WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

May 21, 2013

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

<table>
<thead>
<tr>
<th>BOARD POSITION</th>
<th>NAME</th>
<th>TERM EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>P. D. (Danny) Gertson, III Chair</td>
<td>May 2018</td>
</tr>
<tr>
<td>2</td>
<td>Gary P. Trochta</td>
<td>May 2016</td>
</tr>
<tr>
<td></td>
<td>Vice Chair</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Jack C. Moses</td>
<td>May 2016</td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Lloyd M. Nelson</td>
<td>May 2016</td>
</tr>
<tr>
<td>3</td>
<td>Georgia Kincer</td>
<td>May 2014</td>
</tr>
<tr>
<td>4</td>
<td>Amy Rod</td>
<td>May 2014</td>
</tr>
<tr>
<td>5</td>
<td>Merle Hudgins</td>
<td>May 2018</td>
</tr>
<tr>
<td>6</td>
<td>Monty Merecka</td>
<td>May 2018</td>
</tr>
<tr>
<td>8</td>
<td>Oliver W. Kunkel, Jr.</td>
<td>May 2014</td>
</tr>
</tbody>
</table>
-AGENDA-

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

May 21, 2013

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes .................................................................A

   A. The regular board meeting held on April 16, 2013

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

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

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

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

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

V. Special Items
Board of Trustees
May 21, 2013
Agenda

A. Approve changing the Board of Trustees regular meeting scheduled for June 18, 2013 to June 25, 2013

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

A. Recognition of retirement of Ms. Elizabeth Jasso
B. Recognition of retirement of Ms. Frances Sablatura

VII. Student Success

A. Awards Ceremony Update – Dave Leenhouts

VIII. Reports to the Board

A. Financial Reports for April 2013
B. Information Item: Management Reports
C. Information Item: Reports from College Governance Councils
D. Information Item: Clipping Service for the month of April 2013

IX. Reports from Committees of the Board

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

-CONSENT AGENDA-

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

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

A. Approve eliminating the building use fees and increasing the services and out-of-district fees
B. Approve amending the existing by-laws of the support staff organization

XI. Matters Relating to Academic Affairs
A. Approve the proposal to hire a new permanent full-time mathematics instructor to meet the increased demands of enrollment ($40,550.00 - $52,050.00 – 9 month faculty)

XII. Matter Relating to Administrative Services

A. Approve the attached resolution granting a property tax exemption for the Egypt Plantation Museum ($75.00 – exemption in property tax revenue)

B. Approve authorization of the college administration to extend the bank depository contract for one additional two-year term

C. Approve the engagement letter from Lott, Vernon & Company, P.C. for the fiscal year 2013 external audit (not to exceed $33,500.00 – current unrestricted operating budget for 2012 – 2013)

D. Approve the proposal submitted by Weatherproofing Technologies, Inc. for the roof replacement and building masonry repairs at the gym and fitness center ($427,837.50 – transfer from plant repair and replacement fund current operating budget for 2012 – 2013)

E. Approve the purchase of classroom software and equipment needed to convert Fort Bend Technical Center classroom 143 to accommodate the new Computer Simulation and Game Development Program being offered in the fall of 2013 ($109,801.00 – Science, Technology, Electronics, and Mathematics grant funds $103,701.00, current unrestricted operating budget for 2012 – 2013 $6,100.00)

F. Approve the bid submitted by Airgas USA, LLC for 12 additional welding machines and equipment for the welding program ($52,982.68 – plant repair & replacement fund)

G. 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 – unrestricted budget 2013-2014. Cost associated with collection is $0.35 per parcel for approximately 11,000 parcels in Needville I.S.D.)

XIII. Matters Relating to Technology and Institutional Research

A. Approve the transfer from the MIS plant fund for the purchase of 8 CPU’s, 8 monitors, 8 mounted data projectors, 8 data projector screens, 11 projector installations, 3 instructor desks, & cabling for 11 classrooms ($28,665.00 – transfer from the MIS plant fund for 2012 – 2013)

B. Approve the transfer from the MIS plant fund for the purchase of 2 servers to upgrade the current 10 year old exchange 2003 email servers ($25,000.00 – transfer from the MIS plant fund for 2012 – 2013)

C. Approve the new position of Network Administrator to replace the IT Senior Technician in the area of technical services ($55,401.00 - $61,401.00 annual salary range)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees
B. Office of President

1. Approve paid professional assignment for Ava Humme – Management of Gulf Coast Partners Achieving Student Success Summer Bridge, 6/1/13 – 8/31/13 - $2,000.00

2. Approve paid professional assignment for Dr. Robin Nealy – Management of Gulf Coast Partners Achieving Student Success Summer Bridge, 6/1/13 – 8/31/13 - $2,000.00

3. Approve paid professional assignment for Mara Slinger – complete admission process of Wharton High School seniors, 5/6/13 – 6/7/13 - $600.00

4. Approve paid professional assignment for Jessica Falcon – complete admission process of Wharton High School seniors, 5/6/13 – 6/7/13 - $600.00

5. Approve paid professional assignment for Veronica Garcia – complete admission process of Wharton High School seniors, 5/6/13 – 6/7/13 - $600.00

6. Candi S. Hollier reclassified as temporary, part-time title V education technologist, AA-1-2, $24.39 hr. x 19 hrs./wk. x 27 wks. = $12,512.07/yr., to temporary, full-time title V education technologist, AA-1-2, effective May 13, 2013

7. Brittany K. Miller reclassified as temporary, full-time biology instructor, FAC-1-0, to temporary, full-time Science, Technology, Engineering, and Math assessment and professional development coordinator, AA-1-0, effective May 18, 2013

C. Office of Academic Affairs

1. Approve paid professional assignment for Sherry Liu – developmental studies review of Mathways, May 2013 - $300.00

2. Approve paid professional assignment for Kim Benien – developmental studies review of Mathways, summer 2013 - $600.00

3. Approve paid professional assignment for Dr. Wendy Waters – anatomy & physiology lab coordinator, fall 2012 and spring 2013 - $2,000.00

4. Approve paid professional assignment for Kim Raun – microbiology lab coordinator, fall 2012 and spring 2013 - $1,000.00

5. Approve paid professional assignment for Jennifer Jeffery – general biology lab coordinator, fall 2012 and spring 2013 - $2,000.00

6. Amy R. Acord employed as regular, full-time government instructor, FAC-6-10, effective August 19, 2013

8. William H. Feagin employed as regular, full-time government instructor, FAC-4A-10, effective August 19, 2013

9. Betty T. Salas received a salary adjustment as regular, full-time physical therapist assistant program instructor, FAC-1-28, to regular, full-time physical therapist assistant program instructor, FAC-7-28, effective May 1, 2013

10. Pam S. Speights reclassified as regular, full-time instructor of speech, FAC-7-16 (12 months), to regular, full-time instructor of speech, FAC-7-16 (9 months), effective August 19, 2013

11. Varun Gupta extended as temporary, full-time economics instructor, FAC-1-5, to temporary, full-time economics instructor, FAC-1-5, effective May 18, 2013

12. Obigale Nwosu employed as temporary, full-time chemistry instructor, FAC-1-5, effective August 19, 2013

D. Office of Administrative Services

1. Cynthia Ward employed as regular, full-time controller, CA-10-10, effective May 29, 2013

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Frances M. Sablatura retired as associate degree nursing instructor, FAC-1-29, effective May 17, 2013

2. Samuel J. Solis separated as regular, full-time head baseball coach/instructor, FAC-1-7, effective August 31, 2013

H. Information Items: Non-contract Personnel Action

1. Allison K. Parker employed as regular, part-time academic advisor, $25.00 hr. x 20 hrs./wk. 38 wks. = $19,000.00/yr., effective May 6, 2013

2. Candi S. Hollier employed as temporary, part-time, title V education technologist, AA-1-2, $24.39 hr. x 19 hrs./wk. x 27 wks. = $12,512.07/yr., effective April 8, 2013

3. Jana Guest employed as regular, full-time campus support clerk, O-10-0, effective May 20, 2013

4. Elizabeth B. Jasso retired as regular, full-time open computer lab coordinator, O-5-30, effective May 31, 2013

5. Terrell J. Jessen resigned as regular, full-time senior network technician, P-15-41, effective April 30, 2013
6. Paula J. Leifrig employed as regular, full-time front desk receptionist, O-8-0, effective May 20, 2013

7. Lisa Dybala resigned as regular, part-time senior citizen driver, $7.25 hr. x 15 hrs./wk. x 36 wks. = $3,915.00/yr., effective April 11, 2013

8. Thomas W. Kielman resigned as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective May 2, 2013

9. Robert T. Lee employed as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective April 29, 2013

10. Rachel Polasek received a salary adjustment as regular, part-time information technology technician, $12.00 hr. x 19.5 hrs./wk. x 52 wks. = $12,168.00/yr., to regular, part-time information technology technician, P-13-0, $14.46 hr. x 40 hrs./wk. x 12 wks. = $6,940.80/yr., effective May 1, 2013

11. Alex N. Rohr employed as regular, part-time open computer/library monitor, O-5-0, $10.47 hr. x 20 hrs./wk. x 48 wks. = $10,051.00/yr., effective May 27, 2013

12. Richard M. Lauterbach reclassified as temporary, part-time title V technical specialist, P-15-0, $15.04 hr. x 19 hrs./wk. x 27 wks. = $7,715.52/yr., to temporary, full-time title V technical specialist, P-15-0, effective May 13, 2013

13. Belinda M. Arriaga employed as temporary, part-time admissions student assistant, $7.25 hr. x 20 hrs./wk. x 10 wks. = $1,450.00/yr., effective April 1, 2013

14. Richard M. Lauterbach employed as temporary, part-time title V technical specialist, P-15-0, $15.04 hr. x 19 hrs./wk. x 27 wks. = $7,715.52/yr., effective April 1, 2013

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

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

XVIII. Discuss Matters Relating to Formal Policy

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 April 16, 2013
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
April 16, 2013

-The Wharton County Junior College District Board of Trustees met in regular session on April 16, 2013 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

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

Trustees Absent: Mr. Jack Moses, Secretary; and Mr. Gary Trochta, Vice-Chair

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Ms. Leigh Ann Collins, Vice President of Instruction; Ms. Pam Youngblood, Vice President of Technology and Institutional Research; Ms. Deanna Feyen, Executive Secretary to the President; Ms. Darlene Byrd; Ms. Zina Carter; Mr. John Dettling; Ms. Taylor Green (PTK); Ms. Debra Lemson; Mr. Lee Lemson; Mr. Robbie Mathews; Ms. Becky McElroy; Ms. Rachel Molano; Mr. Bob Nottebart; Dr. Sue Poor; Ms. Esther Reue; Dr. Liz Rexford; Ms. Pam Speights; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The regular meeting held on March 26, 2013

-The minutes of the regular board meeting held on March 26, 2013, was approved as presented.

-Mr. Gertson announced the loss of Mr. Cliff Terrell since the last board meeting. Ms. McCrohan explained the work that Mr. Terrell was doing with the annexation and stated that he was the eyes and ears in Fort Bend County.

ITEM IV: CITIZENS’ COMMENTS

-None-
ITEM V: SPECIAL ITEMS

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

A. PTK Annual Report

-Ms. McCrohan introduced Dr. Rexford and Mr. Nottebart, Phi Theta Kappa sponsors, and Ms. Taylor Green, PTK representative. Ms. Green gave the annual PTK report and explained what PTK has accomplished during the year. Mr. Gertson thanked Ms. Green for representing WCJC and thanked Dr. Rexford and Mr. Nottebart for their work with PTK.

B. Recognition of retirement of Mr. Lee Lemson

-Ms. Collins explained that Mr. Lemson has made WCJC a leader in the choral area. Ms. Pam Speights read the resolution and presented a plaque to Mr. Lemson. Mr. Lemson thanked everyone for the support of the choir program. He thanked Ms. McCrohan for the many emails that were sent supporting the choir after each program. Mr. Gertson thanked Mr. Lemson on behalf of the board for his service to the college.

ITEM VII: STUDENT SUCCESS

A. Psych 1300 course report – Becky McElroy


-Mrs. Hudgins reported on the Board of Trustee Institute in Santa Fe, New Mexico that she, Mr. Nelson, and Ms. McCrohan attended. Mr. Nelson stated that the role of the board is to create a climate for student success. Discussion occurred over whether to appoint a committee to discuss student success. Mr. Gertson asked if the board should do a board evaluation before appointing a committee.

ITEM VIII-A.: REPORTS TO THE BOARD

A. Financial Reports

-Mr. Wessels presented the financial reports for March 2013.
-Mr. Kocian and Ms. Byrd presented the investment report for the quarter ending February 28, 2013.

BOARD ACTION: On a motion by Mrs. Kincer and a second, the board unanimously approved the financial reports for March 2013 and the investment report for the 2nd quarter as presented.

ITEM VIII-B: MANAGEMENT REPORTS

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

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

ITEM VIII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

A. Academic Affairs Council

B. Faculty Council

C. President’s Extended Cabinet

ITEM VIII-D: CLIPPING SERVICE FOR MONTH OF MARCH 2013

-News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of March 2013 and included as part of the board agenda packet for this meeting.

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

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

B. Facilities Committee: Mr. Nelson
   
   -None-

C. Legislative Committee:
   
   -Ms. McCrohan announced that the conference committee members for appropriations will be announced soon.

   -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. Gertson stated that Item XII.C., Amman Property, will be handled separately.

-CONSENT AGENDA-

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

ITEM X: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM XI: MATTERS RELATING TO ACADEMIC AFFAIRS
A. Approve the increase of lab fees in AGRI1315 and AGRI1319 from $10/student to $25/student, and add $25/student lab fee to AGRI2303 effective fall 2013 (revenue generated estimated to be $1,000.00)

B. Approve the Platinum Planner Student Clinical Scheduler fee, EMT-$25.00, Paramedic-$60.00

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

A. Approve the transfer of $46,750.00 from the plant repair and replacement fund to cover ceiling and flooring costs and asbestos abatement at the Peace building and Mullins Hall ($46,750.00 – transfer from the repair and replacement plant fund)

B. Approve the bid submitted by ARC Abatement and the transfer of funds for the asbestos abatement required in the eight Peace building classrooms and Mullins Hall ($64,250.00 – transfer from the plant repair and replacement fund)

C. Approve the lease of the Ammann property for agricultural purposes (income of $4,500.00 – Homer Ammann Endowment)

D. Approval of fiscal year 2013 budget adjustments

E. Information Item:
   1. Seek sealed bids for janitorial and housekeeping services at the Fort Bend Technical Center, Julie Rivers Drive, and the Bay City campus (estimated $150,000.00 – current unrestricted operating budget for 2013-2014)

ITEM XIII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs
   1. Frank E. Carey reclassified as regular, full-time instructor of chemistry (12 months), FAC-1-21, to regular, full-time instructor of chemistry (9 months), FAC-1-21, effective September 1, 2013

   2. Sean Collins reclassified as temporary, full-time instructor of chemistry, FAC-1-1, to regular, full-time instructor of chemistry, FAC-1-1, effective May 18, 2013
3. Natasha Goins reclassified as temporary, full-time instructor of associate degree nursing, FAC-1-10, to regular, full-time instructor of associate degree nursing, FAC-1-10, effective May 18, 2013

4. Amy H. Pendergraft reclassified as temporary, full-time instructor of associate degree nursing, FAC-1-9, to regular, full-time instructor of associate degree nursing, FAC-1-9, effective May 18, 2013


D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. Delia D. Swiger resigned as regular, full-time coordinator of testing services, AA-1-10, effective March 22, 2013

2. Alden Tliggs resigned as temporary, full-time distance learning coordinator, AA-1-11, effective March 29, 2013

3. Ataollah Zamani separated as regular, full-time instructor of physics, FAC-6A-14, effective August 31, 2013

H. Information Items: Non-contract Personnel Action

1. Stephen R. Flora received an adjustment from temporary, full-time athletics/assistant baseball coach, $2,000.00 per month, to temporary, full-time athletics/assistant baseball coach, $2,300.00 per month, effective January 1, 2013

2. Alex C. Gardner, Jr. employed as regular, part-time evening student life assistant, $10.00 hr. x 19 hrs./wk. x 13 wks. = $2,470.00/yr., effective March 19, 2013

3. Lawrence S. Konvicka employed as temporary, part-time Title V Hispanic serving institution, science, technology, engineering, and science supplemental instruction tutor, $15.00 hr. x 24 hrs./wk. x 27 wks. = $9,720.00/yr., effective March 4, 2013

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

-Mr. Nelson read a statement and abstained from voting on Item XII. C.

**BOARD ACTION:** On a motion by Mrs. Kincer and a second, the board unanimously approved Item XII.C as presented.
Board of Trustees
April 16, 2013
Minutes

-Mrs. Hudgins stated that she received a letter and asked if other board members received the same letter. Mr. Gertson stated that all board members received the letter and Ms. McCrohan is researching the issue and will contact the student.

ITEM XVI: EXECUTIVE SESSION

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

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

ITEM XIX: OTHER BUSINESS

-Mr. Gertson announced the CAATC meeting will be held on June 1, 2013 in Austin, Texas from 8:00 A.M. to 4:00 P.M. Anyone interested in attending should call the President’s office. Ms. McCrohan explained what the meeting would include.

-Mr. Gertson stated that either a Board Retreat or a Board Development would be helpful. He stressed the importance of setting a date and having the board commit to that date. Ms. McCrohan explained that the Board Retreat allows the board to think ahead five years where the college should be and the Board Development allows for the chair to bring in a facilitator for board training. Mr. Gertson will contact the American Association of Community Colleges to line up a facilitator. The board decided that September would be a good month. Mr. Gertson will gather the information and bring it back at the May meeting.

-Ms. McCrohan announced that she will be going to Austin to attend a meeting and then fly to San Francisco for the American Association of Community Colleges meeting.

ITEM XX: ADJOURN

-The meeting adjourned at 7:50 P.M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM V

Special Items

A. Approve changing the Board of Trustees regular meeting scheduled for June 18, 2013 to June 25, 2013
Presentations, Awards, and/or President’s Report

A. Recognition of retirement of Ms. Elizabeth Jasso

B. Recognition of retirement of Ms. Frances Sablatura
Resolution

WHEREAS, Ms. Elizabeth B. Jasso has been serving as Open Lab Coordinator for the Library for the past thirty one years at Wharton County Junior College, and

WHEREAS, during these years as she has distinguished herself as an excellent and caring staff member, a congenial colleague, and person of outstanding character, and

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

WHEREAS, Ms. Jasso has elected to retire and is leaving us to begin a new chapter in her life and spend more time with her family,

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees and the Administration herewith commend Ms. Jasso for her dedication to the college, for her loyalty to her colleagues, and especially for her long record of stellar service to this institution, and that the Board and Administration wish Ms. Jasso well in her retirement, and

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

Unanimously adopted in regular session by the Wharton County Junior College Board of Trustees on May 21, 2013.

P. D. (Danny) Gertson, III, Chair Oliver Kunkel, Jr.
Gary Trochta, Vice-Chair Monty Merecka
Jack Moses, Secretary Lloyd Nelson
Merle Hudgins Amy Rod
Georgia Kincer
Resolution

WHEREAS, Frances Sablatura has been serving as Nursing Instructor in the Allied Health Division for the past twenty five years at Wharton County Junior College, and

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

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

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

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

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

Unanimously adopted in regular session by the Wharton County Junior College Board of Trustees on May 21, 2013.

P.D. (Danny) Gertson, III, Chair
Gary Trochta, Vice-Chair
Jack Moses, Secretary
Merle Hudgins
Georgia Kincer

Oliver Kunkel, Jr.
Monty Merecka
Lloyd Nelson
Amy Rod
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII

Student Success

A. Awards Ceremony Update – Dave Leenhouts
Reports to the Board

A. Financial Reports for April 2013
Monthly Financial Reports

Wharton County Junior College
APRIL 30, 2013
Summary Reports
## Wharton County Junior College
### Revenue-Expenditure Summary
#### April 30, 2013

<table>
<thead>
<tr>
<th></th>
<th>FISCAL 2013</th>
<th></th>
<th>FISCAL 2012</th>
<th></th>
<th>% OF PRIOR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Month</td>
<td>Y-T-D Actual</td>
<td>Budget</td>
<td>% of Budget</td>
<td>Y-T-D Actual</td>
</tr>
<tr>
<td><strong>Fund 1000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$800,584</td>
<td>$5,601,817</td>
<td>$8,523,709</td>
<td>65.72%</td>
<td>$5,560,024</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>732,882</td>
<td>18,189,411</td>
<td>19,656,710</td>
<td>92.54%</td>
<td>17,856,979</td>
</tr>
<tr>
<td>Advalorem Taxes</td>
<td>87,639</td>
<td>5,009,542</td>
<td>5,131,672</td>
<td>97.62%</td>
<td>4,995,643</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>249,656</td>
<td>249,656</td>
<td>411,772</td>
<td>60.83%</td>
<td>244,359</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>15,000</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>45,505</td>
<td>578,860</td>
<td>508,014</td>
<td>113.95%</td>
<td>449,439</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,916,266</td>
<td>29,629,286</td>
<td>34,246,877</td>
<td>86.52%</td>
<td>29,106,444</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1,586,364</td>
<td>12,574,069</td>
<td>19,425,852</td>
<td>64.73%</td>
<td>12,036,828</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>291,215</td>
<td>2,372,260</td>
<td>4,393,068</td>
<td>54.00%</td>
<td>2,130,598</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>31,205</td>
<td>347,278</td>
<td>12,508</td>
<td>277.64%</td>
<td>330,627</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>750,816</td>
<td>756,700</td>
<td>99.22%</td>
<td>751,981</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,030,053</td>
<td>5,847,160</td>
<td>9,658,749</td>
<td>60.54%</td>
<td>5,412,968</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>2,938,838</td>
<td>21,891,584</td>
<td>34,246,877</td>
<td>63.92%</td>
<td>20,663,002</td>
</tr>
<tr>
<td><strong>Net increase/(decrease) in net assets</strong></td>
<td>$(1,022,572)</td>
<td>$7,737,702</td>
<td>$8,443,442</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Less Outstanding encumbrances</strong></td>
<td>$(2,285,981)</td>
<td>$1,315,645</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net increase less encumbrances</strong></td>
<td>$5,451,721</td>
<td>$7,127,797</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Net student receivables in the amount of $587,059.37, are currently outstanding. Tuition and fees are subject to collection in future periods.*
<table>
<thead>
<tr>
<th>Description</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables Current and Prior Yr.</td>
<td>$491,841.60</td>
<td>$1,145,154.04</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$69,881.90</td>
<td>$70,679.36</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>$105,401.18</td>
<td>$85,286.56</td>
</tr>
<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>$57,619.00</td>
<td>$58,441.00</td>
</tr>
<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>$76,726.54</td>
<td>$53,720.37</td>
</tr>
<tr>
<td>Total Installment Plan Receivable</td>
<td>$309,628.62</td>
<td>$268,127.29</td>
</tr>
<tr>
<td>Third Party Contracts Receivable</td>
<td>$60,482.70</td>
<td>$35,485.26</td>
</tr>
<tr>
<td>Continuing Education Receivable</td>
<td>$23,731.50</td>
<td>$12,354.50</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(298,625.05)</td>
<td>(265,508.21)</td>
</tr>
<tr>
<td>Net Accounts Receivable</td>
<td>$587,059.37</td>
<td>$1,195,612.88</td>
</tr>
</tbody>
</table>
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
**Governmental Fund Types**

<table>
<thead>
<tr>
<th></th>
<th>Auxiliary</th>
<th>Current Unrestricted</th>
<th>Restricted Funds</th>
<th>Current Year 2013</th>
<th>Prior Year 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS and OTHER DEDITS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ASSETS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>521,624</td>
<td>4,555,796</td>
<td>619,621</td>
<td>6,037,940</td>
<td>8,625,629</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>136,484</td>
<td>15,733,916</td>
<td>4,427</td>
<td>11,393,927</td>
<td>8,624,652</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>37,930</td>
<td>599,050</td>
<td>5,681</td>
<td>625,661</td>
<td>1,234,370</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>300,959</td>
<td>--</td>
<td>--</td>
<td>160,959</td>
<td>360,959</td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td>--</td>
<td>43,210</td>
<td>43,210</td>
<td>679,226</td>
<td></td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td>30,250</td>
<td>26,251</td>
<td>56,601</td>
<td>102,118</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>32,938</td>
<td>--</td>
<td>--</td>
<td>32,938</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS:</strong></td>
<td>1,168,776</td>
<td>17,337,970</td>
<td>697,189</td>
<td>19,203,936</td>
<td>19,607,784</td>
</tr>
<tr>
<td><strong>LIABILITIES, EQUITY and OTHER CREDITS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liabilities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>--100</td>
<td>--200,857</td>
<td>17</td>
<td>--200,940</td>
<td>52,753</td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
<td>127,879</td>
<td>--</td>
<td>127,879</td>
<td>120,836</td>
<td></td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td>--7,534</td>
<td>--</td>
<td>--7,534</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>416,105</td>
<td>416,105</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>416,105</td>
<td>416,105</td>
</tr>
<tr>
<td>Long Term Debt</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Deposits Payable</td>
<td>70,200</td>
<td>18,300</td>
<td>--</td>
<td>88,500</td>
<td>83,640</td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td>30,250</td>
<td>--</td>
<td>--</td>
<td>30,250</td>
<td>54,638</td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
<td>--</td>
<td>75,418</td>
<td>75,418</td>
<td>103,333</td>
<td></td>
</tr>
<tr>
<td>Scholarships-Non-designated</td>
<td>--</td>
<td>162,261</td>
<td>162,261</td>
<td>168,845</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES:</strong></td>
<td>100,350</td>
<td>--62,212</td>
<td>693,801</td>
<td>691,939</td>
<td>1,865,306</td>
</tr>
<tr>
<td><strong>EQUITY and OTHER CREDITS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control Accounts</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Fund Balances</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
<td>9,662,480</td>
<td>--</td>
<td>9,662,480</td>
<td>8,864,705</td>
<td></td>
</tr>
<tr>
<td>Endowment Fund-Original</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Endowment Fund-Income</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>PB Professional Development</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>PB Salary Equity</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>PB Capital Equipment</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>PB Investment Gain And Loss</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Fund Balance Receivables</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Reserved-Undesignated</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Governmental Fund Types</td>
<td>Auxiliary</td>
<td>Current</td>
<td>Restricted Funds</td>
<td>Current Year</td>
<td>Prior Year</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------</td>
<td>---------</td>
<td>------------------</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td>Enterprise</td>
<td>Unrestricted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FUTC Operating Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td>29,197</td>
<td>2,386,987</td>
<td>31,783</td>
<td>2,447,967</td>
<td>1,367,684</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>1,039,230</td>
<td>5,350,715</td>
<td>11,605</td>
<td>6,401,550</td>
<td>8,374,159</td>
</tr>
<tr>
<td>Reserve For Operations</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>1,068,426</td>
<td>7,740,702</td>
<td>43,388</td>
<td>18,513,997</td>
<td>18,656,548</td>
</tr>
<tr>
<td>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</td>
<td>1,168,776</td>
<td>7,337,970</td>
<td>697,285</td>
<td>19,203,936</td>
<td>19,667,784</td>
</tr>
<tr>
<td>ASSETS and OTHER DEBITS:</td>
<td>Current Year</td>
<td>Prior Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSETS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>12,993</td>
<td>12,993</td>
<td>28,746</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Investments</td>
<td>102,980</td>
<td>102,980</td>
<td>102,980</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL ASSETS AND OTHER DEBITS:</td>
<td>115,893</td>
<td>115,893</td>
<td>131,512</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities, equity and other credits</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIABILITIES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td></td>
<td>6,160</td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term Debt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits Payable</td>
<td>116,536</td>
<td>116,536</td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships-Non-designated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donatio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL LIABILITIES:</td>
<td>115,850</td>
<td>115,850</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUITY AND OTHER CREDITS:</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Accounts</td>
<td>343</td>
<td>343</td>
</tr>
<tr>
<td>Fund Balances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund-Original</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund-Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Salary Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Capital Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Investment Gain And Loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance Receivables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserved-Undesignated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency Funds</td>
<td>Current Year 2013</td>
<td>Prior Year 2012</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td>343</td>
<td>343</td>
</tr>
<tr>
<td>PBTC Operating Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>343</td>
<td>279</td>
</tr>
<tr>
<td>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</td>
<td>115,893</td>
<td>131,512</td>
</tr>
</tbody>
</table>
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-B

Management Reports

The following management reports for the month of April 2013 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)
The following reports and/or surveys have been completed:
- Spring IPEDS for HR, Finance, Graduates, and fall enrollment
- Licensure report for THECB

Fourteen patches were scheduled and installed on the MIS Banner system and the system was unavailable for a total of five hours during the month of April.

IT Help Desk support tickets and calls for the month of April, 2013.

<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>
</tr>
</thead>
<tbody>
<tr>
<td>Support Tickets</td>
<td>26</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>34</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>7</td>
<td>6</td>
<td>11</td>
<td>46</td>
<td>70</td>
</tr>
<tr>
<td>Totals</td>
<td>33</td>
<td>14</td>
<td>11</td>
<td>46</td>
<td>104</td>
</tr>
</tbody>
</table>

The Network Services team have replaced or supplied the following locations with new computer systems, monitors, and/or printing devices in April 2013.

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Richmond</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Allied Health</td>
<td>1 Laptop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Communications and Fine Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Math and Physical Science</td>
<td></td>
<td></td>
<td>1 Printer</td>
<td></td>
</tr>
<tr>
<td>Division of Social and Behavioral Science</td>
<td></td>
<td>1 Printer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Class Rooms</td>
<td>1 Printer-JOH105, 1 Printer-SCI200,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Financial Services</td>
<td>3 Printers</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>
</tr>
<tr>
<td>Office of Director of Bay City Campus</td>
<td></td>
<td></td>
<td></td>
<td>1 Printer</td>
</tr>
<tr>
<td>Office of Facilities Management</td>
<td>1 Printer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Marketing and Communications</td>
<td>3 Monitors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Distance Education</td>
<td>1CPU, 2 Monitors</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Work Request by category for the month of April 2013.

