WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

June 24, 2014

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

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

June 24, 2014

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The regular board meeting held on May 20, 2014

B. The special called board training meeting held on May 20, 2014

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

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

During the Citizens’ Comments section of the agenda, any citizen/taxpayer (that is, any member of the public, including college employees) may request to address the board in open meeting. If, however, the topic of the presentation to the board falls within one of the other policies of the college, such as the employee complaint or grievance policy or student complaint policy, the person must first go through the proper administrative channels. In such cases, the right to address the board is guaranteed 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. Discussion of obtaining legal counsel presence at each board meeting
Board of Trustees  
June 24, 2014  
Agenda  

B. Discuss board committee structure change  

VI. Presentations, Awards, and/or President’s Report  
A. 2014 Loss Prevention Grant from the TASB Risk Management Fund  

VII. Student Success  
A. Dual Credit Overview – Dr. Wayne Taylor  
B. The Teacher Effect – Ms. Amanda Heard  

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

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

-CONSENT AGENDA-  

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

X. Matters Relating to General Administration  

XI. Matters Relating to Academic Affairs  
A. Approve renewal of WCJC Seniors Program Title III contract  
B. Approve federal funding from the Carl D. Perkins Career and Technical Education Act of 2006 ($247,229.00)  
C. Approve welding lab fees of $25.00 per each welding course (expected revenue is approximately $13,950.00 annually)
XII. Matters Relating to Administrative Services

A. Approve the waiver of tuition for all In-District Dual Credit Students ($88,416.00 – in reduced in-district tuition revenues)

B. Approve the waiver of tuition and fees for Wharton Independent School District ROAR Academy students for 2015 fiscal year (maximum waived revenue could potentially be $42,900.00 for FY15)

C. Approve the transfer from the plant repair and replacement fund to cover the renovations of the locker rooms in the gym ($250,000.00 – transfer from the repair and replacement plant fund)

XIII. Matters Relating to Technology and Institutional Research

XIV. Matters Relating to Student Services

A. Approve the creation of an International Student Application for Admission Fee of $100.00 effective for fall semester 2014 (estimated revenue for fall semester 2014 is $300.00. As the Nuclear Technology Program corporate and government sponsors route students to the program, estimated annual revenues increase to $2,500.00 to $3,000.00)

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

1. Approve paid professional assignment for Ms. Ava Humme, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $2,000.00

2. Approve paid professional assignment for Mr. David Kucera, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $2,000.00

3. Approve paid professional assignment for Ms. Rebecca McElroy, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $1,800.00

4. Approve paid professional assignment for Ms. Robin Nealy, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $2,000.00

5. Approve paid professional assignment for Ms. JoAnn Shimek, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $2,000.00

6. Approve paid professional assignment for Mr. David Woods, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $1,800.00

7. Approve paid professional assignment for Dr. Robin Nealy, Real Opportunities for Academic Rigor (ROAR) Academy, 2/20/14 – 8/14 - $2,000.00
8. Approve paid professional assignment for Ms. Rebecca McElroy, ROAR Academy, 6/4/14 – 6/19/14 - $2,000.00

9. Approve paid professional assignment for Mr. John Labay, ROAR Academy, 6/4/14 – 6/19/14 - $1,800.00

10. Approve paid professional assignment for Ms. Tamara Ellis, ROAR Academy, 6/4/14 – 6/19/14 - $1,800.00

11. Approve paid professional assignment for Ms. Bonnie Collins, ROAR Academy, 6/4/14 – 6/19/14 - $1,800.00

C. Office of Academic Affairs

1. Approve May mini 2014 overload list

2. Approve paid professional assignment for Mr. Eddie Vandewater, high school all-state choir camp, July 21 – 24, 2014 - $1,800.00

3. Approve paid professional assignment for Mr. Henry Zhao, chemistry storeroom inventory, summer 2014 (June-July) - $250.00

4. Approve paid professional assignment for Mr. Ramiro Acevedo, chemistry storeroom inventory, summer 2014 (June-July) - $250.00

5. Approve paid professional assignment for Mr. John Bankston, chemistry storeroom inventory, summer 2014 (June-July) - $250.00

6. Approve paid professional assignment for Mr. Sean Collins, chemistry storeroom inventory, summer 2014 (June-July) - $250.00

7. Nelli Avetisyan employed as regular, full-time instructor of math, FAC-1-10, effective August 14, 2014

8. Andrea M. Shropshire employed as regular, full-time instructor of associate degree nursing, FAC-1-10, effective August 14, 2014

D. Office of Administrative Services

E. Office of Student Services

1. Julie Aaronson received a salary adjustment from regular, full-time coordinator of student recruiting, AA-1-17, to regular, full-time manager of student recruiting, AA-7-17, effective July 1, 2014

2. Patty Gaona employed as regular, full-time coordinator of disability services, AA-1-10, effective July 7, 2014
3. Catherine C. Shoppa employed as regular, full-time academic advisor-Wharton, AA-1-4, effective June 16, 2014

4. Karen D. Preisler received a salary adjustment from regular, full-time registrar, AA-1-14, to temporary, full-time acting director of admissions & registration, CA-10-14, effective June 1, 2014

5. Patricia Freeman employed as temporary, part-time New Student Orientation advisor, $25.00 hr. x 19 hrs./wk. x 12 wks. = $5,700.00 yr., effective June 9, 2014

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Christy Berry resigned as regular, full-time director of admissions and registration, CA-10-10, effective June 6, 2012

2. Daryl Maretka resigned as regular, full-time instructor of fire science, FAC-1-11, effective June 17, 2014

H. Information Items: Non-contract Personnel Action

1. Robert Falco received a salary adjustment and change in assignment as regular, full-time testing assistant, O-6-0, to regular, full-time IT help desk technician, P-6-0, effective June 23, 2014

2. Molly Hayman resigned as regular, full-time campus support clerk, O-10-5, effective June 6, 2014

3. Gwendolyn Williams resigned as regular, full-time residence hall supervisor, $9,000/9 months, effective May 23, 2014

4. Ricky J. Cruz separated as regular, part-time public safety officer, $11.47 hr. x 19 hrs./wk. x 52 wks. = $11,322.36 yr., effective May 1, 2014

5. Armando S. Galvan employed as regular, part-time public safety officer, $20.00 hr. x 19 hrs./wk. x 48 wks. = $18,240.00 yr., effective April 8, 2014

6. Annabel Chavez resigned as temporary, full-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math grant clerk, O-6-0, effective May 30, 2014

7. Andrew Amor resigned as temporary, part-time seasonal admissions student assistant – Sugar Land, $7.25 hr. x 20 hrs./wk. x 10 wks. = $1,450.00 yr., effective August 31, 2013

8. Connie R. Blackmon separated as temporary, part-time resident hall supervisor, $86.56/15 days, effective August 18, 2013

9. Luis A. Chavez resigned as temporary, part-time seasonal financial aid/admissions – Richmond, $11.91 hr. x 27.5 hrs./wk. x 11 wks. = $3,602.78 yr., effective August 31, 2013
10. Andrew C. Garcia received a salary adjustment as temporary, part-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math student worker, $7.25 hr. x 20 hrs./wk. x 14 wks. = $2,030.00/yr., to temporary, part-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math grant clerk, $11.23 hr. x 19 hrs./wk. x 13 wks. = $2,773.81/yr., effective June 2, 2014

11. Leslie Hudgins separated as temporary, part-time seasonal financial aid, $11.91 hr. x 27.5 hrs./wk. x 10 wks. = $3,275.25/yr., effective August 30, 2013

12. Sarah Jazzy employed as temporary, part-time seasonal admissions – Sugar Land, $12.66 hr. x 19 hrs./wk. x 5.5 wks. = $1,322.97/yr., effective June 9, 2014

13. Jake Marler employed as temporary, part-time maintenance summer help, $7.25 hr. x 19 hrs./wk. x 12 wks. = $1,653.00/yr., effective May 27, 2014

14. Judy M. Mathew resigned as temporary, part-time seasonal financial aid/admissions – Sugar Land, $11.91 hr. x 30 hrs./wk. x 10 wks. = $3,573.00/yr., effective August 31, 2013

15. Judy M. Mathew employed as temporary, part-time seasonal financial aid/admissions – Sugar land, $12.38 hr. x 19 hrs./wk. x 13 wks. = $3,057.85/yr., effective June 9, 2014

16. Rebecca McCoy employed as temporary, part-time surgical technology tutor, $25.00 hr. x 2 hrs./wk. x 16 wks. = $800.00/yr., effective August 16, 2014

17. Arielle Schochler employed as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective August 19, 2014

18. Ashley Sommerlatte separated as temporary, part-time seasonal financial aid, O-10-0, $11.91 hr. x 27.5 hrs./wk. x 10 wks. = $3,275.25/yr., effective August 31, 2013

19. Hannah Steward resigned as temporary, part-time seasonal admissions – Sugar Land, O-11-0, $12.20 hr. x 30 hrs./wk. x 10 wks. = $3,660.00/yr., effective August 31, 2013

END OF CONSENT AGENDA

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

XVII. Consideration and possible action on items discussed in closed session
10. Andrew C. Garcia received a salary adjustment as temporary, part-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math student worker, $7.25 hr. x 20 hrs./wk. x 14 wks. = $2,030.00/yr., to temporary, part-time Title V Hispanic Serving Institution, Science, Technology, Engineering, and Math grant clerk, $11.23 hr. x 19 hrs./wk. x 13 wks. = $2,773.81/yr., effective June 2, 2014

11. Leslie Hudgins separated as temporary, part-time seasonal financial aid, $11.91 hr. x 27.5 hrs./wk. x 10 wks. = $3,602.78/yr., effective August 30, 2013

12. Sarah Jazdar employed as temporary, part-time seasonal admissions – Sugar Land, $12.66 hr. x 19 hrs./wk. x 5.5 wks. = $1,322.97/yr., effective June 9, 2014

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15. Judy M. Mathew employed as temporary, part-time seasonal financial aid/admissions – Sugar Land, $12.38 hr. x 19 hrs./wk. x 13 wks. = $3,057.86/yr., effective June 9, 2014

16. Rebecca McCoy employed as temporary, part-time surgical technology tutor, $25.00 hr. x 2 hrs./wk. x 16 wks. = $400.00/yr., effective June 16, 2014

17. Arielle Schochler employed as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective August 19, 2014

18. Ashley Sommerlatte separated as temporary, part-time seasonal financial aid, O-10-0, $11.91 hr. x 27.5 hrs./wk. x 10 wks. = $3,602.78/yr., effective August 31, 2013

19. Hannah Steward resigned as temporary, part-time seasonal admissions – Sugar Land, O-11-0, $12.20 hr. x 30 hrs./wk. x 10 wks. = $3,660.00/yr., effective August 31, 2013

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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: Student Financial Aid
2. Regulation 002: Board’s Legal Status
3. Regulation 005: Board Member’s Statement of Ethics
4. Regulation 007: Board Meetings
5. Regulation 127: Fund-Raising Activities, Application for Grants, and Acceptance of Donations
6. Regulation 183: Records Management
7. Regulation 552: Registered Student Organizations
8. Regulation 593: Sexual Assault
9. Regulation 625: Admission to the College (New regulation)
10. Regulation 651: Student Records: Disclosure of Student Information
11. Regulation 664: Appeal of Student Disciplinary Action

Regulation 665: Disciplinary Hearings

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 May 20, 2014

B. The special called board training meeting held on May 20, 2014
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
May 20, 2014

The Wharton County Junior College District Board of Trustees met in regular session on May 20, 2014 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

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

Trustees Absent: Mr. Jack Moses, Secretary

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Ms. Leigh Ann Collins, Vice President of Instruction; Mr. Dave Leenhouts, Vice President of Student Services; Ms. Deanna Feyen, Executive Secretary to the President; Ms. Barbara Bubela; Judge Randy Clapp; Ms. Zina Carter; Mr. Michael Crouch; Mr. John Dettling; Mr. Mike Feyen; Ms. Geneen Lannom; Mr. William Vera; Ms. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:30 P.M.
-Mr. Gertson welcomed everyone to the meeting.

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

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

-The minutes of the regular board meeting held on April 15, 2014 was approved as presented.

ITEM IV: CITIZENS’ COMMENTS

-None-

ITEM V: SPECIAL ITEMS
Board of Trustees
May 20, 2014
Minutes

A. Canvass of Election held on May 10, 2014

BOARD ACTION: On a motion by Mr. Trochta and a second, the board unanimously approved accepting the results of the election held on May 10, 2014 as presented.

B. Swearing in of trustees

Judge Randy Clapp swore in Trustees Ann Hundl, Position 3, Amy Rod, Position 4, and Oliver Kunkel, Jr., Position 8 and gave the Oath of Office.

C. Election of board officers

BOARD ACTION: Mr. Nelson nominated Mr. Danny Gertson for Chair. There were no other nominations. On a motion by Mr. Nelson and a second, nominations ceased and Mr. Gertson was elected by acclamation to the office of Chair. After a vote of 8 to 0 the motion passed.

BOARD ACTION: Mrs. Hudgins nominated Mr. Gary Trochta for Vice Chair. There were no other nominations. On a motion by Mrs. Hudgins and a second, nominations ceased and Mr. Trochta was elected by acclamation to the office of Vice Chair. After a vote of 8 to 0 the motion passed.

BOARD ACTION: Mrs. Hudgins nominated Mr. Monty Merecka for Secretary. There were no other nominations. On a motion by Mrs. Hudgins and a second, nominations ceased and Mr. Merecka was elected by acclamation to the office of Secretary. After a vote of 8 to 0 the motion passed.

D. Approve changing the Board of Trustees regular meeting scheduled for June 17, 2014 to June 24, 2014

BOARD ACTION: On a motion by Mr. Nelson and a second, the board unanimously approved changing the Board of Trustees regular meeting scheduled for June 17, 2014 to June 24, 2014.

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

A. Recognition of retirement of Ms. Geneen Lannom

-Ms. Collins recognized Ms. Lannom, Instructor of Biology for her years of service to the College. Ms. Collins read the resolution and presented the framed resolution and plaque to Ms. Lannom. Mr. Gertson thanked Ms. Lannom on behalf of the board of trustees.

B. Update on Sugar Land change in management to branch campus of University of Houston System

-Ms. McCrohan gave an update on the change of management at the University of Houston branch campus in Sugar Land. The Sugar Land campus will be a branch campus of the UofH System and will be a Tier 1 level institution. WCJC will still maintain a relationship with the University of Houston – Victoria. UofH Victoria will be moving out of the Sugar Land campus over a period of time. The UofH System will bring in twenty two (22) new programs to the Sugar Land campus over a 2-5 year period. WCJC will continue to provide the first two years of classes. A transition team has been established and UofH is working with Deans of WCJC for the transition. An agreement will be provided similar to the agreement between Blinn College and Texas A & M
University. The idea of scholarship bonuses for those students in dual enrollment at WCJC and UofH System is being researched. WCJC has a 20 year lease with 15 years remaining with UofH System and an additional 20 year option. The Chancellor of the UofH System has reaffirmed their commitment to WCJC.

-Ms. McCrohan gave an overview of a meeting she attended in Fort Bend County regarding TSTC and what they can offer Ft. Bend County in a technical college. Ms. McCrohan explained that TSTC is funded differently than WCJC and can receive state funds for buildings. A seventy five (75) year agreement has been signed between WCJC and TSTC that states what they can offer. Mr. Gertson stated that the George Foundation is strongly behind the initiative. The concern would be that they will tap into the same resources that WCJC would request for other ventures.

ITEM VII: STUDENT SUCCESS

A. Awards Ceremony Update – Dave Leenhouts

-Mr. Leenhouts gave an update on the Awards Recognition Ceremony and explained the process.

ITEM VIII-A.: REPORTS TO THE BOARD

A. Financial Reports

-Mr. Wessels provided a corrected copy of the financials to the board and presented the financial reports for April 2014.

BOARD ACTION: On a motion by Mr. Trochta and a second, the board unanimously approved the corrected financial reports for April 2014 as presented.

ITEM VIII-B: MANAGEMENT REPORTS

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

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

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

ITEM VIII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

A. Academic Affairs Council

1. Academic Affairs Council Meeting Minutes for April 22, 2014

B. Faculty Council

1. Faculty Council Meeting Minutes for March 3, 2014

2. Faculty Council Meeting Minutes for April 14, 2014
C. President’s Extended Cabinet
   1. Extended Cabinet Meeting Minutes for April 10, 2014

D. Student Services Council

E. Support Staff Council
   1. Support Staff Organization Meeting Minutes for March 20, 2014

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee: Mr. Kunkel
   
   -Mr. Kunkel gave an overview of the Audit Finance meeting held at 5:00 P.M. today. Mr. Darden, Internal Auditor, explained the process of the internal audit. Mr. Kunkel stated that an engagement letter was received from Lott & Vernon for the external audit.

B. Facilities Committee: Mr. Nelson
   
   -Mr. Nelson asked Mr. Feyen to explain the summer projects. Mr. Feyen explained all summer projects scheduled for the maintenance department. Mr. Feyen explained the reason for the rejection of the gym locker room renovations. Mr. Feyen will submit a proposal to contract out the renovations at a lesser cost. Mr. Nelson stated that it was fortunate for the college to have Mike’s background to be able to contract the renovation for the college.

C. Legislative Committee: Mr. Nelson
   
   -None-
   
   -Mr. Gertson asked if members had questions regarding any items in the consent agenda. He also asked if any items needed to be pulled from the consent agenda for separate consideration.
   
   -Mr. Trochta asked what the appraisal amount was for the Julie Rivers campus. Mr. Kocian stated that it was appraised at $4.9 million.
   
   -Mrs. Hudgins asked if the public school was contributing to the boot camps for the summer. Ms. McCrohan stated that the boot camps were funded through grants.
   
   -Mrs. Hudgins asked for an Executive Session to discuss contract and non-contracts.
   
   -No items were pulled for separate consideration.
CONSENT AGENDA

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

ITEM X: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM XI: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approval to create a new permanent full-time mathematics instructor position ($42,050.00 - $53,550.00)

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

A. Approve fiscal year 2014 budget adjustments

B. Approve the resolution to sell the Julie Rivers Drive campus in Sugar Land (revenue of approximately $5,500,000.00)

C. Approve the resolution concerning Ad Valorem Tax Exemptions

D. Approve the amendment to the Interlocal Cooperation Agreement with the Fort Bend County Tax Assessor/Collector for the collection of taxes ($4,000.00 approximately – 2014-2015 unrestricted budget)

E. Approve the engagement letter for the fiscal year 2014 external audit (not to exceed $33,500.00 – current unrestricted operating budget for 2013 – 2014)

F. Approve the internal audit plan for the fiscal year ending August 31, 2014 ($10,000.00)

G. Approve the rejection of all bids for the renovation of the men’s and women’s locker rooms in the Pioneer gymnasium

H. Approve the proposal for the replacement of the HVAC system in Mullins Hall ($89,714.00 – transfer from the plant repair and replacement fund)

I. Approve Micro-Simulation Technology’s quote to develop a hard copy curriculum with detailed step by step procedures to demonstrate objectives established by our industry experts on their nuclear power plant simulator ($60,450.00 – nuclear curriculum development grant)

ITEM XIII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the transfer from the MIS plant fund for the purchase of 57 CPU’s and 78 LCD/LED monitors ($75,000.00 – transfer from the MIS plant fund for 2013 – 2014)
ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Approve paid professional assignment for Dr. Robin Nealy, Gulf Coast Partners Achieving Student Success/Wharton Independent School District Real Opportunities for Academic Rigor developmental education coordinator, 6/1/14 – 6/30/14 - $2,000.00

2. Approve paid professional assignment for Ms. Becky McElroy, Gulf Coast Partners Achieving Student Success/Wharton Independent School District Real Opportunities for Academic Rigor success coordinator, 6/1/14 – 6/30/14 - $2,000.00

3. Approve paid professional assignment for Ms. Dana Bramble, Gulf Coast Partners Achieving Student Success/Wharton Independent School District Real Opportunities for Academic Rigor Writing Instructor, 6/1/14 – 6/30/14 - $1,800.00

4. Approve paid professional assignment for Ms. Ava Humme, Summer Texas State Initiative Boot Camp (administrator/Wharton campus), 7/14/14 – 7/25/14 - $2,000.00

5. Approve paid professional assignment for Ms. Brittany Miller, Summer Texas State Initiative Boot Camp (math instructor/Wharton campus), 7/14/14 – 7/25/14 - $1,800.00

6. Approve paid professional assignment for Ms. Protima Batres, Summer Texas State Initiative Boot Camp (math instructor/Richmond campus), 7/14/14 – 7/25/14 - $1,800.00

7. Approve paid professional assignment for Dr. Robin Nealy, Summer Texas State Initiative Boot Camp (administrator/Sugar Land campus), 7/14/14 – 7/25/14 - $2,000.00

8. Approve paid professional assignment for Ms. Sherry Liu, Summer Texas State Initiative Boot Camp (math instructor/Sugar Land campus), 7/14/14 – 7/25/14 - $1,800.00

9. Approve paid professional assignment for Ms. Becky McElroy, Summer Texas State Initiative Boot Camp (administrator/Richmond campus), 7/14/14 – 7/25/14 - $2,000.00

10. Approve paid professional assignment for Ms. Jessica Falcon, Summer Texas State Initiative Boot Camp (logistics coordinator/multiple locations), 7/14/14 – 7/25/14 - $900.00

11. Approve paid professional assignment for Ms. Mara Ustynik, Summer Texas State Initiative Boot Camp (logistics coordinator/multiple locations), 7/14/14 – 7/25/14 - $900.00

C. Office of Academic Affairs

1. Approve paid professional assignment for Mr. Andrew Berezin, edit biology 1407 lab manual, 3rd edition, May – June 2014, $250.00

3. Stephen G. Lyford received a salary adjustment from regular, full-time instructor of computer science, FAC-1-11, to regular, full-time instructor of computer science, FAC-1A-11, effective May 1, 2014

4. Obigale Nwosu extended as temporary, full-time instructor of chemistry, FAC-1-5, to regular, full-time instructor of chemistry, FAC-1-5, effective May 17, 2014

5. Mariakutty M. Samuel received a salary adjustment from regular, full-time instructor of associate degree nursing (12 months), FAC-1-29, to regular, full-time instructor of associate degree nursing (9 months), FAC-1-29, effective May 16, 2014

6. Bracha Silverstone employed as regular, full-time instructor of math, FAC-1-6, effective August 14, 2014

7. Hui Zhao extended as temporary, full-time instructor of chemistry, FAC-7-6, to regular, full-time instructor of chemistry, FAC-7-6, effective May 17, 2014

8. Christopher J. Bible extended as temporary, full-time instructor of computer science (spring semester 2014), FAC-1-0, to temporary, full-time instructor of computer science (9 months), FAC-1-0, effective May 17, 2014

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Terry D. Lynch resigned as regular, full-time instructor of law enforcement, FAC-1-17, effective May 15, 2014

2. Jack R. Grisham separated as temporary, full-time instructor of math, FAC-7-10, effective May 16, 2014

3. Ana Isabel Ortiz-Avila separated as temporary, full-time instructor of Spanish, FAC-1-7, effective May 16, 2014


H. Information Items: Non-contract Personnel Action

1. Kevin D. Farley separated as regular, full-time senior public relations officer, T-14-17, effective April 24, 2014
2. Alex C. Gardner, Jr. extended as regular, full-time resident hall supervisor, $4,500.00 (spring semester), to regular, full-time resident hall supervisor, $9,000.00 (9 months), effective May 24, 2014

3. Gerard Argao employed as regular, part-time public service officer, $20.00 hr. x 19 hrs./wk. x 52 wks. = $19,760.00/yr., effective May 8, 2014

4. Dudridge Bourne employed as regular, part-time testing services assistant, $15.00 hr. x 19 hrs./wk. x 20 wks. = $5,700.00/yr., effective April 16, 2014

5. John H. Labay employed as regular, part-time math tutor, $15.00 hr. x 13 hrs./wk. x 10 wks. = $1,950.00/yr., effective June 9, 2014

6. Stacy Lynch separated as regular, part-time adult basic education aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective July 2, 2012

7. Marissa Martin employed as regular, part-time testing assistant, $15.00 hr. x 19 hrs./wk. x 20 wks. = $5,700.00/yr., effective April 21, 2014

8. Enedina Trejo separated as regular, part-time senior citizens driver, $7.25 hr. x 19 hrs./wk. x 45 wks. = $6,198.75/yr., effective August 16, 2013

9. Manuel Guerrero employed as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 24 wks. = $5,573.88/yr., effective April 4, 2014

10. Clint R. Harper employed as temporary, part-time information technology assistant, $10.00 hr. x 19 hrs./wk. x 13 wks. = $2,470.00/yr., effective May 19, 2014

11. Tiffany Singleton separated as temporary, part-time adult basic education aide, $11.91 hr. x 19.5 hrs./wk. x 34 wks. = $7,896.33/yr., effective October 9, 2013

12. Gordon Solis employed as temporary, part-time math tutor, $15.00 hr. x 10 hrs./wk. x 18 wks. = $2,700.00/yr., effective April 7, 2014

13. Peral Var employed as temporary, part-time information technology assistant, $10.00 hr. x 19 hrs./wk. x 13 wks. = $2,470.00/yr., effective May 19, 2014

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).

-The board convened into closed session at 7:50 P.M.

-The regular board meeting resumed at 8:10 P.M.
BOARD ACTION: On a motion by Mr. Nelson and a second, the board unanimously approved the consent agenda as presented.

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION
-No action was taken in closed session.

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

ITEM XIX: OTHER BUSINESS
-Ms. Hundl asked about the dual credit offered to school districts. Ms. McCrohan stated that due to a new State law, school districts are allowed to solicit other schools to provide dual credit courses. Ms. McCrohan explained the various ways of offering dual credit classes at surrounding school districts. Ms. McCrohan stated that WISD asked the college for a reduced cost for their dual credit students. WISD has looked at Lone Star College for their dual credit offerings and the Early College classes. Ms. McCrohan stated that she will research the possibility of reducing the cost and bring it back to the board for approval.

ITEM XX: ADJOURN
-The meeting adjourned at 8:25 P.M.
MINUTES
Board Training of the
Wharton County Junior College
Board of Trustees
May 20, 2014

- The Wharton County Junior College District Board of Trustees met in special session for a Board Training on May 20, 2014, at 6:00 P. M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

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

Trustees Absent: Mr. Jack Moses, Secretary

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Ms. Leigh Collins, Vice President of Instruction; Ms. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Ms. Deanna Feyen, Executive Secretary to the President; Ms. Barbara Bubela; Ms. Gencen Lannom; Mr. William Vera; Ms. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

- The meeting was called to order at 5:30 P.M.

ITEM I: BOARD TRAINING – FINANCIAL AID PROCESS

- Mr. Leenhouts gave a presentation and training on the financial aid process.

ITEM II: OTHER ITEMS AS NEEDED

- None-

ITEM III: ADJOURN

- There being no further business, the meeting adjourned at 6:05 P. M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM V

Special Items

A. Discussion of obtaining legal counsel presence at each board meeting

B. Discuss board committee structure change
AGENDA BRIEF
AGENDA ITEM VI

Presentations, Awards, and/or President's Report

A. 2014 Loss Prevention Grant from the TASB Risk Management Fund
May 1, 2014

Ms. Betty McCrohan  
Wharton County Junior College  
911 Boling Hwy  
Wharton, TX 77488-3252

Dear Ms. McCrohan:

Congratulations on being awarded a 2014 Loss Prevention Grant from the TASB Risk Management Fund. I commend your efforts toward saving valuable resources through a dedicated loss prevention process.

Chuck Kennedy, your loss prevention consultant, is available to advise you on purchasing the approved equipment, services, or training indicated in the attached Grant Agreements. We encourage you to work with your consultant to assist you in tailoring your loss prevention initiative to enhance the benefits of your loss prevention project. If you would like to increase the purchasing power of your grant award, please visit the TASB BuyBoard at www.buyboard.com.

We are extremely proud of your loss prevention efforts and look forward to working together to reduce potential losses. If you have any questions regarding the expenditure of allocated funds, please contact Clem Zabalza, director of Loss Prevention Services, at 800.482.7276, extension 2833, or Chuck Kennedy at extension 2836.

