WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

January 15, 2013

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

<table>
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<th>BOARD POSITION</th>
<th>NAME</th>
<th>TERM EXPIRES</th>
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<tr>
<td>7</td>
<td>P. D. (Danny) Gertson, III Chair</td>
<td>May 2018</td>
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<td>4</td>
<td>Amy Rod</td>
<td>May 2014</td>
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<td>9</td>
<td>Jack C. Moses Secretary</td>
<td>May 2016</td>
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<td>5</td>
<td>Merle Hudgins</td>
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<td>Monty Merecka</td>
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<td>Georgia Kincer</td>
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<td>Oliver W. Kunkel, Jr.</td>
<td>May 2014</td>
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<td>Gary P. Trochta</td>
<td>May 2016</td>
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<td>1</td>
<td>Lloyd M. Nelson</td>
<td>May 2016</td>
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AGENDA

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

January 15, 2013

See Under Tab

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The regular board meeting held on November 20, 2012

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

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

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

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

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

V. Special Items

A. Presentation of lighting retrofit rebate check from CLEA Result
VI. Presentations, Awards, and/or President's Report

VII. Student Success

VIII. Reports to the Board

   A. Financial Reports for November and December 2012
   B. Information Item: Management Reports
   C. Information Item: Reports from College Governance Councils
   D. Information Item: Clipping Service for the month of November and December 2012

IX. Reports from Committees of the Board

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

-CONSENT AGENDA-

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

X. Matters Relating to General Administration

XI. Matters Relating to Academic Affairs

   A. Approve the acceptance of the Texans Feeding Texans Grant through the Texas Department of Agriculture for February 1, 2013 – January 31, 2014
   B. Approve the proposed amendment to the Faculty Association Constitution
   C. Approve the change of name of the dental hygiene clinic to "The Anna T. Harrison Dental Hygiene Clinic" ($500.00)
   D. Approve a full-time faculty position for the new Digital Media Program ($40,550.00 - $45,550.00 – effective fall 2013)

XII. Matter Relating to Administrative Services
A. Approve the proposal submitted by Dura Pier to repair and replace portions of the concrete parking lot and repair and replace portions of the soffit at the Julie Rivers location ($80,922.55 – current operating budget 2012-2013)

B. Approve the attached resolution to sell 0.771 acres at the Julie Rivers Drive campus (proceeds of $88,005.80 – plus reimbursement of all WCJC expenditures related to the sale)

C. Approve TexPool as qualified investment broker

D. Information Item:
   1. Seek sealed bids for the renovation of Mullins Hall Dormitory rooms ($1,100,000.00 – transfer from plant repair & replacement fund for 2012 – 2013)

XIII. Matters Relating to Technology and Institutional Research

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President
   1. Paid Professional Assignment for Marybelle Perez, Interim Title V Grant Manager, $2,000.00 per month – January 1, 2013 – August 31, 2013

C. Office of Academic Affairs
   1. Glenda G. Hunt reclassified from regular, full-time instructor of criminal justice, FAC-2-30, to temporary, full-time academic dean, D-7-36, effective January 2, 2013

   2. Ramiro Acevedo reclassified from regular, full-time instructor of chemistry, FAC-7-2, to regular, full-time instructor of physics, FAC-7-2, effective August 19, 2013

   3. Amanda B. Shelton reclassified from regular, full-time instructor of history (10 ½ months), FAC-1-12, to regular, full-time instructor of history (12 months), FAC-1-12, effective January 2, 2013

   4. Sharon W. Gregory employed as temporary, full-time instructor of computer science, FAC-1-10, effective January 14, 2013

   5. Leah Koehler-Buckner employed as temporary, full-time instructor of psychology, FAC-1-8, effective January 14, 2013

   6. Wiley Parkman employed as temporary, full-time instructor of psychology, FAC-1-0, effective January 14, 2013
7. Amy H. Pendergraft employed as temporary, full-time instructor of associate degree nursing, FAC-1-9, effective January 14, 2013

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Stephanie D. Dees resigned as regular, full-time dean of vocational instruction, D-7-38, effective December 31, 2012

2. Timothy J. Arriaga separated as temporary, part-time engineering design tutor, $25.00/hr. x 8 hrs./wk. x 30 wks. = $6,000.00/yr., effective December 31, 2012

3. Jay C. Dune resigned as regular, full-time instructor of associate degree nursing, FAC-1-13, effective December 31, 2012

4. Karen E. McLane resigned as regular, full-time instructor of government, FAC-1-23, effective December 31, 2012

5. Eric J. Nathan resigned as temporary, full-time Title V activity coordinator, AA-1-30, effective December 31, 2012

6. Rochelle Waddill separated as temporary, full-time instructor of music, FAC-1-10, effective December 14, 2012

H. Information Items: Non-contract Personnel Action

1. Patricia L. Chandler reclassified as regular, full-time administrative assistant & records specialist to DVI, P-11-6, to regular, full-time administrative assistant to VPI, P-13-6, effective January 2, 2013

2. Duane A. Eisler resigned as regular, full-time security officer, O-10-0, effective November 9, 2012

3. Jaime R. Smith employed as regular, full-time resident hall supervisor, $1,000/monthly, effective January 11, 2013

4. Kimberly A. Van resigned as regular, full-time ABE-IG data technician, O-9-0, effective November 30, 2012

5. Britteny Alvarado resigned as regular, part-time fitness center staff, $7.25/hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective December 11, 2012

6. Caroline Garcia resigned as regular, part-time senior citizen program driver, $7.45/hr. x 19 hrs./wk. x 50 wks. = $7,077.50/yr., effective November 1, 2012
7. Thomas W. Kielman employed as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective December 12, 2012

8. Orlando Morales separated as regular, part-time security officer, O-9-0, $11.62 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr., effective December 7, 2012

9. Lauren Nygard employed as regular, part-time open computer/library monitor, O-5-0, $10.47 hr. x 20 hrs./wk. x 49 wks. = $10,260.60/yr., effective December 4, 2012

10. Enedina Trejo employed as regular, part-time senior citizens program driver, $7.25 hr. x 19 hrs./wk. x 45 wks. = $6,198.75/yr., effective November 20, 2012

11. Kerrie A. Cunningham reclassified as regular, full-time division secretary, O-9-1, to temporary, full-time administrative assistant & records specialist to academic dean, P-11-1, effective January 2, 2013

12. Shayna E. Vasquez reclassified as regular, full-time allied health secretary, O-7-2, to temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math grant secretary, O-8-2, effective January 2, 2013

13. Lola Beaver received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

14. Roweena J. Britton received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

15. Amy Castillo received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

16. Leticia Castillo received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

17. Martina Garcia received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012
18. Amanda N. Gonzales received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

19. Olivia F. Green separated as temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective December 3, 2012

20. Shawn E. Holmgren employed as temporary, part-time math tutor assistant, $7.25 hr. x 4 hrs./wk. x 20 wks. = $580.00/yr., effective November 9, 2012

21. Samuel J. Hopkins employed as temporary, part-time reading and writing tutor, $15.00 hr. x 16 hrs./wk. x 27 wks. = $6,480.00/yr., effective January 22, 2013

22. Ashley Montalvo received a salary adjustment as temporary, adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

23. Laura Patterson separated as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective May 12, 2012

24. Elizabeth N. Tekulve received a salary adjustment as temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

25. Sefura Temam received a salary adjustment as temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

26. Grant Travis separated as temporary, part-time open computer lab monitor, O-5-0, $10.32 hr. x 20 hrs./wk. x 49 wks. = $10,113.60/yr., effective August 23, 2012

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

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

XVIII. Discuss Matters Relating to Formal Policy

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

1. Regulation 006: Board Policy and Bylaw Development
2. Regulation 112: Format For College Regulations
3. Regulation 133: Logo: Use On College Publications
4. Regulation 253: Request For Textbook Desk Copies
5. Regulation 371: Facilities Usage By Community Groups
6. Regulation 411: Operating Budget, Financial Reports, and Audits
7. Regulation 418: Investments
8. Regulation 485: College Sponsored Student Travel
9. Regulation 593: Sexual Assault/Attempted Sexual Assault
10. Regulation 661: Student Attendance
11. Regulation 666: Audit of Credit Courses
12. Regulation 749: GED Testing Center

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular board meeting held on November 20, 2012
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
November 20, 2012

-The Wharton County Junior College District Board of Trustees met in regular session on November 20, 2012 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Jack Moses, Secretary; Mrs. Georgia Kincer; Mr. Oliver Kunkel; and Mr. Lloyd Nelson

Trustees Absent: Mr. Phil Stephenson, Vice Chair; Mrs. Merle Hudgins; Mr. Monty Merecka; and Mr. Gary Trochta

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Ms. Leigh Ann Collins, Vice President of Instruction; Ms. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Ms. Deanna Feyen, Executive Secretary to the President; Ms. Darlene Byrd; Ms. Stephanie Dees; Mr. John Dettling; Mr. Andy Einhorn (ShoreTel, Inc.); Mr. Mike Feyen; Ms. G. G. Hunt; Mr. John Miller; Mr. Terrell Jessen; Mr. David Kucera; Ms. Inez Kucera; Dr. Sue Poor; Ms. Debbie Popek; Ms. Carrie Stansbury (ShoreTel, Inc.); Mr. Ken Stupka; Mrs. Patty Stupka; Mr. Cliff Terrell; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The regular meeting held on October 16, 2012

-The minutes of the regular board meeting held on October 16, 2012, was approved as presented.

ITEM IV: CITIZENS' COMMENTS

-None-
ITEM V: SPECIAL ITEMS

A. Approve canceling the Board of Trustees regular meeting scheduled for December 18, 2012

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board unanimously approved canceling the December 18, 2012 Board of Trustees regular meeting.

B. Approve the external audit for FY 2012

-Mr. Kunkel stated that Mr. Dane Legg from Lott, Vernon & Company, P.C. gave a review of the external audit for FY 2012 and that he respectfully requested that the board approves the audit as submitted.

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board unanimously approved the external audit for FY 2012.

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

A. Recognition of retirement of Mr. Ken Stupka

-Ms. Collins asked Ms. Dees to present Mr. Stupka with a retirement resolution and a plaque of appreciation honoring his service with WCJC.

-Mr. Stupka stated that he has enjoyed working with a great group of people. Mr. Gertson thanked Mr. Stupka for his service on behalf of the board of trustees and added that during the 39 years many students have gone through his program.

ITEM VII: STUDENT SUCCESS

ITEM VIII-A.: REPORTS TO THE BOARD

A. Financial Reports

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

BOARD ACTION: On a motion by Mrs. Kincer and a second, the board unanimously approved the financial reports for October 2012 as presented.

ITEM VIII-B: MANAGEMENT REPORTS

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

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

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

ITEM VIII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS
Board of Trustees  
November 20, 2012  
Minutes

A. Academic Affairs Council
   -Academic Affairs Meeting Minutes for September 19, 2012

B. Faculty Council
   -Faculty Council Minutes for October 1, 2012

C. President’s Extended Cabinet
   -President’s Extended Cabinet Minutes for September 13, 2012

ITEM VII-D: CLIPPING SERVICE FOR MONTH OF OCTOBER 2012

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

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee: Mr. Kunkel
   -Mr. Kunkel stated that the Audit/Finance meeting was held prior to the board meeting.

B. Facilities Committee: Mr. Nelson
   -Mr. Nelson stated that a Facilities Committee meeting was held and he reviewed highlights of the meeting and noted recommendations from the committee on each item.

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board unanimously approved the facility committee recommendations.

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

   -Item X. A. will be handled separately. Item XII. B. will be discussed in Executive session and will be handled separately.
   -Mrs. Kincer asked for more information on the recruiter position. Ms. McCrohan explained the need for a recruiter in the Richmond/Rosenberg area and preferably a bilingual person.
   -Mr. Moses read a statement to abstain on any issue concerning the purchase of the President’s car. Mr. Moses stepped out of the room.
CONSENT AGENDA-

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

ITEM X: MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve the purchase of a car for the President’s use ($38,323.95 – transfer from the capital equipment replacement fund)

ITEM XI: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve the addition of audio/visual equipment to the Fine Arts Theater to improve its functionality for use as a classroom or for presentations ($17,600.00 – transfer from the plant repair and replacement fund)

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

A. Approve the resolution declaring 0.771 acres of Julie Rivers Drive property as surplus and authorizing Wharton County Junior College administration to seek sealed bids for such property.

B. Approve authorization to seek sealed bids for the lease of the Ammann property ($200.00 – publication costs)

C. Approve fiscal year 2012 budget adjustments

D. Approve Pfluger Associates Architects to design the renovations to Mullins Hall ($109,000.00 – transfer from plant repair & replacement fund)

E. Approve, by resolution, Wharton County Junior College’s participation in The Interlocal Purchasing System & The Arkansas Purchasing System (TIPS/TAPS) cooperative

F. Approval to adopt the partial list of qualified investment brokers

G. Approve lease agreements for college copiers (estimated $80,000.00 a year – current unrestricted operating budget for 2012-2013)

H. Approval of the resolution to sell the Weyandt Property (revenue of approximately $798,000.00)

ITEM XIII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the purchase of the ShoreTel telephone system solution from Windstream and network equipment from other DIR vendors ($365,375.00 – transfer from the MIS plant fund)
ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

A. Approve the creation of a full-time student recruiter position (estimated cost is $49,401.00 - $56,068.00)

B. Approve a new fee for the administration of the Test of Essential Academic Skills (TEAS) – (The College would charge $60.00 for each TEAS administration, $40.00 would be paid to Assessment Technologies Institute (ATI) for the administrative cost of the exam. A $10.00 proctoring fee and a $10.00 facility fee would also be assessed for each administration. The anticipated net revenue would grow from $4,470.00 to $5,960.00.)

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President


2. Approve Paid Professional Assignment for Ramiro Acevedo, Hispanic Serving Institution, Science, Technology, Engineering, and Math grant curriculum development-Physics, January 1, 2013 – August 31, 2013 - $4,800.00


8. Approve Paid Professional Assignment for Ava Humme, Gulf Coast Partners Achieving Student Success Vertical Alignment Coordinator, January 1, 2013 – August 31, 2013 - $5,400.00
9. Approve Paid Professional Assignment for Rebecca McElroy, Gulf Coast Partners Achieving Student Success Student Success Course Coordinator, January 1, 2013 – August 31, 2013 - $5,400.00

10. Approve Paid Professional Assignment for Robin Nealy, Gulf Coast Partners Achieving Student Success Developmental Summer Bridge Coordinator, January 1, 2013 – August 31, 2013 - $5,400.00

11. Approve Paid Professional Assignment for Marybelle Perez, Gulf Coast Partners Achieving Student Success Recruitment/Outreach Coordinator, January 1, 2013 – August 31, 2013 - $5,400.00

12. Approve Paid Professional Assignment for Cynthia Diener, Gulf Coast Partners Achieving Student Success English PAC Member, spring 2013 - $900.00

13. Approve Paid Professional Assignment for Karen Lesure, Gulf Coast Partners Achieving Student Success English PAC Member, spring 2013 - $900.00

14. Approve Paid Professional Assignment for Jennifer Mauch, Gulf Coast Partners Achieving Student Success Math PAC Member, spring 2013 - $900.00

15. Approve Paid Professional Assignment for Yvonne Smith, Gulf Coast Partners Achieving Student Success Math PAC Member, spring 2013 - $900.00


17. Eric J. Nathan reclassified as distance learning director/Title V activity director, CA-15-11, to Title V activity coordinator, AA-1-30, effective December 3, 2012

18. Mara N. Slinger transferred as Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math grant secretary, O-8-0, to Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math success coach, GNT-1-1, effective October 29, 2012

19. Chase Smolik transferred as Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math supplemental instruction coach, $15.00 hr. x 19.5 hrs./wk. x 40 wks. = $11,700.00/yr., to Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math supplemental instruction coach, GNT-1-1, effective October 29, 2012

C. Office of Academic Affairs

1. Approve Paid Professional Assignment for Donna Schilling, Digital Media Program Development, fall 2012 – spring 2013 – $5,400.00

2. Approve Paid Professional Assignment for Mary Jo Spanihel, Medical Office Specialist Curriculum Development, summer – fall 2012 - $2,950.00
3. Caroline R. Osborne extended as regular, part-time senior citizens director, $30.00/hr. x 19 hrs./wk. x 27 wks. = $15,390.00/yr., to regular, part-time senior citizens director, $30.00/hr. x 19 hrs./wk. x 50 wks. = $28,500.00/yr., effective October 1, 2012

4. Richard S. Lewis extended as temporary, part-time youth activities site coordinator, $30.00/hr. x 31.25 hrs./wk. x 16 wks. = $15,000.00/yr., to temporary, part-time youth activities site coordinator, $15,000.00/20 weeks, effective November 1, 2012

5. Tim J. Arriaga employed as regular, full-time instructor of engineering design, FAC-1-10, effective January 14, 2013

6. Tammy L. Hann employed as regular, full-time instructor of associate degree nursing, FAC-1-10, effective January 14, 2013

7. Billy J. Sowa employed as temporary, full-time biology instructor, FAC-1-10, effective January 14, 2013

D. Office of Administrative Services

E. Office of Student Services

1. Approve Paid Professional Assignment for Mark Lewis, SGA Advisor Wharton Campus, fall 2012 – spring 2013 - $2,000.00

2. Approve Paid Professional Assignment for Ken Grubb, SGA Advisor Sugar Land Campus, fall 2012 – spring 2013 - $2,000.00

3. Approve Paid Professional Assignment for Scott Stripling, SGA Advisor Richmond Campus, fall 2012 – spring 2013, $2,000.00

4. Jenny F. Banker extended as temporary, part-time academic advisor, $25.00/hr. x 32.5 hrs./wk. x 32 wks. = $26,000.00/yr., to temporary, part-time academic advisor, $25.00/hr. x 32.5 hrs./wk. x 32 wks. = $26,000.00/yr., effective September 1, 2012

5. Lillian Lockley extended as temporary, part-time academic advisor, $25.00/hr. x 500 hrs. = $12,500.00/yr., to temporary, part-time academic advisor, $25.00/hr. x 500 hrs. = $12,500.00/yr., effective September 1, 2012

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

H. Information Items: Non-contract Personnel Action

1. Duane A. Eisel employed as regular, full-time security officer, O-10-0, effective October 29, 2012
2. Christine R. Foust resigned as regular, full-time residency hall supervisor, $1,000/month, effective December 17, 2012

3. Kimberly G. Kidd reclassified as regular, full-time student services specialist/special events coordinator, P-12-6, to regular, full-time administrative assistant to the Vice President, P-13-6, effective October 12, 2012

4. Caylee L. Kiesling received a salary adjustment as regular, full-time human resources clerk, O-6-1, to regular full-time human resources technician, O-10-1, effective November 1, 2012

5. Becky T. Le employed as regular, full-time human resources technician, O-10-0, effective November 1, 2012

6. Lindsey A. Shimk was transferred as regular, full-time human resources secretary, O-10-5, to regular, full-time assistant admissions officer, O-11-5, effective October 22, 2012

7. Eric A. Barlow separated as regular, part-time security officer, O-9-0, $11.52 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr., effective October 23, 2012

8. Vernon Burroughs employed as regular, part-time security officer, O-9-0, $11.62 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr., effective October 30, 2012

9. Cesar R. Diaz-Salazar separated as regular, part-time open computer lab monitor, $10.32 hr. x 19 hrs./wk. x 48 wks. = $9,411.84/yr., effective November 7, 2012

10. Carmen A. Flora resigned as regular, part-time testing services assistant – Wharton, $15.00 hr. x 18 hrs./wk. x 14 wks. = $3,780.00/yr., effective October 22, 2012

11. Caroline Garcia received a salary adjustment as regular, part-time senior citizens driver, $7.35 hr. x 19 hrs./wk. x 50 wks. = $6,982.50/yr., to regular, part-time senior citizens driver, $7.45 hr. x 19 hrs./wk. x 50 wks. = $7,077.50/yr., effective October 1, 2012

12. Eurma J. Gordon received a salary adjustment as regular, part-time Eagle Lake site manager, $7.45 hr. x 6 hrs./wk. x 50 wks. = $2,235.00/yr., to regular, part-time Eagle Lake site manager, $7.55 hr. x 6 hrs./wk. x 50 wks. = $2,265.00/yr., effective October 1, 2012

13. Cathy J. Klimple received a salary adjustment as regular, part-time senior citizens Wharton site manager, $7.25 hr. x 19 hrs./wk. x 50 wks. = $6,887.50/yr., to regular, part-time senior citizens Wharton site manager, $7.35 hr. x 19 hrs./wk. x 50 wks. = $6,982.50/yr., effective October 1, 2012

14. George Prat employed as regular, part-time security officer, O-9-0, $11.62 hr. x 19 hrs./wk. x 48 wks. = $10,597.44/yr., effective October 5, 2012
15. Phyllis Sanchez received a salary adjustment as regular, part-time East Bernard site manager, $7.45 hr. x 6 hrs./wk. x 50 wks. = $2,235.00/yr., to regular, part-time East Bernard site manager, $7.55 hr. x 3 hrs./wk. x 50 wks. = $1,132.50/yr., effective October 1, 2012

16. Geraldine V. Streckfuss received a salary adjustment as regular, part-time senior citizens driver and Weimar site manager, $7.45 hr. x 12 hrs./wk. x 50 wks. = $4,470.00/yr., to regular, part-time senior citizens driver and Weimar site manager, $7.55 hr. x 12 hrs./wk. x 50 wks. = $4,530.00/yr., effective October 1, 2012

17. Fred W. Wesselski employed as regular, part-time security officer – Bay City, $20.00 hr. x 5 hrs./wk. x 52 wks. = $5,200.00/yr., effective October 8, 2012

18. Tammy L. Herrera transferred as regular, full-time administrative assistant to VPI, P-13-4, to temporary, full-time ABE transitions specialist, P-15-4, effective November 12, 2012

19. Andrea C. Broussard extended as temporary, part-time youth activities secretary, $15.00 hr. x 31.5 hrs./wk. x 20 hrs. = $9,450.00/yr., to temporary, part-time youth activities secretary, $15.00 hr. x 31.5 hrs./wk. x 20 hrs. = $9,450.00/yr., effective November 1, 2012

20. Maria F. Guevara employed as temporary, part-time ABE aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective August 27, 2012

21. Charlotte M. King resigned as temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective October 31, 2012

22. Olivia L. Pratt employed as temporary, part-time reading/writing tutor assistant, $7.25 hr. x 10 hrs./wk. x 6 wks. = $435.00/yr., effective November 5, 2012

**BOARD ACTION:** On a motion by Mr. Nelson and a second, the board unanimously approved the consent agenda with exception of Items X.A. and XII.B.

**BOARD ACTION:** On a motion by Mrs. Kincer and a second, the board unanimously approved item X.A. as presented.

**ITEM XVI: EXECUTIVE SESSION**

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

A. President’s Evaluation for 2011 - 2012

The regular meeting adjourned into Executive Session at 6:55 P.M.
-The Executive Session adjourned at 8:05 P.M. The Board convened the regular meeting.

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

-No action was taken in closed session.
-Mr. Gertson stated that the President’s evaluation was completed and added that the board was pleased with the actions taken in the last year. Mr. Gertson also stated that he was pleased with the Vice President’s and the staff for their support and what has been accomplished. Mrs. Kincer stated that the college’s perception and image in the community is the best it has ever been.

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

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

1. Regulation 006: Board Policy and Bylaw Development
2. Regulation 112: Format For College Regulations
3. Regulation 133: Logo: Use On College Publications
4. Regulation 253: Request For Textbook Desk Copies
5. Regulation 371: Facilities Usage By Community Groups
6. Regulation 411: Operating Budget, Financial Reports, and Audits
7. Regulation 418: Investments
8. Regulation 485: College Sponsored Student Travel
9. Regulation 661: Student Attendance
10. Regulation 666: Audit of Credit Courses
11. Regulation 749: GED Testing Center

B. Information Item:

1. Regulation 111: Establishing College Regulations

BOARD ACTION: On a motion by Mr. Nelson and a second, the board unanimously approved Item XII. B. as presented.

BOARD ACTION: On a motion by Mr. Nelson and a second, the board unanimously approved the regulations as presented.
ITEM XIX: OTHER BUSINESS

-Mr. Gertson announced to the board that Mr. Stephenson’s resignation would need to be approved by the board prior to January 8, 2013 and a replacement will need to be appointed and approved at the same meeting. Mr. Gertson stated that Mr. Stephenson has asked his son to accept his appointment to the board but he has not accepted at this time. If he does not accept, then a meeting would need to be scheduled to discuss other names. Mr. Nelson agreed that a meeting was needed.

ITEM XX: ADJOURN

-The meeting adjourned at 8:25 P.M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM V

Special Items

A. Presentation of lighting retrofit rebate check from CLEAResult
Reports to the Board

A. Financial Reports for November and December 2012
Monthly Financial Reports

Wharton County Junior College
NOVEMBER 30, 2012
Summary Reports
Wharton County Junior College
Revenue-Expenditure Summary
November 30, 2012

<table>
<thead>
<tr>
<th>Fund 1000</th>
<th>FISCAL 2013</th>
<th>FISCAL 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Month</td>
<td>Y-T-D</td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td>ACTUAL</td>
</tr>
<tr>
<td>State appropriations</td>
<td>$ 800,585</td>
<td>$ 3,200,065</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>4,783,948</td>
<td>13,677,933</td>
</tr>
<tr>
<td>Advalorem Taxes</td>
<td>204,053</td>
<td>260,506</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>55,578</td>
<td>123,742</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>5,844,164</td>
<td>17,262,246</td>
</tr>
</tbody>
</table>

Expenditures:

| Saliaries | 1,661,631 | 4,733,171 | 19,425,082 | 24.37% | 4,487,962 | 19,187,450 | 23.39% | 105% |
| Employee Benefits | 290,416 | 867,456 | 4,393,066 | 19.75% | 723,791 | 4,525,369 | 15.99% | 120% |
| Capital Expenditures | 38,522 | 38,522 | - | - | 39,113 | 367,840 | - | 0% |
| Mandatory Transfers | - | 373,514 | 756,700 | 49.36% | 373,357 | 759,200 | 49.18% | 0% |
| Non-mandatory Transfers | - | - | - | - | - | - | - | 0% |
| Other Expenditures | 606,772 | 2,260,538 | 9,670,407 | 23.38% | 2,051,702 | 9,210,194 | 22.28% | 110% |
| Total expenditures | 2,597,341 | 8,273,201 | 34,245,257 | 24.16% | 7,675,925 | 34,050,053 | 22.54% | 106% |

Net Increase/(decrease) in net assets
($3,246,823) $8,999,045 $8,534,629

Less Outstanding encumbrances (1,765,230) (1,160,883)

Net Increase less encumbrances $7,223,815 $7,373,746

*Note: Net student receivables in the amount of $4,863,929.26, are currently outstanding. Tuition and fees are subject to collection in future periods.
<table>
<thead>
<tr>
<th>Description</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables Current and Prior Yr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$ 124,517.63</td>
<td>$ 124,315.68</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>$ 555,862.09</td>
<td>$ 489,529.92</td>
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<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>$ 87,162.02</td>
<td>$ 61,350.12</td>
</tr>
<tr>
<td>Total Installment Plan Receivable</td>
<td>$ 767,541.74</td>
<td>$ 675,195.72</td>
</tr>
<tr>
<td>Third Party Contracts Receivable</td>
<td>$ 63,560.45</td>
<td>$ 72,752.76</td>
</tr>
<tr>
<td>Continuing Education Receivable</td>
<td>$ 23,571.50</td>
<td>$ 7,322.50</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(294,897.87)</td>
<td>(262,988.17)</td>
</tr>
<tr>
<td>Net Accounts Receivable</td>
<td>$ 4,863,929.26</td>
<td>$ 3,784,728.27</td>
</tr>
</tbody>
</table>
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
### Governmental Fund Types

<table>
<thead>
<tr>
<th></th>
<th>Auxiliary Enterprises</th>
<th>Current Restricted</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets &amp; Other Debts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assets:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>772,881</td>
<td>3,796,476</td>
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<tr>
<td>Cash Investments</td>
<td>196,594</td>
<td>10,235,928</td>
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</tr>
<tr>
<td>Accounts Receivable</td>
<td>26,716</td>
<td>4,396,949</td>
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<tr>
<td>Tax Receivable</td>
<td>360,959</td>
<td></td>
<td></td>
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<tr>
<td>Due From Other Funds</td>
<td>30,760</td>
<td>23,713</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>12,638</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Assets &amp; Other Debts</td>
<td>2,022,910</td>
<td>18,730,522</td>
<td>26,123,534</td>
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<tr>
<td>Liabilities, Equity &amp; Other Credits</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Liabilities:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>31,874</td>
<td>-8,258</td>
<td>30,537</td>
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<tr>
<td>Payroll Taxes Payable</td>
<td>68,675</td>
<td></td>
<td>68,675</td>
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<tr>
<td>Ascertained Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>2,165</td>
<td>416,105</td>
<td>417,411</td>
</tr>
<tr>
<td>Long Term Debt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits Payable</td>
<td>71,000</td>
<td>17,375</td>
<td>88,375</td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td>30,250</td>
<td></td>
<td>30,250</td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships-Non-Designated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Liabilities:</td>
<td>123,124</td>
<td>79,096</td>
<td>653,843</td>
</tr>
</tbody>
</table>

### Combined Balance Sheet--All Fund Types and Account Groups

<table>
<thead>
<tr>
<th></th>
<th>Current Year 2013</th>
<th>Prior Year 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets &amp; Other Debts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>4,676,512</td>
<td>2,311,509</td>
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<tr>
<td>Cash Investments</td>
<td>10,437,008</td>
<td>21,095,473</td>
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<tr>
<td>Accounts Receivable</td>
<td>4,333,346</td>
<td>3,529,763</td>
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<tr>
<td>Tax Receivable</td>
<td>160,959</td>
<td>365,955</td>
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<tr>
<td>Due From Other Funds</td>
<td>41,965</td>
<td>89,178</td>
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<tr>
<td>Prepaid Expense</td>
<td>32,538</td>
<td></td>
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<tr>
<td>Property, Plant &amp; Equipment</td>
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<td></td>
</tr>
<tr>
<td>Total Assets &amp; Other Debts</td>
<td>370,184</td>
<td>20,123,534</td>
</tr>
<tr>
<td>Liabilities, Equity &amp; Other Credits</td>
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<tr>
<td>Liabilities:</td>
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<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>44,167</td>
<td>-145,806</td>
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<td>Payroll Taxes Payable</td>
<td>68,675</td>
<td>108,081</td>
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<tr>
<td>Ascertained Liabilities</td>
<td></td>
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<tr>
<td>Deferred Revenue</td>
<td>417,411</td>
<td>404,932</td>
</tr>
<tr>
<td>Long Term Debt</td>
<td>82,843</td>
<td></td>
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<tr>
<td>Deposits Payable</td>
<td>30,250</td>
<td>58,838</td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td>48,477</td>
<td>-75,328</td>
</tr>
<tr>
<td>Total Liabilities:</td>
<td>653,843</td>
<td>358,217</td>
</tr>
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</table>
Wharton County Junior College
Combined Balance Sheet--All Fund Types and Account Groups
10-NOV-2012
(With comparative totals for 30-NOV-2011)
(amounts expressed in dollars)

**Governmental Fund Types**

<table>
<thead>
<tr>
<th>Auxiliary Enterprise</th>
<th>Current Unrestricted</th>
<th>Restricted Funds</th>
<th>Current Year 2013</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
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**EQUITY AND OTHER CREDITS:**

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Current Year 2013</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other CREDITS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balances:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td>26,313</td>
<td>1,265,890</td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td>875,294</td>
<td>8,423,171</td>
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<tr>
<td>Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Endowment</td>
<td>899,856</td>
<td>18,651,822</td>
</tr>
<tr>
<td>Reserve for Operations</td>
<td></td>
<td></td>
</tr>
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</table>

**TOTAL EQUITY AND OTHER CREDITS:**

<table>
<thead>
<tr>
<th>Current Year 2013</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Current Year 2013</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Wharton County Junior College

Combined Balance Sheet--All Fund Types and Account Groups

10-NOV-2012

(With comparative totals for 10-NOV-2011)

(amounts expressed in dollars)

<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
<th>Agency Funds</th>
<th>Current Year 2013</th>
<th>Prior Year 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS AND OTHER DEBTS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ASSETS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>65,285</td>
<td>65,285</td>
<td>34,909</td>
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<tr>
<td>Cash Investments</td>
<td>102,853</td>
<td>102,853</td>
<td>102,725</td>
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<td>Accounts Receivable</td>
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<tr>
<td>Taxes Receivable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBTS:</strong></td>
<td>168,138</td>
<td>168,138</td>
<td>137,634</td>
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<td>Liabilities, equity and other credits</td>
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<tr>
<td>Liabilities:</td>
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<td></td>
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<tr>
<td>Employee Benefits Payable</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Payroll Taxes Payable</td>
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<td>15</td>
<td>15</td>
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<tr>
<td>Accrued Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term Debt</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Deposits Payable</td>
<td>159,991</td>
<td>159,991</td>
<td>137,535</td>
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<td>Due To Other Funds</td>
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<tr>
<td>Scholarships-Designated Donations</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Scholarships-Non-designated Donations</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES:</strong></td>
<td>168,004</td>
<td>168,004</td>
<td>137,550</td>
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<td>EQUITY AND OTHER CREDITS:</td>
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<tr>
<td>Control Accounts</td>
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<td>134</td>
<td>84</td>
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<tr>
<td>Fund Balances</td>
<td></td>
<td></td>
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<tr>
<td>Prior Year Fund Balance</td>
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<td></td>
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<tr>
<td>Endowment Fund-Original</td>
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</tr>
<tr>
<td>Endowment Fund-Income</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>YS Professional Development</td>
<td>-</td>
<td>-</td>
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<tr>
<td>YS Salary Equity</td>
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</tr>
<tr>
<td>YS Capital Equipment</td>
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<td></td>
<td></td>
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<tr>
<td>YS Investment Gain And Loss</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fund Balance Receivables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve-Undesignated</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Wharton County Junior College
Combined Balance Sheet--All Fund Types and Account Groups
30-NOV-2012
(With comparative totals for 30-NOV-2011 )
(amounts expressed in dollars)

<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
<th>Agency Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Year</td>
</tr>
<tr>
<td></td>
<td>2013</td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td></td>
</tr>
<tr>
<td>FTEC Operating Fund Balance</td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Housing Diff</td>
<td></td>
</tr>
<tr>
<td>Fund Balances:</td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td></td>
</tr>
<tr>
<td>Fund Balance</td>
<td></td>
</tr>
<tr>
<td>Reserve for Operations</td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>134</td>
</tr>
<tr>
<td></td>
<td>$4</td>
</tr>
<tr>
<td>TOTAL LIABILITIES,</td>
<td>169,128</td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td>137,514</td>
</tr>
</tbody>
</table>
Monthly Financial Reports

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

### Revenue-Expenditure Summary

December 31, 2012

<table>
<thead>
<tr>
<th></th>
<th>FISCAL 2013</th>
<th>FISCAL 2012</th>
<th>% OF PERSOR YR ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Month</td>
<td>Y-T-D ACTUAL</td>
<td>Budget</td>
</tr>
<tr>
<td><strong>Fund 1000</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>State appropriations</td>
<td>$ 800,584</td>
<td>$ 4,000,646</td>
<td>$ 8,523,709</td>
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<tr>
<td>Tuition and Fees</td>
<td>1,406,246</td>
<td>15,084,179</td>
<td>19,656,710</td>
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<tr>
<td>Advalorem Taxes</td>
<td>1,091,151</td>
<td>1,351,657</td>
<td>5,131,672</td>
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<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>411,772</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>15,000</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>50,806</td>
<td>174,548</td>
<td>506,394</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>3,348,786</td>
<td>20,611,034</td>
<td>34,245,257</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1,632,122</td>
<td>6,365,293</td>
<td>19,425,082</td>
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<tr>
<td>Employee Benefits</td>
<td>294,389</td>
<td>1,161,845</td>
<td>4,393,068</td>
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<tr>
<td>Capital Expenditures</td>
<td>62,449</td>
<td>100,971</td>
<td>-</td>
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<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>373,514</td>
<td>756,700</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>368,966</td>
<td>2,629,504</td>
<td>9,670,407</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>2,357,927</td>
<td>10,631,128</td>
<td>34,245,257</td>
</tr>
<tr>
<td>Net increase/ (decrease) in net assets</td>
<td>$ 990,859</td>
<td>$ 9,979,906</td>
<td>$ 9,643,553</td>
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<tr>
<td>Less Outstanding encumbrances</td>
<td>(1,682,705)</td>
<td>(1,169,703)</td>
<td></td>
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<tr>
<td><strong>Net increase less encumbrances</strong></td>
<td>$ 8,297,201</td>
<td>$ 8,473,850</td>
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</table>

*Note: Net student receivables in the amount of $4,506,602.60, are currently outstanding. Tuition and fees are subject to collection in future periods.*
<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Receivables Current and Prior Yr.</strong></td>
<td></td>
<td></td>
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<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$3,855,856.16</td>
<td>$3,533,651.71</td>
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<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>$116,516.20</td>
<td>$114,015.30</td>
</tr>
<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>$657,114.64</td>
<td>$638,740.34</td>
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<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td><strong>Total Installment Plan Receivable</strong></td>
<td>$858,512.36</td>
<td>$813,805.76</td>
</tr>
</tbody>
</table>

| **Third Party Contracts Receivable** |              |              |
| **Continuing Education Receivable** | $63,560.45   | $137,346.56  |
| **Allowance for Doubtful Accounts** | $23,571.50   | $12,654.50   |
| **Net Accounts Receivable** | $(294,897.87) | $(264,483.29) |

|                                |              |              |
| **Total**                      | $4,506,602.60 | $4,232,975.24 |
COMBINED BALANCE SHEET

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

<table>
<thead>
<tr>
<th></th>
<th>Auxiliary</th>
<th>Current Unrestricted</th>
<th>Restricted Funds</th>
<th>Current Year 2013</th>
<th>Prior Year 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets and Other Debts:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cash</td>
<td>717,673</td>
<td>4,732,937</td>
<td>491,974</td>
<td>9,923,084</td>
<td>4,117,321</td>
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<tr>
<td>Cash Investments</td>
<td>156,094</td>
<td>10,070,865</td>
<td>4,426</td>
<td>10,277,886</td>
<td>10,449,712</td>
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<tr>
<td>Accounts Receivable</td>
<td>257,844</td>
<td>4,491,351</td>
<td>5,683</td>
<td>4,784,915</td>
<td>4,912,190</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>382,909</td>
<td>--</td>
<td>--</td>
<td>360,925</td>
<td>353,959</td>
</tr>
<tr>
<td>Local, Fd &amp; Agency Receivable</td>
<td>--</td>
<td>41,210</td>
<td>--</td>
<td>41,210</td>
<td>679,285</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td>30,260</td>
<td>11,753</td>
<td>--</td>
<td>31,963</td>
<td>80,378</td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>32,938</td>
<td>--</td>
<td>--</td>
<td>32,938</td>
<td>--</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td><strong>Total Assets and Other Debts:</strong></td>
<td>1,204,589</td>
<td>19,673,082</td>
<td>589,004</td>
<td>21,433,985</td>
<td>20,204,256</td>
</tr>
</tbody>
</table>

**Liabilities, equity and other credits**

|               |           |                     |                  |                   |                 |
| Accounts Payable | -100       | -190,206           | 17               | -129,359          | -206,094       |
| Employee Benefits Payable | 112,974  | --                 | --               | 112,974          | 112,974        |
| Payroll Taxes Payable | --        | --                 | --               | --               | --             |
| Accrued Liabilities | --        | --                 | --               | --               | --             |
| Deferred Revenues | 487       | 416,205            | 416,205          | 405,714          |                 |
| Long Term Debt | --        | --                 | --               | --               | --             |
| Deposits Payable | 74,400    | 17,375             | --               | 81,320           | 84,240         |
| Due To Other Funds | 30,280     | --                 | --               | 30,280           | 64,818         |
| Scholarships-Designated Donations | --   | 38,865             | 38,865           | 90,000           |                 |
| Scholarships-Non-Designated | --       | -91,836           | -91,836          | -69,208          |                 |
| **Total Liabilities:** | 121,950   | 29,836            | 365,151          | 494,338          | 292,864        |

**Equity and Other Credits:**

|               |           |                     |                  |                   |                 |
| Control Accounts | --         | --                 | --               | --               | --             |
| Fund Balances | --        | --                 | --               | --               | --             |
| Prior Year Fund Balance | 8,864,705 | --                 | --               | 8,864,705        | 8,864,705      |
| Endowment Fund-Original | --       | --                 | --               | --               | --             |
| Endowment Fund-Income | --      | --                 | --               | --               | --             |
| FS Professional Development | --   | --                 | --               | --               | --             |
| FS Salary Equity | --        | --                 | --               | --               | --             |
| FS Capital Equipment | --       | --                 | --               | --               | --             |
| FS Investment Gain And Loss | --     | --                 | --               | --               | --             |
| Fund Balance Receivables | --     | --                 | --               | --               | --             |
| Reserved-Undesignated | --   | --                 | --               | --               | --             |
### Governmental Fund Types

<table>
<thead>
<tr>
<th></th>
<th>Auxiliary</th>
<th>Current</th>
<th>Restricted Funds</th>
<th>Current Year 2013</th>
<th>Prior Year 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>enterprise</td>
<td>Unrestricted</td>
<td>Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equity and Other Credits:</strong></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>FMTC Operating Fund Balance</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td>--</td>
<td>--</td>
<td>--</td>
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<td>--</td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Scholarship</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td><strong>Fund Balances:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td>23,798</td>
<td>1,683,738</td>
<td>80,957</td>
<td>1,787,460</td>
<td>1,265,351</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>3,479,201</td>
<td>9,654,376</td>
<td>331,896</td>
<td>10,286,873</td>
<td>5,777,337</td>
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<tr>
<td>Reserve for Operations</td>
<td>--</td>
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<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td><strong>Total Equity and Other Credits:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,102,999</td>
<td>19,443,386</td>
<td>181,852</td>
<td>20,937,219</td>
<td>19,911,392</td>
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<td><strong>Total Liabilities, Equity and Other Credits:</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,104,549</td>
<td>19,672,032</td>
<td>555,024</td>
<td>21,431,555</td>
<td>20,204,256</td>
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</tbody>
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### Proprietary Fund Types

<table>
<thead>
<tr>
<th>Agency Funds</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2013</td>
<td>2012</td>
</tr>
<tr>
<td><strong>ASSETS and OTHER DEBITS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>44,298</td>
<td>53,860</td>
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<tr>
<td>Cash Investments</td>
<td>102,855</td>
<td>102,725</td>
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<tr>
<td>Accounts Receivable</td>
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<tr>
<td>Taxes Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due from Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
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<td></td>
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<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>147,152</td>
<td>156,685</td>
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<table>
<thead>
<tr>
<th>Liabilities, equity and other credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIABILITIES:</strong></td>
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<tr>
<td>Accounts Payable</td>
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<tr>
<td>Employee Benefits Payable</td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
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<td>Accrued Liabilities</td>
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<td>Deferred Revenue</td>
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<td>Long Term Debt</td>
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<tr>
<td>Deposits Payable</td>
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<td>Due to Other Funds</td>
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<tr>
<td>Scholarships-Designated Donations</td>
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<tr>
<td>Scholarships-Non-designated Donations</td>
</tr>
<tr>
<td><strong>DONATIONS</strong></td>
</tr>
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<td><strong>TOTAL LIABILITIES:</strong></td>
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</table>

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<th>EQUITY AND OTHER CREDITS:</th>
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<tbody>
<tr>
<td>Control Accounts</td>
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<tr>
<td>Fund Balances</td>
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<tr>
<td>Prior Year Fund Balance</td>
</tr>
<tr>
<td>Endowment Fund-Original</td>
</tr>
<tr>
<td>Endowment Fund-Income</td>
</tr>
<tr>
<td>FE Professional Development</td>
</tr>
<tr>
<td>FE Salary Equity</td>
</tr>
<tr>
<td>FE Capital Equipment</td>
</tr>
<tr>
<td>FE Investment Gain And Loss</td>
</tr>
<tr>
<td>Fund Balances Receivables</td>
</tr>
<tr>
<td>Reserved-Undesignated</td>
</tr>
</tbody>
</table>
### Proprietary Fund Types

<table>
<thead>
<tr>
<th>Agency Funds</th>
<th>Current Year 2013</th>
<th>Prior Year 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td>134</td>
<td>134</td>
</tr>
<tr>
<td>FTWIC Operating Fund Balance</td>
<td>147,151</td>
<td>147,151</td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
<td>344,688</td>
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<tr>
<td>Total Equity and Other Credits:</td>
<td>151</td>
<td></td>
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INVESTMENT REPORT

1st QUARTER 2013
Period Beginning 09/01/12 Ending 08/31/12

November 30, 2012

The report that follows details the investments and earnings made by Wharton County Junior College (the College). Investments were made according to the College’s investment policy dated August 16, 2011 and reflect compliance with the Texas Public Funds Investments Act, Chapter 2256.023. Summarized below are the investments made by type of investment. Please see the attached schedules for further detail. Please direct all questions to Bryce Kocian, Investment Officer and Vice-President of Administrative Services, Wharton County Junior College, 911 Boling Highway, Wharton, Texas 77488. Phone: 979/532-6315 E-mail: brycek@wcjc.edu
TOTAL INVESTMENT IN (as of period ending date 11/30/12)

<table>
<thead>
<tr>
<th>INCOME AMOUNT</th>
<th>QUARTER ENDING BOOK/MARKET VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>THIS QUARTER</td>
<td>(Includes gains and losses)</td>
</tr>
<tr>
<td>(Earned &amp; Accrued)</td>
<td></td>
</tr>
<tr>
<td>TEXPOLL</td>
<td>$ 3,571.85</td>
</tr>
<tr>
<td>PROSPERITY - INV ACCOUNT</td>
<td>$ 0.00</td>
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<tr>
<td>GOVERNMENT SECURITIES</td>
<td>$ 40,284.86</td>
</tr>
<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td>$ 4,119.84</td>
</tr>
<tr>
<td>STOCKS</td>
<td>$ 1,544.23</td>
</tr>
<tr>
<td>REAL ESTATE</td>
<td>$ .00</td>
</tr>
</tbody>
</table>

EXPLANATION OF REPORT TERMS

This report reflects the market value at the beginning and end of the stated period. This market value, what an independent, willing buyer will pay for the asset being offered, is based on information from various sources, usually a report by the firm from which the security was obtained or the Wall Street Journal. Yields are obtained from the same source as the market value. Starting with the F/Y 1997 financial statements all investments are stated at fair value, as required by GASB 31 and income is accrued each quarter.

