WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

August 21, 2012

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

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

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

August 21, 2012

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The regular meeting held on July 17, 2012

B. The special called board training held on July 17, 2012

C. The special called budget workshop held on July 19, 2012

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

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

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

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

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

1. Approve 2012-2013 operating budget (under separate cover)

2. Approve to set the ad valorem tax rate of $0.13821/$100 for the 2012 tax year ($5,055,288.00 – current operating revenue)

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

1. Recognition of retirement of Ms. Elizabeth Prather

2. AAS degree program in Early Childhood-Child Development earned Early Childhood Associate Degree Accreditation (ECADA), effective July 2012-2019 with no conditions placed on the program

3. Financial Aid TV report

VII. Student Success

VIII. Reports to the Board

A. Financial Reports for July 2012

B. Information Item: Management Reports

C. Information Item: Reports from College Governance Councils

D. Information Item: Clipping Service for the month of July 2012

IX. Reports from Committees of the Board

A. Audit/Finance Committee

B. Facilities Committee

C. Legislative Committee

-CONSENT AGENDA-

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

X. Matters Relating to General Administration
A. Approval to increase out-of-district fees for credit courses effective spring 2013 semester (increase in FY13 revenue - $308,795.00)

XI. Matters Relating to Academic Affairs

A. Approve the 2013 Kids’ College Facilities Rental Agreement ($75,000.00 – to be drawn from the FY2013 Kids’ College facilities rental budget)

B. Approve the proposal submitted by Blackboard, Inc. to provide a Managed Hosting Solution for their on-line learning management software used by the college to support our on-line classes ($71,470.00 – current unrestricted operating budget for 2011-2012)

C. Approve the proposal submitted by Smarthinking to provide an on-line tutoring system for the college for the 2012-2013 school year ($51,348.00 – current operating budget for 2011-2012)

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

XII. Matter Relating to Administrative Services

A. Approve the long term disability coverage for full time employees (estimated $30,200.00 – current unrestricted operating budget for 2012-2013)

B. Approve the proposal submitted by the Texas Association of School Boards (TASB) for the annual college’s Worker’s Compensation Insurance ($48,784.00 – current unrestricted operating budget for 2012-2013)

C. Approve the Investment Policy

D. Approve the general liability, director’s & officer’s liability, educator’s liability and automobile insurance ($31,742.00 – current unrestricted operating budget for 2012-2013)

E. Approval to dispose of foreclosed property

F. Approve, by resolution, Wharton County Junior College’s continued participation in The Texas Association of School Boards’ Restatement of Interlocal Agreement for the purchase of our Auto Liability, General Liability, Educator’s and Director’s Liability, and Worker’s Compensation Insurance Coverage

G. Approve the annual premium to the Property Casualty Alliance of Texas for the college’s property/casualty, and equipment breakdown insurance coverage ($150,495.00 – current unrestricted operating budget for 2012-2013)

H. Information Item:

1. Seek sealed bids for the printing of the College’s Marketing Newsletters for the spring, summer, and fall, of 2013 (estimated $30,000.00 – current unrestricted operating budget for 2012-2013)
XIII. Matters Relating to Technology and Institutional Research

A. Approve the contract with Arthur W. West (doing business as A W Consulting) to provide professional services in support of college websites ($38,400.00 – current unrestricted operating budget for 2012-2013)

B. Approve estimated costs for upcoming hardware and software maintenance contracts ($454,968.00 – current unrestricted operating fund budget for 2012-2013)

XIV. Matters Relating to Student Services

A. Approve the purchase of 32 computer stations with computers and monitors, and the electrical and cabling needed to expand the capacity of the Testing Centers at all three campuses ($45,300.00 – current unrestricted operating budget for 2011-2012)

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

1. Approve Paid Professional Assignment for Danson R. Jones, Gulf Coast PASS director and core team leader - $12,000.00/year

2. Rachel Bahnsen reclassified as regular, full-time marketing and communications coordinator, AA-01-10, effective September 4, 2012

3. Rachel Bahnsen employed as temporary, full-time marketing and communications coordinator, AA-01-10, effective August 20, 2012

4. Rosemary Fulton extended as temporary, part-time institutional research associate, $31.00 hr. x 13 hrs./wk. x 50 wks. = $20,150.00/yr., effective September 1, 2012

C. Office of Academic Affairs

1. Approve summer II 2012 overloads

2. Approve Paid Professional Assignment for Kimberley Benien for DE Course Development - $1,200.00

3. Approve Paid Professional Assignment for Yvonne Smith for DE Course Development - $600.00

4. Rickie J. Bonner reclassified as regular, full-time instructor of associate degree nursing, FAC-2-20, to regular, full-time instructor of associate degree nursing, FAC-7-20, effective June 1, 2012

5. James Schoshinski employed as regular, full-time instructor of government, FAC-1-5, effective August 20, 2012
6. Geoffrey Shine employed as regular, full-time instructor of government, FAC-1-6, effective August 20, 2012

7. Celine Siewert reclassified as regular, full-time instructor of accounting, FAC-1-11, effective August 20, 2012

8. Mary Wilson reclassified as regular, full-time instructor of business and office administration, FAC-6A-34, effective August 20, 2012

9. Michele Betancourt extended as temporary, full-time Title V education technologist, CA-10-10, effective September 1, 2012

10. Michele Betancourt extended as temporary, full-time Title V education technologist, CA-10-10, October 1, 2012


12. Jessica Falcon extended as temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math success coordinator, AA-1-1, effective September 1, 2012

13. Inez M. Kucera extended as temporary, full-time Science, Technology, Engineering, Math success center director, CA-14-11, effective September 1, 2012


15. Eric J. Nathan extended as temporary, full-time distance learning director/Title V activity director, CA-15-10, effective October 1, 2012

16. Marybelle Perez extended as temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math project director, CA-15-11, effective September 1, 2012

17. Natasha Goins employed as temporary, full-time instructor of associate degree nursing, FAC-1-10, effective August 20, 2012

D. Office of Administrative Services

E. Office of Student Services

1. Karen D. Preisler reclassified as regular, full-time director of admissions and registration, CA-10-12, to regular, full-time registrar, AA-1-12, effective July 27, 2012

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action
1. Elizabeth A. Prather retired as regular, full-time instructor of associate degree nursing, FAC-3-31, effective August 31, 2012

2. Sheila L. Tyne resigned as a regular, full-time instructor of associate degree nursing, FAC-4A-11, effective July 31, 2012

H. Information Items: Non-contract Personnel Action

1. Adeline T. Garza received a professional growth payment for completion of support staff professional growth plan for FY12 (9 hrs.) - $500.00

2. Beverly Juranek resigned as regular, full-time division secretary to communications & fine arts, O-9-0, effective August 15, 2012

3. Kimberly G. Kidd received a professional growth payment for completion of support staff professional growth plan for FY12 (9 hrs.) - $500.00

4. Carol K. Riley reclassified as regular, full-time assistant admissions officer, O-11-9, to regular, full-time campus support clerk, O-10-9, effective September 4, 2012

5. Deanna R. Walker employed as regular, part-time security officer, O-9-0, $11.47 hr. x 19 hrs./wk. x 52 wks. = $11,332.36/yr., effective August 15, 2012

6. Sandra Barnett extended as temporary, full-time Title V grant secretary, O-8-0, effective September 1, 2012

7. Sandra Barnett extended as temporary, full-time Title V grant secretary, O-8-0, effective October 1, 2012

8. Caylee L. Kiesling reclassified as temporary, full-time HR secretary, O-10-0, to regular, full-time HR clerk, O-6-0, effective September 1, 2012

9. Mervat W. Mickael resigned as regular, full-time administrative clerk I, O-10-2, effective July 13, 2012

10. Jamal Gillis employed as regular, part-time fitness center staff, $7.25 hr. x 15 hrs./wk. x 21 wks. = $2,283.75/yr., effective August 7, 2012

11. Justin J. Samuel resigned as regular, part-time evening open computer lab monitor, O-5-0, $10.32 hr. x 16 hrs./wk. x 40 wks. = $6,604.80/yr., effective August 24, 2012

12. Bonisacio D. Zambrano separated as regular, part-time fitness center staff, $7.25 hr. x 15 hrs./wk. x 21 wks. = $2,283.75/yr., effective June 29, 2012

13. Stephen R. Flora extended as temporary, full-time assistant baseball coach, $2,000.00 per month plus board, effective June 16, 2012

14. Becky T. Le resigned as temporary, full-time HR clerk, O-6-0, effective August 15, 2012
15. Mark D. Lewis extended as temporary, full-time residence hall supervisor-Frankie Hall, $9,000.00 for fall 2012/spring 2013, effective August 20, 2012

16. Mara N. Slinger employed as temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, Math grant secretary, O-8-0, effective July 27, 2012

17. Mara N. Slinger extended as temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, Math grant secretary, O-8-0, effective September 1, 2012

18. Tanesha J. Uko employed as temporary, full-time adult basic education distance learning facilitator, P-12-0, effective July 27, 2012

19. Jane H. Bailey extended as temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective September 1, 2012

20. Lola Beaver extended as temporary, part-time adult basic education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2012

21. Norma Bonner extended from temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 28 wks. = $7,560.00/yr., to temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective September 1, 2012

22. Roweena J. Britton employed as temporary, part-time Adult Basic Education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective August 27, 2012

23. Loretta D. Burt extended as temporary, part-time adult basic education student records supervisor, $23.00 hr. x 19.5 hrs./wk. x 46 wks. = $20,631.00/yr., to temporary, part-time adult basic education student records supervisor, $23.00 x 20 hrs./wk. x 46 wks. = $21,160.00/yr., effective September 1, 2012

24. Amy Castillo extended as temporary, part-time adult basic education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2012

25. Leticia Castillo extended as temporary, part-time adult basic education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2012

26. Sara P. Fira extended as temporary, part-time Title V academic advisor, $25.00 hr. x 30 hrs./wk. x 19 wks. = $14,250.00/yr., effective September 1, 2012

27. Sara P. Fira extended as temporary, part-time Title V academic advisor, $25.00 x 30 hrs./wk. x 19 wks. = $14,250.00/yr., effective October 1, 2012

28. Martina Garcia employed as temporary, part-time Adult Basic Education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective August 27, 2012

29. Olivia F. Green employed as temporary, part-time Adult Basic Education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr, effective August 27, 2012
30. Amanda N. Gonzales employed as temporary, part-time Adult Basic Education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80 yr., effective August 27, 2012

31. Silvano Grosso extended as temporary, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 40 wks. = $4,800.00 yr., effective September 1, 2012

32. Charlotte M. King extended as temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00 yr., effective September 1, 2012

33. Katherine A. Kunkel extended as temporary, part-time administrative clerk, $12.69 hr. x 30 hrs./wk. x 48 wks. = $18,273.60 yr., effective October 1, 2012

34. John K. Labay employed as temporary, part-time math tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00 yr., effective August 27, 2012

35. John K. Labay extended as temporary, part-time math tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00 yr., effective September 1, 2012

36. Lucas McElroy extended as temporary, part-time math tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00 yr., effective September 1, 2012

37. Ashley Montalvo extended as temporary, part-time adult basic education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80 yr., effective September 1, 2012

38. Maricela Salas employed as temporary, part-time seasonal admissions student assistant, $7.25 hr. x 36 hrs./wk. x 5 wks. = $1,305.00 yr., effective August 10, 2012

39. Gordon A. Solis reclassified from temporary, part-time math tutor assistant, $7.25 hr. x 12 hrs./wk. x 12 wks. = $1,044.00 yr., to temporary, part-time math tutor assistant, $15.00 hr. x 16 hrs./wk. x 5 wks. = $1,200.00 yr., effective July 12, 2012

40. Elizabeth N. Tekulve employed as temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80 yr., effective August 27, 2012

41. Sefura Temam extended from temporary, part-time adult basic education aide, $11.76 hr. x 10.5 hrs./wk. x 36 wks. = $4,445.28 yr., to temporary, part-time adult basic education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80 yr., effective September 1, 2012

42. Stephanie M. Zachry extended from temporary, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 42 wks. = $5,040.00 yr., to temporary, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 40 wks. = $4,800.00 yr., effective September 1, 2012

XVI. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons: Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices, or a security audit (551.076), deliberation regarding economic development negotiations (551.086).
A. Consideration of and Possible Action to Approve Settlement of Claims with former College Employee, David Clayton

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

XVIII. Discuss Matters Relating to Formal Policy

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

1. Regulation 127: Fund-Raising Activities and Acceptance of Donations

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular meeting held on July 17, 2012
B. The special called board training held on July 17, 2012
C. The special called budget workshop held on July 19, 2012
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
July 17, 2012

-The Wharton County Junior College District Board of Trustees met in regular session on July 17, 2012 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Phil Stephenson, Vice-Chair; Mrs. Merle Hudgins; Mrs. Georgia Kinser, Mr. Oliver Kunkel; Mr. Monty Merecka; Mr. Lloyd Nelson; and Mr. Gary Trochta

Trustees Absent: Mr. Jack Moses, Secretary

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice-President of Administrative Services; Ms. Leigh Ann Collins, Vice-President of Instruction; Ms. Pam Youngblood, Vice-President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice-President of Student Services; Ms. Deanna Feyen, Executive Secretary to the President; Mr. Sean Amestoy; Mr. Jesse Austin; Mr. Gene Bahnsen; Ms. Darlene Byrd; Ms. Zina Carter; Ms. Carol Derkowski; Mr. Mike Feyen; Ms. Judy Jones; Mr. Jason Milliff; Dr. Sue Poor; Ms. Debbie Popek; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The regular meeting held on June 12, 2012

B. The special called board workshop meeting held on June 12, 2012

-The minutes of the regular meeting held on June 12, 2012 and the special called board workshop meeting held on June 12, 2012 was approved as presented.

ITEM IV: CITIZENS' COMMENTS

-None-
ITEM V: SPECIAL ITEMS

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

- Coach Sean Amestoy, Rodeo Coach, introduced Mr. Jesse Austin, rodeo athlete, to the Board of Trustees. Coach Amestoy explained the accomplishments for the rodeo team this year both academically and athletically. Coach Amestoy thanked the Board of Trustees, President, the Vice President’s, and staff for their support for the rodeo program. Coach Amestoy stated that six men qualified for the nationals and the team finished eighth in the nation. Mr. Gertson congratulated the team for a fine year.

ITEM VII: STUDENT SUCCESS

ITEM VIII-A: REPORTS TO THE BOARD

A. Financial Reports

- Mr. Wessels presented the financial reports for June 2012.

- Mr. Merecka asked if the college will continue to have revenue through the end of the year. Mr. Wessels stated that the tuition/fee revenue will be reduced for the summer months.


BOARD ACTION: On a motion by Mrs. Kincer and a second, the board unanimously approved the financial report for June 2012 and the investment report for the 3rd quarter ending May 31, 2012 as presented.

ITEM VIII-B: MANAGEMENT REPORTS

- The following reports were included as a part of the Board Agenda Package:

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

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

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

ITEM VIII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

A. Academic Affairs Council

- None-

B. Faculty Council

- None-
Board of Trustees  
July 17, 2012  
Minutes

C. President’s Extended Cabinet  
-None-

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

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

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

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

B. Facilities Committee: Mr. Nelson

-Mr. Nelson stated that the Facilities Committee met on July 12, 2012 and that Mr. Baylor gave an overview of the safety and security department. Mr. Nelson gave a summary of the facility items discussed at the meeting. Mr. Feyen explained some of the items. Mr. Nelson thanked everyone and stated that he was impressed with the new security employee.

C. Legislative Committee: Mr. Stephenson  
-None-

-Mr. Gertson asked if any items needed to be pulled from the consent agenda.

-No items were pulled for special consideration.

-CONSENT AGENDA-

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

ITEM X: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM XI: MATTERS RELATING TO ACADEMIC AFFAIRS

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

A. Approve the fiscal year 2012 budget adjustments
B. Ratify the President's decision to rent a temporary HVAC trailer unit to provide air conditioning to the Science building (estimated $37,300.00 – current unrestricted operating budget for 2011-2012)

C. Approve the proposal submitted by Patterson Dental to supply the Dental Hygiene department with a panoramic x-ray machine and power conditioner ($44,428.00 – Johnson grant funds)

D. Approve the second year of a three year agreement with Blackboard for their on-line learning management software to support the college's on-line classes ($34,729.00 – current unrestricted operating budget for 2011-2012)

E. Approve the remodeling of a section of the Hodges Library to create a dedicated learning center for the STEM (Science, Technology, Engineering, and Math) grant students ($54,100.00 – transfer from plant repair & replacement fund)

F. Approve 10/20 year write off of property taxes

G. Approve the quote from Inline Electric Solutions of Texas LLC for the retrofitting and replacement of the college's florescent lighting in 15 buildings on the Wharton campus and at the Julie Rivers location ($174,275.45 – transfer from the plant repair and replacement fund)

ITEM XIII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. Approve Summer I 2012 overload list

2. Kenneth R. Rosier reclassified as regular, full-time distance learning program director, AA-15-17, to regular, full-time distance learning technical support coordinator, AA-15-17, effective February 1, 2012

3. Michele Betancourt employed as temporary, full-time title V education technologist, CA-10-10, effective July 16, 2012

4. Amanda Frankum received a change in assignment as temporary, full-time adult basic education transitions specialist, P-15-0, to temporary, full-time interim ABE program coordinator, GNT-1-5, effective July 2, 2012

5. Ricardo R. Salinas employed as regular, full-time instructor of welding, FAC-1-10, effective August 20, 2012
6. Ernest H. Tix employed as regular, full-time instructor of English, FAC-1-9, effective August 20, 2012

D. Office of Administrative Services

E. Office of Student Services

1. Christy D. Berry employed as regular, full-time director of admissions and registration, CA-10-9, effective July 27, 2012

2. Kristen J. Cartwright employed as regular, full-time academic advisor, AA-1-8, effective July 27, 2012

3. Delia R. Swiger employed as regular, full-time coordinator of testing services, AA-1-10, effective July 27, 2012

4. Johnnie R. Svatek received a change in job title as temporary, full-time academic recruiter/LEAD program manager, AA-1-4, to temporary, full-time student recruiter/academic advisor, AA-1-4, effective June 25, 2012

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Brandi Dougherty resigned as regular, full-time adult basic education coordinator, GNT-1-8, effective June 29, 2012

H. Information Items: Non-contract Personnel Action

1. Nora A. Chalue received a professional growth payment for completion of support staff professional growth plan for FY12 (18 hrs.) - $1,000.00

2. Patricia L. Chandler reclassified as regular, full-time accounting clerk II, O-9-5, to regular, full-time administrative assistant & records specialist to DVI, P-11-5, effective July 23, 2012

3. Molly P. Hayman received a professional growth payment for completion of support staff professional growth plan for FY12 (9 hrs.) – $500.00

4. Tammy L. Herrera received a professional growth payment for completion of support staff professional growth plan for FY12 (18 hrs.) - $1,000.00

5. Lisa M. Shoppa reclassified as regular, full-time distance learning support specialist, P-15-18, to regular, full-time distance learning technology support specialist, P-15-18, effective February 1, 2012

6. Charlie B. Clark resigned as regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective June 28, 2012
7. Larry T. Ganey employed as regular, part-time security officer, $20.00 hr. x 20 hrs./wk. x 52 wks. = $20,800.00/yr., effective June 28, 2012

8. Sandra Barnett employed as temporary, full-time title V grant secretary, O-8-0, effective July 16, 2012

9. Belinda Arriaga employed as temporary, part-time seasonal admissions student assistant, $7.25 hr. x 27.5 hrs./wk. x 11 wks. = $2,193.13/yr., effective June 25, 2012

10. Kimberly R. Bowen-Johnson employed as temporary, part-time seasonal financial aid clerk, $11.75 hr. x 27.5 hrs./wk. x 11 wks. = $3,554.37/yr., effective June 25, 2012

11. Candice Brasher received a change in assignment as temporary, part-time ABE instructor, $23.00 hr. x 19 hrs./wk. x 34 wks. = $14,858.00/yr., to temporary, part-time Interim ABE transition specialist, $23.00 hr. x 35 hrs./wk. x 8 wks. = $6,440.00/yr., effective July 2, 2012

12. Christine R. Foust received an additional assignment as residency hall supervisor, to temporary, part-time seasonal admissions clerk, O-11-0, $12.04 hr. x 27.5 hrs./wk. x 11 wks. = $3,642.10/yr., effective June 25, 2012

13. Leslie Hudgins employed as temporary, part-time seasonal financial aid clerk, $11.75 hr. x 27.5 hrs./wk. x 11 wks. = $3,554.38/yr., effective June 25, 2012

14. JoAnn R. Taylor employed as temporary, part-time seasonal admissions clerk, O-11-0, $12.04 hr. x 27.5 hrs./wk. x 11 wks. = $3,642.10/yr., effective June 25, 2012

15. Pisey Var employed as temporary, part-time summer library renovation assistant, $7.25 hr. x 27.5 hrs./wk. x 5 wks. = $996.87/yr., effective June 4, 2012

-Mrs. Hudgins asked for more information on Item XII.E. regarding the Science, Technology, Engineering, and Math Center (STEM). Mr. Feyen explained the location of the STEM center in the library. Mrs. Hudgins asked what would happen with the microfiche. Mr. Feyen stated that the existing magazines and microfiche would be moved to the lower level of the library.

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

ITEM XVI: EXECUTIVE SESSION

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

A. Wharton County Junior College Safety & Security Audit Report

B. Personnel Issue
Board of Trustees  
July 17, 2012  
Minutes

- The meeting adjourned into Executive Session at 7:20 P.M.

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION
- The meeting re-adjourned into the regular meeting at 7:55 P.M.
- No action was taken in Executive Session.

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

ITEM XIX: OTHER BUSINESS

ITEM XX: ADJOURN
- The meeting adjourned at 7:57 P.M.
MINUTES
Board Training of the
Wharton County Junior College
Board of Trustees
July 17, 2012

-The Wharton County Junior College District Board of Trustees met in special session for a Board Training on July 17, 2012, at 5:00 P.M. in the Hutchins Memorial Board Room. Mr. Nelson presided.

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

Trustees Absent: Mr. Jack Moses, Secretary; Mr. Phil Stephenson, Vice-Chair; and Mr. Gary Trochart

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocijan, Vice-President of Administrative Services; Ms. Leigh Collins, Vice-President of Instruction; Ms. Pam Youngblood, Vice-President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice-President of Student Services; Ms. Deanna Feyen, Executive Secretary to the President; Ms. Judy Jones; and Mr. Jason Milloff

-The meeting was called to order at 5:00 P.M.

ITEM I: BOARD TRAINING – FINANCE & HIRING PROCESS

-Ms. McCrohan and Ms. Judy Jones, Director of Human Resources (HR) provided a PowerPoint on the WCJC Hiring Processes. Mrs. Kincer asked what the role of HR was on the search committee. Ms. Jones explained the duties of HR within the search committee. Mr. Kunkel asked how it was determined who would be interviewed. Ms. Jones stated that a breaking point was decided within the qualified applicants and everyone above that point was interviewed. Mr. Nelson asked how it was determined who was qualified. Ms. Jones stated that HR performs a broad screening and the search committee will score each person. The second meeting determines who will be interviewed based on the scores. In the case of a larger pool, phone interviews will take place to decide who will be interviewed face to face. Mr. Nelson asked if a position was granted to someone, would it then go to the board for approval. Ms. McCrohan stated that contract positions had to be approved by the board prior to the start date. The President has authority to hire non-contract employees. Ms. McCrohan also stated that in case of an emergency the person can be placed as temporary with the President’s approval. Ms. Hudgins asked if letters of recommendations from previous employers were requested. Ms. Jones stated that references were called. Ms. McCrohan stated that faculty was required to give teaching demonstrations. Mr. Nelson asked if non-contract employees were at-will employees and Ms. McCrohan stated yes.
- Ms. McCrohan and Mr. Kocian explained the different types of revenues. Ms. McCrohan stated that enrollment and tuition/fees has increased. Mr. Gertson asked if the college would see the decrease in the Teacher Retirement contribution by the state. Ms. McCrohan stated that it was determined to be against the State of Texas Constitution. Mr. Merecka asked what retirement the college provided for employees. Ms. McCrohan stated that administrators and faculty had the option to choose Optional Retirement Plan or Teacher Retirement where support staff had Teacher Retirement System.

- Mr. Kocian explained the different ways of funding and the different type's expenditures. Mr. Merecka asked how depreciation was placed on the financials. Mr. Kocian explained that depreciation was recorded as an expense. Ms. McCrohan stated that the college is trying to hold down tuition/fees and property taxes.

- Ms. McCrohan stated that training would be held next month and is a requirement for the new members.

**ITEM II:** OTHER ITEMS AS NEEDED

**ITEM III:** ADJOURN

- There being no further business, the meeting adjourned at 6:05 P. M.
MINUTES
Special Called Meeting of the
Wharton County Junior College
Board of Trustees
July 19, 2012

The Wharton County Junior College District Board of Trustees met in special session for a budget workshop on July 19, 2012 at 5:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Phil Stephenson, Vice-Chair; Mrs. Merle Hudgins; Mrs. Georgia Kincer; Mr. Oliver Kunkel; and Mr. Monty Merecka

Trustees Absent: Mr. Jack Moses, Secretary; Mr. Lloyd Nelson; and Mr. Gary Trochoa

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Ms. Leigh Ann Collins; Ms. Pam Youngblood; Mr. Dave Leenhouts; Ms. Deanna Feyen, Executive Secretary to the President; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: REVIEW OF PROPOSED BUDGET FOR FY2013

- The meeting was called to order at 5:30 P.M.
- Mr. Kocian explained the budget process and the budget assumptions for 2012-2013. The public hearing for the budget will be held on August 21, 2012 at 6:00 P.M.
- Mr. Kocian explained that the net cost on a new position may not reflect actual salaries because some positions were eliminated and some were increased.
- Mr. Kocian explained the Proposed Unrestricted Revenue Budget for FY2013. Mr. Kocian described the new fees implemented in 2012, such as, 3-Peat fees which will be charged to students taking the same class for the 3rd time. Mrs. Hudgins asked if the students were on scholarships. Mr. Kocian stated that some may have been. The transcript fee will be increased from $5.00 to $10.00.
- Mr. Merecka asked who pays taxes. Mr. Kocian stated that Wharton County and Needville residents pay Wharton County property taxes. Mr. Kocian explained the effective tax rate.
- Mrs. Hudgins asked if the college has an employee that courts community members to get donations. Ms. McCrohan stated that the college has a foundation to solicit gifts; however, most donations are made to the President.
- Mr. Merecka asked if it was normal not to give a salary increase. Mr. Kocian stated that this is the first time. Mrs. Kincer reminded the board that this budget was not the final budget. Mrs. Hudgins asked if there was a requirement for a cost of living increase. Ms. McCrohan stated that there was no requirement. Mr. Kocian stated that the college has already cut drastically to get a balanced budget. Mrs. Kincer complimented the hard work of everyone involved in the budget process. Mrs. Hudgins asked if the cuts were the same across the board. Mr. Kocian explained that each Vice President was asked to go back to their areas and make cuts. No certain percentage was asked of the Vice President's and the larger cuts were in Mr. Feyen's area for major repairs.
Mr. Stephenson asked if the increase in the budget was due to added positions. Mr. Kocian stated that some were new positions and Ms. McCrohan added that technology changes also impacted expenses. Mr. Stephenson asked if there was a plan to give one step. Ms. McCrohan stated that Mr. Kocian has looked at surrounding colleges to determine what they charge for tuition/fees. Mr. Stephenson asked what one step would cost the college. Mr. Kocian stated that it would be $175,000.00. Mr. Kocian explained that a step increase to a support staff position is $325.00, 9 month faculty position is $500.00 prorated for 10 ½ month faculty, and administration is $667.00 a year. Mr. Merecka asked if it could be quantified in a percentage. Mr. Kocian stated that it might be 2 1/2% to the lowest paid support staff and less of a percentage as the salary is increased. Mr. Stephenson stated that he would recommend a two-step raise for all employees. Mr. Kocian explained that if the out-of-district fees were increased from $130.00 to $135.00 it would generate $180,000.00. Mr. Stephenson stated that the college usually ends the year with a surplus. Mr. Gertson stated that the surplus allows for the buildup for projects and repairs around the campus. Mr. Merecka stated that the one step could be covered by the increase in out-of-district fees and the second step could be taken from savings. Ms. McCrohan stated that she will come up with a plan for two steps.

-Mr. Gertson stated that the coordinating board is required to do training. There will be a training session on October 4-5, 2012 which will be good for new members. Ms. McCrohan asked members to let Deanna know if they are interested in attending.

ITEM II: OTHER ITEMS AS NEEDED

-None-

ITEM III: ADJOURN

-The meeting adjourned at 6:40 P.M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM V

Special Items

A. Approve 2012-2013 operating budget (under separate cover)

B. Approve to set the ad valorem tax rate of $0.13821/$100 for the 2012 tax year ($5,055,288.00 – current operating revenue)
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: AUGUST 21, 2012

DATE OF THIS PROPOSAL: AUGUST 13, 2012

SUBJECT:

REQUEST TO SET AD VALOREM TAX RATE FOR THE WHARTON COUNTY JUNIOR COLLEGE DISTRICT FOR THE 2012 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 $0.13821/$100 FOR THE 2012 TAX YEAR.

BACKGROUND/RATIONALE:


ESTIMATED COST AND BUDGETARY SUPPORT (HOW WILL THIS BE PAID FOR?):

CURRENT OPERATING REVENUE $5,055,288.00

RESOURCE PERSON(S) [NAME(S) AND TITLE(S)]:

BRYCE D. KOCIAN, VICE PRESIDENT OF ADMINISTRATIVE SERVICES

SIGNATURES:

[Signature]

ORIGINATOR

8/14/12

DATE

[Signature]

CABINET-LEVEL SUPERVISOR

8/14/12

DATE

PRESIDENT'S APPROVAL:

[Signature]

REG 113

8-14-12

6-21-95
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 2012 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 8, 2012 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 2012 on all property owned within the limits of the Wharton County Junior College District on the first day of the current year, January 1, 2012, 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 $0.13821 per $100 valuation.

Executed, approved, and adopted, the 21st day of August, 2012.

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

ATTEST:

Jack C. Moses
Secretary, Board of Trustees

(SEAL)
2012 Property Tax Rates in Wharton County Junior College

This notice concerns the 2012 property tax rates for Wharton County Junior College. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's effective tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's rollback tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per $100 of property value.

Last year's tax rate:

- Last year's operating taxes $5,082,155
- Last year's debt taxes $0
- Last year's total taxes $5,082,155
- Last year's tax base $3,525,846,399
- Last year's total tax rate $0.14414/$100

This year's effective tax rate:

- Last year's adjusted taxes (after subtracting taxes on lost property) $5,055,288
- This year's adjusted tax base $3,657,562,724
- This year's effective tax rate $0.13821/$100

(Maximum rate unless unit publishes notices and holds hearings.)

This year's rollback tax rate:

- Last year's adjusted operating taxes $5,055,288
- (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)
- This year's adjusted tax base $3,657,562,724
- This year's effective operating rate $0.13821/$100
- x 1.08 = this year's maximum operating rate $0.14926/$100
- This year's debt rate $0.0000/$100
- = This year's total rollback rate $0.14926/$100

Statement of Increase/Decrease

If Wharton County Junior College adopts a 2012 tax rate equal to the effective tax rate of $0.13821 per $100 of value, taxes would increase compared to 2011 taxes by $17,068.

Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund Balance

0

Schedule B - 2012 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

<table>
<thead>
<tr>
<th>Description of Debt</th>
<th>Principal or Contract Payment to be Paid from Property Taxes</th>
<th>Interest to be Paid from Property Taxes</th>
<th>Other Amounts to be Paid</th>
<th>Total Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

- Total required for 2012 debt service $0
- Amount (if any) paid from Schedule A $0
- Amount (if any) paid from other resources $0
- Excess collections last year $0
- = Total to be paid from taxes in 2012 $0
- + Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2012 $0
- = Total debt levy $0

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 309 East Milam Street, Suite 100, Wharton, Texas 77488.

Name of person preparing this notice: Patrick L. Kubala, RTA
Title: Wharton County Tax Assessor Collector
Date Prepared: 08/01/2012
AGENDA BRIEF

AGENDA ITEM VI

Presentations, Awards, and/or President’s Report

A. Recognition of retirement of Ms. Elizabeth Prather

B. AAS degree program in Early Childhood-Child Development earned Early Childhood Associate Degree Accreditation (ECADA), effective July 2012-2019 with no conditions placed on the program

C. Financial Aid TV report
Resolution

WHEREAS, Ms. Liz Prather has been serving as Nursing Instructor in the Allied Health Division for the past twenty nine years at Wharton County Junior College, and

WHEREAS, during these years as she has distinguished herself as a caring mentor, a professional role model, and

WHEREAS, Ms. Prather has served above and beyond the call of duty for many years, and

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

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees and the Administration herewith commend Ms. Prather for her dedication to the college, for her loyalty to her colleagues, and especially for her twenty nine year record of stellar service to this institution, and that the Board and Administration wish Ms. Prather well in her new life, and

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

Unanimously adopted in regular session by the Wharton County Junior College Board of Trustees on August 21, 2012.

P. D. (Danny) Gertson, III, Chair
Phyllip Stephenson, Vice-Chair
Jack C. Moses, Secretary
Merle Hudgins
Georgia Kincer

Oliver Kunkel, Jr.
Monty Merecka
Lloyd Nelson
Gary Trochta
July 25, 2012

Ms. Barbara Lynn
Program Director, Education/Early Childhood
Wharton County Junior College
911 Boling Highway
Wharton, TX 77488

Dear Ms. Lynn:

We are pleased to inform you that the A.A.S. Early Childhood/Child Development degree program at Wharton County Junior College has earned Accreditation from the NAEYC Commission on Early Childhood Associate Degree Accreditation.

The accreditation decision is based on the Commission review of the program Self-Study Report, the Peer Review Team Report, and Written Response. The Commission evaluates the patterns of evidence indicating ability to support positive student outcomes in relation to the accreditation standards and offers feedback on program strengths and areas for consideration. Special attention is given to the use of student assessments and performance data to increase program effectiveness, capacity and innovation.

Accreditation is maintained through submission of an Annual Report and Annual Fee. Your reporting date is on the cover page of the enclosed Decision Report. We encourage faculty to continue to use the online community website to maintain compliance with the accreditation standards, prepare Annual Reports, and sustain a culture of evidence-based quality improvement. The current schedule of accreditation fees and the Annual Report template is available on the website. Accreditation expires seven years after the Commission decision. One year before expiration, programs submit a new Self-Study Report and host a new site visit.

Promoting quality through accreditation
Barbara Lynn  
Wharton County Junior College  
July 25, 2012  

If you have any questions, please contact Ms. Pamela Ehrenberg, Accreditation Manager (pehrenberg@naeyc.org). We are very pleased to welcome Wharton County Junior College to the growing community of institutions sponsoring programs that have earned NAEYC Early Childhood Associate Degree Accreditation.

