WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

February 19, 2008

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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<tr>
<th>BOARD POSITION</th>
<th>NAME</th>
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<tr>
<td>7</td>
<td>P. D. (Danny) Gertson, III</td>
<td>May 2012</td>
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<td>5</td>
<td>Rick Davis</td>
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<td>Vice-Chair</td>
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<td>9</td>
<td>Jack C. Moses</td>
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<td>6</td>
<td>Gerald R. Donaldson</td>
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<td>Georgia Krenek</td>
<td>May 2008</td>
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<td>8</td>
<td>Oliver W. Kunkel, Jr.</td>
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<td>Phyllip W. Stephenson</td>
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<td>Gary P. Trochta</td>
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<tr>
<td>1</td>
<td>Lloyd M. Nelson</td>
<td>May 2010</td>
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</table>
- AGENDA -

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

February 19, 2008

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The regular meeting on January 15, 2008

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.
Board of Trustees  
February 19, 2008  
Agenda

V. Special Items
   A. WCJC Sugar Land Campus construction schedule
   B. Review and approve SACS compliance document
   C. Review and approve Bay City substantive change request
   D. Approve moving the Board of Trustees regular meeting scheduled for March 18, 2008 to March 11, 2008

VI. Presentations, Awards, and/or President’s Report
   A. Quality Enhancement Plan Update – Stephanie Dees
   B. Trans Texas Corridor

VII. Reports to the Board
   B. Information Item: Management Reports
   C. Information Item: Reports from College Governance Councils
   D. Information Item: Clipping Service for the month of January 2008

VIII. Reports from Committees of the Board
   A. Audit/Finance Committee: Mr. Kunkel
   B. Facilities Committee: Mr. Donaldson
   C. Legislative Committee: Mr. Nelson

-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.

IX. Matters Relating to General Administration

X. Matters Relating to Academic Affairs
XI. Matters Relating to Administrative Services

A. Approve fiscal year 2008 budget adjustments

B. Approve Sodexo as the operator of the college’s cafeteria and set the board fees charged to students living on campus at $1,100.00 a semester beginning with the fall of 2008 ($250,000.00 – auxiliary fund budget for 2008-2009)

C. Approve a contract with Todd and Associates of Houston to identify opportunities to maximize student’s effective use of financial aid programs with a special emphasis on the Achieving the Dream populations at a cost not to exceed $50,000.00 (not to exceed $50,000.00 – Achieving the Dream grant funds)

D. Approve the transfer of $36,451.44 from the repair & plant fund to the current unrestricted account for the purpose of replacing a section of the Peace Building’s roof by Weatherproofing Technologies, Inc. ($36,451.44 – repair and replacement plant fund)

E. Approve the transfer of $75,000.00 from the Fort Bend Technical Center Construction Fund for Architecture, Inc. to complete a preliminary schematic & design along with a conceptual model that will generally define the extent of the Fort Bend Technical Center expansion and provide visual documentation of the project for fundraising purposes ($75,000.00 – Fort Bend Technical Center construction fund)

F. Approval of Joint Election Agreement and Election Service Contract between Wharton County and Wharton County Junior College ($15,000.00 – current unrestricted operating budget for 2007-2008)

G. Approve Order of Election for Board of Trustees Election ($20,000.00 – current unrestricted operating budget for 2007-2008)

H. Approve the resolution regarding changes in the Board of Trustee election requiring Department of Justice (DOJ) pre-clearance

I. Approve a vendor to print the college catalog for the 2008-2009 school year ($23,490.00 – current unrestricted operating budget for 2007-2008)

J. Approve the purchase of an automated dental hygiene practice management system with Johnson Foundation grant funds ($73,053.00 – Johnson Foundation grant funds)

K. Information Item:

1. Seek sealed proposals from contractors to remove the asbestos from 8 classrooms in the Science building and place a new drop ceiling with lighting in the rooms ($70,000.00 – transfer from repair and replacement plant fund)

2. Seek sealed proposals from contractors for the purchase and construction of a 65’ X 80” metal roof building to cover the existing batting cages at the college’s baseball practice area ($60,000.00 – transfer from the repair and replacement plant fund)
XII. Matters Relating to Technology and Institutional Research
   A. Approve the IT Business Contingency Plan

XIII. Matters Relating to Workforce Development, Continuing Education and Distance Learning
   A. Approval to apply for the Fort Bend Cares Grant ($20,000.00 for Youth Activities SUCCESS Program)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

   C. Office of Academic Affairs
      1. Approve department head pay for Spring 2008
      2. Approve full-time overloads for Spring 2008
      3. Approve part-time faculty overloads for Spring 2008
      4. Approve reclassification of Brianna L. Florus, temporary, full-time volleyball coach, FAC-1-1, to regular, full-time volleyball coach, FAC-1-1, effective May 31, 2008
      5. Approve reclassification of Ava Humme, temporary, full-time instructor of English, FAC-1-10, to regular full-time instructor of English, FAC-1-10, effective May 17, 2008
      6. Approve salary adjustment of Cynthia Knox, regular, full-time instructor of speech, FAC-4-7, to regular, full-time instructor of speech, FAC-2A-16, effective January 2, 2008
      7. Approve reclassification of Angela Kocurek, temporary, full-time instructor of English, FAC-3-2, to regular full-time instructor of English, FAC-3-2, effective June 1, 2008
      8. Steve P. Sieben employed as regular, full-time director/instructor of power technology, $49,641.00, effective February 1, 2008
      9. Approve salary adjustment of Pam Speights as regular, full-time speech instructor, FAC-5-11, to regular, full-time speech instructor, FAC-5A-11, effective January 1, 2008

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

F. Office of Workforce Development, Continuing Education and Distance Learning

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

1. Gerald D. Soderstrom retired as regular, full-time instructor of psychology, FAC-7-36, effective May 16, 2008

I. Information Items: Non-contract Personnel Action

1. Shelley N. Cook received a change of assignment from temporary, full-time assistant cashier, O-5-1, to regular, full-time accounts receivable clerk, O-10-1, effective February 4, 2008

2. Anna K. Gardner employed as regular full-time administrative assistant to VP/Tech and IR, P-13-0, effective February 4, 2008

3. Rosie R. Nunez received a promotion from regular, full-time cataloging technician, O-8-8, to regular, full-time cataloging/technical services technician, O-11-8, effective January 16, 2008

4. Octavio J. Pena separated as regular, full-time custodian, O-1-13, effective January 11, 2008

5. Ruben Ramirez resigned as regular, full-time mail carrier/maintenance, T-1-2, effective January 31, 2008

6. Veronica L. Long employed as regular, part-time workforce development aide, O-10-0, $10.97 hr. x 33 hrs./wk. x 30 wks. = $10,860.30/yr., effective February 4, 2008

7. Dolores M. Lucio resigned as regular, part-time workforce development aide, O-10-0, $10.97 hr. x 33 hrs./wk. x 30 wks. = $10,860.30/yr., effective January 31, 2008

8. David K. Neman separated as regular, part-time library/open computer lab clerk/FBTC, O-5-0, $9.55 hr. x 20 hrs./wk. x 48 wks. = $9,168.00/yr., effective January 18, 2008

9. Stephanie L. Thames employed as regular, part-time secretary – center for the arts, $9.53 hr. x 15 hrs./wk. x 11 wks. = $1,572.45/yr., effective February 12, 2008

10. Lindsey A. Campbell employed as temporary, full-time human resources clerk, O-6-0, effective February 5, 2008

11. Sandra L. Arreola employed as temporary, part-time human resources clerk, O-5-0, $9.54 hr. x 19 hrs./wk. x 29 wks. = $5,256.54/yr., effective February 13, 2008
12. Rosanne Johnson received a salary adjustment from temporary, part-time learning assistance center math tutor-Sugar Land, $12.00/hr. x 19.5 hrs./wk. x 33 wks. = $7,839.00/yr., to part-time learning assistance center math tutor-Sugar Land, $15.00 hr. x 19.5 hrs./wk. x 12 wks. = $3,510.00/yr., effective February 4, 2008

13. Katharine H. Nelson employed as temporary, part-time biology lab worker, $5.85/hr. x 10 hrs./wk. x 16 wks. = $936.00/yr., effective February 1, 2008

14. Cody R. Ross resigned as temporary, part-time fitness center staff, O.5-0, $9.55/hr. x 10 hrs./wk. x 14 wks. = $1,337.00/yr., effective December 8, 2007

15. Hans C. Stelzel employed as temporary, part-time fitness center staff, O.5-0, $9.55/hr. x 10 hrs./wk. x 14 wks. = $1,337.00/yr., effective January 22, 2008

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 (551.076), deliberation regarding economic development negotiations (551.086).

XVII. Action on items discussed in closed session

XVIII. Matters Relating to Formal Policy

A. First and final readings and approval: Regulations have been reviewed through governance structure and the college's lawyers and recommended changes were made (policy change requires board approval)

1. Reg. 111 – Establishing College Regulations

2. Reg. 131 – Public Information/Notices and News Media Contacts

3. Reg. 138 – Catalog Development

4. Reg. 418 – Investments

5. Reg. 465 – Faculty Teaching Loads

6. Reg. 523 – Career Development and Job Placement

7. Reg. 591 – Student Grievances and Complaints

8. Reg. 592 – Student Disciplinary Action

9. Reg. 613 – Early Admission for High School Students

10. Reg. 663 – Appeal of Academic Decisions
12. Reg. 711 – Degrees and Degree Plans
13. Reg. 782 – Associate in Applied Science Degree Requirements

XIX. Other Business

XX. Adjourn
Reading of the Minutes

A. The regular meeting on January 15, 2008
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
January 15, 2008

The Wharton County Junior College District Board of Trustees met in regular session on January 15, 2008 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Jack Moses, Secretary; Mr. Gerald Donaldson; Mrs. Georgia Krenek; Mr. Lloyd Nelson; and Mr. Phil Stephenson

Trustees Absent: Mr. Rick Davis, Vice-Chair; Mr. Oliver Kunkel; and Mr. Gary Trochta

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President of Instruction; Mr. Dale Pinson, Vice President of Continuing Education, Workforce Development, and Distance Education; Mr. Bryce Kocian, Vice President of Administrative Services; Ms. Pam Youngblood, Vice President of Technology and Institutional Research; Ms. Deanna Feyen, Executive Secretary to the President; Mrs. Darlene Byrd; Ms. Zina Carter; Mr. John Detting; Mr. Mike Feyen; Mr. Will Heierman; Mr. Terrell Jessen; Ms. Judy Jones; Ms. Debbie Popek; Dr. Wayne Taylor; Mr. Gus Wessels; Mr. Robert Wolter; 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 minutes of the regular meeting on November 20, 2007 were approved as presented.

ITEM IV: CITIZENS' COMMENTS

-None-
ITEM V: SPECIAL ITEMS

A. Distance Education Substantive Change

-Ms. McCrohan asked Mr. Pinson to explain the substantive change document distributed at the meeting. Mr. Pinson explained the reasons for submitting the document was to request the expanded authority to offer 50% or more of the curriculum for degrees and certificates to be earned via courses delivered through distance learning technology and to enable WCJC to become a full partner with the Virtual College of Texas.

BOARD ACTION: On a motion by Mr. Stephenson and a second, the board unanimously approved the substantive change prospectus as presented.

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

A. East Bernard Independent School Districts Shattered Dreams

-Ms. McCrohan acknowledged receipt of the letter received from the East Bernard Independent School District’s Shattered Dreams acknowledging WCJC employees who participated in the event.

B. Resolution for Linda Schilhab

-Ms. Youngblood read the resolution to the board.

ITEM VII: REPORTS TO THE BOARD

A. Financial Reports

-Gus Wessels reviewed the financial reports for November and December 2007.
-Bryce Kocian reviewed the first quarter investment report.

BOARD ACTION: On a motion by Mrs. Krenek and a second, the board unanimously approved the financial reports for November and December 2007 and the first quarter investment report as presented.

ITEM VII-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: Gus Wessels (Dean of Financial Services and Business Services)
3. Student Services: Dr. Wayne Taylor (Dean of Student Services)
ITEM VII.C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

A. Academic Affairs Council
   -None-

B. Administrative Council
   -None-

C. Faculty Council
   1. Faculty Council Meeting Minutes for October 3, 2007
   2. Faculty Council Meeting Minutes for November 7, 2007

D. President’s Extended Cabinet
   1. Extended cabinet meeting minutes for November 8, 2007
   2. Extended cabinet meeting minutes for November 20, 2007

ITEM VII.D: CLIPPING SERVICE FOR MONTH OF NOVEMBER AND DECEMBER 2007

-News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of November and December 2007 and included as part of the board agenda packet for this meeting.

ITEM VIII: REPORTS FROM COMMITTEES OF THE BOARD

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

B. Facilities Committee: Mr. Donaldson
   -None-

C. Legislative Committee: Mr. Nelson
   -None-

- Mr. Gertson asked if any items needed to be pulled from the consent agenda.
   -No items were pulled from the consent agenda.
-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 IX: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM X: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve a new biology faculty position ($35,050.00 - $46,550.00 to be paid out of 2008-2009 budget year)

B. Approve a new physics faculty position ($35,050.00 - $46,550.00 to be paid out of 2008-2009 budget year)

C. Approval to submit a letter of intent to the Texas Higher Education Coordinating Board to offer a new workforce program in Nuclear Power Technology

D. Approve the reorganization of library staff (total increased cost $12,965.00 for budget year 2007-2008)

ITEM XI: MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the replacement of a HVAC Condensing Unit and the pneumatic controls serving the Dental Hygiene area of the Johnson Building ($34,075.00 – repair and replacement plant fund)

ITEM XII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the interlocal agreement between Wharton County Junior College and East Bernard Independent School District (EBISD) for the transfer of 25 used computers donated to EBISD for dual credit on-line courses

B. Approval of procedures for transcript articulation and granting of credit

ITEM XIII: MATTERS RELATING TO WORKFORCE DEVELOPMENT, CONTINUING EDUCATION AND DISTANCE LEARNING

A. Approval of HVAC Section 608 EPA Certification Exam fee of $30.00 for WCJC HVAC students and $65.00 for non-students. Each exam will cost WCJC $20.00
B. Acceptance of the Texans Feeding Texans Grant through the Texas Department of Agriculture (grant monies for Colorado County - $12,199.32, grant monies for Wharton County - $16,296.93)

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Approve change of assignment of Deborah L. Popek from regular, full-time human resource specialist, P-12-2, to regular, full-time assistant human resources director, AA-1-10, effective November 21, 2007

C. Office of Academic Affairs

1. Approve paid professional assignments for January 2008

2. Approve employment of Edward L. Hume as regular, full-time instructor of economics, FAC-2A-10, effective January 7, 2008

3. Approve employment of Corey W. Ranson as regular, full-time instructor of drama, FAC-1-10, effective January 7, 2008

4. Approve employment of Arthur W. Stephens as regular, full-time instructor of PTAC, FAC-1-14, effective January 2, 2008

5. Approve the promotion of Leigh Ann Collins as regular, full-time instructor of dental hygiene, FAC-1-21, to regular, full-time dean of vocational instruction, D-7-32, effective January 16, 2008

D. Office of Administrative Services

E. Office of Student Services

F. Office of Workforce Development, Continuing Education and Distance Learning

G. Office of Technology and Institutional Research

1. Approve change of assignment of David Johanson from regular, full-time systems analyst for financial services and human services, AA-12-11, to regular, full-time sr. systems analyst, AA-15-17, effective December 1, 2007

H. Information Items: Contract Personnel Actions
I. Information Items: Non-contract Personnel Action

1. Nora A. Chalue received a change of assignment from regular, full-time accounts receivable clerk, O-10-16, to regular, full-time assistant to the controller, 0-12-16, effective January 2, 2008

2. Dale Dufner employed as regular, full-time electrician, T-15-0, effective January 7, 2008

3. Linda K. Schilhab retired as regular, full-time administrative assistant to VP of tech & institutional research, P-13-22, effective January 31, 2008

4. James C. Tucker employed as regular, full-time assistant registrar, 0-12-0, effective January 21, 2008

5. Eliecia Delgado employed as regular, part-time custodian, 0-1-0, effective November 19, 2007

6. Cynthia M. Nemec employed as regular, part-time library assistant, 0-5-0, effective December 1, 2007

7. Cynthia A. Otis employed as regular, part-time front desk clerk/receptionist-Bay City campus, 0-5-0, effective November 20, 2007

8. Jason A. Pitz employed as regular, part-time fitness center staff, 0-5-0, effective December 17, 2007

9. Monica Serrano resigned as regular, part-time workforce development aide, 0-10-0, effective November 16, 2007

10. Joseph F. Shelton resigned as regular, part-time fitness center staff, 0-5-0, effective December 14, 2007

11. Kathylee W. Barbee resigned as temporary, full-time program assistant/LEAD, P-5-0, effective January 31, 2008

12. Pete Acosta employed as temporary, part-time custodian, 0-1-0, effective November 19, 2007

13. Sadie D. Cumings employed as temporary, part-time counselor-FBTC, $25.00/hr. x 19.5 hrs./wk. x 6 wks. = $2,925.00/yr., effective December 3, 2007, ending January 31, 2008

14. Rosanne Johnson employed as temporary, part-time learning assistance center math tutor-Sugar Land campus, $12.00/hr. x 19.5 hrs./wk. x 33.5 wks. = $7,839.00/yr., effective November 26, 2007
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).

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

-No Executive Session

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

A. Second and final readings and approval

1. Regulation 773 – Faculty Web Pages
2. Regulation 821 – Recruitment and Appointment of Full-Time Personnel
3. Regulation 838 – Equation of Experience for Faculty and Administrative Staff
4. Regulation 878 – Drug-Free Workplace/Drug and Alcohol Abuse Policy
5. Regulation 892 – Contract and Non-Contract Employment

B. First and final readings and approval: Regulations have been reviewed through governance structure and recommended changes were made (policy change requires board approval)

1. Regulation 113 – Board Agenda Preparation
2. Regulation 147 – Computer Resource Planning Group
4. Regulation 522 – Testing and Assessment
5. Regulation 593 – Sexual Assault/Attempted Sexual Assault
6. Regulation 651 – Student Records: Disclosure of Student Information
7. Regulation 661 – Student Attendance
8. Regulation 664 – Appeal of Student Disciplinary Action
9. Regulation 781 – Associate of Arts and Associate of Arts in Teaching Degree Requirements
10. Regulation 827 – Recruitment Advertising and Posting of Vacancies
11. Regulation 876 – Evaluation of Administrative and Support Staff

C. Information Item: Changes to legal references and guidelines (procedure/guideline changes does not require board approval)
   1. Regulation 117 – Chain of Command
   2. Regulation 231 – Business Cards
   3. Regulation 888 – Professional Development Fund

-Mr. Donaldson asked if the proposed regulations were reviewed by the lawyers. Ms. McCrohan stated that they were sent to Jeff Horner at Bracewell & Giuliani for legal review if it was determined there could be implications to the college.

-Ms. McCrohan explained the reason for one reading only, which was to assure the regulations were reviewed and approved prior to the submission of the reaffirmation packet.

BOARD ACTION: On a motion by Mrs. Krenek and a second, the board unanimously approved the regulations, Items XVIII. A. 1-5 & B. 1-11 as presented.

ITEM XIX: OTHER BUSINESS

-Ms. McCrohan expressed her concern over the Trans Texas Corridor. She explained that there would be some town hall meetings and public hearings in the area in the near future. Ms. McCrohan asked for permission to write letters and speak on behalf of Wharton County Junior College. She also asked for permission to bring forward a letter to the next board meeting to mail to representatives and senators from this area.

-The Board of Trustees gave Ms. McCrohan permission to move forward with these items. Mr. Stephenson stated he would like for his ideas to be incorporated in the resolution to oppose any foreign control of the Trans Texas Corridor.

-Mr. Stephenson asked for an update on the new Sugar Land campus. Ms. McCrohan stated she would provide a construction schedule at the next board meeting.

ITEM XX: ADJOURN

-The meeting adjourned at 7:30 P.M.
Special Items

A. WCJC Sugar Land Campus construction schedule
B. Review and approve SACS compliance document
C. Review and approve Bay City substantive change request
D. Approve moving the Board of Trustees regular meeting scheduled for March 18, 2008 to March 11, 2008
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VI

Presentations, Awards, and/or President’s Report

A. Quality Enhancement Plan Update – Stephanie Dees
B. Trans Texas Corridor
Reports to the Board

Monthly Financial Reports

Wharton County Junior College
JANUARY 31, 2008
# Wharton County Junior College

## Revenue-Expenditure Summary

**January 31, 2008**

### FISCAL 2008

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<th>Budget</th>
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<td>51.57%</td>
<td>198%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>3,672,128</strong></td>
<td><strong>17,997,600</strong></td>
<td><strong>27,151,078</strong></td>
<td><strong>66.29%</strong></td>
<td><strong>17,170,317</strong></td>
<td><strong>24,972,835</strong></td>
<td><strong>68.76%</strong></td>
<td><strong>105%</strong></td>
</tr>
</tbody>
</table>

### FISCAL 2007

<table>
<thead>
<tr>
<th>Expenditures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
</tr>
<tr>
<td>Employee Benefits</td>
</tr>
<tr>
<td>Capital Expenditures</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
</tr>
<tr>
<td>Other Expenditures</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
</tr>
</tbody>
</table>

**Net increase/(decrease) in net assets**

$1,837,684 | $8,012,260 | $7,764,084

*Note: Net student receivables in the amount of $1,727,796.61 are currently outstanding. Tuition and fees are subject to collection in future periods.*
<table>
<thead>
<tr>
<th>Description</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables Current</td>
<td>$1,097,822.53</td>
<td>$1,139,398.47</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$38,776.72</td>
<td>$42,956.62</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>$501,675.53</td>
<td>$453,641.99</td>
</tr>
<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>$48,747.48</td>
<td>$32,250.75</td>
</tr>
<tr>
<td>Total Installment Plan Receivable</td>
<td>$589,199.73</td>
<td>$528,849.30</td>
</tr>
<tr>
<td>Third Party Contracts Receivable</td>
<td>$148,780.99</td>
<td>$126,631.83</td>
</tr>
<tr>
<td>Continuing Education Receivable</td>
<td>$18,294.00</td>
<td>$22,483.50</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(126,300.64)</td>
<td>(109,758.49)</td>
</tr>
<tr>
<td>Net Accounts Receivable</td>
<td>$1,727,796.61</td>
<td>$1,707,604.67</td>
</tr>
</tbody>
</table>
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
### Governmental Fund Types

<table>
<thead>
<tr>
<th>Current Year</th>
<th>Restricted Funds</th>
<th>Auxiliary Funds</th>
<th>Enterprise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>557,431</td>
<td>59,997</td>
<td>102,346</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>13,369,473</td>
<td>239,272</td>
<td>209,551</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>1,752,542</td>
<td>99,897</td>
<td>140,860</td>
</tr>
<tr>
<td>Local, PI &amp; Fed Agency Receivable</td>
<td>397,668</td>
<td>195,541</td>
<td>109,931</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td>16,096</td>
<td>85,682</td>
<td>117,556</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>8,739</td>
<td>677</td>
<td>7,730</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>14,085,180</td>
<td>694,766</td>
<td>512,580</td>
</tr>
</tbody>
</table>

### Liabilities, Equity and Other Credits

<table>
<thead>
<tr>
<th>Liabilities, Equity and Other Credits</th>
<th>Liabilities</th>
<th>Equity</th>
<th>Other Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>277,346</td>
<td>763</td>
<td>679</td>
</tr>
<tr>
<td>Employer Benefits Payable</td>
<td>81,699</td>
<td>41,500</td>
<td>40,199</td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td>-7,733</td>
<td>-7,733</td>
<td>-7,733</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>-182</td>
<td>-182</td>
<td>-182</td>
</tr>
<tr>
<td>Long Term Debt</td>
<td>473,778</td>
<td>473,778</td>
<td>473,778</td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td>-26,874</td>
<td>-26,874</td>
<td>-26,874</td>
</tr>
<tr>
<td>Scholarship-Designated Donations</td>
<td>51,236</td>
<td>51,236</td>
<td>51,236</td>
</tr>
<tr>
<td>Scholarship-Non-Designated Donations</td>
<td>-204,413</td>
<td>-204,413</td>
<td>-204,413</td>
</tr>
<tr>
<td>Donations</td>
<td>304,416</td>
<td>304,416</td>
<td>304,416</td>
</tr>
<tr>
<td>TOTAL LIABILITIES</td>
<td>1,054,323</td>
<td>282,323</td>
<td>49,076</td>
</tr>
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</table>

### EQUITY AND OTHER CREDITS

<table>
<thead>
<tr>
<th>Control Accounts</th>
<th>Fund Balances</th>
<th>Prior Year Fund Balance</th>
<th>Endowment Fund-Original</th>
<th>Endowment Fund-Income</th>
<th>FE Professional Development</th>
<th>FE Salary Equity</th>
<th>FE Capital Equipment</th>
<th>PU Investment, Cash And Loss</th>
<th>Fund Balance Receivables</th>
<th>Reserved-Undesignated</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,638,486</td>
<td>7,638,486</td>
<td>7,638,486</td>
<td>7,638,486</td>
<td>7,638,486</td>
<td>7,638,486</td>
<td>7,638,486</td>
<td>7,638,486</td>
<td>7,638,486</td>
<td>7,638,486</td>
<td>7,638,486</td>
</tr>
</tbody>
</table>
### Governmental Fund Types

<table>
<thead>
<tr>
<th>Current Year</th>
<th>Restricted</th>
<th>Auxiliary</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unrestricted</td>
<td>Enterprise</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity and Other Credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRPC Operating Fund Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Mounding Diff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Incurrence</td>
<td>11,540</td>
<td>13,669</td>
<td>875,337</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>7,161,582</td>
<td>446,666</td>
<td>7,992,960</td>
</tr>
<tr>
<td>Reserve for Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Equity and Other Credits</td>
<td>15,710,745</td>
<td>583,484</td>
<td>15,466,472</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Liabilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity and Other Credits</td>
<td>16,005,400</td>
</tr>
<tr>
<td>Other Liabilities</td>
<td>698,768</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>16,704,168</td>
</tr>
</tbody>
</table>

(AMOUNTS EXPRESSED IN DOLLARS)
<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
<th>Current Year 2008</th>
<th>Prior Year 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets and Other Inflows:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>24,248</td>
<td>33,442</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>59,848</td>
<td>59,848</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local, ST &amp; Fed Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenditures</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 Inflows:</strong></td>
<td>124,096</td>
<td>124,096</td>
</tr>
<tr>
<td><strong>Liabilities, Equity and Other Credits:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term Debt</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities:</strong></td>
<td>121,960</td>
<td>121,960</td>
</tr>
<tr>
<td><strong>Equity and Other Credits:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control Accounts</td>
<td>2,316</td>
<td>2,316</td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund Original</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Salary Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Capital Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Investment Gain And Loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance Reversals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserves-Undesignated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Wharton County Junior College
Combined Balance Sheet - All Fund Types and Account Groups
31-JAN-2008
(With comparative totals for 31-JAN-2007)
(amounts expressed in dollars)
<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
<th>Agency Funds</th>
<th>Current Year 2008</th>
<th>Prior Year 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUITY AND OTHER CREDITS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FBCC Operating Fund Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve For Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS</td>
<td></td>
<td>2,116</td>
<td>2,116</td>
</tr>
<tr>
<td>TOTAL LIABILITIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>124,046</td>
<td>124,896</td>
<td>125,549</td>
</tr>
</tbody>
</table>
Management Reports

The following management reports for the months of January 2008 are for your information:

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

2. Financial Aid: Gus Wessels, (Dean of Financial and Business Services)

3. Student Services: Dr. Wayne Taylor (Dean of Student Services/Director of Dual Credit Enrollment)
Wharton County Junior College
911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560

Technology Departments
January Highlights

The Institutional Research (IR) Office has completed the data collection for the following:

- IPEDS report regarding student enrollment
- IPEDS report regarding financial data
- IPEDS report regarding faculty and staff data
- George Foundation Report for grant renewal
- Moody’s Investor Service report
- Chronicle Guidance Survey
- College Board Annual Survey of Colleges
- Marketing press release enrollment data
- Survey information for a faculty member

The Technical Services team replaced or supplied the following locations with new computer systems and/or printing devices in January, 2008.

<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 Social and Behavioral Science</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Division of Workforce Education</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Division of Math and Physical Sciences</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Work Request by category for the month of January, 2008.

<table>
<thead>
<tr>
<th>Category</th>
<th>New Service Request for the month</th>
<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Management</td>
<td>40</td>
<td>38</td>
<td>39</td>
<td>2</td>
</tr>
<tr>
<td>Banner Access/Security</td>
<td>5</td>
<td>5</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>Banner AR</td>
<td>8</td>
<td>3</td>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>Banner Finance</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>24</td>
</tr>
<tr>
<td>Banner Financial Aid</td>
<td>6</td>
<td>4</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Banner HR</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Banner Payroll</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Banner Student</td>
<td>20</td>
<td>8</td>
<td>9</td>
<td>53</td>
</tr>
<tr>
<td>Change of Office</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Computers</td>
<td>139</td>
<td>111</td>
<td>166</td>
<td>84</td>
</tr>
<tr>
<td>Data Projectors</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>17</td>
</tr>
<tr>
<td>Database Administration</td>
<td>5</td>
<td>4</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Employment Changes</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>HP3000/MiniSoft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Printers</td>
<td>23</td>
<td>21</td>
<td>21</td>
<td>6</td>
</tr>
<tr>
<td>Reporting</td>
<td>14</td>
<td>5</td>
<td>8</td>
<td>60</td>
</tr>
<tr>
<td>TracDat</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Telephones</td>
<td>22</td>
<td>15</td>
<td>17</td>
<td>9</td>
</tr>
<tr>
<td>Training</td>
<td>54</td>
<td>53</td>
<td>88</td>
<td>8</td>
</tr>
<tr>
<td>Web Services Projects</td>
<td>70</td>
<td>70</td>
<td>71</td>
<td>3</td>
</tr>
<tr>
<td>Workstation Assessment</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Last Year</td>
<td>Current Year</td>
<td>Increase/Decrease</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------</td>
<td>--------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>Number of Applicants</td>
<td>3,178</td>
<td>3,247</td>
<td>69</td>
<td></td>
</tr>
<tr>
<td>Number of Eligible Applications</td>
<td>2,497</td>
<td>2,554</td>
<td>57</td>
<td></td>
</tr>
<tr>
<td>Number of Ineligible Applications</td>
<td>681</td>
<td>693</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Number of Pell Grant Recipients</td>
<td>1,309</td>
<td>1,306</td>
<td>&lt;3&gt;</td>
<td></td>
</tr>
<tr>
<td>Pell Grant Funds Awarded</td>
<td>3,819,363</td>
<td>4,057,941</td>
<td>238,578</td>
<td></td>
</tr>
<tr>
<td>College Work Study Program Funds Expended</td>
<td>40,662</td>
<td>45,953</td>
<td>5,291</td>
<td></td>
</tr>
<tr>
<td>Monthly Work Study Workers</td>
<td>25</td>
<td>29</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
<td>202</td>
<td>160</td>
<td>&lt;42&gt;</td>
<td></td>
</tr>
<tr>
<td>SEOG Funds Awarded</td>
<td>201,440</td>
<td>160,000</td>
<td>&lt;41,440&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Guaranteed Student Loan Recipients</td>
<td>647</td>
<td>666</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Guaranteed Student Loan Funds Awarded</td>
<td>1,668,160</td>
<td>1,961,078</td>
<td>292,918</td>
<td></td>
</tr>
<tr>
<td>Number of LEAP/SLEAP Recipients</td>
<td>12</td>
<td>12</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>LEAP/SLEAP Funds Awarded</td>
<td>12,117</td>
<td>12,409</td>
<td>292</td>
<td></td>
</tr>
<tr>
<td>Number of Texas Public Education Grant Recipients</td>
<td>398</td>
<td>480</td>
<td>82</td>
<td></td>
</tr>
<tr>
<td>TPEG Funds Awarded</td>
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Note: The table represents the number of tests administered to students across different campuses and testing centers from September to August.
Reports from College Governance Councils

The following are minutes from the College Governance Councils:

A. Academic Affairs Council
   None

B. Administrative Council
   None

C. Faculty Council
   None

B. President's Extended Cabinet
   None
Clipping Service for Month of January 2008

- 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 January 2008.
Register for the spring semester at WCJC from Wednesday, Jan. 2 through Wednesday, Jan. 16. Classes begin Monday, Jan. 14.
800-561-9252 or www.wcjc.net.
Texas A&M to join in training efforts with WCJC, STP

BY JUDY TRIPPLETT
Tribune Staff Writer

Texas A&M University has agreed to work with Wharton County Junior College, Matagorda County and the South Texas Project in their efforts to educate a future workforce for the nuclear power industry.

Matagorda County Judge Nate McDonald and STP representatives visited with the university's board of regents last week and described the mission and unique partnership in Matagorda County at the South Texas Project Center for Energy Development.

The university agreed to help the training efforts in Matagorda County, said McDonald. "We very badly want to partner with Texas A&M," he said.

The university is working closely with Texas Workforce Commission's Texas Nuclear Workforce Development Initiative, which gave a $2 million grant to the university to help recruit students for the four-year and two-year college courses that prepare a worker for the nuclear industry.

The initiative is in response to the state's growing need to prepare a workforce for new nuclear power plants to be built in Texas, including the new reactors at STP, the possibility of a second plant by Exelon in Matagorda County, additions at Comanche Peak and a possible plant near Amarillo, said Kenneth Peddicord, professor of nuclear engineering and director of the Texas Engineering Experiment Station.

The grant also will help the university reach out to 30 to 50 high schools across the state and tell them about the coming opportunity in the nuclear industry, Peddicord said.

"It's extremely exciting. We've very pleased to be working with everybody," Peddicord said. "This, in my opinion, is fairly unique. I've not seen this range of participation come..."
WHARTON COUNTY JUNIOR COLLEGE LVN graduates and faculty include: front row, from left, Shayde Gaona of Wharton, Andrea Gagnon and Amy Miller of Bay City, Nicole Orsak of Hallettsville, Susanna Gutierrez of El Campo, Elizabeth Vargas of Sealy, Samantha Yates of Midfield, Terri White of Damon, Linda Phillips of Needville, Ron Kennedy of Bay City, Tonya Heard and Kelli Gardner of Wharton and Elizabeth Rohan (faculty) of Cat Spring; back row, from left, Bonnie Mascheck (faculty) of Wharton, Sara Clark (director) of Wharton, LaShanda Pinkney of Houston, Rebecca Honc of East Bernard, Kristi Gonzales of Wharton, Pamela Janise of Bay City, Faith Schleuter of Ganado, Marla Laslie of El Campo, Robbie Goodman and Toyia Franklin of Bay City, Jamie Gilbert of Rosenberg, Constance Sanders of Wharton, Naiksha Maxie of Pledger and Linda Beeson (faculty) of Louise.

WCJC graduates 23 from vocational nursing program

WHARTON COUNTY JUNIOR COLLEGE recently had 23 students graduate from the Wharton Vocational Nursing Program. As part of the graduation ceremony, two students received special awards. The Academic Excellence Award was presented to Andrea Gagnon of Bay City, and the Perfect Attendance Award was presented to Nicole Orsak of Hallettsville.

Prior to graduation, students successfully completed one year of intensive study to prepare them to take the National Council of State Boards of Nursing Exam. Upon receiving their Vocational Nursing license, they will practice the art and science of nursing as a licensed vocational nurse in many areas of their local communities.

Applications for the 2008 fall class will be accepted through May 31. For information and applications contact WCJC's vocational nursing program at (979) 532-6391.
The Senior Citizen Program at Wharton County Junior College is hosting Bingo for local seniors with prizes and refreshments. The event is being held from 1:30 p.m. today at the WCJC Senior Center at 911 Boling Highway. If you are 60 years of age or older, you are invited to attend.
Exelon chooses Victoria County site

Studies show building plant in Matagorda County more technically challenging, costly

By Judy Trippett
Tribune Staff Writer

Exelon announced Tuesday that it chose the Victoria County site for a federal license application that would allow construction of a new $4 billion nuclear power plant in Texas rather than its previously stated primary site in Matagorda County.

Exelon determined that constructing a nuclear power plant on the Matagorda County site would be more costly and technically more challenging than the Victoria County site, said Beth Rapczynski, manager of communication for Exelon Nuclear.

The Warrenville, Ill.-based company made its decision after it determined that the 1,500-acre site south of Collegeport was virtually under sea level and had "softer than we expected" soils at 300 to 400 feet, Rapczynski said.

Because the site is near sea level, the Nuclear Regulatory Commission would require the project to be elevated 25 to 30 feet to prevent flooding during a Category 5 hurricane, Judge Nate McDonald said that he was told.

The company also discovered that a cooling-water pipeline it planned to build to connect the site to offshore seawater posed larger and more expensive challenges than was first predicted, McDonald said.

Ultimately, the company determined that the 11,500-acre site about 20 miles south of Victoria was better suited to "satisfy NRC requirements as well as other federal and state laws and regulations," according to a news release from the company.

"It's like we knew all along, it's a business decision," McDonald said.

Exelon signed an agreement with the Guadalupe-Blanco River Authority to acquire 75,000 acre-feet of water per year for the man-made freshwater lake it will use for cooling, Rapczynski said.

"We loved working with everyone in Matagorda County," Rapczynski said. "It was a great experience."

"We would have liked to have Exelon in our community, because we thought they would be a good fit," McDonald said.

The community will still hope to work with Exelon for training staff at technical colleges located here, including the new South Texas Project Center for Energy Development, where Wharton County Junior College is offering associate degrees in process.

See EXELON, Page 3A

...Exelon

From Page 1A

and power technology, said Mayor Richard Knapik in a telephone interview.

"Victoria is close enough for us to benefit from the development," Knapik said. "We will have a training facility here. We will still reap some of the benefits."

With this experience behind it, Matagorda County will be even better prepared to attract more business, Knapik said.

"The fact that we were considered a good thing," he said.

McDonald agreed.

"As we move forward, we take what we've learned here and apply it. We up our game and move on to the next one," he said.

County:
Matagorda
91423-12-19_1001
Bounds gives WCJC gift

Retirement is not stopping mathematics instructor Nolan Bounds from continuing his support of Wharton County Junior College.

Bounds recently presented the WCJC Foundation with a $250,000 gift in the memory of his late wife, Dorothy.

"I hope the money derived from the continuing endowment will help deserving young people, regardless of race, creed or color and in any field of learning they care to enter, to get a good education," he said.

Bounds taught mathematics at WCJC from 1966 to his retirement in 1986.

Bounds moved to Wharton from Baytown, where he had been an instructor at Lee College for nine years.

He spent 34 years as an educator.

Bounds' late wife was a business instructor at WCJC for 10 years.

"Mr. Bounds' generous gift will live beyond all of us to help many, many deserving students afford a WCJC education for years to come," WCJC President Betty McCrohan said.
Former teacher donates to WCJC

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Wharton

Cary earns associate of applied science

Steven Cary of Lake Jackson graduated from Wharton County Junior College on Dec. 14. Cary earned an associate of applied science degree in process technology with a 3.48 GPA.
Valdez earns congressional award

BY BARRY HALVORSON
bhalvorson@journal-spectator.com

Expecting something more than ordinary from himself, Boling resident Vinson Valdez decided at age 14 to try for the extraordinary by chasing after an award few receive.