Sincerely,

Dubravka Romano  
Associate Executive Director  
Risk Management Services  
Texas Association of School Boards, Inc.

Enclosures: Eligibility Criteria Agreement, Reimbursement Agreement, and Training Requirement Agreement

cc: Mike Feyen
For Release: April 30, 2014
Contact: Clem Zabalza, 800.482.7276, ext. 2833
clem.zabalza@tasb.org
View Risk Management Loss Prevention Grants

Grant Program Targets Loss Prevention

(Austin) – Wharton County Junior College has been awarded a loss prevention grant of $3000.00 from the TASB Risk Management Fund. These grants help implement loss prevention and safety initiatives that reduce the potential for property losses and on-the-job injuries, improve emergency management operations, and raise awareness of safety issues. This award is part of $590,000 in grants the Fund gave this year to 178 Texas school districts and education entities. Since 1998, the Fund’s Loss Prevention Grant Program has distributed 2,629 total grants of more than $6.83 million to Fund members in the workers’ compensation and property and auto programs.

“The TASB Risk Management Fund’s commitment to members is shown through the Fund Five “S” Difference in facing significant challenges, even during periods of economic steadiness,” said Clem Zabalza, director of TASB Loss Prevention Services. “The Loss Prevention Grant helps prevent worksite injuries and protect physical assets by encouraging members to identify hazards and providing monies to address them. This grant showcases the Fund’s Five S’s: the Strength to give back to its members, particularly when economic times add to their challenges. These grant projects can restrain claims costs, resulting in significant Savings to our members over the long run,” he said.

The 2014 grants were awarded to 170 school districts, three regional education service centers, three community colleges, and two shared service arrangements. Workers’ compensation grants focused on many ways to protect employees from on-the-job injuries, including personal protective equipment, fall prevention, and lifting safety. Grants for the property and auto programs sought to protect physical assets by improving campus security, driver safety, and emergency operations planning.

“This year’s program was as competitive as ever, and selecting grant recipients was difficult because applicants continue to do a great job analyzing their exposures and the best ways to mitigate them,” Zabalza said. “More than 53 members will receive their fifth or more consecutive grant award, demonstrating the Stability the Fund brings to the relationship.”

“This program is in its 17th consecutive year because the Fund Board is committed to providing Service and resources that put a priority on preventing losses and elevating safety in the workplace. The Loss Prevention Grant Program has been vital in raising awareness of hazardous situations and reducing opportunities for losses. We will continue
to offer **Simple** ways to support our members so they can educate their staffs about workplace safety and resource protection. The Fund is dedicated to a strong partnership with our members to support their loss prevention and safety initiatives,” he said.

The TASB Risk Management Fund is the oldest and largest risk sharing pool serving Texas school districts and other members of the Texas Association of School Boards (TASB). The Fund provides workers’ compensation, property, liability, auto, and unemployment compensation coverage to more than 1,100 members. The Fund Five “$” Difference—focusing on Strength, Stability, Savings, Service, and Simplicity for its members—has been the foundation of its success for 40 years.

###
Student Success

A. Dual Credit Overview – Dr. Wayne Taylor

B. The Teacher Effect – Ms. Amanda Heard
Reports to the Board

A. Financial Reports for May 2014
Monthly Financial Reports

Wharton County Junior College
MAY 31, 2014
Summary Reports
Wharton County Junior College  
Revenue-Expenditure Summary  
May 31, 2014

<table>
<thead>
<tr>
<th>Fund 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
</tr>
<tr>
<td>State appropriations</td>
</tr>
<tr>
<td>Tuition and Fees</td>
</tr>
<tr>
<td>Advalorem Taxes</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
</tr>
<tr>
<td>Other Revenues</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
</tr>
</tbody>
</table>

| Expenditures: |
| Salaries | 1,708,751 | 14,679,790 | 20,707,504 | 70.89% | 14,249,565 | 19,442,129 | 73.29% | 103% |
| Employee Benefits | 313,094 | 2,803,337 | 4,655,954 | 60.21% | 2,671,482 | 4,393,068 | 60.81% | 105% |
| Capital Expenditures | 23,871 | 61,336 | 57,097 | 107% | 371,349 | 12,533 | 2962.97% | 17% |
| Mandatory Transfers | - | 767,683 | 769,000 | 99.83% | 750,816 | 756,700 | 99.22% | 102% |
| Non-mandatory Transfers | - | - | 0.00% | - | - | - | 0.00% | 0% |
| Other Expenditures | 624,820 | 6,291,403 | 9,817,440 | 64.08% | 6,292,273 | 9,645,747 | 65.23% | 100% |
| **Total Expenditures** | **2,670,535** | **24,603,549** | **36,006,995** | 68.33% | **24,335,485** | **34,250,177** | 71.05% | 101% |

**Net increase/(decrease) in net assets**  $ (649,533) $ 9,214,585 $ 8,073,055

**Less Outstanding encumbrances**  (2,093,976) (2,939,414)

**Net increase less encumbrances**  $ 7,120,609  $ 5,133,591

* Note: Net student receivables in the amount of $1,190,839.70 are currently outstanding. Tuition and fees are subject to collection in future periods.*
Wharton County Junior College  
Analysis of Student Receivables Outstanding  
As of May 31, 2014

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables Current and Prior Year</td>
<td>$1,066,684.28</td>
<td>$1,190,230.66</td>
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<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>58,255.60</td>
<td>68,074.15</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>88,792.00</td>
<td>78,651.90</td>
</tr>
<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>92,671.75</td>
<td>120,899.24</td>
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<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>96,237.41</td>
<td>76,018.54</td>
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<tr>
<td>Total Installment Plan Receivable</td>
<td>$335,956.76</td>
<td>$343,643.83</td>
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<tr>
<td>Third Party Contracts Receivable</td>
<td>$71,159.21</td>
<td>$64,508.70</td>
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<tr>
<td>Continuing Education Receivable</td>
<td>24,889.00</td>
<td>23,967.50</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(307,849.55)</td>
<td>(298,153.60)</td>
</tr>
<tr>
<td>Net Accounts Receivable</td>
<td>$1,190,839.70</td>
<td>$1,324,197.09</td>
</tr>
</tbody>
</table>
COMBINED BALANCE SHEET

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

<table>
<thead>
<tr>
<th></th>
<th>Auxiliary Enterprise</th>
<th>Current Unrestricted</th>
<th>Restricted Funds</th>
<th>Current Year 2014</th>
<th>Prior Year 2013</th>
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<tr>
<td><strong>ASSETS AND OTHER DEBITS:</strong></td>
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<tr>
<td><strong>ASSETS:</strong></td>
<td></td>
<td></td>
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<tr>
<td>Cash</td>
<td>836,758</td>
<td>5,794,970</td>
<td>510,554</td>
<td>7,082,248</td>
<td>8,994,994</td>
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<tr>
<td>Cash Investments</td>
<td>396,773</td>
<td>11,806,817</td>
<td>188,768</td>
<td>12,189,379</td>
<td>9,845,918</td>
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<tr>
<td>Accounts Receivable</td>
<td>21,745</td>
<td>1,221,220</td>
<td>5,681</td>
<td>1,248,646</td>
<td>1,333,560</td>
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<td>Taxes Receivable</td>
<td>410,464</td>
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<td>410,464</td>
<td>410,464</td>
<td>410,464</td>
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<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td>--</td>
<td>29,065</td>
<td>29,065</td>
<td>428,906</td>
<td></td>
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<tr>
<td>Due From Other Funds</td>
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<td>4,164</td>
<td>14,757</td>
<td>18,921</td>
<td>99,183</td>
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<td>Prepaid Expense</td>
<td>32,538</td>
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<td>32,538</td>
<td>32,538</td>
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<tr>
<td>Property, Plant &amp; Equipment</td>
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</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>1,087,774</td>
<td>19,237,635</td>
<td>681,845</td>
<td>21,007,255</td>
<td>20,457,604</td>
</tr>
</tbody>
</table>

| **Liabilities, equity and other credits** |                      | 2,939              | 2,975            | 6,973            | 114,101         |
| **LIABILITIES:**          |                      | -14,451            | --               | -14,451          | -31,124         |
| Employee Benefits Payable | 291                 | -14,451            | --               | -14,451          | -31,124         |
| Payroll Taxes Payable    | 148,966             | 472,999            | 472,999          | 472,999          |                 |
| Accrued Liabilities      | --                   | --                 | --               | --               | --              |
| Deferred Revenue         |                      | 472,999            | 472,999          | 472,999          |                 |
| Long Term Debt           | --                   | --                 | --               | --               | --              |
| Deposits Payable         | 34,400              | 17,500             | 17,500           | 51,900           | 85,100          |
| Due To Other Funds       | 4,164               | 4,164              | 4,164            | 72,932           |                 |
| Scholarships-Designated Donations | 54,363      | 54,363             | 54,363           | 85,641           |                 |
| **TOTAL LIABILITIES:**   | 34,652              | 242,074            | 840,578          | 1,017,744        | 1,088,052       |

<p>| <strong>EQUITY AND OTHER CREDITS:</strong> |                      | --                 | --               | --               | --              |
| <strong>Control Accounts</strong>      | --                   | --                 | --               | --               | --              |
| Fund Balances             |                      | --                 | --               | --               | --              |
| Prior Year Fund Balance   |                      | --                 | --               | --               | --              |
| Endowment Fund-Original   |                      | --                 | --               | --               | --              |
| Endowment Fund-Income     |                      | --                 | --               | --               | --              |
| PB Professional Development |                  | --                 | --               | --               | --              |
| PB Salary Equity          |                      | --                 | --               | --               | --              |
| PB Capital Equipment      |                      | --                 | --               | --               | --              |
| PB Investment Gain and Loss |                | --                 | --               | --               | --              |
| Fund Balance Receivables  |                      | --                 | --               | --               | --              |
| Reserved-Undesignated     |                      | --                 | --               | --               | --              |</p>
<table>
<thead>
<tr>
<th>Fund Types</th>
<th>Auxiliary enterprise</th>
<th>Current unrestricted</th>
<th>Restricted funds</th>
<th>Current year 2014</th>
<th>Prior year 2013</th>
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<td>EQUITY AND OTHER CREDITS:</td>
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<td>FMTC Operating Fund Balance</td>
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<td>Plant Fund Balance</td>
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<td>Bond Fund Balance</td>
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<td>Fund Balance-Rounding Diff</td>
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<td>Reserve for Encumbrance</td>
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<td>2,093,976</td>
<td>78,371</td>
<td>2,188,689</td>
<td>3,387,796</td>
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<tr>
<td>Reserve for Operations</td>
<td>1,036,742</td>
<td>7,228,508</td>
<td>-237,504</td>
<td>7,917,946</td>
<td>6,519,776</td>
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<td>TOTAL EQUITY AND OTHER CREDITS:</td>
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<td>1,053,083</td>
<td>19,096,481</td>
<td>-159,334</td>
<td>19,989,511</td>
<td>19,369,553</td>
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<td>TOTAL LIABILITIES,</td>
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<td>EQUITY AND OTHER CREDITS:</td>
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<tr>
<td>Proprietary Fund Types</td>
<td>Current Year</td>
<td>Prior Year</td>
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<tr>
<td><strong>Assets and Other Debts:</strong></td>
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<td><strong>Assets:</strong></td>
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<tr>
<td>Cash</td>
<td>30,616</td>
<td>39,616</td>
<td>13,412</td>
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<tr>
<td>Cash Investments</td>
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<td>102,986</td>
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<tr>
<td>Accounts Receivable</td>
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<tr>
<td>Taxes Receivable</td>
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<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
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<tr>
<td>Due From Other Funds</td>
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<tr>
<td>Prepaid Expenses</td>
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<tr>
<td>Property, Plant &amp; Equipment</td>
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<tr>
<td><strong>Total Assets:</strong></td>
<td>133,563</td>
<td>133,563</td>
<td>114,318</td>
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<tr>
<td><strong>Liabilities, equity and other credits:</strong></td>
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<tr>
<td><strong>Liabilities:</strong></td>
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<tr>
<td>Accounts Payable</td>
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<td>15</td>
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<td>Employee Benefits Payable</td>
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<tr>
<td>Payroll Taxes Payable</td>
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<td>Accrued Liabilities</td>
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<td>133,286</td>
<td>113,970</td>
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<td>Deposits Payable</td>
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<td>Due To Other Funds</td>
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<td>Scholarships-Designated Donations</td>
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<td>Scholarships-Non-designated Donations</td>
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<td>113,965</td>
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<td>333</td>
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<td>Endowment Fund-Income</td>
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<td>PB Professional Development</td>
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<td>PB Salary Equity</td>
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<td>PB Capital Equipment</td>
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<tr>
<td>PB Investment Gain And Loss</td>
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<td>Fund Balance Receivables</td>
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<td>Reserved-Undesignated</td>
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### Proprietary Fund Types

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<th>Agency Funds</th>
<th>Current Year 2014</th>
<th>Prior Year 2013</th>
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<td>P002 Operating Fund Balance</td>
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<td>Plant Fund Balance</td>
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<td>Bond Fund Balance</td>
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<tr>
<td>Scholarship</td>
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<td>Fund Balance-Rounding Diff Fund Balances:</td>
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<tr>
<td>Reserve for Encumbrance</td>
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<tr>
<td>Fund Balance Reserve For Operations</td>
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<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>277</td>
<td>277</td>
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<tr>
<td>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</td>
<td>133,562</td>
<td>133,563</td>
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</table>

(amounts expressed in dollars)
Management Reports

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

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

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

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

Technology Departments
May Highlights

The MIS Banner system received twenty-two patches during the month of May. The installation of these patches required the Banner system to be unavailable for a total of eight hours.

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

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Student Email</th>
<th>Blackboard LMS</th>
<th>Online Services</th>
<th>Misc.</th>
<th>Total</th>
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<tbody>
<tr>
<td>Support Tickets</td>
<td>29</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>36</td>
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<tr>
<td>Telephone Calls</td>
<td>48</td>
<td>22</td>
<td>20</td>
<td>650</td>
<td>740</td>
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<td>Totals</td>
<td>77</td>
<td>25</td>
<td>22</td>
<td>652</td>
<td>776</td>
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The Network Services team have replaced or supplied the following locations with new computer systems, monitors, and/or printing devices in May 2014.

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Richmond</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Allied Health</td>
<td></td>
<td></td>
<td>Wall, A - CPU - SGL377</td>
<td></td>
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<tr>
<td>Division of Communications and Fine Arts</td>
<td></td>
<td>Tix, J - 27&quot; monitor - TC240F</td>
<td>Prisner, K - 27&quot; monitor - SGL226</td>
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<tr>
<td></td>
<td></td>
<td>Prince, S - 27&quot; monitor - TC240B</td>
<td>Knox, C - 27&quot; monitor - SGL229</td>
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<td>Division of Math and Physical Science</td>
<td>Walker, D - CPU - SCI107</td>
<td></td>
<td></td>
<td>Acevedo, R - CPU - SGL212</td>
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<tr>
<td>Division of Social and Behavioral Science</td>
<td></td>
<td>Griffith, L - CPU - TC140G</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Technology and Business</td>
<td>Matthews, R - CPU - P110</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Admissions and Registration</td>
<td>Glaze, M - CPU - A106</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Office of Advising and Counseling</td>
<td>Lawlor, P - CPU - PSC304</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Wharton</td>
<td>Richmond</td>
<td>Sugar Land</td>
<td>Bay City</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------------------</td>
<td>-----------------------------------------------</td>
<td>------------</td>
<td>-------------------</td>
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<tr>
<td>Office of Facilities Management</td>
<td>Freeman, P – CPU – PSC312</td>
<td>Mike B – CPU &amp; 2 monitors – TC140B</td>
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<td>Office of Financial Services</td>
<td>Ward, C – CPU – A107</td>
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<td>Office of Library Services</td>
<td>CPU – Library Corner</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>CPU – Library Circulation</td>
<td></td>
<td></td>
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<tr>
<td>Office of Vice President of Administrative Services</td>
<td>Kocian, K – Monitor – A113D</td>
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<tr>
<td>Office Dean of Vocational Instruction</td>
<td>Crouch, M – 2nd mon monitor/printer – A113</td>
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Work Request by category for the month of May 2014.

<table>
<thead>
<tr>
<th>Category</th>
<th>New Service Request for the month</th>
<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
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</thead>
<tbody>
<tr>
<td>Account Management</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Banner Access/Security</td>
<td>23</td>
<td>14</td>
<td>17</td>
<td>18</td>
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<tr>
<td>Banner AR</td>
<td>8</td>
<td>2</td>
<td>2</td>
<td>43</td>
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<tr>
<td>Banner Doc Image</td>
<td>8</td>
<td>3</td>
<td>3</td>
<td>8</td>
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<tr>
<td>Banner Finance</td>
<td>2</td>
<td>1</td>
<td>4</td>
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<tr>
<td>Banner Financial Aid</td>
<td>10</td>
<td>8</td>
<td>11</td>
<td>65</td>
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<td>Banner HR</td>
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<td>Banner ID</td>
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<td>Banner Payroll</td>
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<td>Banner Student</td>
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<td>Change of Office</td>
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<tr>
<td>Category</td>
<td>New Service Request for the month</td>
<td>Of the New Service Request Total Completed</td>
<td>Total Completed Service Request</td>
<td>Total Remaining Open Service Request</td>
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<tr>
<td>--------------------------------</td>
<td>----------------------------------</td>
<td>-------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------</td>
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<tr>
<td>Computers – Classroom</td>
<td>19</td>
<td>17</td>
<td>30</td>
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<td>Computers - Office</td>
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<td>Data Projectors</td>
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<td>Printers – Classrooms/Lab</td>
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<td>2</td>
<td>2</td>
<td>8</td>
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<td>Printers - Offices</td>
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<td>13</td>
<td>20</td>
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<td>Telephones – Offices</td>
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<td>10</td>
<td>9</td>
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<td>1</td>
<td>3</td>
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<td>Current Year</td>
<td>Increase/Decrease</td>
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<td>Number of Applicants</td>
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<td>2,661</td>
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<td>39</td>
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<td>Number of Veterans Certified</td>
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<td>452</td>
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<td>Number of Scholarship Applicants</td>
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<td>1,281</td>
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<td>1,028,349</td>
<td>1,119,623</td>
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<td>TOTAL ALL FUNDS</td>
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<td>$34,999,754</td>
<td>&lt;1,106,742&gt;</td>
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## WHARTON COUNTY JUNIOR COLLEGE MONTHLY TESTING REPORT

**TO:** David Leonard, District Advisor  
**FROM:** Robert Fisher  
**SUBJECT:** May 2014 Monthly Testing Report

<table>
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<tr>
<th>TESTS ADMINISTERED</th>
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<th>May-14</th>
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<td>ACT (Total)</td>
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<tr>
<td>Wharton Main Campus</td>
<td>54</td>
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<td>Sugar Land-UH</td>
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<tr>
<td>Fort Bend Tech Center</td>
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<tr>
<td>ACT (Total) - TOTAL</td>
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<td>ACT (National)</td>
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<tr>
<td>Core</td>
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<tr>
<td>Wharton Main Campus</td>
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<td>5</td>
</tr>
<tr>
<td>Sugar Land-UH</td>
<td>15</td>
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<tr>
<td>Fort Bend Tech Center</td>
<td>6</td>
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<tr>
<td>GEDP Test Total</td>
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<tr>
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<tr>
<td>Wharton Main Campus</td>
<td>122 units</td>
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<tr>
<td>Sugarland - UH</td>
<td>51 units</td>
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<tr>
<td>Fort Bend Tech Center</td>
<td>32 units</td>
<td>0 (Appointment)</td>
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<tr>
<td>COMPASS Appointments - Total (total)</td>
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<td>TSI Assessment</td>
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<tr>
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<td>127 (Appointments)</td>
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<td>112 (Appointments)</td>
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<td>Fort Bend Tech Center</td>
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<td>97 (Appointments)</td>
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<tr>
<td>Wharton Main Campus</td>
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<td>Sugarland - UH</td>
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<td>Fort Bend Tech Center</td>
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<tr>
<td>Beating Hill - Main Campus</td>
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<td>Wharton Main Campus</td>
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<td>Nelson Denby</td>
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<td>Nelson Denby - Test Total</td>
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| All Tests - Total (excluding Compass Units) | 361 | 1511 |
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve renewal of WCJC Seniors Program Title III contract

B. Approve federal funding from the Carl D. Perkins Career and Technical Education Act of 2006 ($247,229.00)

C. Approve welding lab fees of $25.00 per each welding course (expected revenue is approximately $13,950.00 annually)
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: June 24, 2014
Date of this Proposal: May 20, 2014

SUBJECT: Renewal of WCJC Seniors Program Title III contract.

RECOMMENDATION: Recommend that the Title III contract be renewed.

BACKGROUND/RATIONALE:
The Title III contract for Fiscal Year 2014 expires September 30, 2014 and needs to be renewed for Fiscal Year 2015. The WCJC Senior Citizen Program has been in service for 39 years to the 60 plus population. We provide Congregate Meals at 6 centers (Wharton & Colorado counties), Home Delivered Meals, Transportation (in-county), and Assessments. At centers we also provide activities and educational programs. WCJC Senior Citizen Program provides services to the communities in both Wharton and Colorado counties. The six centers are located in Wharton, El Campo, East Bernard, Columbus, Eagle Lake and Weimar.

Estimated Cost and Budgetary Support (how will this be paid for):
Federal Funds provided by OAA Title III B, C. State funds provided by DADS. Federal and State funds are available October 1, 2014 – September 30, 2015. Contract proposals are due to HGAC by June 12, 2014. Funds for Wharton County are $100,909 and Colorado County funds are $70,919 (chart attached). We will be applying for the Commissioner’s Court for $50,000 in Wharton and $24,880.00 in Colorado County as last year. Wharton County Junior College contributes building facilities, janitorial supplies and overhead. Texas Department of Agriculture monies are estimated depending on the amount of grants applied and monies available.

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
Date
5-20-14

[Signature]
Date
5-21-14

PRESIDENT’S APPROVAL:

[Signature]
Date
5-22-14

reg 113
6-21-95
<table>
<thead>
<tr>
<th>County</th>
<th>Title IIB Transportation Funds</th>
<th>Title IIIC1 Congregate Meals Funds</th>
<th>Title IIIC2 Home Delivered Meals Funds</th>
<th>Total Funds</th>
<th>Vendor List</th>
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<tr>
<td>Austin</td>
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<td>$25,592</td>
<td>$54,840</td>
<td>Helping One Another</td>
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<td>Brazoria</td>
<td>$112,331</td>
<td>$179,729</td>
<td>$157,263</td>
<td>$449,323</td>
<td>Actions, Inc.</td>
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<td>Chambers</td>
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<td>$53,882</td>
<td>$71,843</td>
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</tr>
<tr>
<td>Colorado</td>
<td>$17,730</td>
<td>$28,368</td>
<td>$24,822</td>
<td>$70,919</td>
<td>Galveston Sr. Citizens</td>
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<td>Fort Bend</td>
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<td>$323,154</td>
<td>$815,181</td>
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<td>Liberty</td>
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<td>$25,500</td>
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<td>Cleveland Sr. Citizens Org.</td>
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<td>Matagorda</td>
<td>$19,479</td>
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<td>$77,916</td>
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<td>$98,881</td>
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<td>Waller</td>
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<td>$35,318</td>
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</table>

| Title III | $803,794                     | $1,257,334                      | $1,154,049                          | $3,215,177 | Wharton County Junior College | Wharton County Junior College |
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: June 24, 2014  Date of This Proposal: May 29, 2014

SUBJECT (item as it will appear on agenda):

RECOMMENDATION:
Approve receipt of Federal funding from the Carl D. Perkins Career and Technical Education Act of 2006 in the amount of $247,229.

BACKGROUND/RATIONALE:
Wharton County Junior College has received annual funding under the Carl D. Perkins Act for about 30 consecutive years. Funds may be used to support WCJC Career and Technical Education Programs and the students enrolled in those programs.

Estimated Cost and Budgetary Support (how will this be paid for?): $247,229

No cost to the College. Grant funds will be deposited for expenditure from the Current Restricted Fund.

RESOURCE PERSON(S) [name(s) and title(s)]:
Cindy Kocian, Vocational Support Coordinator
Amy LaPan, Dean of Vocational Instruction

SIGNATURES:

Cindy Kocian
Originator  6-11-14

Amy LaPan  6-11-14
Cabinet-Level Supervisor
Date

PRESIDENT'S APPROVAL:

Date

Reg 113
6-21-95, 12-16-99
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: June 24, 2014  Date of This Proposal: 6/12/2014

SUBJECT (item as it will appear on agenda):

Welding Lab Fees

RECOMMENDATION:

Add a $25 lab fee to each welding course

BACKGROUND/RATIONALE:

Welding students use a large amount of metal and other supplies in each welding lab. The cost of welding supplies has significantly increased in recent years. In order to maintain effective lab instruction of welding procedures, a $25 lab fee must be instituted in order to cover welding instruction consumables. This lab fee is similar to other courses that assess a lab fee to cover the costs of expensive instructional consumables.

Estimated Cost and Budgetary Support (how will this be paid for?): Expected revenue is approximately $13,950 annually.

RESOURCE PERSON(S) [name(s) and title(s)]: Amy LaPan, Ph.D., Dean of Vocational Instruction

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

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

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the waiver of tuition for all In-District Dual Credit Students ($88,416.00 – in reduced in-district tuition revenues)

B. Approve the waiver of tuition and fees for Wharton Independent School District ROAR Academy students for 2015 fiscal year (maximum waived revenue could potentially be $42,900.00 for FY15)

C. Approve the transfer from the plant repair and replacement fund to cover the renovations of the locker rooms in the gym ($250,000.00 – transfer from the repair and replacement plant fund)
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: 06/24/2014  Date of This Proposal: 06/09/2014

SUBJECT (item as it will appear on agenda): In-District Dual Credit Tuition Waiver

RECOMMENDATION: Recommend approving the waiver of tuition for all In-District Dual Credit Students

BACKGROUND/RATIONALE: WCJC Administration has discussed and recommends that the Board approve the waivering of Tuition for In-District Dual Credit Students. The students will still be responsible for paying the applicable fees. In the 2013-2014 academic year, 2,763 semester hours of dual credit instruction to in-district students were taught, thus a reduction of $88,416 in-district tuition revenue will be anticipated in the 2014-2015 academic year. This reduction in revenue may be mitigated by increased dual credit enrollment from the in-district high schools.

Estimated Cost and Budgetary Support (how will this be paid for?): $88,416 in reduced in-district tuition revenues

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

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg 113
6-21-95, 12-16-99
Complete this form and submit it to the Office of the President by 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: 06/24/2014  Date of This Proposal: 06/09/2014

SUBJECT (item as it will appear on agenda): ROAR Academy Tuition and Fees Waiver

RECOMMENDATION: Recommend approving the waiver of tuition and fees for Wharton Independent School District ROAR Academy students for 2015 fiscal year.

BACKGROUND/RATIONALE: WCJC Administration has discussed and recommends that the Board approve the waiving of Tuition and Fees for the Wharton Independent School District ROAR Academy students. The academy will consist of a maximum of 30 students per year. The goal is to have a student receive a high school diploma and an associate degree at the same time. In order to accomplish this, a participant will have to enroll in an average of 15 semester hours per year. Based on the current tuition and fee rates, the maximum waived tuition and fees for the first year could potentially be $42,900, $85,800 for the second year, $128,700 for the third year, and $171,600 for all years thereafter.

Estimated Cost and Budgetary Support (how will this be paid for?): $ Maximum waived revenue could potentially be $42,900 for FY15.

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]

Reg 113
6-21-95, 12-16-99
ROAR Academy

Realizing Our Academic Reward

Wharton ISD/Wharton County Junior College

Is Early College High School for you?

Early College High School is a promising high school/college model supporting students as they transition into post-secondary education.

ROAR students engage in a rigorous and supportive academic program of study.

ROAR Academy blends the high school and college experience with the goal that students will graduate from high school with a diploma and an associate’s degree, certificate, or up to 60 college credit hours toward a baccalaureate degree at NO CHARGE!