Sincerely,

[Signature]

Alison Lutton  
Senior Director  
Higher Education Accreditation & Program Support  

[Signature]

Elisa A. Huss-Hage  
Commission Chair  

cc: Betty McCrohan, President
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-A

Reports to the Board

A. Financial Reports for July 2012
Monthly Financial Reports

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

Revenue-Expenditure Summary

July 31, 2012

<table>
<thead>
<tr>
<th>Fund 1000</th>
<th>FISCAL 2012</th>
<th>FISCAL 2011</th>
<th>% OF PRIOR YR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td>Current Month</td>
<td>Y-T-D Actual</td>
<td>Budget</td>
</tr>
<tr>
<td>State appropriations</td>
<td>$794,032</td>
<td>$7,942,120</td>
<td>$8,523,709</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>62,310</td>
<td>19,379,774</td>
<td>19,399,798</td>
</tr>
<tr>
<td>Advalorem Taxes</td>
<td>53,681</td>
<td>5,168,468</td>
<td>5,131,672</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>244,359</td>
<td>515,284</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>15,000</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>38,095</td>
<td>645,590</td>
<td>515,864</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>948,118</td>
<td>33,380,311</td>
<td>34,101,327</td>
</tr>
</tbody>
</table>

| Expenditures: | | | |
| Salaries | 1,602,621 | 16,518,247 | 19,203,661 | 86.02% | 16,585,125 | 18,877,408 | 87.86% | 100% |
| Employee Benefits | 287,809 | 2,938,530 | 4,525,369 | 64.93% | 2,098,621 | 2,410,302 | 87.07% | 140% |
| Capital Expenditures | 115,875 | 532,519 | 280,224 | 190.03% | 777,646 | 113,704 | 683.92% | 68% |
| Mandatory Transfers | - | 751,981 | 759,200 | 99.05% | 745,185 | 811,735 | 91.80% | 101% |
| Non-mandatory Transfers | - | - | - | 0% | - | - | - | 0% |
| Other Expenditures | 638,211 | 7,243,488 | 9,332,873 | 77.61% | 7,392,258 | 9,413,689 | 78.53% | 98% |
| Total expenditures | 2,644,516 | 27,984,765 | 34,101,327 | 82.06% | 27,598,835 | 31,626,838 | 87.26% | 101% |

Net increase/(decrease) in net assets: $1,696,398 $5,395,546 $3,629,936

*Note: Net student receivables in the amount of $5,265,707.43 are currently outstanding. Tuition and fees are subject to collection in future periods.*
<table>
<thead>
<tr>
<th>Description</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables Current</td>
<td>$5,351,393.39</td>
<td>$4,601,509.25</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$59,921.11</td>
<td>$34,038.43</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>$38,379.98</td>
<td>$42,178.97</td>
</tr>
<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>$15,812.80</td>
<td>$8,614.70</td>
</tr>
<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>$48,551.41</td>
<td>$47,540.14</td>
</tr>
<tr>
<td>Total Installment Plan Receivable</td>
<td>$162,665.30</td>
<td>$132,372.24</td>
</tr>
<tr>
<td>Third Party Contracts Receivable</td>
<td>$135,606.54</td>
<td>$56,614.10</td>
</tr>
<tr>
<td>Continuing Education Receivable</td>
<td>$12,740.50</td>
<td>$12,992.50</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(261,091.76)</td>
<td>(265,024.41)</td>
</tr>
<tr>
<td>Net Accounts Receivable</td>
<td>$5,265,707.43</td>
<td>$4,538,463.68</td>
</tr>
</tbody>
</table>
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
<table>
<thead>
<tr>
<th>Governmental Fund Types</th>
<th>Auxiliary Enterprise</th>
<th>Current Unrestricted</th>
<th>Restricted Funds</th>
<th>Current Year 2013</th>
<th>Prior Year 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>630,240</td>
<td>6,592,408</td>
<td>257,786</td>
<td>7,488,404</td>
<td>5,975,470</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>296,478</td>
<td>7,839,741</td>
<td>4,423</td>
<td>8,140,643</td>
<td>6,781,553</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>10,152</td>
<td>5,278,916</td>
<td>390,764</td>
<td>230,223</td>
<td>223,743</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>21,508</td>
<td>46,201</td>
<td>70,858</td>
<td>324,580</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>24,580</td>
<td>46,201</td>
<td>70,858</td>
<td>324,580</td>
<td></td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>945,978</strong></td>
<td><strong>20,127,217</strong></td>
<td><strong>948,670</strong></td>
<td><strong>21,612,550</strong></td>
<td><strong>19,530,322</strong></td>
</tr>
<tr>
<td>Liabilities, equity and other credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>4,626</td>
<td>-176,284</td>
<td>2,301</td>
<td>-169,358</td>
<td>-206,969</td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
<td>121,360</td>
<td>--</td>
<td>--</td>
<td>121,360</td>
<td>108,683</td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
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<td>5,895,977</td>
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<td>6,181,068</td>
<td>9,410,404</td>
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<td>Long Term Debt</td>
<td>--</td>
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<td>150,192</td>
<td>137,446</td>
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<td>Scholarships-Non-designated</td>
<td>--</td>
<td>161,360</td>
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<td>8,064,705</td>
<td>8,497,936</td>
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<td>Endowment Fund-Income</td>
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<td>FE Professional Development</td>
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<td>FE Salary Equity</td>
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<td>FE Investment Gain And Loss</td>
<td>--</td>
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<td>Fund Balance Receivables</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Reserved-Undesignated</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
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<tr>
<td>EQUITY AND OTHER CREDITS:</td>
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<tr>
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<td>----------------</td>
<td>----------------</td>
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<tr>
<td>FWCC Operating Fund Balance</td>
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<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>Bond Fund Balance</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td></td>
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<td></td>
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<tr>
<td>Reserve for Encumbrance</td>
<td>$13,476</td>
<td>$1,608,013</td>
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<td>1,518,345</td>
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<td>Reserve for Operations</td>
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<td>$3,787,526</td>
<td>$351,428</td>
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<td>TOTAL EQUITY AND OTHER CREDITS:</td>
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<td>$14,269,252</td>
<td>$15,051,327</td>
<td>13,012,090</td>
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<table>
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<tr>
<th>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</th>
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<tbody>
<tr>
<td></td>
<td>$945,070</td>
<td>$20,121,417</td>
<td>$846,070</td>
<td>21,112,558</td>
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<td></td>
</tr>
</tbody>
</table>
# Wharton County Junior College
## Combined Balance Sheet—All Fund Types and Account Groups
### 31-July-2012
*(with comparative totals for 31-July-2011)*
*(amounts expressed in dollars)*

### Proprietary Fund Types

<table>
<thead>
<tr>
<th>Agency Funds</th>
<th>Current Year 2012</th>
<th>Prior Year 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>24,165</td>
<td>16,073</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>107,800</td>
<td>102,693</td>
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<tr>
<td>Accounts Receivable</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>-</td>
<td>-</td>
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<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>Property, Plant &amp; Equipment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Assets and Other Debts:</strong></td>
<td>127,166</td>
<td>118,967</td>
</tr>
</tbody>
</table>

### Liabilities, equity and other credits

#### Liabilities:
- Accounts Payable: 15, 15, 15
- Payroll Taxes Payable
- Accrued Liabilities
- Deferred Revenue
- Long Term Debt
- Deposits Payable: 126,795, 126,795, 126,240
- Due To Other Funds
- Scholarships-Designated Donations
- Scholarships-Non-designated
- Donatio

| **Total Liabilities:** | 126,809 | 126,809 | 118,274 |

### Equity and Other Credits:
- Control Accounts: 356, 356, 692
- Fund Balances
- Prior Year Fund Balance
- Endowment Fund-Original
- Endowment Fund-Income
- PB Professional Development
- PB Salary Equity
- PB Capital Expenditures
- PB Investment Gain And Loss
- Fund Balance Receivables
- Reserved-Undesignated
Wharton County Junior College
Combined Balance Sheet--All Fund Types and Account Groups
31-JULY-2012
(With comparative totals for 31-JULY-2011)
(amounts expressed in dollars)

<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td></td>
<td>2011</td>
</tr>
</tbody>
</table>

**EQUITY AND OTHER CREDITS:**
- PECC Operating Fund Balance
- Plant Fund Balance
- Bond Fund Balance
- Scholarship
- Fund Balance-Rounding Diff
- Fund Balances:
  - Reserve for Encumbrance
  - Reserve for Operations

**TOTAL EQUITY AND OTHER CREDITS:**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>356</td>
<td>692</td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>127,166</td>
<td>118,967</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 July 2012 are for your information:

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

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

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

Technology Departments  
July Highlights

The following reports and/or surveys have been completed:
- Summer 2012 Student report to THECB – CBM001
- Summer 2012 Class report to THECB – CBM002
- Student Right to Know information for Student Handbook
- Federal Crime Survey information for Student Handbook
- Open records request from MyEdu for Grade distribution information
- Online graduate survey for graduates of the fall term

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Fort Bend Technical Center</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Communications and Fine Arts</td>
<td></td>
<td>1 CPU &amp; monitor 1 printer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Math and Physical Science</td>
<td>1 Printer</td>
<td>1 CPU &amp; monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Social and Behavioral Science</td>
<td>2 CPUs &amp; monitors</td>
<td>1 CPU &amp; monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Technology and Business</td>
<td>1 CPU &amp; monitor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Instructional Class Rooms</strong></td>
<td></td>
<td>25 CPUs &amp; monitors – SGL 378</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Admissions and Registration</td>
<td>2 Scanners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Financial Aid</td>
<td>2 Scanners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Library Services</td>
<td>1 CPU &amp; 1 printer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Vice President of Student Services</td>
<td></td>
<td>Advising – 1 CPU &amp; monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Testing</td>
<td>1 CPU &amp; monitor</td>
<td>Monitor</td>
<td></td>
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</table>
Work Request by category for the month of July 2012.

<table>
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<tr>
<th>Category</th>
<th>New Service Request for the month</th>
<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
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<tr>
<td>Account Management</td>
<td>16</td>
<td>16</td>
<td>17</td>
<td>5</td>
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<tr>
<td>Banner Access/Security</td>
<td>24</td>
<td>12</td>
<td>14</td>
<td>25</td>
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<td>Banner AR</td>
<td>3</td>
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<td>2</td>
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<td>Banner Finance</td>
<td>4</td>
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<td>73</td>
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<td>Banner Financial Aid</td>
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<td>2</td>
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<td>Banner Student</td>
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<td>Change of Office</td>
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<td>Computers – Classroom</td>
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<td>16</td>
<td>20</td>
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<td>Computers – Office</td>
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<td>27</td>
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<td>Data Projectors</td>
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<td>Database Administration</td>
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<td>11</td>
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<td>23</td>
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<td>138</td>
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<td>Current Year</td>
<td>Increase/Decrease</td>
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<td>-----------------------------------------------</td>
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<td>Number of Applicants</td>
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<td>Number of Eligible Applications</td>
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<td>Number of Ineligible Applications</td>
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<td>Pell Grant Funds Awarded</td>
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<td>6,265,333</td>
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<td>Monthly Work Study Workers</td>
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<td>Number of Guaranteed Student Loan Recipients</td>
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<td>12,201,772</td>
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<td>Number of LEAP/SLEAP Recipients</td>
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<td>Number of Texas Public Education Grant Recipients</td>
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<td>TPEG Funds Awarded</td>
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<td>455,000</td>
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<td>Number of Veterans Certified</td>
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<td>Number of Scholarship Applicants</td>
<td>645</td>
<td>497</td>
<td>&lt;148&gt;</td>
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<td>Scholarship Funds Awarded</td>
<td>559,334</td>
<td>413,393</td>
<td>&lt;145,941&gt;</td>
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<tr>
<td>TOTAL ALL FUNDS</td>
<td>$19,367,383</td>
<td>$19,496,498</td>
<td>$129,115</td>
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</tr>
<tr>
<td>TO:</td>
<td>David Leenhouts, Kimberly Kidd, Deanna Feyer, Tammy Herrera</td>
<td></td>
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</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FROM:</td>
<td>Diane Stewart</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td>0.2.12</td>
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<tr>
<td>SUBJECT:</td>
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<tr>
<td><strong>WHARTON COUNTY JUNIOR COLLEGE MONTHLY TESTING REPORT</strong></td>
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<td></td>
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<tr>
<td><strong>CAMPUS</strong></td>
<td><strong>VISITORS</strong></td>
<td><strong>CALLS</strong></td>
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<tr>
<td>Wharton</td>
<td>426</td>
<td>250</td>
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<tr>
<td>Tech</td>
<td>547</td>
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**Note:** The table above contains the testing data for Wharton County Junior College's monthly testing report for the period of July 2012. The data includes various tests administered such as ACT, ASSETTHEA, CLEP, COMPASS, and GED, among others. Each test has specific data for different campuses and sections, providing a comprehensive view of the testing activities during that month.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-D

Clipping Service for Month of July 2012

-Each month a newspaper clipping service reviews the area newspapers and clips articles related to Wharton County Junior College. These are compiled into a monthly report for the information of the Board of Trustees. The clippings are for the month of July 2012.
Retired teachers join county group

Wharton County Unit of Texas Retired Teachers Association met on June 6 at the Wharton County Historical Museum in Wharton.

President Jim Murrel of East Bernard presided at the meeting. New members Martha Proschak of East Bernard, Peggy Sevick of East Bernard, Marjorie Sklar of Wharton, Charla Brown of Wharton and Stan and Carol Lohof of El Campo were welcomed.

President Murrel gave a report of the District III meeting that was April 25 in Victoria. State TGETA awards were given to Dorothy Taylor, Charles Rice, and Betty Hill of East Bernard; Ray Sklar and Earlene Macha of El Campo; and Louis Gerard of Wharton.

The local chapter received the Outstanding Retention Award.

Louis Gerard introduced the TGETA Memorial Scholarship recipients Susan Cerny of El Campo and Tanya Sulak of Wharton.

Both are currently attending Wharton County Junior College and will seek degrees in education.

The scholarships are valued at $400 each.

Nancy Nelson of El Campo installed two officers of the local unit for 2012-2014.

They are Mary Jane Holley of East Bernard, second vice-president; and Pam Keen of Wharton, secretary.

Ray Sklar presented a memorial service for members that died during the year — Maggie Little, Ruth Reddy, Irene Willingham, and Lois Hess.
Sklar also honored each of the members aged 60 and more with a long-stamped rose.

In her legislative report, Tish McAllister of El Campo reported on five priorities that TGETA members should promote during the coming Texas Legislative session.

Members are urged to keep informed regarding the defined benefit pension, plan, health care, cost of living increase, increase funding into the Teacher Pension Fund, and direct election of TSTA Board members. Membership in TGETA is vital.

Members voted to increase the two annual scholarships to $600, beginning next year.

Murrel announced that the Summer Planning Meeting for local presidents is Aug. 1 in Victoria and that the District III Fall Convention is Oct. 31 in Columbus.
CAST set to open one-act collection

‘All in the Timing’ is set of adult comedies exploring relationships

By Jonne Montalbo

The curtains will soon open on the upcoming Community Actors of South Texas (CAST) production of David Ives’ "All in the Timing," a collection of short one-act comedies for adult audiences.

The play is a compilation of short plays that satirize different situations regarding everything from contemporary relationships to the use of the word "play" with "Hamlet" and slapstick comedy.

"The play consists of five separate short plays, two of them focusing on the intricacies of love relationships," said Crouch.

PLAY

CONTINUED FROM PAGE 1A

Opening night will be 7:30 p.m. June 28 at The Bay City Civic Center. Performances will be held nightly on June 28 – 30 and July 5 – 7.

Tickets for the show will be $10 at the door, but may be purchased in advance online at baycitycast.com for only $8 or at Happy Radio 92.5 for $9.

Previously only available for corporate sponsors, audience members may now purchase an entire table for the show that includes dinner, drinks and front row seating for eight.

The tables are being offered at $120 and it includes everything to enhance the theatre experience and we believe all the extras are well worth it," said Crouch.

"There will be ushers designated specifically to wait on them, to make sure they are comfortable and serve them." There are a limited number of tables this time, but we hope to be able to offer more the next time around," said Crouch.

The show, underwritten by the Matagorda County Convention and Visitors Bureau, will offer up a night of entertainment that will have audiences laughing from beginning to end.

Sponsors for the production include OXEA, McDonald’s, the Bay City Community Development Corporation and the Trull Foundation.

BIG SURPRISE!!!

ALL $4

DAY

ALL DAY SUNDAY $

Most Frank & Delicious Chicago 1
Students in the News

A&M Corpus Christi
The following students have been named to the Texas A&M University-Corpus Christi Dean’s List for the 2012 spring semester:

Edna
Miriam Bennatt from the College of Nursing and Health Sciences in health sciences; and Whitney Orsak from the College of Nursing and Health Sciences in health sciences

Inez
Daniel Welder from the College of Science and Engineering in biology.

To qualify, undergraduates must be enrolled full time with a minimum of 12 semester hours and must earn a grade point average of 3.65 or better on a 4.0 scale.

Texas A&M University-Corpus Christi is a four-year university and part of The Texas A&M University system.

The student-oriented university has around 10,000 students and provides bachelor’s, master’s and doctoral degrees.

WCJC
Wharton County Junior College has recognized a number of area students as distinguished scholars for the spring semester of 2012, according to Karen Preissler, director of admissions and registration.

The following students were named to the Dean’s List for earning a 3.5 grade point average out of a possible perfect 4.0 in all completed work during at least 12 semester hours:

Ganado
Rachel Marie Chovanec, Mary Elise Lauderdale

Edna
Amanda K. Hampton, Ashlee Renee Palumiyer and Colleen Annette Ulbricht
Register Now for Fall 2012

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<tr>
<th>Associate of Arts Degree</th>
<th>Associate of Applied Science Degrees &amp; Certificates</th>
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<tr>
<td>Art</td>
<td>- CISCO Router Networking*</td>
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<td>Behavioral Sciences</td>
<td>- Computer Programming†</td>
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<td>- Computer Simulation</td>
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<td>Business Administration</td>
<td>- and Game Development†</td>
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<td>- PC Technical Support*</td>
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<td>Cosmetology*</td>
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<td>Drama</td>
<td>Dental Hygiene†</td>
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<td>Engineering</td>
<td>Early Childhood*†</td>
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<td>Electronics Engineering Technology†</td>
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<td>General Studies</td>
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<td>Music</td>
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<td>Nursing (Pre-Baccalaureate)</td>
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<td>Physics</td>
<td>- Construction Management*</td>
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<td>Social Sciences</td>
<td>Fire Academy*</td>
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<td>Speech</td>
<td>Health Information Technology</td>
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Visit our website or contact the Admissions and Registration Office for times, locations, and requirements.

Have questions about financial aid?
Check out our online video answers! Visit wcjc.edu and learn more about FAFSA.

Wharton • Sugar Land • Richmond • Bay City • El Campo • Palacios

1-800-561-WCJC
wcjc.edu

WCJC is an EOE Institution.
START SMART
Wharton County Junior College
REGISTER NOW for
1st & 2nd Summer Terms 2012

A PROGRAM FOR EVERYONE
• Core classes in English, Math, History, Science, Speech, Humanities, Visual Performing Arts, Government, Kinesiology, and Social Sciences
• Associate of Arts degree
  - transfer programs to four-year universities
• Associate of Arts in Teaching degrees
• Associate of Applied Science degrees
• Certificate/Certification programs
• Distance learning courses
• Financial aid
• Dual and concurrent enrollment
  - college credits in high school

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EL CAMPO • PALACIOS
Wharton County Junior College 1-800-561-WCJC wcjc.edu

Have questions about financial aid?
Check out our online video answers!
Visit wcjc.edu and learn more about PATV.

FINANCIAL AID TV
COUNSELING ON DEMAND

REGISTRATION FOR SUMMER 1 TERM:
Register NOW through June 4.
Classes begin June 4.

REGISTRATION FOR SUMMER 2 TERM:
Register NOW through July 9.
Classes begin July 9.

VISIT OUR WEBSITE
or contact the Admissions and Registration Office
for times, locations, and requirements.
REGISTER NOW for the 2nd Summer Term 2012

A PROGRAM FOR EVERYONE

- Core classes in English, Math, History, Science, Speech, Humanities, Visual Performing Arts, Government, Kinesiology, and Social Sciences
- Associate of Arts degree
- Transfer programs to four-year universities
- Associate of Arts in Teaching degrees
- Associate of Applied Science degrees
- Certificate/Certification programs
- Distance learning courses
- Financial aid
- Dual and concurrent enrollment
- College credits in high school

A LOCATION NEAR YOU!

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EL CAMPO • PALACIOS

Wharton County Junior College

Have questions about financial aid?
Check out our online video answer!
Visit wcjc.edu and learn more about FATV.

REGISTRATION FOR SUMMER 2 TERM:
Register NOW through July 9.
Classes begin July 9.

VISIT OUR WEBSITE
or contact the Admissions and Registration Office
for times, locations, and requirements.

Also Published:
Fort Bend Herald 6/21, 6/24, 7/1
East Bernard 6/28
Barnier Press 6/28
Matagorda 6/27
Colorado County Citizen 6/27
Palacios 6/27
Eagle Lake 6/28
Suspect has long history of charges

By ANDREW LANG \nLAREDO MORNING TIMES

The shooting of two children Tuesday at the Holiday Inn off Interstate 37 shocked residents of La
decas, El Campo, a small town southwest of Houston, home to the children and their alleged shooters.

Demond Devene Bluntson, 36, was arrested in connection with the shooting, which left his girlfriend's 23-month-old son, Devon, dead and her other son, 6-year-old Jayden Thompson, in critical condition. Bluntson is De
vian's biological father.

On Wednesday, he was charged with capital mur
der and several counts of aggravated assault. Court
records show he has a history of arrests on drug
and assault charges.

After serving a drugged

lent sentence in state

prison, he appeared to have made a new start at a community college in El


Meanwhile, Justin

Thompson, the father of

Jayden, has a history of

child support disputes

with the children's mother, Brandy Cerny. Both

Thompsons allegedly

shot the children. El Cam

do police have named

Bluntson as a person of

interest in her killing.

Criminal and civil court
documents from Wharton

County shed light on the

history of both fathers of

the two young victims.

Bluntson has had re

peated run-ins with the

law since he was 18, with

arrests and convictions

spawning more than a
decade, according to the

documents.

In a recently created LinkedIn profile, he said he completed parole in early 2007 and enrolled at
Wharton County Junior College later that year. He ac

nowledged his criminal

record in the profile but wrote that he could still find success in life despite his back

ground.

"(I) blended with the
criminal element and went
through the cycle of to and
out of jail, with the high
light . . . being confined for
four years of my life," Bluntson wrote. "Needless
to say being out of school for over 10 years had its

flaws, but I found myself and feel that my (commit

tment) to others reflects a realization that no matter

(who) we come from, no matter background or
class, we can achieve, suc

ceed and overcome with

effort.

In May 1994, Bluntson

was arrested on same stim

ulant possession. He pleaded guilty in February
1995 and was sentenced to 10 years' probation. Two
months later, he was ar

rested on a Class A misdeme

nor assault charge.

He was arrested again in

late 1997 on charges of

cocaine possession. He

was given two years' prob

ation in 1999.

A police investigation

CHARGES | Continued from Page 1A

In early 2000, Blunt

tson was charged with
drug deals

outside an El Campo park between

January and February of

that year. He was charged

with four counts of delivery

of a controlled substance in

a drug-free zone.

He was convicted on two

of the counts. Also, his pro

bation for the 1994 and 1997

charges was revoked, and

he was sentenced to four

years in prison.

In November 2007,

months after enrolling in

the community college, he

was arrested again on an

other drug-related charge.

Documents state that he at

empted to hide a bag con

taining marijuana. He

pleaded guilty in June 2008
to tampering with evidence.

A relative said Cerny and

Bluntson had been dating

for the past few years.

Pastor Bonny Hargrove, 47, a neighbor of Bluntson's

father, told the Associated

Press she had last seen

Bluntson about two weeks

ago and was familiar with

the family's situation.

"(Bluntson) had his head

on straight," she said. "He

was staying out of trouble.

He seemed to be upbeat. He

was a person who was de

termined, wanted to work

and take care of his family I

can't believe this happened.

"To hear him talk about

his family and then to hear

about this, it's unbelievable.

It's a horrible thing."

Dianne Cerny, aunt of

Brandy Cerny, said, "It's a

very difficult time." When

asked about Bluntson's
criminal record, Dianne

Cerny said she "really didn't

know" and referred

questions to the immediate

family.

Calls to Brandy Cerny's

sister and father were not

returned as of late Wednes

day. Bluntson graduated from

El Campo High School in

1984, according to his Face

book page.

He attended Wharton

County Junior College from

2007 to 2011. Cerny was a

student there, too, from 2011
to 2006. Neither obtained a
degree at the school, said

college spokeswoman Zina

Carter.

The other father

Civil court records indi
cate that Justin Thompson and Brandy Cerny frequent

ly fought over his support for 6-year-old Jayden, who

was in critical condition at University Hospital in San

Antonio as of Wednesday evening.

Thompson's MySpace ac

count indicates that he also

has a daughter by another woman. He could not be

reached for comment. He

and Cerny had been in and

out of the courtroom since

2007.

Documents state that

Thompson failed to pay

child support for his son

several times between 2007

and 2010, and he was served

with a warrant more than
twice. The case listed little
to no activity for the past

two years.

Cerny notified the

court in April of a change in

employment. The name of

the employer is not list

ed.
Sabino Sanchez graduated from Wharton County Junior College with an associate of arts degree with an emphasis in business.

He is the son of Pablo and Manuela Sanchez of Louise.

Sanchez has been accepted to Sam Houston State University in Huntsville where he will continue working towards a bachelor's degree in business administration in marketing/finance.

He will also continue working in the area of banking and plans to record a new CD with his band, Los Zentenarios de Sabino Sanchez this fall.
Ganado High School Scholarships

The following seniors received scholarships at Ganado High School:

Daniel Aguilar, Ganado High School Band Boosters
Jennifer Avellar, Peer Assistance & Leadership
Brian Babula, Ganado High School Band Boosters, Association of Texas Professional Educators, Jackson Electric Cooperative, Jackson County Fair Ambassador of the Year Scholarship, Jackson County Youth Fair Association.

Ganado Backyard Booster Club, Catholic Daughters, De Zavala Rotary Club, KJT Society, Daughters of the Republic of Texas, Ganado Knights of Columbus #2301, Jake Neumann Memorial, Ganado Lions Club, Ganado Ex-Students Association, Jackson County Retired School Personnel, Ganado Classroom Teachers, 4-H Booster Club Scholarship, Ganado Athletic Booster Club Scholarship, Ganado Ex-Students Association, Bill Berry Memorial Scholarship, Catholic Daughters St. Augustine, State Catholic Daughters Memorial Scholarship, Young Family Foundation, Academic Scholarship, Jackson County Teachers Federal Credit Union, Citizens State Bank, Caracalina Community Volunteer Fire Dept.

Cade Chal, Ganado Backyard Booster Club, Jake Neumann Memorial, Ganado Ex-Students Association, Ganado Athletic Booster Club Scholarship, Blaine Carroll Memorial Scholarship, Texas Lutheran University Commencement Address, Texas Lutheran University Scholarly Advancement Award, Texas Lutheran University Referral Award.

Karen Cruz, Midco Supply Company, Inc., Ganado Lions Club, Jackson Electric Cooperative, Inc., Toll Foundation.

Cheland Delos Santos, Ganado High School Band Boosters
Caprice Erickson, American Legion Auxiliary, Ganado High School National Honor Society, Read-a-thon Scholarship at University of Texas, San Antonio

Angelica Flores, Ganado High School Band Boosters, Toll Foundation.

Julia Foityn, Edna Rotary Club, William Ralph (Bill) Stewin Memorial, Eleanor Brackenridge Literary Club Scholarship, United Agricultural Cooperative, Inc., Velia L. & John H. Robinson Charitable Foundation, Toll Foundation, 4-H Bauer Scholarship, Ganado Athletic Booster Club Scholarship, Ganado Ex-Students Association, Toll Foundation.

Ivon Garcia, Ganado High School Band Boosters, Amber Garza, Ganado High School Band Boosters, Houston Livestock Show & Rodeo Area, Go-Texan Scholarship, Eleanor Brackenridge Literary Club Scholarship, (Highest making gift), Midco Supply Company, Inc., Toll Foundation, Ganado Athletic Booster Club Scholarship, Lavana-Navidad River Authority, TEA Education Agency "Honorary Graduate" Certificate (Highest Ranking Senior), Wharton County Junior College Board of Trustees, High Honor Scholarship, Ganado High School National Honor Society, Mega Nicole Diaz, Class of 2006 Scholarship.

Brooke Glover, Ganado Ex-Students Association, Toll Foundation, Ganado Athletic Booster Club Scholarship, Peer Assistance & Leadership (PALS), Ganado Masonic Lodge, Ganado High School National Honor Society.

Angel Gonzalez, Ganado High School Band Boosters
Tyler Guzman, Ganado Backyard Booster Club, Hochheim Prairie Farm Mutual Insurance Branch #166, Jake Neumann Memorial, Ganado Athletic Booster Club Scholarship, Rebecca Hancock, Ganado High School Band Boosters

Derrick Haas, Ganado Backyard Booster Club, Jay Knoppel Memorial, Hochheim Prairie Farm Mutual Insurance Branch #166, Ganado Lions Club, Ganado Ex-Students Association, Velia L. & John H. Robinson Charitable Foundation, Toll Foundation, First United Methodist Church of Ganado, Ganado Athletic Booster Club Scholarship, Youth Foundation, Toll Foundation, Graciosa Volunteers Scholarship.

Joshua Laby, Bradford Motor-Built Ford Tough Player of the Week Scholarship, Texas Lutheran University Alumni Referral Award, Texas Lutheran University Commencement Address, Ganado Backyard Booster Club, Catholic Life Insurance-Edna-Ganado Branch #57, KJT Society, Jake Neumann Memorial, Lynette Labby Memorial, Ganado Ex-Students Association, Ganado Athletic Booster Club Scholarship, Bobby Houston Award.

Anthony Landry, Ganado Backyard Booster Club, Ag Mechanics Scholarship at Blinn College, Hochheim Prairie Farm Mutual Insurance Branch #166, Ganado Knights of Columbus #2304, William McCoy Memorial, Ganado Lion Club, Ganado Athletic Booster Club Scholarship

Denton Lesak, Ganado Backyard Booster Club, Ganado Ex-Students Association

Miguel Maria, Hochheim Prairie Farm Mutual Insurance Branch #166, Jake Neumann Memorial, Toll Foundation.

Anna Mendez, Ganado High School Band Boosters, Toll Foundation

Anthony Parks, Ganado Backyard Booster Club, Hochheim Prairie Farm Mutual Insurance Branch #166, Midco Supply Company, Inc., Jake Neumann Memorial, Ganado Lions Club, Jackson County Youth Fair Association, 2nd Place Crinible in the Jackson County Youth Fair, Toll Foundation, Ganado Rotary Club (Vocational Scholarship), First United Methodist Church of Ganado, Ganado Athletic Booster Club Scholarship, Masonic Colleges & Schools of Texas

Chance Poulton, Ganado High School Band Boosters, Toll Foundation, Jonathan Shrockengest, Ganado High School Band Boosters, Hochheim Prairie Farm Mutual Insurance Branch #166, Peer Assistance & Leadership (PALS)

Case Silliman, Ganado Backyard Booster Club, Texas Lutheran University Alumni Referral Award, Texas Lutheran University Presidential Award for Leadership & Service, Texas Lutheran University Academic Excellence Award, American Legion Auxiliary, W. H. Mercer Sr. Memorial Scholarship, Jake Neumann Memorial, Ganado Lions Club, Ganado Ex-Students Association, Jackson County Youth Fair Association, 2nd Place Crias in the Jackson County Youth Fair, Velia L. & John H. Robinson Charitable Foundation, Toll Foundation, Ganado Classroom Teachers, Ganado Athletic Booster Club Scholarship, First United Methodist Church of Ganado, Ganado High School National Honor Society

Leah Staff, Catholic Daughters, Catholic Life Insurance-Edna-Ganado Branch #57, Susan Gross Memorial, Toll Foundation, Toll Foundation, Ganado High School National Honor Society

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Pierce (Trey) Tedford,
Ganado High School Band
Booster, Ganado High School National Honor Society, Fellowship of Christian Athletes (FCA),
Ganado Backyard Booster Club, University of Mary-Hardin Baylor Honors &
Academic Scholarship, University of Mary-Hardin Baylor Leadership for
Christian Character in School, Church & Community Scholarship, W. H. Mercer Sr.
Memorial Scholarship, Hockaback Farrow Farm
Manuel Insurance Banch #166, Larry Conner Indian
Pride Award, Jake Neumann Memorial, Ganado Ex-
Students Association, Velma L. & John H. Robinson
Charitable Foundation, Ganado Rotary Club, Trull
Foundation, Mike Flynn
Memorial Scholarship, Blaine
Carroll Memorial
Scholarship, Wharton County
Junior College Board of
Trustees High Honor
Scholarship, Ganado High
School National Honor
Society
Jenny Vestey, Ganado
High School Band Booster,
Fellowship of Christian
Athletes (FCA), Catholic
Daughters, KJT Society,
American Legion Auxiliary,
Ganado Knights of Columbus
#3004, Larry Conner Indian
Pride Award, Jake Neumann
Memorial, Ganado Ex-
Students Association, Velma L. &
John H. Robinson Charitable
Foundation, Ganado Rotary Club, Trull
Foundation, Mike Flynn
Memorial Scholarship, Blaine
Carroll Memorial
Scholarship, Wharton County
Junior College Board of
Trustees High Honor
Scholarship, Ganado High
School National Honor
Society
Jenny Vestey, Ganado
High School Band Booster,
Fellowship of Christian
Athletes (FCA), Catholic
Daughters, KJT Society,
American Legion Auxiliary,
Ganado Knights of Columbus
#3004, Larry Conner Indian
Pride Award, Jake Neumann
Memorial, Ganado Ex-
Students Association, Velma L. &
John H. Robinson Charitable
Foundation, Ganado Rotary Club, Trull
Foundation, Mike Flynn
Memorial Scholarship, Blaine
Carroll Memorial
Scholarship, Wharton County
Junior College Board of
Trustees High Honor
Scholarship, Ganado High
School National Honor
Society
Jenny Vestey, Ganado
College rodeo season wraps up at nationals

Dustin Jackson, a team roping header from Northeast Texas Community College, finished the 2011-2012 season at 10th in the nation at the College National Finals Rodeo (CNFR) in Casper, Wyo.

Jackson was partnered with header Corey Hendrick of Wharton County Junior College. The team missed their final steer in the short round, dashing their hopes of a higher finish. However, solid times in the first three rounds gave them enough points to finish in the top 10 for the event.

"I am extremely proud of Dustin. The CNFR is a very intense competition and there is a lot of pressure on athletes. He had a great rodeo up until the short round," NTCC head rodeo coach, CJ Mohl, said.

"NTCC's Kolt Henderson missed his final calf in the third go-round and failed to advance to the short round. Henderson finished 32nd overall for tie down roping, Chelsie Willholtte finished 45th in Breakaway Roping. "Chelsie had a tough time from the beginning. Kolt had a pretty good shot at making the short-round, but things didn’t go well in his third run. Overall, I am very pleased with how our season went. Our athletes worked hard and maintained NTCC’s reputation as a national contender in college rodeo."

For more information about NTCC Eagles Rodeo, visit www.nttceagles.com.
Rodeo team wins places at CNFR finals

Dustin Jackson, a team roping header from Northeast Texas Community College, finished the 2011-2012 season at 10th in the nation last week at the College National Finals Rodeo (CNFR) in Casper, Wyoming. Jackson was partnered with heeler Corey Hendrick of Wharton County Junior College. The team missed their final steer in the short round, dashed their hopes of a higher finish. However, solid times in the first three rounds gave them enough points to finish in the top ten for the event.

"I am extremely proud of Dustin. The CNFR is a very intense competition and there is a lot of pressure on athletes. He had a great rodeo up until the short round," NTCC head rodeo coach, CJ Mohl, said.

NTCC's Kolt Henderson of Omaha, missed his final calf in the third go-round and failed to advance to the short round. Henderson finished 32nd overall for Tie Down Roping. Chelsie Willhite finished 46th in Breakaway Roping.

"Chelsie had a tough time from the beginning. Kolt had a pretty good shot at making the short-round, but things didn't go well in his third run," Mohl said. "Overall, I am very pleased with how our season went. Our athletes worked hard and maintained NTCC's reputation as a national contender in college rodeo."

For more information about NTCC Eagles Rodeo, visit www.ntccagles.com.
Kevin Jasek

Wharton Jr.
College Grad

Kevin Michael Jasek graduated with high honors from Wharton County Junior College Friday, May 18. He received an Associate of Applied Science in Automotive Technology.

He is an ASE (automotive service excellence) certified mechanic, presently employed by Von-Wil Ford Dealership of Wharton and plans to further his education to become a Ford certified mechanic.

He is a 2012 recipient of the Mozelle Von Der Au Memorial Scholarship.

A 2010 honor graduate of Flatonia High School, he is the son of Paul and Nancy Jasek of Praha. His grandparents are Mary Jasek of Praha and Eugene and Grace Vinklarek of Cistern.
Brownwood resident on TSTC honor roll

SPECIAL TO THE BULLETIN
WACO — Jacob Bryant, a student in Welding Technology, is among those recognized with a scholastic achievement of a 3.5 to 3.9 grade point average for the semester.

Texas State Technical College Waco, part of the only state-assisted technical college system in Texas, offers specialized, hands-on instructional courses leading to Associate of Applied Science degrees and Certificates of Completion.

TSTC Waco also offers classes at WCJC Fort Bend Technical Center in Richmond and the East Williamson County Higher Education Center. Visit www.waco.tstc.edu or call (254) 867-2360 for more information.
Wharton County Junior College offers vocational degrees to area residents

BY NAHEEDA SAYEDDUDDIN
naheedas@fbherald.com

Since its opening in 2001, the Wharton County Junior College campus located in Richmond has provided a college education and vocational training to thousands of Fort Bend County residents.

"The WCJC Richmond campus is unique because of its partnership with Texas State Technical College (TSTC)," said WCJC spokesperson, Zina Carter. "Although WCJC offers an associate of arts degree that transfers to most four-year institutions as well as vocational/technical certificate programs and associate of applied science programs, WCJC invited TSTC to offer technical and high demand programs at its campus to better serve the community."

Programs offered at the WCJC Richmond campus include, Administrative Assistant, Computer Science: Cisco Router Networking, Early Childhood, Emergency Medical Services Training, Engineering Design, Human Services, Law Enforcement, Paralegal Studies, Computer Programming, PC Technical Support, Network Administrator, Office Administration, Police Academy (Basic Peace Officers Training), Certificate Programs, Associate of Applied Science Degrees and Academic Transfer Programs to Four-Year Institutions.

Programs offered through Texas State Technical College include Air Conditioning and Refrigeration Technology, Diesel Equipment Technology/Heavy Truck, Machining Specialization and Mechanical Engineering Technology.

Students considering an education at WCJC will benefit from the low tuition, small class sizes and convenient location.

"The convenience of having a campus in Richmond also makes it possible for residents to live at home and obtain their education," said Carter.

Richmond, Rosenberg and surrounding areas of Fort Bend County also benefit economically as many WCJC graduates go on to work in the community, she said.

"The business community benefits from the campus in Richmond because employers have access to a larger educated applicant pool," said Carter.

"Also, for economic development purposes, having a community college locally is a big selling factor for companies who are considering relocating to Fort Bend County."
Richmond location

PHOTO COURTESY OF WHARTON COUNTY JUNIOR COLLEGE

WCJC Fort Bend Technical Center in Richmond offers college transfer courses and vocational training in partnership with Texas State Technical College.
Scott Giass, Director of Wharton County Junior College Technical Center in Richmond.

PHOTO BY NAHEEDA SAYEEDUDDIN

WCJC Director
WCJC Hosts Open House For Senior Center

The Wharton County Junior College Senior Citizen Program will host a new location Open House. The Open House will be held on Wednesday, July 11, 2012 from 9:30 a.m. – 11:30 a.m. at Mansfield Library, 930 Travis Street in Columbus.

Refreshments will be served.
This event is free and open to the public. For additional information call 979-532-6430.

The previous Columbus location for the WCJC Senior Citizen program was the County Extension Office at 316 Spring Street.
Wharton County Junior College Dean’s List

Wharton County Junior College has recognized a number of students as distinguished scholars for the spring semester of 2012. The following were named to the Dean’s List for earning at least a 3.5 grade point average, out of a possible perfect 4.0, in all work completed during at least twelve semester hours of work: Johnson City Lucas Dale Neely
Locals named Dean's List at Wharton Co. JC

Eleven Palacios area students have been named to the Dean's List for the spring semester at Wharton County Junior College.