Now 19 and a student at Wharton County Junior College, Valdez was presented with both his Eagle Scout recognition and a Congressional Award Gold Medal during a ceremony held Dec. 5 at Our Lady of Mt. Carmel Catholic Church.

The Congressional Award, which represents accomplishments in four areas - public service, physical fitness, expedition/exploration and personal development - was presented by U.S. Representative Ron Paul.

In a recent interview, Valdez said his pursuit of the medal developed out of his participation in scouting.

"About the third year I was in scouting, I decided I wanted even more of a challenge," Valdez said.

"My father (David Valdez) and I started looking for something.

"Part of the idea was just to find something that would let me stay out of trouble. Too many people my age get into problems and I think the effort to earn the medal helped me act more mature."

He admitted his early work was more of a "team effort" pushed by his parents, aunts and uncles.

"They were very supportive and I'm real grateful for it," he said.

"And without them, I probably wouldn't have achieved as much."

"But after a while it was more self-motivated. After I reached 30 merit badges, I told myself 'You can do this.'"

Eagle Scout requires a minimum of 21 merit badges, 11 that are mandatory with 10 optional. Valdez has earned 102 of the possible 120 badges as well as doing an Eagle Scout project.

Valdez selected his scouting badges to represent his personal development and his Eagle project, building some training room equipment for Boling High School, as his community service for the congressional award.

For physical fitness, he recorded his time playing JV basketball and JV and varsity baseball at Boling High. For exploration, he chose a camping trip to northern Minnesota.

The Congressional program has six levels of participation - bronze, silver and gold certificates and bronze, silver and gold medals - based on the number of hours contributed.

To reach the highest level like Valdez, it requires 400 verified volunteer hours in each area.

Valdez had a number of individuals willing to sign off on his work, including Boling Coach Neil Majewski.

"I knew him from being involved in school athletics," Valdez said.

"I told him about what I was doing and he said he was impressed and that I should go for it."

Valdez admitted that early on, some of his peers looked down on scouting, but that just let him know who was in his corner.

"A lot of teens don't think it's cool to be in scouts, but my close friends supported me," he said.

"And when it is all said and done, the self confidence and goal setting skills this taught me will help me later in life. And the help I received also showed me the importance of helping other people. I now try to serve as a role model for Cub Scouts trying to teach them the
continued: Valdez earns congressional award

importance of self motivation."
Valdez is currently in the
general studies program at
WGJC.
He plans to transfer after
two years to transfer to the
University of Houston and pur-
sue a major in media produc-
tion.

"I'd like to get involved in
films and documentaries," he
said.
"I want to be the guy behind
the camera working on the
computer to edit the copy and
make it work."

Congressman Ron Paul (R) presents special congressional awards to
Boling Eagle Scout Vinson Valdez, son of David and Debra Valdez.
Wharton County Junior College's Scott Glass addresses diversified career prep co-op students from Lamar Consolidated High School. The students are seniors who are considering attending WCJC in the fall. Krie Sulak of WCJC arranged to have the students meet with various administrators regarding enrollment, counseling and financial aid. Before they left, all students completed an admission's application.
Guests celebrate center's grand opening

BY HEATHER MERCER
Tribune Staff Writer

The South Texas Project Center for Energy Development officials and staff were joined by over 100 guests for the grand opening and ribbon cutting ceremonies Thursday, Jan. 10.

Six agencies made a total of $190,000 worth of funding pledges, and private individuals donated $725 in sponsor bricks and planters.

The following pledges were made: Trull Foundation — $20,000 per year for three years; Gulf Coast Medical Foundation — $50,000; Palacios Economic Development Corporation — $25,000; Houston-Galveston Area Council — $25,000; LCRA Community Development Partnership Program grant — $25,000 and Wells Fargo Bank — $5,000.

John Dickerson, LCRA Board of Directors representative for Matagorda County’s region, told grand opening guests that investing in the center for energy development was an investment in the future of community development.

"Let it be said that today we are standing in the center of economic development in Matagorda County," Dickerson said.

During the ceremony, Joe Enoch, president of the Bay City Community Development Corporation, told guests that the new facility was not only a product of local industry partnerships, but should be counted a local success down to the very infrastructure.

"We had 47 City of Bay City employees and contractors in Bay City rebuild this building," said Joseph Enoch.

"Houston didn’t build this, Austin didn’t build this — Bay City built this building." Joe Sheppard, president and CEO of STPNOC, added that STP chose to invest in the facility because the future of Matagorda County is important to the future of STP.

"As you know, the owners of STP Nuclear Operating Company believe in Matagorda County — believe in this facility," Sheppard said. "We made the decision to invest in this facility because your future is our future."

Sheppard said that the new name of the facility was a result of a contest among STP employees that James Smith won.

"From now on this will be the energy development center but its really your center," Sheppard said.

"We want this to be a catalyst for a very, very exciting future in Matagorda County."

Enoch told guests that WCJC had over 200 people registered for its first semester that began in August of 2007.

"Many were young people who may have never gone to college," Enoch said.

Guests were able to enjoy refreshments, mingle in the center atrium area that boasts local artist Amanda Dunning’s sculpture — Motion of Synergy — and tour both sides of the 60,000 square-foot facility.

RESIDENTS, CHAMBER OF COMMERCE members and county and city officials celebrated as Joe Sheppard, president and CEO of South Texas Project Nuclear Operating Company, cut the ribbon Thursday for the grand opening of the South Texas Project Center for Energy Development. In the photo below, Karen Hitfield, Bay City Community Development Corporation secretary, chats with Suzanne Green and Janet Pedan after taking their donations to the Bay City campus of Wharton County, Junior College during the grand opening celebration STP Center for Energy Development.

Tribune Staff Photo by Heather Mercer
continued: Guests celebrate center’s grand opening
Wharton County Junior College

Winter Mini Term and Spring 2008 Registration

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- One-year certification programs
- Two-year associate of applied science degrees
- Distance learning courses
- Financial aid
- Dual and concurrent enrollment
- College credits in high school

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www.wcjc.edu
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REGISTRATION FOR WINTER MINI TERM
Register Nov 1 through Dec 13
Classes begin Dec 17

REGISTRATION FOR SPRING 2008
Register Nov 1 through Jan 16
Classes begin Jan 14

VISIT OUR WEBSITE
or contact the Admissions and Registration Office for times, locations, and requirements
## Largest Houston-area Colleges and Universities (Ranked by 2006 Fall Enrollment)

<table>
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<th>Rank</th>
<th>Name of College or University</th>
<th>Full-time Undergraduate Students</th>
<th>Number of Doctoral Degrees</th>
<th>Average Years to Bachelor's Degree</th>
<th>Average Years to Master's Degree</th>
<th>Texas Resident Undergraduate Tuition</th>
<th>Texas Resident Graduate Tuition</th>
<th>Faculty Full-Time</th>
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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve fiscal year 2008 budget adjustments

B. Approve Sodexo as the operator of the college’s cafeteria and set the board fees charged to students living on campus at $1,100.00 a semester beginning with the fall of 2008 ($250,000.00 – auxiliary fund budget for 2008-2009)

C. Approve a contract with Todd and Associates of Houston to identify opportunities to maximize student’s effective use of financial aid programs with a special emphasis on the Achieving the Dream populations at a cost not to exceed $50,000.00 (not to exceed $50,000.00 – Achieving the Dream grant funds)

D. Approve the transfer of $36,451.44 from the repair & plant fund to the current unrestricted account for the purpose of replacing a section of the Peace Building’s roof by Weatherproofing Technologies, Inc. ($36,451.44 – repair and replacement plant fund)

E. Approve the transfer of $75,000.00 from the Fort Bend Technical Center Construction Fund for Architecture, Inc. to complete a preliminary schematic & design along with a conceptual model that will generally define the extent of the Fort Bend Technical Center expansion and provide visual documentation of the project for fundraising purposes ($75,000.00 – Fort Bend Technical Center construction fund)

F. Approval of Joint Election Agreement and Election Service Contract between Wharton County and Wharton County Junior College ($15,000.00 – current unrestricted operating budget for 2007-2008)

G. Approve Order of Election for Board of Trustees Election ($20,000.00 – current unrestricted operating budget for 2007-2008)

H. Approve the resolution regarding changes in the Board of Trustee election requiring Department of Justice (DOJ) pre-clearance

I. Approve a vendor to print the college catalog for the 2008-2009 school year ($23,490.00 – current unrestricted operating budget for 2007-2008)

J. Approve the purchase of an automated dental hygiene practice management system with Johnson Foundation grant funds ($73,053.00 – Johnson Foundation grant funds)

K. Information Item:

1. Seek sealed proposals from contractors to remove the asbestos from 8 classrooms in the Science building and place a new drop ceiling with lighting in the rooms ($70,000.00 – transfer from repair and replacement plant fund)
2. Seek sealed proposals from contractors for the purchase and construction of a 65’ X 80’ metal roof building to cover the existing batting cages at the college’s baseball practice area ($60,000.00 – transfer from the repair and replacement plant fund)
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on 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: February 19, 2008
Date of this Proposal: January 15, 2008

SUBJECT:
Fiscal Year 2008 Budget Adjustments

RECOMMENDATION:
Approval of Fiscal Year 2008 Budget Adjustments

BACKGROUND/RATIONALE:

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:

Bryce D. Kocian
Originator

1/29/08 Date

Bryce D. Kocian
Cabinet-Level Supervisor

1/29/08 Date

PRESIDENT’S APPROVAL:

1/30/08 Date
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- **2ND QUARTER ADJUSTMENTS**
- **3RD QUARTER ADJUSTMENTS**
- **4TH QUARTER ADJUSTMENTS**
- **ADJUSTED BUDGET**
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<th>FUND</th>
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<th>FY 2008 APPROVED BUDGET</th>
<th>1ST QUARTER ADJUSTMENTS</th>
<th>2ND QUARTER ADJUSTMENTS</th>
<th>3RD QUARTER ADJUSTMENTS</th>
<th>4TH QUARTER ADJUSTMENTS</th>
<th>ADJUSTED BUDGET</th>
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<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$636,406</strong></td>
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</tr>
<tr>
<td><strong>SURPLUS/(DEFICIT)</strong></td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tr>
</tbody>
</table>
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: February 19, 2008    Date of This Proposal: February 6, 2008

SUBJECT:

Approve Sodexho as the operator of the College's cafeteria and set the board fees charged to students living on campus at $1,100.00 a semester beginning with the Fall of 2008.

RECOMMENDATION:

Approve Sodexho as the operator of the College's cafeteria and set the board fees charged to students living on campus at $1,100.00 a semester beginning with the Fall of 2008.

BACKGROUND/RATIONALE:

The College contracts with a food service company to provide food preparation and service for its cafeteria and board students. The current Sodexho agreement calls for a 4.5% increase to the board plan. The proposed increase to $1,100 a semester, from the current $1,050, will keep the Student's charge in line with the College's expense for providing the board plan. Each year the College reviews the agreement and proposed board rates in order to determine the charge to the students. This charge is printed in the College Catalog each April.

Estimated Cost & Budgetary Support (how will this be paid for?): $250,000.00

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

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

SIGNATURES:

[Signature]

Date 2-6-08

[Signature]

Date 2/7/08

[Signature]

Date 2/11/09

PRESIDENT'S APPROVAL:

[Signature]

Reg 113
6-21-95
# Proposed Meal Rates for 08-09 School Year

## Current Meal Rates

<table>
<thead>
<tr>
<th># of Students on Board Plan</th>
<th>Daily Rate</th>
<th>Semester Rate Amt charged to WCJC</th>
<th>$1,000 Rate Minus Sales Tax Amt WCJC keeps After Sales Tax</th>
<th>Cost / (Credit) With $1,000 Charge Net Cost or Profit</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>146 and above</td>
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<tr>
<td>131 - 145</td>
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<td>($114.48)</td>
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<td>8-07 $1,050.00</td>
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## Proposed 4.5% Increase

### Proposed 4.5% Increase

<table>
<thead>
<tr>
<th># of Students on Board Plan</th>
<th>Daily Rate</th>
<th>Semester Rate Amt charged to WCJC</th>
<th>$1,000 Rate Minus Sales Tax Amt WCJC keeps After Sales Tax</th>
<th>Cost / (Credit) With $1,000 Charge Net Cost or Profit</th>
<th>History</th>
</tr>
</thead>
<tbody>
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<td>8-08 $630.77</td>
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<tr>
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<td>8-10 $953.22</td>
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<td>8-13 $1,050.00</td>
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### Proposed 4.5% Increase

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<thead>
<tr>
<th># of Students on Board Plan</th>
<th>Daily Rate</th>
<th>Semester Rate Amt charged to WCJC</th>
<th>$1,000 Rate Minus Sales Tax Amt WCJC keeps After Sales Tax</th>
<th>Cost / (Credit) With $1,000 Charge Net Cost or Profit</th>
<th>History</th>
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<tbody>
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<td>$7.27</td>
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<tr>
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<tr>
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<tr>
<td>100 - 115</td>
<td>$8.83</td>
<td>$1,041.94</td>
<td>$1,016.17</td>
<td>$25.77</td>
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<tr>
<td>99 and below</td>
<td>$9.46</td>
<td>$1,116.28</td>
<td>$1,016.17</td>
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<td>8-12 $1,053.22</td>
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<tr>
<td>Penalty for fewer than 100 Est 95</td>
<td>$4.00</td>
<td>$2,360.00</td>
<td></td>
<td></td>
<td>8-13 $1,050.00</td>
</tr>
</tbody>
</table>
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: February 19, 2008       Date of This Proposal: February 6, 2008

SUBJECT:

Approve a contract with Todd and Associates of Houston to identify opportunities to maximize student’s effective use of financial aid programs with a special emphasis on the Achieving the Dream populations at a cost not to exceed $50,000.

RECOMMENDATION:

Approve a contract with Todd and Associates of Houston to identify opportunities to maximize student’s effective use of financial aid programs with a special emphasis on the Achieving the Dream populations at a cost not to exceed $50,000.

BACKGROUND/RATIONALE:

The College has identified Todd & Associates as a firm that has helped colleges enhance student’s use of financial aid while demonstrating an ability to target the different Achieving the Dream populations. The College desires to use Achieving the Dream funds to gain professional assistance with increasing student use of available financial aid. The initial phase estimated at $23,000.00 would be followed up with a more direct approach to increasing specific populations as identified by the College’s Management.

Estimated Cost & Budgetary Support (how will this be paid for?): Not to Exceed $50,000.00

Achieving the Dream Grant Funds

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

Betty A. McCrohan, President
Bryce Kocian, Vice President of Administrative Services
Dan Jones, Director of Institutional Effectiveness / Achieving the Dream
Richard Hyde, Director of Financial Aid
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signatures]

Date: 2-6-08

Date: 2-7-08

PRESIDENT’S APPROVAL:

[Signature]

Date: 3-11-08

Reg 113

6-21-95
To:  Gus Wessels  
Bryce Kocian  
Danson Jones  
Philip Wuthrich  
Betty McCrohan

From: Richard Hydes

Date: January 17, 2008

Subject: Updated Contract for Todd & Associates

I talked with Dr. Todd and asked him about the contract that he sent Tuesday. He told me that that was his standard contract for the initial assessment and planning phases of his work. He also stated that upon the delivery of the written report WCJC would then negotiate a contract with Todd & Associates for any other professional assistance that we choose. Most schools choose to contract with them to implement the recommendations made in the written report.

He did make changes to the dates in the contract and in his Statement of Work referred to the attached proposal document which gives more details on his scope of work.

Please let me know if anything else is needed.
PROGRAM SERVICE AGREEMENT

This agreement entered into this February ___, 2008 between Wharton County Junior College, hereinafter called "Institution," and Todd & Associates, hereinafter called "Contractor."

Witness that the Institution and the Contractor in consideration of promises and of the mutual covenants, consideration and agreements herein contained, agree as follows:

STATEMENT OF WORK. The Contractor will provide executive advice, technical assistance and project management to Wharton County Junior College for the fulfillment of program requirements as stated in the attached proposal document added to this agreement. The initial work involves providing a detailed management and technical assessment of financial aid service delivery and related requirements.

TIME OF COMPLETION. The Contractor shall begin the service on or after February ___, 2008: the Contractor shall complete the work in accordance with dates mutually agreed to by each party. The initial assessment work is planned for completion within 60-days of the start date and may be extended by mutually agreed upon work plans added to this agreement.

COMPENSATION TO BE PAID CONTRACTOR. The Institution agrees to pay and the Contractor agrees to accept in full consideration of the performance of the contract, the sum of $23,000.00 for the initial assessment and planning phase.
TERMINATION. The agreement may be terminated by the Institution upon thirty (30) days written notice if the Contractor fails to perform the services within the completion time, or if the terms of the contract are not met or if work is not performed as stated in work plans.

ADDITIONAL TERMS. The Institution reserves the right to reject services not done in accordance with the contract and may require said services corrected at the expense of the Contractor until those defective services rendered are accepted by the Institution. Contractor shall be paid upon submission of invoices covering work performed in accordance with the agreement.

SERVICES will be provided to senior officials designated by the Institution.

PROJECT RESOURCES will be procured through the Director of Financial Aid.

In witness thereof, the parties hereto on the day and year first written have executed this agreement in counterparts, be deemed an original thereof.

CONTRACTOR:

Dr. James U. Todd
President
Todd & Associates
Date signed:

Witness:

INSTITUTION:

Wharton County Junior College
Date signed:_________________

Witness.
December 6, 2007

Mr. Richard Hyde
Director Of Financial Aid
Wharton County Junior College
911 Boling Highway
Wharton, Texas 77488

Dear Mr. Hyde:

Todd & Associates is pleased to present this proposal to provide Wharton County Junior College (WCJC) with consulting services designed to help the College achieve critical financial aid and enrollment related goals. The initial service offered is a detailed management and technical assessment of student financial aid and enrollment related operations with a special focus on increasing the number of Pell Grant recipients and other target populations. Once the assessment is complete and the College has selected one or more of the alternatives presented for consideration, Todd & Associates can make available any additional expert assistance and management support required to achieve senior management's objectives.

Project Objective

Senior management is currently seeking to expand student access to educational programs at the College. Also, management recognizes the need to identify opportunities, challenges and implement the required improvements necessary to maximize student's effective use of financial aid programs in support of the College's mission. WCJC is faced with serious issues and major opportunities involving the operation of student financial aid programs and enrollment related services. The College target markets, especially the "Achieving the Dream" target populations have significant need for the use of financial aid programs as a means of affording the training and educational programs offered. The desired enrollment levels and financial aid programs support of student success presents special challenges to college-wide management systems. Both risk management and effective service delivery require uniquely tailored resources and best practices to achieve College goals.
The initial objective of T&A's assistance is to provide senior management with the immediate expertise and technical assistance required for the evaluation and planning necessary for implementing a college-wide management effort to address critical financial aid and enrollment related issues. The management assessment will be performed in the following areas:

- College historical operations and current strategic plans
- College plans for financial aid and enrollment related areas
- Financial Aid Programs
- Student financial aid population (current and potential)
- Financial aid organization
- Financial aid processes (college-wide including policies and procedures)
- Enrollment related services
- Locations and space
- Staffing
- Financial aid technology related systems

**Approach**

Initially, Todd and Associates will conduct a detailed management assessment of the institution's financial aid operation and enrollment related services with a special focus on maximizing the positive impact of financial aid on student access and success. Areas covered will include efficient and effective customer service delivery that reaches the desired target populations and meets regulatory requirements. Several approaches and methods will be used in an effort to acquire an accurate description of the status and challenges facing financial aid programs enrollment related services at the institution. These approaches include interviews, analysis of
various documents, surveys, collection and analysis of operational data, observations of the operations and comparative information from Todd & Associates technical library.

Todd & Associates will provide the College with technical support for conducting management activities designed to complete the identified tasks. This arrangement will allow the College to receive both expert advice and assistance in the completion of management tasks associated with developing a sound management program that can achieve the desired objectives. Both quick fixes and long-term activities will be detailed in the management assessment document.

Staffing

Todd & Associates will assign senior management and technical support personnel to the project to carry out specific tasks. Dr. James U. Todd will serve as the Project’s Director, and other selected staff serving in project management and support roles.

Fees and Timing

The management and technical assessment project service agreement will cover a period of 60 days. The fees for performing the services are $16,500.00 for fieldwork and $6,500.00 for the analysis and preparation of a detailed assessment report that includes both quick fixes and long-term plans. The fee is payable in three installments. Initial 1/3rd during the first site visit, 1/3rd at the completion of the field work (approximately 30 days after initial site visit and 1/3rd upon submission of the detailed written report. The institution has the option of including the assessment’s “field-work” and the “written documentation” in a separate agreement.

We look forward to hearing from you. After hearing of your decision to engage our services, we will schedule activities as soon as possible.

Sincerely yours,

James U. Todd, Ph.D.
President

SERVING THE EDUCATION COMMUNITY SINCE 1978
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: February 19, 2008 Date of this Proposal: February 6, 2008

SUBJECT:

Approve the transfer of $36,451.44 from the repair & plant fund to the current unrestricted account for the purpose of replacing a section of the Peace Building’s roof by Weatherproofing Technologies, Inc.

RECOMMENDATION:

Approve the transfer of $36,451.44 from the repair & plant fund to the current unrestricted account for the purpose of replacing a section of the Peace Building’s roof by Weatherproofing Technologies, Inc.

BACKGROUND/RATIONALE:

A corner section of the Peace Building’s roof has failed. The remainder of the roof appears to have at least 5 years useful life. The area requiring repair covers approximately 1,800 square feet of roof surface. The Director of Facilities has secured a bid using the Texas Cooperative Purchasing Network’s contract for roof repair from Weatherproofing Technologies, Inc. in the amount of $36,451.44. Use of this TCPN contract satisfies all State bid requirements and will allow the replacement of this section of roof to begin quickly.

Estimated Cost & Budgetary Support (how will this be paid for?): $36,451.44
Transfer from the Repair and Replacement Plant Fund

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

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

SIGNATURES:

[Signature]
Originator

[Signature] [Signature]
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]

2-7-08
Date

2/7/08
Date

2-11-08

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 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: February 19, 2008  Date of This Proposal: February 6, 2008

SUBJECT:

Approve the transfer of $75,000. from the Fort Bend Technical Center Construction Fund for Architecture ETC to complete a preliminary schematic & design along with a conceptual model that will generally define the extent of the Fort Bend Technical Center expansion and provide visual documentation of the project for fundraising purposes.

RECOMMENDATION:

Approve the transfer of $75,000. from the Fort Bend Technical Center Construction Fund for Architecture ETC to complete a preliminary schematic & design along with a conceptual model that will generally define the extent of the Fort Bend Technical Center expansion and provide visual documentation of the project for fundraising purposes.

BACKGROUND/RATIONALE:

The College needs a preliminary design and drawing along with tangible visual documentation depicting the plans for the expansion of the Fort Bend Technical Center. Fundraising would be difficult without something that shows the plans for the campus. Work required to complete these drawings would be the same as that required during phase 1 of this construction project. Bids are not required since Architecture ETC is a Texas licensed AIA firm that qualifies under Section 44.031 (f) of the Texas Education Code as a “professional service”.

Estimated Cost & Budgetary Support (how will this be paid for?): $75,000.00
Transfer from the Fort Bend Technical Center Construction Fund

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

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

SIGNATURES:

Originator  
Bryce Kocian, Mike Feyen

Date  
2-4-08 2-7-08

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

Betty A. McCrohan

Date  
2-11-08

Reg 113
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: February 19, 2008
Date of this Proposal: February 6, 2008

SUBJECT:

Joint Election Agreement

RECOMMENDATION:

Recommend approval of Joint Election Agreement and Election Service Contract between Wharton County and Wharton County Junior College.

BACKGROUND/RATIONALE:

Administration has met with Wharton County Elections Administrator Judy Owens and has determined that it is beneficial for WCJC to enter into this agreement. By entering into this agreement, the entities holding elections that day will be able to utilize the expertise of the Elections Administrator as well as sharing costs.

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

Approximately $15,000.00 (budgeted in 2007-2008 Current Unrestricted Operating Budget).

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

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

[Signature]

Originator

[Signature]

Cabinet-Level Supervisor

[Signature]

PRESIDENT'S APPROVAL:

[Signature]

Reg 113
6-21-95
JOINT ELECTION AGREEMENT
AND
ELECTION SERVICE CONTRACT
BETWEEN
WHARTON COUNTY
AND
WHARTON COUNTY JUNIOR COLLEGE
CITY OF WHARTON
WHARTON INDEPENDENT SCHOOL DISTRICT
CITY OF EAST BERNARD
EAST BERNARD INDEPENDENT SCHOOL DISTRICT
CITY OF EL CAMPO
EL CAMPO INDEPENDENT SCHOOL DISTRICT
ISSACSON MUD
WEST WHARTON COUNTY HOSPITAL DISTRICT
WHARTON COUNTY WATER & IMPROVEMENT DISTRICT #1
WHARTON COUNTY WATER & IMPROVEMENT DISTRICT #2
WHARTON COUNTY EMERGENCY SERVICE DISTRICT #2

FOR THE CONDUCT OF A JOINT ELECTION
TO BE HELD SATURDAY, MAY 10, 2008
1. JURISDICTION

1.1. Wharton County Junior College plans to hold a General Election on May 10, 2008 for 3 Board of Trustees positions in 7 Wharton County voting precincts and 1 polling location outside of the County (Needville).

1.2. City of Wharton plans to hold a General Election on May 10, 2008 for 3 City Council Members positions and Mayor in 1 Wharton County voting precinct.

1.3. Wharton Independent School District plans to hold a General Election on May 10, 2007 for ___ School Board Trustee positions in 1 Wharton County voting precinct.

1.4. City of El Campo plans to hold a General Election on May 10, 2008 for ___ City Council Members positions in 1 Wharton County voting precinct.

1.5. El Campo Independent School District plans to hold a General Election on May 10, 2007 for 2 School Board Trustee positions in 2 Wharton County voting precincts.

1.6. City of East Bernard plans to hold a General Election on May 10, 2008 for 2 Alderman Positions and the Mayor in 1 Wharton County voting precinct.

1.7. East Bernard Independent School District plans to hold a General Election on May 10, 2007 for 2 School Board Trustee positions in 1 Wharton County voting precinct and 1 precinct outside of the County (Elm Grove).

1.8. West Wharton County Hospital District plans to hold a General Election on May 10, 2008 for 6 Board Member positions in 2 Wharton County voting precincts.

1.9. Wharton County Water & Improvement District #1 plans to hold a General Election on May 10, 2008 for 2 Board Member positions in 1 Wharton County voting precinct.

1.10. Wharton County Water & Improvement District #2 plans to hold a General Election on May 10, 2008 for ___ Board Member positions in 1 Wharton County voting precinct.

1.11. Wharton County Emergency Service District #2 plans to hold a Special Election on May 10, 2008 for the creation of an Emergency Service District in 1 Wharton County precinct.

1.12. Issacson Municipal Utility District plans to hold a General Election on May 10, 2008 for 3 Board positions in 1 Wharton County voting precinct.

2. ADMINISTRATION - WCED agrees to coordinate, supervise and handle all aspects of administering the Joint Election in accordance with the provisions of the Texas Election Code and as outlined in this agreement. Each participating authority agrees to pay WCED for equipment, supplies, services and administrative costs as outlined in this agreement. WCED will serve as administrator for the election; however, each participating authority remains responsible for the lawful conduct of their respective election.

3. LEGAL DOCUMENTS

3.1. Each participating authority will be responsible for preparation, adoption and publication of all required election orders, resolutions, notices and any other pertinent documents required by their respective governing bodies.

3.2. WCED will be responsible for making the submission required by the Federal Voting Rights Act of 1965, as amended, with the regard to administration of the Joint Election. A copy of the submission will be furnished to each participating authority. Any other changes which require pre-clearance by the U.S. Department of Justice will be the responsibility of each participating authority. Preparation of necessary bilingual
4. DIRECT RECORD VOTING SYSTEM
4.1. Each participating authority agrees that voting at the Joint Election will be by use of a direct record voting system approved by the Secretary of State in accordance with the Texas Election Code. WCED will be responsible for the preparation of programs and the testing of the direct record system used for tabulating the ballots. Testing of the direct record equipment will be conducted at the Elections Department, 309 E. Milam, Wharton, beginning Thursday, April 24, 2008 at 10:00 am.

4.2. WCED agrees to provide one (1) ADA Terminal per location, and not to exceed at any given time eight (8) iVotronics and six (6) PEB's per early voting location. The number of iVotronics need per authority will be based on a formula of 250 voters per iVotronic.

4.3. The cost of the direct record voting system for the election will be determined by multiplying the total number of iVotronics by $250.00 each, ADA Terminals by $300.00 each, and Master PEB's at no cost each. It is agreed by all entities that ADA voting terminals will be used during the Joint Election in accordance with the Help America Vote Act (HAVA), and that the said terminals will be part of the Joint Election Agreement. See Attachment "A".

4.4. The cost of the Elections Reporting Manager will be $285.00 and the computerized voter qualification system cost will be $35 per participating entity.

5. WCED will arrange for the use of all voting locations, subject to the approval of each participating authority. Voting locations will be, whenever possible, the usual voting locations for the precincts. Voting precincts may be combined by mutual agreement between the participating authorities. The proposed voting locations are listed in Attachment "B" of this agreement. In the event a voting location is not available, WCED will arrange for use of an alternate location with the approval of each participating authority affected by the change. WCED will be responsible for submitting any polling location changes to the Department of Justice for pre-clearance. WCED will notify each participating authority of any changes from the locations listed in Attachment "B".

5.1. WCED will send each participating authority a final version of Attachment "B" which reflects the actual locations to be used on the day of the election.

6. ELECTION JUDGES, CLERKS AND OTHER ELECTION PERSONNEL
6.1. WCED will be responsible for the appointment of the presiding judge and alternate for each polling location subject to the approval of each participating authority. WCED shall arrange for the training. Compensation of all presiding judges and clerks will be the responsibility of each participating authority. The proposed election judges are listed in Attachment "C" of this agreement. If a person is unable or unwilling to serve, WCED will name a judge for the precinct and notify each participating authority affected by the change.

6.2. In compliance with the Federal Voting Rights Act of 1965, as amended, precincts containing more than 5% Hispanic population, according to the 2000 census statistics, are required to have interpreter assistance. If a presiding judge is not bilingual and is unable to hire a bilingual clerk, WCED may make a recommendation. If WCED is unable to make a recommendation, the participating authorities shall be notified and responsible for providing a recommendation for the precinct.

6.3. WCED is responsible for notifying all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary
steps to insure that all election judges appointed for the Joint Election are eligible to
serve. The presiding judge, with assistance from WCED, will be responsible for
insuring the eligibility of each appointed clerk hired to assist the judge in the conduct of
the election.

6.4. If a participating authority recommends a person not listed in Attachment "C", and that
recommendation conflicts with the recommendation from any of the other entities
involved in the election in that precinct, WCED will conduct a drawing from the
recommendations to determine the election judge. Once a person has been notified of
his/her selection as election judge, no changes may be made by any of the
participating authorities.

6.5. WCED will send joint participants an updated version of Attachment "C" which reflects
the names of judges who were sent the letter requesting service for this election. A
final version for Attachment "C" which reflects the name of the judges who actually
presided on the day of the election will be sent to each participating authority

6.6. WCED will hold two (2) public schools of instruction on the use of voting equipment,
ADA terminals and election laws on Thursday, April 24, 2008 from 2pm – 4pm, and
Thursday, May 8, 2008, from 3pm - 5pm in the Court Room, Wharton County Annex,
309 E. Milam, Wharton, Texas 77488. No election judge will be appointed unless
he/she has attended an election judge training session taught by WCED in the past
eighteen (18) months direct record systems. However, participating entities have
requested that judges appointed for the Joint Election should attend one of the two
scheduled training sessions.

6.7. The election judges are responsible for picking up election supplies at the time and
place determined by WCED (which will be set forth in the election judge letter
requesting service for this election). Each election judge will receive $9.00 per hour,
alternate judge $8.50 and each clerk will receive $8.00 per hour (for a maximum of 14
hours). The election judge will receive an additional $25.00 for picking up and
returning the election supplies.

6.8. WCED will employ other personnel necessary for the proper administration of the
election, including such part-time help as is necessary to prepare for the election, to
ensure the timely delivery of supplies and equipment assistance during the period of
early voting and on Election Day, and for the efficient tabulation of the election returns.
Part-time personnel will be paid an amount agreed to by the participating authorities
as outlined in Attachment "D". Part-time personnel working in support of the central
counting station will receive pay for at least four hours, minimum call for service,
regardless of the actual hours worked. (Attachment D)

7. SUPPLIES AND PRINTING

7.1. WCED will arrange for all election supplies and election printing, including, but not
limited to, all forms, signs and other materials used by the election judges at the voting
locations.

7.2. Each participating authority will provide maps, if necessary, instructions and other
information needed to enable the election judges to conduct a proper election.

7.3. Each participating authority shall furnish to WCED a list of candidates and/or
propositions showing the order and the exact manner in which their candidate names
and/or proposition(s) in both English and Spanish as they are to appear on the official
ballot. The list will be delivered to WCED as soon as possible after ballot positions
have been determined by each of the participating authorities. Each participating
authority will be responsible for proofreading and approving the ballot in so far as it
pertains to that authority's candidates and/or propositions.
8. RETURNS OF ELECTIONS
8.1. WCED will be responsible for establishing and operating the central counting station to receive and tabulate the votes in accordance with the provisions of the Texas Election Code and of this agreement.
8.2. The participating authorities hereby, in accordance with Section 127.002, 127.003 and 127.005 of the Texas Election Code, appoint the following central counting station officials: Manager – Judy L. Owens, Wharton County, Elections Administrator, and Tabulating Supervisor – Sharon Villameal, Central Count Judge - Barbara Svatek.
8.3. The manager or her representative will deliver an Early Voting report and a cumulative report of the election results. The manager will be responsible for releasing cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public by distribution of hard copies. Any participating authority, upon request, may require release of returns be given only to a specified person, said person must be present by 7:30 pm at Wharton County Annex.
8.4. WCED will prepare the unofficial canvass report after all precincts have been counted, and will deliver a copy of the unofficial canvass to each participating authority as soon as possible after all returns, provisional ballots, and late overseas ballots have been tabulated, but in no event no later than 10:00am Monday, May 19, 2008. All participating authorities will be responsible for the official canvass of their respective elections.

9. ELECTION EXPENSES
9.1. The participating authorities agree to share the costs of administering the May 10, 2008 Joint Election. A general supervisory fee not to exceed 10% of the total cost of the election shall be assessed as authorized by the Texas Election Code, Sec. 31.100. Each stand alone precinct shall be billed to the requesting entity. A stand alone precinct is created when two or more entities are located within a precinct and the participating entities are unable to agree upon a common polling place. See Attachment "A".
9.2. The expenses for early voting by mail and personal appearance will be paid equally by each participating authority, unless otherwise amended.
9.3. The participating authorities agree to pay ES&S for programming of all election materials. Each authority will be billed for their respective data only. A summary of individual expense will be prepared by the WCED within 30 days after the election. A check for the specified amount should be made out to ES&S and forwarded to the WCED. At which time the WCED will forward all checks to the vendor.
9.4. Final election expenses will be determined within 30 business days after the election. WCED will provide each participating authority with a final accounting in writing.

10. RECORDS OF THE ELECTION
10.1. Judy L. Owens, Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.
10.2. Access to the election records will be available to each participating authority as well as to the public in accordance with the Texas Public Information Act, Chapter 552, Government Code, at the Elections Department, 309 E. Milam, Suite 400, Wharton, Texas, at any time during normal business hours. WCED shall ensure that the records are maintained in an orderly manner, so that records are clearly identifiable and retrievable per records storage container.
10.3. Under the law created by HB 1580, 79th Regular Session, 2005 which amended Section 66.058 (Texas Election Code), the WCED will retain election records for 60
days. After 60 days, WCED will store the Joint Election Records for the remainder of the 22 month preservation period. WCED will be responsible for the destruction of the Joint Election records after the preservation period.

11. EARLY VOTING
11.1. Judy L. Owens, Elections Administrator, will be appointed as early voting clerk in compliance with Sections 271.006 of the Texas Election Code. Other deputy early voting judges/clerks will be appointed, subject to the approval of Joint Election participants, as needed to process early voting mail and to conduct early voting at the main location and branch locations. If a participating authority recommends a person not listed in Attachment "C", and that recommendation conflicts with the recommendation from any of the other entities involved in the election in that precinct, WCED will conduct a drawing from the recommendations to determine the deputy early voting judge/clerk. Once a person has been notified of his/her selection as deputy early voting judge/clerk, no changes may be made by any of the participating authorities. The recommended deputy early voting judges/clerks for the main and branch early voting locations are listed in Attachment "C".

11.2. Early voting by personal appearance will be conducted at the main and branch location on weekdays beginning Monday, April 28, 2008, and continuing through Friday, May 2, 2008, between 8:00am and 5:00pm; Monday, May 5, 2008, and continuing through Tuesday, May 6, 2008 between 7:00am and 7:00pm. Any qualified voter for the Joint Election may vote early by personal appearance at either the main early voting location or the branch location. MAIN EARLY VOTING POLLING PLACE: Wharton Civic Center, Duncan Auditorium, 1924 N. Fulton, Wharton
BRANCH EARLY VOTING POLLING PLACES: El Campo EMS Bldg, 200 N. Merchant, El Campo, East Bernard Library, 746 Clubside Drive, East Bernard

11.3. All requests for early voting ballots by mail that are received by participating authorities will be forwarded on the day of receipt to the Wharton County Elections Department, 309 E. Milam, Suite 400, Wharton, Texas 77488 for processing. Persons voting by mail will send their voted ballots to the Wharton County Elections Department.

11.4. All early voting ballots will be prepared for counting by an Early Voting Ballot Board appointed in accordance with Section 87.001 of the Texas Election Code. The participating authorities agree to appoint Barbara Svatek as presiding judge and Laura Dittmar as alternate judge of the early voting ballot board.

12. ELECTION REPORTS
12.1. WCED will be responsible for ensuring the delivery of the reports titled Early Voting Daily Vote Totals and Daily Early Voter Listing (Alphabetical by precinct) to each participating authority each day of Early Voting for the previous day’s voting activity. On the day after the conclusion of Early Voting, a Daily Early Voter Listing by precinct report inclusive of all days of Early Voting is to be delivered to each participating authority. When possible, the Early Voters’ reports will be delivered by electronic means via e-mail, facsimile

13. RUNOFF ELECTION
13.1. In the event a runoff is necessary, the agreement will automatically be extended to cover the runoff, unless a participating authority states in writing before Monday, May 19, 2008 that it does not wish to participate in a joint runoff. Runoff election will be held on June 14, 2008.
14. CONTRACT WITHDRAWAL

14.1. Any participating authority that certifies their election in accordance with Section 2.051, 2.052 and 2.053 of the Texas Election Code, may withdraw from the Joint Election contract. Any expenditure incurred prior to withdrawal shall be billed separately and that contracting authority shall be removed from the contract. An addendum to the contract shall be provided to the remaining participants no later than five (5) days after notification of all intents to withdraw have been received in writing by WCED.

