility includes course assessment.
8. Work closely with the program director to learn all responsibilities and duties of running the program.
9. Perform duties as assigned.

B. Cost:

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ON OVERLOAD (additional compensation)</td>
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Total: $6,000.00

Budget Number: 1110.14809.6179.102

C. Approvals:

Supervisor:  Date: 9-1-15

VPI:  Date: 9-3-15

President:  Date: 9-4-15

RECEIVED
Vice President of Instruction
Date: 9-2-15
Wharton County Junior College  

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction  
DATE: 9-2-15

FROM: G.G. Hunt

DIV or UNIT: Math/Readiness/Justice Division

SUBJ: PPA request for: Yvonne Smith

Title of PPA activity: Assistant Department Head-Mathematics

Dates (or semesters) of activity: Fall 2015-Spring 2016

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

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

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
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</thead>
<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
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BUDGET NUMBER: 1110.14305.6092.100

C. Approvals

Supervisor:  
Date: 9-2-15

VPI:  
Date: 9-3-15

President:  
Date: 9-4-15
TO: Vice President of Instruction      DATE: 9-2-15

FROM: G.G. Hunt

DIV or UNIT: Math/Readiness/Justice

SUBJ: PPA request for: Sherry Liu

Title of PPA activity: Assistant Department Head- Developmental Math

Dates (or semesters) of activity: Fall 2015-Spring 2016

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

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

In addition to the new textbook, new course outline, new list of student learning outcomes and new user interface in MyMathLab, this department is also experiencing an unprecedented increase in student enrollment.

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
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</thead>
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TOTAL $1,500 $3,000

BUDGET NUMBER:1110.14506-6092-100

C. Approvals

Supervisor: ___________________________ Date: 9-2-15

VPI: ___________________________ Date: 9-3-15

President: ___________________________ Date: 9-4-15
TO: Vice President of Instruction     DATE: 09/02/15

FROM: Michele Betancourt

DIV or UNIT: Title V HSI Grant Oversight

SUBJ: PPA request for: Kimberly Benien

Title of PPA activity: Development of Accessible MATH 1342 Online Master Course

Dates (or semesters) of activity: June 1, 2015 – August 31, 2015

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

The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. An $1,800 PPA will be provided by the Title V Grant in support of faculty time and effort to develop a master ADA accessible course to be utilized by all WCJC faculty within the given department. This amount will be paid at the end of the process. See attached "PPA Activity & Expected Outcomes – Additional Information" document. Please charge account number 21164-6036-6180-400.

B. Cost

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BUDGET NUMBER: 21164-6036-6180-400

C. Approvals

Supervisor: Date: 9/2/15

VPI: Date: 9/3/15

President: Date: 9/4/15
TO: Vice President of Instruction        DATE: 08/17/15
FROM: Michele Betancourt
DIV or UNIT: Title V HSI Grant Oversight
SUBJ: PPA request for: Kimberly Benein

Title of PPA activity: Development of Accessible MATH 1314 Online Master Course
Dates (or semesters) of activity: June 1, 2015 – August 28, 2015

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

The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. An $1,800 PPA will be provided by the Title V Grant in support of faculty time and effort to develop a master course to be utilized by all WCJC faculty within the given department. This amount will be paid at the end of the process. See attached “PPA Activity & Expected Outcomes – Additional Information” document. Please charge account number 21164-6036-6180-400.

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BUDGET NUMBER: 21164-6036-6180-400

C. Approvals

Supervisor: [Signature] Date: 9-1-15
VPI: [Signature] Date: 9-3-15
President: [Signature] Date: 9-4-15
TO: Leigh Ann Collins, Vice-President of Instruction

FROM: Carol Derkowski, Division Chair

DIV or UNIT: Allied Health Division

SUBJ: PPA request for: Debbie Yancey

Title of PPA: Annual Stipend for ADN Director

Dates (or semesters) of activity: 2015-2016 Academic Year

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

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

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

B. Cost:

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BUDGET NUMBER: 1110.14181.6179.102

C. Approvals

Supervisor: [Signature] Date: 8-31-15

VPI: [Signature] Date: 9-4-15

PPA Form (Reg 469)
Revised 9-1-2010
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction
DATE: August 31, 2015

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Life & Physical Sciences Division