Additional Benefits

- Flexible scheduling with classes at WHS and WCJC
- Academic advising and mentoring
- Instills a college-going mentality, and focuses on that goal for all students

Saves between $5,000 and $18,000 in tuition and fees depending on the post-secondary institution students plan to attend after high school.

PARENTS OF CURRENT 8TH GRADE STUDENTS ARE INVITED TO ATTEND AN INFORMATION SESSION:

Date: February 27
Time: 6:00 pm
Location: Wharton High School Auditorium

Two iPad minis will be given away as door prizes – Must be present to win
Complete this form and submit it to the Office of the President by noon on Monday of the week before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: June 24, 2014       Date of This Proposal: June 4, 2014

SUBJECT:

Approve the transfer of $250,000.00 from the Plant Repair and Replacement Fund to cover the renovations of the locker rooms in the gym.

RECOMMENDATION:

Approve the transfer of $250,000.00 from the Plant Repair and Replacement Fund to cover the renovations of the locker rooms in the gym which would include plumbing, electrical HVAC, a commercial washer and dryer, new lockers, new ceilings and flooring.

BACKGROUND/RATIONALE:

The locker rooms are in need of a renovation to improve appearance, usefulness and functionality. The $250,000.00 transfer is requested based on the following anticipated amounts to complete the project: HVAC $12,000, electrical $13,000, plumbing $30,000, flooring, ceilings and sheetrock work $26,000, countertops and restroom partitions $26,000, commercial washer and dryer $15,000, new lockers $21,000, a new door for accessibility to the mens side $6,000 and other miscellaneous items as needed. We would like to start the work this summer and finish this fall so we can work around the volleyball and baseball schedules.

Estimated Cost & Budgetary Support (how will this be paid for?): $250,000.00
Transfer from the Repair and Replacement Plant Fund

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

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

SIGNATURES:  

Originator:  
Cabinet-Level Supervisor:  

DATE: 6-10-14  

Date: 6-10-14  

PRESIDENT'S APPROVAL:

DATE: 6-12-14  

Signatures:  
I sent this to Philip Tuesday, the vendors are not listed on the excel but are listed below with actual estimates from each vendor.

The following includes the estimate and contractor for the project:

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<th>Estimate</th>
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<tr>
<td>Plumbing</td>
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<tr>
<td>Washer and dryer</td>
<td>$13,578</td>
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<tr>
<td>Ceilings</td>
<td>$18,400</td>
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<tr>
<td>Flooring</td>
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<tr>
<td>Lighting/elec</td>
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<tr>
<td>HVAC</td>
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<tr>
<td>Painting</td>
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<tr>
<td>Ice machine</td>
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<tr>
<td>Toilet and RR partitions</td>
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<td>Water fountain</td>
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<td>TV</td>
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<td>New door</td>
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<td>Total</td>
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Mike Feyen
Director of Facilities
Wharton County Junior College
911 E. Boling Hwy
Wharton, TX.
979-532-6359
979-282-1994
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XIV

MATTERS RELATING TO STUDENT SERVICES

A. Approve the creation of an International Student Application for Admission Fee of $100.00 effective for fall semester 2014 (estimated revenue for fall semester 2014 is $300.00. As the Nuclear Technology Program corporate and government sponsors route students to the program, estimated annual revenues increase to $2,500.00 to $3,000.00)
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: June 24, 2014   Date of This Proposal: June 9, 2015

SUBJECT (item as it will appear on agenda):
Approve the creation of an International Student Application for Admission Fee of $100.00 effective for Fall Semester 2014.

RECOMMENDATION: Approve the creation of an International Student Application for Admission Fee of $100.00 effective for the Fall Semester 2014.

BACKGROUND/RATIONALE:
The creation of an International Student Application Fee of $100.00 will serve to offset the costs of processing International Student Application materials. The college has received authorization to start accepting International Students for admission to the Nuclear Technology AAS Degree Program at the Bay City Campus. A survey of area colleges indicates (see attached) that the $100.00 fee is competitive with other institutions.

Estimated Cost and Budgetary Support (how will this be paid for?): Estimated revenue for Fall Semester 2014 is $300.00. As the Nuclear Technology Program corporate and government sponsors route students to the program, estimated annual revenues increase to $2,500 to $3,000.00.

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

6/9/14
Date

6/9/14
Date

PRESIDENT'S APPROVAL:

[Signature]
Reg 113
6-21-95, 12-16-99
Comparison of International Student Application Fees Charged by Other Texas Two-Year Colleges

<table>
<thead>
<tr>
<th>College</th>
<th>International Student Application Fee (All non-refundable)</th>
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<tr>
<td>HCC</td>
<td>75.00</td>
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<tr>
<td>Blinn</td>
<td>200.00</td>
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<tr>
<td>Galveston</td>
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<tr>
<td>Alvin</td>
<td>25.00</td>
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<tr>
<td>Lee</td>
<td>50.00</td>
</tr>
<tr>
<td>McLennan</td>
<td>50.00</td>
</tr>
<tr>
<td>Trinity Valley</td>
<td>80.00</td>
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</tbody>
</table>
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Approve paid professional assignment for Ms. Ava Humme, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $2,000.00

2. Approve paid professional assignment for Mr. David Kucera, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $2,000.00

3. Approve paid professional assignment for Ms. Rebecca McElroy, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $1,800.00

4. Approve paid professional assignment for Ms. Robin Nealy, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $2,000.00

5. Approve paid professional assignment for Ms. JoAnn Shimek, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $2,000.00

6. Approve paid professional assignment for Mr. David Woods, Science, Technology, Engineering, and Math summer bridge, 8/4/14 – 8/15/14 - $1,800.00

7. Approve paid professional assignment for Dr. Robin Nealy, Real Opportunities for Academic Rigor (ROAR) Academy, 2/20/14 – 8/14 - $2,000.00

8. Approve paid professional assignment for Ms. Rebecca McElroy, ROAR Academy, 6/4/14 – 6/19/14 - $2,000.00

9. Approve paid professional assignment for Mr. John Labay, ROAR Academy, 6/4/14 – 6/19/14 - $1,800.00

10. Approve paid professional assignment for Ms. Tamara Ellis, ROAR Academy, 6/4/14 – 6/19/14 - $1,800.00

11. Approve paid professional assignment for Ms. Bonnie Collins, ROAR Academy, 6/4/14 – 6/19/14 - $1,800.00

C. Office of Academic Affairs

1. Approve May mini 2014 overload list

2. Approve paid professional assignment for Mr. Eddie Vandewalker, high school all-state choir camp, July 21 – 24, 2014 - $1,800.00

3. Approve paid professional assignment for Mr. Henry Zhao, chemistry storeroom inventory, summer 2014 (June-July) - $250.00
4. Approve paid professional assignment for Mr. Ramiro Acevedo, chemistry storeroom inventory, summer 2014 (June-July) - $250.00

5. Approve paid professional assignment for Mr. John Bankston, chemistry storeroom inventory, summer 2014 (June-July) - $250.00

6. Approve paid professional assignment for Mr. Sean Collins, chemistry storeroom inventory, summer 2014 (June-July) - $250.00

7. Nelli Avetisyan employed as regular, full-time instructor of math, FAC-1-10, effective August 14, 2014

8. Andrea M. Shropshire employed as regular, full-time instructor of associate degree nursing, FAC-1-10, effective August 14, 2014

D. Office of Administrative Services

E. Office of Student Services

1. Julie Aaronson received a salary adjustment from regular, full-time coordinator of student recruiting, AA-1-17, to regular, full-time manager of student recruiting, AA-7-17, effective July 1, 2014

2. Patty Gaona employed as regular, full-time coordinator of disability services, AA-1-10, effective July 7, 2014

3. Catherine C. Shoppa employed as regular, full-time academic advisor-Wharton, AA-1-4, effective June 16, 2014

4. Karen D. Preisler received a salary adjustment from regular, full-time registrar, AA-1-14, to temporary, full-time acting director of admissions & registration, CA-10-14, effective June 1, 2014

5. Patricia Freeman employed as temporary, part-time New Student Orientation advisor, $25.00 hr. x 19 hrs./wk. x 12 wks. = $5,700.00/yr., effective June 9, 2014

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Christy Berry resigned as regular, full-time director of admissions and registration, CA-10-10, effective June 6, 2012

2. Daryl Marekta resigned as regular, full-time instructor of fire science, FAC-1-11, effective June 17, 2014

H. Information Items: Non-contract Personnel Action

1. Robert Falco received a salary adjustment and change in assignment as regular, full-time testing assistant, O-6-0, to regular, full-time IT help desk technician, P-6-0, effective June 23, 2014

2. Molly Hayman resigned as regular, full-time campus support clerk, O-10-5, effective June 6, 2014

3. Gwendolyn Williams resigned as regular, full-time residence hall supervisor, $9,000/9 months, effective May 23, 2014
4. Ricky J. Cruz separated as regular, part-time public safety officer, $11.47 hr. x 19 hrs./wk. x 52
   wks. = $11,322.36/yr., effective May 1, 2014

5. Armando S. Galvan employed as regular, part-time public safety officer, $20.00 hr. x 19 hrs./wk. x
   48 wks. = $18,240.00/yr., effective April 8, 2014

6. Annabel Chavez resigned as temporary, full-time Title V Hispanic Serving Institution, Science,
   Technology, Engineering, and Math grant clerk, O-6-0, effective May 30, 2014

7. Andrew Amor resigned as temporary, part-time seasonal admissions student assistant – Sugar
   Land, $7.25 hr. x 20 hrs./wk. x 10 wks. = $1,450.00/yr., effective August 31, 2013

8. Connie R. Blackmon separated as temporary, part-time resident hall supervisor, $86.56/15 days,
   effective August 18, 2013

9. Luis A. Chavez resigned as temporary, part-time seasonal financial aid/admissions – Richmond,
   $11.91 hr. x 27.5 hrs./wk. x 11 wks. = $3,602.78/yr., effective August 31, 2013

10. Andrew C. Garcia received a salary adjustment as temporary, part-time Title V Hispanic Serving
    Institution, Science, Technology, Engineering, and Math student worker, $7.25 hr. x 20 hrs./wk. x
    14 wks. = $2,030.00/yr., to temporary, part-time Title V Hispanic Serving Institution, Science,
    Technology, Engineering, and Math grant clerk, $11.23 hr. x 19 hrs./wk. x 13 wks. = $2,773.81/yr.,
    effective June 2, 2014

11. Leslie Hudgins separated as temporary, part-time seasonal financial aid, $11.91 hr. x 27.5
    hrs./wk. x 10 wks. = $3,602.78/yr., effective August 30, 2013

12. Sarah Jazzar employed as temporary, part-time seasonal admissions – Sugar Land, $12.66 hr. x 19
    hrs./wk. x 5.5 wks. = $1,322.97/yr., effective June 9, 2014

13. Jake Marler employed as temporary, part-time maintenance summer help, $7.25 hr. x 19 hrs./wk.
    x 12 wks. = $1,653.00/yr., effective May 27, 2014

14. Judy M. Mathew resigned as temporary, part-time seasonal financial aid/admissions – Sugar
    Land, $11.91. hr. x 30 hrs./wk. x 10 wks. = $3,573.00/yr., effective August 31, 2013

15. Judy M. Mathew employed as temporary, part-time seasonal financial aid/admissions – Sugar
    Land, $12.38 hr. x 19 hrs./wk. x 13 wks. = $3,057.86/yr., effective June 9, 2014

16. Rebecca McCoy employed as temporary, part-time surgical technology tutor, $25.00 hr. x 2
    hrs./wk. x 16 wks. = $400.00/yr., effective June 16, 2014

17. Arielle Schochler employed as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x
    32 wks. = $928.00/yr., effective August 19, 2014

18. Ashley Sommerlatte separated as temporary, part-time seasonal financial aid, O-10-0, $11.91 hr.
    x 27.5 hrs./wk. x 10 wks. = $3,602.78/yr., effective August 31, 2013

19. Hannah Steward resigned as temporary, part-time seasonal admissions – Sugar Land, O-11-0,
    $12.20 hr. x 30 hrs./wk. x 10 wks. = $3,660.00/yr., effective August 31, 2013
TO: Vice President of Instruction     DATE: 6/2/14

DIV or UNIT: STEM Grant

SUBJ: PPA request for: Ava Humme

Title of PPA activity: STEM Summer Bridge

Dates (or semesters) of activity: 8/4/14-8/15/14

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.

Ava Humme will be assisting the STEM Department as the writing instructor during the STEM Summer Bridge (Pioneer Connections Camp). The summer bridge will begin on August 4, 2014 and will end on August 15, 2014. The summer bridge is Monday-Friday, 8:30 am to 3:30 pm and will service a total of 24 students.

B. Cost

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BUDGET NUMBER: 21167-6039-6180-400

C. Approvals

Supervisor: [Signature] Date: 6/2/14

VPI: [Signature] Date: 

President: [Signature] Date: 6/5/14
TO: Vice President of Instruction  DATE: 6/2/14

DIV or UNIT: STEM Grant

SUBJ: PPA request for: David Kucera

Title of PPA activity: STEM Summer Bridge

Dates (or semesters) of activity: 8/4/14-8/15/14

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.

David Woods will be assisting the STEM Department as the Electronics instructor during the STEM Summer Bridge (Pioneer Connections Camp). The summer bridge will begin on August 4, 2014 and will end on August 15, 2014. The summer bridge is Monday-Friday, 8:30 am to 3:30 pm and will service a total of 24 students.

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BUDGET NUMBER: 21167-6039-6180-400

C. Approvals

Supervisor:  
Date: 6-2-14

VPI:  
Date: 

President: Betty A. McLaurin  
Date: 6-5-14
Wharton County Junior College

PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM

TO: Vice President of Instruction DATE: 6/2/14
DIV or UNIT: STEM Grant
SUBJ: PPA request for: Rebecca McElroy

Title of PPA activity: STEM Summer Bridge

Dates (or semesters) of activity: 8/4/14-8/15/14

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.

Rebecca McElroy will be assisting the STEM Department as the student success instructor during the STEM Summer Bridge (Pioneer Connections Camp). The summer bridge will begin on August 4, 2014 and will end on August 15, 2014. The summer bridge is Monday-Friday, 8:30 am to 3:30 pm and will service a total of 24 students.

B. Cost

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BUDGET NUMBER: 21167-6039-6180-400

C. Approvals

Supervisor: [Signature] Date: 6-2-14

VPI: [Signature] Date: 

President: [Signature] Date: 6-5-14
TO: Vice President of Instruction  DATE: 6/2/14
DIV or UNIT: STEM Grant
SUBJ: PPA request for: Robin Nealy
Title of PPA activity: STEM Summer Bridge
Dates (or semesters) of activity: 8/4/14-8/15/14

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.

Robin Nealy will be assisting the STEM Department as the reading instructor during the STEM Summer Bridge (Pioneer Connections Camp). The summer bridge will begin on August 4, 2014 and will end on August 15, 2014. The summer bridge is Monday-Friday, 8:30 am to 3:30 pm and will service a total of 24 students.

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BUDGET NUMBER: 21167-6039-6180-400

C. Approvals

Supervisor: [Signature]  Date: 6-2-14
VPI: [Signature]  Date: 
President: [Signature]  Date: 6-5-14
TO: Vice President of Instruction  DATE: 6/2/14

DIV or UNIT: STEM Grant

SUBJ: PPA request for: JoAnn Shimek

Title of PPA activity: STEM Summer Bridge

Dates (or semesters) of activity: 8/4/14-8/15/14

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.

JoAnn Shimek will be assisting the STEM Department as the engineering design instructor during the STEM Summer Bridge (Pioneer Connections Camp). The summer bridge will begin on August 4, 2014 and will end on August 15, 2014. The summer bridge is Monday-Friday, 8:30 am to 3:30 pm and will service a total of 24 students.

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BUDGET NUMBER: 21167-6039-6180-400

C. Approvals

Supervisor: [Signature]  Date: 6-2-14

VPI: [Signature]  Date: 

President: [Signature]  Date: 6-5-14
TO: Vice President of Instruction
DATE: 6/2/14

DIV or UNIT: STEM Grant

SUBJ: PPA request for: David Woods

Title of PPA activity: STEM Summer Bridge

Dates (or semesters) of activity: 8/4/14-8/15/14

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.

David Woods will be assisting the STEM Department as the Computer Science instructor during the STEM Summer Bridge (Pioneer Connections Camp). The summer bridge will begin on August 4, 2014 and will end on August 15, 2014. The summer bridge is Monday-Friday, 8:30 am to 3:30 pm and will service a total of 24 students.

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BUDGET NUMBER: 21167-6039-6180-400

C. Approvals

Supervisor: [Signature] Date: 6-2-14

VPI: [Signature] Date: 

President: [Signature] Date: 6-5-14
TO: Vice President of Instruction    DATE: 6/2/2014

DIV or UNIT: ROAR Academy

SUBJ: PPA request for: Dr. Robin Nealy

Title of PPA activity: ROAR Academy with Wharton High School

Dates (or semesters) of activity: 2/20/2014 – 8/2014

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.

Dr. Nealy, as the administrator of the ROAR Academy, is responsible for the following activities:

- Recruiting reading/writing/math facilitators
- Completing paperwork for facilitators
- Training
- Overseeing and assisting in Curriculum Development for reading/writing/math
- Providing supplies, materials, and support to facilitators
- Collecting data pre/post academy
- Preparing report
- Making recommendations for subsequent ROAR Academies
- Making presentation to WISD Board in August

B. Cost

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| TOTAL                                            |                 | $2000.00   |

BUDGET NUMBER: 110-14056-6092-10-1450

C. Approvals

Supervisor: [Signature]    Date: 6/6/14

VPI: [Signature]           Date: 6/9/14

President: [Signature]     Date: 6/9/14 Initial: [Signature]
TO: Vice President of Instruction  DATE: 6/2/2014

DIV or UNIT: ROAR Academy

SUBJ: PPA request for: Rebecca McElroy

Title of PPA activity: ROAR Academy with Wharton High School

Dates (or semesters) of activity: 6/4/2014 - 6/19/2014

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.

Becky McElroy, as Study and Behavioral Skills Coach, will accomplish the following tasks:

- Develop eight (8) Smart-Starters that are geared toward high school students, that address this demographic’s specific academic needs, and that give these students the tools necessary to be successful
- Prepare materials/activities for students
- Explore career options and goals with students
- Attend ROAR Academy training
- Conduct activities (study skills, behavioral modification, and team building at the beginning of each day) with the students
- Share material with WHS facilitators
- Make study/behavioral skills recommendations for subsequent ROAR Academies

B. Cost

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BUDGET NUMBER: 110 - 14704 - 6092 - 100

C. Approvals

Supervisor: [Signature]  Date: 6/16/14

VPI: [Signature]  Date: 6/9/14

President: [Signature]  Date: 6/9/14, Initial: [Initial]
TO: Vice President of Instruction       DATE: 6/2/2014

DIV or UNIT: ROAR Academy

SUBJ: PPA request for: John Labay

Title of PPA activity: ROAR Academy with Wharton High School

Dates (or semesters) of activity: 6/4/2014 - 6/19/2014

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.

John Labay, as ROAR Math Facilitator, will accomplish the following tasks:

- Develop pre and post tests
- Attend ROAR Academy training
- Develop curriculum for academy
- Prepare daily assignments for students
- Develop homework assignments
- Evaluate/Grade all assignments
- Prepare students to take TSI Test at the end of the academy
- Share material with and make recommendations to WHS facilitators

B. Cost

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BUDGET NUMBER: 110-14056-6072-100

C. Approvals

Supervisor: [Signature] Date: 6/16/14

VPI: [Signature] Date: 6/6/14

President: [Signature] Date: 6/11/14

Vice President of Instruction

Date: 6/11/14 Initial: [Signature]
TO: Vice President of Instruction       DATE: 6/2/2014

DIV or UNIT: ROAR Academy

SUBJ: PPA request for: Tamara Ellis

Title of PPA activity: ROAR Academy with Wharton High School

Dates (or semesters) of activity: 6/4/2014 – 6/19/2014

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.

Tamara Ellis, as ROAR Writing Facilitator, will accomplish the following tasks:

- Develop pre and post tests
- Attend ROAR Academy training
- Develop curriculum for academy
- Prepare daily assignments for students
- Develop homework assignments
- Evaluate/Grade all assignments
- Prepare students to take TSI Test at the end of the academy
- Share material with and make recommendations to WHS facilitators

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BUDGET NUMBER: 1110 - 1400-6092-100

C. Approvals

Supervisor: [Signature] Date: 6/1/14

VPI: [Signature] Date: 6/9/14

President: [Signature] Date: 6/11/14

RECEIVED

Vice President of Instruction

Date: 6/9/14 Initial: [Signature]
TO: Vice President of Instruction  DATE: 6/2/2014

DIV or UNIT: ROAR Academy

SUBJ: PPA request for: Bonnie Collins

Title of PPA activity: ROAR Academy with Wharton High School

Dates (or semesters) of activity: 6/4/2014 - 6/19/2014

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.

Bonnie Collins, as ROAR Reading Facilitator, will accomplish the following tasks:

- Develop pre and post tests
- Attend ROAR Academy training
- Develop curriculum for academy
- Prepare daily assignments for students
- Develop homework assignments
- Evaluate/Grade all assignments
- Prepare students to take TSI Test at the end of the academy
- Share material with and make recommendations to WHS facilitators

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BUDGET NUMBER: 1110 - 14056 - 6092 - 108 14504

C. Approvals

Supervisor: [Signature]  Date: 6/16/14

VPI: [Signature]  Date: 6/9/14

President: [Signature]  Date: 6/9/14  Initial:
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</table>
TO: Vice President of Instruction  DATE: 5/28/14
FROM: G.G. Hunt
DIV or UNIT: Communication and Fine Arts
SUBJ: PPA request for: Eddie Vandewalker
Title of PPA activity: High School All-State Choir Camp
Dates (or semesters) of activity: July 21-24, 2014

A. Activity and Expected Outcomes.

Activity:
Mr. Vandewalker, WCJC Choir Director, would like to hold a four day All-State Choir Camp to prepare area high school choral students for the All-State Choir audition process. The camp will run from 10:30a.m. - 1:30 p.m. and 2:30p.m. - 5:30 p.m. M-R for one week with the students free for lunch. The camp will be offered at no cost to the students. Mr. Vandewalker would serve as Camp Director and Head Choir Director during the week on the camp.

Outcomes:
The event promotes the college, serves as a recruiting tool, and brings potential students to the main campus. It also shows the choral teachers in our service area the quality of music instruction at WCJC. WCJC students gain valuable experience working with high school students, practice leadership skills, demonstrate music/singing skills, participate in organizing an event, demonstrate loyalty to their alma mater, and add to their respective resumes.

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
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<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
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BUDGET NUMBER: 1110.14505.6092.100

C. Approvals

Supervisor: ghunt Date: 6-9-14
VPI: Date: 6-9-14
President: Betty A. McBride Date: 6-9-14
TO: Vice President of Instruction
DATE: 6/9/2014

FROM: Kevin Dees

DIV or UNIT: Division of Math and Science

SUBJ: PPA request for: Henry Zhao
Title of PPA activity: Chemistry Storeroom inventory
Dates (or semesters) of activity: Summer 2014 (June-July)

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

The Chemistry storerooms on the Wharton and Sugar Land campus have been in a process of cleaning and removing non-essential, waste, old and potentially hazardous waste chemicals and equipment for several summers. This summer’s effort focuses on storeroom organization and removal of additional non-essential waste chemicals.

Budget - 1110.14302.6092.100

B. Cost

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C. Approvals

Supervisor: [Signature] Date: 6/9/14

VPI: [Signature] Date: 6/11/14

President: [Signature] Date: 6/12/14

RECEIVED
Vice President of Instruction
Date: 6/11/14 Initial: [Signature]
TO: Vice President of Instruction  DATE: 6/9/2014
FROM: Kevin Dees
DIV or UNIT: Division of Math and Science
SUBJ: PPA request for: Ramiro Acevedo
       Title of PPA activity: Chemistry Storeroom inventory
       Dates (or semesters) of activity: Summer 2014 (June-July)

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

The Chemistry storerooms on the Wharton and Sugar Land campus have been in a process of cleaning and removing non-essential, waste, old and potentially hazardous waste chemicals and equipment for several summers. This summer's effort focuses on storeroom organization and removal of additional non-essential waste chemicals.

Budget - 1110.14302.6092.100

B. Cost

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C. Approvals

Supervisor: [signature]  Date: 6/10/14
VPI: [signature]  Date: 6/11/14
President: [signature]  Date: 6/12/14

RECEIVED
Vice President of Instruction  Date: 6/11/14
TO: Vice President of Instruction  
FROM: Kevin Dees  
DIV or UNT: Division of Math and Science  
SUBJ: PPA request for: John Bankston  
       Title of PPA activity: Chemistry Storeroom inventory  
       Dates (or semesters) of activity: Summer 2014 (June-July)

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

The Chemistry storerooms on the Wharton and Sugar Land campus have been in a process of cleaning and removing non-essential, waste, old and potentially hazardous waste chemicals and equipment for several summers. This summer’s effort focuses on storeroom organization and removal of additional non-essential waste chemicals.

Budget - 1110.14302.6092.100

B. Cost

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<tr>
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C. Approvals

Supervisor:  
VPI:  
President:  

Date: 6/9/14  
Date: 6/11/14  
Date: 6/12/14

RECEIVED  
Vice President of Instruction  
Initial:
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction  DATE: 6/9/2014
FROM: Kevin Dees
DIV or UNIT: Division of Math and Science
SUBJ: PPA request for: Sean Collins
Title of PPA activity: Chemistry Storeroom inventory
Dates (or semesters) of activity: Summer 2014 (June-July)

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

The Chemistry storerooms on the Wharton and Sugar Land campus have been in a process of cleaning and removing non-essential, waste, old and potentially hazardous waste chemicals and equipment for several summers. This summer’s effort focuses on storeroom organization and removal of additional non-essential waste chemicals.