Named to the Dean's List with at least a 3.5 grade point average out of a possible 4.0 were:

The William O. Davises

Mr. and Mrs. William O. Davis are celebrating their 60th wedding anniversary today, July 8, 2012. The late Rev. George J. Johnson married the couple July 6, 1952, at the home of the bride's uncle and aunt, the late Mr. and Mrs. George McGrue. Vows will be reaffirmed at Second Missionary Baptist Church by the couple's son, Dr. Nika L.J. Davis Sr., pastor of the church. Following the ceremony, a family dinner will be served.

The Davises have four children, Orvis Davis Davis, Aloysius Davis and wife, Valencia, Dr. Nika Davis and wife, Beverly, all of Waco, and Othellus Davis and wife, Eunice Faye, of Houston. The couple has 12 grandchildren and seven great-grandchildren.

Mr. Davis retired after 32 years of teaching in the school districts of Waco, Cotulla, and Groesbeck. He also taught at Paul Quinn College and Wharton County Junior College. Mrs. Davis, a registered nurse, retired after serving 31 years in the Veteran Administration System and 10 years as a nursing instructor at McLennan Community College.
Dillman named to Dean's List
at Wharton County Junior College

Wharton County Junior College has recognized are students as distinguished scholars for the spring semester of 2012. The following students were named to the dean's list for earning at least a 3.5 grade point average out of a possible 4.0, in all work completed during at least 12 semesters of work.

Named to the list were from Brenham, Krystal Rae Dillman.
Wharton County Junior College releases Dean’s List for Spring 2012

Wharton County Junior College has recognized a number of area students as distinguished scholars for the spring semester of 2012, according to Karen Freidler Director of Admissions and Registration.

The following students were named to the Dean’s List for earning at least a 3.5 grade point average, out of a possible perfect 4.0, in all work completed during at least 12 semester hours of work.

Beasley: Carolyn Gonzalez,

Damon: Jenna M. Elster, Jarrod L. Hancherick, Shelby Rae Jenkins, Kaitlyn Jo King, and Jacob Ryan Kovar.

Fulshear: Sarah Ruth Beaton,

Guy: Tonya R. Ellerbe and Eddie Anthony Montalvo.


County: Fort Bend
D.J. Cumby named to Dean's List

Caldwell resident D.J. Cumby was named to the Dean's List at Wharton County Junior College for the 2012 spring semester. To be named to the Dean's List, students must have at least a 3.5 grade point average and have completed at least 12 hours of semester work.
No bay boat fishing stories, but a little information/advice to offer

When my first son-in-law and I owned a bay boat together, I used to write about every fishing trip we took, and entrusted a few of them into vider tales than they actually were. After we sold our boat, and I didn’t have any more fishing stories to told, I discovered there were some disappointed column readers who wanted to read more of my monthly yarns about fishing in the inner bay waters of Matagorda. That was as long ago the Bay Bernard Resorts was still called the Tidewater.

Some of those readers were accomplished saltwater fishermen themselves, some more successful than others, but all of them had stories to tell. They would tell the most interesting stories, and we would bring them to the Editor. Being the son of a cold freshwater fisherman I hurriedly learned a lot about fishing them. I sold them to the editors of Bayshore News, learning experiences for me, and had my readers enjoying the same. I have had several people comment on how enjoyable they were. I would like to share with you some of my experiences and advice on fishing for red snapper in Matagorda Bay.

I would have been easy for me to have given them advice on fishing for other species, like catfish, red snapper, or flatfish. But my mother was a great cook, and I knew that she would have to be satisfied with my advice on fishing for red snapper in Matagorda Bay.

I have never been able to make a name for myself as a fishing celebrity. My records show that I have been writing about fishing for over twenty years, and have had several magazine articles published in my name.

I have always enjoyed fishing, but I have never been able to make a living at it. But I have enjoyed reading about fishing, and I would like to share some of my experiences with you. I have fished in Matagorda Bay for over twenty years, and I have learned a lot about fishing for red snapper there.

I hope you enjoy reading about fishing for red snapper in Matagorda Bay as much as I enjoy writing about it. I would like to hear from you if you have any questions or comments about fishing for red snapper in Matagorda Bay.

Ray Spitzberg

East Bernard Express
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East Bernard, TX

County: Wharton
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ForRuralTexas.org

Traci Machinsky on WCJC Dean's List

Traci Danielle Machinsky has been named to the Dean's List at Wharton Co. Junior College for the 2012 spring semester.

Students on the Dean's List must earn at least a 3.5 grade point average out of a possible 4.0 during at last 12 semester hours of work.
Local Students Make WCJC Dean’s List

Wharton County Junior College has recognized a number of area students as distinguished scholars for the spring semester of 2012 according to Karen Preisler, Director of Admissions and Registration.

The following students were named to the Dean’s List for earning at least a 3.5 grade point average, out of a possible perfect 4.0, in all work completed during at least twelve semester hours of work.

From Eagle Lake; Araceli Meza Esquivel, Josiah Christian S. Fling, Robert Hernandez, and Justin Dayla Noska.

From Nada; Chad Ryan Bittner, Rachel Ann Korenek, and Adrian John Shimek.


**NEXT WEEK'S MEETINGS**

**Monday, July 16**

- Wharton Economic Development Corp. board meets at noon at the WEDC office, conference room, 1944 N. Fulton St., Wharton.
- East Bernard City Council meets at 7 p.m. at City Hall/Prosperity Bank, 704 Church St., East Bernard.
- East Bernard School Board meets at 7 p.m. at the East Bernard ISD Administration Building Board Room, 723 College St., East Bernard.

**Tuesday, July 17**

- Mayor's Committee on People with Disabilities meets at 8:30 a.m. at City Hall, 120 E. Caney St., Wharton.
- Wharton County Junior College board meets at 6:30 p.m. at the Hutchins Memorial Center, WCJC Board Room, 911 Boling Hwy., Wharton.
- Wharton School Board meets at 7 p.m. at the Wharton ISD Education Support Center, 2100 N. Fulton St., Wharton.
WCJC fall registration starts

Wharton County Junior College is currently registering for the Fall 2012 semester.

Students may register now through Aug. 29 on the web or at the Wharton campus, Sugar Land campus, or the Richmond campus. Registration appointments are not required.

Fall classes begin Aug. 27.

Wharton County Junior College offers an associate of arts degree for those intending to transfer to a four-year institution, an associate of arts in teaching degree, associate of applied science degrees, and certificate programs.

Distance education courses are available through the web, and also through interactive television.

For more information about programs or registration, call 800.561.9252 or visit wcjc.edu.
WCJC registration underway

Wharton County Junior College is currently registering for the Fall 2012 semester. Students may register now through August 29 on the web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Richmond campus now through August 29. Registration appointments are not required.

Fall classes begin August 27, 2012.

Wharton County Junior College offers an associate of arts degree for those intending to transfer to a four-year institution, an associate of arts in teaching degree, associate of applied science degrees, and certificate programs. Distance education courses are available through the web, and interactive television.

For more information about programs or registration, call 800-561-9252 or visit www.wcjc.edu.
Sounding Board

To the editor:

I am Frances Salazar, formerly Frances Gonzalez. I am a deputy for Wharton County Sheriff's office. I recently lost the odds and lived. My husband Michael has scheduled a "Welcome Home Party" for me twice. This was my opportunity to tell everyone THANKS. It's been raining so much we can't do it.

Let me explain everything that happened. Unfortunately, almost 6 months ago on Jan. 20, I was on my way to work one early foggy morning from Brookshire. As you know, I never made it because I had a rear tire blowout which propelled me into the oncoming lane. As a result, my convertible was struck by an oncoming truck. My vehicle was hit and we ran off the roadway. I was trapped. I was eventually extricated, revived, and eventually transported to Memorial Hermann.

I am heartbroken because all that were told were checked. I try not to think of the times because some were initially told I had died. Yes, they said I was combative on scene. What they didn't know I was fighting to live.

While I was at Memorial Hermann, my friend Gayle (who is a paramedic) demanded to know where I was and what they were doing with me. She was determined. If I know Gayle she would have pulled out the duct tape and super glue to fix me up. I had right and left broken ribs, I had a halo screwed into my skull to protect my neck. My lungs collapsed. I injured my right arm and I have two of my fingers always numb. I can use my arm for his love but my movement is limited or painful if I use the wrong angle. It is weaker and can't bear very much weight. I also injured the right side of my teeth they hurt. I don't eat on that side any more.

I was in a coma for a total of 30 days. Then I was sent to TIRR. At this point I was in my post traumatic amnesia stage about 3 weeks. I was awake and talking, but I can't recall this. At one point I told my friend Oscar that I was run over by a reaper. Apparently, I told family they were all full of "it." I may have called friends or they came to visit me but I do not remember this. Eventually, I was well enough to get moved to a faculty, I went but was and because I wasn't coming home yet.

This time was well spent because this was a great place for people with traumatic brain injuries. It felt like I was back in school. I had great therapists and was in classes all day. A small example of my classes are physical therapy, occupational therapy, speech therapy, brain injury class, memory class, cognition and work place communication and executive skills.

Nothing purchased was close to the renewed sense of gratitude for having family and friends. - Courtney Milloy

I was the president of the Auxiliary of the Wharton County Department. With the help of several women, the auxiliary was created. The REHAB Team was created from this group to help our volunteer firefighters by providing nourishment, rehydration and rest if needed. As a result, I helped on many fires that lasted several hours they were often when we least expect it. The Fire Department always takes care of their own. I am grateful because they considered me one of their own and they helped with my fundraisers. I am currently employed by the Wharton County Sheriff's Department. I have been there six years. I started in dispatch, am now in the Corrections Division. I went to the Police Academy here at the WCCC to become a Deputy. I love working for WCOJ. If I didn't I would have left long ago because I am a firm believer if you don't like your job you can't do a good job. Thanks to the Wharton County Sheriff's Department for their support, commitment, and dedication to me and my family.

Nicolo is my daughter and I am sad she had to deal with this. She stayed at the hospital a few days with me while I was in the coma. She needs to remember life goes on. Live everyday to the fullest like its your last.

A special gratitude to my best friend Gayle Del Bosque and my co-worker and good friend Sgt. Raymond Davis for all their diligence efforts and thanks for all the fundraisers on my behalf. A special thanks to the Wharton County Sheriffs Department family. They were always there for me.

My dad and step-mother were great. They were concerned and worried but I made it. My brother and his family for their emotional support. Each time I called my brother upset he would come check on me. Thank you. Also, I'd like to thank Michells family. I would like to save the best for last — Michels. I want to thank him for his love and dedication to me. I may have forgotten where he and I lived, Deputies names, friends and things that recently happened. I never forget him. I know he is here and getting married brought me happiness. He is my protector. I knew I made the right choice loving him when he told me, "I was going to take care of you no matter what. You could have ended up in a wheelchair, or stayed in a coma, I would be here for you forever." I was shocked because I had wondered why he still loved me. I couldn't talk right, my arm was messed up, I was in a halo for several months and for days I thought I would lose all my teeth. I would imagine my reflection of a toothless smile looking back at me. I even waver if they would just give up and let go while I was eating. Not to mention my short hair in the front where they shaved me. My long term memory is good but I did forget some things. My short term memory is poor. Following directions and instructions is difficult. Michael made me feel right about life.

I look forward to sharing a lot with him on our beautiful ranch. It's very relaxing to care for the miniature horses, miniature donkeys and fainting goats. I am ready to live in happiness with my family. Thanks to Wharton County, the surrounding communities and even nearby states for your prayers and well wishes. They worked, I am living proof. I got to enjoy this year's Freedom Fest Activities.

Frances Gonzalez/Salazar
Brookshire

County: Wharton
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Wharton, TX
GED, ESL classes offered at WCJC

Wharton County Junior College offers at no charge General Equivalency Diplomas (GED) and English as a Second Language (ESL) classes at WCJC campuses in Bay City, Wharton, Richmond, and Sugar Land; at the Northside Education Center in El Campo; at the Columbus, Palacios and Weimar high schools; Fort Bend ISD Education Complex, and at the Lamar CISD Special Needs Center and Bowie Elementary School in Richmond. Orientation is required before classes begin. Orientation is scheduled for Aug. 13 and 14 and Aug. 17 and 18 and will be held at the WCJC Wharton campus in the Pioneer Student Center, 911 Boling Hwy. For students completing an August orientation, classes will begin on Monday, Aug. 27.

Call 979-532-6301 or visit www.wcjc.edu to register for orientation. Registration forms are available at all WCJC campuses.
Area students on WCJC honor roll list for spring

Wharton County Junior College has recognized a number of area students as distinguished scholars for the spring semester of 2012.

The following students were named to the Dean's List for earning at least a 3.5 grade point average, out of a possible perfect 4.0, in all work completed during at least 12 semester hours of work:


**Hungerford** — Marlon Omar Lopez and Robyn Lynique Mitchell.
GED, ESL classes offered at WCJC

Wharton County Junior College offers at no charge General Equivalency Diplomas (GED) and English as a Second Language (ESL) classes at WCJC campuses in Bay City, Wharton, Richmond, and Sugar Land; at the Northside Education Center in El Campo; at the Columbus, Palacios and Weimar high schools; Fort Bend ISD Education Complex, and at the Lamar CISD Special Needs Center and Bowie Elementary School in Richmond. Orientation is required before classes begin. Orientation is scheduled for Aug. 13 and 14 and Aug. 17 and 18 and will be held at the WCJC Wharton campus in the Pioneer Student Center, 911 Boling Hwy. For students completing an August orientation, classes will begin on Monday, Aug. 27.

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**Hungerford** — Marlon Omar Lopez and Robyn Lynique Mitchell.
ROSENBERG

Mayor delivers ‘state of city’ address

Rosenberg Mayor Vincent M. Morales Jr. highlighted the vision for his city when he spoke July 9 to more than 400 people at Safari Texas.

The Central Fort Bend Chamber Alliance and Fort Bend Chamber of Commerce co-hosted the “State of the City” luncheon.

Morales also touched on developments in store for Historic Downtown Rosenberg, including a recent application for designation as a Texas Cultural District, upcoming renovation of the Cole Theater and opening of an arts center.

Other projects are aimed at revitalizing the Highway 90A corridor.

Infrastructure and public safety improvements include expansion of the city’s animal shelter and construction of a new fire station.

Morales, who was elected in May 2011, presented an overview of Rosenberg’s growth and development potential, highlighting the community’s position as the “Hub of the Gulf Coast.”

The mayor cited Rosenberg’s geographic location, at the intersection of several major transportation nodes in the greater...
Houston-area, including highway and rail, coupled with the availability of large tracts of developable land, as a driver of continued development.

He said Rosenberg's quality of life includes a low crime rate; a steady, diversified economy and recreation opportunities.

Presenting sponsors for the event include: New First National Bank, which has a branch in Rosenberg, and Si Environmental, a water services company that recently opened in Rosenberg.

WCJC SETS FALL REGISTRATION

WHARTON — Wharton County Junior College (WCJC) is currently registering for the fall semester. Students may register now through Aug. 29 on the web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Richmond campus now through Aug. 29. Registration appointments are not required. Fall classes will begin Aug. 27. WCJC offers an associate of arts degree for those intending to transfer to a four-year institution, an associate of arts in teaching degree, associate of applied science degrees, and certificate programs. Distance education courses are available through the web, and interactive television. For more information about programs or registration, call (800) 561-9252 or visit wcjc.edu.
MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approval to increase out-of-district fees for credit courses effective spring 2013 semester (increase in FY13 revenue - $308,795.00)
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: August 21, 2012  Date of this Proposal: August 3, 2012

SUBJECT:

Increase out-of-district fees for credit courses effective spring 2013 semester.

RECOMMENDATION:

Approve an increase in out-of-district fees from $40.00 per semester hour to $45.00 per semester hour for students enrolled in credit classes effective spring 2013 semester.

BACKGROUND/RATIONALE:

The increase in out-of-district fees is needed due to the increased cost to provide quality instruction and the reduction in state appropriations. The proposed increase in fees is estimated to generate an additional $308,795.00 revenue for Fiscal Year 2013.

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

Increase in FY13 revenue - $308,795.00.

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

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

SIGNATURES:

[Signature]

Originator

[Signature]

Cabinet-Level Supervisor

Date

8/3/12

8/3/12

8/3/12

PRESIDENT'S APPROVAL:

[Signature]

Date

8/3/12

reg 113

6-21-95
MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve the 2013 Kids' College Facilities Rental Agreement ($75,000.00 – to be drawn from the FY2013 Kids’ College facilities rental budget)

B. Approve the proposal submitted by Blackboard, Inc. to provide a Managed Hosting Solution for their on-line learning management software used by the college to support our on-line classes ($71,470.00 – current unrestricted operating budget for 2011-2012)

C. Approve the proposal submitted by Smarthinking to provide an on-line tutoring system for the college for the 2012-2013 school year ($51,348.00 – current operating budget for 2011-2012)

D. Approval to apply for the Texans Feeding Texans: Home-Delivered Meal Grant Program (Texas Department of Agriculture) for both Wharton and Colorado Counties (no cost to the college pending approval of the grant)
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: August 21, 2012
Date of This Proposal: July 25, 2012

SUBJECT (item as it will appear on agenda): 2013 Kids College Facilities Rental Agreement

RECOMMENDATION: The CE Department is requesting permission to seek a rental facility agreement with Fort Bend Independent School District for the 2013 Kids College Summer program.

BACKGROUND/RATIONALE: The Continuing Education Department is seeking approval to rent a facility from Fort Bend ISD conducive to the variety of courses offered by Kids College. Facilities and utilities necessary but not limited to: 2 gyms, multiple kitchens/cooking areas, computer labs, art studio/woodworking shop, theater (stage), tennis courts. The CE Department has offered Kids College in Sugar Land for over 10 years and has previously rented facilities from Fort Bend ISD, which has resulted in a record enrollment for Kids College in Summer 2012.

Estimated Cost and Budgetary Support (how will this be paid for?): $75,000 to be drawn from the FY2013 Kids' College facilities rental budget line.

RESOURCE PERSON(S) [name(s) and title(s)]:
Alice Atkins – Director of Continuing Education

SIGNATURES:

[Signature] Alice Atkins
Originator

[Signature] July 30, 2012
Cabinet-Level Supervisor

DATE:
7-26-12

PRESIDENT'S APPROVAL:

[Signature] Becky A. Malcom

DATE:
7-30-12

Reg 113
6-21-95, 12-16-99
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: August 21, 2012  Date of This Proposal: August 6, 2012

SUBJECT:

Approve the proposal submitted by Blackboard, Inc. to provide a Managed Hosting Solution for their online learning management software used by the College to support our on-line classes.

RECOMMENDATION:

Approve $71,470.00 for the Blackboard Managed Hosting Solution to support the on-line learning management software used by the College for our on-line classes.

BACKGROUND/RATIONALE:

The College uses the Blackboard online learning management software as the platform for online course offerings. This proposal will allow Blackboard, Inc. to host the College's critical online courses and programs in a redundant and secure cloud-based environment. Blackboard, Inc. will manage all aspects of server hardware, backups, and operating system administration, allowing the College's Distance Education staff to focus efforts on expanding and supporting online course offerings.

Estimated Cost & Budgetary Support (how will this be paid for?): $71,470.00


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

Bryce D. Kocijan, Vice President of Administrative Services
Leigh Ann Collins, Vice President of Instruction
Eric Nathan, Director of Distance Learning
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Date  8-9-12

Date  8-9-12
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: August 21, 2012  Date of This Proposal: August 2, 2012

SUBJECT:

Approve the proposal submitted by Smarthinking to provide an on-line tutoring system for the College at a cost of $51,348.00 for the 2012 – 2013 school year.

RECOMMENDATION:

Approve the proposal submitted by Smarthinking to provide an on-line tutoring system for the College at a cost of $51,348.00 for the 2012 – 2013 school year.

BACKGROUND/RATIONALE:

The College currently uses Smarthinking to provide on-line tutoring services for our students. Since our faculty and students are familiar with their process, and since everything to operate and access their system is already in place and ready to go when classes begin on August 27th, and since we used all 1,800 hours purchased last year, it is our recommendation that we stay with Smarthinking as the College's provider of on-line tutoring services and increase the available hours to 2,200.

Estimated Cost & Budgetary Support (how will this be paid for?): $51,348.00

Current Operating Budget for 2011 - 2012

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

Leigh Ann Collins, Vice President of Instruction
Bryce D. Kocian, Vice President of Administrative Services
Sharon Prince, Coordinator, Learning Assistance Centers
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Originator 8-3-12

[Signature]
Cabinet-Level Supervisor 8-9-12

PRESIDENT'S APPROVAL:

[Signature]

Reg 113 6-21-95
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on 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: August 21, 2012  
Date of this Proposal: August 1, 2012

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

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

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

Additional Home Delivered Meals funded February 1, 2013 – January 31, 2014 by the Texas Department of Agriculture.

Estimated Cost and Budgetary Support (how will this be paid for):
Depends on how many apply for the Texans Feeding Texans Grant. Reimbursement rate is not known at this time. No match is required, grant based on number of requests for non-federal funded meals from past years. Monies received for FY 2012 was $2,459.18 for Colorado County and $1,837.99 for Wharton County.

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

SIGNATURES:

Originator:  
Cabinet-Level Supervisor:  

Date: 8-1-2012
Date: 8-9-12

PRESIDENT’S APPROVAL:

Date: 8-9-12

reg 113
6-21-95
Texans Feeding Texans:  
Home-Delivered Meal Grant Program  
Texas Department of Agriculture (TDA)

P.O. Box 12847 Austin, Texas 78711  •  Voice (800) 835-5832  •  (512) 463-6695  
Hearing impaired: (800) 735-2988  •  www.texasagriculture.gov

FY 2013 APPLICATION PACKET

NO LATE APPLICATIONS WILL BE ACCEPTED.  
ALL APPLICATIONS AND REQUIRED BACKUP DOCUMENTATION OR INFORMATION MUST BE POSTMARKED AND MAILED TO THE DEPARTMENT BY NOV. 1, 2012 OR YOUR APPLICATION WILL BE DENIED.

Applications submitted prior to November 1, 2012 will be allowed to submit supplemental documentation or information; however, that documentation or information must also be postmarked and mailed to the department no later than November 1, 2012.

➢ Application Instructions
➢ Application
➢ Attachment A – Meal Number Worksheet
➢ County Resolution Form

Thank you for your interest in the Home-Delivered Meal Grant Program.  
If you have any questions, please contact TDA’s Grants Office at (512) 463-6695 or (800) TELL-TDA (1-800-835-5832)
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the long term disability coverage for full time employees (estimated $30,200.00 – current unrestricted operating budget for 2012-2013)

B. Approve the proposal submitted by the Texas Association of School Boards (TASB) for the annual college’s Worker’s Compensation Insurance ($48,784.00 – current unrestricted operating budget for 2012-2013)

C. Approve the Investment Policy

D. Approve the general liability, director’s & officer’s liability, educator’s liability and automobile insurance ($31,742.00 – current unrestricted operating budget for 2012-2013)

E. Approval to dispose of foreclosed property

F. Approve, by resolution, Wharton County Junior College’s continued participation in The Texas Association of School Boards’ Restatement of Interlocal Agreement for the purchase of our Auto Liability, General Liability, Educator’s and Director’s Liability, and Worker’s Compensation Insurance Coverage

G. Approve the annual premium to the Property Casualty Alliance of Texas for the college’s property/casualty, and equipment breakdown insurance coverage ($150,495.00 – current unrestricted operating budget for 2012-2013)

H. Information Item:

1. Seek sealed bids for the printing of the College’s Marketing Newsletters for the spring, summer, and fall, of 2013 (estimated $30,000.00 – current unrestricted operating budget for 2012-2013)
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: August 21, 2012       Date of This Proposal: August 2, 2012

SUBJECT:

Long Term Disability Coverage for full time employees.

RECOMMENDATION:

Approve year 2 of a 3 year term from Texas Insurance Agency and Sun Life Insurance Company of .19 per $100 of covered payroll for Long Term Disability Coverage.

BACKGROUND/RATIONALE:

Last year the College solicited bids and awarded a 3 year term to Texas Insurance Agency and Sun Life Insurance Company for our Long Term Disability plan. The rate of .19 per $100 of covered payroll was offered for three years. Since the actual premium due is based on payroll amounts that can vary during the year, we are estimating the premium amount due.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $30,200.00 yr.

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

Bryce D. Kocian, Vice President of Administrative Services
Conrad Kieler, Director of Payroll and Benefits
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Conrad Kieler
Originator

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Betty O. Mealer

Date
BENEFIT PROVISIONS

LONG TERM DISABILITY INCOME INSURANCE

What is the Long Term Disability Benefit?

Long Term Disability Benefits (LTD) partially replace your income if you become Totally or Partially Disabled while insured.

When do LTD benefits become payable?

Sun Life will pay a monthly LTD benefit after the end of your Elimination Period, if Sun Life receives proof that you are:
- Totally or Partially Disabled due to an Injury or Sickness; and
- under the regular and continuing care of a Physician that provides appropriate treatment and regular examination and testing in accordance with your disabling condition.

What conditions must be met for LTD benefits to continue?

Sun Life will pay you an LTD benefit, up to the Maximum Benefit Period, if you provide proof that you continue to be Totally or Partially Disabled and you require the regular and continuing care of a Physician. You need to provide proof when Sun Life asks for it, but the proof is at your expense. You need to provide Sun Life with proof of your monthly earnings (if applicable) on a quarterly basis.

All Eligible Salaried Professional Employees

What is the Total Disability Benefit?

If you are Totally Disabled, your Net Monthly Benefit will be calculated based on the Total Disability Benefit formula. You will qualify for this benefit if:
- you are not working or you are working but you are earning less than 20% of your Indexed Total Monthly Earnings; and
- during your Elimination Period and the next 36 months, you, because of your Injury or Sickness, are unable to perform the Material and Substantial Duties of your Own Occupation.

After Total or Partial Disability LTD benefits combined have been paid to you for 36 months, you will continue to qualify for this benefit if you are unable to perform with reasonable continuity any Gainful Occupation for which you are or become reasonably qualified for by education, training or experience.

All Other Eligible Employees

What is the Total Disability Benefit?

If you are Totally Disabled, your Net Monthly Benefit will be calculated based on the Total Disability Benefit formula. You will qualify for this benefit if:
- you are not working or you are working but you are earning less than 20% of your Indexed Total Monthly Earnings; and
- during your Elimination Period and the next 24 months, you, because of your Injury or Sickness, are unable to perform the Material and Substantial Duties of your Own Occupation.

After Total or Partial Disability LTD benefits combined have been paid to you for 24 months, you will continue to qualify for this benefit if you are unable to perform with reasonable continuity any Gainful Occupation for which you are or become reasonably qualified for by education, training or experience.

How is the Total Disability Benefit calculated?

To determine your Total Disability Benefit:
1. Take the lesser of:
   a. your Total Monthly Earnings multiplied by the Benefit Percentage (shown in the Benefit Highlights); or
   b. your Maximum Monthly Benefit (shown in the Benefit Highlights); then

2. Subtract Other Income Benefits from the amount determined in Step 1.

All Eligible Salaried Professional Employees

What is the Partial Disability Benefit?

If you are Partially Disabled, your Net Monthly Benefit will be calculated based on the Partial Disability Benefit formula. You will qualify for this benefit if:
- you are working and have Disability Earnings of more than 20% but less than 80% of your Indexed Total Monthly Earnings; and
- during your Elimination Period and the next 36 months, you, because of your Injury or Sickness, are unable to perform the Material and Substantial Duties of your Own Occupation.

After Total or Partial Disability LTD benefits combined have been paid to you for 36 months, you will continue to qualify for this benefit if you are unable to perform with reasonable continuity any Gainful Occupation for which you are or become reasonably qualified for by education, training or experience and you have Disability Earnings of less than 60% of your Indexed Total Monthly Earnings.

All Other Eligible Employees

What is the Partial Disability Benefit?

If you are Partially Disabled, your Net Monthly Benefit will be calculated based on the Partial Disability Benefit formula. You will qualify for this benefit if:
- you are working and have Disability Earnings of more than 20% but less than 80% of your Indexed Total Monthly Earnings; and
- during your Elimination Period and the next 24 months, you, because of your Injury or Sickness, are unable to perform the Material and Substantial Duties of your Own Occupation.

After Total or Partial Disability LTD benefits combined have been paid to you for 24 months, you will continue to qualify for this benefit if you are unable to perform with reasonable continuity any Gainful Occupation for which you are or become reasonably qualified for by education, training or experience and you have Disability Earnings of less than 60% of your Indexed Total Monthly Earnings.
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: August 21, 2012  Date of This Proposal: August 3, 2012

SUBJECT:

Approve the proposal submitted by the Texas Association of School Boards (TASB) of $48,784.00 annually for the College's Worker's Compensation Insurance.

RECOMMENDATION:

Approve the proposal submitted by the Texas Association of School Boards (TASB) of $48,784.00 annually for the College's Worker's Compensation Insurance.

BACKGROUND/RATIONALE:

The Texas Association of School Boards has agreed to leave the rate unchanged for this year. It is our recommendation that we accept their offer and have them remain as the College's provider of Workers Compensation Insurance. The proposed amount is based on estimated payroll and could vary slightly but the rate of .001675 is fixed. Under section 791 of the Government Code, districts may contract with one another and other agencies of the State for the purpose of increasing their efficiency and effectiveness.

Estimated Cost & Budgetary Support (how will this be paid for?): **$48,784.00**

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

Bryce D. Kooian, Vice President of Administrative Services
Conrad Kielar, Director of Payroll and Benefits
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]

Date: 8/3/12

Reg 113

6-21-95
Workers' Compensation Insurance

Worker's Compensation includes medical, income, death or burial benefits an employee or beneficiary receives based on a compensable (an injury that arises out of and in the course and scope of employment for which compensation is payable under The Texas Workers' Compensation Act) injury.
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: August 21, 2012  
Date of this Proposal: August 6, 2012

SUBJECT:

Investment Policy

RECOMMENDATION:

Recommend approval.

BACKGROUND/RATIONALE:

Per Section 2256.005(c) of the Texas Government Code, the Board of Trustees is required to review and approve the Investment Policy on an annual basis. The Investment Committee obtained the approval of President McCrohan to contract with Valley View Consulting to review our Investment Policy. Valley View Consulting reviewed our existing Investment Policy and said it was a good basic document. The few recommendations have been incorporated in this revised document.

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

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

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

[Signature]  
Originator  
8/6/12  
Date

[Signature]  
Cabinet-Level Supervisor  
8/6/12  
Date

PRESIDENT'S APPROVAL:

[Signature]  
8 - 8 - 12  
Date

reg 113  
6-21-95
INVESTMENT POLICY
WHARTON COUNTY JUNIOR COLLEGE DISTRICT
CHANGES

I. B. Designation of Investment Officer
Adds Controller as Co-Investment Officer with the Vice President of Administrative Services.

II. C. Training
Describes training requirement for Board of Trustees and Investment Officers.

II. F. Audit Control
Reworded audit control section to say that audit requirements will be in accordance with Public Funds Investment Act.

V. A. Investment Instruments
Adds four investments that are not allowed.

V. B. Gifts and Donated Assets
Adds section concerning gifts and donated assets.

V. C. Credit Rating Review and Effect of Loss of Required Rating
Adds section concerning credit rating of investments.

V. D. Financial Institution Deposits
Adds section concerning depository agreements.

V. E. Competitive Environment
Adds section concerning seeking competitive quotes for investment purchases.

Attachment A-Investment Strategy
Adds dollar-weighted average maturity limits for investments
INVESTMENT POLICY
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

Wharton County Junior College ("WCJC") funds available for investment shall be invested in compliance with the Public Funds Investment Act, Government Code, Chapter 2256 and Education Code 23.80, 51.003 (b), 51.0031 (a), and 51.0032 and in accordance with the guidelines that follow. This Policy will be reviewed and adopted by the Wharton County Junior College Board of Trustees (the "Board"), annually, in accordance with Government Code 2256.005 (e).

I. INVESTMENT OF COLLEGE FUNDS

A. Investment of Funds

This Policy applies to all financial assets of all funds of the Wharton County Junior College District (WCJC) and any funds held in custody by WCJC, unless expressly prohibited by law or unless it is in contravention of any depository contract between WCJC and its depository bank. Any investments purchased prior to amendment of the Public Funds Investment Act which no longer meet current investment guidelines may be held to maturity or sold when advantageous to WCJC [Government Code 2256.017].

B. Designation of Investment Officer

The Board designates the Vice President of Administrative Services and the Controller as Investment Officers and authorize Investment Officers to deposit, withdraw, invest, transfer, or manage WCJC funds that are eligible for investment.

C. Investment Committee

An Investment Committee composed of the Vice President of Administrative Services, the Dean of Financial and Business Services, Controller, and the Administrative Assistant to the Vice President of Administrative Services, serve in an administrative capacity by overseeing and approving investment transactions and strategy decisions. The Committee will approve broker/dealers, training sources and monitor investment performance.

II. OBJECTIVES OF INVESTMENT POLICY

A. General Statement

WCJC funds will be invested in accordance with Federal and State laws, this Policy, and written administrative procedures. Effective cash management is recognized as essential to good fiscal management. An aggressive cash
management and a conservative investment strategy will be pursued by WCJC to take advantage of investment interest as a viable and material source of revenue. The portfolio is to be designed and managed in a manner to promote the best interest of WCJC. WCJC will invest according to fund-type investment strategies incorporated in this Policy and adopted by the Board in accordance with the Public Funds Investment Act Section 2256.005 (d).

B. Specific Objectives

Investments shall be made with the following general objectives in priority order:

- Safety and preservation of principal
- Maintenance of sufficient liquidity to meet operating needs
- Diversification
- Public Trust, and
- Optimization of earnings in the portfolio (Yield).

The College will accomplish these general objectives through the following specific methodologies:

1. Assure the safety of the funds. WCJC is concerned with the return of its principal; therefore, safety of principal is a primary objective.

2. Maintain sufficient liquidity to provide adequate and timely working funds. The investment portfolio must be structured to provide for liquidity necessary to pay obligations as they become due.

3. Diversify investment as to maturity, instruments, and financial institutions where permitted under State law and as appropriate. Diversification may reduce the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of investments.

4. Seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction that might impair public confidence in the WCJC’s ability to govern effectively.

5. Attain the highest possible rate of return while providing necessary protection of principal consistent with WCJC’s operating requirements. The objective is to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives, investment strategies for each fund, and State and Federal law governing investment of public funds.
6. Match the maturity of investment instruments to the cash flow requirement of WCJC. Portfolio maturities will be structured to meet the obligations of WCJC first and then to achieve the highest return of interest.

7. Develop investment strategies for each fund in accordance with the Public Funds Investment Act, Section 2256.005 (d).

C. Training

Members of the Board of Trustees and Investment Officers shall acquire at least the minimum hours of investment training per requirements of the Public Funds Investment Act Section 2256 within 6 months after taking office or assuming duties. Training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act.

Thereafter, Investment Officers shall additionally complete at least ten (10) hours of required training during each state fiscal biennium. Training must be obtained from an independent source approved by the Investment Committee.

Additionally, members of the Board will receive training as specified in the Public Funds Investment Act, Section 2256.007.

D. Standard of Care

1. In accordance with Government Code 2256.006 and the prudent person rule, investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives in order of priority: preservation and safety of principal; liquidity; and risk-commensurate yield.

2. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

   i. the investment of all funds, or funds under WCJC’s control, over which the Officer had responsibility rather than a consideration as to prudence of a single investment;

   ii. whether the investment decision was consistent with the written Investment Policy.
3. Investment Officers acting in good faith and in accordance with this Investment Policy shall be relieved of personal liability.

4. The Investment Officer(s) will place investments only with organizations who have delivered a signed certification form, as provided, according to Government Code 2256.005 (k).

5. Investment transactions will be settled on a delivery versus payment basis, when applicable. 2256.005 (b) (4) (E).

E. Ethics and Disclosure of Conflicts of Interest

Investment Officers and employees of WCJC involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

All Investment Officers shall provide complete disclosure related to potential conflicts of interest annually or as conditions change. Investment Officers must file a disclosure statement with the Texas Ethics Commission and the Board if:

1. The Officer has a personal business relationship with a business organization offering to engage in an investment transaction with the System.

2. The Officer is related within the second degree by affinity or consanguinity, as determined by Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the System.

F. Audit Control

In conjunction with the annual financial audit by an independent auditing firm, the Board will request a compliance audit of management controls on investments, adherence to the established investment policies, and preparation of investment reports in accordance with the Public Funds Investment Act.

III. INVESTMENT STRATEGIES

The Public Funds Investment Act requires that the Investment Policy contain a separate written investment strategy for each fund or fund group. The strategies for each of WCJC funds are described in Attachment A. The
investment objectives for all funds will use the following priorities of importance;

i. understanding of the suitability of the investment to the financial requirements of WCJC;

ii. preservation and safety of principal;

iii. liquidity;

iv. marketability of the investment if the need arises to liquidate the investment before maturity;

v. diversification of the investment portfolio; and

vi. yield.

IV. INVESTMENT REPORTING AND PERFORMANCE EVALUATION

A. Quarterly Report

In accordance with Government Code 2256.023, not less than quarterly, the Investment Officers shall prepare and submit to WCJC president and the Board a written report of investment transactions for all funds for the preceding reporting period within a reasonable time after the end of the period.