SUBJ: PPA request for: Kim Raun

Title of PPA activity: Microbiology Lab Coordinator

Dates (or semesters) of activity: Fall 2015 and Spring 2016

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

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

Budget No. 1110.14301.6092.100

B. Cost

<table>
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<tr>
<th>Type PPA</th>
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<th>PPA Salary</th>
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<td>(release time from teaching)</td>
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<td>TOTAL</td>
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C. Approvals

Supervisor: [Signature] Date: 9/3/2015

VPI: [Signature] Date: 9/3/15

President: [Signature] Date: 9/4/16

RECEIVED
Date: 9/3/15
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction
DATE: August 31, 2015

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Life & Physical Sciences Division

SUBJ: PPA request for Jennifer Jeffery

Title of PPA activity: Assistant Department Head - General Biology Coordinator

Dates (or semesters) of activity: Fall 2015 and Spring 2016

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

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

Budget No. 1110.14301.6092.100

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
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<tbody>
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<td>$1,800/semester</td>
<td>$3,600</td>
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C. Approvals

Supervisor: [Signature]
Date: 9/3/2015

VPI: [Signature]
Date: 9/3/15

President: [Signature]
Date: 9/4/15

RECEIVED
Vice President of Instruction
Date: 9/3/15 Initial TC
**TO:** Vice President of Instruction  
**DATE:** August 31, 2015

**FROM:** Kevin Dees  
**DIV or UNIT:** Biology Dept./Life & Physical Sciences Division  
**SUBJ:** PPA request for: Dr. Wendy Waters  
**Title of PPA activity:** Assistant Department Head - A&P Coordinator  
**Dates (or semesters) of activity:** Fall 2015 and Spring 2016  

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

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

Budget No. 1110.14301.6092.100

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**B. Cost**

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
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<tr>
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<td>$1,800/semester</td>
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<td><strong>TOTAL</strong></td>
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**C. Approvals**

**Supervisor:**

**Date:** 9/3/15

**VPI:**

**Date:** 9/3/15

**President:**

**Date:** 9/4/15

---

**RECEIVED**  
Vice President of Instruction  
Date: 9/3/15 Initial: R
TO: Vice President of Instruction     DATE: 09/02/15
FROM: Michele Betancourt
DIV or UNIT: Title V HSI Grant Oversight
SUBJ: PPA request for: Barbara Lynn

Title of PPA activity: Online Course Re-development

Dates (or semesters) of activity: Fall 2015

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

The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. A $900 PPA will be provided by the Title V Grant in support of faculty time and effort to re-develop an online course. See attached “Acknowledgement of PPA Requirements. Please charge account number 21164-6036-6180-400.

B. Cost

<table>
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<tr>
<th>Type PPA</th>
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<td>ON OVERLOAD (additional compensation)</td>
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BUDGET NUMBER: 21164-6036-6180-400

C. Approvals

Supervisor: [Signature] Date: 9/2/15
VPI: [Signature] Date: 9/3/15
President: [Signature] Date: 9-4-15
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction       DATE: 09/02/15

FROM: Michele Betancourt

DIV or UNIT: Title V HSI Grant Oversight

SUBJ: PPA request for: Elizabeth Rohan
Title of PPA activity: Online Course Re-development
Dates (or semesters) of activity: Fall 2015

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

The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. A $900 PPA will be provided by the Title V Grant in support of faculty time and effort to re-develop an online course. See attached “Acknowledgement of PPA Requirements. Please charge account number 21164-6036-6180-400.

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BUDGET NUMBER: 21164-6036-6180-400

C. Approvals

Supervisor: [Signature]  Date: 9/2/15

VPI: [Signature]  Date:     

President: [Signature]  Date: 9/4/15
TO:    Vice President of Instruction    DATE: 09/02/15

FROM:    Michele Betancourt

DIV or UNIT:    Title V HSI Grant Oversight

SUBJ:    PPA request for: Cathy Clay

Title of PPA activity:    Online Course Re-development

Dates (or semesters) of activity:    Fall 2015

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

The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. A $900 PPA will be provided by the Title V Grant in support of faculty time and effort to re-develop an online course. See attached “Acknowledgement of PPA Requirements. Please charge account number 21164-6036-6180-400.

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BUDGET NUMBER: 21164-6036-6180-400

C.    Approvals

Supervisor:    Date: 9/3/15

VPI:    Date: 9/3/15

President:    Betty J. Mcleod Date: 9/3/15
TO: Vice President of Instruction  DATE: 09/02/15

FROM: Michele Betancourt

DIV or UNIT: Title V HSI Grant Oversight

SUBJ: PPA request for: Greg McLarty

Title of PPA activity: Online Course Re-development

Dates (or semesters) of activity: Fall 2015

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

The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. A $900 PPA will be provided by the Title V Grant in support of faculty time and effort to re-develop an online course. See attached “Acknowledgement of PPA Requirements. Please charge account number 21164-6036-6180-400.

