WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

October 23, 2007

Prepared by the
Office of the President
Wharton County Junior College
<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 2012</td>
</tr>
<tr>
<td>5</td>
<td>Rick Davis Vice-Chair</td>
<td>May 2012</td>
</tr>
<tr>
<td>9</td>
<td>Jack C. Moses Secretary</td>
<td>May 2010</td>
</tr>
<tr>
<td>6</td>
<td>Gerald R. Donaldson</td>
<td>May 2012</td>
</tr>
<tr>
<td>3</td>
<td>Georgia Krenek</td>
<td>May 2008</td>
</tr>
<tr>
<td>8</td>
<td>Oliver W. Kunkel, Jr.</td>
<td>May 2008</td>
</tr>
<tr>
<td>4</td>
<td>Phyllip W. Stephenson</td>
<td>May 2008</td>
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<tr>
<td>2</td>
<td>Gary P. Trochta</td>
<td>May 2010</td>
</tr>
<tr>
<td>1</td>
<td>Lloyd M. Nelson</td>
<td>May 2010</td>
</tr>
</tbody>
</table>
- AGENDA -

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

October 23, 2007

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

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

A. The regular meeting on September 18, 2007

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

VI. Presentations, Awards, and/or President’s Report
   A. Marketing report presented by STAMATS – Randy Snyder
   B. Quality Enhancement Plan update – Patricia Rehak

VII. Reports to the Board
   A. Financial Reports for September 2007
   B. Information Item: Management Reports
   C. Information Item: Reports from College Governance Councils
   D. Information Item: Clipping Service for the month of September 2007

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

-CONSENT AGENDA-

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

IX. Matters Relating to General Administration

X. Matters Relating to Academic Affairs
   A. Approve the addition of a new position – Instructional Dean ($77,000 – $79,000 estimated salary – 2008 current unrestricted operating budget)

XI. Matters Relating to Administrative Services
   A. Approve the reorganization of the Financial Services area, effective November 1, 2007 ($32,691.00 estimated increase in salary expenditures – 2008 current unrestricted operating budget)
B. Approve the allocation of funds from the prior year fund balance for 2007 outstanding encumbrances ($45,090.00 – will be noted in the 2008 financial statements as reserved for encumbrances)

C. Approve Wharton County Junior College’s participation in The Local Government Purchasing Cooperative (BuyBoard)

D. Approve acceptance of $10,000.00 from Duncan Wills Corbett to establish a scholarship endowment for students in financial need

E. Approve fiscal year 2007 budget adjustments for the period June 1, 2007 – August 31, 2007

XII. Matters Relating to Technology and Institutional Research

A. Approve transfer from the MIS plant fund of $25,600.00 for the purchase of 25 replacement computers for the Computer Science department in Sugar Land, Room 401 - ($25,600.00 to be transferred to the appropriate unrestricted budget from the MIS plant fund)

B. Approve transfer from the MIS plant fund of $25,600.00 for the purchase of 25 replacement computers for the Computer Science department in the Peace Building, Room 102 - ($25,600.00 to be transferred to the appropriate unrestricted budget from the MIS plant fund)

C. Approve transfer from the MIS plant fund of $25,600.00 for the purchase of 25 replacement computers for the Computer Science department in Bay City, Room 122 - ($25,600.00 to be transferred to the appropriate unrestricted budget from the MIS plant fund)

XIII. Matters Relating to Workforce Development, Continuing Education and Distance Learning

A. Approve the application for the Texans Feeding Texans Grant through the Texas Department of Agriculture for both Wharton and Colorado Counties - ($2,218.00 - grant monies for Colorado County and $2,963.00 - grant monies for Wharton County)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President

1. Danson R. Jones employed as a regular, full-time Director of Institutional Effectiveness, additional assignment as director of Achieving the Dream, $1,000.00/ mo. x 12 mo., effective September 1, 2007

C. Office of Academic Affairs

1. Approve department head pay for fall 2007
2. Approve paid professional assignments for 2007-2008

3. Pam Speights employed as regular, full-time speech instructor, was given a salary adjustment from FAC-4A-11 to FAC-5-11 for completion of professional growth plan, effective September 1, 2007

D. Office of Administrative Services

1. George Lehnert employed as regular, part-time counselor, was given a salary adjustment from $22.00/hr. x 24 hrs./wk. x 48 wks. = $25,344.00/yr., to $25.00/hr. x 24 hrs./wk. x 48 wks. = $28,800.00/yr., effective September 1, 2007

E. Office of Student Services

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

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

1. Dennis Barnes resigned as regular, full-time director of information technology, CA-8-38, effective October 16, 2007

I. Information Items: Non-contract Personnel Action

1. Bonnie A. Garza employed as regular, full-time administrative assistant, received $1,000.00 for completion of support staff professional growth plan for FY07 (18 hrs.)

2. Cynthia A. Kocian employed as regular, full-time special population advisor for Perkins’ Grant/Academic Advisor was given a salary adjustment from $18.50/hr. = $38,477 annually to $19.40/hr. = $40,347.00 annually, effective September 1, 2007


4. Cynthia A. Nelms employed as a regular, full-time human resources clerk, O-6-0, effective September 19, 2007

5. Krystal K. Rivera transferred from regular, full-time service center clerk, O-6-1, to regular, full-time financial aid secretary, O-8-1, effective September 24, 2007

6. Kristie G. Sulak employed as regular, full-time student success coordinator – Ft. Bend Technical Center, received $500.00 for completion of support staff professional growth plan for FY07 (9 hrs.)

7. Peter Acosta resigned from regular, part-time custodian, O-1-0, $8.38/hr. x 19 hrs./wk. x 52 wks. = $8,279.00/yr., effective September 7, 2007
8. Nancita R. Davis employed as regular, part-time workforce development aide, O-10-0, $10.97/hr. x 29 hrs./wk. x 32 wks. = $10,180.00/yr., effective September 10, 2007

9. Jasen Gutierrez employed as regular, part-time workforce development aide, O-10-0, $10.97/hr. x 32 hrs./wk. x 32 wks. = $11,233.28/yr., effective September 17, 2007

10. Lucille Haley resigned as regular, part-time library assistant – Sugar Land, O-5-0, $9.53/hr. x 19 hrs./wk. x 48 wks. = $8,691.36/yr., effective September 7, 2007

11. Teresa Hudic resigned from regular, part-time workforce development aide, O-10-0, $10.19/hr. x 19 hrs./wk. x 32 wks. = $6,669.76/yr., effective August 30, 2007

12. Luciana Lara resigned from regular, part-time workforce development aide, O-10-0, $10.19/hr. x 32 hrs./wk. x 32 wks. = $10,434.56/yr., effective August 31, 2007

13. Esmeralda Lopez employed as regular, part-time workforce development aide, O-10-0, $10.97/hr. x 32 hrs./wk. x 32 wks. = $11,233.28/yr., effective September 10, 2007

14. Candida C. Mata resigned as regular, part-time workforce development aide, O-10-0, $10.19/hr. x 20 hrs./wk. x 32 wks. = $7,020.80/yr., effective August 29, 2007

15. Delia E. Ramirez employed as a regular, part-time workforce development aide, O-10-0, $10.97/hr. x 32 hrs./wk. x 32 wks. = $11,233.28/yr., effective September 24, 2007

16. Yvette F. Sanchez resigned as regular, part-time workforce development aide, O-10-0, $10.19/hr. x 32 hrs./wk. x 32 wks. = $10,435.00/yr., effective August 8, 2007

17. Elia J. Vallejo employed as regular, part-time workforce development aide, O-10-0, $10.97/hr. x 10 hrs./wk. x 32 wks. = $3,510.40/yr., effective September 17, 2007

18. Mary E. Weed employed as a regular, part-time workforce development aide, O-10-0, $10.97/hr. x 25 hrs./wk. x 32 wks. = $8,776.00/yr., effective September 24, 2007

19. June Sparks employed as a temporary, full-time custodian, O-1-0, effective September 24, 2007

20. Melanie L. Garrett employed as a temporary, part-time rodeo coach aide, $15.00/hr. x 6.5 hrs./wk. x 40 wks. = $3,900.00/yr., effective September 10, 2007

21. Charon R. McCauley employed as a temporary, part-time biology lab worker, $5.85/hr. x 5 hrs./wk. x 32 wks. = $936.00/yr., effective September 17, 2007

22. Cody Ross employed as a temporary, part-time fitness center staff, O-5-0, $9.55/hr. x 10 hrs./wk. x 14 wks. = $1,377.00/yr., effective September 10, 2007
XVI. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons: Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), deliberation regarding economic development negotiations (551.086).

XVII. Action on items discussed in closed session

XVIII. Matters Relating to Formal Policy

A. Second readings and approval (old and new regulations are included for your comparison)

1. Reg. 001: WCJC Mission
2. Reg. 002: Board’s Legal Status
3. Reg. 003: Board Members
4. Reg. 004: Board Organization: Board Officers, Officials, Committees
5. Reg. 005: Board Member’s Statement of Ethics
6. Reg. 006: Board Policy and Bylaw Development
7. Reg. 007: Board Meetings

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


C. Information Item: Changes to legal references and guidelines (procedure/guideline changes does not require board approval)

1. Reg. 114: Academic Calendar Development
2. Reg. 823: Recruitment and Appointment of Part-Time Faculty

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular meeting on September 18, 2007
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
September 18, 2007

-The Wharton County Junior College District Board of Trustees met in regular session on
September 18, 2007 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Georgia Krenek; Mr. Lloyd
Nelson; Mr. Phil Stephenson; and Mr. Gary Trachta

Trustees Absent: Mr. Rick Davis, Vice-Chair; Mr. Jack Moses, Secretary; Mr. Gerald
Donaldson; and Mr. Oliver Kunkel

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President of
Instruction; Mr. Dale Pinson, Vice President of Continuing Education, Workforce Development, and
Distance Education; Mr. Bryce Kocijan, Vice President of Financial Services; Ms. Pam Youngblood,
Vice President of Technology and Institutional Research; Ms. Deanna Feyen, Executive Secretary to the
President; Ms. Zina Carter; Mr. Mike Feyen; Mr. Scott Glass; Ms. Judy Jones; Mr. Mike Mills; Mr.
Gus Wessels; and Mr. Philip Wurthrich.

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The minutes of the regular meeting on August 21, 2007 were approved as
presented.

B. The minutes of the special called meeting on August 21, 2007 were approved
as presented.

ITEM IV: CITIZENS’ COMMENTS

-None-

ITEM V: SPECIAL ITEMS
Board of Trustees
September 18, 2007
Minutes

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

A. M.G. and Lillie A. Johnson Foundation, Inc. grant award to purchase instructional equipment for the Allied Health Division

   - Ms. McCrohan recognized the M.G. and Lillie A. Johnson Foundation, Inc. grant award.

ITEM VII: REPORTS TO THE BOARD

A. Financial Reports

   - Gus Wessels reviewed the financial reports for August 2007.
   - Mr. Stephenson asked for a record of transfers to the plant fund recorded in the past eleven years. Gus will provide the report for the next board meeting.

BOARD ACTION: On a motion by Mr. Trochta and a second, the board unanimously approved the financial reports for August 2007 as presented.

ITEM VII-B: MANAGEMENT REPORTS

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

1. Department of Information and Technology: Pam Youngblood (Vice President of Technology and Institutional Research)
2. Financial Aid: Gus Wessels (Dean of Financial Services and Business Services)
3. Student Services: Dr. Wayne Taylor (Dean of Student Services)

ITEM VII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS

ITEM VII-D: CLIPPING SERVICE FOR MONTH OF AUGUST 2007

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

ITEM VIII: REPORTS FROM COMMITTEES OF THE BOARD

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

B. Facilities Committee: Mr. Donaldson
   - None-

C. Legislative Committee: Mr. Nelson
Ms. McCrohan reported that she had attended another hearing in Austin and felt it was a positive meeting. The Governor’s office staff attended and had a different attitude. Ms. McCrohan stated Senator Hegar’s office called to report that by the end of October they should have an answer on the veto.

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

-Mrs. Krenek asked if X.B., the Power Technology Program position, was a new position. Ms. McCrohan stated it is a new position that will be at the Bay City campus. She stated this position would be under Dr. Kirby Lowery who is working on implementing this program.

-Mrs. Krenek asked if the LEAD program was a year to year program. Ms. McCrohan stated the grant was not approved and the board has approved the program for one semester.

-Mr. Stephenson commented on IX.B. recognizing the baseball practice field was indeed in need of improvement.

CONSENT AGENDA

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

ITEM IX: MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve a $10 student fee to replace lost student picture ID cards

B. Approve the transfer of $35,000 from plant fund to current unrestricted operating fund for the purpose of repairing the baseball practice area (transfer from repair and replacement plant fund for 2008)

ITEM X: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve to change the Process Technology Instructor from 9 month to a 10.5 month position ($8,758.00 - $10,675.00 to be paid from the 2007-2008 budget)

B. Approve hiring a 10.5 month new faculty position for the Power Technology Program ($43,808.00 - $57,225.00, with funding provided through collaboration with Texas A & M, Matagorda County, and South Texas Project in 2007-2008 budget year)
ITEM XI: MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the proposal received from Valley Services, Inc. as the supplier of meals for the Senior Citizen Program ($120,000.00 – restricted grant funds from current budget year 2007-2008)

B. Approve the lease offer submitted by Craig Charbonnet, Inc. on behalf of Questar Exploration and Production Company to lease the Tina Weynandt property for oil and gas exploration

C. Approve the quote from the Texas Association of School Boards (TASB) for the College’s General Liability, Director’s & Officer’s Liability, Educator’s Liability and Automobile Insurance ($30,219.00 – current unrestricted operating budget for 2007-2008)

D. Recommend approval of the attached Financial Stability Resolution, concerning the balance maintained in the unrestricted fund

E. Information Item:

1. Seek sealed bids for the purchase of new dental units, a surgical laparoscopic skills simulator with skills package, and nine multifunctional computerized instructional stations for the Allied Health Division ($183,000.00 – Johnson Foundation grant funds for 2007-2008)

ITEM XII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the contractual agreement with Art West, SACS Web Master and MIS Testing and Training Coordinator (funds are currently allocated in the 2007-2008 - current unrestricted operating budget)

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

A. Approval for hiring an Adult Basic Education full-time secretary ($22,225.00/yr. – federal and state ABE grant)

B. Approval of a $.10 raise per hour for part-time employees as of October 1, 2007 in the Senior Citizen Program (budget in contract for FY 2007-2008, non-contract employees are paid by grant funds)

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees
Board of Trustees
September 18, 2007
Minutes

B. Office of President

1. Johnie R. Svatetk employed as temporary, full-time LEAD manager, AA-1-0, effective September 1, 2007

C. Office of Academic Affairs

1. Approve full-time faculty overloads for Fall 2007

2. Approve part-time faculty overloads for Fall 2007

3. Approve salary adjustment for erroneously calculated graduate hours for Dale L. Neaderhouser, FAC-2-13 to FAC-6A-13, effective August 20, 2007

D. Office of Administrative Services

E. Office of Student Services

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

1. Approve employment of Roy R. Jones as regular, full-time instructor of structural welding, FAC-1-10, effective August 13, 2007

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

1. Kathryn L. Kendall resigned as regular, full-time instructor of English and drama, FAC-7-15, effective December 15, 2007

2. Patricia L. Stemmer resigned as regular, full-time instructor of emergency medical services, FAC-1-11, effective August 31, 2007

I. Information Items: Non-contract Personnel Action

1. Amy L. Chagoya, regular, full-time receptionist/PBX operator/mailroom clerk – Ft. Bend Technical Center, received $1000.00 for completion of support staff professional growth plan for FY07 (18 hrs.)

2. Edith V. Hartensteiner employed as regular, full-time campus secretary – Sugar Land campus, O-10-0, effective August 20, 2007

3. Laura J. Kelner, regular, full-time administrative clerk I, received $500.00 for completion of support staff professional growth for FY07 (9 hrs.)
4. Paula Martinez was promoted from regular, full-time human resources clerk, O-6-0, to regular, full-time human resources secretary, O-10-0, effective August 27, 2007

5. Kathylee Barbee employed as temporary, full-time LEAD program assistant, P-5-0, effective September 1, 2007

6. Michael R. Flower employed as temporary, full-time assistant baseball coach, $7,300.00/9 months, plus $2,700.00 room/board, effective September 4, 2007

7. Irma Garza employed as temporary, full-time custodian, O-1-0, effective August 27, 2007

8. Katherine A. Kunkel employed as temporary, part-time administrative clerk, O-10-6, $11.92/hr. x 19.5 hrs./wk. x 48 wks. = $11,157.00/yr.

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

ITEM XVI: EXECUTIVE SESSION:

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

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

A. First readings: Regulations have been reviewed by the lawyers and recommended changes were made (old and new regulations are included for your comparison).

1. Reg. 001: WCJC Mission

2. Reg. 002: Board’s Legal Status

3. Reg. 003: Board Members

4. Reg. 004: Board Organization: Board Officers, Officials, Committees

5. Reg. 005: Board Member’s Statement of Ethics

6. Reg. 006: Board Policy and Bylaw Development

7. Reg. 007: Board Meetings
ITEM XIX: OTHER BUSINESS

ITEM XX: ADJOURN

- The meeting adjourned at 6:55 P.M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VI

Presentations, Awards, and/or President’s Report

A. Marketing report presented by STAMATS – Randy Snyder
B. Quality Enhancement Program update – Patricia Rehak
Reports to the Board

A. Financial Reports for September 2007
Monthly Financial Reports

Wharton County Junior College
SEPTEMBER 30, 2007
Summary Reports
### Wharton County Junior College

**Revenue-Expenditure Summary**

**September 30, 2007**

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<th>Fund 1000</th>
<th><strong>FISCAL 2007</strong></th>
<th><strong>FISCAL 2006</strong></th>
<th>% of PRIOR YR</th>
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<td>Current Month</td>
<td>Y-T-D ACTUAL</td>
<td>Budget</td>
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<td><strong>Revenues:</strong></td>
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<td>$ 1,009,920</td>
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<td>Tuition and Fees</td>
<td>5,248,345</td>
<td>5,248,345</td>
<td>12,621,065</td>
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<td>Advalorem Taxes</td>
<td>14,024</td>
<td>14,024</td>
<td>4,101,000</td>
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<td>Mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>1,106,755</td>
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<td>Non-mandatory Transfers</td>
<td>-</td>
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<td>20,000</td>
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<td>Other Revenues</td>
<td>43,797</td>
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<td>722,305</td>
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<td><strong>Total Revenues</strong></td>
<td>6,316,086</td>
<td>6,316,086</td>
<td>26,937,129</td>
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<td><strong>Expenditures:</strong></td>
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<tr>
<td>Salaries</td>
<td>1,219,549</td>
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<td>16,468,662</td>
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<td>Employee Benefits</td>
<td>156,455</td>
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<td>1,877,220</td>
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<td>Capital Expenditures</td>
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<td>16,350</td>
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<td>Mandatory Transfers</td>
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<td>1,053,583</td>
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<tr>
<td>Non-mandatory Transfers</td>
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<td>Other Expenditures</td>
<td>538,032</td>
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<td>7,571,314</td>
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<td><strong>Total expenditures</strong></td>
<td>2,416,630</td>
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<td>26,987,129</td>
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Net increase/
(decrease) in net assets | $ 3,899,456 | $ 3,899,456 | $ 4,051,879 |

*Note: Net student receivables in the amount of $595,378.28 are currently outstanding. Tuition and fees are subject to collection in future periods.*
Wharton County Junior College
Analysis of Student Receivables Outstanding
As of September 30, 2007

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<th>Description</th>
<th>2008</th>
<th>2007</th>
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<tr>
<td>Student Receivables Current</td>
<td>$152,896.38</td>
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<tr>
<td>Installment Plan Receivable Due September 29</td>
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<td>$100,260.80</td>
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<td>Installment Plan Receivable Due November 1</td>
<td>358,544.28</td>
<td>254,594.95</td>
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<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>54,933.68</td>
<td>35,891.50</td>
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<tr>
<td>Total Installment Plan Receivable</td>
<td>$413,477.96</td>
<td>$390,747.25</td>
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<tr>
<td>Third Party Contracts Receivable</td>
<td>$137,665.00</td>
<td>$144,415.53</td>
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<td>Continuing Education Receivable</td>
<td>9,770.00</td>
<td>22,862.00</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(118,431.06)</td>
<td>(104,265.68)</td>
</tr>
<tr>
<td>Net Accounts Receivable</td>
<td>$595,378.28</td>
<td>$715,172.11</td>
</tr>
</tbody>
</table>
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
### Governmental Fund Types

<table>
<thead>
<tr>
<th>Current Year</th>
<th>Restricted Funds</th>
<th>Auxiliary Enterprise</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>1,711,418</td>
<td>168,242</td>
<td>155,482</td>
</tr>
<tr>
<td></td>
<td>2,035,147</td>
<td>9,301,225</td>
<td>11,213,699</td>
</tr>
<tr>
<td>Restricted</td>
<td>9,555,088</td>
<td>114,078</td>
<td>294,060</td>
</tr>
<tr>
<td></td>
<td>9,501,215</td>
<td>11,321,699</td>
<td>11,213,699</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>672,162</td>
<td>99,597</td>
<td>46,942</td>
</tr>
<tr>
<td></td>
<td>814,600</td>
<td>988,677</td>
<td>988,677</td>
</tr>
<tr>
<td>Enterprise</td>
<td>397,448</td>
<td>397,448</td>
<td>397,448</td>
</tr>
<tr>
<td></td>
<td>215,978</td>
<td>274,599</td>
<td>274,599</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td>16,896</td>
<td>80,662</td>
<td>97,558</td>
</tr>
<tr>
<td></td>
<td>67,962</td>
<td>67,962</td>
<td>67,962</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

**TOTAL ASSETS AND OTHER DEBITS:**

| 12,152,351 | 698,516 | 496,485 | 12,152,351 | 22,636,447 |

### Liabilities, Equity and Other Credits

#### Liabilities:

| Accounts Payable | 348,040 | 437 | 1,336 | 349,811 | 68,619 |
| Payroll Taxes Payable | -- | -- | -- | 41,477 | 42,156 |
| Accrued Liabilities | -- | -- | -- | -- | -- |
| Deferred Revenue | 321,733 | 470,778 | -- | 795,511 | 418,730 |
| Long Term Debt | -- | -- | -- | -- | -- |
| Deposits Payable | 18,682 | -- | 33,000 | 51,682 | 47,232 |
| Due To Other Funds | 25,076 | -- | 16,896 | 41,392 | 46,363 |
| Scholarships-Non-designated Donations | 114,484 | -- | -- | 114,484 | 120,490 |
| Scholarships-Designated Donations | -- | -- | -- | -- | -- |
| Donations | -- | -- | -- | -- | -- |

**TOTAL LIABILITIES:**

| 755,008 | 298,046 | 51,232 | 1,104,306 | 480,257 |

#### Equity and Other Credits:

| Fund Balances | -- | -- | -- | -- | -- |
| Prior Year Fund Balance | 7,240,641 | -- | -- | 7,240,641 | 4,144,041 |
| Endowment Fund-Original | -- | -- | -- | -- | -- |
| Endowment Fund-Income | -- | -- | -- | -- | -- |
| RD Professional Development | -- | -- | -- | -- | -- |
| PB Salary Equity | -- | -- | -- | -- | -- |
| PB Capital Equipment | -- | -- | -- | -- | -- |
| PM Investment Gain And Loss | -- | -- | -- | -- | -- |
| Fund Balance Receivables | -- | -- | -- | -- | -- |
| Reserved-Undesignated | -- | -- | -- | -- | -- |
| PBT Operating Fund Balance | -- | -- | -- | -- | -- |
Wharton County Junior College
Combined Balance Sheet—All Fund Types and Account Groups
30-SEP-2007

(with comparative totals for 30-SEP-2006
amounts expressed in dollars)

<table>
<thead>
<tr>
<th>Current Year 2008</th>
<th>Prior Year 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Unrestricted</td>
<td>Restricted Funds</td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td>22,535</td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td>422,718</td>
</tr>
<tr>
<td>Scholarship</td>
<td>4,460,661</td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td>3,619,676</td>
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<tr>
<td>Reserve For Operations</td>
<td>12,643,646</td>
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<td>TOTAL EQUITY AND OTHER CREDITS:</td>
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<tr>
<td>12,752,956</td>
<td>12,615,640</td>
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TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:
<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
<th>Current</th>
<th>Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year</td>
<td>Year</td>
</tr>
<tr>
<td><strong>ASSETS and OTHER DEBITS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>11,581</td>
<td>11,581</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>97,899</td>
<td>97,899</td>
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<tr>
<td>Accounts Receivable</td>
<td></td>
<td></td>
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<tr>
<td>Taxes Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local, ST &amp; Fed Agency Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBITS:</strong></td>
<td>109,480</td>
<td>109,480</td>
</tr>
<tr>
<td>Liabilities, equity and other credits</td>
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<td></td>
</tr>
<tr>
<td>Liabilities:</td>
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<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>109,480</td>
<td>109,480</td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
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<tr>
<td>Payroll Taxes Payable</td>
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<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></td>
<td></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 Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES:</strong></td>
<td>109,480</td>
<td>109,480</td>
</tr>
<tr>
<td>Equity and other credits:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balances:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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>FRTC Operating Fund Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Wharton County Junior College
Combined Balance Sheet—All Fund Types and Account Groups
30-SEP-2007
(With comparative totals for 30-SEP-2006)
(amounts expressed in dollars)

<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
<th>Current Year 2008</th>
<th>Prior Year 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Funds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EQUITY AND OTHER CREDITS:
- Plant Fund Balance
- Bond Fund Balance
- Scholarship
- Fund Balance-Rounding Diff
- Reserve for Encumbrance
- Fund Balance
- Reserve For Operations

TOTAL EQUITY AND OTHER CREDITS:

|                   | 109,480           | 110,403         |

TOTAL LIABILITIES:
EQUITY AND OTHER CREDITS:
The report that follows details the investments and earnings made by Wharton County Junior College (the College). Investments were made according to the College’s investment policy and reflect compliance with the Texas Public Funds Investments Act, Chapter 2256.023. Summarized below are the investments made by type of investment. Please see the attached schedules for further detail.
TOTAL INVESTMENT IN (as of period ending date 08/31/07):

<table>
<thead>
<tr>
<th>INCOME AMOUNT</th>
<th>QUARTER ENDING BOOK/MARKET VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Earned &amp; Accrued)</td>
<td>(Includes gains and losses)</td>
</tr>
<tr>
<td>TEXPOOL</td>
<td>$ 84,725.33</td>
</tr>
<tr>
<td>PROSPERITY - INV ACCOUNT</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>GOVERNMENT SECURITIES</td>
<td>$ 236,827.21</td>
</tr>
<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td>$ 22,161.63</td>
</tr>
<tr>
<td>STOCKS</td>
<td>$ 2,523.18</td>
</tr>
<tr>
<td>REAL ESTATE</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

EXPLANATION OF REPORT TERMS

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

Bryce D. Kocian, Investment Officer
<table>
<thead>
<tr>
<th>FUND</th>
<th>DATE</th>
<th>BEGINNING</th>
<th>ADDITIONS</th>
<th>DEDUCTIONS</th>
<th>ENDING</th>
<th>INCOME ACCRUED</th>
<th>MATURITY</th>
<th>YIELD</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEXPOO</td>
<td>N/A</td>
<td>3,158,404.97</td>
<td>2,462,833.14</td>
<td>(1,800,000.00)</td>
<td>3,621,228.11</td>
<td>45,184.84</td>
<td>3,621,228.11</td>
<td>N/A  5.77%</td>
</tr>
<tr>
<td>PROSPERITY BANK-INV ACCT</td>
<td>N/A</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>N/A</td>
</tr>
<tr>
<td>COMMERCIAL STATE BANK-CIA</td>
<td>07/12/02</td>
<td>1,083,500.99</td>
<td>7,477.77</td>
<td>1,083,500.99</td>
<td>4,988.83</td>
<td>0.00</td>
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<td>0.00  4.03%</td>
</tr>
<tr>
<td>COMMERCIAL STATE BANK-CD</td>
<td>07/12/07</td>
<td>1,083,500.99</td>
<td>12,734.60</td>
<td>1,083,500.99</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  4.63%</td>
</tr>
<tr>
<td>TOTAL CD</td>
<td>1,083,500.99</td>
<td>1,083,500.99</td>
<td>1,083,500.99</td>
<td>1,083,500.99</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  4.63%</td>
</tr>
<tr>
<td>GOVT SECUR-FHLM 8/22/07</td>
<td>02/23/07</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  0.00%</td>
</tr>
<tr>
<td>GOVT SECUR-FHLM 9/10/07</td>
<td>03/05/07</td>
<td>999,980.00</td>
<td>999,980.00</td>
<td>999,980.00</td>
<td>999,980.00</td>
<td>999,980.00</td>
<td>999,980.00</td>
<td>999,980.00  4.00%</td>
</tr>
<tr>
<td>GOVT SECUR-FHLM 10/17/11</td>
<td>12/31/11</td>
<td>999,980.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  4.00%</td>
</tr>
<tr>
<td>GOVT SECUR-FHLM 12/1/17</td>
<td>01/22/17</td>
<td>1,000,000.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  4.00%</td>
</tr>
<tr>
<td>TOTAL SECUR</td>
<td>1,083,500.99</td>
<td>1,083,500.99</td>
<td>1,083,500.99</td>
<td>1,083,500.99</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  4.00%</td>
</tr>
<tr>
<td>GOVT SECUR-FHLM 5/30/13</td>
<td>03/10/13</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  0.00%</td>
</tr>
<tr>
<td>GOVT SECUR-FHLM 5/30/13</td>
<td>03/05/13</td>
<td>1,000,200.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  0.00%</td>
</tr>
<tr>
<td>GOVT SECUR-FHLM 5/30/13</td>
<td>03/05/13</td>
<td>1,000,200.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  0.00%</td>
</tr>
<tr>
<td>GOVT SECUR-FHLM 5/30/13</td>
<td>03/05/13</td>
<td>1,000,200.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  0.00%</td>
</tr>
<tr>
<td>GOVT SECUR-FHLM 5/30/13</td>
<td>03/05/13</td>
<td>1,000,200.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  0.00%</td>
</tr>
<tr>
<td>TOTAL GOVT SECUR</td>
<td>1,083,500.99</td>
<td>1,083,500.99</td>
<td>1,083,500.99</td>
<td>1,083,500.99</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00  4.00%</td>
</tr>
</tbody>
</table>

| ENDOWMENT | STOCK-Pennington Energy | 50,000.00 | 10,769.22 | 0.00 | 60,769.22 | 49,999.99 | 49,999.99 | 49,999.99  9.13% |
| ENDOWMENT | STOCK-NCR (New) | 9,999.99 | 0.00 | 0.00 | 9,999.99 | 0.00 | 0.00 | 0.00  0.00% |
| ENDOWMENT | STOCK-BankersTrust (National) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00  0.00% |
| ENDOWMENT | TOTAL ENDOWMENT | 10,769.22 | 10,769.22 | 10,769.22 | 10,769.22 | 0.00 | 0.00 | 0.00  4.00% |

| TOTAL INVESTMENT IN FUND | 20,908.40 | 20,908.40 | 20,908.40 | 20,908.40 | 0.00 | 0.00 | 0.00 | 0.00  5.03% |

| STOCK-Pennington Energy | 50,000.00 | 10,769.22 | 0.00 | 60,769.22 | 49,999.99 | 49,999.99 | 49,999.99  9.13% |
| ENDOWMENT | TOTAL ENDOWMENT | 10,769.22 | 10,769.22 | 10,769.22 | 10,769.22 | 0.00 | 0.00 | 0.00  4.00% |

| TOTAL INVESTMENT IN FUND | 10,769.22 | 10,769.22 | 10,769.22 | 10,769.22 | 0.00 | 0.00 | 0.00 | 0.00  4.00% |

| TOTAL CD | 1,083,500.99 | 1,083,500.99 | 1,083,500.99 | 1,083,500.99 | 0.00 | 0.00 | 0.00 | 0.00  4.00% |

| TOTAL GOVT SECUR | 1,083,500.99 | 1,083,500.99 | 1,083,500.99 | 1,083,500.99 | 0.00 | 0.00 | 0.00 | 0.00  4.00% |
## FUND SUMMARY

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<th>Fund</th>
<th>Maturity</th>
<th>Beginning Value</th>
<th>Beginning Value</th>
<th>Additions</th>
<th>Changes</th>
<th>Ending Value</th>
<th>Income Accrued Or Received</th>
<th>Ending Book Value</th>
<th>Maturation</th>
<th>Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REAL ESTATE</strong></td>
<td></td>
<td>455,000.00</td>
<td>455,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>455,000.00</td>
<td>0.00</td>
<td>455,000.00</td>
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<td>N/A</td>
</tr>
<tr>
<td><strong>TOTAL INVESTMENT IN FUND</strong></td>
<td></td>
<td>6,503,948.06</td>
<td>6,503,948.00</td>
<td>47,739.59</td>
<td>(99,736.68)</td>
<td>6,451,850.87</td>
<td>75,342.44</td>
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<td>5,000,000.00</td>
<td>4.97%</td>
</tr>
<tr>
<td><strong>PLANT</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEXPOOL (except Tech Center acct)</td>
<td>N/A</td>
<td>1,097,940.11</td>
<td>1,097,940.11</td>
<td>1,564,877.81</td>
<td>0.00</td>
<td>2,662,817.92</td>
<td>14,877.51</td>
<td>2,662,817.92</td>
<td>N/A</td>
<td>5.27%</td>
</tr>
<tr>
<td>TEXPOOL - Tech Center</td>
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<td>604,134.35</td>
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<td>0.00</td>
<td>612,195.42</td>
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<tr>
<td>GOVT SEC/FLB 03/23/07</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>GOVT SEC/FLB 13/25/11</td>
<td>10/25/11</td>
<td>666,200.00</td>
<td>666,200.00</td>
<td>4,600.00</td>
<td>0.00</td>
<td>999,800.00</td>
<td>13,688.73</td>
<td>999,800.00</td>
<td>1,000,000.00</td>
<td>5.63%</td>
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<tr>
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### INVESTMENT REPORT FOR THE FOURTH QUARTER FISCAL YEAR 2007

Period includes: 06/01/07 - 08/31/07

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<th>BEGINNING ADDITIONS</th>
<th>BEGINNING DEDUCTIONS</th>
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<th>ENDING BOOK VALUE</th>
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<td>0.00</td>
<td>0.00</td>
<td>INTEREST</td>
<td>0.00</td>
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**TOTAL INVESTMENT IN FUND** | 10,267,527.00 | 3,571,101.39 | (2,884,500.00) | 10,894,128.20 | 10,894,128.20 | $10,055,128.21 | | 150,065.56 | 5.03% |

| **ENDOWMENT** | | | | | | | | |
| INVESTMENT IN TELXPOOL | 851,394.15 | (11,374.21) | (85,252.66) | 806,515.70 | 806,515.70 | $746,848.90 | INTEREST | 11,334.21 | 5.27% |
| INVESTMENT IN GOVERNMENT SECURITIES | 4,901,650.00 | 30,400.00 | 0.00 | 4,932,050.00 | 4,932,050.00 | 4,425,650.00 | INTEREST | 61,536.55 | 4.67% |
| INVESTMENT IN COTS | 215,503.91 | 9,865.38 | (3,484.02) | 208,965.27 | 208,965.27 | 186,742.20 | DIVIDENDS | 2,429.88 | 0.00% |
| INVESTMENT IN REAL ESTATE | 455,000.00 | 0.00 | 0.00 | 455,000.00 | 455,000.00 | 455,000.00 | INTEREST | 0.00 | 0.00% |
| INVESTMENT IN CERTIFICATES OF DEPOSIT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | INTEREST | 0.00 | 0.00% |

**TOTAL INVESTMENT IN FUND** | 8,003,948.06 | 47,739.59 | (89,236.68) | 6,451,950.97 | 6,451,950.97 | $5,814,739.88 | | 75,342.44 | 4.97% |

| **PLANT** | | | | | | | | |
| INVESTMENT IN TELXPOOL (Excluding Tech Center) | 1,087,940.11 | 1,504,877.81 | 0.00 | 2,562,817.92 | 2,562,817.92 | $2,878,385.50 | INTEREST | 14,877.81 | 5.27% |
| INVESTMENT IN TELXPOOL Tech Center | 604,134.35 | 8,061.97 | 0.00 | 612,195.42 | 612,195.42 | 580,808.31 | INTEREST | 8,061.97 | 5.27% |
| INVESTMENT IN GOVERNMENT SECURITIES | 6,490,000.00 | 32,600.00 | 0.00 | 6,492,600.00 | 6,492,600.00 | 4,435,200.00 | INTEREST | 83,142.74 | 5.23% |
| INVESTMENT IN STOCKS | 49,044.32 | 646.03 | 0.00 | 49,690.35 | 49,690.35 | 49,894.24 | DIVIDENDS | 93.30 | 0.00% |

**TOTAL INVESTMENT IN FUND** | 8,271,118.78 | 1,006,184.91 | 0.00 | 9,277,303.69 | 9,277,303.69 | $7,034,515.52 | | 106,174.92 | 5.26% |
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<th>BEGINNING VALUE</th>
<th>ENDING MARKET VALUE</th>
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<td>10,882.96</td>
<td>10,582.96</td>
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<td>(840,465.05)</td>
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<td>-</td>
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<tr>
<td><strong>TOTAL INVESTMENT IN FUND</strong></td>
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<td>143.40</td>
<td>(840,465.05)</td>
<td>10,882.96</td>
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<td>$651,328.36</td>
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<td>INVESTMENT IN TEXTPOOL</td>
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<td>1,289.08</td>
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<td>97,899.04</td>
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<td>INTEREST</td>
<td>1,289.08</td>
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<td><strong>TOTAL INVESTMENT IN FUND</strong></td>
<td>96,609.96</td>
<td>1,289.08</td>
<td>0.00</td>
<td>97,899.04</td>
<td>97,899.04</td>
<td>$62,879.61</td>
<td>1,289.08</td>
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<td>169,030.74</td>
<td>2,029.38</td>
<td>(27,000.00)</td>
<td>144,060.12</td>
<td>144,060.12</td>
<td>INTEREST</td>
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<td>5.27%</td>
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<td><strong>TOTAL INVESTMENT IN FUND</strong></td>
<td>169,030.74</td>
<td>2,029.38</td>
<td>(27,000.00)</td>
<td>144,060.12</td>
<td>144,060.12</td>
<td>$66,442.09</td>
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<td>127,346.01</td>
<td>127,346.01</td>
<td>$61,631.58</td>
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<td>88.68</td>
<td>-</td>
<td>6,731.59</td>
<td>6,731.59</td>
<td>INTEREST</td>
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<td>5.27%</td>
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<tr>
<td><strong>TOTAL INVESTMENT IN FUND</strong></td>
<td>6,642.91</td>
<td>88.68</td>
<td>-</td>
<td>6,731.59</td>
<td>6,731.59</td>
<td>$6,386.38</td>
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Management Reports

The following management reports for the month of September 2007 are for your information:

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

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

3. Student Services: Dr. Wayne Taylor (Dean of Student Services/Director of Dual Credit Enrollment)
The Institutional Research (IR) Office has completed the data collection for the following:

- High School Reports for the following Fort Bend ISD’s:
  - Needville
  - Lamar
  - Foster
  - Terry
- Enrollments of graduating students from area high schools
- Past and present Bay City enrollment information
- Fall enrollment information for the Marketing Department
- Preliminary Enrollment for THECB
- Summer II 2007 Continuing Ed. Course sections report (CBM00C)
- Summer II 2007 Continuing Ed. Student report (CBM00A)
- TACC Fall 2007 Enrollment Survey

The WCJC Webmaster and the Marketing team are engaged in discussions regarding the project of student testimonial success stories posted to the WCJC Internet. The delivery method of this project will be in two formats, streaming video and narrative text.