<table>
<thead>
<tr>
<th>Category</th>
<th>New Service Request for the month</th>
<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Management</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Banner Access/Security</td>
<td>13</td>
<td>8</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>Banner AR</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>35</td>
</tr>
<tr>
<td>Banner Finance</td>
<td>2</td>
<td>0</td>
<td>12</td>
<td>73</td>
</tr>
<tr>
<td>Banner Financial Aid</td>
<td>9</td>
<td>7</td>
<td>11</td>
<td>47</td>
</tr>
<tr>
<td>Banner HR</td>
<td>2</td>
<td>0</td>
<td>7</td>
<td>32</td>
</tr>
<tr>
<td>Banner ID</td>
<td>8</td>
<td>0</td>
<td>1</td>
<td>311</td>
</tr>
<tr>
<td>Banner Payroll</td>
<td>5</td>
<td>0</td>
<td>8</td>
<td>69</td>
</tr>
<tr>
<td>Banner Student</td>
<td>7</td>
<td>4</td>
<td>21</td>
<td>182</td>
</tr>
<tr>
<td>Change of Office</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Computers – Classroom</td>
<td>65</td>
<td>40</td>
<td>62</td>
<td>44</td>
</tr>
<tr>
<td>Computers - Office</td>
<td>58</td>
<td>42</td>
<td>73</td>
<td>39</td>
</tr>
<tr>
<td>Data Projectors</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Database Administration</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>29</td>
</tr>
<tr>
<td>Employment Changes</td>
<td>17</td>
<td>14</td>
<td>20</td>
<td>4</td>
</tr>
<tr>
<td>Malware</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>HP3000/MiniSoft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Moving IT Equipment</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<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>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------</td>
<td>-------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Network Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Printers</td>
<td>26</td>
<td>16</td>
<td>31</td>
<td>30</td>
</tr>
<tr>
<td>Reporting</td>
<td>9</td>
<td>4</td>
<td>26</td>
<td>72</td>
</tr>
<tr>
<td>Software</td>
<td>42</td>
<td>22</td>
<td>33</td>
<td>34</td>
</tr>
<tr>
<td>Telephones</td>
<td>14</td>
<td>10</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>TracDat</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Training</td>
<td>7</td>
<td>2</td>
<td>2</td>
<td>13</td>
</tr>
<tr>
<td>Web Services</td>
<td>164</td>
<td>165</td>
<td>165</td>
<td>4</td>
</tr>
<tr>
<td>Workstation Assessment</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>18</td>
</tr>
</tbody>
</table>
# Wharton County Junior College

## Financial Aid Office Report for Aid Awarded Through April, 2013
(For The 2012-2013 Year)

<table>
<thead>
<tr>
<th>Category</th>
<th>Last Year</th>
<th>Current Year</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Applicants</td>
<td>5,662</td>
<td>5,732</td>
<td>70</td>
</tr>
<tr>
<td>Number of Eligible Applications</td>
<td>4,487</td>
<td>4,348</td>
<td>&lt;139&gt;</td>
</tr>
<tr>
<td>Number of Ineligible Applicants</td>
<td>1,175</td>
<td>1,384</td>
<td>209</td>
</tr>
<tr>
<td>Number of Pell Grant Recipients</td>
<td>2,869</td>
<td>2,693</td>
<td>&lt;166&gt;</td>
</tr>
<tr>
<td>Pell Grant Funds Awarded</td>
<td>12,870,022</td>
<td>12,030,729</td>
<td>&lt;839,293&gt;</td>
</tr>
<tr>
<td>College Work Study Program Funds Expended</td>
<td>102,580</td>
<td>90,442</td>
<td>&lt;12,138&gt;</td>
</tr>
<tr>
<td>Monthly Work Study Workers</td>
<td>45</td>
<td>44</td>
<td>&lt;1&gt;</td>
</tr>
<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
<td>136</td>
<td>162</td>
<td>26</td>
</tr>
<tr>
<td>SEOG Funds Awarded</td>
<td>136,000</td>
<td>162,000</td>
<td>26,000</td>
</tr>
<tr>
<td>Number of Guaranteed Student Loan Recipients</td>
<td>6,515</td>
<td>6,283</td>
<td>&lt;232&gt;</td>
</tr>
<tr>
<td>Guaranteed Student Loan Funds Awarded</td>
<td>22,643,193</td>
<td>22,113,171</td>
<td>&lt;530,022&gt;</td>
</tr>
<tr>
<td>Number of Texas Public Education Grant Recipients</td>
<td>415</td>
<td>466</td>
<td>51</td>
</tr>
<tr>
<td>TPEG Funds Awarded</td>
<td>415,000</td>
<td>466,000</td>
<td>51,000</td>
</tr>
<tr>
<td>Number of Veterans Certified</td>
<td>421</td>
<td>469</td>
<td>48</td>
</tr>
<tr>
<td>Number of Scholarship Applicants</td>
<td>1,793</td>
<td>1,503</td>
<td>&lt;290&gt;</td>
</tr>
<tr>
<td>Scholarship Funds Awarded</td>
<td>1,315,646</td>
<td>1,026,411</td>
<td>&lt;289,235&gt;</td>
</tr>
<tr>
<td>TOTAL ALL FUNDS</td>
<td>$37,482,441</td>
<td>$35,888,753</td>
<td>&lt;$1,593,688&gt;</td>
</tr>
<tr>
<td>TO: David Leenhouts, Kimberly Kidd, Deanna Feyen, Tammy Herrera</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FROM: Robert Fazio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE: May 1st, 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT: April 2013 Monthly Testing Report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Numbers indicate ppo served previous numbers reflect number of test units administered)

<table>
<thead>
<tr>
<th>TESTS ADMINISTERED</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>YTD</th>
<th>APR_12</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT (Local)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>29</td>
<td>7</td>
</tr>
<tr>
<td>Sugar Land-UH</td>
<td>3</td>
<td>5</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>4</td>
<td>7</td>
<td>6</td>
<td>4</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>29</td>
<td>9</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>7</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>0</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>19</td>
<td>4</td>
</tr>
<tr>
<td>ACT (Local) - TOTAL</td>
<td>3</td>
<td>11</td>
<td>1</td>
<td>16</td>
<td>7</td>
<td>11</td>
<td>15</td>
<td>16</td>
<td>8</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>65</td>
<td>20</td>
</tr>
<tr>
<td>ACT (National)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>165</td>
<td>79</td>
</tr>
<tr>
<td>Wharton-Main Campus - TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>63</td>
<td>0</td>
<td>40</td>
<td>0</td>
<td>52</td>
<td>0</td>
<td>165</td>
<td>79</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLEP Test Total</td>
<td>11</td>
<td>16</td>
<td>13</td>
<td>27</td>
<td>17</td>
<td>13</td>
<td>9</td>
<td>14</td>
<td>0</td>
<td>120</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPASS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>16</td>
<td>10</td>
<td>30</td>
<td>35</td>
<td>71</td>
<td>29</td>
<td>81</td>
<td>63</td>
<td>0</td>
<td>333</td>
<td>122</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugarland-UH</td>
<td>11</td>
<td>15</td>
<td>54</td>
<td>53</td>
<td>137</td>
<td>11</td>
<td>29</td>
<td>21</td>
<td>0</td>
<td>331</td>
<td>124</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>23</td>
<td>8</td>
<td>53</td>
<td>23</td>
<td>64</td>
<td>17</td>
<td>6</td>
<td>28</td>
<td>0</td>
<td>228</td>
<td>88</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compass Test Total</td>
<td>47</td>
<td>33</td>
<td>146</td>
<td>111</td>
<td>272</td>
<td>57</td>
<td>116</td>
<td>116</td>
<td>0</td>
<td>892</td>
<td>334</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correspondence/Proctored</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>33</td>
<td>3</td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>0</td>
<td>3</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>7</td>
<td>8</td>
<td>0</td>
<td>33</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar Land-UH</td>
<td>14</td>
<td>13</td>
<td>38</td>
<td>8</td>
<td>7</td>
<td>10</td>
<td>11</td>
<td>0</td>
<td>70</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>2</td>
<td>2</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>6</td>
<td>0</td>
<td>24</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correspondence/Proctored - TOTAL</td>
<td>16</td>
<td>10</td>
<td>26</td>
<td>17</td>
<td>12</td>
<td>9</td>
<td>19</td>
<td>26</td>
<td>0</td>
<td>127</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bay City</td>
<td>15</td>
<td>0</td>
<td>26</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>26</td>
<td>0</td>
<td>0</td>
<td>66</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>0</td>
<td>48</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>13</td>
<td>28</td>
<td>0</td>
<td>0</td>
<td>123</td>
<td>92</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugarland-UH</td>
<td>0</td>
<td>0</td>
<td>13</td>
<td>0</td>
<td>0</td>
<td>27</td>
<td>0</td>
<td>0</td>
<td>40</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>0</td>
<td>27</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>48</td>
<td>36</td>
<td>0</td>
<td>133</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GED Test Totals</td>
<td>0</td>
<td>73</td>
<td>56</td>
<td>28</td>
<td>0</td>
<td>41</td>
<td>103</td>
<td>75</td>
<td>0</td>
<td>376</td>
<td>92</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor Exams</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>10</td>
<td>5</td>
<td>5</td>
<td>6</td>
<td>2</td>
<td>8</td>
<td>14</td>
<td>0</td>
<td>50</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar Land-UH</td>
<td>77</td>
<td>106</td>
<td>56</td>
<td>74</td>
<td>2</td>
<td>27</td>
<td>47</td>
<td>90</td>
<td>461</td>
<td>58</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>7</td>
<td>78</td>
<td>7</td>
<td>7</td>
<td>2</td>
<td>11</td>
<td>3</td>
<td>7</td>
<td>105</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor Exams Totals</td>
<td>94</td>
<td>189</td>
<td>64</td>
<td>87</td>
<td>2</td>
<td>35</td>
<td>56</td>
<td>109</td>
<td>638</td>
<td>71</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nelson Denzey</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton Main Campus</td>
<td>1</td>
<td>6</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>5</td>
<td>7</td>
<td>30</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar Land-UH</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nelson Denzey Tests Totals</td>
<td>2</td>
<td>6</td>
<td>7</td>
<td>3</td>
<td>6</td>
<td>1</td>
<td>5</td>
<td>8</td>
<td>38</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Tasp Reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>7</td>
<td>4</td>
<td>8</td>
<td>4</td>
<td>2</td>
<td>9</td>
<td>4</td>
<td>8</td>
<td>43</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar Land-UH</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>20</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>8</td>
<td>18</td>
<td>4</td>
<td>8</td>
<td>7</td>
<td>4</td>
<td>2</td>
<td>7</td>
<td>53</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Tasp Test Totals</td>
<td>18</td>
<td>18</td>
<td>12</td>
<td>10</td>
<td>14</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td>116</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEASV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton</td>
<td>12</td>
<td>8</td>
<td>13</td>
<td>1</td>
<td>34</td>
<td>0</td>
<td></td>
<td></td>
<td>34</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugarland</td>
<td>6</td>
<td>7</td>
<td>19</td>
<td>5</td>
<td>40</td>
<td>0</td>
<td></td>
<td></td>
<td>40</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richmond</td>
<td>1</td>
<td>4</td>
<td>8</td>
<td>5</td>
<td>16</td>
<td>0</td>
<td></td>
<td></td>
<td>16</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 19 37 15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>96</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>191</td>
<td>356</td>
<td>319</td>
<td>304</td>
<td>340</td>
<td>197</td>
<td>373</td>
<td>437</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2474</td>
<td>620</td>
</tr>
</tbody>
</table>
Reports from College Governance Councils

The following are minutes from the College Governance Councils.

1. Academic Affairs Council

2. Faculty Council
   A. Faculty Council Minutes from April 8, 2013

3. President’s Extended Cabinet
Faculty Council Minutes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>April 8, 2013</td>
</tr>
<tr>
<td>Time</td>
<td>3:15 pm</td>
</tr>
<tr>
<td>Location</td>
<td>Curriculum Development Center (Wharton), 138 (Fort Bend Tech Center), 201A (Sugar Land)</td>
</tr>
</tbody>
</table>

1. Attendees

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Scott Stripling</td>
</tr>
<tr>
<td>Minute Taker</td>
<td>Jodie Hutchinson</td>
</tr>
<tr>
<td>Attendees</td>
<td>Frank Becak, Melissa Bruton, Jodie Hutchinson, Amelia Maretka, Patrick Ralls, Donna Schilling, Mushira Shamsi, Scott Stripling, Jenny Lehman, Beverly Marks, Sharla Walker, Michele Betancourt</td>
</tr>
<tr>
<td>Absent</td>
<td>Cindy Diener, Alison Garner, Ava Humme, Kelly Wallace, Ramiro Acevedo, Robert Sanchez</td>
</tr>
</tbody>
</table>

2. Agenda

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to order by Scott Stripling at 3:15 pm</td>
</tr>
<tr>
<td>2. Next Faculty Council Meeting will be Monday, May 6 at 3:15 pm.</td>
</tr>
<tr>
<td>3. March minutes approval. Frank Becak motioned approval of March minutes. A. Maretka seconded. Approval of minutes passed unanimously.</td>
</tr>
<tr>
<td>4. Richmond Campus Update – Scott Stripling</td>
</tr>
<tr>
<td>5. Technology Committee – Frank Becak and Jodie Hutchinson</td>
</tr>
<tr>
<td>6. Reg 593- Instructors’ responsibility in reporting sexual harassment/abuse – Frank Becak</td>
</tr>
<tr>
<td>7. Collaborative Learning (designated classrooms):</td>
</tr>
<tr>
<td>8. Staggered start times at the Richmond Campus: Beverly Marks</td>
</tr>
<tr>
<td>9. Face to face training for on-line classes - Michelle Betancourt</td>
</tr>
</tbody>
</table>
10. Board Meeting Update

11. Subject area reading tests – Ava Humme

12. Employee Handbook - page 11 Section 12.0 Regulation 872

13. Turnitin.com - Michelle Betancourt

14. United Health Care concerns

15. Employee Social Security numbers on travel reimbursement check stubs

3. Information Items

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Richmond Campus Update</strong>: S. Stripling reminded faculty council that the Master Plan committee was formed and that he is serving on committee. The goal of the committee is to examine all campuses as a whole. Within the next two weeks the Master Plan committee will meet with architectural firms regarding proposed structural changes/concerns to the buildings owned by WCJC. Any campus specific requests or concerns can be sent to Stripling via email (Action Item 1). Stripling will provide an update from the Master Plan committee at the May FC meeting. Regarding follow-up to concerns/ideas about improving the Richmond campus- Stripling reported that according to administration, there are complications with taxing entities. WCJC is investigating ways to gain funding for improvement at the Richmond campus through tax revenue.</td>
</tr>
</tbody>
</table>

| **Technology Committee Update**: The proposed Request for New Technology form was emailed to FC members prior to the meeting. J. Hutchinson reviewed the committee’s development of the form and included explanation of the proposed process of requesting new technology for the classroom. J. Lehman asked for clarification regarding the need to sketch the classroom and desired placement of new technology. M. Betancourt, Director of Distance Education, shared her experiences with technology requests and forms at her previous institution, explaining that IT may place new technology in areas of the classroom that are not conducive for the teaching process. By sketching the room on the form and identifying the requested area of installation, instructors can assure appropriate placement of new technology. M. Bruton motioned to recommend form with minor format changes (font, spacing, etc.). A. Marekta seconded. Motioned passed unanimously. |

| **Reg 593 – Instructors’ responsibility in reporting sexual harassment/abuse** – Frank. No update. Chief Baylor is continuing to work on developing this regulation. |

| **Collaborative Learning (designated classrooms)**: S. Stripling reported that administration has requested that the process of designating classrooms for collaborative learning should initiate at classroom level. M. Shamsi previously sent email to FC regarding ideas/benefits of collaborative learning. Collaborative learning may relate to specific campus’s building master plan. |
5. **Staggered start times at the Richmond Campus:** B. Marks sent email to faculty council regarding advantages/disadvantages regarding staggering hours at FBTC. B. Marks spoke with S. Glass to seek his input. S. Stripling passed along pros and cons to VPI Collins.

6. **Face to face training for on-line classes** - Michele Betancourt. M. Betancourt reported that in terms of face to face training for on-line students there are 3 aspects to consider: 1. Are students ready for online class and understanding time commitment? 2. Are students trained on learning management system (taking tests, saving, etc.)? 3. What are the best practices that would involve the faculty, like a unified structure (“Read me first” or “get it started” folder) 1. Wharton has Ready Assessment to determine if the student is prepared for online courses. It examines lifestyle factors, learning styles, and computer competency. Students will get a profile and will be given information about improving their identify challenges regarding online instruction readiness. Michele will send a link for the Ready Assessment to Everyone (Action item 2). 2. Develop an online, interactive workshop with a learning management system training (trouble shooting). Michele reported that her previous institution went to mandatory online or face to face workshop. It was a pre-requisite for online or hybrid course. At first, the workshops were voluntary for students. M. Betancourt is willing to create and implement these face to face or online workshops. These workshops can eventually evolve into a 30 minute online training. Completion and passage of the face to face or online training is an indicator of success in online classroom. Michele has requested the development of a strategic planning committee for Distance Ed, Hybrid Learning, and Web Enhanced Learning. M. Bruton- asked if the face to face or online trainings would be one time training or semester per semester training. Michele said completion of training would be documented as a completed pre-requisite for online courses. She explained her previous institution listed the workshop as a pre-requisite. Once the workshop/training was complete the prerequisite was met and noted as “satisfied” within the student’s records. DE is moving into mandatory online workshop. Michele reported that Distance Education is focusing on improving retention through learning management systems and early warning rules. P. Rails- asked how the institution addresses/helps the student who realizes after 1 week that online classes are not for them. Late start classes are an option. Read Me First and first week assignments for all online classes important. B. Marks- requested the self-assessment "Smarter Measure," is available to counselors and advisors so that they may encourage students to take it prior to registering for an online course. The DE Planning advisory group- met and is looking at enhancing the student services aspect of DE. A. Marekta is on the DE Strategic Planning committee/advisory group and can report updates to faculty council next month (Action Item 3).

7. **Board Meeting Update:** Stripling attended the March Board of Trustees meeting and reported the Student Government Association shared a presentation at the meeting. Other than that, there is nothing notable to report.

Sept. 25, 2008
8. **Employee Handbook** - page 11 Section 12.0 Regulation 872 - The first paragraph third sentence states: "Please note that, during 1996-97, the following credentials were recommended by the Faculty Association and approved by the President and the Board of Trustees as qualifying for salary increments." – A. Marekta sent FC members an email about it and suggested FC review the list and modify as necessary to more adequately reflect current opportunities for additional certification/education in various fields of instruction. J. Hutchinson suggested S. Stripling find out if Administration plans to modify Reg 872 (Action Item 4). J. Hutchinson will confirm the Reg is still as stated on Intranet. All FC members will begin research on their area specific certifications and credentials and discuss at May FC meeting (Action Item 5). S. Stripling reported that VPI Collins asked Human Resources Director, Judy Jones, to review every current instructor’s personnel folder and identify any certifications, licensures, or additional education that would potentially constitute a salary raise. S. Stripling reported that GG Hunt would review/explain the initial salary worksheet with new hires.

9. **Turnitin.com** – M. Betancourt indicated Turnitin.com is a fairly expensive software package. It is $21,000 and is requested for next year's budget. It acts as a plagiarism detection method and peer review module and provides opportunity for in-line grading. “Turn it in” allows a student to submit their paper first without penalty. They get an evaluation back and receive feedback regarding what percentage and areas of their paper appear to be plagiarized. DE is making academic integrity their priority to prove the student is who they say they are. Department of Education and SACS want a higher standard of plagiarism protection. “Turn it In” checks against 3,000 databases and student paper mills. Michelle volunteered to host workshops to set it up and train, but faculty members need to be sure to use it to justify the use of it. J. Hutchinson asked about the report instructors would get to identify plagiarism. M. Betancourt reported that instructors could require students to submit an electronic copy through the program and instructors could then log in to view the statistics for each submitted assignment. S. Stripling indicated he would want to make sure that use of “Turn It In” is not mandatory. P. Ralls asked about appropriate citation and how “Turn It In” would identify appropriately cited information. M. Betancourt reported that the program accounts for appropriate citation and is intended to highlight areas instructors may want to review to determine if plagiarism occurred.

10. **United Health Care**: J. Jeffrey emailed S. Stripling indicating some instructors have had problems with the new WCIC health care. S. Walker reported issues with medical referrals transferring from Blue Cross Blue Shield to United Health Care and updating secondary insurance via computer and phone and secondary was not listed. M. Brunot reported an employee in her department had problems regarding their spouse’s coverage. A. Marekta had problems with new referrals too. According to many FC members, they have discovered that employees may now need PCP referrals to be covered by specialists every 6 months rather than 12 months. S. Walker had a secretary that had a preventative care issue that was not identified as preventative and was required to get a referral. S. Stripling asked that these issues/concerns be emailed to J. Jeffrey (Action Item 6).

11. **SSNs on travel reimbursement** - S. Stripling reported that social security numbers are still appearing on travel reimbursement stubs. S. Stripling informed business office and shared with Pam Youngblood in an attempt to remove the employee SSNs from appearing on travel reimbursement check stubs. Response is pending.

Sept. 25, 2008
### 4. Action Items

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Responsible Party</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Email S. Stripling concerns and ideas for building improvement that can be addressed by the Master Plan Committee</td>
<td>Faculty Council Members</td>
<td>04-19-2013</td>
</tr>
<tr>
<td>2. Email faculty link to Ready Assessment Distance Education wants to utilize for student online instruction readiness</td>
<td>M. Betancourt</td>
<td>04-12-2013</td>
</tr>
<tr>
<td>3. Report updates from DE Strategic Planning/Advisory Committee at next month’s meeting</td>
<td>A. Maretka</td>
<td>05-06-2013</td>
</tr>
<tr>
<td>4. S. Stripling will find out if Administration plans to modify Reg 872</td>
<td>S. Stripling</td>
<td>05-06-2013</td>
</tr>
<tr>
<td>5. Faculty Council will survey colleagues within their department/division regarding potential credentials/certifications/licensures that would enhance classroom instruction and thus be eligible for salary increment</td>
<td>Faculty Council Members</td>
<td>05-06-2013</td>
</tr>
<tr>
<td>6. Email reported United Health Care employee concerns/problems to J. Jeffrey.</td>
<td>J. Hutchinson</td>
<td>04-12-2013</td>
</tr>
</tbody>
</table>

### 5. Adjournment

<table>
<thead>
<tr>
<th>Time: 4:20 p.m.</th>
<th>Meeting adjourned by acclamation.</th>
</tr>
</thead>
</table>

Signature of Chair: 

Date: 5-10-13
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-D

Clipping Service for Month of April 2013

-Each month a newspaper clipping service reviews the area newspapers and clips articles related to Wharton County Junior College. These are compiled into a monthly report for the information of the Board of Trustees. The clippings are for the month of April 2013.
Revisions to summer start dates at WCJC

Wharton County Junior College has revised the start dates for its summer semesters and May mini-term to better serve current and prospective students.

The first summer semester, originally published to begin on June 3, will now begin on June 10. The second summer semester, originally published to begin on July 8, will now begin on July 15. Additionally, summer classes will meet on a four-day schedule of Monday through Thursday instead of the traditional five-day schedule.

"Changing the start of the first summer semester will enable high school students to finish their classes and secure the needed academic records to complete their registration at WCJC," said President Betty McCrohan.

"The four-day class schedule will, of course, mean slightly longer classes, but this will reduce student’s travel time. The college will remain open on Fridays, allowing for more student support services and orientation services."

WCJC’s May mini-term, originally scheduled from May 15 through May 31, will now run from May 20 through June 3. This will allow students and faculty a few days between the completion of the spring semester and the start of the mini-term.

There are some exceptions to the summer schedule for allied health and vocational science courses. For the complete academic calendar, including registration dates, visit wcjc.edu.
Students in the News

Wharton County Junior College has recognized a number of area students as distinguished scholars for the fall semester of 2012, according to Christy Berry, director of admissions and registration.

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

Edna's Matthew Taylor Brzozowski, Chelsey Leanna Gates and Whitney Nicole Stancik and Ganado's Rachel Marie Chovanec, Aaron Neil Escobar and Mandy J. Kliem
Area WCJC students named to 2012 fall semester Dean's List

Wharton County Junior College has recognized a number of area distinguished scholars for the 2012 fall semester. The following local students named to the Dean's List earned a 3.5 grade point average out of a possible 4.0 while taking at least 12 semester hours.

Danevang: Anthony Ortiz and Meagan Rivera.

El Campo: Robert Anderson, Hope Beltran, Brandon Bodungen, Bill Bustamante, Deanna Davidson, Jessica Deases, Landon Drapela, Kate-lin Francis, Jessica Fucik, Taylor Green, Lauren Gregurek, William Hedstrom, Joseph Holik, Kaleigh Kutac, Reid Lezak, Shayla Mach-icek, Leslie Martin and Christopher Mayfield, Morgan McClain, Cody McClain, Alexandra Morgan, Jami-ka Murray, Jacob Ocanas, Tamara Schmidt, Cullen Schoener, Tanny Schoener, Shelby Snyder, Taylor So-cha, Adriana Solis, Rocio Solis, Brook Staff, Dolly Staude, Amber Supak, Shanice Thomas, Kyle Thompson, Fatima Torres, Alannah Trevino, Amy Veselka, Justin Whited and Katelyn Wood.

Louise: Adriana Aguilar, Shelby Kotulek and Ashley Luttringer.

Nada: Adrian Shimek.
**Annual City Clean Up**

The City of Wharton Beautification Committee and Waste Corporation of America will host the annual Spring Sweep city-wide residential clean up starting at 8 a.m. Saturday, April 6, at the Wharton County Junior College parking lot in front of the girls' dorm which faces toward the Boiling Highway. Only City of Wharton residents may participate. Proof of residency will be checked using a utility bill or driver's license. No commercial businesses allowed. Once the dumpsters are full, the event is over. Do not bring batteries, paint, chemicals, pesticides, fertilizers or lawn products, only auto and pick up tires are accepted (no tractor or large truck tires) and no tires with rims on them.
Pioneers fall in doubleheader vs. TLU

Special to the Journal-Spectator

The Wharton County Junior College Pioneers lost a pair of non-conference games to Texas Lutheran University on Wednesday in Wharton.

The Pioneers lost the first game of the doubleheader that was decided in extra innings as the Pioneers fell to Texas Lutheran University 6-5.

Missed defensive opportunities for the Pioneers allowed TLU to cross two runs in the second and third innings. A combination of Glenn Speckman, a sophomore from Garden, and Blake Reiger, a freshman from San Marcos, kept TLU scoreless until the seventh inning when TLU capitalized on back-to-back errors, scoring three in the inning reclaiming the lead.

Sophomores Frank Goulter from Sheldon, Quebec, opened up the game with a double to the left field for the Pioneers as he homered in the seventh inning to tie the game.

The Pioneers were unable to prevent TLU from scoring in the top of the eighth inning as TLU plated the winning run with a two-out double followed by a single to left.

The Pioneers continued to struggle in Game 2 as they only managed one run on four hits. Sophomore Kyle Several from Belazuwe did all he could to give the Pioneers a boost with his pitching, but it wasn’t enough to get past TLU as the Pioneers fell 5-3.

After starting pitcher Lance Elling, a freshman from San Antonio, struggled in his first career start, sophomore Vinny Arcilla from Rosenberg pitched lights out for the Pioneers. Arcilla held TLU hitless over four innings, allowed no earned runs, walked four and struck out seven.

The lead stayed with TLU after the first, when it scored two runs on a passed ball and a hit by pitch. TLU added another three runs in the second. A hit by pitch followed by a single started the inning for TLU and the hit, run scored on an error to get TLU on the board and started the rally in the inning.

The Pioneers answered back in the bottom of the second with a two-out RBH double by sophomore Chase Reimensman from Orange, but the one run was all the Pioneers could muster that inning.

The Pioneers are on the road for this weekend’s make-up with Laredo Community College in Laredo.

The three-game series is set to be played at Uni-Trade Stadium in Laredo. Game 1 was played Friday night. Rosenberg’s doubleheader starts at noon.
**SPORTS CALENDAR**

**Saturday, March 23**
- **Baseball**
  - Wharton County Junior College at Laredo Community College (DH), noon
  - Wharton at El Campo (JV, V), 4 p.m.
- **Softball**
  - Wharton at El Campo (JV, V), 6 p.m.
- **Track**
  - East Bernard Brahmas Relays (J, V), 9 a.m.

**Monday, March 25**
- **Golf**
  - East Bernard at Belleville Invitational (V, JV), Panam Lakes Golf Club, Navasota, TX
  - Tennis
- **Softball**
  - Belleville at Wharton (JV, V), 5 p.m.
- **Tennis**
  - East Bernard and Bolling at District Tennis Tournament (J, JV), Wharton, 8 a.m.

**Tuesday, March 26**
- **Baseball**
  - Belleville at Wharton (JV, V), 5 p.m.
  - Danbury at East Bernard (JV, V), 5 p.m.
- **Tennis**
  - Danbury at East Bernard (JV, V), 2 p.m.

**Wednesday, March 27**
- **Baseball**
  - Wharton County Junior College at Schreiner University (JV, JV), 3 p.m.
- **Tennis**
  - East Bernard and Bolling at District Tennis Tournament (JV), Wharton, 8 a.m.

**Thursday, March 28**
- **Baseball**
  - Wharton at Bolling (JV, V), 5 p.m.
  - East Bernard (JV, V), 7 p.m.
  - Tourney at Danbury, 8 a.m.
- **Softball**
  - Bolling vs. Danbury (JV, V), 5 p.m.

**Friday, March 29**
- **Track**
  - Wharton at Texas Relays (V), Austin, TX

**Saturday, March 30**
- **Track**
  - Wharton at Texas Relays (V), Austin, TX
  - *Send items to Kathy Mosey at kmosely@journal-spectator.com*
NEXT WEEK'S MEETINGS

Monday, March 25
- Wharton County commissioners meet at 9:30 a.m. at the Wharton County Commissioners Courtroom, 309 E. Milam St., Wharton.
- Wharton City Council meets at 7 p.m. at City Hall, 120 E. Caney St., Wharton.

Tuesday, March 26
- Wharton County Junior College board meets at 6:30 p.m. at the Hutchins Memorial Center, WCJC Board Room, 911 Bel ing Hwy, Wharton.
- Wharton School Board meets at 7 p.m. at the Wharton ISD Education Support Center, 2100 N. Fulton St., Wharton.
WCJC registers students for GED classes

Wharton County Junior College will offer GED registration at two campus locations as follows: Monday, April 1, at 9 a.m. at the Bay City Campus, 4000 Avenue F in Bay City, and on Monday, April 15 at 9 a.m. at the Richmond Campus, 5333 FM 1640, in Richmond. Additional test details will be given at the time of registration.

The GED test will be given at the Bay City and Richmond campuses as follows: Friday, April 5, beginning at 9 a.m. at the Bay City Campus and on Friday, April 19, beginning at 9 a.m. at the Richmond Campus.

Area residents who wish to register for the test should bring a valid, government-issued photo identification. Those under 18 need a withdrawal form from high school and must be accompanied by their parent or guardian.

Other forms are required depending on the age of the test-taker. Cost for first-time test-takers is $80 and $13 to re-take a test.

As part of the registration process, an online demographic survey is required. It can be completed at ntxl6.org/-score.

The GED testing program is the only high school equivalency credential recognized by all 50 states. To learn more about WCJC's testing and to ask questions, call the Wharton County Junior College Testing Center at 932-6396 or visit whjc.edu.
Joseph Kachmar

Joseph Ray Kachmar of Houston passed into the arms of the Lord on March 20, 2019 after a lengthy illness. He was born in Wharton, Oct. 9, 1944 to Joseph Kachmar and Martha Wisnieski Kachmar Schultz.

He attended Wharton High School and Wharton County Junior College. He served in the National Guard.

He is survived by his mother, his loving wife of 38 years, Jennifer; son, Christopher James and wife Kit of Houston, brothers Bobby and wife Florine Kachmar, Bill and wife Judy Kachmar Sr., Tom and wife Sandra Kachmar, all of Ed Campo; and sister, Vicky Brown and husband Terry of East Bernard; and numerous nieces, nephews, great-nieces and great-nephews.

He was preceded by his father; nephew, Jason Robert Kachmar; and great-niece, Harper Prasek.

A memorial service will be held at a later date.

Services are under the direction of Grand View Funeral Home of Pasadena.
**Annual City Clean Up**

The City of Wharton Beautification Committee and Waste Corporation of America will host the annual Spring Sweep city-wide residential clean up starting at 8 a.m. Saturday, April 6, at the Wharton County Junior College parking lot in front of the girls’ dorm which faces toward the Boling Highway. Only City of Wharton residents may participate. Proof of residency will be checked using a utility bill or driver’s license. No commercial businesses allowed. Once the dumpsters are full, the event is over. Do not bring batteries, paint, chemicals, pesticides, fertilizers or lawn products, only auto and pick up tires are accepted (no tractor or large truck tires) and no tires with rims on them.
WCJC Offers GED Classes April 12-13

Wharton County Junior College offers at no charge General Equivalency Diplomas (GED) classes at WCJC campuses in Bay City, Wharton, Richmond, and Sugar Land; at the Northside Education Center in El Campo; and in Columbus, Palacios, and Weimar. Orientation is required before classes begin.

Orientation is scheduled for April 12 & 13, and will be held at the WCJC Wharton campus in the Pioneer Student Center, 911 Boling Highway.