15. May 10, 2008 JOINT CONTRACT ACCEPTANCE AND APPROVAL

RECOMMENDED FOR APPROVAL BY:

Judy L. Owens, Elections Administrator

ACCEPTED AND AGREED TO BY:

WHARTON COUNTY JUNIOR COLLEGE

WHARTON ISD

CITY OF EAST BERNARD

WEST WHARTON COUNTY HOSPITAL DISTRICT

Wharton County Water & Improvement Dist #1

Wharton County Water & Improvement Dist #2

ISSACSON MUD

COUNTY ATTORNEY:

Trey Maffett

CITY OF WHARTON

CITY OF EL CAMPO

EAST BERNARD ISD
## Estimated Total Costs for May Elections

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<th>Description</th>
<th>Additional Wages</th>
<th>Est. Cost &quot;A&quot;</th>
<th>Wages &quot;C&quot;</th>
<th>Estimated Total Cost of Election</th>
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## Estimated Turn-Key Costs

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<th>Wages &quot;C&quot;</th>
<th>Estimated Total Cost of Election</th>
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Attachment "D" Part-time Personnel Total
To be divided between the participating entities

$207.00
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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

Date of Board Meeting: February 19, 2008

Date of this Proposal: January 30, 2008

SUBJECT:
Approve Order of Election for Board of Trustees Election.

RECOMMENDATION:
Recommend approval of Order of Election for Board of Trustees Election.

BACKGROUND/RATIONALE:
The governing board is required to officially approve an order of election for the May 10, 2008, election of trustees. Attached is the tentative calendar. We are awaiting approval of the final calendar from the Secretary of State.

Estimated Cost and Budgetary Support (how will this be paid for?):
$20,000 budgeted in the 2007-2008 current unrestricted operating budget.

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

SIGNATURES:

[Signature] 2/11/08
[Signature] 2/11/08

Date
Date

PRESIDENT'S APPROVAL:

[Signature] 2/11/08

Reg 113
6-21-95
SAMPLE
ORDER OF ELECTION FOR OTHER POLITICAL SUBDIVISIONS

An election is hereby ordered to be held on May 10, 2008 for the purpose of:

the General Election to elect three members to the Board of Trustees

Early voting by personal appearance will be conducted each weekday at

Wharton Civic Center, Duncan Auditorium, 1924 N. Fulton, Wharton, Tx. 77488

(location)

between the hours of 8:00 a.m. and 5:00 p.m. beginning on April 28, 2008 and

and ending on May 2, 2008

(date) May 5, 2008

Applications for ballot by mail shall be mailed to:

Judy L. Owens

(Name of Early Voting Clerk)

309 E. Milam, Suite 400

(Address)

Wharton, Tx. 77488

(City)

Applications for ballot by mail must be received no later than the close of business on

May 2, 2008

(date)

Additional early voting will be held as follows:

Location

Date

Hours

El Campo EMS Bldg. 200 N. Merchant

April 28 to May 2, 2008

8:00 a.m. to 5:00 p.m.

May 5 to May 6, 2008

7:00 a.m. to 7:00 p.m.

East Bernard Library, 746 Clubside

Dr. April 28 to May 2, 2008

8:00 a.m. to 5:00 p.m.

May 5 to May 6, 2008

7:00 a.m. to 7:00 p.m.

Issued this the ______________ day of ________________________, 2008.

Member

Member

Member

Signature of Presiding Officer

Danny Gertson

Member

Member

Member
ORDEN DE ELECCION PARA OTRA SUBDIVISION POLITICA

Por la presente se ordena que se llevará a cabo una elección el 10 de Mayo, 2008 con el propósito de: la Eleccion General, elegir a tres miembros a la Tabla de Fideicomisarios

La votación adelantada en persona se llevará a cabo de lunes a viernes en

Wharton Civic Center, Duncan Auditorium, 1924 N. Fulton, Wharton, Tx. 77488

entre las 8:00 de la mañana y las 5:00 de la tarde empezando el 28 de Abril, 2008 y terminando el 2 de Mayo, 2008

y terminando el 5 de Mayo, 2008 y terminando el 6 de Mayo, 2008

Las solicitudes para boletas que se votarán en ausencia por correo deberán enviarse a:

Judy L. Owens
(Nombre del Secretario(a) de Votación Adelantada)

309 E. Milam, Suite 400
(Dirección)

Wharton, Tx. 77488
(Ciudad) (Zona Postal)

Las solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de las horas de negocio el 2 de Mayo, 2008.

La votación adelantada además se llevará a cabo de tal manera:

<table>
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<tr>
<th>Sitio</th>
<th>Fecha</th>
<th>Horas</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Campo EMS Bldg., 200 N. Merchant 28 de Abril hasta 2 Mayo, 2008 8:00a.m - 5:00 p.m.</td>
<td>5 de Mayo hasta 6 de Mayo, 2008 7:00 a.m.-7:00 p.m.</td>
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<td>East Bernard Library, 746 Clubside Dr. 28 de Abril hasta 2 Mayo, 2008-8:00a.m.-5:00p.m</td>
<td>5 de Mayo hasta 6 de Mayo, 2008 7:00 a.m.-7:00p.m</td>
<td></td>
</tr>
</tbody>
</table>

Emitida este día de

Miembro

Miembro

Miembro

Firma del Oficial que Preside: Danny Gertson

Miembro

Miembro
May 10, 2008 Election Law Calendar

Please note that this calendar is the short May Calendar. A long May calendar will be available soon on our website.

NOTE ON CAMPAIGN INFORMATION

Under Title 15 of the Election Code, candidates must file campaign contribution and expenditure reports. For further information and all questions about such disclosure filings, campaign finance, and political advertising, please contact the Texas Ethics Commission at 201 E. 14th, 10th Floor, Austin, Texas 78701 (or call toll-free at 1-800-325-8506 or visit their website at www.ethics.state.tx.us). Candidates filing for federal offices should contact the Federal Elections Commission toll-free at 1-800-424-9530 or visit their website.

NOTE ON SUBMISSIONS TO THE U.S. DEPARTMENT OF JUSTICE

The federal Voting Rights Act of 1965 requires that any change in any "standard, practice, or procedure with respect to voting" be submitted to the U.S. Department of Justice for preclearance. Changes in election precincts, polling places, and various other actions require preclearance. Under Section 5, any change in a voting practice or procedure is legally unenforceable until the U.S. Attorney General (or a federal court in the District of Columbia) determines that the change does not have the purpose, or will not have the effect, of discriminating against racial or language minority group members.

The Attorney General of the U.S. Department of Justice has 60 days in which to interpose an objection to a submitted change affecting voting. Therefore, if the county executive committee has not already reviewed actions since the last primary elections to see if any changes must be submitted for preclearance, this should be done as soon as possible. If changes need to be made at the last minute, the Justice Department may be able to give the submission expedited consideration. Rules for submissions under Section 5, Voting Rights Act, are contained in 28 C.F.R. §§ 51.20-51.28.

Send your submissions to the following address:

For All U.S. Postal Service Mail:  
CHIEF, VOTING SECTION  
CIVIL RIGHTS DIVISION  
ROOM 7254-NWB  
DEPARTMENT OF JUSTICE  
950 PENNSYLVANIA AVE., N.W.  
WASHINGTON, D.C. 20530

For All Overnight Express Services:  
CHIEF, VOTING SECTION  
CIVIL RIGHTS DIVISION  
ROOM 7254-NWB  
DEPARTMENT OF JUSTICE  
1800 G STREET, N.W.  
WASHINGTON, D.C. 20006

The envelope and first page of any submission must be clearly marked as follows: SUBMISSION UNDER SECTION 5, VOTING RIGHTS ACT.

The Department of Justice toll-free number is: 1-800-253-3931 or call direct (202) 307-2767. Their fax numbers are: (202) 307-3961 or (202) 616-9514.

NOTE ON STATUTORY REFERENCES

http://www.sos.state.tx.us/elections/laws/may2008cal.shtml  
2/6/2008
NOTE ON EFFECTS OF HOUSE BILL 1, 79TH LEGISLATURE, THIRD CALLED SPECIAL SESSION

House Bill 1, Third Called Session, 2006, made several election-related changes. School districts must now have joint polling places on election day with either a city (located wholly or partly within the school district), or the county in November of even-numbered years. For purposes of this calendar, we will continue to use separate subheads for Cities and School Districts when their rules are different. However, many of you will be working out joint election agreements.

House Bill 1 also granted school districts a waiver from the requirement to use accessible voting systems only for trustee elections from the effective date of the Act through December 31, 2007. What this means for May of 2008 is that a school district has to use an accessible voting system (like a DRE) to conduct its trustee elections unless they are qualified to opt out under Section 61.013.

NOTE ON NOTICE OF ELECTIONS

Political subdivisions other than cities and schools may have specific statutory notice requirements. In the absence of specific statutory requirements, such political subdivisions must post a notice on or before the 21st day before the election. (Sec. 4.003(b)). For the Saturday, May 10, 2008 election, this notice must be posted on or before Monday, April 21, 2008.* The general rule is that notice must be given in one of the following manners:

A. By posting a notice in each election precinct in which the election is to be held on or before the 19th day before the election, Monday, April 21, 2008. (Secs. 1.006, 4.003(a)(2)).

B. By publishing the notice at least once between the 30th day and the 10th day before the election, Thursday, April 10, 2008 – Wednesday, April 30, 2008. (Sec. 4.003(a)(1)).

C. By mailing a copy of the notice to each registered voter of the territory covered by the election, not later than the 10th day before election day, Wednesday, April 30, 2008. (Sec. 4.003(a)(3)).

*Since the 21st day falls on a Saturday, the deadline is extended. (Sec. 1.006).

This notice must include:

1. The type and date of the election;
2. The location of each polling place;
3. The hours the polls will be open;
4. The location of the main early voting polling place;
5. The regular dates and hours for early voting by personal appearance;
6. The dates and hours of any Saturday or Sunday early voting, if any; and
7. The early voting clerk’s mailing address.

Note for Cities and School Districts: Cities and School Districts are required to publish their notice in a newspaper in accordance with Section 4.003(a)(1) (See B, above) and may also give any additional notice. (Sec. 4.003(c)).

Note for Home Rule Charter Cities: Home-rule Cities MUST also give notice as provided in their charters.

Note for Cities: Cities must choose two weekdays to be open for 12 hours during the regular early voting period. The city council must choose the two weekdays. (Sec. 85.005(d)).

Note for All Political Subdivisions, Except Counties & Cities: Voting on ANY Saturday or Sunday must be

http://www.sos.state.tx.us/elections/laws/may2008cal.shtml

2/6/2008
Note for All Political Subdivisions, Except Counties: The governing body of a political subdivision must deliver notice of the election to the county clerk of each county in which the political subdivision is located not later than the 60th day before election day, Tuesday, March 11, 2008. (Sec. 4.008)

Notice of Change of Polling Place Location: For elections ordered by the governor or county judge only, if the location of the polling place changes after notice has been given under Section 4.003, and the county clerk maintains a website to inform voters about elections, the notice of the change must be posted on the website. The notice on the website must be given not later than the earlier of 24 hours after the location was changed or 72 hours before the polls open on election day. (Sec. 43.061). If the county elections officer is conducting a legislative vacancy election, the candidates listed on the ballot are entitled to receive notice directly from the county judge.

Notice of Previous Polling Place: If a different polling place is being used than at the previous election held by the same authority, notice must be posted at the entrance of the previous polling place informing voters of the current polling place location, if possible. (Sec. 43.062).

NOTE ON TESTING TABULATING EQUIPMENT

The automatic tabulating equipment used for counting ballots at a central counting station must be tested three times for each election before the early voting period begins and before election day. We recommend you test the equipment as soon as possible; however, the first test must be conducted at least 48 hours before the automatic tabulating equipment is used to count ballots voted in the election. The second test shall be conducted immediately before the counting of ballots with the equipment begins. The third test shall be conducted immediately after the counting of ballots with the equipment is completed. Please note that the custodian of the automatic tabulating equipment shall publish notice of the date, hour, and place of the first test in a newspaper at least 48 hours before the date of the test. The automatic tabulating equipment may not be used to count ballots voted in the election until a test is successful. For more information on testing tabulating equipment, please see Chapter 127, Subchapter D of the Texas Election Code.

CALENDAR OF EVENTS

Saturday, February 9, 2008 (91st day before election day)

Cities and Schools (including junior colleges) only: First day to file an application for a place on the ballot. (Secs. 1.006 & 143.007, Election Code; 11.055 & 130.082(g), Education Code). Note: The 91st day before election day falls on a Saturday, but since the first day to apply is not a deadline, Section 1.006 does not apply, and the first day to apply does not move to the next business day. Your office is not required to be open on Saturday.

All Other Districts: There is no "first" day to file.

FAQ NOTE: We are often asked how filing can begin if you have not yet ordered the general election. You do not need to order your general (regularly occurring) election in order for the filing period to begin.

Tuesday, March 4, 2008 (67th day before election day)

5 p.m. - Last day to file for a place on the ballot in a special election to fill a vacancy, IF the special election is ordered on or before the 70th day before election day, Saturday, March 1, 2008. (Sec. 201.054).

Note: Section 201.054 provides for three possible times to order a special election to be

http://www.sos.state.tx.us/elections/laws/may2008cal.shtml
held on the May uniform date, each triggering a different filing deadline. The three ordering "deadlines" are: on or before the 70th day before election day (67th day deadline), the 36th day before election day (31st day deadline), and the 30th day before election day (deadline depends on factors in Section 201.054). This is the "first" of the three possible filing deadlines. For your future reference, please note that these deadlines are not the same for elections held on the November date in an even-numbered year.

Saturday, March 8, 2008 (63rd day before election day)

If a candidate dies on or before this date, his or her name is not placed on the ballot, if the filing deadline is Monday, March 10, 2008. Please note this deadline is not affected by Section 1.006. (Sec. 145.094(a)(1)).

Monday, March 10, 2008 (61st day before election day)

Regular Filing Deadline

5:00 p.m. - Except as otherwise provided by this code, the deadline to file an application for a place on the ballot. (Secs. 143.007(a) & 144.005(a), Election Code; and 11.055, Education Code, Chapter 286, Health & Safety Code).

Deadline to Order General Election

Last day for political subdivisions to order a general election to be held on Saturday, May 10, 2008, unless otherwise provided by the Election Code. (Sec. 3.005).

The order must include:

1. The date of the election;
2. The offices or measures to be voted on;
3. The location of the main early voting polling place;
4. The dates and hours for early voting (it is recommended that this information be included in the order for counties and cities, but it must be included for all other entities) (Cities must include the two designated weekdays for which early voting will be held for 12 hours);
5. The dates and hours of any Saturday and Sunday early voting (if applicable, it is recommended that this information be included in the order for counties and cities, but it must be included for all other entities); and
6. The early voting clerk's official mailing address.

Important Note for City offices with four-year terms: if no candidate files for a particular office by the deadline, the deadline is extended to 5:00 p.m. on Friday, March 14, 2008 (57th day before election day). (Sec. 143.008).

Important Note for School Districts: Even if it is spring break, if a candidate attempts to file at the correct place and no filing official is there, the candidate may have legal grounds to go to court in a mandamus action to compel the school district to accept the application later. For this reason, we strongly recommend having someone available at the place of business on a filing deadline, especially from 2:00 p.m. to 5:00 p.m. (This guideline is based on the office-hour rule that starts later.) Even if you also accept applications by mail and fax, if you do not have someone there at 5:00 p.m., you will have no reliable witness to say who has met the deadline.

Note on Candidate's Application Filed by Mail: an application by mail is considered to be filed at the time of its receipt by the appropriate filing authority. (Secs. 143.007(b) & 144.005(b)).
Recommended date to order the lists of registered voters from the county voter registrar. The list should include both the voters' residences and mailing addresses in order to conduct early voting by mail. (Sec. 18.006).

Recommended date to confirm telephone number for the county voter registrar's office on election day.

Recommended date to order election supplies.

Recommended date to appoint presiding and alternate judges. Currently, the Election Code does not establish a deadline for appointing election officials; there is only a notification deadline. For further information concerning procedures for appointing judges and their alternates, see Sections 32.005, 32.008, and 32.011. General eligibility requirements are found in Subchapter C, Chapter 32. In addition to appointing a judge and alternate judge for each election precinct pursuant to Sections 32.001 and 32.005, the governing body must allow the judge to appoint no less than two clerks; however, the alternate judge must serve as one of the clerks as a matter of law. The presiding judge then appoints an additional clerk(s), but not more than the maximum set by the governing body. (Sec. 32.033). Presiding judges and their alternates must be given notice of their appointments not later than the 20th day after the appointment is made. (Sec. 32.009). This notice may be combined with the writ of election pursuant to Section 32.009, which is required in accordance with Section 4.007 to be delivered to each presiding judge not later than the 15th day before the election, Friday, April 25, 2008. If the notices are combined, both must be delivered by the date required in the earlier notice.

Tuesday, March 11, 2008 (60th day before election day)

First day to accept regular applications for early voting ballots by mail for any May 10, 2008 election. (Sec. 84.007). (Reminder: FPCA's that were previously filed on or after 9/1/05 are good for the period of two federal elections for all elections.)

Last day for the governing body of a political subdivision to deliver notice of the election to the county clerk/elections administrator of each county in which the political subdivision is wholly or partly located. (Sec. 4.008).

Monday, March 17, 2008 (5th day after the regular filing deadline, deadline extended since regular deadline falls on weekend)

5:00 p.m. - Deadline for write-in candidates to file declarations of write-in candidacy for city, school district, library district, junior college district, hospital district, common school districts, Chapter 36 and 49 Water Code districts, and other political subdivision elections, unless otherwise provided by law. (Sec. 146.054, Election Code; Secs. 11.056, 11.304, & 130.0825, Education Code; Secs. 326.0431 & 326.0432, Local Government Code; Secs. 36.059, 49.101, & 63.0945, Water Code; and Section 285.131, Health and Safety Code).

Tuesday, March 18, 2008 (53rd day before election day)

5:00 p.m. - Last day for a candidate to withdraw in an election for which the filing deadline is the 62nd day before election day (March 10, 2008). If a candidate withdraws or is declared ineligible by this date, his or her name is omitted from the ballot. (Secs. 145.092(b) and 145.094(a)(3)).

Wednesday, March 26, 2008 (45th day before election day)

Early voting clerk may begin mailing early voting ballots to applicants as soon as ballots are available, but we strongly recommend that ballots be mailed no later than the 45th day before the

http://www.sos.state.tx.us/elections/laws/may2008cal.shtml
election, if possible. (Sec. 86.004). Reminder: the early voting clerk must mail a ballot not later than the 7th day after the later of the date the early voting clerk has accepted a voter’s application for a ballot by mail or the date the ballots become available for mailing. However, if the 7th day falls earlier than the 45th day before election day, the voter’s mail ballot must be mailed no later than the 38th day before election day. Please note this deadline is not extended under Section 1.006. (Sec. 86.004).

Friday, April 4, 2008 (36th day before election day)

Deadline to order a special election to fill a vacancy if ordered after the 70th day before the election (if authorized by law to order such an election) in order to have an April 9, 2008 candidate application deadline. (Also see entry at 67th day, March 4, 2008)

Wednesday, April 9, 2008 (31st day before election day)

5:00 p.m. - Last day to file for a place on the ballot in a special election to fill a vacancy, if the special election is ordered after the 70th day but by April 4, 2008, the deadline of the 36th day before election day. (Sec. 201.054(a)(2)).

Thursday, April 10, 2008 (30th day before election day)

Last day to register to vote for the Saturday, May 10, 2008 election. (Sec. 13.143).

Last day for a voter to make a change of address that will be effective for the election. (Sec. 15.025).

"Third" and final deadline to order a special election to fill a vacancy (if authorized by law to order such an election). (Sec. 201.052). If an election is ordered between the 35th day before election day and this date, see Section 201.054(a)(2) for possible candidate filing deadline dates.

Monday, April 14, 2008 (26th day before election day)

5:00 p.m. - Last day to file declaration of write-in candidacy for special election to fill a vacancy, if the filing deadline for a place on the ballot is April 9, 2008. (Secs. 146.051, 146.054, and 201.054, Election Code; and Sec. 11.056, Education Code).

Saturday, April 26, 2008 (2nd day before early voting period)

5 p.m. - Last day candidate may withdraw and have name removed from ballot if the filing deadline was after the 61st day before election day (i.e., a deadline later than the regular filing deadline of Monday, March 10, 2008). (Sec. 145.092(a)).

Monday, April 28, 2008 (12th day before election day)

First day to vote early in person. (Sec. 85.001(e)).

Note for Cities: Cities must choose two weekdays to be open for 12 hours during the regular early voting period. The city council must choose the two weekdays. (Sec. 85.005(d)).

Friday, May 2, 2008 (8th day before election day)*

Last day to receive FPCA or an application for a ballot to be voted by mail. (Sec. 84.007).

*Since the 7th day before election day falls on Saturday, May 3, 2008, the deadline is moved to the http://www.sos.state.tx.us/elections/laws/may2008cal.shtml

2/6/2008
first preceding regular business day. (Sec. 84.007(c)).

Tuesday, May 6, 2008 (4th day before election day)

Last day to vote early by personal appearance. (Sec. 85.001(e)).

5:00 p.m. - Requests for election inspectors for Saturday, May 10, 2008 elections must be received by the Secretary of State on or before this date. (Sec. 34.001).

Saturday, May 10, 2008 - Election Day

7:00 a.m. to 7:00  Polls open. (Sec. 41.031).
7:00 a.m. to 7:00  Voter registrar's office is open. (Sec. 12.004(c)).
7:00 a.m. to 7:00  Early voting clerk's office is open for early voting activities. (Sec. 83.011).
7:00 a.m. to 7:00  Sick and disabled persons may vote at the main early voting polling place if electronic voting systems are used at regular polling place(s) on election day. (Sec. 104.003).
5:00 p.m. -  Deadline for receiving applications for late ballots to be voted by persons who became sick or disabled on or after Friday, May 2, 2008. (Sec. 102.003(b)).
7:00 p.m. -  Deadline for receiving early voting ballots by mail and late ballots cast by voters who became sick or disabled on or after Friday, May 2, 2008. (Secs. 86.007(a), 102.006(c)).

Note on Manual Examination of Ballots Before Processing on Automatic Counting Equipment: The central counting station manager shall direct the manual examination of all electronic voting system ballots to ascertain whether the ballots can be processed in the usual manner or if the ballots need to be duplicated to clearly reflect the voter's intent. (Sec. 127.125).

Note on Receipt of Mail Ballots: All marked early voting ballots sent by mail from inside the United States must arrive before the time the polls are required to close on election day. If the early voting clerk cannot determine whether a ballot arrived before the deadline, the ballot is considered to have arrived at the time the place at which the carrier envelopes are deposited was last inspected for removal of returned ballots. (Sec. 86.007(a)). The early voting clerk must check the mailbox for early voting mail ballots at least once after the time for regular mail delivery. (Sec. 86.007(b)). A marked ballot that is not timely returned may not be counted unless the ballot may be counted late, pursuant to Section 86.007(d), which applies to ballots mailed from outside of the United States.

Note on Delivery of Early Voting by Personal Appearance and Mail Ballots: The early voting clerk delivers the voted ballots, the key to the double-locked ballot box, etc., to the early voting ballot board at the time or times specified by the presiding judge of the early voting ballot board, during the hours the polls are open or as soon after the polls close as practicable. (Sec. 87.022). The custodian of the key to the second lock of the double-locked early voting ballot box delivers his or her key to the presiding judge of the early voting ballot board on request of the presiding judge. (Secs. 85.032(d) and 87.025). The custodian is the sheriff for county elections; the chief of police or city marshal for city elections; and the constable of the justice precinct in which the political subdivision's main office is located (or the sheriff, if there is no constable), for other political subdivision elections. (Sec. 66.060).

Note on Delivery of Early Voting Ballots to Early Voting Ballot Board Before Election Day:

Early voting ballots may be delivered to the early voting ballot board at any time after early voting by personal appearance ends. Ballots may be qualified and prepared for counting before election day, but they may not be counted until election day; however, counties with a population of 100,000 or more or entities contracting or having joint elections with counties with a population of 100,000 or more may process the ballots as early as the 8th day before election day, May 2, 2008, but the results may not be released until the polls close on election day. (Secs. 87.023, 87.024, 87.0221, 87.0222, 87.0241(b)). If ballots are to be delivered before election day, the early voting clerk must post notice at least 24 hours before each delivery at the main early voting polling place. (Secs. 87.023(b), 87.024(b), 87.0221(b)).

Precinct election returns are delivered to the appropriate authorities after completion. (Sec. 66.053 (a)).

Monday, May 12, 2008 (2nd day and 1st business day after election day)

The general custodian of election records must deliver the ballot box(es) or transfer case(s) containing the provisional ballots, along with the Summary of Provisional Ballots and the List of Provisional Voters to the county voter registrar by this day. The general custodian of election records makes this delivery to the voter registrar during the voter registrar office’s regular business hours.

Tuesday, May 13, 2008 (3rd day after election day)

The first possible day to conduct official local canvass of returns by governing authority of the political subdivision. HOWEVER, the canvass may not be conducted until the ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election, AND counted all timely received ballots cast from addresses outside the United States (see entry at May 15th), if a ballot by mail was provided to a person outside of the United States. (Sec. 67.003). Notice of canvass must be posted at least 72 hours continuously before the canvass is conducted.

Thursday, May 15, 2008 (5th day after election day)

Last day to receive carrier envelopes placed in the mail by 7:00 p.m. on election day, May 10, 2008, from voters who are voting outside the United States. (Sec. 86.007(d)(3)).

Friday, May 16, 2008 (6th day after election day)

First day that newly-elected officers of Type A general law city may qualify and assume duties of office.

Type A City Council members may take office any time following the canvass. (Section 22.006 of the Texas Local Government Code Section states that a newly-elected municipal officer may exercise the duties of office beginning on the fifth day after the date of the election, excluding Sundays. Section 22.036 of the Texas Local Government Code further requires that the newly-elected governing body of the municipality "meet at the usual meeting place and shall be installed.")

Wednesday, May 21, 2008 (11th day after election day)

Last day for official canvass of returns by governing authority of political subdivision. (Sec. 67.003).

Monday, June 9, 2008 (30th day after election day)

Last day to file electronic precinct-by-precinct returns with Secretary of State. (Sec. 67.017).

http://www.sos.state.tx.us/elections/laws/may2008cal.shtml
Wednesday, July 9, 2008 (60th day after election Day)

First day that ballot box(es) may be unlocked and its voted ballots be transferred to another secure container for the remainder of the preservation period. HB 1446, 80th Legislative Session.
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: 02/19/08  Date of this Proposal: 02/06/08

SUBJECT: Resolution regarding changes in the Board of Trustee election requiring Department of Justice (DOJ) pre-clearance.

RECOMMENDATION: Recommend approval of the attached resolution.

BACKGROUND/RATIONALE: Administration has met with Wharton County Elections Administrator Judy Owens and has determined the four items listed in the resolution need to be submitted to the DOJ for pre-clearance approval. The iVotronics system is the county’s approved method of casting ballots and the E-Poll Book system is the county’s approved method for automated voter registration. All elections held in Boling are now conducted at the Fire Station instead of the BISD Administration Building. Also, the City of East Bernard and East Bernard ISD will be conducting early voting at the East Bernard Library and Ms. Owens suggested that we might petition the DOJ for a temporary early voting place.

Estimated Cost and 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

SIGNATURES:

[Signature]
Originator  2/6/08  Date

[Signature]
Cabinet-Level Supervisor  2/6/08  Date

PRESIDENT’S APPROVAL:

[Signature]
Betty A. McCrohan  2/11/08  Date

Reg 113
6-21-95
A RESOLUTION OF THE WHARTON COUNTY JUNIOR COLLEGE DISTRICT BOARD OF TRUSTEES CONCERNING THE BOARD OF TRUSTEE ELECTION

WHEREAS, the Wharton County Junior College District will conduct a Board of Trustee election on May 10, 2008, and

WHEREAS, the Wharton County Junior College District recognizes the need to coordinate efforts with other entities holding elections that day and to make the voting process as convenient as possible for the qualified voters of the district, and

WHEREAS, any changes made to the election process must have pre-clearance approval from the Department of Justice

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Wharton County Junior College District

1. The iVotronics voting system will be utilized as the method of casting ballots,

2. The E-Poll Book will be utilized for automated voter qualification,

3. A permanent change of polling location from the Boling Independent School District Administration Building to the Boling Fire Station, and


This resolution shall become effective immediately upon receipt of pre-clearance approval from the Department of Justice.

Passed, Approved, and Adopted this 19th day of February 2008.

______________________________
Chairman, Board of Trustees

(SEAL)

ATTEST:

______________________________
Secretary, Board of Trustees
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: February 19, 2008    Date of This Proposal: February 6, 2008

SUBJECT:

Approve a vendor to print the College Catalog for the 2008 – 2009 school year.

RECOMMENDATION:

Accept the low bid of $23,490.00 for 20,000 College Catalogs from McNaughton & Gunn Inc. of Saline, Mi.

BACKGROUND/RATIONALE:

Vendor bid packets were sent to eight companies requesting pricing to print the 2008 – 2009 College Catalog. Four bids were received. McNaughton & Gunn Inc. was the lowest bid received to produce the catalog regardless of the number of pages needed. A summary of the bids is attached. The College will also be charged $5.00 for every additional “blue line” correction and $11.00 for each text correction. The college must produce a catalog on an annual basis to promote current programs and courses. The current number of catalogs needed is 20,000.

Estimated Cost & Budgetary Support (how will this be paid for?): $23,490.00
Current Unrestricted Operating Budget for 2007 – 2008. Plus $6.00 per “Blue Line” change and $11.00 per text correction.

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]  2-7-08
Date

[Signature]  2/12/08
Date

PRESIDENT’S APPROVAL:

[Signature]  2-12-08

Reg 113
6-21-95
## 2008 - 2009 College Catalog Bid Summary

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

Date of Board Meeting: February 19, 2008   Date of This Proposal: February 7, 2008

SUBJECT:

Approve the purchase of an Automated Dental Hygiene Practice Management System with Johnson Foundation Grant Funds.

RECOMMENDATION:

Accept the bid submitted by Dentrix of $73,053.00 to provide and install an Automated Dental Hygiene Practice Management System with Johnson Foundation Grant Funds.

BACKGROUND/RATIONALE:

The College solicited proposals from 3 different companies. Dentrix was the only company that responded to the current bid request. Their bid of $73,053.00 falls within the budgeted amount for the project. In November of 2007 bids were rejected. The only bid at that time was from Patterson Dental. Their bid of $92,200.00 was well over the budgeted amount necessitating the need to re-bid.

Estimated Cost & Budgetary Support (how will this be paid for?): $73,053.00

Johnson Foundation Grant Funds.

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

Bryce D. Kocian, Vice President of Administrative Services
Sarah Clark, Acting Division Chair, Allied Health Programs
Carol Derkowski, Director of Dental Hygiene
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Date 2-7-08
Originator

Date 2/1/08
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Date 2-13-08

Reg 113
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: February 19, 2008       Date of This Proposal: February 6, 2008

SUBJECT:

Information item.

RECOMMENDATION:

Seek sealed proposals from contractors to remove the asbestos from 8 classrooms in the Science Building and place a new drop ceiling with lighting in the rooms.

BACKGROUND/RATIONALE:

Science Building rooms 108, 109, 114, 115, 116, 122, 127, and 128 are in need of ceiling repairs. In order to place a new drop ceiling in these rooms the existing asbestos must be abated. This proposal will seek bids from contractors for the asbestos abatement as well as the other components for the drop ceiling.

Estimated Cost & Budgetary Support (how will this be paid for?): $70,000.00
Transfer from the Repair and Replacement Plant Fund

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

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

SIGNATURES:

Original

Date 2-4-08

Cabinet-Level Supervisor

Date 2/7/08 2/7/08

PRESIDENT'S APPROVAL:

Date 3-11-08
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: February 19, 2008    Date of This Proposal: February 6, 2008

SUBJECT:

Information item.

RECOMMENDATION:

Seek sealed proposals from contractors for the purchase and construction of a 65' X 80" metal roof building to cover the existing batting cages at the College's baseball practice area.

BACKGROUND/RATIONALE:

The College desires to cover the existing batting cage area with a metal roof structure. Many of these buildings are sold with materials only, so a contractor would need to be secured that will complete the erection of the cover, complete required electrical and lighting, as well as remove the center fence posts so that the new surface can be installed.

Estimated Cost & Budgetary Support (how will this be paid for?): $60,000.00
Transfer from the Repair and Replacement Plant Fund

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

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

SIGNATURES:

[Signature]

Originator

Bryce D. Kocian

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]

Date 2-6-08

Date 2/7/08 2/7/08
MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the IT Business Contingency Plan
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: February 19, 2008  Date of this Proposal: January 31, 2008

SUBJECT: IT Business Contingency Plan

RECOMMENDATION: Recommend Board approval for IT Business Contingency Plan

BACKGROUND/RATIONALE: The IT Business Contingency Plan requires Board of Trustees approval.

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

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

Pam Youngblood, Vice President of Technology and Institutional Research

SIGNATURES:

[Signature]

Originator

2-1-08

Date

[Signature]

Cabinet-Level Supervisor

[Signature]

PRESIDENT’S APPROVAL:

[Signature]

Date

reg 113

6-21-95
Information Technology
Business Contingency Plan

January 22, 2008
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Acknowledgements

This document has been prepared and reviewed by Information Technology.

Each department has worked with its staff members in the respective sections in preparing their business contingency recovery procedures.

We gratefully acknowledge the help and ideas taken from the following plans:

Abilene Christian University Technology Disaster Preparedness and Recovery Plan, Written: February 1995; Last updated: August 2002

The Abilene Christian plan also acknowledged the following plans


The Baylor plan also acknowledged the following plans:

Disaster Recovery Plan CSD0093, CAUSE, Appalachian State College, February 4, 1982.


Off-Site Processing Plan CSD0143, CAUSE, The San Diego Community College, September 6, 1983

The Data Center Disaster Consultant, 2nd ed., Kenniston W. Lord, Jr., Q.E.D. Information Sciences, September, 1981.
Assessment

Introduction

This document serves as an extension to the Wharton County Junior College Disaster Preparedness and Recovery Plan specifically addressing the risks, safeguards and recovery plans of the Information Technology department and includes the people and hardware associated with the databases, application software, network services and web services that support the mission of the college.

Over the past several years Wharton County Junior College (WCJC) has set up a highly computerized operational environment. This includes the use of microcomputers in offices as well as minicomputers and servers that provide much of the operational support for the administrative and academic units on six campuses in three counties. A college-wide network ties these various systems together and provides communications to other computer networks, universities, and the computer diagnostic facilities of the various selected computer vendors involved. In addition, the operation of the college network provides a vital support component of the system, including the operation of local and long distance telephone services.

The reliability of computers and computer-based systems has increased dramatically in the past few years. Computer failures that do occur can normally be diagnosed and repaired promptly using both local and remote diagnostic facilities. Many computer systems contain redundant parts, which improve their reliability and provide continual operation when some failures occur.

In the past, most computer operations were predominantly batch-oriented. IT Business Contingency recovery plans were comprised primarily of reciprocal agreements made between users of similar systems for job processing (usually at night and/or week-ends). This has become less feasible with the very complicated on-line and diverse network systems most institutions now have installed. Although institutions may have similar equipment and operating systems, they generally do not have the capacity to add a large number of users from another on-line environment to their systems even if the technical problems could be solved.

A trend is evolving to provide alternate sites near the local systems where any additional equipment needed can be shipped in rapidly, and critical on-line operations for the organization can be resumed in a reasonable time. Redundancy in the communications network and a tie-in to the alternate site, or the ability to rapidly tie-in, is an important part of the IT Business Contingency plan. This type of site is called a cold backup site, as opposed to a hot backup site which contains all equipment necessary to start immediate operations.

For the most part, the major problems that can cause a computing system to be inoperable for a length of time result from environmental problems. The various situations or incidents that can disable, partially or completely, or impair support of WCJC's computing facilities are identified, risks assessed and safeguards noted. A working plan for how to deal with each situation is provided.

Almost any disaster will require special funding from the college in order to allow the affected systems to be repaired or replaced. This report assumes that these funds will be made available as needed. Proper approval will be obtained before any funds are committed for recovery.
Objectives/Constraints

A major objective of this document is to define procedures for a contingency plan for recovery from disruption of computer and/or network services. This disruption may come from total destruction of the central site, from minor disruptive incidents and from loss of personnel. There is a great deal of similarity in the procedures to deal with the different types of incidents affecting different departments in WCJC's technology areas.

The Texas Higher Education Coordinating Board maintains a web site that was used to search for statutory constraints that apply to IT Business Contingency recovery where the following was found:

**Chapter 12, Subchapter B, Section §12.24 - Standards for Associate Degree-Granting Career Schools and Colleges**

(10) Academic Records. A system of record keeping shall be established and maintained in a manner consistent with accepted and professional practice in higher education. Records shall be securely maintained at all times. Contents of records shall, at minimum, include attendance and progress or grades. Two copies of the information necessary to generate student transcripts shall be maintained at separate locations. At least one copy shall be secured in a manner that is resistant to destruction by fire and natural disaster. In addition,

(A) transcripts shall be issued upon request of students or former students; and

(B) an institution may withhold a student transcript as allowed in the Texas Education Code, §132.062.

Special attention and emphasis is given to an orderly recovery and resumption of those operations that concern the critical business of running the college, including providing support to academic departments relying on computing. Consideration is given to recovery within a reasonable time and within cost constraints.

The objectives of this plan are limited to the computing support given to WCJC clients from academic and administrative computing systems under the stewardship of WCJC technology areas.

The elements that concern microcomputers and terminal support are addressed. However, client-related functions not directly tied to computer and telephone support by WCJC technology areas are not addressed. Also, offices at WCJC should develop their own plan to deal with manual operations within their office should computer and/or network services be disrupted.

Due to cost factors and benefit considerations at this time, the alternatives of hot sites and contracts with disaster recovery companies are considered infeasible for WCJC.

Computing systems that are critical for the daily operation of the College and under the stewardship of WCJC technology areas are, to the extent that they are eligible for such services, maintained under service contracts with the equipment vendors. This ensures that routine maintenance problems will be addressed in a timely way with adequate resources. These contracts range from telephone support only to full hardware replacement. Older, ineligible systems and those that are replaceable are self-maintained.
Assumptions

This section contains some general assumptions, but does not include all special situations that can occur. Any special decisions for situations not covered in this plan needed at the time of an incident will be made by senior technology staff members on site.

This plan will be invoked upon the occurrence of an incident.

The senior staff member on site at the time of the incident or the first one on site following an incident will contact the Vice President of Technology and Institutional Research for a determination of the need to declare an incident.

The senior technology staff member on site at the time of the incident will assume immediate responsibility.