The Technical Services team has set-up on the Wharton campus, telephone and computer systems for the relocated Oak Bend personnel. Learning Lab’s with computer systems were created by the Technical Services team, one at the Wharton campus containing 24 carted laptop computer systems and the other at the Sugar Land campus housing 12 computer systems that were moved from the Oak Bend facility.

The Technical Services team replaced or supplied the following locations with new computer systems and/or printing devices in September, 2007.

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Fort Bend Technical Center</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Math and Physical Sciences</td>
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<td>0</td>
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<tr>
<td>Director of the Bay City Campus</td>
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<td>0</td>
<td>1</td>
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</table>
Work Request by category for the month of September, 2007.

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<tr>
<th>Category</th>
<th>New Service Request for the month</th>
<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
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<td>Banner Access/Security</td>
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<td>13</td>
<td>15</td>
<td>4</td>
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<tr>
<td>Banner AR</td>
<td>5</td>
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<td>12</td>
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<tr>
<td>Banner Finance</td>
<td>8</td>
<td>6</td>
<td>9</td>
<td>25</td>
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<tr>
<td>Banner Financial Aid</td>
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<td>7</td>
<td>9</td>
<td>5</td>
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<td>Banner HR</td>
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<td>10</td>
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<td>Banner Payroll</td>
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<td>3</td>
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<td>11</td>
<td>16</td>
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<td>Computers/Telephones</td>
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<td>135</td>
<td>202</td>
<td>125</td>
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<td>Database Administration</td>
<td>6</td>
<td>4</td>
<td>7</td>
<td>9</td>
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<td>Current Year</td>
<td>Increase/Decrease</td>
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<td>431</td>
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</tr>
<tr>
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<td>NOV</td>
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<td>Fort Bend Tech Center</td>
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<td>Placement Tests - TOTAL</td>
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<td>Quick THEA Exams</td>
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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII-C

Reports from College Governance Councils

The following are minutes from the College Governance Councils:

A. Academic Affairs Council
   None

B. Administrative Council
   None

C. Faculty Council
   1. The faculty council meeting on May 1, 2007
   2. The faculty council meeting on September 12, 2007

B. President’s Extended Cabinet
   1. The extended cabinet meeting on September 27, 2007
Date of Meeting: 1 May 2007
Time: 3:00 p.m.
Place: ITV – Wharton, Sugar Land, and Fort Bend Tech Center
Type of Meeting: Regular

Members Present: Jim Carolan, Will Heierman, Geneen Lannom, Joyce O’Shea, Sue Poor, Liz Rexford, Victoria Schultz, Margaret Sherrod, Debby Yancey

Members Absent: Mary Alexander, Amelia Maretkia, John Dettling, J. B. Groves, Kingsley Ituah, Shelley Mayfield, Donna Schilling

Chair Sue Poor called the meeting to order at 3:08 pm. A quorum was present.

In a discussion of the minutes from April 3, Liz Rexford asked for the standing reports to be included to document SACS and QEP activities. The Chair and Secretary apologized that the standing committee items had inadvertently been deleted in the course of creating the final draft of the minutes; these items were in the original draft. The minutes of April 3 were approved as amended on a motion by Will Heierman; second by Jim Carolan.

The Chair called for a report from the standing and other committees:

Reports:
SACS: Liz Rexford reported that the Compliance Committee is continuing to revise regulations to conform with SACS requirements. An on-site advisement visit by the SACS liaison is set to occur in Fall 2007.

QEP – Liz announced the results of the slogan contest: “Get in Gear for a Great 1st Year.” The logo contest deadline is May 4. The student and adult winners of the two contests will be recognized at commencement. The student winner will also be announced at the Student Awards Ceremony on Wed., May 9. Robert Wolter, Director of the Sugar Land campus, was the overall winner of the slogan contest.

Assessment Committee: Will Heierman reported that the Assessment Committee was going over the published goals and assessments of the PMPs [Program Management Plans for all units] and the Annual Reports. The committee was verifying that the reports contain projected goals and that assessments were quantifiable. Further, the committee was consolidating PMPs already reviewed into one unified document. The last committee meeting for this academic year will be May 7.

Old Business:

Extended Cabinet has not met. The next meeting is scheduled for May 10, 3:00.
New Business:
Faculty Council Minutes – 1 May 2007 – page 2

A. Security on Campuses and inter- and intra-campus communications:

Will had questions in light of the Virginia Tech shootings. There were questions about current security on the various campuses. Victoria stated that each campus should have standard responses to situations. Will noted that crises can come in many forms: earlier this year a truck hit an electrical pole at Sugar Land and the campus was shut down. Also, Rick Bush at Sugar Land had a student who put his fist through the wall; Liz said a student had thrown a chair across the room in one of her classes. Victoria (FBTC) said that she had sent for help from security for an ill student and security sent word they would not come to the classroom to help. Other faculty added that in weather-related or other emergencies, current communications methods are not adequate. Liz made the point that e-mail is inadequate, especially for students in the dorms or in classrooms. Sue indicated that Board member Gerald Donaldson had asked a question along these lines at the April Board meeting. The Board asked administration to make a security report to them at the May 22 Board meeting.

The Chair asked Council for its suggestions. Margaret stated that WCJC formerly had public address and/or a bell or siren system. [The city of Wharton has a tornado siren which is activated when tornadoes are spotted in the area.] Debbie Yancey suggested the College investigate what other colleges are doing and perhaps find some suggestions there. Sue said that a “task force council” was convened by the Gulf Coast Consortium colleges shortly after the VT tragedy to discuss plans for increasing security of campuses, students, and personnel. She did not know if anyone from WCJC attended. Victoria added that she had just received 2 crisis-response-team publications, A Practical Guide for University Crisis Response – Empowering University Personnel During Traumatic Events and CATSM – Acute Traumatic Stress Management System. These publications cover essential emergency information. She will send these via campus mail to Sue for review.

Council agreed to ask the administration what it is now doing and what it plans to do to insure better communications in an emergency and increase security on all campuses.

B. Split graduation ceremonies:

Several faculty contacted Council members concerning the change in graduation ceremony from one to two ceremonies: AAS graduation occurring at 2 p.m. and AA and AAT graduation at 6:00 p.m. on the same day. Some faculty felt the scheduling indicated a disdain for the AAS degree. Sue noted memos from Dr. Pate indicating that program directors, division chairs, and others had received an inquiry about splitting the ceremony due to overcrowded conditions at last year’s graduation. Because no one had objections, Dr. Pate put the plan into operation. Letters have now gone out to the students, publications have been printed, and announcements have been made with the new times. The ceremonies are set for this year; however, Dr. Pate says he is open to comments concerning scheduling future ceremonies.

Liz moved that a discussion concerning graduation scheduling be put on the agenda for the Fall Faculty Association meeting. Victoria seconded. [A motion is not necessary for a Council or faculty member to put an item on the agenda.] The consensus was to include this item on the agenda for Fall.

VI. Other:

[The following items were received too late to be put on the action agenda.]

A. Closing of LVN program at Richmond:

A question was brought concerning the protocols for closing a program; specifically, the LVN program
at Richmond. Council members noted that the program had a more-than-full enrollment. Some faculty cited statistics in the PR memo announcing the closure: it indicated that 3-4 RNs will be needed for each LVN by 2014; however, it was pointed out, that does not mean that LVNs will not be needed. Hospitals are opting for RNs; however, nursing homes and other care facilities with stable patients still prefer hiring LVNs. Also, the LVN program allows individuals to get into the health professions and then work while “bridging” into the RN and BSN levels.

One faculty member noted that the PR release says the program will be moved to Wharton and then to the UH-SL campus when it is completed in 2008. Members questioned whether the Richmond community would receive this news as a positive or a negative toward the College. Council also expressed concern that enough clinical sites and facilities may not be available in the Wharton area, that the community needs of Richmond were not considered, that political considerations may not have been carefully analyzed, and that protocol/process may not have been followed as carefully as they could have been. Sue stated that administration is certainly within its authority and responsibility to discontinue, modify, and/or move a program, but that the methods of including personnel in the decisions and informing them and the community may need to be improved.

B. Determination of 12- and 9-month programs of study:

A question was brought to Council concerning who/what determines which programs and areas of study are 12-month and which are 9-month. Faculty in courses and programs which are determined to be 12-month are paid 1/3 more than other faculty, even when other faculty carry a full load working during summer school. Further, so-called 12-month faculty have 2 weeks of paid vacation and are entitled to paid holidays. 9-month faculty do not receive these perks. Liz noted that some programs – especially Allied Health programs – have accreditation agency requirements that mandate the programs have a year-long (or longer) commitment and that enrollment and training are set up on a yearly rotation basis. Other course areas have courses that can be taken almost any semester, not in a rotation basis.

Some Council members thought that faculty teaching summer school should be given 1/10th their regular salary for each summer course taught as opposed to a flat “summer school” fee of $1500 per course, which seems to subsidize the College. (In the past, the state did not support summer school hours; however, now the state supports these hours just as it does the hours in other semesters.) Others noted that increasing summer school and overload rates would encourage continuity in course work and educational standards since more faculty would probably teach in the summer and do overloads. Will mentioned that this might call for new language in our contracts to indicate that faculty could discharge its duties in a variety of methods or that faculty are valued equally in all areas and that faculty should receive equity in salary. It was asked that this also be put on the agenda for the Fall FA meeting. Will is to research and provide some language for possible inclusion in the new contracts.

C. Student searched by police due to anonymous call:

Concern was expressed about a police search of a student and his automobile after they had received an anonymous call concerning the student possibility carrying a gun on campus. There was a question regarding the College liability should the student choose to sue the police for unlawful search and seizure or for false imprisonment. The College should take seriously the possibility that some individuals may report others – including faculty, staff, and administration – for the purposes of revenge, embarrassment, etc. Council members decided this was a legal question they did not to wish to pursue with the administration at this time.
D. Other:

1. Sue reported that she had presented the 2006 Faculty of the Year plaque to David Kucera, last year’s recipient. She showed a digital photo of him with the award. She will do her best to append this picture to the minutes. She reported that David seemed very pleased to have received the plaque.

2. As Chair, Sue thanked the Council members for their work and attendance throughout the year. Unless there is a pressing need, Council will not meet again until the Fall semester.

VII. Adjournment:

Motion was made for adjournment by Debbie Yancey and seconded by Victoria Schultz. Meeting adjourned at 4:25 pm. The next meeting will be a called meeting.

Approved: October 3, 2007

Chairman: 

Secretary: 

c/c President, Vice President, Deanna Feyen (hard copy), WCJC intranet
Date of Meeting: September 12, 2007
Time: 3:30 p.m.
Place: ITV – Wharton, Sugar Land, and Fort Bend Tech Center

Members Present: Will Heierman, Geneen Lannom, Liz Rexford, Victoria Schultz, Margaret Sherrod, Deborah Yancey, John Dettling, Kelly Cone, Jennifer Jeffery, Mary Austin Newman, JoAnn Lurker, Shelly Mayfield, Ben Brink, Liz McLane

Members Absent: Amelia Maretka (in class), Joyce O’Shea

J.B. Groves, off going Vice Chair, called meeting to order and was present for election of officers.

The meeting was called to order at 3:40 pm by J. B. Groves. A quorum was present.

The faculty association minutes of August 24, 2007 were approved unanimously as amended by a motion made by John Dettling and seconded by Mary Austin Newman.

Election of Faculty Council Officers
Outcome from nominations were:
Jennifer Jeffery   Chair
Will Heierman     Vice Chair
Deborah Yancey    Secretary

Appreciation of Previous Year’s Leadership
Sue Poor, J. B. Groves, and Margaret Sherrod were thanked for the previous year’s leadership.

Appreciation of Salary Increase
Faculty council agreed that the Board should be thanked for the year’s salary increase.

Old Business:

Lab Practicum, etc. salary equivalencies
Ms. Jeffery requested clarification of the agenda item which stated that department heads were to send a short description of type of labs, etc. for which faculty are responsible so data could be collected to determine actual hours required to perform particular functions. After discussion it was agreed that an ad hoc committee be appointed to establish a tool to assist with collection of data so that standard type of information could be collected and therefore provide pertinent information. This committee will also examine compensation for ITV and Web instruction. The Ad Hoc committee members are: Liz McLane, Victoria Schultz, Shelly Mayfield, Jo Ann Lurker, Geneen Lannom, and Mary Austin Newman.

New Business

Appointment to Committees
Tabled. Committee needs not determined at this time. Ms. Jeffery will contact Dr. Pate for the missing information.
Core Inflation Step Increase

Even though the step increase proposal was not approved when presented previously, it was requested that faculty council update the plan for increasing the base step salary. Liz McLane will obtain the updated plan from the past two years. Jennifer Jeffery and JoAnn Lurker will update from that information.

Badges

Mr. Dettling asked the purpose and clarification of the usefulness of faculty wearing identification badges. The Disaster Preparedness Committee is currently working on several issues regarding security and safety of each campus. The first step in the process of identifying who is faculty, students, etc. on campus is to wear ID badges. Liz McLane stated the plan is for all faculty to obtain badges first, followed by staff, and then students. Projected date for completion is Fall, 2008.

Smoking

Mr. Dettling stated concern that the current smoking restrictions on campus were not strict enough. Wharton City Council is currently proposing to adopt the No Smoking ordinance that Houston, Texas adopted. If this proposal is accepted, WCJC will not be in compliance. Mr. Dettling requested that the proposal regarding changes to Regulation 375 be presented at the next extended cabinet meeting. After discussion, it was agreed that faculty council members would review the proposal, make amendments if needed and send back to John. Faculty council will review the proposal at the next meeting prior to going to extended cabinet.

Other

Sugar Land faculty voiced concerns regarding the flooding that continues to occur at the Sugar Land campus. After discussion, it was agreed that Ms. Jeffery would send a memo stating the concerns with flooding at the Sugar Land campus and ask for a response to these concerns. The memo would go to Robert Wolter, President McCrohan, Bryce Kocien and Mike Feyen.

Will Heierman stated that he would be sending out to faculty council members for review the proposed changes to the current term contracts for the Full-Time Instructor. Members will return their comments to Will. The revised proposal will be discussed at the next faculty council meeting.

Adjournment

Motion was made for adjournment by Shelly Mayfield and seconded by Will Heierman. Meeting adjourned at 5:00 pm.

Chairman: Jennifer Jeffery  Date Approved: October 3, 2007

Secretary: Deborah Yancey

C/c President, Senior-Vice President of Instruction, WCJC intranet, WCJC Board of Trustees Packet, WCJC Libraries, Director of FBTC, Director of Centraplex
Wharton County
Junior College

Extended Cabinet Meeting

1. Extended Cabinet Meeting Minutes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>Date</td>
<td>September 27, 2007</td>
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<tr>
<td>Time</td>
<td>3:00 P.M.</td>
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<td>Location</td>
<td>Curriculum Development Center</td>
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2. Attendees

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Ms. Betty McCrohan, President</td>
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<tr>
<td>Minute Taker</td>
<td>Ms. Deanna Feyen, Executive Secretary to the President</td>
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<tr>
<td>Attendees</td>
<td>Mr. Bryce Kocian, Vice-President of Financial Services; Mr. Dale Pinson, Vice-President of Workforce Development, Continuing Education and Distance Learning; Ms. Pam Youngblood, Vice-President of Technology and Institutional Research; Ms. Zina Carter; Mr. Mike Feyen; Ms. Christine Garcia; Mr. Scott Glass; Mr. Will Heierman; Ms. Jennifer Jeffery; Ms. Judy Jones; Ms. Patti Lawlor; Ms. Candace Nasis; Ms. Joyce O’Shea; Ms. Debbie Popek; Ms. Mary Kay Price; Ms. Liz Rexford; Mr. Gus Wessels</td>
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3. Agenda

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<tr>
<th></th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Call to order</td>
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<td>2</td>
<td>Faculty Items</td>
<td></td>
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<tr>
<td>3</td>
<td>Student Concerns</td>
<td></td>
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<tr>
<td>4</td>
<td>Update on SACS</td>
<td></td>
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<td>5</td>
<td>Update on Achieving the Dream</td>
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<td>6</td>
<td>Other Items</td>
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<td></td>
<td>Proposed Regulation Changes for Review: Reg. 114 Academic Calendar Development</td>
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<tr>
<td></td>
<td>Reg. 276 Intellectual Property, Copyrights, and Inventions</td>
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<td>Reg. 821 Recruitment and Appointment of Full-time Personnel</td>
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<td>Reg. 823 Recruitment and Appointment of Part-time Personnel</td>
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<td>Reg. 827 Recruitment and Advertising and Posting Vacancies</td>
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<td>Reg. 838 Equation of Experience for Faculty and Administrative Staff</td>
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<td>Reg. 876 Evaluation of Administration and Support Staff</td>
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<td>Reg. 878 Drug-Free Workplace</td>
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<td>Reg. 881 Equal Opportunity Employment</td>
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<td>Reg. 892 Contract and Non-Contract Employment</td>
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<td>Proposed New Regulations:</td>
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### 4. Information Items

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<tr>
<th></th>
<th>Description</th>
<th>Date</th>
<th>Participants</th>
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<tr>
<td>1.</td>
<td>Call to order 3:00 P.M.</td>
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<td>2.</td>
<td>Faculty Items – Jennifer Jeffery stated the faculty council had no concerns at this time. Ms. McCrohan recognized Jennifer Jeffery as the new chair of the Faculty council. Jennifer Jeffery announced Will Heierman as Vice-Chair and Debby Yancy as Secretary. Ms. McCrohan acknowledged employees at the Fort Bend Technical Center and the Sugar Land campus in attendance. She also stated for the minutes that an agenda should be faxed to the Fort Bend Tech Center and the Sugar Land campus for future meetings.</td>
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<td>3.</td>
<td>Student Concerns – Patti Lawlor stated the students had no concerns at this time.</td>
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<td>4.</td>
<td>Update on SACS – Ms. McCrohan stated that the Leadership Team was currently working on SACS reports. The SACS website is on the WCJC webpage. She encouraged all employees to familiarize themselves with the site. The SACS report is due in March and the Quality Enhancement Plan will be approved by SACS prior to implementation of the plan. Pat Rethak and Stephanie Dees are Co-chairs of the QEP committee. Ms. McCrohan announced that Dr. Michael Johnson, SACS staff, will be on the campus for a visit on November 19, 2007. An open session with faculty, employees, and Dr. Johnson will be planned for that afternoon. Ms. McCrohan encourages everyone to be familiar with SACS prior to the meeting.</td>
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<td>5.</td>
<td>Update on Achieving the Dream – The Achieving the Dream grant has been approved and will be implemented over a period of four years. Sharon Prince has agreed to be the coordinator of the learning lab component. The other components are reviewing the financial aid process by researching best practices and objectives for the future, testing and advising which includes looking at best practices and how best to test at our institution.</td>
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<td>6.</td>
<td>Other Items: Regulations – Ms. McCrohan stated Regulations 1-10 were in the September board packet. She stated it would benefit everyone to review these regulations. Reg. 114 Academic Calendar Development – Ms. McCrohan will update the legal reference portion of the regulation. She explained that we no longer adhere to the TASB Policy Manual. It was clarified that Dr. Pate should be referred to as Senior VPI in all regulations. This regulation was approved with the President’s corrections to the legal reference section. Reg. 276 Intellectual Property, Copyrights, and Inventions – Ms. McCrohan will review the legal reference portion of the</td>
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regulation. Jennifer stated the faculty council asked how are the
terms of enforcing this policy going to work? Ms. McCrohan
stated it would have to be on the honor system. Bryce stated that
on IV. H. the word student needed to be plural. The change was
accepted as presented along with the President's pending
corrections.
Reg. 821 Recruitment and Appointment of Full-time Personnel –
Ms. McCrohan will review the legal reference portion of the
regulation. Jennifer asked if all positions were required to have a
search committee? Ms. McCrohan stated it was her prerogative
to decide if a committee is needed. Deanna acknowledged Robert
Wolter's email stating there was no hyperlink of reg. 827. This
regulation was approved with the change and the pending changes
to the legal review portion.
Reg. 823 Recruitment and Appointment of Part-time Personnel –
This regulation was approved as presented.
Reg. 827 Recruitment Advertising and Posting of Vacancies – This
regulation was approved as presented with pending changes to the
legal review portion.
Reg. 838 Equation of Experience for Faculty and Administrative
Staff – Jennifer asked if the worksheet for calculating equated
experience includes faculty in the Workforce programs? Judy
explained that it would be the same for all. Jennifer asked about
the statement stating only the employee’s last ten years of
experience prior to WCJC employment are eligible for equation.
She asked what happens to employees hired under the old rules.
Judy explained this would only apply to new hires. This
regulation was approved as presented.
Reg. 876 Evaluation of Administrative and Support Staff – HR
has asked that this regulation be pulled for further review. Ms.
McCrohan stated that discussion could take place. Jennifer asked
if faculty would have the opportunity of evaluating their
supervisors, such as, department heads and division chairs. Judy
stated HR does not have a part in faculty evaluations and
department heads and division chairs are considered faculty for
evaluation purposes. Ms. McCrohan stated there is a committee
that will review the faculty evaluation process.
Reg. 878 Drug-Free Workplace – Robert sent suggestions on
line 95 to add “damage to” property. It was decided not to make
this change. On line 135, the word intra-net will be changed to
Intranet. He asked to add a reference on line 178 of “odor of
alcohol on or about their person”, but the decision was made to not
make this change. This regulation was approved with corrections.
Reg. 881 Equal Opportunity Employment – This regulation was
approved as presented.
Reg. 892 Contract and Non-Contract Employment – Bryce stated
there was a contradiction to III.B.b. between the first sentence
and the last sentence. Ms. McCrohan suggested that the lawyers
review this regulation.
Reg. XXX Faculty Web Pages – Jennifer asked if on III.B. the “recreational” pages are not to be linked, or not to appear on the webpage. Pam stated they will not link to a page with recreational content. The web pages are for instructional use only. Jennifer stated III.D. was confusing. Pam stated the web page is not designed for interaction, but only to relay information. Jennifer asked if on IV.C. if the student can give their permission to post their information. Pam stated the appropriate paperwork would need to be submitted to give permission. This statement will be reworded to be less confusing. Jennifer asked if it was optional to have a web page. Ms. McCrohan stated that would be a decision made by the Vice-President’s. Jennifer asked if there was a standard form for IV.M. to use pictures of people on the web site. Zina stated they have a Publicity Release Form in her office that should be attached to the regulation. Will Heierman asked if you can post homework assignments on the site. The answer was yes to this question. It was stated that on IV.O. referencing Faculty Web Page Responsibility form should be Faculty Web Page Application Form. Will Heierman asked if the faculty can manage the website themselves and Pam stated after the initial setup, then the faculty can manage the website. This regulation will be sent back to Pam for revisions. Ms. McCrohan stated the regulations will go to the board for the first reading in October. She asked if any errors are found please email the corrections to the President’s office.

7. Action Items

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<tr>
<th>New Action Items</th>
<th>Owner</th>
<th>Due Date</th>
<th>Status</th>
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<tbody>
<tr>
<td>1. An agenda will be faxed to the Fort Bend Tech Center and the Sugar Land campus prior to Future meetings by Deanna.</td>
<td>Deanna Feyen</td>
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<tr>
<td>2. Reg. 114 was approved with the President’s corrections to the legal reference section.</td>
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<tr>
<td>3. Reg. 276 was accepted with the change as presented along with the President’s pending corrections.</td>
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<td>4. Reg. 821 was approved with the change Presented and the pending changes to the legal review portion.</td>
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<td>5. Reg. 823 was approved as presented.</td>
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<tr>
<td>6. Reg. 827 was approved as presented with pending changes to the legal review portion.</td>
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<td>7. Reg. 838 was approved as presented.</td>
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<tr>
<td>8. Reg. 876 will go back for more review.</td>
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<tr>
<td>9. Reg. 878 was approved with the correction to the spelling of the word Intranet.</td>
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</table>
10. Reg. 881 was approved as presented.
11. Reg. 892 will be sent to the lawyers for review.
12. Reg. XXX will be sent to Pam for revisions.

5. Adjournment

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<tr>
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<th>Owner</th>
<th>Due Date</th>
<th>Status</th>
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<tbody>
<tr>
<td>1</td>
<td>The meeting adjourned at 4:00 P.M.</td>
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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII-D

Clipping Service for Month of September 2007

-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 September 2007.
WCJC Gala a ‘Kingly’ event

By CHRIS BARBEE  
cbarbee@journal-spectator.com

Organizers of Thursday night’s Wharton County Junior College Foundation fundraiser are happy with the outcome, and feel the now annual event is on solid footing.

Mary Ellen Martin of Wharton, vice president of the foundation board and co-chair (with board secretary Jim Gonzales) of the gala, said the 29 sponsor tables, at $1,500 each, doubled last year’s, and 420 seats were sold.

“Last year was our first profitable gala, and this year just exceeded all of our expectations,” Martin said. “We just felt like it was a big success.”

“We had just an amazing auction. The auction items were just exceptional,” she said.

The auction included more than two dozen silent auction items and six live auction items. The big ticket item was a one-week stay at a vacation home in Red Lodge, Montana.

Other items included a Houston Astros game for four, complete with dinner and delivery to the game in a limousine.

“We don’t know how much we made, and probably won’t know for a couple of weeks. But we do know it is probably the best project we’ve had to date,” Martin added.

Funds, she said, will be used “to help offset some costs associated with renovation of the fine arts theater, and we’ll continue to provide scholarships, too,” she said.

Martin said the foundation does not really have a scholarship budget because the funds have not been available.

But she said the goal is to be able to provide more scholarships in the years ahead, as well as to provide some financial assistance for faculty development and academic programs.

Dr. Paul N. Spellman, chair of the Division of Communications and Fine Arts, emceed the event.

The evening began at 5:30 p.m. in the foyer of the civic center with a reception and preview of the auction items.

Ann Uher of Bay City, president of the foundation board, welcomed the audience and the sponsors.

Wharton County Commissioner Mickey Reynolds hawked the live auction items, then B.J. Thomas and the band he has had for some 31 years entertained with 90 minutes of his best-loved songs.

B.J. Thomas, a native of Rosenberg, a graduate of Lamar Consolidated High School and a student at WCJC for one semester in the early 60s has sold more than 70 million records during the 40-plus years he’s performed.

Some of the many hits he sang Thursday were “Raindrops Keep Fallin’ on My Head.”

See ELVIS, Page A3

The “Spirit of Elvis,” in the form of Elvis impersonator Randy Vernon of Cedar Park, serenaded Wharton residents and University of Texas student Kit Martin Thursday night during the Wharton County Junior College Foundation gala.
Award-winning songwriter and recording artist B.J. Thomas, a native of Rosenberg who actually attended Wharton County Junior College for a semester, entertained more than 400 people Thursday night during a gala sponsored by the WCJC Foundation.

— Elvis joins B.J. Thomas at gala

Continued from Page A1

Fallin' On My Head," "Eyes of a New York Woman," "Mama," "Hooked on a Feeling," "I Just Can't Help Believing" and "I'm So Lonesome I Could Cry."

"I grew up in New Gulf, so as you can imagine, I made all of his dances," said Martin, who attended WCJC in 1960-61.

"Now that we've had a successful fundraiser we need to decide what all we are going to do," Martin, who retired recently from the WCJC faculty as chair of the Division of Business and Technology, and still teaches part-time.

"We want people to know what we (the foundation) are about, and this is assisting the students and the college and keeping us competitive with other colleges.

"There are a lot of colleges around us who have industry that we don't have to support them, so we just have to chip in to help get things done," Martin said.
WCJC fund-raiser gala declared a success

"This year just exceeded all our expectations."

- Mary Ellen Martin
WCJC Foundation vice president

By CHRIS BARBEE
chbarbee@leader-news.com

Organizers of Thursday night's Wharton County Junior College Foundation fundraiser are happy with the outcome, and feel the now annual event is on solid footing.

Mary Ellen Martin of Wharton, vice president of the foundation board and co-chair (with board secretary Jim Gonzales) of the gala, said the 29 sponsor tables, at $1,500 each, doubled last year's, and 420 seats were sold.

"Last year was our first profitable gala, and this year just exceeded all of our expectations," Martin said. "We just felt like it was a big success."

"We had just an amazing auction. The auction items were just exceptional," she said.

The auction included more than 20 silent auction items and six live auction items. The big ticket item was a one-week stay at a vacation home in Red Lodge, Montana.

Other items included a Houston Astros game for four, complete with dinner and delivery to the game in a limousine.

"We don't know how much we made, and probably won't know for a couple of weeks. But we do know it is probably the best we've had to date," Martin said.

Funds, she said, will be used "to help offset some costs associated with renovation of the fine arts theater, and we'll continue to provide scholarships, too," she said.

Martin said the foundation does not really have a scholarship budget because the funds have not been available. But she said the goal is to be able to provide more scholarships in the years ahead, as well as to provide some financial assistance for faculty development and academic programs.

Dr. Paul N. Spellman, chair of the Division of Communications and Fine Arts, emceed the event.

The evening began at 5:30 p.m. in the foyer of the civic center with a reception and preview of the auction items.

Ann Uher of Bee City, president of the foundation board, welcomed the audience and the sponsors.

Wharton County Commissioner Mickey Reynolds hawked the live auction items, then B.J. Thomas and the band he has had for some 31 years entertained with 90 minutes of his best-loved songs.

B.J. Thomas, a native of Rosenberg, a graduate of Lamar Consolidated High School and a student at WCJC for one semester in the early 60s, has sold more than 70 million records during the 40-plus years he's performed.

Some of the many hits he sang Thursday were "Raindrops Keep Fallin' On My Head," "Eyes of a New York Woman," "Mama," "Hooked on a Feeling," "I Just Can't Help Believing" and "I'm So Lonesome I Could Cry."

"I grew up in Newgulf, so as you can imagine, I made all of his dances," said Martin, who attended WCJC in 1960-61.

"Now that we've had a successful fundraiser we need to decide what all we are going to do," Martin, who retired recently from the WCJC faculty as chair of the Division of Business and Technology, and still teaches part-time.

"We want people to know what we (the foundation) are about, and this is assisting the students and the college and keeping us competitive with other colleges. There are a lot of colleges around us who have industry that we don't have to support them, so we just have to chip in to help get things
Don’t Be Cruel

The “Spirit of Elvis,” in the form of Elvis impersonator Randy Hinson of Cedar Park, serenaded guests attending the Wharton County Junior College Foundation gala at the Wharton Civic Center Thursday. “Elvis” was the opening act for B.J. Thomas, who in the 1960s started the still-popular area band, The Triumphs. The fund-raiser for the WCJC Foundation was deemed a huge success, and will benefit student scholarships, academic programs and faculty development.
Success Started Here

Award-winning song writer and recording artist B.J. Thomas, a native of Rosenberg who attended WCJC for a semester in about 1960, entertained more than 400 people Thursday night during a gala sponsored by the WCJC Foundation. Thomas and his band played at least a couple dozen hits during a 90-minute show. For more on the event, please see Page 5-A.
Credit union scholarship

Brenda Seiba awards Mitchell Hobzal of Boling the 2007 Wharton County Teachers Credit Union Scholarship. Mitchell is the son of Kristye and Terrell Jessen of Boling. He plans to attend Wharton County Junior College and major in Mechanical Engineering. Wharton County Teachers Credit Union awards a $500 scholarship at the annual meeting. Another scholarship will be awarded next February to a member or a member's son, daughter or grandchild who is a 2008 high school graduate with a 2.5 GPA or better with a TEA-accredited school. The deadline for submitting an application is the last Friday of January.
Sports Scene

...A look at the area's upcoming events

Thursday

Volleyball
Wharton at Boling, Frosh-JV-Varsity..........................4:30 p.m.

Friday

Football Scrimmages
Wharton at Waller, JV-Varsity......................................6 p.m.
Boling vs. Royal at Brookshire, JV-Varsity........................6 p.m.
East Bernard vs. Concordia Lutheran in Tomball, JV-Varsity...........5 p.m.

Volleyball
Shiner Tourney – Boling vs. Austin Johnston..................9:15 a.m.
Shiner Tourney – Boling vs. Yorktown or Gonzales...........Noon
Shiner Tourney – Wharton vs. East Bernard......................2:45 p.m.
Shiner Tourney – Wharton vs. Edna or Nixon Smiley........5:15 p.m.
Shiner Tourney – East Bernard vs. Edna or Nixon Smiley.......5:15 p.m.

Saturday

Volleyball
Wharton, Boling & East Bernard at Shiner Tournament..........TBD
WCJC at Brookhaven Tournament in Dallas........................TBD
The Thin Blue Line

WCJC Police Academy trains future officers

By BENJAMIN C. SHARP
bensharp@journalspectator.com

It's early morning, but the heat coming off the blacktop is already intense. Beads of sweat glisten on the faces of the 20 men and women who stand motionless, heads facing forward and arms tucked rigidly at their sides.

As the training instructor barks out commands, the students do their best to comply. It's not easy.

Many have never had to stand at attention before, much less been told to "right face" or step in unison with nearly two dozen other people. Some turn the wrong way.

Doing pushups at the correct cadence is also challenging. As the class drops to the pavement for a few repetitions, about half go down as the other half come up. It's evident at the end of the brief exercise that a handful of the students are already fatigued.

Many are also improperly attired. Their cargo pants and black caps, though identical, are not worn according to regulations. All are ordered to re-tuck their pants, re-lace their boots and set their hats at the correct angle.

Duty belts are in error, too. Flashlight and handcuff attachments are not on the correct side or properly spaced.

Instructors order the students to remove the belts, then help them reattach the accessories.

As they fumble with the belts, the students are told a sobering statistic: Thirty percent of them won't reach graduation.

"I can guarantee you I'm not sending any 'scrubs' out there," says training coordinator Sgt. Terry Lynch.

"Only you know what you are capable
of and if you can do this, You're going to have to earn it."

Welcome to Day One of the Wharton County Junior College Police Academy.

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The academy began in the 1980s under the auspices of instructor Scott Glass. It's part of the college's Public Safety Training program, which also includes a firefighter academy and paramedic course. All are housed under Workforce Development.

Dale Pinson is the current vice-president of Workforce Development. Sgt. David Clayton, a former sheriff's department investigator, is the director of the Public Safety Training program. Sgt. Lynch, a long-time Wharton Police Department detective, is coordinator of the police academy.

Lynch is a graduate of the academy himself, receiving his certification in 1989 as a member of Police Academy class No. 13 (PA-13).

"I feel like I have a vested interest in the program since I am a previous graduate," Lynch says.

Most area law enforcement officers go through the WCJC academy.

Of the Wharton Police Department's current crop of 24 police officers, 14 are WCJC academy graduates, according to Lynch.

Though a portion of the trainees are from here and will eventually work here, academy graduates aren't just home-grown.

Students come from all over Wharton County, Matagorda County, Fort Bend County and even Harris County.

Fort Bend has its own academy, but it holds just one class per year. WCJC's academy, by contrast, has at least three classes per year.

Class size averages about 20. Day and night classes are held simultaneously at the main campus in Wharton and the

See ACADEMY, Page A3

Staff Photo by Benjamin Sharp

Trainees re-lace their boots and tuck in their pants according to regulations during their introduction to the police academy this week.
— Academy encompasses
700 hours of instruction

Continued from Page A1

Richmond campus, respectively.
The current day class is PA-65 and the night class is PA-66.
Curriculum remains the same for both, though daytime students get a heavier dose of physical training since they meet for a longer period of time.
The day class meets five days a week, eight hours a day.
Lynch teaches the bulk of the curriculum with help from a corps of adjunct trainers who are currently employed with law enforcement agencies.

"Not only does this provide a wide range of experience, it gives these agencies a bird's-eye view of academy trainees," Lynch said.

That results in a great chance of job placement.
The academy has about an 89 percent hire rate — for those who make it to the end of the semester-long program, of course.

And not everyone does. The academy's rate of attrition is indeed around 30 percent, just as Lynch had told the trainees.

"It's not meant for everybody," said training program director Clayton.

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Roy Ramirez helps identify those who are cut out to be police officers — and those who aren't. Currently WCJC's head of security, Ramirez at one time was a drill instructor for the Army.