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BUDGET NUMBER: 21164-6036-6180-400

C. Approvals

Supervisor: [Signature]  Date: 9/2/15

VPI: [Signature]  Date: 9/3/15

President: [Signature]  Date: 9/4/15
TO: Vice President of Instruction  DATE: 09/02/15
FROM: Michele Betancourt
DIV or UNIT: Title V HSI Grant Oversight
SUBJ: PPA request for: Cindy Diener
       Title of PPA activity: Online Course Re-development
       Dates (or semesters) of activity: Fall 2015

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

The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. A $900 PPA will be provided by the Title V Grant in support of faculty time and effort to re-develop an online course. See attached “Acknowledgement of PPA Requirements. Please charge account number 21164-6036-6180-400.

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TOTAL $900 $900

BUDGET NUMBER: 21164-6036-6180-400

C. Approvals

Supervisor: [Signature] Date: 9/1/15

VPI: [Signature] Date: 9/3/15

President: [Signature] Date: 2/4/15
TO: Vice President of Instruction    DATE: 09/02/15

FROM: Michele Betancourt

DIV or UNIT: Title V HSI Grant Oversight

SUBJ: PPA request for: G.G. Hunt

Title of PPA activity: Online Course Re-development

Dates (or semesters) of activity: Fall 2015

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

The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. A $900 PPA will be provided by the Title V Grant in support of faculty time and effort to re-develop an online course. See attached “Acknowledgement of PPA Requirements. Please charge account number 21164-6036-6180-400.

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
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<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
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<td>ON OVERLOAD (additional compensation)</td>
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BUDGET NUMBER: 21164-6036-6180-400

C. Approvals

Supervisor: [Signature] Date: 9/2/15

VPI: [Signature] Date: 9/3/15

President: [Signature] Date: 9/4/15
TO: President McCrohan  DATE: 9-3-15
FROM: Vice President of Instruction
SUBJ: PPA request for: Andrew Berezin
Title of PPA activity: Texas Gulf Coast International Education Consortium (TGCEC)
Dates (or semesters) of activity: Fall 2015

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

WCJC joined the new Texas Gulf Coast International Education Consortium (TGCEC) led by Lone Star College. The president signed an MOU in April 2015. The purpose of the consortium is for member colleges to collaborate to create courses, provide faculty, and recruit students who wish to participate in Study Abroad programs.

A college coordinator is needed to oversee WCJC’s responsibilities, serve as college liaison to TGCEC, and coordinate program development tasks. For minimal program participation by the college, the coordinator will:
- Participate in TGCEC meetings as scheduled,
- Oversee the college’s web page with TGCEC information and links to TGCEC website hosted by Lone Star College, and
- Coordinate registration and credit to any WCJC student who completes a Study Abroad course, and
- Manage logistics with a third party provider.

If WCJC elects to participate fully in the TGCEC program, the coordinator will collaborate with the TGCEC consortium to:
- Support the development of faculty to lead a Study Abroad program as a host college,
- Coordinate curriculum development and submit WCJC’s program curriculum to TGCEC for review and approval, and
- Oversee the Study Abroad program through completion of the course(s).

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
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BUDGET NUMBER: 1110-14301-6092-100

C. Approvals

Supervisor: ___________________________  Date: __________

VPI:  ___________________________  Date: 9-4-15

President:  ___________________________  Date: 9-10-15
TO: Vice President of Instruction       DATE: 9/4/2015

FROM: Patrick Ralls

DIV or UNIT: Communication and Fine Arts/Department of English

SUBJ: PPA request for: Cynthia Diener

Title of PPA activity: Assistant Department Head of English

Dates (or semesters) of activity: Fall 2015 and Spring 2016

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

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

B. Cost

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<th>Type PPA</th>
<th># PPA Pay Hours</th>
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<th>Total Costs</th>
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BUDGET NUMBER: 1110-14503-6092-100

C. Approvals

Supervisor: [Signature]
Date: 9/4/15

VPI: [Signature]
Date: 9/4/15

President: [Signature]
Date: 9/10/15

RECEIVED
Vice President of Instruction
Date: 9/4 Initial: [Signature]
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