Call 979-533-6301 or visit www.wcjcc.edu "Adult Basic Education" to register for orientation. Registration forms are available at all WCJC campuses.
Spring Sweep
Wharton
Saturday April 6, 2013
Starting 8:00 AM
WCJC Parking Lot

The City of Wharton Beautification Commission and Waste Corporation of America will sponsor the annual city-wide residential clean up known as "Spring Sweep" on Saturday, April 6, 2013 starting at 8:00 AM at the Wharton County Junior College parking lot in front of the girls' dorm facing Boling Highway.

Please be aware that:
Only City of Wharton Residents will be allowed to participate. Proof of residency by bringing a utility bill & a driver's license will be required.

No commercial businesses will be allowed.

ONCE DUMPSTERS ARE FULL, THE PROJECT WILL BE OVER.
NO BATTERIES, PAINT, OR CHEMICALS OF ANY KIND WILL BE ALLOWED.
NO PESTICIDES, FERTILIZERS, OR LAWN PRODUCTS WILL BE ALLOWED.
ONLY AUTO & PICK-UP TIRES ALLOWED.
NO TRACTOR OR BIG TRUCK TIRES OF ANY TYPE WILL BE ALLOWED.
NO TIRES OF ANY KIND WITH RIMS.
Pioneers fall despite good pitching effort

Special to the Journal-Spectator

Wharton County Junior College's JD Arrowood did all he could to give the Pioneers a boost last weekend, but it wasn't enough to get past Laredo, as the Pioneers lost 5-1 in Laredo on Friday, March 29.

The Pioneers rebounded on Saturday to win the first game of a doubleheader but fell in the nightcap.

Arrowood, a freshman from Clear Lake, hit a 2-RBI double down the left field line in the top of the first inning of Friday night's game to put the Pioneers on top 2-0.

Freshman Adrian Silguero from Corpus Christi pitched well for five innings in his first career conference start for the Pioneers. Silguero tossed five innings allowing two runs on four hits.

Other notable performances for the Pioneers: Logan Howard (freshman, El Campo) and Jesus Rendon (freshman, Pearland) each with two hits respectively; and DJ Cumby (sophomore, Caldwell) pitched three innings in relief allowing one run on two hits, one walk, and three strikeouts.

The only win for the Pioneers on the weekend came with an ace performance by sophomore Glenn Sparkman from Gonzalo as he carried the Pioneers to a 4-0 win in seven innings over Laredo on Saturday.

Sparkman pitched a complete game shut-out allowing two hits, walking none, and striking out three.

It was a scoreless game until the Pioneers crossed four runs in the top of the fifth inning due to crucial Laredo mistakes including two hit-by-pitches and a fielding error, loading the bases for the Pioneers. Fielding errors cleared the bases as Austin Zillwegger (freshman, Humble) made it all the way to third base on his sacrifice bunt. The next play Jake Marier (freshman, San Antonio) hit a sacrifice fly to score Zillwegger from third as the Pioneers took the 4-0 lead and went on to win the game by the same score.

Game 3 of the series saw another great pitching performance by a Pioneer receiving his first career conference start. Freshman Austin Richman from San Antonio pitched six innings allowing one earned run on two hits, one walk, and two strikeouts. The Pioneers were hurt by a few costly errors allowing Laredo to go up 3-0 and to take the game by the same score.

Notable Pioneer performances: Dustin Therese (sophomore, Odem) and Kyle Jenkins (sophomore, Bulverde) each with two hits respectively.

The Pioneers played Schreiner University in Kerrville in a doubleheader on Wednesday. No games are scheduled this weekend because of the Easter holiday.

The Pioneers will return home next Saturday, April 6, in a conference doubleheader against Blinn College with the first game starting at 3 p.m.
SPORTS CALENDAR

Saturday, March 30
Track
• Wharton at Texas Relays (V), Austin, TBA

Monday, April 1
Golf
• Wharton at Clements Tournament (VG, VB), Sierra Plantation Golf Club, Missouri City, 8:30 a.m.

Tuesday, April 2
Baseball
• Wharton (JV, V), open date
• East Bernard at Boling (JV, V), 5 p.m.
Softball
• Wharton (JV, V), open date
• East Bernard at Boling (JV, V), 5 p.m.

Wednesday, April 3
Baseball
• Wharton County Junior College at Texas Lutheran University JV (DH), Seguin, 2 p.m.

Thursday, April 4
Track
• Wharton at Roughneck Relays (V, V), West Columbia, TBA
• East Bernard and Boling at district meet: field events, running prelims (JV, V), Rice Consolidated, TBA

Friday, April 5
Baseball
• Wharton County Junior College at Blinn College, Brenham, 3 p.m.
• Wharton at Needville (JV, V), 5 p.m.
• Boling (JV, V), open date
Softball
• Wharton at Needville (JV, V), 5 p.m.
• Boling (JV, V), open date
Tennis
• District tournament at Wharton (F, JV, V), 8 a.m.
Track
• East Bernard and Boling at district meet: running finals (JV, V), Rice Consolidated, TBA

Saturday, April 6
Baseball
• Blinn College at Wharton County Junior College (DH), 3 p.m.
• Hillock at East Bernard (JV, V), 4:30 p.m.
Softball
• Hillock at East Bernard (JV, V), 6 p.m.
Tennis
• District tournament at Wharton (F, JV, V), 8 a.m.

Send items to Managing Editor Keith Magee at kmagee@journal-observer.com.
Dateline Wharton

Upcoming events in and around our community

Continued from Page A1

Dundie Teacher's Night

Sundown teachers in Wharton County will meet at 10:30 a.m. Wednesday, April 2, at First United Methodist Church in East Bernard. They will be an IRT certified teacher by accreditation only. Call one of the following members to receive a lunch: Wharton, 953-2636 and East Bernard, 395-6767. The program will be Spring Creations by Beverly Babb.

Annual City Clean Up

The City of Wharton Beautification Committee and Wharton County Clean Up will host the annual Spring Spike (weeds and trash) clean-up starting at 8 a.m. Saturday, April 6, at the Wharton County Jail. The event will be held at the Wharton County Jail. This clean-up will be held at 8 a.m. and will end at 1 p.m. The event is free to all participants. Entry fee is $20 per person, $25 per team, and will be held for $5 per team, $5 per person. Price will be $10 per team. This event will be held at the Wharton County Jail. The event is free to all participants.

S.P.O.T. Event

The annual S.P.O.T. Trail is a 5K run or walk starting at 7:30 a.m. Saturday, April 13, at Wharton High School. The event is free to all participants. Entry fee is $20 per person or team, and will be held for $5 per team, $5 per person. Price will be $10 per team. This event will be held at the Wharton County Jail. The event is free to all participants.

Garden Club Plant Show

Wharton Garden Club will hold its annual Flower and Plant Show from 9 a.m. until 2 p.m. Saturday, April 13, at the Wharton County Historical Museum. The event will be held at the Wharton County Jail. The event is free to all participants. Entry fee is $20 per person or team, and will be held for $5 per team, $5 per person. Price will be $10 per team. This event will be held at the Wharton County Jail. The event is free to all participants.

Build a Tomatillo

At 10 a.m. Saturday, April 13, the Wharton Garden Club will hold a Tomatillo cooking contest at the Wharton County Jail. The event will be held at the Wharton County Jail. The event is free to all participants.

Newspaper subscriptions to Wharton County News are available. Call 979-555-5555. Wharton County News is published weekly by Wharton County Newspapers, Inc., P.O. Box 111, Wharton, TX 77488. For more information, call 979-555-5555 or visit www.whartoncountynews.com. Please include contact information.
SPORTS CALENDAR

Wednesday, April 3
Baseball
• Wharton County Junior College at Texas Lutheran University JV (DH), Seguin, 2 p.m.

Thursday, April 4
Track
• Wharton at Roughneck Relays (JV, V), West Columbia, TBA
• East Bernard and Boling at district meet: field events, running prelims (JV, V), Rice Consolidated, TBA

Friday, April 5
Baseball
• Wharton County Junior College at Blinn College, Brenham, 6 p.m.
• Wharton at Needville (JV, V), 5 p.m.
• Boling (JV, V), open date

Softball
• Wharton at Needville (JV, V), 5 p.m.
• Boling (JV, V), open date

Tennis
• District tournament at Wharton (F, JV, V), 8 a.m.

Track
• East Bernard and Boling at district meet: running finals (JV, V), Rice Consolidated, TBA

Saturday, April 6

Baseball
• Blinn College at Wharton County Junior College (DH), 3 p.m.
• Hitchcock at East Bernard (JV, V), 4:30 p.m.

Golf
• Boling Athletic Booster Club Benefit Golf Tournament at Newgulf Golf Club, 11 a.m.

Softball
• Hitchcock at East Bernard (JV, V), 5 p.m.

Tennis
• District tournament at Wharton (F, JV, V), 8 a.m.

Sunday, April 7
Bowling
• Relay for Life Benefit Bowling Tournament at El Campo Bowling Center, 11 a.m.

Monday, April 8
Athletics
• Wharton Athlete Booster Club meeting at WHS, Room 23, 6 p.m.

Baseball
• Sealy at East Bernard (JV-white), 6 p.m.

Golf
• Wharton at District Tournament (VG, VB), The Falls Golf Club, New Ulm, TBA
• East Bernard and Boling at District Tournament (VG, VB), Stephen F. Austin Golf Course, Sealy, TBA

Tuesday, April 9
Baseball
• Sealy at Wharton (JV, V), 5 p.m.
• East Bernard at Brazos (JV, V), 4:30 p.m.
• Boling at Hitchcock (JV, V), 5 p.m.

Golf
• Wharton at District Tournament (VG, VB), The Falls Golf Club, New Ulm, TBA

Softball
• Sealy at Wharton (JV, V), 5 p.m.
• East Bernard at Brazos (JV, V), 5 p.m.
• Boling at Hitchcock (JV, V), 5 p.m.

Send items to Managing Editor Keith Magee at kmagee@journal- spectator.com.
Saturday, April 6

• City of Wharton Beautification Committee and Waste
  Separation Committee will sponsor the annual citywide
  residential cleanup, “Spring Sweep,” with dumpsters pro-
  vided at the Wharton County Junior College parking lot on
  Boling Highway beginning at 8 a.m. and lasting until the
dumpsters are full. 532-2491.

• Boling Athletic Booster Club will have its third an-
nual Benefit Golf Tournament with registration and lunch at
11 a.m. and tee off at 1 p.m. at Newgulf Golf Club, Newgulf.
Bill Ford, 657-2316.
WCJC to offer GED classes; orientation set for April 12-13

Special to The Journal-Spectator

Wharton County Junior College offers at no charge General Equivalency Diploma (GED) classes at its WCJC campuses in Bay City, Wharton, Richmond and Sugar Land; at the Northside Education Center in El Campo; and in Columbus, Palacios and Weimar.

Orientation is required before classes begin. Orientation is scheduled for April 12-13 and will be held at the WCJC Wharton campus in the Pioneer Student Center, 911 E. Boling Hwy.

Call 532-6301 or visit www.wcjc.edu “Adult Basic Education” to register for orientation. Registration forms are available at all WCJC campuses.
Annual City Clean Up

The City of Wharton Beautification Committee and Waste Corporation of America will host the annual Spring Sweep city-wide residential clean up starting at 8 a.m. Saturday at the Wharton County Junior College parking lot in front of the girls’ dorm which faces toward the Boling Highway. Only City of Wharton residents may participate. Proof of residency will be checked using a utility bill or driver’s license. No commercial businesses allowed. Once the dumpsters are full, the event is over. Do not bring batteries, paint, chemicals, pesticides, fertilizers or lawn products, only auto and pick up tires are accepted (no tractor or large truck tires) and no tires with rims on them.
Orientation for free GED classes at WCJC April 12-13

Wharton County Junior College offers at no charge General Equivalency Diplomas (GED) classes at the WCJC campuses in Bay City, Wharton, Richmond and Sugarland; at the Northside Education Center in El Campo, and in Columbus, Palacios and Weimar.

Orientation is required before classes begin. Orientation is scheduled for April 12 and 13 and will be held at the WCW Wharton Campus in the Pioneer Student Center, located at 911 Boling Highway.

Call 979-532-6301 or visit www.WCJC.edu ‘Adult Basic Education’ to register for orientation. Registration forms are available at all WCJC campuses.
Howard's 2 hits can't get WCJC past Laredo

Special to the L-N

J.D. Arrowood (Fr. Clear Lake) did all he could to give the Pioneers a boost, but it wasn't enough to get past Laredo, as the Pioneers lost 5-4 in Laredo recently.

Arrowood hit a 2-RBI double down the left field line in the top of the first inning to put the Pioneers on top 2-0.

Adrian Silguero (Fr. Corpus Christi) pitched well for five innings in his first career conference start for the Pioneers. Silguero tossed five innings allowing two runs on four hits.

Other notable performances for the Pioneers: Logan Howard (Fr. El Campo) and Jesus Rendon (Fr. Pearland) each with two hits respectively, and DJ Cumby (So. Caldwell) pitched three innings in relief allowing one run on two hits, one walk and three strike-outs.

The only win for the Pioneers on the weekend came with an ace performance by Glenn Sparkman (So. Ganado) as he carried Pioneers to a 4-0 win in seven innings over Laredo on Saturday.

Sparkman pitched a complete game shut-out allowing two hits, walking none and striking out three.

It was a scoreless game until the Pioneers crossed four runs in the top of the fifth inning due to crucial Laredo mistakes including two hit-by-pitches and a fielding error, loading the bases for the Pioneers.

Fielding errors cleared the bases as Austin Zillwegger (Fr. Humble) made it all the way to third base on his sacrifice bunt.

The next play Jake Marler (Fr. San Antonio) hit a sacrifice fly to score Zillwegger from third as the Pioneers took the 4-0 lead and went on to win the game by the same score.

Game three of the series saw another great pitching performance by a Pioneer receiving his first career conference start.

Austin Eichman (Fr. San Antonio) pitched six innings allowing one earned run on two hits, one walk and two strike-outs.

The Pioneers were hurt by a few costly errors allowing Laredo to go up 3-0 and to take the game by the same score.

Notable Pioneer performers: Dustin Torres (So. Cleburne) and Kyle Jenkins (So. Bulverde) each with two hits respectively.

The Pioneers will return home today in a conference double header against Blinn College. Game time is set for 3 p.m.
GED CLASSES TO BE OFFERED

WHARTON — The Wharton County Junior College Adult Basic Education Department will offer day and evening GED classes at its campuses in Bay City, Wharton, Richmond and Sugar Land, the Northside Education Center in El Campo, and in Columbus, Weimar and Palacios. The required orientation will be held April 12 and 13 at the Pioneer Student Center in Wharton. For more information, call (979) 532-6301.
Wharton JC to offer GED classes

Orientation planned April 12-13 in Wharton

Special to the Journal-Spectator

Wharton County Junior College offers at no charge General Equivalency Diplomas (GED) classes at its WCJC campuses in Bay City, Wharton, Richmond and Sugar Land; at the Northside Education Center in El Campo; and in Columbus, Palacios and Weimar.

Orientation is required before classes begin.

Orientation is scheduled for April 12-13 and will be held at the WCJC Wharton campus in the Pioneer Student Center, 911 E. Boling Hwy.

Call 532-6301 or visit www.wcjc.edu “Adult Basic Education” to register for orientation.

Registration forms are available at all WCJC campuses.
Dateline Wharton

Annual City Clean Up

The City of Wharton Beautification Committee and Waste Corporation of America will host the annual Spring Sweep city-wide residential clean up starting at 8 a.m. today at the Wharton County Junior College parking lot in front of the girls' dorm which faces toward the Boling Highway. Only City of Wharton residents may participate. Proof of residency will be checked using a utility bill or driver's license. No commercial businesses allowed. Once the dumpsters are full, the event is over. Do not bring batteries, paint, chemicals, pesticides, fertilizers or lawn products, only auto and pick up tires are accepted (no tractor or large truck tires) and no tires with rims on them.
Sports Calendar

Saturday, April 6
Baseball
- Blinn College at Wharton County Junior College (DH), 3 p.m.
- Hitchcock at East Bernard (JV, V), 4:30 p.m.
Golf
- Boling Athletic Booster Club Benefit Golf Tournament at Newgulf Golf Club, 11 a.m.
Softball
- Hitchcock at East Bernard (JV, V), 5 p.m.
Tennis
- District tournament at Wharton (F, JV, V), 8 a.m.

Sunday, April 7
Bowling
- Relay for Life Benefit Bowling Tournament at El Campo Bowling Center, 1 p.m.

Monday, April 8
Athletics
- Wharton Athletic Booster Club meeting at WHS, Room 23, 6 p.m.
Baseball
- Sealy at East Bernard (JV-white), 6 p.m.
Golf
- Wharton at District Tournament (VG, VB), The Falls Golf Club, New Ulm, TBA
- East Bernard and Boling at District Tournament (VG, VB), Stephen F. Austin Golf Course, Sealy, TBA

Tuesday, April 9
Baseball
- Sealy at Wharton (JV, V), 5 p.m.
- East Bernard at Brazos (JV, V), 4:30 p.m.
- Boling at Hitchcock (JV, V), 5 p.m.
Golf
- Wharton at District Tournament (VG, VB), The Falls Golf Club, New Ulm, TBA
- Sealy at Wharton (JV, V), 5 p.m.
- East Bernard at Brazos (JV, V), 5 p.m.
- Boling at Hitchcock (JV, V), 5 p.m.

Friday, April 12
Baseball
- Galveston College at Wharton County Junior College, 6 p.m.
- Wharton at Columbus (JV, V), 5 p.m.
- Rice at East Bernard (V), 7 p.m.
- Brazos at Boling (JV, V), 5 p.m.
Rodeo
- Wharton County Junior College at Hill College Rodeo, Hillsboro, TBA
Softball
- Wharton at Columbus (JV, V), 5 p.m.
- Rice at East Bernard (JV, V), 5 p.m.
- Brazos at Boling (V), 4 p.m.

Saturday, April 13
Baseball
- Galveston College at Wharton County Junior College (DH), 1 p.m.
- Wharton Babe Ruth League tryouts at Tiger Field, 10 a.m.
Rodeo
- Wharton County Junior College at Hill College Rodeo, Hillsboro, TBA

Sunday, April 14
Baseball
- Major League Baseball Pitch, Hit & Run competition at Wharton Little League Field, 4 p.m.
- Send items to Managing Editor Keith Magee at kmagee@journal-adoctor.com.

County: Wharton
Atascocita battles for playoff slot

By Jason McDaniel

Atascocita would like to be plotting a deeper postseason run. It hasn't survived the first round in three years.

But that's a luxury it can't afford.

Right now, simply surviving in a brutal district demands all of its attention.

The Eagles were 5-3 after a long first round of District 13-5A play, leaving them clinging to the fourth spot.

"This district is no joke," coach Eric Matthews said. "It's a battle night in and night out to prove your worth. And if you fall asleep you're going to get beat, and if you get beat it's going to cost you big."

The Eagles found that out the hard way last season.

After an extra week off before the playoffs, thanks to a bye on the final day of the regular season, their bats went into hibernation, resulting in a pair of 2-1 setbacks to third-seeded Tomball.

"We didn't play well when we needed to, and that's what happened," Matthews said. "We ran into a real tough Tomball team and pitching ended up being the key.

"We didn't swing it as well as that series. Pitching and defense were good enough to win."

The Eagles have a large senior class this year, but

Baseball continues on 8

Atascocita sophomore infielder Joseph Anderson gets some time in the batting cage at practice.
Eagles look for bats to wake up

(Baseball from page 7)

they're still playing a lot of younger guys, resulting in some of the same issues — inconsistencies, especially at the plate, and the occasional error.

They also graduated a lot of talent, including left-handed pitcher Logan Boyd and twins Romeo and Juan Cortina, who were playing at Sam Houston State, first baseman Justin Law and Matt Valdez, who are at Temple College, and third baseman Austin Zillwegger (Wharton County Junior College).

"We lost a talented group last year, no doubt about that," Matthews said.

"I knew we needed to swing it better and that's still holding true. We need to swing it better and we need to minimize our mistakes."

The key players back from last season are junior shortstop Travis Jones, senior righthanded pitcher Michael Box and senior utility Colton Poin- dexter.

Box is the top pitcher right now, but Matthews said they're still trying to establish a clear No. 1 starter.

Most importantly, as a staff, the pitchers throw strikes.

"(Box) fills up the zone," Matthews said. "He's going to throw strikes and he's going to give you a chance to win, and that's really impor- tant at this level."

Jones, a talented pro- spect in his second year on varsity, bats second.

"He's a five-tool athlete," Matthews said. "He just needs to put it all together."

Poin- dexter adds some power in the five-spot, but he's still trying to bring it consistently.

The top newcomer is sophomore utility Anthony Pagano, a lefty who has had the best batting average. He's played first, right and pitched.

The Eagles were a respectable 15-6 going into this week.

But they lost to 19-5A leaders Kingwood, Klein and Klein Collins in the first round of district play.

"We're still figuring out a bunch, and hopefully it'll sort itself out sooner rather than later," Matthews said.

The key is putting it all together at the plate.

"We've pitched well and played good defense," Matthews said. "When we do that, we have a good chance. When we don't, we're going to struggle.

"We've got to swing the bats better."

The Eagles have King- wood at 7 p.m. Thursday on the road in another key rivalry showdown. But Matthews says opponent is circled.

That's the mentality it's going to take to not only survive, but thrive.

"We've got to beat all of them," he said.

Jason McDaniel is a freelance writer and can be reached at rocket_3@hotmail.com
Blinn beats Wharton in series opener

Special to the Banner-Press

The Blinn Buccaneers took advantage of four Wharton County errors Friday night in a 10-3 Region XIV Conference victory at Leroy Dreyer Field.

The Pioneers' four errors led to six unearned runs while Buccaneer freshman Robert Dickey was sharp through seven innings. Dickey allowed one unearned run through seven innings, striking out four and walking one.

The Pioneers managed just six hits against the right-hander from Austin Bowie.

Nolan Brown and Robert Garza each drove in two runs and Scott Jones went 3-for-5 with a triple.

Wharton County starter Adrian Silguero took the loss, allowing two earned runs over 5 1-3 innings.

J.C. Neighbors and Trent Rupn each threw an inning of relief for Blinn.
Bucs split twin bill in Wharton

Special to the Banner-Press

WHARTON, Texas — The Blinn Buccaneers split a Region XIV Conference doubleheader against the Wharton County Pioneers here Saturday.

Blinn won the first game 5-0 but lost the series finale 6-4. The Buccaneers won Friday's game 10-3 in Brenham.

Sophomore right-hander Karl Malecek threw a complete-

See SPLIT, Page 8

SPLIT

(Continued from Page 3)

game shutout in Saturday's first game, scattering five hits and a walk while striking out three.

Brandon Montalvo got the Buccaneers on the scoreboard with a two-run home run in the second inning. Kevin Santana drove in a run on a ground ball in the fifth to make it 3-0, and in the seventh Nolan Brown hit an RBI single then scored on an error.

Robert Garza paced the Buccaneer offense in the second game, tallying three of Blinn's six hits while driving in two runs. Holden Cammack and Santana each had an RBI.

Blinn got on the scoreboard in the first inning when Garza and Hammack each hit RBI singles, and Santana added a sacrifice fly in the third inning to give the Bucs a 3-1 lead.

Wharton rallied in the fourth as Hunter Jones hit a two-run double to tie the score. The game remained deadlocked until the eighth inning, when Wharton County rallied for three more runs. Garza hit another RBI single in the ninth to produce the final score.

Weston Wick took the loss for Blinn, allowing five earned runs on six hits and a walk. He threw 7 1-3 innings before Tyler Day came on to record the final two outs.
Orientation for free GED classes at WCJC Thurs. & Fri

Wharton County Junior College offers at no charge General Equivalency Diplomas (GED) classes at the WCJC campuses in Bay City, Wharton, Richmond and Sugarland; at the Northside Education Center in El Campo, and in Columbus, Palacios and Weimar.

Orientation is required before classes begin. Orientation is scheduled for April 12 and 13 and will be held at the WCJC Wharton Campus in the Pioneer Student Center, located at 911 Boling Highway.

Call 979-532-6301 or visit www.WCJC.edu ‘Adult Basic Education’ to register for orientation. Registration forms are available at all WCJC campuses.
SPORTS CALENDAR

Wednesday, April 10
Baseball
• Wharton County Junior College at University of Houston-Victoria, 6 p.m.

Friday, April 12
Baseball
• Galveston College at Wharton County Junior College, 6 p.m.
• Wharton at Columbus (JV, V), 5 p.m.
• Rice at East Bernard (V), 7 p.m.
• Brazos at Boling (JV, V), 5 p.m.
Rodeo
• Wharton County Junior College at Hill College Rodeo, Hillsboro, TBA

Softball
• Wharton at Columbus (JV, V), 5 p.m.
• Rice at East Bernard (JV, V), 5 p.m.

Saturday, April 13
Baseball
• Galveston College at Wharton County Junior College (DH), 1 p.m.
• Wharton Babe Ruth League tryouts at Tiger Field, 10 a.m.
Rodeo
• Wharton County Junior College at Hill College Rodeo, Hillsboro, TBA

Sunday, April 14
Baseball
• Major League Baseball Pitch, Hit & Run competition at Wharton Little League Field, 4 p.m.

Tuesday, April 16
Baseball
• El Campo at Wharton (JV, V), 5 p.m.
• Van Vleck at East Bernard (JV, V), 4:30 p.m.
• Rice at Boling (JV, V), 5 p.m.

Softball
• El Campo at Wharton (JV, V), 5 p.m.
• Van Vleck at East Bernard (JV, V), 5 p.m.
• Rice at Boling (V), 4 p.m.

Send items to Managing Editor Keith Magee at kmagee@journal-spectator.com.
Plaza's Lamplighter Gala honors Dorothy Ramsey Hite

Dorothy Ramsey Hite was sitting on the activities last weekend as the Plaza Theatre Lamplighter Gala celebrated her life in a way she would have enjoyed. Family, friends, former dance students and fellow church members exchanged memories and stories of this remarkable lady who was the 2013 Lamplighter of the Year.

She stepped out of her home late Sunday afternoon, looking like a fashion plate, and many of the Saturday evening attendees were straight out of society of the 1960s. This was truly Dorothy's kind of evening.

When the plans were getting underway and the hard working committee chose to call the Gala a "Fas Feak Kind of Night," would it be Frank, Dean or other entertainers of that day?

There were fun conversations about the 1960s. My thoughts were that those of us living in Wharton, who had daughters, were seeing sequins on tutus or spraying tap shoes in the back yard and sprinkling glitter on them. After all, it was time for the Dorothy Ramsey Dance Recital.

The rest of the story is that some of the girls were eventually in WHS and members of the choir. The late James Quinlan, the director, had an annual musical that was truly a first class production and he was very good.

When the script called for dancing, it was Dorothy Ramsey who was called to share her choreography talent once again with the students.

Many of us in Wharton remember the day Dorothy donated her dance studio on Colorado Street to the city of Wharton. We had already begun to work with the Lower Colorado River Authority and Texas Parks & Wildlife to develop Riverfront Park.

The gift of the Dorothy Ramsey Dance Studio made an addition to the public park. Shortly after Dana Stein-heimer moved to Wharton and left us reasons to refer to that area as Dinosaur Park.

Dorothy was always a proud mom and was pleased to share news about Rob and Van and especially the grandchildren.

Her latest excitement was seeing Van more often as he returned to Wharton. She was busy restoring the historic Dennis House.

Even though she did not see the completion, her spirit was certainly evident Friday evening.

For some who may be new in the Wharton area and those readers in other places, let's review a little history about this beautiful residence: Why has it been called the Dennis House?

History tells us J.H.H. Dennis was born in Wharton on May 13, 1875. Records show that he was one of the youngest members ever elected to the House and would serve in the 26th Legislature. In 1899 he was honored by the Democrats and was considered one of the most talented and brilliant young Texas leaders.

Judge J.H.H. Dennis was mayor of Wharton from 1902-1904 and bought the Colorado Street house in 1913. The beauty of the home today is that Van has incorporated the old and the modern in an elegant way.

We never hesitate to remind people that this Emmy Award winner is a Wharton product, known worldwide for his talents, but at home with us. After all, he is Dorothy's son.

If the calls, notes, emails and my stacks of newspapers are any indication, we are raising our recycling bins. Precinct 2 Commissioner Chris King assured me last week that he is working to have the program back and the bins ready in the near future.

The problem came about because there were no helpers on the site. We know the original recycling program began with Commissioner King, believes in recycling, he will work hard to help the citizens.

This is the season where we have many opportunities to enjoy the talents of our children and young people. It may be programs at one of our WSD schools or other famous WCJC musicals. Yes, there are also dance and piano recitals coming up.

We can't list them all in this column but watch the news and community events in your Wharton Journal-Spectator. The staff keeps the news up to date as we enjoy small town living during these beautiful spring days.

One other thing that just came to mind: There will be a March of Dimes fund-raiser at Millan Street Coffee Shop from 5 to 7 p.m. on Thursday.

It is sponsored by Prosperity Bank. The Java Jam Band will be playing there, donating their services for a good cause, and Landon McClain will also be featured as a special keyboard artist. There will be food, fun and live music. All donations go to the March of Dimes to help prevent birth defects.

Billie Jones is a longtime Wharton resident who writes a weekly column on items of interest about the Wharton community. She can be reached at bhjones8@bcsglobal.net.
■ Senior Citizen Fundraiser

A WCJC Senior Citizen Program fundraiser will be held from 11 a.m. until 1:30 p.m. Wednesday, April 17. Barbecued chopped beef sandwiches, chips and dessert will be sold for $7 each. This is a pre-sale event only with money due Friday, April 12. The drive-through will be located at 205 West St. in El Campo or 10 or more meals will be delivered. The event is co-sponsored by co-sponsored by Avalon Place Wharton and Garden-villa Healthcare. For tickets call Senior Office @ 532-6430, Avalon Place @ 532-1244 and Garden Villa at 979-543-6726.
Sweeping the city clean

City workers Cleo Deboque, foreground, and relied Guzman, background, load tires on a towboy trailer during this past Saturday's Spring Sweep, an annual effort to help residents clean out garages and properties of debris. During the event, held in Wharton County Junior College parking lot, 44 vehicles came through with debris, filling up a Waste Corporation of America dumpster. More than 500 tires were also collected.
WCJC wins 1 of 3 games

Special to the Journal-Spectator

The Wharton County Junior College Pioneers fell to Brenham College Friday in Brenham, but they returned home to Wharton on Saturday to split a pair to win one game in the three-game weekend series.

Sophomore Rick Reyes from Corpus Christi did his best to will the Pioneers to a win with a career best four-hit game, but WCJC dropped a 10-3 contest to Blinn in the opener on Friday at Brenham.

Reyes was the only Pioneer with multiple hits in the game as he doubled in the second inning, singled in the fourth and sixth innings and hit a solo home run in the eighth inning.

Freshman Adrian Silguero, also from Corpus Christi, was tough to hit Friday night as he struck out seven only allowing three hits, but his four walks and some timely miscues by the Pioneers defense led to Silguero giving up four runs.

In Wharton for Game 2 of the series, the Pioneers lost 5-0 in the first game of the doubleheader.

Pioneers ace Glenn Sparkman, a sophomore from Ganado, started the first three innings just as he left Laredo, scoreless. In the top of the fourth inning, Sparkman walked the leadoff hitter and then gave up a very infrequent two-run home-run giving the Buccaneers a 2-0 lead. Sparkman ended the day pitching 7 innings allowing seven hits, four runs, two walks (season high), while striking out five.

Freshman J.D. Arrowood from Clear Lake did all he could to give the Pioneers a boost offensively, but it wasn't enough as the offense was shut out. Arrowood ended the game with two hits.

The Pioneers and Blinn traded the lead five times in the series finale on Saturday, but Blinn was unable to match the Pioneers down the stretch as the Pioneers ended up on top with a 6-4 win in Game 3.

WCJC finally managed to grab and secure the lead after a strong eighth inning. A two-run error scored Dustin Torres (sophomore, Cleburne) and Andrew Cruz (freshman, Wharton) and gave the Pioneers the lead for good.