He's used those skills for the past four years to whip trainees into shape and turn a rag-tag bunch of individuals into a well-disciplined team.

As the sun bears down on the members of PA-65 Monday morning, the first day of the academy, Ramirez goes over the basics of drill, the proper way to do a push-up and the correct way to stand in formation.

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The point here is to "break down" the individual, then rebuild him or her into a team player, Ramirez later explains.

That can be a high hurdle to clear. Academy trainees come from all walks of life.

That's most evident from a quick scan of the parking lot where there's everything from pickups to affordable compact cars to Mercedes sedans.

Students of PA-65 include military veterans, college graduates, blue-collar workers with high school educations, those who are economically disadvantaged and even middle-aged corporate executives.

There are differences in gender, too. The current class has three women.

Candidates meet broad characteristics: Pass a criminal background check, pass a physical, pass a drug test and psychological exam and be at least 21 years of age.

Trainees' backgrounds mean little to Ramirez and instructor Lynch, though. Every trainee is outfitted in a gray T-shirt, black cargo pants, and a black cap and boots.

"It's just like boot camp; nobody knows anything about the guy next to them," says Lynch, who served in the Air Force.

"And there's no special provisions for female students."

Ramirez scrutinizes the students as he walks through the lines, noting deficiencies in posture, attention and uniform. He points out a few of the errors and reminds the trainees that they are to hold themselves to a higher standard than other junior college students.

"You are not the typical student," he says.

Though critical in his observations, Ramirez looks at each student through compassionate eyes.

He later explains that most are intimidated by the initial shock of the academy.

"I try to get them to not be scared and to focus instead on team work," he says.

"They really don't know what to expect. They're going to be going 100 miles per hour for the next semester."
The academy is governed by the TCLEOSE, or Texas Commission on Law Enforcement Officer Standards and Education, which mandates graduates complete 618 training hours before being eligible to take the police licensing exam.

WCJC's academy actually requires more than that. Lynch said his students will complete almost 700 hours by the time the semester is over.

Most of those extra hours are on practical skills like police driving, firearms, defensive tactics and criminal investigation.

"It's so they have more hands-on experience," he says.

There are four major academic tests and five practical skills tests during the semester. Trainees must maintain a grade average of 80 or higher on all exams in order to stay in the program.

"There are no 'C's in the police academy," Lynch says.

That's pretty demanding considering the curriculum covers 29 different topics on such things as the Code of Criminal Procedure, traffic law, patrol procedures, arrest and search-and-seizure laws, multi-culturalism and a host of practical skills.

Learning the law can be the biggest challenge, says director Clayton.

Graduates must have a good working knowledge of the law, which is constantly altered as new legislation is passed.

"It's something you have to want to do," he says of the academy.

Maintaining strict standards is a necessity considering the line of work graduates will eventually be going into.

Lynch said the discipline, camaraderie and sense of integrity the academy instills will be qualities graduates will take with them into their respective agencies of employment.

"The public expects officers to be disciplined, professional and to be held to a higher standard," he says.

"I like to think that we produce a good quality officer that other agencies want to hire."

Editor's note: This is the first in a series of stories that will follow the members of PA-65 as they train to become the next generation of law enforcement officers.

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Staff Photo by Benjamin Sharp

Police Academy trainees learn the proper way to do push-ups during their first day of class on Monday.
The Board of Trustees for the Brazos Independent School District faced a full agenda and took important action on a variety of items at their regular meeting on Aug. 21.

The regular meeting followed a special public meeting to discuss the budget and a proposed tax rate. District Superintendent Jack Ellis recommended in the regular meeting to set the tax rate for 2007-2008 at $1.04 per $100 valuation for Maintenance and Operation of the district and at $0.18 per $100 valuation for debt service. This is an overall tax rate for the district of $1.22 per $100, down from $1.535 last year. That is a reduction of $0.315 per $100 or 21 per cent lower. The board voted unanimously to set that proposed rate.

Superintendent Ellis tied a salary increase of $1,000 annually for certified professional employees of the district and $500 annually for at will employees of the district to his recommendation to adopt the budget for the new fiscal year. The motion was passed unanimously by the board. Ellis stated that the raise is justified for the quality of staff at Brazos and necessary to attract new teachers and be competitive with surrounding districts.

The raise package will amount to approximately $102,000 for the district.

The lower tax rate values were made possible by a combination of legislation that increased state funding with the goal of reducing property taxes, an increase in taxable property in the district and sound fiscal policy of the district that left fund balances from the previous year.

The raises will become effective immediately with Sept. 1 contracts.

The board also voted to give Superintendent Ellis permission to establish a fourth campus within the high school campus. This will be an Alternative Education Campus with its own budget, its own administration, a specialized curriculum and would be evaluated as an independent campus by TEA.

The establishment of this campus would be in response to the possible addition of students from the boy's home that will be opening next month in Wallis, but not specifically for those students. First and foremost it would meet the needs of Brazos students said Ellis.

"We will handle any current students that are in need of this facility, any new students that require this education and any students that may come in the future to our district," said Ellis. He has been researching the program extensively and suggested to the board that unless there is something that is extremely unexpected, there would not be a need for additional funding and he expects to be able to staff the campus with district personnel.

"In the long run, the addition of students to both mainstream classes and the alternative campus would benefit the funding for the district," added Ellis. "But for the short term, funding won't be coming from outside."

Plans are to use the double portable buildings at the rear of the high school and the old ISS room and offices for the campus. All age students, from elementary to high school, who require alternative education facilities, could be housed at this facility.

"These are kids that need to be educated," said Board President Jerry Delso before calling for the vote.

"That is part of our responsibility as a school and as a community." The vote was unanimous.

The board recognized eight new teachers at Brazos High School as they were introduced by Principal Lyle Ebner. They are Jayson Hill, Ag Science; Nikki Nolen, Freshman English, Speech, Theater and One-act Play; Stephen Stuessel, Government/Economics, Coach; David Walthall, ISS, Physical Education, Coach; Robert Weber, World History, Coach; Sean Williams, District Band Director; Thomas Koy, U.S. History, Coach; and Phillip Smith, Senior English, Coach.

The board also recognized Johnny Griffin with the Wallis News-Review with a plaque for the Media Honor Roll of the Texas Association of School Boards.

Don Rabe, of Rabe and Partners Architects presented the board with an overview of projected costs they could expect on improvements to the high school facilities. The prices were only outline projections for the board's information concerning a variety of projects, some needed, some optional, to be considered if the board decided to call a bond election for improvements.

The board decided to forego trying to call a bond election for November, but to actively pursue specific costs on projects and reconsider calling an election in the spring.

Handbooks for various departments were approved as presented, a district code of conduct was approved, and PDAS calendar and evaluators were approved.

There was a discussion of problems...
with dual credit courses offered by Wharton County Junior College under an existing interlocal agreement between the Brazos and WCJC. The problems have been satisfied for now and a new agreement was approved with the authorization to look at available options.

Reports were given on TAKS tests and Annual yearly progress for the district, the sprinklers at the Elementary and Middle School campuses are nearing completion, and school board training and Freedom of Expression regulations were discussed.

The board entered Closed Executive session to discuss personnel issues before adjournment.
Police 101

WCJC police academy trainees listen intently to instructors as they prepare to embark on their semester-long training.

WCJC academy trains cops

By BENJAMIN C. SHARP
bensharp@journal-spectator.com

It's early morning, but the heat coming off the blacktop is already intense. Beads of sweat glisten on the faces of the 20 men and women who stand motionless, heads facing forward and arms tucked rigidly at their sides.

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See ACADEMY, Page 3

Academy training intense Continued from Page 1

main campus in Wharton and the Richmond campus, respectively.

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---

Academy trainees practice close order drill during their first day this week. They will continue such training until the end of this year.
WCJC spikers crank up season in Dallas

By MIKE KONVICKA
mkonvicka@journal-spectator.com

New WCJC volleyball coach Brianna Floras got her first look at the team's progress after almost two weeks of practices.

The Lady Pioneers cranked up its season on Friday by playing in the Brookhaven Tournament in Dallas. They'll play there today also.

This year's team includes four players from Wharton County: Christi Ellis from Wharton, Emmy Rodgers from Boling, Terra Lopez from East Bernard and Savannah Schoelman from El Campo.

Returners from last year include Chelsie Fowler from New Braunfels, Tracey Beicker from Seguin and Jennifer Inabnit from Missouri City.

Newcomers include transfers sophomores Amanda Yeager from Brenham and Christina Mocanu from Spring.

Other incoming freshman include Caitlin Smith from Calhoun High School in Port Lavaca, Kadeem Brinkley from Van Vleck and Helen Camarillo from Houston.

Kirsten Brotze is a roster player and broke both her arms a day before practice started on Aug. 12.

WCJC plays Navarro in Corsicana at 2 p.m. Monday and hosts Coastal Bend College at 6 p.m. Wednesday.

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* Denotes District M Region XIV Matches
2007 WCJC Lady Pioneer volleyball team

Here's this year's WCJC Lady Pioneer volleyball team. Front row of left, Caitlin Smith of Port Lavaca, Savannah Schoelman of El Campo, Tracey Becker of Seguin, Amanda Yeager of Brenham, Christina Morcanu of Spring, Kadeem Brinkley of Van Vleck and Terra Lopez of East Bernard. Back row, coach Brianna Florus, Jennifer Inabnit of Missouri City, Emmy Rodgers of Boiling, Christi Ellis of Wharton, Helen Camarillo of Houston, Kirsten Broziz of New Braunfels, Chelsea Fowler of New Braunfels and manager Mayra Miranda.
Sports Scene

...A look at the area's upcoming events

<table>
<thead>
<tr>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Volleyball</strong></td>
</tr>
<tr>
<td>Wharton, Boling &amp; East Bernard at Shiner Tournament</td>
</tr>
<tr>
<td>WCJC at Brookhaven Tournament in Dallas</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Monday</th>
</tr>
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<tbody>
<tr>
<td><strong>Junior College Volleyball</strong></td>
</tr>
<tr>
<td>Wharton County JC vs. Navarro JC at Corsicana</td>
</tr>
</tbody>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Wharton at Louise, Frosh-JV-Varsity</td>
</tr>
<tr>
<td>Shiner at Boling, Frosh-JV-Varsity</td>
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<tr>
<td>East Bernard vs. Aileen Taylor &amp; Sealy at Sealy, JV-Varsity</td>
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</tbody>
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<th>Wednesday</th>
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<tbody>
<tr>
<td><strong>Junior College Volleyball</strong></td>
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<tr>
<td>Coastal Bend College at WCJC</td>
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Volleyball starts up for WCJC

By MIKE KONVICKA
mknvicka@journal-spectator.com

WCJC volleyball cranked up its season on Friday by playing in the Brookhaven Tournament in Dallas.

The Lady Pioneers are playing there again today.

This year's team includes four players from Wharton County: Christi Ellis of Wharton, Emmy Rodgers of Boling, Terra Lopez of East Bernard and Savannah Schoelman of El Campo.

Returners from last year include Chelsie Fowler of New Braunfels, Tracey Beicker of Seguin and Jennifer Inabnit of Missouri City.

Newcomers include sophomore transfers Amanda Yeager of Brenham and Christina Moceanu of Spring.

Other incoming freshman include Caitlin Smith from Calhoun High School in Port Lavaca, Kadeem Brinkley from Van Vleck and Helen Comarillo from Houston.

Kirsten Broste is a roster player and broke both her arms a day before practice started on Aug. 12.

WCJC plays Navarro in Corsicana at 2 p.m. Monday and hosts Coastal Bend College at 6 p.m. Wednesday.
Bay City's new Wharton County Junior College campus began classes Monday, Aug. 27. Students from Joan Whitworth's, far right, college algebra class posed under the Motion of Synergy sculpture by local artist Amanda Danning, which is featured in the atrium entrance of the building. The new WCJC campus has 286 students enrolled in its process technology and power technology associate of applied science degrees, said Dave Dunham, Bay City campus director, far left. The campus is offering 18 sections of 15 different classes. Classes meet in the afternoons and evenings.
Hart retires from WCJC campus

Phil Hart has tendered his resignation at Wharton County Junior College.

Hart began his career at WCJC in 1974. He came to Wharton after graduating from Jacksonville State University with a bachelor of science degree in music education and a master's of music education degree from Louisiana State University in Baton Rouge.

At LSU he studied trumpet with George Foss, former principal trumpeter for the National Symphony Orchestra in Washington, D.C.

His coursework at Louisiana State University included all of the courses required for a Ph.D. in music history and literature.

During his 33-year career at WCJC he taught sight singing and ear training, music literature, music appreciation and brass instruments.

For 20 years he conducted the WCJC Brass Guild which provided students the opportunity to play in a small ensemble and become proficient on their instruments.

He also created and coordinated three very popular concerts.

The Candlelight Holy Days Concert, the Holy Week Concert and "Something Old, Something New."

In 1974 the Candlelight Holy Days Concert began with two musical ensembles and a narration of the Christmas story.

Over the years it grew in size and notability to include various groups from Wharton, Fort Bend and Harris counties. It grew to involve elementary school choirs, church handbell choirs, soloists, various vocal and instrumental ensembles as well as the WCJC choir, faculty and friends.

The Holy Week Concert involved various WCJC ensembles as well as faculty and friends. Hart's dream was to have this become a faculty showcase.

In the spring of 2007 his dream was fulfilled when faculty from the Wharton, Fort Bend and Sugar Land campuses came together and presented a memorable concert of patriotic and sacred music. "Something Old, Something New" was a program created to honor scholarship recipients and their parents.

At the beginning of each school year, the music and drama faculty performed whimsical entertainment for students, parents and the public.

Author of two textbooks, Music Appreciation: A Course Outline Including Listening Examples and Music Literature: An Introduction in Outline Form, he was able to incorporate these texts in his classroom.

His most enjoyable part of teaching was watching young people learn and grow not only as musicians but as independent individuals.

He was head of the music department for most of his tenure and said he thoroughly enjoyed serving the college in that capacity.

He will continue to perform in Texas as well as in other Eastern states on the Akai EVI (Electronic Valve Instrument) 1000 Wind Controller (a synthesizer controlled by a trumpet-like instrument).

His retirement plans include playing golf and continuing to perform the "Hart to Heart" concerts with his wife Lucille.
WCJC votes for a fund budget increase

By CHRIS BARBEE
barbee@journal-spectator.com

Wharton County Junior College trustees voted last week to approve a balanced unrestricted fund budget totaling $26,987,129 for fiscal year 2008, a 9.6 percent increase of $2,366,824 over the FY 2007 budget.

The auxiliary fund revenue budget of $636,406 was also approved. That's a 3 percent increase of $18,725 over the FY 2007 budget.

Trustees also voted to set the ad valorem tax rate to help pay for the budget at $0.13485 per $100 of assessed value for the coming tax year, which is down slightly from last year's rate of $0.13582. A taxpayer with a home appraised at $80,000 both last year and this year, for example, would see their WCJC tax bill drop 78 cents, or from $108.66 to $107.88.

The new tax rate will be applied against this year's adjusted tax base of $2.9 billion, and should bring in $4,028,210.

The auxiliary revenue budget includes income from such items as dorm rental, meal tickets, lease of property (i.e. - $50,107 is expected from leasing space not currently needed in the Sugar Land facility to a printing company), transfers from endowments, book store and cafeteria commissions, etc.

WCJC employees were budgeted a pay raise totaling approximately $750,000, according to Bryce Kocijan, WCJC vice president of financial services.

WCJC faculty and support personnel receive an annual longevity step increase, but added to that is a flat $2,500 raise per employee this year.

Support personnel, which includes secretaries, custodians, etc., received raises ranging from 4.99 to 12.34 percent.

The college has three levels of faculty – those working nine months, 10.5 months and 12 months.

Those working nine months received a step increase of $500 plus the $2,500, giving them an increase ranging from 4.87 to 8.44 percent.

Faculty working 10.5 months received a $1,000 step increase for a total raise of $3,500, an increase that ranges from 5.04 to 7.59 percent, and those working 12 months got a step increase of $1,500 to go along with the $2,500 stipend for a total raise of $4,000 for the coming year, which is a range of from 6.24 to 8.32 percent.

"With the flat rate increase, people making less money get a bigger percent increase," Kocijan explained.

Kocijan said he doesn't know yet what other colleges in the area are doing as far as faculty salaries, but as of last year see WCJC, Page A5.
Continued from Page A1

WCJC faculty were the lowest paid in the Texas Gulf Coast Consortium of Community Colleges. Member colleges include Alvin, Brazosport, College of the Mainland (Texas City), Galveston College, Houston Community College, Lee College, North Harris Montgomery district and San Jacinto College.

Kocijan noted in budget assumptions prepared for the board that despite keeping the effective tax rate about the same as last year, new property expected to be added to the tax rolls in the coming year could allow for an increase of $200,000 in expected property taxes.

He also said the unrestricted budget was balanced by using a $712,370 transfer from prior year funds.

The state, Kocijan reported, will kick in an addition $313,896 in appropriations this year.

Another $170,000 revenue is anticipated due to higher interest rates.

At least three new staffing positions are also covered in the new budget.

An instructor of computer science, a position approved in March, will be paid $46,550.

With the opening of the new campus in Bay City, the board in July approved $60,735 for a temporary director of that campus.

In July the board approved $29,650 for a temporary secretary to the director of the Bay City campus.

Kocijan said WCJC now employees right at 145 full-time faculty members.

In addition to the personnel expenses in Bay City, trustees approved a budget of $111,385 to cover the cost of opening and operating that campus.

New to the WCJC curriculum is a welding program which was budgeted start-up and operation costs of $87,600.

A new power technology program being offered this year was budgeted a start-up cost of $16,000.

Electricity costs are also expected to rise during the coming year, an assumption that caused the board to budget a $70,000 increase.

It was noted that a contract for electricity with Reliant Energy expired Dec. 31, 2006.

To make sure that every vote counts, the board budgeted $20,000 to conduct the next board of trustee election should any of the positions be opposed.

WCJC has campuses in Wharton, Sugar Land, Richmond and now in Bay City in the old K-Mart building that was remodeled and is being provided by the Bay City Economic Development Corporation.

And dual-credit classes are taught at most high schools in the service area, and ITV classes (interactive television) classes are taught in many area high schools as well.
WCJC revenues rising, tax rate falling

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cbarbee@leader-news.com

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(See WCJC FACULTY, Page 7-A)
WCJC faculty lowest paid in area last year

"With the flat rate increase, people making less money get a bigger percent increase."

- Bryce Kocian,
  WCJC VP of financial services

(Continued from Page 1-A) space not currently needed in the Sugar Land facility to a printing company, transfers from endowments, book store and cafeteria commissions, etc.

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WCJC spikers off to 2-3 start

WCJC's volleyball team is off to a 2-3 start.

The Lady Pioneers went 2-2 at the Brookhaven Tournament which was played Friday and Saturday in Dallas.

Then on Sunday in Corsicana, WCJC lost to Navarro 30-27, 30-28, 30-23. In the Brookhaven tournament, WCJC beat Ranger 30-14, 30-19, 30-23 and beat the host Lady Bears 30-23, 30-12, 30-23.

The Lady Pioneers lost to West Texas College 24, 26-30, 25-30, 28-30 and lost to Tyler 14-30, 29-31, 26-30.

Against Navarro, Chelsie Fowler had 10 kills. Amanda Yeager had five, Savanna Schoelman added four, Christina Moeanu and Emmy Rodgers had three each. Christi Ellis and Helen Camarillo had two each.

Moceanu had three aces with 15 digs and 72 assists. Rodgers had three blocks, two digs and one assist. Fowler had one ace with three digs and three assists.

Yeager had 11 assists 10 digs and one block. Schoelman had 13 digs with one ace, six assists and one block.

Tracey Beicker contributed with two assists and 23 digs.

WCJC played Coastal Bend College its first home match on Wednesday.

The Lady Pioneers take on Panola College in Carthage at 6 p.m. Friday and visit Blinn on Sept. 4.
<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>Sub Varsity Football</td>
<td>Houston Christian at East Bernard, Junior Varsity 6 p.m.</td>
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<tr>
<td></td>
<td>High School Volleyball</td>
<td>Edna Cowgirl Classic - East Bernard vs. Navasota Nobn</td>
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<td>Edna Cowgirl Classic - East Bernard vs. Boling or Ganado 5 p.m.</td>
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<tr>
<td>Friday</td>
<td>High School Football</td>
<td>East Bernard at Houston Christian 7:30 p.m.</td>
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<td>Industrial at Boling 7:30 p.m.</td>
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<td>El Campo at Houston Yates 7:30 p.m.</td>
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<td>Louise at Danbury 7:30 p.m.</td>
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<td>Needville at Santa Fe 7:30 p.m.</td>
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<td>Bellville at Sealy 7:30 p.m.</td>
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<td>Tidehaven vs. Brazos at Wallis 7:30 p.m.</td>
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<td>Yoakum at Columbus 7:30 p.m.</td>
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<td>Palacios at Edna 7:30 p.m.</td>
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<td>Van Vleck at Refugio 7:30 p.m.</td>
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<td></td>
<td>Junior College Volleyball</td>
<td>Wharton County Junior College vs. Panola College in Panola 6 p.m.</td>
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<tr>
<td>Saturday</td>
<td>Football</td>
<td>Wharton vs. Barbers Hill at The Rig in Pearland 7 p.m.</td>
</tr>
<tr>
<td></td>
<td>High School Volleyball</td>
<td>East Bernard at Edna Cowgirl Classic TBD</td>
</tr>
<tr>
<td></td>
<td>Cross Country</td>
<td>East Bernard at Palacios Invitational 8 a.m.</td>
</tr>
<tr>
<td>Tuesday</td>
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<td>East Bernard at La Grange, Frosh-JV-Varsity 5 p.m.</td>
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See BUDGET, Page 3
Budget a 9.6 percent boost  Continued from Page 1

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WCJC gets great home victory 3-0

By MIKE KONVICKA
mkonvicka@journal-spectator.com

Wharton County Junior College's volleyball team gave more than 200 fans a victory over Coastal Bend College in Wednesday night's home opener at Pioneer Gym.

The Lady Pioneers beat the Lady Cougars from Beeville 30-15, 30-24, 30-27 to even their season record at 3-3.

The match was Coastal Bend's first when the program was implemented.

"We were hoping that we would have a good turnout and sure enough the fans came and supported us," said new WCJC coach Brianna Florus.

And she was pleased with her players' efforts.

"Their energy level was high and

(See SCHOELMAN, Page 28)
Schoelman, WCJC claim W

(Continued from Page 1-8)
everybody stepped up," said Florus. "I always ask them to play their hardest and improve with every play. The girls picked up their communication on the court and that's one thing which was incredible."

Van Vleck graduate Kadeem Brinkley had a super match serving the ball and scored 4 aces with 2 kills, 5 digs and 1 assist.

"She did her job and that's what I put her in there for," said Florus. "She took charge."

Boling graduate Emmy Rodgers also had a good match and finished with 6 kills.

"It felt awesome and I was so excited," said Rodgers. "It's a faster pace and the hard work paid off."

She also had 1 block and 2 aces.

El Campo graduate Savannah Schoelman had 3 kills and 11 digs.

Chelsie Fowler led the Lady Pioneers attack with 15 kills. She also had 10 digs and three aces.

Wharton graduate Christi Ellis contributed with 3 kills.

East Bernard graduate Terra Lopez had 1 kill.

Amanda Yeager from Brenham added 7 kills, 7 assists, 4 aces and 14 digs.

Setter Christina Moceanu from Spring had 66 assists with 2 kills, 2 aces and 12 digs.

Caitlan Smith from Port Lavaca had 1 ace.

WCJC, on the serving of Moceanu and Yeager, jumped out to a commanding 12-3 lead in the first game.

Just moments later a kill by Rodgers put the Lady Pioneers up 16-8. She slammed the ball to the court two more times to make it 25-15.

Moceanu stepped to the serving line again. Kills by Schoelman and Yeager combined by two Lady Cougar hitting errors ended the game.

WCJC rallied from a 12-8 deficit in the second game to go up 14-13 as Rodgers served up three points.

The Lady Pioneers built a 22-18 advantage, but Coastal Bend came back to tie the score. WCJC responded with six straight points to go up 28-20.

After the Lady Cougars made it 29-24, Yeager finished the game with a kill.

WCJC then went up 8-1 in the third game after a block by Rodgers. The Lady Pioneers built leads of 18-13, 22-17 and 24-18 before Coastal Bend rallied back to make it 25-23.

Tracy Beicker later hit an ace and WCJC led 27-23. The Lady Cougars came back to make it 27-25 and then 28-25.

A kill by Brinkley made it 29-26. After Coastal Bend picked up it's final point, an errant serve ended the match.

WCJC played Panola College in Carthage on Friday and takes on Blinn College in Brenham next Tuesday.

Florus played for Blinn in 2002-2003 before taking charge of WCJC's team this season.
WCJC offers GED classes

Wharton County Junior College will soon begin offering GED and English as a Second Language classes.

A registration and orientation for GED and ESL classes - both of which are part of the college's adult basic education program - will be held at 8:30 a.m. Tuesday, Sept. 4, at the WCJC LaDineu Technology Building, Room 111.

Night class GED registration will be at 6:30 p.m. Monday, Sept. 17.

Night class ESL registration will be 6:30 p.m. Tuesday, Sept. 18.

Call 532-6512 or 532-6552 for additional information.
El Campo
Leader-News
El Campo, TX
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From Page:
2
9/1/2007
91472

Wharton
Journal-
Spectator
Wharton, TX
Circ. 4307
From Page:
2
9/1/2007
91446

Wharton County Junior College will offer free GED classes in El Campo starting Tuesday, Sept. 4 at the Adult Learning Center, 802 Depot. Classes are Monday through Thursday from 8 a.m. to noon. Call 543-3949 to inquire about registration.

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The Wharton County Junior College
FOUNDATION

Thank you sponsors and contributors for helping to make the
summer gala "BJ Thomas Live" a great success!

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Mary Louie Dillion  Mission Can Inc.
First State Bank of Louise  Reynolds Family, Shoppee's
Danny & Cindy Carson  Town Supply
Gulf Coast Medical Center  Betty Farr Mangor

AUCTION CONTRIBUTORS
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Beth Sengler  Mergy & Associates
Cafe Natale - Elegant  Prosperity Bank
Dining & Catering  Rita Redeker
Dr. Craig K Demartini  Tom & Ann Oller
El Zarape Cafe  Walker, Phillips & Harrell
For All Seasons - Doug Smith  Wanda White
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Stakehold Campus Services  Wanda White
St. Thomas Episcopal Church  Vandivort Times
Texan Land & Cattle Company  Village Bank Times
Restaurant

Thank you!
Wharton County Junior College
FOUNDATION
Sports Scene

...A look at the area's upcoming events

Saturday

Cross Country
East Bernard at Palacios Invitational................................. 8 a.m.

Football
Wharton vs. Barbers Hill at The Rig in Pearland.................... 7 p.m.

High School Volleyball
Edna Cowgirl Classic – Boling vs. Cuero............................... 1 p.m.
Edna Cowgirl Classic – East Bernard vs. Tidehaven.................. 9 a.m.

Tuesday

High School Volleyball
24-3A – Wharton at Sweeny, Frosh-JV-Varsity......................... 5 p.m.
24-3A – Columbus at Stafford, Frosh-JV-Varsity..................... 5 p.m.
24-3A – Needville vs. Columbia at W. Columbia, Frosh-JV-Varsity.... 5 p.m.
24-3A – Sealy vs. Royal at Brookshire, Frosh-JV-Varsity.............. 5 p.m.
Lamar Cons at Boling, Frosh-JV-Varsity.................................. 5 p.m.
East Bernard at LaGrange, Frosh-JV-Varsity.......................... 5 p.m.

Junior College Volleyball
Wharton County JC vs. Blinn College at Brenham..................... 6 p.m.
Lady Pioneers give vocal home fans win

By MIKE KONVICKA
mkonvicka@journal-spectator.com

WCJC’s volleyball team gave over 200 fans a victory over Coastal Bend College in Wednesday night’s home opener at Pioneer Gym.

The Lady Pioneers beat the Lady Cougars from Beeville 30-15, 30-24, 30-27 to even their season record to 3-3.

The match was Coastal Bend’s first when the program was implemented.

“We were hoping that we would have a good turnout and sure enough the fans came and supported us” said new WCJC coach Brianna Florus.

And she was pleased with her players’ efforts.

“ Their energy level was high and everybody stepped up,” said Florus.

I always ask them to play their hardest and improve with every play.

“The girls picked up their communication on the court and that’s one thing which was incredible.”

Van Vleck graduate Kadeem Brinkley and a super match serving the ball and had four aces with two kills, five digs and one assist.

“She did her job and that’s what I put her in there for,” said Florus. “She took charge.

Hitting graduate Emmy Rodgers also had a good match and finished with six kills.

“It felt awesome and I was so excited,” said Rodgers. “It’s faster paced and the hard work paid off.”

She also had one block and two aces.

Chelsie Fowler led the Lady Pioneers’ attack with 15 kills. She also had 10 digs and three aces.

Wharton graduate Christi Ellis contributed with three kills. El Campo graduate Savannah Schoolman had three kills and 11 digs.

East Bernard graduate Terra Lopez had one kill.

Amand Yeager from Brenham added seven kills, seven assists, four aces and 14 digs.

Setter Christina Moeanu from Spring had 66 assists with two kills, two aces and 12 digs.

Caitlyn Smith from Port Lavaca had one ace.

WCJC, on the serving of Moeanu and Yeager, jumped out to a commanding 12-3 lead in the first game.

Just moments later a kill by Rodgers put the Lady Pioneers up 16-8. She slammed the ball to the court two more times to make it 25-15.

Moeanu stepped to the serving line again. Kills by Schoolman and Yeager combined by two Lady Cougar hitting errors ended the game.

WCJC rallied from a 12-8 deficit in the second game to go up 14-13 as Rodgers served up three points.

The Lady Pioneers built a 22-18 advantage, but Coastal Bend came back to tie the score. WCJC responded with six straight points to go up 28-20.

After the Lady Cougars made it 29-24, Yeager finished the game with a kill.

Coastal Bend’s Willie Joe Beck went down with an injury. During a 10-minute intermission she was take by Wharton EMS to Gulf Coast Medical Center.

WCJC then went up 8-1 in the third game after a block by Rodgers. The Lady Pioneers built leads of 18-13, 22-17 and 24-18 before Coastal Bend rallied back to make it 25-23.

Tracy Becker later hit an ace and WCJC led 27-23. The Lady Cougars came back to make it 27-25 and then 28-26.

A kill by Brinkley made it 29-26. After Coastal Bend picked up it’s final point, an errant serve ended the match.

WCJC played, Panola College in Carthage on Friday and takes on Blinn College in Brenham next Tuesday.

Florus played for Blinn in 2002-2003.
WCJC's Chelsie Fowler raises her hands to block the volleyball during Wednesday's match against Coastal Bend College. The Lady Pioneers beat the Lady Cougars in three games to even their season record at 3-3.
Businesses learn to plan for pending disasters

By SHANNON CRABTREE
newsdesk@leader-news.com

Dealing with disaster requires a plan, experts say, and taking the approach of "when, not if."

The best option, they told the small crowd at Wharton County Junior College last week is to be proactive.

"The only way we can live without fear is to devise plans," said Susana Quirch of the University of Houston's Texas Manufacturing Assistance Center.

She and other speakers participated in the WCJC and Wharton Economic Development Center's "Strategic Disaster Planning Seminar: Is your company prepared?"

Focusing specifically on the potential threats of hurricanes, the seminar pointed out the importance of advance planning as well as a staged approach to disaster response.

Fleeing, for example, shouldn't be the first action a company takes. Response should start at the monitoring level.

"It is not if, it is when. We are going to get hit by a hurricane at some point," said Paul Hastings of Impact Weather, Inc.

In a 2005 survey, 60 percent of employees in the general area felt their organizations were prepared, said Holly Hutchins at the University of Houston's College of Technology.

Preparations can include everything from CPR and first aid training to the development of specific response plans and the handling of hazardous chemicals.

Document protection is vital to preparation as is making sure plans are made to ensure materials can be obtained from key suppliers.

The key, they said, is a minimum of business downtime while ensuring safety.

Training is vital, Hutchins said, adding that could be everything from the development of "table top" exercises to walk employees through potential problems and their solutions to full role playing scenarios.

Fires, deliberate damage to a business or other problems can occur, Quirch said, but added most companies and households are actually more likely to suffer from weather-related issues than they may realize.

"According to FEMA, there is a 26 percent chance of experiencing a flood during the life of a 30-year mortgage compared to a 4 percent chance of fire," she said.

Hitting The Road

Preparation is key, and planning eases fears when facing disaster, as these people fleering the approach of Hurricane Rita in 2005 were well aware. A recent seminar taught businesses how to be ready when disaster strikes.
Junior High and the Wharton High School.

GED and ESL classes

Night class registration for Wharton County Junior College's adult basic education GED program will be at 6:30 p.m., Monday, Sept. 17, in the LaDue Technology Building, Room 111. Night class ESL registration will be 6:30 p.m. Tuesday, Sept. 18. Call 532-6512 or 532-6552.

Raffle. Fiesta Hispano Americana is raising money for Wharton County Junior College scholarships with a raffle for a 2007 Chevrolet Impala or $16,000 Vissa gift card. Tickets are $100 each. Drawing is Saturday, Sept. 8. Donate at 832-455-4553. Visit www.fiestahispano-wharton.com for details.
Sports Scene

...A look at the area's upcoming events

Thursday

Sub Varsity Football
East Bernard at Edna, Junior Varsity..........................8 p.m.

Junior High Volleyball
7th Grade Tri Match with Boling & Brazos at East Bernard........4 p.m.
8th Grade Tri Match with Boling & Brazos at Wallis.................4 p.m.

Friday

High School Football
Edna at East Bernard........................................7:30 p.m.
Brazosport at Wharton........................................7:30 p.m.
Ganado at Boling...............................................7:30 p.m.
Angleton at El Campo.........................................7:30 p.m.
Shiner St. Paul at Louise......................................7:30 p.m.
Bay City at Waller.............................................7:30 p.m.
Calhoun at Needville..........................................7:30 p.m.
Santa Fe at Sweeny...........................................7:30 p.m.

High School Volleyball
Edna at East Bernard, Varsity-JV-Freshman.......................4:30 p.m.

Junior College Volleyball
WCJC at North Central College Tournament in Gainesville........6 p.m.

Saturday

Cross Country
East Bernard at Sealy Invitational................................8 a.m.

Junior College Volleyball
WCJC at North Central College Tournament in Gainesville........6 p.m.

Monday

Junior High Volleyball
Yes Southeast at East Bernard (7th & 8th Grades)................4:30 p.m.

Tuesday

High School Volleyball
Ftatonia at East Bernard, Varsity-JV-Freshmen...................5 p.m.
Sports Scene

...A look at the area's upcoming events

Thursday

Sub Varsity Football

Brazosport at Wharton, Freshman..........................5 p.m.
Wharton vs. Brazosport at Freeport, Junior Varsity...........5 p.m.
Boling at Ganado, Junior Varsity............................6 p.m.
East Bernard at Edna Junior Varsity.........................6 p.m.

Friday

High School Football

Brazosport at Wharton........................................7:30 p.m.
Ganado at Boling..............................................7:30 p.m.
Edna at East Bernard.........................................7:30 p.m.
Angleton at El Campo.........................................7:30 p.m.
Shiner St. Paul at Louise....................................7:30 p.m.
Bay City at Waller............................................7:30 p.m.
Calhoun at Needville.........................................7:30 p.m.
Santa Fe at Sweeny...........................................7:30 p.m.

High School Volleyball

Brazoswood at Wharton, Varsity Only........................5 p.m.
Ganado at Boling, Varsity-JV-Frosh..........................4:30 p.m.
Edna at East Bernard, Varsity-JV-Frosh.....................4:30 p.m.

Junior Volleyball

Wharton County JC at North Central College in Gainesville......TBD

Saturday

Junior Volleyball

Wharton County JC at North Central College in Gainesville......TBD

Cross Country

Wharton at Calhoun Invitational (Magnolia Beach in Port Lavaca).....8 a.m.
East Bernard at Sealy Invitational................................8 a.m.
Lady Pioneers dealt loss by Panola

CARTHAGE — WCJC's volleyball team slipped to 3-4 on the season after losing to Panola College Friday night.

Chelsie Fowler led the Lady Pioneers offensive attack with 10 kills. She also had 19 digs.

Amanda Yeager, Kadeem Brinkley and Emmy Rodgers finished with 10 kills each.

Yeager also had 17 digs and Rodgers had two aces. With two blocks Brinkley had seven digs.

Savannah Schoelman and Terra Lopez had two kills each. Helen Camarillo and Christi Ellis had one each.

Setter Christina Moreau had 59 assists with eight digs and one ace.

WCJC played Blinn College in Brenham on Tuesday and competes in the North Central College Tournament Friday and Saturday in Gainesville.

The Lady Pioneers visit Lee College next Tuesday in their first District M Region XIV match.
Wooing bride
Groom Bubba Culpepper, played by Mandie Barnette of Richmond, woos his or her bride Ima Belle Studebaker, played by Joe Shelton of Industrial. WCJC band and drama students offer a bidless wedding entitled Shotguns for Wedding Bells at 7 p.m. Thursday in the Horton Foote Theater. Admission is $5 for the play.

WCJC wedding comedy set Thursday
Male band members will wear dresses

Real men do wear dresses, so says the WCJC Pioneer Band – but only if it’s for a good cause.

If you’re ready for something different than the same old humdrum night out, listen up.

Wharton County Junior College Pioneer Band is presenting a womanless comedy wedding on Thursday, Sept. 13, at 7 p.m. in the Horton Foote Theater.

Not only will there be a wedding, there will also be a reception and dance afterward in the Pioneer Student Center on the WCJC Main Campus in Wharton.

The Pioneer Band is sponsoring this mock wedding to raise money for their annual spring music tour.

"Shotgun for Wedding Bells," written by Director of Drama Phil Hoke, spoofs a backwoods old time Hillbillyish wedding.