- The first responsibility will be to see that people are evacuated as needed.
- If injuries have occurred as a result of the incident, immediate attention will be given to those persons injured.
- The Director of Facilities Management and/or the Safety Coordinator will be notified if necessary.
- If the situation allows, attention will be focused on shutting down systems, turning off power, etc., but evacuation is the highest priority.

Once an incident which is covered by this plan has been declared, the plan, duties, and responsibilities will remain in effect until the incident is resolved and proper college authorities are notified.

Invoking this plan implies that a recovery operation has begun and will continue with top priority until workable computer and/or telephone support to the college has been re-established.

Incidents Requiring Action

This IT Business Contingency recovery plan for WCJC will be invoked under one of the following circumstances:

- An incident which has disabled or will disable, partially or completely, the central computing facilities, and/or the communications network for a period of 24 hours.
- An incident which has impaired the use of computers and networks managed by WCJC technology areas due to circumstances which fall beyond the normal processing of day-to-day operations. This includes all academic and administrative computing systems which WCJC technology areas manage.
- An incident which was caused by problems with computers and/or networks managed by WCJC technology areas and has resulted in the injury of one or more persons at WCJC.
Contingencies

General situations that can destroy or interrupt computer and telephone services usually occur under the following major categories:

- Power/Air Conditioning Interruption
- Fire
- Water
- Weather and other Destructive Phenomena
- Sabotage
- Widespread Illness

The next sections assess the risk of each of the categories and enumerate the safeguards that are in place to mitigate the risks.
Risk Analysis and Safeguards

Power/Air Conditioning Interruption
Risk in Power Interruption relates to electric service provider outages causing the recovery plan to be invoked in the last three years and the implementation of safeguards including availability of UPS systems and automated backup power. Air Conditioning Interruption relates to equipment failure causing the recovery plan to be invoked in the last three years and the implementation of safeguards including detection and alert devices connected to it.

<table>
<thead>
<tr>
<th>Campus Statistics/Safeguards</th>
<th>Wharton</th>
<th>Sugar Land</th>
<th>Richmond</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Outages</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>UPS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Backup Generator</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Risk</td>
<td>Medium</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>AC Outages</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Outage Detect/Alert</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Risk</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
</tbody>
</table>

Fire
Risk of Fire relate to the number of incidents causing the recovery plan to be invoked in the last three years, building construction date and materials and the implementation of safeguards including fire detection, suppression and direct connect Fire Department alarms and whether the Department inspects and certifies the structure and equipment regularly.

<table>
<thead>
<tr>
<th>Campus Statistics/Safeguards</th>
<th>Wharton</th>
<th>Sugar Land</th>
<th>Richmond</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building Age</td>
<td>41</td>
<td>15</td>
<td>5</td>
<td>New</td>
</tr>
<tr>
<td>Building Materials</td>
<td>Brick</td>
<td>Brick</td>
<td>Brick</td>
<td>Brick</td>
</tr>
<tr>
<td>FD type</td>
<td>Paid/Vol</td>
<td>Paid</td>
<td>Paid/Vol</td>
<td>Vol</td>
</tr>
<tr>
<td>Distance from site</td>
<td>1.4</td>
<td>0.8</td>
<td>2.3</td>
<td>1.0</td>
</tr>
<tr>
<td>Alarm to FD</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Detectors</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Suppressors</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Inspect/Certify</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Risk</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
</tbody>
</table>

Water
Risk of Water relates to pipe breaks causing the recovery plan to be invoked in the last three years, whether there pipes over or near the IT equipment and the implementation of safeguards including automated water detection/alarm systems and whether there are regular inspections.

<table>
<thead>
<tr>
<th>Campus Statistics/Safeguards</th>
<th>Wharton</th>
<th>Sugar Land</th>
<th>Richmond</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pipe proximity</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Inspect/Certify</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Water Detect/Alert</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Risk</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
</tbody>
</table>

Weather and other Destructive Phenomena
There is no question that massive amounts of flood producing rain and tornadoes can accompany the storms that frequent the Texas gulf coast and that any man-made barriers can be breached. Given this ominous reality, there are still reasonable assessments of historical and predictive data that are insightful.

Using the EPA Enviromapper web site, it was determined that the campuses in Sugar Land, Richmond and Bay City are in the low threat range from flooding in rain related weather events as related to the 100 year flood risk.

The Wharton campus indicated more risk because of its proximity to the Colorado River.

Perhaps the greatest single impact from weather is from flooding associated with the Colorado River and its local tributaries. Significant flood events, resulting in river flood crests in excess of 97 feet have occurred in 1913, 1922, 1938 and 1940. Wharton’s altitude is approximately 98 feet, while the county ranges from 50 to 200 feet. Up river dam construction abated these frequently occurring events until 1991, 1998 and 2004 when they returned.

Below is a depiction of the 100 year flood impact areas.


The arrow points at the WCJC main campus. Most of the property is not at risk. But it is directly in the overflow path from Caney Creek drainage area to the south and partly in the inundation area from the Baughman Slough to the north. There is no anecdotal evidence that flooding has occurred on the campus during the last three documented events.

There is an active plan consisting of structural features in the form of earthen levees and accompanying sumps, floodwalls, a channel enlargement, storm drain type drainage structures, and an open cut ditch, lessening any risk to the main campus.
The second greatest risk is from wind in the form of tornados and hurricanes. Wharton-area historical tornado activity is near Texas state average and the other areas are less than average. Tornado statistics by county served since 1950 (57 years):

<table>
<thead>
<tr>
<th>County</th>
<th>Total # Storms</th>
<th>Fatalities</th>
<th>Injuries</th>
<th>Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fort Bend</td>
<td>47</td>
<td>1</td>
<td>73</td>
<td>$9.4M</td>
</tr>
<tr>
<td>Wharton</td>
<td>62</td>
<td>1</td>
<td>19</td>
<td>$2.4M</td>
</tr>
<tr>
<td>Matagorda</td>
<td>43</td>
<td>4</td>
<td>25</td>
<td>$4.6M</td>
</tr>
</tbody>
</table>

Structural risk in wind related weather events comes in the form of flying debris and exterior glass breakage exposing equipment and people.

All locations must be surveyed to assess the risk to computing facilities from the potential damage from falling trees and the flooding of electronics from blowing, rising, falling and leaking water.

One can only safeguard against the effects of severe weather. To the extent that the effects of storms cannot easily reach valuable resources, they are protected. At WCJC these include the elimination of the potential damage from falling trees and the flooding of electronics from blowing, rising, falling and leaking water.

Other destructive phenomena include material falling from the sky such as airplanes, satellites, meteors and comets. These events cannot be safeguarded against and represent a complete destruction scenario. Since no campus is situated at the end of an airport runway, the risk of any of these is presumed to be low.

<table>
<thead>
<tr>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics/Safeguards</td>
</tr>
<tr>
<td>Incidents</td>
</tr>
<tr>
<td>Tree proximity</td>
</tr>
<tr>
<td>Outside windows</td>
</tr>
<tr>
<td>Roof condition</td>
</tr>
<tr>
<td>Water Detect/Alert</td>
</tr>
<tr>
<td>Risk</td>
</tr>
</tbody>
</table>
Sabotage

Sabotage comes from three primary sources: as part of a crime, workplace retaliation for perceived wrongs and extreme political activity. It may include bomb threats, suspicious objects, disturbances and hostage taking.

Sabotage as part of a crime can range anywhere from vandalism to extortion. Risk may be inferred by looking at population makeup and crime statistics for the service area.

<table>
<thead>
<tr>
<th>County</th>
<th>Wharton</th>
<th>Ft Bend</th>
<th>Matagorda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>41,554</td>
<td>463,650</td>
<td>37,957</td>
</tr>
<tr>
<td>Density (sq mi)</td>
<td>38</td>
<td>405</td>
<td>34</td>
</tr>
<tr>
<td>Poverty (%)</td>
<td>16.5</td>
<td>7.1</td>
<td>18.5</td>
</tr>
<tr>
<td>Per Capita Income</td>
<td>$15,388</td>
<td>$24,985</td>
<td>$15,709</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crimes</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>4</td>
<td>17</td>
<td>5</td>
</tr>
<tr>
<td>Rape</td>
<td>16</td>
<td>98</td>
<td>14</td>
</tr>
<tr>
<td>Robbery</td>
<td>36</td>
<td>330</td>
<td>29</td>
</tr>
<tr>
<td>Assault</td>
<td>178</td>
<td>907</td>
<td>158</td>
</tr>
<tr>
<td>Burglary</td>
<td>501</td>
<td>2,468</td>
<td>531</td>
</tr>
<tr>
<td>Larceny</td>
<td>1,249</td>
<td>6,379</td>
<td>1,384</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>City</th>
<th>Wharton</th>
<th>Sugar Land</th>
<th>Richmond</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>9,237</td>
<td>63,328</td>
<td>11,081</td>
<td>18,667</td>
</tr>
<tr>
<td>Density (sq mi)</td>
<td>1,268</td>
<td>2,629.1</td>
<td>2975.4</td>
<td>2196.1</td>
</tr>
<tr>
<td>Poverty (%)</td>
<td>22.2</td>
<td>3.2</td>
<td>20.0</td>
<td>21.4</td>
</tr>
<tr>
<td>Per Capita Income</td>
<td>$13,993</td>
<td>$33,506</td>
<td>$25,195</td>
<td>$15,284</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crimes</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Rape</td>
<td>6</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>Robbery</td>
<td>32</td>
<td>61</td>
<td>14</td>
</tr>
<tr>
<td>Assault</td>
<td>88</td>
<td>107</td>
<td>38</td>
</tr>
<tr>
<td>Burglary</td>
<td>131</td>
<td>256</td>
<td>102</td>
</tr>
<tr>
<td>Larceny</td>
<td>408</td>
<td>1,387</td>
<td>400</td>
</tr>
<tr>
<td>Crime Index</td>
<td>618.1</td>
<td>202.0</td>
<td>352.5</td>
</tr>
</tbody>
</table>


Population Density and Crimes of Violence are almost always correlated. Population Density, Per Capita Income, Poverty and Crimes against Property are as well and these statistics probably offer the best clues to the likelihood of sabotage as part of a crime.

The Crime index is published by City-Data.com to be compared to the US Average of 325.2. This index was reproducible in each community for Crimes against Property using the relationships of Population, Density, Income and Poverty data as social factors.
Obviously, most of the crime occurs in the urban areas of each county, so county statistics are of referential value. Given the campus host city statistics, it would appear that the risk of sabotage as part of a crime against property is:

- relatively low in Sugar Land
- average Richmond
- above average in Bay City
- nearly twice the national average in Wharton

Sabotage as workplace retaliation for perceived wrongs is often ties to the misuse of labor by management but can also be linked to the mental well being of a given employee. The general observations are that employees seem pleased with their work environment at WCJC and that leads to an assessment of low risk.

Sabotage as extreme political activity is always a possibility at higher education institutions. Junior colleges are less prone to activism than are universities so that leads to an assessment of lower risk at WCJC.

Interdiction is the way to safeguard against sabotage, in that they cannot damage that which they cannot access. This applies to buildings, rooms, utilities, computing systems and networks and includes construction materials and techniques, automated security locks and intrusion alarms connected directly to police.

<table>
<thead>
<tr>
<th>Statistics/Safeguards</th>
<th>Wharton</th>
<th>Sugar Land</th>
<th>Richmond</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building Access</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
</tr>
<tr>
<td>Room Access</td>
<td>PassCode</td>
<td>Key</td>
<td>Key</td>
<td>Key</td>
</tr>
<tr>
<td>Intrusion alarms</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Risk</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
</tbody>
</table>
Widespread Illness

Widespread illness can range from epidemic microorganism infestations to as yet unknown pandemic illnesses, the impact of which can range from serious work interruption to multiple deaths. Generally, risk is the same at all campuses, but can be mitigated through depth and cross training in each business critical position.

Regardless of its type or seriousness, its impact is going to be upon people rather than equipment.

Safeguards involve vaccination, cleanliness and prophylactic devices. Those infected can impose self-quarantine. Non-pandemic events can be mitigated by agreements with firms that specialize in back-filling positions.

<table>
<thead>
<tr>
<th>Statistics/Safeguards</th>
<th>IT Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Positions</td>
<td>13</td>
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<tr>
<td>Positional Depth</td>
<td>2 Levels</td>
</tr>
<tr>
<td>Cross-training</td>
<td>None</td>
</tr>
<tr>
<td>Back-fill Agreements</td>
<td>None</td>
</tr>
<tr>
<td>Risk</td>
<td>High</td>
</tr>
</tbody>
</table>
Service Disruption Strategies

There are different levels of severity of these contingencies necessitating different strategies and different types and levels of recovery.

This plan covers three levels of disruption employing seven escalating loss mitigation strategies and two levels of recovery.

1. Disruption of Central computing facilities lasting less than one week.
   
   Causes: equipment failure localized to the **Peace Building, Library and Administration Building**
   
   Recovery: type of recovery needed is contingent on the extent of the damage
   
   Exposure: availability of recovery parts and personnel are good
   
   Strategies: **Data Recovery**
               **Normal computer system communication problems**
               **Environmental problems (electrical, a/c, fire, water)**

2. Disruption of Central computing facilities lasting longer than one week but less than one month.
   
   Causes: fire, water or sabotage localized to the **Peace Building, Library and Administration Building**
   
   Recovery: type of recovery needed is contingent on the extent of the damage
   
   Exposure: availability of recovery parts and personnel are good
   
   Strategies: **Environmental problems (electrical, a/c, fire, water)**
               **Major computer and communications system problems**
               **Insurance**
               **Alternate College Website**
               **Alternate Computing Facility**

3. Disruption of Central computing facilities lasting longer than one month.
   
   Causes: cataclysmic storms or floods affecting a large area
   
   Recovery: type of recovery needed is presumed to be incremental
   
   Exposure: availability of recovery parts and personnel are poor to non-existent
   
   Strategies: **Major computer and communications system problems**
               **Insurance**
               **Alternate College Website**
               **Alternate Computing Facility**

**Partial recovery** - operating at an alternate site on campus and/or other client areas on campus.

**Full recovery** - operating at the current central site and client areas, possibly with a degraded level of service for a period of time.

This document also includes hardware and software information, emergency information, and personnel information that will assist in faster recovery from most types and levels of disruptive incidents that may involve WCJC’s computing facilities. Additional information that may be needed is provided in the appendices of this document. Supporting documents contain additional hardware, software and vendor information.
Being able to recover data is the first level of loss mitigation.

Systems are backed up regularly and the back-up media is stored in the data center. Media is also stored in a designated second location. This location is in the Administration building on the Wharton campus, room A105A, in a fireproof box in a fireproof safe.

The Back-up Methods section in the Information Technology Standards and Guidelines document consist of the detailed procedures and schedules for backing-up the following IT processing systems:

- Desktop computers
- Servers
- Web sites
- Local area networks (LAN)
- Wide area networks (WAN)
- Distributed systems
- Mainframe systems

Individuals are responsible for backing up their own critical microcomputer files. A tutorial is available on the college intranet site outlining steps on how to back-up their critical microcomputer files. This procedure is also demonstrated to all new employees during the IT new employee orientation process.

Each individual who is assigned a computer is allocated space on a network server for copies of their critical files. It is usually mapped to their machine as their R:\ drive.

Files that the individual copies to folders on this drive are backed up as a normal part of network backup, properly stored and may be recovered.

Individuals are free to copy their files to other media as well.

**Normal computer system and communications problems**

The second level of loss mitigation is the ability to diagnose and recover quickly from simple issues.

For the HP9000 and the Rolm Switch, as well as some of the software vendors, remote diagnostic testing is available for routine problems. Further, HP, Rolm and Siemens have service personnel stationed in nearby metropolitan areas. Normal response is within four hours for hardware problems. WCJC has maintenance contracts for these systems.

Hardware parts for the minicomputers are available through airfreight.

Some minor hardware problems do not disrupt service and maintenance is scheduled when convenient for these problems. Most hardware problems disrupting the total operation of the computers are fixed within a few hours. Night and weekend maintenance for the mini-computers is requested as needed.
Environmental problems (electrical, air conditioning, fire, water)

Environmental problems are a logical extension of computer and communications hardware loss mitigation.

WCJC Facilities Management provides minor repairs and maintains contracts with local vendors for major repairs.

Major computer and communications system problems

Experiences at WCJC with our service vendors solving more severe computer problems have shown that they have backup strategies. If the local service personnel have not fixed the problem within a few hours, they can call for backup support from Houston or other locations as needed. Further, if parts are not available locally or in these close backup areas, parts have been flown in and received within a 24 hour period.

Replacements are available for microcomputers. In addition, some stock of parts for these units is kept on site. Additional communication parts are also kept in stock. It is not feasible to keep a supply of microcomputers or high-cost items to meet every emergency.

Insurance

One of the most important loss mitigation issues is financial.

All major hardware is covered under WCJC's standard property and casualty insurance policy. WCJC Facilities Management provides minor repairs and maintains contracts with local vendors for major repairs.

Alternate College Web Site

A critical component to any IT Business Contingency recovery is information. The WCJC Disaster Preparedness Plan (published on the WCJC website, www.wcjc.edu) relies heavily on the college web site to communicate with faculty and students during and after a Business Contingency recovery event. A Texas Higher Education Net (THENet) disaster information web site will be hosted far away from any campus so that it cannot be involved in a disaster that affects other college hardware and it will be the tool for communication as referenced in the Disaster Preparedness Plan.

Alternate Computing Facility

In our environment where the primary central site equipment is HP9000, the use of a Hot-Site computing facility is not feasible. The type of equipment being used requires 208 single phase power, sufficient air conditioning and access to a network backbone switch. Our first consideration is to use one of our other campuses to restore limited operations.
Preparation

General Procedures

This section contains the minimum steps necessary to prepare for a possible IT Business Contingency and as preparation for implementing the recovery procedures. An important part of these procedures is ensuring that the off-site storage facility contains adequate and timely computer backup tapes and documentation for applications systems, operating systems, support packages, and operating procedures.

- Responsibilities have been given for ensuring each of following actions have been taken and that any updating needed is continued.
- Maintaining and updating the IT Business Contingency recovery plan.
- Ensuring that all WCJC technology area personnel are aware of their responsibilities in case of a disaster.
- Ensuring that periodic scheduled rotation of backup media is being followed for the off-site storage facilities.
- Maintaining and periodically updating IT Business Contingency recovery materials, specifically documentation and systems information, stored in the designated Administration building location.
- Maintaining a current status of equipment in the main equipment rooms in the Peace Building, Library or Administration Building.
- Informing all technology personnel of the appropriate emergency and evacuation procedures from the Peace Building, Library or Administration Building.
- Ensuring that all security warning systems and emergency lighting systems are functioning properly and are periodically checked by operations personnel.
- Ensuring that fire protection systems are functioning properly and that they are checked periodically.
- Ensuring that UPS systems are functioning properly and that they are being checked periodically.
- Ensuring that the client community is aware of appropriate IT Business Contingency recovery procedures and any potential problems and consequences that could affect their operations.
- Ensuring that the operations procedure manual is kept current.
- Ensuring that proper temperatures are maintained in equipment areas.
Recovery Procedures

Recovery Teams

In case of a disaster, the team will use the emergency call list. General duties of the IT Business Contingency recovery coordinator are discussed. Recovery team leaders have been assigned in each major area and general duties given. Assignment of personnel in the major areas to specific tasks during the recovery stage will be made by the team leader over that area.

Organization of the IT Business Contingency Recovery Team

*IT Business Contingency Recovery Coordinator* - Vice President of Technology and Institutional Research

**Campus-wide IT Recovery Team**
- Director of Database Administration and Application Services
- MIS Infrastructure Architect
- Manager of Technical Services
- Web Master

**Administrative Computing Systems/Operations Recovery Team**
- Director of Database Administration and Application Services (team leader)
- Senior System Analyst
- System Analyst I
- System Analyst II

**Network Communications Recovery Team**
- Manager of Technical Services (team leader)
- Network Technician
- Information Technology Reliability/Maintenance Specialist
- Information Technology Technician I
- Information Technology Technician II

IT Business Contingency/Recovery Team Headquarters

If the *Administration Building* is usable, the recovery team will meet in *Room 108*.

If the *Administration Building* is not usable, the IT Business Contingency Recovery Coordinator will be responsible for locating another meeting place on campus.

If none of the campus facilities are usable, it is presumed that the disaster is of such proportions that recovery of computer support will take a lesser priority. The IT Business Contingency Recovery coordinator will make appropriate arrangements.
IT Business Contingency Recovery Coordinator

The Vice President of Technology and Institutional Research will serve as IT Business Contingency Recovery Coordinator. The major responsibilities include:

- Determining the extent and seriousness of the disaster, notifying the President and other Vice Presidents immediately and keeping them informed of the activities and recovery progress.

- Invoking the IT Business Contingency Recovery Plan after approval of the President.

- Supervising the recovery activities.

- Coordinating with the President on priorities for clients while going from partial to full recovery.

- Naming replacements, when needed, to fill in for any disabled or absent IT Business Contingency recovery members. Any members who are out of town and are needed will be notified to return.

- The Campus-wide Recovery Team will keep clients informed of the recovery activities.

Administrative Computing Systems Recovery Team Leader Responsibilities

The Director of Database Administration and Application Services will serve as Administrative Computing Systems Recovery Team Leader.

Responsibilities include:

- Coordinating hardware and software replacement with the administrative hardware and software vendors.

- Supervising retrieval of backup media and materials from the off-site storage location and using these for recovery when needed.

- Coordinating recovery with client departments.

- Coordinating appropriate computer and communications recovery with the Network Communications Recovery Team Leader.

- Coordinating recovery of administrative software with client departments.

- Coordinating schedules for administrative programming, production services, and computer job processing.

- Keeping the IT Business Contingency Recovery Coordinator informed of the extent of damage and recovery procedures being implemented.
Network Communications Recovery Team Leader Responsibilities

The Manager of Technical Services will serve as the Network Communications Recovery Leader.

Responsibilities include:

- Coordinating hardware and software replacement with the communications hardware and software vendors.
- Supervising recovery of the computer communications, telephone system.
- Assigning personnel duties from telecom analysts to project leaders of IT Business Contingency recovery tasks as needed.
- Coordinating activities of computer and communications recovery with the other Recovery Team Leaders.
- Keeping the IT Business Contingency Recovery Coordinator informed of the extent of damage and recovery procedures being implemented.

Central Facilities Recovery Plan

An incident at the central computing/networking facilities in the Peace Building may place this plan into action. An incident may be of the magnitude that the facilities are not usable and alternate site plans are required. In this case, the alternate site portions of this plan must be implemented.

It is obvious that all major support sections in WCJC technology areas will need to function together in a disaster.

SunGard HE Banner Student, HR/Payroll, Financial Aid, and Finance applications are served by the HP9000 system. In a disaster situation, the HP9000 systems can be shipped by air freight. These systems can then be installed at another campus location. Critical support areas such as the Registrar, HR/Payroll, Financial Aid, and Finance can be supported.

Other systems being used in production include various Intel-based file servers. There is currently a backup system in place and equipment could be configured and shipped by the vendor in a short period of time.

Systems & Operations

This portion of the IT Business Contingency recovery plan will be set into motion for computing services when an incident has occurred that requires use of the alternate site, or the damage is such that operations can be restored, but only in a degraded mode at the central site in a reasonable time.

It is assumed a disaster has occurred and the administrative recovery plan is to be put in effect. This decision will be made by the Vice President of Technology and Institutional Research upon advice from the Campus-wide Recovery Team.

In case of either a move to an alternate site, or a plan to continue operations at the main site, the following general steps must be taken:
• Determine the extent of the damage and if additional equipment and supplies are needed.

• Obtain approval for expenditure of funds to bring in any needed equipment and supplies.

• Notify local vendor marketing and/or service representatives if there is a need of immediate delivery of components to bring the computer systems to an operational level even in a degraded mode.

• If it is judged advisable, check with third-party vendors to see if a faster delivery schedule can be obtained.

• Notify vendor hardware support personnel that a priority should be placed on assistance to add and/or replace any additional components.

• Notify vendor systems support personnel that help is needed immediately to begin procedures to restore systems software at WCJC.

• Order any additional electrical cables needed from suppliers.

• Rush order any supplies, forms, or media that may be needed.

In addition to the general steps listed at the beginning of this section, the following additional major tasks must be followed in use of the alternate site:

• Notify officials that an alternate site will be needed for an alternate facility.

• Coordinate moving of equipment and support personnel into the alternate site with appropriate personnel.

• Bring the recovery materials from the off-site storage to the alternate site.

• As soon as the hardware is up to specifications to run the operating system, load software and run necessary tests.

• Determine the priorities of the client software that need to be available and load these packages in order. These priorities often are a factor of the time of the month and semester when the disaster occurs.

• Prepare backup materials and return these to the off-site storage area.

• Set up operations in the alternate site.

• Coordinate client activities to ensure the most critical jobs are being supported as needed.

• As production begins, ensure that periodic backup procedures are being followed and materials are being placed in off-site storage periodically.

• Work out plans to ensure all critical support will be phased in.

• Keep administration and clients informed of the status, progress, and problems.

• Coordinate the longer range plans with the administration, and staff for time of continuing support and ultimately restoring the Systems & Operations section.
Degraded Operations at Central Site

In this event, it is assumed that an incident has occurred but that degraded operations can be set up at the Peace Building. In addition to the general steps that are followed in either case, special steps need to be taken:

- Evaluate the extent of the damage, and if only degraded service can be obtained, determine how long it will be before full service can be restored.
- Replace hardware as needed to restore service to at least a degraded service.
- Perform system installation as needed to restore service. If backup files are needed and are not available from the on-site backup files, they will be transferred from the off-site storage.
- Work with the various vendors, as needed, to ensure support in restoring full service.
- Keep the administration and clients informed of the status, progress and problems.

Use of Alternate Sites

If the central site is destroyed, support of critical academic computing activities will be given from the alternate sites. Additional computer systems will be brought in as needed, including possible migration of some primary applications to the FBTC and Sugar Land campuses with secondary capacity for degraded operations.

Some steps necessary in this process are listed:

- Determine the priorities of client needs and upgrade computers at the academic labs.
- Set up for operations support.
- Coordinate installing additional equipment and moving support personnel.
- When additional, needed equipment is available, move backup materials from the off-site storage area.
- Coordinate restoring any network communications with Computer & Network Services.
- Coordinate client computing support with clients.
- As production begins, ensure that backup procedures are followed and periodic backups are stored off site.
- Work with the Executive Cabinet in coordinating long-range plans for restoring full support by the academic computing resources.

Network Communications Recovery Plan

Redundancy continues to be built into the network communications system. Most systems have redundant power supplies and/or cards.

This plan does not, at this time, address the problem of a need for redundancy in the telephone switch system. Considerable funds will be needed for an alternate plan in this area in case of a
major disaster in the college telephone switch. Providing adequate air conditioning and fire protection are the highest priority.

Since most of the telephone and computer communications lines are buried and in conduits across campus, connecting lines to alternate sites and to critical areas cannot be done rapidly. For example, it is estimated that if WCJC technology areas had to move, it would take 72 hours to restore critical data and voice communications lines.

Some general steps that must be taken in case of a network communications disaster at the central site and/or other parts of the communications network are given:

- Assessment of the damage and an evaluation of steps needed to restore services.
- Assignment of personnel to IT Business Contingency recovery crews and assignment of tasks. The priority of repairs will be made by the IT Business Contingency Coordinator after an evaluation of the critical needs of the College following the IT Business Contingency.
- If present supplies and equipment on hand are not adequate to restore service as needed, obtain approval for funds needed and contact vendors for priority shipment.
- Coordinate repairs of data communications disasters affecting specific areas of technology support with the recovery team leader of that area.
- Keep the IT Business Contingency Recovery Coordinator and team leaders of support areas informed of the extent of the communications damage and recovery procedures being implemented.
- A chart of the communications network at WCJC is being developed. When it is completed, a copy of this chart will be placed in the off-site storage area and periodically updated.

**Microcomputer Recovery Plan**

- In the event of a microcomputer loss, it is the responsibility of IT staff to replace the computer system and load the necessary software to continue business processes. The files that the individual had copied to their allocated space on the network server will be restored to the replacement computer system by IT staff.

**Computer Lab Recovery Plan**

In case of an event affecting only a lab, this section of the IT Business Contingency plan will be executed. For recovery purposes, labs by definition will mean a computer area supporting a number of clients as contrasted to an area containing only a few microcomputers. An event can occur in an area not defined as a lab; however, it is assumed recovery of services in this situation can be carried out in a routine manner. An area may be considered a lab even if it is in an administrative service area and there are a large number of microcomputers involved.

A IT Business Contingency will be declared in a lab when a large portion of the units in the lab are affected to the extent that recovery in that area in a reasonable time with normal procedures is not possible.

General steps that will be followed in recovery of a lab are listed. The team leader of the Network Communications Recovery Team will assume prime responsibility in the recovery process.
• Determine the extent of the damage in the lab and whether alternate lab services will be needed while recovery is taking place.

• Obtain college approval for any funds needed to replace equipment and supplies.

• Determine whether adequate equipment is available on campus to restore even partial services in the lab affected.

• Coordinate recovery of the lab with Technical Services.

• If alternate services are to be provided for clients of the lab, coordinate activities between groups affected.

• Keep the IT Business Contingency Coordinator informed of the status of the lab and the recovery process.
### Appendices:

#### Emergency Call List for Information Technology

<table>
<thead>
<tr>
<th>Title</th>
<th>Incumbent</th>
<th>Office#</th>
<th>Cell#</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Business Contingency Coordinator</td>
<td>Youngblood, Pam</td>
<td>979-532-6542</td>
<td>979-282-1049</td>
</tr>
<tr>
<td>Director of Database Administration and Application Services</td>
<td>Chuc, Bryan</td>
<td>281-243-8424</td>
<td>979-453-3001</td>
</tr>
<tr>
<td>MIS Infrastructure Architect</td>
<td>Bullock, James</td>
<td>979-532-6330</td>
<td>979-453-3002</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>979-533-3259</td>
</tr>
<tr>
<td>Manager of Technical Services</td>
<td>Miller, John</td>
<td>979-532-6424</td>
<td>979-453-3003</td>
</tr>
<tr>
<td>Web Master</td>
<td>Li, Eric</td>
<td>281-239-1520</td>
<td>979-453-0869</td>
</tr>
<tr>
<td>Senior System Analyst</td>
<td>Johanson, David</td>
<td>979-532-6544</td>
<td>979-398-0126</td>
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<tr>
<td>System Analyst</td>
<td>Jacobs, Vicki</td>
<td>979-532-6563</td>
<td>979-241-8880</td>
</tr>
<tr>
<td>System Analyst</td>
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<td></td>
</tr>
<tr>
<td>Network Technician</td>
<td>Jessen, Terrell</td>
<td></td>
<td>979-453-3005</td>
</tr>
<tr>
<td>Information Technology Reliability/Maintenance Specialist</td>
<td>Mathews, Robby</td>
<td>979-532-6569</td>
<td>979-453-3004</td>
</tr>
<tr>
<td>Information Technology Technician</td>
<td>Beavers, Thomas</td>
<td>979-532-6423</td>
<td>281-795-0109</td>
</tr>
<tr>
<td>Information Technology Technician</td>
<td>Hardy, Heidi</td>
<td>281-239-1502</td>
<td>979-453-3006</td>
</tr>
</tbody>
</table>
Emergency Response Teams and Emergency Exits for Physical Resources: Peace Building, Library and Administration Building


David Kucera  Ext. 6342
Debbie Monroe  Ext. 6394
Terrell Jessen  Ext. 6524
Stephanie Dees  Ext. 6334
Vendor Contact List

Wharton Campus
Electricity is supplied by Centerpoint Energy
Air Conditioning is service supplied by Carrier Corp.

Sugar Land Campus
Electricity is supplied by Centerpoint Energy
Air Conditioning is service supplied by Carrier Corp.

Richmond Campus
Electricity is supplied by Centerpoint Energy
Air Conditioning is supplied by Carrier Corp.

Bay City Campus
Electricity and air conditioning is handled by the owner of the building, Bay City Economic Development Corporation.
MATTERS RELATING TO WORKFORCE DEVELOPMENT, CONTINUING EDUCATION AND DISTANCE LEARNING

A. Approval to apply for the Fort Bend Cares Grant ($20,000.00 for Youth Activities SUCCESS Program)
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: 02-19-08      Date of This Proposal: 01-24-08

SUBJECT (item as it will appear on agenda): Fort Bend Cares Foundation grant opportunity for youth related organizations in Fort Bend County

RECOMMENDATION: Apply for the Fort Bend Cares Grant

BACKGROUND/RATIONALE: Wharton County Junior College Youth Activities SUCCESS Program provides training for individuals with disabilities. Grant funds will offset the cost of this program and reduce the tuition for the program participants.

Estimated Cost and Budgetary Support (how will this be paid for?): $____________________
Grant request for $20,000 for Youth Activities SUCCESS Program

RESOURCE PERSON(S) [name(s) and title(s)]:
Dale Pinson-Vice President-Workforce Training, Continuing Education and Distance Learning
Kandace Nasis-Coordinator-Youth Activities

SIGNATURES:  
Originator: [Signature]  
Cabinet-Level Supervisor: [Signature]  
Date: 01-24-08

PRESIDENT’S APPROVAL:   
[Signature]  
Date: 02-11-08

Reg 113
6-21-95, 12-16-99
FORT BEND CARES

2008 Grant Application

The following documentation is required along with the application:

1) A copy of the latest IRS Tax Exempt Determination Letter stating that your organization is not a private foundation and that it has Internal Revenue Code section 501(c)(3) status.

2) A statement on your organization’s letterhead signed by the Executive Director that there has been no change in the organization’s current IRS status.

<table>
<thead>
<tr>
<th>I. Organization Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name of Organization:</td>
</tr>
<tr>
<td>Employer Identification Number:</td>
</tr>
<tr>
<td>Street Address, City and Zip:</td>
</tr>
<tr>
<td>Mailing Address, City and Zip:</td>
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<tr>
<td>Name of Primary Contact for Grant:</td>
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<td>Phone:</td>
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<tr>
<td>Fax:</td>
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<tr>
<td>Email:</td>
</tr>
<tr>
<td>Website:</td>
</tr>
<tr>
<td>Year Organization Established:</td>
</tr>
<tr>
<td>Your Organizations Mission:</td>
</tr>
</tbody>
</table>

Give a brief overall description of your organization:

Describe any ongoing collaboration with other agencies and/or organizations.

<table>
<thead>
<tr>
<th>II. Grant Proposal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project/Program Cost: $</td>
</tr>
<tr>
<td>Amount Requested from FORT BEND CARES: $</td>
</tr>
<tr>
<td>Time frame for use of grant funds:</td>
</tr>
</tbody>
</table>

Purpose of grant:

Summary of project/program:

What do you hope to accomplish with this project/program?
What age groups of children and/or youth will benefit from the project/program?

Describe how the program/project provides a long term benefit to Fort Bend County:

Will Fort Bend County residents be the direct recipients of the project/program?

What consequences to the project/program are anticipated if Fort Bend Cares can only partially meet your grant request?

What portion of the grant will go to administrative costs?

Will the grant funds be used to establish or fund an endowment?

Describe how your organization benefits from churches, an endowment, a major fundraiser, corporate donors, benefit from a private foundation or United Way funding?

### III. Board Chairman and Executive Director Information

<table>
<thead>
<tr>
<th>Name of Board Chairman:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Affiliation:</td>
<td></td>
</tr>
<tr>
<td>Position Held:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address, City and Zip:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

| Name of Executive Director: |  |
| Phone:                     |  |
| Fax:                       |  |
| Email:                     |  |

Names of other Board members:

__________________________________________ (Signature of Board President)

__________________________________________ (Signature of Executive Director)

__________________________________________ (Date Signed)
IV. The following may be requested by the Fort Bend Grant committee reviewing your application.
A request from Fort Bend Cares will be made if required.

☐ A copy of your organization’s most current annual operating budget.

☐ A line item budget for the proposed project that includes all funds allocated to the project, a to-date list of funds and/or pledges secured as support. Also include a list of all outstanding requests made to additional funding sources. Sources of committed and pending funds should include the names of funders and the amounts awarded, pledged or requested. (See Budget Format)

☐ A copy of your organization’s most recent audited financial statement. If your organization’s financial statements are not audited, reviewed or compiled by an independent accountant, the organization should submit internally prepared financial statements, including a statement of financial position (a balance sheet) and a statement of revenues and expenses, marked un-audited.

☐ A copy of the latest IRS Form 990 (including all supporting schedules and Schedule A).