Bryce D. Kocijan, Investment Officer
Darlene Byrd, Investment Officer
<table>
<thead>
<tr>
<th>FUND</th>
<th>MATURITY</th>
<th>SUMMARY</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>DATE</td>
<td>BEGINNING</td>
<td>BOOK</td>
</tr>
<tr>
<td></td>
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<td>VALUE</td>
<td>MARKET</td>
</tr>
<tr>
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**PLANT**

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**1993 BOND**

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**1995 BOND**

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## INVESTMENT REPORT FOR THE FIRST QUARTER FISCAL YEAR 2013

### Fund Investment

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<th>Beginning Market Value</th>
<th>Changes</th>
<th>Ending Market Value</th>
<th>Previous Year Ending Value</th>
<th>Income</th>
<th>Yield</th>
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<td>2,763,723.45</td>
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<td>4,456,426.39</td>
<td>(1,000,000.00)</td>
<td>$8,200,169.84</td>
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<td>(1,019,613.13)</td>
<td>6,232,742.23</td>
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### Plant

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<th>Beginning Market Value</th>
<th>Changes</th>
<th>Ending Market Value</th>
<th>Previous Year Ending Value</th>
<th>Income</th>
<th>Yield</th>
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1/0/2013

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QUARTERLY INVESTMENT REPORT.
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<th>BEGINNING</th>
<th>CHANGES</th>
<th>ENDING</th>
<th>PREVIOUS</th>
<th>TOTAL INVESTMENT IN FUND</th>
<th>WEIGHTED AVERAGE MATURITY PLANT &amp; BOND FUNDS (DAYS)</th>
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<td>VALUE</td>
<td>VALUE</td>
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<tr>
<td>BOND</td>
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<td>ENDING MARKET VALUE</td>
<td>PREVIOUS YEAR ENDING VALUE</td>
<td>BOOK VALUE DJ 12</td>
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<tr>
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<td>244,388.14</td>
<td>18,161,644.97</td>
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<tr>
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<tr>
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<td>10,962,504.71</td>
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<td>455,000.00</td>
<td>455,000.00</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>25,853,733.88</td>
<td></td>
<td>26,853,733.88</td>
<td>25,029,860.54</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TOTAL</td>
<td>244,388.14</td>
<td></td>
<td>244,388.14</td>
<td>18,161,644.97</td>
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QUARTERLY INVESTMENT REPORT

Page 3
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-B

Management Reports

The following management reports for the month of November and December 2012 are for your information:

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

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

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

Technology Departments
November & December Highlights

The following reports and/or surveys have been completed:
- Fall 2012 CE Student report to THECB – CBM00A
- Fall 2012 CE Class report to THECB – CBM00C
- Achieving the Dream data submission for FY12
- SACSCOC Profile for General Enrollment
- College Board Annual Survey
- Graduate follow-up of students not found in workforce or a public institution – CBM116
- President’s 201-2012 report to the community data

The Network Services team completed the following projects:
- Phase II of the wireless project. A total of 65 more access points have been added to the current 70 access points that were installed in phase I. The final phase of the project will begin in October 2013 adding the final 34 access points to complete the project.
- Installation of the Deep Freeze software in all open computer labs. This software helps to keep these computers free of malware and operational for students.
- Expansion of the Testing Centers. All testing centers received additional computers to accommodate the increase in student enrollment.

Two patches were scheduled and installed on the MIS Banner system in November. The downtime to the system was approximately one hour.

IT Help Desk support tickets and calls for the month of November, 2012.

<table>
<thead>
<tr>
<th></th>
<th>Student Email</th>
<th>Blackboard LMS</th>
<th>Misc.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Tickets</td>
<td>71</td>
<td>9</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>44</td>
<td>2</td>
<td>19</td>
<td>65</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>115</strong></td>
<td><strong>11</strong></td>
<td><strong>19</strong></td>
<td><strong>145</strong></td>
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</table>

IT Help Desk support tickets and calls for the month of December, 2012.

<table>
<thead>
<tr>
<th></th>
<th>Student Email</th>
<th>Blackboard LMS</th>
<th>Misc.</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Support Tickets</td>
<td>33</td>
<td>13</td>
<td>0</td>
<td>46</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>6</td>
<td>0</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>39</strong></td>
<td><strong>13</strong></td>
<td><strong>8</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>
The Network Services team have replaced or supplied the following locations with new computer systems, monitors, and/or printing devices in November, 2012.

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Richmond</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Allied Health</td>
<td>1 Monitor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Technology and Business</td>
<td>1 Monitor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Testing</td>
<td>8 CPUs/Monitors</td>
<td>12 CPUs/Monitors</td>
<td>12 CPUs/Monitors</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Richmond</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Social and Behavioral Science</td>
<td>1 CPU</td>
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Work Request by category for the month of November, 2012.

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<th>Category</th>
<th>New Service Request for the month</th>
<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Management</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Banner Access/Security</td>
<td>9</td>
<td>4</td>
<td>6</td>
<td>22</td>
</tr>
<tr>
<td>Banner AR</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>40</td>
</tr>
<tr>
<td>Banner Finance</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>78</td>
</tr>
<tr>
<td>Banner Financial Aid</td>
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<td>3</td>
<td>4</td>
<td>55</td>
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<td>197</td>
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<td>5</td>
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<tr>
<td>Computers – Classroom</td>
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<td>22</td>
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<td>New Service Request for the month</td>
<td>Of the New Service Request Total Completed</td>
<td>Total Completed Service Request</td>
<td>Total Remaining Open Service Request</td>
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Work Request by category for the month of December, 2012.

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<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
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</tr>
<tr>
<td>Banner Access/Security</td>
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TO: David Leenhouts, Kimberly Kidd, Deanne Feyen, Tammy Herrera
FROM: Della R Swiger
DATE: 01-3-13
SUBJECT: December 2012 Monthly Testing Report
(Numbers indicate people served)

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<th>Fort Bend Tech Center</th>
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Reports from College Governance Councils

The following are minutes from the College Governance Councils.

1. Academic Affairs Council
2. Faculty Council
   A. Faculty Council Meeting Minutes for November 5, 2012
3. President’s Extended Cabinet
Faculty Council Minutes

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<tr>
<td>Date</td>
<td>November 5, 2012</td>
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<tr>
<td>Time</td>
<td>3:30 pm</td>
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<tr>
<td>Location</td>
<td>LaDieu 103 (Wharton), 138 (Fort Bend Tech Center), 252 (Sugar Land)</td>
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1. **Attendees**

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<th>Role</th>
<th>Name</th>
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<td>Chair</td>
<td>Scott Stripling</td>
</tr>
<tr>
<td>Minute Taker</td>
<td>Jodie Hutchinson</td>
</tr>
<tr>
<td>Attendees</td>
<td>Ramiro Acevedo, Frank Becak, Melissa Bruton, Alison Garner, Ava Humme, Jodie Hutchinson, Amelia Mareka, Beverly Marks, Patrick Ralls, Robert Sanchez, Donna Schilling, Mushira Shamsi, Scott Stripling, Kelly Wallace</td>
</tr>
<tr>
<td>Absent</td>
<td>Cindy Diener, Ed Hume, Sharla Walker</td>
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2. **Agenda**

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<tr>
<td>1. Call to order by Scott Stripling at 3:30 p.m.</td>
</tr>
<tr>
<td>2. Next Meeting set for December 3, 3:30 - 4:30 p.m.</td>
</tr>
<tr>
<td>3. Approval of October meeting minutes. No corrections noted. P. Ralls motioned to approve the minutes. A. Gardener seconded motion. Motion passed unanimously.</td>
</tr>
<tr>
<td>4. Awards Committee Update</td>
</tr>
<tr>
<td>5. Faculty Compensation Study</td>
</tr>
<tr>
<td>6. Core Revisions Update</td>
</tr>
<tr>
<td>7. Summer 2013 Update</td>
</tr>
<tr>
<td>8. Proposed Faculty Council By-Laws Amendment</td>
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<tr>
<td>9. Board Meeting Update</td>
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### 3. Information Items

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<tr>
<td><strong>1. Awards Committee Update</strong></td>
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<tr>
<td>S. Stripling thanked the awards committee and discussed the results of the NISOD winners:</td>
</tr>
<tr>
<td>Division of Allied Health: Debbie Luttringer</td>
</tr>
<tr>
<td>Division of Communications and Fine Arts: Kathy Rod</td>
</tr>
<tr>
<td>Division of Math and Science: Kelley Whitley</td>
</tr>
<tr>
<td>Division of Social and Behavioral Science: Joy Wind</td>
</tr>
<tr>
<td>Division of Technology and Business: Erma Hart</td>
</tr>
<tr>
<td>Division of Vocational Science: Rudolph Henry</td>
</tr>
<tr>
<td>NISOD At-Large: Patrick Ralls</td>
</tr>
<tr>
<td><strong>2. Faculty Compensation Study:</strong></td>
</tr>
<tr>
<td>S. Stripling reported the following people volunteered for the committee:</td>
</tr>
<tr>
<td><strong>1. Committee Members</strong> – Jenny Lehman, Will Heierman, Ben Brink, Jon Loessin, Bob Nottebart, Jodie Hutchison, Purti Gadkari, Jennifer Mauch</td>
</tr>
<tr>
<td><strong>2. Timeline</strong> – S. Stripling opened discussion regarding setting a goal for completion of report. FC initially agreed upon a February deadline, but upon discussion determined that the report should be prepared to present at the faculty association meeting at January 2013 convocation.</td>
</tr>
<tr>
<td>S. Stripling acknowledged the study’s informational purpose and the committee’s awareness of the sensitivity of the topic. S. Stripling opened discussion for feedback regarding the Faculty Compensation Study.</td>
</tr>
<tr>
<td>M. Bruton reported she recently attended the Allied Health department chair meeting and reported the Division of Allied Health department heads have concerns regarding the Faculty Compensation Study. M. Bruton referenced the previous faculty compensation study and noted that faculty council was allowed to present only certain, approved aspects of the findings to the Board of Trustees.</td>
</tr>
<tr>
<td>M. Bruton further discussed Allied Health’s department heads opinion of the Faculty Compensation study and indicated that the Allied Health department chairs are against the Faculty Compensation Study at this time. M. Bruton referenced the following reasons why Allied Health department chairs are against the Faculty Compensation Study: Faculty were recently given a 2 step raise, other colleges have adjusted their faculty contracts, some colleges’ employees (faculty) have to pay for insurance and WCJC faculty do not pay for individual insurance, and WCJC faculty have TCCTA membership and professional development paid for by administration.</td>
</tr>
<tr>
<td>M. Bruton suggested that a survey be conducted to survey all faculty members regarding their opinion of the Faculty Compensation Study. S. Stripling noted that about forty faculty members have requested that a Faculty Compensation study be conducted by faculty</td>
</tr>
</tbody>
</table>

Sept. 25, 2008 2
### Faculty Compensation Study (continued):

Council. S. Stripling also noted that Faculty Council unanimously approved the creation of a Faculty Compensation study at the October 2012 faculty council meeting.

M. Bruton added that there is concern by some faculty that completion of a Faculty compensation increases may lead to budget/program cuts and/or faculty cuts within departments. P. Ralls voiced the concern that programs may be cut if the Faculty Compensation Study concludes that WCJC faculty salary ranks below average pay, because if it is recommended that faculty salary be increased, then the money will come from somewhere. M. Bruton agreed. P. Ralls encouraged the committee to consider where the money will be coming from, should their findings reveal that WCJC faculty members do not have comparable pay compared to similar community colleges.

S. Stripling indicated that the nature of the study is to provide information for everyone and that the committee is not necessarily equipped or intending to suggest budgeting in the event that the study concludes WCJC faculty are not receiving commensurate pay. S. Stripling also identified that vocational faculty and academic faculty are compensated differently.

D. Schilling noted that the 2 step raise is minimal and barely meets cost of living. She reported that lab time is paid 50%. D. Schilling voiced concern about the structure of lab/lecture and the pay. She indicated HCC is offering nearly double pay for lecture/lab courses and requested the salary study investigate lab/lecture pay and adjunct pay. D. Schilling stated that previous salary studies at WCJC have resulted in increases in salary. She encouraged the committee to contact J. Lurker and J.B. Grooves for guidance. S. Stripling indicated the current committee members would consult with previous studies' committee members regarding their suggestions on how to best research/prepare the report.

A. Humme suggested the committee should address benefits along with salaries. F. Becak acknowledged that nothing will be presented to administration until the FC approves it. S. Stripling confirmed that once report is complete, it will be presented to faculty council and then be moved forward as agreed upon by FC.

### 3. Core Revisions Update

S. Stripling noted there is no update available at this time.

### 4. Summer 2013 Update

S. Stripling noted that VP Collins will be meeting with administration soon to determine the plan for Summer 2013. S. Stripling noted he shared FC's suggestions on Summer 2013 solutions and that there are no further updates at this time.

Sept. 25, 2008
5. Proposed Faculty Council By-Laws Amendment:

Eliminate
III.1.5.4 – An archive for the Faculty Association and Faculty Council is established in the J.M. Hodges Library on the main campus in Wharton to hold copies of minutes, committee reports, and other appropriate materials. Submissions to the archive are the responsibility of the Secretary. The archive is open under the guidelines of the Open Records Act.

IV.3.3.2 – Submits materials to the archives in the J.M. Hodges Library.

S. Stripling reported elimination of these points would match current practice. A. Humme motioned that FC eliminate the two sections from the faculty association’s constitution. M. Shaumsi seconded it. Motion passed unanimously.

6. Board Meeting Update:
S. Stripling reported FC’s acknowledgement of presence and indicated there was nothing significant pertaining to faculty mentioned at the October Board of Trustees meeting.

4. Action Items

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5. Adjournment

Time: 4:01 p.m. A. Humme motioned to adjourn and D. Schilling seconded motion to adjourn. Motion passed unanimously.

Signature of Chair

Date: 12-7-12

Sept. 25, 2008
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-D

Clipping Service for Month of November and December 2012

-Each month a newspaper clipping service reviews the area newspapers and clips articles related to Wharton County Junior College. These are compiled into a monthly report for the information of the Board of Trustees. The clippings are for the month of November and December 2012.
WCJC gives final performance of The Good Doctor

Wharton County Junior College Drama Department's upcoming performance of *The Good Doctor* is free and open to the public.

*The Good Doctor* is the WCJC Drama Department's first production of the season. The final show is tonight, 7 p.m. at the Horton Foote Theatre in the Duson-Hansen Fine Arts Building of the Wharton campus, 911 Boling Hwy.

The comedy, written by American playwright Neil Simon, is based on nearly a dozen short stories by Anton Chekhov that are loosely tied together by a central narrator, in this case a character called simply, "The Writer." *The Good Doctor* covers 12 separate vignettes – and there's only four actresses and five actors handling it all.
WCJC Radio Broadcast

Just in time for the Christmas season, the Wharton County Junior College Drama Department is putting on a holiday classic - with a unique twist. It's a Wonderful Life: A Live Radio Play will be held at 7 p.m. on Friday, Dec. 7, and Saturday, Dec. 8, at the Duson-Hansen Fine Arts Building of the Wharton campus, 911 Boling Highway. The play is in two acts and will last about one and one half to two hours. It's free and open to the public. It's a Wonderful Life: A Live Radio Play, by Joe Landry, is a radio drama based on the beloved Christmas movie.

WCJC LAUNCHES CAREER COACH

WHARTON -- Wharton County Junior College (WCJC) announced that it has launched Career Coach, a free online tool to allow students and community members to explore potential careers. Career Coach can be accessed by visiting WCJC's website at wcjc.edu. Through a simple keyword search, students and any visitor to the college's website can learn about the employment prospects of careers they want to research. Users are directed to the college's programs when searching for specific jobs. Career Coach includes a built-in resume builder to help students and jobseekers quickly and efficiently put together an updated resume with key skills and job experience highlighted.
WCJC faculty art show opens Thursday on campus

Wharton County Junior College’s art instructors are hosting a Faculty Art Exhibit from Nov. 1 through Nov. 30 at the WCJC Art Gallery located in the Dusan-Hansen Fine Arts Building, Room No. 103 on Wharton Campus, 911 Boling Hwy.

The exhibit is open from 8 a.m. to 5 p.m. Monday through Friday, with a special Meet the Artists event planned for 5 p.m. to 7 p.m. on Tuesday, Nov. 6. The collection is free of charge and open to the public.

The exhibit features original works by instructors Jess Coleman, Dianne Curtis and Alana Keech. It’s an eclectic collection, one that reveals the artistic inclinations of each instructor. There’s watercolor, oil on canvas, studies in the human form and collages.

The colleges, most of which depict ballerinas, are Coleman’s creation. Using scraps of different colored material, he pieces together a puzzle-like background, over which he draws and paints a central figure. The end result is mesmerizing, with the primary character seeming to emerge magically out of the background.

Coleman teaches all of WCJC’s studio classes, everything from basic drawing to more advanced design, while Keech and Curtis handle the more theoretical art courses. When he’s not teaching, Coleman practices his own craft.

“Art is hard as I can remember, I was drawing and trying to copy stuff,” Coleman said.

Though his artistic interests would initially lead him to graphic design, something he did for the Houston Chronicle for 20 years, he eventually came back around to drawing and painting, with a particular interest in the human form. That’s where he focuses his talents, attending various Art League of Houston events most weekends.

“The best practice is 100% practicing,” he said.

Coleman’s counterparts are no different. Keech, who holds a master’s of art education from Texas Tech University, updated an online portfolio at alana.carbonmade.com where she showcases her skills in watercolor, colored pencil and printmaking. Her specialty is contemporary landscapes.

Curtis was a commercial artist for 15 years before studying fine arts. She’s taught all age levels and is an experienced seller to local and national galleries, as well as online.

“I have studied and worked as an artist my entire working life, so I have a diverse background,” Curtis said.

Coleman believes it’s critical that art instructors, in particular, keep up with their skills. Not only will that translate into better tutoring in the studio, it also reveals to the students a little bit more about the abilities of the person they are learning from.

And that’s the primary point of the Faculty Art Exhibit.

“Let’s let them (students) see we are actually productive artists and in, hopefully, inspire them to learn the skills they will need to achieve their own goals as artists,” Coleman said.
**WCJC Art Exhibit**

A Wharton County Junior College Faculty Art Exhibit will run from Thursday through Friday, Nov. 30, at the WCJC Art Gallery located in the Duson-Hansen Fine Arts Building, Room No. 109, Wharton campus at 911 Boling Hwy. The exhibit is open from 8 a.m. to 5 p.m. Monday through Friday, with a special Meet the Artists event planned for 5 to 7 p.m. Tuesday, Nov. 6. The collection is free of charge and open to the public.

**WCJC Band Concert**

Wharton County Junior College Pioneer Band will be swinging the night away with a free concert of some of the Big Band Swing Era's greatest hits. The event will be held at 7 p.m. on Tuesday, Nov. 6, in the Horton Foote Theater in the Duson-Hanson Fine Arts building on the Wharton County Junior College main campus. The Pioneer Band will present an hour of toe-tapping entertainment performing music first performed by such great bands as the Harry James Orchestra, Benny Goodman, Count Basie, Glenn Miller, Duke Ellington, and others from the 1930s and 1940s Swing era.
**WCJC Zumba Event**

The Wharton County Junior College Choir will host Dancing to Carnegie Zumbathon from 2 to 3:30 p.m. on Saturday at the WCJC Gymnasium, 911 Boling Hwy. on the Wharton campus. Cost is $15 for pre-event tickets and they will be $20 at the door. For more information, call 532-6300.
WCJC's Zumbathon benefits choir students

The Wharton County Junior College Choir will host a Dancing to Carnegie Zumbathon event from 2 to 3:30 p.m. on Saturday, Nov. 3, in the WCJC Gymnasium, 911 Boling Highway in Wharton.

The event will feature various certified Zumba instructors from Wharton, Fort Bend and Matagorda counties.

Pre-event tickets for the Zumbathon are $15 and $20 for tickets purchased at the door.

For tickets or additional information contact the Fine Arts Division at 532-6300 or Melissa Mund at 533-3900. Tickets can also be purchased online at: brownpapertickets.com/event/280106.
SPORTS CALENDAR

Nov. 1, 2 or 3
Volleyball
• Class 2A area playoff: East Bernard vs. Blanco-Hallettsville bi-district winner (they played Tuesday night), time and date TBA

Thursday, Nov. 1
Basketball
• Scrimmage: Fort Bend Clements and Danbury at Wharton (JV, VG), 4 p.m.
Football
• Wharton at College Station (F/JV), 7 p.m.
• Wharton at Royal (7B, 7A, 8B, 8A), 4:30 p.m.
• East Bernard at Hitchcock (7, 8, JV), 4:30 p.m.
• Boling at Danbury (7, 8, JV), 4:30 p.m.
Volleyball
• Region XIV Tournament: Wharton County Junior College vs. Tyler Junior College at Lee College, Baytown, 2 p.m.

Friday, Nov. 2
Basketball
• Scrimmage: Boling at Waelder (VG), 5 p.m.
Football
• Wharton at Royal (V), 7:30 p.m.
• Hitchcock at East Bernard (V), 7:30 p.m.
• Danbury at Boling (V), 7:30 p.m.
Tennis
• Wharton at Lamar Consolidated Tournament (F, JV), 9 a.m.
Volleyball
• Wharton County Junior College at Region XIV Tournament, Lee College, Baytown, TBA

Saturday, Nov. 3
Basketball
• Scrimmage: Wharton and Bloomington at Port Lavaca Calhoun (JV, VG), 10 a.m.

Cross country
• East Bernard at regional meet, shooting range on Robt Road, San Antonio, TBA
Swimming
• Wharton at Lamar Consolidated Invitational, TBA
Volleyball
• Wharton County Junior College at Region XIV Tournament, Lee College, Baytown, TBA

Sunday, Nov. 4
Volleyball
• Wharton County Junior College at Region XIV Tournament, Lee College, Baytown, TBA

Monday, Nov. 5
Football
• Wharton Athletic Booster Club meeting at Wharton High School, Room 23, 6 p.m.
• East Bernard Athletic Booster Club meeting at East Bernard High School, Coach Kerl Sloan's room, 6:30 p.m.
Golf
• Wharton at Lamar Consolidated ISD Tournament (VG, VB), Fort Bend Country Club, Richmond, 8:30 a.m.
Volleyball
• Wharton at Columbus (7B, 7A, 8B, 8A), 4:30 p.m.

Tuesday, Nov. 6
Basketball
• St. Pius at Wharton (JV), 5:30 p.m.
• Louise at Wharton (VG), 6:30 p.m.
• Boling at Weimar (JV, VG), 5 p.m.

Send items to Managing Editor Keith Magee at kmagee@journal-spectator.com.
Wharton County JC launches online career search tool

Special to the Journal-Spectator

Wharton County Junior College officials announced this week that the college has launched Career Coach, a free online tool that allows students and community members to explore potential careers.

Career Coach can be accessed by visiting WCJC's website at www.wcjcd.edu.

Through a simple keyword search, students and any visitor to the college's website can learn about the employment prospects of careers they want to research. The real-time information is customized to the college's geographic region and includes detailed wage estimates and up-to-date job postings associated with any career. Users are directed to the college's programs when searching for specific jobs.

If a career doesn't look like the right fit, individuals can search for similar jobs and see the largest skill gaps to fill to move to that career. They can also search for careers based on the college's top training programs — or the program or major they are interested in.

Career Coach includes a built-in resume builder to help students and jobseekers quickly and efficiently put together an updated resume with key skills and job experience highlighted.

For more information, call WCJC at 532-4560.
Wednesday, Oct. 31
- Halloween
- Wharton County Veterans Service office will be open from 9:00 a.m. to noon and 1:00 to 4 p.m. at 1017 N. Alabama Road, Wharton, 956-2311.
- Matagorda Episcopal Hospital Outreach Program (MEHOP) Mobile Medical Clinic is open from 9:00 a.m. to noon and 1 to 4 p.m. in the St. Thomas Thrift Center parking lot, 416 W. Milam St., Wharton, 979-705-6068.
- Rotary Club of Wharton meets at noon at the Wharton Civic Center, O'Quinn Meeting Room, 1924 N. Fulton St., Wharton. www.whartonrotaryclub.com.
- Family story time is at 2 p.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton. Homeschoolers are welcome, 952-8000.
- Trunk or Treat will be from 5 to 7 p.m. at the First United Methodist Church parking lot, 1717 Pinnock Ave., Wharton, 952-1100.
- Annual Harvest Festival is from 5 to 7 p.m. at the First Baptist Church Family Life Center, 507 N. Fulton St., Wharton, 952-4203.
- Trick or Treat for children age 1-10 will be from 5:30 to 7:30 p.m. at Wharton Nursing and Rehabilitation Center, 1220 Sunny Lane, Wharton, 952-6020.
- Fleet Fox, an event for children, will be from 5:30 to 7:30 p.m. at Owen Creek Church, 118 W. Milam St., Wharton, 952-2453.
- Safe Trick or Treat Night will be at 8 p.m. with a costume contest at 7 p.m. at Elmsford of Wharton, 1800 Elmsford Lane, Wharton, 952-5800.
- Halloween Night will be from 7 to 8 p.m. at New Faith Church, 2414 N. Walnut St., Wharton, 951-1465.
- Domestic violence support group meets from 6:00 to 8:00 p.m. at the Wharton Women's Center, 116 E. Burleson St., Wharton, 951-1360.

Now: 1:30
- Wharton County Junior College Faculty Artist Exhibit will be on display from 8:00 a.m. through 6:00 p.m. Monday through Friday at the WCJC Art Gallery in Room 109 of the Dissen-Hansen Fine Arts Building, WCJC campus, 911 E. Boling Hwy., Wharton, 952-6800.
- Thursday, Nov. 1
  - Love Your Legal Aid will have a free pro-bono clinic at 10:00 a.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton. To register, call 979-733-6494.
  - Baling High School junior class will have a student filled steak dinner fundraiser from 5 to 7:30 p.m. at the Dissen gym, 407 Atlantic Ave., Bailing, 979-630-6308.
- Friday, Nov. 2
  - Hospital Volunteers of Wharton will have a benefit for 8 a.m. to 4 p.m. at Gulf Coast Medical Center, 1014 U.S. 59, Wharton, 952-3050.
  - Matagorda Episcopal Hospital Outreach Program (MEHOP) Mobile Medical Clinic is open from 9:30 a.m. to 5 p.m. in the St. Thomas Thrift Center parking lot, 416 W. Milam St., Wharton, 979-705-6068.
  - Abring, dance and trade program for Seniors for the holidays will be at 11:00 a.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton, 952-6089.
  - Al-Anon meets at 7 p.m. at Victory in Jesus Recovery Center, 216 W. Houston St., Wharton, John Williams, 952-3819.
- Saturday, Nov. 3
  - UFC American Cheerleaders from Deling will have a multi-family garage sale beginning at 7 a.m. at the Boling Fire Station, 7345 FM 442, Boling.
  - Fall Festival and Car Show will be from 10 a.m. to 5 p.m. at Rice temperance Church, 1415 N. Alabama Road, Wharton, 952-4800.
  - Wharton County Junior College Choir will host a Dancing to Carnegie Celebration from 2 to 3:30 p.m. at the WCJC gym, 911 E. Boling Hwy., Wharton, 952-6800.
- Sunday, Nov. 4
  - Wharton County Swing Out Outreach Salsa (SPOS) will have a Salsa and chili competition at 12:00 to 6:00 p.m. at Perez, 55712 Commercial Drive, Rosenberg, 979-733-3448.
- Monday, Nov. 5
  - Pre-school story time (ages 1-5) is from 10:00 to 10:30 a.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton, 952-8000.
  - Al-Anon meets at 4 p.m. at Victory in Jesus Recovery Center, 216 W. Houston St., Wharton, John Williams, 952-3819.
  - Thanksgiving American Veterans, Wharton County chapter, meets at 6 p.m. at the VFW Hall, 2786 County Road 200, E. Campo, Bruce Williams, 979-733-1892.
  - Wharton Performing Arts Booster Club meets at 7 p.m. at the Wharton High School band hall, NO. 1 Tiger Ave., Wharton, 952-6800.
  - Baling Lions Club meets at 7 p.m. at the Boling High School cafeteria, Boling, 979-733-1260.
- Tuesday, Nov. 6
  - Election Day Polls will be open from 7 a.m. to 7 p.m.
  - Wharton County Veterans Service office will be open from 8:30 a.m. to noon and 1:30 to 4 p.m. at 1017 N. Alabama Road, Wharton, 952-1351.
  - TCH Coastal Plain Small Business Development Center representative will be in Wharton from 8 a.m. to 5 p.m. at the Wharton Economic Development Corp. office, 144 N. Fulton St., Wharton. For appointments, call 979-733-6080.
  - Pre-school story time is from 10 to 10:30 a.m. at the Wharton County Library, East Bernard Branch, 740 Chubbs Drive, East Bernard, 951-0842.
  - Tech Tuesday, an assistance program for basic computer skills and scores, is from 3 to 5 p.m. at the Wharton County Library, Central Branch, 1920 N. Fulton St., Wharton, 952-5900.

COMMUNITY CALENDAR

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10-31
Wharton, TX

Safe Trick Treat Night
Please visit Elmer of Wharton.

Ask Billie
Continued from Page A2
Now it's the Real Deal Minds

County: Wharton
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WCJC launches online career search tool

WHARTON—Wharton County Junior College (WCJC) is pleased to announce that it has launched Career Coach, a free online tool that allows students and community members to explore potential careers. Career Coach can be accessed by visiting WCJC's website at wcjc.edu.

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If a career doesn't look like the right fit, individuals can search for similar jobs and see the largest skill gaps to fill to move to that career. They can also search for careers based on the college's top training programs - or the program or major they are interested in.

Career Coach includes a built-in resume builder to help students and jobseekers quickly and efficiently put together an updated resume with key skills and job experience highlighted.
■ WCJC Band Concert

Wharton County Junior College Pioneer Band will be swinging the night away with a free concert of some of the Big Band Swing Era's greatest hits. The event will be held at 7 p.m. on Tuesday, Nov. 6, in the Horton Foote Theater in the Duson-Hanson Fine Arts building on the Wharton County Junior College main campus.

The Pioneer Band will present an hour of toe-tapping entertainment performing music first performed by such great bands as the Harry James Orchestra, Benny Goodman, Count Basie, Glenn Miller, Duke Ellington, and others from the 1930s and 1940s Swing era.

■ WCJC Zumba Event

The Wharton County Junior College Choir will host Dancing to Carnegie Zumbathon from 2 to 3:30 p.m. today at the WCJC Gymnasium, 911 Boling Hwy. on the Wharton campus. Cost is $15 for pre-event tickets and they will be $20 at the door. For more information, call 532-6300.
**WCJC Art Exhibit**

A Wharton County Junior College Faculty Art Exhibit will run through Friday, Nov. 30, at the WCJC Art Gallery located in the Duson-Hansen Fine Arts Building, Room No. 109, Wharton campus at 911 Boling Hwy. The exhibit is open from 8 a.m. to 5 p.m. Monday through Friday, with a special Meet the Artists event planned for 5 to 7 p.m. Tuesday, Nov. 6. The collection is free of charge and open to the public.
COMMUNITY CALENDAR

Now through Nov. 30
• Wharton County Junior College Family Art Exhibit will be on display from 8 a.m. through 5 p.m. Monday through Friday at the WCJC Art Gallery in Room 106 of the Dowling-Hanson Fine Arts Building, WCJC campus, 911 E. Bowling Ave., Wharton, 532-6600.

• UDA All American Cheerleaders from Boling will have a multi-family garage sale beginning at 7 a.m. at the Boling Fire Station, 6736 FM 443, Boling.

• Fall Festival and Car Show will be from 10 a.m. to 6 p.m. at Peace Lutheran Church, 1415 N. Albrittain Road, Wharton, 932-577-2467.

• Wharton County Junior College Choir will be singing "America the Beautiful" from 2 to 3:30 p.m. at the WCJC gym, 911 E. Bowling Ave., Wharton, 532-6600.

Sunday, Nov. 4
• Daylight saving time ends at 2 p.m. Move clocks back one hour.

• Wharton County Stray Pet Outreach Team (SPOT) will have a pet adoption from 1-4:30 p.m. at Petco, 37710 Commercial Drive, Rosenberg, 979-293-5446.

Monday, Nov. 5
• Pre-school story time is from 1:30 to 2:30 p.m. at the Wharton County Library, Central Branch, 1209 N. Fulton St., Wharton, 532-6600.

• Alroads American Legion meets at noon at the Eagles Hall, 2629 U.S. 87, Wharton, 892-6900.

Tuesday, Nov. 6
• Election Day. Polls will be open from 7 a.m. to 7 p.m.

• Wharton County Veterans Service office will be open from 8 a.m. to noon and 1-3 p.m. at 1017 N. Albrittain Rd., Wharton, 532-9111.

• UIH-County Holmes Small Business Development Center representatives will be in Wharton from 8 a.m. to 5 p.m. at the Wharton Economic Development Corp. office, 1504 N. Fulton St., Wharton. For appointments, call 979-293-4385.

Wednesday, Nov. 7
• Pre-school and day care centers are open from 8 a.m. to 2 p.m. at the Wharton County Library, Central Branch, 1209 N. Fulton St., Wharton, 532-6600.

• Wharton County Veterans Service office will be open from 8 a.m. to noon and 1-3 p.m. at 1017 N. Albrittain Rd., Wharton, 532-9111.

• Matagorda Island Federal Credit Union (MEHOP) Mobile Medical Clinic is open from 9 a.m. to noon and 1 to 4 p.m. in the St. Thomas Thrift Center parking lot, 418 W. Milam St., Wharton, 877-368-3688.

• Wharton County Retired Teachers Association meets at 10:30 a.m. at First United Methodist Church, 419 Frazier St., East Bernard. Donna Riley, 532-2123.

• Rotary Club of Wharton meets at noon at the Wharton Civic Center, O’Quinn Meeting Room, 1924 N. Fulton St. www.whartonrotaryclub.com.

• Early Voting begins at 8 a.m. at the Wharton County Library, Central Branch, 1209 N. Fulton St., Wharton. Hours are Monday and Tuesday, 8 a.m. to 8 p.m.; Wednesday, 9 a.m. to 6 p.m.; Thursday and Friday, 9 a.m. to 5 p.m.; Saturday, 9 a.m. to 1 p.m. For more information, call 532-9013.

Thursday, Nov. 8
• Wharton Garden Club meets at 9 a.m. at the Wharton County Historical Museum, 2106 Richmond Road, Wharton, 642-2600.

• Friends of FPA will have a chicken fried steak dinner from 11 a.m. to 1 p.m. at the Wharton High School gym, No. 1 Tiger Ave., Wharton, 532-3315.

• Wharton Lion Club meets at noon at the Heritage Bar-B-Q, 6029 U.S. 87, Wharton. Sue Bykovsky, 261-782-7759.

• Internet safety training program will be from 6 to 7 p.m. at the Wharton Junior High School cafeteria, 1100 N. Rank St., Wharton, 532-6940.

• Preparatory Order of the Engineer No. 4507 meets at 7 p.m. at Joe's Place, County Road 138, Wharton, Keith Stills, 979-656-2013.

Friday, Nov. 9
• Veterans Day Program will be at 9:30 a.m. at the Stevila Elementary School gym, 1605 Alabama Road, Wharton. Veterans and friends are invited. 532-6606.

• Hospital Volunteers of Wharton will have a scrub fair from 9 a.m. to 4 p.m. at Gulf Coast Medical Center, 10141 U.S. 59, Wharton, 532-2501.

• Matagorda Island Federal Credit Union (MEHOP) Mobile Medical Clinic is open from 9 a.m. to 3 p.m. in the St. Thomas Thrift Center parking lot, 418 W. Milam St., Wharton, 877-766-2008.

• Wharton Chamber of Commerce & Agriculture will have its winter luncheon from 11:30 a.m. to 1 p.m. at the Wharton Civic Center, 1924 N. Fulton St., Wharton. LCRA General Manager Bevser Metz is the guest speaker. 532-1602.

• Alroads Anonymous/Narcotics Anonymous meetings at 7 p.m. at Victory in Jesus Recovery Center, 218 S. Houston St., Wharton. John Williams, 533-2399.

• Community calendar is published weekly. To add or change a listing, contact Keith Mayer at kmayer@journal-spectator.com.
El Campo
Leader-News
El Campo, TX
Circ. 4994
From Page: 2a
11/3/2012
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Saturdays, Nov 3

Zumbathon Coming To WCIC

The Wharton County Junior College Choir will host a "Dancing to Carnegie" Zumbathon event on Saturday, Nov. 3 from 2 to 3:30 p.m. in the WCJC Gymnasium, 911 Boling Hwy. in Wharton. The event will feature various certified Zumba instructors from Wharton, Fort Bend and Matagorda counties. Pre-event tickets are $15 and $20 at the door. For more, contact the Fine Arts Division at 532-6300 or Melissa Mund at 533-3900. Tickets can also be purchased online at: brownpapertickets.com/event/280106.
WCJC men second, women sixth at rodeo

Special to the Journal-Spectator

The Wharton County Junior College Pioneer rodeo team participated in the rodeo at McNeese State University last weekend, with the men’s team placing second and the women’s team placing sixth.

Individual placing by team members:
- Taylor Breussard (Esterwood, La.) tied for second in bareback riding.
- Cody Higgins (Red Bluff, Calif.) tied for seventh in bareback riding.
- Reid Barker (Comfort) placed first in bull riding.
- Mason Gaston (Santa Fe) placed second in tie-down roping.
- Seth Broesch (Somerville) tied for sixth in tie-down roping.
- Code Staton (Bastrop) placed third in steer wrestling.
- Rowdy Thames (Buda) tied for fourth in steer wrestling.
- Cody Kohleffel (East Bernard) tied for first in team roping-header.
- Austin Santikos (Tombeck) tied for first in team rope-header.
- Kassidy Pruitt (Cedar Lane) placed sixth in goat tying.

For the season, WCJC men’s team is in sixth place and the WCJC women’s team is in eighth place.

The next rodeo will be Nov. 8-10 at Conroe hosted by Sam Houston State University.

WCJC participates in the Southern Region of the National Intercollegiate Rodeo Association.
Pilot Veterans Program

The Pilot Club of Wharton will host the annual Veterans Day Ceremony at 11 a.m. on Monday, Nov. 12, at the Veterans Memorial on the Wharton County Courthouse lawn. Members of the color guard of the Wharton High School U.S. Air Force Junior ROTC will present the flags. Joining them are members of the Wharton American Legion Post No. 87, East Bernard American Legion Post No. 226 and El Campo American Legion Post No. 251 as well as VFW Posts from El Campo and Wharton. Members of the WHS Anchor Club will lead the pledges to the flags and members of the WCJC Choir will lead in singing the National Anthem. Taps will be played by members of the WHS Band at the conclusion of the program. The public is invited to attend and honor Wharton County Veterans. Refreshments will be available before and after the event. This year’s event will be on Nov. 12 because the traditional time on the 11th month, the 11th day, at the 11th hour falls on Sunday.
Fayetteville Resident On TSTC Honor Roll

Cody Mascheck of Fayetteville has earned a place on the President's Honor Roll for the 2012 summer semester at Texas State Technical College Waco.

Mascheck, a student in Welding Technology, is among those recognized with a scholastic achievement of a 4.0 grade point average for the semester.

Texas State Technical College, the only state-assisted technical college system in Texas, offers specialized, hands-on instructional courses. TSTC Waco also offers courses at the WCJC Fort Bend Technical Center in Richmond and the Williamson County Higher Education Center in Hutto.

Texas State Technical College Waco is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science degrees and Certificates of Completion.

For more information on TSTC, visit www.waco.tstc.edu or call 254-867-3371.
Free CPR demo offered soon

BY NATALIE BEDNORZ
reporter@leader-news.com

Local emergency responders will offer residents a chance to view a CPR demonstration Thursday.

Sponsored by the Wharton County Child Fatality Review Team, the free demonstration will be held 9 to 10 a.m. Thursday, Nov. 8 at the El Campo Aquatic Center, 2613 Blossom Meyer.

"In an emergency, seconds count," EMT Joan Rawlinson said Monday. "All parents with small children should be familiar with CPR and the Heimlich maneuver."

The demonstration will cover the basics of CPR, but is not a certification class. CPR is the method that keeps blood and oxygen circulating in person's body until medical help arrives using chest compression and rescue breaths.

"CPR and the Heimlich go hand in hand," Wharton County Junior College EMT instructor Frank Becak said. "In the past five to six years, we have really seen an increase in the amount of people who are learning CPR."

The Heimlich maneuver is used to remove an object lodged and obstructing a person's airway. Many phone calls to 9-1-1 are received because a child is choking, Rawlinson said.

"Usually, the child is able to cough up the object before the paramedics arrive," she said.

"But that is not the case in all situations, and the more parents are able to do, the better off that child will be."

"If the call comes from outside city limits, the situation becomes even more dire when that parent has to wait for paramedics to arrive."

Knowing the basics of CPR can help stop people from panicking in an emergency situation, Becak said.

"A lot of times when a child is choking, the first instinct of the parent is to reach down in the child's throat and try to get the object out," he said. "That can actually cram the object further down into their throat and make the situation worse."

"I try to teach that if the child is coughing or making noise, then they are getting some air," he added.

"Parents need to encourage that child to cough instead of sticking their fingers in their mouths."

CPR and the Heimlich maneuver are not just for emergencies involving children, Becak said.

"I've known adults who have used the Heimlich maneuver on themselves when they were alone without help," Becak said. "It can be done. We are just trying to get this information out to the general public."

CPR provided immediately after sudden cardiac arrest can double or triple a victim's chance of survival, but only 32 percent of cardiac arrest victims get CPR from a bystander, according to the American Heart Association.

Four out of five cardiac arrests happen at home. Less than eight percent of people who suffer a cardiac arrest outside the hospital survive.

The American Heart Association trains more than 12 million people in CPR annually.

"Mr. Becak usually teaches as least one CPR class a month," Rawlinson said. "The more people that are interested, the more classes he teaches."