Freshman Hunter Jones from Kingwood broke up his slump Saturday as he racked up three RBIs on two doubles and a fielder's choice for the Pioneers.

Freshman Austin Eichman from San Antonio recorded the win for the Pioneers in his best outing of the season. He allowed three runs over eight innings (career high). Eichman struck out seven, walked two and gave up five hits.

The Pioneers auditioned freshman Vinnie Aprea from Richmond as closer Saturday as he put away the final three outs to record the save.

Other notable Pioneers: Torres scored two runs in the game, Frank Clautier (sophomore, Sheffield, Quebec) and Cruz recorded two hits and scored two runs each in the series finale.
GED classes set

Special to the Journal-Spectator

Wharton County Junior College offers at no charge General Equivalency Diplomas (GED) classes at its WCJC campuses in Bay City, Wharton, Richmond and Sugar Land; at the Northside Education Center in El Campo; and in Columbus, Palacios and Weimar.

Orientation is required before classes begin.

Orientation is scheduled for April 12-13 and will be held at the WCJC Wharton campus in the Pioneer Student Center, 911 E. Boling Hwy.

Call 532-6301 or visit www.wcjtc.edu "Adult Basic Education" to register for orientation.
Registration deadline May 10th for June 8th ABC Child Care Conference

The All Babies & Children (ABC) Child Care Conference that will be held on Saturday, June 8, will offer child care providers, foster parents and other adults who work with children the opportunity to earn seven clock hours of credit. The conference will be at Wharton County Junior College at 911 East Bowling Highway in Wharton.

Pre-registration is required by May 10, with no on-site registration and no substitution of participants. The conference will begin with check-in at 7:15 a.m.; the first session will conclude at 3:15 p.m.

The 2013 conference sessions will include the following topics: “Brain Development”; “The Role of Interpersonal Communication in Developing Professionalism”; “Math and Science for Infants and Toddlers, Preschool and Afterschool”; and “Teaching with Limits and Laughter”.

The $35 registration fee will cover the catered buffet lunch, breakfast, certifying of clock hours, and handouts. Registration forms and conference flyers (with map) are available at the Matagorda County Extension Office, 2200 7th Street, 4th Floor, Bay City, Texas.

Sponsors of this year’s conference are Texas AgriLife Extension Service in Brazoria, Fort Bend, Matagorda, and Wharton Counties; Wharton County Junior College; and FCS Committee of Fort Bend County. They will seek to provide reasonable accommodations for all persons with disabilities for this conference. They ask that participants contact them by May 28 to advise them of the auxiliary aid or service required.

Questions should be directed to Dianne Gertson or Jacque Gecke at the Fort Bend County Extension Office, (281) 342-3430. Extension programs serve people of all ages regardless of socioeconomic level, race, color, sex, religion, disability or national origin.
Brazos HS students recently competed in the District 26AA UIL Academic Meet on March 21 and 22 at WCJC in Wharton. Advancing to the Regional competition in San Marcos on April 20 are front row, left to right, Lauryn Hardin, Jonathan Jaynes, Sarah Brzozowski, Joy Jones; back, Austin Brzozowski, Media Gilbert, Jeremy D'Rubio, Taylor Wedegartner, Angelo Martinez, Allan Kovar, Irene Kim, Jennifer Stasney and Amber Adamick. Not shown: Dakotah Hale, Morgan Reinecker, Emma Grysinski, Kikey Metcalf.
WCJC to host annual Athletic Banquet

The Wharton County Junior College Booster Club will sponsor the 50th Annual Athletic Banquet on Tuesday, May 7 at the WCJC Pioneer Student Center, Wharton Campus. The welcome and dinner will begin at 6:30 p.m.

Tickets are $15 each. Athletes are admitted free of charge. Pre-sale tickets are required. The deadline to purchase tickets is Wednesday, May 1.

Please call 979-532-6322 for additional information or to purchase tickets.
COLLEGE BASEBALL

UHV Jaguars fall 2-1 to Wharton County

BY MIKE FORMAN
info@myhcfcs.com

The Glenn Sparkman who arrived at Wharton County Junior College from Gandisso bears little resemblance to the pitcher who took the mound a cold, windy Wednesday at RiverPark Stadium.

Sparkman was "a little short and stubby" when he arrived as a freshman.

But Sparkman, who is now a sophomore, stands 6 feet 8 and weighs 185 pounds and pitched a perfect inning against UHV, striking out two of the three batters he faced.

"It was just warm up and run," Sparkman said. "I just focused on baseball and put everything into it. Really pulling a lot of time into my hands and weighted balls just so I can gain a few miles per hour here and there, and it's paying off.

Sparkman's pitches have been clocked in the low 80s this season, and he has already signed a letter of intent with Texas A&M-Corpus Christi.

But he's hoping to attract the attention of major league scouts.

"My goal is to get drafted in the top 10 rounds," he said. "You never know how it's going to work. I just keep pitching better and trying to get there.

Wharton County captured a 2-1 win over the Jaguars and improved to 18-02 on the season. The Pioneers outhit the Jaguars 8-5.

Wharton County send seven pitchers, including Bay City graduate Kevin Landgren, who started and won two innings.

Under National Association of Intercollegiate Athletics rules, the games does not count in the standings for UHV.

The Jaguars start in pitchers to the mound, and coach Brett Pahl subbed frequently.
YOUNG GUN

Generals new head coach makes fast climb up ladder

Appearances can be deceiving. Stephen Flora may look like a player, but it would be a mistake to underestimate his coaching ability.

Flora doesn't turn 20 until June, but that didn't stop the Victoria Generals from selecting him to replace Chris Clemons as their head coach for the upcoming Texas Collegiate League season.

Flora caught Generals general manager Blake Koch's eye when he was an assistant coach at Cuppell when the team won the TCL title in 2011.

"I was extremely impressed with him," Koch said. "He's a young guy, but his players respect him because of his knowledge of the game."

Flora is in his second season as the pitching coach for Wharton County Junior College.

He began his coaching career after playing a season in the independent Frontier League as a volunteer assistant at Texas A&M-Corpus Christi, his alma mater, and coached a year at Texas A&M-Kingsville before moving his present position.

"You always kind of set yourself up as a coach," Flora said before Wednesday's game against UIW at Riverside Stadium. "Even when I was a player, guys would come to me with, 'Hey, I'm struggling with this. What can you help me with?"'

"Guys are a little bit more comfortable telling me some of the not-so-good things, so it ends up working out well."

SEE ON SPORTS, C8
ON SPORTS
CONTINUED FROM C3

Flora was a catcher during his playing career. He had a slight incline to become an engineer, but after deciding to coach, he used his experience behind the plate to help prepare for a career in baseball.

"I ended up being a little bit of everything," he said. "You end up controlling a lot more than any other position, so it was a good position for me with my type of personality. It ended up being a great fit."

Flora's biggest challenge at Wharton County has been helping his pitchers make the transition from high school to college ball.

"The biggest adjustment for these guys is the first time they've ever facing any type of adversity," he said. "A lot of these guys are the best player on their team or one of a couple of best players. The level of competition, no matter what high school team you play for, isn't this high."

Kevin Landgrebe pitched in high school at Bay City but has made tremendous strides in his two seasons at Wharton County, and he paid much of the credit to Flora.

"He's helped big time," Landgrebe said. "I never really had a real good pitching coach before. I've learned so many things in those two years. It was surprising how much I really didn't even know about the game and how much he's helped me develop as a player."

Flora enjoyed coaching in Coppell and is looking forward to getting back to the TCL this summer.

"It's basically minor league baseball for college athletes," Flora said. "It ends up being a great scenario for these guys to go and improve their game."

A lot of it is not only for these guys to get better, but they're playing different people that do a lot of different things that they don't normally get to do."

Flora understands players come in the TCL looking to improve their game, but he also wants the Generals to be successful.

"My goal is to teach these guys how to win," he said. "Part of their learning process is learning how to win."

These guys want to get to the 50, 60, 80 at-bats and get better that way. A huge portion of the wood but collegiate league is for these guys to go out and learn how to win so they can go back home and prove to those guys that they know how to win."

The Generals won under Flowers, who is now a scout for the Chicago Cubs. Koch sees Flora having similar success.

"We not only want players to further their careers but also the coaches," Koch said. "I want them to have that opportunity to make a name for themselves. We know he wants to prove himself, so he's going to give it everything he can."

Mike Pearson is a sports writer for the Victoria Advocate. Contact him at 361-586-5638 or mpearson@vicad.com, or comment on this column at AstroSports.com.
Youth Fair just around the corner

By BENJAMIN SHARP
bsharp@journal.spectator.com

CRESCENT — With Fair Week less than three weeks away, Wharton County Youth Fair officials said this past Thursday that they’re painting, building new chutes and finishing off last minute details to make sure everything is good to go.

“We’re kind of going through a metamorphosis,” said Fair President Henry Jetelina. “Some of the events were getting on the downhill side, and we’re bringing it up.”

Jetelina shared his comments during this past Thursday’s Press Day Luncheon, held in the Director’s Room at the Crescent Fairgrounds. Representatives from the Wharton Journal-Spectator, East Bernard Express, El Campo Leader-News, KULP radio and KIOX radio, among others, were treated to lunch and an update from fair directors about this year’s event.

This year’s fair will be the 37th annual event. Jetelina said fair officials are anticipating another successful event. Last year’s Sale of Excellence raised $976,522, he noted, with the Freezer Sale topping on an additional $60,721.

The fair gave $85,000 worth of scholarships last year, Jetelina said. Since its inception, the fair has bestowed some $1.4 million in scholarships.

“That’s a big number,” Jetelina said. “We did very well last year. That’s great for the youth of this community.”

Like in the past, this year’s fair kicks off with the Barbecue Cookoff, which is scheduled for April 17-20, the week before the fair officially opens. Chairman Russell Machann said that 110 teams See YOUTH FAIR, Page 3

— Youth Fair is less than three weeks away

Continued from Page 1

have signed up so far. Though that’s less than the 136 teams that traveled last year’s cookoff, Machann said there’s usually plenty of newcomers.

“We’ll take teams up till the last week,” he said. “That’s more money for our kids.”

He encouraged visitors to mingle with cookoff competitors on Friday, April 17, the night before judging begins. It’s normally quite a party, with live music and sampling of each team’s secret recipes.

“We’d like to see a lot of new faces out there,” Machann said.

Meat and showmanship judging begins on Saturday, April 18. That same day Co-Texan competitions are held, including dimeess, washers and horseshoes. Fair officials said Co-Texan events have raised roughly $19,000 in scholarships over the past four years.

The Ranch Rodeo and Team Penning will also be held that same day.

Fair Week begins on Thursday, April 23 and will run until Saturday, May 2. One new event this year is the 5K race, which is part of the Polka Fest on Sunday, April 26.

One highlight of the annual college rodeo, scheduled for Friday, April 24 and Saturday, April 25, Wharton County Junior College rodeo team head coach Sohn Amestoy said 14 colleges will be represented, with some top riders and ropers from larger universities like Texas A&M.

“We’ll see the best cowboys and cowgirls from across the United States,” Amestoy said.

WWU’s team is certainly in the mix for top finishes. Amestoy said his team is ranked fifth in the national standings. The Youth Fair rodeo is one of the most important of the season as it’s the final chance for competitors to make the nationals.

Though plenty of competitors are expected during this year’s fair, officials said on Thursday that certain events are seeing a downturn in numbers. That includes livestock events. Chairman Joel Lopez said livestock events are down by 30 entries from last year.

But he said Pen of Three entries are actually up, rising from 30 to 41.

“We had to buy 10 new pens for the Pen of Three competition,” Lopez said. “This was a good problem to have.”

One department that always seems to have a plethora of entries in Creative Arts, Longtime chairperson Grace Glue said this year’s competition will showcase the skills of 1,601 competitors ages 18 months to 77 years old. Categories include art, photography, baking, canned products, clothing, crafts, horticulture and quilting.

A total of 5,719 entries will be judged on Friday, April 27. Glue said 40 out of town judges will do that honor. The department is staffed by 100 volunteers.

“The department (Creative Arts) is the most volunteer oriented,” she noted. “The Wharton County Youth Fair supports our kids and they take those skills and excel elsewhere.”

Fair tickets are $10 for adults, $6 for children ages six to 12 and free for kids five and under. Reason passes are available for $50.

For more information on this year’s fair, call 979-677-3859 or 979-677-3871 or visit the website www.whartoncountyyouthfair.org.
Brazos ULL students advance to Regional competition

Brazos High School Students recently competed in the District 26A ULL Academic Meet on March 21 and 22 at WCJC in Wharton. Advancing to the Regional competition in San Marcos on April 20 are the first place Calculator Applications team of Sarah Brzozowski, Austin Brzozowski, Amber Adamick and Joy Jones. Austin Brzozowski who placed second in District and Amber Adamick who placed third also advance in individual Calculator Application competition.

In Computer Applications, Taylor Wedegartner with a first place District finish and Lauryn Lacedin with a second place District finish will advance to Regionals.

In Current Events, Allan Kovar with a third place District finish will represent Brazos at Regionals also. Other students placing at the District Meet are Dakotah Hale, fifth place Computer Science, Emma Gryzinski, fourth place Editorial Writing and fourth place Feature Writing, Irene Kim fourth place Literary Criticism, Jennifer Stanney fifth place Literary Criticism, Sarah Brzozowski sixth place Calculator Applications and Jonathan Jaynes, sixth place Computer Applications.

Other Brazos Teams placing were Literary Criticism second place team of Irene Kim, Jennifer Stanney, Media Gilbert and Kiley McCall, and the Current Events second place team of Allan Kovar, Morgan Reinecker, Jeremy D’Rubio and Angelo Martinez.
COLLEGE BASEBALL

UHV Jaguars fall 2-1 to Wharton County

BY MIKE FORMAN
mforman@newsgroup.com

The Glen Sparksman who arrived at Wharton County Junior College from Gonzalo bears little resemblance to the pitcher who took the mound a cold, windy Wednesday at Rivercite Stadium.

Sparksman was "a little short and stubby" when he arrived as a freshman.

But Sparksman, who is now a sophomore, stands 6-foot-3 and weighs 185 pounds and pitched a perfect inning against UHV, striking out two of the three batters he faced.

"It was just work out and run," Sparksman said. "I just focused on baseball and put everything into it. Mostly putting a lot of line into my hands and weighted balls just so I can gain a few miles per hour here and there, and it's paying off."

Sparksman's pitches have been clocked in the high 80s this season, and he has already signed a letter of intent with Texas A&M--Corpus Christi.

But he's hoping to attract the attention of major league scouts.

"My goal is to get drafted in the top 10 rounds," he said. "I've never known how it's going to work. I just keep working harder and trying to get better." Wharton County captured a 5-1 win over the Jaguars and improved to 10-22 on the season. The Dinos sent the Jaguars 9-0.

Wharton County used seven pitchers, including Bay City graduate Kevin Leonards, who started and went two innings.

Under National Association of Intercollegiate Athletics rules, the game does not count in the standings for UHV.

The Jaguars sent 10 pitches to the mound, and coach Terry Dahl substituted frequently.
Senior Citizen Fundraiser

A WCJC Senior Citizen Program fundraiser will be held from 11 a.m. until 1:30 p.m. Wednesday, April 17. Barbecued chopped beef sandwiches, chips and dessert will be sold for $7 each. This is a pre-sale event only with money due Friday, April 12.

The drive-through will be located at 205 West St. in El Campo or 10 or more meals will be delivered. The event is co-sponsored by co-sponsored by Avalon Place Wharton and Gardenvilla Healthcare. For tickets call Senior Office @ 532-6430, Avalon Place @ 532-1244 and Garden Villa at 979-543-6726.
## SPORTS CALENDAR

### Saturday, April 13
- **Baseball**
  - Galveston College at Wharton County Junior College (DH), 1 p.m.
  - Wharton Babe Ruth League tryouts at Tiger Field, 10 a.m.
  - Wharton Rodeo
    - Wharton County Junior College at Hill College Rodeo, Hillburn, TBA

### Sunday, April 14
- **Baseball**
  - Major League Baseball Pitch, Hit & Run competition at Wharton Little League Field, 4 p.m.

### Monday, April 15
- **Golf**
  - Wharton at regional tournament, Oso Beach Golf Course, Corpus Christi, TBA
  - East Bernard at regional tournament, Quail Creek Country Club, San Marcos, TBA

### Tuesday, April 16
- **Baseball**
  - El Campo at Wharton (JV, V), 5 p.m.
  - Van Vleck at East Bernard (JV, V), 4:30 p.m.
  - Rice at Hedwig (JV, V), 5 p.m.

- **Golf**
  - Wharton at regional tournament, Oso Beach Golf Course, Corpus Christi, TBA
  - East Bernard at regional tournament, Quail Creek Country Club, San Marcos, TBA

### Softball
- **El Campo at Wharton (JV, V),**

5 p.m.
- **Van Vleck at East Bernard (JV, V),** 6 p.m.
- **Rice at Hedwig (V),** 4 p.m.

### Wednesday, April 17
- **Tennis**
  - Wharton at regional tournament, Corpus Christi, 8 a.m.
  - East Bernard at regional tournament, San Marcos, TBA

### Thursday, April 18
- **Baseball**
  - Wharton Babe Ruth League tryouts at Tiger Field, 7 p.m.
  - Tiger Sharks registration at Duncan Hall, Wharton Civic Center, 5 to 7 p.m.

- **Swimming**
  - East Bernard at regional tournament, San Marcos, TBA

---

### ONE CALL ONE LOW PRICE

Advertise Your Business or Event
STATEWIDE
Regional ads available

for more info contact
the Wharton Journal-Spectator
at 979-532-8840

Free Business Assistance.
Real World Advice.

- **Business Plan Assistance**
- **Find Financing**
- **Increase Sales**
- **Improve Productivity**

Call (979) 320-4085 to schedule a free appointment with a business advisor.
Pioneers take big win from UH-Victoria

Special to the Journal-Spectator

The Wharton County Junior College Pioneers drove the 86 miles south on U.S. 59 to face the University of Houston-Victoria Wednesday night and came away with a big midweek victory, 2-1.

Sophomore Nick Reyes from Corpus Christi hit a big two-out double down the right field line to score sophomore Frank Cloutier from Sheffield, Quebec. Cloutier reached base safely with a walk and then stole second base, and Reyes' double put the game back at even at the end of the third inning.

In the fourth inning, the Pioneers manufactured a run following back to back singles by JD Arrowood, a freshman from Clear Lake, and Ty Morgan, a sophomore from Cameron. Sophomore Kyle Marlow from Beaumont then safely executed a sacrifice bunt to advance the runners to second and third. Ryan Rodriguez, a sophomore from Granbury, gave himself up with a safety squeeze, scoring Arrowood and putting the Pioneers up 2-1.

Cole Foster got the win for the Pioneers. He tossed two innings of shutout ball in relief while striking out one, walking one and giving up one hit. The Pioneers' pitching staff was outstanding as they gave up just one run on five hits, three walks and struck out 10.

Pioneers closer Vinnie Apaza, a freshman from Richmond, put away the final three outs to record his second save in as many chances leading the Pioneers to victory.

The Pioneers play a three-game home stand against Galveston College this weekend. Game 1 was Friday night. Saturday's doubleheader will start at 1 p.m., and Game 3 of the series will start 30 minutes following the end of Game 2.
NEXT WEEK’S MEETINGS

Monday, April 15
  • Wharton Economic Development Corp. board meets at noon at the WEDC office, conference room, 1944 N. Fulton St., Wharton.
  • Wharton Public Works Committee meets at noon at Wharton City Hall, 120 E. Caney St., Wharton.
  • Wharton Planning Commission meets at 4:30 p.m. at City Hall, 120 E. Caney St., Wharton.
  • East Bernard City Council meets at 7 p.m. at City Hall/Prosperity Bank, 704 Church St., East Bernard.

Tuesday, April 16
  • Wharton County Junior College board meets at 6:30 p.m. at the Hutchins Memorial Center, WCJC Board Room, 911 Boling Hwy., Wharton.
  • Wharton School Board meets at 7 p.m. at the Wharton ISD Education Support Center, 2100 N. Fulton St., Wharton.
Arthur Wayne Stephens
Sept. 19, 1945 –
April 10, 2013

Arthur Wayne Stephens, 67, of Bay City passed away Wednesday, April 10, 2013 after a long bout with cancer. He was born September 19, 1945 in Bexar County, Texas to the late Carl Durwood & Waldine White Stephens. Wayne was Director of Process Technology at Wharton County Junior College before retirement. He is survived by daughter: Rachel Francois & husband Chad of Georgetown, TX; son: Ryan Stephens & wife Cynthia of Bay City; 2 sisters: JoAnn Fry of Temple, TX and Leota Arbuckle of Bay City; 2 brothers: Lester Stephens of Athens, GA and Aubrey Stephens of Many, LA; and 2 grandchildren: Connor and Collin Stephens.

The funeral service was held 10 a.m. Saturday, April 13, 2013 at Taylor Bros. Funeral Home with Robert Rodriguez officiating. Interment followed at Cedarvale Cemetery.

Condolences may be shared with the family by visiting www.taylorbros.net.

Arrangements are with Taylor Bros. Funeral Home (979) 245-4613.
MATAGORDA MEMOS

April 11

Jury Cancellation
Jury duty for Matagorda County Court has been cancelled for 10 a.m. on Thursday, April 11 in County Judge Nate McDonald's court.

Pro-Se Divorce Clinic
Lone Star Legal Aid will host a Pro-Se Divorce Clinic at 10 a.m. on Thursday, April 11 at the Bay City Public Library. The clinic will focus on topics such as how to file for divorce, how to navigate through the court system and how to complete the TexasLawHelp.com self-help forms. Forms packets provided. For more information call 979-849-6464.

April 12

WCJC – GED Classes
Wharton County Junior College Basic Education Department will offer General Equivalency Diplomas – GED classes at the Bay City and Palacios locations. Orientation required and scheduled for April 12 – 13 and will be held at the WCJC Wharton campus in the Pioneer Student Center. Day and evening hours available. For more information call (979) 532-6301 or register online at www.wcjc.edu.

April 13

Rally on the River
The 4th Annual Rally on the River will begin at 9:15 a.m. on April 13 at Riverside Park. All paddlers may enroll, free of charge, to participate in the leisurely 8-mile float trip on the Colorado River to take place that morning. The first 80 to sign up will receive a free commemorative T-shirt and other gimmies. Other events throughout the day include an environmental scavenger hunt, kids fishing tournament, river trash clean up and barbecue cook-off. For more information or to reserve a kayak call 979-240-4872.

Free Practice SAT Testing
The Bay City Public Library is offering a free practice SAT test at 8 a.m. on Saturday, April 13. The testing practice is open to all interested. Register online at www.bcphtems.blogspot.com.

WVFD CFS Dinner
The Wadsworth Volunteer Fire Department is having their annual Chicken Fried Steak dinner and silent auction from 11 a.m. – 2 p.m. on Saturday, April 13 at the Wadsworth Fire Station – Hwy. 521 East. Plates are $8 dine-in or carryout. Meal includes chicken fried steak, mashed potatoes and green beans. For more information or to order tickets call 979-245-5772 or 979-479-0201.

Excel 2010 Training
There will be a hands-on Excel 2010 training class from 9 a.m. to 4:30 p.m. on Saturday, April 13, at the Business Development Center, 1900 Fifth Street in Bay City. Register by calling 979-320-4085. The $99 fee must be paid in advance. Fee includes instruction, textbook, light lunch, refreshments and unlimited follow up.

April 14

EBC 28th Anniversary
Ebenezer Baptist Church family invites the public to the 28th Anniversary event at 3 p.m. on April 14. 700 Whitson. Guest speaker will be the Reverend L. Monroe of New Pilgrim Rose Baptist Church in Palacios. Dinner will be served.

Catholic Daughters Chicken Spaghetti Fundraiser
The Catholic Daughters Court 2546 of St. Peter's Catholic Church in Blessing is sponsoring a chicken spaghetti plate meal beginning at 10:30 a.m. on Sunday, April 14 in the church hall. Plates are $8 to go or $10 for a family of 4. All proceeds benefit Catholic Daughter Scholarships and charities.

April 15

BCHS OAC Play
The Bay City High School One Act Play, “Death of a Salesman” has advanced out of District to Area and will be performing at 7:30 p.m. on Monday, April 15 in the BCHS Theatre. They will also be performing at 7:30 p.m. on Saturday, April 13 in the Area Championship at Deer Park.
Winning art is ‘out in space’

The Art League of Bay City Spring Judged Art Show currently being held at the Matagorda County Museum announced the top winners in several categories. The exhibit will continue until April 27 and the public is invited to view and enjoy the works of art on display. Pictured, from left, are Spring Art Show judges Jesse Coleman, Wharton County Junior College Art Instructor, and Chuck Rawley, Professional International artist of Richmond, standing next to the Best in Show winning artwork, a sculpture titled "Alan Bean: Artist on the Moon" by Raleigh Conklin.
WCIC Holds Program Fundraiser

WCIC Senior Citizens Program, Avalon Place Wharton and Garden Villa Healthcare will hold a barbecue chopped beef sandwich fundraiser from 11 a.m. to 1:30 p.m. Wednesday, April 17. Presale due by April 12 for $7. Drive through or pick up. Orders of ten or more will be delivered. For tickets contact: Senior Office at 532-6430, Avalon Place at 532-1244 or Garden Villa at 543-6726.
WCJC Athletic Banquet set for May

The Wharton County Junior College Booster Club will sponsor the 50th Annual Athletic Banquet on Tuesday, May 7 at the WCJC Pioneer Student Center, Wharton Campus. The welcome and dinner will begin at 6:30 p.m.

Tickets are $15 each. Athletes are admitted free of charge. Pre-sale tickets are required. The deadline to purchase tickets is Wednesday, May 1.

Please call 979-532-6322 for additional information or to purchase tickets.
Registration deadline May 10th for June 8th ABC Child Care Conference

The All Babies & Children (ABC) Child Care Conference that will be held on Saturday, June 8, will offer child care providers, foster parents and other adults who work with children the opportunity to earn seven clock hours of credit. The conference will be at Wharton County Junior College at 911 East Boiling Highway in Wharton.

Pre-registration is required by May 10, with no on-site registration and no substitution of participants. The conference will begin with check-in at 7:15 a.m.; the last session will conclude at 3:15 p.m.

The 2013 conference sessions will include the following topics: "Brain Development", "The Role of Interpersonal Communication in Developing Professionalism", "Math and Science for Infants and Toddlers, Preschool and Afterschool", and "Teaching with Limits and Laughter".

The $35 registration fee will cover the catered buffet luncheon, breakfast, certifying of clock hours, and handouts. Registration forms and conference flyers (with map) are available at the Matagorda County Extension Office, 2200 7th Street, 4th Floor, Bay City, Texas.

Sponsors of this year’s conference are Texas AgriLife Extension Service in Brazoria, Fort Bend, Matagorda, and Wharton Counties; Wharton County Junior College; and FCS Committee of Fort Bend County. They will seek to provide reasonable accommodations for all persons with disabilities for this conference. They ask that participants contact them by May 28 to advise them of the auxiliary aid or service required.

Questions should be directed to Dianne Carter or Jacque Gerke at the Fort Bend County Extension Office, (281) 342-3430. Extension programs serve people of all ages regardless of socioeconomic level, race, color, sex, religion, disability or national origin.
Galveston sweeps WCJC

Special to the Journal-Spectator

Frank Cloutier, a sophomore from Sa. Shefford, Quebec, did his best to will the Wharton County Junior College Pioneers to a win with a two-hit game, but the Pioneers dropped a 6-0 contest to Galveston on Friday at home.

The three-game series moved to Galveston on Saturday, and the Whitecaps won both games in Galveston to sweep the series.

On Friday, the bright spot for the Pioneers was Cole Foster, a sophomore from Katy, on the hill. Foster gave up just one hit, allowed no earned runs, walked none and struck out four during his four innings of relief work.

The Pioneers’ four defensive errors and lack of offense put the Pioneers in a hole they weren’t able to come out of.

On Saturday, the Pioneers jumped out to an early lead but were unable to hold on and lost 6-1 to Galveston in Game 2.

Sophomore Rick Reyes from Corpus Christi led the inning off with a double to right-center field and was brought in on a single and an error as freshman Hunter Jones from Kingwood drove a ball through the left side of the infield in the bottom of the second inning.

The Pioneers held onto the lead until the fifth inning giving up one run, two in the sixth and three in the seventh.

The Pioneers ended the day offensively with four hits.

The Pioneers decided to turn the offensive switch on in Game 3, racking up 14 hits and eight runs, but still lost, 9-8.

Cloutier racked up four RBIs on three hits for the Pioneers. He doubled in the seventh inning and singled in the first and ninth innings.

WCJC jumped out to an early 1-0 lead in the bottom of the first. Sophomore Dustin Torres from Cleburne started the game for the Pioneers with a single. A bunt by Wharton freshman Andrew Cruz then moved Torres from first to second. Cloutier singled, scoring Torres.

Galveston came back taking advantage of San Antonio freshman Austin Eichman’s struggles as he pitched 3 1/3 innings allowing four runs on five hits, four walks, and three hit-by-pitches. The highlight on the mound for the Pioneers in game three was Bay City sophomore Kevin Landgrebe as he pitched two innings allowing no earned runs on no hits, three strikeouts and one walk.

Facing a 9-4 deficit entering the bottom of the ninth inning, the Pioneers put together a strong rally. Two walks and a single loaded the bases for Cloutier as he hit a single scoring Robert Heep, a freshman from San Antonio, and Ryan Rodriguez, a sophomore from Cranbury. An RBI single by Jones and an RBI double by Camarillo sophomore Ty Morgan gave the Pioneers hope. In the most exciting play of the day, Pioneer catcher Kyle Markum, a sophomore from Hampshire, grounded out to third on the hardest hit ball of the day. Galveston’s third baseman had a no look catch to end the game as the Pioneers fell 9-8 in the bottom of the ninth.

The Pioneers are back in action Friday in Houston against San Jacinto College at 6 p.m. The series continues at home in Wharton on Saturday with the doubleheader starting at 2 p.m.
Senior Citizen Fundraiser

A WCJC Senior Citizen Program fundraiser will be held from 11 a.m. until 1:30 p.m. today. Barbecued chopped beef sandwiches, chips and dessert will be sold for $7 each. The drive-through will be located at 205 West St. in El Campo or 10 or more meals will be delivered. The event is co-sponsored by co-sponsored by Avalon Place Wharton and Garden Villa Healthcare. For tickets call Senior Office @ 532-6430, Avalon Place @ 532-1244 and Garden Villa at 979-543-6726.
SPORTS CALENDAR

Wednesday, April 17
Tennis
  • Wharton at regional tournament, Corpus Christi, 8 a.m.
  • East Bernard at regional tournament, San Marcos, TBA
Track
  • Wharton at area meet (VB, VG), Giddings, TBA

Thursday, April 18
Baseball
  • Wharton Babe Ruth League tryouts at Tiger Field, 7 p.m.
Swimming
  • Tiger Sharks registration at Duncan Hall, Wharton Civic Center, 5 to 7 p.m.
Tennis
  • East Bernard at regional tournament, San Marcos, TBA

Friday, April 19
Baseball
  • Wharton County Junior College at San Jacinto College, Houston, 6 p.m.
  • Wharton at Bellville (JV, V), 5 p.m.
  • East Bernard at Danbury (V), 7 p.m.
  • Boling at Van Vleck (JV, V), 5 p.m.
Softball
  • Wharton at Bellville (JV, V), 5 p.m.

Saturday, April 20
Baseball
  • San Jacinto College at Wharton County Junior College (DH), 2 p.m.
  • Wharton Babe Ruth League tryouts at Tiger Field, 6 p.m.

Monday, April 22
Baseball
  • East Bernard (JV, V), open date
  • Danbury at Boling (JV, V), 5 p.m.