The report shall include a summary statement of investment activity prepared in compliance the Public Funds Investment Act. The reports will be prepared in a manner that will allow the reader and WCJC to ascertain whether investment activities during the reporting period have conformed to this Policy. The report will include the following at a minimum:

1. A detailed listing of individual investments and depository accounts by maturity date at the end of the reporting period;

2. A summary of the portfolio by market sectors and maturities;

3. The beginning market value of each pooled fund group for the reporting period;

4. The ending book and market value of each security and position by the type of asset and fund type invested;

5. The account or fund or pooled group fund for which each individual investment was acquired;
6. Interest earnings for the reporting period (accrued net of amortization);

7. Statement of compliance with the Public Funds Investment Act and WCJC's Investment Policy and strategy as approved by the Board. This statement must be signed by each Investment Officer.

B. Market Values

Market values used in the quarterly reports will be obtained from reputable and independent sources. Information sources may include: financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds.

C. Notification of Investment Changes

It will be the duty of the Vice President of Administrative Services to notify WCJC president of any significant changes in current investment methods and procedures prior to their implementation, regardless of whether or not they are authorized by this Policy.

V. INVESTMENT INSTITUTIONS

A. Investment Institutions Defined

The Investment Officer(s), in consultation with the Investment Committee, shall invest WCJC funds with any or all of the following institutions or groups consistent with Federal and State law and the current primary depository bank contract:

1. Primary depository bank;

2. Other state or national banks that are insured by FDIC;

3. Public funds investment pools approved by the Board; or

4. Broker/dealers that are authorized to engage in business with WCJC. A list of broker/dealers annually adopted by the Investment Committee will be provided to the Board to assure that information is given for ethics compliance purposes. See 2256.025

B. Certification of Investment Providers
In accordance with Government Code 2256.005 (k) and prior to doing investment business with a financial institution, broker/dealer, investment pool, or mutual fund, a written copy of this Policy shall be presented to that organization. The qualified representative of the business organization approved to sell an authorized investment shall execute a written instrument (Attachment B) substantially to the effect that the business organization has;

i. received and thoroughly reviewed the Investment Policy of WCJC;

and

ii. acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between WCJC and the organization that are not authorized by the Investment Policy, except to the extent that this authorization is dependent on a analysis of the makeup of the entire portfolio or requires an interpretation of subjective investment standards.

iii. the Investment Policy is to be submitted to each business organization seeking to sell an authorized investment, annually, after approval of the Policy by the Board.

V. RULES GOVERNING INVESTMENT TYPES

The Investment Officer(s) shall ensure maintenance of minimum account balances necessary to operate WCJC each day. Excess cash in any fund shall be invested in the optimum investment allowed by this Policy and State law.

A. Investment Instruments

Except as provided by Government Code 2256.009 (b), the Investment Officer(s), in consultation with the Investment Committee, shall from this date forward use the following authorized investment instruments:

1. Treasury Bills, Treasury Notes, Treasury Strips, and Treasury Bonds of the United States and other direct obligations of the agencies and instrumentalities of the United States.

2. Fully collateralized repurchase agreements and reverse purchase agreements that are expressly defined in the Public Funds Investment Act as enacted or as it may be amended from time to time.

3. Certificates of deposit and other financial institution deposits that are expressly defined in the Public Funds Investment Act as enacted or as it may be amended from time to time.
4. Investment pools as approved by Board resolution and that are authorized by the Public Funds Investment Act as enacted or as it may be amended from time to time.

The following are not authorized investments:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pay no interest;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity of greater than 10 years and,
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

B. Gifts and Donated Assets

Investments donated to the WCJC for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act nor of this Policy. When possible, WCJC would seek to convert any such donation into a fully conforming asset under the Act.

C. Credit Rating Review and Effect of Loss of Required Rating

Not less than quarterly, the Investment Officer will obtain the current credit rating for each investment, as applicable, from a reliable source to ensure that the investment has maintained the required minimum rating. All prudent measures will be taken to liquidate an investment downgraded to less than the required minimum rating.

D. Financial Institution Deposits

Primary depositories shall be selected through WCJC’s banking services procurement process, which shall include a formal Request for Proposals (RFP) issued in compliance with applicable State law. This contract can be extended as per the RFP specifications. In selecting depositories, the credit worthiness of institutions shall be considered, and WCJC shall conduct a review of prospective depositories’ credit characteristics and financial history.

All depository deposits shall be insured or collateralized in compliance with applicable State law. WCJC reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards depository
deposits. Financial institutions serving as WCJC depositories will be required to sign a depository agreement with WCJC. The collateralized deposit portion of the agreement shall define WCJC’s rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;

- The agreement has to be executed by the Depository and WCJC contemporaneously with the acquisition of the asset;

- The agreement must be approved by the Board of Directors or designated committee of the Depository and a copy of the meeting minutes must be delivered to WCJC; and

- The agreement must be part of the Depository’s “official record” continuously since its execution.

With the exception of deposits secured with irrevocable letters of credit at 100% of amount, the market value of the investments securing the deposit of funds shall be at least equal to 102% of the amount of the deposits of funds reduced to the extent that the deposits are insured by the Federal Deposit Insurance Corporation (FDIC). The depository shall be liable for monitoring and maintaining the collateral and collateral margins at all times. The Letter of Credit shall expire not less than two business days after the anticipated deposit withdrawal. Securities pledged as collateral shall be held by an independent third party with whom WCJC has a current custodial agreement. The custodial agreement is to specify the acceptable investment securities as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities in the event of default, and the method of valuation of securities. All collateral shall be subject to inspection and audit by WCJC’s internal audit staff or by its independent auditors on a reasonable basis.

E. Competitive Environment

The Investment Officer(s) shall seek to achieve a competitive yield appropriate for each strategy. Yield objectives shall at all times be subordinate to the objectives of safety and liquidity. Tax-exempt debt proceeds shall be invested to optimize the interest earnings retained by WCJC, while at the same time fully complying with all applicable State laws and Federal regulations, including the arbitrage rebate regulations. A competitive yield environment shall be achieved by soliciting quotes from multiple investment providers, monitoring comparable investment alternatives, and reviewing general market conditions.
VI. Annual Policy Review and Adoption

The Board shall, not less than annually, adopt by resolution, WCJC Investment Policy and incorporated investment strategies. The adopting resolution shall state any changes made to either the Investment Policy or strategies.
ATTACHMENT A

INVESTMENT STRATEGY

The Wharton County Junior College District (WCJC) maintains portfolios that utilize specific investment strategy considerations designated to address the unique characteristics of the fund groups represented in the portfolios:

1. **Operating Funds:** Investment strategies for funds containing operating funds (current unrestricted operating, current restricted operating, agency, and auxiliary) have as their primary objective the safety of principal. Anticipated cash flows will not be exceeded to ensure that investment portfolio liquidity will meet operating obligations. WCJC will maintain adequate minimum balances in cash equivalent investments to protect against unanticipated expenditures.

   Any authorized Investment Instruments listed in this Policy are suitable for operating funds. The dollar-weighted average maturity for the operating funds shall be 365-days or less and the maximum allowable maturity shall be five years. Utilizing securities with a narrow bid/offer spread will reduce marketability risk. Diversification, primarily in maturity, will allow the portfolio to achieve a competitive rate of return.

2. **Endowment Funds:** Investment strategies for endowment funds shall maintain as its primary objective, the safety of principal. WCJC will seek to enhance the return on such funds, while assuring sufficient liquidity to meet the requirements of individual endowments.

   Any authorized Investment Instruments listed in this Policy are suitable for endowment funds. The dollar-weighted average maturity for the endowment funds shall be three-years or less and the maximum allowable maturity shall be five years. Utilizing securities with a wider bid/offer spread and greater marketability risk is acceptable. Diversification, primarily in maturity, will allow the portfolio to achieve a competitive rate of return.

3. **Bond Funds:** WCJC shall maintain as its primary objective for the investment of bond funds the safety of principal. Anticipated cash flows will not be exceeded to ensure that investment portfolio liquidity will meet project obligations. WCJC will maintain adequate minimum balances in cash equivalent investments to protect against unanticipated expenditures. The investment of bond funds will adhere to the bond covenants for the specific issuance and will comply with Federal arbitrage regulations.

   The investment maturity of project funds shall be determined considering: the lesser of the anticipated cash flow requirements of the funds or the “temporary period”
as defined by Federal tax law during which time bond proceeds may be invested at an unrestricted yield.

Debt service funds have predictable payment schedules. Therefore investment maturities should not exceed the anticipated cash flow requirements.

Debt service reserve funds have no anticipated expenditures. However, managing debt service reserve fund maturities to not exceed the call provisions of the borrowing reduces the investment’s market risk if WCJC’s debt is redeemed and the fund liquidated. No stated final investment maturity shall exceed the shorter of the final maturity of the borrowing or five years.

Bond funds may be invested in any of the allowable Investment Instruments listed in this Investment Policy, as long as they do not exceed the limitations imposed in the bond covenants.

Utilizing securities with a narrow bid/offer spread will reduce marketability risk. Diversification, primarily in maturity, will allow the portfolio to achieve a competitive rate of return.

4. **Plant Fund**: Investment strategies for the unexpended plant fund shall follow as a primary objective the safety of principal. Secondly, WCJC will seek to enhance the return on such funds while ensuring sufficient funds for timely payments of any obligation.

Any authorized Investment Instruments listed in this Policy are suitable for unexpended plan funds. The dollar-weighted average maturity for these funds shall be three years or less and the maximum allowable maturity shall be five years. Utilizing securities with a narrow bid/offer spread will reduce marketability risk. Diversification, primarily in maturity, will allow the portfolio to achieve a competitive rate of return.
ATTACHMENT B

Texas Public Funds Investment Act
Certification by Business Organization

This certification is executed on behalf of the Wharton County Junior College (the “Investor”) and ____________________________(the “Business Organization”) pursuant to the Public Funds Investment Act, Chapter 2256, Government Code, Texas Codes Annotated (the “Act”) in connection with investment transactions conducted between the Investor and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The Qualified Representative is duly authorized to execute this Certification, and

2. The Qualified Representative has received and reviewed the Investment Policy furnished by the Investor, and

3. The Dealer has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Dealer and the Investor that are not authorized by the Investor's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the Investor's entire portfolio or requires an interpretation of subjective investment standards.

Qualified Representative

______________________________
Signature

Name (Printed)

______________________________
Title

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

Date of Board Meeting: August 21, 2012    Date of This Proposal: August 3, 2012

SUBJECT:

General Liability, Director's & Officer's Liability, Educator's Liability and Automobile Insurance.

RECOMMENDATION:

Approve a one year renewal of the Texas Association of School Boards insurance covering the College's General Liability, Director's & Officer's Liability, Educator's Liability and Automobile Insurance at a cost of $31,742.00.

BACKGROUND/RATIONALE:

The College has used the Texas Association of School Boards Risk Management Fund to supply the College's Liability & Automobile insurance policies since 2005. Under section 271.102 of the Local Government Code, districts may utilize the contracts from this purchasing cooperative in order to satisfy State bid requirements.

Estimated Cost & Budgetary Support (how will this be paid for?): $31,742.00
Current Unrestricted Operating Budget for 2012 - 2013

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
Date 8-3-12

8-6-12

PRESIDENT'S APPROVAL:

[Signature]
Date 8-6-12
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: August 21, 2012  Date of this Proposal: August 2, 2012

SUBJECT:

Disposal of Foreclosed Property

RECOMMENDATION:

Recommend approval of the five resolutions conveying title of property to the City of El Campo.

BACKGROUND/RATIONALE:

The five tracts of land mentioned in the resolutions have been foreclosed due to non-payment of property taxes. Wharton County Junior College, along with Wharton County, El Campo ISD, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District, and the Coastal Bend Groundwater Conservation District hold title to these five tracts and the City of El Campo is requesting that WCJC transfer its ownership to the City of El Campo. The five tracts will be used for the City of El Campo's drainage project. Current value of these properties is $49,617.00 and back taxes due WCJC are $597.74.

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

N/A

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

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

SIGNATURES:

[Signature]
Originator  8/3/12

[Signature]
Cabinet-Level Supervisor  8/3/12

PRESIDENT'S APPROVAL:

[Signature]  8-3-12

reg 113
6-21-95
July 18, 2012

Betty McCrohan, President
Wharton County Junior College District
911 Boling Highway
Wharton, Texas 77488

RE: Tax Resale Offers by the City of El Campo

Dear Ms. McCrohan;

My Law Firm represents the Wharton County Taxing Entities in the collection of delinquent ad valorem taxes, and pursuant to that representation, I am sending you this letter regarding tax resale offers that my Law Firm has received. Offers have been made by the City El Campo for the purchase of five (5) tax resale properties owned in trust by the Wharton County Taxing Entities as a result of the failure of the properties to sell at tax sale on the courthouse steps. In order for the properties to be sold for less than the entire amount of taxes and costs owed, the formal approval of all taxing entities, including the Wharton County Junior College District, is required pursuant to Texas Property Tax Code Section 34.05. I have enclosed with this letter, a bid analysis and proposed resolution and order for each of the five (5) properties on which the City of El Campo has submitted a bid.

Please place these five (5) resale offers as action items on the agenda of the Wharton County Junior College District’s Board of Trustees’ meeting to be held on August 21, 2012. A suggested wording of the five (5) agenda items is as follows:

1. Discussion and action on offer by the City of El Campo to acquire tax resale property described as that portion of Lots 7, 8, 10, 11 and 12 lying on the Northerly and Northeasterly side of Tres Palacios Creek, in Block 3 of South El Campo, Wharton County, Texas, as shown on the amended map thereof in Volume “P”, Page 74, Deed Records of Wharton County, Texas (Account No. 11220-003-010-10/R055113)

2. Discussion and action on offer by the City of El Campo to acquire tax resale property described as 1.65 acres, more or less, situated in Section 10, E T RR Co Survey, Abstract 523, Wharton County, Texas, as described as Tract ‘A’, in a deed dated January 8, 1997, from Boys and Girls Club of El Campo to Carl P. Lehman Et Al, in Volume 216, Page 614, Official Records of Wharton County, Texas (Account No. 10935-830-001-00/R055111)
3. Discussion and action on offer by the City of El Campo to acquire tax resale property described as Lot 6, Block 2, Colored Addition, an addition to the City of El Campo, Wharton County, Texas, according to the map or plat thereof, recorded in Volume 24, Page 1, Deed Records of Wharton County, Texas (Account No. 10260-002-006-00/R012900)

4. Discussion and action on offer by the City of El Campo to acquire tax resale property described as Lot 7, Block 2, Colored Addition, an addition to the City of El Campo, Wharton County, Texas, according to the map or plat thereof, recorded in Volume 24, Page 1, Deed Records of Wharton County, Texas (Account No. 10260-002-007-00/R012901)

5. Discussion and action on offer by the City of El Campo to acquire tax resale property described as Lot 8, Block 2, Colored Addition, an addition to the City of El Campo, Wharton County, Texas, according to the map or plat thereof, recorded in Volume 24, Page 1, Deed Records of Wharton County, Texas (Account No. 10260-002-008-00/R012902)

Should you have any questions please do not hesitate to contact me.

Sincerely,

Charles A. "Chip" Sutton
Attorney at Law

cc: Patrick L. Kubala
Tax Assessor-Collector
Wharton County Tax Office
P. O. Box 189
Wharton, Texas 77488

Mindi Snyder, City Manager
City of El Campo
315 E. Jackson Street
El Campo, Texas 77437
ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

Suit No. 7347, Wharton County, El Campo Independent School District, City of El Campo and West Wharton County Hospital District vs. Carl P. Lehman, Individually & D/B/A El Campo Manufacturing Housing

Legal Description:
TRACT 1: THAT PORTION OF LOTS 7, 8, 10, 11 AND 12 LYING ON THE NORTHERLY AND NORTHEASTERLY SIDE OF TRES PALACIOS CREEK, IN BLOCK 3 OF SOUTH EL CAMPO, WHARTON COUNTY, TEXAS, AS SHOWN ON THE AMENDED MAP THEREOF RECORDED IN VOLUME “P”, PAGE 74, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 11220-003-010-10/R055113).

Situs Address: None listed by Wharton CAD

Bidder: City of El Campo

Date of Sale: May 5, 2009
Amount of Bid: $10.00
Amount Due All Entities: (2001-2008) $2,942.90 (as of May 2012)
Cost of Sale: $1,294.50
Current Value: $17,066.00

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THE STATE OF TEXAS §
COUNTY OF WHARTON §

KNOW ALL MEN BY THESE PRESENTS:

RESOLUTION AND ORDER

WHEREAS, Wharton County Junior College District (the "District"), Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District foreclosed on the below described property ("the property") through a delinquent tax lawsuit and judgment:

TRACT 1: THAT PORTION OF LOTS 7, 8, 10, 11 AND 12 LYING ON THE NORTHERLY AND NORTHEASTERLY SIDE OF TRES PALACIOS CREEK, IN BLOCK 3 OF SOUTH EL CAMPO, WHARTON COUNTY, TEXAS, AS SHOWN ON THE AMENDED MAP THEREOF RECORDED IN VOLUME "P", PAGE 74, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 11220-003-010-10/R055113).

WHEREAS, the District remains unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the District, including conducting a public auction of the property by the Wharton County Sheriff on the Wharton County Courthouse steps whereby the property was struck off to the taxing authorities and;

WHEREAS, Being no bids for the property at the tax sale on May 5, 2009 or at subsequent tax re-sales, the District, Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District now holds title to the property in trust to secure the payment of taxes, penalties, interest and costs owed to all taxing authorities participating in the foreclosure judgment;

WHEREAS, the District, Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District has received an offer of $10.00 to purchase the property from the City of El Campo.

NOW, THEREFORE, IT IS ORDERED by Wharton County Junior College District:

1. That all of the above paragraphs are true, correct and as such they are hereby incorporated in full and made part of this Resolution;

2. That Wharton County Junior College District accepts this offer and authorizes the Chairman of the District’s Board of Trustees to sign and execute the deed on behalf of the District to transfer all of the District’s title and interest in the property to the entity submitting the offer to purchase the property.
3. That the conveyance of all the title and interest of the tax authorities in the property is contingent on the acceptance of the offer by the governing bodies of Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District.

APPROVED, PASSED AND ORDERED this the _____ day of August 2012.

________________________________________
P. D. "Danny" Gertson III, Board Chair

ATTEST: ____________________________________________
Jack C. Moses, Board Secretary
ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

Suit No. 8604, Wharton County, El Campo Independent School District, City of El Campo, Et Al vs. Carl P. Lehman, Individually & D/B/A El Campo Manufacturing Housing, Et Al

Legal Description:
TRACT 2: 1.65 ACRES, MORE OR LESS, SITUATED IN SECTION 10, E T RR CO SURVEY, ABSTRACT 523, WHARTON COUNTY, TEXAS, AS DESCRIBED AS TRACT ‘A’, IN A DEED DATED JANUARY 8, 1997, FROM BOYS AND GIRLS CLUB OF EL CAMPO TO CARL P. LEHMAN ET AL, IN VOLUME 216, PAGE 614, OFFICIAL RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10935-830-001-00/R055111).

Situs Address: W. Second Street, El Campo, Texas

Bidder: City of El Campo

Date of Sale: October 4, 2011
Amount of Bid: $10.00
Amount Due All Entities: (2001-2011) $6,711.15 (as of May 2012)
Cost of Sale: $1,147.50
Current Value: $15,682.00

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THE STATE OF TEXAS §
COUNTY OF WHARTON §

KNOW ALL MEN BY THESE PRESENTS:

RESOLUTION AND ORDER

WHEREAS, Wharton County Junior College District (the “District”), Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District foreclosed on the below described property (“the property”) through a delinquent tax lawsuit and judgment:

1.65 ACRES, MORE OR LESS, SITUATED IN SECTION 10, E T RR CO SURVEY, ABSTRACT 523, WHARTON COUNTY, TEXAS, AS DESCRIBED AS TRACT ‘A’, IN A DEED DATED JANUARY 8, 1997, FROM BOYS AND GIRLS CLUB OF EL CAMPO TO CARL P. LEHMANN ET AL, IN VOLUME 216, PAGE 614, OFFICIAL RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10935-830-001-00/R055111)

WHEREAS, the District remains unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the District, including conducting a public auction of the property by the Wharton County Sheriff on the Wharton County Courthouse steps whereby the property was struck off to the taxing authorities and;

WHEREAS, Being no bids for the property at the tax sale on October 4, 2011 or at subsequent tax re-sales, the District, Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District now holds title to the property in trust to secure the payment of taxes, penalties, interest and costs owed to all taxing authorities participating in the foreclosure judgment;

WHEREAS, the District, Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District has received an offer of $10.00 to purchase the property from the City of El Campo.

NOW, THEREFORE, IT IS ORDERED by Wharton County Junior College District:

1. That all of the above paragraphs are true, correct and as such they are hereby incorporated in full and made part of this Resolution;

2. That Wharton County Junior College District accepts this offer and authorizes the Chairman of the District’s Board of Trustees to sign and execute the deed on behalf of the District to transfer all of the District’s title and interest in the property to the entity submitting the offer to purchase the property.

3. That the conveyance of all the title and interest of the tax authorities in the property is contingent on the acceptance of the offer by the governing bodies of Wharton County, El
Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District.

APPROVED, PASSED AND ORDERED this the ______ day of August 2012.

__________________________________________
P. D. "Danny" Gertson III, Board Chair

ATTEST:

__________________________________________
Jack C. Moses, Board Secretary
ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

Suit No. 9174, Wharton County, El Campo Independent School District, City of El Campo, Et Al vs. Martha Johnson A/K/A Martha Brown Johnson, Et Al

Legal Description:
TRACT 1: LOT 6, BLOCK 2, COLORED ADDITION, AN ADDITION TO THE CITY OF EL CAMPO, WHARTON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 1, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10260-002-006-00/R012900).

Situs Address: 111 Olive Street, El Campo, Texas

Bidder: City of El Campo

Date of Sale: May 1, 2012

Amount of Bid: $10.00

Amount Due All Entities: (2006-2011) $562.21 (as of May 2012)

Cost of Sale: $910.66

Current Value: $5,623.00

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THE STATE OF TEXAS  §  
COUNTY OF WHARTON  §  

KNOW ALL MEN BY THESE PRESENTS:

RESOLUTION AND ORDER

WHEREAS, Wharton County Junior College District (the "District"), Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District foreclosed on the below described property ("the property") through a delinquent tax lawsuit and judgment:

LOT 6, BLOCK 2, COLORED ADDITION, AN ADDITION TO THE CITY OF EL CAMPO, WHARTON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 1, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10260-002-006-00/R012900)

WHEREAS, the District remains unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the District, including conducting a public auction of the property by the Wharton County Sheriff on the Wharton County Courthouse steps whereby the property was struck off to the taxing authorities and;

WHEREAS, Being no bids for the property at the tax sale on May 1, 2012, the District, Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District now holds title to the property in trust to secure the payment of taxes, penalties, interest and costs owed to all taxing authorities participating in the foreclosure judgment;

WHEREAS, the District, Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District has received an offer of $10.00 to purchase the property from the City of El Campo.

NOW, THEREFORE, IT IS ORDERED by Wharton County Junior College District:

1. That all of the above paragraphs are true, correct and as such they are hereby incorporated in full and made part of this Resolution;

2. That Wharton County Junior College District accepts this offer and authorizes the Chairman of the District's Board of Trustees to sign and execute the deed on behalf of the District to transfer all of the District's title and interest in the property to the entity submitting the offer to purchase the property.

3. That the conveyance of all the title and interest of the tax authorities in the property is contingent on the acceptance of the offer by the governing bodies of Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District.
APPROVED, PASSED AND ORDERED this the _____ day of August 2012.

________________________________________
P. D. "Danny" Gertson III, Board Chair

ATTEST: __________________________________
Jack C. Moses, Board Secretary
ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

Suit No. 9174, Wharton County, El Campo Independent School District, City of El Campo, Et Al vs. Martha Johnson A/K/A Martha Brown Johnson, Et Al

Legal Description:
TRACT 2: LOT 7, BLOCK 2, COLORED ADDITION, AN ADDITION TO THE CITY OF EL CAMPO, WHARTON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 1, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10260-002-007-00/R012901).

Situs Address: Olive Street, El Campo, Texas

Bidder: City of El Campo

Date of Sale: May 1, 2012

Amount of Bid: $10.00

Amount Due All Entities: (2006-2011) $562.21 (as of May 2012)

Cost of Sale: $685.67

Current Value: $5,623.00

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Amount Due Each Entity</th>
<th>Amount You Will Receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wharton Co &amp; FMLR</td>
<td>$113.56</td>
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<tr>
<td>El Campo ISD</td>
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<tr>
<td>Wharton County Jr. College District</td>
<td>$29.65</td>
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</tr>
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<td>West Wharton County Hospital District</td>
<td>$33.58</td>
<td>$0</td>
</tr>
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</table>
THE STATE OF TEXAS §
COUNTY OF WHARTON §

KNOW ALL MEN BY THESE PRESENTS:

RESOLUTION AND ORDER

WHEREAS, Wharton County Junior College District (the "District"), Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District foreclosed on the below described property ("the property") through a delinquent tax lawsuit and judgment:

LOT 7, BLOCK 2, COLORED ADDITION, AN ADDITION TO THE CITY OF EL CAMPO, WHARTON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 1, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10260-002-007-00/R012901)

WHEREAS, the District remains unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the District, including conducting a public auction of the property by the Wharton County Sheriff on the Wharton County Courthouse steps whereby the property was struck off to the taxing authorities and;

WHEREAS, Being no bids for the property at the tax sale on May 1, 2012, the District, Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District now holds title to the property in trust to secure the payment of taxes, penalties, interest and costs owed to all taxing authorities participating in the foreclosure judgment;

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1. That all of the above paragraphs are true, correct and as such they are hereby incorporated in full and made part of this Resolution;

2. That Wharton County Junior College District accepts this offer and authorizes the Chairman of the District’s Board of Trustees to sign and execute the deed on behalf of the District to transfer all of the District’s title and interest in the property to the entity submitting the offer to purchase the property.

3. That the conveyance of all the title and interest of the tax authorities in the property is contingent on the acceptance of the offer by the governing bodies of Wharton County, El Campo Independent School District, the City of El Campo, Wharton County Emergency
Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District.

APPROVED, PASSED AND ORDERED this the _____ day of August 2012.

________________________
P. D. "Danny" Gertson III, Board Chair

ATTEST: __________________
Jack C. Moses, Board Secretary
ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

Suit No. 9174, Wharton County, El Campo Independent School District, City of El Campo, Et Al vs. Martha Johnson A/K/A Martha Brown Johnson, Et Al

Legal Description:
TRACT 3: LOT 8, BLOCK 2, COLORED ADDITION, AN ADDITION TO THE CITY OF EL CAMPO, WHARTON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 1, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10260-002-008-00/R012902).

Situs Address: Olive Street, El Campo, Texas

Bidder: City of El Campo

Date of Sale: May 1, 2012
Amount of Bid: $10.00
Amount Due All Entities: (2006-2011) $562.21 (as of May 2012)
Cost of Sale: $910.67
Current Value: $5,623.00

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THE STATE OF TEXAS § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WHARTON §

RESOLUTION AND ORDER

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APPROVED, PASSED AND ORDERED this the _____ day of August 2012.

P. D. "Danny" Gertson III, Board Chair

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

Date of Board Meeting: August 21, 2012   Date of This Proposal: August 2, 2012

SUBJECT:

Approve, by resolution, Wharton County Junior College's continued participation in The Texas Association of School Boards' Restatement of Interlocal Agreement for the purchase of our Auto Liability, General Liability, Educator's and Director's Liability, and Worker's Compensation Insurance Coverage.

RECOMMENDATION:

Approve, by resolution, Wharton County Junior College's continued participation in The Texas Association of School Boards' Restatement of Interlocal Agreement for the purchase of our Auto Liability, General Liability, Educator's and Director's Liability, and Worker's Compensation Insurance Coverage.

BACKGROUND/RATIONALE:

Under section 791 of the Government Code, districts may contract with one another and other agencies of the State for the purpose of increasing their efficiency and effectiveness. Since 2004 the College has participated in various services that the Texas Association of School Boards offers. Due to a recent consolidation of their various risk and loss funds, TASB has found it necessary to restate some of their original Interlocal Agreements. The College has benefited a great deal from our membership with the Texas Association of School Boards and it is our recommendation that we sign the new Interlocal Agreement and remain a member.

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

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
President's Approval

Date: 8-3-12
Date: 6/3/12

Reg 113
6-21-95
SUMMARY OF CHANGES TO THE
TASB RISK MANAGEMENT FUND INTERLOCAL PARTICIPATION AGREEMENT

Effective September 1, 2012

The TASB Risk Management Fund is pleased to present a revised Interlocal Participation Agreement (IPA). The new IPA has been simplified and streamlined to make it easier to read and understand.

- The new document is a single, “universal” IPA applicable to all lines of coverage. Currently, Fund Members sign a separate IPA for each line of coverage. This is a cumbersome and largely unnecessary process, as the content of all IPAs were nearly the same. The new single IPA covers all programs, and members will no longer have to execute separate IPAs each time they add a line of coverage. Once a Fund Member signs the IPA when renewing one line of coverage, the member may join any other line of coverage simply by executing a Coverage and Contribution Summary (CCS) for that coverage. And like the current IPA, the new IPA will automatically renew from year to year unless either party acts to end the agreement.

- Language specific to a particular program is included in the Contribution and Coverage Summary. The CCSs are specific to each line of coverage and show the actual program pricing, limits, terms, and other program specific information.

- The termination provision has been relaxed to provide members an option to terminate after the 30-day notice deadline has passed (but before coverage has renewed) by paying a late notice fee. The amount of liquidated damages for breaching the Agreement by improper termination has been reduced.

- The revised IPA includes a provision allowing the IPA, CCS and Coverage Documents to be amended by notice from the Fund. Fund Members may opt out of these amendments, however, if a Fund Member does not opt out within the given time, the amendment becomes part of the Agreement.

- A new provision allows the Fund to apply amounts held by the Fund for the Fund Member to any amounts owed to the Fund by that Fund Member.

- The new IPA gives Fund Members up to 60 days after each participation period to request a contribution adjustment if their exposures for the previous period changed enough to warrant an adjustment.

- Notice to a Fund Member’s Chief Executive Officer will now meet the notice requirement by the Fund.

- Electronic mail has been added as an available option for notices between Fund Members and the Fund.

Transition to the new IPA will take place as follows:

All coverage renewing on or after September 1, 2012, will be renewed using the new Interlocal Participation Agreement. The first coverage each member renews will require execution of a new IPA and the CCS for that line of coverage. Any subsequent coverage which renews during the year will only require executing a CCS for that coverage.
TASB RISK MANAGEMENT FUND
INTERLOCAL PARTICIPATION AGREEMENT

Pursuant to the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, this Interlocal Participation Agreement (Agreement) is entered into by and between the Texas Association of School Boards Risk Management Fund (Fund) and the undersigned local government of the State of Texas (Fund Member). The Fund is an administrative agency of local governments (Fund Members) that cooperate in performing administrative services and governmental functions relative to risk management.

TERMS AND CONDITIONS

In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, including, without limitation, the agreement of the Fund and Fund Members to provide risk management programs as detailed in this Agreement, the receipt and sufficiency of which are hereby acknowledged, Fund Member and the Fund, intending to be legally bound, and subject to the terms, conditions, and provisions of this Agreement, agree as follows:

1. Authority. Fund Member hereby approves and adopts the Restatement of Interlocal Agreement, dated May 20, 1997, which restated the Interlocal Agreement dated July 2, 1974, establishing the predecessor of the Fund. The Restatement of Interlocal Agreement is incorporated into this Agreement by reference and is available from the Fund upon request. This Agreement serves to outline the relationship between the Fund and Fund Member. While the Texas Interlocal Cooperation Act provides the overarching basis for the Fund, certain Fund programs are further authorized pursuant to various statutes, such as Chapter 205 of the Texas Labor Code, pertaining to unemployment compensation; Chapter 504 of the Texas Labor Code, pertaining to workers' compensation; and Chapter 2259, Subchapter B, of the Texas Government Code, pertaining to other risks or hazards.

2. Program Participation. This Agreement enables Fund Member to participate in one or more of the Fund's available programs, including but not limited to, property, liability, auto, workers' compensation, and unemployment compensation coverage. Because this is an enabling Agreement, Fund Member must also execute a separate Contribution and Coverage Summary (CCS) for each Fund program from which it seeks coverage and/or administrative services. Only a valid CCS will confer the right to participate in a specific program and each CCS shall be incorporated into this Agreement. Through participation in any Fund program, Fund Member waives none of its immunities and authorizes the Fund, or its designee, to assert such immunities on its behalf and on behalf of the Fund or its designee.

3. Term of Agreement. This Agreement shall be effective from the date of the last signature below and shall remain in effect unless terminated as provided in this Agreement. This Agreement will automatically terminate if Fund Member ceases to participate in at least one of the Fund's programs (due to the expiration of a CCS participation term or the valid termination of same) or fails to meet the membership qualifications of the Fund as provided in this Agreement and as determined by the Fund in writing.

4. Termination. Unless this Agreement is automatically terminated as described above, this Agreement, and/or any component CCS applicable to Fund Member, can be terminated as set forth below. However, the termination of any single Fund program under a CCS shall not also result in the automatic termination of another pending CCS, or this enabling Agreement if any other CCS is still in force for Fund Member. Rather, each Fund program can only be terminated as provided in this Agreement.

   a. By Either Party with 30 Days Notice before Renewal. Any CCS may be terminated by either party with termination to be effective on any successive renewal date by giving written notice to the other party no later than 30 days prior to automatic renewal.

   b. By Fund Member upon Payment of Late Notice Fee. If Fund Member fails to terminate a CCS as provided above, it may still terminate participation in any Fund program prior to the renewal date by paying a late notice fee as herein provided. If Fund Member terminates the CCS before the renewal date, but with fewer than 30 days' advance written notice, Fund Member agrees to pay the Fund a late notice fee in the amount of 25% of the annual contribution for the expiring participation term. Fund Member expressly acknowledges that the late notice fee is not a penalty, but a reasonable approximation of the Fund's damages for the Fund Member's untimely withdrawal from the program identified in the CCS. However,
once the renewal term of a CCS commences, Fund Member can no longer terminate the CCS by paying a late notice fee; the CCS shall renew and Fund Member shall be bound thereby.

c. By the Fund upon Breach by Fund Member.

1) The Fund may terminate this Agreement or any CCS based on breach of any of the following obligations, by giving 10 days’ written notice to Fund Member of the breach; and Fund Member’s failure to cure the breach within said 10 days (or other time period allowed by the Fund):

2) Fund Member fails or refuses to make the payments or contributions required by this Agreement;

3) Fund Member fails to cooperate and comply with any reasonable requests for information and/or records made by the Fund;

4) Fund Member fails or refuses to follow loss prevention or statutory compliance requirements of the Fund, as provided in this Agreement; or

5) Fund Member otherwise breaches this Agreement.

If the Fund terminates this Agreement, or any CCS, based on breach as described above, Fund Member agrees that the Fund will have no responsibility of any kind or nature to provide coverage on the terminated Fund program post-termination. Further, Fund Member shall bear the full financial responsibility for any unpaid open claim and expense related to any claim, asserted or unasserted and reported or unreported, against the Fund or Fund Member, or incurred by the agents or representatives of Fund Member.

In addition to the foregoing, if termination is due to Fund Member’s failure to make required payments or contributions, Fund Member agrees that it shall pay the Fund liquidated damages in the amount of 50% of the annual contribution for the participation term identified in the terminated CCS.

5. Contributions.

a. Agreement to Pay. Fund Member agrees to pay its contribution for each Fund program in which it participates based on a plan developed by the Fund. The amount of contribution will be stated in the relevant CCS and will be payable upon receipt of an invoice from the Fund. Late fees amounting to the maximum interest allowed by law, but not less than the rate of interest authorized under Chapter 2251, Texas Government Code, shall begin to accrue daily on the first day following the due date and continue until the contribution and late fees are paid in full. If Fund Member owes the Fund payments under this Agreement, including any CCS, the Fund may offset such amounts from any Fund Member funds held by the Fund, regardless of program.

b. Estimated Contribution. In specified situations, the amount of contribution shown in the CCS will be identified as an estimate. The Fund reserves the right to request an audit of updated exposure information at the end of the CCS participation term and adjust contributions if Fund Member’s exposure changes during the CCS participation term. As a result of the exposure review, any additional contribution payable to the Fund shall be paid by Fund Member, and any overpayment of contribution by Fund Member shall be returned by the Fund. The Fund reserves the right to audit the relevant records of Fund Member in order to conduct this exposure review.

Upon expiration of each participation period, Fund Member may request a contribution adjustment due to exposure changes. Such request must be made in writing within 60 days after the end of the participation period. Fund Member must provide documentation as requested by the Fund to demonstrate that the exposure change warrants a contribution adjustment.

c. Contribution Adjustment. Should the Fund’s underwriting income for any program within a given program year be inadequate to pay the ultimate cost of claims incurred for that year, the Fund may collect an adjusted contribution from any current or former Fund Member if that Fund Member’s contribution is inadequate to pay the Fund Member’s claims incurred during that year.
6. **Contribution and Coverage Summary.** Fund Member agrees to abide by each CCS that governs its participation. A CCS will incorporate the program specific coverage document, if any, which sets forth the scope of coverage and/or services from the Fund. A CCS for a Fund program will state the participation term. After Fund Member’s initial execution of a CCS, the CCS will automatically renew annually, unless terminated in accordance with this Agreement. Any renewal containing a change in the amount of contribution or other terms will be subject to the Amendment by Notice process described in this Agreement.

7. **Loss Prevention.** The Fund may provide loss prevention services to Fund Member. Fund Member agrees to adopt the Fund’s reasonable and customary standards for loss prevention and to cooperate in implementing any and all reasonable loss prevention and statutory compliance recommendations or requirements.