For information on the demonstration, call the El Campo Aquatic Center at 543-1468.
Saturday, Nov. 10

- Wharton County Farmers' Market and Craft Show is open from 8 a.m. to 2 p.m. at Guffey Park on Houston Street between Milam and Caney streets, Wharton. Jane Holmes, 979-657-2555.
- Burr Trade Days will be from 8 a.m. to 4 p.m. at 411 County Road 123 (Hubenak Road), Burr. 979-453-0860.
- Divas Holiday Shopping Extravaganza will be from 10 a.m. to 3 p.m. at the Wharton Civic Center, 1924 N. Fulton St., Wharton. 532-0999.
- Wharton County Stray Pet Outreach Team (SPOT) will have a pet adoption from 10 a.m. to 1 p.m. at Wharton County Junior College, parking lot No. 2, 911 E. Boling Hwy., Wharton. 979-253-3446.
- Alaska String Band will perform in concert at 7 p.m. at the Plaza Theatre, 120 S. Houston St., Wharton. 282-2226.
Charles Orsak


Chuck is survived by his three children, Leah Orsak Erard of Austin, Geoffrey Charles Orsak and his wife Catherine Bohnert Orsak of Dallas, Stephen Paul Orsak and his wife Katherine Cecil Orsak of Dallas; and his sister, Linda Orsak Fitch and her husband Randy Lynn Fitch of El Campo. Chuck is also survived by his beloved grandchildren, John David and William Edgar Erard of Austin and Emily Ann Orsak, Sarah Grace Orsak, Mary Elizabeth Orsak and Peter Geoffrey Orsak, all of Dallas, and wonderful nieces and nephews.

Chuck was born on July 25, 1937 in Blessing, to Charles Vincent Orsak and Justine Zapolac Orsak. Shortly thereafter, they relocated to El Campo, where he attended school and graduated from El Campo High School. He had an active and successful sports and academic life while attending school in El Campo. He always thought it special that he was the only boy to graduate in the academic top ten in his senior class. He loved all sports, having been a four-year letterman in football, basketball, baseball and a three-year letterman in track. When he was 14, his baseball team, the El Campo Sluggers, captured the attention of the city during the summer of 1952. Competing in the national Little Bigger League (today known as the Babe Ruth League), they were Texas State Champions, National Region 6 Champions, and then as one of eight teams competed for the national title in Camden, N.J. The boys had a successful run, eventually winning the Consolation Championship, and placing third in the nation. The city of El Campo hosted a victory parade for the team upon their return. All the Sluggers stayed connected with one another throughout their lives.

After high school, he attended Wharton County Junior College for two years where he was elected student body president both years. He then was awarded a scholarship by Central Power and Light Company to study Electrical Engineering at Texas A&M University in Kingville. There he met his wife Elizabeth Grace Cumberland, and upon graduation they moved to Schenectady, N.Y. for his first job with General Electric. While in New York, they had their first two children, Leah Therese and Geoffrey Charles. After a few years, they returned to Texas where he began a long and successful career at CPL in Corpus Christi. Shortly after returning, they had their third child Stephen Paul. When Chuck retired as Executive Director of Electrical Design, he was working to help bring wind power to the Gulf Coast as a way of reducing energy costs in Texas. In recognition of his contributions to Texas electrical power, he was recognized with a Texas Senate Proclamation.

He later moved to Dallas to be closer to family. One of his great joys was to support his grandchildren in their school and athletic activities. As the first member of his own family to attend college, he was passionate about the importance of higher education. He started a scholarship fund at Wharton County Junior College in the names of his parents, and helped make it possible for his children and nieces and nephews to attend and graduate from college.

Chuck was a devout Catholic who was proud of his Czech heritage, and his hometown of El Campo. He loved to fish, play golf, sail and eat great food. Most of all, he loved to be with his family.

Charles Edward Orsak was preceded into death by his mother and father, Justine Zapolac Orsak and Charles Vincent Orsak, his brother James Clifton Orsak, and his niece Sarah Lynn Fitch.

Throughout his adult life he was dedicated to helping the poor through his service to the Society of St. Vincent de Paul. When the society's allotted money ran out, he would often quietly supplement those funds with his own, making it possible for families to continue living with dignity.

Visitation will begin at 11 a.m. Friday, Nov. 9 at Triska Funeral Home. A parish Rosary will be recited at 9:30 a.m. Saturday, Nov. 10 at St. Philip the Apostle Catholic Church with funeral services to follow at 10 a.m. Interment will follow at Holy Cross Memorial Park in El Campo.

Pallbearers are Emily Orsak, Sarah Orsak, Mary Orsak, Peter Orsak, John Erard and William Erard.

In lieu of flowers, donations can be made to the Society of St. Vincent de Paul, National Council of the United States, 58 Progress Parkway, Maryland Heights, MO 63043-3706.

Online condolences may be left for the family at www.triskafuneralhome.com.

Arrangement by Triska Funeral Home, El Campo.
Now through Nov. 30

- Wharton County Junior College Faculty Art Exhibit will be on display from 8 a.m. through 5 p.m. Monday through Friday at the WCJC Art Gallery in Room 109 of the Duson-Hansen Fine Arts Building, WCJC campus, 911 E. Boling Hwy., Wharton. 532-6300.

S.P.O.T. Calendars

The 2013 SPOT Calendars will be available mid-November. They cost $15 and all proceeds benefit the abandoned animals of Wharton County. Presale orders will be taken until Saturday. Order forms may be picked up at Wharton Veterinary Clinic or Alamont Veterinary Clinic. Calendars may also be ordered by contacting SPOT President Cindy Cerny at ccemyhome@live.com, at 979-541-6848 or by contacting any SPOT board member.
■ WCJC Art Exhibit

A Wharton County Junior College Faculty Art Exhibit will run through Friday, Nov. 30, at the WCJC Art Gallery located in the Duson-Hansen Fine Arts Building, Room No. 109, Wharton campus at 911 Boling Hwy. The exhibit is open from 8 a.m. to 5 p.m. Monday through Friday, with a special Meet the Artists event planned for 5 to 7 p.m. Tuesday, Nov. 6. The collection is free of charge and open to the public.

■ Local S.P.O.T. Adoption

Wharton County S.P.O.T will host a dog and cat adoption on Saturday, Nov. 10, and Saturday, Dec. 8, at the Wharton County Junior College campus, Parking Lot No. 2. Abandoned dogs and cats, which have been rescued and received vet care, will be available for adoption. There is an adoption fee and application to complete. For more information, contact S.P.O.T at 979-253-3446 or wcspot@hotmail.com.
Friends may call for visitation from 6 to 9 p.m., today, Wednesday, Nov. 7, 2012 at Wharton Funeral Home. Funeral services will be held at 2 p.m., Thursday, Nov. 8, 2012 at Wharton Funeral Home Chapel with Paul Jones officiating. Burial will follow in Evergreen Memorial Park Cemetery in Wharton.

Survivors include her daughters and sons-in-law, Pam and Robert Moss of Pearland and Vickie and Conroe Brod of Bellville; grandchildren and spouses, William Ray and Emily Brod, April Danize Brod, Robert Michael Moss and Amanda Rave Moss Warrack and Sean; great grandchildren, Brennen Warrack and Gavin Warrack.

Pallbearers will be Conroe Brod, William Ray Brod, Michael Rodin, Fred Rodin, James Belllock and Allen Dale Ferrell.

In lieu of usual remembrances, the family requests memorials to the American Cancer Society or the American Society for the Prevention of Cruelty to Animals.

Funeral services are under the direction of Wharton Funeral Home.

Magdalena Rodríguez, 90, of Wharton, died Thursday, Nov. 1, 2012 in a Sugar Land hospital following a brief illness. She was born in Mexico on May 27, 1922 the daughter of the late Jose Rodriguez and Soledad Rodriguez.

Ms. Rodriguez was a lifelong resident of Newquail and Wharton and was a member of Our Lady of Mount Carmel Catholic Church in Wharton. She graduated from Bellville High School in 1940 and then graduated from Wharton County Junior College with an associate’s degree in business. She was employed by American National Insurance Company in Wharton for 40 years until her retirement. She was a member of the Wharton Cottage houses group, the Booster clubs at Bellville and Wharton County Junior College. She was a member of the Catholic Daughters of the Americas, The Prayer Group and taught CCD. She was also active with the American Cancer Society and the Wharton Book Review Club. She served as a precinct voting judge for 16 years. She enjoyed travelling and took several trips to Israel and Italy.

Besides her parents, two brothers, Ruben Rodriguez and Joe Rodriguez, she preceded her in death.

A rosary was recited at 12:30 p.m. Saturday, Nov. 3, 2012 at Mt. Carmel Catholic Church and a Funeral Mass followed at 1 p.m. with Rev. Gabriel Espina officiating. Burial followed in Evergreen Memorial Park Cemetery in Wharton.

Survivors include her sisters, Yolonda Diaz of Houston, Grace De Los Santos of Friendswood and Emma Beach of New Mexico; sisters-in-law, Rosie Rodriguez of Wharton; and numerous nieces and nephews.

Pallbearers included family members Michael Masterson, Ruben Rodriguez Jr., Doug Schroeder, Stan De Los Santos and Brian De Los Santos.

In lieu of usual remembrances, the family requests memorials to Mt. Carmel Catholic Church, 506 S. East Ave., Wharton, TX 77488.

Funeral services were under the direction of Wharton Funeral Home.
**WCJC Art Exhibit**

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**Now through Nov. 30**

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Pilot Veterans Program

The Pilot Club of Wharton will host the annual Veterans Day Ceremony at 11 a.m. on Monday at the Veterans Memorial on the Wharton County Courthouse lawn. Members of the color guard of the Wharton High School U.S. Air Force Junior ROTC will present the flags. Joining them are members of the Wharton American Legion Post No. 87, East Bernard American Legion Post No. 226 and El Campo American Legion Post No. 251 as well as VFW Posts from El Campo and Wharton. Members of the WHS Anchor Club will lead the pledges to the flags and members of the WCJC Choir will lead in singing the National Anthem. Taps will be played by members of the WHS Band at the conclusion of the program. The public is invited to attend and honor Wharton County Veterans. Refreshments will be available before and after the event. This year's event will be on Nov. 12 because the traditional time on the 11th month, the 11th day, at the 11th hour falls on Sunday.
Pioneers fall at regional tournament

The Wharton County Junior College Pioneers' volleyball season came to an end last weekend at the Region 14 Tournament held in Bryan.

The Pioneers lost to Tyler Junior College (Region 14 North) in the first round in three sets, 25-23, 19-25, 14-25.

Next WCJC faced Paris Junior College (Region 14 North) in the elimination bracket where the Pioneers also lost in 3 sets, 25-18, 25-13, 21-25. That loss eliminated the Pioneers from the tournament.

Paris Junior College continued in the elimination bracket defeating Laredo Community College (Region 14 South) and Elim College (Region 14 South) and eventually losing to Tyler Junior College in the final round.

Tyler Junior College and San Jacinto College (Region 14 South) competed in the championship round where San Jacinto beat Tyler in two out of three matches. Both San Jacinto College and Tyler Junior College will advance to the National Tournament to represent Region 14.

"The Pioneers' volleyball season proved successful with their qualification of the Region 14 Tournament as well as several individual recognitions," WCJC Coach Brianne Flora said.

Those honors included:
- Freshman outside hitter Bethany Holub received First Team All Region and Region 14 Newcomer of the Year.
- Sophomore outside hitter Samone Boyd received First Team All Region.
- Sophomore libero Morgan O'Brien, sophomore outside hitter Taylor Schneider and sophomore middle blocker Ursula Bacon each received Second Team All Region recognition.

Flora said the volleyball team received support from several groups throughout the season.

"The Pioneers would like to thank the community, the college and their families for their support throughout the season," Flora said.

Brohmarettes eliminated

After five intense games, The East Bernard Brohmarettes were eliminated from the Class 2A state playoffs after losing to Schulenburg, 16-25, 9-15 in the regional quarterfinals Tuesday night in Columbus.

The Brohmarettes finished the year with a 28-0 record.

"The girls played lights out," Coach Kelly Neece said. "The loss was not from lack of fight, desire or support, but simply two great teams battling it out, and we fell a little short. We wish the Lady Hawks the best of luck and have vowed to see them again next year."

Kill leaders were Ashley Dusek with 35, Kayla Williams with 11 and Keri Simkins with eight.

Sloan Carr had 21 assists and Kelsey Goodwin had 18.

Carr had three aces and Dusek had two.

Dusek picked up 33 digs and was helped by Carr with 22, Amanda Bottcher with 20, Simkins with 10 and Goodwin with nine.

Dusek and Miranda Lehman led in blocks with five apiece, while Simkins and Angelica Lopez had four each.

"We will be losing two fabulous seniors, but we will compete for them next year when we join the race for the state title," Neece said.
BHS FFA claims 11th sweepstakes win

The Boling FFA Chapter brought home the Sweepstakes Leadership banner after competing in the District 3 LDE Contest held at Wharton County Junior College on Nov. 8.

This is the 11th time out of the last 14 years that Boling FFA has won the sweepstakes title. Boling FFA students have been practicing since the beginning of school for the 12 contests. All of the early mornings and late nights have paid off. FFA members look forward to the leadership development events every year and they make it their goal to be undefeated.

The results are as follows:
- Job Interview — third place, Kylie Vega.
- Radio — second place, Kortlan Bell, Caleb Winkenwerder and Barbige Wright.
- Public Relations — first place, Kindra Hlavinka, Hannah Kulak, Kristen Hanka and Jacob Merecka.
- Senior Chapter Conducting — second place, Hannah Kulak, Kylie Vega, Mackayla Hohs, Kristen Hanka, Gabby Alcalo, Ashley Hecht and Kindra Hlavinka.
- Senior Creed — second place, Gabby Alcalo.
- Junior Creed — first place, Harold Taylor.
- Senior Quiz — seventh place, Dylan Toomes, Brooke Wallace, Hayley Baker and Dorynn Nash.
- Junior Quiz — third place, Dakota Watson.
- High Point Individual — first, Claire Winkenwerder, Kyle Smith and Medina Moore.
- Senior Farm Skills — first place, Ben Merecka, Nick Rodriguez and Ryan Moreno.
- Junior Farm Skills — third place, Halley Barbo, Kaylee Belf and Patrick Gilley.

For more information, contact your local FFA advisor or visit the Wharton FFA Facebook page.

County: Wharton

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S.P.O.T. PetCo Adoptions
Wharton County S.P.O.T. will hold adoption days on Sundays, Nov. 18 and 25, and Dec. 2, 9, 16, 23 and 30 at PetCo in Rosenberg. Abandoned dogs and cats, which have been rescued and received vet care, will be available for adoption. There is an adoption fee and application to complete. For more information, contact SPOT at 979-253-3446 or wcspot@hotmail.com.

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WCJC has an outstanding rodeo program that is dedicated to training our students both academically and athletically. WCJC has a winning tradition and has claimed numerous individual and team titles at both the regional and national level. In the past ten years, we have had seven teams finish in the top ten in the nation, including our 2000 Reserve National Champion team. Texas individual awards include: three national titles, two regional titles, and three regional reserve titles. Many of our students have gone on to successful careers in the PRCA, TVRA, and PBR.

- On-campus arena with horse stalls
- Practice stock for timed events
- Indoor arena access
- State-of-the-art weight room facility
- Average team size 40
- Central location for college, youth, amateur and pro rodeos
- Travel money available
- Academic transfer and vocational programs
- On-campus dorms for men & women
- Large scholarship base

Visit our website: wcjc.edu

Wharton • Sugar Land • Richmond • Bay City
Extension Centers El Campo and Palacios

Contact Coach Sean Amestoy: 979-532-6453 or email: seana@wcjc.edu
HONORING OUR VETERANS

Soldiers, airmen, sailors and Marines honored for their service

Wharton County veterans braved a chilly wind as they stood at ease during a Veterans Day observance on Monday. Hosted by the Pilot Club of Wharton, the annual ceremony honored soldiers, airmen, sailors and Marines who served in previous wars or are currently involved in the ongoing war on terrorism.

Names of those who paid the ultimate price were read as part of the Honor Roll of the Fallen, read by Mary Dayko, Betty Howell, Cynthia Ivy, Carol Waston, Joanie Merlu, Sharon Stiebel and Cindy Kloesel.

Master of Ceremonies was Jeffrey Blair, a welcome was given by city councilman Don Mueller, and the invocation was provided by Rev. Barry Sharp of St. John's Lutheran Church.

The WGRS Choir performed a moving rendition of the National Anthem and WHS Band members Alfredo Herrera, Cody Gomez and Jorge Flores teamed up for Taps. Also taking part were the Wharton High School JROTC, the Anchor Club, and American Legion posts from Wharton, East Bernard and El Campo.
WCJC TO OFFER GED/ESL CLASSES

WHARTON — Wharton County Junior College will offer General Equivalency Diplomas (GED) and English as a Second Language (ESL) classes at WCJC campuses in Bay City, Wharton, Richmond and Sugar Land, Northside Center in El Campo, Columbus, Palacios, and Weimar High Schools, and Fort Bend ISD Education Complex. Orientation, which is required before classes begin, is scheduled for Jan. 11 and 12, and Feb. 22 and 23, at the WCJC Wharton campus. ABE orientation is for both GED and ESL students who will attend. Classes start Tuesday, Jan. 14. For more information, call (979) 532-6301, or visit wcjc.edu and access the Adult Basic Education link to register for orientation. Registration forms also are available at all WCJC campuses.

WCJC Art Exhibit

A Wharton County Junior College Faculty Art Exhibit will run through Friday, Nov. 30, at the WCJC Art Gallery located in the Duson-Hansen Fine Arts Building, Room No. 109, Wharton campus at 911 Boling Hwy. The exhibit is open from 8 a.m. to 5 p.m. Monday through Friday. The collection is free of charge and open to the public.
GED And ESL Classes At WCJC

Wharton County Junior College offers General Equivalency Diplomas (GED) and English as a Second Language (ESL) classes at WCJC Campuses in Bay City, Wharton, Richmond, and Sugar Land, at the Northside Center in El Campo, at the Columbus, Palacios, and Weimar High Schools, and at the Fort Bend ISD Education Complex.

Orientation is required before classes begin.

Orientation is scheduled for January 11 and 12, 2013 and February 22 and 23, 2013, and will be held at the WCJC Wharton campus, 911 Boling Highway.

ABE Orientation is for both GED and ESL students who will attend.

Classes start Tuesday, January 14, 2013.

Call 979-332-6301 or visit wcjc.edu and access the Adult Basic Education link to register for orientation.

Registration forms are available at all WCJC campuses.
By Natalie Harmes

Ben Amos never thought he would have to live without reading a menu or perusing a newspaper. This is until he found himself without this seemingly basic skill.

"I had a stroke a little over a year ago and some of the brain damage that occurred is that I cannot read," Amos said. "I can write and spell as well as I could before and then I became unable to read it back even to myself a few minutes later."

After recovering physically, he sought a place that would heal his mentally. He came across the Literacy Council of Fort Bend County that offers several adult programs such as GED tests, U.S. citizen tests, and college preparation, English-as-a-second-language classes, and basic computer skills classes.

However, there were no classes before learning how to read, so he joined the Literacy Council from helping Amos in his recovery.

"I feel very privileged," said Amos, a self-employed business owner. "They created a program for me."

The team at the Literacy Council asked Wayne Fluke, a longtime tutor and volunteer teacher, to help.

Amos' brain damage, which is classified as acute or acquired dyslexia, made Fluke, who's never worked with a student of this diagnosis, apprehensive at first.

But over the months, the two developed a close relationship, spurred by Fluke's dedication and persistence.

"Wayne has added such a personal touch to his sessions with Ben," said program director, Amelia Perco. "He has definitely done that."

This class customization isn't surprising given the 25 years of nonprofit work done by the Literacy Council.

Throughout the 25+ decades, the LCPBC has had about 2,000 volunteers and will educate its 25,000th adult this year, said Executive Director Brenda Bowman.

Beginning around the founder's kitchen table in 1995, the organization first offered classes in a room at Whitewater County Junior College, said former Executive Director Linda Street.

"But we needed to tutor," Street said. "We made a tutoring session in a room and then we needed more space to tutor."

LCPBC then rented the Brookside Street location of the Sugar Land Police Department, expanding its facilities to offer tutoring and a small computer lab. The organization now is housed in a 4,000-square-foot building in Sugar Land at 12530 Daily Court.

With the larger facility, the Literacy Council was able to help more people. Street re-membered the joy of student in particular.

"Literacy continues on 8"
Adults Learn ABCs

Agency started 25 years ago

"One day I was in my office in our center and I heard this noise," Street said. "Someone was running and came rushing in my office and grabbed me and started dancing. She was saying 'I wrote my name. I wrote my name.'" Street believes educating the adult population helps impact their children, inspiring educational success in multiple generations throughout the community as a result.

"We're helping people to improve their own lives," Street continued. "It's not a hand out, but a hand up.

The LCFBC is facing a literacy problem in Fort Bend County due to the growth in population and diversity.

"It's wild to actually learn how many people can't read and write," Amos said, "and who have gone their whole life without it."

Bowman and the staff are all too aware of the problem.

She said 2009 statistics show that 24 percent of the county's population lacked basic literacy skills.

In addition, about 22 percent to 24 percent lacks a high school diploma, Bowman said.

The classes at the main campus are jam-packed. They are so full that the LCFBC has expanded, creating an outreach program with classes held throughout Fort Bend County.

According to Bowman, the classes held closer to home allow more students to attend and more tutors to become involved.

"The fight for literacy has been aided by volunteers," Bowman said.

"We look for someone who is interested in giving a helping hand and giving back to the community," said Brittany Logan, event and communication coordinator. "We have different volunteer opportunities."

Some positions include tutoring, teaching classes or helping at events. The next event is Bike the Bend on Nov. 18 at 8 a.m.

Bike the Bend began in 1999 and has been an annual event for the LCFBC. With a $40 entrance fee after Nov. 9, riders choose a 20-, 35- or 63-mile course through the back streets of Richmond, beginning at Foster High School.

The organization expects to raise about $25,000 to go to regular programming. Students benefit directly from these events, Bowman said, through new supplies and through expansion of the outreach program.

Amos, who has shown progress in his sessions with Flake over the past months, sings this nonprofit's praises and considers himself more aware from his experiences.

"A very important thing for the community to recognize is that people out there are trying to better themselves," Amos said. "People who would basically fall through the woodwork in Fort Bend. (The LCFBC is) a ray of sunshine for our community for both cultural understanding and for literacy."

Fluke hopes that fear, something students have mentioned as preventing them from getting help, won't stop new students from seeking this assistance.

"You've got to overcome that fear and make that first step to walk in the door," Fluke said. "You'll find that help is there. We are here, we are patient and we want to help."
Benton qualifies for Wrangler rodeo finals

ROCK ISLAND — Trey Benton, professional bull rider and son of Tom and Johana Benton of Rock Island, will put that town in the news in December.

Benton has qualified for his first Wrangler National Finals Rodeo in Las Vegas as a “rookie.”

He has won over $100,000 this year in the PRCA, breaking numerous records, and another $40,000 in other rodeo associations.

Not since 1963 has a rookie won the WNFR, which is very much a possibility, as well as winning the most money in his rookie season.

Benton is winning the Texas Circuit by $10,000, the All-Americans and he will claim the rookie — $90,000 third of second place.

He won the Wrangler Million Dollar Tour over the Labor Day weekend in Ellensburg, Wash. He began his rookie career in the PRCA on Oct. 1 of last year, and has climbed to the top of the ranks this year, finishing third, in bull riding.

Benton has 20 event wins this year at some of the biggest rodeos in the country, winning Dodge City, Kan., Red Bluff, Calif., Sikeston, Mo., San Juan Caspiation, Calif., just to name a few.

He finished fourth at the Houston Livestock Show & Rodeo and won the second round at the Cheyenne Frontier Days with a 92-point ride. He has had 18 90-plus point rides this year, with his high marked ride in Austin, 93 points, on the bull, MoBoJones.com, last year’s bull of the year.

His career began at 5 years old, in 1996, riding in the matron butts, at the PBR in Houston. Benton was soon riding calves and then steers. At 8, he began roping calves and shorty after roping steers.

His first national spotlight was in the seventh grade, qualifying for the first ever National Junior High School Rodeo Finals as a bull rider, in Gallup, N.M., and was reserve champion bull rider.

In high school he continued his success qualifying for the National High School Rodeo Finals two years in the bull riding and tie-down calf roping, which had not been accomplished before.

Benton attended Wharton County Junior College on a rodeo scholarship. He was successful this year qualifying for the College National Finals held in Casper, Wyo., in the bull riding where he was fourth.

He has transferred to Sam Houston this year and will be on the rodeo team there while pursuing his professional career.

TREY BENTON
WCJC announces winter mini-term and spring 2013 walk-in and web registration

WHARTON—Wharton County Junior College is currently registering for the winter mini-term and the spring 2013 semester. Students may register on campus or on the web now through Dec. 13 for the Winter Mini-Term. Students may register now through Jan. 24 online for the spring semester and should visit the college’s website for on-campus registration dates.

Web registration will be held now through Jan. 24, 2013.


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

Students new to WCJC are encouraged to visit the college’s website at wcjc.edu to learn more about new student orientation sessions.

For more information about programs or registration, call 800-561-9252 or 979-532-4560 for the Wharton campus, 281-243-8447 for the Sugar Land campus, or 281-239-1500 for the WCJC Richmond Campus. The college also offers classes at the Bay City campus.
WCJC instructor presents at International Atomic Energy Conference

WHARTON—Wharton County Junior College's Department Head of Nuclear Power Technology Rudolph Henry recently presented information about the college's nuclear power program in a presentation titled "Preparing Technicians for the Nuclear Industry" at the 56th General Conference of the International Atomic Energy Agency (IAEA) in Vienna, Austria. WCJC's Nuclear Power Technology Program offers three degree specializations including Non-Licensed Operator, Electrical Technician, and Instrumentation and Controls Technician. The program gained international recognition when the IAEA awarded the program the distinction of being a "Best Practice Program" among two-year nuclear power technology training programs. Henry was invited by the Nuclear Power Institute (NPI) to participate at the event as part of the U.S. Department of Commerce Industry Delegation. Henry attended several events and meetings that highlighted Nuclear Power Institute (NPI) programs.

NPI is a program of the Texas A&M Engineering Experiment Station that brings together four-year universities, two-year technical and community colleges, and public schools with the nuclear power industry, state and local organizations, and state, federal and international agencies. Together they work to meet the challenge of providing the trained workforce needed to operate new and existing reactors in Texas. WCJC is one of 12 NPI participating institutions.

Over the past year the NPI has brought several groups of visitors from other countries to tour the WCJC Bay City campus and specifically to gain insight about the college's nuclear power technology program and best practices. WCJC is one of 38 two-year programs that are part of the National Uniform Curriculum Project led by the Nuclear Energy Institute in Washington, D.C.
East Bernard FFA members head to area

East Bernard High School FFA Chapter competed at the District 3 FFA Leadership Development Events on Nov. 8 at Wharton County Junior College.

It had four teams compete with the Senior Quiz team qualifying for the area contest.

The Senior Quiz team, made up of Grant Aschenbeck, Kourtney Kelso, Kyle Rimer and Kaye Havinka placed first, giving East Bernard their first Area qualifying leadership team since 1976.

The team will compete at the Area 3 FFA Leadership Contest on Saturday.

EHHS FFA also fared well with its other teams. Junior Creed Speaker Kourtney Kelso placed fifth out of 21 bringing home another banner for the FFA Chapter.

Joyce Fritz competed in the Job Interview contest and came out 10th, while Katie Reyna, Mary Paulin and Brandy Babin competed in the Radio Broadcasting contest and also placed 10th.

Leadership Development Events focus on creating situations for members to demonstrate their abilities in public speaking, decision making, communication and their knowledge of agriculture and the FFA organization.
WCJC LAUNCHES CAREER COACH

WHARTON — Wharton County Junior College (WCJC) announced that it has launched Career Coach, a free online tool to allow students and community members to explore potential careers. Career Coach can be accessed by visiting WCJC's website at wcjc.edu. Through a simple keyword search, students and any visitor to the college's website can learn about the employment prospects of careers they want to research. Users are directed to the college's programs when searching for specific jobs. Career Coach includes a built-in resume builder to help students and jobseekers quickly and efficiently put together an updated resume with key skills and job experience highlighted.
WCJC offers career tool on website

Career Coach, a free online tool offered by Wharton County Junior College, allows students and community members to explore potential careers.

It can be accessed by visiting WCJC’s website at wcjc.edu.

Through a simple keyword search, website visitors can learn about the employment prospects of careers they want to research. The real-time information is customized to this geographic region and includes detailed wage estimates and up-to-date job postings associated with any career.

If a career doesn’t look like the right fit, individuals can search for similar jobs and see the largest skill gaps to fill to move to that career. They can also search for careers based on the college’s top training programs – or the program or major they are interested in.

Career Coach includes a built-in resume builder to help students and jobseekers quickly and efficiently put together an updated resume with key skills and job experience highlighted.
Wharton County JC mini-term, spring registration under way

Special to the Journal-Spectator

Wharton County Junior College is currently registering for the winter mini-term and the spring 2013 semester. Students may register on campus or on the Internet now through Dec. 13 for the winter mini-term.

Students may register now through Jan. 24 online for the spring semester and should visit the college's website for on-campus registration dates.

Web registration will be held now through Jan. 24, 2013.


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

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

Students new to WCJC are encouraged to visit the college's website at www.wcjc.edu to learn more about new student orientation sessions.

For more information about programs or registration, call 800-581-9252 or 979-532-4560 for the Wharton campus, 281-243-8447 for the Sugar Land campus, or 281-239-1500 for the WCJC Richmond Campus.

The college also offers classes at the Bay City campus.
Panola rodeo team fifth at midway point

The Panola rodeo team wrapped up the first half of its season this past weekend at the Sam Houston State meet, and through five rodeos, the men's team sits in fifth place, while the women are in sixth place. Both Panola teams took fifth at the fall's final rodeo.

Cody Coleman led the men's team with a second place finish in tie down roping. Bryce Barney, of Carthage, took fourth in the same event. Barney leads the season standing for tie down roping with 365 points. Coleman is in eighth place with 135 points.

In bull riding, Steven Campbell earned a third place finish. He sits in first place in the overall standings for the season.

For the women's team, Brely Barthle took second in breakaway roping. She is in 13th place overall for the year. Christine Morris sits in fifth place in breakaway roping for the season. And Nicole Thompson and Kagen Cassidy placed eighth in team roping in Huntsville.

"We're doing well," Carthage rodeo coach Dameon White said. "We're competing with everyone, and one good rodeo can put us in second place."

Overall, Ethan Choate is in third place in bareback riding. Corey Fussell and James Dartz are in ninth and tenth place, respectively, in saddle bronc riding. Dartz is also in 11th place in bull riding.

The rodeo team's next competition is set for Feb 15-16 at Trinity Valley Community College in Athens.

2012-2013 Southern Region Standings

Men's Team—Sam Houston State 3,333; Hill College 2,020.5; Northeast Texas Community College 1,510; Trinity Valley Community College 1,409; Panola College 1,295.5; McNeese State 1,012.25; Wharton Junior College 974; Texas A&M 511.83.

Women's Team—Sam Houston State 1,632.5; Southwest Texas Junior College 752; Northeast Texas Community College 733; McNeese State 595; Texas A&M 562; Panola College 509.5; Hill College 491; Wharton Junior College 297.
Plastic bags make a mountain

Community effort is way to honor Texas Recycles Day

BY HEATHER MENZIES
reporter@baycitytribune.com

Keep Bay City Beautiful committee, with the help of the Bay City and Matagorda County community, built a tall mountain in honor of Texas Recycles Day Thursday, Nov. 15.

The mountain climbed to the top of the Bay City Recycling Center fence and spanned about 25 feet after members of the community spent the day making their donations that had been saving up for months.

"Plastic shopping bags thrown into the ocean kill as many as 1 million sea creatures every year, and we all know the litter problem, landfill expense and just plain unsightly appearance they produce on our landscape," according to Keep Bay City Beautiful information.

Thousands of bags come in from more than 40 individuals, The Bay City Tribune, Prosperity Bank, the Matagorda Lions Club, WCJC Pioneers in Nuclear and Power Technology, Matagorda County Democrats, Van Vleck High School, Tenie Holmes Elementary School, the Boys and Girls Club of Bay City and Matagorda County, and Cub Scout Pack 4555 Den 2. The Bay City's HEB also donated one weeks' worth of the amount of plastic shopping bags they dispense on average. For every bag recycled instead of thrown in the garbage, the Bay City Recycling Center will make money.

"We were very happy with the turnout," said Elizabeth Quillin, Keep Bay City Beautiful board member.

"Bay City and Matagorda County did a fabulous job of recycling," said Quillin.

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RECYCLE CONTINUED FROM PAGE 1A
helping us build this mountain."

"I think it brought awareness to recycling and reusing, which is important to Keep Bay City Beautiful and helps improve the environment in Texas," she said.

The Keep Bay City Beautiful committee reminds everyone to continue to save and recycle the plastic bags.

"Just because we aren't there building a mountain any longer, we encourage the community to continue to bring their bags to the recycling center," said Quillin.
Brandon McNeal selected as Officer of the Month

Tribune Staff Reports

Each month, Police Chief Roger Barker awards an officer with the honor of Police Officer of The Month.

Officer Brandon McNeal was selected Officer Of The Month for October 2012. Officer McNeal has been with the Police Department since March of 2009.

McNeal graduated from El-Campo High School in 1998. He served four years in the U.S. Marine Corps. After that, he served two years in the U.S. Army in chemical operations. McNeal attended Wharton County Junior College Police Academy.

The Bay City Police Department selects the officer of the month based on several categories to include calls for service, reports taken, citations and arrests.

During the month of October, McNeal made three arrests, 109 traffic stops (34 citations and 75 warnings). McNeal also answered 191 calls for service and wrote eight police reports during the month.

McNeal’s name will be placed on a plaque in the lobby of the Police Department. Bay City Police awards the Officer of the Month an additional day off with pay for their hard work and dedication to duty.

“We are proud to honor the recipients of this award and thank all of our officers for the exceptional work they perform on a daily basis,” said Barker.
Teams win at leadership contest

On Nov. 8, Edna FFA members traveled to Wharton County Junior College to participate in the District III Leadership Development Events.

Students prepared weeks in advance for the various contests and worked hard practicing and studying for their events. In total, Edna FFA was represented by seven teams.

The junior quiz team of Dana Overstreet, Alec Rodriguez, and Britanny Gonzalez placed 12th as did the senior quiz team of Devyn Perez, Ashlyn Goldman, Vicky Lee and Ali Williams. Each team took a test covering FFA information and parliamentary procedure.

The Radio Broadcasting Team of Rees Novina, Madison Grana and Shayan Pacheco finished 11th with their presentation about the water restrictions placed on rice farmers in South Texas.

The Public Relations Team of Brandy Billings, Elise Mahaffey and Brandi Grovel placed seventh after performing an informative presentation promoting FFA.

The Senior Skills Demonstration team of Megan Callaway, Julia Rodriguez, Zoe Johnson and Hannah Dvorak placed fifth with their demonstration on how to make a buttonhole and matching buttonhole. For their fifth place, the team did bring home a banner to display in the ag classrooms.

The Junior Creed Spotter, Audry Lee, placed 12th in her competition. Senior Creed Speaker, Brandi Ortiz, placed fourth in her contest and also brought home a banner. Both girls had to present the FFA Creed and answer questions about it.

"I am incredibly proud of all the students who went to contest and all the extra hours they put in," said Kristian DeHerdt, ag science teacher. "I am very excited to hang up the two new banners they have won."
Van Vleck FFA advances to area contest

By Barry Halvorson

The Van Vleck FFA advanced five teams or individuals to this year's area contest after finishing first or second at the 2012 FFA District Leadership Development Event. Competition held Thursday, Nov. 8 at Wharton County Junior College in Wharton.

This year's area contest was scheduled for Saturday, Nov. 17 at Blinn Junior College in Brenham.

The Van Vleck FFA is coached for the competition by Van Vleck ISD Ag Instructors Wayne Bender and Gary Ashlin.

"They really exceeded our expectations in Wharton," Bender said. "We knew going in that we were going to be competitive. We knew the older students were prepared and had the experience, but our younger kids stepped up, some of our freshmen teams, and really carried their weight."

The first place finishers included Dakota Bramble in Job Interview. Teams taking first place honors in the competition were Senior Chapter Conducting, Connor O'Brien, Justice Brooks, Hunter Hutson, Kylee Prett, Claire McReynolds, Trevor Smith, Kate Langston and Hanna Harvey.

Brooke Zamora, Miranda Orsak, Sierra Matthews, Sophie Lemosham, Ruth Gutowski and Emily Thompson were also recognized.

A second place finish in Junior Farm Skills were Zachary Hubbard, Shelby Robles, Emily Trevino and Ashley Vacik.

Other teams competing at the district competition for the Van Vleck FFA included:

Third Place - Senior Farm Skills: Melisa Polk, Erin Sukulic and Demi Bugnach

Third Place - Junior Creed Speaking: Madison Strack

Third Place - Ag Issues: Bailye Polkyn, Coleman Franz, Brandon Perlin

Other teams competed at the district competition for the Van Vleck FFA included:

Third Place - Public Relations: Colyn Alford, Dakota Bramble, Kalvin Singleton and Madison Avants.

Fourth Place - Sr. Quiz Team: Lydia Prett, Cecelia Morales, Jesmyne Sbovoda and Jewfita Galliart

Fifth Place - Farm Radio: Connor O'Brien, Kate Langston and Hailey Matthews

Ninth Place - Sr. Creed Speaking - Kalvin Singleton.
**WCJC Jazz Concert**

At 7 p.m. on Tuesday, Nov. 27, the Wharton County Junior College Jazz Band will be presenting a concert of Big Band Swing music. Some of the pieces to be performed include: *Why Don’t You Do Right, Beat Me Daddy Eight to the Bar, Cow, Cow Boogie* and others. The concert is free to the public and will be held in the Horton Foote Theater in the Duson-Hansen Fine Arts Building on the Wharton Campus.

**Now through Nov. 30**

- Wharton County Junior College Faculty Art Exhibit will be on display from 8 a.m. through 5 p.m. Monday through Friday (excluding Thanksgiving holiday) at the WCJC Art Gallery in Room 109 of the Duson-Hansen Fine Arts Building, WCJC campus, 911 E. Boling Hwy., Wharton. 532-6300.
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WCJC Choir Concert

The Wharton County Junior College Concert Choir and Chamber Singers will present their annual Candlelight Christmas Concert at 7 p.m. on Thursday, Dec. 6 at First Baptist Church of Wharton on Fulton St. The concert will include narrators reading scripture and inspirational readings appropriate for the season. The concert will conclude with the singing of the Hallelujah Chorus from Handel’s Messiah. Anyone in the community who has sung this chorus is welcome to sing with the choir on stage. Messiah scores will be available. This free concert is a Center of the Arts Series presentation. For more information, call the WCJC Communication and Fine Arts Division secretary, Vicki Hudson, at 532-6300.
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WCJC concert is Dec. 6

The Wharton County Junior College Concert Choir and Chamber Singers will present their annual Candlelight Christmas Concert at 7 p.m. on Thursday, Dec. 6 at First Baptist Church of Wharton on Fulton St.

This Lessons and Carols concert will include narrators reading scripture and inspirational readings appropriate for the season.

Music selections such as What Sweeter Music will be performed by the women's chorus; the choirs will perform familiar carols The First Noel and The Coventry Carol along with contemporary favorites.

The concert will conclude with the singing of the Hallelujah Chorus from Handel's Messiah.
Daniel Low
Daniel James Low, age 55, of Houston and a former resident of Wharton, died Friday night, Nov. 16, 2012 in Lebo, Kan., following an extended illness. He was born on Dec. 29, 1956 in McAllen, the son of the late Herbert D. Low and Frances Hill Low.
He was a longtime resident of Houston and was Baptist by faith. He graduated from Wharton High School in 1975 and then attended Wharton County Junior College. He was a talented musician and worked in the music industry for many years.
Funeral services will be held at 11 a.m. today, Wednesday, Nov. 21, 2012 at College Heights Baptist Church in Wharton with Rev. Mark Sostarich officiating. Burial follows in Evergreen Memorial Park Cemetery in Wharton.
Survivors include his sister and brother-in-law, Linda and Richard Fields of Belton, Mo.; nieces, Heidi Fields of Ft. Worth and Holly Fields of Kansas City, Mo. Several cousins also survive.
Pallbearers are Rick Fields, Dan Bishop, Thomas Pickett, Ben Fields, Barry Adkins and Bobby Fields.
Daniel loved and supported Israel with his prayers and gifts, “Pray for the peace of Jerusalem: they shall prosper that love thee” Psalm 122:6.
In lieu of usual remembrances the family requests memorials to the Jewish Federation of Greater Houston, 5603 S. Braeswood Blvd., Houston, TX 77096.
Funeral services are under the direction of Wharton Funeral Home in Wharton.
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WCJC TO OFFER GED/ESL CLASSES

WHARTON — Wharton County Junior College will offer General Equivalency Diplomas (GED) and English as a Second Language (ESL) classes at WCJC campuses in Bay City, Wharton, Richmond and Sugar Land, Northside Center in El Campo, Columbus, Palacios, and Weimar High Schools, and Fort Bend ISD Education Complex. Orientation, which is required before classes begin, is scheduled for Jan. 11 and 12, and Feb. 22 and 23, at the WCJC Wharton campus. ABE orientation is for both GED and ESL students who will attend. Classes start Tuesday, Jan. 14. For more information, call (979) 532-6301, or visit wcjc.edu and access the Adult Basic Education link to register for orientation. Registration forms also are available at all WCJC campuses.
Martha Melinda Harris

Martha Melinda Harris passed away at the age of 60 on Nov. 11, 2012, near her home in Lockhart.

She was a woman of powerful consciousness and intellect. She was a great wife, daughter, sister, friend and nurse of 40 years. She highly valued her friends and her patients and deeply loved animals and the outdoors.

Humanity has lost one of its best examples and our lives are now a little less full.

Melinda was born Aug. 31, 1952, in El Campo, Texas, to Dorlene Underwood Harris and the late Oscar Harris. She graduated from Industrial High School in 1970 and received her Nursing Degree from Wharton County Junior College in 1972.

The last six years, her nursing career brought her to Texas Nursing and Rehabilitation in San Marcos where she was dearly loved by all the staff, patients and families.

She is survived by her husband and soul mate of 26 years, Bill Davisson, of Lockhart; mother, Dorlene; sister, Nancy Harris McBee and husband, Arnie, niece Julie Clarke, great-niece and nephew, London and Ayden, of Corpus Christi, Texas; nephew Adam McBee, of San Antonio, aunts and uncles: Ethel King, of Beaumont, Edna Revel, of Austin, Judy and Joe Hallmark, of Cranbury, Patricia and Jim Bowlsby, of Garland, and John and Hilda Underwood, of Dublin; cousins, Alice and Larry Cockrell, of Llano, Texas; and numerous other cousins and relatives, as well as innumerable friends and loved ones.

A public memorial celebration of Melinda’s life will be held at Lockhart State Park Hilltop Recreation Hall, 4179 State Park Rd., Lockhart, Texas, 78644 (512) 398-3479, on Saturday, Dec. 1, 2012, at 1 p.m.

Memorial donations may be made in Melinda’s name to the San Marcos Regional Animal Shelter 630 E. Hopkins, San Marcos, Texas, 78666.

To view and sign the guestbook, visit www.post-register.com/obituaries/martha-harris.
■ WCJC Choir Concert

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See DATELINE, Page A2
WHARTON LIONS CLUB
We Serve Since 1928
Noon Meeting - Every Thursday
at Hinze's Bar-B-Que

We Serve

Be our guest and join the fellowship!

November's
Guest Speakers were

11/1 Amanda Frankum • WCJC Adult Basic
   Education Coordinator
11/8 Grady Smith • Wharton County
   Narcotics Division
11/15 WCJC Pioneer Band
11/29 Tim Finn • WHS Athletic Director

Recycle for SIGHT! Donate usable eyeglasses.
We have eyeglass donation stations set up at Walmart, County
Library, WES Nurse's Office and Wharton Journal-Spectator

Get Involved - Join Today
For info contact Sue Boyette at 281-782-7759
WCJC concert on Dec. 6

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The concert will conclude with the singing of the Hallelujah Chorus from Handel's Messiah.

Anyone in the community who has sung this chorus is welcome to sing with the choir on stage. Messiah scores will be available.
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WCJC men 7th at rodeo finale

The Wharton County Junior College rodeo team concluded the fall semester of competition Nov. 8-10 at the Sam Houston State Rodeo, which was held in Conroe.

The men's team finished in seventh place with 120 points. The women's team did not place.