Tuesday, April 23
Baseball
  • Royal at Wharton (JV, V), 5 p.m.

Wednesday, April 24
Baseball
  • Wharton County Junior College at Angleton College, LaFunkin, 4 p.m.
  • Send items to Managing Editor Keith Magee at kmagee@journal-spectator.com
WCJC to honor retiring choir director

Farewell tribute concert set for Tuesday

Special to the Journal-Spectator

The Wharton County Junior College Choir will present some of its most challenging work at its upcoming spring concert. The Farewell Tribute Concert, scheduled for Tuesday 23 at the Wharton campus, will feature selections from Brahms Requiem, sung in German.

Getting the students to understand and pronounce the German language was far from easy. It took a team effort from director Lee Lenson, instructor of music Debra Lemon and Peggy Spitzenberger, an adjunct music instructor. Spitzenberger perfected her mastery of German while studying at Baylor.

"It's a definite challenge because with the German language there are different sounds the students have to grasp," Debra Lemon said.

The two Brahms movements that will be part of the concert are actually a sampling of what the choir will perform when they travel to Carnegie Hall in New York City later this year. There they will have the chance to work with a world-renowned director before performing the full 69-minute piece. The Lenson's have taken choir trips to Carnegie only twice previously.

"This is literally a teaser of what we're going to do in New York," Debra Lemon said.

Making the concert even more special is the fact that this will be Lee Lenson's final concert before a local audience. He will retire at the conclusion of the spring semester after 23 years with WCJC.

The Farewell Tribute Concert will highlight some of his favorite music. In addition to the Brahms pieces, the concert will also feature When the Saints Go Marching In, a special rendition of Amazing Grace and selections from Les Miserables.

"It's a celebration of Lee's wonderful career here," Spitzenberger said.

In addition to his more than two decades at WCJC, Lee Lenson also has another 20 years directing in other settings. He said the most enjoyable part of what he's done is seeing the students grow in their creative abilities and become more advanced musically.

At the close of the April 23 show, alumni will be invited up on stage to sing the Hallelujah Chorus with the choir. "We've invited a whole lot of kids who were in the choir from 1969 on up," Lee Lenson said.

He added that this year's concert— which will prove to be his last — has been particularly special to him.

"This is my last choir in 40 years, and we have found them to be amazing singers," he said, adding that the difficulty of the Brahms pieces have really proven the choir's mettle. "I've never been more proud to be the director than I am with this choir."

Lenson's colleagues say his influence has had far reaching impacts, on students, the WCJC faculty and staff, and on the Wharton community as a whole. His presence will be sorely missed, said Dr. Pam Speights, department head of WCJC's Visual and Performing Arts.

"It is not unusual, thanks to Lee's influence, for previous students to become lifelong supporters of our Fine Arts department," she said. "Lee shared his passion for music and for developing fine musicians with us. Students come to choir to sing, but also to be directed by such a fine man."

The WCJC Choir Farewell Tribute Concert will be held at 7 p.m. Tuesday in the Pioneer Student Center on the Wharton campus, 911 E. Boling Hwy, in Wharton. Admission is free and the public is invited.

Attendees are encouraged to come early as seats are expected to fill up fast.
Registration deadline May 10th for June 8th ABC Child Care Conference

The All Babies & Children (ABC) Child Care Conference that will be held on Saturday, June 8, will offer child care providers, foster parents and other adults who work with children the opportunity to earn seven clock hours of credit. The conference will be at Wharton County Junior College at 911 East Boling Highway in Wharton.

Pre-registration is required by May 10, with no on-site registration and no substitution of participants. The conference will begin with check-in at 7:15 a.m.; the last session will conclude at 3:15 p.m.

The 2013 conference sessions will include the following topics: "Brain Development", "The Role of Interpersonal Communication in Developing Professionalism", "Math and Science for Infants and Toddlers", "Preschool and Afterschool", and "Teaching with Limits and Laughter".

The $35 registration fee will cover the catered buffet lunch, breakfast, certifying of clock hours, and handouts. Registration forms and conference flyers (with map) are available at the Matagorda County Extension Office, 2200 7th Street, 4th Floor, Bay City, Texas.

Sponsors of this year’s conference are Texas A & M Life Extension Service in Utopia, Fort Bend, Matagorda, and Wharton Counties; Wharton County Junior College; and PGC Committee of Port Bend County. They will seek to provide reasonable accommodations for all persons with disabilities for this conference. They ask that participants contact them by May 28 to advise them of the auxiliary aid or service required.

Questions should be directed to Dianne Gertson or Jackie Cerk at the Fort Bend County Extension Office, (281) 342-3430. Extension programs serve people of all ages regardless of socioeconomic level, race, color, sex, religion, disability or national origin.
August Libebrda
August Eugene Libebrda, 85 years young, completed his journey here on Earth at 4:30 a.m., Saturday April 20, 2013, after a courageous battle with mesothelioma. He was at home, surrounded by his loving family at the time of departure.

He is survived by his daughter Charlotte Libebrda of Houston, son Curtis Libebrda of Dallas, their mother Marian Sablatura of Houston, brother Roland Libebrda of Lafayette Louisiana, and extended family of nieces and cousins.

He was preceded in death by his sister, Georgia Scheffer of Houston.

August was born in Hallettsville on Jan. 28, 1928, to the late August Louis Libebrda and Julia Krauskopf-Libebrda, moving to Ganado at the age of 2.

He attended Ganado High School, and immediately after graduation, at the age of 17, he joined the US Navy in 1945, proudly serving during WW II, where he was stationed in the Marshall Islands. He was awarded several honor medals, including one for outstanding Marksman, "You must be from Texas," commented his commanding officer. Upon discharge, August attended and graduated from Wharton County Junior College. After college, he went to work for ALCOA in Point Comfort where he worked for 46 ½ years as a master electrician until his retirement.

August was a devout Christian and member of the Assumption of the Blessed Virgin Mary Catholic Church in Ganado from childhood and throughout his entire life. He also served as aid to the priests during his time with the US Navy.

He was a member of the Knights of Columbus, American Legion, and the Instrument Society of America. August enjoyed hunting, camping, and just about any outdoor activity.

After retirement, August worked equally as hard doing charity work for the church, family and friends. He enjoyed nothing more than helping others, always learning and keeping up with the latest technology, sharing his knowledge as well as stories from his past. He also spent time helping in the care for abandoned and abused animals through the animal rescue charity founded by his daughter. It was not only humans that benefited from his incredibly generous and giving nature.

His presence in so many lives will be sincerely missed.

Visitation was Tuesday, April 23 from 5 to 8 p.m. at the Ganado Funeral Home.
August Liberta

with the Rosary beginning at 7 p.m.

Services were Wednesday, April 24 at 10 a.m. at the Assumption of the Blessed Virgin Mary Catholic Church in Ganado with Father Michael Lyons officiating. Interment followed in Assumption Catholic Cemetery with military honors by Ganado American Legion Post.

The family respectfully requests that any memorials be made to the Assumption Catholic Church of Ganado.

Arrangements under the direction of Ganado Funeral Home, 361-771-2120.
Pioneers can't overcome miscues, fall to San Jacinto

The Wharton County Junior College Pioneers (2-3, 3-4 overall) saw their three-game winning streak and series lead against the San Jacinto Dolphins (1-1, 3-4 overall) evaporate Friday night at the Dallas Regional Tournament in San Antonio.

"We didn't play our best tonight," said Wharton coach Greg Atwell. "We had some miscues, and they capitalized on them. Our defense didn't hold up, and our hitting was off." The Pioneers' inability to score led to a 3-1 loss to San Jacinto.

In the first inning, San Jacinto's pitcher, Tyler Rodriguez, struck out three Pioneers before allowing a run on a single to left field by Wharton's Noah Rodriguez. The Pioneers' inability to score in the first inning continued throughout the game, as Rodriguez pitched a complete-game shutout.

Although Wharton's offense struggled, their defense was solid. However, San Jacinto's rate of scoring runs continued to outpace Wharton's. San Jacinto scored three runs in the third inning, one in the fifth, and two in the seventh.

Wharton's only run of the game came in the bottom of the seventh inning on a double by Wharton's Jacob Bevis. However, Bevis was out at third base on a throw from the outfield.

With the loss, Wharton falls to 2-4 in the conference and 3-4 overall. They will face the San Jacinto Dolphins again on Saturday night in San Antonio. The game is scheduled to start at 7 p.m. at Wolff Stadium.
SPORTS CALENDAR

Wednesday, April 24

Baseball
- Wharton County Junior College at Angelina College, Lufkin, 4 p.m.

Friday, April 26

Baseball
- Wharton County Junior College at Alvin Community College, 2 p.m.

Rodeo
- Wharton County Junior College Rodeo at Johnson Arena, Wharton County Youth Fairgrounds, Crescent, 7 p.m.

Track
- Wharton at regional meet, Corpus Christi, TBA
- East Bernard at regional meet, Judson High School, San Antonio, TBA

Saturday, April 27

Baseball
- Alvin Community College at Wharton County Junior College (DH), 1 p.m.

Rodeo
- Wharton County Junior College Rodeo at Johnson Arena, Wharton County Youth Fairgrounds, Crescent, 7 p.m.

Softball
- Class 2A bi-district playoff: Boling vs. East Chambers at Clear Falls High School, League City, 7:30 p.m.

Track
- Wharton at regional meet, Corpus Christi, TBA
- East Bernard at regional meet, Judson High School, San Antonio, TBA

Monday, April 29

Tennis
- Wharton at Class 3A state tournament, College Station, 8 a.m.
- East Bernard at Class 2A state tournament, College Station, 8 a.m.

Tuesday, April 30

Tennis
- Wharton at Class 3A state tournament, College Station, 8 a.m.
- East Bernard at Class 2A state tournament, College Station, 8 a.m.

Send items to Managing Editor Keith Magee at kmagee@journal-spectator.com.
BHS earns second in District 26 2A UIL meet

District 26 2A UIL contests were held on March 28 and March 29 at Wharton County Junior College.

Bolting High School won the event just edging out Brazos High School with 496 points to being High School's 465 points. Third place went to Van Vleck High School with 239 points.

Other schools and their points include: Brazos High School with 327 points; DeSau High School with 223 points; Rice High School with 66 points and Hitchcock High School with 8 points.

Bolting students in the competition included:

- Calculators Applications — Caleb Winkenrother, first place; Kenny Barnett, fourth place; and Alex Arriaga, fifth place.
- Current Issues — Spencer Gutierrez, fourth place; and Nicholas Rodriguez, fifth place.
- Editorial Writing — Erin Torres, second place; and Ashley Youngblood, sixth place.
- Feature Writing — Tyler Wix, sixth place.
- Headline Writing — Erin Torres, second place.
- Informative Speaking — Spencer Gutierrez, second place; Nicholas Rodriguez, fifth place.
- Lincoln Douglas Debate — Jonathan Martinez, second place; and David Lara, fourth place.
- Literary Criticism — Erin Torres, sixth place.
- Mathematics — Alex Arriaga, first place; and Gabriel Shurkody, third place.
- News Writing — Ashley Youngblood, second place; and Jessica Boecker, fifth place.
- Persuasive Speaking — Gabrielle Alcala, first place; Alvaro Beltran, second place; and Brooke Wallace, fifth place.
- Poetry Interpretation — Charles Moore, first place; Ryan Fellers, second place; and Miles Tolbert, fourth place.
- Prose Interpretation — Melina Moore, second place; Brooke Wallace, third place; and Cynthia Rakish, sixth place.
- Ready Writing — Kate Cheney, second place; and Amanda Acosta, third place.
- Social Studies — Collin Frankum, first place; Dakota Watson, second place; and Dylan Tones, fifth place.
- Spelling and Vocabulary — Cynthia Munroe, first place; Savannah Swain, fourth place; and Jessica Taylor, fifth place.

Team Events:

- Calculators Applications — Bolting High School, second place.
- Cross Examination Debate — Bolting High School, first and third places.
- Journalism — Bolting High School, second place.
- Mathematics — Bolting High School, first place.
- Number Sense — Bolting High School, second place.
- Social Studies — Bolting High School, first place.
- Speech — Bolting High School, first place.

Spelling and Vocabulary — Bolting High School, second place.
WCJC announces May mini-term, summer registration

Wharton County Junior College is currently registering for the May Mini-Term and Summer 2013 semesters. Students may register on campus or on the web through May 15 for the May Mini-Term, through June 5 for Summer I, and through July 10 for Summer II. On campus registration is held at the WCJC Richmond campus, WCJC Sugar Land campus, and WCJC Wharton campus. May Mini-Term classes begin May 20, Summer I classes begin June 10 and Summer II classes begin July 15.

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

For more information about programs or registration, call 800-561-9252 or 979-532-4560 for the WCJC Wharton campus, 281-243-8447 for the WCJC Sugar Land campus, 281-239-1500 for the WCJC Richmond campus, and 979.244.4552 for the WCJC Bay City campus.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM X

MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve eliminating the building use fees and increasing the services and out-of-district fees

B. Approve amending the existing by-laws of the support staff organization
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: 05/21/13  Date of This Proposal: 05/09/13

SUBJECT (item as it will appear on agenda): Change in Student Fee Structure

RECOMMENDATION: Approve eliminating the Building Use Fees and increasing the Services and Out-of-District Fees.

BACKGROUND/RATIONALE: WCJC Administration has determined that the consolidation of the current fee structure would eliminate confusion. By eliminating the $6/semester hour in-district building use fee and the $12/semester hour out-of-district building use fee and adding $6/semester hour to the services fee and $6/semester hour to the out-of-district fee, this consolidation would be revenue neutral. If approved, the change would be effective the Fall 2013 semester.

Estimated Cost and Budgetary Support (how will this be paid for?): $-0-

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

SIGNATURES:

[Signature]
Originator  Date: 5/9/13

[Signature]
Cabinet-Level Supervisor  Date: 5/9/13

PRESIDENT'S APPROVAL:

[Signature]
Reg 113  Date: 5/9/13
6-21-95, 12-16-99
<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-District</td>
<td>$32</td>
<td>$32</td>
</tr>
<tr>
<td>Out-of-District</td>
<td>$32</td>
<td>$32</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$64</td>
<td>$64</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Use - In-District</td>
<td>$6</td>
<td>$0</td>
</tr>
<tr>
<td>Building Use - Out-of-District</td>
<td>$12</td>
<td>$0</td>
</tr>
<tr>
<td>Out-of-District</td>
<td>$45</td>
<td>$51</td>
</tr>
<tr>
<td>Services</td>
<td>$46</td>
<td>$52</td>
</tr>
<tr>
<td>Technology</td>
<td>$2</td>
<td>$2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-District</td>
<td>$86</td>
<td>$86</td>
</tr>
<tr>
<td>Out-of-District</td>
<td>$137</td>
<td>$137</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$169</td>
<td>$169</td>
</tr>
</tbody>
</table>
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: May 21, 2013   Date of This Proposal: April 25, 2013

SUBJECT (item as it will appear on agenda):

Amending existing ByLaws of the Support Staff Organization

RECOMMENDATION: N/A

BACKGROUND/RATIONALE:

Support Staff Organization would like ByLaws to reflect the election process of the Support Staff Council Members.

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]

PRESIDENT'S APPROVAL:

[Signature]

Reg 113
6-21-95, 12-16-99
Amending Existing Support Staff Organization ByLaws

Current:

Article IV  The Support Staff Council (SSC)

Section II  Council members will be elected in November and Assume office on January 1. Election procedures will follow the Nominating Committee guidelines.

Proposed Change:

Article IV  The Support Staff Council (SSC)

Section II  Council members will be elected in April and Assume office on September 1. Election procedures will follow the Nominating Committee guidelines.

Current:

Article V  Officers of the SSC/SSO

Section 1  Election of Officers

A. Election of the officers will be conducted at the first meeting of the SSC in January. Officers will be elected from within the membership of the SSC by majority vote of SSC members present.

Proposed Change:

Article V  Officers of the SSC/SSO

Section 1  Election of Officers

A. Election of the officers will be conducted at the first meeting of the SSC in September. Officers will be elected from within the membership of the SSC by majority vote of SSC members present.
Current:

Article V Officers of the SSC/SSO
Section 1 Election of Officers

B. The officers will be elected for one-year term and will serve no more than two consecutive terms in the same office, except with the approval of the SSO.

Proposed Change:

Article V Officers of the SSC/SSO
Section 1 Election of Officers

A. The officers will be elected for two-year term and will serve no more than two consecutive terms in the same office, except with the approval of the SSO.

Current:

Article VI Committees
Section 1

II. Committee Structure

TERMS – Terms be one year in length, beginning January 1. Members will serve no more than two consecutive terms, except with the approval of the SSC.

III. Operating Procedures

Election of SSC officers – January

Proposed Change:

Article VI Committees
Section 1

II. Committee Structure

TERMS – Terms be one year in length, beginning September 1. Members will serve no more than two consecutive terms, except with the approval of the SSC.

III. Operating Procedures

Election of SSC officers – April
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve the proposal to hire a new permanent full-time mathematics instructor to meet the increased demands of enrollment ($40,550.00 - $52,050.00 — 9 month faculty)
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: 5-21-13  Date of This Proposal: 4-15-13

SUBJECT (item as it will appear on agenda): New faculty position - Mathematics

RECOMMENDATION: Proposal to hire a new permanent full-time mathematics instructor to meet the increased demands of enrollment.

BACKGROUND/RATIONALE: Mathematics department enrollments warrant a new hire for FY14 which will be handled by a temporary full time (TFT) faculty position in FY14. If approved, this new hire will replace the TFT position in FY15. Part-time mathematics instructors to teach during the daytime are difficult to find, which is where the enrollment is increasing. Comments on the Mathematics Program Management Plan suggested hiring an additional full-time instructor due to the increased daytime enrollments.

Estimated Cost and Budgetary Support (how will this be paid for?): $40,550 - $52,050 - 9 mo. faculty

RESOURCE PERSON(S) [name(s) and title(s)]: Dale Neaderhouse (MATH DH) and Kevin Dees (MTSC DC)

SIGNATURES:

[Signature]
Dale L. Neaderhouse
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
Betty A. Meredith
President's Approval

Date: April 19, 2013

Date: 4-30-13
Reg 113
6-21-95, 12-16-99
**JOB DESCRIPTION**

Human Resources Department

<table>
<thead>
<tr>
<th>JOB TITLE: Mathematics Instructor: Member of Faculty</th>
<th>FLSA: Exempt</th>
<th>GRADE: FAC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION:</th>
<th>Wharton Campus</th>
<th>FBTC</th>
<th>Sugar Land Campus</th>
<th>Bay City Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFFECTIVE DATE: November 11, 1998</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REVISION DATE: May 13, 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REPORTS TO: Mathematics Department Head and Math &amp; Science Division Chair</th>
</tr>
</thead>
</table>

**PURPOSE AND SCOPE:**

The permanent responsibility of a faculty member is to provide the most effective instruction possible in his/her discipline. The faculty member works to insure that his/her instruction is meeting the educational needs of students.

**ESSENTIAL JOB FUNCTIONS:**

1. Administrative duties of this position:
   - Keeps accurate records of student attendance
   - Supervises assigned student employees
   - Assists assigned student groups in the planning and managing of student activities
   - Makes arrangements, approved in writing by the appropriate supervisor, for covering classes when scheduling an absence
   - Assumes assigned advising and registration duties
   - Maintains current knowledge of careers related to teaching field and of transfer issues (both in one’s field and in general)
   - Assumes the responsibility for the physical condition of assigned office and classrooms and to report needs to the building supervisor
   - Provides grade reports to Admissions and Registration
   - Attends to assigned responsibilities in a dependable and timely manner
   - Meets deadlines

2. Faculty development and obligations of this position:
   - Maintains oneself as a competent scholar in the teaching field/fields
   - Designs and implements a professional growth plan to improve instructional abilities
   - Participates in professional activities related to discipline
• Complies with the professional growth and instructional assessment policies
• Maintains currency in pedagogy

3. Teaching responsibilities of this position:
• Instructs students in courses assigned, following the official master syllabi and using approved textbooks
• Meets all classes regularly and promptly as scheduled and for the full duration of each class period
• Participates in the department’s review of all course offerings
• Upgrades the educational program by evaluating course content, student needs, and instructional methods and making recommendations for improvement
• Assists in the preparation of course syllabi
• Evaluates support materials available to students in the WCJC Libraries and makes recommendations for improving collections
• Teaches assigned courses at times, locations, and in classrooms as assigned
• Prepares, organizes, and delivers course material in effective manner
• Provides written course outlines to students and to appropriate supervisor
• Teaches online classes as assigned

4. Other professional duties of this position:
• Adheres to policies published in the Regulations Manual
• Follows college policies regarding work schedules, office hours, etc., published in the Faculty Handbook, Regulations Manual, Employment Agreement, and other official college documents
• Participates in assigned committee work
• Attends faculty meetings and commencement exercises as appropriate
• Performs assigned advising, registration, and recruiting duties
• Reviews and makes recommendations for the improvement of the educational program, the college’s learning environment, and related services
• Familiarizes oneself with the purpose of the college and with college policies and procedures
• Assumes special responsibilities or assignments from supervisors
• Secures a copy of the Student Handbook and becomes familiar with its contents
• Reports absences to appropriate supervisor
• Demonstrates commitment to the profession and students
• Provides professional and/or nonprofessional services (national, regional, local)

5. Other duties assigned to this position:
• The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.
KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a master’s degree and a minimum of 18 graduate hours in mathematics from a regionally accredited institution. This position requires credentials that meet minimum requirements for teaching at the postsecondary level set by the Southern Association of Colleges and Schools, the Texas Higher Education Coordinating Board, the Texas Education Agency, and accrediting agencies for individual programs. A criminal background check is also required.

SUPERVISION OF OTHERS:

At minimum, a faculty member should have the ability to instruct and supervise students; evaluate teaching strategies and design various methods of instruction; grade papers objectively and return them promptly; adapt instruction to fit student needs; and communicate with students effectively.

SUPERVISION AND DIRECTION RECEIVED:

This position is responsible and accountable to the Mathematics Department Head, the Math & Physical Science Division Chair, Academic Dean, and the Vice President of Instruction for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statues, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

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

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

COMPLEXITY/EFFORT:

Performance is considered satisfactory when:

1. Mutually agreed-upon objectives have been attained within a specified time frame
2. Functional responsibilities of the position have been executed at a level consistent with performance requirements
3. Effective, cooperative relationships exist with administrative and professional staff, faculty, support staff, and clientele from the community
4. Confidential aspects of the position are strictly maintained
5. Functioning in this role is related to college goals and mission attainment
6. Work is coordinated with the department head and division chair
7. Accuracy and high quality of finished work are strictly maintained and completed within established guidelines

**WORKING CONDITIONS:**

The person in this position must be able to travel independently to and from multiple work sites during day and evening hours and must be able to communicate effectively in a teaching environment with both groups and individuals.

**LAST MODIFIED:** May 13, 2013

---

Employee's Signature

Date

---

Supervisor's Signature

Date

---

Initials
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the attached resolution granting a property tax exemption for the Egypt Plantation Museum ($75.00 – exemption in property tax revenue)

B. Approve authorization of the college administration to extend the bank depository contract for one additional two-year term

C. Approve the engagement letter from Lott, Vernon & Company, P.C. for the fiscal year 2013 external audit (not to exceed $33,500.00 – current unrestricted operating budget for 2012 – 2013)

D. Approve the proposal submitted by Weatherproofing Technologies, Inc. for the roof replacement and building masonry repairs at the gym and fitness center ($427,837.50 – transfer from plant repair and replacement fund current operating budget for 2012 – 2013)

E. Approve the purchase of classroom software and equipment needed to convert Fort Bend Technical Center classroom 143 to accommodate the new Computer Simulation and Game Development Program being offered in the fall of 2013 ($109,801.00 – Science, Technology, Electronics, and Mathematics grant funds $103,701.00, current unrestricted operating budget for 2012 – 2013 $6,100.00)

F. Approve the bid submitted by Airgas USA, LLC for 12 additional welding machines and equipment for the welding program ($52,982.68 – plant repair & replacement fund)

G. 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 – unrestricted budget 2013-2014. Cost associated with collection is $0.35 per parcel for approximately 11,000 parcels in Needville I.S.D.)
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: 05/21/13

Date of this Proposal: 05/09/13

SUBJECT: Property Tax Exemption for the Egypt Plantation Museum.

RECOMMENDATION: Consider Approving the Attached Resolution Granting a Property Tax Exemption for the Egypt Plantation Museum.

BACKGROUND/RATIONALE: WCJC administration has received the attached documentation from Mr. Don Middlebrook, Trustee for the Egypt Plantation Museum, requesting that the WCJC Board of Trustees consider continuing the property tax exemption for the museum. The WCJC Board of Trustees approved this exemption in 1993 and the Central Appraisal District has requested that Mr. Middlebrook obtain a new approval from the taxing entities. According to the Texas Tax Code section 11.24, a taxing entity may grant an exemption to a historic site that is recorded as a Texas Historic Landmark.

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

Exemption of approximately $75.00 in property tax revenue

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

SIGNATURES:

Originator

Date

Cabinet-Level Supervisor

Date

PRESIDENT’S APPROVAL:

Betty A. McCrohan

Date

Reg 113
6-21-95
RESOLUTION CONCERNING EXEMPTION FROM TAXATION FOR THE TEXAS HISTORIC SITE, EGYPT PLANTATION MUSEUM

WHEREAS, the Board of Trustees of the Wharton County Junior College District granted the Egypt Plantation Museum, a Texas Historic Site, exemption from property taxation in 1993. This exemption was made in accordance with Texas Tax Code section 11.24.

WHEREAS, the Egypt Plantation Museum includes ONLY the original 1849 home built by Captain W J E Heard, the original Egypt Depot, slave home, work barns and 5 acres.

WHEREAS, these facilities are being used for tours, re-enactments of Texas history, and educational purposes. The home and depot are full of historic documents and artifacts that represent and tell the history of Wharton County and Texas.

WHEREAS, constant repairs are needed to maintain the buildings and tax relief plays a major role in the preservation of this historical property.

WHEREAS, on December 4, 2004, the Egypt Plantation Museum was granted federal tax exemption status under IRS Code 501(c)3.

WHEREAS, property taxes totaling $5,137.32 were paid for 2012 on the remaining buildings and acreage.

WHEREAS, Don Middlebrook, trustee of the Egypt Plantation Museum is asking for 100% tax reduction like the past 20 years.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WHARTON COUNTY JUNIOR COLLEGE DISTRICT THAT:

The Board of Trustees of the District hereby grants the Egypt Plantation Museum a 100% exemption from ad valorem taxation for the 2013 through 2017 tax years.

PASSED AND APPROVED on the 21st day of May, 2013.

________________________________________
Chairman, Board of Trustees

________________________________________
Secretary, Board of Trustees
DON MIDDLEBROOK, TRUSTEE

GEORGE HEARD NORTHINGTON IV TRUST

410 Lily Ln, Wharton 77488

979-877-8133

MAY 8, 2013

I am requesting from Wharton County Junior College Board of Trustees an Entity Resolution for Exempt Status for the Egypt Plantation Museum, Egypt, Texas. This property has been exempt since 1993 under Tax Code section 11.24. It is my understanding this exemption needs to be renewed every 5 years.

The Egypt Plantation Museum includes only the original part of the W J E Heard home built in 1849 (the oldest in Wharton County), the Egypt Depot, a slave home, barns, and 5 acres. I have enclosed print-outs from the CAD web site and their office.

These facilities are still being used for tours, re-enactments of Texas history, and educational purposes. The depot and main house are full of historic documents and artifacts that represent and tell the history of Wharton County. These building are in constant need of repair. Tax relief plays a major role in the preservation of this historical property.

There are three historic markers issued by the Texas Historical Commission in Egypt and listed as historic sites on their web site. I have enclosed a print-out of these markers. Egypt Plantation Museum is also listed as a historic site on the web site. Martha has talked to them and they are more than willing to help in any way possible.

On Dec 4, 2004, Egypt Plantation Museum was granted tax exempt status under IRS Code 501(c) 3. I have enclosed that letter.

Thank you so much for your consideration to leave this property exempt from property taxes. I received notice this was necessary on April 23. Annual applications have been kept current. The deadline for this notification is June 7 to the CAD.

[Signature]

Don Middlebrook, Trustee
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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

Date of Board Meeting: May 21, 2013
Date of this Proposal: April 30, 2013

SUBJECT:

Approval of bank depository extension.

RECOMMENDATION:

Authorize college administration to extend the bank depository contract for one additional two-year term.

BACKGROUND/RATIONALE:

The current depository contract extension expires August 31, 2013. Education Code §45.205 (b) allows the district to extend a depository contract for two additional two-year terms, after which the district will again be required to bid the depository contract. Prosperity Bank is agreeable to renew for the two-year period.

Estimated Cost and Budgetary Support (how will this be paid for?): -0-

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

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

SIGNATURES:

\[\text{Originator} \quad 5/7/13\]
\[\text{Cabinet-Level Supervisor} \quad 5/7/13\]

PRESIDENT’S APPROVAL:

\[\text{Betty A. McCrohan} \quad 5-7-13\]
March 15, 2013

Wharton County Junior College
Attn: Bryce Kocian
911 Boling Hwy
Wharton TX 77488

RE: Depository Bid Extension

Dear Mr. Kocian:

On behalf of Prosperity Bank, I would like to make a proposal to extend the existing Depository Bid of Wharton County Junior College for an additional two years, effective September 1, 2013 and continuing until August 31, 2015. All terms of the original bid will remain in effect with the exception of the attached Exhibit “A” – proposed deposit account rates.

Prosperity Bank has a long history of serving as the depository institution for several entities in Wharton County. Our financial strength and advanced services attribute to Prosperity Bank’s stability and continued growth.

Thank you in advance for your consideration to extend the depository relationship with us. Should you have any concerns or need additional information, please feel free to contact us.

Sincerely,

Landon McClain
President
Wharton Banking Center

Agreed to and accepted by:

Name:
Title:
Date:

Im/jnr
Enc.
EXHIBIT "A"
Rates offered to
Wharton County Junior College
March 15, 2013

**Interest Bearing Checking Accounts:** Interest will be paid on the net collected balance in your account at our posted NOW account rate plus 15 basis points with a floor of 0.50%. This is a variable rate that is subject to change at any time.

**Money Market Accounts:** Interest will be paid on the net collected balance at the posted ProsPerfect Money Market rates. This is a variable rate and subject to change at any time. The current tiered rate schedule is shown below:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Collected Balance</th>
<th>Rate</th>
<th>APY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$0</td>
<td>.05%</td>
<td>.05%</td>
</tr>
<tr>
<td>2</td>
<td>$10,000.00</td>
<td>.05%</td>
<td>.05%</td>
</tr>
<tr>
<td>3</td>
<td>$25,000.00</td>
<td>.10%</td>
<td>.10%</td>
</tr>
<tr>
<td>4</td>
<td>$50,000.00</td>
<td>.15%</td>
<td>.15%</td>
</tr>
<tr>
<td>5</td>
<td>$100,000.00</td>
<td>.20%</td>
<td>.20%</td>
</tr>
</tbody>
</table>

Transaction limitations: A maximum of six (6) withdrawals or transfers may be made to another account of the depositor at this Bank, or to a third party, if they are preauthorized, automatic, or by telephonic agreement. These six (6) withdrawals or transfers from may be made by check, draft, debit card or similar order to third parties. An item fee of $10.00 for each debit transaction in excess of six (6) per month will apply.

**Single Maturity Time Deposits:** Interest on Time Deposits (CDs) will be paid at Prosperity Bank’s current posted sheet rate at the time of purchase.