8. **Other Duties of Fund Member.**
   a. **Standards of Performance.** Time shall be of the essence in Fund Member’s reporting of any and all claims to the Fund, payment of any contributions or monies due to the Fund, and delivery of any written notices under this Agreement.
   b. **Claims Reporting.** Notice of any claim must be provided to the Fund no more than 30 days after Fund Member knows or should have known of the claim or circumstances leading to the claim, unless a different reporting requirement is required by law or provided for in the CCS. Failure by Fund Member to timely report a claim may result in denial of coverage or payment of fines or penalties imposed by law or regulatory agencies. If the Fund advances payment of any fine or penalty arising from Fund Member's late claim reporting, Fund Member will reimburse the Fund for all such costs.

9. **Administration of Claims.** The Fund or its designee agrees to administer all claims for which Fund Member has coverage after Fund Member provides timely written notice to the Fund. Fund Member hereby authorizes the Fund or its designee to act in all matters pertaining to handling of claims for which Fund Member has coverage pursuant to this Agreement. Fund Member expressly agrees that the Fund has sole authority in all matters pertaining to the administration of claims and grants the Fund or its designee full decision-making authority in all matters, including without limitation, discussions with claimants and their attorneys or other duly authorized representatives. Fund Member further agrees to be fully cooperative in supplying any information reasonably requested by the Fund in the handling of claims. All decisions on individual claims shall be made by the Fund or its designee, including, without limitation, decisions concerning claim values, payment due on the claim, settlement, subrogation, litigation, or appeals.

10. **Excess Coverage/Reinsurance.** The Fund, in its sole discretion, may purchase excess coverage or reinsurance for any or all Fund programs. In the event of a substantial change in terms or cost of such coverage, the Fund reserves the right to make adjustments to the terms and conditions of a CCS as allowed by the Amendment by Notice process under this Agreement. If any reinsurer, stop loss carrier, and/or excess coverage provider fails to meet its obligations to the Fund or any Fund Member, the Fund is not responsible for any payment or any obligations to Fund Member from any reinsurer, stop loss carrier, or excess coverage provider.

11. **Subrogation and Assignment of Rights.** Fund Member, on its own behalf and on behalf of any person entitled to benefits under this Agreement, assigns all subrogation rights to the Fund. The Fund has the right, in its sole discretion, without notice to Fund Member, to bring all claims and lawsuits in the name of Fund Member or the Fund. Fund Member agrees that all subrogation rights and recoveries belong first to the Fund, up to the amount of benefits, expenses, and attorneys’ fees incurred by the Fund, with the balance, if any, being paid to Fund Member, unless otherwise specifically stated in the Agreement. Award of funds to any person entitled to coverage, whether by judgment or settlement, shall be conclusive proof that the injured party has been made whole. Fund Member's right to be made whole is expressly superseded by the Fund's subrogation rights. If Fund Member procures alternate coverage for a risk covered by the Fund, the latter acquired coverage shall be deemed primary coverage concerning that risk.

12. **No Waiver of Subrogation Rights.** Fund Member shall do nothing to prejudice or waive the Fund’s existing or prospective subrogation rights under this Agreement. If Fund Member has waived any subrogation right without first obtaining the Fund’s written approval, the Fund shall be entitled to recover from Fund Member any sums that it would have been able to recover absent such waiver. Recoverable amounts include attorneys’ fees, costs, and expenses.
13. **Appeals.** Fund Member shall have the right to appeal any written decision or recommendation to the Fund’s Board of Trustees, and the Board’s determination will be final. Any appeal shall be made in writing to the Board Chair within 30 days of the decision or recommendation.

14. **Bylaws, Policies, and Procedures.** Fund Member agrees to abide by the Bylaws of the Fund, as they may be amended from time to time, and any and all written policies and procedures established by the Fund (which are available from the Fund upon written request). If a change is made to the Fund’s Bylaws, written policies or procedures which conflicts with or impairs a CCS, such change will not apply to Fund Member until the renewal of such CCS, unless Fund Member specifically agrees otherwise.

15. **Payments.** Fund Member represents and warrants that all payments required under this Agreement of Fund Member shall be made from its available current revenues.

16. **Cooperation and Access.** Fund Member agrees to cooperate and to comply in a timely manner with all reasonable requests for information and/or records made by the Fund. Fund Member further agrees to provide complete and accurate statements of material facts, to not misrepresent or omit such facts, engage in fraudulent conduct or make false statements to the Fund. The Fund reserves the right to audit the relevant records of Fund Member to determine compliance with this Agreement.

17. **Fund Member’s Designation of Coordinator.** Fund Member agrees to designate a coordinator (“Program Coordinator”) for Fund Member on this Agreement or any CCS executed by Fund Member. Fund Member’s Program Coordinator shall have express authority to represent and to bind Fund Member, and the Fund will not be required to contact any other individual regarding matters arising from or related to this Agreement. Fund Member reserves the right to change its Program Coordinator as needed, by giving written notice to the Fund; such notice is not effective until actually received by the Fund. Notice provided to the Chief Executive Officer of Fund Member shall also serve as notice to the Program Coordinator.

18. **Security of Documents.** Under this agreement the Fund may grant Fund Member access to sensitive or protected information. Fund Member agrees to assume the responsibility for maintaining the security of this information and to take all reasonable steps to avoid unauthorized disclosure of this information.

19. **Insurance Terminology.** The Fund is not “insurance”, but is instead a mechanism through which eligible governmental entities join together to collectively self-insure and administer certain risk exposures. Any reference in this Agreement to an insurance term or concept is coincidental, is not intended to characterize the Fund as “insurance” as defined by law, shall be deemed to apply to self-insurance, and is not to be construed as being contrary to the self-insurance concept.

20. **Representation.** Fund Member authorizes the Fund to represent Fund Member in any lawsuit, dispute, or proceeding arising under or relating to any Fund program and/or coverage in which Fund Member participates. The Fund may exercise this right in its sole discretion and to the fullest extent permitted or authorized by law. Fund Member shall fully cooperate with the Fund, its designee, and the Fund’s chosen counsel, including, without limitation, supplying any information necessary or relevant to the lawsuit, dispute, or proceeding in a timely fashion. Subject to specific revocation, Fund Member designates the Fund to act as a class representative on its behalf in matters arising out of this Agreement.

21. **Members’ Equity.** The Fund Board, in its sole discretion, may declare a distribution of the Fund’s members’ equity to Fund Members. Members’ equity belongs to the Fund. No individual Fund Member is entitled to an individual allocation or portion of members’ equity.

22. **Entire Agreement.** This Agreement, together with the Restated Interlocal Agreement, Bylaws and CCS’s that are in effect as to Fund Member from time to time, represent and contain the complete understanding and agreement of the Fund and Fund Member, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the Fund and Fund Member other than those set forth in this Agreement duly executed in writing. In the event of conflict between the terms of this Agreement and the Restated Interlocal Agreement, Bylaws or any CCS, the specific terms of the later adopted agreement shall prevail to the extent necessary to resolve the conflict. This Agreement replaces all previous Interlocal Participation Agreements between the Fund and Fund Member. Notwithstanding the foregoing, this Agreement does not supersede any unexpired participation term or pending claim under an existing agreement between Fund Member and Fund.
23. **Amendment by Notice.** This Agreement, including any of its component CCSs or coverage documents, may be amended by the Fund, in writing, by providing Fund Member with written notice before the earlier of (i) the effective date of the amendment or (ii) the date by which Fund Member can terminate without payment of late notice fees or liquidated damages. Unless this Agreement expressly provides otherwise, an amendment shall only apply prospectively and Fund Member shall have the right to terminate this Agreement, or a component CCS to which the amendment applies, before the amendment becomes effective, as provided in this Agreement. If Fund Member fails to give the Fund timely written notice of termination, Fund Member shall be deemed to have consented to the Fund's amendment and agrees to abide by and be bound by the amendment, without necessity of obtaining Fund Member's signature.

The Fund may amend this Agreement or any CCS effective upon renewal. Amendments may be for any reason including changes to the terms or contribution amount.

The Fund may also amend this Agreement or any CCS, effective during the term of a CCS, for any reason including but not limited to the following:

a. State or federal governments, including any court, regulatory body or agency thereof, adopt a statute, rule, decision, or take any action that would substantially impact the rights or financial obligations of the Fund as it pertains to this Agreement, or any Fund program or CCS.

b. The terms of the Fund's stop-loss or excess coverage or reinsurance change substantially.

If the Fund exercises the option to amend the Agreement or any CCS during the term of a CCS and prior to renewal, the Fund shall give Fund Member 30 days advance written notice. Fund Member will then have the right during the 30-day period to give the Fund written notice of termination of the applicable Fund program, effective upon the expiration of the 30-day notice period (or longer period if so provided by the Fund in writing).

24. **Severability; Interpretation.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect. Any questions of particular interpretation shall not be interpreted against the drafter of this Agreement, but rather in accordance with the fair meaning thereof.

25. **Governing Law; Venue; Attorneys’ Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to the conflicts of law principles of such state. Venue for the adjudication or resolution of any dispute arising out of or relating to this Agreement shall lie in Travis County, Texas, unless otherwise mandated by law. In the event of a lawsuit or formal adjudication between Fund Member and the Fund, the prevailing party is entitled to recover reasonable and necessary attorneys' fees that are equitable and just.

26. **Waiver.** No provision of this Agreement will be deemed waived by either party unless expressly waived in writing by the waiving party. No waiver shall be implied by delay or any other act or omission. No waiver by either party of any provision of this Agreement shall be deemed a waiver of such provision with respect to any subsequent matter relating to such provision.

27. **Assignment.** This Agreement or any duties or obligations imposed by this Agreement shall not be assignable by Fund Member without the prior written consent of the Fund.

28. **Authorization.** By the execution of this Agreement, the undersigned individuals warrant that they have been authorized by all requisite governance action to enter into and to perform the terms and conditions of this Agreement.

29. **Notice.** Unless expressly stated otherwise in this Agreement, any notice required or provided under this Agreement by either party to the other party shall be in writing and shall be sent by first class mail, postage prepaid or by a carrier for overnight service or by electronic means typically used in commerce. Notice to the Fund shall be sufficient if made or addressed as follows: TASB Risk Management Fund, P.O. Box 301, Austin, Texas 78767-0301, or tasbrmf@tasbrmf.org. Notice to a Fund Member shall be sufficient if addressed to the Program Coordinator or Fund Member’s Chief Executive Officer and mailed to Fund Member’s physical or electronic address of record on file with the Fund.
30. Signatures/Counterparts. The failure of a party to provide an original, manually executed signature to the other party shall not affect the validity or enforceability of this Agreement. Either party may rely upon a facsimile or imaged signature as if it were an original. This Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

WHEREFORE, the parties agree to be bound by this Agreement by signing below.

**TASB RISK MANAGEMENT FUND**

By: _______________________________ Date: _______________________________
Chair, Board of Trustees

**FUND MEMBER**

Fund Member Name: _______________________________

By: _______________________________ Date: _______________________________
Signature of Fund Member's Authorized Representative

Printed Name of Fund Member's Authorized Representative
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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

Date of Board Meeting: August 21, 2012  Date of This Proposal: August 3, 2012

SUBJECT:

Approve the annual premium of $150,495.00 to the Property Casualty Alliance of Texas for the College’s property / casualty, and equipment breakdown insurance coverage.

RECOMMENDATION:

Approve the annual premium of $150,495.00 to the Property Casualty Alliance of Texas for the College’s property / casualty, and equipment breakdown insurance coverage.

BACKGROUND/RATIONALE:

The Board of Trustees agreed in May of last year to accept a 3 year extension of our property / casualty and equipment breakdown insurance with the Property Casualty Alliance of Texas cooperative at the same rate. While the rate is the same, the College has added contents in Sugar Land, and Bay City that have increased the total value insured. The current property valuations are $91,209,572. Under section 271.102 of the Local Government Code, districts may utilize the contracts from this purchasing cooperative in order to satisfy State bid requirements.

Estimated Cost & Budgetary Support (how will this be paid for?): $150,495.00

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

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

SIGNATURES:

[Signature]
Originated

[Signature]
Cabinet-Level Supervisor

[Signature]
Date 8-3-12
Date 8/3/12

PRESIDENT’S APPROVAL:

[Signature]
Date 8-6-12
WHARTON COUNTY
JR COLLEGE
PROPOSAL
2012

PRESENTED BY:

Kerry Sims
North American Solutions
12300 Dundee Court
Suite 112
Cypress, TX 77429
877-373-9339
Fax: 281-373-9333
kerry@northamericansolutions.com
## WHARTON COUNTY JR COLLEGE

### CONTRIBUTION & COVERAGE SUMMARY

**2nd Year of 3 Year Rate Guarantee**  
*Participation Period: September 1, 2012 to September 1, 2013*

#### PROPERTY

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>$71,383,628</td>
</tr>
<tr>
<td><strong>Business Personal Property</strong></td>
<td>$19,825,944</td>
</tr>
<tr>
<td>Blanket, Replacement Cost, Agreed Value</td>
<td>$91,209,572 TOTAL VALUES</td>
</tr>
<tr>
<td>See Statement of Property Values</td>
<td></td>
</tr>
</tbody>
</table>

#### Deductibles

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Perils, Except Wind &amp; Hail</td>
<td>$25,000</td>
</tr>
<tr>
<td>Wind &amp; Hail</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

#### ADDITIONAL PROPERTY COVERAGES

*Subject to the Deductibles shown above*

<table>
<thead>
<tr>
<th>Description</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>$250,000</td>
</tr>
<tr>
<td>Arson, Theft and Vandalism Rewards</td>
<td>$25,000</td>
</tr>
<tr>
<td>Back-up of Sewers, Drains or Sumps</td>
<td>$25,000</td>
</tr>
<tr>
<td>Building Ordinance or Law - Blanket</td>
<td></td>
</tr>
<tr>
<td>Demolition Cost &amp; Increased Cost of Construction</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Loss to Undamaged Portion of the Building</td>
<td>Included</td>
</tr>
<tr>
<td>Debris Removal</td>
<td>$250,000</td>
</tr>
<tr>
<td>Earthquake and Volcanic Eruption</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Extra Expense</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Fire Department Service Charge</td>
<td>$25,000</td>
</tr>
<tr>
<td>Fire Extinguishing Equipment Recharge</td>
<td>Included</td>
</tr>
<tr>
<td>Flood - Except Zones A &amp; V</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Foundations and Underground Pipes</td>
<td>$100,000</td>
</tr>
<tr>
<td>Inventory &amp; Appraisal</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
### ADDITIONAL PROPERTY COVERAGE, CONT.

<table>
<thead>
<tr>
<th>Description</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newly Acquired or Constructed Buildings - 180 days</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Outdoor Property</td>
<td>$456,048</td>
</tr>
<tr>
<td>Outdoors Trees, Shrubs &amp; Plants</td>
<td>$25,000</td>
</tr>
<tr>
<td>Personal Effects and Property of Others</td>
<td>$100,000</td>
</tr>
<tr>
<td>Personal Property at Newly Acquired or Constructed Buildings - 180 days</td>
<td>$500,000</td>
</tr>
<tr>
<td>Pollution Cleanup and Removal</td>
<td>$100,000</td>
</tr>
<tr>
<td>Preservation of Property</td>
<td>Included</td>
</tr>
<tr>
<td>Spoilage</td>
<td>$100,000</td>
</tr>
<tr>
<td>Tenant Glass</td>
<td>$10,000</td>
</tr>
<tr>
<td>Theft Damage to Building</td>
<td>Included</td>
</tr>
<tr>
<td>Underground Water Seepage</td>
<td>$25,000</td>
</tr>
<tr>
<td>Utilities Services -- Direct Damage</td>
<td>$50,000</td>
</tr>
<tr>
<td>Valuable Papers and Records</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

### INLAND MARINE COVERAGE

<table>
<thead>
<tr>
<th>Description</th>
<th>Deductible</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Visual Equipment</td>
<td>$5,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Band Equipment, Uniforms, &amp; Musical Instruments</td>
<td>$1,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>Electronic Data Processing Equipment</td>
<td>$5,000</td>
<td>$1,250,000</td>
</tr>
<tr>
<td>Media &amp; Data</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>$1,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Miscellaneous Equipment</td>
<td>$1,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>Personal Effects and Property of Others - Off Premises</td>
<td>$1,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Personal Property In Transit</td>
<td>$1,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Property Off-Premises</td>
<td>$1,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>CRIME</td>
<td>Deductible</td>
<td>Limits</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>Employee Dishonesty</td>
<td>$ 1,000</td>
<td>$ 100,000</td>
</tr>
<tr>
<td>Money &amp; Securities - Inside Premises</td>
<td>$ 1,000</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Money &amp; Securities - Outside Premises</td>
<td>$ 1,000</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Fraudulent Instruction</td>
<td>$ 1,000</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Forgery &amp; Alteration</td>
<td>$ 1,000</td>
<td>$ 50,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENT BREAKDOWN COVERAGE</th>
<th>Deductible</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Breakdown Limit</td>
<td>$ 10,000</td>
<td>$ 91,209,572</td>
</tr>
<tr>
<td>Property Damage</td>
<td>$ Included</td>
<td></td>
</tr>
<tr>
<td>Off Premises Property Damage</td>
<td>$ 25,000</td>
<td></td>
</tr>
<tr>
<td>Business Income/Extra Expense/Service Interruption</td>
<td>$ 1,000,000</td>
<td></td>
</tr>
<tr>
<td>Contingent Business Income</td>
<td>$ 25,000</td>
<td></td>
</tr>
<tr>
<td>Perishable Goods</td>
<td>$ 100,000</td>
<td></td>
</tr>
<tr>
<td>Demolition</td>
<td>$ 100,000</td>
<td></td>
</tr>
<tr>
<td>Ordinance or Law</td>
<td>$ 100,000</td>
<td></td>
</tr>
<tr>
<td>Expediting Expenses</td>
<td>$ 100,000</td>
<td></td>
</tr>
<tr>
<td>Hazardous Substances</td>
<td>$ 100,000</td>
<td></td>
</tr>
<tr>
<td>Newly Acquired Locations</td>
<td>$ 1,000,000</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CONTRIBUTION $ 150,495**

This quote includes package discounts. Therefore, all proposed coverages must be accepted as a package and not by line of coverage. If you wish to select individual coverages, please contact us for a revised proposal.
REQUIREMENTS TO BIND COVERAGE / CONDITIONS

1. This proposal represents the second year of a three (3) year term. The contributions shown are annual and will be adjusted with current exposures each year. Please contact your PCAT Agent for alternative quotes.

3. Coverage, limits, deductibles, terms and/or conditions may not comply with any RFP published by the District.

5. This Contribution & Coverage Summary is a summary only. Please consult the PCAT Coverage Documents for a complete explanation of the applicable coverages, conditions and exclusions.
MISC EQUIPMENT & OTHER INLAND MARINE COVERAGE

Is MISC equipment/Inland Marine coverage requested? ☐

Please enter values for these items:
Audio Visual Equipment: ($100,000 min.)
Band Equipment, Uniforms & Musical Instruments: ($500,000 min.)

EXPENSE COVERAGE

$100,000

$500,000

RENEWAL COVERAGE

$100,000

$500,000
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: August 21, 2012  Date of This Proposal: August 6, 2012

SUBJECT:

Information Item

RECOMMENDATION:

Seek sealed bids for the printing of the College's Marketing Newsletters for the Spring, Summer, and Fall, of 2013.

BACKGROUND/RATIONALE:

In the past to promote course offerings Wharton County Junior College produced a printed schedule of courses each semester that was mailed to residents in the college's service area. The college will no longer print and mail schedules. Instead, the schedules will be replaced with a printed marketing newsletter that will be mailed to residents in the college's service area. The newsletter will promote college programs, campus locations, registration periods, and other college initiatives. The newsletters will be produced at an expense equal to or less than the expense associated with the schedules.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $30,000.00
Current Unrestricted Operating Budget for 2012 - 2013

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

Zina Carter, Director of Marketing & Communications
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Original 8-6-12
Cabinet-Level Supervisor 8-7-12

PRESIDENT'S APPROVAL:

8-8-12
Reg. 113
6-21-95
Computer Simulation and Game Development degree program added at WCJC

In response to student and employer demand, Wharton County Junior College is now offering an Associate of Applied Science (AAS) degree in Computer Simulation and Game Development. The two-year program will prepare students for entry-level employment in the field of gaming and simulation in industries such as healthcare, law enforcement, military, advertising and others.

“This program will focus on the programming side of computer simulation and game development, rather than design, because our industry advisers say there are more job opportunities in this area,” said Donna Schilling, head of the WCJC Computer Science Department.

WCJC developed the new program in partnership with the University of Houston-Victoria and the University of Houston. Graduates of the WCJC program can easily transfer to UHV, taking coursework at the UH Sugar Land campus, to complete a bachelor’s degree in digital gaming and simulation. The University of Houston is developing a graduate level program in gaming and simulation.

Students are often surprised to find that advanced math skills are required to be successful in computer simulation and game design.

“Making moving objects look realistic requires a lot of trigonometry and physics,” said Schilling, noting that these two courses are among WCJC’s required core courses for the AAS degree.

This fall, along with general education courses, students will have the opportunity to enroll in the Introduction to Game Design and Development class (GAME 1303) at WCJC’s Sugar Land campus. This course covers topics such as storytelling, game story theory, building characters, the steps of a game concept and careers in the gaming industry.

The new computer simulation and gaming program will expose students to a broad range of simulated training environments. Software programs they will use include Adobe® Creative Suite® and Autodesk® Entertainment Creation Suite.

The Bureau of Labor Statistics (BLS) does not yet collect career data specifically for software programmers in the video game industry. However, the BLS does report the 2010 median annual salary for computer programmers as $71,380 and for animators as $58,510. In addition, a conference of game developers found the average earnings in 1998 for game programmers with more than one year of experience was $59,127.

For more information about the WCJC Computer Simulation and Game Development degree program, visit wcjc.edu or call the computer science department at 800.561.9252, ext. 6394.
Alumni-Student Perspectives
A WCJC student and alumni share thoughts about college and their careers.

Leslie Hudgins
Program of Study at WCJC: Dental Hygiene

“WCJC offers great programs, especially in the medical field. It’s close to home and I have enjoyed all my professors so far.”

Sean Lavelle
WCJC Degree: AAS in Computer Science (Network Administration) 2007
Current Position: Network Administrator, Matagorda Regional Medical Center

“WCJC’s Network Administration degree empowers real-world experience with the latest training to get you ready for a career. From start to finish, WCJC is there to support you.”

Sarah Glass, MA, RHIA, CCS, FAHIMA
WCJC Degree: AAS in Health Information Technology 1983
Current Position: Assistant Director of Health Information Management, St. Luke’s Episcopal Health System, Houston

“WCJC laid a strong foundation for my success through course content, teamwork, communication, leadership and ethics.”

A Program for Everyone
Associate of Applied Science (AAS) Degrees & Certificate Programs
- Air Conditioning, Heating, Refrigeration & Electrical*
- Automotive Technology++*
- Computer Science
  - CISCO Router Networking*
  - Computer Programming+
  - Computer Simulation and Game Development+
  - PC Technical Support*
  - Network Administration+
- Cosmetology*
- Dental Hygiene+
- Early Childhood++*
- Electronics Engineering Technology+
- Emergency Medical Technology++*
- Engineering Design
  - Architectural Design*
  - Computer Aided Drafting*
  - Construction Management+
- Fire Academy*
- Health Information Technology+
- Human Services++*
- Law Enforcement+
- Nuclear Power Technology++*
- Nursing
  - Associate Degree (ADN)+
  - LVN-ADN Transition+
  - Vocational Nursing*
- Office Administration++*
- Paralegal Studies+
- Physical Therapist Assistant +
- Police Academy*
- Process Technology+
- Radiologic Technology+
- Surgical Technology*
- Welding Technology*

+AAS Degree
*Certificate program

Associate of Arts in Teaching degree

Associate of Arts degree
AAS degrees are transferable to four-year institutions that offer BAAS (Bachelor of Applied Arts and Sciences) and BAT (Bachelor of Applied Technology) degrees. WCJC has formal and informal agreements with many colleges and universities that offer these degrees. Some WCJC programs also have additional agreements of transferability to baccalaureate programs. Students should check with the respective programs at WCJC for current information on transferability.
Computer Programming

Computers are everywhere and it takes skilled people to work in programming to write the code needed to run various software programs. WCJC offers a two-year Associate of Applied Science (AAS) degree in Computer Programming that prepares students for entry-level career opportunities in software development, web design, and web application programming.

Courses are primarily offered at the Wharton and Richmond campuses. Individuals who earn this degree can easily transfer into the University of Houston—Victoria’s Bachelor of Applied Arts and Sciences in Computer Information Systems degree program via the 2+2 transfer plan between WCJC and UHV.

Continuing education is required in this field to stay abreast of changing technology. Analytical skills and the ability to troubleshoot and concentrate are all important qualities for a computer programmer. The U.S. government predicts average job growth in this field and places the 2010 median annual salary at $71,380.

Construction Management

WCJC offers a two-year Associate of Applied Science (AAS) degree in Construction Management at the Sugar Land campus. Individuals who complete this degree can work in the industry or easily transfer to the University of Houston to pursue a Bachelor of Science degree in Construction Management.

In addition to general education courses, the construction management curriculum includes coursework in construction materials, estimating, scheduling, basic AutoCAD, project management, mechanical and electrical systems planning, construction documents and construction safety, along with a civil/structural drafting class and an entry-level surveying class.

Entry-level jobs in the Gulf Coast region are usually in the fields of commercial, residential, or highway/heavy construction. Through industry partnerships, WCJC students have internship opportunities available in their second year.

To be successful in the field of construction management, candidates must have good communication skills, management skills, a good work ethic and a dedication to quality. The U.S. government predicts average job growth in this field and places the 2010 median annual salary at $83,860. Entry level salaries are generally in the $45,000 range.

Health Information Technology

★Coursework now available online

As public policy and quality of care push healthcare providers to adopt electronic medical records, there is a great demand for medical records and health information technicians. That demand should increase even more when a proposed new medical coding system, ICD-10, is implemented in 2014.

WCJC offers a two-year Associate of Applied Science (AAS) degree in Health Information Technology to prepare graduates to enter this growing field. The program is accredited by the Commission on Accreditation for Health Informatics and Health Information Management Education. Graduates are eligible to sit for the American Information Management Associate’s credentialing exam for qualifications as a Registered Health Information Technician (RHIT).

Medical records and health information technicians organize and manage health information data in a variety of settings including hospitals, clinics, long-term care facilities, insurance companies, government agencies and related health facilities. Contract work is also available for technicians, which often provides the opportunity to work from home.

To be successful in health information technology, individuals must possess critical thinking skills, empathy, integrity, strong interpersonal skills and the ability to work in a variety of settings. They should also be detail oriented. The U.S. government predicts above average job growth in this field and places salaries between $25,000 and $34,999.

For more information about any of these programs, please visit wcjc.edu and link through the “Educational Programs Quick Jump” on the top right hand side of the home page.
INSIDE: Exciting fields of study with great earnings potential

WCJC lets you start smart

- Affordable tuition
- Small classes
- Caring and supportive faculty and staff
- Transfer credit programs
- Distance learning courses
- Dual and concurrent enrollment while in high school

Fall 2012 Calendar
Through Aug. 29: Fall Registration
Monday, Aug. 27: First Day of Classes
Please check wcjc.edu for payment deadlines, course drop dates and registration details. Some classes available with start dates of Sept. 10, Oct. 22 and Dec. 17.

Financial Aid TV
Free service of short video answers about paying for college
- Search by topic and play list
- Available 24/7

Apply today for the 2012 Fall semester at wcjc.edu
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XIII

MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the contract with Arthur W. West (doing business as A W Consulting) to provide professional services in support of college websites ($38,400.00 – current unrestricted operating budget for 2012-2013)

B. Approve estimated costs for upcoming hardware and software maintenance contracts ($454,968.00 – current unrestricted operating fund budget for 2012-2013)
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: August 21, 2012 Date of This Proposal: August 8, 2012

SUBJECT (item as it will appear on agenda):

Approve the contract with Arthur W. West (doing business as AWConsulting) to provide professional services in support of the college websites.

RECOMMENDATION:

Approve the attached contract with Arthur W. West (doing business as AWConsulting) to provide professional services in support of the college websites.

BACKGROUND/RATIONALE:

The full-time position of Web Technician has been vacant for 5 years. Arthur W. West (doing business as AWConsulting) has been contracted with the college during that time and has provided exemplary services at a reasonable cost. The following projects can be accomplished with the services provided by Arthur W. West.

- Provide assistance with the implementation of a Web Content Management System (CMS) for the WCJC Website.
- Create and support webpages as needed for the SACS review.
- Provide workshops and training and other support to Faculty Websites.
- Provide backup production support to the Webmaster.

Estimated Cost and Budgetary Support (how will this be paid for?): $38,400.00

Current Unrestricted Operating Budget for 2012-2013

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

8-8-2012
Date

8-8-2012
Date

PRESIDENT’S APPROVAL:

[Signature]

8-9-12
Date
Professional Services Agreement

This agreement is made and entered into effective the 1st day of September 2012 by and between Arthur W. West (doing business as AW Consulting), at 3210 Beaver Creek Drive, Brookshire, Texas 77423 and Wharton County Junior College (WCJC), 911 Boling Highway, Wharton, Texas 77488. Mr. West and WCJC agree that Mr. West shall furnish contract professional services to WCJC under the following terms and conditions.

1. **Scope of Services**

   Mr. West agrees to render to WCJC professional services in support of college websites. This is the primary purpose of the engagement and shall include...

   - Validate that all WCJC Internet and Intranet pages are 100% compliant with W3C HTML 4.0 using W3C Markup Validation Service tool and 100% compliant with Section 508 accessibility using the WAVE (Web Accessibility Validation Evaluation) tool. It will result in an inventory of all pages validated by URL, date and include revalidation dates as needed.

   - Providing training, workshops and such other support as necessary for the construction and deployment of legacy Faculty Websites.

   - Providing backup production support to the Webmaster, as needed.

   - Assist the Webmaster in providing maintenance of legacy internet and legacy intranet web pages.

   Actual deliverables shall be defined over the course of the engagement.

2. **Term of Agreement**

   The term of this agreement shall commence of September 1, 2012 and continue until August 31, 2013. Work is limited to that which is actually scheduled, but can be no more than 40 hours per week for a period of 48 work weeks that exclude College Holidays, two weeks at Christmas and one week at Spring Break.

3. **Compensation**

   In full and complete compensation for all of the services provided hereunder, WCJC agrees to pay or cause to be paid, an amount not to exceed $38,400, at a rate of $20.00 per hour to Mr. West. Mr. West will present monthly invoices along with detailed status reports. Payment shall be due upon receipt.
4. **Independent Contractor**

For purposes of this agreement and all services to be provided hereunder, Mr. West shall be deemed to be an independent contractor.

Mr. West shall not act, in any manner, as an agent or employee of WCJC.

Mr. West shall have no authority to make statements, representation or commitment of any kind, or take any action that shall be binding on WCJC, except as provided for herein or as authorized in writing by WCJC.

5. **Confidential Information**

Mr. West shall not use or disclose to any person any confidential information acquired in the delivery of the agreement.

Confidential information shall mean information disclosed to either party, that relates to past, present and future research, development and business activities.

6. **Proprietary Rights**

Mr. West shall have no rights to nor interest in work products directly resulting from the delivery of items enumerated in the Scope of Services as they are "works made for hire" and WCJC is deemed to be the owner.

WCJC understands that Mr. West's ability to create these work products is heavily dependent on past experience in the industry, providing similar services to others in the past with reasonable expectation of doing so for others in the future, and the free availability of information from public channels.

In the event that "value added" work products are produced that fall outside the Scope of Services, WCJC may use and modify these work products in any way it sees fit, though no ownership is implied. Because they are derived from experience and public sources, these work products are deemed to be in the public domain.

7. **Security**

Mr. West agrees to comply with all WCJC building, data and software security requirements.
Professional Services Agreement

8. Facilities

WCJC shall provide to Mr. West, reasonable access to all materials, services, facilities and personnel required to successfully complete the engagement. This is assumed to include remote access to said materials, services, facilities and personnel.

9. Termination

Either party, upon thirty (30) days written notice to the other party may terminate this agreement without cause.

10. Agreement

This instrument contains the entire agreement between the parties and it is supersedes all prior agreements and understandings between the parties respecting the subject matter hereof. This agreement cannot be changed or terminated orally on behalf of either party.

Executed effective the __th day of ______________, 2012

AWConsulting

By: ____________________________

Arthur W. West

Consultant

Wharton County Junior College

By: ____________________________

Pamela J Youngblood

Vice President of Technology & Institutional Research
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: August 21, 2012  Date of This Proposal: August 3, 2012

SUBJECT:

Approve estimated costs for upcoming hardware and software maintenance contracts.

RECOMMENDATION:

Approve estimated payment amounts for the hardware and software maintenance contracts attached.

BACKGROUND/RATIONALE:

We have maintenance contracts that will come due during fiscal year 2013. The maintenance contracts provide WCJC with access to technical support, hardware repair, and upgrades for covered software. The estimated budget amounts are based on 2012 costs and projected increases. The total amount requested is 110% of the 2012 actual costs. Any amount that would cause the total requested to exceed 110% of the projected expenses listed below will be brought back to the Board for review and approval.

Estimated Cost & Budgetary Support (how will this be paid for?): $454,968.00
Current Unrestricted Operating Fund Budget for 2012 - 2013

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

Pam Youngblood, Vice President of Information Technology
James Bulloch, Computer Operations Manager
John Miller, Network Manager
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg 113
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<tr>
<th>Contract Vendor</th>
<th>Product</th>
<th>Anticipated Amount</th>
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<td>Beechglen</td>
<td>Software Maintenance - HP3000</td>
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<td>Internet seat license and chat</td>
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<td>Hardware Maintenance - HP3000</td>
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<td>Bradmark</td>
<td>DBGeneral Maintenance</td>
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<td>Oracle Hardware Support for new servers</td>
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<td>Backbone Switch Maintenance</td>
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<td>SCT</td>
<td>E-Print - electronic reports</td>
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<td><strong>$454,968.00</strong></td>
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MATTERS RELATING TO STUDENT SERVICES

A  Approve the purchase of 32 computer stations with computers and monitors, and the electrical and cabling needed to expand the capacity of the Testing Centers at all three campuses ($45,300.00 – current unrestricted operating budget for 2011-2012)
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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

Date of Board Meeting: August 21, 2012 Date of This Proposal: August 9, 2012

SUBJECT:

Approve the purchase of 32 computer stations with computers and monitors, and the electrical and cabling needed to expand the capacity of the Testing Centers at all three campuses.

RECOMMENDATION:

Approve $45,300.00 for the purchase of 32 computer stations with computers and monitors, and the electrical and cabling needed to expand the capacity of the Testing Centers at all three campuses.

BACKGROUND/RATIONALE:

The demand for services at all three Testing Centers is continuing to increase, and to reach capacity additional testing computers and stations must be installed. The increased number of stations will improve customer service to students as well as create new opportunities to computerize current testing functions. The computers, tables, and chairs selected are all available through State of Texas contracts previously used by the College and satisfy all State bid laws.

Estimated Cost & Budgetary Support (how will this be paid for?): $45,300.00 Current Unrestricted Operating Budget for 2011 – 2012.