Budget - 1110.14302.6092.100

B. Cost

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</table>

TOTAL $  $250

C. Approvals

Supervisor:  Date: 6/10/14
VPI:  Date: 6/11/14
President:  Date: 6/12/14

RECEIVED

Vice President of Instruction
Date: 6/11/14 Initial: 
### Personnel Action Form

**Human Resources**

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<th>Banner ID #</th>
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**Address**

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

#### Part I: Check all that apply

- Classification:
  - ☑ Administrative/Professional Staff
  - ☑ Faculty
  - ☑ Support Staff
  - ☑ Temporary
  - ☑ Full-Time
  - ☑ Regular
  - ☑ Part-Time
  - ☑ New Employee
  - ☐ Extension
  - ☐ Salary Adjustment
  - ☐ Retirement (date: __________)
  - ☐ Resignation (date: __________)
  - ☐ Separation (date: __________)
  - ☐ Other (explain)

#### Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

**CURRENT**

- **Division/Unit:** [Job Vacancy No.: (if applicable)]
- **Job Title/Position:** Specialized Area:
- **Budgeted Position?** ☑ Yes ☐ No
- **Budget Number:** Funded in which FY?
- **Compensation:**
  - ☑ Annual
  - ☑ Hourly
  - ☑ Other (explain)
  - Sched: ______
  - Grade: ______
  - Step: ______
  - Hourly Rate: (Part-time only)
    - $____ per hr x ______ hrs/wk x ______ wks =
    - $____ per year
- **Start Date:** End Date: At-will-employee Per contract
  - If temporary, anticipated termination date:
  - Position is funded for the following number of months/weeks:
    - ☑ 9 months
    - ☑ 10 ½ months
    - ☑ 12 months
    - ☑ Other (specify)

**PROPOSED**

- **Division/Unit:** Math & Science Division
- **Job Title/Position:** Instructor of Math
- **Budgeted Position?** ☑ Yes ☐ No
- **Name of Replaced Employee:** N/A-New Position
- **Budget Number:** Funded in which FY? FY15
- **Position No. (NBAPOSN):** MAT013
- **Compensation:**
  - ☑ Annual
  - ☑ Hourly
  - ☑ Other (explain)
  - Sched: ______
  - PAC: ______
  - Grade: ______
  - Step: ______
  - Hourly Rate: (Part-time only)
    - $____ per hr x ______ hrs/wk x ______ wks =
    - $____ per year
- **Start Date:** 08/14/14
- **End Date:** At-will-employee Per contract
- **If temporary, anticipated termination date:** N/A
  - Position is funded for the following number of months/weeks:
    - ☑ 9 months
    - ☑ 10 ½ months
    - ☑ 12 months
    - ☑ Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor/Department Head**
  - Dale Neede
  - Date: 5/17/14
  - Approved by Dean
  - Date: 5/20/14

- **Approved by Division Chair**
  - Date: 5/19/14

- **Approved by Cabinet Level Supervisor**
  - Date: 5/22/14

- **Budget Approval**
  - Date: 5/22/14

---

**Reg. #21**

**HR Requisition Number:** 14050026

**Revised August 27, 2013**

**Vice President of Instruction**

**Date:** 5/21/14

**Initial:** ________
Part I: Check all that apply

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Part II: Assignment/Accounting

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

**CURRENT** Division/Unit: Specialized Area: Job Vacancy No.: (if applicable)

<table>
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<tr>
<th>Job Title/Position:</th>
<th>Budgeted Position? Yes No</th>
<th>Budgeted Position?</th>
<th>Budget Number:</th>
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<tbody>
<tr>
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**PROPOSED** Division/Unit: Allied Health Job Vacancy No.: (if applicable)

<table>
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<tr>
<th>Job Title/Position: Instructor of Associate Degree Nursing</th>
<th>Budgeted Position? Yes No</th>
<th>Name of Replaced Employee: Rickie Jo Bonner</th>
<th>Budget Number: 1110-14181-6091-102</th>
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<tbody>
<tr>
<td>Specialized Area: ADN</td>
<td>Funded in which FY? FY14</td>
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</tbody>
</table>

**Compensation:**

| S | $ 47,050
| Annual or Hourly | $ per hr x ___ hrs/wk x ___ wks = $ __ per year |
| Other (explain) Grade 1 Step 10 | At-will-employee Per contract |

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

If temporary, anticipated termination date: N/A

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head

Approved by Dean: 6-4-14

Approved by Vice President: 6-6-14

Reviewed by Human Resources:

Budget Approval: 6-5-14

Reg. 821 HR Requisition Number: 1402-0028

Date: 6/10/14 Initial: T
## Personnel Action Form
### Human Resources

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</table>

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

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

#### CURRENT
- **Division/Unit:** Student Services
- **Job Title/Position:** Coordinator of Student Recruiting
- **Budgeted Position:** Yes
- **Budget Number:** 1110-14109-6093-501
- **Compensation:** $62,734
  - **Annual**
  - **Hourly**
  - **Other (explain):**
  - **Sched:** AA
  - **Grade:** 1
  - **Step:** 17
- **Start Date:** 08/01/01
- **End Date:** N/A
- **Per contract**
- **Job Vacancy No.:** (if applicable) N/A
- **Specialized Area:** Student Recruiting
- **Funded in which FY:** FY14
- **Position No. (NBAPOSN):** CRD001
- **Hourly Rate:** (Part-time only)
  - $ N/A per hr x _____ hrs/wk x _____ wks =
  - $ _____ per year

#### PROPOSED
- **Division/Unit:** Student Services
- **Job Title/Position:** Manager of Student Recruiting
- **Budgeted Position:** Yes
- **Budget Number:** 1110-14109-6093-501
- **Compensation:** $66,734.00
  - **Annual**
  - **Hourly**
  - **Other (explain):**
  - **Sched:** AA
  - **Grade:** 7
  - **Step:** 17
- **Start Date:** 07/01/14
- **Per contract**
- **Job Vacancy No.:** (if applicable) 1406 A 010
- **Specialized Area:** Student Recruiting
- **Funded in which FY:** FY14
- **Position No. (NBAPOSN):** MGR001
- **Hourly Rate:** (Part-time only)
  - $ N/A per hr x _____ hrs/wk x _____ wks =
  - $ _____ per year

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

### Part III: Position/Budget Authorization
- **Recommended by Supervisor/Department Head:**
- **Date:**
- **Approved by Dean:**
- **Date:**
- **Approved by Division Chair:**
- **Date:**
- **Approved by Vice President:**
- **Date:**
- **Approved by Academic Dean:**
- **Date:**
- **Reviewed by Human Resources:**
- **Date:**
- **Budget Approval:**
- **Date:**

**Reg. 821: HR Requisition Number** A 1406 0013

**Revised August 27, 2013**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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

#### Part I: Check all that apply

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

- ☐ New Employee
- ☐ Extension
- ☐ Salary Adjustment
- ☐ Retirement (date: ___)
- ☐ Resignation (date: ___)
- ☐ Separation (date: ___)
- ☐ Other (explain)

#### Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

**CURRENT**

- **Division/Unit:** [Job Vacancy No.: (if applicable)]
- **Job Title/Position:** [Specialized Area:]
- **Budgeted Position?** ☐ Yes ☐ No
- **Budget Number:** [Position No. (NBAOSON):]
- **Compensation:**
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain): Sched, Grade, Step
  - Hourly Rate: (Part-time only) $___ per hr x ____ hrs/wk x ____ wks = $___ per year

- **Start Date:** [End Date:]
  - ☐ At-will-employee
  - ☐ Per contract

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

- ☐ 9 months
- ☐ 10 ¼ months
- ☐ 12 months
- ☐ Other (specify)

**PROPOSED**

- **Division/Unit:** Student Services
  - **Job Title/Position:** Coordinator of Disability Services
  - **Budgeted Position?** ☐ Yes ☐ No
  - Name of Replaced Employee: Patsy Freeman
  - **Budget Number:** 1110.14101.6093.503

- **Compensation:**
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain): Sched, Grade, Step
  - Hourly Rate: (Part-time only) $___ per hr x ____ hrs/wk x ____ wks = $___ per year

- **Start Date:** July 7, 2014
  - ☐ At-will-employee
  - ☐ Per contract

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

- ☐ 9 months
- ☐ 10 ¼ months
- ☐ 12 months
- ☐ Other (specify)

**Explanation of Action:**

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:** Susan Denman
  - Date: ___
  - Approved by Dean: ___

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

- **Approved by College Vice President:**
  - Date: ___

- **Approved by President:**
  - Date: ___

- **Budget Approval:**
  - Date: ___

Reg. 821 HR Requisition Number: 405 CRD09 Revised August 27, 2013
Wharton County
Junior College

Personnel Action Form
Human Resources

Banner ID #: }

Last Name: Shoppa, Catherine C.
First: Middle Initial: Telephone:  

Address: City: State: Zip:  

Part I: Check all that apply

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

- New Employee
- Extension
- Salary Adjustment
- Retirement (date: )
- Resignation (date: )
- Other (explain): Currently serving as Temporary PT ABE Instructor-no PAF

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

CURRENT  
Division/Unit:  
Job Title/Position:  
Budgeted Position? Yes No  
Budget Number:  
Compensation:  
- Annual
- Hourly
- Other (explain):  
Sched Grade Step  
Hourly Rate: (Part-time only) $ per hr x hrs/wk x wks = $ per year
Start Date: End Date: At-will employee Per contract

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

PROPOSED  
Division/Unit: Student Services  
Job Title/Position: Academic Advisor-Wharton  
Budgeted Position? Yes No  
Name of Replaced Employee: Pat Sikora  
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: 06/16/14 At-will employee Per contract

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Date Approved by Dean Date  
Approved by Division Chair Date Approved by Vice President Date  
Approved by Campus Level Supervisor Date Reviewed by Human Resources Date  
Budget Approval Date Approved by President Date

Reg. 821 HR Requisition Number A 1406 001 2 Revised August 27, 2013
### Personel Action Form

**Wharton County Junior College**

**Human Resources**

**Personnel Action Form**

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#### Part I: Check all that apply

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

#### Part II: Assignment/Accounting

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

**CURRENT Division/Unit:** Student Services

**Job Title/Position:** Registrar

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

**Budget Number:** 1110.1310.6093.500

**Compensation:**

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

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</table>

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

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

**Start Date:** 11/28/06  **End Date:** N/A

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

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

**At-will employee**

**PER contract**

**If temporary, anticipated termination date:** N/A

**PROPOSED Division/Unit:** Student Services

**Job Title/Position:** Acting Director of Admissions & Registration

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

**Name of Replaced Employee:** Christy Berry

**Budget Number:** 1110.1310.6093.500

**Compensation:**

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

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</table>

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

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

**Start Date:** 06/01/14

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

- [ ] 9 months
- [ ] 10 ½ months
- [ ] 12 months
- [ ] Other (specify) **3 months**

**At-will employee**

**PER contract**

**If temporary, anticipated termination date:** 08/31/14

**Explanation of Action:**

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head**
  - [ ] Date
  - [ ] Approved by Dean
  - [ ] Date

- **Approved by Division Chair**
  - [ ] Date
  - [ ] Approved by Vice President
  - [ ] Date

- **Approved by Cabinet/Board Supervisor**
  - [ ] Date
  - [ ] Approved by President
  - [ ] Date

- **Budget Approval**
  - [ ] Date

**Reg #21**  **HR Requisition Number:** 1405 001

**Revised August 27, 2013**
**Personnel Action Form**

**Human Resources**

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

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

> Patsy was previously employed at WCJC as the Coordinator of Disability Services, then retired and will return only for a short time during new student orientation.

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

**Division/Unit:**

Job Vacancy No.: (if applicable)

**Specialized Area:**

Funded in which FY?

**Position No. (NBAPOSN):**

**PROPOSED**

**Division/Unit:**

Student Services

Job Vacancy No.: (if applicable)

1406 A 009

**Specialized Area:**

academic advising

Funded in which FY? 2013-2014

**Position No. (NBAPOSN):**

CNSW99

**Compensation:**

- Annual
- Hourly
- Other (explain)

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

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

$ ____ per year

**Start Date:**

06/09/14

**End Date:**

If temporary, anticipated termination date:

08/31/14

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

- 9 months
- 10 ½ months
- 12 months
- Other (specify) 12 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head

**Approved by Dean**

**Date**

Approved by Vice President

**Date**

Approved by President

**Date**

Reg. #21

HR Requisition Number A 1406 C014

Revised August 27, 2013
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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

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

- **New Employee**
  - Resigned position leaving college effective 6/6/14

- ☐ Other (explain)

### Part II: Assignment/Accounting

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

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

**CURRENT Division/Unit:** Student Services

**Job Title/Position:** Director of Admissions and Registration

**Job Vacancy No.:** (if applicable) 1203 A 012

**Specialized Area:** Admissions and Registration

**Budgeted Position?** ☐ Yes ☐ No

**Budgeted Number:** 1110.1310.6093.500

**Budget Number:** 1110.1310.6093.500

**Compensation:**

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

**Sched:** CA

**Grade:** 10

**Step:** 10

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

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

$_____ per year

**Start Date:** 7/27/12

**End Date:** 6/6/14

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

- ☐ 9 months
- ☐ 10½ months
- ☐ 12 months
- ☐ Other (specify)

**PROPOSED Division/Unit:**

**Job Title/Position:**

**Specialized Area:**

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

**Budgeted Position?** ☐ Yes ☐ No

**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

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

**Sched:**

**Grade:**

**Step:**

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

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

$_____ per year

**Start Date:**

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

- ☐ 9 months
- ☐ 10½ months
- ☐ 12 months
- ☐ Other (specify)

**Explanation of Action:**

### Part III: Position/Budget Authorization

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<th>Date</th>
<th>Approved by Dean</th>
<th>Date</th>
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<th>Date</th>
<th>Approved by Vice President</th>
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<table>
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<tr>
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<th>Date</th>
<th>Reviewed by Human Resources</th>
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Reg. 821 HR Requisition Number A 1405-00010

Revised August 27, 2013
### Personnel Action Form

**Wharton County Junior College**

#### Part I: Check all that apply
- **Classification:**
  - Administrative/Professional Staff
  - Faculty
  - Support Staff
  - Temporary
  - Regular
  - New Employee
  - Extension
  - Salary Adjustment
  - Retirement (date:)
  - Resignation (date: 06-17-14)
  - Separation (date:)
  - Other (explain)

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

**CURRENT**
- **Division/Unit:** Vocational Instruction
- **Job Title/Position:** Instructor of Fire Science
- **Budgeted Position?** Yes
- **Budget Number:** 1210.14025.6091.102
- **Compensation:** $63,400
- **Start Date:** 07-27-09
- **End Date:** 06-17-14

**PROPOSED**
- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?** Yes
- **Budget Number:**
- **Compensation:**
- **Start Date:**
- **End Date:**

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

**Reg. 821**

**HR Requisition Number**

**Date**

**Approved by Dean**

**Date**

**Approved by Vice President**

**Date**

**Reviewed by Human Resources**

**Date**

**Approved by President**

**Date**

**Revised August 21, 2013**

**Vice President of Instruction**

**Date**

**Initial**
**Personnel Action Form**  
*Human Resources*

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**Part I: Check all that apply**

- Classification:  
  - ☐ Administrative/Professional Staff  
  - ☐ Faculty  
  - ☐ Support Staff  
  - ☐ Temporary ☐ Full-Time  
  - ☐ Temporary ☐ Part-Time  
  - ☐ Regular ☐ Full-Time  
  - ☐ Regular ☐ Part-Time  
- New Employee  
- Extension  
- Salary Adjustment  
- Retirement (date):  
- Resignation (date):  
- Separation (date):  
- ☐ Other (explain)  
- Change in assignment

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

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

**Job Title/Position:** Testing Assistant

**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:** 1610-14104-6101-501

**Job Vacancy No.:** (if applicable) 1401 S 008  
**Specialized Area:** Testing  
**Funded in which FY?** FY14

**Compensation:**  
- ☐ Annual  
- ☐ Hourly  
- ☐ Other (explain)  
- Sched: ☐  
- Grade: ☐  
- Step: ☐  
- $ 23,350

**Start Date:** 09/30/12  
**End Date:** N/A  
**At-will employee**  
**Per contract**  
**Position is funded for the following number of months/weeks:**  
- ☐ 9 months  
- ☐ 10½ months  
- ☐ 12 months  
- ☐ Other (specify)  
**PROPOSED**  
**Division/Unit:** Technology & IR

**Job Title/Position:** IT Help Desk Technician

**Budgeted Position?** ☐ Yes ☐ No  
**Name of Replaced Employee:** Micheal Crouch

**Budget Number:** 1110-13033-6102-6081

**Job Vacancy No.:** (if applicable) 1404 S 025  
**Specialized Area:** Help Desk/Training Services  
**Funded in which FY?** FY14

**Compensation:**  
- ☐ Annual  
- ☐ Hourly  
- ☐ Other (explain)  
- Sched: ☐  
- Grade: ☐  
- Step: ☐  
- $ 26,850

**Start Date:** 06/12/14  
**End Date:** 06/23/14  
**At-will employee**  
**Per contract**  
**Position is funded for the following number of months/weeks:**  
- ☐ 9 months  
- ☐ 10½ months  
- ☐ 12 months  
- ☐ Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by Supervisor/Department Head  
- Approved by Dean  
- Approved by Vice President  
- Reviewed by Human Resources  
- Budget Approval  
- Reg. 821  
- HR Requisition Number: 1405 G001  
- Revised August 27, 2013
### Personnel Action Form

**Wharton County Junior College**

**Banner ID #**

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**Address**

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### Part I: Check all that apply

- Classification:
  - Administrative/Professional Staff
  - Faculty
  - Support Staff
  - Temporary
  - Full-Time
  - Part-Time
  - Regular
- New Employee
- Extension
- Salary Adjustment
- Retirement (date: ____________)
- Resignation (date: 5/6/14)
- Separation (date: ____________)
- Other (explain)

### Part II: Assignment/Accounting

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

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

**CURRENT**

**Division/Unit:** Administrative Services

**Job Title/Position:** Campus Support Clerk

**Budgeted Position?** Yes

**Budget Number:** 1210-111-6101-400

**Compensation:**
- **$ 27,375**
- **Annual**
- **Hourly**
- **Other (explain)**

**Start Date:** N/A

**End Date:** June 6, 2014

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

**At-will-employee**

**Per contract**

**If temporary, anticipated termination date:**

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** Yes

**Budget Number:**

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

**Start Date:**

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

**Explanation of Action:**

### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head**
  - Date: 5/13/14
  - Approved by Dean: Date

- **Approved by Division Chair**
  - Date: 5/14/14
  - Approved by Vice President: Date 5/14/14

- **Approved by Cabinet Level Supervisor**
  - Date: 5/14/14
  - Reviewed by Human Resources: Date 5/14/14

- **Budget Approval**
  - Date: 5/14/14
  - Approved by President: Date

Reg. 821 HR Requisition Number _______ _______ Revised August 27, 2013
## Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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### Part I: Check all that apply

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

### Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

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

- **Job Title/Position:**
  - Residence Hall Supervisor

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

- **Budget Number:**
  - 3912-14103-6101-501

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

  - **$ 9,000**

  - **Start Date:**
    - 08/18/13
  - **End Date:**
    - 05/23/14

  - **At-will-employee**

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

- **Job Vacancy No.: (if applicable)**
  - 1211 S 102

- **Specialized Area:**
  - Housing

- **Funded in which FY?**
  - FY14

- **Position No. (NBAPOSN):**
  - RES001

- **PROPOSED Division/Unit:**
  - Specialized Area

- **Job Title/Position:**

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

- **Name of Replaced Employee:**

- **Budget Number:**

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

  - **Sched:**
    - [ ] N/A
  - **Grade:**
    - [ ] N/A
  - **Step:**
    - [ ] N/A

  - **Hourly Rate: (Part-time only)**
  - $_____ per hr x _____ hrs/wk x _____ wks = $_____ per year

- **Start Date:**

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

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

- **Explanation of Action:**

### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:**
  - [ ] Dean
  - [ ] Date

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

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

- **Budget Approval:**
  - [ ] Date

- **Reviewed by Human Resources:**
  - [ ] Date

- **Recommended by Vice-President:**
  - [ ] Date

- **Recommended by President:**
  - [ ] Date

- **Reg. 821 HR Requisition Number:**
  - 8105 02049

- **Revised August 27, 2013**
# Personnel Action Form

**Banner ID #**

**Last Name**

**First**

**Middle Initial**

**Telephone**

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**Part II: Assignment/Accounting**

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

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

**CURRENT**

**Division/Unit:** Administrative Services

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

**Budgeted Position:** ☐ Yes ☐ No

**Budgeted Position:** ☐ Yes ☐ No

**Budget Number:** 1110.1192.6108.701

**Compensation:**

<table>
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<th>11.47</th>
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**Start Date:** 09/01/11  **End Date:** 05/01/2014  **At-will-employee**

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

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

**52 weeks**

**Prospective**

**Job Title/Position:**

**Budgeted Position:** ☐ Yes ☐ No

**Budgeted Position:** ☐ Yes ☐ No

**Budget Number:** 1110.1192.6108.701

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>11.47</th>
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</table>

**Start Date:**

**At-will-employee**

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

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

Explanation of Action:

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head:**

**Approved by Dean:**

**Date:**

**Approved by Division Chair:**

**Approved by Vice President:**

**Date:**

**Approved by Cabinet Level Supervisor:**

**Reviewed by Human Resources:**

**List:**

**Date:**

**Budget Approval**

**Date:**

**Revised August 27, 2013**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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#### Part I: Check all that apply

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<td>Regular</td>
<td>Part-Time</td>
<td>Separation (date:</td>
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#### Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

**CURRENT** Division/Unit: Job Vacancy No.: (if applicable)

<table>
<thead>
<tr>
<th>Job Title/Position</th>
<th>Specialized Area</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Budgeted Position? Yes No

Funded in which FY?

**Budget Number:** Position No. (NBAPOSN):

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

Start Date: End Date: At-will-employee Per contract

If temporary, anticipated termination date:

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

- 9 months
- 10½ months
- 12 months
- Other (specify)

**PROPOSED** Division/Unit: Administrative Services

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

**Budgeted Position? Yes No** Name of Replaced Employee: N/A

**Budget Number:** Position No. (NBAPOSN):

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

Start Date: 04/08/14 At-will-employee Per contract

If temporary, anticipated termination date:

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

- 9 months
- 10½ months
- 12 months
- Other (specify) 48 weeks

**Explanation of Action:**

#### Part III: Position/Budget Authorization

<table>
<thead>
<tr>
<th>Recommended by Supervisor/Department Head</th>
<th>Date</th>
<th>Approved by Dean</th>
<th>Date</th>
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<tbody>
<tr>
<td>Timothy Guin</td>
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**Approved by Division Chair**

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**Approved by Cabinet Level Supervisor**

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**Budget Approval**

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Reg. 821 HR Requisition Number 1406 0063

Revised August 27, 2013
Personnel Action Form

**Human Resources**

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**Part I: Check all that apply**

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<td>Support Staff</td>
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<td>Separation (date: )</td>
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<td>Other (explain)</td>
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**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

**Division/Unit:** Administration

**Job Title/Position:** Title V HSI STEM Grant Clerk

**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:** 21167-6039-6101-400

**Compensation:**

- $23,350
- ☐ Annual
- ☐ Hourly
- ☑ Other (explain)

<table>
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**Start Date:** 9/30/2013  **End Date:** 5/30/14

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

1308 S 081

**Specialized Area:**

Title V HSI STEM Grant

**Funded in which FY?** FY14

**Position No. (NBAPOSN):** GNS03T

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** ☐ Yes ☐ No

**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

- $50,000
- ☐ Annual
- ☐ Hourly
- ☑ Other (explain)

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</table>

**Start Date:**

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

**Specialized Area:**

**Funded in which FY?**

**Position No. (NBAPOSN):**

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

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

**At-will-employee**

**If temporary, anticipated termination date:**

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

- 8 months
- 10½ months
- 12 months
- Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

**Marybelle Perez**

**Date**

Approved by Dean

Date

Approved by Division Chair

**Date**

Approved by Vice President

Date

Approved by Cabinet Level Supervisor

**Date**

Reviewed by Human Resources

Date

**Budget Approval**

**Date**

Approved by President

Date

Reg. 821  **HR Requisition Number:** 512050048

Revised August 27, 2013
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

**Banner ID #**

**Last Name**

Andrew

**First Name**

Amor

**Middle Initial**


**Telephone**


**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
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<tr>
<td>Faculty</td>
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<td>Support Staff</td>
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<td>Temporary</td>
</tr>
<tr>
<td>Regular</td>
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<tr>
<td></td>
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</table>

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

**Division/Unit:**

Student Services

**Job Title/Position:**

Part time seasonal admissions Student Assistant

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budgeted Position:**

**Budget Number:**

1610-14101-6102-503

**Compensation:**

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

- [ ] Sched
- [ ] Grade
- [ ] Step

**Start Date:**

06/21/13

**End Date:**

08/31/13

**Hourly Rate:**

$7.25 per hr x 20 hrs/wk x 10 wks = $1450 per year

**Position No. (NBAPOSN):**

STVS99

**Position No. (NBAPOSN):**

Funded in which FY?

FY13

**If temporary, anticipated termination date:**

08/31/13

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

- [ ] 9 months
- [ ] 10 ¼ months
- [ ] 12 months
- [ ] Other (specify)

**seasonal**

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budget Number:**

**Compensation:**

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

- [ ] Sched
- [ ] Grade
- [ ] Step

**Start Date:**

**End Date:**

**Hourly Rate:**

If temporary, anticipated termination date:

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

- [ ] 9 months
- [ ] 10 ¼ months
- [ ] 12 months
- [ ] Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head:**

**Date:**

01/31/13

**Approved by Dean:**

**Date:**

01/31/13

**Approved by Division Chair:**

**Date:**

01/31/13

**Approved by Vice President:**

**Date:**

01/31/13

**Approved by Cabinet Level Supervisor:**

**Date:**

01/31/13

**Reviewed by Human Resources:**

**Date:**

01/31/13

**Budget Approval:**

**Date:**

01/31/13

**Approved by President:**

**Date:**

01/31/13

**Reg. 821**

**HR Requisition Number:**

S1405 C05 S3

Revised August 27, 2013
## Personnel Action Form

### Part I: Check all that apply

**Classification:**
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary - Full-Time
- [ ] Regular - Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ___)
- [ ] Resignation (date: ___)
- [ ] Separation (date: 08/18/13)
- [ ] Other (explain)

### Part II: Assignment/Accounting

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

**CURRENT**
- **Division/Unit:** Student Services
- **Job Title/Position:** Temporary Resident Hall Supervisor
- **Budgeted Position?** Yes [ ] No [ ]
- **Budget Number:** 3912.14103.6102.501
- **Job Vacancy No.:** (If applicable) 1307 0 600
- **Specialized Area:** Resident Halls
- **Funded in which FY?** FY13
- **Position No. (NBAOSN):** STVW99
- **Compensation:** $86.56
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - [ ] Sched N/A
  - [ ] Grade N/A
  - [ ] Step N/A
- **Hourly Rate: (Part-time only)**
  - $____ per hr x ____ hrs/wk x ____ wks = $____ per year
- **Start Date:** 08/04/13
- **End Date:** 08/18/13
- **Position is funded for the following number of months/weeks:** 15 days

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

### Explanation of Action:

### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head**
- **Date:**
- **Approved by Dean**
- **Date:**
- **Approved by Division Chair**
- **Date:**
- **Approved by Vice President**
- **Date:**
- **Approved by Cabinet Level Supervisor**
- **Date:**
- **Approved by President**
- **Date:**

**Reg. 821**
- **HR Requisition Number:** 5/21/14
- **Revised August 27, 2013**

**Approved by Chair:**
- **Date:** 05/21/14
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
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<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Chavez</td>
<td>Luis</td>
<td>A</td>
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**Address**

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<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Part I: Check all that apply**

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ___________)
- [ ] Other (explain)
  
  **Temporary position ended**

**Classification:** [ ] Administrative/Professional Staff

**Part Time/Full Time:** [ ] Full-Time

**Regular/Part-Time:** [ ] Part-Time

**Resignation (date: 8/31/13)**

**Part II: Assignment/Accounting**

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

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

**CURRENT**

**Division/Unit:** Student Services

**Job Title/Position:**

Part time seasonal financial aid/admissions Richmond

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

**Budget Number:** 1610-13024-6102-501

**Compensation:**

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

**$ 11.91/hr**

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<th>Grade</th>
<th>Step</th>
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**Start Date:** 06/21/13  **End Date:** 08/31/13

**At-will-employee**

**Funded in which FY?** FY13

**Position No. (NBAPOSN):** FADF99

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

1306 S 042

**Specialized Area:** FBTC

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

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

**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

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

**$**

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</table>

**Start Date:**

**At-will-employee**

**Funded in which FY?**

**Position No. (NBAPOSN):**

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

**Specialized Area:**

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

$ 11.91 per hr x 27.5 hrs/wk x 10 wks = $ 3,027.75 per year

**If temporary, anticipated termination date:** 08/31/13

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

**Approved by Dean**

**Approved by Division Chair**

**Approved by Cabinet-Level Supervisor**

**Approved by President**

**Budget Approval**

Reg. 821  HR Requisition Number 5 405 0057  Revised August 27, 2013
<table>
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**Part I: Check all that apply**

- Classification:
  - New Employee
  - Extension
  - Salary Adjustment
  - Retirement (date: ____)
  - Resignation (date: ____)
  - Separation (date: ____)
  - Other (explain)

**Part II: Assignment/Accounting**

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

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

**CURRENT**

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

- **Job Title/Position:**
  - PT Title V HSI STEM Student Worker

- **Budgeted Position:**
  - □ Yes  □ No

- **Budget Number:**
  - 21167-6039-6130-400

- **Compensation:**
  - □ Annual $7.25
  - □ Hourly
  - □ Other (explain) Sched N/A
  - □ At-will-employee

- **Start Date:** 09/16/13

- **End Date:** N/A

- **Position is for the following number of months/weeks:**
  - □ 9 months
  - □ 10 ½ months
  - □ 12 months
  - □ Other (specify) **14 weeks**

- **Proposed**

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

- **Job Title/Position:**
  - PT Title V HSI STEM Grant Clerk

- **Budgeted Position:**
  - □ Yes  □ No

- **Name of Replaced Employee:** Annabel Chavez

- **Budget Number:**
  - 21167-6039-6102-400

- **Compensation:**
  - □ Annual $11.23
  - □ Hourly
  - □ Other (explain) Sched 6
  - □ At-will-employee

- **Start Date:** 06/02/14

- **Position is for the following number of months/weeks:**
  - □ 9 months
  - □ 10 ½ months
  - □ 12 months
  - □ Other (specify) **13 weeks**

**Explanation of Action:**

- Recommended by Supervisor/Department Head
- Approved by Dean 5-27-14
- Approved by Division Chair 5-27-14
- Approved by Cabinet Level Supervisor 5-27-14
- Reviewed by Human Resources 5-27-14
- Budget Approval 5/23/14

**Reg. 821 HR Requisition Number 1405 0062**

Revised August 27, 2013
Personnel Action Form
Human Resources

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**Part I: Check all that apply**

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ___)
- [ ] Resignation (date: ___)
- [ ] Separation (date: ___)
- [ ] Other (explain)

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

**Division/Unit:** Student Services

**Job Title/Position:** Part Time Seasonal Financial Aid

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

**Budget Number:** 1110.13024.6102.501

**Compensation:**

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

<table>
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<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
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<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

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

\$ 11.91 \text{ per hr} \times 27.5 \text{ hrs/wk} \times 10 \text{ wks} = \$3,275.25 \text{ per year}

**Start Date:** 06/27/13  
**End Date:** 08/30/13

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

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

- [ ] 9 months  [ ] 10½ months  [ ] 12 months  [ ] Other (specify) 10 Weeks

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

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

**Budget Number:**

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

<table>
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<th>Grade</th>
<th>Step</th>
</tr>
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</tbody>
</table>

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

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

**Start Date:**

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

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

- [ ] 9 months  [ ] 10½ months  [ ] 12 months  [ ] Other (specify)

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- [ ] Recommended by Supervisor/Department Head: ___
- [ ] Approved by Dean: 4/24/14
- [ ] Approved by Division Chair: ___
- [ ] Approved by Vice President: 4/30/14
- [ ] Approved by Cabinet Level Supervisor: ___
- [ ] Approved by Human Resources: 5/16/14
- [ ] Budget Approval: 5/18/14
- [ ] Approved by President: ___

**Reg. 821**

**HR Requisition Number:** 505 00-055

**Revised August 27, 2013**
### Wharton County Junior College

**Personnel Action Form**

**Human Resources**

<table>
<thead>
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<tr>
<td></td>
<td>Jazzar</td>
<td>Sarah</td>
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</tbody>
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**Address**

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

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff

- [☐] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: ___)
- [ ] Resignation (date: ___)
- [ ] Separation (date: ___)
- [☐] Other (explain)

Sarah is currently a work study student.