<table>
<thead>
<tr>
<th>Current posted rates</th>
<th>Rate</th>
<th>APY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Rate</td>
<td>APY</td>
</tr>
<tr>
<td>30-89 days</td>
<td>.10%</td>
<td>.10%</td>
</tr>
<tr>
<td>90-179 days</td>
<td>.15%</td>
<td>.15%</td>
</tr>
<tr>
<td>180-364 days</td>
<td>.25%</td>
<td>.25%</td>
</tr>
<tr>
<td>1 year</td>
<td>.35%</td>
<td>.35%</td>
</tr>
<tr>
<td>18 months</td>
<td>.40%</td>
<td>.40%</td>
</tr>
<tr>
<td>2 years</td>
<td>.50%</td>
<td>.50%</td>
</tr>
<tr>
<td>3 years</td>
<td>.55%</td>
<td>.55%</td>
</tr>
<tr>
<td>5 years</td>
<td>1.10%</td>
<td>1.10%</td>
</tr>
</tbody>
</table>
Education Code

Section 45.205:

Term of Contract

(a) Except as provided by Subsection (b), the depository bank when selected shall serve for a term of two years and until its successor is selected and has qualified.

(b) A school district and the district's depository bank may agree to extend a depository contract for two additional two-year terms. An extension under this subsection is not subject to the requirements of Section 45.206.

(c) The contract term and any extension must coincide with the school district's fiscal year.

Amended by Acts 1997, 75th Leg., ch. 1308, Sec. 1, eff. June 20, 1997.

Amended by:

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: May 21, 2013

Date of this Proposal: May 6, 2013

SUBJECT:

Engagement Letter for the fiscal year 2013 external audit.

RECOMMENDATION:

Approve the engagement letter from Lott, Vernon & Company, P.C. dated April 17, 2013.

BACKGROUND/RATIONALE:

Annual renewal of audit service engagement required, with work to begin in July, 2013.

Estimated Cost and Budgetary Support (how will this be paid for?): Not to exceed $33,500.00
Current Unrestricted Operating Budget for 2012-2013.

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

Bryce D. Kocian, Vice President of Administrative Services
Gus Wessels, Jr., Dean of Financial and Business Services

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

5-6-13
Date

5/6/13
Date

PRESIDENT'S APPROVAL:

[Signature]

reg 113
6-21-95
April 17, 2013
Board of Trustees
Wharton County Junior College
911 Boiling Highway
Wharton, Texas 77488

We are pleased to confirm our understanding of the services we are to provide Wharton County Junior College for the year ended August 31, 2013. We will audit the financial statements of Wharton County Junior College as of and for the year ended August 31, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement Wharton County Junior College’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Wharton County Junior College’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management’s Discussion and Analysis.
2) Statistical Section.

We have also been engaged to report on supplementary information other than RSI that accompanies Wharton County Junior College’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1) Supplemental Schedules.
2) Schedule of Expenditures of Federal Awards.
3) Schedule of Expenditures of State Awards.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—
• Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

• Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996, and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified (unmodified), we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities of the Wharton County Junior College and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current
engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements
or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Wharton County Junior College's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Circular A-133 Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of Wharton County Junior College's major programs. The purpose of these procedures will be to express an opinion on Wharton County Junior College's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure
confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management’s responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors’ reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors’ reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Lott, Vernon & Company, P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lott, Vernon & Company, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the federal awarding agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Mr. Dane Legg is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed $33,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s).

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review report and letters of comment received during the period of the contract. Our 2011 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Wharton County Junior College and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.
Very truly yours,

Lott, Vernon & Company, P.C.

[Signature]

Dane Legg, CPA

RESPONSE:
This letter correctly sets forth the understanding of Wharton County Junior College.

By: ____________________________

Title: __________________________

Date: __________________________
SYSTEM REVIEW REPORT

October 6, 2011

To the Owners
Lott, Vernon & Company, P.C.
and the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Lott, Vernon & Company, P.C. in effect for the year ended April 30, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm’s compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards, and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Lott, Vernon & Company, P.C. in effect for the year ended April 30, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Lott, Vernon & Company, P.C. has received a peer review rating of pass.

Condley and Company, L.L.P.

Condley and Company, L.L.P.
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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

Date of Board Meeting: May 21, 2013    Date of This Proposal: May 8, 2013

SUBJECT:

Approve the proposal submitted by Weatherproofing Technologies Inc. for the roof replacement and building masonry repairs at the Gym and Fitness center

RECOMMENDATION:

Approve the proposal submitted by Weatherproofing Technologies Inc. for the roof replacement at a cost of $318,922.50 and building masonry repairs at a cost of $108,914.64 for a total cost not to exceed $427,837.14 with funds transferred from the Plant Repair and Replacement Fund.

BACKGROUND/RATIONALE:

A complete campus wide roof survey was performed by Weatherproofing Technologies Inc. The survey showed all buildings and listed a roof replacement schedule by the condition of the roof. The Fitness Center and Gymnasium were the top building listed needing a new roof. During the inspection it was determined in order to make the building watertight extensive brick repair work was also needed. The College utilized a roofing contract through the Region IV Education Service Center's cooperative purchasing program, (TCPN). Under section 271.102 of the Local Government Code, districts may utilize the contracts from this purchasing cooperative in order to satisfy State bid requirements.

Estimated Cost & Budgetary Support (how will this be paid for?): $427,837.50
Transfer from Plant Repair and Replacement Fund Current Operating Budget 2012-2013

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]
Date 5-8-13

[Signature]
Date 5-9-13

Reg 113
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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

Date of Board Meeting: May 21, 2013  Date of This Proposal: May 8, 2013

SUBJECT:

Approve the purchase of classroom software and equipment needed to convert Fort Bend Technical Center classroom 143 to accommodate the new Computer Simulation and Game Development Program being offered in the Fall of 2013 for $109,801.00 with funds from the Science, Technology, Electronics, and Mathematics Grant and the College Current Operating Fund.

RECOMMENDATION:

Approve the purchase of classroom software and equipment needed to convert Fort Bend Technical Center classroom 143 to accommodate the new Computer Simulation and Game Development Program being offered in the Fall of 2013 for $109,801.00 with funds from the Science, Technology, Electronics, and Mathematics Grant and the College Current Operating Fund.

BACKGROUND/RATIONALE:

The College is approved to offer a course in Computer Simulation and Game Development in the fall. Instructional staff has identified software and equipment that are needed to begin classes. Attached is a list of the items required to start the classes and the source of the funds to pay for those items.

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

$109,801.00
Science, Technology, Electronics, and Mathematics Grant Funds (STEM) $103,701.00
Current Unrestricted Operating Budget for 2012 – 2013 $6,100.00

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

Bryce D. Kocijan, Vice President of Administrative Services
Leigh Ann Collins, Vice President of Instruction
Pam Youngblood, Vice President of Technology and Institutional Research
Marybelle Perez, STEM Project Director
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Date 5-8-13

Cabinet-Level Supervisor

Date 5-8-13

PRESIDENT’S APPROVAL:

Date
## COMPUTER SIMULATION AND GAME DEVELOPMENT PROGRAM COSTS

### REQUIRED ITEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>STEM Grant</th>
<th>WCJC Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Projector and Installation</td>
<td>$1,800.00</td>
<td></td>
</tr>
<tr>
<td>Complete wiring for simulation equipment</td>
<td></td>
<td>$300.00</td>
</tr>
<tr>
<td>Drywall work to change PE area to classroom</td>
<td></td>
<td>$2,500.00</td>
</tr>
<tr>
<td>17 high level computers, 1 printer</td>
<td>$45,000.00</td>
<td></td>
</tr>
<tr>
<td>Mobile Motion Capture Unit</td>
<td>$19,601.00</td>
<td></td>
</tr>
<tr>
<td>Simulation software (two parts)</td>
<td>$30,000.00</td>
<td></td>
</tr>
<tr>
<td>Student &quot;clicker&quot; system for feedback</td>
<td>$2,500.00</td>
<td></td>
</tr>
<tr>
<td>16 student workstations</td>
<td>$6,600.00</td>
<td></td>
</tr>
<tr>
<td>Faculty desk and general classroom needs</td>
<td></td>
<td>$1,500.00</td>
</tr>
<tr>
<td>to include tables and wall screen, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal                                          | $103,701.00 | $6,100.00 |

**TOTAL IMPLEMENTATION COSTS**                     |            | $109,801.00 |
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on 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: May 21, 2013    Date of This Proposal: May 8, 2013

SUBJECT:

Approve the bid submitted by Airgas USA, LLC of $52,982.68 for 12 additional welding machines and equipment for the Welding Program with funds from the Plant Repair and Replacement Fund.

RECOMMENDATION:

Approve the bid submitted by Airgas USA, LLC of $52,982.68 for 12 additional welding machines and equipment for the Welding Program with funds from the Plant Repair and Replacement Fund.

BACKGROUND/RATIONALE:

The College solicited and received 4 bids for the welding machines and equipment (see attached).

Estimated Cost & Budgetary Support (how will this be paid for?): $52,982.68
Plant Repair & Replacement Fund

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

Bryce D. Kocian, Vice President of Administrative Services
Leigh Ann Collins, Vice President of Instruction
Ricardo Salinas, Welding Instructor
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature] [Name]
Originator
5-8-13
Date

[Signature] [Name]
Cabinet-Level Supervisor
5-9-13
Date

PRESIDENT'S APPROVAL:

[Signature] [Name]
5-9-13
Date
# Bids for Welding Equipment

<table>
<thead>
<tr>
<th>Company</th>
<th>12 Welding Machines</th>
<th>8 multiprocess power sources</th>
<th>8 constant feed wire feeders</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airgas USA, LLC</td>
<td>$21,631.32</td>
<td>$24,829.60</td>
<td>$6,521.76</td>
<td>$52,982.68</td>
</tr>
<tr>
<td>AOC / Praxair</td>
<td>$21,616.20</td>
<td>$25,059.04</td>
<td>$6,451.36</td>
<td>$53,126.60</td>
</tr>
<tr>
<td>Lincoln Electric</td>
<td>$21,556.20</td>
<td>$29,242.40</td>
<td>$6,165.68</td>
<td>$56,964.28</td>
</tr>
<tr>
<td>Alamo Iron Works</td>
<td>$24,528.00</td>
<td>$53,360.00</td>
<td>$7,321.76</td>
<td>$85,209.76</td>
</tr>
</tbody>
</table>
Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: May 21, 2013  Date of this Proposal: April 18, 2013

SUBJECT:

Amendment to the Interlocal Cooperation Agreement with the Fort Bend County Tax Assessor/Collector for the collection of taxes.

RECOMMENDATION:

Approve attached amendment to the Interlocal Cooperation Agreement with the Fort Bend County Tax Assessor/Collector for the collection of taxes.

BACKGROUND/RATIONALE:

WCJC Board of Trustees approved the Interlocal Cooperation Agreement for the collection of taxes on May 20, 2008. The original agreement was for a one year term. This amendment shall automatically renew annually.

Estimated Cost and Budgetary Support (how will this be paid for?): $4,000.00 approximately. 2013-2014 Unrestricted Budget. The only cost associated with collection is $0.35 per parcel for approximately 11,000 parcels in Needville I.S.D.

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

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

[Signature]
Originator  5/14/13

[Signature]  5/14/13
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]  5/15/13
reg 113
6-21-95
April 16, 2013

Wharton County Junior College
Attn: Bryce Kocian
911 Boling Highway
Wharton, TX 77488-3252

RE: 2013 Tax Year Interlocal Agreement Renewal for Tax Collection Services

Dear Mr. Kocian,

Enclosed are two copies of the 2013 Tax Year Amendment to Interlocal Cooperation Agreement for the Collection of Taxes.

Please:
- Present the renewal agreement to your governing body for acceptance
- Ask them to sign both copies
- Return both copies to my office by July 1, 2013

Once received in my office, I will present them to Commissioners’ Court for execution and return one fully executed copy to you. If you prefer to use the original format of interlocal agreement, please call to request that style.

Sincerely,

Patsy Schultz, RTA
Fort Bend County Tax Assessor/Collector

Enclosures
THE STATE OF TEXAS

$§$

COUNTY OF FORT BEND

$§$

AMENDMENT TO INTERLOCAL COOPERATION AGREEMENT FOR
THE COLLECTION OF TAXES

This Amendment of the Interlocal Agreement (hereinafter referred to as “Amendment”), is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 791 of the TEXAS GOVERNMENT CODE, by and between FORT BEND COUNTY, TEXAS (hereinafter referred to as “County”), acting by and through its governing body, FORT BEND COUNTY COMMISSIONERS COURT, and WHARTON COUNTY JUNIOR COLLEGE (hereinafter referred to as “SCHOOL”), duly organized and existing under the laws of the State of Texas, acting by and through its Board of Trustees.

RECITALS

WHEREAS, on or about July 1, 2008 County and SCHOOL entered into an interlocal agreement for the collection of taxes, hereinafter referred to as the “Agreement” attached hereto as Exhibit A and incorporated by reference herein as if set forth verbatim; and

WHEREAS, the term of the Agreement has expired and the parties desire to renew the Agreement, at the same terms and conditions; and,

WHEREAS, County and SCHOOL believe it is in the best interests of the citizens of Fort Bend County to enter into this Amendment; and,

NOW, THEREFORE, in consideration of the foregoing, the Agreement between County and SCHOOL is hereby amended to read:

A. This Amendment shall be effective on the date the last party executes this Agreement and shall terminate on June 30, 2014.
B. This Amendment shall automatically renew for an additional one (1) year term thereafter unless sooner terminated as provided in the Agreement.
C. Except as modified herein, the Agreement remains in full force and effect and has not been modified or amended.
D. If there is a conflict between this Amendment and the Agreement, the provisions of this Amendment shall prevail.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
EXECUTION

THE UNDERSIGNED OFFICER AND/OR AGENTS OF THE PARTIES HERETO ARE THE PROPERLY AUTHORIZED OFFICIALS AND HAVE THE NECESSARY AUTHORITY TO EXECUTE THIS AMENDMENT ON BEHALF OF THE PARTIES HERETO, AND EACH PARTY HEREBY CERTIFIES TO THE OTHER THAT ANY NECESSARY RESOLUTIONS AND/OR ORDERS EXTENDING SAID AUTHORITY HAVE BEEN DULY PASSED AND ARE NOW IN FULL FORCE AND EFFECT.

FORT BEND COUNTY

____________________________
Robert E. Hebert, County Judge

ATTEST:

____________________________
Dianne Wilson, County Clerk

____________________________
Date

APPROVED:

____________________________
Patsy Schultz, Tax Assessor/Collector

____________________________
Date

WHARTON COUNTY JUNIOR COLLEGE

____________________________

____________________________
Date

ATTACHMENTS: Exhibit A – Original interlocal agreement

Amended Interlocal Agreement for Tax Collection Services

Page 2 of 2
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XIII

MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the transfer from the MIS plant fund for the purchase of 8 CPU's, 8 monitors, 8 mounted data projectors, 8 data projector screens, 11 projector installations, 3 instructor desks, & cabling for 11 classrooms ($28,665.00 – transfer from the MIS plant fund for 2012 – 2013)

B. Approve the transfer from the MIS plant fund for the purchase of 2 servers to upgrade the current 10 year old exchange 2003 email servers ($25,000.00 – transfer from the MIS plant fund for 2012 – 2013)

C. Approve the new position of Network Administrator to replace the IT Senior Technician in the area of technical services ($55,401.00 - $61,401.00 annual salary range)
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: May 21, 2013
Date of This Proposal: May 3, 2013

SUBJECT (item as it will appear on agenda):

Approve the transfer from the MIS Plant Fund of $28,665.00 for the purchase of 8 CPU’s, 8 monitors, 8 mounted data projectors, 8 data projector screens, 11 projector installations, 3 instructor desks, & cabling for 11 classrooms.

RECOMMENDATION:

Approve the transfer from the MIS Plant Fund of $28,665.00 for the purchase of 8 CPU’s, 8 monitors, 8 mounted data projectors, 8 data projector screens, 11 projector installations, 3 instructor desks, & cabling for 11 classrooms.

BACKGROUND/RATIONALE:

There are eight classrooms in the J.R. Peace building being renovated to remove asbestos. These classrooms are currently sharing data projectors and laptop computers on a rolling cart. Mounted data projectors with a desktop computer is standard teaching equipment faculty utilize in numerous instructional classrooms. Three of the classrooms require upgraded instructional desk to hold computer equipment. Equipment was previously purchased with grant funds for three additional classrooms that were renovated last year; funds are needed for mounting the data projectors. Adding this equipment will facilitate the teaching environment.

Estimated Cost and Budgetary Support (how will this be paid for?): $28,665.00
Transfer from the MIS Plant fund for 2012-2013.

RESOURCE PERSON(S) [name(s) and title(s)]:
Leigh Ann Collins, Vice President of Instruction
Pamela J. Youngblood, Vice President of Technology and Institutional Research
Bryce Kocian, Vice President of Administrative Services

SIGNATURES:

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

PRESIDENT'S APPROVAL:

5-6-2013
Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting:  May 21, 2013  Date of This Proposal:  May 3, 2013

SUBJECT (item as it will appear on agenda):

Approve the transfer from the MIS Plant Fund of $25,000.00 for the purchase of 2 servers to upgrade the current 10 year old Exchange 2003 email servers.

RECOMMENDATION:

Approve the transfer from the MIS Plant Fund of $25,000.00 for the purchase of 2 servers to upgrade the current 10 year old Exchange 2003 email servers.

BACKGROUND/RATIONALE:

The current email servers are based on Microsoft Exchange version 2003. Microsoft has announced end of life support on these servers and will no longer maintain security updates as of April 8, 2014. The latest versions of Microsoft Office 2013 and Internet Explorer will not be compatible with the current servers. Upgrading these servers will allow WCJC to stay current with industry standards and continue to supply email support for students, faculty, and staff.

Estimated Cost and Budgetary Support (how will this be paid for?):  $25,000.00
Transfer from the MIS Plant fund for 2012-2013.

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

SIGNATURES:

[Signatures and dates]

President's Approval:

[Signature and date]

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: May 21, 2013
Date of This Proposal: May 3, 2013

SUBJECT (item as it will appear on agenda):
Approve the new position of Network Administrator to replace the IT Senior Technician position in the area of Technical Services

RECOMMENDATION:
Approve the new position of Network Administrator to replace the IT Senior Technician position in the area of Technical Services

BACKGROUND/RATIONALE:
The stability of the WCJC network is crucial for the learning environment and the business activities of WCJC. Currently, the position of IT Senior Technician maintains the WCJC network; however, this position has recently been vacated. The IT Senior Technician job description, title, and salary do not emphasize the responsibilities and qualifications needed to support the WCJC network.

The Network Administrator position addresses the responsibilities of maintaining the WCJC network and specifies the qualifications and experience associated with maintaining WCJC’s robust network system. The Network Administrator position will replace the IT Senior Technician position.

Estimated Cost and Budgetary Support (how will this be paid for?): $55,401 – $61,401 Annual Salary Range

The current salary for the IT Senior Technician is $44,600 and is a non-exempt position. Overtime for this position has been estimated at $10,000 per year. The Network Administrator position will be an exempt position; therefore, overtime pay will be decreased in the FY14 operating budget.

RESOURCE PERSON(S) [name(s) and title(s)]:
Pamela J. Youngblood; Vice President of Technology and Institutional Research

SIGNATURES:

Pamela J. Youngblood 5-3-2013
Originator
Date

Pamela J. Youngblood 5-3-2013
Cabinet-Level Supervisor
Date

PRESIDENT’S APPROVAL:

Betty A. Malloch 5-3-13

Reg 113
6-21-95, 12-16-99
Wharton County
Junior College

JOB DESCRIPTION
Human Resources Department

JOB TITLE: Network Administrator
FLSA: Exempt
GRADE: AA-10

LOCATION: Wharton Campus
NBAPOSN: To be assigned
EFFECTIVE DATE: April 5, 2013

REPORTS TO: Manager of Technical Services
REVISION DATE: April 17, 2013

PURPOSE AND SCOPE:

The Network Administrator is responsible for the stable operation of the College computer network and servers. This position assists in testing, installing, and configuring network related hardware and software.

ESSENTIAL JOB FUNCTIONS:

1. This position establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; and designing router administration, including interface configuration and routing protocols.

2. This position establishes network by evaluating network performance issues including availability, utilization, throughput, goodput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; and establishing connections and firewalls.

3. This position maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; and escalating problems to vendor.

4. This position designs and implements data connectivity for local area network (LAN) and wide area network (WAN) systems; assists in coordinating special projects including network related wiring plans, LAN/WAN hardware/software purchases, and system installation.

5. This position maintains critical updates, patches, and configurations on all servers.

Initials
6. This position completes diagnosis and repairs of microcomputers, printers, and other peripheral equipment, data communications cables and lines connecting equipment on campus.

7. This position completes diagnosis and repairs of telephone equipment and cabling on campus.

8. This position ensures the confidentiality of data stored on all computer systems.

9. This position provides initial support of software applications, including installation and configuration of software.

10. This position performs miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires an Associate’s Degree in an Information Technology field or equivalent or four years work experience or a combination of education and work experience; and a minimum of four (4) years’ experience in network support. This position requires good verbal and written communication skills and the ability to work closely with all members of the College. This position requires the ability to diagnose problems and repair electronic hardware at the module level, the ability to schedule and supervise the activities of the part time repair technician, and the ability to read and understand technical documentation. This position requires the ability to drive to various locations to perform duties and must be insurable under the College auto policy. This position requires the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables and the ability to work closely with all members of the college. A criminal background check is required.

SUPERVISION AND DIRECTION RECEIVED:

The Network Administrator is responsible and accountable to the Manager of Technical Services for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statues, ordinances, codes, rules, regulations, or directives.

SUPERVISION OF OTHERS

This position supervises the IT Reliability/Maintenance Specialist in the Technical Services Office.

Initials
EQUIPMENT USED:

This position requires a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of the position are with the general public.

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

COMPLEXITY/EFFORT:

This position requires the ability to read and interpret departmental policies, procedures and instructions, the ability to hear and understand staff and public inquiries, supervisor's oral instructions, and emergency announcements, and sufficient manual dexterity to prepare reports, graphics, and other data on a personal computer. The person in this position must meet the public in situations requiring tact, diplomacy and poise. Professional working relationships, both with the college and with the general public require the person in this position to maintain a high degree of judgment, tact, and discretion at all times. This position requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere and a demonstrated commitment to the mission of a comprehensive community college. The person in this position must be detail oriented and have the ability to handle emergency situations as they arise in the office. This position requires the ability to work on a number of projects simultaneously and prioritize workloads and the ability to read and interpret departmental policies, procedures and instructions.

WORKING CONDITIONS:

Work of this position is performed primarily in a climate-controlled open office environment shared with others with computers with minimal exposure to safety hazards. Travel is to other campuses is required as needed. This position has exposure to natural atmospheric conditions such as dirt and dust, etc. The ability to operate equipment and the capability of pushing, pulling, and lifting 100 pounds is required.

LAST MODIFIED: April 17, 2013

________________________________________  _____________
Employee's Signature                      Date

________________________________________  _____________
Supervisor's Signature                    Date

Initials
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 Ava Humme – Management of Gulf Coast Partners Achieving Student Success Summer Bridge, 6/1/13 – 8/31/13 - $2,000.00

2. Approve paid professional assignment for Dr. Robin Nealy – Management of Gulf Coast Partners Achieving Student Success Summer Bridge, 6/1/13 – 8/31/13 - $2,000.00

3. Approve paid professional assignment for Mara Slinger – complete admission process of Wharton High School seniors, 5/6/13 – 6/7/13 - $600.00

4. Approve paid professional assignment for Jessica Falcon – complete admission process of Wharton High School seniors, 5/6/13 – 6/7/13 - $600.00

5. Approve paid professional assignment for Veronica Garcia – complete admission process of Wharton High School seniors, 5/6/13 – 6/7/13 - $600.00

6. Candi S. Hollier reclassified as temporary, part-time title V education technologist, AA-1-2, $24.39 hr. x 19 hrs./wk. x 27 wks. = $12,512.07/yr., to temporary, full-time title V education technologist, AA-1-2, effective May 13, 2013

7. Brittany K. Miller reclassified as temporary, full-time biology instructor, FAC-1-0, to temporary, full-time Science, Technology, Engineering, and Math assessment and professional development coordinator, AA-1-0, effective May 18, 2013

C. Office of Academic Affairs

1. Approve paid professional assignment for Sherry Liu – developmental studies review of Mathways, May 2013 - $300.00

2. Approve paid professional assignment for Kim Benien – developmental studies review of Mathways, summer 2013 - $600.00

3. Approve paid professional assignment for Dr. Wendy Waters – anatomy & physiology lab coordinator, fall 2012 and spring 2013 - $2,000.00

4. Approve paid professional assignment for Kim Raun – microbiology lab coordinator, fall 2012 and spring 2013 - $1,000.00

5. Approve paid professional assignment for Jennifer Jeffery – general biology lab coordinator, fall 2012 and spring 2013 - $2,000.00

6. Amy R. Acord employed as regular, full-time government instructor, FAC-6-10, effective August 19, 2013

8. William H. Feagin employed as regular, full-time government instructor, FAC-4A-10, effective August 19, 2013

9. Betty T. Salas received a salary adjustment as regular, full-time physical therapist assistant program instructor, FAC-1-28, to regular, full-time physical therapist assistant program instructor, FAC-7-28, effective May 1, 2013

10. Pam S. Speights reclassified as regular, full-time instructor of speech, FAC-7-16 (12 months), to regular, full-time instructor of speech, FAC-7-16 (9 months), effective August 19, 2013

11. Varun Gupta extended as temporary, full-time economics instructor, FAC-1-5, to temporary, full-time economics instructor, FAC-1-5, effective May 18, 2013

12. Obigale Nwosu employed as temporary, full-time chemistry instructor, FAC-1-5, effective August 19, 2013

D. Office of Administrative Services

   1. Cynthia Ward employed as regular, full-time controller, CA-10-10, effective May 29, 2013

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

   1. Frances M. Sablatura retired as associate degree nursing instructor, FAC-1-29, effective May 17, 2013

   2. Samuel J. Solis separated as regular, full-time head baseball coach/instructor, FAC-1-7, effective August 31, 2013

H. Information Items: Non-contract Personnel Action

   1. Allison K. Parker employed as regular, part-time academic advisor, $25.00 hr. x 20 hrs./wk. 38 wks. = $19,000.00/yr., effective May 6, 2013

   2. Candi S. Hollier employed as temporary, part-time, title V education technologist, AA-1-2, $24.39 hr. x 19 hrs./wk. x 27 wks. = $12,512.07/yr., effective April 8, 2013

   3. Jana Guest employed as regular, full-time campus support clerk, O-10-0, effective May 20, 2013

   4. Elizabeth B. Jasso retired as regular, full-time open computer lab coordinator, O-5-30, effective May 31, 2013

   5. Terrell J. Jessen resigned as regular, full-time senior network technician, P-15-41, effective April 30, 2013

   6. Paula J. Leifrig employed as regular, full-time front desk receptionist, O-8-0, effective May 20, 2013
7. Lisa Dybala resigned as regular, part-time senior citizen driver, $7.25 hr. x 15 hrs./wk. x 36 wks. = $3,915.00/yr., effective April 11, 2013

8. Thomas W. Kielman resigned as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective May 2, 2013

9. Robert T. Lee employed as regular, part-time fitness center staff, $7.25 hr. x 19 hrs./wk. x 48 wks. = $6,612.00/yr., effective April 29, 2013

10. Rachel Polasek received a salary adjustment as regular, part-time information technology technician, $12.00 hr. x 19.5 hrs./wk. x 52 wks. = $12,168.00/yr., to regular, part-time information technology technician, P-13-0, $14.46 hr. x 40 hrs./wk. x 12 wks. = $6,940.80/yr., effective May 1, 2013

11. Alex N. Rohr employed as regular, part-time open computer/library monitor, O-5-0, $10.47 hr. x 20 hrs./wk. x 48 wks. = $10,051.00/yr., effective May 27, 2013

12. Richard M. Lauterbach reclassified as temporary, part-time title V technical specialist, P-15-0, $15.04 hr. x 19 hrs./wk. x 27 wks. = $7,715.52/yr., to temporary, full-time title V technical specialist, P-15-0, effective May 13, 2013

13. Belinda M. Arriaga employed as temporary, part-time admissions student assistant, $7.25 hr. x 20 hrs./wk. x 10 wks. = $1,450.00/yr., effective April 1, 2013

14. Richard M. Lauterbach employed as temporary, part-time title V technical specialist, P-15-0, $15.04 hr. x 19 hrs./wk. x 27 wks. = $7,715.52/yr., effective April 1, 2013
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins, Vice-President of Instruction
FROM: Dan Jones
DIV or UNT: Institutional Effectiveness
SUBJ: PPA request for: Ava Humme
Title of PPA activity: Management of Gulf Coast PASS Summer Bridge
Dates (or semesters) of activity: 6/01/13 - 08/31/13

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

1. Procure food/beverages for each day of bridge
2. Designing/ordering/procuring t-shirts for students and facilitators
3. Designing/ordering flyers for distribution on and off campus
4. Contacting/marketing to area high school counselors - visiting several sites
5. Marketing to WCJC - meeting with advisors and students
6. Management of facilitators (training and payment)
7. Tracking/record keeping of students testing and registration upon completion
8. Facilitating/testing/registration of student participants
9. Post-Program data Analysis-analyzing results, providing feedback for future bridge projects
10. Recruitment, registration, and tracking of students
11. Work with publishers to establish most beneficial learning materials
12. Planning/training with publishers and facilitators (i.e., MyFoundationsLab)

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th>#PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Est Avg Fringes</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ON OVERLOAD (additional compensation)</td>
<td>80 hours</td>
<td>$25.00/hr</td>
<td></td>
<td>$2,000.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

Budget #2376-6041-6093-502

C. Approvals

Supervisor: [Signature] Date: 5/7/13

VP, Instruction: [Signature] Date: 5/8/13

PPA Frm (Reg 469) 8-8-97

Vice President of Instruction

Date: 5/7/13 Initial: [Signature]
TO: Leigh Ann Collins, Vice-President of Instruction

FROM: Dan Jones

DIV or UNIT: Institutional Effectiveness

SUBJ: PPA request for: Robin Nealy

Title of PPA activity: Management of Gulf Coast PASS Summer Bridge

Dates (or semesters) of activity: 6/01/13 - 08/31/13

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

1. Procure food/beverages for each day of bridge
2. Designing/ordering/procuring t-shirts for students and facilitators
3. Designing/ordering flyers for distribution on and off campus
4. Contacting/marketing to area high school counselors – visiting several sites
5. Marketing to WCJC – meeting with advisors and students
6. Management of facilitators (training and payment)
7. Tracking/record keeping of students testing and registration upon completion
8. Facilitating/testing/registration of student participants
9. Post-Program data Analysis-analyzing results, providing feedback for future bridge projects
10. Recruitment, registration, and tracking of students
11. Work with publishers to establish most beneficial learning materials
12. Planning/training with publishers and facilitators (i.e., MyFoundationsLab)

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th>#PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Est Avg Fringes</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ON OVERLOAD (additional compensation)</td>
<td>80 hours</td>
<td>$25.00/hr</td>
<td></td>
<td>$2,000.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

Budget #2376-6041-6093-502

C. Approvals

Supervisor: [Signature] Date: 5-7-13

VP, Instruction: [Signature] Date: 5-8

[Signature] Date: 5-9-13

PPA Frm (Reg 469) 8-8-97
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM

TO: Vice President of Instruction  DATE: 5/6/13

FROM: Marybelle Perez

DIV or UNIT: Gulf Coast PASS Grant

SUBJ: PPA request for: Mara Slinger

Title of PPA activity: Complete admission process of Wharton High School Seniors

Dates (or semesters) of activity: May 6, 2013 - June 7, 2013

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

Mara Slinger will be completing the admission process and advising a portion of the 80 seniors at Wharton High School that have identified Wharton County Junior College as their college of choice. The process for each student will include the college admission application, completion of the FAFSA, completion of my plan, and program guidance, course selection for the Fall 2013 semester, and registration for orientation.