Individual finishes include:

- Bull riding: Reid Barker placed seventh with 79 points.
- Steer wrestling: Rowdy Thames placed fifth with a time of 4.1.
- Steer wrestling: Cade Staton placed seventh with a time of 4.2.
- Team roping: Austin Stantkos and Cody Kohlefield finished eighth with a time of 6.7.

After the Sam Houston Rodeo, the WCJC men's team is in seventh place and the women's team is in eighth place in the Southern Region of the National Intercollegiate Rodeo Association.

The team will start up in the spring on Feb 15-16 at the Trinity Valley College Rodeo in Athens.
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GED testing being offered at WCJC campus in BC Dec. 7th

The Bay City campus of Wharton County Junior College will offer GED testing on Dec. 7 beginning at 9 a.m. Registration for the test is required and takes place from 9 a.m.-3 p.m. Monday (Dec. 3) at the Bay City campus, 4000 Avenue F in Bay City.

Area residents who wish to register for the test should bring a valid, government-issued photo ID. Those under 18 need a withdrawal form from high school and must be accompanied by their parent or guardian. Other forms are required depending on the age of the test-taker. Cost for first time test-takers is $80 and $13 to re-take a test.

As part of the registration process, an online demographic survey is required. It can be completed at http://www.utexas.edu/ce/k16/additional-services/demographic-form/.

The GED testing program is the only high school equivalency credential recognized by all 50 states.

To learn more about WCJC’s testing and to ask questions, please call the Wharton County Junior College Testing Center at (979) 532-6386.
Just in time for the Christmas season, the Wharton County Junior College Drama Department is putting on a holiday classic — with a unique twist.

On Friday and Saturday, Dec. 7 and 8, the department will present "It's a Wonderful Life: A Live Radio Play," by Joe Landry. The production, which is a radio drama based on the Christmas movie, was the perfect fit for WCJC's performers, said WCJC Drama Instructor and Director Sam Smith. Smith said that both he and Greg McLarty, WCJC's instructor of theatre, are big fans of the original story — yet loved the nuances of the adaptation.

"With this version, you're able to do what's important to the story without having to recreate too much on the stage," Smith said. "And it's a really good time of the year to do it."

The show will be truly unique, with microphones planted around the stage, large placards labeled with applause used to engage the audience, and even two "commercials" during the performance. Sound effects will also play a large part as this is meant to mimic a radio broadcast.

"We'll try to do as many sound effects realistically as possible," Smith said.

For the performers, it's a challenging production as many are tackling several roles. Student actor Rob Sandage, for example, plays nine different characters.

"I have to look at different voices that don't sound like each other," he said, adding that it's nice to be able to play characters on both ends of the spectrum.

"I've always wanted to play a sinister role," Sandage said. Just having the chance to step into a timeless classic is a thrill in and of itself, said actress Whitney McClendon, who plays the characters of Violet, Ruth, Mrs. Thompson and Janie.

"It's a fun experience for me because all of my life growing up it was a tradition to watch the movie," she said. "I used..."
WCJC drama dept
presents holiday classic

Classic holiday play coming to WCJC

(Continued from Page 5-B)

to quote Violet's lines and now
I'm playing her.

Staying true to the original
was a concern of Warren Motamedi, who plays lead char-
acter George Bailey.

"I'm trying in the best way
to do justice to the film but in
a different way," he said. "I
like George because there's a
lot of emotion in his charac-
ter and a lot of flexibility for
injecting your own emotions."

Ensuring that those emo-
tions exhibit themselves at
the appropriate time is part
of the task of stage manager
Saasha Andrade.

"This is a large cast so it's
hard to keep them all in line,"
she said.

In addition to McClendon,
Sandage and Motamedi, the
cast includes Victoria Rut-
ledge, Marika Karastamatits,
Jessica Galvan, Sam Payne,
Bryson Baugus and Issac Cox.
Sound engineers are David
Hiebert and Victoria Brun.

"It's a Wonderful Life: A
Live Radio Play" will be held
at 7 p.m. on both Friday, Dec.
7, and Saturday, Dec. 8, at
the Duson-Hansen Fine Arts
Building of the Wharton cam-
pus, 911 Boling Highway. The
play is in two acts and will
last about one and a half to
two hours. It's free and open
to the public.

For more information, call
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WCJC Art Exhibit

A Wharton County Junior College Faculty Art Exhibit will run through Friday, Nov. 30, at the WCJC Art Gallery located in the Duson-Hansen Fine Arts Building, Room No. 109, Wharton campus at 911 Boling Hwy. The exhibit is open from 8 a.m. to 5 p.m. Monday through Friday. The collection is free of charge and open to the public.
County Project Includes Helicopter Landing Area
EMS Building Nearing Finish

County commissioners, meeting Monday, were told that work is nearing completion on the new county Emergency Medical Services building in Weimar.

Commissioner Darrell Kubesch said that a helicopter landing pad was 95 percent complete.

He estimated that EMS could start moving into the facility in late December and that he was looking forward to having a dedication ceremony in January.

The building will house EMS ambulances that are now located at the Weimar Fire Department.

In other action, commissioners:

- Approved increasing the amount of the change fund for the County Clerk to $600 from $100.
- Approved a mutual aid agreement between the county and the city of Wharton.
- Appointed Eve Lucas, Ken Stavinoha and Karyn Freyday to the Colorado County Historical Commission.
- Designated County Judge Ty Praise as the county's representative to the Houston Galveston Area Council, with Darrell Gertson as the alternate.
- Approved a resolution in support of the county's continuation in a grant program to provide funds for indigent defense of individuals charged with crimes.
- Approved closure of streets in Garwood for the Christmas in Garwood festival and parade on (Continued on Page 10A)

County (Continued from Page 1A)
Dec. 1.
- Approved an agreement between Wharton County Junior College and Colorado County EMS to allow students to utilize facilities of the EMS for training.
- Were told that the Colorado County Detention Facility had passed the most recent jail inspection by the Texas Commission on Jail Standards.
WCJC LAUNCHES CAREER COACH

WHARTON — Wharton County Junior College (WCJC) announced that it has launched Career Coach, a free online tool to allow students and community members to explore potential careers. Career Coach can be accessed by visiting WCJC’s website at wcjc.edu. Through a simple keyword search, students and any visitor to the college’s website can learn about the employment prospects of careers they want to research. Users are directed to the college’s programs when searching for specific jobs. Career Coach includes a built-in resume builder to help students and jobseekers quickly and efficiently put together an updated resume with key skills and job experience highlighted.
EMS Building in Weimar Nearly Done

County commissioners were told that work is nearing completion on the new county Emergency Medical Services building in Weimar.

Commissioner Darrell Kubesch said that a helicopter-landing pad was 95 percent complete.

He estimated that EMS could start moving into the facility in late December and that he was looking forward to having a dedication ceremony in January.

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- Approved closure of streets in Garwood for the Christmas in Garwood festival and parade on Dec. 1.
- Approved an agreement between Wharton County Junior College and Colorado County EMS to allow students to utilize facilities of the EMS for training.
- Were told that the Colorado County Detention Facility had passed the most recent jail inspection by the Texas Commission on Jail Standards.
WCJC drama department presents holiday classic

"It's a Wonderful Life: A Live Radio Play" a unique adaptation of film

WHARTON—Just in time for the Christmas season, the Wharton Junior College Drama Department is putting on a holiday classic—with a unique twist.

On Dec. 7 and 8, the department will present "It's a Wonderful Life A Live Radio Play" by Joe Landry. The production, which is a radio drama based on the beloved Christmas movie, fast the perfect fit for WCJC's performers, said WCJC Drama Instructor and Director Sun Smith. Smith said that he and Greg McManus, WCJC's Director of Theatre, are big fans of the original story—yet loved the uniqueness of the adaptation.

The show will be truly unique, with microphones planted around the stage. Large pieces labeled with "ASPECTS" used to engage the audience, and even two "commercial" during the performance. Sound effects will also play a large part as this is meant to mimic a radio broadcast.

"We'll try to do as many sound effects realistically as possible," Smith said.

For the performers, it's a challenging production as many are tackling several roles. Student actor Zach Sandigo, for example, plays nine different characters.

"I have to look at different voices that don't sound like each other," he said, adding that it's nice to be able to play characters on both ends of the spectrum.

Just leaving the choice to step into a timeless classic is a thrill in and of itself, added Smith.

Whitney McClellan, who plays the character of Violet, said, "It's a fun experience for me because all of my life growing up it was a tradition to watch the movie," she said. "I tend to quote Violet's lines and now I'm playing her.

"Playing true to the original was a concern of Warren Mohamed, who plays lead character George Bailey. "I'm trying in the best way to do justice to the film but in a different way," he said. "I like George because there's a lot of emotion in his character and a lot of flexibility for injecting your own emotions."

Ensuring that those emotions exist themselves at the appropriate time in part of the part of stage manager Satha Andrade.

"This is a great cast as it's hard to keep them all in line," she said.

In addition to McClellan, Sandigo and Mohamed, the cast includes Victoria Hubbard, Marika Krasznai, Jessica Gravens, Sean Pope, Bryanna Rangel and Kasey McClellan. Sound engineers are David Hobb and Ventura Ruiz.

"It's a Wonderful Life: A Live Radio Play" will be held at 7 p.m. on both Friday, Dec. 7, and Saturday, Dec. 8, at the Donna Hardesty Fine Arts Building of the Wharton campus.

For more information, call 979-532-6420.

TEEA members recognized at annual banquet

Oct. 1 marked the first day of the new TEEA year in Austin County. TEEA (Texas Education Employees Association) Austin County has officially installed and recognized several of its outstanding leaders in 2012 for their many accomplishments and dedication to the organization at their annual officer installation and Awards Banquet.

Members of the TEEA Austin County Board of Directors include: Cindy Marquardt, president; Tracey Stover, president-elect; Judy Pfeiffer, vice president; Kynthia Scott, secretary; Shana Wright, corresponding secretary; Beth Gross, treasurer; Elizabeth Pfeiffer, vice president; and Gladys Frank, parliamentarian.

Committee chairman are as follows: Program—Bartola Vohr County Fair; Carolyn Bolke and Melissa Schramm, 4-H; Uvalde Rural Youth; Donna Greenacre, Cultural Arts; Tracy Smelser, Community Service; Judy Sneed, Elementary; Mary Marquardt and Jean O'Brien, and Care and Concern—Bartola Vohr.

Several new members received membership pins for their involvement and years as follows: Esther Saldaña, 70; Birdie Greentree, 60; Veron Kolshen, 60; Louis Bickering, 60; Bollman, 60; Nadia Sewell, 60; Mary Lou Swearingen, 60; Carolyn Bolke, 60; Clark Saldaña, 60; Pat Byrnes, 60; Loisa McFadren, 60; Elizabeth Pfeiffer, 60; Kay Pfeiffer, 60; Martha Simpson, 60; Linda Yarnwood, 60; Karen Gross, 50; Joan Marquardt and Ron Marquardt, 50.

If you would like more information on how to become a part of this great organization, please contact Michelle Allen with Texas AgLife Extension at 979-662-2872.
Local S.P.O.T. Adoption
Wharton County SPOT will host a dog and cat adoption on Saturday, Dec. 8, at the Wharton County Junior College campus, Parking Lot No. 2. Abandoned dogs and cats, which have been rescued and received vet care, will be available for adoption. There is an adoption fee and application to complete. For more information, contact SPOT at 979-253-3446 or wcspot@hotmail.com.
WCJC offers GED, ESL classes starting in January

Special to the Journal-Spectator

Wharton County Junior College offers General Equivalency Diplomas (GED) and English as a Second Language (ESL) classes through its Adult Basic Education Department.

Day and evening classes are available at WCJC Campuses in Bay City, Wharton, Richmond, and Sugar Land; at the Northside Center in El Campo; at the Columbus, Palacios, and Weimar High Schools; and at the Fort Bend ISD Education Complex.

Orientation is required before classes begin. Orientation is scheduled for Jan. 11-12 and Feb. 22-23 and will be held at the WCJC Wharton campus, 911 Boling Hwy.

Adult basic education orientation is for both GED and ESL students who will attend. Classes start Tuesday, Jan. 14. Call 979-532-6301 or visit www.wcjc.edu and access the Adult Basic Education link to register for orientation. Registration forms are available at all WCJC campuses.
WCJC Choir Concert
The Wharton County Junior College Concert Choir and Chamber Singers will present their annual Candlelight Christmas Concert at 7 p.m. on Thursday, Dec. 6 at First Baptist Church of Wharton on Fulton St. The concert will include narrators reading scripture and inspirational readings appropriate for the season. The concert will conclude with the singing of the Hallelujah Chorus from Handel's Messiah. Anyone in the community who has sung this chorus is welcome to sing with the choir on stage. Messiah scores will be available. This free concert is a Center of the Arts Series presentation. For more information, call the WCJC Communication and Fine Arts Division secretary, Vicki Hudson, at 532-6300.

WCJC Drama Presentation
Just in time for the Christmas season, the Wharton County Junior College Drama Department is putting on a holiday classic – with a unique twist. It's a Wonderful Life: A Live Radio Play will be held at 7 p.m. on Friday, Dec. 7, and Saturday, Dec. 8, at the Doson-Hansen Fine Arts Building of the Wharton campus, 911 Boling Highway. The play is in two acts and will last about one and one half to two hours. It's free and open to the public. It's a Wonderful Life: A Live Radio Play, by Joe Landry, is a radio drama based on the beloved Christmas movie.
WCJC drama students do broadcast

Just in time for the Christmas season, the Wharton County Junior College Drama Department is putting on a holiday classic—with a unique twist.

*It's a Wonderful Life: A Live Radio Play* will be held at 7 p.m., on both Friday, Dec. 7, and Saturday, Dec. 8, at the Dees II Fine Arts Building at the Wharton campus, 111 Boling Highway. The play is in two acts and will last about one and a half to two hours. It's free and open to the public.

The production, which is a radio drama based on the beloved Christmas movie, was the perfect fit for WCJC's performers, said WCJC Drama Instructor and Director Sam Smith. Smith said that both he and Greg McFarley, WCJC's Instructor of Theatre, are big fans of the original story—and have the audience to thank.

"With this version, we're able to do what's important to the story without having to recreate too much on the stage," Smith said. "And it's a really good time of the year to do it."

The show will be truly unique, with microphones planted around the stage, large speakers labeled with "applause" used to engage the audience, and even two "commercial" during the performance. Sound effects will also play a large part as this means to mimic a radio broadcast.

"We'll try to do as many sound effects realistically as possible," Smith said.

For the performers, it's a challenging production as many are tackling several roles. Student actor Rob Sandoval, for example, plays nine different characters.

"I have to look at different voices that don't sound like each other," he said, adding that it's nice to be able to play characters on both ends of the spectrum.

"I've always wanted to play a sinister role," Sandoval said. "Just having the chance to step into a timeless classic is a thrill in and of itself, said actress Whitney McClendon, who plays the characters of Violet, Ruth, Mrs. Thompson and Janie.

"It's a fun experience for me because all of my life growing up it was a tradition to watch the movie," she said. "I used to quote Violet's lines and now I'm playing her."

Staying true to the original was a concern of Warren Motamedi, who plays lead character George Bailey.

"I'm trying in the best way to do justice to the film but in a different way," he said. "I like George because there's a lot of emotion in his character and a lot of flexibility for injecting your own emotions."

Ensuring that these emotions exude themselves at the appropriate time is part of the task of stage manager Sasha Andrade.

"This is a large cast so it's hard to keep them all in line," she said.

In addition to McClendon, Sandoval and Motamedi, the cast includes Victoria Rutledge, Marika Karamanidias, Jessica Galvan, Sam Payne, Bryson Baugus and Isaac Cox.

Sound engineers are David Hiebert and Victoria Brun.

For more information, call 632-6300.
It's beginning to sound a lot like Christmas

Wharton County Junior College Band Director Joe Waldrop, right, and members of the WCJC band play Christmas songs on the courthouse square on Friday during Friday Night Lights, an event held every Friday in downtown Wharton through Dec. 21. The event, hosted by Monterey Square merchants, includes live music each Friday with stores staying open late.
WCJC Band offers concert on Dec. 11

The Wharton County Junior College Band’s second annual Christmas Concert will be at 7 p.m. Tuesday, Dec. 11, at the Horton Forte Theatre in the Duson-Hansen Fine Arts Building on the Wharton campus, 911 Bowling Highway.

The concert will last about one hour. It’s free and open to the public.

The concert will feature such old-time holiday favorites such as Here Comes Santa Claus and A Charlie Brown Christmas — played in a fresh, unexpected way.

Band Director Joe Waldrop rewrote much of the music and says the “semi-traditional” pieces should be an exciting experience for concert goers.

“These are traditional songs not played in the traditional way that everyone knows them,” Waldrop said.

Rewriting the selections was a time consuming task, but Waldrop wanted to not only present something enlivening at the concert. He also wanted to insure the music better fit his band. The WCJC Concert Band has 18 members — and some of the musical selections were originally scored for 60-piece bands.

“For us it’s trying to make the music sound good with such a limited number of people so we don’t have any gaps,” Waldrop said.

Students come from all over Wharton County and from neighboring communities like Palacios and Needville. Surprisingly, most are not music majors. Waldrop said only about one-third plan to pursue a music degree, with the rest comprising of students from other disciplines who simply love music.

Such dedication transfers over to the practice hall as well, with band members practicing for at least one hour five days a week. This is only the second time in Waldrop’s nine years at WCJC that the Concert Band has hosted a Christmas Concert.

“I just wanted the band to do something for the holidays,” he said. “We’re here to have fun and enjoy the music and put something out there that the public can enjoy.”

For more information call 633-6300.
WCJC Choir Concert

The Wharton County Junior College Concert Choir and Chamber Singers will present their annual Candlelight Christmas Concert at 7 p.m. on Thursday at First Baptist Church of Wharton on Fulton St. The concert will include narrators reading scripture and inspirational readings appropriate for the season. The concert will conclude with the singing of the Hallelujah Chorus from Handel's Messiah. Anyone in the community who has sung this chorus is welcome to sing with the choir on stage. Messiah scores will be available. This free concert is a Center of the Arts Series presentation. For more information, call the WCJC Communication and Fine Arts Division secretary, Vicki Hudson, at 532-6300.
Registration for Mini-Term, Spring semester at WCJC

Wharton County Junior College is currently registering for the Winter Mini-Term and the Spring 2013 semester. Students may register on campus or on the web now through Dec. 13 for the Winter Mini-Term.

Students may register now through Jan. 24 online for the spring semester and should visit the college's website for on-campus registration dates.

Winter Mini-Term classes begin Dec. 17 and Spring classes begin Jan. 22.

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

For more information about programs or registration, call 800 561-9252 or (979) 532-4560 for the Wharton campus. The college also offers classes at the Bay City campus.
WCJC Drama Presentation
Just in time for the Christmas season, the Wharton County Junior College Drama Department is putting on a holiday classic – with a unique twist. It's a Wonderful Life: A Live Radio Play will be held at 7 p.m. on Friday and Saturday at the Duson-Hansen Fine Arts Building of the Wharton campus, 911 Boling Highway. The play is in two acts and will last about one and one half to two hours. It's free and open to the public. It's a Wonderful Life: A Live Radio Play, by Joe Landry, is a radio drama based on the beloved Christmas movie.

Local S.P.O.T. Adoption
Wharton County S.P.O.T. will host a dog and cat adoption today at the Wharton County Junior College campus, Parking Lot No. 2. Abandoned dogs and cats, which have been rescued and received vet care, will be available for adoption. There is an adoption fee and application to complete. For more information, contact S.P.O.T. at 979-253-3446 or wcsport@hotmail.com.
WCJC band to feature favorite Christmas tunes during concert

"Semi-traditional" selections at heart of performance

The Wharton County Junior College Band's second annual Christmas Concert will feature such old-time holiday favorites as "Here Comes Santa Claus" and "A Charlie Brown Christmas" – played in a fresh, unexpected way.

Band Director Joe Waldrop rewrote much of the music and says the "semi-traditional" pieces should be an exciting experience for concert goers.

"These are traditional songs not played in the traditional way that everyone knows them," Waldrop said.

Rewriting the selections was a time consuming task, but Waldrop wanted to not only present something enlivening at the Dec. 11 concert, he also wanted to ensure the music better fit his band. The WCJC Concert Band has 18 members – and some of the musical selections were originally scored for 60-piece bands.

"For us, it's trying to make the music sound good with such a limited number of people so we don't have any gaps," Waldrop said.

Students come from all over Wharton County and from neighboring communities like Palacios and Needville. Most are not music majors. Waldrop said only about one-third plan to pursue a music degree, with the rest comprised of students from other disciplines who simply love music.

Such dedication transfers over to the practice hall as well, with band members practicing for at least one hour five days a week. This is only the second time in Waldrop's nine years at WCJC that the concert band has hosted a Christmas concert.

"I just wanted the band to do something for the holidays," he said. "We're here to have fun and enjoy the music and put something out there that the public can enjoy."

The second annual WCJC Band Christmas Concert will be held at 7 p.m. Tuesday, Dec. 11, at the Horton Foote Theatre in the Dusan-Hansen Fine Arts Building of the Wharton campus, 911 Boling Hwy. The concert will last about one hour. It's free and open to the public.

For more information, call 979-532-6300.
Wednesday, Dec. 5

• Wharton County Veterans Service office will be open from 7:30 a.m. to noon and 1:30 p.m. to 3 p.m. at 101 N. Alabama, Wharton. 836-1211.

• Backwards! Kolache Hospital Outreach Program (OSMERS) Kolache Medical Clinic is open from 9 a.m. to noon and 1 to 5 p.m. at 112 N. St. Saint Elizabeth Center, 910 W. Fulton St., Wharton. 838-2055.

• Emory Support Inc. will have its 10th Annual Celebration of Life Tree Lighting Ceremony & Luncheon at noon at First Baptist Church, 507 N. Fulton St., Wharton. 836-2118.

• Roundup Club of Wharton meets at noon at the Wharton Civic Center, 1001 Main St. Wharton. 838-8042.

- Family story time is at 1 p.m. at the Wharton County Library, Central Branch, 2300 N. Fulton St., Wharton. 838-3800.

- Domestic violence support group meets from 5:30 to 7 p.m. at the Wharton Women’s Center, 1002 1st St., Wharton. 838-1106.

Thursday, Dec. 6

- Wharton County Lions Club meets at noon at Harry Hart Building, 321 S. Fulton St., Wharton. 985-7155.

- First Baptist Church of Wharton will be hosting the Black from 8 to 9 p.m. at participating locations in East Bernard, 940-3971.

- Wharton County Junior College Choir will be hosting its Christmas Cardboard Concert at 7 p.m. at First Baptist Church, 507 N. Fulton St., Wharton. 939-6500.

- Fraternal Order of Eagles meet at 7 p.m. at Victoria in Area Recreation Center, 2318 N. Harman St., Wharton. 937-0971.

- Alcoholics Anonymous meets at 7 p.m. at Victory in Area Recreation Center, 2318 N. Harman St., Wharton. 937-0971.

- Lions Club of Wharton will be hosting its 10th Annual Celebration of Life Tree Lighting Ceremony & Luncheon at noon at First Baptist Church, 507 N. Fulton St., Wharton. 838-2118.

- First United Methodist Church will host Christmas programs including Ruby and Royalty at 7 p.m. on the 15th floor, 1500 Wharton Ave., Wharton. 932-1905.

- The Lions Club of Wharton, 939-6500, will be holding a $100,000 raffle. Tickets are available from Lions members or by calling 939-6500.

- The Fraternity of Lambda Chi Alpha will be presenting at 7:30 p.m. at the Palace Theatre, 100 S. Harman St., Wharton. 938-2228.

COMMUNITY CALENDAR

Saturday, Dec. 8

- Wharton County Stay at Home: A Film Festival will be held at 7 p.m. at the Wharton County Library, Central Branch, 2300 N. Fulton St., Wharton. 938-3800.

- The Bellamy Brothers will be performing at 7:30 p.m. at the Palace Theatre, 100 S. Harman St., Wharton. 938-2228.

- Wharton County Youth Outreach Team (SODOT) will have its first meeting at 7 p.m. at the Wharton Country Library, Central Branch, 2300 N. Fulton St., Wharton. 938-3800.

- The Wharton County Hospital Auxiliary will be hosting its annual Christmas Cardboard Concert at 7 p.m. at First Baptist Church, 507 N. Fulton St., Wharton. 938-6500.

- Wharton County Airport will be hosting its annual Christmas Cardboard Concert at 7 p.m. at the Wharton County Library, Central Branch, 2300 N. Fulton St., Wharton. 938-3800.

- The Lions Club of Wharton will be hosting its annual Christmas Cardboard Concert at 7 p.m. at the Palace Theatre, 100 S. Harman St., Wharton. 938-2228.

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Atzenhoffer named Tax Assessor/Collector of Year

By Lisa Shapiro
Staff Writer

Donna Atzenhoffer was pleased to hear that she won the "2012 Tax Assessor-Collector of the Year Award" after 17 years of working in the Jackson County Tax Office. Of those years, she spent 16 of them as a tax assessor-collector.

"I was very surprised and humbled by it," she said.

Atzenhoffer said tax assessors-collectors are either nominated by a tax collector or by their regional tax assessor-collector association. Nominees are scored in seven different categories and the nominee who scores the highest wins the award. She was nominated for the award one other time and did not win it. Atzenhoffer said nominees can only win the award once.

"I was nominated by the Coastal Bend Region Tax Assessor-Collector Association," Atzenhoffer said.

She is the first Jackson County tax assessor-collector to win the award since it was first presented in 1989. It was started by the Tax Assessor-Collector Association. She was presented the plaque on Nov. 13 at a "Tax Assessor-Collector of the Year" luncheon.

"I'm very appreciative to know that my fellow tax assessor-collectors recognize the hard work and efforts that I've tried to represent and fulfill in being tax assessor-collector for Jackson County," Atzenhoffer said.

She is a member of the Professional Association memberships, such as Texas Assessor-Collectors Association, Texas Association of Assessing Officers and Texas School Assessor Association. She is a voting member of the Jackson County Appraisal District Board of Directors.

Atzenhoffer attended Wharton County Junior College for a year. She also is a cancer survivor and is a member of the American Cancer Society's Relay for Life Team held in Jackson County each October. She has held the offices of first year director, second year director and currently a secretary for the Edna Lions Club.

"I've enjoyed serving the people of Jackson County," Atzenhoffer said. "I've tried to do my best in representing the county at area functions and I try to be fair to everyone."
Martha Harris

Martha Melinda Harris, 60, passed away on Nov. 11, 2012 near her home in Lockhart. She was born Aug. 31, 1952 in El Campo to Dorlene Underwood Harris and the late Oscar Harris. She graduated from Industrial High School in 1970 and received her nursing degree from Wharton County Junior College in 1972.

She is survived by her husband Bill Davisson of Lockhart; mother; sister Nancy Harris McBe of Corpus Christie, and a host of nieces, nephews, aunts and uncles.

A memorial celebration of her life was held at Lockhart State Park Hilltop Recreation Hall, 4179 State Park Rd., Lockhart, on Saturday, Dec. 1 at 1 p.m.

Memorial donations may be made in Melinda’s name to the San Marcos Regional Animal Shelter, 630 Hopkins, San Marcos, Texas, 78666.

To view and sign the guestbook visit www.post-register.com/obituaries/martha-harris.
WCJC Band to present Christmas concert

“Semi-traditional” selections at heart of performance

WHARTON—The Wharton County Junior College Band's second annual Christmas Concert will feature such old-time holiday favorites as "Here Comes Santa Claus" and "A Charlie Brown Christmas"—played in a fresh, unexpected way.

Band Director Joe Waldrop rewrote much of the music and says the "semi-traditional" pieces should be an exciting experience for concertgoers.

"These are traditional songs not played in the traditional way that everyone knows them," Waldrop said.

Rewriting the selections was a time consuming task, but Waldrop wanted to not only present something different for the Dec. 11 concert, he also wanted to ensure the music was better fit his band. The WCJC Concert Band has 18 members—\textsuperscript{2} and some of the musical selections were originally scored for 60-piece bands.

"For us it's trying to make the music sound good with such a limited number of people so we don't have any gaps," Waldrop said.

Students come from all over Wharton County and from neighboring communities like Palacios and Needville. Surprisingly, most are not music majors. Waldrop said only about one-third plan to pursue a music degree, with the rest comprised of students from other disciplines who simply love music.

Such dedication transfers over to the practice hall as well, with band members practicing for at least one hour five days a week. This is only the second time in Waldrop's nine years at WCJC that the Concert Band has hosted a Christmas Concert.

"I just wanted the band to do something for the holidays," he said. "We're here to have fun and enjoy the music and put something out there that the public can enjoy."

The second annual WCJC Band Christmas Concert will be held at 7 p.m. Tuesday, Dec. 11, at the Horton Poole Theatre in the Dustan-Hassen Fine Arts Building of the Wharton campus, 911 Boling Highway. The concert will last about one hour. It's free and open to the public.

For more information call 979-732-6900.
WCJC offers Christmas classic with twist

Just in time for the Christmas season, the Wharton County Junior College Drama Department is putting on a holiday classic — with a unique twist. It's a Wonderful Life: A Live Radio Play will be held at 7 p.m. on both Friday, Dec. 7, and Saturday, Dec. 8, at the Duson-Hansen Fine Arts Building of the Wharton campus, 911 Boling Highway. The play is in two acts and will last about one and a half to two hours. It's free and open to the public. Rehearsing a scene from It's a Wonderful Life: A Live Radio Play are, from left, Warren Motamedi, Issac Cox, Rob Sandage and Bryson Baugus.
**WCJC Choir Concert**

The Wharton County Junior College Concert Choir and Chamber Singers will present their annual Candlelight Christmas Concert at 7 p.m. today at First Baptist Church of Wharton on Fulton St. The concert will include narrators reading scripture and inspirational readings appropriate for the season. The concert will conclude with the singing of the *Hallelujah Chorus* from Handel's *Messiah*. Anyone in the community who has sung this chorus is welcome to sing with the choir on stage. *Messiah* scores will be available. This free concert is a Center of the Arts Series presentation. For more information, call the WCJC Communication and Fine Arts Division secretary, Vicki Hudson, at 532-6300.
WCJC Radio Broadcast

Just in time for the Christmas season, the Wharton County Junior College Drama Department is putting on a holiday classic—with a unique twist. *It's a Wonderful Life: A Live Radio Play* will be held at 7 p.m. on Friday and Saturday at the Duson-Hansen Fine Arts Building of the Wharton campus, 911 Boling Highway. The play is in two acts and will last about one and one half to two hours. It's free and open to the public. *It's a Wonderful Life: A Live Radio Play*, by Joe Landry, is a radio drama based on the beloved Christmas movie.
WCJC offers GED, ESL classes

Wharton County Junior College offers General Equivalency Diplomas and English as a Second Language classes at WCJC Campuses in Bay City, Wharton, Richmond and Sugar Land; at the Northside Center in El Campo; at the Columbus, Palacios and Weimar High Schools; and at the Port Bend ISD Education Complex.

Orientation is required before classes begin. Orientation is scheduled for Jan. 11-12, 2013 and Feb. 22-23, 2013, and will take place at the WCJC Wharton campus, 911 Boling Highway. ABE Orientation is for both GED and ESL students who will attend. Classes start Tuesday, Jan. 14, 2013.

Call (979) 592-6301 or visit wcjc.edu and access the Adult Basic Education link to register for orientation.
WCJC TO OFFER GED/ESL CLASSES

WHARTON — Wharton County Junior College will offer General Equivalency Diplomas (GED) and English as a Second Language (ESL) classes at WCJC campuses in Bay City, Wharton, Richmond and Sugar Land, Northside Center in El Campo, Columbus, Palacios, and Weimar High Schools, and Fort Bend ISD Education Complex. Orientation, which is required before classes begin, is scheduled for Jan. 11 and 12, and Feb. 22 and 23, at the WCJC Wharton campus. ABE orientation is for both GED and ESL students who will attend. Classes start Tuesday, Jan. 14. For more information, call (979) 532-6301, or visit wcjc.edu and access the Adult Basic Education link to register for orientation. Registration forms also are available at all WCJC campuses.
Winter Mini-Term, Spring semester registration at WCJC now underway

Wharton County Junior College is currently registering for the Winter Mini-Term and the Spring 2013 semester. Students may register on campus or on the web now through Thursday (Dec. 13) for the Winter Mini-Term.

Students may register now through Jan. 24 online for the spring semester and should visit the college’s website for on-campus registration dates.

Winter Mini-Term classes begin Dec. 17 and Spring classes begin Jan. 22.

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

For more information about programs or registration, call 800-561-9252 or (979) 532-4560 for the Wharton campus. The college also offers classes at the Bay City campus.
THE LONG ROAD TO THE TOP

El Campo's Bob Gillis is a football lifer who has lived for a chance to coach the Ricebirds to a state title game

EL CAMPO — Bob Gillis gathered the El Campo players after practice on a cold and windy Monday at Ricebird Stadium and asked them for a lack of focus.

The Ricebirds are a day away from traveling to Cowboys Stadium in Arlington to play for the school's first state football championship, but the El Campo coach wants his players to stay completely in the moment.

"Yes, we are on the biggest stage there is in high school," Gillies said. "It's a special deal and I'm sure once it's all over we'll kind of sit back and hopefully we're happy. I mean, we've had a wonderful year. I still think those kids aren't through, though."

Gillis appreciates what the Ricebirds (14-0) have accomplished as they prepare to play Stephenville (12-2) for the Class 3A, Division I state championship.

He enjoyed the greeting the team received when it returned from its 29-18 semifinal win over Carthage.

But it wasn't until his daughter Stacy, who had driven in from Katy, said to his wife, Lisa, that he would be playing for a state championship that it hit home.

SEE ON SPORTS, C4
ON SPORTS: Gillis is in second stint as AD/coach at El Campo

CONTINUED FROM C1

"We got behind from Bonneville early in the morning and there were a lot of props here," Gillis said. "It was 3 in the morning and there were still going strong, and it was a mess. I went home and couldn't sleep, got up here early and watched film. The kids came up and business as usual. We finished that day. So really, it's been just like we've got another football game.

The next game has been paramount to Gillis, who was virtually born into the coaching profession. His dad was a coach and the doctor who delivered him was his uncle. His uncle warned Gillis' parents that their son better not be born on Friday because he was going to the game.

Gillis started coaching at Loyola and worked at Pleasanton and Klein Oak before becoming a head coach at Columbus in 1988. He went to EI Campo in 1992 when Bill Hickman left to become the head coach at Robsby Braly.

After missing the playoffs his first two seasons at EI Campo, Gillis led the Raccoons to three consecutive postseason berths before becoming an assistant principal for the EI Campo school district. He became the athletic director for the Victoria school district when Victoria High and St. Vincent were consolidated into Memorial in 2000, shortly after his older brother, Gary, was killed in a plane crash.

Gillis continued to reside in EI Campo and returned as the athletic director and head football coach in 2003, which gave him the opportunity to coach his son, Kyle, for two seasons.

"When I was here the first time, we got beat by Cleburne Brook and La Marque three years in a row," he said. "We had good football teams, but they were really good teams. It was just frustrating.

"When I got back into it, I kind of said, 'OK, I'm not going to get as frustrated.' The first year we went to the playoffs, the next year we went to the third round and the next year we didn't make the playoffs.

"Everybody is special to me," he added. "I've been fortunate that my three sons have been able to play for him and I wouldn't want them to play for anybody else.

Gillis has been blessed with talent. Michael Perry (Klein), Arnett Brown

Texas A&M and Joey Mark (TCU) are among the EI Campo players who have gone on to play for NCAA Division I schools and the year's second backfield Ramek consults Colton Harsh and Trey Martin.

But the number of EI Campo players who have been recruited in comparison to many of the teams the Raccoons have played.

"He teaches you the game and gets you to play hard," said Snubaker Brett Princkle, who stands barely 6 feet and weighs around 200 pounds, but leads the team with 145 tackles. "I know what to do to get you prepared to play.

The preparation paid off in the semifinals when the Raccoons rallied from a 21-14 deficit in the fourth quarter against Carthage. "Our kids play hard, hard," said Alan Roberts, who has known Gillis for almost 40 years and joined the EI Campo staff this season after serving as the El Campo United School board chairman.

"I told the kids, 'we're going to win this!'" Gillis said. "We might as well try to win this.'"
Jackie Bustamante

Jackie Bustamante, 22, of El Campo, passed away on Dec. 17, 2012. She was born in El Campo on Feb. 5, 1990 and was a 2008 graduate of El Campo High School. She attended Wharton County Junior College and Austin Community College.

Before she was diagnosed with cancer, she was enrolled and had planned to start school at Texas State University in San Marcos for the 2012 fall semester to pursue a bachelor’s degree in criminal justice. She wanted to be a counselor for juvenile delinquents.

She is survived by her parents, Richard and Hope Estrada Bustamante; brother, Richard Bustamante Jr.; sister, Ivon Garcia; maternal grandfather, Mike Estrada and paternal grandmother, Annie Bustamante, all of El Campo.

She was preceded in death by her brother, Abraham “Fat Ray” Bustamante; maternal grandmother, Junnita Estrada and paternal grandfather, Eugene Bustamante.

Visitation will begin at noon today, Wednesday, Dec. 19 at Triska Funeral Home with a Rosary recited at 7 p.m. Funeral services will be held on Thursday, Dec. 20, 2012 at 9:30 a.m. at St. Philip the Apostle Catholic Church with the Rev. Gary Janak officiating. Burial will follow at Holy Cross Memorial Park.

Pallbearers are John H. Martinez Jr., Joshua Marti-
El Campo
Leader-News
El Campo,TX
Circ. 4994
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Jackie Bustamante

Uez, Nicholas Martinez, R.J. Bustamante, Blaise Novak and Bill Bustamante.

Donations for funeral expenses can be made to Richard Bustamante Special Account at Texas Gulf Federal Credit Union, 1313 West Loop, El Campo, TX 77437.

Words of condolences may be shared with the family at www.triskafuneralhome.com.

Arrangements by Triska Funeral Home, El Campo.
WCJC Nursing Graduates

Wharton County Junior College announces the recent graduation of 27 students from its associate of applied science degree in nursing program offered at the WCJC Sugar Land campus. The graduates pictured left to right include (front) Sumair Chaudry of Houston, Lorena Lynch of Richmond, September Herron of Houston, Jessica Bubenik of Kendleton, Diana Nava of Rosenberg, Melisa Lehr of Stafford, Katrina Hart of Missouri City, Dipti Patel of Pearland, Veronica Martelino of Houston, Lauren Garza of Katy, Jeannie Cuellar and Emily Cortinas of Richmond and Charlie Lin of Sugar Land, (back) Cammy Garcia of Katy, Summer Torres of Houston, Susan O’Hearn of Richmond, Lisa Rios Valchar of Richmond, Malena Diequez of Houston, Heather Scantlin of Richmond, Sherrill Delafose of Houston, Gary Pretzsch of Katy, Samantha Zapalac of Orchard, Paula Best, Shelly Boyne, Heather Watson and Carla Barrow of Sugar Land. Not pictured is Ashley Labay of El Campo. For more information contact WCJC’s associate degree nursing program at (979) 532-6391.

Contributed Photo by Kevin Farley
Criminal investigator retiring after 20 years

By NATALIE BEINORZ
nbeinorz@journal-spectator.com

After 20 years as criminal investigator for the Wharton County District Attorney's office, Larry Hersley is retiring from local law enforcement.

"It's been a wonderful experience," he said recently. "I wouldn't have traded it for the world."

Hersley will officially retire Jan. 1, walking out the door with more than 27 years and three months of law enforcement experience, all in Wharton County.

"I will miss working with Larry very much," Wharton County Assistant District Attorney Ross Kurtz said. "His work ethic and dedication both allowed us to accomplish so much as well as motivated the entire staff to do the same. His 27 years of service have made Wharton County a much safer place to live."

His service was inspired by his father, who spent 32 years in Wharton County law enforcement, he said.

"I got into law enforcement because my dad worked for the El Campo Police Department and then Wharton County Sheriff's office," Hersley said. "His name was Wilber, but everyone around here knew him as Chubby."

When Hersley went to

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Criminal investigator retiring after 20 years

Continued from Page A1

work for WCSO in 1975, he was assigned to the family's unit number. His father had died in 1972, two years prior.

"I was very proud," he said.

Hersley attended Wharton County Junior College. In 1976, he enrolled in the WCJC Police Academy, the program's first year.

"I have about 3,000 to 4,000 training hours in law enforcement," he said. "I hold a Master Peace Officer Certification."

After working for the WCSO for 17 years, Hersley made a lateral move to the DA's office in 1992.

A drive to chase leads and capture criminals kept him grounded as an investigator, he said.

"Murders with no witnesses are the hardest to solve," Hersley said. "For homicides, you run the leads as far as they will go. Someone will eventually come forward and say something.

"It feels good knowing you helped catch a criminal and being able to tell the family of a victim that closure is coming," he said.

One of the hardest parts about being a criminal investigator is not being able to solve every case, Hersley said.

"There are cases that are still pending, but the most unusual and one of my toughest cases involved the disappearance of Rosemary Diaz," he said. "I was the lead investigator back then. We worked very hard with other agencies and the Federal Bureau of Investigation tracking those leads and following the rumors."

Diaz disappeared from a Danbury convenience store Nov. 24, 1990. She has been missing for 22 years.

"That case comes to my mind quite often," Hersley said.

The retiree says he will have plenty of things to keep him busy come January. He and his wife, Joyce, currently reside in El Campo.

Now that he is retiring, he will be able to spend time with his daughter Audrey Staff, son-in-law, Michael Staff and granddaughter Makayla Staff, Hersley said.

"I might have something lined up for me to do three or four days a week or other things I'm currently looking to do," he said. "I have a routine of getting up every morning and walking the track with my wife. I really enjoy that."

The DA's office will be holding his commission, Hersley said.

"I will be able to continue my training," he said. "I will be helping with in-sup and trials for as long as they let me. It's like a thank you for holding my commission."

When he retires, Jason Means from the WCSO will take over as the new DA investigator.

"I'll have to offer my advice, it would be to never give up," Hersley said. "Sometimes you have to give it a while. Try not to get frustrated."
AC approves sheriffs dept. vehicles; pre-holiday meeting is slated Friday

In another action item, commissioners approved the sale of a firearm to outgoing Sheriff R. DeWayne Burger. Local government code, Chapter 170 stipulates that the purchase of a firearm by an honorably retired law enforcement officer is permissible, as the firearm is paid for by that official and was issued to the individual.

In unrelated action commissioners approved a consent agenda that included:
- Approval of minutes of four from four meetings in October, and
- Approval of computer upgrades for the sheriff's office, and
- Approval of computer for Treasurer, not to exceed $1,362, and
- Capital expenditure for desk within Treasurer's Office not to exceed $417; and
- Action to amend court order adopting payment for jurors for 2012-13 – increasing from $28 to $30; and
- Ratified bid reduction for cement-stabilized base from $4 to $3 per cu. Yd.; and
- Clarified a prior bid from Wright Asphalt Products Co., was a proprietary blend; and
- Appointment of Johnnetta Sabeh to Emergency Services District 2 for a two-year term; and
- Appointment of Frank Monk, Gordon Goebel and Andrew Sowa to the Drainage District 1 for a two-year term; and
- Appointment of Randy Reichardt to continue serving on Combined Community Action; and
- Renewal of Service Agreement between Texas Alcohol & Drug Testing and Austin County at current rate; and
- Renewal of affiliation agreement between Wharton County Junior College EMS Training Program and Austin County.

In other action commissioners ratified accounts payable totaling $188,386 and ratified indigent defense contracts with Calvin Garvie, Stephen R. Longoria and Kadi Illich Kanel for a one-year term.

Possible Burn Ban?

The pre-Christmas week meeting for 9 a.m., Friday, December 21, includes possible purchase of a $45,500 wheel loader for Precinct Two.

Commissioners will also consider purchase of EMS surplus equipment.

The burn ban will once again be discussed as commissioners consider an agenda item on the Keetch-Byram Drought Index regarding burn ban and action as appropriate, according to the agenda distributed Tuesday.

A possible new billing contractor for the Austin County Emergency Medical Service will be considered. That topic has been discussed at several recent meetings.

Personnel matters and possible litigation are two items listed for an executive session.

The consent agenda includes interlocal agreement for street maintenance for area communities: Bellville, Sealy, San Felipe, Industry and Wallis.

In addition to regular agenda items, staff gives reports on payment of claims, budget amendments, and a review of financial claims by the auditor.
Criminal investigator retiring

By NATALIE BEDNOZ
newsjournalselector.com

After 20 years as criminal investigator for the Wharton County District Attorney's office, Larry Hensley is retiring from local law enforcement.