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

- **Division/Unit:**

**Job Title/Position:**

**Budgeted Position:** [☑] Yes [☐] No

**Budget Number:**

- **Compensation:**
  - [☐] Annual
  - [☐] Hourly
  - [☐] Other (explain)
  - $ [☐] At-will-employee
  - $ [☐] Per contract

- **Start Date:** [☐] 9 months [☐] 10 1/2 months [☐] 12 months [☐] Other (specify)

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

**Specialized Area:**

**Funded in which FY?**

**Position No. (NBAOSN):**

---

**PROPOSED**

- **Division/Unit:** Student Services

**Job Title/Position:** Part time seasonal admissions Sugar Land

**Budgeted Position:** [☑] Yes [☐] No

**Name of Replaced Employee:** Hannah Steward

**Budget Number:** 1610-14101-6102-503

- **Compensation:**
  - [☐] Annual
  - [☐] Hourly
  - [☐] Other (explain)
  - $ [☐] At-will-employee
  - $ [☐] Per contract

- **Start Date:** 06/09/14

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

- [☐] 9 months [☐] 10 1/2 months [☐] 12 months [☐] Other (specify) 5.5 weeks

**Explanation of Action:**

**Recommended by Supervisor/Department Head**

**Date**

<table>
<thead>
<tr>
<th>Approved by Dean</th>
<th>Date</th>
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**Approved by Division Chair**

**Date**

**Approved by Vice President**

**Date**

**Recommended by Human Resources**

**Date**

**Budget Approval**

**Date**

**Reg. 821**

**HR Requisition Number** 1405 006-5

**Revised August 27, 2013**
### Personnel Action Form

**Human Resources**

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<td>Jake</td>
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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
- [ ] Salary Adjustment
- [ ] Retirement (date: ___)
- [ ] Resignation (date: ___)
- [ ] Other (explain)

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

**CURRENT**

- Division/Unit:
- Job Title/Position:
- Budgeted Position? [ ] Yes [ ] No
- Budget Number:
- Compensation: [ ] Annual
  - Sched
  - $ [ ] Hourly
    - Grade
    - $ [ ] Other (explain)
    - Step
- Start Date: End Date:
  - [ ] At-will-employee
  - [ ] Per contract

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

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

**PROPOSED**

- Division/Unit: Physical Plant
- Job Title/Position: Maintenance Summer Help
- Budgeted Position? [ ] Yes [ ] No
- Name of Replaced Employee: N/A
- Budget Number: 1110.1193.6105.702
- Compensation: [ ] Annual
  - Sched
  - $ 7.25 [ ] Hourly
    - Grade
    - $ [ ] Other (explain)
    - Step
- Start Date: 5-27-14

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

<table>
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<tr>
<th>Recommended By Supervisor/Department Head</th>
<th>Date</th>
<th>Approved by Dean</th>
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Approved by Division Chair

Approved by Cabinet Level Supervisor

Budget Approval

Reg. 821 HR Requisition Number 1405 0051

Revised August 27, 2013
**Personnel Action Form**

**Human Resources**

**Wharton County Junior College**

---

**Banner ID #**

**Last Name** Mathew

**First** Judy

**Middle Initial** M

**Telephone**

**Address**

**City**

**State**

**Zip**

---

**Part I: Classification**

- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date: _____)
- [ ] Resignation (date: 8/23/14)
- [ ] Separation (date: _____)

**Classification:**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff

- [ ] Full-Time
- [ ] Part-Time

**Check all that apply**

**Temporary position ended**

---

**Part II: Assignment/Accounting**

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

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

Support Staff employees are at-will employees.

---

**CURRENT Division/Unit:**

**Student Services**

**Job Title/Position:**

Part time seasonal financial aid/admissions Sugar Land

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budget Number:**

1610-13024-6102-501

**Compensation:**

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

**Rate:**

$ 11.91/hr

**Sched**

**Grade**

**Step**

**Pos. 1**

**Hourly Rate:**

Part-time only

$ 11.91 per hr x 30 hrs/wk x 10 wks =

**Per Year**

$ 3873 per year

**Start Date:** 06/21/13

**End Date:** 08/31/13

- [ ] Per Contract

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

- [ ] 9 months
- [ ] 10½ months
- [ ] 12 months
- [ ] Other (specify) seasonal

---

**PROPOSED Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budget Number:**

**Compensation:**

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

**Rate:**

$ __________

**Sched**

**Grade**

**Step**

**Pos. 1**

**Hourly Rate:**

Part-time only

$__ per hr x ______ hrs/wk x ______ wks =

**Per Year**

$________ per year

**Start Date:**

**End Date:**

- [ ] Per Contract

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

- [ ] 9 months
- [ ] 10½ months
- [ ] 12 months
- [ ] Other (specify)

---

**Explanation of Action:**

---

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

**Date** 8/21/13

**Approved by Dean**

**Date**

**Approved by Division Chair**

**Date**

**Approved by Vice President**

**Date**

**Approved by Cabinet Level Supervisor**

**Date**

**Reviewed by Human Resources**

**Date**

**Budget Approval**

**Date**

**Recommended by Supervisor/Department Head**

**Date** 8/21/13

---

**Reg. 821 HR Requisition Number 514056 6056**

**Revised August 27, 2013**
## Personnel Action Form

### Banner ID #

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<thead>
<tr>
<th>Mathew</th>
<th>Judy</th>
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<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

### Part I: Check all that apply

#### Classification:
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Regular
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Salary Adjustment
- [ ] Retirement (date:)
- [ ] Resignation (date:)
- [ ] Separation (date:)
- [ ] Other (explain)
- [ ] Renewal of prior seasonal position

### Part II: Assignment/Accounting

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

Support Staff employees are at-will employees.

#### CURRENT

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<tr>
<th>Start Date:</th>
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<th>End Date:</th>
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<table>
<thead>
<tr>
<th>At-will-employee</th>
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</table>

<table>
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<tr>
<th>Per contract</th>
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**Job Vacancy No.: (If applicable):**

**Specialized Area:**

**Funded in which FY?**

**Position No. (NBAPOSN):**

### PROPOSED

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<table>
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<th>Name of Replaced Employee:</th>
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<table>
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<th>Compensation:</th>
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<th>Start Date:</th>
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<table>
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<th>06/09/14</th>
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</table>

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

**Specialized Area:**

**Admissions and Financial Aid**

**Funded in which FY? 2013-2014**

**Position No. (NBAPOSN):**

**FADS99**

### Part III: Position/Budget Authorization

**Recommended by Supervisor/Department Head:**

**Reg. 821**

**Approved by Dean:**

**Approval:**

**Approved by Vice President:**

**Approved by President:**

**Date:**

**Revised August 27, 2013**
### Personnel Action Form

**Wharton County Junior College**

#### Part I: Check all that apply

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<th>Extension</th>
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<th>Resignation (date:<strong>/</strong>/__)</th>
<th>Separation (date:<strong>/</strong>/__)</th>
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<tbody>
<tr>
<td>O Administrative/Professional Staff</td>
<td>O Faculty</td>
<td>O Support Staff</td>
<td>O Temporary</td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>O Regular</td>
</tr>
</tbody>
</table>

#### Part II: Assignment/Accounting

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

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

Support Staff employees are at-will employees.

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

**Job Title/Position:**

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

**Budget Number:**

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

**$** [Sched] [Grade] [Step]

**Start Date:** [End Date:] [O At-will-employee] [O Per contract]

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

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

**PROPOSED** Division/Unit: Perkins Grant

**Job Title/Position:** Surgical Technology Tutor

**Budget Number:** 21489.6003.6133.102

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

**$** 25.00 [Sched] [Grade] [Step]

**Start Date:** 06/16/14

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

- [O 9 months]
- [O 10 ½ months]
- [O 12 months]
- [O Other (specify)] 16 weeks

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:** Cindy Kociak
- **Approved by Dean:** Amy LaPan
- **Approved by Division Chair:**
- **Approved by Cabinet Level Supervisor:**
- **Budget Approval:**

Reg. 821 HR Requisition Number 1405 005

Revised August 27, 2013
Vice President of Instruction
Date: 5/16/14
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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<tr>
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<td>Schochler</td>
<td>Arielle</td>
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<td></td>
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</table>

**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [x] Temporary
  - [ ] Full-Time
  - [x] Part-Time
- [ ] Regular
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Other (explain)
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: )
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**

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

**Job Title/Position:**

**Specialized Area:**

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Funded in which FY?**

**Budget Number:**

**Position No. (NBAPOSN):**

<table>
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<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
<th>Hourly Rate (Part-time only)</th>
<th>$ per hr x hrs/wk x wks =</th>
<th>$ per year</th>
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</table>

**Start Date:**

**End Date:**

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

**If temporary, anticipated termination date:**

---

**PROPOSED**

**Division/Unit:**

**Math & Science**

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

**1404 S 027**

**Specialized Area:**

**Biol**

**Funded in which FY?**

**FY15**

<table>
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<th>Budgeted Position?</th>
<th>Yes</th>
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**Budget Number:**

**Position No. (NBAPOSN):**

**BLWS99**

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</table>

**Start Date:** 8-19-2014

**End Date:**

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

**If temporary, anticipated termination date:**

5-15-2015

---

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 32 weeks

**Explanation of Action:**

---

**Part III: Position/Budget Authorization**

<table>
<thead>
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<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
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<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
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<th>Approved by President</th>
<th>Date</th>
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<table>
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<tr>
<th>Approved by Chair Level Supervisor</th>
<th>Date</th>
<th>Date approved by Board or not applicable</th>
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**Address**

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**Part I: Check all that apply**

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<th>Salary Adjustment</th>
<th>Retirement (date: )</th>
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<tr>
<td>Faculty</td>
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<tr>
<td>Part-Time</td>
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<tr>
<td>☐ Other (explain)</td>
<td>☐</td>
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**Part II: Assignment/Accounting**

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

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

**CURRENT**

**Division/Unit:** Student Services

**Job Title/Position:** Part Time Seasonal Financial Aid

**Budgeted Position?** ☐ Yes ☐ No

**Budget Number:** 1110.13024.6102.501

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>11.91</th>
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**Sched** 0  
**Grade** 10  
**Step** 0

**Start Date:** 06/24/13  
**End Date:** 08/31/13  
**At-will-employee**  
**Per contract**

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

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

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** ☐ Yes ☐ No  
**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>11.91</th>
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</table>

**Sched** 0  
**Grade** 10  
**Step** 0

**Start Date:**

| ☐ At-will-employee | ☐ Per contract |

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor/Department Head**

**Approved by Dean**  
**Date** 4/14/14  
**Approved by Vice President**  
**Date** 4/13/14  
**Approved by Cabinet Level Supervisor**  
**Date** 4/14/14  
**Reviewed by Human Resources**  
**Date** 5/16/14  
**Approved by President**  
**Date** 5/16/14

**Reg. 821**  
**HR Requisition Number** 51405 00054  
**Revised August 27, 2013**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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### Part I: Assess all that apply

- **Classification:**
  - [ ] Administrative/Professional Staff
  - [ ] Faculty
  - [ ] Support Staff
  - [ ] New Employee
  - [ ] Extension
  - [ ] Salary Adjustment
  - [ ] Retirement (date: ___)
  - [ ] Resignation (date: 8/31/14)
  - [ ] Separation (date: ___)
  - [ ] Other (explain): Temporary position ended

### Part II: Assignment/Accounting

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

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

**CURRENT Division/Unit:** Student Services

**Job Title/Position:** Part time seasonal admissions Sugar Land

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

**Budget Number:** 1610-1310-6102-500

**Compensation:**

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

**Hourly Rate:** $12.20/hr

**Start Date:** 06/21/13

**End Date:** 08/31/13

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

### PROPOSED Division/Unit:

**Job Title/Position:**

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

**Budget Number:**

**Compensation:**

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

**Hourly Rate:**

- [ ] $12.20/hr
- [ ] $3600 per year

**Start Date:**

**End Date:**

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

**Explanation of Action:**

### Part III: Position/Budget Authorization

- **Recommended by Supervisor/Department Head:** Anna <br> **Date:** 06/11/13
- **Approved by Dean:** <br> **Date:**
- **Approved by Division Chair:** <br> **Date:**
- **Approved by College Dean:** <br> **Date:**
- **Approved by Registrar:** <br> **Date:**
- **Approved by Vice President:** <br> **Date:**
- **Approved by President:** <br> **Date:**

**Reg. 821 HR Requisition Number:** 1405 0052

**Revised August 27, 2013**
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA 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 : Student Financial Aid
2. Regulation 002: Board’s Legal Status
3. Regulation 005: Board Member’s Statement of Ethics
4. Regulation 007: Board Meetings
5. Regulation 127: Fund-Raising Activities, Application for Grants, and Acceptance of Donations
6. Regulation 183: Records Management
7. Regulation 552: Registered Student Organizations
8. Regulation 593: Sexual Assault
9. Regulation 625: Admission to the College (New regulation)
10. Regulation 651: Student Records: Disclosure of Student Information
11. Regulation 664: Appeal of Student Disciplinary Action
12. Regulation 665: Disciplinary Hearings
STUDENT FINANCIAL AID

I. PURPOSE

This regulation describes the conditions under which students can apply for financial assistance.

II. LEGAL REFERENCE

Title IV of the 2008 Higher Education Opportunity Act, Texas Administrative Code Title 19, Chapter 21 and 22,

III. POLICY

A. Wharton County Junior College shall establish and publish procedures for students seeking financial assistance. The procedures shall include, but not necessarily be limited to, all aspects of federal assistance programs, state-based programs, college/campus-based programs, and third party based programs.

B. Wharton County Junior College’s procedures for students seeking financial assistance will be in compliance with all federal laws and mandates, all state laws and statutes, and in accordance with third party stipulations.

IV. PROCEDURES

A. Procedures, established by the Director of Financial Aid, for students seeking financial assistance will be published in the college’s catalog and made available to students and the general public on the College website and other approved sources. The Director of Financial Aid is responsible for ensuring all procedures are in compliance with federal, state and third party mandates.

B. Procedures for students seeking financial assistance will be updated on an annual basis, or if federal or state law dictates, on an immediate basis.

C. Procedures for determining satisfactory academic progress (SAP) will be in compliance with federal regulations and statutes and published in the college catalog and made available on the College website.

D. Procedures for students who are denied federal financial aid and choose to appeal their eligibility status will be in compliance with federal regulations and statutes and published in the college catalog and made available on the College website.

E. Records of applications by students for financial assistance and federal financial aid appeals will be maintained in the Office of Financial Aid.

DL/BM 3-7-14
BOARD'S LEGAL STATUS

I. BACKGROUND and/or LEGAL REFERENCE

A. College District Legal Status

The College District derives its legal status from the Constitution of the State of Texas and from the Texas Education Code that authorizes a public junior college and/or district of any one of the following classifications:

1. Independent school district junior college.
2. City junior college.
3. Union junior college.
4. County junior college.
5. Joint-county junior college.
6. Public junior college as a part or division of a regional college district.

Texas Constitution, Art. VII; Education Code 130.004(a)

A public junior college shall be defined as an institution of higher education. Education Code 61.003(8)

B. Board Legal Status

In discharging its duties the Board shall function in accordance with applicable state and federal statutes, controlling court decisions, and applicable regulations promulgated pursuant to statute by state and federal agencies. Opinions of the Attorney General shall be used for guidance in interpretation of applicable law. The Board shall constitute a body corporate and shall have the exclusive power to manage and govern the College District. Education Code 1.001(a), 130.082(d), 130.084; Texas Ass'n of Steel Importers, Inc. v. Texas Highway Commission, 372 S.W. 2d 525 (Tex. 1963)

The Board has final authority to determine and interpret the policies that govern the College District and within the limits imposed by other legal authorities, has complete and full control of the College District.

C. Board Members Authority

1. Board Actions

Because the Board is a body corporate, members can perform no valid act except as a body at meetings properly convened and conducted. No individual member of the Board may exercise authority with respect to the operation of the College District by virtue of their status as Board members. Toyah ISD v. Pecos-Barstow ISD, 466 S.W.2d 377 (Tex. Civ. App.-San Antonio, 1971, no writ); Buchele v. Woods, 528 S.W.2d 95 (Tex. Civ. App.-Tyler, 1975, no writ)

2. Right of Access

Individual Trustees, in their official capacity as public officers entrusted with governing and overseeing the management of the District, have an inherent right of access to records maintained by the District, under Board policies for orderly access. Att'y Gen. Op. No. JM-119 (1983); Education Code 11.151 [See FL, GAA]
Each Board member shall have the legal responsibility of a fiduciary in the management of funds under the control of colleges subject to the Board’s control and management. Education Code 31.352(e)

3. Protections for Acting on a Legislative Measure

A Board member may not be subject to disciplinary action or a sanction, penalty, disability, or liability for:

a. An action permitted by law that the officer takes in the officer’s official capacity regarding a legislative measure;

b. Proposing, endorsing, or expressing support for or opposition to a legislative measure or taking any action permitted by law to support or oppose a legislative measure;

c. The effect of a legislative measure or of a change in law proposed by a legislative measure on any person; or

d. A breach of duty, in connection with the member’s practice of or employment in a licensed or regulated profession or occupation, to disclose to any person information, or to obtain a waiver or consent from any person, regarding the officer’s actions relating to a legislative measure; or the substance, effects, or potential effects of a legislative measure.

Gov’t Code 572.039

4. Board Member Immunities

The statutory immunity detailed below is in addition to and does not preempt the common law doctrine of official and governmental immunity. Education Code 22.051(b)

5. State Law Immunities

A Board member is not personally liable for any act that is incident to or within the scope of the duties of the Board member’s position and that involves the exercise of judgment or discretion. Education Code 22.0511(a)

D. Extent of State and Local Control

All authority not vested by the laws of the state in the Coordinating Board or in the Central Education Agency shall be reserved and retained locally in the College District or in the Board as provided in the laws applicable. Education Code 130.002

II. POLICY

A. The corporate name of this college, as provided by law, is Wharton County Junior College District, herein referred to as "the District."

(POLICY APPROVAL: 5-30-86, Board of Trustees)

B. Titles. The official title of the governing body of the District shall be the Board of Trustees of
Wharton County Junior College District, herein referred to as "the Board."

1. In legally referenced policies, Board members are referred to as Trustees or Board members, and the presiding officer is called the President of the Board or the President.

2. In local policy, Board members are referred to as Board members, and the presiding officer is called the Chairman of the Board or the Chairman.

3. These terms in legally referenced policies and local policies are synonymous. Local terminology shall be used throughout this manual for locally generated material.

(POLICY APPROVAL: 5-30-86, 10-23-07 Board of Trustees)

C. Responsibilities of the Board

The Board, being composed of lay members, shall exercise the traditional and time-honored role as it has evolved in the United States and shall constitute the keystone of the governance structure. In this regard, the Board:

1. Is expected to preserve institutional independence and to defend its right to manage its own affairs through its chosen administrators and employees.

2. Shall enhance the public image of the College District under its governance.

3. Shall interpret the community to the campus and interpret the campus to the community.

4. Shall nurture the College District under its governance to the end that it achieves its full potential within its role and mission.

5. Shall insist on clarity of focus and mission of the College District under its governance.

Education Code 51.352(a)

(POLICY APPROVAL: 5-30-86, 10-23-07 Board of Trustees)

D. Powers and Duties of the Board

All authority not vested by the laws of the state in the Coordinating Board or in the Central Education Agency shall be reserved and retained locally in the College District or in the Board as provided in the laws applicable. Education Code 130.002

The Board shall have specific powers and duties imposed by statutes of the state. The Board has the legal power and duty to:

1. Be governed in the establishment, management, and control of the College District by the general laws governing the establishment, management, and control of independent school districts insofar as the general law is applicable. Education Code 130.084

2. Have the exclusive power to govern and oversee the management of the College District. Education Code 11.151(b)
23. Set and collect any amount of tuition, rentals, rates, charges, or fees the Board considers necessary for the efficient operation of the College District, except that a tuition rate set under this subsection must satisfy the requirements of Section 54.051(n). The Board may set a different tuition rate for each program, course, or course level offered by the College District, including a program, course, or course level to which a provision of Section 54.051 applies, as the Board considers appropriate to reflect course costs or to promote efficiency or another rational purpose. *Education Code* 130.084

34. Provide policy direction for the College District and adopt such rules, regulations, and bylaws as the Board deems advisable. *Education Code* 51.352(b), 130.082(d)

45. Establish goals consistent with the College District's role and mission. *Education Code* 51.352(d)

56. Levy and collect taxes and issue bonds. *Education Code* 130.121(a), 130.122(a)

67. Approve an itemized current operating budget on or before September 1 of each year. 19 TAC 13.42

78. Have the accounts audited in accordance with the approved financial reporting system. *Education Code* 61.065

89. Submit the required annual reports to the governor and comptroller. *Gov't Code* 403.013

910. Receive bequests and donations or other monies or funds coming legally into their hands. *Education Code* 11.151(a)

4011. Establish an endowment fund outside the state treasury in a depository selected by the Board. *Education Code* 130.007

412. Select a depository for College District funds. *Education Code Ch. 45, Subch. G*

4213. Order elections as required by law. *Education Code* 130.082(f), 130.122(b)


4415. Appoint the College President, evaluate the President, and assist the President in the achievement of performance goals. *Education Code* 51.352(d)

4516. Appoint or employ agents, employees, and officials as deemed necessary or advisable to carry out any power, duty, or function of the Board; employ a dean, or other administrative officer; upon the College President's recommendation, employ faculty and other employees of the College District. *Education Code* 130.082(d)

4617. Proceed by and through resolutions or orders adopted or passed by the Board. The affirmative vote of a majority of all Board members shall be required to adopt or pass a resolution or order. *Education Code* 130.082(d)

4718. Be authorized to fix and collect rentals, rates, charges, or fees from students and others for the occupancy, use, or availability of all or any of its property, buildings, structures, activities, operations, or facilities, in such amounts and in such manner as may be determined by the Board. *Education Code* 130.123(c)
4819. May acquire and hold real and personal property. Education Code 11.151(a), 130.084; Local Gov't Code 271.004

4920. Hold all rights and titles to the school property of the College District, whether real or personal. Education Code 11.151(c), 130.084

2021. Execute, perform, and make payments under contracts, which may include leases, lease with option(s) to purchase, or installment purchase, with any person for the use, acquisition, or purchase of any personal property, or the financing thereof. The contracts shall be on terms and conditions that are deemed appropriate by the Board in accordance with state law. Local Gov't Code 271.005

2422. Employ, retain, contract with, or compensate a licensed real estate broker or salesperson for assistance in the acquisition or sale of real property. Education Code 11.154(c), 130.084

2223. Sue and be sued. Education Code 11.151(a); 130.084

2324. Ensure that its formal position on matters of importance to the College District is made clear to the Coordinating Board when such matters are under consideration by the Coordinating Board. Education Code 51.352(d)

2425. Set campus admission standards consistent with the role and mission of the College District and considering the admission standards of similar institutions nationwide having a similar role and mission, as determined by the Coordinating Board. Education Code 51.352(d)

2526. Act as a fiduciary in the management of funds under the control of institutions subject to the Board's control and management. Education Code 51.352(a)

2627. Grant degrees and certificates to those students recommended by the faculty and the administration.

(POLICY APPROVAL: 5-30-86, 10-23-07 Board of Trustees)

BAM, Rev. 10-23-07

Reg 002
BOARD MEMBER'S STATEMENT OF ETHICS

I. BACKGROUND and/or LEGAL REFERENCE

The Texas Appropriations Act and Texas Education Code Section 61.0815 require higher education institutions to file an ethics policy with the Texas Higher Education Coordinating Board.

II. PURPOSE

High ethical standards and compliance with the law are of critical importance to Wharton County Junior College ("WCJC" or "College"). As elected officials, WCJC-board members of the WCJC Board of Trustees ("Trustees" or "Board Members") owe a responsibility to the people of Texas in the performance of their official duties. This Statement of Ethics provides the guidelines that govern each Board member Members’s conduct. Board Members should act fairly and honestly and avoid creating even the appearance of impropriety.

III. POLICY/DEFINITIONS

A. Substantial Interest: A person has a "substantial interest" in a business entity if any of the following is the case:

1. The person owns at least:
   a. Ten percent of the voting stock or shares of the business entity, or
   b. Either ten percent or $15,000 of the fair market value of the business entity.

2. Funds received by the person from the business entity exceed ten percent of the person’s gross income for the previous year.

3. A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of $2,500 or more.

4. The local public official is considered to have a substantial interest if a person related in the first degree by either affinity or consanguinity to the local public official, as determined under Texas Government Code, Chapter 573, Subchapter B [see DBE], has a substantial interest as defined above.

   Tex. Local Gov’t Code 171.002.

B. Business Entity: A sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law. Tex. Local Gov’t Code 171.001(2).

C. Family Member: A person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code. Tex. Local Gov’t Code 176.001(2).

D. Records Administrator: The director, superintendent or other person responsible for maintaining the records of the College District. Tex. Local Gov’t Code 176.001(5).
IV. POLICY

A. Ethics: Conflict of Interest Disclosures

1. Substantial Interest Affidavit and Abstention

If a local public official Trustee or a person related to a local public official Trustee in the first degree by either affinity or consanguinity has a substantial interest in a business entity or in real property, the local public official before a vote or decision on any matter involving the business entity or the real property, shall file an affidavit with the official Board record keeper stating the nature and extent of the interest before a vote or decision on any matter involving the business entity or the real property and shall abstain from further participation in the matter if:

a. In the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or

b. In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

_Tex. Local Gov’t Code 171.004; Tex. Gov’t Code 573.021-.025._

2. Contracts Permitted

A Board may contract with a business entity in which a Trustee has a substantial interest if the Trustee follows the disclosure and abstention procedure set out above. _Atty. Gen. Op. JM-424 (1986)_

a. Definition of Substantial Interest

A person has a "substantial interest" in a business entity if any of the following is the case:

1. The person owns at least:

   a. Ten percent of the voting stock or shares of the business entity, or

   b. Either ten percent or $15,000 of the fair market value of the business entity.