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

David Leenhouts, Vice President of Student Services
Pam Youngblood, Vice President of Information Technology
Mike Feyen, Director of Facilities Management
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signatures]

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]

Reg 118
6-21-95
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Approve Paid Professional Assignment for Danson R. Jones, Gulf Coast PASS director and core team leader - $12,000.00/year

2. Rachel Bahnsen reclassified as regular, full-time marketing and communications coordinator, AA-01-10, effective September 4, 2012

3. Rachel Bahnsen employed as temporary, full-time marketing and communications coordinator, AA-01-10, effective August 20, 2012

4. Rosemary Fulton extended as temporary, part-time institutional research associate, $31.00/hr. x 13 hrs./wk. x 50 wks. = $20,150.00/yr., effective September 1, 2012

C. Office of Academic Affairs

1. Approve summer II 2012 overloads

2. Approve Paid Professional Assignment for Kimberley Benien for DE Course Development - $1,200.00

3. Approve Paid Professional Assignment for Yvonne Smith for DE Course Development - $600.00

4. Rickie J. Bonner reclassified as regular, full-time instructor of associate degree nursing, FAC-2-20, to regular, full-time instructor of associate degree nursing, FAC-7-20, effective June 1, 2012

5. James Schoshinski employed as regular, full-time instructor of government, FAC-1-5, effective August 20, 2012

6. Geoffrey Shine employed as regular, full-time instructor of government, FAC-1-6, effective August 20, 2012

7. Celine Siewert reclassified as regular, full-time instructor of accounting, FAC-1-11, effective August 20, 2012

8. Mary Wilson reclassified as regular, full-time instructor of business and office administration, FAC-6A-34, effective August 20, 2012

9. Michele Betancourt extended as temporary, full-time Title V education technologist, CA-10-10, effective September 1, 2012

10. Michele Betancourt extended as temporary, full-time Title V education technologist, CA-10-10, October 1, 2012

12. Jessica Falcon extended as temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and math success coordinator, AA-1-1, effective September 1, 2012

13. Inez M. Kucera extended as temporary, full-time Science, Technology, Engineering, Math success center director, CA-14-11, effective September 1, 2012


15. Eric J. Nathan extended as temporary, full-time distance learning director/Title V activity director, CA-15-10, effective October 1, 2012

16. Marybelle Perez extended as temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math project director, CA-15-11, effective September 1, 2012

17. Natasha Goins employed as temporary, full-time instructor of associate degree nursing, FAC-1-10, effective August 20, 2012

D. Office of Administrative Services

E. Office of Student Services

1. Karen D. Preisler reclassified as regular, full-time director of admissions and registration, CA-10-12, to regular, full-time registrar, AA-1-12, effective July 27, 2012

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Elizabeth A. Prather retired as regular, full-time instructor of associate degree nursing, FAC-3-31, effective August 31, 2012

2. Sheila L. Tyne resigned as a regular, full-time instructor of associate degree nursing, FAC-4A-11, effective July 31, 2012

H. Information Items: Non-contract Personnel Action

1. Adeline T. Garza received a professional growth payment for completion of support staff professional growth plan for FY12 (9 hrs.) - $500.00

2. Beverly Juranek resigned as regular, full-time division secretary to communications & fine arts, O-9-0, effective August 15, 2012

3. Kimberly G. Kidd received a professional growth payment for completion of support staff professional growth plan for FY12 (9 hrs.) - $500.00

4. Carol K. Riley reclassified as regular, full-time assistant admissions officer, O-11-9, to regular, full-time campus support clerk, O-10-9, effective September 4, 2012

5. Deanna R. Walker employed as regular, part-time security officer, O-9-0, $11.47 hr. x 19 hrs./wk. x 52 wks. = $11,332.36/yr., effective August 15, 2012
6. Sandra Barnett extended as temporary, full-time Title V grant secretary, O-8-0, effective September 1, 2012

7. Sandra Barnett extended as temporary, full-time Title V grant secretary, O-8-0, effective October 1, 2012

8. Caylee L. Kiesling reclassified as temporary, full-time HR secretary, O-10-0, to regular, full-time HR clerk, O-6-0, effective September 1, 2012

9. Mervat W. Mickael resigned as regular, full-time administrative clerk I, O-10-2, effective July 13, 2012

10. Jamal Gillis employed as regular, part-time fitness center staff, $7.25 hr. x 15 hrs./wk. x 21 wks. = $2,283.75/yr., effective August 7, 2012

11. Justin J. Samuel resigned as regular, part-time evening open computer lab monitor, O-5-0, $10.32 hr. x 16 hrs./wk. x 40 wks. = $56,602.80/yr., effective August 24, 2012

12. Bonisacio D. Zambrano separated as regular, part-time fitness center staff, $7.25 hr. x 15 hrs./wk. x 21 wks. = $2,283.75/yr., effective June 29, 2012

13. Stephen R. Flora extended as temporary, full-time assistant baseball coach, $2,000.00 per month plus board, effective June 16, 2012

14. Becky T. Le resigned as temporary, full-time HR clerk, O-6-0, effective August 15, 2012

15. Mark D. Lewis extended as temporary, full-time residence hall supervisor-Frankie Hall, $9,000.00 for fall 2012/spring 2013, effective August 20, 2012

16. Mara N. Slinger employed as temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, Math grant secretary, O-8-0, effective July 27, 2012

17. Mara N. Slinger extended as temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, Math grant secretary, O-8-0, effective September 1, 2012

18. Taneshia J. Uko employed as temporary, full-time adult basic education distance learning facilitator, P-12-0, effective July 27, 2012

19. Jane H. Bailey extended as temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective September 1, 2012

20. Lola Beaver extended as temporary, part-time adult basic education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2012

21. Norma Bonner extended from temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 28 wks. = $7,560.00/yr., to temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective September 1, 2012

22. Roweena J. Britton employed as temporary, part-time Adult Basic Education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective August 27, 2012
23. Loretta D. Burt extended as temporary, part-time adult basic education student records supervisor, $23.00 hr. x 19.5 hrs./wk. x 46 wks. = $20,631.00/yr., to temporary, part-time adult basic education student records supervisor, $23.00 x 20 hrs./wk. x 46 wks. = $21,160.00/yr., effective September 1, 2012

24. Amy Castillo extended as temporary, part-time adult basic education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2012

25. Leticia Castillo extended as temporary, part-time adult basic education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2012

26. Sara P. Fira extended as temporary, part-time Title V academic advisor, $25.00 hr. x 30 hrs./wk. x 19 wks. = $14,250.00/yr., effective September 1, 2012

27. Sara P. Fira extended as temporary, part-time Title V academic advisor, $25.00 x 30 hrs./wk. x 19 wks. = $14,250.00/yr., effective October 1, 2012

28. Martina Garcia employed as temporary, part-time Adult Basic Education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective August 27, 2012

29. Olivia F. Green employed as temporary, part-time Adult Basic Education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr, effective August 27, 2012

30. Amanda N. Gonzales employed as temporary, part-time Adult Basic Education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective August 27, 2012

31. Silvano Grosso extended as temporary, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 40 wks. = $4,800.00/yr., effective September 1, 2012

32. Charlotte M. King extended as temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective September 1, 2012

33. Katherine A. Kunkel extended as temporary, part-time administrative clerk, $12.69 hr. x 30 hrs./wk. x 48 wks. = $18,273.60/yr., effective October 1, 2012

34. John K. Labay employed as temporary, part-time math tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective August 27, 2012

35. John K. Labay extended as temporary, part-time math tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective September 1, 2012

36. Lucas McElroy extended as temporary, part-time math tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective September 1, 2012

37. Ashley Montalvo extended as temporary, part-time adult basic education aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2012

38. Maricela Salas employed as temporary, part-time seasonal admissions student assistant, $7.25 hr. x 36 hrs./wk. x 5 wks. = $1,305.00/yr., effective August 10, 2012

39. Gordon A. Solis reclassified from temporary, part-time math tutor assistant, $7.25 hr. x 12 hrs./wk. x 12 wks. = $1,044.00/yr., to temporary, part-time math tutor assistant, $15.00 hr. x 16 hrs./wk. x 5 wks. = $1,200.00/yr., effective July 12, 2012
40. Elizabeth N. Tekulve employed as temporary, part-time adult basic education aide, 0-10-0, $11.76/hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective August 27, 2012

41. Sefura Temam extended from temporary, part-time adult basic education aide, $11.76/hr. x 10.5 hrs./wk. x 36 wks. = $4,445.28/yr., to temporary, part-time adult basic education aide, $11.76/hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2012

42. Stephanie M. Zachry extended from temporary, part-time math tutor, $15.00/hr. x 8 hrs./wk. x 42 wks. = $5,040.00/yr., to temporary, part-time math tutor, $15.00/hr. x 8 hrs./wk. x 40 wks. = $4,800.00/yr., effective September 1, 2012
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM

TO: Betty A. McCrohan, President
FROM: Danson R. Jones
DIV or UNIT: Administration
SUBJ: PPA request for: Danson R. Jones
Title of PPA activity: Gulf Coast PASS Director and Core Team Leader
Dates (or semesters) of activity: 09/01/12 – 08/31/13

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

Responsible for overall coordination of Gulf Coast PASS initiative at WCJC, supervision of activity coordinators (4), monitoring of grant work plan, collection and analysis of data, and reporting to the University of Texas at Austin Principal Investigator and Houston Endowment Inc. Serves as Gulf Coast PASS Core Team Leader, represents WCJC at GCPASS functions and ATD Strategy Institute, executes MOU and coordinates subcontract with Wharton ISD, arranges site visits with Gulf Coast PASS Coach, and conducts data analysis for college participation in ATD Board of Trustees Institute.

B. Cost

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Budget #2376.6041.6093.502

C. Approvals

Supervisor: Betty A. McCrohan
Date: 8-8-12

PPA Frm (Reg 469)
8-8-97
**Personnel Action Form**

**Wharton County Junior College**

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| ☐ Retirement |
| ☐ Resignation |
| ☐ Separation (date: ) |
| ☐ Change in Assignment |
| ☐ Additional Assignment |
| ☐ Leave of Absence |

**Part II: Assignment/Accounting**

**CURRENT**

Division/Unit: Administration

Job Title/Position: Temporary Marketing & Communications Coordinator

Budgeted Position? ☒ Yes ☐ No

Funded in which FY? FY13

Budget Number: 1110.114.6093.60101

Compensation:

| ☒ Annual |
| ☐ Hourly |
| ☐ Other (explain) |

Sched AA

Grade 1

Step 10

Hourly Rate: (Part-time only)

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

Start Date: 08/20/12

Position No. (NBAPOSN): CRD014

If temporary, anticipated termination date: 09/03/12

**PROPOSED**

Division/Unit: Administration

Job Title/Position: Marketing and Communications Coordinator

Budgeted Position? ☒ Yes ☐ No

Funded in which FY? FY13

Budget Number: 1110.114.6093.60101

Compensation:

| ☒ Annual |
| ☐ Hourly |
| ☐ Other (explain) |

Sched AA

Grade 01

Step 10

Hourly Rate: (Part-time only)

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

Start Date: 09/04/12

If temporary, anticipated termination date: N/A

**Explanation of Action:**

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

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

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head):

**Zaun Leech**

08/03/12

Approved by Vice President:

**R. C. Houston**

08/06/12

Reviewed by Human Resources:

**J. J. Mapes**

08/06/12

Budget Approval:

**B. B. McCloud**

08/06/12

Approved by Cabinet-Level Supervisor:

**B. B. McCloud**

08/06/12

Date approved by Board or ☐ not applicable

10/18/11

Reg. 821

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

**Personnel Action Form**

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**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**Current**

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?** [ ] Yes [ ] No
- **Funded in which FY?**
- **Budget Number:**
- **Position No. (NBAPOSN):**
- **Compensation:**
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - **Sched:**
  - **Grade:**
  - **Step:**
  - **At-will-employee**
  - **Per contract**
- **Hourly Rate: (Part-time only)**
  - $____ per hr x ____ hrs/wk x ____ wks = $____ per year
- **Start Date:**
- **End Date:**
- **If temporary, anticipated termination date:**

**Proposed**

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?** [ ] Yes [ ] No
- **Funded in which FY?**
- **Budget Number:**
- **Position No. (NBAPOSN):**
- **Compensation:**
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - **Sched:**
  - **Grade:**
  - **Step:**
  - **At-will-employee**
  - **Per contract**
- **Hourly Rate: (Part-time only)**
  - $____ per hr x ____ hrs/wk x ____ wks = $____ per year
- **Start Date:**
- **End Date:**
- **If temporary, anticipated termination date:**

**Explanation of Action:**

- **Recommended by Supervisor (Department Head):** 08-03-12
- **Approved by Division Chair:** Date
- **Budget Approval:** 08-04-12
- **Approved by Cabinet Level Supervisor:** Date

**Reg. 821** 8-6-12

Revised May 15, 2020
**Personnel Action Form**

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- [x] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [x] Temporary
  - [x] Full-Time
  - [ ] Part-Time
- [ ] Regular
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
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- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: _____)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: Institutional Effectiveness
- Job Title/Position: Part-Time Institutional Research Associate
- Budgeted Position?: [x] Yes [ ] No
- Budget Number: 1110.1306.6094.6082
- Job Vacancy No.: (if applicable) 1003 A 003
- Specialized Area: Institutional Effectiveness
- Funded in which FY?: FY12
- Position No. (NBAPOSN): PTA W99

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- Hourly Rate: (Part-time only) $31.00 per hr x 13 hrs/wk x 50 wks = $20,150.00 per year
- If temporary, anticipated termination date: 08/31/12

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 50 weeks

**PROPOSED**

- Division/Unit: Institutional Effectiveness
- Job Title/Position: Part-Time Institutional Research Associate
- Budgeted Position?: [x] Yes [ ] No
- Name of Replaced Employee: 
- Budget Number: 1110.1306.6094.6082
- Job Vacancy No.: (if applicable) 1003 A 003
- Specialized Area: Institutional Effectiveness
- Funded in which FY?: FY13
- Position No. (NBAPOSN): PTA W99

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- Hourly Rate: (Part-time only) $31.00 per hr x 13 hrs/wk x 50 wks = $20,150.00 per year
- If temporary, anticipated termination date: 08/31/13

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 50 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head) 8-6-12
- Approved by Division Chair 8-12-12
- Reviewed by Human Resources 8-14-12
- Budget Approval 8-14-12
- Approved by Cabinet Level Supervisor 8-8-12
- Date approved by Board: not applicable

Reg. 821 Revised May 15, 2008
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<td>$3,600.00</td>
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A-11
TO: Betty McCrohan, President
FROM: Leigh Ann Collins, Vice-President of Instruction

DIV or UNIT: Div Math and Science – MATH department

SUBJ: PPA request for: Kimberley Benien

Title of PPA: DE Course Developer

Dates (or semesters) of activity: Summer 2012-Fall 2012

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.

See attached DE Course Development Contract

B. Cost:

<table>
<thead>
<tr>
<th>Type of PPA</th>
<th>PPA Key Duties</th>
<th>PPA Salary</th>
<th>Estimated Benefits</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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<td></td>
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<tr>
<td>ON OVERLOAD (Additional Compensation)</td>
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<td>$1,200</td>
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<tr>
<td>TOTAL</td>
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</table>

BUDGET NUMBER: 21161-6036-6093-400

C. Approvals

Supervisor: _______________________ Date: 8/3/12

VPI: _______________________ Date: 8-11-12

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

**PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM**

**TO:** Betty McCrohan, President  
**DATE:** 7/31/2012

**FROM:** Leigh Ann Collins, Vice-President of Instruction

**DIV or UNIT:** Div Math and Science – MATH department

**SUBJ:** PPA request for: Yvonne Smith

**Title of PPA:** DE Course Developer

**Dates (or semesters) of activity:** Summer 2012-Fall 2012

**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.

See attached DE Course Development Contract

**B. Cost:**

<table>
<thead>
<tr>
<th>Description</th>
<th>PPA Payments</th>
<th>PPA Salary</th>
<th>Est. ANA Hours</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>ON CONTRACT (Release time from teaching)</td>
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<tr>
<td>ON OVERLOAD (Additional Compensation)</td>
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**BUDGET NUMBER:** 21161-6036-6093-400

**C. Approvals**

**Supervisor:**  
**Date:** 8/19/2012

**VPI:**  
**Date:** 8/11/12

PPA Form (Reg 469)  
Revised 9-1-2010
### Personnel Action Form
**Wharton County Junior College**

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

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Allied Health Division</th>
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<tbody>
<tr>
<td>Job Title/Position:</td>
<td>Instructor of Associate Degree Nursing</td>
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<tr>
<td>Budgeted Position?</td>
<td>Yes No</td>
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<td>Budgeted Position:</td>
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<td>Budget Number:</td>
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**PROPOSED**

<table>
<thead>
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<th>Allied Health Division</th>
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<tbody>
<tr>
<td>Job Title/Position:</td>
<td>Instructor of Associate Degree Nursing</td>
</tr>
<tr>
<td>Budgeted Position?</td>
<td>Yes No</td>
</tr>
<tr>
<td>Name of Replaced Employee:</td>
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<td>Budget Number:</td>
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**Compensation:**

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

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<th>Per contract</th>
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**Compensation:**

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

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**Start Date:**

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<th>06/01/12</th>
<th>At-will-employee</th>
<th>Per contract</th>
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</thead>
</table>

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

<table>
<thead>
<tr>
<th>5/29/12</th>
<th>Date</th>
<th>Approved by Vice President:</th>
<th>Date</th>
</tr>
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</table>

**Approved by Division Chair:**

<table>
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<th>5/30/12</th>
<th>Date</th>
<th>Reviewed by Human Resources:</th>
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**Budget Approval:**

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<th>Date</th>
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**Approved by Cabinet Level Supervisor:**

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<th>6/1/12</th>
<th>Date</th>
<th>Date approved by Board or</th>
<th>Date</th>
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**Reg. 821**

**Revised 02/22/2013**
# Personnel Action Form

**Wharton County Junior College**

## Banner ID #
- **Last Name**: Schoshinski
- **First Name**: James
- **Middle Initial**: 
- **Telephone**: 

**Address**: 
- **City**: 
- **State**: 
- **Zip**: 

### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification</th>
<th>Details</th>
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<tbody>
<tr>
<td>Administrative/Professional Staff</td>
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<td>Faculty</td>
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<tr>
<td>Support Staff</td>
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</tr>
<tr>
<td>Regular</td>
<td>Part-Time</td>
</tr>
<tr>
<td>New Employee</td>
<td></td>
</tr>
<tr>
<td>Extension</td>
<td></td>
</tr>
<tr>
<td>Reclassification</td>
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</tr>
<tr>
<td>Transfer</td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
</tr>
<tr>
<td>Salary Adjustment</td>
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</tr>
<tr>
<td>Other (explain)</td>
<td></td>
</tr>
<tr>
<td>Retirement</td>
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<td>Resignation</td>
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<td>Separation (date:_____ )</td>
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<td>Change in Assignment</td>
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<tr>
<td>Additional Assignment</td>
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<tr>
<td>Leave of Absence</td>
<td></td>
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</table>

### Part II: Assignment/Accounting

**CURRENT** Division/Unit:
- **Job Title/Position**: 
- **Budgeted Position?**: Yes [ ] No [x] 
- **Budget Number**: 
- **Compensation**: Annual [ ] Hourly [x] Other (explain) [ ] 
  - **Seched**: 
  - **Grade**: 
  - **Step**: 
- **Compensation**: Annual [ ] Hourly [x] Other (explain) [ ] 
  - **Seched**: 
  - **Grade**: 
  - **Step**: 

**PROPOSED** Division/Unit:
- **Social and Behavioral Science**
- **Job Title/Position**: Instructor of Government
- **Budgeted Position?**: Yes [x] No [ ] 
  - **Name of Replaced Employee**: Jeffrey Stanglin
- **Budget Number**: 1210.14703.6091.100
- **Compensation**: Annual [ ] Hourly [x] Other (explain) [ ] 
  - **Seched**: FAC
  - **Grade**: 1
  - **Step**: 5
- **Compensation**: Annual [ ] Hourly [x] Other (explain) [ ] 
  - **Seched**: FAC
  - **Grade**: 1
  - **Step**: 5

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

**Explanation of Action:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by Supervisor (Department Head)</th>
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<tr>
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Reg. 821

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

**Wharton County Junior College**

**Human Resources**

**Banner ID #**

**Last Name**

Shine

**First Name**

Geoffrey

**Middle Initial**


**City**


**State**


**Zip**


#### Part I: Check all that apply

<table>
<thead>
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<tbody>
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<td>☑ New Employee</td>
<td>☑ Extension</td>
<td>☑ Retirement</td>
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<tr>
<td>☑ Faculty</td>
<td>☑ Extension</td>
<td>☑ Reclassification</td>
<td>☑ Resignation</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Support Staff</td>
<td>☑ Transfer</td>
<td>☑ Separation (date: ___)</td>
<td>☑ Change in Assignment</td>
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<td>☑ Promotion</td>
<td>☑ Additional Assignment</td>
<td>☑ Leave of Absence</td>
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<td>☑ Full-Time</td>
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#### Part II: Assignment/Accounting

**CURRENT**

Division/Unit:  
Job Title/Position:  
Budgeted Position? ☑ Yes ☑ No  
Funded in which FY?  
Budget Number:  
Position No. (NBAPOSN):  
Compensation:
- ☑ Annual Sched _____  
- ☑ Hourly Grade _____  
- ☑ Other (explain) Step _____  
Hourly Rate: (Part-time only)  
$ _____ per hr x _____ hrs/wk x _____ wks = $ _____ per year
Start Date:  
End Date:  
At-will-employee ☑ ☑ Per contract  
If temporary, anticipated termination date:  
Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:  
☐ 9 months ☑ 10 1/2 months ☑ 12 months ☑ Other

**PROPOSED**

Division/Unit: Social & Behavioral Science  
Job Title/Position:  
Instructor of Government  
Budgeted Position? ☑ Yes ☑ No  
Name of Replaced Employee: Sean Reed  
Funded in which FY? FY12  
Position No. (NBAPOSN): GOV006  
Compensation:
- ☑ Annual Sched FAC  
- ☑ Hourly Grade 1  
- ☑ Other (explain) Step 6  
Hourly Rate: (Part-time only)  
$ N/A per hr x N/A hrs/wk x N/A wks = $ N/A per year
Start Date: 08/20/12  
At-will-employee ☑ ☑ Per contract  
If temporary, anticipated termination date: N/A
Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:  
☐ 9 months ☑ 10 1/2 months ☑ 12 months ☑ Other

#### Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head)  
Approved by Vice President  
Approved by Division Chair  
Reviewed by Human Resources  
Budget Approval  
Approved by Cabinet Level Supervisor  
Date approved by Board or ☑ not applicable

---

**Reg. 321**  
Revised 02/22/2011
**Personnel Action Form**

**Wharton County Junior College**

### Banner ID 
Last Name: Siewert  
First Name: Celine  
Middle Initial:  
Telephone:  
Address:  
City:  
State:  
Zip:  

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

### Part II: Assignment/Accounting

**CURRENT**  
Division/Unit: Technology and Business  
Job Title/Position: Instructor of Accounting  
Budgeted Position? [X] Yes  
Budget Number: 1610.14807.6091.100  
Compensation: $45,550  
Start Date: 08/23/10  
End Date: N/A  
Hourly Rate: (Part-time only) $N/A per hr x _______ hrs/wk x _______ wks = $________ per year  
Position No. (NBAPOSN): ACC001  
If temporary, anticipated termination date: N/A  
Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:  
- [ ] 9 months  
- [ ] 10 1/2 months  
- [ ] 12 months  
- [ ] Other  

**PROPOSED**  
Division/Unit: Technology and Business  
Job Title/Position: Instructor of Accounting  
Budgeted Position? [X] Yes  
Budget Number: 1610.14807.6091.100  
Compensation: $53,142  
Start Date: 08/02/12  
End Date: N/A  
Hourly Rate: (Part-time only) $N/A per hr x _______ hrs/wk x _______ wks = $________ per year  
Position No. (NBAPOSN): ACC001  
If temporary, anticipated termination date: N/A  
Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:  
- [ ] 9 months  
- [ ] 10 1/2 months  
- [ ] 12 months  
- [ ] Other  

**Explanation of Action:**  
Change Celine Siewert from 9 month Instructor contract to 10.5 month Program Director.  

**Part III: Position/Budget Authorization**  
Recommended by Supervisor (Department Head)  
Approved by Vice President  
Approved by Division Chair  
Reviewed by Human Resources  
Approved by President  
Approved by Cabinet Level Supervisor  
Approved by Board or not applicable  

Reg. 821  
F 1207 0027  
Revised May 15, 2012
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Banner ID #**

**Last Name** Wilson

**First Name** Mary

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

<table>
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<td>☐ Retirement</td>
<td></td>
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<tr>
<td>☒ Faculty</td>
<td>☐ Extension</td>
<td>☐ Resignation</td>
<td></td>
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<tr>
<td>☐ Support Staff</td>
<td>☐ Reclassification</td>
<td>☐ Separation (date:____)</td>
<td></td>
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<td>☐ Temporary</td>
<td>☐ Transfer</td>
<td>☐ Change in Assignment</td>
<td></td>
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<tr>
<td>☒ Full-Time</td>
<td>☐ Promotion</td>
<td>☐ Additional Assignment</td>
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<td>☐ Regular</td>
<td>☐ Salary Adjustment</td>
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<td>☐ Part-Time</td>
<td>☐ Other (explain)</td>
<td></td>
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</tr>
</tbody>
</table>

### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

Technology and Business

**Job Title/Position:** Instructor of Business & Office Admin

**Budgeted Position?** ☒ Yes ☐ No

**Budgeted Position:**

- Job Vacancy No.: (if applicable) NA
- Specialized Area: Business & Office Admin
- Funded in which FY?: FY13
- Position No. (NBA/POSN): BOA002

**Budget Number:**

- 1110.14807.6091.100; 1110.14808.6091.100; 1210.14808.6091.102

**Compensation:**

- $72,975
- Annual
- Sched FAC
- Grade 6A
- Step 34

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

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

**Start Date:** 07/29/80

**End Date:** N/A

**At-will employee** ☐

**Per contract** ☐

- If temporary, anticipated termination date: N/A

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

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

### PROPOSED Division/Unit:

Technology and Business

**Job Title/Position:** Instructor of Business & Office Admin

**Budgeted Position?** ☒ Yes ☐ No

**Budgeted Position:**

- Job Vacancy No.: (if applicable) N/A
- Specialized Area: Business & Office Admin
- Funded in which FY?: FY13
- Position No. (NBA/POSN): BOA002

**Budget Number:**

- 1110.14807.6091.100; 1110.14808.6091.100; 1210.14808.6091.102

**Compensation:**

- $62,550
- Annual
- Sched FAC
- Grade 6A
- Step 34

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

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

**Start Date:** 08/20/12

**End Date:** N/A

**At-will employee** ☐

**Per contract** ☐

- If temporary, anticipated termination date: N/A

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

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

### Explanation of Action:

Change Mary Wilson from a 10.5 month Program Director contract to a 9 month Instructor contract

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head)**

- Date: by email

**Approved by Vice President**

- Date: 7/11/12

**Approved by Division Chair**

- Date: 7-9-12

**Reviewed by Human Resources**

- Date: 7/18/12

**Budget Approval**

- Date: 7/18/12

**Approved by President**

- Date: Betty A. McLaurin 7/8/12

**Approved by Cabinet-Level Supervisor**

- Date: 7/13/12

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

---

Reg. 821

1207 0026 Revised May 15, 2009
# Wharton County Junior College

## Personnel Action Form

### Human Resources

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

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT**

- **Division/Unit:** Instruction
- **Job Title/Position:** Job Vacancy No.: (if applicable)
- **Title V Education Technologist**
- **Budgeted Position?** Yes No
- **Budget Number:** 21161.6036.6093.400
- **Compensation:** $64,067
- **Hourly Rate: (Part-time only)** $N/A per hr x N/A hrs/wk x N/A wks = $N/A per year
- **Start Date:** 08/14/12
- **End Date:** N/A
- **If temporary, anticipated termination date:** 08/31/12

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

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

**PROPOSED**

- **Division/Unit:** Instruction
- **Job Title/Position:** Job Vacancy No.: (if applicable)
- **Title V Education Technologist**
- **Budgeted Position?** Yes No
- **Budget Number:** 21162.6036.6093.400
- **Compensation:** $64,067
- **Hourly Rate: (Part-time only)** $N/A per hr x N/A hrs/wk x N/A wks = $N/A per year
- **Start Date:** 09/01/12
- **If temporary, anticipated termination date:** 09/30/12

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

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

### Explanation of Action:

**Recommended/Approved by Supervisor (Department Head)**

**Approved by Division Chair**

**Budget Approval**

**Approved by Cabinet Level Supervisor**

**Reg. 821**

**Revised May 15, 2014**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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#### Part I: Check all that apply

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<th>Reclassification</th>
<th>Transfer</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
<th>Retirement</th>
<th>Resignation</th>
<th>Separation (date: )</th>
<th>Change in Assignment</th>
<th>Additional Assignment</th>
<th>Leave of Absence</th>
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<tbody>
<tr>
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<th>☐ Regular</th>
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#### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**

**Instruction**

**Job Title/Position:**

**Title V Education Technologist**

**Budgeted Position?** ☒ Yes ☐ No

**Budget Number:**

21161.6036.6093.400

**Compensation:**

$64,067

<table>
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<th>☒ Annual</th>
<th>☐ Hourly</th>
<th>☐ Other (explain)</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
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<tr>
<td>☐ At-will-employee</td>
<td>☒ Per contract</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
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**Start Date:** 09/01/12

**End Date:** N/A

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

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

**If temporary, anticipated termination date:** 09/30/12

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

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

**PROPOSED**

**Division/Unit:**

**Instruction**

**Job Title/Position:**

**Title V Education Technologist**

**Budgeted Position?** ☒ Yes ☐ No

**Budget Number:**

21162.6036.6093.400

**Compensation:**

$64,067

<table>
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<th>☒ Annual</th>
<th>☐ Hourly</th>
<th>☐ Other (explain)</th>
<th>Sched</th>
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**Start Date:** 10/01/12

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

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

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

#### Explanation of Action:

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

**Approved by Division Chair:**

**Review by Human Resources:**

**Budget Approval:**

**Approved by Cabinet Level Supervisor:**

Reg. 821

Revised May 14, 2012

A12080027
### Personnel Action Form

<table>
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<td></td>
<td>Falcon</td>
<td>Jessica</td>
<td>R</td>
<td></td>
</tr>
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**Part I: Check all that apply**

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

**CURRENT Division/Unit:**

- Job Title/Position: Title V Technical Specialist
- Budgeted Position? [X] Yes  [ ] No
- Budgeted Number: 21161-6036-6113-400
- Compensation: [X] Annual $32,575
- Start Date: 5-2-11

**PROPOSED Division/Unit:**

- Job Title/Position: Title V HSI STEM Success Coordinator
- Budgeted Position? [X] Yes  [ ] No
- Budgeted Number: 21165 6039 6127 400
- Compensation: [X] Annual $49,401
- Start Date: 08/17/12

**Job Vacancy No.:**

- CURRENT: 1102 S 0077
- PROPOSED: 1206 A 020

**Specialized Area:**

- CURRENT: Title V Project
- PROPOSED: HSI-STEM Grant

**Funded in which FY?**

- CURRENT: FY12
- PROPOSED: FY12

**Position No. (NBAPOSN):**

- CURRENT: GNSP02
- PROPOSED: GNC004

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

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

**Explanation of Action:**

- Recommended by Supervisor (Department Head):
  - Date: 8-6-12
- Approved by Division Chair:
  - Date: 8-7-12
- Reviewed by Human Resources:
  - Date: 8-9-12
- Budget Approval:
  - Date: 8/14/12
- Approved by Cabinet Level Supervisor:
  - Date: Date approved by Board or [X] not applicable

Reg. 821

A-12080029

Revised May 15, 2019
**Wharton County Junior College**

**Personnel Action Form**

**Banner ID #**

**Last Name**: Falcon  
**First Name**: Jessica  
**Middle Initial**: R  
**Telephone**: ________

**Address**

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

---

**Part I: Check all that apply**

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

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

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

---

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

**Job Title/Position:**  
Title V HSI STEM Success Coordinator  
Budgeted Position? [X] Yes [ ] No

**Budget Number:**  
21165 6039 6127 400

**Compensation:**  
[S] Annual  
[S] Hourly  
[S] Other (explain): ________  
[S] Sched  AA  
[S] Grade 1  
[S] Step 1  
Hourly Rate: (Part-time only)  
[S] $ N/A per hr x N/A hrs/wk x N/A wks =  
[S] $ N/A per year  
Start Date: 08/17/12  
End Date: N/A

**PROPOSED Division/Unit:**

**Job Title/Position:**  
Title V HSI STEM Success Coordinator  
Budgeted Position? [X] Yes [ ] No

**Budget Number:**  
21165 6039 6127 400

**Compensation:**  
[S] Annual  
[S] Hourly  
[S] Other (explain): ________  
[S] Sched  AA  
[S] Grade 1  
[S] Step 1  
Hourly Rate: (Part-time only)  
[S] $ N/A per hr x N/A hrs/wk x N/A wks =  
[S] $ N/A per year  
Start Date: 09/1/12

---

**Explanation of Action:**

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

---

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):  
Review by Human Resources:**  
Reviewed by Human Resources  
8-15-12

**Budget Approval:**  
Approved by Cabinet Level Supervisor  
Date: 8-15-12  
Date approved by Board: 8-15-12

---

**Reg. 321 A 1208 0032**

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

### Social Security No. | Last Name | First | Middle Initial | Telephone
--- | --- | --- | --- | ---

### Address

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

### Part I: Check all that apply

- **Classification:**
  - ☒ Administrative/Professional Staff
  - ☐ Extension
  - ☐ Reclassification
  - ☐ Transfer
  - ☐ Promotion
  - ☐ Salary Adjustment
  - ☐ Other (explain): ___________________________

- ☐ New Employee
- ☐ Retiree
- ☐ Resignation
- ☐ Separation (date:_______)
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

### Part II: Assignment/Accounting

#### CURRENT Division/Unit:

**Administration**

**Job Title/Position:**

STEM Success Center Director

**Budgeted Position?** ☒ Yes ☐ No

**Budget Number:**

21165-6039-6185-400

**Compensation:**

- ☒ Annual
- ☐ Hourly
- ☐ Other (explain): ___________________________

- S 68,067

- Sched CA

- Grade 14

- Step 11

**Start Date:** 06/11/12

**End Date:**

**If temporary, anticipated termination date:** 08/31/12

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

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

### PROPOSED Division/Unit:

**Administration**

**Job Title/Position:**

STEM Success Center Director

**Budgeted Position?** ☒ Yes ☐ No

**Budget Number:**

21165-6039-6185-400

**Compensation:**

- ☒ Annual
- ☐ Hourly
- ☐ Other (explain): ___________________________

- S 68,067

- Sched CA

- Grade 14

- Step 11

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

**End Date:**

**If temporary, anticipated termination date:** 09/30/12

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

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

### Explanation of Action:

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - Date: ___________________________  
  - Approved by Vice President: ___________________________

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

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

- **Approved by Cabinet Level Supervisor:**
  - Date: ___________________________  
  - Date approved by Board or ☐ not applicable
Personnel Action Form
Wharton County Junior College

Social Security No. Last Name 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
☐ Regular ☒ Other (explain)
☐ New Employee ☒ Extension
☒ Reclassification ☒ Transfer
☐ Promotion ☒ Salary Adjustment
☐ Other (explain)

☐ Retirement ☒ Resignation
☐ Separation (date: ____________)
☐ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:
Administration
Job Title/Position:
Distance Learning Director / Title V Activity Director
Budgeted Position? ☒ Yes ☑ No

Budgeted Number:
21161.6036.6185.400
Compensation:
☒ Annual ☐ Hourly
☐ Other (explain)

S 68,067 Sched CA Grade 15 Step 10
Hourly Rate: (Part-time only)
N/A per hr x N/A hrs/wk x N/A wks = N/A per year

Start Date: 02/01/12
End Date: N/A

At-will-employee ☐ Per contract
If temporary, anticipated termination date: 08/31/12

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

PROPOSED Division/Unit:
Administration
Job Title/Position:
Distance Learning Director / Title V Activity Director
Budgeted Position? ☒ Yes ☑ No

Budgeted Number:
21161.6036.6185.400
Compensation:
☒ Annual ☐ Hourly
☐ Other (explain)

S 68,067 Sched CA Grade 15 Step 10
Hourly Rate: (Part-time only)
N/A per hr x N/A hrs/wk x N/A wks = N/A per year

Start Date: 09/01/12
End Date: N/A

At-will-employee ☐ Per contract
If temporary, anticipated termination date: 09/30/12

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date
Approved by Vice President Date

Approved by Division Chair Date
Reviewed by Human Resources Date

Budget Approval Date
Approved by President Date

Approved by Cabinet Level Supervisor Date
Date approved by Board or ☑ not applicable
**Personnel Action Form**

**Banner ID #**

**Last Name**

**First**

**Middle Initial**

**Telephone**

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

**Part I: Check all that apply**

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

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

- **Retirement**
- **Resignation**
- **Separation (date: )**
- **Change in Assignment**
- **Additional Assignment**
- **Leave of Absence**

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

1203 A 009

**Specialized Area:**

**Title V**

**Funded in which FY?**

FY 13

**Position No. (NBAPOSN):**

GND002

**Budget Number:**

21616.0926.6185.400

**Compensation:**

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

- **Sched:** CA
- **Grade:** 15
- **Step:** 10

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

- **Per year**
  - $ N/A

**Start Date:**

09/01/12

**End Date:**

[ ] At-will-employee

[ ] Per contract

**If temporary, anticipated termination date:**

9/30/12

**PROPOSED**

**Division/Unit:**

Instruction

**Job Title/Position:**

Distance Learning Director/Title V Activity Director

**Budgeted Position?**

[ ] Yes
[ ] No

**Name of Replaced Employee:**

NA

**Budget Number:**

21162.6036.6185.400

**Compensation:**

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

- **Sched:** CA
- **Grade:** 15
- **Step:** 10

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

- **Per year**
  - $ N/A

**Start Date:**

10/01/12

**End Date:**

[ ] At-will-employee

[ ] Per contract

**If temporary, anticipated termination date:**

09/30/13

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

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

**Explanation of Action:**


**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

**Date**

**Approved by Division Chair**

**Date**

**Budget Approval**

**Date**

**Approved by Cabinet Level Supervisor**

**Date**

**Reg. 521**

A 1208 0028

**Revised May 15, 2009**
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<td>Marybelle</td>
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### Part I: Check all that apply

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

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

- Retirement  
- Resignation  
- Separation (date:____)  
- Change in Assignment  
- Additional Assignment  
- Leave of Absence

### Part II: Assignment/Accounting

**CURRENT**  
Division/Unit:  
Job Vacancy No.: (if applicable) 1203 A 010  
Job Title/Position: Title V HSI STEM Project Director  
Budgeted Position?  
- Yes  
- No

Budget Number:  
- 21165.6039.6185.400  
- 21165.6039.6185.400

Compensation:  
- $68,733  
- Annual  
- Other (explain)  
- $NA per hr x N/A hrs/wk x N/A wks =  
- $NA per year

Start Date: 02/1/12  
End Date: N/A  
- At-will-employee  
- Per contract  
If temporary, anticipated termination date: 08/31/12

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

**PROPOSED**  
Division/Unit:  
Job Vacancy No.: (if applicable) 1203 A 010  
Job Title/Position: Title V HSI STEM Project Director  
Budgeted Position?  
- Yes  
- No

Budget Number:  
- 21165.6039.6185.400  
- 21165.6039.6185.400

Compensation:  
- $68,733  
- Annual  
- Other (explain)  
- $NA per hr x N/A hrs/wk x N/A wks =  
- $NA per year

Start Date: 09/01/12  
End Date:  
- At-will-employee  
- Per contract  
If temporary, anticipated termination date: 09/30/12

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

**Explanation of Action:**

### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head)  
- Date  
- Approved by Vice President  
- Date  

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

- Budget Approval  
- Date  
- Approved by President  
- Date  

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

Reg. 821  
Revised 02/22/2011  
A-26
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

## Banner ID #

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### Part I: Check all that apply

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

### Part II: Assignment/Accounting

#### CURRENT Division/Unit:

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

#### Budgeted Position? Yes No

- Budget Number:

#### Compensation:

- Annual
- Hourly
- Other (explain)

<table>
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<tr>
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<td>45,050</td>
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#### Start Date:

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

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

#### PROPOSED Division/Unit:

- Allied Health

#### Job Title/Position:

- Instructor of Associate Degree Nursing

#### Budgeted Position? Yes No

- Name of Replaced Employee: Elizabeth Prather

#### Budget Number:

1610.1481.6091.102

#### Compensation:

- Annual
- Hourly
- Other (explain)

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#### Start Date: 8/20/2012

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

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

#### Explanation of Action:

#### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head) Date: 7-18-12
- Approved by Division Chair Date: 7-18-12
- Budget Approval Date: 8/11/12
- Approved by Cabinet-Level Supervisor Date: 7/23/12

- Approved by Vice President Date: 7-26-12
- Reviewed by Human Resources Date: 8-1-12
- Approved by President Date: 8-1-12

- Date approved by Board or not applicable

---

Reg. 821

Revised May 15, 2009

F 1207 0031
Wharton County
Junior College

Personnel Action Form

Banner ID #: 20110.1310.6093.500

Last Name: Preisler, First: Karen, Middle Initial: D

Address

City

State

Zip

Part I: Check all that apply

Classification:
☒ Administrative/Professional Staff
☐ Faculty
☐ Support Staff
☐ Temporary
☒ Full-Time
☐ Part-Time
☐ Other (explain)
☐ New Employee
☐ Extension
☐ Reclassification
☐ Transfer
☐ Promotion
☐ Salary Adjustment
☐ Other (explain)

☐ Retirement
☐ Resignation
☐ Separation (date: )
☐ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:

Student Services

Job Title/Position:
Director of Admissions & Registration

Budgeted Position? ☒ Yes ☐ No

Budget Number: 1110.1310.6093.500

Compensation:
☒ Annual
☐ Hourly
☐ Other (explain)

Sched: CA
Grade: 10
Step: 12

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

Start Date: 11/28/06
End Date: N/A

If temporary, anticipated termination date: N/A

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

PROPOSED Division/Unit:

Student Services

Job Title/Position:
Registrar

Budgeted Position? ☒ Yes ☐ No

Budget Number: 1110.1310.6093.500

Compensation:
☒ Annual
☐ Hourly
☐ Other (explain)

Sched: AA
Grade: 1
Step: 12

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

Start Date: 07/27/12

If temporary, anticipated termination date: N/A

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Approved by Division Chair

Budget Approval

Approved by Cabinet Level Supervisor

Date approved by Board or ☒ not applicable

Reg. 8:2

Revised 02/22/2011
# Personnel Action Form

**Wharton County Junior College**

<table>
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**Address**

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<tbody>
<tr>
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<td>☐ Faculty</td>
<td>☐ Support Staff</td>
<td>☐ Temporary</td>
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<tr>
<td>☑ Regular</td>
<td>☐ Part-Time</td>
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</tbody>
</table>

**Part I: Check all that apply**

- ☐ New Employee
- ☐ Extension
- ☐ Reclassification
- ☐ Transfer
- ☐ Promotion
- ☐ Salary Adjustment
- ☐ Other (explain)
- ☐ Retirement
- ☐ Resignation
- ☐ Separation (date, end of contract 8/31)
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

**CURRENT Division/Unit:**

- **Allied Health**

- **Job Title/Position:**
  - Instructor of Associate Degree Nursing

- **Budgeted Position?** ☑ Yes ☐ No

- **Budget Number:**
  - 1610.14181.6091.102

- **Compensation:**
  - ☐ Annual
  - ☐ Hourly
  - ☑ Other (explain)
  - ☑ At-will employee
  - ☐ Per contract

- **Start Date:** 08/22/83

- **End Date:** 06/02/12

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

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

- **PROPOSED Division/Unit:**

- **Job Title/Position:**

- **Budgeted Position?** ☑ Yes ☐ No

- **Name of Replaced Employee:**

- **Budget Number:**
  - Position No. (NBAPOSN): ADN009

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

- **S**

- **Start Date:**

- **End Date:**

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

**Explanation of Action:**

- **Recommended by Supervisor (Department Head):**
  - [Signature]
  - 7-17-12

- **Approved by Division Chair:**
  - [Signature]
  - 7-17-12

- **Budget Approval:**
  - [Signature]
  - 7-19-12

- **Approved by Cabinet Level Supervisor:**
  - [Signature]
  - 7-19-12

- **Date approved by Board or not applicable:**
  - [Signature]
  - 7/18/12

- **Reg. 821**

- **F120700030**

- **Revised May 15, 2008**
**Personnel Action Form**

**Wharton County Junior College**

**Banner ID #**


**Last Name**

Tyne

**First Name**

Sheila

**Middle Initial**

L

**Telephone**


**Address**


**City**


**State**


**Zip**


**Part I: Check all that apply**

<table>
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<tbody>
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<tr>
<td>☐ Part-Time</td>
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<tr>
<td>☐ Regular</td>
</tr>
<tr>
<td>☐ Other (explain)</td>
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</table>

**Classifications**

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

- Retirement
- Resignation
- Separation (date: 07/31/12)
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

Allied Health

**Job Title/Position:**

Instructor of Associate Degree Nursing

**Budgeted Position:**

- Yes ☒
- No ☐

**Budgeted Position?**

Yes ☒
No ☐

**Budgeted Position No.:**

1610.14181.6091.102

**Budget Number:**

1610.14181.6091.102

**Compensation:**

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

**Sched:**

FAC

**Grade:**

4A

**Step:**

11

**Hourly Rate:**

- (Part-time only)

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

- $ N/A per year

**Start Date:**

8/23/2011

**End Date:**

7/31/2012

**Funded in which FY?**

- FY12

**Position No. (NBAPOSN):**

ADN011

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

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

**PROPOSED Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

Yes ☒
No ☐

**Budgeted Position No.:**

**Compensation:**

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

**Sched:**

**Grade:**

**Step:**

**Hourly Rate:**

- (Part-time only)

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

- $ N/A per year

**Start Date:**

**End Date:**

**Funded in which FY?**

**Position No. (NBAPOSN):**

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

**Approved by Vice President:**

**Reviewed by Human Resources:**

**Approved by President:**

**Approved by Board of Directors:**

**Date**

7-17-12

7-19-12

7-19-12

7-19-12

07/19/12

7-19-12

7-18-12

Date approved by Board or not applicable

Revised May 15, 2009

F12070029
### Personnel Action Form

**Human Resources**

#### Part I: Check all that apply

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<tr>
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**New Employee**

**Extension**

**Reclassification**

**Transfer**

**Promotion**

**Salary Adjustment**

**Other (explain)**

**Retirement**

**Resignation**

**Separation (date: )**

**Change in Assignment**

**Additional Assignment**

**Leave of Absence**

#### Part II: Assignment/Accounting

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

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

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

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

**Budget Number:** Funded in which FY?

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

**Financial Aid Specialist**

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

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

**Budget Number:** N/A

**Job Title/Position:** Financial Aid

**Budgeted Position:** N/A

**Budgeted Position:** FY12

**Budget Number:** Position No. (NBAPOSN): SPC004

**Compensation:**

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<td>Other</td>
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**Hourly Rate: (Part-time only)**

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

$N/A per year

**Start Date:** N/A

**End Date:** At-will-employee

**Per contract**

If temporary, anticipated termination date:

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

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

**Student Services**

**Job Title/Position:** N/A

**Financial Aid Specialist**

**Budgeted Position:** N/A

**Budgeted Position:** FY12

**Budget Number:** 1110.13024.6180.501

**Compensation:**

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<td>Grade</td>
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<tr>
<td>Other</td>
<td>Step</td>
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**Hourly Rate: (Part-time only)**

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

$N/A per year

**Start Date:** N/A

**End Date:** At-will-employee

**Per contract**

If temporary, anticipated termination date:

N/A

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

**Explanation of Action:**

*Completion of Support Staff Professional Growth Plan (9 credit hours)*

**Part III: Position/Budget Authorization**

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

**Approved by Division Chair:**

**Reviewed by Human Resources:**

**Approved by President:**

**Approved by Cabinet Level Supervisor:**

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

Reg. 821

S1207 0089

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

**Wharton County Junior College**

**Banner ID #**

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**Part I: Check all that apply**

- New Employee
- Retirement
- Resignation
- Separation (date: 9/15/12)
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Classification:**

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

**Telephone:**

<table>
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**CURRENT Division/Unit:**

- Communications and Fine Arts

**Job Title/Position:**

- Division Secretary to Communications & Fine Arts

**Budgeted Position?**

- Yes
- No

**Budget Number:**

1110.14500.6101.400

**Compensation:**

- Annual
- Hourly
- Other (explain)

**$23,850.**

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**Start Date:**

03/19/12

**End Date:**

8/15/2012

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

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

**PROPOSED Division/Unit:**

- Communications and Fine Arts

**Job Title/Position:**

**Budgeted Position?**

- Yes
- No

**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

- Annual
- Hourly
- Other (explain)

**$**

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**Start Date:**

**End Date:**

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

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

**Explaination of Action:**

**Part III: Position/Budget Authorization**

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

8-8-12

**Approved by Vice President:**

6-9-12

**Approved by Division Chair:**

**Reviewed by Human Resources:**

8-14-12

**Budget Approval:**

8-14-12

**Approved by President:**

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

8-14-12

**ticker:**

S1208 0108

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

**Banner ID #**

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**Part I: Check all that apply**

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<td>☐ Faculty</td>
<td>☒ Support Staff</td>
<td>☐ Temporary</td>
</tr>
<tr>
<td>☐ New Employee</td>
<td>☐ Extension</td>
<td>☐ Reclassification</td>
<td>☐ Transfer</td>
</tr>
<tr>
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<td>☐ Resignation</td>
<td>☐ Separation (date:______)</td>
<td>☐ Change in Assignment</td>
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**Part II: Assignment/Accounting**

**CURRENT**

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

Job Title/Position: [Specialized Area:]

Budgeted Position? ☐ Yes ☐ No

Funded in which FY?

Budget Number: [Position No. (NBAPOSN):]

Compensation: ☐ Annual ☐ Hourly ☐ Other (explain)

Sched [Grade: Step] Hourly Rate: (Part-time only) $_______ per hr x ______hrs/wk x ______wks = $_______ per year

Start Date: ☐ At-will employee ☐ Per contract

End Date: If temporary, anticipated termination date:

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

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other

**PROPOSED**

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

Student Services [N/A]

Student Services Specialist [Specialized Area: Student Services]

Borrowed Position? ☒ Yes ☐ No

Name of Replaced Employee: [N/A]

Funded in which FY? [FY12]

Budget Number: [Position No. (NBAPOSN): SPC003]

Compensation: ☐ Annual ☐ Hourly ☐ Other (explain)

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

Start Date/N/A ☐ At-will employee ☐ Per contract

If temporary, anticipated termination date:

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

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other

**Explanation of Action:**

Compensation for Support Staff Professional Growth Plan (10 credit hours)

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) [Date: Approved by Vice President] [Date:]

Approved by Division Chair [Date: Reviewed by Human Resources] [Date:]

Budget Approval [Date: Approved by President] [Date:]

Approved by Cabinet Level Supervisor [Date: Date approved by Board or ☐ not applicable]

Reg. 821

51208 0094

Revised May 15, 20__

[Signature]

[Signature]

[Signature]
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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<td>Promotion</td>
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<td>Salary Adjustment</td>
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<td>Other (explain)</td>
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<td>Retirement</td>
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<td>Resignation</td>
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<td>Change in Assignment</td>
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**Part II: Assignment/Accounting**

**CURRENT**

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<th>Student Services</th>
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<tbody>
<tr>
<td>Job Title/Position:</td>
<td>Assistant Admissions Officer</td>
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<tr>
<td>Budgeted Position?</td>
<td>Yes No</td>
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<td>Budgeted Position:</td>
<td>1110.1310.6101.500</td>
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<tr>
<td>Compensation:</td>
<td>$27,975</td>
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<td>Sched</td>
<td>Grade</td>
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<td>$/Hr</td>
<td>11</td>
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<td>Step</td>
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<tr>
<td>Start Date:</td>
<td>09/25/02</td>
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<td>End Date:</td>
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<td>Per contract</td>
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<td>If temporary, anticipated termination date:</td>
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Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

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

**PROPOSED**

<table>
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<tr>
<th>Division/Unit:</th>
<th>Administrative Services</th>
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<tr>
<td>Budgeted Position?</td>
<td>Yes No</td>
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<td>Compensation:</td>
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<td>Step</td>
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<td>Start Date:</td>
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<td>Contract</td>
<td>Per contract</td>
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<tr>
<td>If temporary, anticipated termination date:</td>
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</table>

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

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

**Explanation of Action:**

Recommended by Supervisor (Department Head)

**Date:** 8/9/2012

**Approved by Vice President**

**Date:** 8/14/12

**Reviewed by Human Resources**

**Date:** 8-14-12

**Approved by President**

**Date:** 8/14/12

**Approved by Cabinet Level Supervisor**

**Date:** 8/14/12

**Reg. 821**

Revised May 15, 2009
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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**Address**

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

**Part I: Check all that apply**

- Classification:
  - [ ] Administrative/Professional Staff
  - [ ] Faculty
  - [x] Support Staff
- [ ] Temporary
- [x] Full-Time
- [x] Part-Time
- [x] Regular
- New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [x] Retirement
- [ ] Resignation
- [ ] Separation (date: ___)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: [Job Vacancy No.: (if applicable)]
- Job Title/Position: [Specialized Area:]
- Budgeted Position? [ ] Yes [ ] No
- Funded in which FY?
- Budget Number: [Position No. (NBAPOSN): ]

**Compensation:**

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

<table>
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<th>Sched</th>
<th>Grade</th>
<th>Step</th>
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**$**

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

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<th>Hourly Rate: (Part-time only)</th>
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<td>$____ per hr x ____ hrs/wk x ____ wks =</td>
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<td>$____ per year</td>
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<th>Start Date</th>
<th>End Date</th>
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If temporary, anticipated termination date: [If temporary, anticipated termination date:]

**PROPOSED**

- Division/Unit: [Job Vacancy No.: (if applicable)]
- Administrative Services
- Job Title/Position: [Specialized Area:]
- Part Time Security Officer (As Needed)
- Funded in which FY? [FY12]

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

<table>
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<tr>
<th>Name of Replaced Employee: Larry Morales</th>
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**Budget Number:**

- 1110.1192.6108.701
- Position No. (NBAPOSN): PTSW99

**Compensation:**

- [x] Hourly

<table>
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**$ 11.47**

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

<table>
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<th>Start Date</th>
<th>End Date</th>
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If temporary, anticipated termination date: [N/A]

**Explanation of Action:**

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 52 weeks

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head) [Date: 8/15/12]**

**Approved by Division Chair [Date: 8/15/12]**

**Reviewed by Human Resources [Date: 8/15/12]**

**Budget Approval [Date: 8/15/12]**

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

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

Reg. 821

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

#### Wharton County Junior College

**Banner ID #**

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

- [ ] Classification: Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [x] Temporary Full-Time
- [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ____)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

- Instruction
- Specialized Area: T
- Title V
- Budgeted Position? Yes No
- Funded in which FY? FY12

**Budget Number:**

21161.6036.6101.400

**Compensation:**

- [x] Annual
- [ ] Hourly
- [ ] Other (explain)
- Sched 0
- Grade 8
- Step 0
- Hourly Rate: (Part-time only)
- $N/A per hr x N/A hrs/wk = N/A wks = $N/A per year

**Start Date:** 07/16/12

**End Date:**

- [x] At-will-employee
- [ ] Per contract
- If temporary, anticipated termination date: 8/31/12

---

**PROPOSED Division/Unit:**

- Instruction
- Specialized Area: T
- Title V
- Budgeted Position? Yes No
- Name of Replaced Employee: NA

**Budget Number:**

21161.6036.6101.400

**Compensation:**

- [x] Annual
- [ ] Hourly
- [ ] Other (explain)
- Sched 0
- Grade 8
- Step 0
- Hourly Rate: (Part-time only)
- $N/A per hr x N/A hrs/wk = N/A wks = $N/A per year

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

**End Date:**

- [x] At-will-employee
- [ ] Per contract
- If temporary, anticipated termination date: 09/30/12

---

**Part III: Position/Budget Authorization**

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

Sandra Barnett

**Approved by Division Chair:**

8/7/12

**Reviewed by Human Resources:**

8/14/12

**Approved by President:**

8/14/12

**Budget Approval:**

8/14/12

**Approved by Cabinet Level Supervisor:**

Date: ________________

Reg. 821

Revised May 15, 2009

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**Explanation of Action:**

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

- 9 months
- 10 1/2 months
- 12 months
- Other
## Wharton County Junior College

### Personnel Action Form

**Human Resources**

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<td>Barnett</td>
<td>Sandra</td>
<td></td>
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</table>

**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

- [x] Administrative/Professional Staff
- [x] Faculty
- [x] Support Staff
- [x] Temporary
- [x] Full-Time
- [x] Other (explain)
- [x] New Employee
- [x] Extension
- [x] Reclassification
- [x] Transfer
- [x] Promotion
- [x] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation date:__
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

#### CURRENT Division/Unit:

**Instruction**

- [ ] Job Title/Position:
- [ ] Title V Grant Secretary

**Budgeted Position?**

- [x] Yes
- [ ] No

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budget Number:**

21161.6036.6101.400

**Compensation:**

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

**Sched:**

- [ ] 0
- [ ] 8
- [ ] Step

**Grade:**

- [ ] 8

**Rate:**

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

**Start Date:**

09/01/12

**End Date:**

N/A

**At-will employee**

- [ ] Yes
- [ ] No

**Per contract**

- [ ] Yes

**If temporary, anticipated termination date:**

9/30/12

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

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

### PROPOSED Division/Unit:

**Instruction**

- [ ] Job Title/Position:
- [ ] Title V Grant Secretary

**Budgeted Position?**

- [x] Yes
- [ ] No

**Name of Replaced Employee:**

NA

**Budget Number:**

21162.6036.6101.400

**Compensation:**

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

**Sched:**

- [ ] 0
- [ ] 8
- [ ] Step

**Start Date:**

10/01/12

**At-will employee**

- [ ] Yes
- [ ] No

**Per contract**

- [ ] Yes

**If temporary, anticipated termination date:**

9/30/13

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

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

### Explanation of Action:

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

- [ ] Date: 8/1/12

**Approved by Division Chair:**

- [ ] Date: __

**Reviewed by Human Resources:**

- [ ] Date: __

**Budget Approval:**

- [ ] Date: ___

**Approved by Cabinet Level Supervisor:**

- [ ] Date: ___

Date approved by Board or not applicable

Reg. 821

Revised May 15, 2009

S12080105
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<tr>
<td></td>
<td>Kiesling</td>
<td>Caylee</td>
<td></td>
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**Address**

**Part I: Check all that apply**

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

**CURRENT**

- Division/Unit: Administration
- Job Title/Position: Temporary HR Secretary
- Budgeted Position? [x] Yes [ ] No
- Budget Number: 1110.117.6101.6002
- Compensation: [ ] Annual  [ ] Hourly  [ ] Other (explain)
- S 24,450  [ ] Sched 0  [ ] Grade 10  [ ] Step 0
- Hourly Rate: [ ] At-will employee  [ ] Per contract
- Start Date: 03/19/12  [ ] End Date: N/A

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

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

**PROPOSED**

- Division/Unit: Administration
- Job Title/Position: HR Clerk
- Budgeted Position? [x] Yes [ ] No
- Name of Replaced Employee: N/A
- Budget Number: 1110.117.6101.6002
- Compensation: [ ] Annual  [ ] Hourly  [ ] Other (explain)
- S 22,050  [ ] Sched 0  [ ] Grade 6  [ ] Step 0
- Hourly Rate: [ ] At-will employee  [ ] Per contract
- Start Date: 09/01/12

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head):
- Approved by Vice President:
- Reviewed by Human Resources:
- Budget Approval:
- Approved by Cabinet Level Supervisor:
- Date approved by Board or not applicable:

Reg. 821

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

**Wharton County Junior College**

**Human Resources**

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<td></td>
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<td>W.</td>
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<tr>
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**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary — [x] Full-Time
- [ ] Regular
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [x] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 07/13/2012)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:** Administrative Services

- **Job Title/Position:** Administrative Clerk 1
- **Budgeted Position?** [x] Yes [ ] No
- **Budgeted Number:** 1610-13022-6101-6002
- **Compensation:** $25,100
- **Start Date:** 05/11/09
- **End Date:** 07/13/2012
- **Most regular full-time and part-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other
- **Position No. (NBAPOSN):** CC3003
- **Hourly Rate:** (Part-time only)
  - [x] At-will-employee
  - [ ] Per contract
  - If temporary, anticipated termination date: N/A

**PROPOSED Division/Unit:**

- **Job Title/Position:**
- **Budgeted Position?** [ ] Yes [x] No
- **Budgeted Number:**
- **Compensation:**
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] At-will-employee
  - [ ] Per contract
- **Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
- **Approved by Vice President:** 7/4/12
- **Approved by Division Chair:**
- **Reviewed by Human Resources:** 07/06/12
- **Budget Approval:**
- **Approved by President:** 7-6-12
- **Approved by Cabinet Level Supervisor:**
- **Date approved by Board:**

**Reg. 821**

**Revised May 15, 2012**

**S1207 0071**
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**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

- **CURRENT Division/Unit:**
  - Job Vacancy No.: (if applicable)
  - Specialized Area:
  - Budgeted Position? [ ] Yes [ ] No
  - Funded in which FY?
  - Budget Number:
  - Position No. (NBAPOSN):

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<tr>
<td>[X] Hourly</td>
<td></td>
<td></td>
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<tr>
<td>[ ] Other (explain)</td>
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<tr>
<td>$7.25</td>
<td>N/A</td>
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- Hourly Rate: (Part-time only) $7.25 per hr x 15 hrs/wk x 21 wks = $2283.75 per year

- Start Date: 08/07/12
- End Date: [ ] At-will-employee [ ] Per contract
- If temporary, anticipated termination date:

**PROPOSED Division/Unit:**

- Administrative Services
- Job Vacancy No.: (if applicable) 1207 S 067
- Specialized Area:
- Fitness Center Staff
  - Name of Replaced Employee: David Zambrano
  - Funded in which FY? FY11
  - Budget Number: 1110-13025-6102-903
  - Position No. (NBAPOSN): FITW99

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<td>[X] Hourly</td>
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<tr>
<td>[ ] Other (explain)</td>
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- Hourly Rate: (Part-time only) $7.25 per hr x 15 hrs/wk x 21 wks = $2283.75 per year

- Start Date: 08/07/12
- End Date: [ ] At-will-employee [ ] Per contract
- If temporary, anticipated termination date:

**Explanation of Action:**

- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [X] Other 21 weeks

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head) Date: 7/25/2012
- Approved by Vice President Date: 7/27/12
- Reviewed by Human Resources Date: 7/27/12
- Approved by Division Chair Date: 7/27/12
- Approved by President Date: 8/1/12
- Approved by Cabinet Level Supervisor Date: 7/25/2012

Revised May 15, 2008
### Personnel Action Form

**Human Resources**

**Banner ID #**  
**Surname** Samuel  
**First Name** Justin  
**Middle Initial** J.  
**Telephone**  
**Address**  
**City**  
**State**  
**Zip**  

#### Part I: Check all that apply

- New Employee  
- Extension  
- Reclassification  
- Transfer  
- Promotion  
- Salary Adjustment  
- Other (explain)  
- Retirement  
- Resignation  
- Separation (date 08/24/2012)  
- Change in Assignment  
- Additional Assignment  
- Leave of Absence

#### Part II: Assignment/Accounting

**Current Division/Unit:** Administrative Services  
**Job Title/Position:** Part-Time Evening Open Computer Lab Monitor  
**Budgeted Position?** Yes No  
**Budgeted Number:** 1610-1492-6102-102  
**Compensation:**  
- Annual  
- Hourly  
- Other (explain)  
**Start Date:** 12-13-2011  
**End Date:** 08-24-2012  
**Position No. (NBAPOSN):** OCLS99

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**  
- 9 months  
- 10 1/2 months  
- 12 months  
- Other 40 weeks

**Proposed Division/Unit:**  
**Job Title/Position:**  
**Budgeted Position?** Yes No  
**Name of Replaced Employee:**  
**Budget Number:**  
**Compensation:**  
- Annual  
- Hourly  
- Other (explain)  
**Start Date:**  
**End Date:**  
**Position No. (NBAPOSN):**

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):**  
**Approved by Vice President:**  
**Approved by Division Chair:**  
**Reviewed by Human Resources:**  
**Approved by President:**  
**Budget Approval:**  
**Approved by Cabinet Level Supervisor:**  

**Date**  
**Date**  
**Date**  
**Date**  
**Date**  
**Date**  

**Reg. 821 51208 0112**

Revised May 15, 2009
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<td>Bonisacio</td>
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**Part I: Check all that apply**

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

- Temporary: ☑ Full-Time

- Regular: ☑ Part-Time

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

- ☑ Retirement
  - ☑ Resignation
  - ☑ Separation (date: 06/29/12)
  - ☑ Change in Assignment
  - ☑ Additional Assignment
  - ☑ Leave of Absence

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**CURRENT Division/Unit:**

- Administrative Services

- Job Title/Position:
  - Fitness Center Staff

- Budgeted Position? ☑ Yes ☑ No

- Budget Number:
  - 1110.13025.6102.903

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</tbody>
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- Hourly Rate: (Part-time only)
  - ☑ At-will-employee
  - ☑ Per contract

- Start Date: 12/01/11
- End Date: 06/29/12
- If temporary, anticipated termination date: N/A

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (5-9-month work schedule); other work schedules for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- ☑ 9 months
- ☑ 10-12 months
- ☑ 12 months
- ☑ Other 21 weeks

**PROPOSED Division/Unit:**

- Job Vacancy No.: (if applicable)

- Specialized Area:

- Job Title/Position:

- Budgeted Position? ☑ Yes ☑ No

- Name of Replaced Employee:

- Budget Number:

- Compensation: ☑ Hourly

- Sched:

- Grade:

- Step:

- Hourly Rate: (Part-time only)
  - ☑ At-will-employee
  - ☑ Per contract

- Start Date: 12/01/11
- End Date: 06/29/12
- If temporary, anticipated termination date: N/A

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (5-9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- ☑ 9 months
- ☑ 10-12 months
- ☑ 12 months
- ☑ Other

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head):
  - [Signature]
  - Date: 7/25/2012

- Approved by Division Chair:
  - [Signature]
  - Date: 7/25/2012

- Reviewed by Human Resources:
  - [Signature]
  - Date: 7/31/12

- Budget Approval:
  - [Signature]
  - Date: 7/25/12

- Approved by President:
  - [Signature]
  - Date: 8/1/12

- Date approved by Board or not applicable: 8/1/12

Reg. 821 Revised 02/22/2011
**Personnel Action Form**

**Wharton County Junior College**

**Banner ID #**

**Last Name:** Flora  
**First Name:** Stephen  
**Middle Initial:** R  
**Telephone:**

**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment

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

### Part II: Assignment/Accounting

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

**Job Title/Position:** Athletics/Assistant Baseball Coach

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

**Budget Number:** 3914.354.6131.901

**Compensation:**

- [ ] $2,000 +
- [ ] Hourly
- [ ] Other (explain)

**Start Date:** 8/20/2012

**End Date:** N/A

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

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

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

**PROPOSED**  
**Division/Unit:** Student Services

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

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

**Budget Number:** 3914.354.6131.901

**Compensation:**

- [ ] $2000.00+
- [ ] Hourly
- [ ] Other (explain)

**Start Date:** 06/16/12

**End Date:** N/A

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

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

**Explaination of Action:**

$2,000.00 per month plus Board (August 27-May 25)

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head)**  
**Date:** Aug 8, 2012

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

**Reviewed by Human Resources**  
**Date:**

**Budget Approval**  
**Date:** 8/15/12

**Approved by President**  
**Date:** 8/16/12

**Date approved by Board or not applicable**

**Revised:** May 15, 2012
### Personnel Action Form

#### Human Resources

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<td>Becky</td>
<td>T</td>
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<thead>
<tr>
<th>Address</th>
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<th>State</th>
<th>Zip</th>
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#### Part I: Check all that apply

| Classification: |  |  |  |
|-----------------|  |  |  |
| ☒ Support Staff | ☑ Full-Time | ☐ New Employee | ☑ Retirement |
| ☐ Administrative/Professional Staff | ☐ Extension | ☐ Reclassification | ☐ Resignation |
| ☐ Faculty | ☐ Transfer | ☐ Promotion | ☐ Separation (date: 08/15/12) |
| ☐ Temporary | ☐ Salary Adjustment | ☐ Other (explain) | ☐ Change in Assignment |
| ☐ Regular | ☐ Part-Time | | ☐ Additional Assignment |
| ☐ Leave of Absence | | | |

#### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

- Administration

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<td>1110.117.6101.6002</td>
<td>CC101T</td>
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**Compensation:**

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

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#### PROPOSED Division/Unit:

- Job Vacancy No.: (if applicable)
- 1203 S 025

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**Compensation:**

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

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#### Explanation of Action

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

- If temporary, anticipated termination date:
  - 08/31/15

#### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head):
  - Date: 08/02/12

- Approved by Division Chair:
  - Date: 08/21/12

- Reviewed by Human Resources:
  - Date: 8-2-12

- Approved by President:
  - Date: 8-2-12

- Approved by Cabinet Level Supervisor:
  - Date: Not applicable

- Date approved by Board or not applicable:

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Reg. 821 | Revised 02/22/2011
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<th>Part II: Assignment/Accounting</th>
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<td>Student Services</td>
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**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**

☐ 9 months ☐ 10 1/2 months ☒ 12 months ☒ Other Fall 2011/Spring 2012

| PROPOSED Division/Unit:         |
| Student Services                |
| Job Title/Position:             |
| Residence Hall Supervisor Frankie Hall |
| Budgeted Position? ☒ Yes ☐ No |
| Name of Replaced Employee: N/A  |
| Budget Number: 3912.14103.6101.501 |
| Compensation:                  |
| ☒ Annual                      |
| ☐ Hourly                      |
| ☒ Other (explain)             |
| $9,000.*                      |
| Start Date: 08/20/12           |
| ☒ At-will-employee            |
| ☐ Per contract                |
| End Date: N/A                 |
| If temporary, anticipated termination date: 05/24/13 |

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

☐ 9 months ☐ 10 1/2 months ☒ 12 months ☒ Other Fall 2012/Spring 2013

**Explanation of Action:**
1,000.00 per month plus meal card
## Personnel Action Form

### Wharton County

### Junior College

### Human Resources

### Banner ID #

<table>
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</table>

### Part I: Check all that apply

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

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

#### Start Date:
- [ ] At-will employee
- [ ] Per contract

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

#### Budgeted Position? Yes

#### Budgeted Position? No

#### Position No. (NBAPOSN):

#### New Employee

#### Extension

#### Reclassification

#### Transfer

#### Promotion

#### Salary Adjustment

#### Other (explain):

#### Retirement

#### Resignation

#### Separation (date:______)

#### Change in Assignment

#### Additional Assignment

#### Leave of Absence

### Part II: Assignment/Accounting

#### CURRENT Division/Unit:

#### Job Title/Position:

#### Funded in which FY?

#### Budget Number:

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<th>Step</th>
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#### Hourly Rate: (Part-time only)

\[
\text{Hourly Rate} = \frac{\text{N/A per hr} \times \text{N/A hrs/wk} \times \text{N/A wks}}{\text{N/A per year}}
\]

#### Start Date:

#### End Date:

If temporary, anticipated termination date:

### PROPOSED Division/Unit:

### Job Title/Position:

#### Title V HSI STEM Grant Secretary

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

#### Budget Number:

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

#### Start Date: 07/27/12

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

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

### Explanation of Action:

#### Approved by Supervisor (Department Head):

#### Approved by Division Chair

#### Budget Approval

#### Approved by Cabinet Level Supervisor

## Reg. 821

S12070074

Revised May 15, 2009
## Personnel Action Form
### Human Resources

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### Part II: Assignment/Accounting

**CURRENT** Division/Unit:

Job Title/Position:

Title V HSI STEM Grant Secretary

Budgeted Position? ☒ Yes ☐ No

Budgeted Number:

21165.6039.6101.400

Compensation:

- ☒ Annual
- ☐ Hourly
- ☐ Other (explain)
- Sched 0
- Grade 8
- Step 0
- ☒ At-will-employee
- ☐ Per contract

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

Start Date: 7-27-12

End Date: N/A

If temporary, anticipated termination date: 8-31-12

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

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

### PROPOSED** Division/Unit:

Job Title/Position:

Title V HSI STEM Grant Secretary

Budgeted Position? ☒ Yes ☐ No

Budgeted Number:

21165.6039.6101.400

Compensation:

- ☒ Annual
- ☐ Hourly
- ☐ Other (explain)
- Sched 0
- Grade 8
- Step 0
- ☒ At-will-employee
- ☐ Per contract

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

Start Date: 09/1/12

If temporary, anticipated termination date: 09/30/12

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

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

### Explanation of Action:

**Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Approved by Division Chair

Approved by President

Approved by Cabinet Level Supervisor

Date

Date

Date

Date
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [x] Temporary
- [ ] Full-Time
- [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: __________)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

- Job Title/Position: [ ]
- Specialized Area: [ ]
- Budgeted Position? [ ] Yes [ ] No
- Funded in which FY? [ ]
- Budget Number: [ ]
- Position No. (NBAPOSN): [ ]

**Compensation:**

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

**Start Date:** [ ]

**End Date:** [ ]

**If temporary, anticipated termination date:** [ ]

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

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

**PROPOSED Division/Unit:**

- Adult Basic Education
- Job Title/Position: [ ]
- Specialized Area: [ ]
- Budgeted Position? [ ] Yes [ ] No
- Name of Replaced Employee: N/A
- Funded in which FY? FY12
- Budget Number: 21292.6012.6101.1012
- Position No. (NBAPOSN): GNSP03

**Compensation:**

- $29,150 [ ] Annual [ ] Hourly [ ] Other (explain)
- Sched P [ ] Grade 12 [ ] Step 0 [ ]
- Hourly Rate: (Part-time only)
  - $ N/A per hr x N/A hrs/wk x N/A wks = N/A
  - $ N/A per year

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

**If temporary, anticipated termination date:** 8/31/12

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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Reg. 821 51207 0073

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

**Banner ID #**

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<td>H.</td>
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**Address**

City ____________________ State __________ Zip __________

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [x] Part-Time
- [ ] Regular
  - [ ] Full-Time
  - [ ] Part-Time
- [x] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ________)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

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

0712 S 064

**Job Title/Position:**

Learning Assistance Center

**Specialized Area:**

LAC-Wharton

**Budgeted Position?**

[ ] Yes [ ] No

**Funded in which FY?**

2011-2012

**Budget Number:**

1110.1493.6094.100

**Position No. (NBAOSEN):**

TUTW99

**Compensation:**

- [ ] Annual
- [x] Hourly
  - [ ] At-will-employee
- [ ] Other (explain)

- **$15.00**

  **Sched NA**

  **Grade NA**

  **Step NA**

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

  $15 per hr x 18 hrs/wk x 40 wks =

  $10,800 per year

**Start Date:**

8/29/11

**End Date:**

If temporary, anticipated termination date:

8/12/2012

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [x] Other 40 weeks

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

Learning Assistance Center

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

0712 S 064

**Job Title/Position:**

Specialized Area:

LAC-Wharton

**Budgeted Position?**

[ ] Yes [ ] No

**Funded in which FY?**

2012-2013

**Budget Number:**

1110.1493.6094.100

**Position No. (NBAOSEN):**

TUTW99

**Compensation:**

- [ ] Annual
- [x] Hourly
  - [ ] At-will-employee
- [ ] Other (explain)

- **$15.00**

  **Sched NA**

  **Grade NA**

  **Step NA**

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

  $15 per hr x 18 hrs/wk x 40 wks =

  $10,800 per year

**Start Date:**

09/01/12

**End Date:**

If temporary, anticipated termination date:

8/12/2013

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [x] Other 40 weeks

**Examination of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

[Signature]

7/23/12

**Reviewed by Human Resources**

[Signature]

7/24/12

**Budget Approval**

[Signature]

8/11/12

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

8/15/12

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Reg. 821

Revised May 15, 2002

S1 207 0087
### Personnel Action Form

**Human Resources**

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#### Part I: Check all that apply

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

#### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

- Adult Basic Education

**Job Title/Position:**

- ABE Aide

**Budgeted Position?**

- [X] Yes
- [ ] No

**Budget Number:**

- 212916102.6129.1012

**Compensation:**

- $11.76
- [X] Hourly
- [ ] Annual
- [ ] Other (explain)

**Start Date:** 09/01/11

**End Date:**

- [X] N/A
- [ ] Per contract
- [X] At-will employee

**Hours:**

- Sched 0
- Grade 10
- Step 0

**Total Hours:**

- $11.76 x 20 hrs/wk x 34 wks = $7,996.80 per year

**If temporary, anticipated termination date:**

- N/A

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 34 weeks

#### PROPOSED Division/Unit:

- Adult Basic Education

**Job Title/Position:**

- ABE Aide

**Budgeted Position?**

- [X] Yes
- [ ] No

**Name of Replaced Employee:**

- N/A

**Budget Number:**

- 212926102.6129.1012

**Compensation:**

- $11.76
- [X] Hourly
- [ ] Annual
- [ ] Other (explain)

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

**End Date:**

- [X] N/A
- [ ] Per contract
- [X] At-will employee

**Hours:**

- Sched 0
- Grade 10
- Step 0

**Total Hours:**

- $11.76 x 20 hrs/wk x 34 wks = $7,996.80 per year

**If temporary, anticipated termination date:**

- 08/31/13

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 34 Weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Brandi Dougherty**, 9/12
- **Luc**, 1/26/12
- **Campbell**, 1/29/12
- **Kara**, 2/7/12
- **Jene**, 2/7/12
- **Michael**, 8/1/12