Budget Number: 2375-6041-6091-502

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
<td>30 hours</td>
<td>$20.00/hourly</td>
<td>600.00</td>
</tr>
<tr>
<td>ON OVERLOAD (additional compensation)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL $ | $600.00 |

C. Approvals

Supervisor: Marybelle Perez

Digitally signed by Marybelle Perez
DN: cn=Marybelle Perez
Date: 2013.05.06 10:55:53 -05'00'

Date: 5-6-13

VPI: ____________________________  Date: ____________

President: ______________________  Date: 5-6-13
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction  DATE: 5/6/13
FROM: Marybelle Perez
DIV or UNIT: Gulf Coast PASS Grant
SUBJ: PPA request for: Jessica Falcon
Title of PPA activity: Complete admission process of Wharton High School Seniors
Dates (or semesters) of activity: May 6, 2013 - June 7, 2013

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

Jessica Falcon will be completing the admission process and advising a portion of the 80 seniors at Wharton High School that have identified Wharton County Junior College as their college of choice. The process for each student will include the college admission application, completion of the FAFSA, completion of my plan, and program guidance, course selection for the Fall 2013 semester, and registration for orientation.

Budget Number: 2375-6041-6091-502

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT</td>
<td>30 hours</td>
<td>$20.00/hourly</td>
<td>600.00</td>
</tr>
<tr>
<td>(release time from teaching)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $  $600.00

C. Approvals

Supervisor: Marybelle Perez  Digitally signed by Marybelle Perez
VPI:  Date: 2013.05.06 10:55:53 -05'00'
President: Betty A. McLauch

Date: 5-6-13
Date: 5-6-13
TO: Vice President of Instruction  
DATE: 5/6/13  
FROM: Marybelle Perez  
DIV or UNIT: Gulf Coast PASS Grant  
SUBJ: Veronica Garcia  
PPA request for: Complete admission process of Wharton High School Seniors  
Title of PPA activity:  
Dates (or semesters) of activity: May 6, 2013 - June 7, 2013

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

Veronica Garcia will be completing the admission process and advising a portion of the 80 seniors at Wharton High School that have identified Wharton County Junior College as their college of choice. The process for each student will include the college admission application, completion of the FAFSA, completion of my plan, and program guidance, course selection for the Fall 2013 semester, and registration for orientation.

Budget Number: 2375-6041-6091-502

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
<td>30 hours</td>
<td>$20.00/hourly</td>
<td>600.00</td>
</tr>
<tr>
<td>ON OVERLOAD (additional compensation)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$600.00</td>
</tr>
</tbody>
</table>

C. Approvals

Supervisor: Marybelle Perez  
Digitally signed by Marybelle Perez  
DN: cn=Marybelle Perez  
Date: 2013.05.06 10:55:53 -05'00'

VPI:  
Date:  

President: Betty A. McCracken  
Date: 5-6-13
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

**Banner ID #**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hollier</td>
<td>Candi</td>
<td>S</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

**Part I: Check all that apply**

- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)
- Retirement
- Resignation
- Separation (date: ___)
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: Title V Grant
- Job Title/Position: PT Title V Education Technologist
- Budgeted Position: Yes No
- Budgeted Position Yes No
- Name of Replaced Employee: Michele Betancourt
- Funded in which FY?: FY13
- Budget Number: 21162.6036.6093.400
- Position No. (NBAPOSN): GNTT99

**Compensation:**

- $24.39
- Hourly
- Sched AA
- Grade 1
- Step 2
- Hourly Rate: (Part-time only)
- $24.39 per hr x 19 hrs/wk x 27 wks = $12,512.07 per year
- Start Date: 04/08/13
- End Date: N/A
- At-will-employee
- Per contract
- Temporary, anticipated termination date: 09/30/13

**PROPOSED**

- Division/Unit: Title V Grant
- Job Title/Position: Title V Education Technologist
- Specialized Area: Title V Project
- Name of Replaced Employee: Michele Betancourt
- Funded in which FY?: FY13
- Budget Number: 21162.3036-6093-400
- Position No. (NBAPOSN): GNC03T

**Compensation:**

- $50,734
- Hourly
- Sched AA
- Grade 1
- Step 2
- Hourly Rate: (Part-time only)
- $N/A per hr x N/A hrs/wk x N/A wks = $N/A per year
- Start Date: 05/13/2013
- At-will-employee
- Per contract
- Temporary, anticipated termination date: 09/30/2013

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

- 9 months
- 10 1/2 months
- 12 months
- Other 27 weeks

**Explanation of Action:**

- Recommended by Supervisor (Department Head): Date: 4-30-13
- Approved by Division Chair: Date
- Reviewed by Human Resources: Date: 5-1-13
- Budget Approval: Date: 5-11-13
- Approved by Cabinet Level Supervisor: Date

Reg. 821

Revised May 15, 2009
Personnel Action Form
Human Resources

**Banner ID #**

<table>
<thead>
<tr>
<th>Miller</th>
<th>Brittany</th>
<th>K</th>
</tr>
</thead>
</table>

**Telephone**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

**Address**

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

**Part I: Check all that apply**

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

- **New Employee**
- **Extension**
- **Reclassification**
- **Transfer**
- **Promotion**
- **Salary Adjustment**
- **Other (explain)**

- **Retirement**
- **Resignation**
- **Separation (date:__)-**
- **Change in Assignment**
- **Additional Assignment**
- **Leave of Absence**

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

- Math and Science

**Job Title/Position:**

- Temporary Full Time Biology Instructor

**Budgeted Position?**

- ☐ Yes
- ☑ No

**Budgeted Position?**

- ☐ Yes
- ☑ No

**Budget Number:**

- 1610.14301.6091.100

**Compensation:**

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

- Sched FAC
- Grade 1
- Step 0

- $20,275*

**Start Date:**

<table>
<thead>
<tr>
<th>N/A</th>
</tr>
</thead>
</table>

**End Date:**

| 01/30/13 |

**Budget Number:**

| 1610.14301.6091.100 |

**Compensation:**

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

- Sched AA
- Grade 1
- Step 0

- $49,401

**Start Date:**

| 05/17/13 |

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

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☒ Other Spring 2013 semester

**PROPOSED Division/Unit:**

- Title V STEM HSI Grant

**Job Title/Position:**

- STEM Assessment and Professional Development Coordinator

**Budgeted Position?**

- ☐ Yes
- ☑ No

**Budget Number:**

- 21166-6039-6188-400

**Compensation:**

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

- Sched AA
- Grade 1
- Step 0

- $49,401

**Start Date:**

| 05/17/13 |

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

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

**Explanation of Action:**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4-29-13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5-1-13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewed by Human Resources</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5-2-13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5-1-13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date approved by Board</th>
<th>☑</th>
</tr>
</thead>
<tbody>
<tr>
<td>not applicable</td>
<td>☑</td>
</tr>
</tbody>
</table>
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction

DATE: 4/29/13

FROM: Robin Nealy

DIV or UNIT: Developmental Studies

SUBJ: PPA request for: Sherry Liu

Title of PPA activity: Review of Mathways

Dates (or semesters) of activity: May 2013

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

Sherry Liu is an experienced part time developmental math instructor who has been instrumental in keeping current with THECB mandates. Deliverables to be provided include:
1. Review of the current Mathways program report published by THECB.
2. Articulate recommendations to the Developmental Studies Department Head who will report recommendations to THECB.
3. Assessment of the impact of the Mathways initiative on the current developmental and college-level math programs/sequences at WCJC.
4. Completion of the THECB survey by the June 1, 2013 deadline

Account Number: 1610.14506.7001.100

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ON OVERLOAD (additional compensation)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$ 300.00</td>
</tr>
</tbody>
</table>

C. Approvals

Supervisor: Date: 4-29-13

VPI: Date: 4-29-13

President: Date: 4-30-13
TO: Vice President of Instruction   DATE: 4/29/13

FROM: Robin Nealy

DIV or UNIT: Developmental Studies

SUBJ: PPA request for: Kim Benien

Title of PPA activity: Development of THECB mandated NCBO for Math

Dates (or semesters) of activity: Summer 2013

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

THECB mandated the development of a Non-course based option for Math. Kim Benien has experience as a Math instructor and is qualified and willing to accomplish this task. Deliverables for Kim Benien include:
1. Development of the online (Blackboard) component for the state-required Non-course Based Option (NCBO) for Math 1314 and Developmental Math.
2. Development of the course/curriculum in preparation for the course being offered in Fall 2013.
3. The Blackboard NCBM 0100 will be developed and ready for use by those students who are TSI placed and advisor recommended for Fall 2013
4. Assist the department head with identifying potential instructors and preparing faculty instructional aids.
5. Research the KAHN Academy to determine its usefulness in the DevEd program

Account Number: 1110.14506.7001.100

6.072

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ON OVERLOAD (additional compensation)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$600.00</td>
</tr>
</tbody>
</table>

C. Approvals

Supervisor: [Signature] Date: 4-29-13

VPI: [Signature] Date: 4-29-13

President: [Signature] Date: 4-30-13
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM

TO: Vice President of Instruction     DATE: 04-11-2013
FROM: Kim Raun
DIV or UNIT: Biology Dept./Math & Science Division
SUBJ: PPA request for: Dr. Wendy Waters
Title of PPA activity: Anatomy & Physiology Lab Coordinator
Dates (or semesters) of activity: Fall 2012 and Spring 2013

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

Oversee inventory of A & P lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the A & P lab experience between campuses.
Budget No. 1110.14301.6092.100

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(release time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>from teaching)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ON OVERLOAD</td>
<td></td>
<td>$1,000/semester</td>
<td>$2,000</td>
</tr>
<tr>
<td>(additional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>compensation)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL             |                 |                   | $2,000      |

C. Approvals

Supervisor: [Signature]     Date: 4/11/13
VPI: [Signature]            Date: 4/12/13
President: [Signature]      Date: 4/12/13
TO: Vice President of Instruction
FROM: Kim Raun
DIV or UNIT: Biology Dept./Math & Science Division
SUBJ: PPA request for: Kim Raun
Title of PPA activity: Microbiology Lab Coordinator
Dates (or semesters) of activity: Fall 2012 and Spring 2013

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

Oversee inventory of Microbiology lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the microbiology lab experience between campuses.
Budget No. 1110.14301.6092.100

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ON OVERLOAD (additional compensation)</td>
<td></td>
<td>$500/semester</td>
<td>$1,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$1,000</td>
</tr>
</tbody>
</table>

C. Approvals

Supervisor: [Signature] Date: 4/10/13
VPI: [Signature] Date: 4/12/13
President: [Signature] Date: 4/12/13
TO: Vice President of Instruction  DATE: 04-11-2013
FROM: Kim Raun
DIV or UNIT: Biology Dept./Math & Science Division
SUBJ: PPA request for: Jennifer Jeffery
Title of PPA activity: General Biology Lab Coordinator
Dates (or semesters) of activity: Fall 2012 and Spring 2013

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

Oversee inventory of General Biology lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the biology lab experience between campuses.
Budget No. 1110.14301.6092.100

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th># PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(release time from teaching)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ON OVERLOAD</td>
<td></td>
<td>$1,000/semester</td>
<td>$2,000</td>
</tr>
<tr>
<td>(additional compensation)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $                $ 2,000

C. Approvals

Supervisor: [Signature]  Date: 4/14/13
VPI: [Signature]  Date: 4-12-13
President: [Signature]  Date: 7-12-13
# Wharton County
## Personnel Action Form
### Human Resources

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Address

<table>
<thead>
<tr>
<th></th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Part I: Check all that apply

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

#### Part II: Assignment/Accounting

**CURRENT**

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

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

**PROPOSED**

- Division/Unit:
- Social & Behavioral Science
- Job Title/Position:
- Instructor of Government
- Budgeted Position? [X] Yes [ ] No
- Name of Replaced Employee: Karen McLane
- Budget Number:
  - 1610.14703.6091.100
- Compensation:
  - [X] Annual
  - Sched: FAC
  - Grade: 6
  - Step: 10
  - Hourly Rate (Part-time only): $ N/A per hr x N/A hrs/wk x N/A wks = $ N/A per year
- Start Date: 08/19/13
- [ ] At-will-employee
- [ ] Per contract
- If temporary, anticipated termination date: N/A

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

### Explanation of Action:

#### Part III: Position/Budget Authorization

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth A. Floyd</td>
<td>4-3-13</td>
<td></td>
<td>4-9-13</td>
</tr>
<tr>
<td>Approved by Division Chair</td>
<td>Date</td>
<td>Reviewed by Human Resources</td>
<td>Date</td>
</tr>
<tr>
<td>Amanda Shelton</td>
<td>4-3-13</td>
<td></td>
<td>04/11/13</td>
</tr>
<tr>
<td>Budget Approval</td>
<td>Date</td>
<td>Approved by President</td>
<td>Date</td>
</tr>
<tr>
<td>Amanda Shelton</td>
<td>4/11/13</td>
<td></td>
<td>01/11/15</td>
</tr>
<tr>
<td>Approved by Cabinet Level Supervisor</td>
<td>Date</td>
<td>Date approved by Board or not applicable</td>
<td></td>
</tr>
<tr>
<td>gum</td>
<td>4-5-13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reg. 821

FILE 1304 0017

RECEIVED

Vice President of Instruction
Date: 04/11/13 Initial: JF

Revised May 15, 2009
### Wharton County Junior College

**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rodriguez</td>
<td>Tamara</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

**Part I: Check all that apply**

- **Classification:**
  - [X] Administrative/Professional Staff
  - [ ] Faculty
  - [ ] Support Staff

- **Employment Status:**
  - [X] New Employee
  - [ ] Exemption
  - [ ] Reclassification
  - [ ] Transfer
  - [ ] Promotion
  - [ ] Salary Adjustment
  - [ ] Other (explain)

- **Reason for Change:**
  - [ ] Retirement
  - [ ] Resignation
  - [ ] Separation (date: ___)
  - [ ] Change in Position
  - [ ] Change in Assignment
  - [ ] Additional Assignment
  - [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:**

**Instruction:**

**Job Title/Position:**

**Continuing Education Specialist**

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

**Budget Number:**

1610.14050.6101.103 50%, 1610.14051.6101.1010 50%

**Compensation:**

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

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>15</td>
<td>1</td>
</tr>
</tbody>
</table>

**Start Date:** 11/28/2011

**End Date:** N/A

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

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

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

1109 S 071

**Specialized Areas:**

Continuing Education

**Funded in which FY?**

FY12

**Position No. (NBAPOSN):** SPCD12

**PROPOSED**

**Division/Unit:**

**Instruction:**

**Job Title/Position:**

**Continuing Education Corporate Coordinator**

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

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

**Budget Number:**

1610.14027.6093.103

**Compensation:**

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

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Start Date:** 05/22/13

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

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

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

1303 A 005

**Specialized Areas:**

Continuing Education

**Funded in which FY?**

FY13

**Position No. (NBAPOSN):** CRD016

**Explanation of Action:**

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

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

**Part III: Position/Budget Authorization**

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

[Signature]

5/6/13

**Date**

**Approved by Vice President:**

[Signature]

5/6/13

**Date**

**Reviewed by Human Resources:**

[Signature]

5/7/13

**Date**

**Budget Approval:**

[Signature]

5/7/13

**Date**

**Approved by Cabinet Level Supervisor:**

[Signature]

5/7/13

**Date**

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

[Signature]

5/7/13

**Date**

**Reg. 821**

Revised May 15, 2009
**Personnel Action Form**
Human Resources

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Feagin</td>
<td>William</td>
<td>H</td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Administrative/Professional Staff</td>
<td>☒ New Employee</td>
</tr>
<tr>
<td>☒ Faculty</td>
<td></td>
</tr>
<tr>
<td>☒ Support Staff</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temporary/Regular</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Full-Time</td>
<td></td>
</tr>
<tr>
<td>☒ Part-Time</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retirement Separation Change in Assignment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Resignation</td>
<td></td>
</tr>
<tr>
<td>☐ Change in Assignment</td>
<td></td>
</tr>
<tr>
<td>☐ Additional Assignment</td>
<td></td>
</tr>
</tbody>
</table>

|          |          |
|          |          |

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

Job Vacancy No.: (If applicable)

Specialized Area:

Funded in which FY?

Budgeted Position? ☐ Yes ☐ No

Budget Number:

Position No. (NBAPOSN):

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>Annual</th>
<th>Sched</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hourly Rate: (Part-time only)

<table>
<thead>
<tr>
<th>$</th>
<th>per hr x</th>
<th>hrs/wk x</th>
<th>wks =</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>$</th>
<th>per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Start Date: End Date:

If temporary, anticipated termination date:

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

**PROPOSED** Division/Unit:

Social and Behavioral Science

Job Vacancy No.: (If applicable)

1301 F 006

Specialized Area: Government

Funded in which FY? FY14

Budgeted Position? ☒ Yes ☐ No

Instructor of Government

Name of Replaced Employee: Kingsley Ituah

Budget Number:

1610.14703.6091.100

Position No. (NBAPOSN): GOV002

**Compensation:**

<table>
<thead>
<tr>
<th>$ 49,050</th>
<th>Annual</th>
<th>Sched</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
<td></td>
<td>FAC</td>
<td>4A</td>
</tr>
</tbody>
</table>

Hourly Rate: (Part-time only)

<table>
<thead>
<tr>
<th>$</th>
<th>per hr x</th>
<th>hrs/wk x</th>
<th>N/A wks =</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>$</th>
<th>per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Start Date: 08/19/13

If temporary, anticipated termination date:

N/A

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head)

Approved by Vice President

Date Approved by Division Chair

Date Reviewed by Human Resources

Date Approved by President

Date Approved by Cabinet Level Supervisor

Date Date approved by Board or ☐ Not applicable

Reg. 821

1F-3-13 0016

Revised May 15, 2009
## Personnel Action Form
### Human Resources

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Salas</td>
<td>Betty</td>
<td>T</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

### Part I: Check all that apply

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

**Job Vacancy No.:** (if applicable) 1004 F 007

**Specialized Area:** Physical Therapy Assistant

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

**Funded in which FY?** FY13

**Position No. (NBAPOSN):** PHY001

**Budget Number:** 1110.14186.6091.102

**Compensation:**

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

**Sched** FAC

- Grade 1
- Step 28

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

**Start Date:** 08/23/10

**End Date:** N/A

**At-will-employee**

If temporary, anticipated termination date:

N/A

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

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

### Part II: Assignment/Accounting

#### CURRENT

**Division/Unit:** Allied Health

**Job Title/Position:** Physical Therapist Assistant Program Instructor

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

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

**Budget Number:** 1110.14186.6091.102

**Compensation:**

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

**Sched** FAC

- Grade 7
- Step 28

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

**Start Date:** 05/01/13

**At-will-employee**

If temporary, anticipated termination date:

N/A

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

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

### Explanation of Action:

**Doctorate Degree Completed**

### Part III: Position/Budget Authorization

- [ ] Recommended by Supervisor (Department Head)
- [ ] Approved by Division Chair
- [ ] Budget Approval

**Approved by Cabinet Level Supervisor**

**Date approved by Board or not applicable**

---

**Reg. 821**

**F13050022**
## Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Speights</td>
<td>Pam</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

City State Zip

### Part I: Check all that apply

| Classification: | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                 |     |     |     |     |     |
| Administrative/Professional Staff | ☐ | ☑ | ☐ | ☐ | ☑ |
| Faculty | ☐ | ☑ | ☐ | ☐ | ☑ |
| Support Staff | ☐ | ☑ | ☐ | ☐ | ☑ |
| Temporary | ☐ | ☑ | ☐ | ☐ | ☑ |
| Regular | ☑ | ☑ | ☐ | ☐ | ☑ |
| ☑ New Employee | ☑ Extension | ☑ Reclassification | ☑ Transfer | ☑ Promotion | ☑ Salary Adjustment |
| ☑ Other (explain) | ☑ Retirement | ☑ Resignation | ☑ Separation (date:___) | ☑ Change in Assignment | ☑ Additional Assignment |
| ☑ Leave of Absence | ☑ Job Vacancy No.: (if applicable) | ☑ N/A | ☑ Specialized Area: | ☑ Speech | ☑ Funded in which FY? | ☑ FY13 |
| ☑ Position No. (NBAPOSN): | SPE005 | |

### Part II: Assignment/Accounting

**CURRENT**

Division/Unit: Communications & Fine Arts

Job Title/Position: Instructor of Speech

Budgeted Position? ☑ Yes ☐ No

Budget Number: 1110.14500.6091.400 62.5%, 1110.14507.6091.100 37.5%

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Annual</td>
<td>FAC</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>☑ Hourly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Other (explain)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ At-will-employee</td>
<td>☑ Per contract</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>08/21/00</td>
<td>N/A</td>
<td>08/21/00</td>
</tr>
</tbody>
</table>

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

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

**PROPOSED**

Division/Unit: Communications & Fine Arts

Job Title/Position: Instructor of Speech

Budgeted Position? ☑ Yes ☐ No

Name of Replaced Employee: N/A

Budget Number: 1110.14507.6091.100

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Annual</td>
<td>FAC</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>☑ Hourly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Other (explain)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ At-will-employee</td>
<td>☑ Per contract</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>08/19/13</td>
<td>08/19/13</td>
</tr>
</tbody>
</table>

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

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

Explanation of Action:

### Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head): gnhut 5-1-13

Approved by Vice President: 5-2-13

Approved by Division Chair: gnhut 5-1-13

Reviewed by Human Resources: Date

Budget Approval: B. R. Kirkland 5-6-13

Approved by Cabinet Level Supervisor: gnhut 5-1-13

Date approved by Board of: Date

Revised 02/22/2011

Reg. 821
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gupta</td>
<td>Varun</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

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

- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)  
- Retirement
- Resignation
- Separation (date: ___ )
- Change in Assignment
- Additional Assignment
- Leave of Absence

### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:** Social & Behavioral Science

**Job Title/Position:** Temporary Economics Instructor

**Budgeted Position?** Yes ☐ No ☑

**Budgeted Position details:**
- Budgeted Position: Temporary Economics Instructor
- Budgeted Position details: Funded in which FY? FY13
- Budgeted Position: Position No. (NBAPSON): ECO02T

**Budget Number:** 1610.14802.6091.100

**Compensation:**
- $21,525*  
- Sched: FAC  
- Grade: 1  
- Step: 5

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

**Start Date:** 01/14/13  
**End Date:** N/A

- At-will-employee ☒  
- Per contract ☐

**If temporary, anticipated termination date:** 05/17/13

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

- ☑ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other: Spring 2012 semester

**PROPOSED**

**Division/Unit:** Social & Behavioral Science

**Job Title/Position:** Temporary Economics Instructor

**Budgeted Position?** Yes ☐ No ☑

**Budgeted Position details:**
- Budgeted Position: Temporary Economics Instructor
- Budgeted Position details: Funded in which FY? FY14
- Budgeted Position: Position No. (NBAPSON): ECO02T

**Budget Number:** 1610.14812.6091.100

**Compensation:**
- $43,050  
- Sched: FAC  
- Grade: 1  
- Step: 5

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

**Start Date:** 05/18/13  
**End Date:** N/A

- At-will-employee ☒  
- Per contract ☐

**If temporary, anticipated termination date:** 05/16/14

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Sheldon</td>
<td>4-2-13</td>
<td></td>
<td>4-2-13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Sheldon</td>
<td>4-2-13</td>
<td></td>
<td>04/05/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>41513</td>
<td>4-2-13</td>
<td></td>
<td>4-7-13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Date approved by Board or ☐ not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reg. 821  
Revised 02/22/2011
### Personnel Action Form

#### Human Resources

**Banner ID #**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

#### Part I: Check all that apply

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

#### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**  ☑ Yes  ☐ No

**Budgeted Position:**

**Funded in which FY?**

**Budget Number:**

**Compensation:**

- ☑ Annual
- ☑ Hourly
- ☑ Other (explain)

- **Sched:**
- **Grade:**
- **Step:**

- **Hourly Rate:**
  - Per hr x _______ hrs/wk x _______ wks = _______ per year

**Start Date:**

**End Date:**

- ☑ At-will-employee
- ☑ Per contract

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

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

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

#### PROPOSED Division/Unit:

**Division of Math and Science/Chemistry**

**Job Title/Position:**

**Temporary - Instructor of Chemistry**

**Budgeted Position?**  ☑ Yes  ☑ No

**Name of Replaced Employee:**

**Ramiro Acevedo**

**Budget Number:**

- '1610.14302.6091.100

**Compensation:**

- ☑ Annual
- ☑ Hourly
- ☑ Other (explain)

- **Sched**
- **Grade**
- **Step**

- **Hourly Rate:**
  - Per hr x _______ hrs/wk x _______ wks = _______ per year

**Start Date:** 8/19/2013

**If temporary, anticipated termination date:**

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

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

**Explanation of Action:**

#### Part III: Position/Budget Authorization

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

**Approved by Vice President:**

**Date:** 4-3-2013

**Date:** 4-9-13

**Approved by Division Chair:**

**Reviewed by Human Resources:**

**Date:** 4/13/13

**Date:** 4-16-13

**Budget Approval:**

**Approved by President:**

**Date:** 4-6-13

**Date:** 4-16-13

**Approved by Cabinet Level Supervisor:**

**Date:** 4-6-13

**Date:** 4-16-13

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

**Reg. 821:**

**F 1304 0018**

**Revised May 15, 2009**

**Vice President of Instruction**

**Date:** 4/8/13

**Initial:** 7C
<table>
<thead>
<tr>
<th>Part I: Check all that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
</tr>
<tr>
<td>☒ Administrative/Professional Staff</td>
</tr>
<tr>
<td>☐ Faculty</td>
</tr>
<tr>
<td>☐ Support Staff</td>
</tr>
<tr>
<td>☐ Temporary</td>
</tr>
<tr>
<td>☒ Full-Time</td>
</tr>
<tr>
<td>☐ Part-Time</td>
</tr>
<tr>
<td>☐ Regular</td>
</tr>
<tr>
<td>☐ Part-Time</td>
</tr>
<tr>
<td>☐ Other (explain)</td>
</tr>
<tr>
<td>New Employee</td>
</tr>
<tr>
<td>Extension</td>
</tr>
<tr>
<td>Reclassification</td>
</tr>
<tr>
<td>Transfer</td>
</tr>
<tr>
<td>Promotion</td>
</tr>
<tr>
<td>Salary Adjustment</td>
</tr>
<tr>
<td>Other (explain)</td>
</tr>
<tr>
<td>☐ Retirement</td>
</tr>
<tr>
<td>☐ Resignation</td>
</tr>
<tr>
<td>☐ Separation (date: _____)</td>
</tr>
<tr>
<td>☐ Change in Assignment</td>
</tr>
<tr>
<td>☐ Additional Assignment</td>
</tr>
<tr>
<td>☐ Leave of Absence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part II: Assignment/Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT</td>
</tr>
<tr>
<td>Division/Unit:</td>
</tr>
<tr>
<td>Job Vacancy No.: (if applicable)</td>
</tr>
<tr>
<td>Job Title/Position:</td>
</tr>
<tr>
<td>Specialized Area:</td>
</tr>
<tr>
<td>Budgeted Position? Yes No</td>
</tr>
<tr>
<td>Funded in which FY?</td>
</tr>
<tr>
<td>Budget Number:</td>
</tr>
<tr>
<td>Position No. (NBAP/OSN):</td>
</tr>
<tr>
<td>Compensation:</td>
</tr>
<tr>
<td>☐ Annual</td>
</tr>
<tr>
<td>☐ Hourly</td>
</tr>
<tr>
<td>☐ Other (explain)</td>
</tr>
<tr>
<td>Sched</td>
</tr>
<tr>
<td>Grade</td>
</tr>
<tr>
<td>Step</td>
</tr>
<tr>
<td>☐ At-will-employee</td>
</tr>
<tr>
<td>☐ Per contract</td>
</tr>
<tr>
<td>Hourly Rate: (Part-time only)</td>
</tr>
<tr>
<td>$ _____ per hr x _____ hrs/wk x _____ wks =</td>
</tr>
<tr>
<td>$ _____ per year</td>
</tr>
<tr>
<td>Start Date:</td>
</tr>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>If temporary, anticipated termination date:</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Unit:</td>
</tr>
<tr>
<td>Administrative Services</td>
</tr>
<tr>
<td>Job Vacancy No.: (if applicable)</td>
</tr>
<tr>
<td>1303 A 002</td>
</tr>
<tr>
<td>Job Title/Position:</td>
</tr>
<tr>
<td>Specialized Area:</td>
</tr>
<tr>
<td>Controller</td>
</tr>
<tr>
<td>Business Office</td>
</tr>
<tr>
<td>Budgeted Position? Yes No</td>
</tr>
<tr>
<td>Name of Replaced Employee: Darlene Byrd</td>
</tr>
<tr>
<td>Funded in which FY? FY13</td>
</tr>
<tr>
<td>Budget Number:</td>
</tr>
<tr>
<td>1110.13022.6093.6002</td>
</tr>
<tr>
<td>Position No. (NBAP/OSN): CNT</td>
</tr>
<tr>
<td>Compensation:</td>
</tr>
<tr>
<td>☐ Annual</td>
</tr>
<tr>
<td>☐ Hourly</td>
</tr>
<tr>
<td>☐ Other (explain)</td>
</tr>
<tr>
<td>Sched CA</td>
</tr>
<tr>
<td>Grade 10</td>
</tr>
<tr>
<td>Step 10</td>
</tr>
<tr>
<td>☐ At-will-employee</td>
</tr>
<tr>
<td>☐ Per contract</td>
</tr>
<tr>
<td>Hourly Rate: (Part-time only)</td>
</tr>
<tr>
<td>$ N/A per hr x N/A hrs/wk x N/A wks =</td>
</tr>
<tr>
<td>$ N/A per year</td>
</tr>
<tr>
<td>Start Date: 05/29/13</td>
</tr>
<tr>
<td>If temporary, anticipated termination date:</td>
</tr>
</tbody>
</table>

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

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

Explanation of Action:

<table>
<thead>
<tr>
<th>Part III: Position/Budget Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended by Supervisor (Department Head) Date</td>
</tr>
<tr>
<td>Approved by Vice President Date</td>
</tr>
<tr>
<td>Approved by Division Chair Date</td>
</tr>
<tr>
<td>Reviewed by Human Resources Date</td>
</tr>
<tr>
<td>Budget Approval Date</td>
</tr>
<tr>
<td>Approved by President Date</td>
</tr>
<tr>
<td>Approved by Cabinet Level Supervisor Date</td>
</tr>
<tr>
<td>Date approved by Board or not applicable</td>
</tr>
</tbody>
</table>
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification</th>
<th>New Employee</th>
<th>Extension</th>
<th>Reclassification</th>
<th>Transfer</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
<th>Retirement</th>
<th>Resignation</th>
<th>Separation (date: 05/17/13)</th>
<th>Change in Assignment</th>
<th>Additional Assignment</th>
<th>Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checked Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

Allied Health

**Job Title/Position:**

Instructor of Associate Degree Nursing

**Budgeted Position?**

☐ Yes ☐ No

**Budget Number:**

1110.14181.6091.102

**Compensation:**

☐ Annual ☐ Hourly ☐ Other (explain)

<table>
<thead>
<tr>
<th>Sched</th>
<th>FAC</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>

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

$N/A per hr x N/A hrs/wk x N/A wks =

$N/A per year

**Start Date:** 01/30/88

**End Date:** 05/17/13

**If temporary, anticipated termination date:**

N/A

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

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

### PROPOSED Division/Unit:

Job Title/Position:

Specialized Area:

Budgeted Position? ☐ Yes ☐ No

**Name of Replaced Employee:**

**Budget Number:**

**Compensation:**

☐ Annual ☐ Hourly ☐ Other (explain)