That’s a womanless wedding, and it promises some of the ugliest bridesmaids in town! You’ll laugh until you cry.

Even if you’re not interested in seeing a wedding inspired by the promiscuity of backwoods living, at least come on over to the Pioneer Student Center and make fun of a bevy of men wearing lipstick, highheels and dresses.

Sure, they’ll be embarrassed and everyone will have a heck of a good time while helping the WCJC Pioneer Band.

If you’re lucky, one might even get the chance to trip the light fantastic with one of the members of the wedding party.

Get tickets from any WCJC band member, from the WCJC Fine Arts office at 532-6300 or at the door.

Ticket price is $5 a person.

For more information call Joe Waldrop, director of bands at 532-6366.

Bring the kiddies and grandparents. This is a family rated event.
### Sports Scene

...A look at the area's upcoming events

#### Saturday

**Cross Country**

- Wharton at Calhoun Invitational (Magnolia Beach in Port Lavaca) 8 a.m.
- East Bernard at Sealy Invitational 8 a.m.

#### Tuesday

**High School Volleyball**

- 24-3A - Wharton vs. Royal at Brookshire, Frosh-JV-Varsity 5 p.m.
- 24-3A - Sweeny at Needville, Frosh-JV-Varsity 5 p.m.
- 24-3A - Columbus at Sealy, Frosh-JV-Varsity 5 p.m.
- 24-3A - Stafford at Columbia, Frosh-JV-Varsity 5 p.m.
- Boling at Louise, Frosh-JV-Varsity 5 p.m.
- Flatonia at East Bernard, Frosh-JV-Varsity 5 p.m.

**Junior College Volleyball**

- WCJC vs. Lee College at Baytown 7 p.m.
Florus’ return to Blinn results in 3-game loss

By RICHARD BRAY

BRENHAM — WCJC volleyball coach Brianna Florus’s return to Blinn College — where she played in 2002-2003 — found a formidable foe against the Lady Bucs.

The sixth ranked NJCAA team beat the Lady Pioneers 30-4, 30-11, 30-14 Tuesday night at the Blinn P.E. Building.

In 2003, Florus played for David Rehr’s first Blinn team, a squad that won its first 42 matches of the season and advanced to the NJCAA national tournament for the first time in program history, finishing sixth.

Florus had more blocks at the national tournament that season than any player on any team.

“It’s a no-win situation,” Rehr said. “You don’t get excited about beating someone you care about. Bri was a special player for Blinn for two years and for me for one year, and was one of the best players that’s ever played in this gym.”

Said Florus, “It was definitely emotional. He taught me most of the stuff that I know. I felt honored playing against him.”

After graduating from Blinn, Florus spent the last two seasons playing for Texas Tech. Upon graduating there last spring, she began looking to get into coaching. Florus said Rehr helped inspire that choice.

“He took us to nationals my first year here and it was a big inspiration seeing that he came from Frank Phillips and took us to nationals his first year here,” she said.

Unfortunately, the Pioneers were facing a Blinn team that may be just as good as the one Florus played for in 2003. Blinn improved to 10-0 with the victory and has yet to drop a game this season.

WCJC slipped to 3-5 on the season and is playing at the North Central College Tournament in Gainesville today.

The Lady Pioneers play Lee College in Baytown Tuesday in their first District M Region XIV match.

WCJC plays at Laredo at 5:30 p.m. on Thursday in another regional match.
NRG seeks tax abatement

By Judy Triplett
Tribune Staff Writer

NRG Energy Inc. announced Monday that it has completed its combined construction and operating license, which it will submit later this year to the Nuclear Regulatory Commission.

Engineering and design work will begin immediately on the two new advanced boiler reactors, which will be constructed by Toshiba Corporation, company officials announced at the meeting, which was attended by the county judge, county commissioners and economic development representatives.

The company now is looking for county officials to offer tax abatements for the $6 billion project – information it needs to have in place by the end of the year, officials said.

“Cost components are critical. Tax abatements are critical,” said Mark Walker, director of regulatory affairs with NRG Texas LLC.

The project will be financed and brought online in a competitive market, he said.

The company estimates the project will attract as many as 15,000 temporary construction workers to fill the nearly 6,000 jobs at the peak of its construction from 2010 to 2013.

The number of temporary and permanent employees all play a role in determining what kind of tax abatement the county can offer South Texas Project, said George Deshotels, Prc. 2 county commissioner.

“It’s going to put a real burden on services, like the jail, district attorney’s office, county clerk, because of the increase in population,” Deshotels said. “It’s a significant cost.”

The final project will hire 900 permanent employees, with about 38 employed in 2008, 60 in 2009, 259 in 2011 and increasing each year to 938 in 2017.

The company expects about 50 percent of that workforce to settle in Matagorda County based on what the county was able to attract when the first two reactors were brought online, Walker said.

“I’m looking for a higher number than that,” said Matagorda County Judge Nate McDonald.

Permanent employees who settle in Matagorda County will help raise the tax base and offset the expense in increased services.

A new Wharton County Junior College site in Bay City that offers associate technology degrees that will train many local residents for jobs at the new plant should retain more local residents for work at the plant, said McDonald.

Expansion of vocational training also is in the works around the county, which will help attract locals to permanent jobs, said D. C. Dunham, executive director for the Bay City Community Development Corporation.

NRG wants to be good corporate citizens, but it was important for it to receive a county tax abatement to help make the power plant viable, Walker said.

“At the end of the end of the day, all the pieces financially have to come together,” said Walker. “We will not get revenues until 2015 when the plant starts to operate.”

The county will be able to come to some agreement for a tax abatement that will be fair to all that’s involved, said Deshotels.

“This is a partnership,” he said.
A DIAGRAM OF the Advanced Boiler Water Reactor that NRG Energy plans to construct at the South Texas Project illustrates the square buildings that will house the two new reactors rather than the familiar twin domes at the current power plant.
WCJC announces names of LVN program graduates

Wharton County Junior College is pleased to announce the recent graduation of 23 students from the Wharton Vocational Nursing Program.

The graduates and faculty include (standing left-to-right) front row: Shayde Gaona of Wharton, Andrea Gagnon and Amy Miller of Bay City, Nicole Orsak of Hallettsville, Susanna Gutierrez of El Campo, Elizabeth Vargas of Sealy, Samantha Yates of Midfield, Terry White of Damon, Linda Phillips of Needville, Ron Kennedy of Bay City, Tonya Heard and Kelli Gardner of Wharton, and Elizabeth Rohan (faculty) of Cat Spring.

Graduates (standing left to right) back row include: Bonnie Mascheck (faculty) of Wharton, Sara Clark (director) of Wharton, LaShanda Pinkney of Houston, Rebecca Honc of East Bernard, Kristi Gonzales of Wharton, Pamela Janise of Bay City, Faith Schleuter of Ganado, Marla Laslie of El Campo, Robbie Goodman and Tiffany Franklin of Bay City, Jamie Gilbert of Rosenberg, Constance Sanders of Wharton, Nakisha Maxie of Pledger, and Linda Beeson (faculty) of Louise.

As part of the graduation ceremony, two students received special awards. The Academic Excellence Award was presented to Andrea Gagnon of Bay City, and the Perfect Attendance Award was presented to Nicole Orsak of Hallettsville.

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

Applications for the 2008 fall class will be accepted through May 31, 2008.
Orsak graduates from WCJC LVN Program

Nicole Orsak of Hallettsville was one of twenty-three graduates from Wharton County Junior College Vocational Nursing Program.

As part of the graduation ceremony, two students received special awards. The Academic Excellence Award was presented to Andrea Gagnon of Bay City, and the Perfect Attendance Award was presented to Nicole Orsak.

Prior to graduation, students successfully completed one year of intensive study to prepare them to take the National Council of State Boards of Nursing Exam.

Upon receiving their Vocational Nursing license, they will practice the art and science of nursing as a licensed vocational nurse in their local communities. Nicole is the daughter of Stanley and Henrietta Orsak of Hallettsville.

As part of the Wharton LVN graduation ceremony, Nicole Orsak, left, of Hallettsville received the Perfect Attendance Award from Elizabeth Rohan (faculty).
WCJC GED Classes

Wharton County Junior College, Adult Basic Education

GED classes are now enrolling. New students can enroll for morning classes at 8 a.m. Monday, Sept. 17 at the Pierce Campus in Bay City. For afternoon classes enroll at 1 p.m. Monday, Sept. 17 at the WCJC Bay City Campus. For evening classes enroll at 6:30 p.m. Monday, Oct. 1 at the WCJC Bay City Campus. Classes are:

8 a.m. - noon Monday - Thursday at Pierce; 1 - 3 p.m. Monday - Thursday at the WCJC Bay City Campus; and 6:30 - 8:30 pm Monday and Tuesday at the WCJC Bay City Campus.

For more information call 979-244-2850 or 1-800-561-9252 Ext. 6512 or 6513.
Sports Scene
...A look at the area's upcoming events

Thursday
Sub Varsity Football
East Bernard at Needville, Junior Varsity......................5:30 p.m.

Junior High Football
East Bernard at Edna (7th & 8th Grades)...................5/16:30 p.m.

Friday
High School Football
East Bernard at Stockdale.....................................7:30 p.m.
Wharton at El Campo............................................7:30 p.m.
Boling at Louise..................................................7:30 p.m.
Brazos vs. Royal at Brookshire.................................7:30 p.m.
Sweeny at Van Vleck.............................................7:30 p.m.
Danbury at Palacios.............................................7:30 p.m.
Brenham at Bay City.............................................7:30 p.m.

Saturday
Football
Needville vs. Sharpstown at Butler Stadium in Houston......7 p.m.

Junior College Volleyball
Panola College at Wharton County Junior College...........2 p.m.

Monday
Junior High Volleyball
Danbury at East Bernard (7th & 8th Grades)...................4:30 p.m.

Tuesday
Junior College Volleyball
Alvin College at Wharton County Junior College...............7 p.m.

High School Volleyball
27-2A - E. Bernard vs. Brazos at Wallis; Fresh-JV, Varsity......5 p.m.
27-3A - Boling at Van Vleck, Fresh-JV, Varsity................5 p.m.
27-2A - Hitchcock at Danbury, Varsity-JV-Fresh...............5 p.m.
Tuition increase possible at WCJC

By BARRY HALVORSON
bhalvorson@journal.spectator.com

Wharton County Junior College students could soon find the cost of their education increasing dramatically unless efforts at the state's highest levels can restore funding for college employee health benefits.

WCJC President Betty McCrohan said the local community college needs to hear something close to a guarantee from the state or students could expect to see a $10 per hour across the board increase in tuition fees starting in the spring.

Such an increase would bump the cost for in-district students to $54 per semester hour in tuition and fees and out-of-district fees from $90 to $100 per hour.

Earlier this year, Gov. Rick Perry used a line-item veto to eliminate group insurance contributions to community colleges from the fiscal year 2009 funding.

Across the state, that eliminated $154 million from the budget and meant a reduction of $1.8 million in state contributions to WCJC.

McCrohan said Perry, Lt. Gov. David Dewhurst and Texas Speaker of the House Tom Craddick have announced they are working to restore the funding and she is cautiously optimistic they will be able to solve the problem.

"We've come a long way since the veto, but it is not a simple fix because the funds aren't in the budget to be re-appropriated," McCrohan said.

"And that's why we have to consider a tuition increase starting with the Spring semester because we can't afford to take the risk.

"We really need solid assurances they can do something. Community colleges would like to know by Oct. 15 with a drop dead date of Oct. 30 because that's when we start setting our budgets."

McCrohan said the concept of proportionality—that percentage of what insurance cost the state covers—led to the initial veto.

Employees working on the grounds and buildings or who are funded through a grant are not eligible for state funded insurance while most other employees are eligible.

She said staff recommendations made to the governor questions the eligibility of some qualifying staff, leading to the veto.

The biggest challenge to restoring the funding is finding the money in a budget that has been set.

"The money is not there to be re-appropriated," she said.

"The state can decide to move it from other areas or opt not to pay certain bills until the start of the new budget year and move that money.

"Because of some options, we would need some solid assurances before we decide on the tuition increase."

McCrohan said the funding problems are due in part to declining state funding at a time it is also demanding community college's increase their enrollment.

In 1986, the state reached a percentage peak in community college funding of almost 70 percent.

Since that time, the funding has declined to 30 percent in 2005.

At the same time state funding is declining, community colleges are being asked to increase enrollment from a 2005 figure of 575,712 to 708,770 by 2010 and 867,670 by 2015.

The impact of the funding decrease is particularly significant at those community colleges located in rural areas like Wharton, which has a district tax boundary of Wharton County and the Needville Independent School District.

McCrohan said the local tax base can't support the losses for a variety of reasons.

"Even if we went with the maximum allowable 7.99 percent increase (of 7.99 percent before rollback) we would generate less than $300,000 in new revenue," she said.

"And it is against our fiscal policy to use local taxes to support instruction anyway," McCrohan said.

"The community has made a huge investment in the college and the tax payers should not be expected to cover instructional costs. Those are paid out of state funding and tuition."

McCrohan added that using funding reserves is also not an option the college's board of directors is willing to consider at this time.

"Depleting our reserves would be financially irresponsible to our tax paying constitu-

See WCJC, Page 2

Continued from Page 1

ents," she said.

"Hurricanes Katrina and Rita showed the importance of having those reserves if a natural disaster happened here."

In a letter last week to Gov. Rick Perry, legislators, members of the Higher Education Coordinating Board and community college leaders, Dewhurst said he wants to see $154 million returned to community college districts to pay group health insurance premiums.

The governor used a line-item veto to eliminate group insurance contributions for community colleges from fiscal year 2009 funding.
Tuition hike could be $10 per hour

By BARRY HALVORSON
bhalvorson@journal-spectator.com

While $10 might not seem like a lot of money to many, it could be the difference between continuing to pursue higher education or feeding a young family, according to Wharton County Junior College President Betty McCrohan.

The college president made that observation during an interview concerning the impact a proposed $10 per semester hour tuition increase would have on student enrollment.

The tuition increase is being considered to offset the loss of some $1.8 million in local funding with Gov. Rick Perry’s line item veto of health insurance funding for qualifying community college employees.

"(The increase) could mean the difference between buying milk for the baby or going to classes," McCrohan said.

"We’re already seeing a decline in the number of student hours. There has been a leveling off of enrollment and a lot of students are taking fewer hours because of work or family demands.

"A lot of our students are younger, working people. And as costs go up, they take less hours and as a result, it takes them longer to complete their studies."

The cost of covering the insurance locally also means there is less money to overcome other challenges WCJC has in attracting and retaining students.

"A lot of our students come from backgrounds of families that don’t historically go to college or don’t have as strong an academic background.

“They need more student support services like counseling and remedial instruction to prepare them for a college curriculum.

“Having to shift our funding to operational expenses means we have to cut those programs that support those students.”

"McCrohan said that because rural community college districts are so small, the state’s demands to add more students becomes increasingly out-of-touch.

"It is a real challenge for rural schools to provide some of these services because they don’t have the tax base,” she said.

"I think the bureaucrats in Austin forget that when they demand we add more students that it also means we need to fund more student services and more facilities."

McCrohan added that any enrollment declines could also impact curriculum.

She explained one of the advantages WCJC can offer over most state four-year colleges and universities is smaller class sizes.

"But when classes get too small, it forces changes.

"Cost wise it can become an issue,” she said.

"We still have to pay the same for administration, registration and instructors whether a class has 30 students or 10 students.

"If a class gets too small, we have to consider dropping it or offering it less often."
MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve the addition of a new position – Instructional Dean ($77,000 – $79,000 estimated salary – 2008 current unrestricted operating budget)
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: October 23, 2007  Date of this Proposal: 10/15/07

SUBJECT: Creation of new position – Instructional Dean

RECOMMENDATION: Approve the addition of a new position – Instructional Dean

BACKGROUND/RATIONALE: With the college's continued growth, this position is critical to ensure that the college can maintain SACS and THECB reporting requirements as well as to respond to service area needs in vocational education.

Estimated Cost and Budgetary Support (how will this be paid for): $77,000 - $79,000 salary plus benefits

RESOURCE PERSON(S) [name(s) and title(s)]: Dr. Ty Pate, Vice President of Instruction

SIGNATURES:

 Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

reg 113
6-21-95
Wharton County Junior College

JOB DESCRIPTION
Human Resources Department

**JOB TITLE:** Instructional Dean

**FLSA:** Exempt

**GRADE:** D - 7

**LOCATION:** Administration Building, Wharton Campus

**EFFECTIVE DATE:** September 1, 2007

**REVISION DATE:** September 26, 2007

**REPORTS TO:** Senior Vice President of Instruction (SVPI)

**PURPOSE AND SCOPE:**

The Instructional Dean is responsible for planning, developing, facilitating and coordinating academic and vocational programs reporting to the Senior Vice President of Instruction (SVPI) of Wharton County Junior College (WCJC). The Dean oversees these educational programs to ensure they are in compliance with state and regional accreditation and certification standards and meet any State and/or Federal agency guidelines. The Instructional Dean is a member of the President's Cabinet, the Extended Cabinet, and serves (and may chair) various instructional committees. The Dean assists, as necessary, the SVPI in other instructional activities as assigned.

**ESSENTIAL JOB FUNCTIONS:**

1. The Instructional Dean is responsible for maintaining a cooperative liaison with state, regional, and federal agencies for administering programs.

2. The Instructional Dean plans, develops, implements, maintains, supervises, and evaluates instructional programs and processes. The Dean provides leadership for the evaluation and review of existing curriculum and the development and adoption of new programs and courses. The Dean assists in the review and analysis of the program evaluation process for all programs under the SVPI.

3. The Instructional Dean evaluates major trends in areas of instruction and in new instructional methods and technology and assists the SVPI in leading the instructional areas in the development of effective pedagogies for adult learning.

4. The Instructional Dean analyzes program data and makes recommendations regarding course and program additions, deletions, and consolidation.

5. The Instructional Dean is responsible for coordinating benchmarking and accountability for the instructors' success in terms of student outcomes. The Instructional Dean is

_____ Initials
responsible for ensuring WCJC curriculum prepares students for success and meets community needs as well as Southern Association of Community Colleges and Texas Higher Education Coordinating Board requirements.

6. The Instructional Dean supervises and evaluates instructional Division Chairs and provides leadership and supervision of all personnel in instructional areas under the SVPI.

7. This position is responsible for ensuring maintenance of course outlines, syllabi, adoption of textbooks and media.

8. The Instructional Dean facilitates articulation with other institutions and agencies.

9. The Instructional Dean is responsible for recruiting and recommending employment of a culturally diverse faculty. The Dean is responsible for reviewing and approving employment of adjunct faculty as recommended by the appropriate Division Chairs. This position is also responsible for recommending to the SVPI the hiring of new faculty and ensuring that new faculty are properly orientated into the policies and procedures of their instructional areas and coordinates and oversees mentors for new faculty.

10. This position is responsible for accurate documentation of faculty credentials (new and current employees) and ensuring all licenses and certifications are kept up to date.

11. The Instructional Dean mediates and attempts to resolve faculty personnel issues with the instructional area, documents issues, and informs the SVPI and Human Resources of personnel issues.

12. The Instructional Dean recommends to the SVPI, after providing proper supporting documentation, the termination of an instructional employee.

13. This position encourages and recommends professional development programs for full-time and adjunct faculty.

14. This position coordinates, in conjunction with Division Chairs and Department Heads, class schedules, teaching assignments and space allocation for maximum utilization of faculty and facilities for educational programs at all instructional sites.

15. The Instructional Dean assists in formulating and recommending annual budget requests for all instructional areas under the SVPI and assumes responsibility for ensuring the instructional areas under the SVPI operate within the approved budget. The Dean recommends the facilities and capital equipment necessary for the effective implementation and maintenance of educational programs within the instructional area under the SVPI.

16. This position provides an effective two-way channel of communication between administration and faculty/staff and conducts regular meetings with Division Chairs to

Initials
ensure pertinent information is communicated in a timely fashion. The Dean interacts and works collaboratively with other members of the college community in areas of mutual concern.

17. The Instructional Dean monitors the diversity of committee membership, and faculty appointments to assure diversity is addressed appropriately within the College.

18. The Instructional Dean is responsible for reviewing and proposing needed revisions to the college catalog, policies, and other instructional related materials.

19. This position is responsible for maintaining records and inventories for maximum efficiency and accountability of resources under the SVPI.

20. The Instructional Dean provides leadership to instructional areas in the development and implement of program strategic plans.

21. This position assists in overseeing external accreditation process for programs in the assigned instructional areas and ensures appropriate licensure; accreditation and/or certifications are maintained as necessary. The Dean represents the College to the Texas Higher Education Coordinating Board, community, business, educational and other organizations as requested by the SVPI.

22. This position actively participates on numerous councils and committees throughout the college and community.

23. The Instructional Dean ensures employees participate in trainings regarding Sexual Harassment, Preventing Employment Discrimination, FERPA, Disaster Preparedness, and other related topics offered within the College.

24. This position is responsible for engaging in the grant application and administration process for instructional areas under the SVPI.

25. The Instructional Dean is responsible for publicizing and promoting instructional educational programs in the community and providing leadership in identifying and responding to community needs that fit within the college’s mission and goals.

26. This position plans, develops, and promotes ways and means for improving instruction and instructional services within the College and coordinates with both the Institutional Research and Institutional Effectiveness Departments follow-up studies of students to determine the effectives of instructional programs.

**KNOWLEDGE, SKILLS, EXPERIENCE:**

This position requires a Master's degree from any regionally accredited institution; doctorate preferred. A minimum of five (5) years administrative/ supervisory experience in a community college or public school environment and two (2) years of teaching

Initials
experience at the high school or college level is required. Incumbent must have knowledge of budgeting, planning, monitoring instructional programs and knowledge of theory of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance. This position requires a comprehensive knowledge of educational curriculum and program development and knowledge of current educational theories and practices. An ability to present ideas, facts, opinions, perceptions, and information in a written form accurately, thoroughly, and in a manner easily understood by the intended audience and the ability to work effectively with a diverse and multi-cultural student body and staff is required. This position requires knowledge of techniques for identifying problems and determining the most appropriate course of action for their resolution.

SUPERVISION OF OTHERS

The Instructional Dean works with the SPVI to coordinate supervision of the Division Chairs and provides upper-level managerial leadership to all faculty and staff in the instructional area.

SUPERVISION AND DIRECTION RECEIVED

The Instructional Dean is responsible and accountable to the Senior 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 statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

PC workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts: The Instructional Dean has external contacts with the Board of Trustees, community and local and state agencies.

Internal contacts: The Instructional Dean has internal contacts with administrators, faculty, staff, and students.

COMPLEXITY/EFFORT:

This position involves ability to work with minimal supervision and maintain confidential information. This incumbent in this position must demonstrate commitment to achieving the college goals and mission. Work in this position requires characteristics supported by collaborative work efforts with diverse external and internal constituencies in a collegial atmosphere. Oral and written communication skills to support effective interaction with

Initials
various levels of contacts, including college administrators, faculty, staff, students, community members, media representatives and political leaders is required. The incumbent must have the ability to work on effectively collegial teams and have the ability to make formal presentation to individuals and groups of various sizes. The incumbent must be detail oriented, have the ability to be thorough in gathering and organizing factual information, and have the ability to follow an activity, project or plan of action from its inception through implementation and to work effectively without undue instruction/supervision. This position requires the ability to work on a number of projects simultaneously and prioritize workloads, the ability to make independent judgments and meet deadlines for assigned reports and projects, and the ability to organize, schedule, delegate, coordinate, and monitor staff. The incumbent must have the ability to perform effectively in critical interpersonal situations, the ability to handle emergency situations as they arise in the instructional area, the ability to read and interpret departmental policies, procedures and instructions, and the ability to listen actively and demonstrate understanding of supervisor. Sufficient manual dexterity to prepare letters, reports, graphics and other data on the computer is also required.

WORKING CONDITIONS:

Work performed by the Instructional Dean is primarily located in a climate-controlled office environment with computers with minimal exposure to safety hazards. Travel and occasional use of a personal vehicle is required. Job duties require little physical effort with only light lifting. There may be exposure to natural atmospheric conditions such as dirt and dust, etc.

LAST MODIFIED: September 26, 2007

Employee's Signature

Date

Supervisor's Signature

Date

Initials
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the reorganization of the Financial Services area, effective November 1, 2007 ($32,691.00 estimated increase in salary expenditures - 2008 current unrestricted operating budget)

B. Approve the allocation of funds from the prior year fund balance for 2007 outstanding encumbrances ($45,090.00 - will be noted in the 2008 financial statements as reserved for encumbrances)

C. Approve Wharton County Junior College’s participation in The Local Government Purchasing Cooperative (BuyBoard)

D. Approve acceptance of $10,000.00 from Duncan Wills Corbett to establish a scholarship endowment for students in financial need

E. Approve fiscal year 2007 budget adjustments for the period June 1, 2007 – August 31, 2007
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: 10/23/07  Date of this Proposal: 10/16/07

SUBJECT: Reorganization of Financial Services Area.

RECOMMENDATION: Recommend approval of the reorganization of the Financial Services Area.

BACKGROUND/RATIONALE: Administration is recommending that the following reorganization of the Financial Services Area be approved. The Area will now be called Administrative Services. In addition to the financial area, Physical Plant and the three Extension Campuses will now report to the Vice President of Administrative Services. In order to accomplish this, duties will be added to responsibilities of the General Ledger Accountant and the position will now be called Controller. A position of Assistant to the Controller will be established.

Estimated Cost and Budgetary Support (how will this be paid for?): $32,691.00

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

SIGNATURES:

[Signature]
Originator  10/16/07  Date

[Signature]
Cabinet-Level Supervisor  10/16/07  Date

PRESIDENT’S APPROVAL:

[Signature]
Betty A. McCrohan  10/18/07  Date

Reg 113
6-21-95
JOB DESCRIPTION
Human Resources Department

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Vice President of Administrative Services</th>
</tr>
</thead>
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<tr>
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<tr>
<td>LOCATION:</td>
<td>Administration, Room A-113G Wharton Campus</td>
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<tr>
<td>EFFECTIVE DATE:</td>
<td>October 20, 2004</td>
</tr>
<tr>
<td>REVISION DATE:</td>
<td>September 22, 2007</td>
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<tr>
<td>REPORTS TO:</td>
<td>President</td>
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PURPOSE AND SCOPE:

The Vice President of Administrative Services is responsible for the overseeing of the operations of the financial and business areas of the college, campus administration, and facilities management for the Wharton County Junior College (WCJC). This position reports directly to the President.

ESSENTIAL JOB FUNCTIONS:

1. This position administers and provides leadership for the financial and business affairs of the institution.

2. The Vice President of Administrative Services assists the President in establishing the major economic objectives and policies for the institution and in preparation of reports which outline the institution's financial position in the area of revenue and expenses on past, present and future operations.

3. This position is responsible for directing cash management and treasury management functions that occur in concentrating and accelerating deposits. This includes scheduling the availability of moneys for the liquidity needs of the college, reporting, and compliance with applicable law.

4. The Vice President of Administrative Services is responsible for developing and maintaining effective records management and control systems with regard to overall College investments.

5. This position directs tax planning and oversees tax collections.

6. This position assures that all legally required filings related to financial services for WCJC are submitted.
7. The Vice President of Administrative Services oversees all property records and utilization.

8. The Vice President of Administrative Services develops the college’s budget process and annual budget, has oversight responsibility of WCJC’s annual budget throughout the year, and is responsible for budget revisions to WCJC’s annual budget.

9. This position is responsible for providing a risk management program for the institution.

10. The Vice President of Administrative Services develops and maintains an effective personal working relationship with the Texas State Legislature, educational agencies, Chambers of Commerce, other state/federal/city agencies, businesses and their staffs.

11. This position directs Board of Trustees elections.

12. This position is responsible for overseeing the administrative functions of the campuses by providing executive support to the individual Campus Directors and providing administrative assistance to Campus Directors in promoting, developing, and maintaining positive working relationships with the various communities surrounding the campuses.

13. This position assists Campus Directors in creating effective partnerships with business, industries, and the community to meet the training needs of, and promote the economic development in the counties in the campuses service areas and serves as a liaison between Campus Directors and the Vice President of Instruction and Vice President of Workforce Development, Continuing Education, and Distance Learning regarding the delivery of educational programs on the various campuses.

14. The Vice President of Administrative Services oversees the administrative functions of the Facilities Management area by providing executive support as needed to the director of the department.

15. This position is responsible for providing executive oversight to the Director of Facilities Management in handling security, safety and facility emergencies.

16. This position oversees administratively new and renovation construction projects undertaken by the Director of Facilities Management for the College and provides executive direction to the Director of Facilities Management for the implementation and update of the College’s Facilities Master Plan.

17. The Vice President of Administrative Services leads those directly under his/her supervision in the implementation and support of College programs and evaluates and recommends staffing areas under his/her responsibility.
18. This position supports the decision of programs of the College President and the Board of Trustees.

19. This position is responsible for chairing the Administrative Council Committee and serving as staff liaison for the Board Audit/Finance Committee.

20. The Vice President of Administrative Services performs other duties assigned by the President and may serve, at the appointment of the President, as acting President in the President's absence.

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of Vice President of Administrative Services requires a Bachelor's Degree in Business Administration, Finance, or Public Administration and eight (8) years of professional accounting experience, preferably in municipal finance and capital markets, including a detailed knowledge of the treasury functions, taxation, bonded indebtedness, and accounting and financial reporting requirements. Knowledge of state funding processes and applicable regulations is required. This position requires five (5) years of community college experience in a management position and a thorough knowledge and understanding of educational institutions and how financial decisions and policies impact student operations and instructional areas. The incumbent of this position must possess a demonstrated effective leadership and excellent interpersonal, supervisory, written, and oral communication skills. A criminal background check is required.

SUPERVISION OF OTHERS

This position has supervisory responsibilities including supervision of the Administrative Assistant and supervision of the Dean of Financial and Business Services and all individuals reporting to that position.

SUPERVISION AND DIRECTION RECEIVED

This position is responsible and accountable to the President 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 statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

Equipment used in this position includes a PC workstation running in a Microsoft Windows environment, printer, photocopier, transcriber, facsimile, scanner, calculator, phone, and other general office equipment.
CONTACTS:

*External contacts:* External contacts of this position include the community and local and state agencies.

*Internal contacts:* Internal contacts of this position include the Board of Trustees, administrators, faculty, and staff.

COMPLEXITY/EFFORT:

This job involves attention to detail, accuracy, and supervision of assigned staff. The ability to read and interpret departmental policies, procedures and instructions is essential, as well as the ability to hear and understand staff and supervisor's oral instructions. The position is responsible for a significant amount of money. Problems encountered require a combination of specific knowledge acquired through higher education and experience in the financial field. Problems are complex and resolutions have a direct impact on the College's financial status. This position requires a sufficient manual dexterity to prepare reports, graphics, and other data on the computer is necessary. The ability to work on a number of projects simultaneously and prioritize workloads and the ability to handle emergency situations as they arise is required. Work in this position requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. Professional working relationships, both with the College and with the general public require the incumbent to maintain a high degree of judgment, tact, diplomacy, poise, and discretion at all times. A demonstrated commitment to the mission of a comprehensive community college is very vital to the institution.

WORKING CONDITIONS:

The Vice President of Administrative Services performs work primarily in a climate-controlled office environment with exposure to natural atmospheric conditions such as dirt and dust, etc. Physical exertion is typical of an office environment and has minimal exposure to safety hazards. Occasional travel is required.

**LAST MODIFIED:** September 22, 2007

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Employee's Signature

Date

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Supervisor's Signature

Date

Initials
**JOB DESCRIPTION**

**Human Resources Department**

<table>
<thead>
<tr>
<th>JOB TITLE: Controller</th>
<th>FLSA: Exempt</th>
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<tbody>
<tr>
<td>LOCATION: Administration Building, Room 107, Wharton Campus</td>
<td>GRADE: CA - 10</td>
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<tr>
<td>REPORTS TO: Dean of Financial and Business Services</td>
<td>EFFECTIVE DATE: September 27, 2007</td>
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<td>REVISION DATE: October 2, 2007</td>
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**PURPOSE AND SCOPE:**

The duties of the Controller include overall accounting responsibility for cash management, annual audit, investments, accounts payable, general ledger accounting and other assignments specified by the Dean of Financial and Business Services. The Controller is also responsible for directing and supervising the Assistant to the Controller, Accounting Clerk I, Accounting Clerk II, PBX Operator/Receptionist, and Service Center Clerk positions.

**ESSENTIAL JOB FUNCTIONS:**

1. This position directs cash management and treasury management functions that occur in concentrating and accelerating deposits. This includes scheduling the availability of moneys for the liquidity needs of the college, reporting, and compliance with applicable law.

2. The Controller has the following annual audit responsibilities:
   a. Coordinates with the Dean of Financial and Business Services in the preparation of the Annual Financial Statements and other financial reports as required by The Higher Education Coordinating Board.

   b. Coordinates with the auditors by providing requested information, explaining supporting materials and procedures, and preparing and compiling necessary data.

3. The Controller provides and coordinates, through the use of broker/dealers, the investment of cash obtained through operations, bond proceeds, donations, and reserves.

4. This position is responsible for preparing and overseeing the budget for the service center.

**Initials**
5. The Controller assists in monitoring the functioning of the computer system and the document flow.

6. This position provides accounting assistance to all departments.

7. This position is responsible for the following accounts payable functions:
   a. Directs and manages the operations of the accounts payable department.
   b. Oversees the resolution of disputes with vendors.
   c. Develops and implements procedures that ensure payments are made on a timely basis.
   d. Ensures that Wharton County Junior College (WCJC) disbursement procedures are appropriately applied.
   e. Reconciles accounts payable to general ledger.

8. The Controller is responsible for reconciling income statement and balance sheet accounts and recommending and/or making corrections as needed.

9. This position coordinates with the Grant Account to ensure that all business office processes operate smoothly and provide leadership to the business office.

10. This position is responsible for approving all journal entries prepared by others before entry into the accounting system.

11. The Controller is responsible for completing governmental reports as needed:
    a. Sales Tax reporting on a monthly basis.
    b. Oversees the annual 1099 and 1098T reporting and produces any additional reports as required.

12. This position is responsible for the following purchase order duties:
    a. Responsible for final review of all purchase orders and gives final approval before they are printed.
    b. Responsible for all purchase order change requests.
    c. Responsible for all purchase order cancellations.

13. The Controller resolves all problems relating to credit card payments and vendor charge backs including payments on the Web.

14. This position is responsible for the following Web Check duties:
    a. Transfers electronic files to the bank on a regular basis.
    b. Resolves all problems relating to web check payments including returned checks.

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Initials
KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a Bachelor of Business Administration degree with a major in Accounting. A minimum of three (3) years work experience in general accounting areas; including accounts payable, general ledger, and an automated accounting process is required. The incumbent must have the ability to operate a personal computer and Microsoft Office software packages. A criminal background check required.

SUPERVISION OF OTHERS

The Controller has supervisory responsibilities for positions of Assistant to the Controller, Accounting Clerk I, Accounting Clerk II, PBX Operator/Receptionist and Service Center Clerk.

SUPERVISION AND DIRECTION RECEIVED

The Controller is responsible and accountable to the Dean of Financial and Business 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 statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

The Controller uses a PC workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment

CONTACTS:

External contacts: External contracts of the Controller include vendors of the College.

Internal contacts: Internal contracts of the Controller include administrators, faculty, and staff.

COMPLEXITY/EFFORT:

This position involves ability to work with minimal supervision and maintain confidential information. Work of the Controller requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. The incumbent of this position must have a demonstrated commitment to the mission of a comprehensive community college and must function effectively to achieve the college goals and mission. This position requires excellent communications skills, interpersonal skills, the ability to work on collegial teams, the ability to make day-to-day decisions consistent with procedures in financial services, and be detail oriented. The incumbent must show demonstrated self-initiative, good communication skills, effective written communication

Initials
skills, and strong commitment to service. The incumbent must have the ability to handle emergency situations as they arise in the office, the ability to work on a number of projects simultaneously and prioritize workloads, the ability to read and interpret departmental policies, procedures and instructions, the ability to hear and understand customer inquiries and oral instructions from supervisor and sufficient manual dexterity to prepare letters, reports, and other data on the computer.

**WORKING CONDITIONS:**

Work is performed primarily in a climate-controlled open office environment with computers with minimal exposure to safety hazards. Job duties require little physical effort with light lifting required for filing and shredding. Exposure to natural atmospheric conditions such as dirt and dust, etc. may exist.

**LAST MODIFIED:** October 2, 2007

---------------------------------------------------------------------

Employee's Signature                                      Date

---------------------------------------------------------------------

Supervisor's Signature                                     Date

---------------------------------------------------------------------
Wharton County Junior College

JOB DESCRIPTION
Human Resources Department

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Assistant to the Controller</th>
<th>FLSA: Non-Exempt</th>
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<tr>
<td>LOCATION:</td>
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<tr>
<td></td>
<td>Room 103, Wharton Campus</td>
<td>REVISION DATE:</td>
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<tr>
<td>REPORTS TO:</td>
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<td></td>
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PURPOSE AND SCOPE:

The duties of the Assistant to the Controller include processing accounts payable checks, assisting with purchase orders, closing cashier batches, assisting with the 1098T and 1099s, assisting with Web Check, and other assignments as given by the Controller. The Assistant to the Controller reports directly to the Controller.

ESSENTIAL JOB FUNCTIONS:

1. The Assistant to the Controller has the following accounts payable responsibilities:
   a. Prepares a list of all invoices to be paid before processing accounts payable checks.
   b. Processes all accounts payable checks and forwards them to the Accounting Clerk I or Accounting Clerk II.
   c. Forwards check register to Controller for approval.

2. This position has the following purchase order responsibilities:
   a. Assists controller with purchase orders as assigned.
   b. Prints purchase orders and forwards to Accounting Clerk II.

3. The Assistant to the Controller is responsible for the following cashier batches duties:
   a. Closes all cashier batches daily including those of the business office, financial aid office, registrar's office, continuing education, and web batches.
   b. Prints the necessary reports.