**Date Approved by Vice President**

**Date Approved by Division Chair**

**Date Reviewed by Human Resources**

**Date Approved by President**

**Date Approved by Cabinet Level Supervisor**

**Date approved by Board or not applicable**

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Reg. 821

Revised May 15, 2009

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S12070081
### Personel Action Form
#### Wharton County Junior College

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**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

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### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:** Learning Assistance Center

**Job Title/Position:**

**Job Vacancy No.:** (if applicable) 1110 S 082

**Specialized Area:** SL LAC

**Budgeted Position?** Yes No

**Funded in which FY?** 2011-2012

**Budget Number:**

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

**Compensation:**

- **1160.1493.6094.100**
- **$15.00**
- **Full-Time**
- **Sched NA**
- **Grade NA**
- **Step NA**

**Hourly Rate:** (Part-time only) $15 per hr x 18 hrs/wk x 28 wks = $7560 per year

**Start Date:** 11/28/11

**End Date:** N/A

**At-will-employee**

**Per contract**

**If temporary, anticipated termination date:** 08/11/12

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 28 weeks

### PROPOSED

**Division/Unit:** Learning Assistance Center

**Job Title/Position:**

**Job Vacancy No.:** (if applicable) 1110 S 082

**Specialized Area:** SL LAC

**Budgeted Position?** Yes No

**Name of Replaced Employee:** NA

**Funded in which FY?** 2012-2013

**Budget Number:**

**Position No. (NBA/POSN):** TUTS99

**Compensation:**

- **1160.1493.6094.100**
- **$15.00**
- **Full-Time**
- **Sched NA**
- **Grade NA**
- **Step NA**

**Hourly Rate:** (Part-time only) $15 per hr x 18 hrs/wk x 40 wks = $10,800 per year

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

**End Date:**

**At-will-employee**

**Per contract**

**If temporary, anticipated termination date:** 8/10/2013

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 40 weeks

### Explanation of Action:

**Part III: Position/Budget Authorization**

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

**Approved by Vice President:**

**Approved by Division Chair:**

**Reviewed by Human Resources:**

**Approved by President:**

**Approved by Cabinet Level Supervisor:**

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

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**Reg. 821**

Revised May 15, 2008
**Personnel Action Form**

**Wharton County Junior College**

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**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [x] Part-Time
- [ ] Regular
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ____________)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: [Job Vacancy No.: (if applicable)]
- Job Title/Position: [Specialized Area:]
- Budgeted Position? [ ] Yes [ ] No
- Budget Number: [Funded in which FY?]
- Compensation:
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - Sched
  - Grade
  - Step
- Hourly Rate: (Part-time only)
  - $ ____________ per hr x _________ hrs/wk x _________ wks = $ ____________ per year
- Position No. (NBAPOSN):
  - If temporary, anticipated termination date:

**PROPOSED**

- Division/Unit: [Job Vacancy No.: (if applicable)]
  - Adult Basic Education
  - 1207 S 062
- Job Title/Position: [Specialized Area:]
  - ABE Aide
- ABE
- Budgeted Position? [ ] Yes [ ] No
- Name of Replaced Employee: [N/A]
- Budget Number: [Funded in which FY?]
  - 21292.6012.6129.1012
- Position No. (NBAPOSN): [GNTC99]
- Compensation:
  - [ ] Annual
  - [x] Hourly
  - [ ] Other (explain)
  - Sched
  - Grade
  - Step
- Hourly Rate: (Part-time only)
  - $ ____________ per hr x _________ hrs/wk x _________ wks = $ ____________ per year
- Start Date: 08-27-12
- Position No. (NBAPOSN): [GNTC99]
- If temporary, anticipated termination date:

**Explanation of Action:**

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 34 Weeks

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head): [Approved by Vice President]
  - 8/2/12
  - 8-9-12
- Approved by Division Chair: [Reviewed by Human Resources]
  - Date
  - 8-14-12
- Budget Approval: [Approved by President]
  - 8/14/12
  - 8-14-12
- Approved by Cabinet Level Supervisor: [Date approved by Board or not applicable]
  - Date

Reg 821
Revised May 15, 2008

S12080097
### Personnel Action Form

#### Human Resources

**Banner ID #**

**Last Name**

**First**

**Middle Initial**

**Telephone**

---

**Address**

**City**

**State**

**Zip**

---

**Part I: Classification**

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

---

**Part I: Check all that apply**

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Promotion
- [ ] Salary Adjustment

---

**Retirement**

**Resignation**

**Separation (date):**

**Change in Assignment**

**Additional Assignment**

**Leave of Absence**

---

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

**Adult Basic Education**

**Job Title/Position:**

**Part-Time Adult Basic Education Student Records Supervisor**

**Budgeted Position?**

- [x] Yes
- [ ] No

**Budgeted Position?**

- [x] Yes
- [ ] No

**Name of Replaced Employee:**

**N/A**

**Budget Number:**

**1291.6012.6092.1012**

**Compensation:**

- [x] Hourly
- [ ] Sched
- [ ] Step

**Hourly Rate:**

- [ ] $23.00
- [ ] $20,631.00 per year

**Start Date:**

**01/30/12**

**End Date:**

**N/A**

**If temporary, anticipated termination date:**

**N/A**

---

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 46 Weeks

---

**PROPOSED Division/Unit:**

**Adult Basic Education**

**Job Title/Position:**

**Part-Time Adult Basic Education Student Records Supervisor**

**Budget Number:**

**2192.6012.6092.1012**

**Compensation:**

- [x] Hourly
- [ ] Sched
- [ ] Step

**Hourly Rate:**

- [ ] $23.00/hour
- [ ] $21,160 per year

**Start Date:**

**09/01/12**

**If temporary, anticipated termination date:**

**08/31/13**

---

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 46 Weeks

---

**Explanation of Action:**

---

**Part III: Position/Budget Authorization**

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

**Brandi Dougherty** 01/29/12

**Approved by Vice President:**

**J. E.** 01/29/12

**Approved by Division Chair:**

**Reviewed by Human Resources:**

**Y. B.** 07/31/12

**Budget Approval:**

**B. K.** 07/27/12

**Approved by Cabinet Level Supervisor:**

**Date approved by Board or not applicable**

---

**Reg. 821: S1207 0082**

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

**Banner ID #**

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</table>

**Address**

**City**

**State**

**Zip**

**Part I: Check all that apply**

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

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

- ☐ Retirement
- ☐ Resignation
- ☐ Separation (date: _____)
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

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

**CURRENT**

- **Division/Unit:** Adult Basic Education

**Job Title/Position:**

- ☐ ABE Aide

**Budgeted Position?**

- ☑ Yes

**Budget Number:**

- 21291.6012.6129.1012

- ☐ Annual
  - Sched 0
  - Grade 10
  - Step 0

- ☑ Hourly
  - 11.76
  - Sched 0
  - Grade 10
  - Step 0

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

- $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year

**Compensation:**

**Start Date:** 09/01/11

**End Date:** N/A

**At-will-employee**

**Position No. (NRAPOSQ):** GTNC99

**Funded in which FY?**

- FY12

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

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other 34 weeks

**PROPOSED**

- **Division/Unit:** Adult Basic Education

**Job Title/Position:**

- ☐ ABE Aide

**Budgeted Position?**

- ☑ Yes

**Budget Number:**

- 21292.6012.6129.1012

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

- ☐ Annual
  - Sched 0
  - Grade 10
  - Step 0

- ☑ Hourly
  - 11.76
  - Sched 0
  - Grade 10
  - Step 0

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

- $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year

**Compensation:**

**Start Date:** 09-01-12

**At-will-employee**

**Position No. (NBAPOSQ):** GTNC99

**Funded in which FY?**

- FY13

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

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other 34 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head)**
  - Amanda Sunburn 7/5/12

- **Approved by Division Chair**

- **Budget Approval**

- **Approved by Cabinet Level Supervisor**

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

- **Date**

- **Date**

- **Date**

- **Date**

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

**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

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

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

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

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

- Adult Basic Education

Job Title/Position:

- ABE Aide

Budgeted Position? [x] Yes  [ ] No

Budgeted Position:

- N/A

Budget Number:

- 21291.6012.6129.1012

Compensation:

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

- Sched 0
- Grade 10
- Step 0

- Hourly Rate: (Part-time only)
  - $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year

Start Date: 09/01/11

End Date: N/A

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

If temporary, anticipated termination date: N/A

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 34 weeks

**PROPOSED** Division/Unit:

- Adult Basic Education

Job Title/Position:

- ABE Aide

Budgeted Position? [x] Yes  [ ] No

Budgeted Position:

- N/A

Budget Number:

- 21292.6012.6129.1012

Compensation:

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

- Sched 0
- Grade 10
- Step 0

- Hourly Rate: (Part-time only)
  - $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year

Start Date: 09/01-12

End Date: N/A

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

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

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 34 Weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head): Brandi Dougherty

Approved by Vice President: Date 7-20-12

Approved by Division Chair: Date 7-29-12

Reviewed by Human Resources: Date 7-31-12

Budget Approval: Date 7-27-12

Approved by Cabinet Level Supervisor: Date

Date approved by Board or not applicable

Reg 821 S1207 0078

Revised May 15, 2008
### Personnel Action Form

**Human Resources**

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<td>Fira</td>
<td>Sara</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

**Address**
- City
- State
- Zip

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

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

- Retirement
- Separation (date: __
- Resignation
- Change in Assignment
- Additional Assignment
- Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT**
- Division/Unit: Administration/Title V
- Job Title/Position: Title V Academic Advisor
- Budgeted Position?: Yes
- Budgeted Position: Title V
- Budgeted Position: NA
- Job Vacancy No.: (if applicable) 1202 A 008
- Specialized Area: Title V
- Funded in which FY?: FY 12
- Position No. (NBAPOSN): GNAA99

- Compensatio: N/A
  - Hourly
  - Other (explain)
  - At-will-employee
  - Per contract
  - Hourly Rate: (Part-time only)
    - $25 per hr x 30 hrs/wk x 19 wks =
    - $14.250 per year
  - Start Date: 05/21/12
  - End Date: 08/31/12
  - If temporary, anticipated termination date: 08/31/12

**PROPOSED**
- Division/Unit: Administration/Title V
- Job Title/Position: Title V Academic Advisor
- Budgeted Position?: Yes
- Budgeted Position: NA
- Job Vacancy No.: (if applicable) 1202 A 008
- Specialized Area: Title V
- Funded in which FY?: FY 13
- Position No. (NBAPOSN): GNAA99

- Compensatio: N/A
  - Hourly
  - Other (explain)
  - At-will-employee
  - Per contract
  - Hourly Rate: (Part-time only)
    - $25 per hr x 30 hrs/wk x 12 wks =
    - $14.250 per year
  - Start Date: 09/01/12
  - End Date: 09/30/12

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

**Explanation of Action:**

#### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head) [Date: 8/7/12]
- Approved by Division Chair [Date: __
- Reviewed by Human Resources (Date: 8/14/12)
- Budget Approval [Date: __
- Approved by President [Date: __
- Approved by Cabinet Level Supervisor [Date: __
- Date approved by Board or: not applicable

Reg. 821
Revised May 15, 2009

Signed: [Signature]
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<tr>
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<tr>
<td>City</td>
<td></td>
<td>State</td>
<td>Zip</td>
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### Part I: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT Division/Unit:** Administration/Title V

**Job Title/Position:** Title V Academic Advisor

**Budgeted Position?** ☑ Yes ☐ No

**Budgeted No.:** 21161-6036-6128-400

**Position No. (NBAPOSN):** GNAA99

**Compensation:**

- ☑ Hourly
- ☑ Other (explain)

**Scheduled:** N/A

**Grade:** N/A

**Step:** N/A

**Hourly Rate:** $25.00 per hr x 30 hrs/wk x 12 wks = $9,000 per year

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

**End Date:** N/A

**At-will-employee** ☑

**Per contract** ☐

**If temporary, anticipated termination date:** 09/30/12

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

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

### PROPOSED Division/Unit:

**Job Title/Position:** Title V Academic Advisor

**Budgeted No.:** 21162-6036-6128-400

**Position No. (NBAPOSN):** GNAA99

**Compensation:**

- ☑ Hourly
- ☑ Other (explain)

**Scheduled:** N/A

**Grade:** N/A

**Step:** N/A

**Hourly Rate:** $25.00 per hr x 30 hrs/wk x 12 wks = $9,000 per year

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

**At-will-employee** ☑

**Per contract** ☐

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

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

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

### Explanation of Action:

- Recommended by Supervisor (Department Head)
- Approved by Vice President
- Reviewed by Human Resources
- Approved by President
- Approved by Board or ➔ not applicable

Reg. 821

Revised May 15, 2009
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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

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<tr>
<td>☒ Regular</td>
<td>☒ Part-Time</td>
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**Part II: Assignment/Accounting**

**CURRENT**

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position:** ☒ Yes ☐ No
- **Budgeted Position No.:**
- **Budget Number:**

**PROPOSED**

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position:** ☒ Yes ☐ No
- **Budgeted Position No.:**
- **Budget Number:**

**Explanation of Action:**

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

**Approved by Vice President:**

**Approved by Division Chair:**

**Reviewed by Human Resources:**

**Budget Approval:**

**Approved by Cabinet Level Supervisor:**

**Date:**

**Date:**

**Date:**

**Date:**

**Reg. 821**

**S1208 0100**

**Revised May 15, 2000**
### Wharton County Junior College

#### Personnel Action Form

**Human Resources**

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</table>

#### Part I: Check all that apply

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

#### Part II: Assignment/Accounting

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

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

- **Job Title/Position:**
  - Specialized Area:
  - Funded in which FY:
  - Position No. (NBAPOSN):

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

- **Budget Number:**
  - 1207 S 056
  - 21292.6012.6129.1012

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

- **Start Date:**
  - End Date:

- **Salary:**
  - $ [ ]

- **Name of Replaced Employee:**
  - [ ] At-will-employee
  - [ ] Per contract

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

  - 9 months
  - 10 1/2 months
  - 12 months
  - Other 34 Weeks

- **Explanation of Action:**

#### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head)**

- **Date:** 8/12

**Approved by Division Chair**

- **Date:**

**Budget Approval**

- **Date:** 8/14/12

**Approved by Cabinet Level Supervisor**

- **Date:**

---

**Reg. 821**

**Revised May 14, 2012**
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

### Banner ID #
Gonzales Amanda N

### Telephone

### Address

**Part I: Check all that apply**

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<td>☐</td>
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<tr>
<td>Support Staff</td>
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**New Employee**

**Current**

- **Job Title/Position:**
- **Budgeted Position:** ☐ Yes ☐ No
- **Budget Number:**
- **Compensation:**
  - ☐ Annual Sched $11.76
  - ☑ Hourly Grade 10
  - ☐ Other (explain) Step 0
- **Start Date:** 08-27-12
- **Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**
  - ☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other 34 Weeks

### Proposed Division/Unit

- **Adult Basic Education**
- **Job Title/Position:**
- **Budgeted Position:** ☐ Yes ☐ No
- **Budget Number:** 21292.6012.6129.1012
- **Compensation:**
  - ☐ Annual Sched 0
  - ☑ Hourly Grade 10
  - ☐ Other (explain) Step 0
- **Start Date:** 08-27-12
- **Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**
  - ☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other 34 Weeks

### Explanation of Action:

- **Recommended by Supervisor (Department Head):**
- **Approved by Division Chair:**
- **Budget Approval:**
- **Approved by Cabinet Level Supervisor:**
- **Date:** 08/14/12

---

**Reg. 821 Revised May 15, 2019**

- **Date:** 08/14/12
- **Date:** 08/14/12
- **Date:** 08/14/12
- **Date:** 08/14/12
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- **Date:** 08/14/12
- **Date:** 08/14/12
- **Date:** 08/14/12
- **Date:** 08/14/12

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**A-160**
## Part I: Check all that apply

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<th>Separation (date______)</th>
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## Part II: Assignment/Accounting

**CURRENT** Division/Unit:
Learning Assistance Center--Sugar Land

Job Title/Position:
Part-time math tutor

Budgeted Position? ☒ Yes ☐ No

Budgeted Position? ☒ Yes ☐ No

Budget Number:
1610.1493.6094.100

Compensation:
$ 15.00

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

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

## PROPOSED Division/Unit:
Learning Assistance Center

Job Title/Position:
Part-time math tutor

Budgeted Position? ☒ Yes ☐ No

Budgeted Position? ☒ Yes ☐ No

Budget Number:
1610.1493.6094.100

Compensation:
$ 15.00

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

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

## Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head):

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

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Budget Approval:

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Approved by Cabinet Level Supervisor:

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**Part I: Classification**

- Administrative/Professional Staff
- Faculty
- Support Staff
- Temporary □ Full-Time □ Part-Time
- Regular
- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)
- Retirement
- Resignation
- Separation (date: ___)
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

Division/Unit: Learning Assistance Center--FBTC

Job Title/Position: Part-time reading writing tutor

Budgeted Position? □ Yes □ No

Budgeted Number: -1210.1493.6094.100

Compensation:

<table>
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<th>$15.00</th>
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Hourly Rate: $15 per hr x 18 hrs/wk x 40 wks = $10,800 per year

Start Date: 8/29/11

End Date: N/A

At-will-employee □ Per contract

If temporary, anticipated termination date: 08/12/11f12

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

- 9 months
- 10 1/2 months
- 12 months
- Other 40 weeks

**PROPOSED**

Division/Unit: Learning Assistance Center

Job Title/Position: Part-time reading writing tutor

Budgeted Position? □ Yes □ No

Budgeted Number: 1210.1493.6094.100

Compensation:

<table>
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Hourly Rate: $15 per hr x 18 hrs/wk x 40 wks = $10,800 per year

Start Date: 09/01/12

At-will-employee □ Per contract

If temporary, anticipated termination date: 8/10/13

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

- 9 months
- 10 1/2 months
- 12 months
- Other 40 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date

Approved by Vice President Date

Approved by Division Chair Date

Reviewed by Human Resources Date

Approved by President Date

Budget Approval Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or □ not applicable

Reg. 821

S1207 0085

Revised May 15, 2008
**Personnel Action Form**

**Wharton County Junior College**

**Banner ID #**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

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<th>Zip</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
  - □ Reclassification
  - □ Transfer
  - □ Promotion
  - □ Salary Adjustment
  - □ Other (explain)

- Retirement
- □ Resignation
- □ Separation (date: _____)
- □ Change in Assignment
- □ Additional Assignment
- □ Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

**Administration**

Job Title/Position:

Administrative Clerk

Budgeted Position? □ Yes □ No

Budget Number:

1110.110.6102.6001

Compensation:

□ Annual

□ Hourly

□ Other (explain)

Sched: 0

Grade: 10

Step: 6

Hourly Rate: (Part-time only)

$ 12.69 per hr x 30 hrs/wk x 48 wks = $ 18,273.60 per year

Start Date: 10/01/11

End Date:

□ At-will-employee

□ Per contract

If temporary, anticipated termination date:

9/30/12

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

□ 9 months □ 10 1/2 months □ 12 months □ Other 48 weeks

**PROPOSED** Division/Unit:

**Administration**

Job Title/Position:

Administrative Clerk

Budgeted Position? □ Yes □ No

Name of Replaced Employee: n/a

Budget Number:

1110.110.6102.6001

Compensation:

□ Annual

□ Hourly

□ Other (explain)

Sched: 0

Grade: 10

Step: 6

Hourly Rate: (Part-time only)

$ 12.69 per hr x 30 hrs/wk x 48 wks = $ 18,273.60 per year

Start Date: 10/01/12

End Date:

□ At-will-employee

□ Per contract

If temporary, anticipated termination date:

9/30/13

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

□ 9 months □ 10 1/2 months □ 12 months □ Other 48 weeks

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date

Approved by Vice President Date

Approved by Division Chair Date

Reviewed by Human Resources Date

Budget Approval Date

Approved by President Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or □ not applicable

Reg. 821

S1207 0090

Revised May 15, 2009

[Signature]

[Signature] 8-2-12
Banner ID #

Last Name: Labay  
First Name: John  
Middle Initial: K  
Telephone: 

Address:  
City:  
State:  
Zip:  

Part I: Check all that apply

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

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

Retirement
- Resignation
- Separation (date:______)
- Change in Assignment
- Additional Assignment
- Leave of Absence

Part II: Assignment/Accounting

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

Budgeted Position?  
Yes  
No  
Funded in which FY?  

Budget Number:  

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

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

If temporary, anticipated termination date:

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

- 9 months
- 10 1/2 months
- 12 months
- Other 40 weeks

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

Budgeted Position?  
Yes  
No  
Name of Replaced Employee: Sean Collins  
Funded in which FY?  2012-2013  
Position No. (NBAPOSN): TUTW99

Budget Number:  

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

Start Date: 8/27/2012  
At-will-employee
- Per contract

If temporary, anticipated termination date:

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

- 9 months
- 10 1/2 months
- 12 months
- Other 40 weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head):  
Date: 7/12/12  
Approved by Vice President:  
Date: 7/26/12

Approved by Division Chair:  
Date: 7-24-12

Reviewed by Human Resources:  
Date: 8-6-12

Budget Approval:  
Date: 8/12

Approved by President:  
Date: 8-6-12

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

Reg. 821  
S1208095  
Revised May 15, 2012
### Personnel Action Form

**Human Resources**

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**Part I: Check all that apply**

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

- Employment Type:
  - [ ] New Employee
  - [ ] Reclassification
  - [ ] Transfer
  - [ ] Promotion
  - [ ] Salary Adjustment
  - [ ] Other (explain)

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

**Part II: Assignment/Accounting**

#### CURRENT

**Division/Unit:** Learning Assistance Center

**Job Title/Position:** Part Time Math Tutor

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

**Budget Number:** 1110.1493.6094.100

**Compensation:**

- [ ] Annual
- [x] Hourly
  - Sched: NA
  - Grade: NA
  - Step: NA

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

- $15/hr x 18 hrs/wk x 40 wks = $10,800 per year

**Start Date:** 8/27/12

**End Date:** N/A

**Position No. (NBAPSON):** TUTW99

**Funded in which FY?** 2011-2012

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 40 weeks

**PROPOSED**

**Division/Unit:** Learning Assistance Center

**Job Title/Position:** Part Time Math Tutor

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

**Budget Number:** 1110.1493.6094.100

**Compensation:**

- [ ] Annual
- [x] Hourly
  - Sched: NA
  - Grade: NA
  - Step: NA

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

- $15/hr x 18 hrs/wk x 40 wks = $10,800 per year

**Start Date:** 9/1/12

**Position No. (NBAPSON):** TUTW99

**Funded in which FY?** 2012-2013

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 40 weeks

**Explanation of Action:**

- Recommended by Supervisor (Department Head): [Signature]
- Date: 8-1-12
- Approved by Vice President: [Signature]
- Date: 6-9-12
- Approved by Division Chair: [Signature]
- Date: 8-1-12
- Reviewed by Human Resources: [Signature]
- Date: 8-14-12
- Budget Approval: [Signature]
- Date: 8-14-12
- Approved by Cabinet Level Supervisor: [Signature]
- Date: 8-14-12
- Date approved by Board or [X] not applicable: [Signature]

**Rev 2/11 Revised May 15 2012**

**A-5**
# Wharton County Junior College

## Personnel Action Form

### Human Resources

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### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
- [ ] Full-Time
- [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date:__-__-____)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

#### CURRENT Division/Unit:

- Learning Assistance Center--FBTC
  - Job Vacancy No.: (if applicable)
  - 0901 S 001
  - Specialized Area:
  - FBTC LAC
  - Funded in which FY?
  - 2011-2012

#### Budget Number:

- 1210/1493.6094.100
- Position No. (NBAPOSN): TUTF99

#### Compensation:

- $15.00
- Sched NA
- Grade NA
- Step NA
- Hourly Rate: (Part-time only)
  - $15 per hr x 18 hrs/wk x 40 wks = $10,800 per year

#### Start Date: 08/29/11
#### End Date: 08/12/12

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 40 weeks

#### PROPOSED Division/Unit:

- Learning Assistance Center
  - Job Vacancy No.: (if applicable)
  - 0901 S 001
  - Specialized Area:
  - FBTC LAC
  - Funded in which FY?
  - 2012-2013

#### Budget Number:

- 1210.1493.6094.100
- Position No. (NBAPOSN): TUTF99

#### Compensation:

- $15.00
- Sched NA
- Grade NA
- Step NA
- Hourly Rate: (Part-time only)
  - $15 per hr x 18 hrs/wk x 40 wks = $10,800 per year

#### Start Date: 09/01/12
#### End Date: 08/10/13

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

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- [ ] 12 months
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### Explanation of Action:

#### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head): 7/20/12
- Approved by Vice President: 7/26/12
- Approved by Division Chair: 7/26/12
- Reviewed by Human Resources: 8-1-12
- Budget Approval: 8/1/12
- Approved by President: 8-1-12
- Approved by Cabinet Level Supervisor: Date

Date approved by Board or not applicable: 8-1-12

Reg. 821

S1207 0086

Revised May 15, 2009
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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**Part I: Check all that apply**

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<th>Classification:</th>
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<th>Salary Adjustment</th>
<th>Other (explain)</th>
<th>Retirement</th>
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<th>Separation (date: ___)</th>
<th>Change in Assignment</th>
<th>Additional Assignment</th>
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<td>☐ Administrative/Professional Staff</td>
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</tbody>
</table>

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit: Adult Basic Education

Job Title/Position: ABE Aide

Budgeted Position? ☒ Yes ☐ No

Budgeted Position? ☒ Yes ☐ No Name of Replaced Employee: N/A

Budget Number: 21291.6012.6129.1012

Compensation: ☐ Annual ☐ Hourly ☐ Other (explain) Sched 0 Grade 10 Step 0

Hourly Rate: (Part-time only) $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year

Start Date: 09/01/11

End Date: N/A

End Date: ☐ Per contract

If temporary, anticipated termination date: N/A

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

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other 34 weeks

**PROPOSED** Division/Unit: Adult Basic Education

Job Title/Position: ABE Aide

Budgeted Position? ☒ Yes ☐ No Name of Replaced Employee: N/A

Budget Number: 21292.6012.6129.1012

Compensation: ☐ Annual ☐ Hourly ☐ Other (explain) Sched 0 Grade 10 Step 0

Hourly Rate: (Part-time only) $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year

Start Date: 09/01/12

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

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

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

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other 34 Weeks

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date

Brandi Dougherty 10/29/12

Approved by Division Chair Date

Approved by Vice President Date

Reviewed by Human Resources Date

Budget Approval Date

Approved by President Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or ☐ not applicable

Reg. 821 Revised May 15, 2012

S1207 0079
**Part I: Check all that apply**

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<tr>
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<td>☒ Part-Time</td>
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</table>

| ☒ New Employee | ☐ Extension | ☒ Reclassification | ☐ Transfer | ☒ Promotion |
| ☒ Salary Adjustment | ☐ Other (explain) | ☒ Retirement | ☐ Resignation | ☒ Separation (date:____) |
| ☐ Change in Assignment | ☐ Additional Assignment | ☐ Leave of Absence |

**Part II: Assignment/Accounting**

**CURRENT**

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<th>Job Title/Position:</th>
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<th>S____ per hr x _____ hrs/wk x _____ wks = S____ per year</th>
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Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

| ☐ 9 months | ☐ 10 1/2 months | ☐ 12 months | ☐ Other 5 weeks |

**PROPOSED**

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<th>Hourly Rate: (Part-time only)</th>
<th>S____ per hr x _____ hrs/wk x _____ wks = S____ per year</th>
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Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

| ☐ 9 months | ☐ 10 1/2 months | ☐ 12 months | ☒ Other 5 weeks |

**Explanation of Action:**

- Recommended by Supervisor (Department Head): [Signature] Date: 08/14/12
- Approved by Division Chair: [Signature] Date: 08/14/12
- Budget Approval: [Signature] Date: 08/14/12
- Date approved by Board or not applicable: 08/17/12

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

### Personnel Action Form

#### Human Resources

**Banner ID #**

**LastName**

**First Name**

**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
- [ ] Regular

**New Employee**

**Exclusion**

**Transfer**

**Promotion**

**Salary Adjustment**

**Other (explain)**

**Retirement**

**Resignation**

**Separation (date):**

**Change in Assignment**

**Additional Assignment**

**Leave of Absence**

#### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

**Learning Assistance Center**

**Job Title/Position:**

**Part Time Tutor Assistant**

**Hired Position?** [ ] Yes [ ] No

**Budget Number:**

2366.6023.6130.800

**Compensation:**

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

**$7.25**

**Sched**

**Grade**

**Step**

**At-will-employee**

**Per contract**

**Start Date:**

1/30/12

**End Date:**

5/9/12

**Budget Number:**

2366.6023.6130.800

**Compensation:**

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

**$7.25**

**Sched**

**Grade**

**Step**

**At-will-employee**

**Per contract**

**Start Date:**

1/30/12

**End Date:**

5/9/12

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

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

**Proposed Division/Unit:**

**Learning Assistance Center**

**Job Title/Position:**

**Part Time Tutor**

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

**Name of Replaced Employee:** Luke McElroy

**Budget Number:**

1210.1493.6094.100

**Compensation:**

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

**$15.00**

**Sched**

**Grade**

**Step**

**At-will-employee**

**Per contract**

**Start Date:**

07/12/12

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

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

**Explanation of Action:**

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

**Date:**

1/3/12

**Approved by Vice President:**

**Date:**

1/6/12

**Reviewed by Human Resources:**

**Date:**

1/11/12

**Recommended by Division Chair:**

**Date:**

2/3/12

**Approved by President:**

**Date:**

2/7/12

**Budget Approved:**

**Date:**

7/10/12

**Approved by Cabinet Level Supervisor:**

**Date:**

8/12/12

**Date approved by Board or:**

[ ] not applicable

**Reg. 821**

**S1207 0072**

Revised May 15, 2009
## Personnel Action Form

### Human Resources

#### Part I: Check all that apply

- **Classification:**
  - ☐ Administrative/Professional Staff
  - ☐ Faculty
  - ☒ Support Staff
  - ☒ Temporary
  - ☒ Full-Time
  - ☒ Part-Time
  - ☐ Regular
  - ☐ New Employee
  - ☐ Extension
  - ☐ Reclassification
  - ☐ Transfer
  - ☐ Promotion
  - ☐ Salary Adjustment
  - ☐ Other (explain)
  - ☐ Retirement
  - ☐ Resignation
  - ☐ Separation (date: ______)
  - ☐ Change in Assignment
  - ☐ Additional Assignment
  - ☐ Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT**

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

- **Budgeted Position?** ☐ Yes ☐ No
  - **Budget Number:**
  - **Compensation:**
    - ☐ Annual
    - ☒ Hourly
    - ☐ Other (explain)
  - **$ 11.76**
  - **Hourly Rate:** (Part-time only)
    - $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year
  - **Start Date:** 08-27-12
  - **End Date:**
    - ☒ At-will-employee
    - ☐ Per contract
  - **Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**
    - ☐ 9 months
    - ☐ 10 1/2 months
    - ☐ 12 months
    - ☒ Other 34 Weeks

**PROPOSED**

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

- **Budget Number:**
  - **Compensation:**
    - ☒ Hourly
    - **$ 11.76**
    - **Hourly Rate:** (Part-time only)
      - $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year
    - **Start Date:** 08-27-12
    - **End Date:**
      - ☒ At-will-employee
      - ☐ Per contract
    - **Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**
      - ☐ 9 months
      - ☐ 10 1/2 months
      - ☐ 12 months
      - ☒ Other 34 Weeks
  - **Explanation of Action:**

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - Date: 08/12/12

- **Approved by Division Chair:**
  - Date: 08/14/12

- **Budget Approval:**
  - Date: 08/14/12

- **Approved by Cabinet Level Supervisor:**
  - Date: 08/14/12

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

---

**Reg. 821**

Revised May 15, 2012
Wharton County Junior College

Personnel Action Form
Human Resources

Banner ID #

Last Name

First Name

Middle Initial

Telephone

Address

City

State

Zip

Part I: Check all that apply

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

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

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

Job Vacancy No.: (if applicable)
1112 S 105

Specialized Area:
ABE

Funded in which FY?
12

Position No. (NBAPOSN): GNTC99

Part II: Assignment/Accounting

CURRENT Division/Unit:
Adult Basic Education

Job Title/Position:
ABE Aide

Budgeted Position? [X] Yes [ ] No

Budgeted No:
21291.6012.6129.1012

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

$11.76

Weekly Rate:
10.5 hrs/week x 36 weeks = $4,144.52 per year

Start Date:
09/01/11

End Date:
N/A

At-will employee
Per contract

If temporary, anticipated termination date:
N/A

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [X] Other 36 weeks

PROPOSED Division/Unit:
Adult Basic Education

Job Title/Position:
ABE Aide

Budgeted Position? [X] Yes [ ] No

Budgeted Position:
ABE Aide

Budgeted No:
21292.6012.6129.1012

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

$11.76

Weekly Rate:
20 hrs/week x 34 weeks = $7,996.80 per year

Start Date: 09/01/12

End Date:
[ ] At-will employee
[ ] Per contract

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

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 34 Weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Date: 11/5/12

Approved by Vice President

Date: 1/29/13

Approved by Division Chair

Date: 1/29/13

Reviewed by Human Resources

Date: 1/26/13

Budget Approval

Date: 7/27/12

Approved by President

Date: 8/1/12

Approved by Cabinet Level Supervisor

Date: 8/1/12

Date approved by Board or [ ] not applicable

Reg. 821

S1207 0080

Revised May 15, 2009
## Personnel Action Form

### Part I: Check all that apply

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<td>Additional Assignment</td>
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<tr>
<td>Regular</td>
<td>Salary Adjustment</td>
<td>Leave of Absence</td>
</tr>
</tbody>
</table>

### Part II: Assignment/Accounting

**CURRENT**
- Division/Unit: Learning Assistance Center--Sugar Land
- Job Title/Position: Part-time Math Tutor
- Budgeted Position? Yes
- Budget Number: 1610.1493.6904.100
- Compensation: $15.00
- Start Date: 09/01/11
- End Date: N/A
- Hourly Rate: $15 per hr x $8 hrs/wk x 42 wks = $5040 per yr
- Position No. (NBAPOSN): TUTS99
- Funded in which FY? 2011-2012

### PROPOSED
- Division/Unit: Learning Assistance Center
- Job Title/Position: Part-time Math Tutor
- Budgeted Position? Yes
- Name of Replaced Employee: NA
- Budget Number: 1610.1493.6904.100
- Compensation: $15
- Start Date: 09/01/12
- Hourly Rate: $15 per hr x $8 hrs/wk x 40 wks = $4800 per year
- If temporary, anticipated termination date: 08/31/13

**Explanation of Action:**
- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other 42 weeks

**Recommended by Supervisor (Department Head):**
- Date: 07/20/12

**Approved by Division Chair:**
- Date: 07/24/12
- Reviewed by Human Resources:
- Date: 07/29/12

**Budget Approval:**
- Date: 08/1/12

**Approved by Cabinet Level Supervisor:**
- Date: 08/1/12
- Date approved by Board or not applicable:

**Reg. 821**

[Signature]

**Reviewed May 15, 2009**
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XV

EXECUTIVE SESSION

A. Consideration of and Possible Action to Approve Settlement of Claims with former College Employee, David Clayton
A. Approval of the following regulations: Regulations have been reviewed through governance structure and recommended changes were made (policy change requires board approval) Note that attorney's recommended changes are in blue and administrations recommended changes are in red.

1. Regulation 127: Fund-Raising Activities and Acceptance of Donations
FUND-RAISING ACTIVITIES AND ACCEPTANCE OF DONATIONS

I. PURPOSE

Describes the process for initiating solicitation of funding and acceptance of gifts.

II. BACKGROUND

To avoid multiple solicitations directed to the same source and to establish institutional priorities for seeking and securing funds, as well as to maintain proper inventory control and acknowledgement of gifts, the following college policy has been established. It is not intended to dissuade faculty and staff from exercising initiative and actively identifying possible sources of external funding or donations, but it is intended to designate a single office as the coordinating point for fund-raising activities.

III. POLICY

A. All solicitation for funding—whether oral, written, or through media publicity and whether initiated by an individual employee or a college-sponsored or college-related group or organization—shall be coordinated in advance through the President.

B. Proposals to solicit external funding or gifts or to accept a gift or donation shall be described in writing, endorsed by the appropriate cabinet-level supervisor, routed to the President, and approved by the President or designee before any request for external support is undertaken or an unsolicited gift is accepted.

C. This policy shall not apply to federal or state grants for ongoing programs operated through the Office of Continuing Education and Community Services or the Office of Student Services, nor shall it apply to fund-raising activities by students and student organizations.

(POLICY APPROVAL: 10-25-95, Board of Trustees, REVISED: 7/13/04, Board of Trustees)

IV. PROCEDURES

A. Any person or group desiring to apply for external funds or engage in solicitation on behalf of the college or any of its programs or operations submits a memo of intent to the appropriate cabinet-level administrator (dean or vice-president) for review and endorsement. The dean or vice-president forwards the request to the President for coordination with other fund-raising efforts. After the President approves the proposal, the originator or originators may engage in the fund-raising activities. (NOTE: Fund-raising activities, such as bake sales, that are held on a WCJC campus by college-sponsored student organizations or clubs, do not constitute solicitation for external funds as described above and only require approval by completion of the Student Organization Fund-Raising Activity Form. See the WCJC website for a copy of this form.)

B. Originators may engage in the activity if they are not notified to the contrary within five business days of receipt of their requests. However, originators are responsible for inquiring into the disposition of their requests prior to engaging in the activity.
C. The same procedure applies to cases involving the acceptance of unsolicited donations or gifts (whether in kind or in cash); that is, the person or group that has been contacted by the prospective donor prepares a memo of intent that is reviewed and endorsed by the appropriate cabinet-level administrator and submitted to the President for approval to accept the gift. In some cases (e.g., those involving gifts of property or those carrying conditions or limitations), the President may consult with the Board of Trustees before rendering a decision.