"It's been a wonderful experience," he said recently. "I wouldn't have traded it for the world."

Hensley will officially retire Jan. 1, walking out the door with more than 37 years and three months of law enforcement experience, all in Wharton County.

"I will miss working with Larry very much," Wharton County Assistant District Attorney Rees Kurtz said. "His work ethic and dedication both allowed us to accomplish so much as well as motivate the entire staff to do the same. His 37 years of service have made Wharton County a much safer place to live."

His service was inspired by his father, who spent 22 years in Wharton County law enforcement, he said.

"I got into law enforcement because my dad worked for the El Campo Police Department and then Wharton County Sheriff's office," Hensley said. "His name was Wilber, but everyone around here knew him as 'Chubby.'"

When Hensley went to work for WCSO in 1975, he was assigned his dad's unit number. His father had died in 1972, two years prior.

"I was very proud," he said.

Hensley attended Wharton County Junior College. In 1976, he enrolled in the WJC Police Academy, the program's first year.

"I have about 3,000 to 4,000 training hours in law enforcement," he said. "I held a Master Peace Officer Certification."

After working for the WCSO for 17 years, Hensley made a lateral move to the DA's office in 1992.

A drive to chase leads and capture criminals kept him grounded as an investigator, he said.

"Murders with no witnesses are the hardest to solve," Hensley said. "For homicides, you run the leads as far as they will go. Someone will eventually come forward and say something."

"It feels good knowing you helped catch a criminal and being able to tell the family of a victim that closure is coming," he said.

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"There are cases that are still pending, but the most unusual and one of my toughest cases involved the disappearance of Rosemury Diaz," he said. "I was the lead investigator back then. We worked very hard with other agencies and the Federal Bureau of Investigation tracking those leads and following the rumors."

Diaz disappeared from a Dancey's convenience store Nov. 24, 1989. She has been missing for 23 years.

"That case comes to my mind quite often," Hensley said.

The retiree says he will have plenty of things to keep him busy come January. He and his wife live currently reside in El Campo.

Now that he is retiring, he will be able to spend time with his daughter Audrey Staff, son-in-law, Michael Staff, and granddaughter Makayla Staff, Hensley said.

"I might have something lined up for me to do three or four days a week or other things I'm currently looking into," he said. "I have a routine of getting up every morning and walking the track with my wife. I really enjoy that."

The DA's office will be holding his commission, Hensley said.

"I will be able to continue my training," he said. "I will be helping with court and trials for as long as they let me. It's like a thank you for holding my commission."

When he retires, Jason Mikan from the WCSO will take over as the new DA investigator.

"If I had to offer any advice, it would be to never give up," Hensley said. "Sometimes you have to give it a while. Try not to get frustrated."
ROBERT LEE KESZLER

Robert Lee Keszer, 72, of Georgetown, TX passed away peacefully on Dec. 15, 2012 surrounded by his loving family. A Memorial Service was held Dec. 18, at Crestview Baptist Church in Georgetown with Pastor Dan Wooldridge officiating.

Robert was born to Edward and Millie Mae Keszer on Dec. 26, 1939, in Damon, TX. He was a lucky man that found true love at a young age. Robert exchanged wedding vows with Anita Joy Corpron on June 27, 1958, at Collegeport Presbyterian Church, in Collegeport, TX. He attended Barber College in Houston and Wharton County Junior College. Robert was a master of his craft and dedicated 30 years to the Alcoa Aluminum Company, as a Maintenance Control Supervisor, in Point Comfort, TX. After moving to Georgetown, he came out of retirement and served as the Administrative Business Clerk for Williamson County Juvenile Services.

Robert was a hard working man and a man of strong faith. He most recently was a member of Crestview Baptist Church, in Georgetown, where he sang in the choir and served as a Deacon. While he attended First Baptist Church in Point Comfort he also served as a volunteer music leader for 25 years and then served 8 years as the music leader at Andice Baptist Church, in Andice, TX. Robert was a man who lived to serve the Lord and he did so by serving in the communities in which he lived.

To cherish his memory, Robert leaves behind his wife Anita Joy Keszer of Georgetown; daughter, Kathy Leadbetter and her ex-husband Roy of Georgetown; daughter, Sondra Kay Keshel and husband Hank of Paris, Arkansas; grandchildren: Lacey Blissit and husband Jonathan of Georgetown, Britni Leadbetter of Dallas, TX and Ryan Tara Gibson of Houston, TX; brother, James Keszer of Richland, Washington; sisters: Elsie Stafford and husband Dave of Victoria, TX, Margaret Linton and husband Robert of Kingsville, Texas and Darlene Walton and husband Bobby of Victoria; as well as many nieces and nephews.

Robert was preceded in death by his parents and brother, Dar Royal Keszer.

In lieu of flowers, the family requests memorials be made to Crestview Baptist Church Building Fund or the American Cancer Society.

Arrangements under the direction of Ramsey Funeral Home & Crematorium, 5800 Williams Dr., Georgetown, TX 78633. (512) 869-7775. A memorial guestbook is at www.RamseyFuneral.com.
WCJC TO OFFER GED/ESL CLASSES

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WCJC LAUNCHES CAREER COACH

WHARTON — Wharton County Junior College (WCJC) has announced it has launched Career Coach, a free online tool to allow students and community members to explore potential careers. Career Coach can be accessed by visiting WCJC’s website at wcjc.edu. Through a simple keyword search, students and any visitor to the college’s website can learn about the employment prospects of careers they want to research. Users are directed to the college’s programs when searching for specific jobs. Career Coach includes a built-in resume builder to help students and jobseekers quickly and efficiently put together an updated resume with key skills and job experience highlighted.
Around Here...

This is a Wallis News-Review feature about your friends and neighbors around here.

Wharton County Junior College is pleased to announce the recent graduation of 27 students from its Associate of Applied Science Degree in Nursing program offered at the WCJC Sugar Land Campus. The graduates pictured from left to right, include Sumair Chaudry of Houston, Lorena Lynch of Richmond, September Herron of Houston, Jessica Bubnik of Kendleton, Diana Nava of Rosenberg, Melissa Lehr of Stafford, Kathina Hart of Missouri City, Dipali Patel of Pearland, Veronica Martellino of Houston, Lauren Garza of Katy, Jeannie Cuhler and Emily Cortinas of Richmond, and Charlie Lin of Sugar Land; back row, Cammy Garcia of Katy, Summer Torres of Houston, Susan O'Hearn of Richmond, Lisa Rios Valcher of Richmond, Malena Diequez of Houston, Heather Scanlin of Richmond, Sherrill Deletose of Houston, Gary Pretzsch of Katy, Samantha Zapata of Orchard, Paula Best, Shelly Boyne, Heather Watson, and Carla Barrow of Sugar Land. Not pictured is Ashley Latay of El Campo.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve the acceptance of the Texans Feeding Texans Grant through the Texas Department of Agriculture for February 1, 2013 – January 31, 2014

B. Approve the proposed amendment to the Faculty Association Constitution

C. Approve the change of name of the dental hygiene clinic to “The Anna T. Harrison Dental Hygiene Clinic” ($500.00)

D. Approve a full-time faculty position for the new Digital Media Program ($40,550.00 - $45,550.00 – effective fall 2013)
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: January 15, 2013
Date of this Proposal: January 2, 2013

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

RECOMMENDATION:
Acceptance of the Texans Feeding Texans Grant through the Texas Department of Agriculture

BACKGROUND/RATIONALE:
In accordance with Texas Agriculture Code, §12.042, as enacted by House Bill 407, and House Bill 1, 80th Legislature, Regular Session 2007, the state legislature has appropriated funding to the Texas Department of Agriculture for distribution, pursuant to the Texans Feeding Texans: Home Delivered Meal Grant Program.

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

Estimated Cost and Budgetary Support (how will this be paid for):
Grant monies for Colorado County (HDM-13-1109)
  Monies to be spent on Raw Food for Home Delivered Meals
Grant monies for Wharton County (HDM-13-1110)
  Monies to be spent on Raw Food for Home Delivered Meals

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]
Date 1-2-13

[Signature]
Date 1-3-13
Dear 2013 Home-Delivered Meal Grantees:

The meal verification process has experienced delays due to a TDA issue. We are working with DADS to expedite the meal confirmation process but need your assistance, as well. If you receive funding through DADS for Title XIX and XX meals, please be proactive in reaching out to your regional office or representative to confirm the number of meals served during the past STATE FISCAL YEAR (September 1, 2011 through August 31, 2012).

Once DADS reports back to TDA on the number of meals they paid for with each applicant provider, TDA will send an individual meal verification email asking you to confirm 1) total meals served, 2) meals paid for by DADS and AAA, and 3) remaining eligible meals. Any discrepancies or differences will need to be resolved. Please note that TDA can not calculate grant awards or provide you with your grant agreement until the meal verification process is complete.

While we continue this process, I would like to share a Draft copy of the grant agreement for your organization to start reviewing. I am hoping it will help expedite the process for your organization to execute the actual agreement when it is available. PLEASE DO NOT SIGN THIS AGREEMENT. IT IS ONLY FOR REVIEW.

If you have any questions or concerns please feel free to contact myself or Mindy Fryer.
Karen L. Reichek, Grants Coordinator
Trade and Business Development
Texas Department of Agriculture
Phone 512.936.2450
Email Karen.Reichek@TexasAgriculture.gov
GRANT AGREEMENT

Grantor: Texas Department of Agriculture
P.O. Box 12847
Austin, Texas 78711

Grantee: [Grantee's Name]
Address: [Grantee's Address]

Grant Program: Texas Feeding Texans: Home-Delivered Meal Grant Program

Grant Award: [Grant_Amount]

Term of Agreement: February 1, 2013 through January 31, 2014

Grant Number: [Grant Number]
Article 1
Recitals

1.1 WHEREAS, Grantor has established the Texans Feeding Texans: Home-Delivered Meal Grant Program ("Program") to distribute grant funds to eligible organizations that provide home-delivered meals to homebound persons who are elderly and/or have a disability; and

1.2 WHEREAS, Grantee has applied for a grant from the Program and has met all requirements for receiving the Grant.

1.3 NOW, THEREFORE, in consideration of the mutual promises and consideration contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

Article 2
Program Purpose and Grant Defined

2.1 In accordance with Section 2.008 of the Texas Agriculture Code, funds have been appropriated to the Grantor to be defined as the cost of providing home-delivered meals that are not fully funded by the Department of Aging and Disability Services or an area agency on aging.

2.2 "Agreement" means this Grant Agreement and all attachments hereto.

2.3 "Department" means Texas Department of Agriculture.

2.4 "Disability" means a physical, mental or developmental impairment, temporarily or permanently limiting an individual's capacity to adequately perform one or more essential activities of daily living, which include, but are not limited to, personal and health care, moving around, communicating, and housekeeping.

2.5 "Elderly" means an individual who is 60 years of age or older.

2.6 "Grant" means the funds awarded to Grantee by Grantor, subject to the requirements of this Agreement, Texas Administrative Code Title 4, Part I, Sections 19.50 et seq. and other Program requirements, in the amount of $[GRANT AMOUNT] to be used in [COUNTY] County.

2.7 "Homebound" means a person who is unable to leave his or her residence without aid or assistance or whose ability to travel from his or her residence is substantially impaired.

2.8 Grantee: [APPLICANT], [APPLICANT ADDRESS], [CITY], [STATE] [ZIP CODE].

2.9 Grantor: Texas Department of Agriculture.

2.10 Grant Program: Texans Feeding Texans: Home-Delivered Meal Grant Program.

2.11 Grant Number: [Grant #].

Article 3
Grantor and Grantee Obligations

3.1 Award by Grantor. Subject to the provisions of this Agreement and Texas Administrative Code Title 4, Part 1, Sections 1.950 et seq., Grantor hereby pledges to Grantee the Grant, which Grantee shall use only to supplement and extend services related directly to the delivery of meals to Homebound persons that are identified or have a Disability.

3.2 Payment Schedule. The Grantor shall make a grant award no later than February 1 to Grantee. Fifty percent (50%) of grant funds awarded shall be allocated and distributed to Grantee on or before February 1. The remaining fifty percent (50%) of such grant award shall be allocated and distributed to Grantee on or before August 1. Notwithstanding any other provision of this Subpart, the Department may deny, revoke, suspend, or withhold a grant award for misuse of grant funds, failure to comply with any requirement of Texas Administrative Code Title 4, Part 1, Chapter 1, Subchapter O, Sections 1.950 et seq.

3.3 Performance by Grantee. Grantee shall perform in accordance with the terms of this Agreement and Texas Administrative Code Title 4, Part 1, Chapter 1, Subchapter O, Sections 1.950 et seq.

3.4 Non-expended Grant Funds. Grantee understands and acknowledges that grant funds that are not expended by Grantee prior to the end of the Term of Agreement, including any authorized extensions, must be returned to the Grantor. Failure to remit unused funds may result in legal action against Grantee, including, without limitation, making Grantee ineligible for future program funds.

3.5 Grantee’s Menu and Substitution Procedure. Grantee shall have all menus and meal substitution procedures approved by a registered dietician or a person with a bachelor’s degree (or higher) in food and nutrition, dietetics, or food service management, who is currently employed as a dietitian or dietary consultant in a hospital, nursing facility, school, home-delivered meal organization, or in private practice. Grantee shall maintain documentation of such approval.

3.6 Grantee Meal Delivery and Temperature Standards and Procedures. Grantee shall maintain policies to ensure compliance with meal temperature standards and the Program’s four-hour delivery requirement at each meal preparation location. Grantee shall also maintain records demonstrating compliance with Grantee’s policies. If Grantee does not comply with meal temperature standards and the four-hour delivery requirement due to exceptional circumstances, the Grantee should seek a written waiver from Grantor as soon as practicable following the occurrence of the exceptional event or circumstances. If Grantee fails to comply with the Program’s four-hour delivery requirement, Grantee will be required to implement corrective action, as determined by TDA, prior to applying for future funds.

3.7 Failure to Obtain a Food Establishment Permit or Comply with Texas Food Establishment Rules (TFER). If it is determined that Grantee failed to obtain a required food establishment permit, or that Grantee failed to comply with TFER, Grantor, at its sole discretion, may exercise the remedies set forth in sections 6.1 and 7.1 of this Agreement.
including, without limitation, termination of the Agreement and taking legal action to obtain full repayment of the Grant.

**Article 4**

**Reporting Requirements**

4.1 **Budget.** Grantee shall provide a detailed budget for the next, attached hereto as "Attachment A", not to exceed [GRANT AMOUNT] for the term of the Agreement, signed by the Grantee, using the budget categories by which Grantee shall be submitting Quarterly Report information.

4.2 **Quarterly Report.** Grantee shall provide to Grantor a quarterly report in a format prescribed by Grantor. The report must track the expenditure of Grant funds in sufficient detail to assure compliance with Program rules. Report due dates are as follows:

- **June 1, 2013** for the period February 1, 2013 – April 30, 2013.
- **September 1, 2013** for the period May 1, 2013 – July 31, 2013.
- **December 1, 2013** for the period August 1, 2013 – October 31, 2013.

4.3 **Failure to Comply with Reporting Requirements.** Failure of Grantee to comply with any of the reporting requirements of this Agreement may result in the withholding or revocation of a Grant, requirement for Grantee to refund Grant funds disbursed, and/or Grantee's ineligibility for future Program funds.

4.4 **Notice of Failure to Receive County Grant.** Grantee shall promptly notify the Grantor of any failure to receive or reduction in the amount of the county grant funds required by Texas Administrative Code Title 4, Part 1, Chapter 1, Subchapter O, Section 1.953 as reported by Grantee in its application for funds under this Program. Failure of Grantee to receive, or reduction in the amount of, county grant funds may result in the withholding or revocation of a Grant or require Grantee to refund Grant funds disbursed.

4.5 **Eligible Meals.** The Grant is based on the number of Eligible Meals served by [APPLICANT]. Eligible Meals are calculated by subtracting the meals funded by the Texas Department of Aging and Disabilities and/or Area Agency on Aging, [DADS FUNDED MEALS], from the total number of meals delivered as reported by [APPLICANT] in [COUNTY] County between September 1, 2011 and August 31, 2012, [APPLICANT REPORTED MEALS SERVED]. The Grant is calculated on the remaining number, or [ELIGIBLE MEALS] meals. For purposes of this Grant, any meals that are not Eligible Meals are classified as Ineligible Meals. If an audit or review of the Grant reveals that Grantee has received Grant funds based on Ineligible Meals, Grantee will be required to repay Grantor the amount of the excess Grant funds received, on terms and conditions as may be set by Grantor.

**Article 5**

**Recordkeeping, Access, Inspections, Audits and Investigations**

5.1 **Access to Records.** During the Term of Agreement and for at least three years after termination of the Agreement, Grantee shall allow representatives of Grantor and/or the State Auditor's Office upon request by such, access to and the right to examine the premises,
books, accounts, records, files and other papers or property belonging to or in use by Grantee and pertaining to the Agreement. Such records shall be maintained by Grantee at a location that is readily accessible to Grantor and/or the State Auditor's Office. Further, Grantor and/or the State Auditor’s Office have the authority to monitor Grantee’s work and make a visual inspection of any assets purchased or constructed with grant funds.

5.2 Authority to Audit and Investigate. Grantee understands that acceptance of grant funds under the Agreement acts as acceptance of the authority of the State Auditor’s Office, its successor agency, and any representative of the Grantor to conduct an audit or investigation in connection with such funds. Grantee further agrees to cooperate fully with the State Auditor’s Office, its successor or any representative of the Grantor in the conduct of the audit or investigation, including providing all records requested and providing the State Auditor or any representative of the Grantor with access to any information they consider relevant to the investigation or audit. Grantee shall acknowledge that the clause concerning the authority to audit funds received directly to any subcontractor used by Grantee and their requirement to cooperate is included in any state contract.

5.3 Disallowance of Grant Funds. Grantee understands and agrees that Grantee shall be liable to the Grant and any of its disallowance as a result of any audit, investigation or review.

Article 6
Use of Grant Funds

6.1 Allowable Expenditures. Allowable expenditures include, but are not limited to, food costs and related preparation and packaging expenses, gasoline, costs for obtaining any required food establishment permit from the applicable governmental entity or permitting authority, costs for obtaining an inspection report from a kitchen food sanitation expert, if applicable, and other operational costs, but shall not be used for the purchase of capital assets. Grant funds shall not be used for expenditures that are not made in compliance with any applicable State purchasing laws and regulations. Grantee shall not, under any circumstances, use grant funds for alcoholic beverages, entertainment or charitable or political contributions. If requested by Grantor, Grantee must be able to produce proof of payment (stamped paid invoices or receipts) of all allowable expenditures.

6.2 Misuse of Grant Funds. Grantor may require a full or partial refund of the Grant if: (a) Grant funds are misused, (b) Grants funds are used for Ineligible Meals; (c) Grant funds are used in an illegal manner, (d) Grant funds are used for non-allowable expenses, (e) Grantee violates the terms and conditions of this Agreement, or (f) Grantee made any misrepresentations to Grantor in obtaining this Grant. This provision is not exclusive of other grounds for withholding or recouping of funds or any other remedy, civil or criminal, which may be available to Grantor.

6.3 No Duplication of Services. Grant funds shall not be used to duplicate services provided to Grantee’s clients. Grantee shall have a system in place to prevent the duplication of services to Grantee’s clients.

6.4 Availability of State Funds. This Agreement is subject to the availability of state funds. If such funds become unavailable during the Term of Agreement and Grantor is unable to obtain sufficient funds, this Agreement shall be reduced or terminated.
6.5 **Grantee in “Good Standing.”** Grantee understands that in order to be eligible for payment from Grantor, Grantee shall be in “good standing” with the Texas Comptroller of Public Accounts.

**Article 7**

**Term and Termination of the Agreement**

7.1 **Term and Termination.** The Agreement may be terminated at any time by mutual consent. In addition, either party may terminate the Agreement without cause, upon thirty days written notice via registered or certified mail, with delivery to the other party. Early termination of the Agreement shall relieve Grantee from the reporting requirements contained in Articles 4, 5 and 6 of the Agreement if one party terminates the Agreement, pursuant to this section, then the effective date of termination is 30 days from the date that the non-terminating party receives the notice of termination.

7.2 **No Reimbursement Upon Termination.** In the event of termination of this Agreement, Grantor shall make no further reimbursement of Grant funds to Grantee beyond those already approved at the time of termination, and Grantee specifically waives all rights to any such funds.

**Article 9**

**Agreement Modifications**

9.1 **Amending Agreement.** Except as provided in paragraph 9.6 below, this Agreement embodies the entire agreement between the parties, and there are no covenants, agreements, representations, warranties or restrictions between the parties other than those specifically set forth herein. Except as provided in paragraph 9.2 below, no modification or amendment to this Agreement is valid unless in writing and signed by the parties.

9.2 **Notification of Change in Grantee’s Address.** Grantee must notify Grantor in writing within 30 days if Grantee’s address changes during the Term of Agreement. Failure to submit required notice may be grounds for termination of this Agreement.

9.3 **Grantor Request for Amendment.** Grantor may amend this Agreement by submitting the requested change to Grantee in writing. Continued performance hereunder shall be deemed acceptance of such Amendment by Grantee.

9.4 **Grantee Request for Amendment.** Grantee may request an amendment to the Agreement by submitting the requested change, in writing, to Grantor. All requests for an amendment
to the Agreement must include a summary of Grantee's home-delivered meal services and a
statement explaining the need for the change.

9.5 **Budgetary Revisions.** The Grantee may make a one time budget revision (not affecting
the overall budget amount) without prior approval during the program year, so long as the
revision does not require an increase or decrease in any budget line item over 10% of the
item's approved budget. All other budget revisions require prior written approval. The
grantee shall request written approval for a budget change by submitting a statement
explaining the need for the change, specifying the amounts and identifying the expenditure
categories affected by the change on a form prescribed by the Grantor.

9.6 **Approved Changes Become Part of Agreement.** Once approved in accordance with the
article, approved changes become a part of the Agreement, supersedes all provisions that
are inconsistent herein.

**Article 10**

**General Terms and Conditions**

10.1 **Delegation to Third Party.** Grantee may delegate any of its duties and obligations imposed
by this Agreement through a written delegation to a third-party.

10.2 **Agreement Binding.** This Agreement shall be binding on and inure to the benefit of the
parties and their officers, administrators, legal representatives, and successors except as
otherwise expressly provided herein. Grantee may not assign or transfer this Agreement
without the written consent of Grantor. The parties intend to be legally bound and have
executed this Agreement as evidenced by their signatures on the date indicated below. This
Agreement is not effective unless and until it has been signed by both parties.

10.3 **Agreement does not Create Debt.** This Agreement shall not be construed as creating any
debt on behalf of the State of Texas, and/or Grantor in violation of Article III, Section 49,
of the Texas Constitution. In compliance with Article VIII, Section 6, of the Texas
Constitution, all obligations of the State of Texas or Grantor hereunder are subject to the
availability of appropriations and authorization to pay by the Texas Legislature.

10.4 **Delivery Methods.** Unless specifically provided herein, any notice, tender, or delivery to be
given hereunder by any party to another party must be affected by personal delivery in
writing or by mailing the same by registered or certified mail, return receipt requested. All
notices shall be addressed to the parties at the address stated in the Agreement unless a
change of address has been given in the manner provided for in this paragraph.

10.5 **Authorized Representative.** Each person signing expressly represents that he or she is
duly authorized to do so and to bind the party on whose behalf they are signing. All legal
documents prepared for Grantee's signature must be executed by an individual with the
authority to legally bind Grantee.

10.6 **Indemnification.** Grantee shall indemnify and hold harmless Grantor, its agents and
employees, from any and all claims, demands, and causes of action arising from or related to
Grantee's performance under this Agreement, including reasonable attorneys' fees incurred
in defending or settling any such claims.
10.7 Grantee Not Employee of Grantor. Grantee, its employees, contractors, and/or subcontractors shall not present themselves as or be construed as employees or agents of Grantor. Neither Grantee nor its employees have an employer-employee relationship with Grantor.

10.8 Representations and Warranties of Grantee. Grantee represents and warrants that: it has the full right and authority to enter into the Agreement and to bestow on Grantor the rights and privileges set forth in the Agreement; it has obtained all necessary approvals prior to execution of the Agreement; it is in good standing with the Texas Comptroller of Public Accounts, and in all other jurisdictions in which it is required to be so qualified for performance of the Agreement; and it has paid all necessary fees, and it has obtained all necessary certifications, registrations, approvals and licenses necessary to perform the Agreement.

10.9 Applicable Law. The Agreement shall be governed by and construed in accordance with the laws of the State of Texas, and any dispute that shall arise in the District Courts of Travis County, Texas.

10.10 Headings. Capitalization headings of sections or paragraphs of the Agreement are for convenience and reference only and shall not affect, modify or amplify the provisions of the Agreement, nor shall they be employed to interpret or aid in the construction of the Agreement.

10.11 Severability. If any part of the Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, such portion shall be deemed severed from the Agreement and the remaining parts shall remain in full force and effect, and the parties shall promptly negotiate to replace invalid or unenforceable provisions that are essential parts of the Agreement.

10.12 Waiver. A waiver by Grantor of any provision hereunder shall not operate as a waiver of any other provision, or continuing waiver of the same provision in the future.

10.13 Construction of Agreement. Both parties hereby agree that they participated in the creation of this Agreement, and the terms hereof are a product of the negotiation between the parties. In the event there is a dispute regarding the meaning of any provision of this Agreement, no provision shall be construed in favor of or against any party's position on the grounds that said Party was the drafter of this Agreement.

10.14 Exhibits. The following instruments are incorporated into this Agreement as attachments:

- Attachment A – Grant Budget
- Attachment B – W-9 Form

10.15 Uniform Grant Management Standards (UGMS). In accordance with Texas Government Code §783.007, this Agreement shall comply in all respects with the Uniform Grant Management Standards (UGMS). In the case of any conflicts between UGMS and this Agreement, the UGMS shall control.
Texas Public Information Act Notice

All information provided by Grantee pursuant to the Agreement, including information and material referred to in paragraph 5.1 of the Agreement, is subject to the Texas Public Information Act, Texas Government Code, Chapter 552, and may be subject to disclosure to the public.

This Agreement is executed by the Parties in their capacities as stated below:

Accepted and Agreed:

Grantor:
Texas Department of Agriculture
P.O. Box 12847
Austin, Texas 78711

Drew DeBerry, Deputy Commissioner

Grantee:
«Applicant_Name»
«Address»
«City», «state» «zip»

DRAFT – DO NOT SIGN

Authorized Official Signature

Date:

Date:
ATTACHMENT A

HOME DELIVERED MEAL GRANT BUDGET

Name of grantee: [Org]

County in which meals are provided: [County]

Total grant amount: [TOTAL GRANTS]

COMPLETE THE TABLE BELOW. Please estimate, to the best of your ability, how Texans Feeding Texas: Home Delivered Meal Grant Program funds will be expended for your organization during the grant period.

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$</td>
</tr>
<tr>
<td>Food/Meals</td>
<td>$</td>
</tr>
<tr>
<td>Equipment</td>
<td>$</td>
</tr>
<tr>
<td>Building Occupancy</td>
<td>$</td>
</tr>
<tr>
<td>Transportation</td>
<td>$</td>
</tr>
<tr>
<td>Office Supplies and Service</td>
<td>$</td>
</tr>
<tr>
<td>Other: Please specify only</td>
<td>$</td>
</tr>
<tr>
<td>a.</td>
<td>$</td>
</tr>
<tr>
<td>b.</td>
<td>$</td>
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<td>c.</td>
<td>$</td>
</tr>
<tr>
<td>d.</td>
<td>$</td>
</tr>
<tr>
<td>Total Grant Amount</td>
<td>[TOTAL GRANTS]</td>
</tr>
</tbody>
</table>

During the Grant Year, Grantee must demonstrate that TDA grant funds were used to directly supplement or extend existing meal services to homebound persons that are elderly and/or have a disability.

By signing, I certify that the information entered on this form is true and correct to the best of my knowledge.

Signature: ___________________________ Date: ___________________
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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: January 15, 2013  Date of This Proposal: December 4, 2012

SUBJECT (item as it will appear on agenda):

Faculty Association Constitution

RECOMMENDATION:

Approve the proposed amendment to the Faculty Association Constitution

BACKGROUND/RATIONALE:

During the November 5th Faculty Council meeting, the Council drafted a revision to the Faculty Association Constitution. The proposed amendment removes references to archiving Council minutes and reports in the J.M. Hodges Library. Current practice is to place minutes on the College’s Intranet. The archive of hard copies in the library is no longer necessary.

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

NA

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

Scott Stripling, Chair Faculty Council
Leigh Ann Collins, Vice President of Instruction

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]

Reg 113
6-21-95, 12-16-99
Constitution of the Faculty Association
of Wharton County Junior College

PREAMBLE
The members of the faculty of Wharton County Junior College, recognizing their role in promoting excellence in higher education, and aware of the responsibilities and rights this role entails, establish this Constitution for the purpose of providing an avenue and voice for that role.

The primary functions of the Faculty Association of Wharton County Junior College are to advance the welfare of the College in general and the faculty in particular; to contribute to the principles and practices of shared governance within the College; and to provide a formal voice to the Administration and, as appropriate, to the Board of Trustees for the members of the faculty in the conduct of College affairs.

ARTICLE I
FACULTY ASSOCIATION

Section 1.0: Purpose
1.1 The Faculty Association exists to promote and maintain conditions so that all members of the faculty may fulfill their professional responsibilities to the utmost.

1.2 The Faculty Association provides a formal, institutionally recognized voice of the faculty for expressing interests, concerns, and positions on matters related to academics and faculty welfare.

Section 2.0: Membership
2.1 All employees in the instructional divisions of the College whose primary contractual responsibility is teaching, or professional librarian, or academic counselor in Student Services are members of the Faculty Association by virtue of their employment with the College.

2.1.1 Full-time faculty, as defined in College Regulation 911, Categories of College Employees and reproduced in the Employee Handbook are full members of the Faculty Association and have voting privileges.

2.1.2 Part-time and emeritus faculty are associate members of the Faculty Association. They may attend meetings and participate in discussions, but they do not have voting privileges and may not hold office on the Faculty Council.

2.1.3 Division Chairs may attend meetings of the Faculty Association, participate in discussions, and vote, but because of their close ties to the College Administration, may not serve as members of the Faculty Council.

2.2 The Faculty Association is the sole judge of its own Constitution, membership, representatives, activities, and voting privileges.
ARTICLE II
COMPOSITION OF THE FACULTY ASSOCIATION

Section 1.0: Governance

1.1 To facilitate the most efficient interaction between the Faculty Association and other entities, the Faculty Association as a whole is represented in most instances by a Faculty Council whose members are elected from the faculty. The Faculty Association does not have a slate of officers. Officers of the Faculty Council act as de facto officers of the Faculty Association.

1.2 The Faculty Council has the authority to act on behalf of the entire faculty on such issues as policy matters, academic matters, matters of faculty welfare, and of the college as a whole.

1.3 The Faculty Council, by majority vote of the Council, has the authority to call general meetings of the Faculty Association, to solicit concerns or opinions of the faculty, and to bring information to the attention of the general faculty.

1.4 The Faculty Council solicits, through meetings with the Faculty Association or through communications with College and Faculty Council committees or with individual faculty members, concerns and opinions of the faculty within the faculty’s purview. The Council communicates these concerns and opinions as appropriate to the various interested constituencies within the College; communicates to the faculty, as appropriate, concerns and opinions from outside the faculty; facilitates the workings of the various College and Council committees; and otherwise conforms to the various stipulations contained in this Faculty Association Constitution.

1.5 The Faculty Council consists of elected representatives from each instructional division of the College and four representatives elected at-large (see appendix for list of represented areas). Under normal circumstances, elections shall be held during the week of Convocation prior to the first day of classes each fall semester.

1.5.1 Each large instructional division (identified as having 11 or more full-time faculty) shall have two representatives elected by division members. These members shall serve two-year terms and shall be staggered so that one member will be elected each year.

1.5.2 Each small division (identified as having 10 or fewer full-time faculty) shall elect a single representative each year. These members shall serve a one-year term.

1.5.3 The Faculty Association shall as a whole elect the at-large members. The at-large representatives shall serve two-year terms and shall be staggered so that two members shall be elected each year. Under normal
circumstances, the election for the at-large members shall occur during the
Faculty Association meeting following Convocation.

1.6 Officers of the Faculty Council consist of the following: Chair, Vice-Chair, and
Secretary. These officers are elected at the beginning of the first Faculty Council
meeting of each new academic year. They are chosen by members of the Faculty
Council from the elected representatives of the Faculty Council. The Chair and Vice-
Chair (or their appointees when appropriate) attend and represent the faculty at
Administrative and Board of Trustee meetings as appropriate. Faculty Council
officers also serve as de facto officers of the Faculty Association.

Section 2.0: Council Committees
2.1 Committees of the Faculty Council are established as ad hoc committees. These
committees meet as necessary.

2.2 Faculty Representation on College Committees:

The Chair of the Faculty Council appoints one or more faculty representative(s) to
College-wide committees as requested by the College Administration.

ARTICLE III
MEETINGS

Section 1.0: Meetings of the Faculty Association and Faculty Council

1.1 The Faculty Association meets at least twice during the academic year, usually in
conjunction with the Convocation during the first week of each long semester. The
Faculty Council meets at least once a month, ordinarily one week prior to the
meeting of the Board of Trustees.

1.1.1. Special meetings of the Faculty Association may be called by the Faculty
Council. Special meetings of the Faculty Council may be called at the
discretion of the Chair of the Faculty Council.

1.1.2. Ten members of the Faculty Association may petition the Faculty Council
to call a meeting of the Faculty Association or the Faculty Council. The
Faculty Council announces the meeting, giving at least five working days’
notice.

1.1.3. The President of the College and/or the Chief Academic Officer may
request that a meeting of the Faculty Association or Faculty Council be
called by contacting the Chair of the Faculty Council. The Faculty Council
announces the meeting, giving at least five working days’ notice to all
campuses except in the case of emergency sessions.
1.1.4. Emergency meetings are called with as much expedition and notice as possible.

1.2 The Chair of the Faculty Council presides at each meeting of the Faculty Association and of the Faculty Council. In the Chair's absence, the Vice-Chair presides.

1.3 Roberts' Rules of Order are followed at all meetings of the Faculty Association and the Faculty Council except when they are inconsistent with the bylaws of the Constitution of the Faculty Association or with rules or procedures formally established by the Faculty Association or the Faculty Council.

1.4 The agenda for regular meetings of the Faculty Association or the Faculty Council is sent to all members at least three working days before the meeting (except in cases of called meetings of an emergency nature). Action items for the agenda are submitted in writing to the Faculty Council at least five working days before the meeting. Non-action items may be added to the agenda the day of the meeting and are considered on a time-available basis.

1.5 Minutes of the meetings of the Faculty Association and of the Faculty Council are taken by the Secretary.

1.5.1 If the Secretary is absent, a temporary Secretary is appointed by the Chair.

1.5.2 Copies of draft minutes of Faculty Association and Faculty Council meetings are sent to all members of the Faculty Council as soon as possible, normally within five business days. Minutes are generally approved during the next meeting of the Faculty Council.

1.5.3 Once approved, the minutes of the Faculty Association and the Faculty Council are posted on the College Intranet.Courtesy copies of approved minutes are also sent to the College President, the members of the executive cabinet, and to the administrative assistant to the College President for inclusion in the board packet for the next Board of Trustees meeting.

1.5.4 An archive for the Faculty Association and Faculty Council is established in the J.M. Hodges Library on the main campus in Wharton to hold copies of minutes, committee reports, and other appropriate materials. Submissions to the archive are the responsibility of the Secretary. The archive is open under the guidelines of the Open Records Act.

1.6 A quorum is necessary to hold an official meeting of the Faculty Council; however, a quorum is not necessary to hold a meeting of the Faculty Association unless matters are to be presented for vote.
1.6.1 A quorum of the Faculty Association exists when 51% or more of the membership of the Faculty Association is present.

1.6.2 A quorum of the Faculty Council exists when 51% or more of the membership of the Faculty Council is present.

1.7. Faculty Association members and Faculty Council members vote by a written ballot or a show of hands as deemed appropriate by the Chair of the Faculty Council.

ARTICLE IV
ROLE IN GOVERNANCE

Section 1.0: Areas of Participation

1.1 The faculty of Wharton County Junior College participate in the decision-making process for the development, review, and application of policies and regulations in the areas described in this Constitution with procedures outlined herein or other procedures formally agreed upon by mutual consent of the Faculty Council, the Chief Academic Officer and the President of the College.

Section 2.0: Regulations

2.1 All policies, procedures, and guidelines governing the operation of the College are compiled in the WCJC Regulations Manual. This manual is open to all constituencies of the College community. Copies are distributed to major administrative offices, the J.M. Hodges Library, the College’s official webpage and the College intranet.

2.2 Before being committed to final form and being included in the College regulations manual, drafts of proposed regulations are offered to the faculty for comment and reaction through the Faculty Council.

2.3 Following presentation and action on drafts by the Faculty Council, the Chair submits the recommendation of the faculty to the Chief Academic Officer. The Chair and Vice-Chair of the Faculty Council are members of the President’s Extended Cabinet, where they present the comments and recommendations of the faculty.

Section 3.0: Roles of Officers of the Faculty Council

3.1 The Chair of the Faculty Council provides leadership and direction in matters pertaining to faculty governance and represents the faculty to constituencies within and outside the College. Specific duties include but are not limited to the following.

3.1.1 Organizes and presides at meetings of the Faculty Association and Faculty Council.
3.1.2 Represents the faculty in meetings with the College Administration, the Extended Cabinet, and the Board of Trustees, as appropriate.

3.1.3 Directs the business of the Faculty Council, including initiating items for discussion, presenting proposed agenda items, recommending items to be sent to committees, appointing committees, and monitoring the progress of committees.

3.1.4 Serves as liaison between the faculty and the College Administration.

3.1.5 Serves as spokesman for the Faculty Association and Faculty Council to constituencies outside the College.

3.2 The Vice-Chair of the Faculty Council provides support and counsel to the Chair of the Council and assumes the duties of the Chair when the Chair cannot be present. Specific duties include, but are not limited to, the following.

3.2.1 Makes necessary arrangements for meetings of the Faculty Association and Faculty Council.

3.2.2 Receives materials from committees, administrators, and other sources and oversees appropriate distribution of these materials.

3.2.3 Along with the Faculty Council Chair, represents the faculty in meetings with the College Administration, the Extended Cabinet, and the Board of Trustees, as appropriate.

3.2.4 Performs other duties as assigned by the Chair of the Council.

3.3 The Secretary of the Faculty Council is the official record keeper of the organization. Specific duties include, but are not limited to, the following.

3.3.1 Compiles and distributes minutes of the meetings of the Faculty Association and the Faculty Council.

3.3.2 Submits materials to the archives in the J.M. Hodges Library.

3.3.3 Maintains reports from Faculty Council committees.

3.3.4 Prepares and distributes correspondence from the Faculty Association and the Faculty Council and maintains a record of all official correspondence sent and received.

3.3.5 Prepares ballots for use in meetings of the Faculty Association and the Faculty Council.

3.3.6 Performs other duties as assigned by the Chair of the Faculty Council.
Section 4.0: Duties of the Faculty Council

4.1 Generates proposals and recommendations for policies, procedures, and practices for presentation to the Faculty Association and/or to the College Administration or Board of Trustees as appropriate;

4.2 Prepares faculty responses to proposals, draft regulations, policy recommendations from College constituencies including College Administration, committees, or other entities;

4.3 Assigns charges to ad-hoc committees and receives reports from committees for discussion, comment, recommendations, and distribution;

4.4 Establishes the agenda for Faculty Association meetings;

4.5 Reviews and makes recommendations concerning the College’s academic calendar.

ARTICLE V
AMENDMENTS AND INTERPRETATIONS

Section 1.0: Amendments
1.1 This Constitution may be amended at any meeting of the Faculty Association by a majority vote provided that a quorum is present and that the proposed amendment was submitted in writing at the previous regular meeting of the Faculty Council, and that copies of the proposed amendment(s) were distributed or otherwise made available to the faculty.

Section 2.0: Interpretations
2.1 The Faculty Council resolves any differences in interpretation of this Constitution.

ARTICLE VI
RATIFICATION

Adoption of this Constitution requires approval by written ballot of a majority of full-time faculty.

Ratification of this Constitution as an official document of Wharton County Junior College, binding on all parties of the College, requires written acceptance by the Vice-President of Academic Affairs, the President of the College, and the Board of Trustees. The Constitution in its entirety is published in the Employee Handbook.
APPROVAL BY THE ADMINISTRATION

Date

Betty A. McCrohan, President of the College

2-29-09

Dr. Ty Pati, Senior Vice-President of Instruction

APPROVAL BY THE BOARD OF TRUSTEES

2-17-2009

P.D. Gertson, III, Chairman, Board of Trustees

(Original 1995; revised 1996, 2009)

APPROVAL BY THE ADMINISTRATION

(Original signed 5/18/95) (Original signature F. R. Vivelo)
Date
Dr. Frank R. Vivelo, President of the College

(Original signed 5/18/95) (Original signature Jim A. Coats, Jr.
Date
Dr. Jim A. Coats, Jr., Vice-President of Academic Affairs

APPROVAL BY THE BOARD OF TRUSTEES

(Original signed 6/21/95) (Original signature Lawrence J. Petersen)
Date
Lawrence J. Petersen, Chairman, Board of Trustees
Appendix I. Faculty Association Representation

Faculty Council Representatives by Instructional Area
(Effective Spring 2012)

I. Large Instructional Divisions (identified as having 11 or more full-time faculty). Each shall be represented by two Faculty Council members.

A. Division of Allied Health
B. Division of Communication and Fine Arts
C. Division of Math and Sciences
D. Division of Social and Behavioral Science
E. Division of Technology and Business
G. Division of Vocational Science

II. Small Instructional Divisions (identified as having 10 or fewer full-time faculty). Each shall be represented by one Faculty Council member.

Academic Counselors and Professional Librarians

III. At-large Members. Faculty Association shall be represented by four at-large members.
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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: January 15, 2013  Date of This Proposal: 12-3-12

SUBJECT (item as it will appear on agenda): Dedication and name change for Dental Hygiene Clinic

RECOMMENDATION: Change the name of the dental hygiene clinic located in the Johnson Health Occupations Center to “The Anna T. Harrison Dental Hygiene Clinic”

BACKGROUND/RATIONALE: The WCJC Dental Hygiene Program was started in 1969 by Program Director Anna Harrison. It was the first accredited junior college program in the state of Texas. In 1982, she stepped down as program director and back into the classroom as instructor for the dental science courses where she taught until her retirement in 1996. She set a standard of excellence for the WCJC Dental Hygiene program and expected nothing less from the students that she taught and the faculty members that she mentored. All of the members of the current program faculty were fortunate to have her instill the high standards that continue to guide the program today. The Dental Hygiene Faculty respectfully requests that the dental hygiene clinic located in the Johnson Health Occupations Center be named “The Anna T. Harrison Dental Hygiene Clinic.”

Estimated Cost and Budgetary Support (how will this be paid for?): $500.00
Along with a naming ceremony, the program faculty would like to host an “Open House” to present the remodeled clinic to the community. A reception would be planned to celebrate both events. Dr. Harrison is in her 80’s and may be able to attend.

RESOURCE PERSON(S) [name(s) and title(s)]:
Carol Derkowski – Program Director of Dental Hygiene, Division Chair of Allied Health

SIGNATURES:

Originator

Cabinet-Level Supervisor

Date

Date

PRESIDENT’S APPROVAL:

Betty A. Middaugh 12/13/12

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

Date of Board Meeting: January 15, 2013                Date of This Proposal: November 30, 2012

SUBJECT (item as it will appear on agenda):

Add a full time faculty position for the new Digital Media Program

RECOMMENDATION:

Approve the addition of nine-month, full time faculty position – Digital Media Program

BACKGROUND/RATIONALE:

UH is moving their Digital Media program to the SL campus beginning spring 2013. WCJC is starting a new Digital Media program at the SL campus in fall 2013. WCJC students will be able to transfer into the UHSL program for degree completion. The colleges are using a collaborative model of instruction by sharing classroom space, equipment, and software.

In the initial year, enrollment is projected by UH to be about 200-250 entering students; therefore, a full time, nine-month faculty position is needed, effective fall 2013.