4. The Assistant to the Controller is responsible for assisting with the collection of web checks.

5. Regarding annual 1099 and 1098T reporting, the Assistant to the Controller is responsible for the following:
   a. Assists controller with the annual 1099 and 1098T reporting requirements.
   b. Assists students with questions regarding 1098Ts and vendors regarding 1099s.
6. This position is responsible for providing relief functions for telephone service, mailroom service, and cashier as assigned.

7. The Assistant to the Controller provides account information to various departments when requested.

8. This position assists with Business Office duties of registration and other general Business Office functions as necessary.

9. This position will perform other duties as assigned by the Controller and Dean of Financial and Business Services.

**KNOWLEDGE, SKILLS, EXPERIENCE:**

This position requires a minimum of sixty credit hours or four years work experience in related field. A minimum of three (3) years of work experience in general accounting areas; including accounts payable, general ledger and the accounting process is required. The incumbent in this position must have the ability to operate a personal computer and Microsoft Office software packages. A criminal background check is required.

**SUPERVISION OF OTHERS**

The Assistant to the Controller does not have any supervisory responsibilities.

**SUPERVISION AND DIRECTION RECEIVED**

The Assistant to the Controller is responsible and accountable to the Controller for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description come from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

**EQUIPMENT USED:**

The Assistant to the Controller uses a PC workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

**CONTACTS:**

*External* contacts: External contacts of the Assistant to the Controller include vendors of the College.

*Internal* contacts: Internal contacts include administrators, faculty, and staff.

_initials_
COMPLEXITY/EFFORT:

This position involves ability to work with minimal supervision and maintain confidential information. Work of the Assistant to the Controller requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. This position requires a demonstrated commitment to the mission of a comprehensive community college and the incumbent in this position must function effectively to achieve the college goals and mission. This position requires excellent communications skills, interpersonal skills, the ability to work on collegial teams, the ability to make day-to-day decisions consistent with procedures in financial services, and be detail oriented. The incumbent in this position must demonstrate self-initiative, possess good communication skills, effective written communication skills, and a strong commitment to service. The incumbent of this position must have the ability to handle emergency situations as they arise in the office, the ability to work on a number of projects simultaneously and prioritize workloads, the ability to read and interpret departmental policies, procedures and instructions, the ability to hear and understand customer inquiries and oral instructions from supervisor, and sufficient manual dexterity to prepare letters, reports, and other data on the computer.

WORKING CONDITIONS:

The Assistant to the Controller performs work primarily in a climate-controlled open office environment with computers with minimal exposure to safety hazards. Job duties require little physical effort with light lifting required for filing and shredding. Exposure to natural atmospheric conditions such as dirt and dust, etc. may exist.

LAST MODIFIED: October 2, 2007

_________________________________________  ________________________________
Employee's Signature  Date

_________________________________________  ________________________________
Supervisor's Signature  Date

Initials
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: October 23, 2007
Date of this Proposal: October 3, 2007

SUBJECT:

Approve the allocation of funds from the prior year fund balance for 2007 outstanding encumbrances.

RECOMMENDATION:

Recommend approval of the allocation of prior year funds for 2007 outstanding encumbrances.

BACKGROUND/RATIONALE:

At year end the College had three outstanding purchase orders (encumbrances) totaling $45,090. These purchases were ordered with funds from the 2007 fiscal year. These purchases will not be received and paid until the 2008 fiscal year. The current budget does not include an allocation for these encumbrances. Prior year funds must be allocated by the Board of Trustees as a budget revenue item so that the expenses associated with these three purchases can be paid out of the current budget year.

Estimated Cost and Budgetary Support (how will this be paid for?): $45,090.00

Total allocation of $45,090.00 will be noted in the 2008 financial statements as reserved for encumbrances.

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

Bryce D. Kocijan, Vice President of Financial Services
Gus Wessels, Dean of Financial and Business Services
Philip Wuthrich, Director of Purchasing

SIGNATURES: 

 originate: [Signature]

Cabinet-Level Supervisor: [Signature]

President's Approval: [Signature]

Date: 10-3-07

Date: 10-3-07

Date: 10-4-07

reg 113
6-21-95
### 2007 to 2008 Carry Over Items

<table>
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<tr>
<th>Vendor Name</th>
<th>Purchase Order Number</th>
<th>Account Number</th>
<th>Carryover Amount</th>
<th>Description</th>
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<td>$6,203.00</td>
<td>Allied Health Marketing Folders</td>
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</table>

**Amounts Ordered by PO**  
$45,090.00
Complete this form and submit it to the Office of the President by noon on Friday, 11 days before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: October 23, 2007  Date of This Proposal: October 4, 2007

SUBJECT:

Approve, by resolution, Wharton County Junior College's participation in The Local Government Purchasing Cooperative, (BuyBoard).

RECOMMENDATION:

Approve, by resolution, Wharton County Junior College's participation in The Local Government Purchasing Cooperative, (BuyBoard).

BACKGROUND/RATIONALE:

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. The Board is required to approve a resolution to join the cooperative. There are no fees other than the premium paid for insurance coverage provided by the group. The Cooperative has agreements with several copier manufacturers that may prove beneficial to the College.

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

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

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

SIGNATURES:

Originator

Bryce Kocian
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg 113
6-21-95
The Local Government  
Purchasing Cooperative

BOARD RESOLUTION

of

Wharton County Junior College District

(Name of Local Government)

Cooperative Member

WHEREAS, the Wharton Co.Jr. College Dist (hereinafter “Cooperative Member”) desires to participate in a local government cooperative purchasing program pursuant to the authority granted by Chapter 791 of the Texas Government Code, the Interlocal Cooperation Act (“Act”);

WHEREAS, Wharton Co.Jr. College Dist has elected to be a Cooperative Member in the The Local Government Purchasing Cooperative (hereinafter “Cooperative”), a local government purchasing cooperative program created by local governments in accordance with and pursuant to the Act and Section 271.101, et seq., of the Texas Local Government Code;

WHEREAS, the Cooperative Member, is of the opinion that participation in the Cooperative’s purchasing program will be highly beneficial to the taxpayers of the local government through the efficiencies and potential savings to be realized; and

WHEREAS, the Cooperative Member desires to participate and join with other local governments in an Interlocal Participation Agreement (“Agreement”) for the purpose of fulfilling and implementing their respective public and governmental purposes, needs, objectives, programs, functions and services;

NOW, THEREFORE, BE IT RESOLVED, that the Cooperative Member requests that the Cooperative include its stated needs for all categories, including but not limited to, instructional, maintenance, custodial, and food service goods and services, in the Cooperative’s purchasing program and select vendors for those items, whereby the Cooperative Members may be allowed to purchase those items from the Cooperative’s contracts; and that Cooperative is authorized to sign and deliver necessary requests and other documents in connection therewith for and on behalf of the Cooperative Members that have elected to participate.

FURTHER, BE IT RESOLVED, that the Board of Trustees of the Cooperative Member authorizes its Board President, Superintendent or other officer to execute the Interlocal Participation Agreement which includes the adoption and approval of the Organizational Interlocal Agreement previously executed and adopted by two or more local governments.

FINALLY, BE IT RESOLVED that the execution of this Resolution shall evidence the election of Cooperative Member and eligible local governments to become members of the Cooperative upon the terms and conditions stated. The Board of Trustees has, and at the time of adoption of this Resolution had, full power and lawful
authority to adopt the foregoing Resolution and to confer the obligations, powers, and authority to the persons named, who are hereby granted the power to exercise the same.

I certify that the foregoing is a true and correct copy of the resolution duly adopted by 
(Name of Local Government) on the _____ day of _____, in 
the year ______, and that the same now appears of record in its official minutes.

(Name of Local Government), Cooperative Member

By: ___________________________ Date: ___________________________

Authorized Representative

>Title

ATTEST:

Secretary of the Board Date: ___________________________
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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

Date of Board Meeting: October 23, 2007

Date of this Proposal: October 8, 2007

SUBJECT:
Duncan Wills Corbett scholarship endowment.

RECOMMENDATION:
Approve acceptance of $10,000 from Duncan Wills Corbett to establish a scholarship endowment for students in financial need.

BACKGROUND/RATIONALE:
Mr. Duncan Wills Corbett donated $20,000 to establish a scholarship endowment for nursing students. He donated an additional $10,000 on October 1, 2007 to include any student who needs financial aid, is a United States citizen, is a resident of Wharton County, Texas, and attends classes at the main campus in the town of Wharton, Texas.

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

10/8/07
Date

[Signature]
President’s Approval:

reg 113
6-21-95

10/8/07
Date
Wharton County Junior College
911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560

ENDOWED SCHOLARSHIP SPECIFICATIONS

I. IDENTIFICATION

A. Name of Endowment Fund:
   Duncan Wills Corbett Endowment Fund

B. Amount of Contribution:
   $20,000 (Nursing Scholarship Endowment) Initial Endowment
   $10,000 Additional Contribution

C. Date Established:
   Nursing Scholarship Endowment established in 2005.

D. Date of First Award:

E. Grantor:
   Name: Duncan Wills Corbett
   Address: 32 W. Broad Oaks Dr.
   City: Houston, Tx. 77056
   Telephone: (713) 871-9542

II. GENERAL CONDITIONS:

The principal of this endowment will be invested according to Wharton County Junior College’s approved Investment Management Plan. 80% of earned interest will be utilized to provide scholarship aid to eligible students. The remaining 20% will be added to the endowment principal. Any accrued interest not utilized for scholarship purposes by August 31 of each fiscal year will be retained in the scholarship account to be awarded in future years.
III. RECIPIENT QUALIFICATIONS

They must be all of the following:

1. In need of financial aid
2. A United States citizen
3. A resident of Wharton County, Texas
4. They must attend classes at the main campus in the town of Wharton, Texas.

IV. SELECTION PROCESS

By the College

V. PROVISIONS FOR FUTURE CHANGES IN SCHOLARSHIP TERMS

The grantor retains the right to specify a particular field of study for any recipient. The initial endowment of $20,000 that established this endowment in 2005 required that it be used to help a nursing student. That requirement remains the same for that grant. This grant of $10,000 and any future grants can be used to aid a student in any field of study the college chooses, unless the grantor specifies otherwise. Acceptance of this grant constitutes agreement to all provisions herein.

VI. CATALOG DESCRIPTION

APPROVALS:

I hereby accept the conditions and terms of this scholarship endowment as specified above.

Grantor

Date

Chairman of the Board of Trustees

Date
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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

Date of Board Meeting: October 23, 2007
Date of this Proposal: October 3, 2007

SUBJECT:
Fiscal Year 2007 Budget Adjustments

RECOMMENDATION:
Approval of Fiscal Year 2007 Budget Adjustments

BACKGROUND/RATIONALE:
Attached find a summary and spreadsheet documenting FY2007 Budget Adjustments for the period June 1, 2007 – August 31, 2007.

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

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

SIGNATURES:

Originator

[Signature]

10/3/07 Date

Cabinet-Level Supervisor

[Signature]

10/3/07 Date

PRESIDENT’S APPROVAL:

[Signature] reg 113
6-21-95
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<th>ACCOUNT NUMBER</th>
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TOTAL REVENUES: $13,383,361 $318,130 $0 $3,450 $1,320,802 $15,025,743
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**TOTAL EXPENDITURES**  | $3,452,160 | $3,203,160 | $0 | $0 | $0 | $80,389 | $1,553,256 |

**SURPLUS/(DEFICIT)**  | $760,523 | $0 | $0 | $0 | $0 | $760,523 |
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**TOTAL EXPENDITURES**: $3,022,214

**SURPLUS/(DEFICIT)**: $3,393,047
## WHARTON COUNTY JUNIOR COLLEGE
### FUND 3900 BUDGET ADJUSTMENTS
#### FISCAL YEAR 2007

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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve transfer from the MIS plant fund of $25,600.00 for the purchase of 25 replacement computers for the Computer Science department in Sugar Land, Room 401 - ($25,600.00 to be transferred to the appropriate unrestricted budget from the MIS plant fund)

B. Approve transfer from the MIS plant fund of $25,600.00 for the purchase of 25 replacement computers for the Computer Science department in the Peace Building, Room 102 - ($25,600.00 to be transferred to the appropriate unrestricted budget from the MIS plant fund)

C. Approve transfer from the MIS plant fund of $25,600.00 for the purchase of 25 replacement computers for the Computer Science department in Bay City, Room 122 - ($25,600.00 to be transferred to the appropriate unrestricted budget from the MIS plant fund)
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: October 16, 2007          Proposal: October 5, 2007

SUBJECT: Computer Replacements

RECOMMENDATION: Approve the transfer from the MIS Plant fund of $25,600 for the purchase of 25 replacement computers for the Computer Science department in Sugar Land, Room 401.

BACKGROUND/RATIONALE: The Microcomputer Maintenance Department has determined that the 25 computers are four years old and need to be upgraded for the Computer Science department to be able to teach the Vista Operating System.

Estimated Cost and Budgetary Support (how will this be paid for): $25,600 to be transferred to the appropriate Unrestricted budget from the MIS Plant fund.

RESOURCE PERSON(S) [name(s) and title(s)]: Pamela J. Youngblood, Vice President of Technology and Institutional Research

SIGNATURES:

Originator: Pamela J. Youngblood  
Date: 10/5/07

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Date

reg 113
6-21-95
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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

Date of Board Meeting: October 16, 2007 Proposal: September 28, 2007

SUBJECT: Computer Replacements

RECOMMENDATION: Approve the transfer from the MIS Plant fund of $25,600 for the purchase of 25 replacement computers in Peace 102 for the Computer Science department.

BACKGROUND/RATIONALE: The Microcomputer Maintenance Department has determined that the 25 computers are five years old and need to be upgraded for the Computer Science department to be able to teach the Vista Operating System.

Estimated Cost and Budgetary Support (how will this be paid for): $25,600 to be transferred to the appropriate Unrestricted budget from the MIS Plant fund.

RESOURCE PERSON(S) [name(s) and title(s)]: Pamela J. Youngblood, Vice President of Technology and Institutional Research

SIGNATURES:

Originator: Pamela J. Youngblood 9-27-07

Cabinet-Level Supervisor Date

PRESIDENT’S APPROVAL:

Date 9-27-07

reg 113
6-21-95
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: October 16, 2007 Proposal: October 5, 2007

SUBJECT: Computer Replacements

RECOMMENDATION: Approve the transfer from the MIS Plant fund of $25,600 for the purchase of 25 replacement computers for the Computer Science department in Bay City, Room 122.

BACKGROUND/RATIONALE: The Microcomputer Maintenance Department has determined that the 25 computers are five to six years old and need to be upgraded to operate with the software required by the Computer Science department.

Estimated Cost and Budgetary Support (how will this be paid for): $25,600 to be transferred to the appropriate Unrestricted budget from the MIS Plant fund.

RESOURCE PERSON(S) [name(s) and title(s)]:
Pamela J. Youngblood, Vice President of Technology and Institutional Research

SIGNATURES:

Originator: Pamela J. Youngblood 10-5-2007 Date

Cabinet-Level Supervisor  Date

PRESIDENT’S APPROVAL:

Bitty 10-1-07  Date

reg 113
6-21-95
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XIII

MATTERS RELATING TO WORKFORCE DEVELOPMENT, CONTINUING EDUCATION AND DISTANCE LEARNING

A. Approve the application for the Texans Feeding Texans Grant through the Texas Department of Agriculture for both Wharton and Colorado Counties - ($2,218.00 - grant monies for Colorado County and $2,963.00 - grant monies for Wharton County)
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: October __, 2007

Date of this Proposal: October 1, 2007

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

RECOMMENDATION:
Apply for the Texans Feeding Texans Grant through the Texas Department of Agriculture

BACKGROUND/RATIONALE:
In accordance with Texas Agriculture Code, §12.042, as enacted by House Bill 407, and House Bill 1, 80th Legislature, Regular Session 2007, the state legislature has appropriated funding to the Texas Department of Agriculture for distribution, pursuant to the Texans Feeding Texans: Home Delivered Meal Grant Program. See Attachment.

Home Delivered Meals NOT fully funded by Area Agency on Aging from September 2006 – August 2007.

Estimated Cost and Budgetary Support (how will this be paid for):
Grant monies for Colorado County - $2,218
Grant monies for Wharton County - $2,963

RESOURCE PERSON(S) [name(s) and title(s)]:
Dale Pinson – Vice President – Workforce Development, Continuing Education and Distance Learning.
Caroline Osborne – Director – Senior Citizen Program

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

reg 113
6-21-95
Texans Feeding Texans - Home Delivered Meal Grant Program

Texas Department of Agriculture
Request for Applications:
Texans Feeding Texans: Home-Delivered Meal Grant Program

In accordance with Texas Agriculture Code, §12.042, as enacted by House Bill 407, and House Bill 1, 80th Legislature, Regular Session 2007, the state legislature has appropriated funding to the Texas Department of Agriculture (TDA) for distribution, pursuant to the Texans Feeding Texans: Home-Delivered Meal Grant Program (HDMGP), to governmental agencies or qualifying non-profit organizations to deliver meals to homebound persons that are elderly and/or have a disability. Applications begin accepting applications from eligible organizations September 11, 2007.

Eligibility Criteria. To be eligible for HDMGP funds an applicant must meet the following criteria:

1. Must be a governmental agency or a nonprofit private organization that is exempt from taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c)(3) of that code, that is a direct provider of home-delivered meals to the elderly or persons with disabilities in this state;
2. If a nonprofit private organization, must have a volunteer board of directors;
3. Must practice nondiscrimination;
4. Must have an accounting system or fiscal agent approved by the county in which it operates;
5. Must have a system to prevent the duplication of services to the organization;
6. Must agree to use funds received under this section only to supplement and existing services related directly to home-delivered meal services;
7. Must have received a grant from the county in which the organization provides meals;
8. Must submit a grant application on the application form provided by TDA; and

For purposes of this Grant Program, "Homebound" means a person who is unable to leave his or her residence without aid or assistance or whose ability to travel from her residence is substantially impaired; "Elderly" means an individual who is 60 age or older; and "Disability" means a physical, mental, or developmental impairment temporarily or permanently limiting an individual's capacity to adequately perform more essential activities of daily living, which include, but are not limited to, personal health care, moving around, communicating and housekeeping.

Submitting an Application. Applications will be accepted beginning September...
2007, and must be submitted on the form provided by TDA. Application forms will be available September 10, 2007, on TDA’s website at: www.tda.state.tx.us. Applications may also be mailed to TDA headquarters in Austin by the deadline provided below. Applications must be certified by the applicant, include required supporting documentation, be notarized, and be signed by the organization’s executive director and board if applicable. An organization must submit a separate application for each program in which it provides home-delivered meal services.

**Deadline for Submission of Applications.** The postmark deadline for mailing applications to TDA is **November 1, 2007**.

TDA will distribute funds after all valid applications are processed. Funds must be distributed by February 1, 2008. In the event that the amount qualifying grants exceed the amount of funds available, funds may be distributed on a pro rata basis.

**Grant Agreement.** Eligible organizations that qualify to receive grant funds must enter a Grant Agreement with TDA, prior to the disbursement of any grant funds.

**Further Information.** Additional information about the HDMGP, the application and program rules can be found on TDA’s website: www.tda.state.tx.us. In addition, organizations may contact Catherine Wright Steele, State Legislative Liaison, at (512) 463-7700 or catherine.wright-steele@tda.state.tx.us, for more information.

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**FAQs** | **Homeland Security** | **Links/Resources** | **Site Map** | **Site Policies** | **State Expenditures** | **TDA Online** | **TDA Sites** | **Texas Online**
---|---|---|---|---|---|---|---|---

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http://www.agr.state.tx.us/agr/program_renderer/0,1987,1848_16650_0_0,00.html?channell... 10/1/2007
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Danson R. Jones employed as a regular, full-time Director of Institutional Effectiveness, additional assignment as director of Achieving the Dream, $1,000.00/mo. x 12 mo., effective September 1, 2007

C. Office of Academic Affairs

1. Approve department head pay for fall 2007
2. Approve paid professional assignments for 2007-2008
3. Pam Speights employed as regular, full-time speech instructor, was given a salary adjustment from FAC-4A-11 to FAC-5-11 for completion of professional growth plan, effective September 1, 2007

D. Office of Administrative Services

1. George Lehnert employed as regular, part-time counselor, was given a salary adjustment from $22.00/hr. x 24 hrs./wk. x 48 wks. = $25,344.00/yr., to $25.00/hr. x 24 hrs./wk. x 48 wks. = $28,800.00/yr., effective September 1, 2007

E. Office of Student Services

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

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

1. Dennis Barnes resigned as regular, full-time director of information technology, CA-8-38, effective October 16, 2007

I. Information Items: Non-contract Personnel Action

1. Bonnie A. Garza employed as regular, full-time administrative assistant, received $1000.00 for completion of support staff professional growth plan for FY07 (18 hrs.)
2. Cynthia A. Kocijanz employed as regular, full-time special population advisor for Perkins’ Grant/Academic Advisor was given a salary adjustment from $18.50/hr. = $38,477 annually to $19.40/hr. = $40,347.00 annually, effective September 1, 2007
4. Cynthia A. Nelms employed as a regular, full-time human resources clerk, O-6-0, effective September 19, 2007

5. Krystal K. Rivera transferred from regular, full-time service center clerk, O-6-1, to regular, full-time financial aid secretary, O-8-1, effective September 24, 2007

6. Kristie G. Sulak employed as regular, full-time student success coordinator – Ft. Bend Technical Center, received $500.00 for completion of support staff professional growth plan for FY07 (9 hrs.)

7. Peter Acosta resigned from regular, part-time custodian, O-1-0, $8.38/hr. x 19 hrs./wk. x 52 wks. = $8,279.00/yr., effective September 7, 2007

8. Nancita R. Davis employed as regular, part-time workforce development aide, O-10-0, $10.97/hr. x 29 hrs./wk. x 32 wks. = $10,180.00/yr., effective September 10, 2007

9. Jasen Gutierrez employed as regular, part-time workforce development aide, O-10-0, $10.97/hr. x 32 hrs./wk. x 32 wks. = $11,233.28/yr., effective September 17, 2007

10. Lucille Haley resigned as regular, part-time library assistant – Sugar Land, O-5-0, $9.53/hr. x 19 hrs./wk. x 48 wks. = $8,691.36/yr., effective September 7, 2007

11. Teresa Hudac resigned from regular, part-time workforce development aide, O-10-0, $10.19/hr. x 19 hrs./wk. x 32 wks. = $6,669.76/yr., effective August 30, 2007

12. Luciana Lara resigned from regular, part-time workforce development aide, O-10-0, $10.19/hr. x 32 hrs./wk. x 32 wks. = $10,434.56/yr., effective August 31, 2007

13. Esmeralda Lopez employed as regular, part-time workforce development aide, O-10-0, $10.97/hr. x 32 hrs./wk. x 32 wks. = $11,233.28/yr., effective September 10, 2007

14. Candida C. Mata resigned as regular, part-time workforce development aide, O-10-0, $10.19/hr. x 20 hrs./wk. x 32 wks. = $7,020.80/yr., effective August 29, 2007

15. Delia E. Ramirez employed as a regular, part-time workforce development aide, O-10-0, $10.97/hr. x 32 hrs./wk. x 32 wks. = $11,233.28/yr., effective September 24, 2007

16. Yvette F. Sanchez resigned as regular, part-time workforce development aide, O-10-0, $10.19/hr. x 32 hrs./wk. x 32 wks. = $10,435.00/yr., effective August 8, 2007

17. Elia J. Vallejo employed as regular, part-time workforce development aide, O-10-0, $10.97/hr. x 10 hrs./wk. x 32 wks. = $3,510.40/yr., effective September 17, 2007

18. Mary E. Weed employed as a regular, part-time workforce development aide, O-10-0, $10.97/hr. x 25 hrs./wk. x 32 wks. = $8,776.00/yr., effective September 24, 2007

19. June Sparks employed as a temporary, full-time custodian, O-1-0, effective September 24, 2007

20. Melanie L. Garrett employed as a temporary, part-time rodeo coach aide, $15.00/hr. x 6.5 hrs./wk. x 40 wks. = $3,900.00/yr., effective September 10, 2007

21. Charon R. McCauley employed as a temporary, part-time biology lab worker, $5.85/hr. x 5 hrs./wk. x 32 wks. = $936.00/yr., effective September 17, 2007
22. Cody Ross employed as a temporary, part-time fitness center staff, O-5-0, $9.55/hr. x 10 hrs./wk. x 14 wks. = $1,377.00/yr., effective September 10, 2007
### Wharton County Junior College

#### Personnel Action Form

**Social Security No.**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**Address**

**Cit.**

**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:**

**Position No. (NBAPOSN):**

**Compensation:**

- Annual
- Hourly
- Other (explain)

**S**

**Start Date:**

**End Date:**

- At-will-employee
- Per contract

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

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

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- Yes
- No

**Budget Number:**

**Position No. (NBAPOSN):**

**Compensation:**

- Annual
- Hourly
- Other (explain)

**$ 1,000.00**

**Start Date:**

**End Date:**

- At-will-employee
- Per contract

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

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

**Explanation of Action:**

*additional monthly stipend for duties as Director of Achieving the Dream/paid via grant funds*

#### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head)**

**Date**

**Approved by Vice President**

**Date**

**Approved by Division Chair**

**Date**

**Reviewed by Human Resources**

**Date**

**Budget Approval**

**Date**

**Approved by President**

**Date**

**Approved by Cabinet Level Supervisor**

**Date**

**Date approved by Board or**

**not applicable**

Reg. 821

Revised July 29, 2004
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Language Arts - Spanish</td>
<td>Communication &amp; Fine Arts</td>
<td>$787.50</td>
<td>1110.14504.6179.100</td>
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<tr>
<td>200810</td>
<td>Spellman, Paul</td>
<td>Performing/Visual Arts</td>
<td>Communication &amp; Fine Arts</td>
<td>$633.33</td>
<td>1110.14501.6179.100</td>
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<td></td>
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<td>$633.33</td>
<td>1110.14502.6179.100</td>
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<td>Stupka, Ken</td>
<td>Engineering Design</td>
<td>Technology &amp; Business</td>
<td>$1,775.00</td>
<td>1110.14804.6179.102</td>
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Page 2 of 3
9/27/2007 2:13 PM
<table>
<thead>
<tr>
<th>Employee ID</th>
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<tr>
<td>200810</td>
<td>Vardy, Ron</td>
<td>Government</td>
<td>Social &amp; Behavioral Science</td>
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<td>Wade, Melissa</td>
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<td>Allied Health</td>
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<td>Walker, Sharla</td>
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<td>$1,600.00 1110.14183.6179.102</td>
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<td>Wilson, Mary</td>
<td>Business/ Office Adminstr Technology &amp; Business</td>
<td>$1,900.00 1110.14807.6179.100</td>
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**TOTAL** $56,450.00
## Wharton County Junior College

### Paid Professional Assignments 2007-2008

#### October 2007 Board Packet

<table>
<thead>
<tr>
<th>Name</th>
<th>Contract</th>
<th>Activity</th>
<th>Amount</th>
<th>Effective dates</th>
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<tbody>
<tr>
<td>Amestoy, Sean</td>
<td>10.5 mos.</td>
<td>RT, Rodeo Coach</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
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<tr>
<td>Bahnsen, Gene</td>
<td>10.5 mos.</td>
<td>RT, Athletic Director</td>
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<td>50% Fall &amp; Spring, 100% Summer</td>
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<tr>
<td>Brand, Amanda</td>
<td>9 mos.</td>
<td>SACS Accreditation Work-QEP</td>
<td>$1,500</td>
<td>Fall 2007</td>
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<tr>
<td>Clark, Sarah</td>
<td>12 mos.</td>
<td>RT, ADN Program Director</td>
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<td>75% Fall and Spring</td>
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<td>Collins, Leigh Ann</td>
<td>12 mos.</td>
<td>RT for Division Chair Duties (Allied Health)</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
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<tr>
<td>Dees, Stephanie</td>
<td>10.5 mos.</td>
<td>RT for Division Chair Duties (T&amp;B)</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
<tr>
<td>Dees, Stephanie</td>
<td>10.5 mos.</td>
<td>SACS Accreditation Work-QEP</td>
<td>$1,500</td>
<td>Fall 2007</td>
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<tr>
<td>Florus, Brianna</td>
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<td>RT, Volleyball Coach</td>
<td>Part of contract</td>
<td>50%, Fall &amp; Spring, 100% Summer</td>
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<tr>
<td>Hoke, Phil</td>
<td>9 mos.</td>
<td>Assist Department Head with Fine Arts duties</td>
<td>$500</td>
<td>Fall and Spring</td>
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<tr>
<td>Hunt, G. G.</td>
<td>12 mos.</td>
<td>RT for Division Chair Duties (SBS)</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
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<tr>
<td>Hunt, G. G.</td>
<td>12 mos.</td>
<td>SACS Accreditation Work-QEP</td>
<td>$1,500</td>
<td>Fall 2007</td>
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<tr>
<td>Jeffery, Jennifer</td>
<td>9 mos.</td>
<td>General Biology Lab Coordinator</td>
<td>$1,000</td>
<td>Fall 2007</td>
</tr>
<tr>
<td>Kucera, David</td>
<td>9 mos.</td>
<td>SACS Accreditation Work-QEP</td>
<td>$1,500</td>
<td>Fall 2007</td>
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<tr>
<td>Lockley, Lillian</td>
<td>12 mos.</td>
<td>Coordinator for ADA Students</td>
<td>$1,500 /semester</td>
<td>Fall and Spring</td>
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<tr>
<td>Lowery, Kirby</td>
<td>10.5 mos.</td>
<td>RT for Division Chair (Math &amp; Physical Science)</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
</tr>
<tr>
<td>Nottebart, Robert</td>
<td>10.5 mos.</td>
<td>RT, Baseball Coach</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring, 100% Summer</td>
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<tr>
<td>Prince, Sharon</td>
<td>9 mos.</td>
<td>Achieving the Dream Lab Coordinator</td>
<td>$750/mo. (ATD Grant)</td>
<td>Fall 07, Spring 08, and Summer 08</td>
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<tr>
<td>Raun, Kimberly</td>
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<td>Length</td>
<td>Position</td>
<td>Payment</td>
<td>Duration</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------</td>
<td>-----------------------------------------------</td>
<td>----------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Rehak, Patricia</td>
<td>12 mos.</td>
<td>RT for Instructional Assessment Coordinator Duties</td>
<td>Part of contract</td>
<td>50% Fall &amp; Spring 100% Summer</td>
</tr>
<tr>
<td>Rexford, Elizabeth</td>
<td>9 mos.</td>
<td>SACS Accreditation Work-QEP</td>
<td>$1,500</td>
<td>Fall 2007</td>
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<td>Schilling, Donna</td>
<td>9 mos.</td>
<td>Lead Cisco Instructor</td>
<td>$500</td>
<td>Fall and Spring</td>
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<tr>
<td>Spellman, Paul</td>
<td>12 mos.</td>
<td>RT for Division Chair Duties (CFA)</td>
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<td>50% Fall &amp; Spring 100% Summer</td>
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<tr>
<td>Waters, Wendy</td>
<td>9 mos.</td>
<td>Anatomy &amp; Physiology lab coordinator</td>
<td>$1,000</td>
<td>Fall 2007</td>
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</table>
### Personnel Action Form

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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<tbody>
<tr>
<td></td>
<td>Speights</td>
<td>Pam</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

- [ ] New Employee
- [ ] Extension
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retiree
- [ ] Resignation
- [ ] Separation (date: ___)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

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

- Job Title/Position: Speech Instructor
- Specialized Area: Speech
- Budgeted Position? Yes No
- Budgeted Position: Speech Instructor
- Budgeted Position: Specialized Area: Speech
- Budget Number: 1310.14507.9061.100
- Position No. (NBAPOSN): SPE005
- Compensation: $
  \begin{align*}
  \bullet \text{Annual} & \quad \text{Sched FAC} \\
  \bullet \text{Hourly} & \quad \text{Grade 4A} \\
  \bullet \text{Other (explain)} & \quad \text{Step 11}
  \end{align*}
- Hourly Rate: (Part-time only)
  \begin{align*}
  \text{per hr} & \times \text{hrs/wk} \times \text{wks} = \\
  \text{per year} & 
  \end{align*}
- Start Date: 1/8/01
- End Date: 1/31/01
- At-will-employee Per contract
- If temporary, anticipate termination date: 1/31/01
- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other

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

- Job Title/Position: Speech Instructor
- Specialized Area: Speech
- Budgeted Position? Yes No
- Budgeted Position: Speech Instructor
- Budgeted Position: Specialized Area: Speech
- Budget Number: 1310.14507.6091.100
- Position No. (NBAPOSN): SPE005
- Compensation: $
  \begin{align*}
  \bullet \text{Annual} & \quad \text{Sched FAC} \\
  \bullet \text{Hourly} & \quad \text{Grade 5} \\
  \bullet \text{Other (explain)} & \quad \text{Step 11}
  \end{align*}
- Hourly Rate: (Part-time only)
  \begin{align*}
  \text{per hr} & \times \text{hrs/wk} \times \text{wks} = \\
  \text{per year} & 
  \end{align*}
- Start Date: 9/1/07
- End Date: 9/30/07
- At-will-employee Per contract
- If temporary, anticipate termination date: 9/30/07
- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other

**Explanation of Action:**
Grade increase per completion of hours as approved on the Professional Growth Plan. (Total 51 hours completed)

### 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></td>
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<td></td>
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</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></td>
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</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></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>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Reg. 821

Revised July 29, 2004
Wharton County Junior College

Part I: Check all that apply

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

New Employee
- ☑ Extension
- ☑ Reclassification
- ☑ Transfer
- ☑ Promotion
- ☑ Salary Adjustment
- ☑ Other (explain)

Retirement
- ☑ Resignation
- ☑ Separation (date )
- ☑ Change in Assignment
- ☑ Additional Assignment
- ☑ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit

Financial Services

Job Title/Position:
Counselor

Specialized Area:
Financial Aid

Budgeted Position: ☑ Yes ☐ No
Budgeted in which FY?: 2008

Budget Number:
1210.13024.6094.501

Position No. (NBAPOSN): PTAF99

Compensation:
- ☑ Annual
- ☑ Hourly
- ☑ Other (explain)

Schedule (Part-time only)
- ☑ Hourly Rate

Grade
Step

$ 22.00
$ 25.344 per year

$ 22.00 per hr x 24 hrs/wk x 48 wks =

Start Date: 12/07/93
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"); however, the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:

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

PROPOSED Division/Unit

Financial Services

Job Title/Position:
Counselor

Specialized Area:
Financial Aid

Budgeted Position: ☑ Yes ☐ No
Budgeted in which FY?: 2008

Budget Number:
1210.13024.6094.501

Position No. (NBAPOSN): PTAF99

Compensation:
- ☑ Annual
- ☑ Hourly
- ☑ Other (explain)

Schedule (Part-time only)
- ☑ Hourly Rate

Grade
Step

$ 25.00
$ 28,800 per year

$ 25.00 per hr x 24 hrs/wk x 48 wks =

Start Date: 9/01/2007
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"); however, the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:

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

Explanation of Action

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head):

Date:

Approved by Vice President:

Date:

Reviewed by Human Resources:

Date:

Approved by Division Chair:

Date:

Approved by President:

Date:

Approved by Cabinet Level Supervisor:

Date:

Date approved by Board or ☐ not applicable

Reg. 821

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

**Wharton County Junior College**

**Human Resources**

---

### Part I: Check all that apply

- [x] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
  - [x] Full-Time
  - [ ] Part-Time
- [x] Regular
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Other (explain)
  - [ ] New Employee
  - [ ] Extension
  - [ ] Reclassification
  - [ ] Transfer
  - [ ] Promotion
  - [ ] Salary Adjustment
  - [ ] Other (explain)
  - [ ] Retirement
  - [ ] Resignation
  - [ ] Separation (date: 10-16-07)
  - [ ] Change in Assignment
  - [ ] Additional Assignment
  - [ ] Leave of Absence

---

### Part II: Assignment/Accounting

**CURRENT** Division/Unit:

- [ ] Information Technology & Institutional Research
  - Specialized Area:
    - Information Technology
  - Budgeted Position?: [x] Yes  [ ] No
  - Budgeted Position?: Funded in which FY?: 2007-2008
  - Budget Number:
    - 1110.13030.6093.602
    - Position No. (NBAPOSN): DIR005
  - Compensation:
    - [x] Annual
    - [ ] Hourly
    - [ ] Other (explain)
    - Sched: [ ]
    - Grade: [ ]
    - Step: [ ]
    - Hourly Rate: (Part-time only)
      - $ per hr x _______ hrs/wk x _______ wks =
    - $per year
  - Start Date: 04-01-87
  - End Date: 10-16-07

---

**PROPOSED** Division/Unit:

- [ ] Information Technology & Institutional Research
  - Specialized Area:
    - Information Technology
  - Budgeted Position?: [ ] Yes  [ ] No
  - Budgeted Position?: 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: [ ]

---

**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: [ ] not applicable

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Reg. 821

Revised July 29, 2004
Personal Action Form

Part I: Check all that apply

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<tr>
<td>☐ Faculty</td>
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<td>☐ Promotion</td>
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<td>☐ Other (explain)</td>
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<td>☐ Resignation</td>
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<tr>
<td>☐ Change in Assignment</td>
</tr>
<tr>
<td>☐ Additional Assignment</td>
</tr>
<tr>
<td>☐ Leave of Absence</td>
</tr>
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</table>

Part II: Assignment/Accounting

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

Budgeted Position? ☐ Yes ☐ No

Budgeted Position: Specialized Area:

Funded in which FY?