2. Funds received by the person from the business entity exceed ten percent of the person’s gross income for the previous year.

A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of $2,500 or more.

The local public official is considered to have a substantial interest if a person related in the first degree by either affinity or consanguinity to the local public official, as determined under Texas Government Code, Chapter 573, Subchapter B [see DBE], has a substantial interest as defined above.

_Texas Local Gov’t Code 171.002_
“Local public official” shall mean a member of the governing body or another officer, whether elected, appointed, paid, or unpaid, of any College District including a College District, central appraisal district, or other local governmental entity who exercises responsibilities beyond those that are advisory in nature. *Local Gov’t Code 171.001(1)*

e. Definition of Business Entity

“Business entity” means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law. *Local Gov’t Code 171.001(2)*

3. d. Majority Conflict

If a Trustee is required to file and does file an affidavit, that Trustee shall not be required to abstain from further participation in the matter or matters requiring such an affidavit if a majority of the Trustees are likewise required to file and do file affidavits of similar interests on the same official action. *Tex. Local Gov’t Code 171.004*

4. e. Separate Vote on Budget

A Board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a Trustee has a substantial interest. The affected Trustee shall not participate in that separate vote, but may vote on a final budget if he or she filed the affidavit and the matter in which he or she is concerned has been resolved. *Tex. Local Gov’t Code 171.005*

5. f. Violations

Except as provided above, the local public official a Trustee shall not knowingly:

1:a. Participate in a vote or decision on a matter involving a business entity or real property in which the local public official Trustee has a substantial interest if it is reasonably foreseeable that an action on the matter will have a special economic effect on the business entity or value of the property that is distinguishable from the effect on the public.

2:b. Act as surety for a business entity that has a contract, work, or business with a the College District.

3:c. Act as surety on any official bond required of an officer of a the College District.

*Tex. Local Gov’t Code 171.003*

3.6. Voidable Actions

The finding by a court of a violation of Texas Local Government Code Chapter 171 does not render an action of a the Board voidable unless the measure that was the subject of an action involving a conflict of interest would not have passed without the vote of the person Trustee who violated the chapter. *Tex. Local Gov’t Code 171.006*

4.7. Conflicts Disclosure Statement
A local-government-officer Trustee shall file the required conflicts disclosure statement, as adopted by the Texas Ethics Commission, with respect to an applicable vendor if the vendor has contracted with the College District or the College District is considering doing business with the vendor; and the vendor has an employment or other business relationship with the local-government-officer Trustee or a family member of the officerTrustee that results in the officerTrustee or family member receiving taxable income; or has given to the local-government-officerTrustee or a family member of the officerTrustee one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than $250 in the 12-month period preceding the date the officerTrustee becomes aware that such a contract has been executed; or the local governmental entity is considering doing business with the vendor.

A local-government-officer Trustee shall file the conflicts disclosure statement with the records administrator of the College District not later than 5:00 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement.

a. Violations

A local-government-officer Trustee commits a Class CA misdemeanor if the officerTrustee knowingly violates this law fails to file a conflicts disclosure statement as required under this policy. It is a defense to prosecution that the local-government-officer Trustee filed the required conflicts disclosure statement not later than the seventh business day after receiving notice of the violation. Tex. Local Gov’t Code 176.003-.004

b. Definition of Local Government Officer

"Local government officer" means a member of the governing body of a local governmental entity; or a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity. Local Gov’t Code 176.001(4)

c. Definition of Family Member

"Family member" shall mean a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code. Local Gov’t Code 176.001(2)

d. Definition of Records Administrator

"Records administrator" means the director, superintendent or other person responsible for maintaining the records of the College District. Local Gov’t Code 176.001(5)

5.8. Internal Posting Requirement

A The College District shall provide access on the College’s District’s Internet Web-site website to the required conflicts disclosure statements and questionnaires filed with the records administrator Records Administrator. Tex. Local Gov’t Code 176.009

6.9. Affidavit Disclosing Interest in Property

If a public servant Trustee or a candidate for a position on the Board has a legal or equitable interest in any property that is to be acquired with public funds, and has actual notice of the acquisition or intended acquisition of the property, the public servant Trustee shall file an affidavit as follows:

a. Filing of the Affidavit
The affidavit shall be filed with the county clerk(s) of the county or counties in which the property is located and of the county in which the public servant individual resides within ten days before the date on which the property is to be acquired by purchase or condemnation.

b. Elements of the Affidavit

The affidavit must:

1. State the name of the public servant individual and the public office title or job designation held or sought;

2. Fully describe the property;

3. Fully describe the nature, type, and amount of interest in the property, including the percentage of ownership interest and the date the interest was acquired;

4. Include a verification of the truth of the information in the affidavit; and

5. Include an acknowledgment of the same type required for recording a deed in the deed records of a county.

Tex. Gov't Code 553.002-.003, 553.003-.002-.003.

7. Violations

c. Failure to File the Affidavit

A public servant Trustee or a candidate for a position on the Board commits an offense if he or she fails to file an affidavit as required under this policy, and he or she has actual notice of the acquisition or intended acquisition of the legal or equitable interest in the property. An individual who fails to file the affidavit when required is presumed to have the intent to commit an offense. An offense under this section is a Class A misdemeanor. Tex. Gov't Code 553.003-.003, 553.003.

8. Definition of Public Servant—Government-Code

"Public servant" shall mean a person who is elected, appointed, employed, or designated, even if not yet qualified for or having assumed the duties of office, as:

a. A candidate for nomination or election to public office, or

b. An officer of government.

Gov't Code 553.001

B. Ethics: Prohibited Practices

1. Restrictions on Public Servants—Texas Penal Code

"Public servant" shall mean a person elected, selected, appointed, employed, or otherwise designated as one of the following, even if the person has not yet qualified for office or assumed his or her duties:

a. An officer, employee, or agent of government; or

b. A candidate for nomination or election to public office.

Texas Penal Code 1.07(a)(41)(A), (E)
1. Prohibited activities are covered by include, but are not limited to, the following:

a. Bribery

A public-servant Trustee or a candidate for a position on the Board shall not intentionally or knowingly offer, confer, agree to confer on another, solicit, accept, or agree to accept a benefit:

1. As consideration for the public-servant Trustee’s decision, opinion, recommendation, vote, or other exercise of discretion as a public-servant Trustee.

2. As consideration for a violation of a duty imposed on the public-servant Trustee by law.

3. That is a political contribution as defined by Title 15 of the Election Code or an expenditure made and reported as a lobbying expense in accordance with Government Code, Chapter 305, if the benefit was offered, conferred, solicited, accepted, or agreed to pursuant to an express agreement to take or withhold a specific exercise of official discretion, if such exercise of official discretion would not have been taken or withheld but for the benefit.

“Benefit” means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

*Texas Tex. Penal Code 36.01(3), 36.02.*

b. Illegal Gifts

A public-servant Trustee or a candidate for a position on the Board who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall not solicit, accept, or agree to accept any benefit from a person the public-servant Trustee knows is interested in or likely to become interested in any such transactions of a College District, unless a statutory exception applies. *Penal Code 1.07(41)(A), (E), 36.08(d), 36.10*

A public-servant Trustee or a candidate for a position on the Board who receives an unsolicited benefit that the public-servant Trustee is prohibited from accepting under this section may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a recognized tax exempt charitable organization formed for educational, religious, or scientific purposes. *Tex. Penal Code 36.08(l).*

c. Honoraria and Expenses

A public-servant Trustee or a candidate for a position on the Board commits a class A misdemeanor offense if he or she solicits, accepts, or agrees to accept an honorarium in consideration for services that the public-servant Trustee would not have been requested to provide but for his or her official position or duties. However, a public-servant Trustee is not prohibited from accepting transportation and lodging expenses or meals in connection with a conference or similar event in which he or she renders services, such as addressing an audience or engaging in a seminar, to the extent those services are more than merely perfunctory. *Tex. Penal Code 36.07.*

d. Abuse of Office

A public-servant Trustee or a candidate for a position on the Board shall not, with intent to obtain a benefit or with intent to harm or defraud another, intentionally or knowingly violate a law relating
to the office or misuse College District property, services, personnel, or any other thing of value, belonging to a College District, that has come into his or her custody by virtue of his or her office or employment. Penal Code 39.02(a).

“Law relating to the office” means a law that specifically applies to a person acting in the capacity of a public servant Trustee and that directly or indirectly imposes a duty on the public servant Trustee or governs the conduct of the public servant Trustee. Tex. Penal Code 39.01(1).

“Misuse” means to deal with property contrary to:

1. An agreement under which the public servant Trustee holds the property;
2. A contract of employment or oath of office of a public servant Trustee;
3. A law, including provisions of the General Appropriations Act specifically relating to government property, that prescribes the manner of custody or disposition of the property; or
4. A limited purpose for which the property is delivered or received.

Tex. Penal Code 39.01(2).

2. Nepotism

Except as provided by law, a public official Trustee may not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of a person to a position that is to be directly or indirectly compensated from public funds or fees of office if:

a. The person is related to the public official Trustee by blood (consanguinity) within the third degree or by marriage (affinity) within the second degree [see below]; or

b. The public official Trustee holds the appointment or confirmation authority as a member of a local board of the College District Board and the person is related to another member of the Board by—blood or (consanguinity) within the third degree or by marriage (affinity) within a prohibited the second degree.


“Public official” shall mean:

a. An officer of this state or of a College District, county, municipality, precinct, College District, or other political subdivision of this state; or

b. An officer or member of a Board of this state or of a district, county, municipality, College District, or other political subdivision of this state.

Gov’t Code 573.001(3)


A public official Trustee may not approve an account or draw or authorize the drawing of a warrant or order to pay the compensation of an ineligible individual if the official knows the individual is ineligible. Tex. Gov’t Code 573.083.

3. Former Trustee Employment

A Trustee of a College District may not accept employment with the College District until the first anniversary of the date the Trustee's membership on the Board ends. Texas Education Tex. Educ. Code 130.089.

4. Incompatibility of Office


5. Depository Conflict

A Trustee who is a stockholder, officer, director, or employee of a bank that has bid to become a depository for a College District shall not vote on the awarding of a depository contract to said bank. Education Tex. Educ. Code 45.204.

6. Textbook Violations – Commissions

a. A Trustee commits a class B misdemeanor offense if the Trustee receives any commission or rebate on any textbooks, instructional materials or technological equipment used in the schools with which the Trustee is associated. Education Code 31.152(a).

7. Textbook Violations – Conflict

b. A Trustee commits a class B misdemeanor offense if the Trustee accepts a gift, favor, or service that:

i. a. Is given to the person Trustee or the person's school;

ii. b. Might reasonably tend to influence a Trustee in the selection of a textbook instructional material or technological equipment; and

iii. c. Could not be lawfully purchased with funds from the state textbook instructional materials fund.

"Gift, favor, or service" does not include staff development, in-service, or teacher training; or instructional materials, such as maps or worksheets, that convey information to the student or otherwise contribute to the learning process.

Education Tex. Educ. Code 31.152(b)-(d)

(POLICY APPROVAL: 10-23-07, Board of Trustees)

IV. Other Items Specific to the WCJC Board of Trustees
C. A.  Board Member’s Code of Ethics

Board members of Wharton County Junior College Trustees shall subscribe to the following code of ethics:

As a member of the Board, I will strive to improve public education. To that end, I shall adhere to the following ethical standards. I agree to review these standards and sign a statement, promising to uphold those standards. I will:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning issues to be considered at those meetings;

2. Work with other Board members to establish effective Board policies, and to delegate authority for the administration of the College to the College president;

3. Recognize that I should endeavor to make policy decisions only after full consideration and discussion at publicly-held Board meetings;

4. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

5. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;

6. Communicate to other Board members and the College president expressions of public reaction to Board policies and College programs;

7. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the American Association of Community and Junior Colleges, the Association of Community College Trustees, and other groups;

8. Support the employment of those persons best qualified to serve as College staff, and insist on a regular and impartial evaluation of all staff;

9. Observe and enforce all nepotism and conflict of interest laws, and avoid being placed in a position of conflict of interest. I will also refrain from using my Board position for personal or partisan gain.

10. Take no private action that will compromise the Board or administration, and respect the confidentiality of information or discussions held in executive session and/or that are privileged under applicable law;

11. Remember always that my first and greatest concern must be the educational welfare of the students attending the College;

12. Avoid engaging in or condoning any behavior by College officials, employees, and students which constitutes sexual harassment under applicable law. Sexual harassment is defined as: (1) when submission to or rejection of sexual conduct is used as a basis for employment decisions affecting an individual, and/or (2) harassing conduct which interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment;

13. Uphold and enforce all applicable court decisions, statutes, regulations, and Board policies, as they now exist or may be amended or modified in the future; and,

14. Report all incidents of actual or perceived improprieties or illegal acts to the College President.
(POLICY APPROVAL: 7-1-82, revised 11-16-04, Board of Trustees)

Board of Trustees, 7-1-82
JJJ/BAM, 11-16-04
Board of Trustees, Revised 10-23-07
BAM/Board of Trustees, 9-20-11
BOARD MEETINGS

I. POLICY

A. Board Meetings: Generally

1. Meeting. The term “meeting” means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. "Meeting" also means a gathering:
   a. That is conducted by the Board or for which the Board is responsible;
   b. At which a quorum of members of the Board is present;
   c. That has been called by the Board; and
   d. At which the Board members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the College District, about the public business or public policy over which the Board has supervision or control.

   *TexasGov't Code 551.001(4).*

   "Deliberation" means a verbal exchange during a meeting between a quorum of the Board, or between a quorum of the Board and another person, concerning any issue within the jurisdiction of the Board or any public business. *Tex. Gov't Code 551.001(2).*

2. Social Function or Convention. The term "meeting" does not include the gathering of a quorum of the Board at a social function unrelated to the public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state, or national convention or workshop, or press conference if formal action is not taken and any discussion of public business is incidental to the social function, convention, or workshop. *Tex. Gov't Code 551.001(4).*

3. Legislative Committee or Agency Meeting. The attendance by a quorum of the Board at a meeting of a committee or agency of the legislature is not considered to be a meeting of the Board if the deliberations at the meeting by the Board members consist only of publicly testifying, publicly commenting, and publicly responding to a question asked by a member of the legislative committee or agency. *Tex. Gov't Code 551.0035.*

4. Open to Public. Every meeting of the Board shall be open to the public subject to possible entry into executive session. The Board may, however, exclude a witness from a hearing during the examination of another witness in a matter being investigated and may enter into a closed meeting, as provided by law. *Tex. Gov't Code 551.002, 551.084, Ch. 551, Subch. D, Subch. E.* [See BCB and BEC].

5. Recording. All or any part of an open meeting may be recorded by any person in attendance by means of a tape recorder, video camera, or any other means of oral or visual reproduction. The Board may adopt reasonable rules to maintain order at a meeting, including rules related to the location of recording equipment and the manner in which the recording is conducted. These rules
shall not prevent or unreasonably impair a person from exercising the right to record a meeting that is open to the public. *Tex. Gov’t Code* 551.023.

6. Minutes/Tape Recorder. The Board shall prepare and keep minutes or make a tape recording of each open meeting. The minutes shall state the subject matter of each deliberation and indicate each vote, order, decision, or other action taken. The minutes and tapes of open meetings are public records and shall be available for public inspection and copying on request to the College President or designee. *Tex. Gov’t Code* 551.021, 551.022.

7. Notice Required. The Board shall give written notice of the date, hour, place, and subject(s) of each meeting it holds. *Tex. Gov’t Code* 551.041.

8. Continued Meeting. If the Board recesses an open meeting to the following regular business day, the Board is not required to post notice of the continued meeting if the action is taken in good faith and not to circumvent Government Code Chapter 551. If an open meeting is continued to the following regular business day and, on that following day, the Board continues the meeting to another day, the Board body must give the required written notice of the meeting continued to that other day. *Tex. Gov’t Code* 551.0411(a).

8. Inquiry During Meeting. If a member of the public or of the Board inquires at a meeting about a subject for which notice has not been given, the notice provisions do not apply to a statement of specific factual information given in response to the inquiry or a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda of a subsequent meeting. *Tex. Gov’t Code* 551.042.

9. Time of Notice and Accessibility. Notice of a Board meeting shall be posted on a bulletin board at a place convenient to the public in the central administration office for at least 72 hours before the scheduled time of the meeting. That notice or a notice posted at another Board-designated place shall at all times be readily accessible to the public for at least 72 hours before the scheduled time of the meeting. Gov’t Code 551.043(a), 551.051; *City of San Antonio v. Fourth Court of Appeals*, 820 S.W. 2d 762 (Tex. 1991)

If the College District is required to post notice of a meeting on the Internet, the College District satisfies the requirement that the notice must be posted in a place readily accessible to the general public at all times by making a good-faith attempt to continuously post the notice on the Internet during the prescribed period.

The College District must still comply with the duty to physically post the notice in the central administration office and if the College District makes a good-faith attempt to continuously post the notice on the Internet during the prescribed period, the physically posted notice must be readily accessible to the general public during normal business hours. *Gov’t Code* 551.043(b)

10. Internet Posting. If the College District maintains an Internet Web site, in addition to the other place at which notice is required to be posted, the Board must also concurrently post notice of a meeting on the Internet Web site.

The validity of a posting of a College District that made a good-faith attempt to comply with the Internet posting requirements is not affected by a failure to comply that is due to a technical problem beyond the control of the College District.
Specificity of Agenda Notice. Agendas for all meetings shall be sufficiently specific to inform the public of the subjects to be deliberated at the meeting, setting out any special or unusual matters to be considered or any matter in which the public has a particular interest. Deliberations or actions pertaining to top administrators are of particular public interest, and notice of those subjects must be worded with such clarity that the public will understand what the Board proposes to discuss or accomplish. Cox Enterprises, Inc. v. Austin ISD, 706 S.W.2d 956 (Tex. 1986); Point Isabel ISD v. Hinojosa, 797 S.W.2d 176 (Tex. App.-Corpus Christi, 1990, writ denied); Atty. Gen. Op. M-494 (1969), H-419 (1974), H-662 (1975), H-1045 (1977).

The terms "employee briefing" or "staff briefing" do not give adequate notice of the subject matter to be presented to the Board by employees or staff members. Atty. Gen. Op. JC-0169 (2000)

Emergency Meeting or Emergency Addition to Agenda. In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added to an agenda posted in accordance with law is sufficient if it is posted for at least two hours before the meeting is convened.

An emergency or urgent public necessity exists only if immediate action is required because of an imminent threat to public health and safety or a reasonably unforeseeable situation. The Board shall clearly identify the emergency or urgent public necessity or unforeseeable situation for each item in the notice of an emergency meeting and each item added in a supplemental notice.

Catastrophe. A Board prevented from convening an open meeting that was otherwise properly posted under Government Code Section 551.041 because of a catastrophe may convene the meeting in a convenient location within 72 hours pursuant to Government Code Section 551.045 if the action is taken in good faith and not to circumvent Government Code Chapter 551. If the Board is unable to convene the open meeting within those 72 hours, the Board may subsequently convene the meeting only if the Board gives the required written notice of the meeting. Tex. Gov’t Code 551.045.

"Catastrophe" means a condition or occurrence that interferes physically with the ability of the Board to conduct a meeting, including:

a. Fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;

b. Power failure, transportation failure, or interruption of communication facilities;

c. Epidemic; or

d. Riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

Special Notice to News Media. The College District shall provide special notice of each meeting by telephone, facsimile transmission, or electronic mail to any news media that has requested it and agreed to reimburse the College District for the cost of providing the special
notice. When an emergency meeting is called or an emergency item added to an agenda, the Board Chairman shall notify by telephone, facsimile transmission, or electronic mail any news media who have previously requested special notice of all meetings. Gov't Code 551.047, 551.052

45.16. Quorum. A majority of the Board (e.g., four members of a seven-member Board or five members of a nine-member Board, regardless of the number of vacancies) constitutes a quorum for meetings of the Board. Gov't Code 551.001(6), 311.013(b)


47.18. Meeting by Conference Call. The Board may hold a meeting by telephone conference call only if the meeting is a specially called meeting and immediate action is required, and the convening at one location of a quorum of the Board is difficult or impossible. Each part of the telephone conference call meeting that is required to be open shall be audible to the public at the location specified in the notice of the meeting. The notice must specify as to the location of the meeting, the location where meetings of the governmental body are usually held. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call meeting and the identification of each party to the telephone conference shall be clearly stated prior to speaking. a. Notice: The telephone conference call meeting is subject to the notice requirements applicable to other meetings. The notice must specify as the location of the meeting, the location where meetings of the governmental body are usually held. b. Recording: The conference call meeting shall be tape-recorded and made available to the public. Tex. Gov't Code 551.121.

48.19. Meeting by Videoconference Call. If a College District does not extend into three or more counties, a meeting may be held by videoconference call only if a quorum of the Board is physically present at one location of the meeting. If the College District extends into three or more counties, a meeting may be held by videoconference call if a majority the member of the quorum Board presiding over the meeting is physically present at one location of the meeting that is open to the public during open portions of the meeting. A meeting held by videoconference call is subject to the notice requirements applicable to other meetings in addition to conducted pursuant to the Open Meetings Act, as well as the notice requirements applicable to meetings by videoconference call. Tex. Gov't Code 551.127.

a. Locations. If a meeting is to be conducted by videoconference call, the Board must make available to the public at least one suitable physical space located in or within a reasonable distance of the geographic jurisdiction of the college that is equipped with videoconference equipment that provides an audio and video display, as well as a camera and microphone by which a member of the public can provide testimony or otherwise actively participate in the meeting. Tex. Gov't Code 551.127(c).

a.b. Notice of Location. The notice of a meeting to be held by videoconference call must specify as a location of the meeting the location where a quorum of the Board will be physically present and specify the intent to have a quorum present at that location, except that the notice of a meeting to be held by videoconference call by the Board in a College District that extends into three or more counties must specify as a location of the meeting each location where a majority of the quorum of the Board will be physically present and specify the intent to have a majority of the quorum of the Board present at that location. The notice of the meeting must also specify where each participating member of the governmental body will be during the meeting. Tex. Gov't Code 551.127(d)-(f).
c. **Public Access.** Each portion of a meeting held by videoconference call that is required to be open to the public shall be visible and audible to the public at each location specified in the notice. Each location specified in the notice shall have two-way communication with each other location during the entire meeting. Each participant in the videoconference call, while speaking, shall be clearly visible and audible to each other participant and, during the open portion of the meeting, to the members of the public in attendance at a location of the meeting. *Tex. Gov't Code 551.127(f), (h).*

d. **Recording.** The Board shall make at least an audio recording of the meeting. The recording shall be made available to the public. *Tex. Gov't Code 551.127(g).*

e. **Quality of Audio and Video Signals.** The quality of the audio and video signals perceptible at each location of the meeting must meet or exceed standards specified by the Department of Information Resources. The quality of the audio and video signals perceptible by members of the public at each location of the meeting must:

1. Meet or exceed the quality of the audio and video signals perceptible by the Board members participating in the meeting; and

2. Be of sufficient quality so that members of the public at each location of the meeting can observe the demeanor and hear the voice of each participant in the open portion of the meeting.

*Tex. Gov't Code 551.127(i)-(j).*

d. **Remote Participation.** The Board may allow a member of the public to testify at a meeting from a remote location by videoconference call even if a Board member is not participating in the meeting from a remote location. *Tex. Gov't Code 551.127(f); 1 TAC 209.30-.33.*

g. **Recess.** If a problem occurs that causes a meeting to no longer be visible and audible to the public, the meeting must be recessed until the problem is resolved. If the problem is not resolved in six hours or less, the meeting must be adjourned. *Tex. Gov't Code 551.127(f).*

49-20. **Internet Broadcast.** The Board may broadcast an open meeting over the Internet. If the Board broadcasts a meeting over the Internet, it shall establish an Internet site and provide access to the broadcast from that site. The Board shall provide on the Internet site the same notice of the meeting, within the time required for posting that notice, that the Board is required to post under the Open Meetings Act. *Tex. Gov't Code 551.128.*

20-21. **Attorney Consultation.** The Board may use a telephone conference call, videoconference call, or communications over the Internet to conduct a public consultation with its attorney in an open meeting of the Board or a private consultation with its attorney in a closed meeting of the Board.

a. Each part of a public consultation by the Board with its attorney in an open meeting must be audible to the public at the location specified in the notice of the meeting as the location of the meeting.

a.b. **Exception:** This section regarding conference calls does not apply to a consultation
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with an attorney who is an employee of the College District. An attorney who receives compensation for legal services performed, from which employment taxes are deducted by the College District, is an employee of the College District.

Tex. Gov't Code 551.129.

24.22. Passing Resolutions or Orders. The Board shall proceed by and through resolutions or orders adopted or passed by the Board. The affirmative vote of a majority of all Board members shall be required to adopt or pass a resolution or order. The Board shall adopt such rules, regulations, and bylaws as it deems advisable. Education Tex. Educ. Code 130.082(d).

22.23. Accommodations for Hearing-impaired Persons. In a proceeding before the Board in which the legal rights, duties, or privileges of a party are to be determined by the Board after an adjudicative hearing, the Board shall supply for a party who is deaf or hearing impaired an interpreter who has qualifications approved by the Texas Department of Assistive and Rehabilitative Services Commission for the Deaf and Hard of Hearing.

For purposes of this requirement, "deaf or hearing impaired" means having a hearing impairment, regardless of the existence of a speech impairment, that inhibits comprehension of a proceeding or inhibits communication with others.

Tex. Gov't Code 558.001, 558.003.

B. Board Meetings: Closed Meetings

1. Exceptions for Closed Meetings. The Board may conduct a closed meeting for the purposes allowed by law or described in the following provisions:

a. Attorney Consultation. The Board may conduct a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings. Texas Gov't Code 551.071.

b. Real Property. The Board may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. Tex. Gov't Code 551.072.

c. Prospective Gift. The Board may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the College District if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. Tex. Gov't Code 551.073.

d. Personnel Matters. The Board is not required to conduct an open meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. However, the Board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. Tex. Gov't Code 551.074.

The closed meeting exception for personnel matters does not apply when the Board
discusses an independent contractor who is not a College District employee, such as an
engineering, architectural, or consultant firm, or when the Board discusses a class or

e. Employee-Employee Complaints. The Board is not required to conduct an open
meeting to deliberate in a case in which a complaint or charge is brought against
a College District employee by another employee and the complaint or charge directly
results in the need for a hearing. However, the Board may not conduct a closed
meeting for this purpose if the employee against whom the complaint or charge
is brought makes a written request for an open hearing. *Tex. Gov't Code 551.082.*

f. Personally Identifiable Student Information. The Board is not required to conduct
an open meeting to deliberate a matter regarding a student if personally identifiable
information about the student will necessarily be revealed by the deliberation.

Directory information about a College District student is considered to be personally
identifiable information about the student for this purpose only if a parent or guardian
of the student, or the student if the student has attained 18 years of age, has informed
the College District that the directory information should not be released without prior
consent.

This exception does not apply if an open meeting about the matter is requested in
writing by a parent or guardian of the student or by the student if the student has
attained 18 years of age.