Please submit the completed application and required supporting documents to:

Fort Bend Cares
c/o Grant Committee
14823 Southwest Freeway
Sugar Land, Texas 77478
WHARTON COUNTY JUNIOR COLLEGE DISTRICT
AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees
B. Office of President
C. Office of Academic Affairs

1. Approve department head pay for Spring 2008
2. Approve full-time overloads for Spring 2008
3. Approve part-time faculty overloads for Spring 2008
4. Approve reclassification of Brianna L. Florus, temporary, full-time volleyball coach, FAC-1-1, to regular, full-time volleyball coach, FAC-1-1, effective May 31, 2008
5. Approve reclassification of Ava Humme, temporary, full-time instructor of English, FAC-1-10, to regular full-time instructor of English, FAC-1-10, effective May 17, 2008
6. Approve salary adjustment of Cynthia Knox, regular, full-time instructor of speech, FAC-4-7, to regular, full-time instructor of speech, FAC-2A-16, effective January 2, 2008
7. Approve reclassification of Angela Kocurek, temporary, full-time instructor of English, FAC-3-2, to regular full-time instructor of English, FAC-3-2, effective June 1, 2008
8. Steve P. Sieben employed as regular, full-time director/instructor of power technology, $49,641.00, effective February 1, 2008
9. Approve salary adjustment of Pam Speights as regular, full-time speech instructor, FAC-5-11, to regular, full-time speech instructor, FAC-5A-11, effective January 1, 2008

D. Office of Administrative Services
E. Office of Student Services
F. Office of Workforce Development, Continuing Education and Distance Learning
G. Office of Technology and Institutional Research
H. Information Items: Contract Personnel Actions

1. Gerald D. Soderstrom retired as regular, full-time instructor of psychology, FAC-7-36, effective May 16, 2008
1. Information Items: Non-contract Personnel Action

1. Shelley N. Cook received a change of assignment from temporary, full-time assistant cashier, O-5-1, to regular, full-time accounts receivable clerk, O-10-1, effective February 4, 2008

2. Anna K. Gardner employed as regular full-time administrative assistant to VP/Tech and IR, P-13-0, effective February 4, 2008

3. Rosie R. Nunez received a promotion from regular, full-time cataloging technician, O-8-8, to regular, full-time cataloging/technical services technician, O-11-8, effective January 16, 2008

4. Octavio J. Pena separated as regular, full-time custodian, O-1-13, effective January 11, 2008

5. Ruben Ramirez resigned as regular, full-time mail carrier/maintenance, T-1-2, effective January 31, 2008

6. Veronica L. Long employed as regular, part-time workforce development aide, O-10-0, $10.97 hr. x 33 hrs./wk. x 30 wks. = $10,860.30/yr., effective February 4, 2008

7. Dolores M. Lucio resigned as regular, part-time workforce development aide, O-10-0, $10.97 hr. x 33 hrs./wk. x 30 wks. = $10,860.30/yr., effective January 31, 2008

8. David K. Neman separated as regular, part-time library/open computer lab clerk/FBTC, O-5-0, $9.55 hr. x 20 hrs./wk. x 48 wks. = $9,168.00/yr., effective January 18, 2008

9. Stephanie L. Thames employed as regular, part-time secretary – center for the arts, $9.53 hr. x 15 hrs./wk. x 11 wks. = $1,372.45/yr., effective February 12, 2008

10. Lindsey A. Campbell employed as temporary, full-time human resources clerk, O-6-0, effective February 5, 2008

11. Sandra L. Arreola employed as temporary, part-time human resources clerk, O-5-0, $9.54 hr. x 19 hrs./wk. x 29 wks. = $5,256.54/yr., effective February 13, 2008

12. Rosanne Johnson received a salary adjustment from temporary, part-time learning assistance center math tutor-Sugar Land, $12.00 hr. x 19.5 hrs./wk. x 33 wks. = $7,839.00/yr., to part-time learning assistance center math tutor-Sugar Land, $15.00 hr. x 19.5 hrs./wk. x 12 wks. = $3,510.00/yr., effective February 4, 2008

13. Katharine H. Nelson employed as temporary, part-time biology lab worker, $5.85/hr. x 10 hrs./wk. x 16 wks. = $956.00/yr., effective February 1, 2008

14. Cody R. Ross resigned as temporary, part-time fitness center staff, O-5-0, $9.55/hr. x 10 hrs./wk. x 14 wks. = $1,337.00/yr., effective December 8, 2007

15. Hans C. Stielzel employed as temporary, part-time fitness center staff, O-5-0, $9.55/hr. x 10 hrs./wk. x 14 wks. = $1,337.00/yr., effective January 22, 2008
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<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

#### Part I: Check all that apply
- [x] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [x] Temporary
- [x] Full-Time
- [ ] Part-Time

#### Part II: Assignment/Accounting
**CURRENT Division/Unit:**

- Life Sciences Division

**Job Title/Position:** Volleyball Coach - Temporary Fulltime

**Specialized Area:** Athletics

**Budgeted Position:**
- [x] Yes
- [ ] No

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

**Position No. (NBAPOSN):** KIN03T

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

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

**Start Date:** 7/16/07
**End Date:** 3/30/08
- [ ] 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
- [ ] 300ber

---

**PROPOSED Division/Unit:**

- Life Sciences

**Job Title/Position:** Volleyball Coach

**Budgeted Position:**
- [x] Yes
- [ ] No

**Position No. (NBAPOSN):** KIN003

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

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

**Start Date:** 3/31/08
**End Date:** N/A
- [ ] 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
- [ ] 300ber

---

**Explanation of Action:**

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

**Approved by Vice President:**

**Approved by Division Chair:**

**Date:** 1/18/08

**Budget Approval:**

**Date:** 1/18/08

**Approved by President:**

**Date:** 1/18/08

**Approved by Cabinet Level Supervisor:**

**Date:** 1/18/08

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

**Reg. 821**

**Revised July 29, 2004**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

#### Social Security No. [Redacted]
**Last Name** Humme
**First Name** Ava
**Middle Initial** [Redacted]
**Telephone** [Redacted]

**Address** [Redacted]
**City** [Redacted]
**State** [Redacted]
**Zip** [Redacted]

### Part I: Check all that apply

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<th>Transfer</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
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<th>Re雇</th>
<th>Separation (date: [Redacted])</th>
<th>Re雇</th>
<th>Change in Assignment</th>
<th>Re雇</th>
<th>Additional Assignment</th>
<th>Re雇</th>
<th>Leave of Absence</th>
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### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:** Communications and Fine Arts
**Job Title/Position:** Instructor of English - Temporary Full-time
**Specialized Area:** English
**Budgeted Position?** Yes ☐ No ☑
**Funded in which FY?** FY08
**Budget Number:** 1110.14503.6091.100
**Position No. (NBAPOSN):** ENG077

**Compensation:**
- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)
**Sched** F
**Grade** 1
**Step** 10
**Hourly Rate:** [Redacted] $N/A per hr x [Redacted] hrs/wk x [Redacted] wks = $[Redacted] per year

**Start Date:** 8/20/07
**End Date:** 5/16/08
**As-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"); however, 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:** Instructor of English
**Specialized Area:** English
**Budgeted Position?** Yes ☐ No ☑
**Funded in which FY?** FY08
**Budget Number:** 1110.14503.6091.100
**Position No. (NBAPOSN):** ENG007

**Compensation:**
- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)
**Sched** F
**Grade** 1
**Step** 10
**Hourly Rate:** [Redacted] $N/A per hr x [Redacted] hrs/wk x [Redacted] wks = $[Redacted] per year

**Start Date:** 5/17/08
**End Date:** N/A
**As-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"); however, 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

- [Redacted]

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head):** [Redacted] [Redacted]
**Approved by Vice President:** [Redacted] 1-16-09
**Approved by Division Chair:** [Redacted] [Redacted]
**Budget Approval:** [Redacted] 1-18-08
**Approved by Cabinet Level Supervisor:** [Redacted] 1-22-08

**Reg. 821** Revised July 29, 2004
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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

### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temp
- [ ] Full-Time
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: _____)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

**CURRENT** Division/Unit: Communications and Fine Arts

- Job Vacancy No.: (if applicable) 0008 F 023
- Job Title/Position: Instructor of Speech
- Specialized Area: Speech
- Budgeted Position?: [ ] Yes [ ] No
- Funded in which FY?: FY08
- Position No. (NBAPOSN): SPE003

#### Compensation:

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<th>$ N/A per hr x ____ hrs/wk x ____ wks = $ _____ per year</th>
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| Start Date: 01/08/01 | End Date: N/A | As-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: Communications and Fine Arts

- Job Vacancy No.: (if applicable) 0008 F 023
- Job Title/Position: Instructor of Speech
- Specialized Area: Speech
- Budgeted Position?: [ ] Yes [ ] No
- Funded in which FY?: FY08
- Position No. (NBAPOSN): SPE003

#### Compensation:

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<th>Sched F</th>
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<th>Hourly Rate (Part-time only)</th>
<th>$ N/A per hr x ____ hrs/wk x ____ wks = $ _____ per year</th>
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| Start Date: 01-02-08 | End Date: N/A | As-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:** Correction to salary calc.

### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head) Date: __________ Approve by Vice President Date: __________
- Approved by Division Chair Date: __________ Reviewed by Human Resources Date: __________
- Budget Approval Date: 1/29/08
- Approved by Cabinet Level Supervisor Date: 1/29/08

Revised July 29, 2004
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

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### Part I: Check all that apply

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

Communications and Fine Arts

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

N/A

**Instructor of English - Temporary Full-time**

**Specialized Area:**

English

**Budgeted Position?**

[ ] Yes [ ] No

**Funded in which FY?**

FY08

**Budget Number:**

1310.14503.6091.100

**Position No.** (NBAPOSN): ENG099T

**Compensation:**

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<td>[ ] Hourly</td>
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<tr>
<td>[ ] Other (explain)</td>
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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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**Start Date:**

8/20/07

**End Date:**

5/31/08

**If temporary, anticipated termination date:**

5/31/08

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 Vacancy No.:** (if applicable)

N/A

**Instructor of English**

**Specialized Area:**

English

**Budgeted Position?**

[ ] Yes [ ] No

**Funded in which FY?**

FY08

**Budget Number:**

1310.14503.6091.100

**Position No.** (NBAPOSN): ENG009

**Compensation:**

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<td>[ ] Hourly</td>
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<td>[ ] Other (explain)</td>
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<td>Step 2</td>
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<td>$___ per hr x ___ hrs/wk x ____ wks =</td>
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**Start Date:**

6/1/08

**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

**Explanation of Action:**

Part III: Position/Budget Authorization

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

Date

**Approved by Vice President:**

Date

**Approved by Division Chair:**

Date

**Review by Budget Officer:**

Date

**Budget Approval:**

Date

**Approved by President:**

Date

**Approved by Cabinet Level Supervisor:**

Date

Date approved by Board or [ ] not applicable

Reg. 821

Revised July 29, 2004
Personnel Action Form

Wharton County Junior College

Human Resources

Social Security No. ____________ Last Name ________ First Name ________ Middle Initial ________ Telephone ________

Address ___________________________ City ___________________________ State ________ Zip ________

Part I: Check all that apply

Classification:
- ☐ Administrative/Professional Staff
- ☑ Faculty
- ☐ Support Staff
- ☐ Temporary
- ☑ 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) ___________________________

Job Title/Position: ___________________________ Specialized Area: ___________________________

Budgeted Position? ☐ Yes ☑ No

Budgeted Position? ________

Budget Number: ___________________________

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

- Sched ________ Grade ________ Step ________

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

- $ ________ per year

Start Date: ___________________________ End Date: ___________________________

- ☐ At-will-employee
- ☐ Per contract

If temporary, anticipated termination date: ___________________________

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) ___________________________

Math & Physical Science

Job Title/Position: Director/Instructor of Power Technology

Budgeted Position? ☐ Yes ☑ No

Budgeted Position? ☑ Yes

Budget Number: ___________________________ Position No. (NBAPOS): PWR001

Compensation: $49,641.00

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

- Sched ________ Grade ________ Step ________

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

- $ ________ per year

Start Date: ___________________________ End Date: ___________________________

- ☐ At-will-employee
- ☐ Per contract

If temporary, anticipated termination date: ___________________________

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

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

Explanation of Action

Reg 821 Revised July 29, 2004

Recommended by Supervisor (Department Head) ___________________________ Date ___________________________

Approved by Vice President ___________________________ Date 2-1-08

Approved by Division Chair ___________________________ Date ___________________________

Reviewed by Human Resources ___________________________ Date ___________________________

Budget Approval ___________________________ Date 2-1-08

Approved by Cabinet Level Supervisor ___________________________ Date 2-1-08

Date approved by Board or ☐ not applicable

Approvers: ___________________________ ___________________________ ___________________________ ___________________________

Date 2-1-08

Date 2-1-08

Date 2-1-08
### Personnel Action Form
#### Human Resources

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**Address**

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<th>City</th>
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<th>Date</th>
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**Part I: Check all that apply**

- New Employee
- Extension
- Reclassification
- Transfer
- Support Staff
- Promotion
- Regular
- Full-Time
- Part-Time
- Other (explain)
- Retirement
- Separation (date: )
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Classification:**

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

**Job Title/Position:**

- Speech Instructor
- Specialized Area: Speech

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budgeted Position:**

- Funded in which FY?
- FY08

**Budget Number:**

1310.14507.9061.100

**Compensation:**

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<td></td>
<td></td>
<td>$ N/A per hr x _____ hrs/wk x _____ wks =</td>
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<td>$ _____ per year</td>
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**Start Date:**

1/8/01

**End Date:**

N/A

**As-will-employee?**

- [ ] Yes
- [ ] No

**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, 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
- Specialized Area: Speech

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

N/A

**Budget Number:**

1310.14507.6091.100

**Compensation:**

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<td></td>
<td>$ _____ per year</td>
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**Start Date:**

01/01/08

**End Date:**

N/A

**As-will-employee?**

- [ ] Yes
- [ ] No

**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:**

Grade increase per completion of 6 hours credit as approved on Professional Growth Plan

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head)

**Date:**

Approved by Vice President

Date:

1-16-08

- Approved by Division Chair

**Date:**

Reviewed by Human Resources

Date:

1-16-08

- Budget Approval

**Date:**

Approved by Provost

Date:

1-18-08

- Approved by Cabinet Level Supervisor

**Date:**

Date approved by Board or __ no applicable

Reg. 821

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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<td>Soderstrom</td>
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<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 05-16-08)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT Division/Unit:** Social and Behavioral Science

**Job Title/Position:** Instructor of Psychology

**Specialized Area:** Psychology

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

**Funded in which FY?** FY08

**Budget Number:** 1110.14704.6091.100

**Position No. (NBAPOSN):** PSY003

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

<table>
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<th>Sched</th>
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<tbody>
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<td>36</td>
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</table>

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

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

**Start Date:** 08/21/78  
**End Date:** 05-16-08

**At-will-employee** [ ]

**If temporary, anticipated termination date:** NA

**PROPOSED 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)

<table>
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<tr>
<th>Sched</th>
<th></th>
<th>Grade</th>
<th>Step</th>
</tr>
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**Hourly Rate (Part-time only):**

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

**Start Date:**

**End Date:**

**At-will-employee** [ ]

**If temporary, anticipated termination date:**

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

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

**Explaination of Action:**

#### Part III: Position/Budget Authorization

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

**Date:**

**Approved by Vice President:**

**Date:** 2-8-08

**Approved by Division Chair:**

**Date:** 2-8-08

**Budget Approval:**

**Date:** 2/8/08

**Approved by Cabinet Level Supervisor:**

**Date:**

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

- [ ] not applicable
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Social Security No.:** [Redacted]

**Last Name:** Cook

**First Name:** Shelley

**Middle Initial:** N

**Telephone:** [Redacted]

**Address:** [Redacted]

**City:** [Redacted]

**State:** [Redacted]

**Zip:** [Redacted]

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

### Part II: Assignment/Accounting

**CURRENT Division/Unit:** Financial Services

**Job Title/Position:** Temporary Assistant Cashier

**Specialized Area:** Business Office

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

**Funded in which FY?** 08

**Budget Number:** 1110-13022-6101-6002

**Position No. (NBAPOSN):** CC1003

**Compensation:**
- Annual: $20,150.00
- Hourly: [Redacted]
- Other (explain): [Redacted]

**Hourly Rate of Pay:** (Part-time only)
- $ [Redacted] per hr x [Redacted] hrs/wk x [Redacted] wks = $ [Redacted] per year

**Start Date:** 09/01/07

**End Date:** n/a

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

**If temporary, anticipated termination date:** [Redacted]

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 [x]
- 12 months [x]
- Other

### PROPOSED Division/Unit:

**Financial Services**

**Job Title/Position:** Accounts Receivable Clerk

**Specialized Area:** Business Office

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

**Funded in which FY?** 08

**Budget Number:** 1110-13022-6101-6002

**Position No. (NBAPOSN):** CA3001

**Compensation:**
- Annual: $23,150.00
- Hourly: [Redacted]
- Other (explain): [Redacted]

**Hourly Rate of Pay:** (Part-time only)
- $ [Redacted] per hr x [Redacted] hrs/wk x [Redacted] wks = $ [Redacted] per year

**Start Date:** 02/04/08

**End Date:** [Redacted]

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

**If temporary, anticipated termination date:** [Redacted]

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 [x]
- 12 months [x]
- Other

**Explanation of Action:** [Redacted]

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):** [Redacted]
- **Date:** 2/1/08
- **Approved by Division Chair:** [Redacted]
- **Date:** 2/1/08
- **Budget Approval:** [Redacted]
- **Date:** 2/1/08
- **Approved by Cabinet Level Supervisor:** [Redacted]
- **Date:** 2/1/08
- **Date approved by Board or not applicable:** [Redacted]

**Reg. 821**

**Revised July 29, 2004**
## Personnel Action Form

**Human Resources**

### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
<th>New Employee</th>
<th>Extension</th>
<th>Reclassification</th>
<th>Transfer</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain):</th>
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<td>Administrative/Professional Staff</td>
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</tbody>
</table>

- Retirement
- Resignation
- Separation (date: ___)
- Change in Assignment
- Additional Assignment
- Leave of Absence

### Part II: Assignment/Accounting

#### CURRENT

- Job Title/Position: Specialized Area
- Budgeted Position? ☐ Yes ☐ No
- Funded in which FY?
- Budget Number: Position No. (NBAPOSN):
- Compensation:
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain): $___ per hr x ___ hrs/wk x ___ wks =~
  - ☐ Other (explain): $___ per year
- Start Date: End Date: ☐ As-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

- Job Title/Position: Vice President of Technology and Institutional Research
- Budgeted Position? ☐ Yes ☐ No
- Funded in which FY? FY08
- Budget Number: Position No. (NBAPOSN): AD2003
- Compensation:
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain): $28,125
  - ☐ Other (explain): Hourly Rate (Part-time only) $N/A per hr x $N/A hrs/wk x $N/A wks =~
  - ☐ Other (explain): $N/A per year
- Start Date: End Date: ☐ As-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

Reg. 821

**Revision:** July 29, 2004

(Copy)

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[Signature]

Date: 1-15-08

[Signature]

Date: 01-15-08

[Signature]

Date: 01-17-08

[Signature]

Date: 01-18-08
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

### Social Security No.  
Last Name: Nunez  
First Name: Rosie  
Middle Initial: R  
Telephone:  
Address:  
City:  
State:  
Zip:  

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

### Part II: Assignment/Accounting

**CURRENT Division/Unit:**  
Library  
Job Title/Position: Cataloging Technician  
Specialized Area: Cataloging and collection maintenance  
Budgeted Position?  
- Yes  
- No  
Funded in which FY?  
FY08

**Budget Number:** 1110.1496.6101.402

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

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

**Start Date:** 06/01/1999  
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:**  
Library  
Job Title/Position: Cataloging/Technical Services Technician  
Specialized Area: Library Technical Services  
Budgeted Position?  
- Yes  
- No  
Funded in which FY?  
FY08

**Budget Number:** 1110.1496.6101.402

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

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

**Start Date:** 01/16/08  
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:**

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head):**  
Date: 11/10/08  
Approved by VP President:  
Date: 1-22-08

**Approved by Division Chair:**  
Date: 11/10/08  
Reviewed by Human Resources:  
Date: 2-1-08

**Budget Approval:**  
Date: 2/1/08  
Approved by President:  
Date: 2-1-08

**Approved by Cabinet Level Supervisor:**  
Date:  
Approved by Board or:  
Date:   
Revised July 29, 2004

Reg. 821
Personnel Action Form
Human Resources

Social Security No.

Last Name
Pena

First Name
Octavio

Middle Initial
J.

Telephone

Address

City

State

Zip

Part I: Check all that apply

Classification:

☐ New Employee

☐ Extension

☐ Reclassification

☐ Transfer

☐ Promotion

☐ Salary Adjustment

☐ Other (explain)

☐ Retirement

☐ Resignation

☐ Separation (date 1-11-08)

☐ Change in Assignment

☐ Additional Assignment

☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:

Physical Plant

Job Vacancy No. (if applicable)

N/A

Job Title/Position:

Custodian

Specialized Area:

Maintenance

Budgeted Position? ☐ Yes ☐ No

Funded in which FY? 2007-2008

Budget Number:

1110.1194.6104.703

Position No. (NBAPosition): CUS012

Compensation:

$ 21,650.00

Hourly Rate: (Part-time only)

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

Start Date: 04-04-94

End Date: 01-11-08

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)

Position No. (NBAPosition):

Compensation:

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

Start Date: ☐

End Date: ☑ At-will-employee ☐ Per contract ☐

If temporary, anticipated termination date:

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

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

1/6/08

Approved by Vice President 1/17/08

Approved by Division Chair

Date

1/17/08

Reviewed by President 1/17/08

Budget Approval

Date

1/17/08

Approved by President 1/17/08

Approved by Cabinet Level Supervisor 1/17/08

Date

Approved by Board or ☐ not applicable

Reg. 821 Revised July 20, 2004
Personnel Action Form
Human Resources

Social Security No. ______________________ Last Name: Ramirez
First Name: Ruben Middle Initial: __________ Telephone: __________

Address: ____________________________ City: ________ State: ________ Zip: __________

Part I: Check all that apply

Classification:
☐ Administrative/Professional Staff ☐ New Employee ☐ Retirement
☐ Faculty ☐ Extension ☐ Separation (date 01-31-08)
☐ Support Staff ☐ Reclassification ☐ Change in Assignment
☐ Temporary ☐ Transfer ☐ Additional Assignment
☐ Regular ☐ Full-Time ☐ Leave of Absence
☐ Part-Time ☐ Promotion ☐ Other (explain)

Part II: Assignment/Accounting

CURRENT Division/Unit: __________________________

Physical Plant
Job Title/Position: __________________________ Specialized Area: __________________________

Mail Carrier/Maintenance
Budgeted Position?: ☐ Yes ☐ No Funded in which FY?: 2007-2008

Budget Number: 1110.1193.6104.702

Compensation:
☐ Annual ☐ Hourly ☐ At-will-employee ☐ Per contract
☐ Other (explain) Sched 1 ☐ Grade 1 ☐ Step 2

Hourly Rate: (Part-time only)

$ \text{N/A}_{\text{per hr} \times \text{N/A}_{\text{hrs/wk} \times \text{N/A}_{\text{wks}}}}$

$\text{N/A}_{\text{per year}}$

Start Date: 08-21-95 ☐ End Date: 01-31-08

Most 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: __________________________ Specialized Area: __________________________

Budgeted Position?: ☐ Yes ☐ No Funded in which FY?:

Budget Number: Position Number (NBA/POSN): SHP002

Compensation:
☐ Annual ☐ Hourly ☐ At-will-employee ☐ Per contract
☐ Other (explain) Sched _____ ☐ Grade _____ ☐ Step _____

Hourly Rate: (Part-time only)

$\text{_____ per hr} \times \text{_____ hrs/wk} \times \text{_____ wks} = \text{____ per year}$

Start Date: 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

Explanation of Action: __________________________

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) __________________________ Date 1/31/08

Approved by Division Chair __________________________ Date 1/31/08

Budget Approval __________________________ Date 1/31/08

Approved by Cabinet Level Supervisor __________________________ Date 1/31/08

Reviewed by Human Resources __________________________ Date 1/31/08

Approved by Vice President __________________________ Date

Date approved by Board or ☐ not applicable

Reg. 821

Revised July 29, 2004
### Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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</tbody>
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**Address**

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

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Regular
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] 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:** [Current Division/Unit]
- **Job Vacancy No.:** (if applicable)
- **Job Title/Position:** [Current Job Title/Position]
- **Specialized Area:** [Specialized Area]
- **Funded in which FY?** [Funded in which FY?]
- **Budget Number:** [Current Budget Number]
- **Position No. (NBA/POSN):** [Current Position No. (NBA/POSN)]: [NBA/POSN]

- **Compensation:** [Current Compensation]
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - **Sched:** [Sched]
  - **Grade:** [Grade]
  - **Step:** [Step]
  - **Hourly Rate (Part-time only):** [Hourly Rate (Part-time only)]
    - $________ per hr x ________ hrs/wk x ________ wks = $________ per year

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Anticipated termination date:** [If temporary, anticipated termination date]

**PROPOSED**

- **Division/Unit:** [Proposed Division/Unit]
- **Job Vacancy No.:** (if applicable)
- **Job Title/Position:** [Proposed Job Title/Position]
- **Specialized Area:** [Specialized Area]
- **Funded in which FY?** [Funded in which FY?] [2007-08]
- **Budget Number:** [Proposed Budget Number]
- **Position No. (NBA/POSN):** [Proposed Position No. (NBA/POSN)]: [NBA/POSN]: [GNTC99]

- **Compensation:** [Proposed Compensation]
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - **Sched:** [Sched]
  - **Grade:** [Grade]
  - **Step:** [Step]
  - **Hourly Rate (Part-time only):** [Hourly Rate (Part-time only)]
    - $10.97 per hr x 33 hrs/wk x 30 wks = $10,860.30 per year

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Anticipated termination date:** [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"); however, 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):** [Recommended by Supervisor (Department Head)]
  - **Date:** [Date]
- **Approved by Vice President:** [Approved by Vice President]
  - **Date:** [Date]
- **Recommended by Division Chair:** [Recommended by Division Chair]
  - **Date:** [Date]
- **Recommended by Human Resources:** [Recommended by Human Resources]
  - **Date:** [Date]
- **Budget Approval:** [Budget Approval]
  - **Date:** [Date]
- **Approved by Cabinet Level Supervisor:** [Approved by Cabinet Level Supervisor]
  - **Date:** [Date]

Reg. 821
Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
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<th>Telephone</th>
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<tr>
<td></td>
<td>Lucio</td>
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<th>Zip</th>
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</thead>
</table>

### Part I: Check all that apply

- Classification:  
  - [ ] Administrative/Professional Staff  
  - [ ] Faculty  
  - [ ] Support Staff  
  - [ ] Temporary  
  - [ ] Full-Time  
  - [ ] Regular  
  - [ ] Part-Time  
  - [ ] Other (explain)  
  - [ ] New Employee  
  - [ ] Extension  
  - [ ] Reclassification  
  - [ ] Transfer  
  - [ ] Promotion  
  - [ ] Salary Adjustment  
  - [ ] Other (explain)  
  - [ ] Retirement  
  - [ ] Resignation  
  - [ ] Separation (date: 1/31/08)  
  - [ ] Change in Assignment  
  - [ ] Additional Assignment  
  - [ ] Leave of Absence

### Part II: Assignment/Accounting

#### CURRENT Division/Unit: Workforce Development

- Job Title/Position: Aide
- Budgeted Position?  
  - [ ] Yes  
  - [ ] No
- Budgeted Position?  
  - [ ] Yes  
  - [ ] No
- Budgeted Position?  
  - [ ] Yes  
  - [ ] No
- Budgeted Position?  
  - [ ] Yes  
  - [ ] No
- Budget Number: 2127.6012.6147.1012
- Position No. (NBAPOSN): GNTC99
- Specialized Area: Adult Basic Education
- Job Vacancy No.: (if applicable)

<table>
<thead>
<tr>
<th>Compensation:</th>
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<tbody>
<tr>
<td>$10.97</td>
<td></td>
<td></td>
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</table>
- [ ] Annual  
- [ ] Hourly  
- [ ] Other (explain)  
- [ ] Grade  
- [ ] Step  
- [ ] Sched 0
- Hourly Rate: (Part-time only)  
  - [ ] $10.97 per hr x 33 hrs/wk x 30 wks =  
  - [ ] $10,860.30 per year

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<tr>
<td>10/15/07</td>
<td>1/31/08</td>
</tr>
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</table>
- [ ] 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: Workforce Development

- Job Title/Position:  
- Budgeted Position?  
  - [ ] Yes  
  - [ ] No
- Budgeted Position?  
  - [ ] Yes  
  - [ ] No
- Budgeted Position?  
  - [ ] Yes  
  - [ ] No
- Budgeted Position?  
  - [ ] Yes  
  - [ ] No
- Budgeted Position?  
  - [ ] Yes  
  - [ ] No
- Budget Number:  
- Position No. (NBAPOSN):  
- Specialized Area:  
- Job Vacancy No.: (if applicable)

<table>
<thead>
<tr>
<th>Compensation:</th>
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<tbody>
<tr>
<td>$</td>
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</tbody>
</table>
- [ ] Annual  
- [ ] Hourly  
- [ ] Other (explain)  
- [ ] Grade  
- [ ] Step  
- [ ] Sched
- Hourly Rate: (Part-time only)  
  - [ ] $ per hr x hrs/wk x wks =  
  - [ ] $ per year

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- [ ] At-will employee  
- [ ] Per contract
- If temporary, anticipated termination date:

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

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

### Explanation of Action:

#### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head)  
  - [ ] Date
- Approved by Vice President  
  - [ ] Date
- Approved by Division Chair  
  - [ ] Date
- Reviewed by Human Resources  
  - [ ] Date
- Budget Approval  
  - [ ] Date
- Approved by Cabinet Level Supervisor  
  - [ ] Date

Reg. 821  
Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**  
**Human Resources**

**Social Security No.**  
**Last Name:** Neman  
**First Name:** David  
**Middle Initial:** K  
**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: 01/18/2008)  
- [ ] Change in Assignment  
- [ ] Additional Assignment  
- [ ] Leave of Absence

#### Part II: Assignment/Accounting
- **Current Division/Unit:** Job Title/Position:  
  - **Library/Open Computer Lab Clerk**  
  - **Specialized Area:** Library/Open Computer Lab  
  - **Budgeted Position:** Yes [ ] No  
  - **Funded in which FY:** 2007

- **Budget Number:** 1210.1494.602.102  
- **Position No. (NBAPOSN):** OCLF99

- **Compensation:**  
  - [ ] Annual  
  - [ ] Hourly  
  - [ ] Other (explain):  
  - **Sched:** 0  
  - **Grade:** 5  
  - **Step:** 0  

- **Hourly Rate (Part-time only):**  
  - $9.55 per hr x 20 hrs/wk x 48 wks = $9168.00 per year

- **Start Date:** 09/15/06  
- **End Date:** N/A  
- **At-will-employee:**  
- **Per contract:** N/A

- **If temporary, anticipated termination date:**

#### PROPOSED Division/Unit:
- **Job Title/Position:**  
- **Specialized Area:**

- **Budgeted Position:** Yes [ ] No  
- **Funded in which FY:**

- **Budget Number:**

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

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

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

- **If temporary, anticipated termination date:**

#### Explanation of Action:

- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - [ ] 9 months  
  - [ ] 10 1/2 months  
  - [ ] 12 months  
  - [ ] Other 48 wks

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - **Date:** 1/18/08

- **Approved by Division Chair:**
  - **Date:** 1/24/08

- **Revised by Human Resources:**
  - **Date:** 1/24/08

- **Budget Approval:**
  - **Date:** 1/24/08

- **Approved by Cabinet Level Supervisor:**
  - **Date:** 1/24/08

---

Reg. #21  
Revised July 29, 2004
**Personnel Action Form**

**Section I: Identification**

**Social Security No.:**
**Last Name:** Thames
**First Name:** Stephanie
**Middle Initial:** L
**Telephone:**

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

**Part I: Classification**

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<thead>
<tr>
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<tr>
<td>Faculty</td>
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<tr>
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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 Division/Unit:**

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

**Budgeted Position?** ☐ Yes ☐ No

**Budgeted Position:*** Specialized Area:

**Budget Number:**

**Compensation:**

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

- Sched
- Grade
- Step

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

- $ per year

**Start Date:**

**End Date:**

- ☐ As 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

**PROPOSED Division/Unit:**

**Communications & Fine Arts**

**Specialized Area:** Center for the Arts

**Budget Number:**

**Compensation:**

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

- Sched
- Grade
- Step

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

- $ per year

**Start Date:**

**End Date:**

- ☐ As will employee
- ☐ Per contract

**Explanations of Action:**

**New position - Center for the Arts Secretary**

**Part III: Position/Budget Authorization**

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

**Approved by:***

**Date:**

**Approved by:***

**Date:**

**Approved by:***

**Date:**

**Budget Approval:**

**Approved by:***

**Date:**

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

**Revised July 29, 2004**
### Personnel Action Form

**Wharton County Junior College**

**Social Security No.**

**First Name**

**Middle Initial**

**Last Name**

**Telephone**

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<tr>
<td>☐ Faculty</td>
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<td>☐ Additional Assignment</td>
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<tr>
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**Part II: Assignment/Accounting**

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<td>Budgeted Position?</td>
<td>Funded in which FY?</td>
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<td>☐ Yes</td>
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<td>Budget Number:</td>
<td>Position No. (NBAPOSN):</td>
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<td>Compensation:</td>
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<td>☐ Hourly</td>
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<tr>
<td>Sched</td>
<td>Grade</td>
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<td>Hourly Rate: (Part-time only)</td>
<td>$ ___ per hr x ___ hrs/wk x ___ wks =</td>
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<td>$ ____ per year</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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**PROPOSED**

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<td>Compensation:</td>
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<td>☐ Other (explain)</td>
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<td>Sched</td>
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<td>$ ____ per year</td>
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<td>Start Date:</td>
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<td>☐ At-will-employee</td>
</tr>
<tr>
<td>If temporary, anticipated termination date:</td>
</tr>
</tbody>
</table>

**Explanation of Action:**

- Most regular full-time teaching faculty, though employed by the college, 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 faculty 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 7 months

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head)
  - Date: 2/4/08
- Approved by Division Chair
  - Date: 2/4/08
- Budget Approval
  - Date: 2/4/08
- Approved by Cabinet Level Supervisor
  - Date: 2/4/08

- Approved by Vice President
  - Date: 2/4/08
- Reviewed by Human Resources
  - Date: 2/4/08
- Approved by President
  - Date: 2/4/08

Reg. 821

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Social Security No.:** [Redacted]  **Last Name:** Arreola  **First Name:** Sandra  **Middle Initial:** L  **Telephone:** [Redacted]

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

#### Part I: Check all that apply

- [ ] Administrative/Professional Staff  
- [ ] Faculty  
- [ ] Support Staff  
- [ ] Temporary  
- [ ] Regular  
- [ ] Full-Time  
- [ ] Part-Time  
- [ ] New Employee  
- [ ] Extension  
- [ ] Reclassification  
- [ ] Transfer  
- [ ] Promotion  
- [ ] Salary Adjustment  
- [ ] Other (explain): [Redacted]

- [ ] Retirement  
- [ ] Resignation  
- [ ] Separation (date: 08/31/08)  
- [ ] Change in Assignment  
- [ ] Additional Assignment  
- [ ] Leave of Absence

#### Part II: Assignment/Accounting

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

- [ ] Specialized Area: Funded in which FY?
- [ ] Position No. (NBAPOSN): [Redacted]

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

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

- [ ] Sched 0  
- [ ] Grade 5  
- [ ] Step 0  
- [ ] $5,256.54  
- [ ] $9.54 per hr  
- [ ] 19 hrs/wk  
- [ ] 29 wks  
- [ ] $5,256.54 per year

**Budget Number:**  
**Start Date:** [Redacted]  **End Date:** [Redacted]

- [ ] 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 7 months

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

- [ ] Specialized Area: Human Resource  
- [ ] Position No. (NBAPOSN): HRD/W99

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

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

- [ ] Sched 0  
- [ ] Grade 5  
- [ ] Step 0  
- [ ] $5,256.54  
- [ ] $9.54 per hr  
- [ ] 19 hrs/wk  
- [ ] 29 wks  
- [ ] $5,256.54 per year

**Budget Number:**  
**Start Date:** [Redacted]  **End Date:** [Redacted]

- [ ] 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 7 months

**Explanation of Action:**

**Recommended by Supervisor (Department Head):** [Redacted]  **Date:** 2/12/08  
**Approved by Vice President:** [Redacted]  **Date:** [Redacted]

**Reviewed by Human Resources:** [Redacted]  **Date:** [Redacted]

**Budget Approval:** [Redacted]  **Date:** 2/12/08  
**Approved by Cabinet Level Supervisor:** [Redacted]  **Date:** [Redacted]

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

Reg. #21  
Revised July 29, 2004
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
- ☐ Regular
- ☐ Part-Time
- ☐ New Employee
- ☐ Extension
- ☐ Reclassification
- ☐ Transfer
- ☐ Promotion
- ☐ Salary Adjustment
- ☐ Other (explain)

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

Part II: Assignment/Accounting

CURRENT Division/Unit:
Learning Assistance Center--Sugar Land
Job Title/Position:
Math Tutor
Budgeted Position? ☑ Yes ☐ No
Specialized Area:
Learning Assistance Center--Sugar Land
Job Vacancy No.: (if applicable) 2007-2008
Funded in which FY?:
Budgeted Number:
1310-1493-6094-100
Annual Hourly Sched Grade Step
Compensation: NA NA Sched NA
$12 Per contract If temporary, anticipated termination date: 05-15-08

Start Date: 02-04-08 End Date: 05-15-08
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:
Learning Assistance Center
Job Title/Position:
Math Tutor
Budgeted Position? ☑ Yes ☐ No
Specialized Area:
Learning Assistance Center--Sugar L.
Job Vacancy No.: (if applicable) 2007-2008
Funded in which FY?:
Budgeted Number:
1310-1493-6094-100
Annual Hourly Sched Grade Step
Compensation: N/A N/A Sched N/A
$15.00 Per contract If temporary, anticipated termination date: 05-15-08

Start Date: 02-04-08 End Date: 05-15-08
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 Division Chair:

Budget Approval:

Approved by Cabinet Level Supervisor:

Reg. 821
Revised July 29, 2004
### Wharton County Junior College

**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
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**Part I: Check all that apply**

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

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

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

**Part II: Assignment/Accounting**

**CURRENT**

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

- Job Title/Position: [Specialized Area:]

- Budgeted Position: [Yes] [No]
  - Funded in which FY?:

- Budget Number: [Position No. (NIBAPOSN):]

**PROPOSED**

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

- Job Title/Position: [Specialized Area:]
  - Biology lab worker
    - Biology

- Budgeted Position: [Yes] [No]
  - Funded in which FY?:

- Budget Number: [Position No. (NIBAPOSN):]

**Compensation**

- Annual
- Hourly
- Other (explain)

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<th>Sched</th>
<th>Grade</th>
<th>Step</th>
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| $ | Hourly Rate: (Part-time only): $ __________ per hr x __________ hrs/wk x __________ wks = $ ______ per year |

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<th>End Date</th>
<th>At-will employee</th>
<th>Per contract</th>
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<tr>
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<td>As-will-employee</td>
<td>Per contract</td>
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**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a “9-month work schedule”), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule: [9 months] [10 1/2 months] [12 months] [Other] [16 weeks].**

**Explanation of Action:**

- Recommended by Supervisor (Department Head)
- Approved by Division Chair
- Approved by Cabinet Level Supervisor

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<tr>
<th>Date</th>
<th>Approved by:</th>
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<td>1/29/08</td>
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Reg. 821

Revised July 29, 2004
**Social Security No.**  
**Last Name**  
**First Name**  
**Middle Initial**  
**Telephone**

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

**Part I: Check all that apply**

- Administrative/Professional Staff
- Faculty
- Support Staff
- 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

**Part II: Assignment/Accounting**

**CURRENT**  
**Division/Unit:**  
**Administrative Services**  
**Job Title/Position:**  
**Specialized Area:**  
**Budgeted Position?**  
**Yes**  
**No**  
**Budgeted Number:**  
**1110-13025-6102-903**  
**Funded in which FY?**  
**2008**  
**Budget Number:**  
**Position No. (NBAPOSN):**  
**FITTW90**  
**Compensation:**  
$9.55  
- Annual  
- Hourly  
- Grade 5  
- Step 0  
- Hourly Rate: (Part-time only)  
- $9.55 per hr x 10 hrs/wk x 14 wks =  
- $1,337 per year**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Specialized Area</th>
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<tbody>
<tr>
<td>09/10/07</td>
<td>12/08/07</td>
<td>Fitness Center</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 14 wks

**PROPOSED**  
**Division/Unit:**  
**Job Title/Position:**  
**Specialized Area:**  
**Budgeted Position?**  
**Yes**  
**No**  
**Budgeted Number:**  
**Position No. (NBAPOSN):**

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

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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):**  
**1-28-08**  
**Approved by Vice President:**  
**1-28-08**

**Reviewed by Human Resources Date:**  
**1-28-08**

**Budget Approval Date:**  
**1-28-08**

**Approved by Cabinet Level Supervisor:**  
**1-24-08**

*Reg. 821 Revised July 29, 2004*
Classification: ☐ New Employee  ☐ Retirement  ☐ Regular  ☐ Temporary
☒ Administrative/Professional Staff  ☐ Reclassification  ☐ Promotion
☒ Faculty  ☐ Transfer  ☐ Salary Adjustment
☐ Support Staff  ☐ Change in Assignment  ☐ Other (explain)

Part II: Assignment/Accounting

CURRENT Division/Unit: Specialized Area:
Job Title/Position:  Funded in which FY?
Budgeted Position? ☐ Yes ☐ No
Budgeted Position? ☒ Yes ☐ No
Annual Sched  ☐ At-will-employee
Hourly Grade  ☐ Per contract
☑ Other (explain) Step 0
Budget Number: 0801 $ 004
Compensation: 0801 $ 004

PROPOSED Division/Unit: Job Vacancy No.: (if applicable)
Administrative Services
Job Title/Position: Specialized Area:
Fitness Center Staff  Fitness Center Staff
Budgeted Position? ☒ Yes ☐ No
Fitness Center Staff
Budgeted Position? ☒ Yes ☐ No
Budget Number: 1110-13025-6102-903
Position No. (NBAPONS): FITW99
Compensation: 1110-13025-6102-903

9.55 Sched 0
Compensation: $ 9.55
Hourly Grade 5
Compensation: $ 9.55 per hr x 10 hrs/wk x 14 wks = $133.7 per year

Start Date: 22-Jan-08
End Date: ☐ At-will-employee
Per contract
If temporary, anticipated termination date: 8-May-08
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 14 wks

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 1/28/08

Approved by Cabinet Level Supervisor Date Date approved by Board or ☐ not applicable

Reg. 821 Revised July 29, 2004
MATTERS RELATING TO FORMAL POLICY

A. First and final readings and approval: Regulations have been reviewed through governance structure and the college’s lawyers and recommended changes were made (policy change requires board approval)

1. Reg. 111 – Establishing College Regulations
2. Reg. 131 – Public Information/Notices and News Media Contacts
3. Reg. 138 – Catalog Development
4. Reg. 418 – Investments
5. Reg. 465 – Faculty Teaching Loads
6. Reg. 523 – Career Development and Job Placement
7. Reg. 591 – Student Grievances and Complaints
8. Reg. 592 – Student Disciplinary Action
9. Reg. 613 – Early Admission for High School Students
10. Reg. 663 – Appeal of Academic Decisions
12. Reg. 711 – Degrees and Degree Plans
13. Reg. 782 – Associate in Applied Science Degree Requirements
PROPOSED REVISION

ESTABLISHING COLLEGE REGULATIONS

I. PURPOSE

Describes how regulations are established for the implementation of policies approved as official college positions.