Budget Number: Position No. (NBAPOSN):

Compensation:

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

$ 1,000.00*

Hourly Rate: (Part-time only)

$ per hr x hrs/wk x wks =

$ per year

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

If temporary, anticipated termination date:

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

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

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

n/a  

Job Title/Position: Specialized Area:

Administrative Assistant

Budgeted Position? ☒ Yes ☐ No

Funded in which FY? FY’07

Budget Number:  
Position No. (NBAPOSN): AD4001

Compensation:

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

$ 1,000.00*

Hourly Rate: (Part-time only)

$ per hr x hrs/wk x wks =

$ per year

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

If temporary, anticipated termination date:

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

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

Explanation of Action:

Professional growth payment—Completion of Support Staff Professional Growth Plan for FY’07 (18 hrs.)

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date  
Approved by Vice President Date  
Reviewed by Human Resources Date  
Approved by Division Chair Date  
Approved by Human Resources Date  
Budget Approval  
Approved by President Date  
Approved by Cabinet Level Supervisor Date  
Date approved by Board or ☐ not applicable

Reg. 821 Revised July 29, 2004
### Wharton County Junior College Personnel Action Form

**C-11**

**Human Resources**

### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
<th>New Employee</th>
<th>Extension</th>
<th>Reclassification</th>
<th>Transfer</th>
<th>Promotion</th>
<th>Salary Adjustment</th>
<th>Other (explain)</th>
<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:**

**Student Services**

**Job Title/Position:** Advisor for Perkins Grant/Academic Advisor

**Budgeted Position:** Yes

**Budget Number:** 21472.6003.6093.102 (75%) 1110.14101.6093.503 (25%)

**Position No. (NBA/POSN):** GN3A01

**Compensation:**

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

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

- **$ per hr x ____ hrs/wk x ____ wks =**
- **$ per year**

**Start Date:** 9/01/06

**If temporary, anticipated termination date:**

### PROPOSED

**Division/Unit:**

**Student Services**

**Job Title/Position:** Advisor for Perkins Grant/Academic Advisor

**Budgeted Position:** Yes

**Budget Number:** 21473.6003.6093.102 (75%) 1110.14101.6093.503 (25%)

**Position No. (NBA/POSN):** GN3A01

**Compensation:**

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

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

- **$ per hr x ____ hrs/wk x ____ wks =**
- **$ per year**

**Start Date:** 9/01/07

**If temporary, anticipated termination date:**

### Explanation of Action:

Annual salary reflects $19.40 hourly rate for FY08.

### Part III: Position/Budget Authorization

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

**Date:** 9/3/07

**Approved by Vice President:**

**Date:** 9/12/07

**Approved by Division Chair:**

**Date:** 9/13/07

**Budget Approval:**

**Date:** 9/17/07

**Approved by Cabinet Level Supervisor:**

**Date:** 9/17/07

**Reg. 821**

Revised: July 29, 2004
<table>
<thead>
<tr>
<th>Social Security No.</th>
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<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minks</td>
<td>Carolyn</td>
<td>S</td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

- Administrative/Professional Staff
- New Employee
- Vacancy
- Support Staff
- Full-Time
- Promotion
- Temporary
- Part-Time
- Salary Adjustment
- Regular
- Other (explain)

### Part II: Assignment/Accounting

#### CURRENT
- Division/Unit: Workforce Development / CE
- Job Title/Position: Continuing Education Specialist/FBTC
- Budgeted Position? Yes No
- Specialized Area: Continuing Education
- Budget Number: 50% 1210 14056 6101 103 50%
- Position No. (NBAPOSN): SPC011
- Compensation: $29,650
- Hourly Rate: (Part-time only)
  - $ per hr x hrs/wk x wks = $ per year
- Start Date: 01-8-2007
- End Date: 10-5-2007
- At-will-employee Per contract
- If temporary, anticipated termination date: 

#### PROPOSED
- Division/Unit: 
- Job Title/Position: 
- Specialized Area: 
- Budgeted Position: Yes No
- Budget Number: 
- Position No. (NBAPOSN): 
- Compensation: $ 
- Hourly Rate: (Part-time only)
  - $ per hr x hrs/wk x wks = $ per year
- Start Date: 
- End Date: 
- At-will-employee Per contract
- If temporary, anticipated termination date: 

### Explanation of Action:
- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other

### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head) Date: 10-1-07 Approved by Vice President
- Approved by Division Chair Date: 10-1-07 Revised by Human Resources
- Budget Approval Date: 10/1/07 Approved by President
- Approved by Cabinet Level Supervisor Date: Date approved by Board or Not applicable

Reg. 821 Revised July 29, 2004
### Wharton County Junior College

#### Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
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<tr>
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<td>Nelms</td>
<td>Cynthia</td>
<td>A.</td>
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<td></td>
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<td></td>
</tr>
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</table>

#### Part I: Check all that apply

- [x] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ____________)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

#### Part II: Assignment/Accounting

**CURRENT**

- [ ] Division/Unit: Specialized Area:
- [ ] Job Title/Position: Funded in which FY?:
- [ ] Budgeted Position? ☐ Yes ☐ No
- [ ] Budget Number:

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

<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></td>
<td></td>
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</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: 0708 S 041
- [ ] Job Title/Position: Specialized Area:
- [ ] Budgeted Position? ☐ Yes ☐ No
- [ ] Budget Number: Human Resources

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
<th>Hourly Rate (Part-time only)</th>
<th>S $ N/A per hr x ______ hrs/wk x ______ wks =</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 20,425</td>
<td></td>
<td></td>
<td></td>
<td>$ ______ per year</td>
<td></td>
</tr>
</tbody>
</table>

<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>09/19/07</td>
<td>N/A</td>
<td></td>
<td></td>
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</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): Date: 9-15-07
- [ ] Approved by Division Chair: Date: 9-18-07
- [ ] Budget Approval: Date: 9/18/07
- [ ] Approved by Cabinet Level Supervisor: Date: 9-18-07
- [ ] Date approved by Board or not applicable

Reg. 821

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

**Wharton County Junior College**

**Human Resources**

**Social Security No.:**

**Last Name:** Rivera

**First:** Krystal

**Middle Initial:** K

**Telephone:**

**Address:**

City:

State:

Zip:

**Part I: Check all that apply**

- Classification:
  - ☐ Administrative/Professional Staff
  - ☐ Faculty
  - ☒ Support Staff
  - ☐ Temporary
  - ☒ Full-Time
  - ☐ Part-Time
  - ☐ Salary Adjustment
  - ☐ Promotion
  - ☐ Transfer
  - ☐ Reclassification
  - ☐ Other (explain):

- Full-Time:
  - ☒
  - ☐ Part-Time

- Retirement:
  - ☐

- Separation (date:):
  - ☐

- Resignation:
  - ☐

- Change in Assignment:
  - ☐

- Additional Assignment:
  - ☐

- Leave of Absence:
  - ☐

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:** Financial Services

**Job Title/Position:** Service Center Clerk

**Budgeted Position:** ☒ Yes ☐ No

**Budget Number:** 1110.13023.6101.602

**Compensation:**

- ☒ Annual
- ☐ Hourly
- ☐ Other (explain): Sched 0

- Grade:
  - ☐ 6
  - ☐ 8

- Step:
  - ☐ 1

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

**Start Date:** 2/19/07

**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:** Financial Services

**Job Title/Position:** Financial Aid Secretary

**Budgeted Position:** ☒ Yes ☐ No

**Budget Number:** 1110.13024.6101.501

**Compensation:**

- ☒ Annual
- ☐ Hourly
- ☐ Other (explain): Sched 0

- Grade:
  - ☐ 8

- Step:
  - ☐ 1

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

**Start Date:** 9/24/07

**End Date:**

- ☒ At-will-employee
  - ☐ Per contract

If temporary, anticipated termination date:

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

**Date:** 11/9/07

**Approved by Vice President:**

**Date:** 9/11/07

**Approved by Division Chair:**

**Date:**

**Reviewed by Human Resources:**

**Date:**

**Budget Approval:**

**Date:**

**Approved by Cabinet Level Supervisor:**

**Date:**

Date approved by Board or ☐ not applicable

**Reg. 821**

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

<table>
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<tr>
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<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sulak</td>
<td>Kristie</td>
<td>G.</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: [ ]
- Job Title/Position: [ ]
- Budgeted Position? [ ] Yes [ ] No
- 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: [ ]

**PROPOSED**

- Division/Unit: [ ]
- Job Title/Position: [ ]
- Budgeted Position? [ ] Yes [ ] No
- Budgeted Position? [ ] Yes [ ] No
- Budget Number: [ ]
- Position No. (NBAPOSN): [ ]
- Compensation:
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - Sched: [ ]
  - Grade: [ ]
  - Step: [ ]
- Hourly Rate (Part-time only):
  - $[ ] N/A per hr x [ ] N/A hrs/wk x [ ] N/A wks = $[ ] N/A per year
- Start Date: [ ]
- End Date: [ ]
- [ ] At-will-employee
- [ ] Per contract
- If temporary, anticipated termination date: [ ]

**Explanation of Action:**

*Completion of support staff professional growth plan (9 hours)*

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head): [ ]
  - Date: 7/1/07
- Approved by Division Chair: [ ]
  - Date: 7/1/07
- Budget Approval: [ ]
  - Date: 7/17/07
- Date approved by Board: 7/18/07
- [ ] not applicable

**Reg. 821**

Revised July 29, 2004
Wharton County Junior College

Personnel Action Form
Human Resources

Social Security No: [Redacted]
Last Name: Acosta
First Name: Peter
Middle Initial: 
Telephone: [Redacted]
City: [Redacted]
State: [Redacted]
Zip: [Redacted]

Address: [Redacted]

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: 09-07-07)
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT

Division/Unit:

Physical Plant

Job Title/Position:
Custodian

Budgeted Position? ☐ Yes ☐ No

Budgeted Position:

Budget Number:
1110.1194.6105.703

Compensation:

☐ Annual
☐ Hourly
☐ Other (explain)

Sched: 0
Grade: 1
Step: 0

Start Date: 08-16-04
End Date: 09-07-07

Hourly Rate: (Part-time only)
$ 8.38 per hr x 19 hrs/wk x 52 wks = $8279 per year

Specialized Area:
Maintenance Department

Job Vacancy No.: (if applicable)

2007-2008

Position No. (NBAPOSN): PTM99

If temporary, anticipated termination date:

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

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

PROPOSED

Division/Unit:

Job Title/Position:

Budgeted Position? ☐ Yes ☐ No

Budget Number:

Compensation:

☐ Annual
☐ Hourly
☐ Other (explain)

Sched: 
Grade: 
Step: 

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

Start Date: End Date:

At-will-employee ☐ Per contract ☐

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: 09/16/07

Approved by Division Chair

Date: [Redacted]

Reviewed by Human Resources

Date: 08-10-07

Budget Approval

Date: 09/16/07

Approved by President

Date: [Redacted]

Approved by Cabinet Level Supervisor

Date: [Redacted]

Date approved by Board or ☐ not applicable

Reg. 821

Revised July 29, 2004
Wharton County
Junior College

Personnel Action Form
Human Resources

Social Security #: 
Last Name: Davis
First Name: Nancita
Middle Initial: R
City: 
State: 
Zip: 
Telephone: 

Part I: Check all that apply

Classification:
- ☒ Administrative/Professional Staff
- ☐ Faculty
- ☒ Support Staff

- ☐ Temporary
- ☒ Full-Time
- ☒ Part-Time

- ☒ New Employee
- ☐ Extension
- ☐ Reclassification
- ☐ Transfer
- ☒ Promotion
- ☐ Salary Adjustment
- ☐ Other (explain)

- ☒ Retirement
- ☐ Resignation
- ☒ Separation (date:
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: 
Job Title/Position: 
Budgeted Position? ☐ Yes ☒ No
Budgeted Number: 
Compensation: 
- ☒ Annual
- ☐ Hourly
- ☐ Other (explain)

- ☐ Sched
- ☒ Grade
- ☐ Step

- ☒ $________ per hr x _______ hrs/wk x _______ wks = $________ per year

- ☒ December 16, 2007

Job Vacancy No.: (if applicable)

Funded in which FY?
Position No. (NBAPOSN):
Compensation:
- ☒ Annual
- ☒ Hourly
- ☐ Other (explain)

- ☒ Sched
- ☐ Grade
- ☒ Step

- ☐ $________ per hr x _______ hrs/wk x _______ wks = $________ per year

- ☐ December 16, 2007

Job Vacancy No.: (if applicable)

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 per year. Indicate this employee's work schedule:

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

PROPOSED Division/Unit:

Workforce Development

Job Title/Position: Aide
Budgeted Position? ☒ Yes ☐ No
Budgeted Number: 
Compensation:
- ☒ Annual
- ☒ Hourly
- ☐ Other (explain)

- ☒ Sched
- ☐ Grade
- ☒ Step

- ☒ $________ per hr x _______ hrs/wk x _______ wks = $________ per year

- ☐ December 16, 2007

Job Vacancy No.: (if applicable)

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 per 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: 12/16/07

Approved by Vice President:

Date: 12/16/07

Reviewed by Human Resources:

Date: 12/16/07

Approved by Division Chair:

Date: 12/16/07

Budget Approval:

Date: 12/16/07

Approved by President:

Date: 12/16/07

Approved by Cabinet Level Supervisor:

Date: 12/16/07

Date approved by Board or ☐ not applicable

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

**Wharton County Junior College**

**Human Resources**

**Social Security No:**

**Last Name:** Gutierrez  
**First Name:** Jasen  
**Middle Initial:**  
**Telephone:**

**Address:**

**City:**  
**State:**  
**Zip:**

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT**

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?**  
- **Yes**  
- **No**
- **Budgeted Position:**
- **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:**
- **Job Title/Position:**
- **Budgeted Position?**  
- **Yes**  
- **No**
- **Budgeted Position:**
- **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

**Explanation of Action:**

**Replacement for Yvette Sanchez**

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
  - **Date:**
- **Approved by Division Chair:**
  - **Date:**
- **Budget Approval:**
  - **Date:**
- **Approved by Cabinet Level Supervisor:**
  - **Date:**
- **Approved by Vice President:**
  - **Date:**
- **Reviewed by Human Resources:**
  - **Date:**
- **Approved by President:**
  - **Date:**
- **Date approved by Board or [ ] not applicable**

**Reg. 821**

Revised July 29, 2004
### Wharton County Junior College

**Personnel Action Form**

**Human Resources**

**Social Security No.**

**Last Name**
Haley

**First Name**
Lucille

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

- New Employee
- Administrative/Professional Staff
- Faculty
- Support Staff
- Temporary
- Full-Time
- Part-Time
- Regular
- Part-Time
- Other (explain)

- Retirement
- Resignation
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)

### Part II: Assignment/Accounting

**CURRENT Division/Unit:**
Library/Sugar Land Campus

- Job Title/Position:
  Library Assistant

- Budgeted Position? **Yes** **No**

- Budget Number:
  1310.1496.6102.402

- Job Vacancy No. (if applicable):
  0705 S 019

- Specialized Area:
  Sugar Land Library

- Funded in which FY?
  2007-2008

- Position No. (NBAPSON):
  LRNS99

**Compensation:**

- $9.53

- Hourly Rate: (Part-time only)

- $9.53 per hr x 12 hrs/wk x 48 wks =

- $8691.36 per year

**Start Date:**
7-1-07

**End Date:**
9-7-07

**At-will employee**

**If temporary, anticipated termination date:**

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

- 9 months
- 10 1/2 months
- 12 months
- Other 48 weeks

### PROPOSED Division/Unit:

- Job Vacancy No. (if applicable):
  0705 S 019

- Specialized Area:
  

**Budgeted Position?**

- Yes
- No

**Budget Number:**

- Position No. (NBAPSON):

**Compensation:**

- $7.28

- Hourly Rate: (Part-time only)

- $7.28 per hr x ______ hrs/wk x ______ wks =

- $________ per year

**Start Date:**

**End Date:**

- At-will employee
- Per contract

**If temporary, anticipated termination date:**

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

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

**Explanation of Action:**

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head) Date**
- **Approved by Vice President Date**
- **Date**

- **Reviewed by Human Resources Date**
  9-12-07

- **Approved by Division Chair Date**
  9-9-07

- **Budget Approval Date**
  9-12-07

- **Approved by Cabinet Level Supervisor Date**
  9-12-07

**Reg. 821**

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

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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**Address**

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<tr>
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<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:
  - [] 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: August 30, 2007)
  - [ ] Change in Assignment
  - [ ] Additional Assignment
  - [ ] Leave of Absence

### Part II: Assignment/Accounting

**CURRENT** Division/Unit: Workforce Development

Job Title/Position: Aide

Budgeted Position? [ ] Yes [ ] No

Budget Number: 2125.6012.6147.1012

Position No. (NBAPOSN): GNTC99

**Compensation:**

- [$10,191]
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - Sched 0
  - Grade 10
  - Step 0

- [ ] Hr…ate: (Part-time only)
  - $10.19 per hr x 19 hrs/wk x 32 wks = $6,669.76 per year

- [ ] At-will-employee
  - Per contract

**Start Date:** 11/25/02

**End Date:** 8/30/07

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

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

### PROPOSED Division/Unit:

Job Title/Position: Specialized Area:

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

- [ ] At-will-employee
  - Per contract

**Start Date:**

**End Date:**

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

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

**Explanation of Action:**

**Resignation**

**Part III: Position/Budget Authorization**

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

- [ ] Date

**Approved by Division Chair:**

- [ ] Date

**Budget Approval:**

- [ ] Date

**Approved by Cabinet Level Supervisor:**

- [ ] Date

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

---

Reg. 821

Revised July 29, 2004
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<th>Telephone</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Lara</td>
<td>Luciana</td>
<td></td>
<td>(97)</td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

- Classification:
  - Administrative/Professional Staff
  - Faculty
  - Support Staff
  - Temporary
  - Full-Time
  - Regular
  - Other (explain)
  - New Employee
  - Extension
  - Reclassification
  - Transfer
  - Promotion
  - Salary Adjustment
  - Other (explain)
  - Retirement
  - Resignation
  - Separation (date 8/31/07)
  - Change in Assignment
  - Additional Assignment
  - Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:** Workforce Development

- Job Title/Position: Aide
- Specialized Area: Adult Basic Education
- Budgeted Position? Yes No
- Funded in which FY? 2007-08
- Budget Number: 2124.6012.6147.1012
- Position No. (NBAPOSN): GNTC99
- Compensation: $ 10.19
  - Sched 0
  - Grade 10
  - Step 0
  - Sched 0
  - Grade 10
  - Step 0
  - Hourly Rate: (Part-time only)
  - $ 10.19 per hr x 32 hrs/wk x 32 wks = $ 10,434.56 per year
- Start Date: 10/3/00
- End Date: 8/31/07
- At-will-employee
- If temporary, anticipated termination date:
- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other

**PROPOSED Division/Unit:**

- Job Title/Position:
- Specialized Area:
- Budgeted Position? Yes No
- Funded in which FY?
- Budget Number:
- Position No. (NBAPOSN):
- Compensation: $ 10.19
  - Sched __________
  - Grade __________
  - Step __________
  - Hourly Rate: (Part-time only)
  - $ ______ per hr x ______ hrs/wk x ______ wks =
  - $ ______ per year
- Start Date: __________
- End Date: __________
- At-will-employee
- If temporary, anticipated termination date:
- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - 9 months
  - 10 1/2 months
  - 12 months
  - Other

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head):
- Approved by Vice President:
- Date: __________
- Date: __________
- Approved by Division Chair:
- Reviewed by Human Resources:
- Date: __________
- Date: __________
- Budget Approval:
- Approved by President:
- Date: __________
- Date: __________
- Approved by Cabinet Level Supervisor:
- Date: Date approved by Board or not applicable
- Date: Revi

Reg. 821

Revised July 29, 2004
# Personnel Action Form

## Wharton County Junior College

### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Professional Staff</td>
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</tr>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Support Staff</td>
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<td>Temporary</td>
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<tr>
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<td>Part-Time</td>
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<td>New Employee</td>
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<td>Reclassification</td>
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<td>Transfer</td>
<td></td>
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<tr>
<td>Promotion</td>
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<td>Salary Adjustment</td>
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<tr>
<td>Other (explain)</td>
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</tr>
<tr>
<td>Retirement</td>
<td></td>
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<tr>
<td>Resignation</td>
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<td>Separation (date)</td>
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<tr>
<td>Change in Assignment</td>
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<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:  
Job Title/Position:  
Funded in which FY?:  
Position No. (NBAPOSN):  
Compensation:  
Hourly Rate (Part-time only):  
Start Date:  
End Date:  

**PROPOSED** Division/Unit:  
Job Title/Position:  
Aide  
Funded in which FY?:  
Position No. (NBAPOSN):  
Compensation:  
Hourly Rate (Part-time only):  
Start Date:  
End Date:  

### Explanation of Action:

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

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

**Reg. 821** Revised July 29, 2004
Social Security No.: 
Last Name: Mata 
First Name: Candida 
Middle Initial: C. 
Telephone: 
Address: 

Part I: Check all that apply

Classification: 
☐ New Employee 
☐ Extension 
☐ Reclassification 
☐ Transfer 
☐ Promotion 
☐ Salary Adjustment 
☐ Other (explain)

☐ Administrative/Professional Staff 
☐ Faculty 
☐ Support Staff 
☐ Temporary 
☐ Full-Time 
☐ Regular 
☐ Part-Time 
☐ Retirement 
☐ Resignation 
☐ Separation (date: August 29, 2007) 
☐ Change in Assignment 
☐ Additional Assignment 
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: Workforce Development 
Job Title/Position: Aide 
Budgeted Position? ☑ Yes ☐ No 
Budgeted Position: 
Budgeted in which FY? 2007-08

Job Title/Position: Specialized Area: Adult Basic Education 
Budgeted Position: 
Budgeted in which FY? 
Budget Number: 2125.6012.6147.1012 
Position No. (NBAPOSN): GNTC99

Compensation: 
$ 10.19 
☐ Annual 
☐ Hourly 
☐ Other (explain) 
Scheduled 0 
Grade 10 
Step 0 
Hourly Rate: (Part-time only) 
$ 10.19 per hr x 20 hrs/wk x 32 wks = $ 7,020.80 per year

Start Date: 10/3/00 
End Date: 8/29/07 
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.

PROPOSED Division/Unit: 
Job Title/Position: 
Budgeted Position? ☑ Yes ☐ No 
Budgeted Position: 
Budgeted in which FY? 
Budget Number: 
Position No. (NBAPOSN): 

Compensation: 
$ 
☐ Annual 
☐ Hourly 
☐ Other (explain) 
Scheduled __ 
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.

☐ 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 9/11/07 
Approved by Division Chair: 
Date 9/12/07 
Reviewed by Human Resources: Date 9/18/07

Budget Approval: 
Date 9/24/07 
Approved by Cabinet Level Supervisor: Date 9/27/07

Date approved by Board or ☑ not applicable

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

### 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: Specialized Area:

- Job Title/Position: [ ]
- Budgeted Position? [ ] Yes [ ] No
- Funded in which FY?
- Budgeted Number: Position No. (NBAPOSN):
- Compensation: $ [ ] Annual [ ] Hourly [ ] Other (explain) Sched _____ Grade _____ Step _____
- Hourly Rate: (Part-time only) $ ____ per hr x _____ hrs/wk x _____ wks = $ ____ per year
- Start Date: [ ] At-will-employee
- End Date: [ ] 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: Specialized Area:

- Workforce Development
- Job Title/Position: [ ]
- Budgeted Position? [ ] Yes [ ] No
- Funded in which FY? 2007-08
- Budget Number: Position No. (NBAPOSN): GNTC99
- Compensation: $ 10.97 [ ] Annual [ ] Hourly [ ] Other (explain) Sched 0 Grade 10 Step 0
- Hourly Rate: (Part-time only) $ 10.97 per hr x 32 hrs/wk x 32 wks = $ 11,233.28 per year
- Start Date: [ ] At-will-employee
- End Date: [ ] Per contract
- If temporary, anticipated termination date: [ ]

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months [ ] 10 1/2 months [ ] 12 months [ ] Other

### Explanation of Action:
- Replace Candi Mata

### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head) Date: 9/11/07
- Approved by Vice President Date: 9/18/07
- Reviewed by Human Resources Date: 9/24/07
- Budget Approval Date: 9/21/07
- Approved by Cabinet Level Supervisor Date: 9/24/07
- Date approved by Board or [ ] not applicable

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Reg. 821

Revised July 29, 2004
### Personnel Action Form
#### Human Resources

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<thead>
<tr>
<th>Social Security No.</th>
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<th>Telephone</th>
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<td></td>
<td>Sanchez</td>
<td>Yvette</td>
<td>F.</td>
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<td>Zip</td>
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</table>

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary [x] Full-Time
- [x] Regular [x] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [x] Separation (date: 8/8/07)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

- Division/Unit: Workforce Development
- Job Title/Position: Aide
- Budgeted Position? [x] Yes [ ] No
- Budgeted Number: 21302.6014.6146.1012
- Position No. (NBAPOSN): GNTC99
- Compensation:
  - [x] Hourly
  - Grade 10
  - Sched 0
  - Step 0
  - Hourly Rate: (Part-time only)
    - $10.19 per hr x 32 hrs/wk x 22 wks = $10,435 per year
  - Start Date: 8/27/05
  - End Date: 8/8/07
  - [ ] At-will-employee
  - [ ] Per contract

**PROPOSED**

- Division/Unit: Specialized Area: Adult Basic Education
- Job Title/Position:
- Budgeted Position? [ ] Yes [x] No
- Budgeted Number:
- Position No. (NBAPOSN):
- Compensation:
  - [ ] Hourly
  - Grade ___
  - Sched ___
  - Step ___
  - Hourly Rate: (Part-time only)
    - $___ per hr x ___ hrs/wk x ___ wks = $___ per year
  - Start Date: ___
  - End Date: ___
  - [ ] At-will-employee
  - [ ] Per contract

#### Explanation of Action:

- Recommended by Supervisor (Department Head): 8/30/07
- Approved by Vice President: 9-40
- Reviewed by Human Resources: 8-18-07
- Approved by President: 9-10-07
- Approved by Cabinet Level Supervisor: 9/17/07
- Date approved by Board or [ ] not applicable

Reg. 821
Revised: July 29, 2004
# Wharton County Junior College

## Personnel Action Form

### Human Resources

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</thead>
<tbody>
<tr>
<td></td>
<td>Vallejo</td>
<td>Elia</td>
<td>J</td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Check all that apply

- **Classification:**
  - Administrative/Professional Staff
  - Faculty
  - Support Staff

- **Temporary**
  - Full-Time
  - Part-Time

- **Regular**
  - Full-Time
  - Part-Time

- **New Employee**
  - Extension
  - 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: Specialized Area

- Job Title/Position: Specialized Area.
- Budgeted Position? Yes  No
  - Funded in which FY?
- Budget Number: Position No. (NBAPOSN):
- Compensation:
  - $ 10.97 Hourly Rate (Part-time only): $ 10.97 per hr x 10 hrs/wk x 32 wks = $ 3,510.40 per year

**PROPOSED** Division/Unit: Workforce Development

- Job Title/Position: Specialized Area.
  - Aide
  - Adult Basic Education
  - Funded in which FY? 2007-08
- Budget Number: Position No. (NBAPOSN): GNC99
- Compensation: $ 10.97 Hourly Rate (Part-time only): $ 10.97 per hr x 10 hrs/wk x 32 wks = $ 3,510.40 per year

### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head): Date 09/15/07
  - Approved by Vice President: Date
- Approved by Division Chair: Date
  - Reviewed by Human Resources: Date
- Budget Approval: Date
  - Approved by President: Date
- Approved by Cabinet Level Supervisor: Date
  - Date approved by Board or □ not applicable

Reg. 821

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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</table>

**Part I: Check all that apply**

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

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

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

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)

- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ___)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

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

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

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

**PROPOSED**

- **Division/Unit:**
- **Job Title/Position:**
- **Aide**
- **Budgeted Position?** [ ] Yes [ ] No
- **Budget Number:** 2127.0612.6147.1012
- **Compensation:**
  - [ ] Annual
  - [ ] Hourly
  - [ ] Other (explain)
  - Sched: 0
  - Grade: 10
  - Step: 0
  - Hourly Rate (Part-time only): $ 10.97 per hr x 25 hrs/wk x 32 wks = $ 8,776 per year

- **Start Date:** 1/27/07
- **End Date:** 9/24/01
  - [ ] At-will-employee
  - [ ] Per contract

**Explaination of Action:**

- Replace Luciana Lara

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
  - Date: 9/1/07
  - Approved by Vice President: Date

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

- **Budget Approval:**
  - Date

**Reg. 821**

Revised: July 29, 2004
### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
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<tbody>
<tr>
<td>☑ Temporary</td>
<td>☑ Full-Time</td>
<td>☑ New Employee</td>
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<tr>
<td>☑ Support Staff</td>
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<td>☑ Regular</td>
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<th>Resignation</th>
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<th>Salary Adjustment</th>
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### Part II: Assignment/Accounting

**CURRENT**

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<td>☑ Other (explain)</td>
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**PROPOSED**

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<td>Custodial</td>
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<td>9-24-07</td>
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### Explanation of Action:

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

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

### 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>
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<th>Reviewed by Human Resources</th>
<th>Date</th>
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<th>Approved by President</th>
<th>Date</th>
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<th>Date</th>
<th>Date approved by Board or</th>
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Wharton County Junior College

Personnel Action Form

Human Resources

Social Security No.

Last Name: Garrett

First Name: Melanie

Middle Initial: L.

Telephone: City State Zip

Part I: Check all that apply

Classification:

☐ Administrative/Professional Staff

☐ Faculty

☐ Support Staff

☐ Temporary

☐ Full-Time

☐ Part-Time

☐ Regular

New Employee

Extension

Reclassification

Transfer

Promotion

Salary Adjustment

Other (explain)

Retirement

Resignation

Separation (date:______)

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 Sched n/a Hourly Rate (Part-time only)

☐ Hourly Grade n/a $___ per hr x ___ hrs/wk x ___ wks =

☐ Other (explain) Step n/a $___ per year

Start Date: End Date:

☐ At-will-employee

☐ Per contract

If temporary, anticipated termination date:

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

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

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

Life Sciences n/a

Job Title/Position: Specialized Area:

Rodeo Coach Aide Rodeo Team

Budgeted Position? ☒ Yes ☐ No

Funded in which FY? FY08

Budget Number: Position No. (NBAPOSN): ABDW99

Compensation:

☐ Annual Sched n/a Hourly Rate (Part-time only)

☐ Hourly Grade n/a $15.00 per hr x 6.5 hrs/wk x 40 wks =

☐ Other (explain) Step n/a $3,900 per year

Start Date: End Date:

☐ At-will-employee

☐ Per contract

If temporary, anticipated termination date:

8/31/08

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

☐ 9 months  ☐ 10 1/2 months  ☐ 12 months  ☐ Other 40 weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Date

Approved by Vice President

Date

Approved by Division Chair

Date

Reviewed by Human Resources

Date

Budget Approval

Date

Approved by President

Date

Approved by Cabinet Level Supervisor

Date

Date approved by Board or ☐ not applicable

Reg. 821

Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Social Security No.**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

979-648-2035

**Address**

**Vice President of Finance**

**Part I: Check all that apply**

- Classification:
  - [ ] Administrative/Professional Staff
  - [ ] Faculty
  - [x] Support Staff
  - [x] Temporary
  - [ ] Full-Time
  - [x] 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 Number:
- Position No. (NBAPOSN):
- Compensation:
  - [ ] Annual
  - [x] Hourly
  - [ ] Other (explain)
  - Sched NA
  - Grade NA
  - Step NA
  - Hourly Rate (Part-time only)
  - $5.85 per hr x 5 hrs/wk x 32 wks = $926 per year
- Start Date: 9/17/07
- End Date: 5/15/2008
- At-will-employee
- Per contract

**PROPOSED**

- Division/Unit:
- Job Title/Position:
- Biology lab worker
- Budgeted Position? [x] Yes [ ] No
- Budgeted Number:
- Position No. (NBAPOSN): DIVW99
- Compensation:
  - [x] Hourly
  - Sched NA
  - Grade NA
  - Step NA
  - Hourly Rate (Part-time only)
  - $5.85 per hr x 5 hrs/wk x 32 wks = $926 per year
- Start Date: 9/17/07
- End Date: 5/15/2008
- At-will-employee
- Per contract

**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:

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

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head)
- Date: 9-11-07
- Approved by Vice President
- Date: 9-13-07

- Approved by Division Chair
- Date: 9-11-07

- Budget Approval
- Date: 9-17-07
- Approved by President

- Approved by Cabinet Level Supervisor
- Date: 9-17-07
- Date approved by Board or [ ] not applicable

Reg. 821

Revised July 29, 2004
# Wharton County Junior College

## Personnel Action Form

### Human Resources

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<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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<td>Ross</td>
<td>Cody</td>
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</table>

### Part I: Check all that apply

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: )
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

#### CURRENT Division/Unit:

<table>
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<tr>
<th>Job Title/Position:</th>
<th>Specialized Area:</th>
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- [ ] At-will-employee
- [ ] Per contract

#### Start Date: 9-10-07

#### End Date: 12-15-07

### PROPOSED Division/Unit:

#### Administrative Services

<table>
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<tr>
<th>Job Title/Position:</th>
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<tr>
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<th>Budget Number:</th>
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#### Compensation:

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<th>Hourly</th>
<th>Other (explain)</th>
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<td>Grade</td>
<td>Step</td>
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</table>

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

#### Start Date: 9-10-07

#### End Date: 12-15-07

### 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 14 weeks

### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head) [Signature]
- Approved by Vice President [Signature] [Date: 6/31/07]
- Approved by Division Chair [Signature] [Date: ]
- Reviewed by Human Resources [Signature] [Date: ]
- Budget Approval [Signature] [Date: 6/31/07]
- Approved by President [Signature] [Date: ]
- Approved by Cabinet Level Supervisor [Signature] [Date: 6/31/07]
- Date approved by Board or [ ] not applicable [Date: ]

Reg. 821

Revised July 29, 2004
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XVIII

MATTERS RELATING TO FORMAL POLICY

A. Second readings and approval (old and new regulations are included for your comparison)

1. Reg. 001: WCJC Mission

2. Reg. 002: Board’s Legal Status

3. Reg. 003: Board Members

4. Reg. 004: Board Organization: Board Officers, Officials, Committees

5. Reg. 005: Board Member’s Statement of Ethics

6. Reg. 006: Board Policy and Bylaw Development

7. Reg. 007: Board Meetings

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


C. Information Item: Changes to legal references and guidelines (procedure/guideline changes does not require board approval)

1. Reg. 114: Academic Calendar Development

2. Reg. 823: Recruitment and Appointment of Part-Time Faculty
BOARD POLICY

WCJC MISSION

I. BACKGROUND and/or LEGAL REFERENCE


II. POLICY

A. Statement of Institutional Mission

Wharton County Junior College is a public, two-year, comprehensive community college offering a wide range of postsecondary educational programs and services including associate degrees, certificates, continuing-education courses, cultural affairs, and leisure-time activities for the benefit of the community and a population of students that varies in age, background, and ability.

The college affords opportunities for individual growth and expression and promotes the development of the total person through scholarly and creative activity and the application of knowledge for the good of society. Its curricular and cocurricular activities lay a foundation for lifelong learning and involved citizenship and encourage the pursuit of knowledge, innovation, experimentation, and excellence in human endeavor. It prepares students for entry-level positions, for advancement in various occupations and professions, for a broad understanding of the liberal arts and sciences, and for transfer to baccalaureate-granting institutions.

In fulfilling its mission, the college

a. offers associate of arts, associate of arts in teaching, and associate of applied science degrees;

b. offers transfer curricula in preparation for the baccalaureate degree;

c. offers career/vocational curricula leading to certificates and associate degrees;

d. offers remedial and developmental courses and services, as well as adult basic education, to assist under-prepared students to achieve competency in basic skills and thus gain access to college-level programs;

e. supports excellence in instruction in all academic areas by the encouragement of faculty professional development for the improvement of teaching and learning through innovative teaching methodologies, research and public service;

f. provides library and other instructional resources as integral parts of the educational process;

g. supports students in the learning process through counseling and academic advising;

h. offers continuing-education noncredit courses and programs to meet the needs of business, industry, government, and the community-at-large, and to contribute to the economic development of its service region;

i. provides varied cultural opportunities, recreational activities, and community services to enhance the quality of life in its service region;

j. actively cooperates with school districts, vocational-technical schools, other colleges, and universities to promote a more productive educational environment within its service region.
Wharton County Junior College is an institution that emphasizes personal attention to students, innovation and flexibility in its credit and noncredit offerings, and responsiveness to the diversity of communities it serves. The college is dedicated to providing an educational environment that recognizes individuality, stresses the importance of human relationships, and reflects the democratic values of our society.

Approved by the Board of Trustees
December 14, 1994
Rev. 5-16-06

B. Statement of Collegiate Purpose

Wharton County Junior College, a comprehensive public community college, is charged with the responsibility of providing quality educational opportunities to students within its service area and to all other persons wishing to avail themselves of the services of the College. As a part of the Texas College and University System, the College must meet the diverse educational needs of its students by offering excellence, access, and economy in higher education. By providing a challenging and stimulating academic environment for persons of all ages, races, religions, and lifestyles, the College strives to meet its commitment to enhance personal growth and give adequate preparation for a lifelong role in society.

In short, the College defines its purpose for existence as that of providing an education of value.

C. Statement of Collegiate Goals

In order to make a conscientious endeavor to fulfill this purpose and the consequent obligation to its students, the College dedicates itself to achieving the following goals:

1. To provide quality instruction in the initial two years of baccalaureate education and/or to fulfill the requirements for quality associate degree programs in liberal arts, sciences, and selected preprofessional fields.

2. To provide quality vocational, technical, and career education that includes certificate, diploma, and associate degree programs in occupational, vocational, technical, and semi-technical fields, and is designed to provide job training, retraining, or upgrading of skills to meet individual needs or the changing needs of business, industry, and community.

3. To provide basic skills education that includes developmental instruction and adult basic education designed to enable students to meet their individual educational goals and to provide underprepared students with access to and preparation for employment and post-secondary education.

4. To offer educational support services (including learning resource center, computer services, and instructional support services) and student development services (including educational testing and assessment, counseling, tutoring, career and job placement assistance, student housing, and financial aid) designed to meet individual needs of the student.