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

Annual Salary Range $40,550 - $45,550

RESOURCE PERSON(S) [name(s) and title(s)]: Leigh Ann Collins, Vice President of Instruction

SIGNATURES:

Originator

[Signature]

Cabinet-Level Supervisor

[Signature]

PRESIDENT’S APPROVAL:

[Signature]

Date

11-30-12

Date

12-3-12

Reg 113
6-21-95, 12-16-99
JOB DESCRIPTION

Human Resources Department

JOB TITLE: Instructor of Computer Science (Technical Courses)

FLSA: Exempt  GRADE: FAC

NBAPOSN: CST009, CST001

LOCATION:  □ Wharton Campus
 □ FBTC  □ Sugar Land Campus
 □ Bay City Campus

EFFECTIVE DATE: April 12, 2012

REVISION DATE: April 12, 2012

REPORTS TO: □ Vice President of Instruction, Appropriate Dean, Appropriate Department Head, and Appropriate Division Chair

PURPOSE AND SCOPE:

The permanent responsibility of a faculty member is to provide the most effective instruction possible in his/her discipline. Supervision is received from appropriate supervisor. The faculty member works to insure that his/her instruction is meeting the educational needs of students.

ESSENTIAL JOB FUNCTIONS:

1. Administrative duties of this position:
   - Keeps accurate records of student attendance
   - Supervises assigned student employees
   - Assists assigned student groups in the planning and managing of student activities
   - Makes arrangements, approved in writing by the appropriate supervisor, for covering classes when scheduling an absence
   - Assumes assigned advising and registration duties
   - Maintains current knowledge of careers related to teaching field and of transfer issues (both in one’s field and in general)
   - Assumes the responsibility for the physical condition of assigned office and classrooms and to report needs to the building supervisor
   - Provides grade reports to Admissions and Registration
   - Attends to assigned responsibilities in a dependable and timely manner
   - Meets deadlines

2. Faculty development and obligations of this position:
   - Maintains oneself as a competent scholar in the teaching field/fields
   - Designs and implements a professional growth plan to improve instructional abilities
   - Participates in professional activities related to discipline
• Complies with the professional growth and instructional assessment policies
• Maintains currency in pedagogy

3. Teaching responsibilities of this position:
• Instructs students in courses assigned, following the official master syllabi and using approved textbooks
• Meets all classes regularly and promptly as scheduled and for the full duration of each class period
• Participates in the department’s review of all course offerings
• Upgrades the educational program by evaluating course content, student needs, and instructional methods and making recommendations for improvement
• Assists in the preparation of course syllabi
• Evaluates support materials available to students in the WCJC Libraries and makes recommendations for improving collections
• Teaches assigned courses at times, locations, and in classrooms as assigned
• Prepares, organizes, and delivers course material in effective manner
• Provides written course outlines to students and to appropriate supervisor
• Teaches online classes as assigned

4. Other professional duties of this position:
• Adheres to policies published in the Regulations Manual
• Follows college policies regarding work schedules, office hours, etc., published in the Faculty Handbook, Regulations Manual, Employment Agreement, and other official college documents
• Participates in assigned committee work
• Attends faculty meetings and commencement exercises as appropriate
• Performs assigned advising, registration, and recruiting duties
• Reviews and makes recommendations for the improvement of the educational program, the college’s learning environment, and related services
• Familiarizes oneself with the purpose of the college and with college policies and procedures
• Assumes special responsibilities or assignments from supervisors
• Secures a copy of the Student Handbook and becomes familiar with its contents
• Reports absences to appropriate supervisor
• Demonstrates commitment to the profession and students
• Provides professional and/or nonprofessional services (national, regional, local)

5. Other duties assigned to this position:
• The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.
KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires an Associate’s degree or higher in Computer Science or a related field from a regionally accredited institution as well as professional computer-related work experience. This position requires credentials that meet minimum requirements for teaching at the post secondary level set by the Southern Association of Colleges and Schools, the Texas Higher Education Coordinating Board, the Texas Education Agency, and accrediting agencies for individual programs. A criminal background check is required.

SUPERVISION OF OTHERS:

At minimum, a faculty member should have the ability to instruct and supervise students; evaluate teaching strategies and design various methods of instruction; grade papers objectively and return them promptly; adapt instruction to fit student needs; and communicate with students effectively.

SUPERVISION AND DIRECTION RECEIVED:

The faculty member is responsible and accountable to their appropriate supervisor for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statues, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

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

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

COMPLEXITY/EFFORT:

Performance is considered satisfactory when:
1. mutually agreed-upon objectives have been attained within a specified time frame;
2. functional responsibilities of the position have been executed at a level consistent with performance requirements;
3. effective, cooperative relationships exist with administrative and professional staff, faculty, support staff, and clientele from the community;
4. confidential aspects of the position are strictly maintained;
5. functioning in the role is related to college goals and mission attainment;
6. work is coordinated with the department head and division chair;

Initials
7. accuracy and high quality of finished work are strictly maintained and completed within established guidelines.

**WORKING CONDITIONS:**

This position requires the ability to travel independently to and from multiple work sites during day and evening hours and the ability to communicate effectively in a teaching environment with both groups and individuals.

**LAST MODIFIED:** April 12, 2012

Employee's Signature

Date

Supervisor's Signature

Date

Initials
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the proposal submitted by Dura Pier to repair and replace portions of the concrete parking lot and repair and replace portions of the soffit at the Julie Rivers location ($80,922.55 – current operating budget 2012-2013)

B. Approve the attached resolution to sell 0.771 acres at the Julie Rivers Drive campus (proceeds of $88,005.80 – plus reimbursement of all WCJC expenditures related to the sale)

C. Approve TexPool as qualified investment broker

D. Information Item:

1. Seek sealed bids for the renovation of Mullins Hall Dormitory rooms ($1,100,000.00 – transfer from plant repair & replacement fund for 2012 – 2013)
Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: January 15, 2013       Date of This Proposal: January 2, 2013

SUBJECT:

Approve the proposal submitted by Dura Pier to repair and replace portions of the concrete parking lot and repair and replace portions of the soffit at the Julie Rivers location for $80,922.55

RECOMMENDATION:

Approve the proposal submitted by Dura Pier to repair and replace portions of the concrete parking lot and repair and replace portions of the soffit at the Julie Rivers location for $80,922.55

BACKGROUND/RATIONALE:

The parking lot at the Julie Rivers location is in need of repairs along with the exterior soffit. The Facilities Department has obtained a quote from Dura Pier to remove the bad spots of concrete in the parking lot and repour as needed. The exterior soffit is also in need of major repair and paint. The Director of Facilities management has solicited offers from qualified vendors using Texas Cooperative Purchasing Network and Choice Facilities partners. Both Contracts meet the State of Texas bidding requirements. Dura Pier’s price of $80,922.55 is preferred over Construction Masters price of $122,926

Estimated Cost & Budgetary Support (how will this be paid for?): $80,922.55
Current Operating Budget 2012-2013

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
PRESIDENT’S APPROVAL:

[Signature]
Reg 113

1-3-13
Date

1-13-13
Date

1-7-13
Date
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: 01/15/13  Date of this Proposal: 01/07/13

SUBJECT: Sale of 0.771 acres at the Julie Rivers Drive Campus

RECOMMENDATION: Approval of attached resolution to sell 0.771 acre (33,590 square feet) of Julie Rivers Drive property to Mylan Institutional Inc.

BACKGROUND/RATIONALE: Notices were published (December 8th and 15th, 2012 in the Wharton Journal-Spectator and December 2nd and 9th, 2012 in the Fort Bend Herald) soliciting sealed bids for the sale of the 0.771 acre (33,590 square feet) that the Board of Trustees deemed as surplus on November 20, 2012 meeting. One bid was received from Mylan Institutional Inc. that met our minimum requirements ($2.62/square foot plus reimbursement of all WCJC expenditures relating to this transaction).

Estimated Cost and Budgetary Support (how will this be paid for?): Proceeds of $88,005.80 plus reimbursement of all WCJC expenditures related to this sale.

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

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg 113
6-21-95
RESOLUTION

A Resolution authorizing Betty A. McCrohan, President of Wharton County Junior College, power to execute any and all documents necessary to facilitate the sale and conveyance of the described tract of land, pursuant to the posted Public Notice and accepted Bid from Mylan Institutional Inc., as follows:

SURFACE ONLY:

0.771 acre (33,590 square feet) of land located in the Brown and Belknap League, Abstract 15, Fort Bend County, Texas, more particularly being all of that certain 0.386 acre tract conveyed to Wharton County Junior College, by an instrument of record in file No. 9722335, Official Records of said Fort Bend County, Texas (F.B.C.O.R.), a portion of that certain 0.599 acre tract conveyed to Wharton County Junior College, by an instrument of record in Volume 2688, Page 1096, F.B.C.O.R.

WHEREAS, on December 8, 2012 and December 15, 2012, WHARTON COUNTY JUNIOR COLLEGE posted for Public Sale in the Wharton Journal-Spectator (December 2, 2012 and December 9, 2012 in the Fort Bend Herald) the above described tract of land located in Fort Bend County, Texas; and

WHEREAS, Public Bids were submitted to Wharton County Junior College on the above described tract of land. After review and consideration of all submitted Bids, it was:

RESOLVED, that the Bid submitted by Mylan Institutional Inc. is hereby accepted and approved in all respects.

IT IS FURTHER RESOLVED AND ORDERED BY THE BOARD OF TRUSTEES OF WHARTON COUNTY JUNIOR COLLEGE, that Betty A. McCrohan, President of Wharton County Junior College, is hereby authorized to execute any and all documents necessary, including but not limited to deeds and bills of sale, to facilitate the sale and conveyance of the above described tract of land to Mylan Institutional Inc.
PASSED AND APPROVED on the 15th day of January, 2013

WHARTON COUNTY JUNIOR COLLEGE

By: ________________________________

P.D. Gertson, III, Chairman
Board of Trustees

Attest:

_________________________________

Jack C. Moses, Secretary
Board of Trustees
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: January 15, 2012
Date of this Proposal: December 5, 2012

SUBJECT:

Qualified Investment Broker

RECOMMENDATION:

Accept TexPool as qualified broker that is authorized to engage in investment transactions with Wharton County Junior College.

BACKGROUND/RATIONALE:

Section 2256.025 of the Public Funds Investment Act requires the governing body of an entity subject to the Public Funds Investment Act to review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the entity. On October 17, 2012, the qualified brokers were mailed the Investment Policy for Wharton County Junior College District along with a Certification page to be signed and returned. TexPool received and has returned a certification that they have reviewed and have implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions between WCJC and the broker.

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
Betty McCrohan, President

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

reg 113
6-21-95

Date

1/8/13

1/8/13

1-9-13
TEXAS PUBLIC FUNDS INVESTMENT ACT
ACKNOWLEDGEMENT AND CERTIFICATION
OF INVESTMENT POLICIES

This Acknowledgement and Certification is executed on behalf of the Texas Local Government Investment Pools, TexPool and TexPool Prime (collectively, "TexPool"), and Federated Investment Counseling, as investment adviser to TexPool ("Adviser"), pursuant to Section 2256.005(k), Texas Government Code, in connection with investment transactions conducted between Wharton County Junior College ("Investing Entity") and TexPool.

The undersigned, who is a qualified representative of both TexPool and Adviser (the "Qualified Representative") hereby certifies on behalf of TexPool and Adviser that, as of the date of this letter:

(i.) The Qualified Representative is duly authorized to execute this Acknowledgment and Certification on behalf of TexPool and Adviser; and

(ii.) The Qualified Representative has received and reviewed the Investing Entity's investment policy attached hereto as Exhibit A (the "Policy"); and

(iii.) TexPool and Adviser have implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Investing Entity and TexPool that are not authorized by the Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the Investing Entity's entire portfolio or requires an interpretation of subjective investment standards.

TEXPOOL  

Signature: Steven A. Friedman  
Authorized Signatory  

Date: 11/26/2012  

FEDERATED INVESTMENT COUNSELING  

Signature: Steven A. Friedman  
Assistant Vice President  

Date: 11/26/2012
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: January 15, 2013    Date of This Proposal: January 3, 2013

SUBJECT:
Information Item

RECOMMENDATION:
Seek sealed bids for the renovation of Mullins Hall Dormitory rooms.

BACKGROUND/RATIONALE:
The College plans to solicit bids from contractors to renovate the Mullins Hall dormitory. Most of the renovation work will center around the restroom area, general dormitory mill work in rooms, exterior windows, and flooring are all scheduled for renovation.

Estimated Cost & Budgetary Support (how will this be paid for?): $1,100,000.00
Transfer from Plant Repair & Replacement Fund for 2012 – 2013.

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

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg. 113
6-21-95
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Paid Professional Assignment for Marybelle Perez, Interim Title V Grant Manager, $2,000.00 per month – January 1, 2013 – August 31, 2013

C. Office of Academic Affairs

1. Glenda G. Hunt reclassified from regular, full-time instructor of criminal justice, FAC-2-30, to temporary, full-time academic dean, D-7-36, effective January 2, 2013

2. Ramiro Acevedo reclassified from regular, full-time instructor of chemistry, FAC-7-2, to regular, full-time instructor of physics, FAC-7-2, effective August 19, 2013

3. Amanda B. Shelton reclassified from regular, full-time instructor of history (10 ½ months), FAC-1-12, to regular, full-time instructor of history (12 months), FAC-1-12, effective January 2, 2013

4. Sharon W. Gregory employed as temporary, full-time instructor of computer science, FAC-1-10, effective January 14, 2013

5. Leah Koehler-Buckner employed as temporary, full-time instructor of psychology, FAC-1-8, effective January 14, 2013

6. Wiley Parkman employed as temporary, full-time instructor of psychology, FAC-1-0, effective January 14, 2013

7. Amy H. Pendergraft employed as temporary, full-time instructor of associate degree nursing, FAC-1-9, effective January 14, 2013

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Stephanie D. Dees resigned as regular, full-time dean of vocational instruction, D-7-38, effective December 31, 2012

2. Timothy J. Arriaga separated as temporary, part-time engineering design tutor, $25.00 hr. x 8 hrs/wk. x 30 wks. = $6,000.00/yr., effective December 31, 2012

3. Jay C. Dune resigned as regular, full-time instructor of associate degree nursing, FAC-1-13, effective December 31, 2012
4. Karen E. McLane resigned as regular, full-time instructor of government, FAC-1-23, effective December 31, 2012

5. Eric J. Nathan resigned as temporary, full-time Title V activity coordinator, AA-1-30, effective December 31, 2012

6. Rochelle Waddill separated as temporary, full-time instructor of music, FAC-1-10, effective December 14, 2012

H. Information Items: Non-contract Personnel Action

1. Patricia L. Chandler reclassified as regular, full-time administrative assistant & records specialist to DVI, P-11-6, to regular, full-time administrative assistant to VPI, P-13-6, effective January 2, 2013

2. Duane A. Eisel resigned as regular, full-time security officer, O-10-0, effective November 9, 2012

3. Jaime R. Smith employed as regular, full-time resident hall supervisor, $1,000/monthly, effective January 11, 2013

4. Kimberly A. Vann resigned as regular, full-time ABE-IG data technician, O-9-0, effective November 30, 2012

5. Brittney Alvarado resigned as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective December 11, 2012

6. Caroline Garcia resigned as regular, part-time senior citizen program driver, $7.45 hr. x 19 hrs./wk. x 50 wks. = $7,077.50/yr., effective November 1, 2012

7. Thomas W. Kielman employed as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective December 12, 2012

8. Orlando Morales separated as regular, part-time security officer, O-9-0, $11.62 hr. x 19 hrs./wk. x 52 wks. = $11,480.56/yr., effective December 7, 2012

9. Lauren Nygard employed as regular, part-time open computer/library monitor, O-5-0, $10.47 hr. x 20 hrs./wk. x 49 wks. = $10,260.60/yr., effective December 4, 2012

10. Enedina Trejo employed as regular, part-time senior citizen program driver, $7.25 hr. x 19 hrs./wk. x 45 wks. = $6,198.75/yr., effective November 20, 2012

11. Kerrie A. Cunningham reclassified as regular, full-time division secretary, O-9-1, to temporary, full-time administrative assistant & records specialist to academic dean, P-11-1, effective January 2, 2013

12. Shayna E. Vasquez reclassified as regular, full-time allied health secretary, O-7-2, to temporary, full-time Title V Hispanic Serving Institution Science, Technology, Engineering, and Math grant secretary, O-8-2, effective January 2, 2013

13. Lola Beaver received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012
14. Roweena J. Britton received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

15. Amy Castillo received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

16. Leticia Castillo received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

17. Martina Garcia received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

18. Amanda N. Gonzales received a salary adjustment from temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

19. Olivia F. Green separated as temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective December 3, 2012

20. Shawn E. Holmgren employed as temporary, part-time math tutor assistant, $7.25 hr. x 4 hrs./wk. x 20 wks. = $580.00/yr., effective November 9, 2012

21. Samuel J. Hopkins employed as temporary, part-time reading and writing tutor, $15.00 hr. x 15 hrs./wk. x 27 wks. = $6,480.00/yr., effective January 22, 2013

22. Ashley Montalvo received a salary adjustment as temporary, adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

23. Laura Patterson separated as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective May 12, 2012

24. Elizabeth N. Tekulve received a salary adjustment as temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

25. Sefura Temam received a salary adjustment as temporary, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., to temporary, part-time adult basic education aide, O-10-0, $11.91 hr. x 20 hrs./wk. x 34 wks. = $8,098.80/yr., effective September 1, 2012

26. Grant Travis separated as temporary, part-time open computer lab monitor, O-5-0, $10.32 hr. x 20 hrs./wk. x 49 wks. = $10,113.60/yr., effective August 23, 2012
TO: Human Resources

FROM: Betty McCrohan

DIV or UNIT: Administration

SUBJ: PPA request for: Marybelle Perez

Title of PPA activity: Interim Title V Grant Manager

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

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

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

B. Cost

<table>
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<tr>
<th>Type PPA</th>
<th>#PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Est Avg Fringes</th>
<th>Total Costs</th>
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<td>ON OVERLOAD (additional compensation)</td>
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<td>$2000.00 per month</td>
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Budget # 21161-6036-6093-400

C. Approvals

President: Betty McCrohan

Date: 1-9-13
**Wharton County Junior College**

### Personnel Action Form

**Human Resources**

<table>
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</table>

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:** Social & Behavioral Science

**Job Title/Position:** Instructor of Criminal Justice

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

**Budget Number:** 1110.14700.6091.400-62.5%, 1110.14706.6091.102-18.75%, 1210.14702.

**Compensation:**

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

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<td>30</td>
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**Start Date:** 09/01/87

**End Date:**

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

**Budget Number:** 1110.1409.6093.400

**Hours:** 1110-1407-1093-400

**Funds:** BDC

**Position No. (NBAPOSN):** CRM001

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

- [ ] $7.00/hr x [ ] N/A hrs/wk x [ ] N/A wks = [ ] $7.00 per year

**Job Vacancy No.:** (if applicable) N/A

**Specialized Area:** Criminal Justice

**Funded in which FY?** FY13

**Position No. (NBAPOSN):** CRM001

### PROPOSED

**Division/Unit:** Instruction

**Job Title/Position:** Academic Dean

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

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

**Budget Number:** 1110.1409.6093.400

**Hours:** 1110-1407-1093-400

**Funds:** BDC

**Position No. (NBAPOSN):** DEA007

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

- [ ] $7.00/hr x [ ] N/A hrs/wk x [ ] N/A wks = [ ] $7.00 per year

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

- [ ] 1211 A 038

**Specialized Area:** Instruction

**Funded in which FY?** FY13

**Position No. (NBAPOSN):** DEA007

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

- [ ] $7.00/hr x [ ] N/A hrs/wk x [ ] N/A wks = [ ] $7.00 per year

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

- [ ] 1211 A 038

**Specialized Area:** Instruction

**Funded in which FY?** FY13

**Position No. (NBAPOSN):** DEA007

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

- [ ] $7.00/hr x [ ] N/A hrs/wk x [ ] N/A wks = [ ] $7.00 per year

### Explanation of Action:

Temporary re-organization resulting from DVI resignation

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

**Approved by Vice President**

**Approved by Division Chair**

**Reviewed by Human Resources**

**Budget Approval**

**Approved by President**

**Approved by Cabinet Level Supervisor**

**Date approved by Board or not applicable**

---

A1211 0048

Reg. 821

Revised 02/22/2011
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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**Address**

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**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [X] Temporary
- [X] Full-Time
- [ ] Part-Time
- [ ] Regular
- [ ] Other (explain)
- [ ] New Employee
- [ ] Extension
- [X] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ___)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Job Title/Position:**

Math & Science/Chemistry

**Instructor of Chemistry**

**Budgeted Position?**

- [X] Yes
- [ ] No

**Budget Number:**

1610.14302.6091.100

**Compensation:**

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

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**Start Date:**

8-22-11

**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
- [ ] Other

**PROPOSED Division/Unit:**

Math & Science/Physics

**Job Title/Position:**

Instructor of Physics

**Budgeted Position?**

- [X] Yes
- [ ] No

**Name of Replaced Employee:**

N/A

**Budget Number:**

1610.14307.6091.100 (80%) 1110.14307.6091.100 (20%)

**Compensation:**

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

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</table>

**Start Date:**

08/19/2013

**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
- [ ] Other

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

12-6-12

**Approved by Vice President**

12-7-12

**Approved by Division Chair**

12-6-12

**Budget Approval**

12-14-12

**Approved by Cabinet Level Supervisor**

12-14-12

**Date approved by Board or not applicable**

Reg 821

F1212 0045

Revised May 15, 2019
**Personnel Action Form**

**Wharton County Junior College**

**Banner ID #**

**Last Name**

**First Name**

**Middle Initial**

**Address**

**City**

**State**

**Zip**

**Telephone**

---

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
- [x] Full-Time
- [ ] Regular
- [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: _ )
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

---

**CURRENT Division/Unit:**

Social & Behavioral Science

**Job Title/Position:**

Instructor of History

**Budgeted Position?**

[ ] Yes [ ] No

**Budgeted Number:**

1110.14701.6091.100 60%, 1210.14701.6091.100 40%

---

**Compensation:**

**$54,308**

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

**Sched**

- [ ] FAC
- [ ] Grade
- [ ] Step

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

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

**Start Date:**

08/20/01

**End Date:**

N/A

**Position No. (NBAPOSN):** HISO02

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

N/A

**Specialized Area:**

History

**Funded in which FY?:** FY13

---

**PROPOSED Division/Unit:**

Social & Behavioral Science

**Job Title/Position:**

Instructor of History

**Budgeted Position?**

[ ] Yes [ ] No

**Name of Replaced Employee:**

N/A

**Budgeted Number:**

1110.14701.6091.100 60%, 1210.14701.6091.100 40%

---

**Compensation:**

**$62,067**

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

**Sched**

- [ ] FAC
- [ ] Grade
- [ ] Step

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

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

**Start Date:**

01/02/13

**End Date:**

N/A

**Position No. (NBAPOSN):** HISO02

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

1211 F 098

**Specialized Area:**

History

**Funded in which FY?:** FY13

---

**Explanation of Action:**

Assignment as Division Chair

---

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

**Approved by Vice President**

**Date**

**Reviewed by Human Resources**

**Date**

**Approved by Division Chair**

**Date**

**Approved by President**

**Date**

**Budget Approval**

**Date**

**Approved by Cabinet Level Supervisor**

**Date**

**Date approved by Board or not applicable**

---

Reg. 821

Revised 02/22/2011
### Wharton County Junior College

**Personnel Action Form**  
**Human Resources**

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#### Part I: Check Off that apply

- [ ] Administrative/Professional Staff
- [x] Faculty
- [ ] Support Staff
- [x] Temporary [ ] Full-Time
- [ ] Part-Time
- [ ] Regular
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ____)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

#### Part II: Assignment/Accounting

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

- Specialized Area:  
- Funded in which FY?

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

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

- Compensation:  
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - Sched
  - Grade
  - Step
  - [ ] At-will-employee
  - [ ] Per contract

- Start Date:  
- End Date:

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

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

**PROPOSED** Division/Unit:  
Technology & Business  
Job Vacancy No.: (if applicable)

- Temporary Instructor of Computer Science
- Specialized Area:
- Computer Science

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

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

- Compensation:  
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - Sched
  - Grade
  - Step
  - [ ] At-will-employee
  - [ ] Per contract

- Start Date: 01/14/13
- End Date:

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head)**
- **Approved by Vice President**
- **Approved by Division Chair**
- **Reviewed by Human Resources**
- **Budget Approval**
- **Approved by President**
- **Approved by Cabinet Level Supervisor**

**F1212 0046**

Reg. 821  
Revised 02/22/2011
Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID #
Last Name: Koehler-Buckner
First Name: Leah
Middle Initial:
Telephone:
Address:
City:
State:
Zip:

Part I: Check all that apply

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

Part II: Assignment/Accounting

CURRENT Division/Unit:

Job Title/Position:

Budgeted Position? ☐ Yes ☐ No

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: __________

If temporary, anticipated termination date:

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

PROPOSED Division/Unit:
Social & Behavioral Science Division

Job Title/Position:
Temporary Psychology Instructor

Budgeted Position? ☒ Yes ☐ No

Name of Replaced Employee: Lesley Blanks

Budget Number: 1610.14704.6091.100

Compensation:
☐ Annual
☐ Hourly
☒ Other (explain)

$ 22,275 Sched FAC
Grade 1
Step 8

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

Start Date: 1/1/2013
End Date: __________

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
☐ 9 months
☐ 10 1/2 months
☐ 12 months
☒ Other Spring 2013 semester

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Date: __________

Approved by Vice President

Date: 11-20-12

Approved by Division Chair

Date: 11-20-12

Reviewed by Human Resources

Date: 11-28-12

Budget Approval

Date: 11-26-12

Approved by President

Date: 11-28-12

Approved by Cabinet Level Supervisor

Date: __________

Date approved by Board or X not applicable

Reg. 821

F1211 0041

Revised May 15, 2000
**Personnel Action Form**

**Banner ID #**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

**Part I: Check all that apply**

**Classification:**
- [ ] Administrative/Professional Staff
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)

- [X] New Employee
- [X] Regular
- [X] Full-Time
- [ ] Part-Time

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

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budget Number:**

**Compensation:**

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

**Start Date:**

**End Date:**

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

**Specialized Area:**

**Funded in which FY?**

**Position No. (NBAPOSN):**

**If temporary, anticipated termination date:**

**PROPOSED Division/Unit:**

**Social & Behavioral Science**

**Job Title/Position:**

**Temporary Psychology Instructor**

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Name of Replaced Employee:** Kelly Eldridge

**Budget Number:** 1110.14704.6091.100

**Compensation:**

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

**Start Date: 1/14/2013**

**End Date:**

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

1211 F 096

**Specialized Area:** Psychology

**Funded in which FY?** FY13

**Position No. (NBAPOSN): PSY02T**

**If temporary, anticipated termination date:**

5/17/2013

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

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

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

**Part II: Assignment/Accounting**

- CURRENT  
  - Division/Unit: Job Vacancy No.: (if applicable)  
  - Specialized Area:

- Budgeted Position? [ ] Yes  [ ] No  
  - Funded in which FY?

- Position No. (NBAPOSN):

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<td>[ ] Sched</td>
<td>FAC</td>
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<td>[ ] Grade</td>
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<tr>
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<td>[ ] Step</td>
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- Start Date: 01/14/13  
- End Date:

**PROPOSED**  
- Division/Unit: Job Vacancy No.: (if applicable)  
  - Allied Health: 1301 F 001  
  - Specialized Area: Associate Degree Nursing

- Budgeted Position? [ ] Yes  [ ] No  
  - Name of Replaced Employee: Jay Dune  
  - Funded in which FY?  FY13

- Position No. (NBAPOSN): ADN07T

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<td>[ ] $</td>
<td>[ ] Sched</td>
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<tr>
<td>[ ] $</td>
<td>[ ] Step</td>
<td>9</td>
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</table>

- Start Date: 01/14/13  
- End Date:

**Explanation of Action:**  
- Spring Semester

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head): Date  
- Approved by Vice President: Date 1-2-13

- Approved by Division Chair: Date  
- Reviewed by Human Resources: Date  
- Budget Approval: Date  
- Approved by President: Date 1-2-13

- Approved by Cabinet Level Supervisor: Date  
- Date approved by Board or: [ ] not applicable

Reg. 821  
Revised 02/22/2011
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
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<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

| Address     |           |            |                |           |

### Part I: Check off that apply

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

- Time:
  - ☒ Full-Time
  - ☐ Part-Time
  - ☐ Temporary
  - ☐ Regular

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

- ☐ Retirement
  - Resignation
  - Separation (date: 12/31/12)
  - Change in Assignment
  - Additional Assignment
  - Leave of Absence

<table>
<thead>
<tr>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005 A 007</td>
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</table>

### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

- Vocational Instruction

**Position No. (NBAPOSN):**

- DEA006

**Specialized Area:**

- Vocational Instruction

**Budgeted Position?**

- ☒ Yes

**Budget Number:**

- 1110.1409.6903.400

**Compensation:**

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

- Sched D
  - Grade __
  - Step __

- $82,734

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

- Start Date:
  - 08/23/04

- End Date:
  - 12/31/12

- ☐ 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

**PROPOSED Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- ☐ Yes

**Budget Number:**

**Compensation:**

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

- Sched __
  - Grade __
  - Step __

- $ __

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

- Start Date:

- ☐ At-will-employee
  - ☒ Per contract

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

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

**Explanation of Action:**

### Part III: Position/Budget Authorization

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

**Approved by Vice President:**

**Approved by Division Chair:**

**Reviewed by Human Resources:**

**Budget Approval:**

**Approved by President:**

**Approved by Cabinet Level Supervisor:**

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

---

Reg. 821

Revised 02/22/2011
Wharton County Junior College

Personnel Action Form
Human Resources

Banner ID #
Last Name
First Name
Middle Initial
Telephone
City
State
Zip

Part I: Check all that apply

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

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

☐ Retirement
☒ Resignation
☑ Separation (date: 12/31/12)
☒ Change in Assignment
☒ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:
Perkins Grant
Job Title/Position:
Part-Time Engineering Design Tutor
Budgeted Position? ☒ Yes ☐ No
Budget Number:
21488.6003.6133.102

Job Vacancy No.: (if applicable)
1209 S 082
Specialized Area:
Engineering Design
Funded in which FY? FY13
Position No. (NBAPOSN): PERK99

Compensation:
☐ Annual
☒ Hourly
☐ Other (explain)
Sched N/A
Grade N/A
Step N/A

Hours Rate: (Part-time only)
$ 25.00 per hr x 8 hrs/wk x 30 wks =
$ 6,000 per year

Start Date: 09/06/12
End Date: 12/31/12
At-will-employee

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

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
☐ 9 months
☐ 10 1/2 months
☐ 12 months
☐ Other 30 weeks

PROPOSED Division/Unit:

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

Compensation:
☐ Annual
☐ Hourly
☐ Other (explain)
Sched
Grade
Step

$40,000 per year

Start 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

Explanation of Action:
Starting full time employment with WCJC on 01/14/13

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)
Cindy Kincaid 12/12/12
Approved by Division Chair

Date
Approved by Vice President
Date

Reviewed by Human Resources
Date

Budget Approval
Date
Approved by President
Date

Approved by Campus Level Supervisor
Date

Date approved by Board or not applicable

Reg. 821
Revised 02/22/2011
## Personnel Action Form
### Human Resources

### Part I: Check all that apply

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<th>Extension</th>
<th>Reclassification</th>
<th>Transfer</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
<th>Retirement</th>
<th>Resignation</th>
<th>Separation (date: 12/31/12)</th>
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</tbody>
</table>

### Part II: Assignment/Accounting

**CURRENT Division/Unit:** Allied Health

**Job Title/Position:** Instructor of Associate Degree Nursing

**Budgeted Position?** ☒ Yes ☐ No

**Budget Number:** 1110.4181.6091.102

**Compensation:**

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

<table>
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<tr>
<th>Sched</th>
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<th>Grade</th>
<th>Step</th>
<th>Hourly Rate (Part-time only)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ N/A per hr x N/A hrs/wk x N/A wks = $ N/A per year</td>
</tr>
</tbody>
</table>

**Start Date:** 08/24/09 **End Date:** 12/31/12

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

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

**PROPOSED Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** ☐ Yes ☒ No

**Budget Number:**

**Compensation:**

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

<table>
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<tr>
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<th>Grade</th>
<th>Step</th>
<th>Hourly Rate (Part-time only)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ N/A per hr x N/A hrs/wk x N/A wks = $ N/A per year</td>
</tr>
</tbody>
</table>

**Start Date:** **If temporary, anticipated termination date:**

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

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

**Explanation of Action:**

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head):** 12/18/12

**Approved by Division Chair:** 12/10/12

**Budget Approval:** 12/14/12

**Approved by Cabinet Level Supervisor:** 12/13/12

**Reviewed by (Human Resources):** 12/11/12

**Approved by President:** 12/14/12

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

Revised 02/22/2011
**Personnel Action Form**

**Human Resources**

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<th>Middle Initial</th>
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<tr>
<td></td>
<td>McLane</td>
<td>Karen</td>
<td></td>
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</table>

**Part I: Check all that apply**

- Administrative/Professional Staff
- Faculty
- Support Staff
- Temporary
- Regular
- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)
- Retirement
- Resignation
- Separation (date): 12/31/12
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: Social & Behavioral Science
- Instructor of Government
- Job Title/Position: N/A
- Budgeted Position? Yes No
- Budgeted Number: 1610.14703.6091.100

**Compensation:**

- $52,050
- Sched: FAC
- Grade: 23
- Step: 23
- At-will-employee
- Per contract

**Start Date:** 8/23/99
**End Date:** 12/31/12

If temporary, anticipated termination date: N/A

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); 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: N/A
- Job Title/Position: Specialized Area:
- Budgeted Position? Yes No
- Name of Replaced Employee:
- Budgeted Number: N/A

**Compensation:**

- $52,050
- Sched: FAC
- Grade: 23
- Step: 23
- At-will-employee
- Per contract

**Start Date:** 8/23/99

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): 11/29/12
- Approved by Vice President: 11/29/12
- Reviewed by Human Resources: 11/29/12
- Approved by Cabinet, Level Supervisor: 11/29/12
- Date approved by Board: 1/29/12

Reg. 821 F1211 0043

Revised May 15, 2009
Wharton County Junior College

Personnel Action Form
Human Resources

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<td>Nathan</td>
<td>Eric</td>
<td>J</td>
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</tr>
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Address

Part I: Check all that apply

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

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

[ ] Retirement
[ ] Resignation
[ ] Separation (date: 12/31/12)
[ ] Change in Assignment
[ ] Additional Assignment
[ ] Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:
Administration

Job Title/Position:
Title V Activity Coordinator

Budgeted Position? [X] Yes [ ] No

Budget Number:
21162.6036.6186.400

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

Sched AA
Grade 1
Step 30

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

Start Date: 06/30/11
End Date: 12/31/12

[ ] As will employee

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

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

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

PROPOSED Division/Unit:

Job Title/Position:

Budgeted Position? [ ] Yes [X] No

Name of Replaced Employee:

Budget Number:

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

Sched
Grade
Step

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

Start Date:

[ ] At will employee

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). The work schedule for other full-time faculty may be extended for other periods of time. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Approved by Vice President

Approved by Division Chair

Approved by Human Resources

Budget Approval

Approved by President

Approved by Cabinet Level Supervisor

Date approved by Board or is not applicable

Reg. 821
Revised 02/22/2011
Wharton County Junior College

Personnel Action Form

Banner ID #

Last Name: Waddill
First: Rochelle
Middle Initial: 
Telephone: 

Address
City
State
Zip

Part I: Check all that apply

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

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

[ ] Retirement
[ ] Resignation
[ ] Separation (date: 12/14/12)
[ ] Change in Assignment
[ ] Additional Assignment
[ ] Leave of Absence

Part II: Assignment/Accounting

Current Division/Unit: Communications & Fine Arts

Job Title/Position: Music Instructor-Temp, Full Time

Budgeted Position? [ ] Yes [ ] No

Budgeted Position No.: MUS04T

Budget Number: 1610.14505.6091.100

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

Sched: 
Grade: 
Step: 10

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

Start Date: 08/15/2012
End Date: 12/14/2012

If temporary, anticipated termination date:
12/14/2012

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

PROPOSED Division/Unit: Communications & Fine Arts

Job Title/Position: Music Instructor-Temp, Full Time

Budgeted Position No.: MUS04T

Budget Number: 1610.14505.6091.100

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

Sched: 
Grade: 
Step: 

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

Start Date
End Date

If temporary, anticipated termination date:

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

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

F1212 0044

Revised May 13, 2012
**Wharton County Junior College**

**Personnel Action Form**
Human Resources

<table>
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<td></td>
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<td>Patricia</td>
<td>I</td>
<td>State</td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
<td>Zip</td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

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

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

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

**Part II: Assignment/Accounting**

- **CURRENT Division/Unit:**
  - Vocational Instruction

- **Job Title/Position:**
  - Admin. Assistant & Records Specialist to DVI

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

- **Budget Number:**
  - 1110.1409.6101.400

- **Compensation:**
  - [x] Annual
  - [ ] Hourly
  - [ ] Other (explain):
    - Sched: P
    - Grade: 11
    - Step: 6

- **Start Date:**
  - 11/01/06

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

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

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

- **Job Vacancy No.: (if applicable)**
  - 1206 S 038

- **Specialized Area:**
  - Vocational Instruction

- **Position No. (NBAPOSN):**
  - AD5001

- **Funded in which FY?**
  - FY13

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

- **Name of Replaced Employee:**
  - Tammy Herrera

- **Budget Number:**
  - 1110.1401.6101.400

- **Compensation:**
  - [x] Annual
  - [ ] Hourly
  - [ ] Other (explain):
    - Sched: P
    - Grade: 13
    - Step: 6

- **Start Date:**
  - 01/02/13

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

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

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

- **Job Vacancy No.: (if applicable)**
  - 1211 S 103

- **Specialized Area:**
  - Instruction

- **Position No. (NBAPOSN):**
  - AD2002

- **Funded in which FY?**
  - FY13

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

- **If temporary, anticipated termination date:**
  - N/A

**Explanation of Action:**
re-organization resulting from DVI resignation

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
  - Date: __________

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

- **Budget Approval:**
  - Approved by Cabinet Level Supervisor
  - Date: 11/28/12

**Approved by Vice President:**
- Date: __________

**Reviewed by Human Resources:**
- Date: __________

**Approved by President:**
- Date: __________

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

---

Revised 02/22/2011
Part I: Check all that apply

Classification:
- ☐ Administrative/Professional Staff
- ☐ Extension
- ☐ Faculty
- ☐ Reclassification
- ☐ Support Staff
- ☐ Transfer
- ☐ Temporarily
- ☐ Full-Time
- ☐ Part-Time
- ☐ Regular
- ☐ Full-Time
- ☐ Part-Time
- ☐ Other (explain)
- ☐ New Employee
- ☐ Promotion
- ☐ Salary Adjustment
- ☐ Other (explain)
- ☐ Separation (date: 11-09-2012)
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence
- ☐ Retirement
- ☐ Resignation

Part II: Assignment/Accounting

CURRENT Division/Unit:
Security

Job Title/Position:
Full Time Security Officer (Wharton Campus)

Budgeted Position? ☑ Yes ☐ No

Budget Number:
1110.1192.6107.701

Compensation:
☑ Annual $24,775
☑ Hourly ☐ Other (explain)

Start Date: 10-29-2012
End Date: 11-09-2012

Job Vacancy No.: (if applicable)
1209 S 085

Specialized Area:
Security

Funded in which FY? FY13

Position No. (NBAPOSN):
SEC003

At-will-employee ☐ Per contract ☑

If temporary, anticipated termination date:
N/A

Job Title/Position:

Budgeted Position? ☑ Yes ☐ No

Name of Replaced Employee:

Budget Number:

Compensation:
☐ Annual ☐ Hourly ☐ Other (explain)

$ ☐ 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: 11/12/12

Approved by Division Chair Date: 11/15/12

Reviewed by Human Resources Date: 11-15-12

Budget Approval Date: 11/15/12

Approved by President Date: 11-15-12

Approved by Cabinet Level Supervisor Date: 11/12/12

Date approved by Board or ☐ not applicable

Reg. 821

S1211 0168

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

- [x] Administrative/Professional Staff
- [x] Support Staff
- [x] Full-Time
- [ ] New Employee
- [x] Promotion
- [ ] Retirement
- [x] Resignation
- [x] Separation (date: ___)
- [ ] Change in Assignment
- [x] Additional Assignment
- [x] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

- Job Title/Position: 
- Budgeted Position? [ ] Yes [x] No
- Budgeted Number: 

**PROPOSED** Division/Unit:

- Student Services
- Resident Hall Supervisor
- Budgeted Position? [x] Yes [ ] No
- Name of Replaced Employee: Christine Foust
- Budget Number: 3912.14103.6101.501

**Explanation of Action:**

- $1,000 per month plus room and board

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head):
- Approved by Division Chair:
- Budget Approval:
- Approved by Cabinet Level Supervisor:

**Reg. 821**

Revised 02/22/2011
### Personnel Action Form

**Wharton County Junior College**

**Banner ID #**

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**Part I: Check all that apply**

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

- **Temporaries:**
  - [x] Full-Time
  - [ ] Part-Time

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

- **Retirement**
- [ ] Resignation
- [X] Separation (date: 11/30/12)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

- Instruction

**Job Title/Position:**

- ABE-IG Data Technician

**Budgeted Position?**

- [x] Yes
- [ ] No

**Budget Number:**

- 21414.6040.6101.1012

**Compensation:**

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

- $24,175

- Sched: 0
- Grade: 9
- Step: 0

**Start Date:**

- 03/19/12

**End Date:**

- 11-30-12

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

**PROPOSED Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- [ ] Yes
- [x] No

**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

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

**$**

- Sched: —
- Grade: —
- Step: —

**Start Date:**

**End Date:**

- [x] 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
- [x] 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

- [ ] Approved by Human Resources Date

- [ ] Budget Approval Date

- [ ] Approved by President Date

[Signature]

[Signature]

[Signature]

Approved by Cabinet Level Supervisor

Date

Date approved by Board or n/a not applicable

Reg. 821

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

#### Personnel Action Form

**Human Resources**

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#### Part I: Check all that apply

**Classification:**
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
- [X] Full-Time
- [X] Part-Time
- [ ] Regular
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 11 Dec 12)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT Division/Unit:** Administrative Services

**Job Title/Position:** Fitness Center Staff

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

**Budget Number:**


- [ ] Annual
- [X] Hourly

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

- $7.25 per hr x 19 hrs/wk x 48 wks = $6,612 per year

**Compensation:**

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<th>End Date:</th>
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<td>7 Sept 12</td>
<td>11 Dec 12</td>
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**Position No. (NBAPOSN):**

FITW99

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

1208 S 074

**Specialized Area:**

Gym & Fitness Center areas

**Funded in which FY?:**

FY 13

**If temporary, anticipated termination date:**

N/A

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 48 weeks

#### PROPOSED Division/Unit:

**Job Title/Position:**

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

**Name of Replaced Employee:**

**Budget Number:**

**Position No. (NBAPOSN):**

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

**Specialized Area:**

**Funded in which FY?:**

**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:

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

**Approved by Division Chair:**

**Approved by Vice President:**

**Reviewed by Human Resources:**

**Budget Approval:**

**Approved by Cabinet Level Supervisor:**

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

**Reg. 821:**

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

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

☐ Temporary
☐ Full-Time
☐ Other (explain)

☐ Regular
☒ Part-Time
☐ Other (explain)

☐ New Employee
☐ Extension
☐ Reclassification
☐ Transfer
☐ Promotion
☐ Salary Adjustment
☐ Other (explain)

☐ Retirement
☐ Resignation
☐ Separation (dated 1/1/12)
☐ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:
Vocational Science

Job Title/Position:
Driver

Budgeted Position? ☒ Yes ☐ No

Budget Number:
21759.6001.6126.301 & 21769.6001.6137.301

Compensation:
☐ Annual $7.45
☒ Hourly N/A
☐ Other (explain)

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

Start Date: 05/21/10
End Date: 11/01/12

Yes ☒ At-will-employee
☐ Per contract

If temporary, anticipated termination date:
N/A

Hourly Rate: (Part-time only)
$7.45per hr x 19 hrs/wk x 20 wks = $1,516.00 per year

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a “9-month work schedule”), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☒ Other 50 weeks

PROPOSED Division/Unit:

Job Title/Position:

Budgeted Position? ☒ Yes ☐ No

Budget Number:

Compensation:
☐ Annual
☒ Hourly
☐ Other (explain)

Sched
Grade
Step

Start Date:

Yes ☒ At-will-employee
☐ Per contract

If temporary, anticipated termination date:
N/A

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

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Emergency Head) Caroline R. Olson Date 11-5-12

Approved by Division Chair Date

Budget Approval Date 11/15/12

Approved by Cabinet Level Supervisor

Date

Date approved by Board or ☐ not applicable

Reg: 821 S1211 0160 Revised May 18, 2009
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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**Address**

**Part I: Check all that apply**

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

- [ ] Full-Time
- [ ] Part-Time

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

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

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

Job Title/Position:

Budgeted Position?  [ ] Yes  [ ] No

Budget Number:

Compensation:

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

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

Start Date:  [ ] End Date:  [ ] If temporary, anticipated termination date:

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

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

**PROPOSED** Division/Unit: Administrative Services

Job Title/Position:

Budgeted Position?  [ ] Yes  [ ] No

Budget Number:

Compensation:

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

Start Date: 12 Dec 12

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 48 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head):

Reviewed by Human Resources: 12/13/13

Approved by Vice President:

Reviewed by Division Chair:

Approved by President:

Budget Approval:

Approved by Cabinet Level Supervisor:

Date approved by Board or not applicable:

Reg. 821 5/21/2012

Revised May 15, 2009
Wharton County
Junior College

Personnel Action Form
Human Resources

Banner ID # | Last Name | First | Middle Initial | Telephone
---|---|---|---|---
| Morales | Orlando | | |

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

Part I: Check all that apply

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

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

- [ ] Retirement
- [ ] Resignation
- [x] Separation (date: 12/07/12)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:

Security

Job Title/Position:

Part Time Security Officer (Wharton Campus)

Budgeted Position?  [x] Yes  [ ] No

Budget Number:

1110.1192.6108.701

Compensation:

$ 11.62

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

Sched | Grade | Step
---|---|---
0 | 2 | 0

End Date: 12/07/12

At-will-employee  [x] Per contract

If temporary, anticipated termination date:
N/A

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other (52 weeks)

PROPOSED Division/Unit:

Job Title/Position:

Budgeted Position?  [ ] Yes  [x] No

Name of Replaced Employee:

Budget Number:

Compensation:

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

$ 11.62 per hr x 19 hrs/wk x 52 wks = $11,480.56 per year

Start Date: 11/24/2010

End Date: 12/07/12

At-will-employee  [x] Per contract

If temporary, anticipated termination date:
N/A

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

Explanation of Action:

Part III: Position Budget Authorization

Recommended by Supervisor (Department Head)

Approved by Division Chair

Reviewed by Human Resources

Budget Approval

Approved by Cabinet Level Supervisor

Date | Approved by Vice President | Date
---|---|---
12/1/12 | | 12/14/12
12/1/12 | | 12/14/12
12/1/12 | | 12/14/12
12/1/12 | | 12/14/12
12/1/12 | | 12/14/12

Date approved by Board or not applicable

Reg. 821

S12120190
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

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**Part II: Assignment/Accounting**

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<thead>
<tr>
<th>Budget Number:</th>
<th>Position No. (NBAPOSN):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
<th>$ _______ per hr x _______ hrs/wk x _______ wks = $ _______ per year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>☑ At-will-employee</th>
<th>Per contract</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>If temporary, anticipated termination date:</th>
</tr>
</thead>
</table>

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

| ☐ 9 months | ☐ 10 1/2 months | ☐ 12 months | ☐ Other 49 weeks |

**PROPOSED**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Open Computer/Library Monitor</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>☑ Yes ☐ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Replaced Employee:</th>
<th>Grant Travis</th>
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<table>
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<tr>
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<th>Position No. (NBAPOSN):</th>
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<tbody>
<tr>
<td>1211-1494-6102-102</td>
<td>OCLF99</td>
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<table>
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</thead>
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</tr>
<tr>
<td>☐ Other (explain)</td>
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<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
<th>$ 10.47 per hr x 20 hrs/wk x 49 wks = $ 10260.00 per year</th>
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<table>
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<tr>
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</thead>
</table>

<table>
<thead>
<tr>
<th>If temporary, anticipated termination date:</th>
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</thead>
</table>

**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 49 weeks |

**Part III: Position/Budget Authorization**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by Vice President</th>
</tr>
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<tbody>
<tr>
<td>11/29/12</td>
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**Approved by Division Chair:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Reviewed by Human Resources</th>
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**Budget Approval:**

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<th>Date</th>
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<table>
<thead>
<tr>
<th>Date</th>
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Date approved by Board: 12-3-12

**Reg. 821**

© 1212 0178

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

**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
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<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
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<tbody>
<tr>
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**Address**

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**Part I: Check all that apply**

<table>
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<td>Salary Adjustment</td>
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<tr>
<td>Other (explain)</td>
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**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Job Vacancy No.: (If applicable)</th>
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<tbody>
<tr>
<td>Specialized Area:</td>
<td>Funded in which FY?</td>
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<tr>
<td>Budgeted Position?</td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>Budgeted Position?</td>
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<tr>
<td>Name of Replaced Employee: Caroline Garcia</td>
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<tr>
<td>Budget Number: 21759.6001.6126.301 &amp; 21769.6001.6137.301</td>
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<td>Position No. (NBAPOSN): CEBW99</td>
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**PROPOSED** Division/Unit:

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<th>Job Title/Position:</th>
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<tr>
<td>Specialized Area:</td>
<td>Funded in which FY? FY '12 - '13</td>
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<td>Part-Time Driver</td>
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<td>Name of Replaced Employee: Caroline Garcia</td>
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<td>Budget Number: 21759.6001.6126.301 &amp; 21769.6001.6137.301</td>
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**Compensation:**

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**$**

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<th>☐ Annual</th>
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<th>Grade</th>
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**Start Date:**

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<th>☐ At-will</th>
<th>☑ Per contract</th>
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</thead>
<tbody>
<tr>
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<table>
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<tr>
<th>☐ 9 months</th>
<th>☐ 10 1/2 months</th>
<th>☐ 12 months</th>
<th>☐ Other 45 weeks</th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
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**Explanation of Action:**

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<td>☐</td>
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**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caroline L. Deleon</td>
<td>11-15-12</td>
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<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Date approved by Board or not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

**Banner ID #** Cunningham

**Last Name** Kerrie

**First Name** A

**Middle Initial**

**Address**

**City**

**State** Zip

**Telephone**

### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
- [X] 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: Social & Behavioral Science

**Job Title/Position:** Division Secretary

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

**Budgeted Number:** 1110.14700.6101.400

**Compensation:**

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

**Start Date:** 02/01/12

**End Date:**

**Budget Number:** 1110.1400.6101.400

**Compensation:**

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

**Start Date:** 01/02/13

**Budget Number:** 1110.1401-1210-400

**Compensation:**

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

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

- [ ] 1201 S 001
- [X] 1211 S 112

### Specialized Area:

- [ ] Social & Behavioral Science

### Funded in which FY?

- [ ] FY13

### Position No. (NBAPOSN): DIV005

### PROPOSED Division/Unit:

**Instruction**

**Job Title/Position:** Admin Assistant & Records Spec to Academic Dean

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

**Budgeted Number:** 1110.1401-1210-400

**Compensation:**

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

**Start Date:** 01/02/13

**Budget Number:** 1110.1401-1210-400

**Compensation:**

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

**Start Date:** 08/31/13

**Budget Number:** 1110.1401-1210-400

**Compensation:**

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

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

- [ ] 1201 S 001
- [X] 1211 S 112

### Specialized Area:

- [X] Instruction

### Funded in which FY?

- [X] FY13

### Position No. (NBAPOSN): AD5002

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

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

### If temporary, anticipated termination date:

- [X] 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:

- [X] temporary re-organization resulting from DVI resignation

### Part III: Position/Budget Authorization

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

**Approved by Vice President** Date

**Reviewed by Human Resources** Date

**Budget Approval** Date

**Approved by President** Date

**Approved by Cabinet Level Supervisor** Date

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

---

Reg. 821

Revised 02/22/2011
Wharton County
Junior College

Personnel Action Form

Banner ID #

LastName
First
Middle Initial
Telephone
Address
City
State
Zip

Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
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<td>Faculty</td>
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<td>Support Staff</td>
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<td>Full-Time</td>
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<td>Separation (date: )</td>
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<tr>
<td>Additional Assignment</td>
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</tr>
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</table>

Part II: Assignment/Accounting

CURRENT Division/Unit: Allied Health
Job Title/Position: Allied Health Secretary
Budgeted Position? ☑ Yes ☐ No
Budget Number: 1110.14184.6101.102 25%, 1110.14181.6101.102 25%
Compensation:
$ 23,625
Start Date: 09/03/10
End Date: N/A
Annual | ☑ | Sched 0 | Grade 7 | Step 2
Hourly | ☐ | ☑ | At-will-employee | ☐ | Per contract
Other (explain) | ☑ | ☑ | | |

Job Vacancy No.: (if applicable) 1006 S 026
Specialized Area: Allied Health
Funded in which FY? FY13
Position No. (NBAPOSN): SC1009

PROPOSED Division/Unit: Administration
Title: V HSI STEM Grant Secretary
Budgeted Position? ☑ Yes ☐ No
Name of Replaced Employee: N/A
Budget Number: 21166.6039.6101.400
Compensation:
$ 24,225
Start Date: 01/02/13
Annual | ☑ | Sched 0 | Grade 8 | Step 2
Hourly | ☐ | ☑ | At-will-employee | ☐ | Per contract
Other (explain) | ☑ | ☑ | | |

Job Vacancy No.: (if applicable) 1205 S 033
Specialized Area: STEM Grant
Funded in which FY? FY13
Position No. (NBAPOSN): GNS03T

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 Division Chair Date

Reviewed by Human Resources Date
Approved by President Date

Budget Approval Date
Approved by Cabinet Level Supervisor Date

Date approved by Board or not applicable

Reg. 821

S12110175

Revised May 15, 2009
Wharton County
Junior College

Personnel Action Form
Human Resources

Banner ID #

Last Name
Beaver

First
Lola

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:
Adult Basic Education

Job Title/Position:
ABE Aide

Budgeted Position? ☒ Yes ☐ No

Budget Number:
21292.6012.6129.1012

Job Vacancy No.: (if applicable)
1010 S 053

Specialized Area:
ABE

Funded in which FY? 13

Position No. (NBAPOSN): GNTC99

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

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other 34 weeks

PROPOSED Division/Unit:
Adult Basic Education

Job Vacancy No.: (if applicable)
1010 S 053

Specialized Area:
ABE

Funded in which FY? 13

Position No. (NBAPOSN): GNTC99

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

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other 34 weeks

Explanation of Action:
To reflect pay raise in September for ABE aides.

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Approved by Division Chair

Approved by Vice President

Reviewed by Human Resources

Approved by President

Approved by Cabinet Level Supervisor

Date
12-4-12

Date
12-7-12

Date

Date

Date

Date

Date

Date

Reg. 821
S 1212 0187

Revised May 6, 2009
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

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**Part I: Check all that apply**

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<th>Reclassification</th>
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<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
<th>Retirement</th>
<th>Resignation</th>
<th>Separation (date)</th>
<th>Change in Assignment</th>
<th>Additional Assignment</th>
<th>Leave of Absence</th>
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</table>

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: Adult Basic Education
- Job Title/Position: ABE Aide
- Budgeted Position: ☐ Yes ☐ No
- Budget Number: 21292.6012.6129.1012
- Compensation: ☐ Annual ☐ Hourly ☐ Other (explain) Sched 0 Grade 10 Step 0
- Start Date: 08/27/12
- End Date: N/A
- Hourly Rate: (Part-time only) $11.91 per hr x 20 hrs/wk x 34 wks = $8,098.80 per year
- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule: 9 months 10 1/2 months 12 months Other 34 weeks

**PROPOSED**

- Division/Unit: Adult Basic Education
- Job Title/Position: ABE Aide
- Budgeted Position: ☐ Yes ☐ No
- Name of Replaced Employee: N/A
- Budget Number: 21292.6012.6129.1012
- Compensation: ☐ Annual ☐ Hourly ☐ Other (explain) Sched 0 Grade 10 Step 0
- Start Date: 9-1-12
- Hourly Rate: (Part-time only) $11.91 per hr x 20 hrs/wk x 34 wks = $8,098.80 per year
- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule: 9 months 10 1/2 months 12 months Other 34 Weeks

**Explanation of Action:**

To reflect pay raise in September 2012 for ABE aides.

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head): [Signature] 12-4-12
- Approved by Division Chair: [Signature] 12-4-12
- Budget Approval: [Signature] 12-7-12
- Approved by Cabinet Level Supervisor: [Signature] 12-12-12

**Reg. 821**

Revised May 15, 2004
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
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<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

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

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

- ☐ Retirement
- ☐ Resignation
- ☐ Separation (date: )
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:  
Adult Basic Education

- Job Title/Position:  
  ABE Aide

- Budgeted Position?: ☑ Yes ☐ No

- Budget Number:  
  21292.6012.6129.1012

- Compensation:  
  ☑ Hourly  
  $11.76  
  Grade 10  
  Step 0

- Start Date: 09/01/11  
- End Date: N/A

- ☑ At-will-employee

- Hourly Rate: (Part-time only)
  $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year

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

**PROPOSED** Division/Unit:  
Adult Basic Education

- Job Title/Position:  
  ABE Aide

- Budgeted Position?: ☑ Yes ☐ No

- Name of Replaced Employee: N/A

- Budget Number:  
  21292.6012.6129.1012

- Compensation:  
  ☑ Hourly  
  $11.91  
  Grade 10  
  Step 0

- Start Date: 09/01/12

- ☑ At-will-employee

- Hourly Rate: (Part-time only)
  $11.91 per hr x 20 hrs/wk x 34 wks = $8,098.80 per year

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

**Explanation of Action:**

- To reflect pay raise in September for ABE aides.

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head)  
  [Signature]  
  12-4-12

- Approved by Division Chair  
  [Signature]  
  12-7-12

- Budget Approval  
  [Signature]  
  12-7-12

- Date approved by Board or ☑ not applicable

Reg. 821  
S1212 0185  
Revised May 15, 2012
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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**Address**

<table>
<thead>
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</table>

**Part I: Check all that apply**

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

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

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

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:**

- Adult Basic Education

**Job Title/Position:**

- ABE Aide

**Budgeted Position?**

- [x] Yes
- [ ] No

**Budget Number:**

- 21292.6012.6129.1012

**Compensation:**

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

**[S 11.76]**

**Start Date:**

- 09/01/11

**End Date:**

- N/A

**At-will-employee**

- [x] Per contract

**Hourly Rate:**

- (Part-time only)
- $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year

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

- [ ] 9 months
- [ ] 10 1/2 months
- [x] 12 months
- [ ] Other 34 weeks

**PROPOSED**

**Division/Unit:**

- Adult Basic Education

**Job Title/Position:**

- ABE Aide

**Budgeted Position?**

- [x] Yes
- [ ] No

**Name of Replaced Employee:**

- N/A

**Budget Number:**

- 21292.6012.6129.1012

**Compensation:**

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

**[S 11.91]**

**Start Date:**

- 09-01-12

**End Date:**

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**Hourly Rate:**

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**Explanation of Action:**

To reflect pay raise in September for ABE aides.

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

- [ ] 12-4-12

**Approved by Division Chair**

- [ ] 12-4-12

**Budget Approval**

- [ ] 12-7-12

**Approved by Cabinet Level Supervisor**

- [ ] 12-7-12

**Approved by Vice President**

- [ ] 12-5-12

**Approved by Human Resources**

- [ ] 12-4-12

**Approved by President**

- [ ] 12-12-12

**Date approved by Board or**

- [ ] not applicable

Reg. 821

Revised May 15, 2012
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

## Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
<th></th>
<th></th>
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</table>
| ☑ Administrative/Professional Staff | ☐ New Employee | ☐ Retiremen
| ☑ Faculty | ☐ Extension | ☐ Resignation |
| ☑ Support Staff | ☐ Reclassification | ☐ Separation (date: ) |
| ☑ Temporary | ☐ Rotation | ☐ Change in Assignment |
| ☐ Regular | ☐ Reclassification | ☐ Additional Assignment |
| ☐ Full-Time | ☐ Salary Adjustment | ☐ Leave of Absence |
| ☐ Part-Time | ☐ Other (explain) |  |

## Part II: Assignment/Accounting

**CURRENT Division/Unit:**

Adult Basic Education

<table>
<thead>
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<tr>
<td>☑ Yes</td>
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<td>☐ Other (explain)</td>
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<td>Step 0</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:

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- ☐ 10 1/2 months
- ☐ 12 months
- ☑ Other 34 weeks

### PROPOSED Division/Unit:

**Adult Basic Education**

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<tr>
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- ☐ 12 months
- ☑ Other 34 Weeks

### Explanation of Action:

To reflect pay raise in September for ABE aides.

---

**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date: 12-4-12</th>
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<td>Approved by Division Chair</td>
<td>Date: 12-5-12</td>
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<table>
<thead>
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<th>Budget Approval</th>
<th>Date: 12-7-12</th>
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<tr>
<td>Approved by Cabinet Level Supervisor</td>
<td>Date: 12-12-12</td>
</tr>
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Date approved by Board or ☑ not applicable

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Reg 821 512120183 Revised May 15 2009
## Personnel Action Form

**Wharton County Junior College**

### Part I: Check all that apply

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

| Additional Assignment | Leave of Absence | |
|-----------------------|------------------|
| Job Vacancy No.: (if applicable) | 1207 S 062 |
| Specialized Area: | ABE |
| Budgeted Position? | Yes |
| Budget Number: | 21292.6012.6129.1012 |
| Position No. (NBAPOSN): | GNTC99 |
| Compensation: | S 11.76 |
| Hourly | $ 11.76 per hr x 20 hrs/wk x 34 wks = $ 7,996.80 per year |
| Other (explain) | |
| Start Date: | 08/27/12 |
| 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 | Other 34 weeks |

### Part II: Assignment/Accounting

<table>
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<tr>
<th>Division/Unit:</th>
<th>Adult Basic Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title/Position:</td>
<td>ABE Aide</td>
</tr>
<tr>
<td>Budgeted Position?</td>
<td>Yes</td>
</tr>
<tr>
<td>Name of Replaced Employee:</td>
<td>N/A</td>
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<tr>
<td>Budget Number:</td>
<td>21292.6012.6129.1012</td>
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<tr>
<td>Position No. (NBAPOSN):</td>
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<tr>
<td>Compensation:</td>
<td>S 11.91</td>
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<tr>
<td>Hourly</td>
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<td>Other (explain)</td>
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<tr>
<td>Start Date:</td>
<td>09-01-12</td>
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<tr>
<td>End Date:</td>
<td>N/A</td>
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<tr>
<td>Per contract</td>
<td></td>
</tr>
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<td>9 months</td>
</tr>
</tbody>
</table>

### Part III: Position/Budget Authorization

| Recommended by Supervisor (Department Head) | 12-4-12 |
| Approved by Division Chair | 1/5/12 |
| Budget Approval | 12/11/12 |
| Approved by Cabinet Level Supervisor | 12-12-12 |

Reg. 821

 Revised May 2008

Signature: [Signature]

Date: 12-4-12

Approved by Vice President

Date: 12-5-12

Reviewed by Human Resources

Date: 12-1-12

Approved by President

Date: 12-12-12

Date approved by Board or not applicable

Revised May 2008

Signature: [Signature]

Date: 12-4-12

Approved by Vice President

Date: 12-5-12

Reviewed by Human Resources

Date: 12-1-12

Approved by President

Date: 12-12-12

Date approved by Board or not applicable

Revised May 2008

Signature: [Signature]

Date: 12-4-12

Approved by Vice President

Date: 12-5-12

Reviewed by Human Resources

Date: 12-1-12

Approved by President

Date: 12-12-12

Date approved by Board or not applicable

Revised May 2008

Signature: [Signature]

Date: 12-4-12

Approved by Vice President

Date: 12-5-12

Reviewed by Human Resources

Date: 12-1-12

Approved by President

Date: 12-12-12

Date approved by Board or not applicable

Revised May 2008
Personnel Action Form

Wharton County Junior College

Banner ID #
Address

Last Name
Green
First
Olivia
Middle Initial
F
City
State
Zip

Telephone

Part I: Check all that apply

Classification:
☐ Administrative/Professional Staff
☐ Faculty
☐ Support Staff
☐ Temporary
☐ Regular
☐ Full-Time
☐ Part-Time
☐ New Employee
☐ Extension
☐ Reclassification
☐ Transfer
☐ Promotion
☐ Salary Adjustment
☐ Other (explain)
☐ Retirement
☐ Resignation
☐ Separation (date: 12-3-12)
☐ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:
Adult Basic Education
Job Title/Position:
ABE Aide
Budgeted Position?
☒ Yes ☐ No
Budget Number:
21292.6012.6129.1012
Compensation:
$ 11.76
☐ Annual
☒ Hourly
☐ Other (explain)
Grade 10
Step 0
Sched 0

Hourly Rate: (Part-time only)
$ 11.76 per hr x 20 hrs/wk x 34 wks = $ 7,996.80 per year

Start Date:
8-27-12
End Date:
12-3-12
☒ At-will-employee
☐ Per contract
If temporary, anticipated termination date:
07/31/13

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

PROPOSED Division/Unit:
Job Vacancy No.: (If applicable)
1207 S 062
Specialized Area:
ABE
Funded in which FY?
13
Budget Number:
Position No. (NBAPOSN): GTNC99
Compensation:
$ ☐ Annual
☒ Hourly
☐ Other (explain)
Grade 0
Step 0
Sched 0

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

Start Date:
If temporary, anticipated termination date:

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)
Approved by Division Chair
Approved by Cabinet Level Supervisor

Date
12-4-12
12-7-12
12-7-12

Date
2012 S 0189
Revised May 15, 2012
**Wharton County Junior College**

**Personnel Action Form**

Human Resources

**Banner ID #**

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<th>First Name</th>
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<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td>Holmgren</td>
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**Part I: Check all that apply**

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

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<th>Resignation</th>
<th>Separation (date: )</th>
<th>Change in Assignment</th>
<th>Additional Assignment</th>
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**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

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<th>Job Title/Position:</th>
<th>Budgeted Position?</th>
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<tr>
<td>$7.25 per hr x 4 hrs/wk x 20 wks =</td>
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<tr>
<td>$580.00 per year</td>
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**PROPOSED** Division/Unit:

**Learning Assistance Center**

<table>
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<th>Job Title/Position:</th>
<th>Budgeted Position?</th>
<th>Yes</th>
<th>No</th>
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<table>
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<td>$ 7.25</td>
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<tbody>
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<td>$7.25 per hr x 4 hrs/wk x 20 wks =</td>
</tr>
<tr>
<td>$580.00 per year</td>
</tr>
</tbody>
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**Explanation of Action:**

- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [x] 12 months
  - [x] Other 20 wks

**Part III: Position/Budget Authorization**

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

Natalie Starwood

Approved by Division Chair:

Date: 11/09/12

Approved by President:

Date: 11/15/12

Approved by Cabinet Level Supervisor:

Date: 11/15/12

Date approved by Board or not applicable:

Date: 5-07-13

**Reg. 821**

S1211 0163

Revised May 15, 2009
### Personnel Action Form

#### Wharton County Junior College

**Human Resources**

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<td>Samuel</td>
<td>J</td>
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**Address**

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

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

#### CURRENT Division/Unit:

- Job Title/Position: [ ]
- Budgeted Position? [ ] Yes [ ] No
- Budget Number: [ ]

**Compensation:**

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

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
</table>

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

**Start Date:** [ ]

**End Date:** [ ]

**PROPOSED Division/Unit:**

- Learning Assistance Center
- Job Title/Position: [ ]
- Part-time Reading and Writing Tutor
- Budgeted Position? [ ] Yes [ ] No
- Name of Replaced Employee: [ ]

**Budget Number:** 1210.1493.6094.100

**Compensation:**

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

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
</table>

| Hourly Rate: (Part-time only) |
| $15 per hr x 1.0 hrs/wk x 27 wks = $6,480.00 per year |

**Start Date:** 01-22-13

**End Date:** [ ]

**Explanation of Action:**

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (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 27 weeks

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head):
  - Date: 11-15-12
  - Approved by Vice President:
  - Date: 11-20-12

- Approved by Division Chair:
  - Date: 11-21-12

- Reviewed by Human Resources:
  - Date: 11-21-12

- Budget Approval:
  - Date: 11-21-12

- Approved by Cabinet Level Supervisor:
  - Date: 11-28-12

- Date approved by Board or not applicable:

Reg. 821 S 12 11 072 Revised May 14 2009
**Personnel Action Form**

**Wharton County Junior College**

**Banner ID #**

**Last Name** Montalvo  
**First** Ashley  
**Middle Initial**  
**Telephone**  
**City**  
**State** Zip  

### Part I: Classification

- ☑ Administrative/Professional Staff  
- ☑ Faculty  
- ☑ Support Staff  
- ☑ Temporary  
- ☑ Full-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:  
Adult Basic Education  
Job Title/Position:  
ABE Aide  
Budgeted Position? ☑ Yes ☐ No  
Budget Number:  
21292.6012.6129.1012  
Compensation:  
$11.76  
Start Date: 09/01/11  
End Date: N/A  
Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:  
☐ 9 months  ☑ 10 1/2 months  ☐ 12 months  ☐ Other 34 weeks  

**PROPOSED** Division/Unit:  
Adult Basic Education  
Job Title/Position:  
ABE Aide  
Budgeted Position? ☑ Yes ☐ No  
Name of Replaced Employee: N/A  
Budget Number:  
21292.6012.6129.1012  
Compensation:  
$11.91  
Start Date: 09/01/12  
End Date:  
Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:  
☐ 9 months  ☐ 10 1/2 months  ☐ 12 months  ☑ Other 34 Weeks  

**Explanation of Action:**  
To reflect pay raise in September for ABE aides.  

**Part III: Position/Budget Authorization**

- **Recommended by Supervised (Department Head):**  
  Date: 12/4/12  
- **Approved by Division Chair:**  
  Date: 12/7/12  
- **Budget Approval:**  
  Date: 12/12/12  
  Approved by Cabinet Level Supervisor:  
  Date:  

**Approved by Vice President:**  
Date: 12-5-12  

**Reviewed by Human Resources:**  
Date:  

**Approved by President:**  
Date:  

Approved by Board or ☐ not applicable  

Reg. 821  
Revised May 6, 2009
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

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<th>Transfer</th>
<th>Reconversion</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
<th>Retirement</th>
<th>Resignation</th>
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<th>Change in Assignment</th>
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<tr>
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*Temporary* ☐ Full-Time ☐ Part-Time

*Regular* ☐ Full-Time ☐ Part-Time

| ☐                           | ☐                           | ☐                           | ☐                           | ☐                           |

**Part II: Assignment/Accounting**

**CURRENT**

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<th>Job Title/Position:</th>
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**Compensation:**

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<th>Grade</th>
<th>Step</th>
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<th>☐ Per contract</th>
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*Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule: ☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other 32 weeks*

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

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<th>Name of Replaced Employee:</th>
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**Compensation:**

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<th>☐ Per contract</th>
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<th>End Date:</th>
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**Explanation of Action:**

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<th>☐ 12 months</th>
<th>☐ Other</th>
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<tr>
<td>☐ 9 months</td>
<td>☐ 10 1/2 months</td>
<td>☐ 12 months</td>
<td>☐ Other</td>
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**Part III: Position/Budget Authorization**

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<th>Recommended by Supervisor (Department Head)</th>
<th>Date Approved by Vice President</th>
<th>Date</th>
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<table>
<thead>
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<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
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<tbody>
<tr>
<td>11/17/12</td>
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<th>Budget Approval</th>
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<th>Approved by President</th>
<th>Date</th>
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<thead>
<tr>
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<th>Date</th>
<th>Date approved by Board or ☐ not applicable</th>
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Reg. 821

Revised May 15, 2009

S1211 0165
## Wharton County Junior College

### Personnel Action Form

**Banner ID #**

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**Address**

City State Zip

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:** Adult Basic Education

**Job Title/Position:** ABE Aide

**Budgeted Position?** Yes No

**Budgeted Position:**

- Yes
- No

**Budget Number:** 21292.6012.6129.1012

**Compensation:**

- **$ 11.76**
- **$ 11.91**

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

- **Sched 0**
- **Grade 10**
- **Step 0**

**Start Date:** 08/27/12

**End Date:** N/A

**At-will-employee**

**Per contract**

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

- 1207 S 055

**Specialized Area:** ABE

**Funded in which FY:** 13

**Position No. (NBAPOSN):** GNTC99

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

- $ 11.76 per hr x 20 hrs/wk x 24 wks = $ 2,996.80 per year

- $ 11.91 per hr x 20 hrs/wk x 24 wks = $ 8,098.80 per year

**If temporary, anticipated termination date:** 07/31/13

### PROPOSED

**Division/Unit:** Adult Basic Education

**Job Title/Position:** ABE Aide

**Budgeted Position?** Yes No

**Budgeted Position:**

- Yes
- No

**Budget Number:** 21292.6012.6129.1012

**Compensation:**

- **$ 11.91**

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

- **Sched 0**
- **Grade 10**
- **Step 0**

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

**End Date:** N/A

**At-will-employee**

**Per contract**

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

- 1207 S 055

**Specialized Area:** ABE

**Funded in which FY:** 13

**Position No. (NBAPOSN):** GNTC99

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

- $ 11.91 per hr x 20 hrs/wk x 24 wks = $ 8,098.80 per year

**If temporary, anticipated termination date:** 07/31/13

### Explanation of Action:

To reflect pay raise in September for ABE aides.

### Part III: Position/Budget Authorization

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

**Recommended by Division Chair:**

**Approved by Supervisor:**

**Approved by Division Chair:**

**Approved by Cabinet Level Supervisor:**

**Approved by Vice President:**

**Approved by President:**

**Date approved by Board or not applicable:** 12/12/12

Reg. 821 5/12 0181

Revised May 5, 2009
# Personnel Action Form

**Human Resources**

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### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
- [x] Full-Time
- [x] Regular
- [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [x] Retirement
- [ ] Resignation
- [ ] Separation (date:)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Current Division/Unit:

**Adult Basic Education**

- Job Title/Position: ABE Aide
- Budgeted Position? [x] Yes [ ] No
- Budget Number: 21292.6012.6129.1012
- Compensations:
  - [ ] Annual
  - [x] Hourly
  - [ ] Other (explain)
  - Sched 0
  - Grade 10
  - Step 0
  - Hourly Rate: (Part-time only)
    - $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year
- Start Date: 09/01/11
- End Date:
- N/A
- At-will-employee
- Per contract
- Position No. (NBAPOSN): GTNC99
- If temporary, anticipated termination date: 08/31/13

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [x] Other 34 weeks

### Proposed Division/Unit:

**Adult Basic Education**

- Job Title/Position: ABE Aide
- Budgeted Position? [x] Yes [ ] No
- Name of Replaced Employee: N/A
- Budget Number: 21292.6012.6129.1012
- Compensations:
  - [ ] Annual
  - [x] Hourly
  - [ ] Other (explain)
  - Sched 0
  - Grade 10
  - Step 0
  - Hourly Rate: (Part-time only)
    - $11.91 per hr x 20 hrs/wk x 34 wks = $8,098.80 per year
- Start Date: 09-01-12
- At-will-employee
- Per contract
- Position No. (NDAPOSN): GTNC99
- If temporary, anticipated termination date: 08/31/13

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [x] Other 34 weeks

### Explanation of Action:

To reflect pay raise in September for ABE aides.

### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head): [Signature]
  - Date: 12-4-12
- Approved by Division Chair: [Signature]
  - Date: 12-5-12
- Reviewed by Human Resources: [Signature]
  - Date: 12-7-12
- Budget Approval: [Signature]
  - Date: 12-12-12
- Approved by Cabinet Level Supervisor: [Signature]
  - Date: [Signature]
- Date approved by Board or [ ] not applicable

Reg. R21 S1212 0180

Revised May 18, 2020
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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**Address**

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**Part I: Classification**

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**Part I: Assignment/Accounting**

**CURRENT**

Division/Unit: Richmond Campus Administration

Job Title/Position: Temporary Part-Time Open Computer Lab Monitor

Budgeted Position? ☑ Yes ☐ No

Budget Number: 1210-1494-6102-102

Compensation:

<table>
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Hourly Rate: (Part-time only)

- $ 10.32 per hr x 20 hrs/wk x 49 wks = $ 10,132.60 per year

Start Date: 09/09/11

End Date: 08/23/12

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 49 weeks

**PROPOSED**

Division/Unit: Richmond Campus Administration

Job Title/Position: Specialized Area:

Budgeted Position? ☑ Yes ☐ No

Name of Replaced Employee:

Budget Number:

Compensation:

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Hourly Rate: (Part-time only)

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

Start Date: If temporary, anticipated termination date: 07/28/12

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)

Signed: Scott Cline

Date: 11/3/12

Reviewed by Human Resources

Date: 11-15-12

Approved by Vice President

Date: 11/15/12

Approved by Division Chair

Date: 11/15/12

Approved by Cabinet Level Supervisor

Date: 11/15/12

Budget Approval

Date: 11/15/12

Approved by Board or Not Applicable

Date: 11-15-12

Reg. 821

51211 0169

Revised May 13, 2009
MATTERS RELATING TO FORMAL POLICY

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

1. Regulation 006: Board Policy and Bylaw Development
2. Regulation 112: Format For College Regulations
3. Regulation 133: Logo: Use On College Publications
4. Regulation 253: Request For Textbook Desk Copies
5. Regulation 371: Facilities Usage By Community Groups
6. Regulation 411: Operating Budget, Financial Reports, and Audits
7. Regulation 418: Investments
8. Regulation 485: College Sponsored Student Travel
9. Regulation 593: Sexual Assault/Attempted Sexual Assault
10. Regulation 661: Student Attendance
11. Regulation 666: Audit of Credit Courses
12. Regulation 749: GED Testing Center
BOARD POLICY AND BYLAW DEVELOPMENT

I. BACKGROUND and/or LEGAL REFERENCE

The Board shall adopt such rules, regulations, and bylaws as it deems advisable and consistent with law. *Education Code 130.082(d)*

II. POLICY

A. Policy Development

The District shall be governed in accordance with written policies adopted by a majority of the Board. Policies and policy amendments may be initiated by the College President, or by any member of the Board. All requests for policy considerations from faculty, employees, or community citizens shall be in writing to the College President. All such requests shall be reviewed, evaluated, and presented with recommendations by the College President, for consideration by the Board.

B. Adoption

The Board shall have the sole right and discretion to adopt policies. Regulation 111, part III, section B states the following:

> “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.” (WCJC Regulations, Reg.111, III, B.)

C. Repeal of Previous Policies

Through the adoption of these policies, all previously adopted policies are repealed and of no force or effect. Any subsequent amendment of or addition to these policies shall repeal any policies in conflict with it.

D. Proposed Policies or Amendments

Proposed policies or amendments may be introduced and approved by the Board at one meeting or action may be delayed until a subsequent meeting. Regulation 111, part III, section C states the following:

> “At the discretion of the Board, proposed College 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.” (WCJC Regulations, Reg.111, III, C.)

Written comments from College employees, the faculty advisory committee council, or from the general public concerning all policy proposals will be received in the office of the College President for a period of fifteen calendar days following the date of the first reading of the policy proposal. The College President shall present all comments so received, together with his own recommendations, to the Board to be considered prior to the second reading of the policy proposal. The Board makes any final determinations on the creation or amendment of policy.

E. Administrative Directive

When action is urgently required in an area not covered by Board policy, the College President shall have the power to
act by administrative directive. The College President shall inform the Board promptly of such action.

F. Official Policy Manual

The Board shall designate one copy of the policy manual as the official policy manual of the District. The official copy shall be kept in the College President's office, and the President or designee shall be responsible for its accuracy and currency. If discrepancies occur between different copies of the manual distributed throughout the District, the version contained in the official policy manual shall be regarded as authoritative. Copies of the policy manual shall be available throughout the College, and to the extent possible, the manual shall be available on the College's website.

G. Harmony with Law

No policy or regulation, nor any portion thereof, shall be operative if it is found to be in conflict with applicable law. No policy of the District shall be interpreted or applied so as to cause circumvention or negation of applicable law.

(POLICY APPROVAL: 7-24-89, Board of Trustees)

BAM, Rev. 10-23-07

Reg 006
I. PURPOSE

Describes the format and guidelines for submitting and maintaining college regulations, which are compiled in a document entitled WCJC Regulations: Policy and Procedures Manual of the College (Reg Manual, for short).

II. CONTENT AND DEFINITIONS

In the format for regulations given below, definitions are provided as needed within each section. Except for the POLICY section of a regulation, which may be written in the imperative, verbs should be indicative and in the present tense.

Normally, all regs consist of a minimum of three sections, identified by uppercase Roman numerals:

- PURPOSE
- POLICY
- PROCEDURES

This order remains the same regardless of any other sections that may be inserted between them.

Regs may also contain any or all of the following sections:

- BACKGROUND INFORMATION and/or LEGAL REFERENCE
- DEFINITIONS
- GUIDELINES
- OTHER

The normal ordering and numbering for these sections are as follows (though this format may be adjusted when required by content):

- I. PURPOSE
- II. POLICY
- III. BACKGROUND INFORMATION
- IV. DEFINITIONS
- V. PROCEDURES
- VI. GUIDELINES
- VII. OTHER

If a section is excluded from the regulation, the numbering of the sections is adjusted accordingly.

Purpose: Provides a brief statement of the reason for the regulation itself, as distinguished from the purpose or function of the subject of the regulation. If the latter is addressed at all, it is normally confined to BACKGROUND INFORMATION and should be brief.

Policy: Defines what is to be done as a general practice; hence, any general rule, principle, plan, or course of action governing operations at the college that has been officially adopted and recorded in writing by either of the following acting as formal agents of the college: the Board of Trustees or the
President of the College. (If not approved by one of these executive agencies, the matter is not a college policy.)

Procedures: Define how and by whom policy is to be implemented; hence, specific administrative rules, operations, steps, processes, responsibilities, and authorities for implementing policies.

Guidelines: Provide further information on who, when, and why of policy and procedures. Guidelines supply information that amplifies and offers guidance for carrying out procedures; e.g., by listing deadlines, timetables, and the like, and by advising what should be done in certain instances rather than prescribing what must be done.

Regulations: Written codification of policies, procedures, and guidelines formally adopted by the college to govern the conduct of operations. Regulations are given a three-digit number and are collected in a manual entitled WCJC Regulations: Policy and Procedures Manual of the College (also referred to as Regulations Manual, for short).

Citations of these regulations are made in any of the following ways: College Regulation 324, Regulation 324, Reg 324 (but not Reg # 324; i.e., the "#" sign is not included).

References to sections within a reg are made as follows: Section II.B.3 for the third numbered item in paragraph B of the second section. Periods without spaces are used to separate the elements of a citation, with no punctuation following the final element unless that punctuation is part of the sentence (as opposed to being part of the citation).

III. LAYOUT

Font: Regulations are typed/printed in 10-point Times Roman or New Century Schoolbook.

Margins: Top, bottom, left, and right margins are all one inch from the edge of 8.5-by-11-inch paper.

Headers and Numbers: All pages following the first page have a header in the upper left-hand corner, which consists of the regulation identifier (Reg 324) and a page number in the upper right-hand corner. The first page contains no page number, but the regulation identifier (Reg 324) is inserted in the right-hand box of the banner along the top of the page.

Title: The title is centered, bold, and all caps. It appears on line 1.38 of the first page.

Authority: The following parenthetical notation is included as a separate paragraph at the end of the POLICY section:

(POLICY APPROVAL: __ __ __ __ __ __)

The first element is typed in caps; it is followed by the date the policy was finally approved for implementation and then the approving body (the Board of Trustees).

Origination: Following the final paragraph of the body of the regulation, a notation is made (flush right) indicating the initials of the person who drafted the regulation and, separated by a virgule, the Cabinet member through whom the draft was submitted to the college governance structure for review and discussion prior to final approval. The date of the final draft is inserted immediately below these initials.

LVT/PP
This indicates that the reg was drafted by Ludvig von Trilobite and submitted through Dr. Penny Pincher, the dean of XYZ. LVT finalized his draft on October 8, 1986.

Closing: Three lines appear (flush left) at the very end of a draft regulation:

Reg 324
Date of this draft: ________________
Deadline for return of comments to Extended Cabinet: ________________

After the regulation has been discussed, revised, and approved for implementation, the last two of these three lines are deleted (though the regulation identifier remains); and the regulation is promulgated.

Distribution: All holders of a regulation manual receive the final, promulgated regulations are placed on the college website (Internet and Intranet), which they insert in their manuals, and are responsible for maintaining the currency of their manuals. 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; promulgated regulations are disseminated with a banner at the top of the first page. The official Regulations Manual resides in the office of the college president. It is the source and repository for all regulations; hence, in the event of a disagreement concerning the authenticity, contents, or date of a regulation, the regulation as it appears in the master manual in the president's office decides the matter.

FRV/FRV
11-17-94
LOGO: USE ON COLLEGE PUBLICATIONS

I. PURPOSE

Identifies the approved college logos and presents procedures and guidelines for their use.

II. DEFINITIONS

A. _Logo_. A logo is an identifying mark that represents the college. It may be a letter, a graphic symbol, or the college's entire name in a specified typestyle, or it may be all these taken together. As used herein, "logo" refers to an approved combination of lettering and graphic symbol. Whenever more specificity is warranted, reference is made to "symbol" (or "graphic symbol") or "lettering." (This regulation pertains only to the use of the college logo; it does not address the use of the college _seal_, which is under the exclusive control of the Board of Trustees and is reserved for certain institutional uses that are officially the province of the Board.)

B. _Publication_. Online or printed material produced at, by, or for Wharton County Junior College or any of its activities, units, groups, or organizations (students, faculty, or staff) whether intended for internal or external distribution, whether electronically distributed, posted online, or mailed or posted on bulletin boards, and whether produced on campus or off campus. Publications include, but are not limited to, advertisements, announcements, brochures, calendars, catalogs, certificates, class schedules, directories, fliers, forms, greeting cards, handbooks, invitations, maps, newsletters, news releases, posters, programs of events, tickets and other notifications of convocations, meetings, lunches, or performances. (Materials for use in class such as syllabi and other handouts are exempted from this policy, as are materials produced by students for class projects.)

III. POLICY

A. _College Logo_. The college name and its representation in logos, seals, and symbols are the property of Wharton County Junior College. Accordingly, no person, group, organization, or agency may reproduce the college's name, the college logo, the college graphic symbol, or the college seal, nor may they be employed for profit-making ventures, without prior permission from an authorized representative of the college.

1. All publications shall contain the official college logo in one of its approved configurations. (See logo art and stationery attached illustrations on college's intranet site.)

2. All materials produced by or for a college entity (an individual employee or a faculty, staff, or student organization) that is to be distributed or exhibited on college premises (e.g., on bulletin boards) must carry the college logo and graphic symbol. The Office of Student Activities Services Office, therefore, may not grant approval for any item to be posted on bulletin boards unless the item meets this specification. (Personal materials submitted by individuals concerning, e.g., sales of personal items, apartments for rent, car-pooling are not required to display the logo and symbol, though such materials must still be approved by Student Activities the Office of Student Services prior to posting.)

3. The logo shall not be redrawn, re proportioned, photocopied, modified, or altered in any way. The logo shall be reproduced for publication from line art, PMTs, or other "masters" available from the Director of Public Relations (D/PB) by using logo art available on the college's intranet site.
B. Exceptions to the above policy may be authorized by the President for certain functions or units (for example, athletic events or marketing items.)

(POLICY APPROVAL: 8-16-95, Board of Trustees)

**IIIIV. PROCEDURES AND 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 published* materials intended for internal or external consumption (including but not limited to *online publications*, fliers, announcements, brochures, advertisements, news releases, and posters) should contain the college name by use of the college logo and graphic symbol in one of the approved forms. *College stationery is also available on the college’s intranet site. (See illustrations logo art and stationery attached hereto on the college’s intranet site.)*

1. Figures 1 illustrates the college logo and symbol for letterhead paper. This configuration is the “formal” one, suitable not only for letterhead but for the college catalog and anywhere that a more formal appearance is required.

a.—— The top of the page shows the graphic symbol and logo as they appear for the campus in Wharton.

b.—— The italicized print in the middle of the page shows how the specific extension location’s address may be added to the basic masthead (in place of the Wharton address) in a manner similar to that for the campus in Wharton.