II. LEGAL REFERENCE


In discharging its duties the Board shall function in accordance with applicable state and federal statutes, controlling court decisions, and applicable regulations promulgated pursuant to statute by state and federal agencies. Opinions of the Texas Attorney General shall be used for guidance in interpretation of applicable law. The Board shall constitute a body corporate and shall have the exclusive power to manage and govern the College District. Education Code 1.001(a), 130.082(d), 130.084; Texas Ass'n of Steel Importers, Inc. v. Texas Highway Commission, 372 S.W. 2d 525 (Tex. 1963)

All authority not vested by the laws of the state in the Coordinating Board or in the Central Education Agency shall be reserved and retained locally in the College District or in the Board as provided in the laws applicable. Education Code 130.002

The Board shall have specific powers and duties imposed by statutes of the state. The Board has the legal power and duty to provide policy direction for the College District and adopt and/or amend such rules, regulations, and bylaws as the Board deems advisable. Education Code 51.352(b), 130.082(d) 4.

III. POLICY

A. Official policies governing the operation of the eCollege are the result of action by the Board of Trustees or the President acting with the express authorization of the Board of Trustees.

B. Official policies governing the operation of the college must be in written form and must be approved by the Board of Trustees. Formal adoption of a policy is effected when the policy is approved by a majority of the members of the Board in attendance at a duly constituted meeting of the Board.

C. At the discretion of the Board, proposed eCollege policies may be introduced and approved during the course of a single meeting or may be lodged at one meeting, with action by the Board to approve or not approve delayed until the following meeting.

D. The President is authorized by the Board to develop and/or approve procedures and guidelines to carry out Board-approved policies. The Board, however, retains the sole right to adopt policies. When immediate action is required in an area not covered by Board policy, the President has the power to act. The president must inform the Board promptly of such action, which is subject to review by the Board at its discretion.

E. The policies of the eCollege may not supersede or conflict with legal policies adopted by the state of Texas, with the rules and regulations of state agencies with jurisdiction over community-college
operations, or with any other applicable state or federal laws and regulations.

F. College policies and procedures for implementing those policies must be in writing as Regulations (Reg) in accordance with a standardized format described in Regulation 112. All policies must carry the date of approval, and designate the approving body or official. Normally, only the POLICY section of a regulation is reviewed and approved by the Board; procedures and guidelines to implement policy are established within the administrative structure of the eCollege.

G. Through the adoption of any policy, all previously adopted policies addressing the same issues are repealed and have no force or effect if they are in conflict with the newly adopted policy. Any amendment of or addition to a policy repeals all previous versions of the policy.

(POLICY APPROVAL: 12-14-94, amended 3-22-95, Board of Trustees)

IV. PROCEDURES

A. Regulations may originate in any of the following ways.

   1. Upon approval of an official policy by the Board of Trustees or the President, the President may request the appropriate eCollege officer to draft a regulation for implementation of the policy.

   2. The President or administrative officer of the eCollege may request a staff member or faculty to member to draft a regulation to implement an already-existing policy or to suggest a new policy.

   3. Any member of the Board, faculty member, administrator or other staff member, or a member of the student body may request or initiate the development of a regulation.

B. Regulations that have not yet been officially approved are referred to as draft regulations; those that have been officially approved are promulgated regulations. Draft regulations are distributed without a banner and are marked DRAFT REG ###; promulgated regulations are distributed with a black banner (as seen on the top of the first page of this regulation).

C. Draft regulations are submitted to the President of the College, who reviews them and discusses them in President's Cabinet prior to distribution. In some cases, the draft may be returned to the originator for revision before distribution; but, in most instances, the draft is disseminated for comment or information by sending it via email to the six college governance councils and if deemed proper all college employees (Faculty Council, Student Government Association, Support Staff Council, Academic Affairs Council, Student Services Council, and Administrative Services Council). In rare instances, the President may decide that the proposed regulation is inappropriate or ill advised and will return it to the originator without further action.

D. Each governance council reviews the draft regulation and formulates its response (comments, recommendations) in writing, and these written responses are distributed at the meeting of the President's Extended Cabinet designated to discuss the regulation. Any eCollege employee may also formulate a response to the draft regulations for consideration at the President's Extended Cabinet.

E. After consideration of recommendations from the councils, the President takes one of the following actions: (1) accepts the original draft regulation as written and recommends its promulgation to the Board, (2) amends the draft of the regulation based on recommendations of the councils and
Reg 111

discussions at Extended Cabinet, (3) returns the draft to the originator for revision, (4) establishes a
conference committee to resolve differences among campus constituents and revise the draft
regulation accordingly, or (4) rejects the regulation entirely.

F. If the policy section of a regulation consists of a new policy or an alteration of an existing policy and
therefore requires approval by the Board of Trustees, the President places that policy statement on
an agenda for a regularly scheduled meeting of the Board.

G. If the policy section of a regulation does not require Board approval, the President approves the
regulation.

H. The date of approval and the approving authority are noted in the regulation in parentheses
immediately following the statement of policy.

I. Once a regulation receives final approval, the President's Office codifies the regulation and
distributes it for inclusion in WCJC Approved Regulations (posted on the college web intranet and
Internet site) (or Reg Manual, for short); and the Director of College Advancement places a notice in
the Campus Bulletin that the regulation (including number and title) has been promulgated.

J. The Regulations Manual that resides in the President's Office is designated the official copy. If
discrepancies occur among different distributed copies of the manual, the version contained in the
official policy manual is authoritative.

V. GUIDELINES

A. Draft regulations are developed in accordance with Regulation 112, Format for College Regulations.

B. Draft regulations not expected to affect a particular group are sent to that group for informational
purposes, but so doing is not intended to disallow comment if the group so wishes.

C. College regulations should be reviewed on an ongoing basis as they are used and modified, refined,
or discontinued, as needed. Suggestions to revise an existing regulation follow the same procedures
as outlined above for the development and promulgation of a new regulation.

VI. Note on Authority of the Board and the President:
Compliance with Regulations

All regulations in the college's Regulations Manual are to be read and implemented in light of the following:

Two major components of regulations are policies and procedures; and these two components
come under the authority of the board and the president, respectively, as follows:

Policies are the directives of the board of trustees. Only the board may establish, modify, amend,
change, grant exceptions to, abrogate, suspend, or negate a policy; and the board may do so at any
time in its capacity as the institutions lawfully elected governing body. Therefore, all employees of
the college, with no exception, are required to comply with College policy.

Procedures are the directives of the president of the college. Only the president may establish,
modify, amend, change, grant exceptions to, abrogate, suspend, or negate a procedure; and the
president may do so at any time in his/her capacity as the institution's lawfully appointed chief
executive officer. Therefore, all employees of the college, with the exception of the president, are
required to comply with college procedures, but the president retains the discretion to change,
Reg 111

amend, or abrogate these procedures.

Reg 111
REGULATIONS

PUBLIC INFORMATION/NOTICES AND NEWS MEDIA CONTACTS

I. PURPOSE

Provides procedures and guidelines for the creation, design, production, and coordinated distribution of official college information to the general public and the media in order to promote community understanding of, and support for, the college, its programs and activities, its students and employees, through the timely and accurate dissemination of information; and to foster a sound and cooperative working relationship between the college and the news media. More specifically, the intention of this policy and its procedures is to:

A. present to the public a standard image and identity that further the college’s mission and reflects positively on the institution and its activities;

B. produce attractive publications and advertisements consistent with the college’s intended image and public identity that are viewed as component pieces of a coherent whole;

C. designate authority for production timetables that accommodate publications on both a regular and irregular schedule;

D. determine through the coordination of a single office the best means (whether through on-campus or off-campus resources) for the production and printing of quality materials in a timely and cost-effective manner.

II. LEGAL REFERENCE


III. BACKGROUND: ACADEMIC FREEDOM

The unfettered search for truth and the free expression of the results of this exploration (i.e., academic freedom) are essential to the educational enterprise in a democratic society. Wharton County Junior College supports such academic freedom and considers it fundamental for the protection of the right of teachers to teach, to conduct research, and to publish the results of research and of the right of students to learn.

A. Faculty are entitled to freedom in the classroom in discussing their subject but are not entitled to introduce extraneous material not related to their subject matter. That is, faculty are entitled to search out new and controversial topics and to express them freely. A problem emerges only when such topics are introduced or discussed to the exclusion of the course subject matter or are used to replace the course subject matter or when the faculty member uses the authority of his or her position (for example, in assigning grades) to reward those who agree with the faculty member or to punish those who disagree.

B. Faculty are entitled to freedom in the conduct of research and the publication of results, subject to acceptable performance of their contractual academic duties.
C. Faculty are entitled to the freedoms guaranteed by the U.S. Constitution and laws of the land to express their opinions as citizens. When they speak or write as citizens, therefore, they are entitled to be free from institutional restrictions as long as they make explicit and clear in their utterances that they are not speaking for or representing Wharton County Junior College and do not expressly use their affiliation with WCJC to lend authority to their opinions or actions as individuals. (This section is not meant to restrict faculty from using their affiliation with the college as a validating credential when issuing statements in their areas of expertise.) Faculty can express opinions, events, or statements on behalf of WCJC only with the prior consent of the President, or in emergency situations, with the approval of the Director of Marketing and Communications.

IV. POLICY

A. All employees as citizens, in their speech, writing, and actions as citizens, have the obligation to indicate they are not college representatives unless they are otherwise authorized by the President.

B. All employees and offices shall utilize the Office of College Advancement (PR) Office of Marketing and Communications to assure uniform, timely, and accurate dissemination of college information through news releases. Therefore, all publications intended for external audiences, including advertising, shall be coordinated through PR, the Office of Marketing and Communications.

C. All employees and offices are expected to promote the college and its activities and cooperate with PR, the Office of Marketing and Communications.

(POLICY APPROVAL: 1-18-95, amended 3-22-95, Board of Trustees)

V. PROCEDURES

A. When a need for printed publication occurs, the person with budgetary responsibility for the program area or that person’s designee meets with the director of PR to discuss purpose, content, design, audience, budget, and any other matters pertinent to the creation, production, and timely distribution of the publication.

B. Brief material of an informative (e.g., news release, one-page flyer, certificate) nature that officially represents the college should be forwarded to PR well before the requested release date, according to the publication schedule established by the PR Office.

C. PR maintains a file of all press releases, statements to the press, advertisements, photographs, and background materials. In the event that any such materials are to be discarded, the director of PR offers them to the appropriate member of the President’s Cabinet or his/her designee.

D. When officially representing the college, employees who wish to initiate contact with representatives of the news media should coordinate their efforts through PR. The director of PR assists with protocol, introductions, and other operational issues as appropriate. In some cases—for example, when employees have established an ongoing relationship with media representatives or when time is unexpectedly short—college personnel who wish to publicize an event may contact the media directly and send a written notice to PR that such contact has been made.

E. When representatives of the news media wish to initiate contact with college employees as
representatives of the college to explain, clarify, describe, or react to an institutional policy, action, or position, such media representatives should be encouraged to direct their inquiries through PR.

1. In their areas of expertise, college personnel may reply directly to specific questions from representatives of the media but should inform PR of the contact.

2. In matters concerning college operations and issues, college personnel should exercise care to indicate that they are not institutional spokespersons without prior authorization from PR and should inform PR of the contact and provide PR with the contents of any responses to media representatives.

F. In writing a letter to the editor of a newspaper, magazine, or other publications, college employees are encouraged not to use their college titles or otherwise identify themselves as representatives of the college without authorization from PR; and employees should make every effort to indicate that they are not speaking for the college. (See section II.C for the statement on academic freedom for faculty.)

G. Except in cases in which media access is guaranteed by statute, College administrative meetings concerning the policies and operation of the college are usually closed to the media in order to encourage the free and open exchange of ideas and opinions. Material and documents related to such meetings or produced in conjunction with such meetings are considered internal documents and are not released outside the college except through the PR office. College Board of Trustees' meetings are open to the media to the extent allowed under the Texas Open Meetings Act. Media are not permitted in board executive sessions.

H. In a situation deemed to be extraordinary, of a crisis or emergency nature, or a case of public record, PR, under the direction of the President, acts as the sole source of all college statements and information.

I. In matters of a controversial nature or public record cases, the President or his/her Cabinet designee makes final determinations of the content and form for all released information.

J. In cases of public record involving injuries, the nature of the injuries should not be discussed by college personnel. Media representatives requesting such information shall be referred to the appropriate medical facility or agency. (Even in public record cases, information about individuals is restricted. Media representatives may be told, for example, that, yes, an ambulance was on campus; but further inquiries should be directed to the medical agency.)

L. In responding to inquiries from the public or the news media, PR maintains an attitude of positive cooperation but respects confidentiality and students' and employees' right to privacy.

M. All media requesting information are afforded equal opportunity for access to it.

N. The regulation does not govern actions in response to requests for official college records. See Reg 135, Release of College Information and Public Access to Records. See also Texas Public Information Act.

A. The Office of Marketing and Communications is a clearinghouse to avoid the duplication of materials that are released to the public, to maintain a consistent policy with regard to the standard and quality of publicity, and to ensure contacts are coordinated through one central location. The Office of Marketing and Communications must prepare and release any official College news, which will be sent on WCJC newshead. Media are advised not to use other
B. The Director of Marketing and Communications or a designated representative of the college is the official spokesperson for the College in dealing with the media, unless otherwise designated by the President.

C. Employees may speak to the media upon receiving an approved media referral from the Office of Marketing and Communications. Employees may initiate contact with the media or respond to a media request to promote college activities or programs in their departments or to speak regarding an area of expertise once they have received a referral. When the media contacts an employee for a comment, the employee should refer the media to the Office of Marketing and Communications. Once the Office of Marketing and Communications has spoken to the media regarding the nature of the news story, and has determined that the request is one that does not require an official college response, the employee will be forwarded an approved media referral.

D. Vice Presidents are not required to obtain an approved media referral in order to respond to inquiries from the media. Vice Presidents are required to notify the Office of Marketing and Communications immediately after they have responded to the media for the purpose of informing the office about the nature of their discussion with the media.

E. Sponsors or coaches for student associations, organizations, honor societies, intercollegiate sports, and fine arts activities (art, drama, band, choir and speech) are not required to obtain a media referral in order to respond to inquiries from the media as long as the inquiries pertain directly to the students or student groups they sponsor or coach and are not regarding controversial issues. The sponsor or coach is required to notify the Office of Marketing and Communications immediately after they have responded to the media for the purpose of informing the office about the nature of their discussion.

Sponsors or coaches may mention their student group’s affiliation with Wharton County Junior College. However, they may not provide information specifically about the college to the media, for example, enrollment figures, operations, programs, and procedures. The media should be referred to the Office of Marketing and Communications to receive information about the college.

Sponsors of student associations, organizations, and honor societies are responsible for preparing and distributing press releases and promotional materials for their student groups. Copies of such materials should be provided to the Office of Marketing and Communications in conjunction with or prior to their release to the media.

Press releases for the college’s intercollegiate athletic teams and fine arts activities (art, drama, band, choir, and speech) must be submitted to the Office of Marketing and Communications for approval and release.

F. Employees should not respond to media inquiries requesting them to explain, clarify, describe, or react to an institutional policy, action, or position. Employees should refer the media to the Office of Marketing and Communications for these types of inquiries.

G. Employees are not to provide College documents, student information, or employee information to reporters. These types of inquiries must be requested formally as a Request for Public Information via the Office of the President.

H. In cases of public record involving injuries, the nature of the injuries should not be
discussed by college personnel. Media representatives requesting such information shall be referred to the appropriate medical facility or agency. (Even in public-record cases, information about individuals is restricted. Media representatives may be told, for example, that, yes, an ambulance was on campus; but further inquiries should be directed to the medical agency.)

I. In writing a letter to the editor of a newspaper, magazine, or other publications, college employees are not to use their college titles or otherwise identify themselves as representatives of the college without authorization from the Office of Marketing and Communications; and employees should make every effort to indicate that they are not speaking for the college. (See section II.C for the statement on academic freedom for faculty.)

J. College administrative meetings concerning the policies and operation of the college are usually closed to the media in order to encourage the free and open exchange of ideas and opinions. Material and documents related to such meetings or produced in conjunction with such meetings are considered internal documents and are not released outside the college except through the Office of Marketing and Communications. College Board of Trustees meetings are open to the media to the extent allowed under the Texas Open Meetings Act. Media are not permitted in board executive sessions.

K. This regulation does not govern actions in response to requests for official college records. See Reg 132, Release of College Information and Public Access to Records. See also Texas Public Information Act.

L. Upon the approval of the Director of Marketing and Communications, the Office of Marketing and Communications provides design, writing, and photography services for the creation of marketing materials, including but not limited to press releases, advertisements, brochures, posters, flyers, signage, invitations, programs, advertising specialties, postcards, schedules, catalogs, and specialty items. Employees who wish to request services from the Office of Marketing and Communications should follow the procedures established in the document titled Steps for Requesting Marketing Services on the WCJC Website's Office of Marketing and Communications homepage.

M. All print advertisements promoting the college, except for those pertaining to employment and public notices, must be created by the Office of Marketing and Communications. Employees are encouraged to plan six months in advance for their advertisements.

N. The Office of Marketing and Communications may at any time create standardized templates, approved by the college President, for the production of advertisements, brochures, flyers, and posters. These standards may not be deviated from unless approved by the Director of Marketing and Communications.

O. Employees who wish to post material on the college's website should follow the procedures established in the document titled Steps for Posting Material on the WCJC Website which is found on the WCJC intranet site.

VI. GUIDELINES

A. To promote a consistent image of the college, to enhance the recognition value of college publications, and to create and sustain an easily recognizable identity for the college, all printed materials intended for internal or external consumption (including but not limited to flyers, announcements, brochures, advertisements, news releases, and posters) should contain and prominently display the college name by use of the college graphic logo and accompanying
lettering in one of the approved forms (see Reg 133)

B. The college seal should not be used in printed materials or displayed without the authorization of PR—the Office of Marketing and Communications operating under the direction of the President or his/her Cabinet designee. (The college seal should be reserved for certain official institutional documents and events and should be treated as the college’s legal symbol, the use of which is under the direction of the college’s presiding officer and the Board of Trustees. It should not be used indiscriminately on fliers, brochures, newspaper ads, etc., for which the college logo is the appropriate symbol.)

C. The Office of Marketing and Communications PR is responsible for coordinating and advising on the use of the college logo and the seal.

VII. DEFINITIONS

A. News Media: on- and off-campus print and electronic media, including but not limited to radio and television stations, newspapers, and magazines.

B. Public Record Cases: those cases reportable by law to public authorities such as police or other law-enforcement agencies, the coroner, public-health officers, or governmental agencies.

FRV/FRV
1-18-95
BAM
CATALOG DEVELOPMENT

I. PURPOSE

This regulation defines responsibilities and procedures for development of the college's annual catalog.

II. BACKGROUND AND/OR LEGAL REFERENCE

The catalog, which is published annually, communicates academic and institutional policies and describes academic programs and courses of study. The catalog also provides information about facilities, admissions, tuition and fees, financial aid, faculty and personnel, college-wide mission and goals, history, and academic calendar. The catalog is primarily for use by faculty, staff, and enrolled and prospective students, and is distributed to educational institutions and other community agencies as appropriate.

III. DEFINITIONS

Continuous enrollment is defined as registering for at least one credit class during at least one session per calendar year.

IV. POLICY

A. The college catalog is an institutional publication, and responsibility for its development is coordinated by the Senior Vice President of Instruction (SVPI).

B. The various academic and administrative offices are responsible for providing information for the catalog as delegated by the appropriate administrator.

C. The catalog is distributed to faculty and staff, enrolled and prospective students, community agencies, and educational institutions.

D. As the medium for transmission of official college academic policy, the catalog is not an irrevocable contract between the college and the student. The college reserves the right to change provisions or requirements included in the catalog. The college's practice is not to make graduation requirements retroactive for students who have maintained continuous registration after acceptance into a curriculum. A student may elect to fulfill graduation requirements in effect at the time of graduation or those that were in effect at the time of the student's initial enrollment in that degree program, provided that no more than five years elapse between the date of initial enrollment and the date of graduation and provided that the student has maintained continuous enrollment.

(POLICY APPROVAL: 7-19-95, Board of Trustees)

V. PROCEDURES

A. The development and printing of the college catalog is included in the budget maintained by the Senior Vice President of Instruction (SVPI). The content of the college catalog is the responsibility of the Senior Vice President of Instruction (SVPI). The SVPI is responsible for recommending the catalog budget and for coordinating submission of bid specifications to the Office of the Vice President of Administrative Financial Services.
B. The Vice President of Administrative Services (VPAS) is responsible for recommending the catalog budget and for coordinating submission of bid specifications.

BC. The design and colors chosen for of the exterior and interior covers are the responsibilities of the Director of College Advancement Marketing and Communications.

CD. The catalog is developed, printed, and made available for distribution each year by April-May 1 or before. Materials used to produce the catalog are to be delivered to the printer by March 13 or earlier.

DE. Each fall, the Office of the Senior Vice President of Instruction distributes requests for information for the catalog each fall and a timetable to meet the deadline. All information for inclusion is received by the SVPI on or before November 4530. Only minor changes are accepted after that date.

EF. The VP/AA is responsible for the final editing and for the accuracy and reliability of the information printed in the catalog after that information has been validated by the appropriate administrator. The head of each administrative area of the college and the division chairs within Academic Affairs are responsible for reviewing galley proofs to insure accuracy.

The head of each administrative area of the college and the division chairs are responsible for reviewing galley proofs to insure accuracy. The SVPI is responsible for the final editing and for the accuracy and reliability of the information printed in the catalog.

FG. Academic program and curriculum information, including course descriptions, is maintained by each division. The Office of Academic Affairs the Senior Vice President of Instruction sends the appropriate section of the current catalog on disk to each division chair, who in turn prints the information and distributes it to the various department heads, program directors, and program coordinators for update. After the information has been updated on disk, the department heads, program directors, and program coordinators proof for accuracy before the updated disk is returned to the Office of the Vice President of Academic Affairs.

G. The VP/AA is responsible for recommending the catalog budget and for coordinating submission of bid specifications to the Office of the Vice President of Administrative Services. Moved to V. A. above.
INVESTMENTS

I. BACKGROUND and/or LEGAL REFERENCE


All investments made by the College District shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all applicable federal, state, and local statutes, rules, or regulations. Gov’t Code 2256.026 Investments shall be made in accordance with written policies approved by the Board. The investment policies must primarily emphasize safety of principal and liquidity and address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the College District’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the College District;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;
4. Methods to monitor the market price of investments acquired with public funds; and
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis.

Gov’t Code 2256.005(b) The investment policy and the investment strategy shall be reviewed not less than annually. The Board shall adopt a written instrument stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. Education Code 51.0032; Gov’t Code 2256.005(e)

As part of the investment policy, the Board shall adopt a separate written investment strategy for each of the funds under the Board’s control.

Each investment strategy must describe the investment objectives for the particular fund under the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the College District;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the investment needs to be liquidated before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

Gov’t Code 2256.005(d)
II. POLICY

A. Objectives

The investment policy of the District shall be to:

1. Assure the safety of the invested funds of the District.
2. Maintain sufficient liquidity to provide adequate and timely working funds.
3. Attain the highest possible rate of return while providing necessary protection of principal consistent with District operating requirements as determined by the Board.
4. Match the maturity of investment instruments to the daily cash flow requirements.
5. Diversify investments as to maturity, instruments, and financial institutions where permitted under state law.
6. Actively pursue portfolio management techniques.
7. Avoid investment for speculation.

B. Authorized Investments

The College President or designee, who may be a contractor, engaged by the College, shall serve as the investment officer of the district College and invest District funds in legally authorized and adequately secured investments.

C. Agreements

All investment transactions shall be executed on a delivery versus payment basis. With respect to repurchase agreements:

1. The market value of the collateral shall equal at least 102% of the cash value of the repurchase agreement.
2. All securities purchased under a repurchase agreement shall be held by the District's custodial (safekeeping) agent.
3. The seller of repurchase agreement securities shall be entitled to substitute securities upon authorization by the District.
4. No repurchase agreement shall be entered into unless a Master Repurchase Agreement has been executed between the District and its trading partners.

D. Certificates of Deposit

Bids for certificates of deposit may be solicited orally, in writing, electronically, or in any combination of those methods.

E. Safety and Investment Management

The investment officer shall exhibit prudence and discretion in the selection and management of securities. Skill and judgment shall be exercised in order that no individual or group of transactions undertaken would jeopardize the total capital sum of the overall portfolio. The District shall not allow speculation (such as anticipating of capital through changes in market interest rates) in the selection of any investments. The investment officer shall observe financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise.

F. Liquidity and Diversity

1. To meet the investment objectives of the District, the maturity of investments shall be targeted to coincide with the cash flow needs of the District.

2. Assets of the District shall be invested in instruments whose maturities do not exceed one-year five years at the time of purchase. Assets held in debt retirement funds may be invested in maturities exceeding one-year. The investment portfolio shall be diversified to reduce the risk of loss of investment income from over-concentration of assets in specific issue, a specific issue size, or a specific class of securities.

3. Nevertheless, the District recognizes that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return. Also, it is intended that investments in all funds shall be managed in such a way that any market price losses resulting from interest-rate volatility shall be offset by income received from the balance of the portfolio during a 12-month period.

G. Internal Controls

1. The Investment Management Plan documents the A system of internal controls for investments shall be documented in writing. Also, they shall be This plan is designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

a. Control of collusion.

b. Separation of duties.

c. Separation of transaction authority from accounting and record keeping.

d. Custodial safekeeping.

e. Avoidance of bearer-form securities.

f. Clear delegation of authority.
Reg 418

2. These controls shall be reviewed by the District's independent auditing firm.

H. Safekeeping and Custody

To protect against potential fraud and embezzlement, the cash and investments of the District shall be secured through third-party custody and safekeeping procedures as designated by the District. Investment officials shall be bonded.

I. Portfolio-Report Internal Management Reports

A monthly management portfolio report shall be prepared by the investment officer relating to investments of the District and appropriate collateral pledged for those investment instruments requiring security. A comprehensive report on the investment program and investment activity shall be presented annually to the Board. The annual report shall include a review of the activities and yield return for the 12 months, suggested policies and improvements that might enhance the investment program, and include an investment plan for the ensuing fiscal year. Per Pursuant to Section 2256.023 of the Texas Government Code, the Investment Officer shall prepare and submit to the college's Board of Trustees a quarterly written report of investment transactions for all funds for the preceding reporting period. Per Pursuant to Section 2256.005 (e), the Investment Officer shall prepare/update the Investment Policy and present it to the Board of Trustees for their approval annually.

(POLICY APPROVAL: 10-16-89, amended Board of Trustees)

Addendum: A copy of the District’s current Board-approved investment-management plan shall be attached to this policy as part of the permanent record.

College President's Directive
12-23-95
FACULTY TEACHING LOADS

I. PURPOSE

Defines a full-time teaching load and establishes a procedure for the assignment of equitable faculty teaching loads and a formula for paying overloads.

II. BACKGROUND

All full-time faculty are expected to work a minimum of 40 hours per week. Though faculty assignments vary from department to department and even from individual to individual within a department, all full-time faculty members are responsible for teaching and advising, maintaining office hours, and providing college service (including committee work).

III. DEFINITIONS

A. Semester hours: The credit a student earns for the work he or she puts into a course.

B. Contact hours: The number of scheduled weekly hours of contact for formal instruction between an instructor and students in a course. Normally, contact hours refer to hours of contact in a classroom, laboratory, or clinical-type setting and do not refer to individual meetings during the instructor's office hours.

C. Student contact hours: The number of scheduled weekly hours of contact for formal instruction between an instructor and students in a course multiplied by the number of students enrolled in the course.

D. Equated pay hour: compensation equivalent to teaching one in-class lecture contact hour during a 16-week semester.

E. Course preparations: The number of different courses an instructor teaches in a given semester.

F. Equated semester hour: a unit equivalent to one semester hour's credit for a student, as determined by the Texas Higher Education Coordinating Board. The THECB equates one student contact hour of lecture to one semester hour of credit, and it equates other types of student contact hours (e.g., labs) as follows:

<table>
<thead>
<tr>
<th>Contact Hour (16 wks)</th>
<th>Semester Credit Hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 lecture hr</td>
<td>1 sem cr hr</td>
</tr>
<tr>
<td>2 laboratory hrs</td>
<td>1 sem cr hr</td>
</tr>
<tr>
<td>5 clinical or internship hrs</td>
<td>1 sem cr hr</td>
</tr>
<tr>
<td>8 practicum or coop hrs</td>
<td>1 sem cr hr</td>
</tr>
</tbody>
</table>

IV. POLICY

A. The college shall have a published formula for calculating faculty teaching loads.
B. At least once every three years, the formula for calculating faculty teaching loads shall be reviewed by the chief academic officer, and his or her findings and recommendations shall be presented to the president and the President's Cabinet.

C. The formula for calculating teaching loads for faculty shall be presented to the Board of Trustees and shall be approved by the Board of Trustees before implementation. The formula for calculating teaching loads shall not be implemented without formal Board approval.

D. The formula for calculating full-time teaching loads and overloads and any updates shall be published in the college’s Regulations Manual and shall note their effective date.

(POLICY APPROVAL: 4-19-95, Board of Trustees)

V. PROCEDURES

A. Full-Time Employment

1. All full-time professional (exempt) employees, including faculty, are expected to work a minimum of 40 hours per week. For example, in the case of a full-time member of the faculty teaching five 3-credit courses (or 15 equated pay hours), a minimum of eight clock hours of work time is expected for each course (or a minimum of 2 clock hours for each equated pay hour). The standard of 15 equated pay hours per semester is used as the contractual basis for determining full workloads each semester for all full-time members of the faculty (whether a particular faculty member is assigned to 100% teaching or is provided release time for non-instructional duties).

The following table, adapted from Reg 461 (June 19, 1995), illustrates a framework for relating a 40-hour work week to 15 equated pay hours based on a "typical" teaching load of five 3-credit courses per semester. The table is not to be construed as establishing maximum hours for faculty who teach "atypical" schedules. (For example, one semester hour of credit for a lab section in, say, a science, normally requires at least two in-class contact hours, not one, as shown in the table.)

<table>
<thead>
<tr>
<th></th>
<th>Per Credit Hour</th>
<th>Per 3-Cr Course</th>
<th>Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class contact hours</td>
<td>1</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Office hours</td>
<td>0.66</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Prep time, grading, reading papers, etc., and college service</td>
<td>1</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2.66</strong></td>
<td><strong>8</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

2. 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 (for 10½ months or 12 months, depending on the agreement between the college and the employee).

3. Additional teaching assignments beyond the base contractual teaching duties of a full-time faculty member are executed as overloads and entitle the employee to additional compensation at the college's overload rate.

4. Additional or substitute non-teaching duties are assigned, and compensation determined, by means of a Paid Professional Assignment (PPA) form, which is executed separately from the standard term employment contract.

B Full-Time Teaching Load for Faculty

1. The normal teaching load for full-time faculty members consists of a minimum of 15 equated pay hours per semester (30 pay hours per academic year). Teaching assignments in excess of 15 equated pay hours per semester or 30 equated pay hours per year (whichever is applicable) are compensated as overloads at the college's standard overload rate.

2. The normal number of course preparations for a full-time faculty member is three per semester or six per contract year. Faculty members who exceed this number of preparations are paid overloads for each additional preparation at 25% of the college's standard overload rate for a 3-credit course.

C Teaching Overloads

1. Anyone teaching in excess of 15 equated pay hours per semester, when the total equated pay hours for the contract year is expected to exceed 30, is entitled to overload pay for each additional equated pay hour or fraction thereof, as specified above.

   a. Anyone teaching in excess of three course preparations per semester, when the total number of preparations for the year is expected to exceed six, is entitled to overload pay for each additional preparation, as specified above.

2. Overload Limits for Full-Time Faculty

   Though the college discourages excessive or consistent teaching overloads for full-time faculty, believing that faculty are fully employed without them, the college may allow or request an overload. Therefore, faculty members may not teach overloads that amount to more than 26% of their contractual workload (or a total per semester of 19 pay hours). During summer, faculty members may not teach more than three courses (9 equated pay hours) in each session.

   a. In emergency certain situations or under special circumstances, the Senior Vice President of Instruction (SVPI) may authorize overload assignments for a faculty member in excess of the 19-hour limit.

3. Overload compensation is administered as follows:

   a. Overload compensation is paid in only one category, whichever one is most remunerative to the instructor.
b. Courses taught in the same time slot are treated as a single course insofar as semester hours are counted.

c. Semester hours assigned to a teaching load are granted for the entire course if taught by a single person. If a teaching assignment is split, each participating instructor receives pay for the part of the course attributed to his/her instructional assignment. For example, in a course carrying four semester hours of credit, the instructor teaching three lecture hours is paid for a teaching assignment of three semester hours and another instructor teaching the laboratory hours is paid for those hours at the lab pay rate for that course.

d. If a course includes at least two laboratory hours in addition to three lecture hours, the instructor is credited with the agreed-upon equation of pay hours for those labs on his or her teaching load although there may be no extra course credit attributed to the laboratory.

e. Overloads involving other types of teaching assignments (such as team teaching, programmed instruction, private instruction, and activity-type classes) or involving non-teaching assignments (such as administrative duties) are handled on an individual basis and may require the issuance of a PPA (see Reg 469).

D. Equated Pay Hours

1. An "equated pay hour" is identified as comparable to a pay hour for teaching one in-class lecture hour (that is, one lecture contact hour per week during a 16-week semester, which leads to the acquisition of one semester credit hour for a student who successfully completes the course).

2. Compensation for teaching laboratories, clinicals, coops, internships, and practica is different from compensation for teaching lectures.

3. The equated pay hours for teaching a particular course are standard for that course throughout the college, and they must be shown on the master syllabus for that course in the box labeled "Pay-Hour Description."

   These are the college's standard formulas for calculating pay hours. No divergence from these formulas is permitted unless an alternative pay arrangement has been approved in advance and in writing by the Senior Vice President of Instruction (SVPI).

   All instructional contact hours are classified as either (A) lecture hours or (B) laboratory hours, with the latter category subdivided into three varieties: (B-1) typical lab hours, as found in association with most general-education science courses; (B-2) clinical or internship lab hours; and (B-3) practicum or coop lab hours, each of which has its own standard pay-hour equivalency formula, as indicated below. (The SVPI's office maintains a list classifying every course taught at the college as an A, B-1, B-2, or B-3 type for pay purposes.)

<table>
<thead>
<tr>
<th>Formula Type</th>
<th>Contact Hours (16 weeks)</th>
<th>Equated Pay Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type A</td>
<td>1 lecture hr</td>
<td>1 pay hr</td>
</tr>
<tr>
<td>Type B-1</td>
<td>2 lab hrs</td>
<td>1 pay hr</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>Type B-2</td>
<td>5 clinical or internship hrs</td>
<td>1 pay hr</td>
</tr>
<tr>
<td>Type B-3</td>
<td>8 practicum or coop hrs</td>
<td>1 pay hr</td>
</tr>
</tbody>
</table>

**Example**

<table>
<thead>
<tr>
<th>Example</th>
<th>Lec Pay Hrs</th>
<th>Lab Pay Hrs</th>
<th>Total Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Straight lecture course</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>B: Typical science lab course</td>
<td>3</td>
<td>(2 x 1/2 = 1)</td>
<td>4</td>
</tr>
<tr>
<td>C: Clinical or internship course</td>
<td>3</td>
<td>(10 x 1/5 = 2)</td>
<td>5</td>
</tr>
<tr>
<td>D: Practicum or coop course</td>
<td>3</td>
<td>(16 x 1/8 = 2)</td>
<td>5</td>
</tr>
</tbody>
</table>

3.4. Actual pay hours for studio courses, applied or activities courses, some clinical and practicum courses, programs with high numbers of labs, etc., are determined by arrangement with the SVPI. Since not all such courses fit neatly in a standard formula, the Department Head and the Division Chair draft a pay proposal and submit it to the SVPI. All such pay arrangements must be approved in writing by the SVPI.

**E. Compensation for Department Heads**

1. Department heads are compensated each fall and spring semester according to the number of full-time-equivalent (FTE) faculty in their departments, multiplied by $100. The number of FTE faculty is determined by totaling all equated pay hours in the department (exclusive of those for the department head) and dividing by 15; the resultant number of FTE faculty is then multiplied by $100. The Board of Trustees approved Department Head Compensation Worksheet.

   The minimum compensation a department head may receive for one semester is $200 $1,000. The maximum compensation a department head may receive per semester (regardless of the number of departments) is not to exceed $1,500 $2,500.

   Department heads are responsible for making this calculation, submitting it (along with the computer printout showing the number of equated pay hours in the department) completing this worksheet, and submitting it to the division chair, who is then responsible for checking the accuracy of the request and forwarding it to the SVPI.