*Tex. Gov't Code 551.0821.*

g. Security Devices. The Board is not required to conduct an open meeting to deliberate
the deployment, or specific occasions for implementation, of security personnel,

h. Assessment Instruments. The Board shall conduct a closed meeting to discuss or
adopt individual assessment instruments or assessment instrument items. *Education
Tex. Educ. Code 39.030(a).*

i. Emergency Management. The Board is not required to conduct an open meeting
to deliberate information confidential under Government Code Sections 418.175-
418.182, relating to Homeland Security. However, the Board must make a tape
recording of the proceedings of a closed meeting held to deliberate the information.
*Tex. Gov't Code 418.183(f).*

j. Economic Development Negotiations. The Board is not required to conduct an open
meeting:

1. To discuss or deliberate regarding commercial or financial information that
the Board has received from a business prospect that the Board seeks to have
locate, stay, or expand in or near the College District and with which the
Board is conducting economic development negotiations; or

2. To deliberate the offer of a financial or other incentive to such a
business prospect.
2. Procedures for Closed Meetings. If a closed meeting is allowed, the Board shall not conduct the closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given and the presiding officer has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held. *Tex. Gov't Code 551.101.*

3. Vote or Final Action. A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. No votes can be taken in closed session. *Tex. Gov't Code 551.102.*

4. Certified Agenda or Tape Recording. The Board shall either keep a certified agenda and/or make a tape recording of the proceedings of each closed meeting, except for private consultation with the College District's attorney. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time. The presiding officer shall certify that a certified agenda is a true and correct record of the proceedings. If a tape recording is made, it must include announcements by the presiding officer at the beginning and end of the meeting indicating the date and time. *Tex. Gov't Code 551.103.*

Closed meetings may not be recorded by an individual Trustee against the wishes of a majority of the Board. *Zamora v. Edgewood ISD,* 592 S.W.2d 649 (Tex. App.-San Antonio, 1979).

a. Preservation. The Board shall preserve the certified agenda or tape recording of a closed meeting for at least two years after the date of the meeting. If a legal action involving the meeting is brought within that period, the Board shall preserve the certified agenda or tape recording while the action is pending. *Tex. Gov't Code 551.104(a).*

b. Public Access. A certified agenda or tape recording of a closed meeting is available for public inspection and copying only under a court order issued as a result of litigation involving an alleged violation of the Open Meetings Act. *Tex. Gov't Code 551.104 (b)(c).*

5. Prohibitions.

a. *Prohibitions.* No Board member shall participate in a closed meeting knowing that neither a certified agenda nor a tape recording of the closed meeting is being made. *Tex. Gov't Code 551.145.*

b. No individual, corporation, or partnership shall without lawful authority disclose to a member of the public the certified agenda or tape recording of a meeting that was lawfully closed to the public. *Gov't Code* It is a defense to the foregoing provision that the individual had good reason to believe disclosure was lawful or that disclosure was the result of a mistake of fact concerning the nature or content of the certified agenda or recording. *Tex. Gov't Code 551.146.*

c. No Board member shall knowingly call or aid in calling or organizing a closed meeting that is not permitted under the Open Meetings Act, close or aid in closing a regular meeting to the public except as permitted under the Open Meetings Act, or
participate in a closed meeting that is not permitted under the Open Meetings Act. 
Gov’t Code 551.144(a) a. Affirmative Defense: It is an affirmative defense to prosecution under Subsection 551.144(a) the foregoing that the Board member acted in reasonable reliance on a court order or a written interpretation of the open meetings law contained in an opinion of a court of record, the attorney general, or the Board’s attorney. Tex. Gov’t Code 551.144(e)551.144.

II. OTHER ITEMS PERTAINING SPECIFICALLY TO THE WCJC BOARD OF TRUSTEES

A. Place of Meeting

Unless otherwise determined by the Board, Board meetings shall be held at the Hutchins Memorial Board Room located in the Hutchins Memorial Building, 911 Boling Highway, Wharton, Texas.

B. Time of Meeting

Regular meetings of the Board shall be held on the third Tuesday of each month at 6:30 p.m., unless otherwise provided by the Board.

C. Special or Emergency Meetings

The necessity for special and emergency meetings of the Board shall be as determined by the Board, and for purposes stipulated in the notice for the meeting.

D. Agenda Preparation

1. The agenda shall be prepared under the direction of the College President with the advice and consent of the Chairman of the Board. Any Board member may place an item on the agenda.

2. The College President must be notified of all agenda items.

E. Notice to Members

Members of the Board shall be given notice of regular and special meetings at least seventy-two (72) hours prior to the scheduled time of the meetings and at least two hours prior to the time of an emergency meeting.

F. Executive Session

Notice of all meetings shall provide for the possibility of a closed or executive session during a meeting, as provided by law.

G. Order of Business

The order of business for regular Board meetings shall be as follows. The order of business may be changed by consent of a quorum of the Board.

a. Roll call, establishment of quorum, call to order;

b. Pledge of Allegiance;

c. Read and approve minutes of previous meeting;
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d. Citizen’s comments;

e. Financial report;
f. Reports to the Board shall be as determined by the Board from time to time;
g. Reports from committees of the Board;
h. Consent agenda;
i. Matters relating to formal policy;
j. Other business; and
k. Adjournment.

2. The Board may enter executive session at any time during the meeting, as permitted under the Open Meetings Act.

H. Calling Special Meetings

The Chairman of the Board may call a special meeting at the Chairman’s discretion or on request by five or more members of the Board.

I. Calling Emergency Meetings

1. The Chairman of the Board shall call an emergency meeting when the Chairman or five or more members of the Board determine that an emergency or urgent public necessity warrants the meeting.

2. Emergency meetings shall be called only for bona fide emergencies that cannot reasonably be postponed until a special or regular meeting.

J. Rules of Order

The Board shall observe the parliamentary procedures as found in Robert’s Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

K. Voting

Voting shall be by voice vote or show of hands, as directed by the Chairman. Any member may abstain from voting, and a member’s vote or failure to vote shall be recorded upon that member’s request. Secret ballots are not permitted.

L. Minutes

1. Board action shall be carefully recorded by the Secretary or Assistant Secretary. When approved, these minutes shall serve as the legal records of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Chairman and the Secretary of the Board.

2. The official minutes of the Board shall be retained on file in the office of the College President.
and shall be available for examination during regular office hours.

M. Discussions and Limitation

1. Discussions shall be addressed to the Chairman of the Board and then the entire membership of the Board. The Chairman may request participation from staff. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairman shall halt discussion that does not apply to the business before the Board.

2. The Board Chairman shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. The Chairman may also call for a temporary adjournment of the meeting when decorum requires this action. Aside from these limitations, the Chairman shall not interfere with debate so long as members wish to address themselves to an item under consideration.

N. Public Participation

1. **Citizen Participation a.** The board shall solicit the advice and counsel of citizens in planning and operating the District.

2. **b.** A citizen shall seek solutions to concerns, questions, and problems by following the District’s complaint procedures. [See Board Policy 012.]

O. Agenda Request

1. A citizen’s request to address the Board shall be made in writing through the College President’s office at least ten working days before the next scheduled Board meeting. The request shall be addressed to the Board as a whole and shall include the person’s name, address, phone number, and the subject matter they wish to discuss. Time limitations may be implemented by the Board on presentations at meetings.

2. Complaints and concerns for which other resolution procedures are provided shall be directed through those the appropriate channels per College Regulations.

P. Delegations

1. **Delegations of more than five persons shall appoint a spokesperson to represent their viewpoint before the Board. Each person cannot speak individually in this circumstance.**

2.3. If a citizen’s request has been scheduled on the agenda, the Board shall make whatever response or take whatever action it deems appropriate to handle the matter. The Board is not required to make a response. Such response or action may include:

   a. Providing an immediate response or taking immediate action;

   b. Referring the matter to the College President for action or for further recommendations;

   c. Referring the matter to a later meeting for further discussion or study;

   d. Indicating that the matter will be taken under advisement;

   e. No response.
P. Delegations

1. Delegations of more than five persons shall appoint a spokesperson to represent their viewpoint before the board. Each person cannot speak individually in this circumstance.

3.2. The Board may permit persons who have not made prior written request an opportunity to address the Board. Persons not on the agenda who wish to speak to the Board shall complete a form at the beginning of the meeting stating their purpose. The Chairman may allot such speakers a reasonable length of time for their presentations, but the Board shall not take action on any item not listed in the official agenda.

4.3. If the matter should appropriately be handled through the complaint procedure, the citizen shall be informed of the policy. No complaint against an employee shall be heard unless complaint procedures are first followed, and the item is properly scheduled on the agenda. [See Board Policy 042 College Regulation 012.]

Q. Consultation

None of the above restrictions shall prevent the Board from consulting with personnel or vendors who may have information germane to the matters under consideration. Such persons shall be invited by the Board and may include attorneys, architects, real estate professionals, professional educators, physicians, construction professionals and the like. These individuals may attend executive sessions at the initiation of the Board.

(POLICY APPROVAL: 7-24-89, Board of Trustees, amended 10-16-12, amended ____________)

Board of Trustees, Revised 10-23-07
BAM
10-16-12
FUND-RAISING ACTIVITIES, APPLICATION FOR GRANTS, AND
ACCEPTANCE OF DONATIONS

I. PURPOSE

Describes the process for initiating solicitation of funding and acceptance of gifts.

II. BACKGROUND

To avoid multiple solicitations directed to the same source and to establish institutional priorities for seeking and securing funds, as well as to maintain proper inventory control, acknowledgement of gifts, and required reporting of grants, the following college policy has been established. It is not intended to dissuade faculty and staff from exercising initiative and actively identifying possible sources of external funding or donations, but it is intended to designate a single office as the coordinating point for fund-raising activities.

III. POLICY

A. All solicitation for funding—whether oral, written, or through media publicity and whether initiated by an individual employee or a college-sponsored or college-related group or organization—shall be coordinated in advance through the President.

B. Proposals to solicit external funding or gifts or to accept a gift or donation shall be described in writing, endorsed by the appropriate cabinet-level supervisor, routed to the President, and approved by the President or designee before any request for external support is undertaken or an unsolicited gift is accepted.

C. This policy shall not apply to fund-raising activities by students and student organizations.

(POLICY APPROVAL: 10-25-95, Board of Trustees, amended 7/13/04, Board of Trustees, amended 8/28/12)

IV. PROCEDURES

A. Any person or group desiring to apply for external funds or engage in solicitation on behalf of the college or any of its programs or operations submits a completed form “Application for External Funding” to the appropriate cabinet-level administrator (dean or vice-president) for review and endorsement. The dean or vice-president forwards the request to the President for coordination with other fund-raising efforts. After the President approves the proposal, the originator or originators may engage in the fund-raising activities. (NOTE: Fund-raising activities, such as bake sales, that are held on a WCJC campus by college-sponsored student organizations or clubs, do not constitute solicitation for external funds as described above and only require approval by completion of the Student Organization Fund-Raising Activity Form. See the WCJC website for a copy of this form.)

B. Originators may engage in the activity once they have received approval through the chain of command. However, originators are responsible for inquiring into the disposition of their requests prior to engaging in the activity.
C. The same procedure applies to cases involving the acceptance of unsolicited donations or gifts (whether in kind or in cash); that is, the person or group that has been contacted by the prospective donor prepares a memo of intent that is reviewed and endorsed by the appropriate cabinet-level administrator and submitted to the President for approval to accept the gift. In some cases (e.g., those involving gifts of property or those carrying conditions or limitations), the President may consult with the Board of Trustees before rendering a decision.

BAM
1-21-14
RECORDS MANAGEMENT

I. PURPOSE

Establishes the college's records-management program.

II. BACKGROUND and/or LEGAL REFERENCE


III. DEFINITIONS

A “local government record” means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information-recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the college district or any of its officers or employees, pursuant to law or in the transaction of public business. The term does not include:

1. Extra identical copies of documents created only for convenience of reference or research by college district officers or employees.
2. Notes, journals, diaries, and similar documents created by a college district officer or employee for his or her own personal convenience.
3. Blank forms, stocks of publication, and library and museum materials acquired solely for the purposes of reference or display.
4. Copies of documents in any media furnished to the public under the Open Records Act or other state law.

IV. POLICY

A. Records Management Program

The College District shall provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all Records Management Program records. A comprehensive system of integrated procedures for the management of records shall be developed consistent with the requirements of the Texas Local Government Records Act and accepted records-management procedures.

B. Records Management Officer

The Board President shall designate an employee to act as the Records Management Officer for the College District.

C. Reporting

The College District shall inform the director and librarian of the Texas State Library of the name of each successive holder of the office, within 30 days of the employee’s taking office.

(POLICY APPROVAL: 3-25-91, Board of Trustees)
IV. V.  PROCEDURES

A. The Vice President of Financial Services Administrative Services is designated the Records Management Officer of the WCJC District.

B. In developing the college district’s records retention schedule, the Records Management Officer shall ensure it is consistent with applicable minimum retention schedules adopted by the State Library and Archives Commission.

In implementing the Local Government Records Act, the Records Management Officer shall follow requirements as stated in Local Gov’t Code 201.003(8), 202.001, 202.002, 203.022, 203.023, 204.002, 205.002, 551.001(7), 104(a), 552.004; 13 TAC 7.125; and 18 U.S.C. 1519.

3-25-91

Reg 183
I. BACKGROUND and/or LEGAL REFERENCE

TASB Policy Manual, FKC, Student Activities: Registered Student Organizations, 3-7-94
Texas Education Code 51.9361; Student Activities, Registered Student Organizations, 9-1-07

II. POLICY

A. Registered Organization

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Dean-Vice President of Student Services.

B. Registration Required

1. A group composed of seven or more students is entitled to register as a student organization. Approval for registration of an organization on any one campus or center is effective College-wide.

2. Any student group seeking to use District facilities shall apply to the Director of Housing and Student Life. The district may require payment for use of District facilities in accordance with Board policy; follow the procedure outlined in College Regulation # 371 Facilities Use by Student Groups, Student and Community Use of District Facilities.

3. Each registered student organization has the responsibility to abide by the policies and procedures of the District and local, state, and federal laws. Inclusive of Texas Educational Code, 51.9361, sections referencing Registered Student Organizations.

4. Registration does not imply approval by the district of the activities of the registered organization.

C. Eligibility

A group shall be eligible for registration if:

1. Its membership consists of seven or more students.

2. It does not deny membership to anyone on the basis of sex, handicap, race, nationality, or religion.

3. It has an advisor who is a member of the faculty or the staff.

4. It is not under disciplinary penalty prohibiting registration.

5. It conducts its affairs in accordance with District policies, procedures, rules, and regulation; and with local, state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the District.

D. Application

1. A group shall apply for recognition as a registered student organization on an official District form. The official District forms are available in the Office of Student Services. The completed form shall include:
   a. The name and mailing address of the proposed organization.
   b. The names and signatures of its officers, members, and its advisor.
   c. A general description of its purposes.
   d. Other information reasonably required by the appropriate director of student services, district policy, and local, state, and federal laws. Inclusive of Texas Educational Code, Chapter 51, sections referencing Registered Student Organizations.

2. The Director of Housing and Student Life shall recommend approval or rejection of the application to the Dean of Student Services.

3. 2. The Dean Vice President of Student Services may approve or reject.

E. Rejection of Application

If the Dean Vice President of Student Services does not approve the application for registration, he or she shall provide the applicant with a copy of the written statement of the reasons for refusal, and the applicant may appeal according to the provisions of Reg 591, Student Grievances.

F. Rights and Duties

1. A registered organization shall be entitled to sponsor or present a public performance on District property in accordance with the rules and regulations governing such use. [See Regulation 371: 372.]

2. A registered organization may not advertise or promote events or activities or other functions in a manner that suggests falsely that the event or activity is sponsored by the District or in a manner that violates the policy on use of District facilities and/or the policy on student discipline and penalties. [See Reg 592, Student Disciplinary Action.]

G. Fiscal Procedure

1. Each registered organization involved in fundraising activities shall be required to fill out a financial statement form supplied by the business office and open an account through the business office for funds collected. All financial transactions shall be processed through the business office and to file such statement semi-annually on the first workday of July and January with the Dean of Student Services.

2. No organization, whether registered or not, may use the facilities of the District as long as it owes a monetary debt to the District and the debt is considered delinquent by the District.
H. Loss of Registration

1. A registered student organization may have its registered status canceled by the Vice President Dean of Student Services if it:
   a. No longer meets the eligibility requirements set forth herein.
   b. Violates the rights and duties or organizations set forth herein.
   c. Fails to comply with the fiscal procedure set forth herein.

2. A student organization whose registered status has been canceled may appeal according to the provisions of Reg 591.

3. A registered student organization whose registered status has been canceled may apply for re-registration not less than four months following the date of such cancellation; the cancellation shall be effective District-wide.

I. Violations

1. Violations of District policy shall subject the student organization to disciplinary action or revocation of registration as a student organization.

2. Registered student organizations shall be required to furnish to the Office of Student Services Director of Housing and Student Life at the beginning of each semester a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the District on behalf of the organization. The list shall be kept current and accurate by the organization.

3. At the beginning of each semester, each registered student organization or group must file with the Director of Housing and Student Life Office of Student Services an affidavit stating that the organization or group does not, and will not accept any member who is not a student or a member of the faculty or staff of the District.

4. No registered student organization or group may have any person as a member who is not either a student or a member of the faculty or staff of the institution.

5. A registered student organization whose registration has been revoked by the College President may apply for registration not less than six months following the date of such revocation.

J. Records

1. All records regarding student organizations’ initial and continuing registration shall be maintained in the Office of the Vice President of Student Services.

(POLICY APPROVAL: 7-24-89, Board of Trustees)
### Criteria for a Student Organization to Qualify for Funding through College Budget

<table>
<thead>
<tr>
<th>Criterion</th>
<th>SGA</th>
<th>PTK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Must be a college-approved student organization; that is, it must comply with all provisions of Regulation 552, Registered Student Organizations.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2. In its eligibility for membership, actual membership, purposes, and functioning, it must be an inclusive organization; that is, it must cross-cut the entire student body and represent all students. (The only exception to this criterion is a student organization that fulfills all other requirements listed here but, while open to all students, limits membership to those students who have attained a specified level of academic achievement.)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>3. It must be a local chapter of a national organization or a registered, paying member of a national organization.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Other?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I. POLICY

Assaultive Sex offenses including sexual assault, acquaintance sexual assault, and other assaultive and sexual 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 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 21.11 and 22.01-.021, 15.01, and 21.11

III. DEFINITIONS

A. Sexual Assault

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 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, or the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. Penal Code 22.011 Sexual Assault as defined by Texas Penal Code Section 22.011 and other relevant provisions, including but not limited to Texas Penal Code Sections 21.11 and 15.01.

B. Attempted Aggravated Sexual Assault

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 forcible or against the person's will where the victim is incapable of giving consent. Forceful 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. Administers or provides flunitrazepam, otherwise known as rohypnol, gamma
hydroxybutyrate, or ketamine to the victim of the offense with the intent of facilitating the commission of the offense.

7. 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 shall report the such offenses immediately to the Safety and Security Department and Public Safety Department and the police; 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 student victim, insofar as reasonably available, in changing academic and living arrangements affected by the offense.
ADMISSION TO THE COLLEGE

I. PURPOSE

This regulation describes the conditions under which students can seek and gain admission to the college.

II. LEGAL REFERENCE

Texas Education Code 130.011, Texas Administrative Code, Title 19, Chapter 4 and 21

III. POLICY

A. Wharton County Junior College will establish and publish procedures for those individuals seeking admission to the college.

B. Wharton County Junior College will establish and publish the criteria in which individuals seeking admission to the college will be admitted to the college.

C. All procedures and criteria established and published by the college for admission will be in compliance with Texas Education Code, Texas Administrative Code, Texas Higher Education Coordinating Board rules, and the College’s mission statement. Procedures and criteria shall be approved by the college president.

IV. PROCEDURES

A. Established criteria for admission and procedures for individuals seeking admission into the college will be developed by the Director of Admissions and Registration and published in the college catalog and made available to the general public on the College website and other approved sources. The Director of Admissions and Registration is responsible for ensuring the criteria and procedures are appropriately published.

B. Procedures for admissions will be reviewed and updated on an annual basis, or if legislative or the Texas Higher Education Coordinating Board action requires, on an immediate basis.

C. Established criteria for admission to selected college programs of study will be published in the college catalog and made available to the general public on the College website and other approved sources. The criteria will be created by the program personnel and reviewed through the college’s appropriate chain of command.

DL/BM 3-7-14
STUDENT RECORDS: DISCLOSURE OF STUDENT INFORMATION

I. PURPOSE

This regulation provides guidance regarding disclosure of information about students and compliance with relevant right-to-know legislation.

II. BACKGROUND AND/OR LEGAL REFERENCE

This regulation restricts its focus to disclosure of information about students. Guidance of a broader nature concerning the release of college information and public access to records is found in College Regulation 132.

Legal references for this regulation include the following:

Chapter 552 of the Texas Government Code, known as the Texas Public Information Act. Family


III. DEFINITIONS

A. Education Records: For purposes of this regulation, the terms education records, educational records, and student records refer to those records, files, documents, and other materials that contain information directly related to a student and are maintained by Wharton County Junior College ("WCJC") or by a person acting for WCJC. This definition includes student records relating to an individual in attendance at the college who is also employed at the college. Examples of such records include, but are not limited to the following: This definition does not include the following: records that contain only information about a student when the student is no longer a student at WCJC; records made by WCJC personnel that are kept in the sole possession of the maker and are not accessible or revealed to anyone other than a temporary substitute for the maker of a record; and records of a law enforcement unit of the college—but only if educational records are not disclosed to the unit, and the law enforcement records are maintained separately from educational records, are maintained solely for law enforcement purposes, and are disclosed only to law enforcement officials of the same jurisdiction—20 U.S.C. 1232g; 34 CFR 99.3(b).

1. admissions data and personal and family data;
2. standardized test data including intelligence, aptitude, interest, personality, and social-adjustment ratings;
3. all achievement records as determined by tests, recorded grades, and evaluations by teachers;
4. attendance records;
5. records of faculty, counseling, or administrative conferences with the student or pertaining to the student;
6. disciplinary records;
7. copies of correspondence with parents and others concerned with the student;
8. records transferred from other educational agencies or institutions in which students have been enrolled;
9. records pertaining to participation in student activities including awards or recognition by the college;
10. information relating to students' participation in special programs;
11. records of tuition and fees paid and outstanding;
12. other records that may contribute to understanding of students;
13. financial-aid records;
14. records of scholastic disciplinary actions;
15. job-placement records;
16. academic awards or recognition by the college; and
17. other records pertaining to the student's record at the college.

This definition Education Records do not include the following: records that contain only information about a student after the student is no longer a student at WCJC; records made by WCJC personnel that are kept in the sole possession of the maker and are not accessible or revealed to anyone other than a temporary substitute for the maker of the record; and records of a law-enforcement unit of the college— but only if educational records are not disclosed to the unit, and the law-enforcement records are maintained separately from educational records, are maintained solely for law enforcement purposes, and are disclosed only to law enforcement officials of the same jurisdiction.

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. Records of the law enforcement unit of an educational agency or institution;
3. Records relating to an individual who is employed by an educational agency or institution, that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee and are not available for use for any other purpose;
4. Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records;
5. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
6. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are made, maintained, or used only in connection with treatment of the student, and are disclosed only to individuals providing the treatment ("treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution);
7. Records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student;
8. Grades on peer-graded papers before they are collected and recorded by a teacher.

20 U.S.C. 1232g; 34 CFR 99.3(b)

B. Parent: includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. 34 CFR 99.3(b); 99.31(a)(8).

C. Directory Information: Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information is subject to public disclosure. It includes, but is not limited to, the following:

1. name;
2. address;
3. telephone number;
4. e-mail address;
5. photograph;
36. dates-of-enrollment status;
47. degrees and awards received;
58. major field of study;
69. participation in officially recognized activities and sports;
710. weight and height of members of athletic teams;
811. previous-most recent educational institutions attended.

D. **Student** means an individual who attends or who has attended WCJC.

E. **Personally identifiable information** includes, but is not limited to, the student’s name, the name of the student’s parent or other family member, the address of the student or student’s family, the student’s Social Security number or student identification number, a list of personal characteristics that would make the student’s identity easily traceable, or other information that would make the student’s identity easily traceable.

F. **Records:** any information recorded in handwriting, print, tape, film, microfilm, microfiche, or other electronic media.

G. **Dependent student:** an individual defined by Section 152, IRS Code of 1954.

H. **School officials** means any employees, trustees, or agents of WCJC, as well as attorneys, consultants, and independent contractors retained by WCJC.

I. **Legitimate educational interest.** A school official has a "legitimate educational interest" if the official (1) is performing a task that is specified in his or her position description or by a contract agreement; (2) is performing a task related to a student’s education; (3) is performing a task relating to the discipline of a student; (3) is providing a service or benefit relating to the student or student’s family such as health care, counseling, job placement, or financial-aid assistance; (4) is compiling statistical data for an institutional report; or (5) is investigating or evaluating college programs.

J. All other terms shall have the definition provided in Chapter 34, Part 99 of the Code of Federal Regulations.

IV. **POLICY**

A. Wharton County Junior College shall comply with all applicable Texas and federal statutes pertaining to the release of student records, codes of state regulations issued to implement these statutes, all federal statutes pertaining to the freedom and dissemination of student information and rights of privacy, and any other regulations governing the storing, managing, and disclosure of student information by institutions of higher education.

B. Students' records and all information pertaining to students' academic status, progress, or performance constitute privileged information and are subject to the stipulations of the federal Family Educational Rights and Privacy Act of 1974, which establishes specific rights for students and/or their parents and prevents the release of certain information without the written consent of the student.

C. Wharton County Junior College releases directory information to authorized inquirers such as law-enforcement agencies, state and federal financial-aid agencies, and other sources. It does not
make directory information available commercially.

D. Access to Records by Students

1. Students, former students, and alumni have the right to review, in the presence of college personnel, their own personal records maintained by the college (including academic and financial records but excluding those not defined above as "education records").

2. Students have the right to obtain copies of their own education records. The college shall grant such requests within a reasonable time, but in all cases within 45 days after the request is made.

3. Students have the right to challenge the content of their education records.

E. Access by Parents to Records of Dependent Students

1. Parents who certify that a student is carried by them as a dependent for federal income-tax purposes have the right to review, in the presence of college personnel, the education records of their dependent child without the consent of the child.

2. Such parents also have the right to obtain copies of their dependent child's education records. The college shall grant such requests within a reasonable time, but in all cases within 45 days after the request is made.

3. Parents have the right to contest information contained in their dependent student's file.

F. Access to Records by Others

WCJC shall not release, provide access to, or otherwise disclose personally identifiable information in educational records other than directory information, except to the following:

1. "school officials" when they have a "legitimate educational interest," as both terms are described above;

2. officials of other educational institutions to which a student might transfer, a student is enrolled in or receives services from, subject to the notice requirements of 34 C.F.R. §99.34;

3. other officials, as provided by law, who have the right to obtain copies of students' records (e.g., authorized state and federal officials of educational and funding agencies), subject to the conditions set forth in 34 C.F.R. §99.35;

4. judicial officials who have subpoenaed the records;

5. health and safety officials responding to an emergency as described in 34 C.F.R. §99.36;

6. accrediting organizations.

G. Refusal of Access

WCJC shall deny any third-party request for access to a student's records, other than those listed above, unless the student has given prior consent in writing to the Director of Admissions and Registration.
H. Restriction of Access

1. Students may exercise their right to specify that no information, including directory information, may be released from their records. Any restriction or access to directory information must be done in writing by the student.

2. The college may refuse to duplicate educational records or provide records to a third party for a student who has outstanding financial obligations to the college, and/or is the subject of an unresolved disciplinary action initiated by the college against the student.

I. Right of College to Refuse Access

The college reserves the right to refuse to permit a student to inspect the following records:

1. the financial statements of the students' parents;

2. letters and statements of recommendation for which the student has waived his or her right of access or that were placed in the student's file before January 1, 1975;

3. those records excluded from the FERPA definition of "education records."

J. Maintenance and Purging of Information

The college shall permanently store student files, transcripts, financial information, and grade reports; but the college shall have the right to destroy cumulative personal records on students as recommended by the Texas State Library and Archives Commission's Retention Schedule for Records of Public Junior Colleges or as permitted by law. The college shall not destroy any education records if a request is outstanding to inspect or review the records.

K. The college shall publish information regarding students' rights under FERPA in the college catalog and in the student handbook.

L. Security

All employees are responsible for maintaining the security and confidentiality of data in their possession, such as hardcopy reports or data downloaded to their workstations. Individuals must report to the appropriate supervising authority any known breach of security and confidentiality of data.