5. To provide a program of student activities (student government, honor societies, athletics, forensics, musical and theatrical programs, and recreational activities) designed to develop leadership qualities and to allow the student to express special abilities and interests.

6. To offer community opportunities on and off campus for credit and noncredit adult and continuing education classes designed to stimulate students to satisfy personal education goals and to encourage
and provide opportunities for lifelong learning.

7. To respond to community needs by making available College personnel, resources, facilities, and by providing cultural enrichment opportunities.

8. To furnish modern physical facilities and up-to-date equipment for quality educational experiences in an attractive campus environment.

9. To provide excellence in administration, teaching, and support staff by recruiting, selecting, and retaining the best possible person for each position.

10. To provide the faculty and staff with a climate that promotes opportunities for professional and personal growth and enrichment.

Through striving towards these goals, the College plans to fulfill its obligation to its constituency. When it is successful in achieving these objectives, the College believes it will provide its students with both theoretical and practical knowledge, enabling them to apply their education to the different roles that each adult must assume in a modern society.

D. Statement of Collegiate Strategy

Wharton County Junior College will follow a strategy that commits the college to quality and excellence in education, service, and scholarship. We believe that this is the best approach to the future for the College. While it may not produce the most dramatic short-term results, a dedication to quality and excellence is more likely to produce the kind of long-range results we all want for the College. This commitment to excellence will be based on four initiatives:

1. High Expectations of Performance: The College will establish high expectations of performance by requiring:
   a. Academic administrators, division chairs, department heads, and faculty members to develop, agree upon, and disseminate a statement of the knowledge, capacities, and skills that all students will be expected to demonstrate prior to graduation in one of our associate degree programs.
   b. At least 15 semester hours of humanities and liberal arts education of all associate degree recipients.
   c. That liberal arts and humanities requirements be expanded and reinvigorated to ensure that content is addressed to the development of capacities for analysis, problem solving, communications, and synthesis, and to the integration of knowledge from various disciplines.
   d. Department heads and program supervisors to examine and adjust the content and delivery of all program curricula to match the knowledge, capacities, and skill outcomes that students are expected to develop as a result of their educational experiences.
   e. Academic administrators and faculty members to develop and provide a comprehensive program of developmental studies designed to assist students in correcting areas of academic weakness.
   f. Administrative personnel to develop practices that promote, recognize, and celebrate faculty
2. **Increase Student Involvement in Learning:** The College will increase student involvement in learning by insisting:

   a. That academic administrators, including division chairs and department heads, build all instructional programs around a central staff of well-qualified, highly motivated faculty positions, and that they make every possible effort to integrate part-time faculty into the ongoing activities of the program.

   b. That faculty members make greater use of active modes of teaching and that they require students to take greater responsibility for their learning.

   c. That faculty members design learning experiences that require more practice and more "time on task" from students.

   d. That faculty members design learning tasks and assessment questions that are directly and closely related to the desired learning outcomes of each learning experience.

3. **Regular Assessment and Feedback:** The College will provide regular assessment and feedback as a means of improving teaching and learning by requiring:

   a. Faculty members and academic administrators to design and implement a systematic program to assess the knowledge, capacities, and skills developed in students by academic and cocurricular programs.

   b. Academic administrators to design and install an early warning system to track student academic progress and to alert students to potential programs in time to take corrective actions.

   c. Academic administrators, including division chairs and department heads, to conduct periodic program reviews to assess the quality and effectiveness of each academic and cocurricular program.

   d. Academic and student development personnel to develop and conduct employee evaluation in their respective areas on a regular basis to ensure adherence to clearly developed standards of quality and professional practice.

4. **Personalized Student Services:** The College will support and enhance its instructional programs by providing a comprehensive program of personalized student services by assuming:

   a. That academic and student development administrators will provide a complete program of cocurricular activities with sufficient funding, space, and recognition to involve the broadest possible range of residential, part-time, and commuter students.

   b. That academic and student development administrators will develop and administer a comprehensive program of academic advising and degree planning to guide students through the educational process toward the associate degree or other educational goal.

   c. That academic and student development administrators will develop and administer an effective program of career planning, student placement, and graduate follow-up.
d. That student development personnel will provide a program of counseling and guidance that adheres to the highest standards of professional practice and that has sufficient resources to insure that its services are reasonably available to all student seeking and needing assistance.

e. That student development personnel, peer counselors, faculty, and administrators participate on a continuing basis in a program of guidance and advisement that actively involves students from matriculation through graduation.

(POLICY APPROVAL: 7-24-89, Board of Trustees)

E. Relations with Educational Accreditation Agencies

The District shall maintain accreditation with the Southern Association of Colleges and Schools.

(POLICY APPROVAL: 7-1-82, Board of Trustees)
BOARD POLICY

No.: 002

BOARD'S LEGAL STATUS

OLD

I. BACKGROUND and/or LEGAL REFERENCE

TASB Policy Manual, BA, Board Legal Status; BAA, Board Legal Status: Powers, Duties, Responsibilities; and Texas Education Code, section 130.

II. POLICY

A. The corporate name of this college, as provided by law, is Wharton County Junior College District, herein referred to as "the District."

(POLICY APPROVAL: 5-30-86, Board of Trustees)

B. Titles. The official title of the governing body of the District shall be the Board of Trustees of Wharton County Junior College District, herein referred to as "the Board."

1. In legally referenced policies, Board members are referred to as Trustees or Board members, and the presiding officer is called the President of the Board or the President.

2. In local policy, Board members are referred to as Board members, and the presiding officer is called the Chairman of the Board or the Chairman.

3. These terms in legally referenced policies and local policies are synonymous. Local terminology shall be used throughout this manual for locally generated material.

(POLICY APPROVAL: 5-30-86, Board of Trustees)

C. Powers, Duties, Responsibilities. In addition to legally required powers and duties, the Board shall have the responsibility to:

1. Represent the constituency and interpret socio-educational trends in terms of college policy.

2. Assist in obtaining funds for the operation and extension of the college.

3. Act as a legislative body and delegate to the College President implementation of policies and executive functions.

4. Establish requirements for admission of students and for the general organization of the work of the college based on recommendations of the College President.

5. Grant degrees and certificates to those recommended by the faculty and the vice-president [of academic affairs].

6. Establish the amount or cost of tuition and fees within the statutory guidelines based on recommendations of the College President.

7. Establish dormitory and cafeteria fees.
8. Approve plans for the development of college physical plant based on recommendations of the College President.

9. Approve catalog and other official college documents based on recommendations of the College President.

10. With the assistance of the College President, determine current needs of the District and actively support them before the public and news media.

11. Act as a body of final appeal for District personnel and the public in cases that may be appealed from the decision of the College President.

12. Approve the transfer of funds from one account to another.

13. Approve the program of instruction upon recommendation of the College President.

(POLICY APPROVAL: 5-30-86, Board of Trustees)
BOARD POLICY

BOARD MEMBERS

I. BACKGROUND and/or LEGAL REFERENCES

TASB Policy Manual, BBA, Board Members: Eligibility/Qualifications, 2-17-92; BBB, Board Members: Elections, 3-7-94; BBBA, Elections: Reporting Campaign Funds, 10-1-86; BBC, Board Members: Vacancies and Removal from Office, 2-17-92; BBD, Board Members: Orientation, 3-7-94; BBE, Board Members: Authority, 10-5-87; BBG, Board Members: Conventions, Conferences, and Workshops, 10-16-89; Texas Education Code, 12, 21, 23, 67, 130; Election Code, 2, 3, 4, 41, 11, 141, 201, 251, 254, 272; Texas Constitution, Article V, Sec. 24, Article XVI, Sec. 1, 14; Texas Govt Code, 551, 553, 573, 602; 19 TAC 9.77; Texas Penal Code, 36, 39; Article 6252-17, Sec. 1(a); VATS; 42 USC 1973c; 28 CFR 51.6; and other references cited in the TASB Policy Manual.

II. POLICY

A. Elections

1. Method of Election. Election of Trustees shall be by at-large positions, except as otherwise provided. Educ Code 130.082(f)(g).

2. Number and Term. Either two or three Trustees shall be elected at each election, the number of Trustees depending upon that required to constitute a Board of nine to serve terms of six years. Educ Code 130.082(d)(e),(f),(g).

3. Filing Information. A candidate for any position may have his or her name printed on a ballot for election to any position to be filled at each regular election by filing a written statement, signed by the candidate, with the secretary of the Board not later than 5:00 p.m. of the 45th day before the day of the election. An application may not be filed earlier than the 30th day before the date of the filing deadline. The application must state the number of the position for which the candidate is filing or the name of the incumbent member of the Board holding the position sought. The application shall include all statutorily required information, including a statement that the candidate is aware of the nepotism law. The location on the ballot of the names of the candidates for each position shall be chosen by lot by the Board. The candidate shall be eligible to run for only one position in each election. Educ Code 130.082(g); Elect Code 31.0021, 141.031(4).

4. Loyalty Oath. Before a candidate can have his or her name placed on the ballot, he or she must execute and have notarized the loyalty oath. Elec Code 141.031; The Socialist Workers Party v. Martin, 345 F.Suppl. 1132 (S.D. Tex. 1972), aff'd 483 F.2d 554 (5th Cir. 1973).

5. Nepotism. A candidate shall not take any affirmative action to influence a District employee or current Trustee regarding the appointment, reappointment, employment, confirmation, re-employment, change in status, compensation, or dismissal of a person related to the candidate within a prohibited degree of relationship under the nepotism law. [See TASB Policy Manual, Policy DBE.] However, this prohibition does not apply to a candidate's actions taken with respect to a bona fide class or category of employees or prospective employees. Art. 5996a, Sec. 2, VATS.
6. **Date of Election.** The election of Trustees of the District shall be on the first Saturday in May in even-numbered years. *Educ Code 33.082(c); Elec Code 41.001.*

7. **Notice.** The Board shall call the election not later than the 45th day before election day. Notice of the election shall be posted in at least three public places in the District and shall also be published at least once, not earlier that the 30th day or later than the tenth day before election day, in a newspaper published within the District's boundaries or in a newspaper of general circulation in the District if none is published within the District's boundaries. *Elec Code 3.005, 4.003(a)(1); Educ Code 130.082(f).*

The notice shall state the nature and date of the election, the location of each polling place, and the hours the polls will be open. The Board shall retain a copy of the published notice that contains the name of the newspaper and the date of publication and shall preserve that copy for 60 days after election day. *Elec Code 4.004, 4.005, 66.058(a).*

8. **Polling Places.** Each polling place shall be accessible to and usable by the elderly and physically handicapped. *Elec Code 43.034.*

9. **Bilingual Materials.** The District shall provide bilingual election materials, as specified by law, when:

   a. The director of the federal census determines that more than 5% of the citizens of voting age of the District are members of a single language minority, and the illiteracy rate of such persons as a group in the District is higher than the national illiteracy rate, illiteracy defined as the failure to complete the fifth primary grade; or

   b. Five percent or more of the inhabitants of the District are persons of Spanish origin or descent, according to the most recent federal decennial census that may be officially acted on by the District in accordance with Art. 29d, VATS. If the District includes territory in more than one county, the bilingual materials must be used in each precinct that includes territory within a county in which 5% or more of the inhabitants are of Spanish origin or descent.

   *42 USC 1973aa-la; Election Code 272.002*

10. **Early Voting.** The Board shall provide for early voting in Board elections as provided by law. *Election Code 81.001, 88.004, 101.001-112.010.*

11. **Certification of Election.** The Board shall canvass the returns not earlier than the second day or later than the sixth day after election day, declare the results, and issue certificates of election to those elected. *Educ Code 67.00167.005.*

12. **Statement of Officer and Oath of Office.** Newly elected Trustees shall sign and file with the Secretary of State the required Statement of Officer. After the statement has been filed and certificates of election have been issued, but before entering upon the duties of the office, the Trustee shall take the oath or affirmation of office and shall file it with the President of the Board. *Educ Code 23.10, 23.19(a)(b), Tex. Const. Art. XVI, Sec. 1.*
The oath may be administered and a certificate of the fact given by:

a. A judge, clerk, or commissioner of any court of record.
b. A notary public.
c. A justice of the peace.
d. The Secretary of State of Texas.
e. An employee of the Secretary of State of Texas who has duties related to the records required by Chapter 14, Texas Election Code, as amended.
f. A member of the State Legislature.
g. The Lieutenant Governor of Texas.
h. The Governor of Texas.

Art. 26, VATS

13. Voting Rights Act. The Board, being subject to the provisions of the Voting Rights Act of 1965, shall submit any changes that affect elections to the U.S. Justice Department for preclearance and shall implement such changes unless the Justice Department interposes an objection within 60 days after the date of submission. 42 USC 1973c; 28 CFR 51.6; Garza v Gates, 482 F. Supp. 1211 (D.C. Tex. 1980).

(POLICY APPROVAL: 2-17-92, Board of Trustees)

B. Orientation

1. The Board and the College President shall provide an orientation for new Board members within the first six months of their election to assist them in understanding the Board’s function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

a. Selected materials on the responsibilities of being a contributing member of the Board.

b. Material pertinent to meetings and an explanation of its use.

c. Invitations to meet with the College President and other administrative personnel designated by the College President to discuss services the administration performs for the Board.

d. Access to a copy of the Board’s policies and administrative regulations and other documents and information currently in use by other Board members.

e. Information regarding appropriate meetings and workshops.

f. A formal orientation on legal and budgetary oversight responsibilities of the Board.

g. Other information and activities as the Board or the College President deems useful in fulfilling the role of Board member.
B. Annual Plan

The College President shall work with the Board to develop and implement an annual plan to address the training needs of Board members.

(POLICY APPROVAL: 6-22-93, Board of Trustees)

C. Authority

1. **Board Authority.** The Board has final authority to determine and interpret the policies that govern the college and, within the limits imposed by other legal authorities, has complete and full control of the District.

2. **Transacting Business.** Official Board action shall be taken only in meetings that comply with the Open Meetings Act. The affirmative vote of a majority of all Board members shall be required to transact business. (See Board Policy 007.) Each action of the Board supported by the majority is binding on the whole Board.

3. **Individual Authority.** A Board member as an individual shall have no authority over the District, its property, or its employees; however, as noted by the Attorney General in Opinion JM-119 (1983), individual Board members do have the right to seek information from District records and employees without specific Board authorization, so long as they follow any relevant Board policies in seeking that information.
   a. An individual member may act on behalf of the Board only with the official authorization of the Board. Without such express authorization, no individual member may commit the Board on any issue.
   b. If citizens bring a concern or complaint to an individual Board member, he or she shall refer them to the College President or designée, who shall proceed according to appropriate Board policy. (See Board Policies 007 and 012.)

4. **Staff Authority.** Except as authorized by these policies, no employee or agent shall have the authority to bind the college contractually.

(POLICY APPROVAL: 10-16-89, Board of Trustees)

D. Conventions, Conferences, Workshops

Board members may attend regional, state, or national conventions, conferences, and workshops. Reimbursement for reasonable travel expenses for attendance at such conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary or desirable in carrying out the educational functions of the District.

(POLICY APPROVAL: 7-1-82, Board of Trustees)
BOARD POLICY

BOARD ORGANIZATION: BOARD OFFICERS, OFFICIALS, COMMITTEES

I. BACKGROUND and/or LEGAL REFERENCE

TASB Policy Manual, BBC, Board Members: Vacancies and Removal from Office, 2-17-92; BCA, Board Internal Organization: Board Members and Officials, 2-17-92; Board Officers and Officials: Duties and Responsibilities of Board President; BCAD, Board Officers and Officials: Duties and Responsibilities of Secretary, 7-1-82; BCAE, Board Officers and Officials: Selection and Duties of Chief Tax Officials, 2-17-92; BCD, Board Internal Organization: Consultants, 9-17-90.

II. POLICY

A. Board Members and Officials

1. Officer Election. At the first meeting following the Trustee election, the Board shall canvass the election results, administer oaths to new members, and elect officers. In addition to the officers required by law, the Board shall elect a Vice-Chairman. The Secretary shall be a member of the Board. The Assistant Secretary shall be the College President’s Secretary. Officers shall be elected by majority vote of the members present and voting.

2. Terms and Duties. Board officers shall serve for a term of two years, or until a successor is elected and qualified. Officers may succeed themselves in office without limit. Each officer shall perform any legal duties of that office and any other duties, as required by the Board.

3. Vacancies. A vacancy among officers of the Board, other than the Chairman, shall be filled by majority action of the Board. A vacancy in the Chairmanship shall be filled by the Vice-Chairman, and a new Vice-Chairman shall be elected.

(POLICY APPROVAL: 5-30-86, Board of Trustees)

B. Duties and Responsibilities of Board President

In addition to the duties required by law, the President of the Board shall:

1. Preside at all meetings of the Board.

2. Appoint all committees, unless otherwise instructed by the Board.

3. Serve as ex officio member of all Board committees.

4. Call special meetings of the Board. (See Board Policy 007.)

5. Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.

6. Decide all questions of order in accordance with Robert’s Rules of Order, Newly Revised, as modified by Board policy.
7. Perform all customary duties of the office and other duties as may be required by law or the Board.

(POLICY APPROVAL: 5-30-86, Board of Trustees)

C. Duties and Responsibilities of Vice-President

The Vice-Chairman of the Board shall:

1. Act in the capacity and perform the duties of the Chairman of the Board in the event of the absence or incapacity of the Chairman.

2. Automatically become Chairman of the Board if a vacancy in that office occurs.

3. Perform other duties as prescribed by the Board.

If the Vice-Chairman becomes Chairman of the Board, a new Vice-Chairman shall be chosen by Board election.

D. Duties and Responsibilities of Secretary

The Secretary of the Board shall:

1. Keep, or cause to be kept by the Assistant Secretary, an accurate record of the proceedings of each Board meeting.

2. Send, or cause to be sent by the Assistant Secretary, notices of Board meetings.

3. In the absence of the President and Vice-President, call the meeting to order and act as presiding officer.

4. Perform other duties as directed by the Board.

E. The Assistant Secretary shall be the recording secretary for the Board.

(POLICY APPROVAL: 5-30-86)

F. Selection and Duties of Chief Tax Officials

The District shall have its taxes assessed by the Central Appraisal District of Wharton County and the Central Appraisal District of Fort Bend County and collected by the Tax Assessor-Collector of Wharton County and the Tax Assessor-Collector of Fort Bend County.

(POLICY APPROVAL: 5-30-86, Board of Trustees)

G. Attorney

The Board may employ an attorney to provide legal counsel and representation for the District.

(POLICY APPROVAL: 9-17-90, Board of Trustees)
H. Board Committees

1. Committee of the Whole

Except as hereinafter provided, committee work shall be done by the members of the Board sitting as a Committee of the Whole. The Committee of the Whole may be called to meet by the Chairman of the Board, when, in his or her opinion, it is desirable. The Committee shall meet in compliance with the Open Meetings Act at such times and places as it may elect to consider any business relating to the District.

2. Special Committees

   a. Special committees may be created by the Board for specific assignments. When so created such committees shall be terminated upon completing their assignments or such committees may be terminated by a vote of the Board.

   b. The Chairman and College President shall be ex officio members of all Board Committees.

3. Authority

   Committees may transact business binding on the District only within authority specifically granted to them, and to be continuously binding, all such business thus transacted must be reported at the next meeting of the Board for approval and for entry into the minutes of the Board as a public record.

(POLICY APPROVAL: 7-24-89, Board of Trustees)
BOARD MEMBER'S STATEMENT OF ETHICS

I. BACKGROUND and/or LEGAL REFERENCE

The Texas Appropriations Act and Texas Education Code Section 61.0815 require higher education institutions to file an ethics policy with the Texas Higher Education Coordinating Board.

II. PURPOSE

High ethical standards and compliance with the law are of critical importance to Wharton County Junior College ("WCJC" or "College"). As elected officials, WCJC board members owe a responsibility to the people of Texas in the performance of their official duties. This Statement of Ethics provides the guidelines that govern each Board member's conduct. Board members should act fairly and honestly and avoid creating even the appearance of impropriety.

III. POLICY

Board members of Wharton County Junior College shall subscribe to the following code of ethics:

Board Member's Code of Ethics

As a member of the Board, I will strive to improve public education. To that end, I shall adhere to the following ethical standards. I agree to review these standards and sign a statement, promising to uphold those standards. I will:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning issues to be considered at those meetings;

2. Work with other Board members to establish effective Board policies, and to delegate authority for the administration of the College to the College president;

3. Recognize that I should endeavor to make policy decisions only after full consideration and discussion at publicly-held Board meetings;

4. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

5. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;

6. Communicate to other Board members and the College president expressions of public reaction to Board policies and College programs;

7. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the American Association of Community and Junior Colleges, the Association of Community College Trustees, and other groups;

8. Support the employment of those persons best qualified to serve as College staff, and insist on a regular and impartial evaluation of all staff;
9. Observe and enforce all nepotism and conflict of interest laws, and avoid being placed in a position of conflict of interest. I will also refrain from using my Board position for personal or partisan gain.

10. Take no private action that will compromise the Board or administration, and respect the confidentiality of information or discussions that are privileged under applicable law;

11. Remember always that my first and greatest concern must be the educational welfare of the students attending the College;

12. Avoid engaging in or condoning any behavior by College officials, employees, and students which constitutes sexual harassment under applicable law. Sexual harassment is defined as: (1) when submission to or rejection of sexual conduct is used as a basis for employment decisions affecting an individual, and/or (2) harassing conduct which interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment; and,

13. Uphold and enforce all applicable court decisions, statutes, regulations, and Board policies, as they now exist or may be amended or modified in the future.

(POLICY APPROVAL: 7-1-82, revised 11-16-04, Board of Trustees)

7-1-82
JJ/BAM
11-16-04
BOARD POLICY AND BYLAW DEVELOPMENT

I. BACKGROUND and/or LEGAL REFERENCE

TASB Policy Manual, BE, Policy and Bylaw Development, 7-1-82.

II. POLICY

A. Policy Development

The District shall be governed in accordance with written policies adopted by a majority of the Board. Policies and policy amendments may be initiated by the College President, or by any member of the Board. All requests for policy considerations from faculty, employees, or community citizens shall be in writing to the College President. All such requests shall be reviewed, evaluated, and presented with recommendations by the College President, for consideration by the Board.

B. Adoption

The Board shall have the sole right to adopt policies. [See Board Policy 111, Section III.B.]

C. Repeal

Through the adoption of these policies, all previously adopted policies are repealed and of no force or effect if in conflict with these policies. Any amendment of or addition to these policies shall repeal any policies in conflict with it.

D. Proposed Policies or Amendments

Proposed policies or amendments may be introduced and approved by the Board at one meeting or action may be delayed until a subsequent meeting. [See Board Policy 111, Section III.C.]

Written comments from college employees, the faculty advisory committee, or from the general public concerning all policy proposals will be received in the office of the College President for a period of fifteen calendar days following the date of the first reading of the policy proposal. The College President shall present all comments so received, together with his own recommendations, to the Board to be considered prior to the second reading of the policy proposal.

E. Administration in Policy Absence

When action is urgently required in an area not covered by Board policy, the College President shall have the power to act. The College President shall inform the Board promptly of such action, which shall be subject to review by the Board at its discretion.

F. Official Policy Manual

The Board shall designate one copy of the policy manual as the official policy manual of the District. The official copy shall be kept in the College President's office, and the President or designee shall be responsible for its accuracy and currency. If discrepancies occur between different copies of the manual distributed throughout the District, the version contained in the official policy manual shall be regarded
Board Policy 006

as authoritative.

G. Harmony with Law

No policy or regulation, nor any portion thereof, shall be operative if it is found to be in conflict with applicable law. No policy of the District shall be interpreted or applied so as to cause circumvention or negation of applicable law.

(POLICY APPROVAL: 7-24-89, Board of Trustees)
BOARD MEETINGS

I. BACKGROUND and/or LEGAL REFERENCE

TASB Policy Manual, BD, Board Meetings, 3-7-94; BDA, Board Meetings: Closed Meetings, 3-7-94; BDB, Board Meetings: Public Participation, 3-7-94.

II. POLICY

A. Place of Meeting

Unless otherwise provided, Board meetings shall be held at the Outlar Auditorium located in the Johnson Health Occupations Building at 911 Boling Highway, Wharton, Texas. [This location was subsequently changed to the Board’s Conference Room in the Hutchins Memorial Building after renovations were completed for that facility.]

B. Time of Meeting

Regular meetings of the Board shall be held on the third Wednesday of each month at 7:30 p.m., unless otherwise provided by the Board.

C. Special or Emergency Meetings

The time for special and emergency meetings of the Board shall be as stipulated in the notice for the meeting.

D. Agenda Preparation

1. The agenda for meetings of the Board normally will be closed at noon of the seventh day preceding regular meetings and at noon of the fifth day preceding special meetings.

2. The agenda shall be prepared under the direction of the College President with the advice and consent of the Chairman of the Board. Any Board member may place an item on the agenda.

3. The College President must be notified of all agenda items.

E. Posting Notice

In addition to the notice posted at the central administration office, the College shall furnish for posting written notice of its meetings to the county clerk.

F. Notice to Members

Members of the Board shall be given notice of regular and special meetings at least seventy-two hours prior to the scheduled time of the meetings and at least two hours prior to the time of an emergency meeting.
G. Executive Session

Notice of all meetings shall provide for the possibility of a closed or executive session during an open meeting, as provided by law.

H. Order of Business

1. The order of business for regular Board meetings shall be as follows. The order of business may be changed by consent of all members present.
   a. Roll call, establishment of quorum, call to order.
   b. Read and approve minutes of previous meeting.
   c. Financial report.
   d. Reports to the Board: 
      [reporting units shall be as determined by the Board, as these have changed over time since this policy was originally adopted in 1989]
   e. Reports from committees of the Board.
   f. Unfinished business.
   g. New business.
   h. Personnel considerations.
   i. Adjournment.

2. The Board may enter executive session at any time during the meeting, as permitted under the Open Meetings Act.

I. Calling Special Meetings

The President of the Board shall call a special meeting at the President’s discretion or on request by five or more members of the Board.

J. Calling Emergency Meetings

1. The President shall call an emergency meeting when the President or five or more members of the Board determine that an emergency or urgent public necessity warrants the meeting.

2. Emergency meetings shall be called only for bona fide emergencies that cannot reasonably be postponed until a special or regular meeting.

K. Rules of Order

The Board shall observe the parliamentary procedures as found in Robert’s Rules of Order, Newly
Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

L. Voting

Voting shall be by voice vote or show of hands, as directed by the President. Any member may abstain from voting, and a member’s vote or failure to vote shall be recorded upon that member’s request.

M. Minutes

1. Board action shall be carefully recorded by the Secretary or Assistant Secretary; when approved, these minutes shall serve as the legal records of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.

2. The official minutes of the Board shall be retained on file in the office of the College President and shall be available for examination during regular office hours.

N. Discussions and Limitation

1. Discussions shall be addressed to the Chairman of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

2. The Board Chairman shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Chairman shall not interfere with debate so long as members wish to address themselves to an item under consideration.

(POLICY APPROVAL: 7-24-89, Board of Trustees)

O. Public Participation

1. Citizen Participation

   a. The board shall solicit the advice and counsel of citizens in planning and operating the District.

   b. A citizen shall seek solutions to concerns, questions, and problems by following the District’s complaint procedures. [See Board Policy 012.]

P. Agenda Request

1. A citizen’s request to address the Board shall be made in writing through the College President’s office at least ten working days before the next scheduled Board meeting. The request shall be addressed to the Board as a whole and shall include the person’s name, address, phone number, and the subject matter they wish to discuss.

2. Complaints and concerns for which other resolution procedures are provided shall be directed through those channels.
Q. Delegations

1. Delegations of more than five persons shall appoint a spokesperson to represent their viewpoint before the Board.

2. During Board meetings, citizens shall be reasonably permitted to enter into discussion or debate on matters being considered by the Board, subject to the provisions and limitations of the Open Meetings Act.

3. If a citizen’s request has been scheduled on the agenda, the Board shall make whatever response or take whatever action it deems appropriate to handle the matter. Such response or action may include:
   a. Providing an immediate response or taking immediate action.
   b. Referring the matter to the College President for action or for further recommendations.
   c. Referring the matter to a later meeting for further discussion or study.
   d. Indicating that the matter will be taken under advisement.

4. The Board may, by majority vote, permit persons who have not made prior written request an opportunity to address the Board. Persons not on the agenda who wish to speak to the Board shall complete a form at the beginning of the meeting stating their purpose. The President may allot such speakers a reasonable length of time for their presentations, but the Board shall not take action on any item not listed in the official agenda.

5. If the matter should appropriately be handled through the complaint procedure, the citizen shall be informed of the policy. No complaint against an employee shall be heard unless complaint procedures are followed, and the item is properly scheduled on the agenda. [See Board Policy 012.]

R. Consultation

None of the above restrictions shall prevent the Board from consulting with personnel who may have information germane to the matters under consideration. Such persons shall be invited by the Board and may include attorneys, architects, professional educators, physicians, and the like.

(POLICY APPROVAL: 7-24-89, Board of Trustees)
WCJC MISSION

I. BACKGROUND and/or LEGAL REFERENCE

Education Code 130.0011; Education Code 130.003(e); 19 TAC 9.53, 9.54; Education Code 51.354; 19 TAC Ch.10, Subch.8.

A. Role and Mission

The College shall be a two-year institution primarily serving its local taxing district and service area and offering vocational, technical, and academic courses for certification or associate degrees. Continuing education, remedial and compensatory education consistent with open-admission policies, and programs of counseling and guidance shall be provided. The College shall insist on excellence in all academic areas—instruction, research, and public service. Faculty research, using the facilities provided for and consistent with the primary function of the College is encouraged. Funding for research should be from private sources, competitively acquired sources, local taxes, and other local revenue. Education Code 130.0011

B. Purpose

The purpose of the College District shall be to provide:

1. Technical programs up to two years in length leading to associate degrees or certificates.

2. Vocational programs leading directly to employment in semiskilled and skilled occupations.

3. Freshman and sophomore courses in arts and sciences.

4. Continuing adult education programs for occupational or cultural upgrading.

5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.

6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.

7. Work force development programs designed to meet local and statewide needs.

8. Adult literacy and other basic skills programs for adults.

9. Other purposes as may be prescribed by the Texas Higher Education Coordinating Board, ("Coordinating Board") or the College District’s Board in the best interest of post secondary education.

Education Code 130.003(e)

The College must develop a statement regarding the purpose, role, and mission of the College reflecting the three missions of higher education: teaching, research, and public service.
The College shall include in its role and mission statement the purpose of the College as prescribed under Texas Education Code 130.003(e), that it shall primarily serve its local taxing district and service area, offering vocational, technical, and academic courses for certificates or associate degrees. Continuing education, remedial, and compensatory education consistent with open admission policies, and a program of counseling and guidance shall also be provided.

The College must publish its purpose, role, and mission statement in its official publication for students, generally the College catalog.

19 TAC 9.53, 9.54

C. Institutional Responsibility

In addition to specific responsibilities imposed by the Education Code or other law, the College has the general responsibility to serve the public and, within the College's role and mission, to:

1. Transmit culture through general education.

2. Extend knowledge.

3. Teach and train students for professions.

4. Provide for scientific, engineering, medical, and other academic research.

5. Protect intellectual exploration and academic freedom.


7. Provide educational opportunity for all who can benefit from postsecondary education and training.

8. Provide continuing education opportunities.

Education Code 51.354

D. Institutional Effectiveness

All certificate and associate degree programs and institutional services and standards of operation must meet performance measures and standards as established by the Coordinating Board in consultation with an advisory committee appointed by the Commissioner of Higher Education and comprised of representatives from public institutions having certificate and associate degree programs. The measures shall assess the following:

1. The College's overall quality and ability to produce desired results as outlined in Coordinating Board-approved measures and standards; and

2. The quality and ability to produce desired results as outlined in Coordinating Board-approved measures and standards of certificate and associate degree programs.

The College shall conduct self-evaluations of certificate and associate degree programs and College services and standards of operation through the use of an instrument and in a time frame determined
by the Coordinating Board. The College shall submit a report of its self-evaluation to the
Coordinating Board staff in a time period and format determined by the Coordinating Board.

The Commissioner shall certify to the proper officials the names of those colleges that have complied
with the provisions of 19 TAC Chapter 10, Subchapter B, as well as other rules and regulations of the
Coordinating Board. Only colleges which are so certified shall be eligible for and may receive any
appropriation made by the legislature to colleges as prescribed in Texas Education Code 130.003.

In the event of a finding of noncompliance, the College President, and the chair of the Board shall be
given notice of any finding and the provisions of 19 TAC Chapter 10, Subchapter B that have been
violated, if applicable. The College shall be given a time frame to make satisfactory adjustments. If
satisfactory adjustments are not made within the time frame, the Commissioner may elect not to
certify the College for purposes of state appropriations.

Approval of new certificate or associate degree programs shall be contingent upon the College's
compliance with provisions of 19 TAC Chapter 10, Subchapter B.

19 TAC Ch. 10, Subch. B

II. POLICY

A. Statement of Institutional Mission

Wharton County Junior College is a public, two-year, comprehensive community college offering a wide
range of postsecondary educational programs and services including associate degrees, certificates,
continuing-education courses, cultural affairs, and leisure-time activities for the benefit of the
community and a population of students that varies in age, background, and ability.

The college affords opportunities for individual growth and expression and promotes the development of
the total person through scholarly and creative activity and the application of knowledge for the good of
society. Its curricular and cocurricular activities lay a foundation for lifelong learning and involved
citizenship and encourage the pursuit of knowledge, innovation, experimentation, and excellence in
human endeavor. It prepares students for entry-level positions, for advancement in various occupations
and professions, for a broad understanding of the liberal arts and sciences, and for transfer to
baccalaureate-granting institutions.

In fulfilling its mission, the college

a. offers associate of arts, associate of arts in teaching, and associate of applied science
degrees;

b. offers transfer curricula in preparation for the baccalaureate degree;

c. offers career/vocational curricula leading to certificates and associate degrees;

d. offers remedial and developmental courses and services, as well as adult basic
education, to assist under-prepared students to achieve competency in basic skills and
thus gain access to college-level programs;

e. supports excellence in instruction in all academic areas by the encouragement of faculty
professional development for the improvement of teaching and learning through
innovative teaching methodologies, research and public service;
f. provides library and other instructional resources as integral parts of the educational process;

g. supports students in the learning process through counseling and academic advising;

h. offers continuing-education noncredit courses and programs to meet the needs of business, industry, government, and the community-at-large, and to contribute to the economic development of its service region;

i. provides varied cultural opportunities, recreational activities, and community services to enhance the quality of life in its service region;

j. actively cooperates with school districts, vocational-technical schools, other colleges, and universities to promote a more productive educational environment within its service region.

Wharton County Junior College is an institution that emphasizes personal attention to students, innovation and flexibility in its credit and noncredit offerings, and responsiveness to the diversity of communities it serves. The college is dedicated to providing an educational environment that recognizes individuality, stresses the importance of human relationships, and reflects the democratic values of our society.

Approved by the Board of Trustees
December 14, 1994
Rev. 5-16-06
Rev. __-__-07

B. Statement of Collegiate Purpose

Wharton County Junior College, a comprehensive public community college, is charged with the responsibility of providing quality educational opportunities primarily to students within its local taxing district and service area and to all other persons wishing to avail themselves of the services of the College. As a part of the Texas College and University System, the College must meet the diverse educational needs of its students by offering excellence, access, and economy in higher education. By providing a challenging and stimulating academic environment for persons of all ages, races, religions, and lifestyles, the College strives to meet its commitment to enhance personal growth and give adequate preparation for a lifelong role in society.

In short, the College defines its purpose for existence as that of providing an education of value.

(POLICY APPROVAL: 7-24-89, Board of Trustees)

C. Relations with Educational Accreditation Agencies

The District shall maintain accreditation with the Southern Association of Colleges and Schools.

(POLICY APPROVAL: 7-1-82, Board of Trustees)
Board Policy 001

Rev. 12-14-94
Rev. 5-16-06
Rev. ____-07
BOARD'S LEGAL STATUS

I. BACKGROUND and/or LEGAL REFERENCE

A. College District Legal Status

The College District derives its legal status from the Constitution of the State of Texas and from the Texas Education Code that authorizes a public junior college and/or district of any one of the following classifications:

1. Independent school district junior college.
2. City junior college.
3. Union junior college.
4. County junior college.
5. Joint-county junior college.
6. Public junior college as a part or division of a regional college district.

*Texas Constitution, Art. VII; Education Code 130.004(a)*

A public junior college shall be defined as an institution of higher education. *Education Code 61.003(8)*

B. Board Legal Status

In discharging its duties the Board shall function in accordance with applicable state and federal statutes, controlling court decisions, and applicable regulations promulgated pursuant to statute by state and federal agencies. Opinions of the Attorney General shall be used for guidance in interpretation of applicable law. The Board shall constitute a body corporate and shall have the exclusive power to manage and govern the College District. *Education Code 1.001(a), 130.082(d), 130.084; Texas Ass'n of Steel Importers, Inc. v. Texas Highway Commission, 372 S.W. 2d 525 (Tex. 1963)*

The Board has final authority to determine and interpret the policies that govern the College District and within the limits imposed by other legal authorities, has complete and full control of the College District.