2. Department heads are full-time members of the faculty on regular faculty contracts. Appointments as department heads are overload assignments made each semester at the discretion of the SVPI. Though department heads assume a variety of managerial duties, they are considered primarily faculty and are usually referred to as "peers" to distinguish them from division chairs, who are "supervisors."
F. Division Chairs

Division chairs are full-time members of the faculty on 12-month contracts. Appointments as division chairs are administrative appointments made each year at the discretion of the SVPI. Division chairs are granted 50% release time from teaching during the fall and spring semester and 100% release time from teaching during summers to fulfill their administrative responsibilities.

G. Release Time and Overloads

No one who receives release time from teaching to perform other duties may then be given a teaching assignment as an overload, unless such assignments are approved by the SVPI.

JC/FRV, 4-19-95
Rev SLM/FRV, 10-15-98 (bd: 1-19-99)
Rev KWD/TGP, 9-27-02
Rev TGP, 9-6-06
Rev TGP, 11-30-07
Calculating Equated Pay Hours for Teaching

(see Reg. 465 for definitions and particulars)

The equated pay hours for teaching a particular course are standard for that course throughout the college, and they must be shown on the master syllabus for that course in the box labeled "Pay-Hour Description."

These are the college's standard formulas for calculating pay hours. No divergence from these formulas is permitted unless an alternative pay arrangement has been approved in advance and in writing by the Vice President of Instruction (VPI).

All instructional contact hours are classified as either (A) lecture hours or (B) laboratory hours, with the latter category subdivided into three varieties: (B-1) typical lab hours, as found in association with most general education science courses; (B-2) clinical or internship lab hours; and (B-3) practicum or co-op lab hours, each of which has its own standard pay-hour equivalency formula, as indicated below. (The VPI's office maintains a list classifying every course taught at the college as an A, B-1, B-2, or B-3 type for pay purposes.)

<table>
<thead>
<tr>
<th>Formula-Type</th>
<th>Contact Hours (16 weeks)</th>
<th>Equated Pay-Hours</th>
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</tr>
<tr>
<td>Type B-2</td>
<td>5 clinical or internship hrs</td>
<td>1 pay-hr</td>
</tr>
<tr>
<td>Type B-3</td>
<td>8 practicum or co-op hrs</td>
<td>1 pay-hr</td>
</tr>
</tbody>
</table>

Example                      Lee Pay Hrs + Lab Pay Hrs = Total Pay
A: Straight lecture course    3 + 0 = 3
B: Typical science lab course 3 + (2 x \(\frac{1}{6} = 1\)) = 4
C: Clinical or internship course 3 + (10 x \(\frac{1}{6} = 2\)) = 5
D: Practicum                  3 + (16 x \(\frac{1}{6} = 2\)) = 5
Wharton County Junior College
Department Head Compensation Worksheet

Department Name: ____________  Division Name: ____________
Department Head: ____________  Division Chair: ____________
Budget #: ____________  Semester and Year: ____________

1. Current Number of Full-Time Faculty (not including Department Head): ______(FT)
2. Current Number of Part-Time Faculty: ______(PT)
3. Number of Campuses (Wharton-Main, Sugar Land, FBTC only) where courses are offered by
   the department: ______(# CAMP)
4. Is the department subject to mandatory external accreditation in order to continue offerings?—(Y
   or N) ______(ACCRED)
5. Number of AAS degrees and Certificates offered by the department: ______(#deg/CERT)

Department Head Compensation will be calculated on a per-semester basis, based on the following
formula:

$1000 base rate

+$100 per every 2 F.T. faculty up to $600
(For example: if there are 5 F.T. faculty in the department, $300 would be added to the base rate.
Note—Department head should not be counted in the number of F.T. faculty.)

+$75 per every 2 P.T. faculty up to $600
(For example: if there are 4 P.T. faculty teaching courses in the department, $150 would be added to
the base rate. Note—PT faculty teaching more than one section in the department should only be
counted once, and FT faculty teaching an overload should not be counted.)

+$0 if the department offers classes at only one campus; $200 if the department offers classes at 2
   campuses;
or $300 if the department offers classes at 3 campuses
(Note—Only the 3 main campuses—Wharton, FBTC, and Sugar Land—should be counted.)

+$500 if the department is subject to mandatory external accreditation
(Note—Departments should answer Y to this question if the continuance of the program is reliant upon the approval of an
external accrediting agency. If a program can be offered without external accreditation, departments should answer N.)

+$0 if the department offers no certificates or AAS degrees; $300 if the department offers 1-2 certificates or AAS degrees;
or $400 if the department offers 3 or more certificates or AAS degrees
(Note—Departments answering Yes to item 4 do not qualify for additional compensation in item 5.)

Department Head ____________________________  Date ____________

Division Chair ____________________________  Date ____________

Effective Fall 2006
CAREER DEVELOPMENT AND JOB PLACEMENT

DELETE COMPLETE REGULATION

I. PURPOSE

Describes policies and procedures for career-development and job-placement services at the Wharton campus of Wharton County Junior College.

II. LEGAL REFERENCE

No policy found in the TASB Policy Manual.

III. POLICY

The college shall make available career-development services and job-placement services to current students, former students, and graduates of WCJC. Other persons may have access to these or similar services, as required by external funding agencies.

(POLICY APPROVAL: 3.17.98, Board of Trustees)

IV. PROCEDURES

A. Career Development Services

1. Career Development Services are available during regular office hours and follow the approved college calendar for holidays and closures.

2. Counselors and advisors provide services such as information, referrals, career test administration and interpretation, and other activities. The Manager of Women’s and Equity Support Services serves as coordinator of the Career Development and Job-Placement Center.

3. Current and former students/graduates have priority use of computer services.

4. Career resources may only be used on-site or at the extension campuses; there is no check-out system without the written approval of the Dean of Student Services.

5. Computer usage is on a first-come, first-served basis; however, appointments are encouraged and take priority over walk-ins. Time limits must be observed when using Internet services.

6. Videotapes may be viewed on site and may not be removed from the career center.

7. Career development services include, but are not limited to, the following:

   a. career interest tests;
   b. personality tests;
   c. career counseling and test interpretation;
d. career development workshops;
   e. career library resources; and
   f. college transfer information and applications.

8. Student use of career services is documented by use of a sign-in procedure and a Student Inquiry Form, which also includes a section for the evaluation of services. Results are entered into the Student Services database and used for further analysis and improvement of services. In addition, data collected from the ACT Student Opinion Survey are used to determine student satisfaction and to indicate areas needing improvement.

B. Job Placement Services

1. A potential employer provides information to the Job Placement Center for a "Job Opportunity form," which is placed in a binder in the Job Placement Center, posted on a job board, entered into the job database, and sent to appropriate department heads.

2. Job postings are removed from the Job Placement Center after the job's closing date.

3. Job placement services include, but are not limited to, the following:

   a. résumé preparation;
   b. interview preparation;
   c. job search strategies;
   d. database of employers and prospective employees;
   e. listing of area jobs;
   f. bank of prospective employers for area employers;
   g. facilities for faxing résumés to employers;
   h. facilities for copying at minimum charge;
   i. workstation for job search supplies;
   j. workstation for word processing related to job searches.

4. Documentation of student use is available from sign-in sheets, Student Inquiry Forms, and the ACT Student Opinion Survey. Data from the inquiry forms are entered into the Student Services database to be used to indicate areas needing improvement and to report student satisfaction with services.

C. Businesses and organizations may conduct interviews on campus with the prior written approval of the Dean of Student Services. Coordination of interviews must be through the Job Placement Center.

DKZMAF/FRV
3-17-98
corrected 3-25-98
revised 10-7-98
STUDENT GRIEVANCES AND COMPLAINTS

I. PURPOSE

Provides internal procedures for handling student grievances and complaints concerning (a) discrimination or harassment based on sex, race, age, national origin, religion, veteran status, or handicap; (b) nonacademic decisions, rules, or regulations; (c) actions, rules, or regulations not defined as pertaining to disciplinary measures or decisions; (d) management or conduct of programs; (e) allegations of misleading advertisement or promotion of programs; or (f) other actions of college employees.

II. LEGAL REFERENCE


The College District that receives federal financial assistance, directly or indirectly, and that employs 15 or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, 34 CFR 104.7(b).

The College District that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the Code of Federal Regulations, Title 28, Part 35 (Americans with Disabilities Act regulations), 28 CFR 35.107

The College District that receives federal financial assistance, directly or indirectly, shall adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972, 34 CFR 106.8(b) [See FA]

The College District shall give a student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the records is inaccurate, misleading, or in violation of the privacy rights of the student. 34 CFR 99.21

III. POLICY

A. The eCollege shall provide for students and prospective students applying for admission to the eCollege opportunities to express grievances and complaints and to seek appropriate resolution or redress.

B. The eCollege shall establish a procedure for receiving, investigating, and resolving student grievances and complaints pertaining to matters other than those involving academic decisions and disciplinary decisions (for which areas of decisions the college shall have procedures separate from those described herein).

C. The procedure for student grievances and complaints shall be published in the student handbook and reference shall be made to it in the eCollege catalog. In addition, copies of this regulation and any other information relevant to student grievances and complaints shall be made available to any prospective and current students upon demand.

D. Current students and prospective students applying for admission to the college may use the procedures set forth herein to lodge a grievance or complaint concerning allegations of the following:

1. discrimination or harassment based on sex, race, age, national origin, religion, veteran
status, or handicap;

2. nonacademic decisions, rules, or regulations (for appeals of academic decisions, see Regulation 663);

3. actions, rules, or regulations not defined as pertaining to disciplinary measures or decisions (for appeals of disciplinary actions, see Regulation 664);

4. management or conduct of college programs;

5. misleading advertisement or promotion of programs;

6. any illegal actions of College employees that affect the student complainant.

(POLICY APPROVAL: 4-19-95, Board of Trustees)

IV. PROCEDURES

To insure speedy resolution of a grievance or complaint, the time limits prescribed herein must be strictly adhered to unless a waiver is granted by the Dean of Student Services (DSS) or the Senior Vice-President of Academic Affairs Instruction (SVP/AAI).

A. Step One: Informal Resolution

Within ten (10) calendar days of the occurrence of the cause of the grievance, the student, if possible, contacts the source of the grievance to attempt resolution of the problem.

B. Step Two: Review by the Dean of Student Services

1. If the results of the informal approach at Step One are not satisfactory, the student initiates a formal appeal by submitting a written statement of the grievance and specifies pertinent dates, names, circumstances, and the remedy requested to the DSS. (If the grievance is against the DSS, the written formal appeal is directed to the SVP/AAI.) The written grievance must be filed no later than fifteen (15) calendar days after the occurrence of the circumstances leading to the grievance.

2. The DSS (or, if the situation warrants, the SVP/AAI) investigates the complaint and schedules a meeting with the concerned parties no later than forty (40) calendar days after the receipt of the written grievance.

3. The DSS (or the SVP/AAI) issues a written decision on the grievance and mails it to the student by registered or certified mail, return receipt requested, within ten calendar days of the meeting. The DSS also provides copies of this written notification to any other principals involved in the grievance.

C. Step Three: Review by Student-Grievance Committee (Campus College Hearing Board)-(CHB)

1. If any party involved in the actual grievance student grievant chooses to appeal the decision of the DSS (or the SVP/AAI) and alleges that the decision was unreasonable, arbitrary, capricious, unfair, or prejudicial, he or she so notifies the SVP/AAI in writing within five (5) calendar days following the decision in Step Two and requests that the Campus–Hearing–Board–College Hearing Board (CHB) be convened to serve as a
Student Grievance Committee to hear the appeal.

2. The SVP/AAI convenes the Student Grievance Committee (SGC) (CHB) within ten twenty (20) calendar days of receiving the request for appeal. The SVP/AAI may not deny such a request.

a. To convene the SGCCHB, the SVP/AAI must receive a written petition from the student that consists of the circumstances of the grievance, the remedy requested, and documents detailing the previous action resulting from the grievance to date.

b. The DSSS (or the SVP/AAI) makes available to the SGCCHB all data accumulated from his or her investigation of the grievance to date.

3. Any party involved in the appeal may bring witnesses and/or The student grievant may bring witnesses and/or counsel or an advisor to the hearing. The role of the student's legal counsel or advisor is limited to advising the student.

4. The Student Grievance Committee (CHB) meets and reviews the appeal and renders a decision within five ten (10) calendar days of the date the committee is first convened.

5. Possible Outcomes

a. The SGCCHB may sustain the DSSS's (or SVP/AAI's) decision.

b. The SGCCHB may grant the appeal and overturn or modify the original decision. A two-thirds majority is required to overturn the DSSS's (or SVP/AAI's) decision.

6. The chair of the SGCCHB provides written notification of the results of the hearing to all parties and directs that any appropriate action be taken that is required to carry out the SGCCHB's decision.

D. Composition of the SGC (College Hearing Board)

1. Chair. Normally, the SVP/AAI or designee serves as chair of the College Hearing Board (CHB). When, however, student appeals concern a decision by the SVP/AAI, that officer may not function as the SGCCHB chair. Instead, the president of the college appoints a senior administrator to chair the committee. The function of the chair is to assure procedural correctness, impartiality, and to pass judgment on the admissibility of evidence and information presented at the hearing. The chair may not vote on any cases except to break a tie, nor may the chair be present during voting.

2. Members. The Hearing Board (CHB) consists of the following categories of eight members: four full-time faculty members, two students, and two staff members (one administrative staff member and one support staff member).

E. Selection of Board Membership

1. Each academic year, the total membership of the Hearing Board (CHB) is determined in the following manner:
a. the Vice-President of Academic Affairs, SVPI appoints eight faculty members.

b. the Dean of Student Services appoints six sophomore students who are in good academic standing.

c. the Dean of Student Services and the Vice-President of SVPI jointly appoint six staff members (three administrative, including at least one counselor, and three support).

d. The dean or the senior vice-president may remove any of his or her appointees at any time and replace the removed person.

e. The Hearing Board CHB may remove any member for cause by a vote of two-thirds of the total membership.

f. No employee of the college (faculty or staff member) may refuse to serve on the Hearing Board. An employee, however, may petition to be excused by the President.

2. The eight members who serve to hear any particular case of appeal of a grievance decision are selected as follows:

a. The chair of the SGC CHB gives a roster of full board membership to the person requesting the hearing, who then has 24 hours to strike from the list one faculty member, one student, and one staff member.

b. The chair of the SGC CHB gives a roster of full board membership to the respondent in the hearing, who then has 24 hours to strike from the list one faculty member, one student, and one staff member.

eb. The chair then appoints the eight members of the board to hear the case from those who remain on the list after both the complainant and the respondent have stricken names.

F. Duties of the Chair

1. Sets the time, location, and any special conditions for the conduct of the hearing; and notifies all participants of same.

2. Provides both claimant(s) and respondent(s) with information about procedures by supplying each with a copy of this regulation.

3. Rules on the admissibility of evidence, relevance of the information presented and the pertinence of documents and witnesses.

4. Assures that hearings are conducted in a timely, efficient, decorous, impartial manner and in procedural compliance with all specifications of this regulation.

5. Keeps a written record of all proceedings.

6. Notifies all relevant parties of the results of hearings.
G. Pre-Hearing Procedures

1. Board members are responsible for reading all materials relevant to the case prior to the first meeting of the hearing.

2. All principal(s) The grievant must file with the chair a written statement of their his or her positions, copies of any reports or other materials they wish he or she wishes to be considered, the names of any witnesses they he or she wish to be called, and the name of their his or her chosen advisor, if any (see below).

3. Parties to the hearing are permitted legal counsel or an advisor at the hearing to assist in preparation for and presentation during the hearing. Advisors’ participation is limited to giving advice to principals; advisors may not address the SGCCHB directly or otherwise participate in proceedings unless invited to do so by the chair and the members of the SGCCHB.

H. Conduct of Hearings

1. Hearings are limited to the principals in the case (claimants and respondents) grievant, any other parties relevant to the proceeding and participating members of the board, witnesses, personal advisors to the principals grievant, and the chair (except during voting, when the chair may not be present).

2. The chair convenes the meeting, introduces all participants, and explains voting privileges.

3. The chair describes the nature of the appeal and explains the board’s procedures.

4. The appellant grievant presents his or her case first and is permitted a maximum of 15 minutes in which to do so.

5. The respondent is allowed a maximum of 15 minutes to present his or her case. Any information in response to the grievance is then presented.

6. The board may then ask questions and engage in discussion with the principals, during which time any party wishing to call a witness may do so.

7. Following this period of questioning, discussion, and testimony, the chair asks both the respondent and the appellant if they wish to make any further statements. If so, they are given a maximum of ten minutes each to speak on their behalf.

8. If the board has no further questions, for the principals, their witnesses, and their advisors at the end of the closing statements, these all persons are excused.

9. The board discusses the case until it reaches a point in its deliberation when the members are ready to take a vote. At this point, the chair designates one board member to coordinate the voting. The chair then leaves the room.

10. The board votes (either by secret ballot or by voice), recalls the chair, and informs him or her of the decision of the board and provides for the record an explanation of the bases upon which that decision was made. In the event of deadlock, the chair breaks the tie by casting the deciding vote. Otherwise, the chair is not permitted a vote.
10. Appellant(s) and respondent(s) The parties are then recalled and informed of the board’s decision and its reasons for that decision. Within three calendar days, the chair also provides both parties with written notification of the decision, and the reasons for the decision. (If the principals are not available to be recalled in person, they are notified in writing only.)

I. Step Four: Appeal to President and the Board of Trustees

1. Within five (5) calendar days of the completion of Step Three, either party to the complaint the grievant may appeal the decision of the Hearing Board by submitting a written statement to the President of the College requesting that the President review the case and/or forward the case to the designee to the Board of Trustees for review.

2. The written appeal must contain a description of the Hearing Board’s decision, must explain why that decision is considered unjustified, and must state what action is being requested in place of that decision.

3. Possible Outcomes

   a. The President reviews the record developed at Step Three, and may inform the requesting party (in writing) that his or her challenge of the Hearing Board’s decision is without merit and that the President supports the recommendation of the Hearing Board.

   b. The President may find that sufficient basis exists to question the recommendation of the Hearing Board and return the case to the SVP/AA/1 to reconvene the Hearing Board and reconsider the case. In this event, the President describes in writing the basis upon which he or she judges that reconsideration is warranted. The Hearing Board then proceeds as described in Step Four.

   c. The President may judge that the case warrants consideration by the Board of Trustees and places it on the agenda for the next scheduled Board meeting. He or she notifies the appellant(s) and respondent(s) of the date, time, and place of the Board meeting.

   d. The decision of the President as the Board’s designee is final. to forward or not to forward the case to the Board of Trustees is final.

J. Step Five: Review by the Board of Trustees

1. If the President of the College decides that sufficient justification exists for the Board of Trustees to review the case, he or she presents the case to the Board during its closed executive session at the next regularly scheduled Board meeting.

2. The Board’s consideration of the case is based on the written record of the case developed to this point. No new evidence that has not been a part of the case prior to the Board hearing is submitted to, or reviewed by, the Board.

3. Parties to the appeal may not attend the executive session or make oral presentations to the Board regarding the case unless so requested by the Board.
4. At the conclusion of executive session, when the Board reconvenes in public session, the chair announces the decision of the Board. That decision is final and not subject to appeal.

5. Possible Outcomes

a. The Board of Trustees may support and affirm the recommendation of the Hearing Board.

b. The Board of Trustees may overturn, reverse, or otherwise modify the recommendation of the Hearing Board.

V. GUIDELINES

A. This regulation does not apply to appeals of decisions concerning college policies such as academic suspension or probation, readmission, and disciplinary action. These other topics are covered by separate regulations. Appeals of academic decisions are described in Regulation 663, Appeal of Academic Decisions; and appeals of disciplinary action are addressed in Regulation 664, Appeal of Student Disciplinary Action.

B. Tape recordings or verbatim transcripts of a hearing may be made only with the agreement of both the claimant and respondent. The college is not responsible for making tape recordings available to the grievant or transcripts.

C. To the extent permitted by law, all information is kept in strict confidence throughout all steps in an appeal, with only those college officials having a right or a reason to know being advised or consulted about an appeal or being allowed to attend a hearing.

D. The SVP/AAI is responsible for insuring that this regulation is administered properly and for resolving any procedural issues that may arise.

E. A copy of this regulation is made available to any student who requests it.

F. Summary of Deadlines

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step One</td>
<td>Must be completed within 10 calendar days of date of the occurrence of the circumstances leading to the grievance/complaint.</td>
</tr>
<tr>
<td>Step Two</td>
<td>Must be initiated within 15 calendar days of the occurrence of the circumstances leading to the grievance/complaint and must be completed within 10 calendar days of initiation.</td>
</tr>
<tr>
<td>Step Three</td>
<td>Request for Step Three must be made within 5 calendar days of the completion of Step Two. The SGCCHB must be convened within 10 calendar days of completion of Step Three; and board must complete deliberations within 5 calendar days after being convened.</td>
</tr>
<tr>
<td>Step Four</td>
<td>Must be initiated within 5 calendar days of completion of Step Three; and must be completed within 10 calendar days of initiation.</td>
</tr>
</tbody>
</table>
Step Five  

Must be initiated within 5 calendar days of completion of Step Four.

*Note:* The above deadlines may be adjusted and expanded to account for summer, winter, and spring breaks when faculty and students are absent from campus.

SW/FRV/FRV  
4-19-95  
Corrected 8-23-95  

TP/BAM
STUDENT DISCIPLINARY ACTION

I. PURPOSE

This regulation defines behavior that is subject to disciplinary action by the college; describes the procedures and processes for initial adjudication of alleged instances of student violations of approved college policy, rules, regulations, and standards; and delineates a Statement of Individual Rights, reproduced below.

The disciplinary procedure outlined herein is not explicitly designed for application to student behavior as part of academic performance in the classroom, laboratory, or similar educational settings. Student performance in the classroom or in the performance of academic work is a matter of concern of the faculty who are responsible for determining standards of acceptable behavior in their classrooms and similar settings.

II. LEGAL REFERENCE


III. DEFINITIONS

A. Dean of Student Services (DSS): the college administrator bearing this title or the college officer or officers directly responsible for student affairs in the college district.

B. Student: a person who is currently enrolled in, or who has been accepted for admission or readmission to, any component or program of the college and at any location at which the college offers its programs or activities.

C. Campus: all real property over which the college district has possession or control.

D. Plagiarism: appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own submitted work.

E. Collusion: unauthorized collaboration with another person in preparing written work for fulfillment of course or other academic requirements.

F. Major Disciplinary Action: suspension or expulsion from classes or expulsion from student housing. Such disciplinary action may only be taken by the DSS.

G. Minor Disciplinary Action: oral or written reprimand of a student by the DSS, the Coordinator of Housing, Coordinator of Student Activities, or dormitory supervisor.

IV. POLICY

A. The college recognizes the necessity of establishing guidelines for conduct to insure the protection of rights for the individual and for the college as an educational institution. In
addition to other formal rules and regulations, the following statements adopted by the college apply to all individuals of the college community, as well as its guests.

B. Statement of Individual Rights of All Members of the College Community and Guests

1. The following rights of all members of the college community shall remain inviolable:
   a. To learn, teach, study, and search for truth without unwarranted interference or harassment.
   b. To move about the campus and in campus buildings freely and without unwarranted interference or harassment.
   c. To express opinions freely and without interference, individually or in groups, as long as such expression does not interfere with any other individual rights hereby guaranteed or result in damage to property.
   d. To be treated at all times with courtesy and respect, regardless of ethnic origin, cultural background, sex gender, creed or ideology, as long as one displays regard for the rights of others as provided in this statement of individual rights.

C. In enforcement of this regulation, care shall be exercised to avoid inhibiting the right of free speech guaranteed by the statement of individual rights.

D. The college shall publish (as an attachment to this regulation) a list of behavior, practices, and conduct that are unacceptable and therefore cause for imposing disciplinary measures.

E. The college shall develop disciplinary policies and procedures to insure due appropriate process for students who are charged with violations of college rules and regulations. Policies are subject to approval by the Board of Trustees, and procedures and guidelines are subject to approval by the President of the College and the college-attorney. Please see Regulation 665 for the procedures related to student disciplinary hearings.

F. Each student shall be charged with notice and knowledge of the contents and provisions of rules and regulations concerning student conduct.

G. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law and/or other College policies or regulations, the following types of behavior shall be prohibited:

1. Gambling, dishonesty, or the use of intoxicating liquors alcohol beverages on campus.
2. The illegal use, possession, and/or sale of a drug or narcotic on campus, as those items are defined by the Texas Controlled Substances Act.
3. Scholastic dishonesty, which shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but shall not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include the following:
   a. copying from another student's test paper;
b. using materials not authorized by the person administering the test;

c. collaborating with or seeking aid from another student during a test without permission from the test administrator;

d. knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test;

e. the unauthorized transporting or removal, in whole or in part, of the contents of an unadministered test;

f. substituting for another student, or permitting another student to substitute for oneself, to take a test;

g. bribing another person to obtain an unadministered test or information about an unadministered test.

4. Owing a debt to the District College or knowingly writing an “insufficient funds” check to the District College (either instance may result in a student’s being denied admission or readmission to the college until the debt is paid or the check redeemed).

5. Violations of the Penal Statutes of Texas or of the United States occurring on college property or in connection with college-sponsored or -supervised activities (which violations may also constitute violations of college rules and regulations when such violations affect the educational process and goals of the college).

6. Possession or use of firearms on eCollege property except for educational purposes that have prior approval from the Senior Vice-President of Academic Affairs/Institution.

7. Interference with teaching, research, administration, or the District's subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.”

8. Hazing with or without the consent of a student (a violation of this provision renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline).

9. Initiations by organizations that include hazing or any feature that is dangerous, harmful, or degrading to the student (a violation of this prohibition renders the entire organization, as well as individual participants, subject to appropriate discipline).

10. Endangering the health or safety of members of the eCollege community or visitors to the campus.

11. Damaging or destroying District property.

12. Forgery, alteration, counterfeiting or misuse of District any documents, records, or identification.

13. Theft of property of the District College or of a member of the college community or campus visitor.
14. Failure to comply with reasonable directions of eCollege officials acting in the performance of their duties.

15. Conduct that adversely affects the student’s responsibility as a member of the academic community.

16. Unauthorized use of eCollege facilities, buildings, or grounds.

17. Failure to possess an official student identification card (students are required to produce their ID cards upon the request of a faculty member, staff member, or security officer).

18. Violating District policies or regulations.

H. Any student violating this policy shall be subject to disciplinary action as prescribed herein. Penalties for these infractions can include, without limitation, written reprimand or warning, fines, monetary assessment for property damages, suspension, expulsion, probation, and denial of College privileges. These penalties are within the sole discretion of the College.

(POLICY APPROVAL: 4-19-95, Board of Trustees)

V. PROCEDURES - See Regulation No. 665

A. A college faculty member or staff member may request a student to cease any action in violation of college policy, rules, regulations, or standards.

B. If the student does not comply with the request, the college employee may request assistance from an administrative officer of the college or campus security personnel.

C. In any of the following circumstances, security personnel and the Dean of Student Services must be notified immediately, with written documentation of the incident forwarded to the D/SS within 24 hours following the incident:

1. a student engages or threatens to engage in behavior that presents the potential for causing physical harm to self or others;

2. a student engages in behavior that directly and substantially impedes the lawful activities of others;

3. a student engages or threatens to engage in behavior that would cause significant property damage.

D. Every effort should be made by college personnel to resolve minor disciplinary infractions at the point of occurrence. If immediate resolution is not achieved or if an infraction is considered to be sufficiently serious, a student may be expelled from the premises (building, facility, or campus) for the remainder of the work day or a longer period not to exceed one week. If the student refuses to leave as directed, security is summoned for assistance. If the student continues to refuse to leave, local police are summoned for physical removal of the student. Such occurrences necessitating removal of students must be reported in writing to the president of the college within 24 hours of the incident. The president and the D/SS then discuss the need for follow-up and possible further action.
E. A faculty member may require a student to leave the classroom because of unacceptable behavior as defined herein. The student is admitted to subsequent classes, however, as long as unacceptable behavior does not recur and provided the student has not made any threatening statements or taken any violent action. If the student is not admitted to the class because of threat of violent action, the faculty member immediately notifies the DSS for appropriate action. Similarly, if a student is required by the faculty member to leave a second time, the faculty member notifies the DSS, who will pursue disciplinary action as defined below. The student may be denied attendance in the class by authority of the DSS for a period not to exceed five working days to provide time for resolution of the problem. The DSS communicates any resulting disciplinary action to the faculty member, the division chair, and the Senior Vice-President of Academic Affairs/Instruction.

F. In disciplinary action described above, the DSS notifies the student in writing of the complaint and requires an interview with the student within five working days of receipt of the complaint. The DSS may issue the student an interim suspension for a period not to exceed five working days in order to investigate the complaint. The DSS also interviews any other principals involved in the complaint during this period.

G. The DSS may request a psychological evaluation of the student (cost to be borne by the student) and refer the student for such an evaluation. This request must be based on behavior directly related to those described in section V.C.1.2 or 3 of this regulation. This referral of a student to a licensed psychologist/psychiatrist of the college’s choice is to be facilitated by the DSS. A student may be withdrawn from the college if the psychological evaluation indicates that the student

1. lacks the capacity to respond to the pending disciplinary charges, or
2. is incapable of apprehending the wrongfulness of his or her conduct.

H. A student may also request to introduce evidence deriving from a psychological evaluation by so informing the DSS at least 24 hours prior to the hearing interview. A psychologist or psychiatrist of the student’s choice or a family member may accompany the student to the hearing interview with the DSS.

I. During the hearing interview with the DSS, the following non-exclusive rules apply:

1. Any written notice relevant to the charges received or prepared by the DSS are shown to the student and explained as necessary. Confidential notes of any institutional official or participant in the case may be withheld.
2. Findings of relevant interviews conducted by the DSS are summarized for the student.
3. The DSS may request witnesses or members of the college community directly involved in the incident or incident to attend the hearing.
5. The hearing interview is conducted in an orderly and efficient manner by the DSS. Disruptive persons will be excluded.
6. The student is given ample opportunity to be heard and may present witnesses to the
incident:

7. The student may be accompanied by legal counsel or an advisor; however, the role of counsel or the advisor is limited strictly to providing advice to the student.

8. The hearing interview may be conducted in the absence of a student who fails to appear after receiving proper notice.

9. Summary notes of the hearing interview and any other material pertinent to the case are retained by the DSS.

J. Based upon assessment of the seriousness of the infraction, available evidence, and the results of the hearing interview, the DSS decides, issues, and communicates to the student any disciplinary action, which may include the following:

1. Acquittal—indicates that the charges against the student were unfounded. The student is eligible to make up all class work missed as a result of the disciplinary process.

2. Written warning of record—constitutes a summary of the disciplinary charges and official warning of action that could be taken if the behavior recurs. This letter is filed in the disciplinary file maintained by the DSS.

3. Monetary assessment for property damage caused by the student.

4. Disciplinary probation—denial of specific campus privileges for an extended period not to exceed one calendar year (12 months).

5. Disciplinary suspension—denial of attendance at the college for an extended period not to exceed one calendar year or until the end of any academic year during which such twelve-month period expires. Readmission to the college must be accomplished through the normal readmission process.

6. Disciplinary dismissal—denial of attendance at the college for a period exceeding one calendar year (12 months) but for a designated period of time, at the end of which the student may apply for readmission to the college through the normal readmission procedure.

K. The written decision of the DSS must be rendered to the student within five calendar days following the hearing interview. The letter of notification must contain, minimally, a statement of action, brief rationale for the decision, and an explanation of necessary conditions for reinstatement.

L. Disciplinary action may be grieved by the student under the provisions of Regulation 664, Appeal of Student Disciplinary Action.

M. If the DSS feels unsure of the facts of the case, has insufficient bases upon which to render a decision, or considers that the best interests of the student and/or the institution are better served by a hearing before a larger body representing various constituencies of the institution, the DSS may decline to render a decision and, instead, refer the case to the College Hearing Board for adjudication. As specified in Regulation 665, Discipline Hearings, the College Hearing Board may conduct hearings to investigate allegations of misconduct, to rule on a
student's guilt or innocence, and to determine which, if any, penalties should be administered. If a case is referred to the College Hearing Board, the procedures and provisions of Regulation 666 govern the conduct of the matter thereafter.

VI. GUIDELINES

A. Provisions of this regulation apply to student behavior at all college-sponsored and college-approved activities and events.

B. All disciplinary hearings and actions should be implemented rapidly and with a sense of urgency appropriate to the complaint.

C. All written notice of action and other written communications to the student are to be sent by registered or certified mail, return receipt requested, or personally delivered and receipted.

D. The DSS is responsible for seeing that this regulation is implemented and for monitoring all phases of the disciplinary process described herein.

E. The College president of the college appoints an administrator to implement disciplinary procedures if he or she determines that a conflict of interest would otherwise exist.

F. Issuance of college fines for violating college rules and regulations (such as parking fines or library fines) are not defined as disciplinary action.

G. Complaints may be withdrawn for demonstrated cause prior to a hearing interview or rendering of a disciplinary action.

VII. ATTACHMENT: LIST OF UNACCEPTABLE CONDUCT AND PRACTICES

A. General Offenses. In addition to the list under Section III, G. of this regulation, the following general and specific lists constitutes practices and conduct that are unacceptable for any member of the college community, students, faculty, administrators and other staff, and visitors and guests:

1. Physical obstruction or interference with:
   a. college activities,
   b. any person participating in such activities,
   c. any person going to or coming from such activities.

2. Physical abuse of or detention of any person on eCollege-owned or -controlled property or at any college-sponsored or -supervised function, including detention of any person by threat of serious bodily harm or destruction of property, or conduct that endangers the health or safety of any person.

3. Theft to or damage of eCollege-owned or -controlled property or that of any person lawfully on campus.
4. Entry to or upon or use of eCollege grounds, buildings, or facilities when such entry or use constitutes a violation of eCollege policy, rules, or regulations.

5. Use, possession, or distribution of narcotics or dangerous drugs or alcoholic beverages on eCollege-owned or -controlled property or at any off-campus college-sponsored or college-supervised activities.

6. Use or possession of firearms, explosives, dangerous chemicals, or other items commonly used primarily for the purpose of inflicting harm on human beings or causing damage to property, on college-owned or -controlled property, except to the extent that permission to possess same is permissible by law and authorized by the appropriate college officer.

7. Refusal to comply with reasonable directions of authorized college officials or law-enforcement officers acting in the performance of their duties when, because of the existence of an emergency or other compelling condition, failure to comply with such directions might result in an unreasonable risk of serious bodily injury to any person or in damage to property.

8. Willful violation of any published policy, rule, or regulation of the eCollege after notice that violation thereof will result in disciplinary action.

9. Willful and persistent conduct that unreasonably interferes with any lawful activity on college-owned or -controlled property.

B. Specific Offenses

1. Weapons: Students may not bring to campus or to a college-related activity any weapons prohibited by law or the following: fireworks of any kind; razors; chains; martial-arts throwing stars; any other object, including school supplies, used in a way that threatens or inflicts bodily injury on another person.
   a. The possession or use of articles not generally considered to be weapons may be prohibited when the College president of-the-college or designee determines that a danger exists for any student, college employee, or college property by virtue of possession or use.
   b. Lockers and automotive vehicles parked on eCollege premises may be inspected by college personnel if reasonable cause exists to indicate they contain weapons.

2. Disorderly conduct, which includes any of the following activities occurring on property owned or controlled by the college or at college-sponsored or college-related functions:
   a. behavior of a boisterous or tumultuous character such that a clear and present danger exists of alarming persons where no legitimate reason for alarm is present;
   b. interference with the peaceful and lawful conduct of persons under circumstances in which reason exists to believe that such conduct will cause or provoke a disturbance;
   c. violent and forceful behavior at any time that constitutes a clear and present
danger that free movement of other persons will be impaired;

d. behavior involving personal abuse or assault or behavior that constitutes a clear and present danger of causing assaults or fights;

e. violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct; or behavior under circumstances in which reason exists to believe that such behavior will cause or provoke a disturbance;

f. willful and malicious behavior that interrupts the speaker at any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting; or conduct at an assembly or meeting under circumstances in which reason exists to believe that such conduct will cause or provoke a disturbance;

g. willful or malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a college facility to such an extent that other persons having business with the college are denied entry into, exit from, or free passage in such facility.
WCJC maintains a policy of zero tolerance for certain behaviors, which are grounds for immediate dismissal from the college. If any of these six situations occurs, dismissal is automatic:

4 a. Illegal use or possession of controlled substances (alcohol, drugs) anywhere on eCollege property or at a college event or college-sponsored activity.

2 b. The presence of the opposite sex in a student's dorm room.

3 c. Willful destruction of property, damage to buildings or furnishings, or defacing eCollege property.

4 d. Physical assault or threat of physical assault on anyone on college property or at a college event or college-sponsored activity.

5 e. "Hate messages" including, but not limited to, racial epithets or derogatory remarks attacking or belittling someone's religious beliefs, lifestyle, national origin, physical attributes, etc., whether delivered orally or in writing.

6 fd. Refusal to comply with legitimate directives from dorm supervisors, security personnel, or any college officials or exhibiting defiantly disrespectful behavior to such persons.
EARLY ADMISSION FOR HIGH-SCHOOL STUDENTS

I. PURPOSE

Describes the conditions under which high-school students may be admitted to the college.

II. BACKGROUND AND/OR LEGAL REFERENCE

III. POLICY

A. As a means of recognizing superior high-school achievement, WCJC shall permit qualified high-school students to enroll for college courses in a summer session or to enroll in college courses concurrently with high-school enrollment.

B. To qualify for early admissions, high-school students must meet the following conditions:

1. Completion of the sophomore year of high school.
2. Recommendation by the high-school principal.
3. Consent of parent if student is under 18 years old.
4. Passing scores on the exit-level TAAS and on the relevant portion(s) of TASP (or state-approved alternative test) Meets the Texas State Initiative as required by the Texas Higher Education Coordinating Board.

(POLICY APPROVAL: 4-17-96, rev. 5-15-96, 10-20-98,

Board of Trustees)

IV. PROCEDURES

A. The student submits a completed WCJC admissions application, a completed Certification for Early Admission form (copy attached) located on the WCJC Intranet, and documentation of test scores to the Office of Admissions & Registration.

B. The Dean Director of Admissions and Registration evaluates the application and notifies the student of acceptance or rejection. The student may appeal the decision if the case meets the criteria for appeal stipulated in Reg 591, Student Grievances.

Reg 613

JC/FRV
4-17-95
10-20-98
PY/BAM
Form to be revised and located on the WCJC Intranet

Wharton County
Junior College

Certification for Early Admission
Office of Admissions & Registration

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Social Security Number</th>
</tr>
</thead>
</table>

STUDENT'S AGREEMENT

I certify that
1. I am a ___ junior ___ senior at _____________________________ High School.
2. I have passed exit-level TSSA and the relevant portion(s) of TASP (or a state-approved alternative test). I meet the Texas State Initiative as required by the Texas Higher Education Coordinating Board.
3. The course(s) in which I wish to enroll will not affect my UIL participation.

Student's Signature

Date

PARENT'S CONSENT

I certify that I am the parent (or legal guardian) of the above named student. I give my permission for him/her to enroll in the Early Admission Program at Wharton County Junior College.