(POLICY APPROVAL: 6-21-95, Board of Trustees, amended 1-15-08)

V. PROCEDURES

A. Custodians of Records

1. The Director of Admissions and Registration (D/AR) is the custodian of records for all students and for all official academic records maintained by the college, and the Director of Financial Aid (D/FA) is the custodian of all financial-aid documents. The Vice President of Student Services (VPSS) is the custodian of all other records pertaining to students.

2. The titles and addresses of the custodians of student records are included in the college catalog and the student handbook as part of the sections of those documents informing
students of their rights under FERPA.

B. Types of Records

Educational records may include, but are not limited to, the following:

1. admissions data and personal and family data;
2. standardized test data including intelligence, aptitude, interest, personality, and social-adjustment ratings;
3. all achievement records as determined by tests, recorded grades, and evaluations by teachers;
4. attendance records;
5. records of faculty, counseling, or administrative conferences with the student or pertaining to the student;
6. disciplinary records;
7. copies of correspondence with parents and others concerned with the student;
8. records transferred from other educational agencies or institutions in which students have been enrolled;
9. records pertaining to participation in student activities including awards or recognition by the college;
10. information relating to students' participation in special programs;
11. records of tuition and fees paid and outstanding;
12. other records that may contribute to understanding of students;
13. financial-aid records;
14. records of scholastic disciplinary actions;
15. job-placement records;
16. academic awards or recognition by the college; and
17. other records pertaining to the student's record at the college.

CB. Request Procedures

1. Students (and parents of dependent students) who wish to review their records must submit a written request to the appropriate custodian of records. The record custodian must submit the Request to Review Educational Records form to the record custodian. The request is a one-time use form and must be submitted for each review.

2. The record custodian sets a mutually convenient date and time for the review to occur no later than 45 days after submission of the request form.

3. Records may be reviewed during regular business hours. The record custodian or designee must be present during the review and is available to explain the record or answer questions.

4. The confidential nature of the student's records must be maintained at all times, and records may be reviewed only in a restricted area designated by the record custodian.

5. Neither the original copy of the record nor any document contained in the comprehensive record may be removed from college premises.

6. The custodian or designee makes copies of records available to the student at a cost of $0.25 per page, payable in advance. The custodian or designee makes copies of records available at a cost of $0.25 per page, payable in advance.
D. C. Record of Requests

1. The custodian maintains a record (which is kept with the education records of each student) indicating all individuals, agencies, or organizations that have requested or obtained access to a student's education records. This access record must include at least the name of the requesting person or agency and the legitimate interest the requesting party had in the information.

2. The access record does not include requests for access by, or access granted to, the student and school officials; requests accompanied by prior written consent of the student; or requests for directory information.

3. The record of access is maintained as long as the college maintains the student's education record.

4. The record of access is available only to the student; school officials responsible for custody of the education records; and those state, local, and federal officials authorized to audit the operation of the records system of the college.

E. D. Amending Records

1. A student who believes that his or her record contains information that is inaccurate, misleading, or in violation of the student's rights, he or she may submit a written request to the record custodian to amend the record.

2. Within 20 calendar days of receipt of such a request, the record custodian informs the student in writing of the decision to grant or deny the request. If the request is denied, the student is notified of the denial and of his or her right to appeal this decision before the College Hearing Board under the provisions of Reg 591, Student Grievances and Complaints and 34 C.F.R. §99.22.

3. The record custodian supplies a copy of Reg 591 to any student who wishes to contest the custodian’s denial of the student's request to amend his or her educational record.

4. If the college's final decision is not to amend the student's record, the student is informed in writing by the record custodian of the student's right to place a statement in the record commenting on the contested information and/or stating any reason for disagreeing with the college's decision.
   a. The student has 30 calendar days within which to exercise this right.
   b. Any such statement or explanation is maintained with the contested part of the record for as long as the record is maintained by the college and is disclosed whenever the contested portion of the record is disclosed.

5. Information regarding students' challenge privileges are included in the college catalog and the student handbook as part of the sections of those documents informing students of their rights under FERPA.

F. E. Consent to Release Educational Records

1. The student must give his or her consent before personally identifiable information in
educational records may be released to any parties other than information listed in Sections III.D, E, and F.

2. The student's consent must be in writing and must specify the records to be released, the reason for such release, and to whom the records are to be released.

3. The student's consent is granted when the record custodian receives the signed written consent from the student with the aforementioned information.

4. Information regarding students' consent privileges is included in the college catalog and the student handbook as part of the sections of those documents informing students of their rights under FERPA.

G.F. Restricting Directory Information

1. Students who do not wish directory information to be released submit written notification to this effect to the record custodian by completing the form entitled Request to Prevent Disclosure of Directory Information.

2. The completed Request to Prevent Disclosure of Directory Information must be submitted to the record custodian no later than the twelfth day of classes during fall and spring semesters and no later than the fourth day of class during a summer session. Absent the filing of this form, students should expect directory information to be subject to public disclosure.

3. Such requests are honored for a single enrollment period (semester, term, session) and must be renewed by submitting another prevention form each semester or term, until the student indicates in to the record custodian that they wish their information to be disclosed.

4. Information regarding students' prevention privileges is included in the college catalog and the student handbook as part of the sections of those documents informing students of their rights under FERPA.

ARB/FRV
6-21-95
PAM/BAM
1/15/08

Reg 651
I. PURPOSE

This regulation provides procedures for students to appeal a disciplinary action or decision applied to them for alleged violation of college policy, rule, regulation, or standard of behavior other than academic in nature. Appeals of academic decision are described in College Regulation 663.

II. LEGAL REFERENCE

Not applicable

III. POLICY

A. Wharton County Junior College provides students with a procedure for the review of disciplinary actions that they contend have been made unfairly, arbitrarily, capriciously, illegally, or on the basis of bias or prejudice, or have been made in error (that is, the student claims innocence).

B. To preserve the right of appeal, each step in the appeal procedure must be followed within prescribed time limits unless such time limits are extended for good cause by the Senior Vice-President of Instruction-Student Services.

C. Students may initiate a formal appeal only if the claim involves an allegation that the disciplinary action was a result of one or more of the following:

1. a practice or policy at variance with accepted college practice or policy;
2. illegal conduct or discrimination with respect to application of disciplinary measures;
3. allegations of guilt not supported by substantial evidence or an error in assigning guilt (that is, the student asserts he or she is not guilty of the act or acts in reaction to which the disciplinary action was applied);
4. inconsistent, capricious, or arbitrary application of policy, rules, regulations, or standards within the student population;

(POLICY APPROVAL: 4-19-95, Board of Trustees, amended 1-15-08)

IV. PROCEDURES

A. Step One: Meeting with Respondent(s)

1. The student ("claimant" or "appellant") meets with the person or persons responsible for the disciplinary decision (the respondent or respondents) to discuss the issue in question. As defined in Regulation 592, Student Disciplinary Action, minor disciplinary action may be taken by a college official other than the Dean of Student Services. Major disciplinary action, however, may only be taken by the Dean of Student Services. If the respondent is the Vice-President for Student Services this step may be skipped and the student begins the process with Step # 2.

2. This step may not be skipped unless the respondent is unable to meet with the student. In such a case, at the college's option the student may start with Step Two.

3. Step One must be completed within seven calendar days of the decision date. This date is the date
shown on any letter or other written communication advising the student of the disciplinary decision in question.

4. **Possible Outcomes**
   
   a. The student may find the decision to be correct and take no further action.
   
   b. The respondent may find that an error has been made and take the appropriate corrective action.
   
   c. The student may still disagree with the Step One decision and proceed to Step Two.

**B. Step Two: Discussion—Appeal to the Vice President of Student Services with the Dean of Student Services**

1. The student meets with the Dean Vice President of Student Services (D/VPSS) to discuss minor disciplinary actions taken by someone other than the D/VPSS. The student will need to present to the Vice President, the reasons that the disciplinary action was unfair, arbitrary, capricious, illegal, or made on the basis of bias or prejudice, or have been made in error in writing. If the respondent is the D/VPSS, the student will meet with the Senior Vice President of Instruction (SVP/I).

2. This step may not be skipped.

3. Step Two must be initiated within five calendar days of the completion of Step One, and must be completed within fifteen calendar days of the date of initiation.

4. **Possible Outcomes**
   
   a. The student may accept the decision and take no further action.
   
   b. The D/VPSS or SVP/I may sustain the decision and may inform the student that the appeal is not timely, is without merit, or does not meet the appeal criteria set forth within the appeal policy. The D/VPSS or SVP/I must provide written notification of his or her finding to all parties in the appeal. If the student disagrees with this decision, he or she may proceed to the next step.
   
   c. If the D/VPSS or SVP/I determines that the student has a legitimate question or complaint and cannot sustain the decision, he or she meets with both the complainant and the respondent to seek a resolution. If resolution cannot be reached, the D/VPSS or SVP/I notifies the SVP/I of the particulars of the case (in writing), who refers the matter to the College Hearing Board (see Step Four). If the case reviewer is the SVP/I, he or she summarizes the case and refers it directly to the College Hearing Board.
   
   d. If the respondent is no longer employed by the College, the D/VPSS makes a decision based on available evidence and recommends (in writing) to the SVP/I any action to be taken. (If the case reviewer is the SVP/I, he or she determines any action to be taken.) If the student disagrees with this recommended action of the D/VPSS or the proposed action of the SVP/I, he or she proceeds to Step Three.

**C. Step Three: Appeal through the Senior Vice President of Instruction**
1. Within 10 calendar days of the Step Two original decision under appeal, the student submits to the Senior Vice-President of Instruction (SVP/I) a written request to have the case heard by the College Hearing Board.

2. This written appeal must contain a description of the decision being challenged, must cite evidence in support of the student's allegation that the decision meets one or more of the four criteria for appeal listed above in section III.C, and must state what action or result the student is requesting in place of the original decision.

3. **Possible Outcomes**
   
a. The SVP/I may inform the student (in writing) that his or her submitted materials do not support a case for appeal and advise the student against proceeding to the College Hearing Board. The student may agree to no further action at this point or may request that the matter be referred to the College Hearing Board. This request must be honored by the SVP/I.

b. The SVP/I may inform the student (in writing) that his or her case is without merit but, nevertheless, forward the case to the College Hearing Board for further review.

e. The SVP/I may decide that the student’s allegations may be supportable, in which case the SVP/I forwards the appeal to the College Hearing Board.

D. **Step Four-Three**: Review by the College Hearing Board

1. Within fifteen calendar days of the completion of Step Three, the SVP/I convenes the College Hearing Board and provides board members with all written evidence submitted by parties to the appeal. Within ten calendar days of the decision under appeal (made in Step Two), the student submits to the President of the College a written request to have the case heard by the College Hearing Board. The written request contains a specific point by point outline, made by the student, detailing the reasons that the disciplinary action under appeal made was unfair, arbitrary, capricious, illegal, or made on the basis of bias or prejudice, or have been made in error. The President of the College or designee convenes the College Hearing Board and provides board members with all written evidence submitted by the parties to the appeal.

2. The College Hearing Board meets and reviews the appeal and renders a decision within five calendar days of the date the board is first convened.

3. **Possible Outcomes**
   
a. The College Hearing Board may sustain the original decision and deny the appeal.

b. The College Hearing Board may grant the appeal and overturn or modify the original decision.

c. The decision of the College Hearing Board is final subject to appeal to the President and Board of Trustees.

E. **Step FiveFour**: Appeal to President and the Board of Trustees

1. Within five calendar days of the completion of Step Four, Three either party to the complaint may appeal the decision of the College Hearing Board by submitting a written statement to the President of the College requesting that the President review the case and/or forward the case to the Board of Trustees for review.
2. The written appeal must contain a description of the College Hearing Board's decision, must explain why that decision is considered unjustified, and must state what action is being requested in place of that decision.

3. Possible Outcomes
   a. The President may inform the requesting party (in writing) that his or her challenge of the College Hearing Board's decision is without merit and that the President supports the recommendation of the College Hearing Board.
   b. The President may find that sufficient basis exists to question the recommendation of the College Hearing Board and return to the case to re-convene to the College Hearing Board and reconsider the case. In this event, the President describes in writing the basis upon which he or she judges that reconsideration is warranted. The College Hearing Board then proceeds as described in Step Four.
   c. The President may judge that the case warrants consideration by the Board of Trustees and places it on the agenda for the next scheduled Board meeting. He or she notifies the appellant(s) and respondent(s) of the date, time, and place of the Board meeting.
   d. The decision of the President to forward or not to forward the case to the Board of Trustees is final.

F. Step Six: Review by the Board of Trustees
   1. If the President of the College decides that sufficient justification exists for the Board of Trustees to review the case, he or she presents the case to the Board during its closed executive session at the next regularly scheduled Board meeting.
   2. The Board's consideration of the case is based on the written record of the case developed to this point. No new evidence that has not been part of the case prior to the Board hearing is submitted to, or reviewed by, the Board.
   3. Parties to the appeal may attend the executive session and make oral presentations to the Board regarding the case unless so requested by the Board, subject to time limitations established by the Board.
   4. At the conclusion of executive session, when the Board reconvenes in public session, the chair announces the decision of the Board. That decision is final and not subject to appeal.
   5. Possible Outcomes
      a. The Board of Trustees may support and affirm as is the recommendation of the College Hearing Board.
      b. The Board of Trustees may overturn, reverse, or otherwise modify the recommendation of the College Hearing Board.

G. Composition of the College Hearing Board
   1. Chair. For appeals of disciplinary decisions, the SVP/I or designee serves as chair of the College Hearing Board. The function of the SVP/I is to assure procedural correctness, impartiality, and to pass judgment on the admissibility of information presented. The SVP/I may not vote on any cases except to break a tie, nor may the SVP/I be present during voting.
2. **Members.** For appeals of disciplinary decisions, the College Hearing Board consists of the following categories of eight members: four full-time faculty members, two students, and two staff members (one administrative staff member and one support staff member).

H. **Selection of Board Membership**

1. Each academic year, the total membership of the College Hearing Board is determined in the following manner:

   a. the **Senior Vice President of Instruction** appoints eight faculty members,

   b. the **Dean–Vice President of Student Services** appoints six **sophomore** students *(who have completed at least one semester of enrollment at WCJC)* who are in good academic standing,

   c. the **Dean Vice President of Student Services** and the **Senior Vice President of Instruction** jointly appoint six staff members (three administrative, including at least one counselor, and three support).

   d. The **dean or the** Vice Presidents may remove any of his or her appointees at any time and replace the removed person.

   e. The College Hearing Board may remove any member for cause by a vote of two-thirds of the total membership.

   f. No employee of the college (faculty or staff member) may refuse to serve on the College Hearing Board. An employee, however, may petition to be excused by the President.

2. The eight members who serve to hear any particular case of appeal of disciplinary action are selected as follows:

   a. The **SVPI** gives a roster of full board membership to the person requesting the hearing, who then has 24 hours to strike from the list one faculty member, one student, and one staff member.

   b. The **SVPI** gives a roster of full board membership to the respondent in the hearing, who then has 24 hours to strike from the list one faculty member, one student, and one staff member.

   c. After consultation with the **Dean–Vice President of Student Services** (unless the **D/VPSS** is the respondent), the **SVPI** then appoints the eight members of the board to hear the case from those who remain on the list after both the complainant and the respondent have stricken names.

I. **Duties of the Chair**

1. Sets the time, location, and any special conditions for the conduct of the hearing; and provides written notification to all participants of same.

2. Provides both claimant(s) and respondent(s) with information about procedures by supplying each with a copy of this regulation.

3. Rules on the admissibility of information presented and the relevance of documents and witnesses.
4. Assures that hearings are conducted in a timely, efficient, decorous, impartial manner and in procedural compliance with all specifications of this regulation.

5. Keeps a written record of all proceedings.

6. Notifies all relevant parties of the results of hearings in writing.

J. Pre-Hearing Procedures

1. Board members are responsible for reading all materials relevant to the case prior to the first meeting of the hearing.

2. All principals must file with the chair a written statement of their positions, copies of any reports or other materials they wish to be considered, the names of any witnesses they wish to be called, and the name of their chosen advisor, if any (see below).

3. Parties to the hearing are permitted legal counsel or an advisor at the hearing. Advisors' participation is limited to giving advice to principals; advisors may not address the board directly or otherwise participate in proceedings unless invited to do so by the chair and the members of the board.

K. Conduct of Hearings

1. Hearings are limited to the principals in the case (claimants and respondents), participating members of the board, witnesses, advisors to the principals, and the chair (except during voting, when the chair may not be present).

2. The chair convenes the meeting, introduces all participants, and explains voting privileges.

3. The chair describes the nature of the appeal and explains the board's procedures.

4. The appellant presents his or her case first and is permitted a maximum of 15 minutes in which to do so.

5. The respondent is allowed a maximum of 15 minutes to present his or her case.

6. The board may then ask questions and engage in discussion with the principals, during which time any party wishing to call a witness may do so.

7. Following this period of questioning, discussion, and testimony, the chair asks both the respondent and the appellant if they wish to make any rebuttal statements. If so, they are given a maximum of five minutes each to speak on their behalf.

8. If the board has no further questions for the principals, their witnesses, and their advisors at the end of the closing statements, these persons are excused.

9. The board discusses the case until it reaches a point in its deliberation when the members are ready to take a vote. At this point, the chair designates one board member to coordinate the voting. The chair then leaves the room.

10. The board votes (by voice), recalls the chair, and informs him or her of the decision of the board and provides for the record an explanation of the bases upon which that decision was made. In the event of deadlock, the chair breaks the tie by casting the deciding vote. Otherwise, the chair is not permitted a vote.
11. Appellant(s) and respondent(s) are then recalled and informed of the board's decision. Within three calendar days, the chair also provides both parties with written notification of the decision. (If the principals are not available to be recalled in person, they are notified in writing only.)

Details on the conduct of disciplinary hearings are contained in College Regulation 665, Discipline Hearings.

V. GUIDELINES

A. This regulation applies to appeals of disciplinary actions or decisions. Appeals of academic decisions are described in Regulation 663, Appeal of Academic Decisions. This regulation does not apply to grievances filed by students concerning discrimination or harassment or other allegations of misconduct. (See Reg 591, Student Grievances.) Records of disciplinary actions, decisions, and all steps within the appeal process will be maintained in the Office of Student Services.

B. Verbatim transcripts of a hearing may be made only with the agreement of both the claimant and respondent. The College is not responsible for making transcripts. Tape recordings of all hearings will be made by the College. Tape recordings will be maintained in the Office of Student Services.

C. All information is kept in strict confidence throughout all steps in an appeal, with only those college officials having a right or a reason to know being advised or consulted about an appeal or being allowed to attend a hearing.

D. The SVP/I is responsible for insuring that this regulation is administered properly and for resolving any procedural issues that may arise.

E. Due to unusual circumstances, students may request a delay in the implementation of a disciplinary decision while their appeal is pending. Such requests are made to the SVP/I and are accompanied by a full written appeal as outlined in Step Three. The SVP/I exercises judgment in areas where the health, safety, welfare, or rights of others are involved or where a delay in implementation would have an adverse effect on students' education or where the college's legal and contractual rights and responsibilities may be affected.

F. A copy of this regulation is made available to any student who requests it.

G. This regulation does not apply to appeals of decisions concerning college policies such as academic suspension or probation, readmission, and disciplinary action. These other topics are covered by separate regulations.

H. Summary of Deadlines

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step One</td>
<td>Must be completed within 7 calendar days of date of original decision.</td>
</tr>
<tr>
<td>Step Two</td>
<td>Must be initiated within 5 calendar days of completion of Step One; and must be completed within 5 calendar days of initiation.</td>
</tr>
<tr>
<td><strong>Step Three</strong></td>
<td><strong>Must be completed within 10 calendar days of date of original decision.</strong></td>
</tr>
<tr>
<td><strong>Step Four Three</strong></td>
<td>College Hearing Board must be convened within 10 calendar days of completion of Step Three; and board must complete deliberations within 5 calendar days after being convened.</td>
</tr>
<tr>
<td><strong>Step Five Four</strong></td>
<td>Must be initiated within 5 calendar days of completion of Step Four; and must be completed within 10 calendar days of initiation.</td>
</tr>
</tbody>
</table>
Step Six: Five Must be undertaken at the next available regular meeting of the Board of Trustees.

Note: The above deadlines may be adjusted and expanded to account for summer, winter, and spring breaks when faculty and students are absent from campus, or by written agreement of the parties.

JC/FRV/FRV
4-19-95
TP/BAM
1-15-08
I. PURPOSE

Describes the conduct of disciplinary hearings, both those convened to render disciplinary decisions or initiate disciplinary action and those convened to hear appeals of disciplinary actions or decisions.

II. LEGAL REFERENCE

The District has inherent authority to maintain order and discipline students. It may discipline students for failing to abide by its standards of conduct. Speake v. Grantham, 317 F.Supp. 1253 (S.D.Miss. 1970) Students who cause disorders and disrupt the school's educational environment may be disciplined. Lansdale v. Tyler Junior College, 318 F.Supp. 529 (E.D. Tex. 1970) Students attending the District are subject to reasonable rules and regulations of the Board. Foley v. Benedict, 55 S.W.2d 805 (Tex. Comm. App. 1932); Calbillo v. San Jacinto Junior College, 305 S.W. Supp. 857 (S.D. Tex. 1969) The District may define offenses for which suspension applies (Students shall be given a fair opportunity to explain their position in a proceeding before school officials to the extent required by law).

III. POLICY

A. The college shall establish a clear process by which allegations of misconduct by students are investigated and appropriate discipline administered when such violations have been established.

B. The college shall establish a College Hearing Board to conduct two types of disciplinary proceedings:

1. Proceedings to investigate allegations of misconduct, to rule on a student's guilt or innocence, and to determine which, if any, penalties should be administered.

2. Proceedings to hear appeals from students against whom disciplinary action has been taken and who contest the disciplinary action based on the four criteria listed in College Regulation 664, Appeal of Student Disciplinary Action. In such cases, the procedures detailed in College Regulation 664 must be followed.

C. The conduct of disciplinary proceedings and the proceedings of the College Hearing Board shall be clearly spelled out in written form and made available to students.

D. All students who are disciplined have a right to consideration by the College Hearing Board but may waive that right.

E. The establishment of a College Hearing Board to fulfill the function listed in B.1 does not prevent the Dean Vice President of Student Services, the Senior Vice-President of Instruction or the President of the College from taking immediate disciplinary action without first referring the matter to the College Hearing Board, as allowed in College Regulation 592, Student Disciplinary Action.

(POLICY APPROVAL: 4-19-95, Board of Trustees, amended 2-19-08)

IV. PROCEDURES

A. Accused students who do not dispute the facts upon which disciplinary charges are based and/or the disciplinary action or penalties imposed may waive their right to consideration by the College Hearing Board by either of the following means:
1. by executing a written waiver of the procedure, or

2. by failing to submit a written request for consideration within 15 calendar days of the original disciplinary action.

B. In cases where a student has waived his or her rights, the Dean Vice President of Student Services (DVPSS) assesses a penalty appropriate to the charges and informs the student of such action in writing. The student may appeal the decision of the DVPSS according to procedures outlined in Regulation 664, Appeal of Student Disciplinary Action.

C. Appeals from accused students who dispute the facts upon which the charges are based and/or the disciplinary action of penalties imposed as a consequence of such charges are heard by the College Hearing Board, the composition of which is described in Reg 664, Sections H and I.

D. In response to a student's request to be heard by the College Hearing Board, the DVPSS notifies the student by letter of the date, time, and place for the proceeding, which takes place no later than twenty (20) calendar days from the date the student's written request was received by the DVPSS.

1. If the student has been suspended, the hearing can take place inside the twenty day period.

2. Also, the Senior Vice-President of Instruction (SVPI) may alter the deadline for the hearing by mutual written agreement with the student and the DVPSS.

E. The notice of hearing sent by the DVPSS to the student does the following:

1. Directs the student to appear on the date and at the time and place specified, and provides a description of the charges.

2. Advises the student of his or her rights to:
   a. a private proceeding;
   b. appear in person and with an advisor at the hearing, if the student chooses;
   c. know the identity of each witness who may testify against the student;
   d. call witnesses, ask for copies of evidence in the college's possession, and offer evidence and argue in his or her own behalf;
   e. cross-examine each witness who testifies against the student;
   f. appeal.

3. Lists the names of witnesses who may testify against the student.

4. Notifies the student that the DVPSS may cross-examine the student if he or she chooses to testify and any witnesses testifying on the student's behalf.

5. Explains that tape recordings will be made, and that the student is entitled to a copy of the tape recording.

6. Includes a copy of this regulation, of Reg 664, and of Reg 592.

F. The DVPSS may, but is not required to, suspend or impose other appropriate penalty upon a student who fails without good cause to comply with a letter of notice; or, the DVPSS may request the SVPI to proceed with the hearing in the absence of the student.
G. Hearings are held in accordance with the following:

1. The SVPI or designee serves as chair of the hearing committee.

2. Hearings are closed and are limited to the principals in the case (claimants and respondents), participating members of the board, witnesses (who may be excluded from the hearing room during the conduct of the proceeding), personal advisors to the principals, and the chair (except during voting, when the chair may not be present).

3. Hearings are not subject to strict rules of evidence, but the chair may exclude testimony that is irrelevant, repetitive, immaterial, or hearsay.

H. Hearings proceed as follows:

1. The chair convenes the meeting, introduces all participants, and explains voting privileges.

2. The chair describes the nature of the case at hand and explains the hearing board's procedures.

3. The chair informs the student of his or her rights.

4. If the purpose of the hearing is to investigate allegations of student misconduct and/or to take disciplinary action for such misconduct:
   
a. The DVPSS first presents the charges against the student. The DVPSS has a maximum of 15 minutes for this presentation.

b. The student then presents his or her defense. He or she has a maximum of 15 minutes for this presentation.

5. If the purpose of the hearing is to hear an appeal by the student of disciplinary action already imposed the procedures detailed in College Regulation #664, Appeal of Student Disciplinary Action will be used:
   
a. The appellant presents his or her case first, and is permitted a maximum of 15 minutes in
   
b. The DSS or other respondent (if the appeal is not directed against the DSS) is allowed 15
      minutes to present his or her case.

6. The board may then ask questions and engage in discussion with the principals, during which time any party wishing to call a witness may do so.

7. Following this period of questioning, discussion, and testimony, the chair asks both parties to the case if they wish to make any further statements. If so, each is given a maximum of five minutes to speak.

8. If the board has no further questions for the principals, their witnesses, and their advisors at the end of the closing statements, these persons are excused.

9. The board discusses the case until it reaches a point in its deliberation when the members are ready to take a vote. (If necessary, the hearing board may take the matter under advisement for 72 hours before rendering a decision.) At this point, the chair designates one board member to coordinate the voting. The chair then leaves the room.
10. The board votes (by secret ballot), recalls the chair, and informs him or her of the decision of the board and provides for the record the decision. All decisions are reached by majority vote. In the event of deadlock, the chair breaks the tie by casting the deciding vote. Otherwise, the chair is not permitted a vote.

11. Both principals in the case are then recalled, and informed of the board's decision. Within three calendar days, the chair also provides both parties with written notification of the decision. (If the principals are not available to be recalled in person, they are notified in writing only.)

12. If the hearing board finds the student guilty of a disciplinary infraction, the DVPSS and the student may present evidence and arguments concerning an appropriate penalty. The principals are then dismissed, and the board makes a decision on the penalty. This penalty is included in the written notification of the decision that is sent to both parties.

13. If the student is not found guilty by a majority of the board, the charges are dismissed; and no further action is taken against the student.

I. Evidence during hearings is handled as outlined in Section G above and as follows:

1. The College is responsible for proving by a preponderance of the evidence that the evidence supports the charges.

2. A student may not be compelled to testify.

3. The hearing board decides the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence and information before it.

J. Disciplinary records and proceedings must be kept separate from the student's academic records, and are treated as confidential to the extent permitted by law. These records will be maintained in the Office of Student Services.

K. The hearing board may impose one or more penalties as defined in Regulation 592, Student Disciplinary Action.

L. A decision of the College Hearing Board may be appealed by either party in a case by following the procedures described in Section IV of Regulation 664, Appeal of Student Disciplinary Action.