2.—— Figure 2 is identical to Figure 1, except that the address is omitted. This is suitable for title pages of internal reports and certain postings and other publications when the college address is unnecessary.

2.—— Figure 3 is a less formal depiction and serves, for example, as a return address on envelopes and postcards. It is also suitable for posters, brochures, and the like when the college address is to be shown, but the more formal look of Figure 1 or Figure 2 is not desired.

3.—— Figure 4, also informal, appears on materials when no return address is desired (for example, on college memo paper and on internal forms). It may also be used on posters and other internal postings as a substitute for Figure 3. (Note: Use of college memo paper is not required by this policy for all interpersonal and interoffice correspondence. Faculty and staff may wish to use plain paper or their own personalized paper, which is permitted. This policy requires, however, that if letterhead is used for memoes, it must comply with the specifications described herein.) The top of the boxed logo begins one half inch from the top of the page, and the left hand side of the box appears one inch from the left edge of the paper. This one inch left hand margin should be maintained for the entire sheet.

4.—— Figure 5 shows the standard logo heading for most college forms, using Logo 4 (memo paper logo) in the upper left-hand corner and the title of the form and originating office identified in the upper right-hand corner.

B. Whenever someone wishes to use the college *symbol or logo*, he or she should secure art from the college’s intranet site. When available art is not in the size required for producing a particular publication, employees may complete a Marketing Services request for (found on the college’s intranet site. a clean
master from the D/PRI since repeated photocopying of these marks results in unclear or otherwise unattractive images. Similarly, both letterhead and memo paper are standardized and contain the college logo and name in an approved form. When supplies become depleted, but no later than August 1, 1995, additional materials should be ordered through the college's Business Office; they should not be photocopied. (Long-term supplies of certain forms and other preprinted materials previously approved through the Business Office are specifically exempted from guideline B.)

C. Certain items (e.g., athletic wear, T-shirts, sweatshirts, and promotional hardware such as cups, mugs, paper weights) may be excluded from the above restrictions with the approval at the discretion of the D/PRI Director of Marketing and Communications with the approval from the Director of Marketing and Communications of the President.

FRV/FRV 8-16-95
1. College personnel are permitted to generate their own internal publications without prior approval from Public Relations. (All external publications, however, must be done through the PR Office.) One copy of all internal publications must be sent to PR for review after the fact.

2. The approved college logos and configurations are attached to Regulation 133 (Logo—Use on College Publications). This contains the Board-approved policy for use of logos, and it applies to all college constituencies.

3. Reg.133 defines "publications" as follows (section II):

   Printed material produced at, by, or for Wharton County Junior College or any of its activities, units, groups, or organizations (students, faculty, or staff) whether intended for internal or external distribution, whether mailed or posted on bulletin boards, and whether produced on campus or off campus. Publications include, but are not limited to, advertisements, announcements, brochures, calendars, catalogs, certificates, class schedules, directories, fliers, forms, greeting cards, handbooks, invitations, maps, newsletters, news releases, posters, programs of events, tickets and other notifications of convocations, meetings, lunches, or performances. (Materials for use in class such as syllabi and other handouts are exempted from this policy; as are materials produced by students for class projects.)

4. Whenever possible, use paper that has been pre-printed with the college logo (such as this sheet you are now reading). This is especially useful for forms: the logo is flush left, so the title of the form and originating office can be placed flush right. If you don't have paper with the logo on it, you may order supplies through the Business Office. You may also obtain a disk with the logos on them (if you have a printer that will print them correctly).

5. When planning a document (poster, notice, flier, whatever) think logo first (that is, think college image and identity first) in any layout. Then create the rest of the piece. Do not design your layout and then stick on the logo as an afterthought.

6. All documents should be attractive, well laid out, grammatical; they should be aesthetically pleasing materials that represent you and the college well.

7. If you are in doubt about which logo to use, where to place it, etc., you may ask for help from the Director of Public Relations or from the staff of the Office of College Advancement.

8. If you need help or advice on designing or laying out a piece, the Director of Public Relations or the staff of the Office of College Advancement can help with suggestions.

9. If you leave a document with College Advancement for a logo to be attached, please allow at least 48 hours' lead time.
REQUEST FOR TEXTBOOK DESK COPIES

I. PURPOSE

Provides procedures for faculty to obtain a free copy of current textbook prior to the start of class.

II. POLICY

A. Each faculty member is entitled to a free copy of current textbooks that he or she has assigned as required reading in his or her classes.

B. The department head, program director, or program coordinator, as appropriate, is responsible for seeing that faculty members have free copies of such books, either through having each faculty member individually pursue a complimentary copy from the publisher or by ordering desk copies for all faculty in his/her department or program.

(POLICY APPROVAL: 7-19-95, Board of Trustees)

III. PROCEDURES

A. In courses taught by one or two faculty members, each faculty member places an order directly with the publisher. For courses taught by a number of faculty, the department head, program director, or program coordinator places the order with the publisher.

B. If the desk copy is not received before the start of class, the division chair gives the part time faculty member written permission to secure a desk copy from the bookstore. The full-time faculty member may secure a copy without written permission.

C. Desk copies so provided by the bookstore must be replaced with complimentary books before the end of the session.

JCFRV
7-19-95

Reg. 253
FACILITIES USAGE BY COMMUNITY GROUPS

I. PURPOSE

Describes policies and procedures governing the reservation and use of college facilities by external groups.

II. BACKGROUND and/or LEGAL REFERENCE

Formerly, this subject was governed by the following: TASB Policy Manual, Policy GF, Student and Community Use of District Facilities, 10-16-89; Policy GFA, Student and Community Use of District Facilities—Conduct on District Premises, 7-1-82. Both these policies have been combined in Regulation 371 (for community groups) and Regulation 372 (for student groups).

The following regulation amends these policies to conform with recent case law, as recommended by the college attorney. (See letter, dated 3-31-97, from Jeffrey J. Horner at the firm of Bracewell & Patterson, L.L.P.) In general, the major points of compliance with law are as follows:

The institution may legally bar all outside groups from its facilities, or it may create a limited open forum for some groups.

Public educational institutions are not traditional public forums and therefore may deny access to all persons or groups during noninstructional hours.

Once the institution allows such access, it creates a limited public forum and must open its facilities to all similarly situated persons or groups in a similar manner; that is, it may not discriminate between similar groups regarding the use of its facilities. For example, the Rotary Club must be treated the same, and given the same access, as the Lions Club and all other service organizations. But commercial, for-profit groups need not be treated the same as the service organizations, though they must be treated the same as each other.

The U.S. Supreme Court has determined that, under the Free Speech Clause of the First Amendment of the U.S. Constitution, an educational institution that has created a limited public forum may not deny access to student organizations (and other groups) on the basis of religious, political, philosophical, or other content of speech. To do so would constitute content censorship.

Finally, the college attorney does not recommend charging some users for use of college facilities and not charging others. To insure uniform treatment of all users and to avoid legal difficulties, the college attorney recommends charging a cost-recovery fee to all external groups.

III. POLICY

A. Usage Policy: General

1. The grounds and facilities of the district shall be used for the educational goals and purposes of the college as set forth by the Board. Such uses, as determined by the Board and the President, have priority over any other use of district facilities.

2. The grounds and facilities of the district shall be made available to members of the district community, including students and their respective registered organizations, when such use (a) does not interfere with normally scheduled activities or with any use by the college itself, (b) does not conflict with any of the policies and procedures of the district, (c) is agreed to in writing by both the college and the user organization, (d) all
college-required indemnification and insurance coverage by the user organization has been approved by the college, and (e) is conducted in an orderly manner without disturbing other persons or groups using college facilities.

a. Use of college facilities within the district shall adhere to the provisions of this regulation.

b. External groups' use of college facilities outside the district shall be strictly prohibited, but registered WCJC student organizations shall be permitted to use out-of-district facilities provided the policies and procedures of this regulation are followed.

3. Authorization to use college facilities shall not in any way imply approval or sanction by the college of either the organization authorized to use the facilities or the activity to be conducted therein; and a statement to this effect shall be included by the user in any advertising, promotional material, or literature. This statement shall read as follows:

Wharton County Junior College is providing space for this activity as a community service. Use of college facilities does not in any way imply approval or sanction by the college of the activity or the sponsoring organization.

4. The college shall charge a cost-recovery service fee for use of space or facilities as reimbursement for direct operating expenses, without any element of profit or loss for the college. No exceptions shall be allowed; that is, all external users shall be required to pay a reimbursement fee to use district facilities or space.

5. The district shall make its facilities available for use as polling places in any in-district elections.

6. Nothing in this regulation shall preclude the college from entering into interlocal agreements or other similar reciprocal arrangements with external parties that allow such external parties defined use of college facilities in exchange for in-kind donations to, or services for, the college.

IV. PROCEDURES

A. Recovery Costs

a.1. User groups shall pay all expenses incurred by their use of the facilities, including reimbursement to the college for costs associated with custodial and maintenance services, security, and utilities.

b.2. User groups shall reimburse the college for any extra services rendered by college personnel (such as technicians, security officers, student workers), shall pay a rental fee for the use of any college equipment (such as television or videomultimedia equipment, projectors, screens), and shall pay for special set-ups and take-downs.

c. Registered WCJC student organizations shall not be required to pay the cost-recovery fee for use of facilities but shall be required to pay for any extra services or equipment rentals.

d.3. The Vice-President of Administrative Services or designee shall be responsible for developing standard costs to be charged to all users to recover direct costs and for developing a schedule of charges for extra services and equipment rental. These charge sheets shall be submitted annually to the President by July 1 and, upon the President's approval, shall become effective on September 1 of each year. Charge sheets shall be attached to this regulation and made available to the public upon request.
e.4. The Vice-President of Administrative Services or designee shall function as facilities coordinator and shall be responsible for contact with student organizations and external users and for reviewing and approving all requests to use district facilities in compliance with this regulation.

f.5. The Vice-President of Administrative Services or designee shall create a Facilities Request Form and a Facilities Use Contract Form, copies of which shall be attached to this regulation. User groups shall not be permitted access to district facilities until and unless these forms have been properly completed, received by the vice-president or designee, and approved at least two weeks prior to the requested use date.

g.6. Events and activities cosponsored by the college with an external group shall not be subject to reimbursement charges.

B. General

5.1. All rentals, rates, charges, and fees collected by the district shall be made with the stipulation that the district shall not be liable to anyone for any injury or claim arising out of the use of any district facility. The Facilities Use Contract shall contain a statement or statements to this effect.

6.2. Any group or organization using college facilities shall be held responsible for any damage to property during its use of the facilities.

7.3. Any group or organization using district facilities shall designate in writing one member of its group as its supervisor and responsible for the group or organization’s behavior and activities while using district facilities.

8.4. Requests from external groups or student organizations to use district facilities shall be made through the Vice-President of Administrative Services or designee. These requests shall be made in writing on the college’s External Facilities Request Form and shall include, but shall not be limited to, the following:

   a. the name and address of the group;
   b. the name, address, and phone number of the contact person who is representing the group and submitting the request;
   c. the name, address, and phone number of the on-site supervisor who will be responsible for the group’s conduct while on campus;
   d. the facility (and, if appropriate, the portion of the facility) being requested;
   e. the starting and ending times of the proposal use of the facility;
   f. the approximate number of persons expected to use the facility;
   g. a description of the proposed activity and how the facility will be used;
   h. proof of insurance liability;
   i. the proposed method of payment for any additional expenses that might be incurred by the college as a result of the group’s use of the facility.

95. Alcoholic beverages are prohibited on district property.

40. The district shall make its facilities available for use as polling places in any in-district elections. [moved to policy III.A.5.]

   a.6. If more than one authority requests the use of district facilities for the same day and simultaneous use is impractical, the college President shall determine which, if any, authority may use the facilities.

   b.7. No charge, including a charge for personnel, utilities, or other expenses incurred by the college before
or after regular business hours, shall be made for the use of district facilities for a polling place if the day of the election is a day on which the college is normally open. If the day of an election is a day on which the college is not normally open, a cost-recovery charge for reimbursement (as outlined in this regulation) may be made for the use of college facilities.

11. Except for attendance at scheduled classes and excluding access to residence halls and rodeo facilities, individual students shall not be admitted to a college building after 5:00 p.m. on Mondays through Fridays or anytime over the weekend without the written approval of the building supervisor or unless an instructor or sponsor or other supervising employee is present. Student groups shall not be allowed to use college buildings without securing approval to do so according to the provisions of [Regulation 372].

B. Use of Designated Areas: Students

1. The first floor of the Pioneer Student Union Building shall be considered a designated area for public discussion. If any additional areas are to be so designated, the Vice President of Administrative Services shall be responsible for making these designations for use by registered student organizations and for posting signs identifying each designated area in conspicuous locations in and around each area.

2. During regular business hours when the college is open, a registered student organization may use an area designated under the above section for public discussion without prior permission and for peaceful public assembly or demonstration without prior permission.

3. Public assembly, discussion, or demonstration exercised in accordance with the above paragraphs must not disturb or interfere with a program, event, or activity approved by the vice president prior to the public assembly, discussion, or demonstration, and must not unreasonably disturb or interfere with normal operations and activities of the district.

4. Any person who refuses to identify himself/herself fully in accordance with this regulation (formerly policy GFA in the TASB Policy Manual, 5-30-86) and Penal Code 30.05 may be guilty of a misdemeanor or offense that, upon conviction, is punishable by a fine of not more than $200. In addition to criminal penalties as allowed by law (see Penal Code 30.05), any student who refuses to identify himself/herself fully in accordance with this policy may be subject to discipline, including suspension or dismissal.

C. Groups Prohibited from Use of District Facilities

1. No organization or group that is not registered with the Office of Student Services as an officially recognized WCJC student organization shall use district facilities under procedures for student groups.

2. No organization or group, whether registered or not, shall use district facilities if it has a delinquent debt to the district.

D. Special Conditions Applying to Certain Facilities

1. Tennis Courts

   The college's tennis courts on the Wharton campus are available without charge for any external or internal users between the hours of 7:00 AM and 10:00 PM for recreational use.

2. Other Facilities

   Such facilities as the Fitness Center, Gymnasium, Fine Arts Theater, and the Outlar Auditorium may be subject to different restrictions from those outlined in this regulation, including designated these
facilities as not available for independent access by external users, and are governed by procedures developed and implemented by the Office of Administrative Services.

E. Nothing in this regulation shall preclude the college from entering into interlocal agreements or other similar reciprocal arrangements with external parties that allow such external parties defined use of college facilities in exchange for in-kind donations to, or services for, the college. [moved to Policy, III.A.6.]

(POLICY APPROVAL: 6-18-97, Board of Trustees, ___-___-___)

IV. PROCEDURES

A. Normally, reservation requests from external groups are made 30 days in advance of the scheduled date of use on a Facilities Request Form.

B. Authorization to use college buildings, facilities, or grounds must be in writing by the Vice-President of Administrative Services or designee, accepted in writing by the user organization, and contain such conditions and any further agreements deemed to be in the best interest of the college. The user organization is provided with a packet of information consisting of this regulation or relevant portions thereof encapsulated in a college brochure containing procedures and guidelines for external groups using college facilities and a campus map showing parking areas. (This information is attached to this regulation and is reviewed and updated as needed by the Vice-President of Administrative Services.)

CD. If the user proposes to charge any sort of registration, admission, tuition, or participants fees, the amount of such fees must be indicated on the Facilities Request Form and must be approved in advance by the Vice-President of Administrative Services or designee. Normally, the amount of any such fee should be consistent with the educational objectives of the college and with admission fees currently approved for student activities. The imposition of higher fees may be permitted to outside users under special circumstances (such as those involving the employment of paid performers, stagehands, or musicians).

D,E. Processing Requests

1. All facilities requests must be submitted on the college's Facilities Request Form to the Vice-President of Administrative Services or designee. No requests may be confirmed before the college calendar is established.

21. Whether a request is approved or denied, the Vice-President of Administrative Services or designee uses a standard letter to respond in writing to all facility requests. (A copy of the standard response letter is attached to this regulation.)

3. If the request is approved, the vice-president or designee includes with his or her response copies of all pertinent literature describing the rules and regulations governing use of college facilities by outside groups and student organizations. A copy of this response letter is sent, along with billing information, to the Business Office to prepare an official invoice.

4. Checks for user groups are to be made payable to Wharton County Junior College.

E.F. Consideration of Requests: Students

See Regulation 372.

E. Consideration of Requests: Instructional/Educational Activities

Facilities requests to offer courses or programs or involving any educational or instructional service or activity are
forwarded by the Vice-President of Administrative Services or designée to the Vice-President of Academic Affairs or to the Vice-President of Continuing Education, depending on the nature of the proposed activity, to determine if the proposed activity conflicts with college activities or is detrimental to college interests. Such requests are returned with a written response to the Vice-President of Administrative Services or designée within five working days.
This form is for requests by **external groups** and **WCJC student organizations** to use college facilities. Please type or print clearly, complete all information, and submit in duplicate to the **Executive Vice-President** of Administrative Services. Illegible or incomplete forms will not be processed.

<table>
<thead>
<tr>
<th>From Requestor:</th>
<th>Name of Group/Organization:</th>
<th>Date:</th>
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<tr>
<th></th>
<th>Contact Person:</th>
<th>Address:</th>
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<th>Phone:</th>
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<thead>
<tr>
<th>Requested Dates of Use:</th>
<th>Start</th>
<th>End</th>
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<tr>
<th>Event Time:</th>
<th>Start</th>
<th>End</th>
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<thead>
<tr>
<th>Number of Participants:</th>
<th>Facility Requested:</th>
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<tbody>
<tr>
<td></td>
<td>Building</td>
</tr>
<tr>
<td></td>
<td>Room Number</td>
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<tr>
<td></td>
<td>Gym</td>
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<tr>
<td></td>
<td>Hutchins Board Room</td>
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<tr>
<td></td>
<td>Student Center</td>
</tr>
<tr>
<td></td>
<td>Theatre</td>
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<tr>
<td></td>
<td>Other</td>
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</tbody>
</table>

Please mark all that apply:
- ☐ Public-address system
- ☐ Carted computer/data projector system
- ☐ Other (please describe below):
  - ...

**Note:** Theatre equipment requires hiring a qualified faculty/student at $15/first hour plus minimum wage for additional hours.

<table>
<thead>
<tr>
<th>Proof of Insurance Attached:</th>
<th>List and explain charges user proposes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
<td>Registration Admission Tuition Participation fees</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Describe activity and how facility will be used. (Any group or organization using college facilities is responsible for any damage to property during use. If food is to be served, user is responsible for arranging with the server to clean up and remove leftovers immediately after the event. If the server fails to clean up, user must do so.)

<p>| |</p>
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</tbody>
</table>

Requestor’s Signature: ___________________________ Date: ____________________

To: ___________________________ Date: ____________________
Facilities Request Form: EXTERNAL
Office of Administrative Services

From: Name of Group/Organization: __________________________________________________________

__________________ Address: _____________________________________________________________

Phone: (_____)_____________

Name of Responsible On-Site Supervisor: ________________________________________________

__________________ Address: _____________________________________________________________

Phone: (_____)_____________

Facility (or portion thereof) Requested: ___________________________________________________

Dates Requested: Start: ______________________  End: ________________________

Times Requested: Start: ______________________  End: ________________________

Number of Participants: ________________

Describe activity and how facility will be used. (Any group or organization using college facilities is responsible for any damage to property during use. If food is to be served, you are responsible for arranging with the server to clean up and remove leftovers immediately after the event. If the server fails to clean up, you must do so.)

_____________________________________________________________________________________

_____________________________________________________________________________________

Proof of insurance attached: ☐ Yes ☐ No

List and explain charges user proposes (registration, admission, tuition, or participation fees): __________________

Proposed method of payment for any additional expenses that might be incurred by the college as a result of the group's use of the facility:

_____________________________________________________________________________________

Requester's Signature: _______________________________________________________________

Approvals:

____________________________________________________  ______________________
Building Supervisor                     Date

____________________________________________________  ______________________
Executive VP or designee                     Date

ExtReq.Frm  Reg 371 (7-23-99)
Facilities Use Contract

In compliance with WCJC Regulation 371, Wharton County Junior College, hereinafter called "the College" does hereby agree to provide facilities as described below to:

Name: ____________________________________________
Address: ____________________________________________
City, State, Zip: _______________________________________
Telephone (incl area code): ________________________________

who is hereinafter called "the User." Signature of the User affixed to this document signifies acceptance and agreement with all terms and conditions of this agreement.

FACILITY TO BE USED

Building: ____________________________ Room: ____________
Grounds: ______________________________________________________________________________
Other: ____________ ________________________________________________________________________

Dates Requested: Start: ________________ End: ________________
Times Requested: Start: ________________ End: ________________

CHARGES FOR FACILITY USE

_____ Building Use ($_________/day) x _________ days = $__________

_____ Technician  ($15/first hr, plus min wage for
add'l hr x _______ hrs) = $__________

_____ Other: ____________________________________________________________________________ $__________

_____ Refundable Deposit:

Total Payment Due College: $__________

__________________________________________________________________________________________
TERMS AND CONDITIONS

1. The User shall furnish proof of liability insurance naming the College as an additional insured for $1,000,000 (one million dollars) for the individual event.

   Insurance Company: ____________________________________________________________

   Address: _______________________________________________________________________

   Policy Number: ________________________________________________________________

2. For rehearsals in the Horton Foote Theatre, rehearsal and work lights are provided (four 750-watt scoop lights). Should stage lights be desired by the User, a qualified technician must be provided at the User's expense. The College, in its sole discretion, shall determine a technician's qualifications.

3. All rehearsal and stage lights must be turned off by the User immediately after use and prior to leaving the Horton Foote Theatre. The dimmer system must be properly secured. Failure to adhere to this rule may result in replacement of equipment at the User's expense.

4. The User of the Horton Foote Theatre may use only the College's musical equipment for which prior arrangements must be made with the head of the Music Department.

5. The User will furnish, at the User's expense, the services of a minimum of two commissioned police officers (number to be determined by VPAS) with legal jurisdiction in the location of the event.

6. The User agrees to leave the premises in as good or better condition than that which existed prior to usage. The User must:

   a. clear tables of any debris or food;
   b. bag trash in containers provided;
   c. remove all decorations and personal belongings;
   d. clean up all obvious spills on tables, chairs, and floor.

7. Other(s):______________________________________________________________

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

WAIVER AND INDEMNIFICATION

The User hereby waives and forges any claims against the College, its trustees, agents, and employees which may arise on behalf of the User as a result of the execution of this agreement or the use of the College's facilities.
The User agrees to assume any and all responsibility of any kind whatsoever from the use of the College facilities and indemnify, protect, defend, and hold harmless the College, its trustees, agents, and employees from and against any and all liability, claims, demands, suits, actions, damages, losses, and expenses, including any attorney fees necessary in the defense of any such action, arising out of or in any manner resulting from the User’s use of, or presence on, the College property. It is the intention of the User that such indemnity shall apply whether or not the liability, claims, demands, suits, actions, damages, losses, or expenses arise from the negligence of the College or its trustees, agents, or employees.

This indemnification agreement is not to be construed as a waiver of the sovereign or governmental immunity from liability now possessed by the College and its agents or employees in performing this governmental function.

**SIGNATURES**

The terms and conditions listed above are agreed to by both parties as witnessed by our signatures on this _________

day of ___________________, ____________.

For: Wharton County Junior College          For: ________________________________

by: ________________________________        by: ________________________________
## Schedule of Standard Charges for Facilities Use

<table>
<thead>
<tr>
<th>Facility</th>
<th>Minimum Charges per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>$61</td>
</tr>
<tr>
<td>Horton Foote Theatre</td>
<td>$154</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>$348</td>
</tr>
<tr>
<td>Outlar Auditorium</td>
<td>$97</td>
</tr>
<tr>
<td>Pioneer Student Center (up to 100 participants)</td>
<td>$428</td>
</tr>
<tr>
<td>Pioneer Student Center (101 to 200 participants)</td>
<td></td>
</tr>
<tr>
<td>Outdoor Restrooms</td>
<td>$50</td>
</tr>
<tr>
<td>Grounds</td>
<td>$50</td>
</tr>
</tbody>
</table>

[Remove from regulation and Bryce update and keep for internal use]
(See attached.)
Policies and procedures regarding the use by external groups, and student organizations, and other college programs, of buildings owned or operated by WCJC are contained in Regs 371 and 372. The following addendum describes additional provisions for use of special facilities. (In all cases, however, even for the special facilities listed in this addendum, the policies and procedures specified in Regs 371 and 372 must be adhered to unless a waiver is granted in advance by the President or the Executive Vice-President of Administrative Services.)

I. Facilities Rental or Use

A. Usage Fees: Facilities used by non-college organizations are charged according to the approved schedule attached to Reg.371 as maintained by the VPAS.

B. Other Requirements

1. Any non-college organization using college facilities is required to furnish evidence of liability insurance covering the event or program.

2. Educational organizations, charitable organizations, retired teacher groups, retired or senior citizen groups are not charged for meeting rooms if the event occurs during normal WCJC working hours. These meeting rooms do not include the Pioneer Student Center, Horton Foote Theatre, Outlar Auditorium, or Gymnasium.

3. A facility rental is not recognized until payment has been received in full and a written contract has been completed in the office of the Director of Accounting Services.

4. Any rental terms that differ from the above must be approved by the President or the Board of Trustees.

5. Use or possession of alcoholic beverages is prohibited.

6. If any college regulations are violated, the offending group forfeits the right to future use of college facilities.

II. Horton Foote Theatre

A. Scheduling

1. Fine Arts (theater, music, stage movement, art) activities have scheduling priority in the Horton Foote Theatre.

2. Requests for use of the theater for any activity including rehearsals and classroom activities must be made in writing to the Building Supervisor of the Duson-Hansen Fine Arts Building at least two weeks in advance of the event, and must follow the provisions of Reg 371 (for external groups) or Reg 372 (for student organizations).

a. Any college organization that wishes to schedule an activity in the theater must submit a written request to the Supervisor of the Duson-Hansen Fine Arts Building prior to October 1 of each academic year.

b. Any college organization that decides after October 1 to sponsor an activity that requires the use of the theater must submit a written request two weeks before the event.

c. Emergency scheduling of the theater will be made depending upon the availability of the theater.
4.3. All scheduling of the theater for non-Fine Arts activities is accommodated on a first-come, first-served basis.

4. Upon approval of the building supervisor, the Facilities Request Form: Internal is forwarded to the Vice President of Administrative Services.

e. No conflicting scheduling of the theater is processed without the permission of the director/adviser of the originally scheduled activity.

f. The building supervisor completes the Facilities Request Form and forwards it to the Executive Vice-President.

B. Personnel and Equipment

1. All activity in the theater requires the use of a custodian and theater technicians.

2. Custodial services must be contracted with the Maintenance Department through the Business Office if the activity is scheduled outside regular college hours.

3. Theater technical services must be contracted if the activity is scheduled outside regular college hours.

4. Only individuals (faculty or students) trained in proper lighting and sound procedures may adjust, move, focus, or operate any of the electrical lighting and sound equipment that is a part of the theater.

5. Any group that utilizes the facilities of the theater is totally responsible for the theater, its contents and equipment, and is responsible for returning the theater to the condition it was in prior to the activity.

C. Fire and Safety (Legal Restrictions)

1. Maximum seating capacity is 324/388.

2. Maximum standing or extra seating capacity is 50.

3. Absolute combined maximum seating and standing capacity is 374/338.

4. All aisles and exit areas must be kept clear of seats and patrons.

5. All doors must be unrestricted at all functions so that they can be opened outward upon command.

6. The use of open flame on or off the stage is prohibited without specialized equipment and precautions.

7. Smoking in the theater, as in all college buildings, is prohibited at all times.

8. All exits must be clearly marked with lighted signs.

D. Other Restrictions

1. No eating or drinking is permitted in the theater at any time.

2. No cameras are permitted in the theater during a theatrical performance.

3. If any regulation for the operation of the theater is violated, the offending group forfeits the
right to future use of the theater.

III. Pioneer Student Center

A. Scheduling

1. Non-college organizations must adhere to Reg 371, and student organizations must adhere to Reg 372.

21. Approved college-student organizations and other college programs are allowed "free" use of the Pioneer Student Center twice each semester; however, these groups the student organizations are responsible for thoroughly cleaning the building after an event. (or they may choose to pay the college's per-hour custodial fee). Additional uses of the building are treated in the same manner as non-college organizations.

32. All scheduling of the Pioneer Student Center is on a first-come, first-served basis. Requests must be submitted to the Vice President of Administrative Services at least two weeks prior to an event. Coordinator of Student Activities and Multicultural Affairs and the Dean of Student Services at least seven (7) days prior to an event.

4. No activities may be scheduled in the Center during any official college holiday.

B. Equipment

1. With the approval of the Vice President of Student Services, the following equipment may be requested: public-address system and carted computer/data projector system. Use of the Pioneer Student Center public-address system is not permitted for an individual student organization unless such use is approved in advance by the Coordinator of Student Activities and Multicultural Affairs and the Dean of Student Services.

2. All policies of WCJC concerning use or possession of alcoholic beverages on campus are in effect for use of Pioneer Student Center.

3. If any college regulations are violated, the offending group forfeits the right to future use of the Pioneer Student Center. (College organizations may appeal decisions to the Dean of Student Services; non-college organizations may appeal to the Director of Accounting Services.)

IV. Television Satellite Antenna and Equipment

Organizations requesting use of the television satellite receiving antenna and equipment are charged at the classroom-us rate. If only satellite videotaping services are requested and a room is not required, the charge rate remains the same. The requesting organization is responsible for the arrangement and cost of program license agreements, blank videotapes, and any auxiliary equipment necessary for reception of the program, such as decoders or de-scramblers. The needs of the WCJC instructional program take precedence over requests from non-college organizations.

V. Gymnasium

Organizations must follow all provisions of Reg 371 (external groups) or Reg 372 (student organizations), complete and have approved a Facilities Request Form (available on the Intranet or per request from the Office of the Vice President of Administrative Services), now the Executive Vice President prior to usage, and schedule the dates and times with the building supervisor (currently Gene Bahnsen at ext. 6369).

VI. Fitness Center

The WCJC Fitness Center is usually not available for rental by external groups.
This form is for **internal requests only**. Please type or print clearly, complete all information, and submit in duplicate. Illegible or incomplete forms will not be processed.

To: ________________________________  Date: __________________________

From: Name: ________________________________

Division or Unit: ________________________________

Facility Requested: ________________________________

Dates Requested: Start: ___________  End: ___________

Times Requested: Start: ___________  End: ___________

Number of Participants: ________

Describe Activity and Additional Needs.  (If special services, room set-ups, or furniture configurations are required, you are responsible for making arrangements with Maintenance or Custodial Services via written work-order requests.  If food is to be served, you are responsible for arranging with the server to clean up and remove leftovers immediately after the event.  If the server fails to clean up, you must do so.)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Requester's Signature: ________________________________

Approvals:

______________________________________________________________________________  Date

______________________________________________________________________________  Date

After approvals, send one copy to the Department of Safety and Security at least 7 days prior to the date of the event so that the activity can be placed on the college's schedule of activities.

IntReq.Frm
Reg 371 (3-8-96)
OPERATING BUDGET, FINANCIAL REPORTS, AND AUDITS

I. BACKGROUND and/or LEGAL REFERENCES

TASB Policy Manual, CC, Annual Operating Budget, 3-7-94; CD, Accounting, 7-1-82; CDA, Accounting: Financial Reports and Statements, 3-7-94; CDC, Accounting: Audits, 3-7-94.

II. POLICY

A. Budget Planning

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's Master Plan programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

B. Schedules

The College President or designee shall supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation within the District. The budget shall balance projected expenditures against anticipated revenue and shall conform to Texas Higher Education Coordinating Board requirements and meet the standards of the Commission on Texas Colleges of the Southern Association of Colleges and Schools.

C. Availability of Proposed Budget

After it is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection during regular business hours.

D. Budget Hearing

The annual public hearing on the proposed budget shall be conducted as follows:

1. The Board President shall request at the beginning of the hearing that all persons who desire to speak on the budget give their names to the secretary. Only those who sign in with the secretary shall be heard.

2. Prior to the beginning of the hearing, the Board may establish time limits for speakers and may determine the number of speakers for group presentations.

3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.

4. No officer or employee of the District shall be required to respond to questions from speakers at the hearing.

E. Budget Adoption
The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District's approved purchasing procedures. The expenditure of funds shall be under the direction of the College President or designee who shall ensure that funds are expended in accordance with the adopted budget.

F. Budget Amendments

The budget may be amended at any time during the fiscal year. The District shall develop procedures for budget amendments.

(POLICY APPROVAL: 6-22-93, Board of Trustees)

G. Accounting: Financial Reports and Statements

Periodic Monthly financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all District funds and District accounts. These financial and budget progress reports shall indicate all receipts and their sources for the period, expenditures and their classification for the period, and the various fund balances at the beginning and the end of the period.

(POLICY APPROVAL: 2-17-92, Board of Trustees)

H. Accounting: Audits

1. The Board shall select an auditing firm for a designated period through a Request for Proposal (RFP) or an engagement letter that outlines the Board’s expectations for the annual audit and ensures that the audit firm follows the guidelines and standards of the American Institute of Certified Public Accounts (AICPA) and the Governmental Accounting Standards Board (GASB).

2. The annual audit of all funds shall be made to determine:
   a. The adequacy of the Board’s fiscal policies.
   b. The execution of those fiscal policies.
   c. A check and review of the District’s fiscal actions for the preceding year.

3. A comprehensive audit report of all funds and accounts of the District including a management letter shall be submitted annually to the Board. A copy of the independent audit shall become a part of the Board’s official minutes and shall be available to the public for inspection during regular office hours.

4. Periodically, the College President shall submit reports to the Board evaluating the work of the District’s auditor.

I. Internal Audits

All District accounts shall be subject to internal audit as deemed appropriate. The objective of internal accounting control is to provide reasonable assurance as to the safeguarding of assets against loss from unauthorized use or disposition and to evaluate the reliability of financial records for preparing financial statements and maintaining accountability for assets. Findings of such audits shall be reported to the Board.
(POLICY APPROVAL: 2-17-92, Board of Trustees)
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. 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; Safety and preservation of principal
2. Preservation and safety of principal; Maintenance of sufficient liquidity to meet operating needs
3. Liquidity; Diversification
4. Marketability of the investment if the investment needs to be liquidated before maturity; Public Trust, and
5. Diversification of the investment portfolio; and Optimization of earnings in the portfolio (Yield).
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 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 in writing.

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 College 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 five years at the time of purchase. 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 Policy documents the system of internal controls for investments. 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.
   g. Specific limitation regarding securities losses.
   h. Written confirmation of telephone transactions.
   i. Limiting the number of authorized investment officials.
   j. Documentation of transactions and strategies.

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. Internal Management Reports

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. 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, Board of Trustees, amended 2-19-08)


College President's Directive
12-23-95
COLLEGE SPONSORED STUDENT TRAVEL

I. PURPOSE

This procedure will regulate student travel that is organized and sponsored by the college. The student travel procedure provides provisions that address different modes of travel likely to be used by students and safety issues related to student travel.

II. LEGAL REFERENCE

Pursuant to Section 51.949 of the Texas Education Code governing boards of institutions of higher education, including public colleges, shall adopt a student travel policy.

III. POLICY

The Board of Trustees authorizes the use of college funds for student travel as deemed appropriate by college administration. Student travel expense is subject to college travel regulations.

(POLICY APPROVAL: ____ - ____ - ____)

IV. DEFINITIONS

A. Curricular travel - Activities directly related to instruction.

B. Extra-curricular travel - Activities not related to a specific program of instruction.

C. Inter-collegiate travel – Activities related to athletic programs.

V. PROCEDURES

A. Student travel is authorized and approved by the appropriate supervisor, using the Student Trip Approval/Vehicle Request Form located on the college intranet.

B. Out-of-state student travel must have prior approval by the college president.

VI. GUIDELINES

A. All student travel must first be approved by the appropriate administrators as indicated on the Student Trip Approval/Vehicle Request Form (available on the WCJC Intranet). The approval process must be completed at least three (3) weeks prior to the departure date.

B. College travel Regulation 482 and 484 must be followed for travel advances or reimbursement of expenditures.

C. Prior to the travel activity the instructor/sponsor provides students with a completed Student Absence form (located on the college intranet) verifying participation in a college-sponsored activity. It is the responsibility of the student to present the completed form to his/her instructors before the absence.

D. Prior to each curricular and extra-curricular travel activity (excluding inter-collegiate athletics); students must complete the Student Travel Participant Agreement form provided by instructor/sponsor. The signed Student Travel Participant Agreement forms are forwarded by the instructor/sponsor to the Office of the Vice President of Student Services.
E. Students participating in inter-collegiate athletics must complete the Student Travel Participant Agreement form at the beginning of each semester. The signed Student Travel Participant Agreement forms are maintained by the Athletic Director.
SEXUAL ASSAULT/ATTEMPTED SEXUAL ASSAULT

I. POLICY

Sex offenses including rape, acquaintance rape, and other sex offenses (forcible and non-forcible) as defined by law against any student or employee occurring on campus or at college-sponsored activities off campus are prohibited and will not be tolerated. Victims of sex crimes should report such offenses to the Safety and Security Department; and if the assault is against a student, to the Dean Vice President of Student Services and the police. The assistance of campus authorities is available to victims of sexual assault to report the offense to local law-enforcement authorities.

(POLICY APPROVAL: 4-19-95, Board of Trustees, amended 1-15-08)

II. LEGAL REFERENCES

Texas Penal Code, Sections 21 and 2222.01-.021.

III. DEFINITIONS

A. Sexual Assault/Attempted Sexual Assault: Attempted or actual unwanted sexual activity as defined by Section 22.011 of the Texas Penal Code or other relevant provisions. Sexual assault is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person’s consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. Penal Code 22.011

B. Attempted Aggravated Sexual Assault: Attempted or actual unwanted sexual activity as defined by Section 22.021 of the Texas Penal Code or other relevant provisions. "Aggravated sexual assault" also includes, for purposes of this policy, any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. Forcible sex offenses include without limitation forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Aggravated sexual assault is defined as sexual assault in which the actor:

1. Causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode;
2. By acts or words, places the victim in fear that any person will become the victim of an offense under Penal Code 20A.02(a)(3), (4), (7), or (8) (smuggling of persons) or to cause death, serious bodily injury, or kidnapping;
3. By acts or words occurring in the presence of the victim, threatens to cause any person to become the victim of an offense under Penal Code 20A.02(a)(3), (4), (7), or (8) (smuggling of persons) or to cause death, serious bodily injury, or kidnapping;
4. Uses or exhibits a deadly weapon in the course of the same criminal episode;
5. Acts in concert with another, who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or
6. Assaults a victim who is younger than 14 years of age or is an elderly or a disabled individual.
Penal Code 22.021

C. Nonforcible Sex Offense: Any act of unlawful, nonforcible sexual intercourse, including incest and sexual
assault of a child, and the criminal offense of indecency with a child as defined by Section 21.11 of the Texas Penal Code or other relevant provisions.

IV. PROCEDURES

A. Victims of sexual assault should report the offense immediately to the Safety and Security Department; and if the assault is against a student, to the Dean Vice President of Student Services and the police.

B. Evidence of the assault should be preserved whenever possible. The victim should not bathe or shower until their bodies are examined by the authorities, and should not throw away or wash the clothes worn at the time of the assault.

C. At all times, the victim is offered campus assistance in the reporting process and, to the extent permitted by law, is granted anonymity if requested.

D. Complaints and disciplinary actions, unless otherwise provided for, are considered confidential to the extent allowed by law, and are subject to the provisions of the Family Educational Rights and Privacy Act (Public Law 93-389) if related to students.

E. Sanctions following appropriate disciplinary procedures include suspension or expulsion from the College or termination of employment. College disciplinary procedures occur regardless of other possible or pending criminal actions. If not otherwise provided in policy, both the victim and the person accused of sexual assault:

1. are entitled to have an advisor present during any campus disciplinary proceeding;

2. are entitled to be informed in writing of the outcome of any campus disciplinary proceeding.

F. Upon request, the college will provide assistance to the victim, insofar as reasonably available, in changing academic and living arrangements affected by the offense.
STUDENT ATTENDANCE

I. PURPOSE

Provides procedures for faculty to administer college-approved attendance policies.

II. BACKGROUND AND/OR LEGAL REFERENCE

Faculty agree that regular class attendance in classes conducted in the traditional format, as well as regular participation in courses taught in non-traditional formats, is conducive to optimum achievement.

III. DEFINITIONS

A. College-level course: any course that has the first digit of the four-digit designation beginning with "1" or "2."

B. Developmental course: any course that has the first digit of the four-digit designation beginning with "0."

IV. POLICY

A. College-level courses

1. A student enrolled in college-level courses may be advised to withdraw from the course by the instructor if the student acquires absences in excess of two weeks' work and cannot in the instructor's judgment achieve the minimum course objectives.

2. The determination of the attendance policy for each college-level course is the prerogative of the instructor and must be stated in the printed course syllabus.

B. Developmental courses

1. A student (unless he/she is determined to be “College Ready” by Texas Success Initiative [TSI] standards) enrolled in a developmental English, math, or reading course may be withdrawn from the College if he or she has either ten hours of absences (lecture and lab combined) or six hours of lecture absences and a failing average.

2. The determination of the attendance policy for developmental courses is the prerogative of the instructor and must be stated in the printed course syllabus.

(POLICY APPROVAL: 7-19-95, Board of Trustees, amended 1-15-08)

V. PROCEDURES

A. All instructors must include in the course syllabus a statement defining specific attendance policies for their individual courses. Syllabi must be accessible to students via hardcopy or electronic format.

B. The college is required by law to make attendance reports of students who are funded by veterans' benefits, social security payments, and various other federal, state, or private scholarship programs.

VI. GUIDELINES

A. The printed course syllabus or cover sheet containing attendance policy, whether provided hardcopy or electronically, must be distributed reviewed no later than the first class meeting. Students who are absent from the first day of class are responsible for obtaining the printed course syllabus from the instructor.
B. Instructors have the right to recommend to the Director of Admissions and Registration that a student be dropped for an excessive absence that precludes the possibility of passing the class, whereupon the student is awarded a grade of "W" (withdrawn).

C-B. The college expects instructors to provide an opportunity for students who are absent for the observance of a religious holy day or for a college-sponsored activity to make up work if the instructor has been notified by the student in writing at least one week before the scheduled absence.

D-C. Division or discipline department faculty groups may develop attendance policies or guidelines for faculty in their respective groups. These policies or guidelines must be approved by the division chair and the appropriate vice president, and noted in the current student syllabus copies must be kept on file in the appropriate vice president's office.

JC/FRV
7-19-95
TP/BAM
1-15-08
LAC/SD/BAM
4-17-12
8-9-12
AUDIT OF CREDIT COURSES

I. PURPOSE

Defines the administration and use of the audit status in credit courses.

II. POLICY

A person may audit any university-transfer course. No one may audit a vocational-technical course or program without prior approval of the Vice President of Instruction, except on a space available basis after nonaudit students have enrolled (i.e., after the close of the drop-add period). Audit status entails the same tuition and fees structure as all semester-hour credit courses.

(POLICY APPROVAL: 10-25-95, Board of Trustees)

III. PROCEDURES

A. Registration in an audit course is accomplished in the same manner as registration for a course without audit.

B. A change from credit to audit or from audit to credit cannot be made after the deadline for adding courses.

IV. GUIDELINES

A. A student is permitted to change credit or audit status during the late registration period only.

B. Once an audit status is selected and the deadline for adding courses has passed, a student may not change status from audit to credit or from credit to audit.

C. An auditor is freed from course requirements such as attendance, written work, and tests. If a student chooses to write examinations, etc., he or she has the right to have this work evaluated as other students do in the class, but without the work counting toward a credit grade.

D. The audit grade does not reflect mastery of the material covered in a course, and no credit is awarded. The student's transcript will show an "X" if the student completes the course.

E. The student pays the regular tuition and fees applicable to the credit course.

Reg 666

JC/FRV
10-25-95
GED TESTING CENTER

I. BACKGROUND and/or LEGAL REFERENCE

TASB Policy Manual, EI, Testing Programs, 3-7-94.

II. POLICY

An official General Educational Development testing center shall be located at one or more District facilities. In accordance with State Board of Education rules, the District shall maintain test records permanently and provide storage for restricted test materials and a suitable place for administering the test. A professional person shall serve as chief examiner. Annually the College President or chief examiner shall report to the Board concerning the center, including the number of tests administered and the fees received for administering the test.

(POLICY APPROVAL: 10-16-89, Board of Trustees)