Parent's Signature

Date

SCHOOL'S CERTIFICATION

I certify that
1. The above named student has completed the sophomore year at _____________________________ High School and has passed exit-level TASS and the relevant portion(s) of TASP (or a state-approved alternative test) met the Texas State Initiative as required by the Texas Higher Education Coordinating Board.
2. The student is currently enrolled in high school courses.
3. I believe the student can perform satisfactory college-level work, and I recommend that he/she be allowed to enroll for a maximum of ____ semester hours of college-level courses.

Principal's Signature

Date

Reg 613
I. PURPOSE

This regulation provides procedures for students to appeal an action or decision that affects their academic status (such as assignment of course grades for academic performance).

II. LEGAL REFERENCE

No state policy found in the TASB Policy Manual.

III. POLICY

A. Wharton County Junior College provides students with a procedure for the review of decisions affecting their academic status that they contend have been made unfairly, arbitrarily, capriciously, or on the basis of bias or prejudice. Examples of decisions affecting academic status are the assignment of course grades, placement in courses based on academic performance, and judgments concerning academic dishonesty.

B. To preserve the right of appeal, each step in the appeal procedure must be followed within prescribed time limits unless such time limits are extended for good cause by the Vice-President of Academic Affairs/ Senior Vice President of Instruction (SVPI).

C. Students may initiate a formal appeal only if the claim involves an allegation of one or more of the following:

1. a practice or policy at variance with accepted college practice or policy;
2. illegal discrimination;
3. an error in computation or calculation;
4. inconsistent application of grading standards within a course;
5. capricious or arbitrary application of standards concerning grading, curriculum, or academic placement;
6. allegations of cheating any form of academic dishonesty not supported by evidence.

(POLICY APPROVAL: 4-19-95, Board of Trustees)

IV. PROCEDURES

A. Step One: Meeting with Respondent(s)

1. The student ("claimant" or "appellant") meets with the person or persons responsible for the academic decisions (the respondent or respondents) to discuss the issue in
question. (For example, in the case of a grade appeal, the student first meets with the instructor responsible for assigning the grade.)

2. This step may not be skipped unless the respondent is unable to meet with the student. In such a case, the student may start with Step Two.

3. Step One must be completed within 30 calendar days of the decision date. This date is the date on the grade report transmitted to the student or the date shown on any letter or other written communication advising the student of the academic decision in question.

4. Possible Outcomes
   a. The student may find the decision to be correct and take no further action.
   b. The respondent may find that an error has been made, and take the appropriate corrective action.
   c. The student may still disagree with the decision and proceed to Step Two.

B. Step Two: Discussion with Supervisor

1. The student meets with the supervisor of the academic area from which the decision originated (e.g., an academic department). If the respondent is a department head, the student meets with the division chair administratively responsible for the department. If the respondent is a division chair, the student meets with the Vice-President of Academic Affairs SVPI.

2. This step may not be skipped.

3. Step Two must be initiated within five calendar days of the completion of Step One and must be completed within five calendar days of the date of initiation.

4. Possible Outcomes
   a. The student may accept the decision and take no further action.
   b. The supervisor may sustain the decision and may inform the student that the appeal is not timely, is without merit, or does not meet the appeal criteria set forth within the appeal policy. The supervisor must provide written notification of his or her finding to all parties in the appeal. If the student disagrees with this decision, he or she may proceed to the next step.
   c. If the supervisor determines that the student has a legitimate question or complaint and cannot sustain the decision, the supervisor meets with both the complainant and the respondent to seek a resolution. If resolution cannot be reached, the supervisor notifies the Vice-President of Academic Affairs SVPI of the particulars of the case (in writing), who refers the matter to the College Hearing Board (see Step Four).
   d. If the respondent is no longer employed by the college, the supervisor makes a decision based on available evidence and recommends (in writing) to the Vice-President of Academic Affairs SVPI any action to be taken. If the
student disagrees with this recommended action, he or she proceeds to Step Three.

C. **Step Three: Appeal through the Senior Vice-President of Academic Affairs**

1. Within 10 calendar days of the completion of Step Two, the student submits to the Vice-President of Academic Affairs (VP/AA) SVPI a written request to have the case heard by the College Hearing Board.

2. This written appeal must contain a description of the decision being challenged, must cite evidence in support of the student's allegation that the decision meets one or more of the six criteria for appeal listed above in section III.C, and must state what action or result the student is requesting in place of the original decision.

3. **Possible Outcomes**

   a. The VP/AA SVPI may inform the student (in writing) that his or her submitted materials do not support a case for appeal and advise the student against proceeding to the College Hearing Board. The student may agree to take no further action at this point, or may request that the matter be referred to the College Hearing Board. This request must be honored by the VP/AA SVPI, and the case forwarded to the College Hearing Board.

   b. The VP/AA SVPI may inform the student (in writing) that his or her case is without merit but, nevertheless, forward the case to the College Hearing Board for further review.

   c. The VP/AA SVPI may decide that the student's allegations may be supportable, in which case the VP/AA SVPI forwards the appeal to the College Hearing Board.

D. **Step Four: Review by the College Hearing Board**

1. Within ten calendar days of the completion of Step Three, the VP/AA SVPI convenes the College Hearing Board and provides board members with all written evidence submitted by parties to the appeal.

2. The College Hearing Board meets and reviews the appeal and renders a decision within five calendar days of the date the board is first-convened considers the student's appeal.

3. **Possible Outcomes**

   a. The College Hearing Board may sustain the original decision and deny the appeal.

   b. The College Hearing Board may grant the appeal and overturn or modify the original decision. **Note:** Changes of grade may only be recommended by the Hearing Board; they may not be imposed by the Board without the responsible faculty member's concurrence.

   c. If a change of grade or academic standing results, the chair of the College
Hearing Board so notifies all parties to the appeal and the Registrar and/or other appropriate office of the new grade or change in academic standing.

d. The decision of the College Hearing Board is final unless new evidence becomes available, in which case the matter proceeds to Step Five.

E. Step Five: Review by Senior Vice- President of Academic Affairs: Instruction

1. If new evidence pertaining to the case becomes available, either the claimant or the respondent may submit such evidence to the VP/AA SVPI and request reconsideration of the case.

2. Step Five must be initiated within 30 calendar days of the date of the written decision rendered in Step Four.

3. Possible Outcomes

a. The VP/AA SVPI may decide that the new material submitted does not constitute persuasive evidence or sufficient cause to reconvene the College Hearing Board to reconsider the case or that the new evidence is not substantial enough to affect the earlier decision of the College Hearing Board. This decision by the VP/AA SVPI may be appealed to the President by either the complainant or the respondent. (See Step Six.)

b. The VP/AA SVPI may decide that the new evidence is substantial or persuasive enough to influence the members of the College Hearing Board to reconsider the case. In such an event, the VP/AA SVPI reconvenes the College Hearing Board, which proceeds as outlined in Step Four.

F.E. Step Six/Five: Appeal to President and the Board of Trustees

1. Within five calendar days of the completion of Step Five/Four, either party to the complaint may appeal the decision of the Hearing Board by submitting a written statement to the President of the College requesting that the President as designee of the Board review the case, and/or forward the case to the Board of Trustees for review.

2. The written appeal must contain a description of the Hearing Board’s decision, must explain why that decision is considered unjustified, and must state what action is being requested in place of that decision.

3. Possible Outcomes

a. The President may inform the requesting party (in writing) that his or her challenge of the Hearing Board’s decision is without merit and that the President supports the recommendation of the Hearing Board. Unless referred back to the SVPI and Hearing Board, the President’s decision is final.

b. The President may find that sufficient basis exists to question the recommendation of the Hearing Board and return the case to the VP/AA SVPI to reconvene the Hearing Board and reconsider the case. In this event, the President describes in writing the basis upon which he or she judges that reconsideration is warranted. The Hearing Board then proceeds as described in
Step Four, and its decision becomes final.

e. The President may judge that the case warrants consideration by the Board of Trustees and places it on the agenda for the next scheduled Board meeting. He or she notifies the appellant(s) and respondent(s) of the date, time, and place of the Board meeting.

d. The decision of the President to forward or not to forward the case to the Board of Trustees is final.

G. Step Seven: Review by the Board of Trustees

1. If the President of the College decides that sufficient justification exists for the Board of Trustees to review the case, he or she presents the case to the Board during its closed executive session at the next regularly scheduled Board meeting.

2. The Board's consideration of the case is based on the written record of the case developed to this point. No new evidence that has not been part of the case prior to the hearing is submitted to, or reviewed by, the Board.

3. Parties to the appeal may not attend the executive session or make oral presentations to the Board regarding the case unless so requested by the Board.

4. At the conclusion of executive session, when the Board reconvenes in public session, the chair announces the decision of the Board. That decision is final, and not subject to appeal.

5. Possible Outcomes

a. The Board of Trustees may support and affirm as is the recommendation of the Hearing Board.

b. The Board of Trustees may overturn, reverse, or otherwise modify the recommendation of the Hearing Board.

c. In extraordinary cases, the Board of Trustees may direct that a change of grade be made.

HF. Composition of the College Hearing Board

1. Chair. For appeals of academic decisions, the VP/AA SVPI or designee serves as chair of the College Hearing Board. The function of the VP/AA SVPI is to assure procedural correctness, impartiality, and to pass judgment on the admissibility of evidence. The VP/AA SVPI may not vote on any cases except to break a tie, nor may the VP/AA SVPI be present during voting.

2. Members. For appeals of academic decisions, the Hearing Board consists of the following categories of eight members: four full-time faculty members (if possible, two from the division involved in the appeal and two from other divisions), two students, and two staff members (one administrative staff member and one support staff member).

IG. Selection of Board Membership
1. Each academic year, the total membership of the Hearing Board is determined in the following manner:
   a. the Senior Vice-President of Academic Affairs Instruction appoints eight faculty members,
   b. the Dean of Student Services appoints six sophomore students who are in good academic standing,
   c. the Dean of Student Services and the Senior Vice-President of Academic Affairs Instruction jointly appoint six staff members (three administrative, including at least one counselor, and three support).
   d. The dean or the vice-president may remove any of his or her appointees at any time and replace the removed person.
   e. The Hearing Board may remove any member for cause by a vote of two-thirds of the total membership.
   f. No employee of the college (faculty or staff member) may refuse to serve on the Hearing Board, unless a conflict of interest exists.

2. The eight members who serve to hear any particular case of academic appeal are selected as follows:
   a. The VP/AA SVPI gives a roster of full board membership to the person requesting the hearing, who then has 24 hours to strike from the list one faculty member, one student, and one staff member.
   b. The VP/AA SVPI gives a roster of full board membership to the respondent in the hearing, who then has 24 hours to strike from the list one faculty member, one student, and one staff member.
   c. After consultation with the Dean of Student Services, the VP/AA SVPI then appoints the eight members of the board to hear the case from those who remain on the list after both the complainant and the respondent have stricken names.

JH. Duties of the Chair

1. Sets the time, location, and any special conditions for the conduct of the hearing; and notifies all participants of same.
2. Provides both claimant(s) and respondent(s) with information about procedures by supplying each with a copy of this regulation.
3. Rules on the admissibility of evidence information and the pertinence of documents and witnesses.
4. Assures that hearings are conducted in a timely, efficient, decorous, impartial manner and in procedural compliance with all specifications of this regulation.
5. Keeps a written record of all proceedings.
6. Notifies all relevant parties of the results of hearings.

K1. Pre-Hearing Procedures
1. Board members are responsible for reading all materials relevant to the case prior to the first meeting of the hearing.
2. All principals must file with the chair a written statement of their positions, copies of any reports or other materials they wish to be considered, the names of any witnesses they wish to be called to appear, and the name of their chosen advisor, if any (see below). The college does not have subpoena power, and there is no guarantee that witnesses will be available to appear.
3. Parties to the hearing are permitted to have legal counsel present at the hearing, and/or each principal may have an advisor from the campus community to assist in preparation for and presentation during the hearing. Participation of counsel or advisors is limited to giving advice to principals; advisors may not address the board directly or otherwise participate in proceedings unless invited to do so by the chair and the members of the board.

K2. Conduct of Hearings
1. Hearings are limited to the principals in the case (claimants and respondents), participating members of the board, witnesses, personal advisors to the principals, and the chair (except during voting, when the chair may not be present).
2. The chair convenes the meeting, introduces all participants, and explains voting privileges.
3. The chair describes the nature of the appeal and explains the board’s procedures.
4. The student appellant presents his or her case first and is permitted a maximum of 15 minutes in which to do so.
5. The respondent is allowed a maximum of 15 minutes to present his or her case.
6. The board may then ask questions and engage in discussion with the principals, during which time any party wishing to call a witness may do so.
7. Following this period of questioning, discussion, and testimony, the chair asks both the respondent and the appellant if they wish to make any further statements. If so, each is given a maximum of ten minutes to speak.
8. If the board has no further questions for the principals, their witnesses, and their advisors at the end of the closing statements, these persons are excused.
9. The board discusses the case until it reaches a point in its deliberation when the members are ready to take a vote. At this point, the chair designates one board member to coordinate the voting. The chair then leaves the room.
10. The board votes (either by secret ballot or by voice), recalls the chair, and informs him or her of the decision of the board and provides for the record an explanation of the bases upon which that decision was made. In the event of deadlock, the chair breaks the tie by casting the deciding vote. Otherwise, the chair is not permitted a vote.

11. Appellant(s) and respondent(s) are then recalled and informed of the board’s decision and its reasons for that decision. Within three calendar days, the chair also provides both parties with written notification of the decision and the reasons for the decision. (If the principals are not available to be recalled in person, they are notified in writing only.)

V. GUIDELINES

A. This regulation applies solely to appeals of academic decisions. Appeals of disciplinary decisions are described in Regulation 664, Appeal of Student Disciplinary Action.

B. Tape recordings or verbatim transcripts of a hearing may will be made by the College only with the agreement of both the claimant and respondent. The college is not responsible for making tape recordings or transcripts.

C. To the extent permitted by law, all information is kept in strict confidence throughout all steps in an appeal, with only those college officials having a right or a reason to know being advised or consulted about an appeal or being allowed to attend a hearing.

D. The VPAA SVPI is responsible for insuring that this regulation is administered properly and for resolving any procedural issues that may arise.

E. Due to unusual circumstances, students may request a delay in the implementation of an academic decision while their appeal is pending. Such requests are made to the VPAA SVPI and are accompanied by a full written appeal as outlined in Step Three. The VPAA SVPI exercises judgment in areas where the health, safety, welfare, or rights of others are involved or where a delay in implementation would have an adverse effect on students’ education or where the college’s legal and contractual rights and responsibilities may be affected.

F. A copy of this regulation is made available to any student who requests it.

G. This regulation does not apply to appeals of decisions concerning college policies such as academic suspension or probation, readmission, and disciplinary action. These other topics are covered by separate regulations.

H. Summary of Deadlines

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step One</td>
<td>Must be completed within 30 calendar days of date of original decision.</td>
</tr>
<tr>
<td>Step Two</td>
<td>Must be initiated within 5 calendar days of completion of Step One; and must be completed within 5 calendar days of initiation.</td>
</tr>
<tr>
<td>Step Three</td>
<td>Must be completed within 10 calendar days of date of the completion of Step Two.</td>
</tr>
</tbody>
</table>
Step Four  Hearing Board must be convened within 10 calendar days of completion of Step Three; and board must complete deliberations within 5 calendar days after being convened.

Step Five  Must be initiated within 30 calendar days of completion of Step Four.

Step Six  Must be initiated within 5 calendar days of completion of Step Four; and must be completed within 10 calendar days of initiation.

Step Seven  Must be undertaken at the next available regular meeting of the Board of Trustees.

Note: The above deadlines may be adjusted and expanded to account for summer, winter, and spring breaks when faculty and students are absent from campus.

JC/FRV/FRV
4-19-95
DISCIPLINARY HEARINGS

I. PURPOSE

Describes the conduct of disciplinary hearings, both those convened to render disciplinary decisions or initiate disciplinary action and those convened to hear appeals of disciplinary actions or decisions.

II. LEGAL REFERENCE

TASB Policy Manual, FM, Discipline and Penalties, 3-7-94, and legal references therein, which authorize the college to "maintain order and discipline students...for failing to abide by its standards of conduct" and specifies that students are entitled to a fair notice or warning of what constitutes prohibited conduct. The District has inherent authority to maintain order and discipline students. It may discipline students for failing to abide by its standards of conduct. Speake v. Grantham, 317 F.Supp. 1253 (S.D.Miss. 1970) Students who cause disorders and disrupt the school's educational environment may be disciplined. Lanasdale v. Tyler Junior College, 318 F.Supp. 529 (E.D. Tex. 1970) Students attending the District are subject to reasonable rules and regulations of the Board. Foley v. Benedict, 55 S.W.2d 805 (Tex.Comm. App. 1932); Calillo v. San Jacinto Junior College, 305 F.Supp. 857 (S.D. Tex. 1968) The District may define offenses for which suspension (for the rest Students shall be given a fair opportunity to demonstrate innocence in a hearing to explain their position in a proceeding before school officials to the extent required by law. Students are entitled to due process in disciplinary hearings, including being given adequate notice of the hearing and definite charges in advance and the right to a fair hearing before an impartial tribunal."

III. POLICY

A. The college shall establish a clear process by which allegations of misconduct by students are investigated and appropriate discipline administered when such violations have been established.

B. The college shall establish a College Hearing Board to conduct two types of disciplinary hearings proceedings:

1. **Hearings Proceedings** to investigate allegations of misconduct, to rule on a student's guilt or innocence, and to determine which, if any, penalties should be administered.

2. **Hearings Proceedings** to hear appeals from students against whom disciplinary action has been taken and who contest the disciplinary action based on the four criteria listed in College Regulation 664, Appeal of Student Disciplinary Action.

C. The conduct of disciplinary hearings proceedings and the proceedings of the College Hearing Board shall be clearly spelled out in written form and made available to students.

D. All students who are disciplined have a right to a hearing consideration by the College Hearing Board but may waive that right.

E. The establishment of a College Hearing Board to fulfill the function listed in B.1 does not prevent the Dean of Student Services, the Senior Vice-President of Academic Affairs Instruction or the President of the College from taking immediate disciplinary action without first referring the matter to the College Hearing Board, as allowed in College Regulation 592, Student Disciplinary Action.

(POLICY APPROVAL: 4-19-95, Board of Trustees)
IV. PROCEDURES

A. Accused students who do not dispute the facts upon which disciplinary charges are based and/or the disciplinary action or penalties imposed may waive their right to a hearing before consideration by the College Hearing Board by either of the following means:

1. by executing a written waiver of the hearing procedure, or
2. by failing to submit a written request for a hearing consideration within 30 15 calendar days of the original disciplinary action.

B. In cases where a student has waived his or her right to a hearing before the College Hearing Board, the Dean of Student Services (D/SS) assesses a penalty appropriate to the charges and informs the student of such action in writing. The student may appeal the decision of the D/SS according to procedures outlined in Regulation 664, Appeal of Student Disciplinary Action.

C. Appeals from accused students who dispute the facts upon which the charges are based and/or the disciplinary action of penalties imposed as a consequence of such charges are heard by the College Hearing Board, the composition of which is described in Reg 664, Sections H and I.

D. In response to a student's request to be heard by the College Hearing Board, the D/SS notifies the student by letter of the date, time, and place for the hearing proceeding, which takes place no later than ten twenty (20) calendar days from the date the student's written request was received by the D/SS.

1. If the student has been suspended, the hearing takes place as soon as possible can take place inside the twenty day period.
2. Also, the Senior Vice-President of Academic Affairs Instruction (VP/AA/SVP/I) may alter the deadline for the hearing by mutual written agreement of the student and the D/SS.

E. The notice of hearing sent by the D/SS to the student does the following:

1. Directs the student to appear on the date and at the time and place specified, and provides a description of the charges.
2. Advises the student of his or her rights to:
   a. a private hearing proceeding;
   b. appear in person and with an advisor at the hearing, if the student chooses;
   c. know the identity of each witness who will may testify for the college against the student;
   d. call witnesses, ask for copies of evidence in the college's possession, and offer evidence and argue in his or her own behalf;
   e. cross-examine each witness who testifies against the student;
   f. appeal.
3. Lists the names of witnesses who will may testify against the student and describes documentary and other evidence that will be offered against the student.
4. Present a full description of the charges against the student.

5. Notifies the student that the D/SS may cross-examine the student if he or she chooses to testify testifies and any witnesses testifying on the student's behalf.
65. Explains that tape recordings will be made, and that the student is entitled to a copy of the tape recording, and verbatim transcripts of the hearing may only be made if both parties to the issue agree, and that the college is not responsible for making tape recordings or verbatim transcripts.

76. Includes a copy of this regulation, of Reg 664, and of Reg 592.

F. The D/SS may, but is not required to, suspend or impose other appropriate penalty upon a student who fails without good cause to comply with a letter of notice; or, the D/SS may request the VP/AA SVP/I to proceed with the hearing in the absence of the student.

G. Hearings are held in accordance with the following:

1. The VP/AA SVP/I serves as chair of the hearing committee.

2. Hearings are closed (unless the student requests an open hearing) and are limited to the principals in the case (claimants and respondents), participating members of the board, witnesses (who may be excluded from the hearing room during the conduct of the proceeding), personal advisors to the principals, and the chair (except during voting, when the chair may not be present).

3. Hearings are informal and provide reasonable opportunity for witnesses to be heard not subject to strict rules of evidence, but the chair may exclude testimony that is irrelevant, repetitive, immaterial, or hearsay.

H. Hearings proceed as follows:

1. The chair convenes the meeting, introduces all participants, and explains voting privileges.

2. The chair describes the nature of the case at hand and explains the hearing board's procedures.

3. The chair informs the student of his or her rights.

4. If the purpose of the hearing is to investigate allegations of student misconduct and/or to take disciplinary action for such misconduct:
   a. The D/SS first presents the charges against the student. The D/SS has a maximum of 15 minutes for this presentation.
   b. The student then presents his or her defense. He or she has a maximum of 15 minutes for this presentation.

5. If the purpose of the hearing is to hear an appeal by the student of disciplinary action already imposed:
   a. The appellant presents his or her case first, and is permitted a maximum of 15 minutes in which to do so.
   b. The D/SS or other respondent (if the appeal is not directed against the D/SS) is allowed 15 minutes to present his or her case.

6. The board may then ask questions and engage in discussion with the principals, during which time any party wishing to call a witness may do so.
7. Following this period of questioning, discussion, and testimony, the chair asks both parties to the case if they wish to make any further statements. If so, each is given a maximum of ten minutes to speak.

8. If the board has no further questions for the principals, their witnesses, and their advisors at the end of the closing statements, these persons are excused.

9. The board discusses the case until it reaches a point in its deliberation when the members are ready to take a vote. (If necessary, the hearing board may take the matter under advisement for 24 hours before rendering a decision.) At this point, the chair designates one board member to coordinate the voting. The chair then leaves the room.

10. The board votes (either by secret ballot or by voice), recalls the chair, and informs him or her of the decision of the board and provides for the record the explanation of the basis upon which the decision was made. All decisions are reached by majority vote. In the event of deadlock, the chair breaks the tie by casting the deciding vote. Otherwise, the chair is not permitted a vote.

11. Both principals in the case are then recalled, and informed of the board’s decision and its reasons for that decision. Within three calendar days, the chair also provides both parties with written notification of the decision and the reasons for the decision. (If the principals are not available to be recalled in person, they are notified in writing only.)

12. If the hearing board finds the student guilty of a disciplinary infraction, the DSS and the student may present evidence and arguments concerning an appropriate penalty. The principals are then dismissed, and the board makes a decision on the penalty. This penalty is included in the written notification of the decision that is sent to both parties.

13. If the student is not found guilty by a majority of the board, the charges are dismissed; and no further action is taken against the student.

I. Evidence during hearings is handled as follows outlined in Section G above and as follows:

4. Legal rules of evidence do not apply in a hearing by the College Hearing Board, and the chair may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The chair excludes irrelevant, immaterial, and unduly repetitious evidence.

21. The College is responsible for proving by a preponderance of the evidence that the evidence supports the charges.

32. A student may not be compelled to testify.

43. The hearing board decides the issue of guilt or innocence and an appropriate penalty solely on the basis of admitted evidence—evidence and information before it.

6. The chair is responsible for providing a written summary of the proceedings and findings of a hearing. If, with the mutual agreement of both parties, the chair elects or either party elects to make a tape recording of the hearing or verbatim transcript of the hearing, exact copies of all such tape recordings or verbatim transcripts must be provided to all three—(the accused, or appellant, the DSS, or respondent, and the chair).

J. Disciplinary records and proceedings must be kept separate from the student’s academic records, and are treated as confidential to the extent permitted by law.
K. The hearing board may impose one or more penalties as defined in Regulation 592, Student Disciplinary Action.

L. A decision of the College Hearing Board may be appealed by either party in a case by following the procedures described in Section IV of Regulation 664, Appeal of Student Disciplinary Action.

*Note:* The above deadlines may be adjusted and expanded to account for summer, winter, and spring breaks when faculty and students are absent from campus.
DEGREES AND DEGREE PLANS TITLES

I. BACKGROUND and/or LEGAL REFERENCE

TASB Policy Manual: EFAA. Curriculum Development: Instructional Programs and Courses, 10-16-89; EFADA. Instructional Programs and Courses: Academic Courses, 3-7-94; EFAH. Instructional Programs and Courses: Technical and Vocational Courses, 3-7-94; EFBB. Curriculum Design: Degree and Degree Plans, 10-16-89

PURPOSE

This regulation provides a description and list of degrees and degree plan titles for WGJC.

II. POLICY

A. Associate Degree Description

The associate degree is central to the mission of the College, and reflects the larger goals of educational attainment the College holds for its students. It is a means through which the College develops and maintains integrity in its educational programs. When appropriately defined, the associate degree becomes an integrating force for the College, serves as an important student guide, and promotes commitment on the part of students for program completions.

Emphasis on the associate degree indicates to faculty, administrators, students, and society that the College has a vision of what it means to be an educated person and affirms the College's commitment to program continuity, coherence, and completion. The associate degree must indicate that the holder has developed proficiencies sufficient to prepare for upper division collegiate work, or to enter directly into a specific occupation with confidence. The degree will be awarded only for completion of a coherent program of study designed for a specific purpose.

1. Responsibility for Quality

a. The College assumes a responsibility to students and the public to establish and maintain excellence in all educational programs. In offering an associate degree program, the College recognizes its obligation to certify that the student receiving the degree has attained associate degree levels of achievement. When the College awards the associate degree, it is providing the individual with the currency to negotiate the next step, whether that is a step into full-time employment or into a baccalaureate degree program. The associate degree should be recognized by employers and universities as the best indication that a student has attained the knowledge and skills necessary to enter a field of work or an upper division university program.

b. The College represents substantial investments by, and has returned great dividends to, individuals, our District, and the State of Texas. Because of the investment required to build and maintain quality programs, the College has a professional obligation to develop programs only where resources are sufficient to ensure quality. In addition, the College, in partnership with the communities it serves, must provide straightforward information to appropriate decision makers about the resources required to maintain a quality program.

2. Organization of the Curriculum
a. Working under the direction of the appropriate administrative leaders, it is the responsibility of the teaching faculty and academic staff to design, monitor, and evaluate the specific associate degree programs offered by the College. This process must involve consultation with others, both inside and outside the College. The associate degree program links learning that has gone before with learning that will come after. Therefore, those concerned with framing the associate degree requirements must not approach the task in isolation. Full attention must be given to continuity in learning, as well as to the proficiencies required for an individual to achieve career satisfaction. Educational leaders at the College will maintain a continuing dialog with high school administrators and faculty, as well as with college and university decision makers, with regard to program scope and sequence. The student should experience little or no loss of continuity, or loss of credits, when moving from one level of education to another.

b. The associate degree programs at the College must consist of a coherent and tightly knit sequence of courses supported by an evaluation component that measures the outcomes of the learning process, either at the course level, comprehensively, or both. All degree programs must include the opportunity for the student to demonstrate proficiency in the use of language and computation; for whatever their career goals, students will be called upon to exercise competence in these areas. Also ensure that graduates attain the following intellectual competencies: reading, writing, speaking, listening, critical thinking and computer literacy.

c. In addition, all associate degree programs at the College must reflect those characteristics that help define what constitutes an educated person. Such characteristics include a level of general education that enables the individual to understand and appreciate the culture and environment; the development of a system of personal values based on accepted ethics that leads to civic and social responsibility; and the attainment of skills in analysis, communication, quantification, and synthesis necessary for further growth as a lifelong learner and a productive member of society. It is understood that not all of these elements are attained fully through organized courses. Because the intellectual and social climate as well as the variety of educational activities engaged in by students may play an important role, it is incumbent upon Wharton County Junior College to develop appropriate procedures to assess desired learning outcomes that may be gained in co-curricular programs or outside the formal course structure.

3. Associate in of Arts Degree (AA)

B. Associate Degree Titles

In recent years there has been a proliferation of titles of associate degrees. In order to avoid confusion as to the level of academic achievement attained, the College will award the following degrees:

1. Associate of Arts (AA)
2. Associate of Arts in Teaching (AAT)
3. Associate of Applied Science (AAS) with an additional designation to denote study
C. Associate Degree Types

1. The Associate in of Arts (AA) degree primarily prepares the student to transfer to an upper division baccalaureate degree program. Programs leading to this degree are designed for students who wish to major at the baccalaureate-level in engineering, agriculture, the sciences, the social sciences, humanities, arts, language, and similar subjects. Students awarded Associate in of Arts degrees should be accepted as junior level transfers in baccalaureate degree-granting institutions.

2. The Associate of Arts in Teaching (AAT) degree is for students planning to pursue baccalaureate programs that lead to initial Texas teacher certification.

4. Associate in Applied Science-Degree (AAS)

3. The Associate in of Applied Science (AAS) degree is the second type of degree program at the College. It is designed to lead the individual directly to employment in a specific career. The number of AAS degrees awarded in occupational areas has been increasing in recent history. In some instances, particularly in health-related fields, the degree is a prerequisite for taking a licensing examination. The College belongs to voluntary specialized accrediting agencies that set qualitative and quantitative degree standards for several of our programs. Although the objective of the Associate in Applied Science degree is to enhance employment opportunities, some baccalaureate degree-granting institutions have developed upper division programs to recognize this degree for transfer of credits. This trend, where appropriate, is applauded and encouraged—an occupationally-oriented degree. Its primary purpose is to prepare students for entry into a particular occupation upon completion of the degree.

B. Associate-Degree Titles

In recent years there has been a proliferation of titles of associate degrees. This has been true especially in occupational areas where some institutions offer many different degrees in specific technologies. In an attempt to reduce the number of these degrees and to avoid confusion as to the level of academic achievement attained, the College will adhere to the following standards:

1. The names or designations used for degrees conferred by the College shall be limited to Associate in of Arts (AA) degrees and Associate in Applied Science (AAS) degrees.

2. The title Associate in of Arts (AA) degree will be used without further designation.

3. The Associate in of Applied Science (AAS) degree will have an additional designation to denote specific field of study such as nursing, computer technology, or law enforcement.

C. Guidelines for the Evaluation of Programs

Many factors may enter into the evaluation of associate degree programs. The most basic and important elements relate to the objective the College has set for the degree program. Does the program, for example, provide the foundation in general education the College has set as a goal? Does the program provide students with the competencies required to compete successfully in a career role? The evaluation of degree programs should create a continuing dialog within the College concerning
associate degree—quality and the relative success of the College's graduates. The Trustees encourage our faculty to find effective ways of assessing their degree programs. The systematic follow-up of our graduates must not be overlooked as a necessary evaluation tool.

D. Limitation of Policy

This policy statement is limited to the associate degree, and does not address other important elements of our College mission. The College is attended by many individuals for reasons other than obtaining a degree. Continuing education and noncredit courses are reaffirmed as important to our mission. Nothing in this policy statement should be interpreted as discouraging the admission of students who do not have degree objectives to all courses for which they are qualified and from which they will benefit.

E. Associate in Applied Science Degree

1. The Associate in Applied Science (AAS) degree is awarded to students at Wharton County Junior College who have completed a prescribed curriculum leading directly to employment in a specific career field. It is the College's statement to the student, to the community at large, and to potential employers that the student, holding an AAS degree from the College, has attained a high degree of skill, knowledge, and competence in a chosen career. The reputation and good standing of the College depend in large part upon the quality and integrity of the educational credentials it bestows. Therefore, the Board hereby issues this policy statement on the Associate in Applied Science degree and adopts the following standards of excellence in AAS degree programs:

2. Criteria for Excellence in AAS Degree Programs

a. Associate degree programs designed primarily for immediate employment shall be designated at the College as Associate in Applied Science (AAS) degree programs.

b. The AAS degree shall be identified with a specialty designation. The identification of a specialty or major, currently common practice in many institutions, implies relevant preparation for employment in a specific area of work.

c. AAS degree programs shall be responsive to the employment needs of business, industry, public agencies, the military, and entrepreneurship. The single most important purpose of the AAS degree is to prepare students to enter directly into specific occupations. For the degree to achieve greater acceptance as an employment credential, effective articulation must be developed between the College and the employers of our AAS degree graduates. The most important facet of the linkage with employers is the maintenance of a timely and effective curriculum reflecting current practices, and potential employers should be nurtured continuously.

d. All components of the AAS degree requirements shall be outcome-oriented. Faculty and academic officers of each AAS program shall develop and disseminate a statement of the course and program outcomes that students must achieve. While not all the course and program outcomes can easily be measured, there remains a responsibility to define the knowledge, skills, and attitudes students are expected to attain. It is expected that this outcome
The AAS degree shall not require an unreasonable number of semester credit hours of coursework. There is a growing tendency to expand credit-hour requirements for occupational programs to meet a variety of purposes including those from specialized accreditation and licensure agencies. Unreasonable semester-credit-hour requirements lengthen and intensify the program beyond the normal academic load. Fifteen to 18 credit-hours per term is a reasonable and challenging load for full-time students. Requirements beyond 66 semester-hours shall be fully justified in terms of program outcomes. Remedial and developmental work shall be in addition to the collegiate level requirements of the degree program but should, whenever possible, be pursued concurrently with skill training to enhance interest and relevance.

The technical specialty component of the AAS degree shall constitute not less than 50% nor more than 75% of the course credits. Although general education is increasingly more important in an informational society, the credibility of an occupational program rests with the ability of the AAS degree graduate to function at the technical and mid-management level. The technical specialty component shall emphasize an applications-orientation through laboratory, clinical, and work experiences sufficient to qualify for entry-level employment.

The general education component of AAS degree programs shall constitute a minimum of 25% of the course credits. There is an increased recognition of the importance of general education and related studies as integral components of occupational education. Increasingly, the ability to think, reason, compute, communicate, and adapt to change is essential if workers at all levels are to remain employable and cope with the expanding knowledge base. General education also includes human development in civic, consumer, environmental, and social responsibilities. Related studies typically achieve a dual purpose of enhancing general human development and providing a basic foundation for the pursuit of more advanced occupational goals. General education and related studies outcomes shall be identified, implemented, and measured by the College.

All AAS degree programs at the College shall establish and maintain minimum criteria for admission. Admission requirements shall be established on an individual-program basis to assure that the entering student has a reasonable probability for success and that course and program standards are maintained. Where appropriate, preassessment should be included in the admission requirements. Such requirements must be accompanied by maximum opportunities for access to programs by students who do not initially meet the requirements.

AAS degree programs shall be supported by student services designed systematically for the needs of career-oriented students. As a result of the vigorous growth of occupational programs, student services now play a much larger and more important, even critical, role in student success than
previously. Continuous interaction with students should begin with preadmission testing, assessment, and counseling to assure a reasonable match of student aspiration and skills with program requirements and expectations. These services should include career development activities that lead to successful placement and/or transfer.

j. A curriculum structure with multiple exit/re-entry points shall be considered for the AAS degree whenever possible. A multiple exit/re-entry structure for the AAS degree has distinct advantages for many students who, because of work, family or other obligations, do not complete the AAS degree in a continuous mode. Such students necessarily take advantage of convenient "step-out" where they can complete a segment of the program with some degree of closure before going further.

k. AAS degree curricula shall be articulated with appropriate secondary schools. There is a trend toward increased articulation between secondary and postsecondary institutions. The advantages of such articulation are to encourage earlier goal orientation, provide possible advance placement, and avoid unnecessary duplication. The growing use of outcomes as a basis for instruction and learning should make program comparisons much easier than the previous use of course titles and catalog descriptions.

3. University Articulation for the AAS Degree

AAS degree curricula should be articulated with universities through the cooperative planning and implementation of transfer agreements including two-plus-two curricula. Although AAS degree programs are designated primarily to prepare students for employment, they can no longer be considered terminal. In addition to the necessity for lifelong learning in response to the knowledge explosion, students can expect to make several career changes during their lifetime. Further education, including work toward a baccalaureate degree, should be anticipated for AAS degree graduates. Therefore, articulation agreements should be initiated by the College in those programs with the greatest potential for transfer. However, the occupational outcomes of AAS degree programs must not be subverted to the transfer potential.

(POLICY APPROVAL: 7-24-89, Board of Trustees)
ASSOCIATE IN OF APPLIED SCIENCE DEGREE REQUIREMENTS

I. PURPOSE

Provides requirements and procedures whereby the degree of Associate in of Applied Science (AAS) may be earned.

II. DEFINITION

Continuous enrollment is defined as registering for at least one credit class during at least one session per calendar year.

III. POLICY

Applicants for the Associate in of Applied Science degree must:

A. Satisfy all conditions for admission to the college.
B. Successfully complete the required course of study specified in the college catalog for one of the technical/occupational curricula leading to the AAS.
C. Complete at least 15 semester hours of general-education core courses with at least one course in each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.
D. Pass all three sections of the TASP test or satisfy the basic skills requirement in any way Satisfy the College’s entrance requirements as prescribed by the Texas Higher Education Coordinating Board.
E. Earn a cumulative overall grade-point average of 2.0.
F. Complete at least twenty-four semester hours, including nine of the last fifteen hours, at Wharton County Junior College.
G. Meet all financial obligations to the college.
H. Pay the graduation fee.

(POLICY APPROVAL: 6-18-97, amended Board of Trustees)

IV. PROCEDURES

A. A student nearing completion of the requirements for the degree completes an application for graduation form with his/her advisor and submits it to the Office of Admissions and Registration and pays the graduation fee before February 15 of the spring he/she plans to graduate. Degrees are also awarded (but commencement
cereonics are not held in August and December. The application date for August is July 15, and the application date for December is November 1. The application deadline is November 1 for December graduation, April 1 for May graduation and July 15 for August graduation. The commencement ceremony is held in May.

B. Students who have maintained continuous enrollment are subject to the requirements in effect at the time these students entered the institution, or they may elect to graduate under the requirements in effect at the time of their graduation.

IV. GUIDELINES

A. Developmental courses do not apply to graduation requirements.

B. In unusual cases the Vice President of Academic Affairs Senior Vice President of Instruction may permit a student to waive a graduation requirement or to substitute another course for a required course.

C. All financial, academic, and disciplinary obligations must be fulfilled.

JCB/FRV
6-18-97
TP/BAM