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>

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

$N/A per hr x N/A hrs/wk x N/A wks =

$N/A per year

**Start Date:**

**If temporary, anticipated termination date:**

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

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

**Explanation of Action:**

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head)**

Deborah Yancey

4/18/13

**Approved by Division Chair**

4-18-13

**Budget Approval**

B. Nokes

4/24/13

**Approved by Cabinet Level Supervisor**

Date: 4/19/13

**Approved by Vice President**

Date: 4/29-13

**Reviewed by Human Resources**

4-23-13

**Approved by President**

Date: 4-23-13

Date approved by Board: 4-23-13

Not applicable

Reg. 821

F 1304 0019

**Date approved by Board:**

4/19/13

**Date:** May 15, 2008

**Vice President of Instruction**

Date: 4/19/13
<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Solis</td>
<td>Samuel</td>
<td>Javier</td>
<td></td>
</tr>
</tbody>
</table>

Address

City State Zip

Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
<td>☐ Faculty</td>
<td>☐ Support Staff</td>
<td>☐ New Employee</td>
<td>☐ Extension</td>
</tr>
<tr>
<td>☒ Temporary</td>
<td>☐ Full-Time</td>
<td>☐ Part-Time</td>
<td>☐ Extension</td>
<td>☐ Reclassification</td>
</tr>
<tr>
<td>☐ Regular</td>
<td>☐ Full-Time</td>
<td>☐ Part-Time</td>
<td>☐ Transfer</td>
<td>☐ Promotion</td>
</tr>
<tr>
<td>☐ Temporary</td>
<td>☐ Full-Time</td>
<td>☐ Part-Time</td>
<td>☐ Salary Adjustment</td>
<td>☐ Other (explain)</td>
</tr>
<tr>
<td>☐ Regular</td>
<td>☐ Full-Time</td>
<td>☐ Part-Time</td>
<td>☐ Salary Adjustment</td>
<td>☐ Other (explain)</td>
</tr>
<tr>
<td>☐ Retirement</td>
<td>☐ Resignation</td>
<td>☐ Separation (date: 08/31/13)</td>
<td>☐ Change in Assignment</td>
<td>☐ Additional Assignment</td>
</tr>
<tr>
<td>☐ Leave of Absence</td>
<td>☐ Leave of Absence</td>
<td>☐ Leave of Absence</td>
<td>☐ Leave of Absence</td>
<td>☐ Leave of Absence</td>
</tr>
</tbody>
</table>

Part II: Assignment/Accounting

CURRENT Division/Unit: Student Services

Job Title/Position: Head Baseball Coach/Instructor

Budgeted Position? ☒ Yes ☐ No

Budget Number: 1110.14309.6091.100 70.9%, 3914.354.6091.901 29.1%

Compensation: ☒ Annual ☐ Hourly ☐ Other (explain)

Sched FAC Grade 1 Step 7

Start Date: 06/22/09 End Date: 08/31/13

☐ At-will-employee ☐ Per contract

If temporary, anticipated termination date: N/A

Job Vacancy No.: (if applicable) 0904 F 007

Specialized Area: Athletics

Funded in which FY? FY13

Position No. (NBAPOSN): BBC001

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

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

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

PROPOSED Division/Unit: Student Services

Job Title/Position: Head Baseball Coach/Instructor

Budgeted Position? ☒ Yes ☐ No

Name of Replaced Employee:

Budget Number: 1110.14309.6091.100 70.9%, 3914.354.6091.901 29.1%

Compensation: ☒ Annual ☐ Hourly ☐ Other (explain)

Sched Grade Step

Start Date: 06/22/09 End Date: 08/31/13

☐ At-will-employee ☐ Per contract

If temporary, anticipated termination date: N/A

Job Vacancy No.: (if applicable) 0904 F 007

Specialized Area: Athletics

Funded in which FY? FY13

Position No. (NBAPOSN):

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

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

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Date 4-11-13 Approved by Vice President

Date 4-11-13

Approved by Division Chair

Date Reviewed by Human Resources

Date 4-17-13

Budget Approval

Date 4-11-13 Approved by President

Date 4-29-13

Approved by Cabinet Level Supervisor

Date 4-11-13 Date approved by Board or not applicable

1-30-04 0015

Reg. 821 Revised 02/22/2011
Wharton County Junior College

Personnel Action Form
Human Resources

Banner ID #

Last Name
Parker

First Name
Allison

Middle Initial
K

Telephone

Address

City

State

Zip

Part I: Check all that apply

Classification:

☐ Administrative/Professional Staff

☐ Faculty

☐ Support Staff

☐ Temporary

☐ Full-Time

☐ Regular

☐ Part-Time

☐ New Employee

☐ Extension

☐ Reclassification

☐ Transfer

☐ Promotion

☐ Salary Adjustment

☐ Other (explain)

☐ Retirement

☐ Resignation

☐ Separation (date:___)

☐ Change in Assignment

☐ Additional Assignment

☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:

Job Title/Position:

Budgeted Position? ☐ Yes ☐ No

Budget Number:

Compensation:

☐ Annual

☑ Hourly

☐ Other (explain)

Sched

Grade

Step

Hourly Rate: (Part-time only)

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

$___ per year

Start Date: __________________________

End Date: __________________________

If temporary, anticipated termination date:

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

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

PROPOSED Division/Unit:

Student Services

Job Title/Position:

Part Time Academic Advisor

Budgeted Position? ☐ Yes ☐ No

Name of Replaced Employee: Jenny Banker

Budget Number:

Compensation:

☐ Annual

☑ Hourly

☐ Other (explain)

Sched N/A

Grade N/A

Step N/A

Hourly Rate: (Part-time only)

$25.00 per hr x 20 hrs/wk x 38 wks =

$19000.00 per year

Start Date: 05/06/13

If temporary, anticipated termination date:

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

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other 38 weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

☐ Susan Denman

Date 4/18/13

Approved by Division Chair

Date

Approved by Vice President

Date 4/25/13

Reviewed by Human Resources

Date 4/30/13

Budget Approval

Date

Approved by President

Date 4/30/13

Date approved by Board or not applicable

Reg. 821

A 1304 0 007

Revised May 15, 2009
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hollier</td>
<td>Candi</td>
<td>S</td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification:</th>
<th>New Employee</th>
<th>Resignation</th>
<th>Retirement</th>
<th>Separation (date: ___)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary</td>
<td>Full-Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>Part-Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other (explain)</th>
<th>Change in Assignment</th>
<th>Additional Assignment</th>
<th>Leave of Absence</th>
</tr>
</thead>
</table>

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

**Part II: Assignment/Accounting**

**CURRENT**

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

Job Title/Position: [Specialized Area: ]

Budgeted Position? [Yes] [No]

Funded in which FY?

Budget Number:

Position No. (NBAPOSN):

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td></td>
</tr>
<tr>
<td>Hourly</td>
<td>$ per hr x hrs/wk x wks =</td>
</tr>
<tr>
<td>Other (explain)</td>
<td>$ per year</td>
</tr>
</tbody>
</table>

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

Start Date: [If temporary, anticipated termination date: ]

End Date: [At-will-employee: ]

**PROPOSED**

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

Title V Grant

Job Title/Position: [Specialized Area: ]

Part Time Title V Education Technologist

Budgeted Position? [Yes] [No]

Name of Replaced Employee: N/A

Funded in which FY? [FY13]

Position No. (NBAPOSN):

[GNMT99]

**Compensation:**

<table>
<thead>
<tr>
<th>$</th>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td></td>
</tr>
<tr>
<td>Hourly</td>
<td>$ per hr x hrs/wk x wks =</td>
</tr>
<tr>
<td>Other (explain)</td>
<td>$ per year</td>
</tr>
</tbody>
</table>

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

Start Date: [04/08/2013]

End Date: [At-will-employee: ]

**Explanation of Action:**

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 27 weeks

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date Approved by Vice President Date

Approved by Division Chair Date Reviewed by Human Resources Date

Budget Approval Date Approved by President Date

Approved by Cabinet Level Supervisor Date Date approved by Board or [ ] not applicable

Reg. 821 A 0006

Revised May 15, 2009
<table>
<thead>
<tr>
<th>Wharton County Junior College</th>
<th>Personnel Action Form</th>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Banner ID #</strong></td>
<td>Last Name</td>
<td>First</td>
</tr>
<tr>
<td></td>
<td>Guest</td>
<td>Jana</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

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

- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)
- Retirement
- Resignation
- Separation (date:_____)
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Part II: Assignment/Accounting**

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

Job Title/Position: 
Specialized Area:

Budgeted Position? [ ] Yes [ ] No
Funded in which FY?

Budget Number: 
Position No. (NBAPOSN):

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

<table>
<thead>
<tr>
<th>$</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
</table>

Hourly Rate: (Part-time only)

| $ | per hr x | hrs/wk x | wks = | $ | per year |

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

Start Date: End Date: 
If temporary, anticipated termination date:

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

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

**PROPOSED** Division/Unit: Administrative Services

Job Vacancy No.: (if applicable)

1303 S 017

Specialized Area: Sugar Land Campus

Budgeted Position? [x] Yes [ ] No
Name of Replaced Employee: Debs Gerton
Funded in which FY? FY13

Budget Number:
1610-1310-6101-500

Position No. (NBAPOSN): CC3010

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

<table>
<thead>
<tr>
<th>$</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
</table>

Hourly Rate: (Part-time only)

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

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

Start Date: 05-20-2013
If temporary, anticipated termination date:

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

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

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) 
Date: 5-1-13

Approved by Vice President 
Date: 5/2/13

Approved by Division Chair 
Date: 

Reviewed by Human Resources 
Date: 5-2-13

Budget Approval 
Date: 5/2/13

Approved by President 
Date: 5-2-13

Approved by Cabinet Level Supervisor 
Date: 5/2/13

Date approved by Board or not applicable
**Banner ID #** | **Last Name** | **First** | **Middle Initial** | **Telephone**
---|---|---|---|---
---|---|---|---|---

**Address** | **City** | **State** | **Zip** | 
---|---|---|---|

**Part I: Check all that apply**

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

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)

- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 5-31-2013)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

- **CURRENT Division/Unit:**
  - Instruction
  - Job Title/Position:
    - [ ] Yes
    - [ ] No

- **Open Computer Lab Coordinator**

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

- **Budget Number:**
  - 1110.1496.6101.402

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

- **$ 31,525**

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

- **Start Date:**
  - 11/09/81

- **End Date:**
  - 5/31/2013

- **Position No. (NBAPOSN):**
  - OC1001

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

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

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

**PROPOSED Division/Unit:**

- Instruction

- **Job Title/Position:**
  - [ ] Yes
  - [ ] No

- **Name of Replaced Employee:**

- **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:**

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

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

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
  - 4/23/13

- **Approved by Division Chair:**
  - 4/23/13

- **Budget Approval:**
  - 4/29/13

- **Approved by Cabinet Level Supervisor:**
  - 4/30/13

- **Approved by Vice President:**
  - 4/24/13

- **Reviewed by Human Resources:**
  - 4/30/13

- **Approved by President:**
  - 4/30/13

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

**Reg. 821**

**S1304 0033**

**RECEIVED**

**Revise May 15, 2019**

**Vice President of Instruction**

**Date Initial**

**Reg 821**
### Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jessen</td>
<td>Terrell</td>
<td>J</td>
<td></td>
</tr>
</tbody>
</table>

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

**Part I: Check all that apply**

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

- ☑ New Employee
- ☑ Extension
- ☑ Reclassification
- ☑ Transfer
- ☑ Promotion
- ☑ Salary Adjustment
- ☑ Other (explain)

- ☑ Retirement
- ☑ Resignation
- ☑ Separation (date: 04/30/13)
- ☑ Change in Assignment
- ☑ Additional Assignment
- ☑ Leave of Absence

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Network Technician</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1110.13035.6093.6081</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compensation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Annual</td>
</tr>
<tr>
<td>☑ Hourly</td>
</tr>
<tr>
<td>☑ Other (explain)</td>
</tr>
</tbody>
</table>

- Sched P
- Grade 15
- Step 41

<table>
<thead>
<tr>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialized Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funded in which FY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position No. (NBAPOSN):</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE1004</td>
</tr>
</tbody>
</table>

**PROPOSED**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Replaced Employee:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budget Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position No. (NBAPOSN):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compensation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Annual</td>
</tr>
<tr>
<td>☑ Hourly</td>
</tr>
<tr>
<td>☑ Other (explain)</td>
</tr>
</tbody>
</table>

- Sched |
- Grade |
- Step |

<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$N/Per hr x _______ hrs/wk x _______ wks = $ _______ per year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/8/98</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/30/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>At-will-employee Per contract</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>If temporary, anticipated termination date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

**Explanation of Action:**

**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
</tr>
<tr>
<td>4/18/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Vice-President</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
</tr>
<tr>
<td>4/18/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
</tr>
<tr>
<td>Reviewed by Human Resources</td>
</tr>
<tr>
<td>[Signature]</td>
</tr>
<tr>
<td>Date: 4-19-13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
</tr>
<tr>
<td>Date: 4/22/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
</tr>
<tr>
<td>Date: 4/24/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date approved by Board or ☑ not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
</tr>
</tbody>
</table>

Reg. 821

Revised May 15, 2009
**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

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

<table>
<thead>
<tr>
<th></th>
<th>New Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Extension</td>
<td></td>
</tr>
<tr>
<td>- Reclassification</td>
<td></td>
</tr>
<tr>
<td>- Transfer</td>
<td></td>
</tr>
<tr>
<td>- Promotion</td>
<td></td>
</tr>
<tr>
<td>- Salary Adjustment</td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Retirement</td>
<td></td>
</tr>
<tr>
<td>- Resignation</td>
<td></td>
</tr>
<tr>
<td>- Separation (date:____)</td>
<td></td>
</tr>
<tr>
<td>- Change in Assignment</td>
<td></td>
</tr>
<tr>
<td>- Additional Assignment</td>
<td></td>
</tr>
<tr>
<td>- Leave of Absence</td>
<td></td>
</tr>
</tbody>
</table>

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Specialized Area:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1210-13031-6101-6100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compensation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$23,575.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6-2013</td>
<td>C S 1 2 0 1 3 3 D P</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
</table>

| $ ______ per hr x _____ hrs/wk x _____ wks = |
| $ ______ per year |

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

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

**PROPOSED Division/Unit:**

<table>
<thead>
<tr>
<th>Administrative Services</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Desk Receptionist</td>
</tr>
</tbody>
</table>

| Name of Replaced Employee: |
| Kayla Krempel |

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

| Budget Number: |
| 1210-13031-6101-6100 |

<table>
<thead>
<tr>
<th>Compensation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$23,575.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6-2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
</table>

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

**Explanation of Action:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by Vice President</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/17/13</td>
<td>B.Kocai</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by Division Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/17/13</td>
<td>B.Kocai</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by President</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/22/13</td>
<td>B.Kocai</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by Cabinet Level Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/22/13</td>
<td>B.Kocai</td>
</tr>
</tbody>
</table>
## Wharton County Junior College

### Personnel Action Form

**Banner ID #**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dybala</td>
<td>Lisa</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

City |
--- |

**State | Zip**
--- | --- |

### Part I: Check all that apply

- **Classification:**
  - [ ] Administrative/Professional Staff
  - [x] Faculty
  - [x] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [x] Part-Time
- [x] Regular
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)

| Retirement |
--- |
| Resignation |
| Separation (date: 04/11/13) |
| Change in Assignment |
| Additional Assignment |
| Leave of Absence |

### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

- **Vocational Science/Senior Citizens**
- **Job Title/Position:** Driver
- **Budgeted Position:** [x] Yes [ ] No
- **Budgeted Position:**
- **Budget Number:** 21779.6002.6126.301 & 21789.6002.6126.301

**Compensation:**

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

**Sched:** N/A

**Grade:** N/A

**Step:** N/A

| Hourly Rate: (Part-time only) |
--- |--- |
| $ 7.25 per hr x 13 hrs/wk x 36 wks = |
| $ 2915.00 per year |

| Start Date: |
--- |
| 02/11/13 |

| End Date: |
--- |
| 04/11/13 |

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

| [ ] 9 months |
| [ ] 10 1/2 months |
| [ ] 12 months |
| [ ] Other 36 weeks |

**PROPOSED Division/Unit:**

- **Job Title/Position:**
- **Budgeted Position:**
- **Budget Number:**

**Compensation:**

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

| Sched: |
--- |
| |

| Grade: |
--- |
| |

| Step: |
--- |
| |

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

| Start Date: |
--- |
| |

| End Date: |
--- |
| |

**If temporary, anticipated termination date:**

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

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

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

**Examination of Action:**

### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head)**

- **Carolyn A. Orlove** 4/11/12

**Approved by Vice President**

- **F. 4/23/13**

**Approved by Division Chair**

- **4/24/13**

**Reviewed by Human Resources**

- **F. 4/24/13**

**Budget Approval**

- **B. D.際** 4/24/13

**Approved by President**

- **B. 4/25/13**

**Approved by Cabinet Level Supervisor**

- **4/25/13**

**Date approved by Board or not applicable**

### Reg. 821

- 51304 0032

**Date:** 4/17/13

**Vice President of Instruction**

**Date:** 4/17/13

**Revised May 15, 2009**

**Initial:** 14
# Wharton County Junior College

## Personnel Action Form

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
</table>

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

## Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
- [x] Regular
  - [ ] Full-Time
  - [x] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 2 May 13)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

## Part II: Assignment/Accounting

**CURRENT**
- Division/Unit: Administrative Services
- Job Title/Position: Fitness Center Staff
- Budgeted Position?: [x] Yes  [ ] No
- Budget Number: 1110-13025-6102-903
- Compensation:
  - [x] Hourly
  - [ ] Other (explain)
  - Sched: N/A Grade: N/A Step: N/A
  - Hourly Rate: $7.25 per hr x 19 hrs/wk x 48 wks = $6,612 per year

**PROPOSED**
- Division/Unit: 
- Job Title/Position: 
- Budgeted Position?: [ ] Yes  [x] No
- Budget Number: 
- Compensation:
  - [ ] Annual
  - [x] 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

## Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head): 
- Approved by Vice President: 
- Approved by Division Chair: 
- Reviewed by Human Resources: 
- Budget Approval: 
- Approved by President: 
- Approved by Cabinet Level Supervisor: 
- Date approved by Board or, [x] not applicable

---

**Explanations:**
- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [x] Other 48 weeks

- Position No. (NBAPOSN): FITW99

- Job Vacancy No.: (if applicable)

- Specialized Area:
- Funded in which FY?

- Position No. (NBAPOSN):

- Job Vacancy No.: (if applicable)

- Specialized Area:
- Funded in which FY?

- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [x] Other

---

Reg. 821

Revised May 15, 2009
**Personnel Action Form**

**Wharton County Junior College**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lee</td>
<td>Robert</td>
<td>T</td>
<td></td>
</tr>
</tbody>
</table>

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

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Support Staff</td>
<td>☑ New Employee</td>
<td>☑ Retirement</td>
<td></td>
</tr>
<tr>
<td>☑ Temporary</td>
<td>☑ Full-Time</td>
<td>☑ Resignation</td>
<td></td>
</tr>
<tr>
<td>☑ Regular</td>
<td>☑ Part-Time</td>
<td>☑ Separation (date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary Adjustment</th>
<th>Leave of Absence</th>
</tr>
</thead>
</table>

**Part II: Assignment/Accounting**

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title/Position:</td>
<td>Specialized Area:</td>
</tr>
<tr>
<td>Budgeted Position?</td>
<td>Funded in which FY?</td>
</tr>
<tr>
<td>☑ Yes</td>
<td>☑ No</td>
</tr>
<tr>
<td>Budget Number:</td>
<td>Position No. (NBAPOSN):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Annual</td>
<td>☑ At-will-employee</td>
</tr>
<tr>
<td>☑ Hourly</td>
<td>☑ Per contract</td>
</tr>
<tr>
<td>☑ Other (explain)</td>
<td>☑ N/A</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>$</th>
<th>$ per hr x</th>
<th>$ per year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Start Date: | End Date: | |
|-------------|----------||
| 29 Apr. 13 |          | |

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

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

**PROPOSED**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services</td>
<td>1304 S 020</td>
</tr>
<tr>
<td>Job Title/Position:</td>
<td>Specialized Area:</td>
</tr>
<tr>
<td>Fitness Center Staff</td>
<td>Fitness Center areas</td>
</tr>
<tr>
<td>Budgeted Position?</td>
<td>Funded in which FY?</td>
</tr>
<tr>
<td>☑ Yes</td>
<td>☑ No</td>
</tr>
<tr>
<td>Name of Replaced Employee:</td>
<td>Position No. (NBAPOSN):</td>
</tr>
<tr>
<td>Thomas Kielman</td>
<td>FITW99</td>
</tr>
<tr>
<td>Budget Number:</td>
<td>Hourly Rate: (Part-time only)</td>
</tr>
<tr>
<td>1110-13025-6102-903</td>
<td>$ per hr x</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>$</th>
<th>$ per hour wk x</th>
<th>$ per year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Start Date: | End Date: | |
|-------------|----------||
| 29 Apr. 13 |          | |

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

- ☑ 9 months
- ☑ 10 1/2 months
- ☑ 12 months
- ☑ Other 48 wks.

**Explanation of Action:**

**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. Lee</td>
<td>1-1-2013</td>
<td>4/22/13</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. Lee</td>
<td>4/18/13</td>
<td>4/24/13</td>
<td></td>
</tr>
</tbody>
</table>

**Budget Approval**

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/22/13</td>
<td>B. Lee</td>
<td>4/24/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/11/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banner ID #</td>
<td>Last Name</td>
<td>First</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td>Polasek</td>
<td>Rachel</td>
</tr>
</tbody>
</table>

**Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

- Classification:
  - ☐ 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:** Information Technology

**Job Title/Position:** Part Time Information Technology Technician

**Budgeted Position:** ☐ Yes ☐ No

**Budget Number:** 1110.13035.6115.6081

**Compensation:**

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

- Sched: N/A
- Grade: N/A
- Step: N/A

**Hourly Rate:** (Part-time only) $12.00 per hr x 19.5 hrs/wk x 52 wks = $12,168 per year

**Start Date:** 1-15-13
**End Date:** N/A

**At-will employee?** ☐ Yes ☐ No

- ☐ Per contract

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

**REVIEWED**

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

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other (52 weeks)

**PROPOSED**

**Division/Unit:** Information Technology

**Job Title/Position:** Part Time Information Technology Technician

**Budgeted Position:** ☐ Yes ☐ No

**Name of Replaced Employee:**

**Budget Number:** 1110.13035.6115.6081

**Compensation:**

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

- Sched: P
- Grade: 13
- Step: 0

**Hourly Rate:** (Part-time only) $14.46 per hr x 40 hrs/wk x 12 wks = $6,940.80 per year

**Start Date:** 5-01-13

- ☐ At-will employee
- ☐ Per contract

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

**Explanation of Action:**

Cover vacant position of TE1001

**Part III: Position/Budget Authorization**

- Recommended by Supervisors (Department Head) Date
- Reviewed by Human Resources Date
- Approved by Vice President Date
- Budget Approval Date
- Approved by President Date
- Approved by Cabinet Level Supervisor Date

- Date approved by Board or ☐ not applicable

**Reg. 821**

**S 1304 0034**

**Revised May 15, 2009**
**Wharton County Junior College**

### Personnel Action Form

#### Human Resources

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First N.</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

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

<table>
<thead>
<tr>
<th>New Employee</th>
<th>Extension</th>
<th>Reclassification</th>
<th>Transfer</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
<th>Retirement</th>
<th>Resignation</th>
<th>Separation (date:___)</th>
<th>Change in Assignment</th>
<th>Additional Assignment</th>
<th>Leave of Absence</th>
</tr>
</thead>
</table>

### Part II: Assignment/Accounting

#### CURRENT Division/Unit:

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Specialized Area:</td>
</tr>
</tbody>
</table>

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

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

- **Name of Replaced Employee:**
  - Grant Travis

- **Name of Replaced Employee:**
  - Grant Travis

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>Name of Replaced Employee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes</td>
<td>Grant Travis</td>
</tr>
<tr>
<td>[ ] No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richmond Campus</td>
<td>1211 S 108</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Computer/Library Monitor</td>
<td>2012-2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialized Area:</th>
<th>Funded in which FY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBTC</td>
<td>2012-2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>Name of Replaced Employee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes</td>
<td>Grant Travis</td>
</tr>
<tr>
<td>[ ] No</td>
<td></td>
</tr>
</tbody>
</table>

#### Budget Number:

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richmond Campus</td>
<td>1211 S 108</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1210-1494-6102-102</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1210-1494-6102-102</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ _____ per hr x _____ hrs/wk x _____ wks =</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/27/13</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>At-will-employee</th>
<th>Per contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] At-will-employee</td>
<td>Per contract</td>
</tr>
</tbody>
</table>

- **Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other 48 weeks

### Part III: Position/Budget Authorization

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

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/13/13</td>
</tr>
</tbody>
</table>

**Approved by Vice President:**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Approved by Division Chair:**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Reviewed by Human Resources:**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Budget Approval:**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/14/13</td>
</tr>
</tbody>
</table>

**Approved by President:**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Approved by Cabinet Level Supervisor:**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- **Date approved by Board or [ ] not applicable:**

Reg. 821

Revised May 15, 2009
### Personnel Action Form
#### Human Resources

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lauterbach</td>
<td>Richard</td>
<td>M</td>
<td></td>
</tr>
</tbody>
</table>

#### Part I: Check all that apply

| Classification: | | | | |
|-----------------|--------------------------|--------------------------|--------------------------|
| ☑ Support Staff | ☑ New Employee | ☑ Extension | ☑ Reclassification |
| ☑ Temporary     | ☑ Full-Time            | ☑ Transfer | ☑ Salary Adjustment |
| ☑ Regular       | ☑ Part-Time            | ☑ Promotion | ☑ Other (explain) |

#### Part II: Assignment/Accounting

**CURRENT Division/Unit:** Job Vacancy No.: (if applicable) 1303 S 015

- **Title V Grant**
- Specialized Area: Title V Grant
- **Part Time Title V Technical Specialist**
- Funded in which FY? FY13
- **Budgeted Position?** Yes No
- **Budget Number:** 21162.6036.6113.400
- **Position No.** (NBAPOSN): GNTS99

**Compensation:**

- $ 15.04 Hourly Rate: (Part-time only) $ 15.04 per hr x 19 hrs/wk x 27 wks = $ 7,715.52 per year
- **Start Date:** 04/01/13
- **End Date:** N/A
- **At-will-employee**

**PROPOSED Division/Unit:** Job Vacancy No.: (if applicable) 1303 S 015

- **Title V Grant**
- Specialized Area: Title V Grant
- **Part Time Title V Technical Specialist**
- **Budgeted Position?** Yes No
- **Budget Number:** 21162-3036-6113-400
- **Name of Replaced Employee:** Jessica Falcon
- **Position No.** (NBAPOSN): GNTP2T

**Compensation:**

- $ 31,275 Hourly Rate: (Part-time only) $ 31,275 per hr x N/A hrs/wk x N/A wks = $ 31,275 per year
- **Start Date:** 05/13/2013
- **At-will-employee**

**Explanation of Action:**

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

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☑ Other 27 weeks

#### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):** Date 4-30-13
- **Approved by Division Chair:** Date
- **Budget Approval:** Date 5/1/13
- **Approved by Cabinet Level Supervisor:** Date 5/11/13
- **Date approved by Board or not applicable:** Date

Reg. 812

Revised May 15, 2009
### Personnel Action Form
#### Wharton County Junior College

**Banner ID #**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arriaga</td>
<td>Belinda</td>
<td>M</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification</th>
<th></th>
<th>Employment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
<td>☐ New Employee</td>
<td>☐ Retirement</td>
</tr>
<tr>
<td>☐ Faculty</td>
<td>☐ Extension</td>
<td>☐ Resignation</td>
</tr>
<tr>
<td>☑ Support Staff</td>
<td>☐ Reclassification</td>
<td>☐ Separation (date: ____ )</td>
</tr>
<tr>
<td>☑ Temporary</td>
<td>☐ Transfer</td>
<td>☐ Change in Assignment</td>
</tr>
<tr>
<td>☐ Regular</td>
<td>☐ Promotion</td>
<td>☐ Additional Assignment</td>
</tr>
<tr>
<td>☑ Full-Time</td>
<td>☐ Salary Adjustment</td>
<td>☐ Leave of Absence</td>
</tr>
<tr>
<td>☐ Part-Time</td>
<td>☐ Other (explain)</td>
<td></td>
</tr>
</tbody>
</table>

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialized Area:</td>
<td>1304 S 018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted Number:</td>
<td>1110.515.6102.500</td>
<td></td>
</tr>
</tbody>
</table>

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

| Hourly Rate: (Part-time only) | $7.25 per hr x 20 hrs/wk x 10 wks = $1450.00 per year |

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>☐ At-will-employee</th>
<th>Per contract</th>
<th>If temporary, anticipated termination date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/24/13</td>
<td>04/01/13</td>
<td></td>
<td></td>
<td>06/07/13</td>
</tr>
</tbody>
</table>

**PROPOSED Division/Unit:**

<table>
<thead>
<tr>
<th>Admissions &amp; Registration</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialized Area:</td>
<td>FY13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Replaced Employee:</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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

| Hourly Rate: (Part-time only) | $7.25 per hr x 20 hrs/wk x 10 wks = $1450.00 per year |

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>☐ At-will-employee</th>
<th>Per contract</th>
<th>If temporary, anticipated termination date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/24/13</td>
<td>04/01/13</td>
<td></td>
<td></td>
<td>06/07/13</td>
</tr>
</tbody>
</table>

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

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

**Explanation of Action:**

- Recommended by Supervisor (Department Head)
  - Approved by Vice President
  - Date: 04-01-13
  - Approved by Division Chair
  - Date: 04/24/13
  - Budget Approval
  - Date: 04-24-13
  - Approved by Cabinet Level Supervisor
  - Date: 04-22-13

Reg. 821 Revised 02/22/2011
### Personnel Action Form

**Wharton County Junior College**

**Banner ID #:**

**Last Name:** Lauterbach  
**First Name:** Richard  
**Middle Initial:** M  
**Telephone:**

**Address:**

**City:**  
**State:**  
**Zip:**

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

- **CURRENT Division/Unit:**
- **Job Vacancy No.:** (if applicable)
- **Specialized Area:**
- **Budgeted Position:** ☐ Yes ☐ No
- **Funded in which FY?**
- **Budget Number:**
- **Position No. (NBAPOSN):**
- **Compensation:**
  - ☐ Annual
  - ☐ Hourly
  - ☐ Other (explain):
    - Sched: __________
    - Grade: __________
    - Step: __________
  - Hourly Rate: (Part-time only)
    - $______ per hr x _______ hrs/wk x _______ wks =
    - $______ per year
- **Start Date:**  
- **End Date:**  
- ☒ At-will-employee
- ☐ Per contract
- **If temporary, anticipated termination date:**

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

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

**PROPOSED Division/Unit:**

- **Title V Grant**
  - **Job Vacancy No.:** (if applicable)
    - 1303 S 015
  - **Specialized Area:**
  - **Budgeted Position:** ☒ Yes ☐ No
  - **Name of Replaced Employee:** N/A
  - **Funded in which FY?**  
    - FY13
  - **Budget Number:** 21162-3036-6113-400
  - **Position No. (NBAPOSN):** GNTS99
  - **Compensation:**
    - ☒ Annual
    - ☒ Hourly
    - ☒ Other (explain):
      - Sched: P
      - Grade: 15
      - Step: 0
    - Hourly Rate: (Part-time only)
    - $15.04 per hr x 19 hrs/wk x 27 wks =
    - $7,715.52 per year
  - **Start Date:** 04/01/2013
  - ☒ At-will-employee
  - ☐ Per contract
  - **If temporary, anticipated termination date:** 09/30/2013

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

- ☐ 9 months  
- ☐ 10 1/2 months  
- ☐ 12 months  
- ☐ Other 27 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
- **Date:** 4-4-13
- **Approved by Vice President:**
- **Date:**

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

- **Budget Approval:**
- **Date:** 4/15/13
- **Approved by President:**
- **Date:** 4-7-13
- **Approved by Cabinet Level Supervisor:**
- **Date:**

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

Reg. 821  
Revised May 15, 2009

Signature: [Signature]

Date: [Date]