C. Board Members Authority

1. Board Actions

Because the Board is a body corporate, members can perform no valid act except as a body at meetings properly convened and conducted. No individual member of the Board may exercise authority with respect to the operation of the College District by virtue of their status as Board members. *Toyah ISD v. Pecos-Barstow ISD, 466 S.W.2d 377 (Tex. Civ. App.-San Antonio, 1971, no writ); Buchele v. Woods, 528 S.W.2d 95 (Tex. Civ. App.-Tyler, 1975, no writ)*

2. Right of Access
Individual Trustees, in their official capacity as public officers entrusted with governing and overseeing the management of the District, have an inherent right of access to records maintained by the District, under Board policies for orderly access. Atty. Gen. Op. No. JM-119 (1983); Education Code 11.151 [See FL, GAA]

Each Board member shall have the legal responsibility of a fiduciary in the management of funds under the control of colleges subject to the Board's control and management. Education Code 51.352(e)

3. Protections for Acting on a Legislative Measure

A Board member may not be subject to disciplinary action or a sanction, penalty, disability, or liability for:

a. An action permitted by law that the officer takes in the officer's official capacity regarding a legislative measure;

b. Proposing, endorsing, or expressing support for or opposition to a legislative measure or taking any action permitted by law to support or oppose a legislative measure;

c. The effect of a legislative measure or of a change in law proposed by a legislative measure on any person; or

d. A breach of duty, in connection with the member's practice of or employment in a licensed or regulated profession or occupation, to disclose to any person information, or to obtain a waiver or consent from any person, regarding the officer's actions relating to a legislative measure; or the substance, effects, or potential effects of a legislative measure.

Gov't Code 572.059

4. Board Member Immunities

The statutory immunity detailed below is in addition to and does not preempt the common law doctrine of official and governmental immunity. Education Code 22.051(b)

5. State Law Immunities

A Board member is not personally liable for any act that is incident to or within the scope of the duties of the Board member's position and that involves the exercise of judgment or discretion. Education Code 22.0511(a)

D. Extent of State and Local Control

All authority not vested by the laws of the state in the Coordinating Board or in the Central Education Agency shall be reserved and retained locally in the College District or in the Board as provided in the laws applicable. Education Code 130.002

II. POLICY
A. The corporate name of this college, as provided by law, is Wharton County Junior College District, herein referred to as "the District."

(POLICY APPROVAL: 5-30-86, Board of Trustees)

B. Titles. The official title of the governing body of the District shall be the Board of Trustees of Wharton County Junior College District, herein referred to as "the Board."

1. In legally referenced policies, Board members are referred to as Trustees or Board members, and the presiding officer is called the President of the Board or the President.

2. In local policy, Board members are referred to as Board members, and the presiding officer is called the Chairman of the Board or the Chairman.

3. These terms in legally referenced policies and local policies are synonymous. Local terminology shall be used throughout this manual for locally generated material.

(POLICY APPROVAL: 5-30-86, Board of Trustees)

C. Responsibilities of the Board

The Board, being composed of lay members, shall exercise the traditional and time-honored role as it has evolved in the United States and shall constitute the keystone of the governance structure. In this regard, the Board:

1. Is expected to preserve institutional independence and to defend its right to manage its own affairs through its chosen administrators and employees.

2. Shall enhance the public image of the College District under its governance.

3. Shall interpret the community to the campus and interpret the campus to the community.

4. Shall nurture the College District under its governance to the end that it achieves its full potential within its role and mission.

5. Shall insist on clarity of focus and mission of the College District under its governance.

Education Code 51.352(a)

(POLICY APPROVAL: __-__-07, Board of Trustees)

D. Powers and Duties of the Board

All authority not vested by the laws of the state in the Coordinating Board or in the Central Education Agency shall be reserved and retained locally in the College District or in the Board as provided in the laws applicable. Education Code 130.002

The Board shall have specific powers and duties imposed by statutes of the state. The Board
has the legal power and duty to:

1. Be governed in the establishment, management, and control of the College District by the general laws governing the establishment, management, and control of independent school districts insofar as the general law is applicable. *Education Code 130.084*

Have the exclusive power to govern and oversee the management of the College District. *Education Code 11.151(b)*

2. Set and collect any amount of tuition, rentals, rates, charges, or fees the Board considers necessary for the efficient operation of the College District, except that a tuition rate set under this subsection must satisfy the requirements of Section 54.051(n). The Board may set a different tuition rate for each program, course, or course level offered by the College District, including a program, course, or course level to which a provision of Section 54.051 applies, as the Board considers appropriate to reflect course costs or to promote efficiency or another rational purpose. *Education Code 130.084*

3. Provide policy direction for the College District and adopt such rules, regulations, and bylaws as the Board deems advisable. *Education Code 51.352(b), 130.082(d)*

4. Establish goals consistent with the College District's role and mission. *Education Code 51.352(d)*

5. Levy and collect taxes and issue bonds. *Education Code 130.121(a), 130.122(a)*

6. Approve an itemized current operating budget on or before September 1 of each year. *19 TAC 13.42*

7. Have the accounts audited in accordance with the approved financial reporting system. *Education Code 61.065*

8. Submit the required annual reports to the governor and comptroller. *Gov't Code 403.013*

9. Receive bequests and donations or other monies or funds coming legally into their hands. *Education Code 11.151(a)*

10. Establish an endowment fund outside the state treasury in a depository selected by the Board. *Education Code 130.007*

11. Select a depository for College District funds. *Education Code Ch. 45, Subch. G*

12. Order elections as required by law. *Education Code 130.082(f), 130.122(b)*


14. Appoint the College President, evaluate the President, and assist the
President in the achievement of performance goals. *Education Code 51.352(d)*

15. Appoint or employ agents, employees, and officials as deemed necessary or advisable to carry out any power, duty, or function of the Board; employ a dean, or other administrative officer, upon the College President's recommendation, employ faculty and other employees of the College District. *Education Code 130.082(d)*

16. Proceed by and through resolutions or orders adopted or passed by the Board. The affirmative vote of a majority of all Board members shall be required to adopt or pass a resolution or order. *Education Code 130.082(d)*

17. Be authorized to fix and collect rentals, rates, charges, or fees from students and others for the occupancy, use, or availability of all or any of its property, buildings, structures, activities, operations, or facilities, in such amounts and in such manner as may be determined by the Board. *Education Code 130.123(c)*

18. May acquire and hold real and personal property. *Education Code 11.151(a), 130.084; Local Gov't Code 271.004*

19. Hold all rights and titles to the school property of the College District, whether real or personal. *Education Code 11.151(c), 130.084*

20. Execute, perform, and make payments under contracts, which may include leases, lease with option(s) to purchase, or installment purchase, with any person for the use, acquisition, or purchase of any personal property, or the financing thereof. The contracts shall be on terms and conditions that are deemed appropriate by the Board in accordance with state law. *Local Gov't Code 271.005*

21. Employ, retain, contract with, or compensate a licensed real estate broker or salesperson for assistance in the acquisition or sale of real property. *Education Code 11.154(c), 130.084*

22. Sue and be sued. *Education Code 11.151(a); 130.084*

23. Ensure that its formal position on matters of importance to the College District is made clear to the Coordinating Board when such matters are under consideration by the Coordinating Board. *Education Code 51.352(d)*

24. Set campus admission standards consistent with the role and mission of the College District and considering the admission standards of similar institutions nationwide having a similar role and mission, as determined by the Coordinating Board. *Education Code 51.352(d)*

25. Act as a fiduciary in the management of funds under the control of institutions subject to the Board's control and management. *Education Code 51.352(e)*

26. Grant degrees and certificates to those students recommended by the faculty and the administration.
Reg 002

(POLICY APPROVAL: __-__-07, Board of Trustees)

BAM, Rev. __-__-07
BOARD POLICY

BOARD MEMBERS

I. BACKGROUND and/or LEGAL REFERENCE

In discharging its duties the Board shall function in accordance with applicable state and federal statutes, controlling court decisions, and applicable regulations promulgated pursuant to statute by state and federal agencies. Opinions of the Attorney General shall be used for guidance in interpretation of applicable law. The Board shall constitute a body corporate and shall have the exclusive power to manage and govern the College District. Education Code 1.001(a), 130.082(d), 130.084; Texas Ass'n of Steel Importers, Inc. v. Texas Highway Commission, 372 S.W. 2d 525 (Tex. 1963)

Extent of State and Local Control All authority not vested by the laws of the state in the Coordinating Board or in the Central Education Agency shall be reserved and retained locally in the College District or in the Board as provided in the laws applicable. Education Code 130.002

II. POLICY

A. Board Members: Eligibility/Qualifications

1. Eligibility

To be eligible to be a candidate for, or elected or appointed to, the office of College District Trustee, a person must:

a. Be a qualified (registered) voter. Education Code 130.082(d); Election Code 11.002

b. Take the official oath of office. Education Code 130.082(d)

c. Serve without compensation. Education Code 130.082(d)

d. Reside in the College District. Texas Constitution, Art. XVI, Sec. 14; Education Code 130.082(d)

2. Qualified Voter

A person may not be elected Trustee unless the person is a qualified voter. Education Code 11.061(b)

"Qualified voter" means a person who:

a. Is 18 years of age or older;

b. Is a United States citizen;

c. Has not been determined mentally incompetent by a final judgment of a court;

d. Has not been finally convicted of a felony or, if so convicted:

1. Has fully discharged his or her sentence, including any term of incarceration, parole, or supervision;
2. Has completed a period of probation ordered by any court; or

3. Has been pardoned or otherwise released from the resulting disability to vote;

e. Is a resident of this state; and

f. Is a registered voter.

_Election Code 11.002_

3. Single-Member Districts

A candidate for Trustee representing a single-member district must be a resident of the Trustee district he or she seeks to represent. Trustees shall, during their term of office, reside within the trustee district from which they were elected. _Education Code 130.0821(b)_

4. Official Oaths

After each election or appointment, the elected or appointed Board members shall file their official oaths with the Board President. _Education Code 11.061(a)_

5. Candidate’s Residency Term

a. Pre-filed Candidacy

An individual seeking election to the office of Trustee by having his or her name placed on the ballot must have been a resident of the state for 12 months, and a resident of the College District for six months, prior to the last date on which the candidate could file to be listed on the ballot.

b. Write-in Candidacy

An individual seeking election to the office of Trustee by write-in vote must have been a resident of the state for 12 months and a resident of the College District for six months, prior to the day of the election.

_Election Code 141.001(a)(5)_

c. Appointment to Office

An individual appointed to the office of Trustee must have been a resident of the state for 12 months and a resident of the College District for six months, prior to the day on which the appointment is made. A person appointed to fill a vacancy in a trustee district must be a resident of that trustee district.

_Election Code 141.001(a)(5); Education Code 130.082(d)_

6. “Residence” Defined

“Residence” shall mean domicile, one’s home and fixed place of habitation to which one intends to return after any temporary absence; one does not lose one’s residence
B. Board Members: Elections

1. Methods of Election

Election of Trustees shall be by at-large positions, except as otherwise provided. *Education Code 130.082(f), (h), 130.0821(b)*

a. At Large Positions. Either two or three Trustees shall be elected at each election, the number of Trustees depending upon that required to constitute a board of nine (9) members to serve terms of six (6) years. *Education Code 130.082(e), (f), (g), 130.0821(f)*

b. Single-member Districts. The Board may order that all or a majority of the Trustees of the College District be elected from single-member Trustee districts. The order must be entered not later than the 120th day before the day of the first election of Trustees from single-member Trustee districts.

If the Board orders that Trustees shall be elected from single-member Trustee districts, the Board shall divide the College District into the appropriate number of Trustee districts, based on the number of members of the Board that are to be elected from single-member districts, and shall number each Trustee district.

The Trustee districts must be compact and contiguous and must be as nearly as practicable of equal population according to the last preceding federal census. Trustee districts must be drawn not later than the 90th day before the day of the first election of Trustees from single-member districts.

The Board may provide for Trustees holding office on the date of the initial election of Trustees from single-member districts to serve the remainder of their terms and to represent a Trustee district for that term without having residency in that Trustee district.

Unless the Board has made provision for Trustees to complete their term, as described above, residents of each Trustee district are entitled to elect one Trustee to the Board. A candidate for Trustee must be a resident of the Trustee district the candidate seeks to represent.

Not later than the 90th day before the day of the first regular Trustee election at which Trustees may officially recognize and act on the last preceding federal census, the Board shall redivide the College District into the appropriate number of Trustee districts if the census data indicates that the population of the most populous district exceeds the population of the least populous district by more than ten percent. Redivision of the College District shall be in the manner provided for the initial division of the College District.

After each redistricting, all positions on the Board shall be filled unless the Board determines that Trustees shall be elected from the new Trustee
districts as provided by Education Code 130.0826. The Trustees then elected shall draw lots for staggered terms as provided by Education Code 130.082.

The Board of any college district that elects some or all of its members from single-member districts and in which the Trustees serve staggered terms may provide for the Trustees in office at the first election after the College District is redistricted to serve for the remainder of their terms in accordance with Education Code 130.0826.

If the Board provides for the Trustees in office to serve for the remainder of their terms in accordance with Education Code 130.0826, the Trustee districts established by the redistricting plan shall be filled as the staggered terms of Trustees in office expire. When the Board adopts a redistricting plan, the Board shall determine from which new Trustee district the position of each Trustee in office will be filled as it becomes vacant.

Education Code 130.0826 does not authorize a Trustee of the College District to continue in office after a redistricting plan takes effect if the member no longer resides in the district from which the Trustee was elected.

This method of election does not apply to a college district to which Education Code 130.081, 130.083, 130.0821, or 130.088 applies, or to a college district required by other law to elect Trustees from single-member districts. This method of election does not apply to the election of Trustees in any college district in which the election of Trustees is governed by a court order so long as that order remains in effect. This method of election does apply to an independent school district junior college district governed by a separate board.

*Education Code 130.0822, 130.0826*

2. **Election by Position**

A college district that elects a governing board of seven members, with four members elected from respective commissioner precincts and three members elected at large, may order that the Board members elected at large be elected instead by position. The order must be entered not later than the 120th day before the first election of a Trustee by position. The Board may provide for Trustees holding office on the date of the initial election of Trustees by position to serve the remainder of their terms and to represent a position for that term. *Education Code 130.0823*

3. **Notice to Voter Registrar**

A college district that changes its boundaries or the boundaries of college districts used to elect members to the Board shall not later than the 30th day after the date the change is adopted:

Notify the voter registrar of the county in which the area subject to the boundary change is located of the adopted boundary change; and

Provide the voter registrar with a map of an adopted boundary change in a format that is compatible with the mapping format used by the registrar's office.
4. Filing Information

A candidate for any position may have his or her name printed on a ballot for election to any position to be filled at each regular election by filing a written statement, signed by the candidate, with the Secretary of the Board not later than 5:00 p.m. of the 45th day before the day of the election. An application may not be filed earlier than the 30th day before the date of the filing deadline. The application must state the number of the position for which the candidate is filing or the name of the incumbent member of the Board holding the position sought. The application shall include all statutorily required information, including a statement that the candidate is aware of the nepotism law. The location on the ballot of the names of the candidates for each position shall be chosen by lot by the Board. The candidate shall be eligible to run for only one position in each election. *Education Code 130.082*(g); *Election Code 31.0021, 141.031, 144.005*

5. Write-in Voting

In a general or special election for members of the governing body of the College District, a write-in vote may not be counted for a person unless the person has filed a declaration of write-in candidacy with the Secretary of the Board in the manner provided for write-in candidates in the general election for state and county officers. A declaration of write-in candidacy must be filed not later than 5:00 p.m. of the fifth day after the date for a place on the ballot is required to be filed, except for an election to be held on the general election date for state and county officers, when the day of the filing deadline is the 67th day before election day. *Subchapter B, Chapter 146, Election Code,* applies to write-in voting in an election for members of the governing body except to the extent of a conflict with this section. *Education Code 130.0825*

6. Election of Unopposed Candidate

The Board may declare each unopposed candidate elected to the office if:

a. Each candidate for an office that is to appear on the ballot is unopposed, and

b. No proposition is to appear on the ballot.

In the case of an election in which any members of the Board are elected from single-member districts, the unopposed candidate procedures can apply to the election in a particular single-member district if each candidate for an office that is to appear on the ballot in that College District is unopposed and the other requirements described above are met.

*Election Code 2.051*

The Board may declare each unopposed candidate elected to the office upon receipt of certification from the authority responsible for having the official ballot prepared. The certification must state that if the election were held, only the votes cast for that candidate in the election for that office may be counted. If the Board makes such a declaration, the election is not held. A copy of the order or ordinance must be posted on election day at each polling place that would have been used in the election. *Election Code 2.052, 2.053*(a), (b)
7. Loyalty Oath

Before a candidate can have his or her name placed on the ballot, he or she must execute and have notarized the loyalty oath. Election Code 141.031; The Socialist Workers Party v. Martin, 345 F. Supp. 1132 (S.D. Tex. 1972), aff'd 483 F.2d 554 (5th Cir. 1973).

8. Nepotism

A candidate shall not take any affirmative action to influence a College District employee or current Trustee regarding the appointment, reappointment, employment, confirmation, reemployment, change in status, compensation, or dismissal of a person related to the candidate within a prohibited degree of relationship under the nepotism law. [See DBE(EXHIBIT)] However, this prohibition does not apply to a candidate’s actions taken with respect to a bona fide class or category of employees or prospective employees. Gov’t Code 573.042

9. General Election Dates

Election of Trustees of the College District shall be on one of the following dates:

a. The second Saturday in May

b. The first Tuesday after the first Monday in November

Election Code 41.001

Changing Election Dates. The Board may, not later than December 31, 2005, change the date on which it holds its general election for officers to another authorized uniform election date. Election Code 41.0052(a)

10. Notice

The Board shall call the election not later than the 62nd day before election day, except that for an election to be held on the date of the general election for state and county officers, the election shall be called not later than the 70th day before the election day. Notice of the election shall be posted in at least three public places in the College District and shall also be published at least once, not earlier than the 30th day or later than the tenth day before election day, in a newspaper published within the College District’s boundaries or in a newspaper of general circulation in the College District if none is published within the College District’s boundaries. Election Code 3.005, 4.003(a)(1); Education Code 130.082(f)

The notice shall state the nature and date of the election, the location of each polling place, and the hours the polls will be open. The Board shall retain a copy of the published notice that contains the name of the newspaper and the date of publication and shall preserve that copy at least 22 months after election day. Election Code 4.004, 4.005, 66.058(a)

The Board shall also deliver notice of the election to the county clerk of each county in which the College District is located not later than the 60th day before election day. Election Code 4.008
11. Ballot and Election Officials

The ballot shall be printed in the form required by law. The Board shall appoint election judges, set the maximum number of election clerks, and designate polling places. *Election Code 32.005(a), 32.033(a), 43.034, 52.061-064, 52.069, 52.093-094*

12. Posting Signs at Polling Places Prohibited

A person other than an election officer commits an offense if the person posts a sign, card, poster, or similar material at a polling place, including the area within 100 feet of an outside door through which a voter may enter the building in which the polling place is located. *Election Code 62.013(b)*

13. Notice of Voting Rights Hotline

A notice of voters' rights, in the form prescribed by the secretary of state and including information required by the secretary of state, shall be publicized as provided by the secretary of state. The notice shall, in part, inform voters of the telephone number and purpose of the secretary of state's toll-free hotline for reporting existing or potential abuse of voting rights. *Election Code 31.0055, 62.0115*

14. Polling Places

Each polling place shall be accessible to and usable by the elderly and physically disabled. *Election Code 43.034*

15. Voting Machines and Punch-card Ballots

Effective January 1, 2006, a voting system may not be used in an election if the system uses mechanical voting machines or a punch-card ballot or similar form of tabulating card. *Election Code 122.001(d)*

16. Voters with Disabilities

Not later than January 1, 2006, each polling place must provide at least one voting station that complies with Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Section 794) and its subsequent amendments and Title II of the federal Americans with Disabilities Act (42 U.S.C. Section 12131 et seq.) and its subsequent amendments and that provides a practical and effective means for voters with physical disabilities to cast a secret ballot.

This requirement applies only to a polling place that uses an electronic voting system unless the secretary of state certifies that federal law requires application to all forms of voting at a polling place.
17. Bilingual Materials

The College District shall provide bilingual election materials, as specified by law, when the director of the federal census determines that:

a. More than five percent of the citizens of voting age of the College District are members of a single language minority and are limited-English proficient, or more than 10,000 of the citizens of voting age of the College District are members of a single language minority and are limited-English proficient; and

b. The illiteracy rate of the citizens in the language minority as a group is higher than the national illiteracy rate, illiteracy defined as the failure to complete the fifth primary grade.

The term "limited-English proficient" means unable to speak or understand English adequately enough to participate in the electoral process.

The term "language minorities" or "language minority group" means people who are American Indian, Asian American, Alaskan natives, or of Spanish heritage.

42 U.S.C. 1973aa-1a

Except as provided by Election Code 272.003, bilingual election materials shall be used in each election precinct situated wholly or partly in a county in which five percent or more of the inhabitants are persons of Spanish origin or descent according to the most recent federal decennial census that may be officially recognized or acted upon by the state or political subdivisions.

An election precinct may be exempt from the bilingual requirement if official census information or other information indicates that persons of Spanish origin or descent comprise less than five percent of the precinct's inhabitants.

18. Early Voting

The Board shall provide for early voting in Board elections as provided by law. *Election Code 81.001, 88.004, 101.001-112.010*

19. Canvass Returns

Except as provided below, the Board shall canvass the returns at the time set by the presiding officer not earlier than the eighth day or later than the 11th day after election day.

For an election held on the uniform election date in May, the local canvass must occur not later than the 11th day after election day and not earlier than the later of:

a. The third day after election day;
b. The date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or

c. The date on which all timely received ballots cast from addresses outside of the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States.

Two members of the Board constitute a quorum for purposes of canvassing an election.

_Election Code 67.003, 67.004_

20. Certificate of Election

After the completion of a canvass, the presiding officer shall prepare a certificate of election for each candidate who is elected to an office for which the official result is determined by that authority's canvass. A certificate of election must contain:

a. The candidate's name;

b. The office to which the candidate is elected;

c. A statement of election to an unexpired term, if applicable;

d. The date of the election;

e. The signature of the officer preparing the certificate; and

f. Any seal used by the officer preparing the certificate to authenticate documents that the officer executes or certifies.

The authority preparing a certificate of election shall promptly deliver it to the person for whom it is prepared, subject to the submission of a recount petition.

A recount petition shall delay the issuance of a certificate of election and qualification for the office involved in the recount pending completion of the recount. A candidate may not qualify for an office involved in a recount before completion of the recount. A candidate who has received a certificate of election and qualified for an office before the submission of a recount petition shall not be affected by the recount petition.

A certificate of election may not be issued to a person who has been declared ineligible to be elected to the office.

The presiding officer of the canvass shall also prepare a report of the precinct results as contained in the election register and shall deliver the report to the secretary of state as required by law.

_Election Code 67.016, 67.017, 212.0331_

21. Certificate of Election for Unopposed Candidate

A certificate of election shall be issued to each unopposed candidate in the same manner and at the same time as provided for a candidate elected at the election. The candidate must qualify for the office in the same manner as provided for a candidate elected at the election. _Election Code 2.053(c)_
22. Plurality

To be elected to a public office, a candidate must receive a plurality of votes, more votes than any other candidate, except as otherwise provided by law. Election Code 2.001

23. Voting System Malfunction

If no private vendor supports the College District’s voting system, the College District must give notice to the secretary of state within 24 hours of a malfunction of the College District’s voting system software or equipment in an election. The notice may be verbal or in writing. 1 TAC 81.64

24. Runoff Elections

If no candidate receives a majority of the votes cast for all candidates for a position, then the two candidates receiving the highest number of votes shall run against each other for the position. The runoff election for all positions shall be held not earlier than the 20th day or later than the 45th day after the date the final canvass of the main election is completed. Education Code 130.082(g); Election Code 2.025

25. Tie Votes

a. Second Election. If two or more candidates for the same office tie for the number of votes required to be elected, a second election to fill the office shall be held, unless the candidates agree to cast lots, one candidate withdraws, or an automatic recount resolves the tie. Not later than the fifth day after the automatic recount is completed or the final canvass following the automatic recount is completed, if applicable, the Board shall order the second election. This election shall be held not less than 20 nor more than 30 days after the automatic recount is completed or the final canvass following the automatic recount is completed, if applicable. Notice of the second election shall be given in the same manner as for the first election except that a notice under section 4.003(b) of the Texas Election Code must be posted not later than the 15th day before election day. Only the names of the tying candidates shall be printed on the ballot; write-in votes shall not be permitted. Election Code 2.002(a)-(e)

b. Casting Lots. The tying candidates may agree to cast lots to resolve the tie. The agreement shall be filed with the Board, and the Board President shall supervise the casting of lots. Election Code 2.002(f)

c. Withdrawal of Candidate. A tying candidate may resolve the tie by filing with the Board a written statement of withdrawal signed and acknowledged by the candidate. On receipt of the statement of withdrawal, the remaining candidate is the winner, and a second election or casting of lots is not held. Election Code 2.002(g)

d. Recount. If a tie vote is not resolved by casting lots or by a candidate withdrawing, an automatic recount shall be conducted in accordance with Election Code Chapter 216. Election Code 2.002(i)
26. Officer's Statement

Newly elected and appointed Trustees, before taking the oath or affirmation of office and entering upon the duties of office, shall sign the required officer's statement. The statement shall be retained with the official records of the office. *Tex. Const. Art. XVI, Sec. 1(b)* [See BBB(EXHIBIT)]

27. Oath of Office

After the statement has been signed and certificates of election have been issued, but before entering upon the duties of the office, the Trustee shall take the oath or affirmation of office and shall file it with the President of the Board. *Tex. Const. Art. XVI, Sec. 1(a); Education Code 11.061* [See BBB(EXHIBIT)]

The oath may be administered and a certificate of the fact given by:

a. A judge, retired judge, senior judge, clerk, or commissioner of a court of record.

b. A notary public.

c. A justice of the peace or clerk of a justice court.

d. The secretary of state of Texas.

e. The speaker of the House of Representatives.

f. The lieutenant governor of Texas.

g. The governor of Texas.

h. A legislator or retired legislator.

i. The attorney general.

Gov't Code 602.002, 602.006

28. Voting Rights Act

The Board, being subject to the provisions of the Voting Rights Act of 1965, shall submit any changes that affect elections to the U.S. Justice Department for preclearance and shall implement such changes unless the Justice Department interposes an objection within 60 days after the date of submission. 42 U.S.C. 1973c; 28 CFR 51.6; *Garza v. Gates*, 482 F. Supp. 1211 (D.C. Tex. 1980)

29. Reporting Campaign Funds

Candidates for the Board shall file the designation of a campaign treasurer and all required financial statements with the Secretary of the Board in accordance with applicable law and directives from the Texas Ethics Commission. *Election Code 251.001-254.001 et seq.*

30. Termination of Campaign Treasurer Appointment
In accordance with statute, the Board by ordinance or order may adopt a process by which the secretary may terminate the campaign treasurer appointment of an inactive candidate or political committee that is required to file a campaign treasurer appointment with the secretary. *Education Code 252.0131*

C. Board Members: Vacancies and Removal from Office

1. Vacancy

Single-member Districts. Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by a special election ordered by the Board or by appointment by resolution or order of the Board. If the vacancy occurs on a Board whose members are elected at large by position, the person appointed to fill the unexpired term shall serve until the next regular election of members to the Board, at which time the position shall be filled by election for a term appropriately shortened to conform with what regularly would have been the length of the term for that position. *Education Code 130.082(d)*

Except as provided in Education Code 130.0822(l), in single-member districts, any vacancy on the Board shall be filled by appointment made by the remaining members of the Board. The appointed person shall serve for the unexpired term. *Education Code 130.0822(i), (l)*

2. Optional Appointment Consideration

An appointment to the Board shall be made as required by applicable law and may be made with the intent to ensure that the Board is representative of the constituency served by the Board. The Board that chooses this optional appointment consideration shall adopt procedures for its implementation. *Local Gov't Code 180.005(b), (c)*

3. Special Election

A special election shall be conducted in the same manner as the general election on the next uniform election date that will afford enough time to hold the election in the manner required by law. *Education Code 41.001(a), 41.004(a)* [See BBB]

   a. Pre-clearance Required. A special election is subject to federal pre-clearance requirements to the extent that the College District makes changes in the practices or procedures to be followed. Any discretionary setting of the date for a special election or scheduling of events leading up to or following a special election is subject to the pre-clearance requirement. *28 CFR 51.17* [See BBB]

4. Resignation

To be effective, a Board member's resignation must be in writing and signed by the officer and must be delivered to the Board for acting on the resignation. The Board may not refuse to accept a resignation. If a Trustee submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the Board or on the eighth day after the date of its receipt by the Board, whichever is earlier. *Education Code 201.001(a), 201.023*
5. Non-residence

A person elected to serve as a Board member must remain a resident of the District throughout the term of office. A Board member who ceases to reside in the District vacates his or her office. Tex. Const., Art. XVI, Sec. 14; Education Code 130.082(d); Whitmarsh v. Buckley, 324 S.W.2d 298 (Tex. Civ. App. 1959)

a. Single-member Districts. Except for a Trustee allowed to complete the remainder of his or her term after the initial election from single-member districts, a Trustee vacates the office if he ceases to reside in the trustee district he represents. Education Code 130.0822(h)

6. Removal from Office

Board members may be removed from office for:

a. "Incompetency," which means:
   1. Gross ignorance of official duties;
   2. Gross carelessness in the discharge of those duties; or
   3. Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of election.

b. "Official misconduct," which means intentional, unlawful behavior relating to official duties by a Trustee entrusted with the administration of justice or the execution of the law. The term includes an intentional or corrupt failure, refusal, or neglect of a Trustee to perform a duty imposed on the Trustee by law and conviction of an offense relating to violation of purchase procedures. [See CH]

c. Intoxication on or off duty caused by drinking an alcoholic beverage, but not if it was caused by drinking an alcoholic beverage on the direction and prescription of a licensed physician.

d. Conviction of a Trustee by a jury for any felony or for misdemeanor official misconduct.

e. Nonattendance of Board meetings if the member is absent from more than half of the regularly scheduled Board meetings that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the Board.

Actions for removal of Board members must be brought before the judge of the district court holding jurisdiction, except that any court convicting a Trustee of a felony or official misconduct shall order immediate removal.

Tex. Const., Art. V, Sec. 24; Local Gov't Code 87.011, 87.012, 87.013, 87.031; Education Code 44.032(e), 130.0845.

7. Temporary Replacement of Board Member on Military Active Duty
A Board member who enters active duty in the armed forces of the United States as a result of being called to duty, drafted, or activated does not vacate the office held, but the Board may appoint a replacement to serve as a temporary Board member if the elected or appointed Board member will be on active duty for longer than 30 days.

The Board member who is temporarily replaced may recommend to the Board the name of a person to temporarily fill the office. The Board shall appoint the temporary Board member to begin service on the date specified in writing by the Board member being temporarily replaced as the date the Board member will enter active military service.

A temporary Board member has all the powers, privileges, and duties of the office as the Board member who is temporarily replaced. A temporary Board member shall perform the duties of office for the shorter period of:

a. The term of the active military service of the Board member who is temporarily replaced; or

b. The term of office of the Board member who is temporarily replaced.

"Armed Forces of the United States" means the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, the United States Coast Guard, any reserve or auxiliary component of any of those services, or the National Guard.

Tex. Const., Art. XVI, Sec. 72

D. Board Members: Orientation and Training

1. Training

A member of the Board of an institution of higher education, the members of which are elected, may attend a training program as established by law. Education Code 61.084(a)

The training program must include a seminar held annually in Austin to be conducted by the staff of the Coordinating Board. The staff of the Coordinating Board may obtain assistance from representatives of the office of the attorney general, the office of the comptroller of public accounts, the office of the state auditor, and the Texas Ethics Commission, and from other training personnel the Coordinating Board deems necessary. The Coordinating Board by rule may prescribe an alternative training program for members of governing boards for whom attendance at a seminar held in Austin would be a hardship. The alternative training program need not be in the form of a seminar but must include substantially the same information included in the seminar held in Austin. Education Code 61.084(b)

The content of the instruction at the training program shall focus on the official role and duties of members of governing boards and shall provide training in the areas of budgeting, policy development, and governance.

Topics covered by the training program may include:
c. Auditing procedures and recent audits of institutions of higher education;

d. The enabling legislation that creates institutions of higher education;

e. The role of the governing board at institutions of higher education and the relationship between the governing board and the institution's administration, faculty and staff, and students;

f. The mission statements of institutions of higher education;

g. Disciplinary and investigative authority of the governing board;

h. The requirements of the open meetings law, Chapter 551, Government Code, and the open records law, Chapter 552, Government Code;

i. The requirements of conflict of interest laws and other laws relating to public officials;

j. Any applicable ethics policies adopted by institutions of higher education or the Texas Ethics Commission; and

k. Any other topic relating to higher education the Coordinating Board considers important.

Education Code 61.084(d)

The Coordinating Board shall provide training for Board members as required by law. The Coordinating Board may prescribe an alternative training program as permitted by law. A registration fee shall be paid by seminar participants in an amount adequate to cover the costs incurred by the Coordinating Board and other state agencies in providing the program. Such amount shall be determined prior to each seminar.

Chapter 1, Subchapter A, Section 1.9 of the Texas Administrative Code provides for the training of members of governing boards and trustees for public institutions of higher education; however, members of community/junior college governing boards may not be required to attend a training session.

Education Code 61.084; 19 TAC 1.9, 9.25

2. Specific Open Meetings Training

Within 90 days of taking the oath of office, each Board member shall complete a course of training regarding the responsibilities of the Board and its members under Chapter 551 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

Gov't Code 551.005

3. Specific Open Records Training

Within 90 days of taking the oath of office, each Board member shall complete a course of training regarding the responsibilities of the College District and College
District officers and employees under Chapter 552 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

A Board member may designate a public information coordinator to satisfy the training requirements of Government Code 552.012 for the Board member if the public information coordinator is primarily responsible for administering the responsibilities of the Board member or College District under Government Code Chapter 552. The designated public information coordinator shall complete a course of training regarding the responsibilities of the College District and of its officers and employees under Chapter 552 of the Texas Government Code within 90 days of assuming duties as a public official.

Gov't Code 552.012

4. Fees

A Trustee shall pay from private funds the required fee and the Trustee’s costs of travel, including transportation, lodging, and meals. Neither the required fee nor a Trustee’s travel costs shall be reimbursed from appropriated funds, other than grants and donations of private funds available for that purpose. Education Code 61.084(c)

5. Conventions and Workshops

Board members may attend regional, state, or national conventions or workshops without such gatherings being construed as “meetings” under the Open Meetings Act. However, no formal action shall be taken at such conventions or workshops concerning College District business, and any discussion of public business shall be merely incidental to the convention or workshop. Gov’t Code 551.001(4)

E. Board Members: Authority

1. Board Actions

Because the Board is a body corporate, members can perform no valid act except as a body at meetings properly convened and conducted. Toyah ISD v. Pecos-Barstow ISD, 466 S.W.2d 377 (Tex. Civ. App.-San Antonio, 1971, no writ); Bucelle v. Woods, 528 S.W.2d 95 (Tex. Civ. App.-Tyler, 1975, no writ)

2. Right of Access

Individual Trustees, in their official capacity as public officers entrusted with governing and overseeing the management of the District, have an inherent right of access to records maintained by the District, under Board policies for orderly access. Atty. Gen. Op. No. JM-119 (1983); Education Code 11.151 [See FL, GAA]

Each Board member shall have the legal responsibility of a fiduciary in the management of funds under the control of colleges subject to the Board’s control and management. Education Code 51.332(e)

3. Protections for Acting on a Legislative Measure

A Board member may not be subject to disciplinary action or a sanction, penalty, disability, or liability for:
a. An action permitted by law that the officer takes in the officer's official capacity regarding a legislative measure;

b. Proposing, endorsing, or expressing support for or opposition to a legislative measure or taking any action permitted by law to support or oppose a legislative measure;

c. The effect of a legislative measure or of a change in law proposed by a legislative measure on any person; or

d. A breach of duty, in connection with the member's practice of or employment in a licensed or regulated profession or occupation, to disclose to any person information, or to obtain a waiver or consent from any person, regarding the officer's actions relating to a legislative measure; or the substance, effects, or potential effects of a legislative measure.

Gov't Code 572.059

4. Board Member Immunities

The statutory immunity detailed below is in addition to and does not preempt the common law doctrine of official and governmental immunity. Education Code 22.051(b)

a. State Law Immunities. A Board member is not personally liable for any act that is incident to or within the scope of the duties of the Board member's position and that involves the exercise of judgment or discretion. Education Code 22.0511(a)

F. Board Members: Compensation and Expenses

1. Members' Expenses

Board members shall not receive any remuneration or emolument of office.

Board members shall be entitled to reimbursement for their actual expenses incurred in performing their duties, to the extent authorized and permitted by the Board.

Education Code 130.082(d)

2. Travel Services

An officer of a College District who is engaged in official business may participate in the Texas Building and Procurement Commission's contract for travel services. Gov't Code 2171.055(f); 1 TAC 125.1

(POLICY APPROVAL: __-__-07, Board of Trustees)

Reg 003
BOARD POLICY

BOARD ORGANIZATION: BOARD OFFICERS, OFFICIALS, COMMITTEES

I. BACKGROUND and/or LEGAL REFERENCE

In discharging its duties the Board shall function in accordance with applicable state and federal statutes, controlling court decisions, and applicable regulations promulgated pursuant to statute by state and federal agencies. Opinions of the Attorney General shall be used for guidance in interpretation of applicable law. The Board shall constitute a body corporate and shall have the exclusive power to manage and govern the College District. Education Code 1.001(a), 130.082(d), 130.084; Texas Ass’n of Steel Importers, Inc. v. Texas Highway Commission, 372 S.W. 2d 525 (Tex. 1963)

All authority not vested by the laws of the state in the Coordinating Board or in the Central Education Agency shall be reserved and retained locally in the College District or in the Board as provided in the laws applicable. Education Code 130.002

II. POLICY

A. Board Internal Organization: Board Officers and Officials

1. Election of Officers

Officers of the Board shall be elected at the first regular meeting of the Board following the regular election of Board members in even-numbered years, or at any time thereafter in order to fill a vacancy. The Board shall be authorized to elect:

   a. President: A President, who shall be a member of the Board.

   b. Secretary: A Secretary, who may or may not be a member of the Board.

   c. Other Officers: Any other officers, as deemed necessary or advisable.

Education Code 130.082(d)

2. Reorganization

In addition to the required post-election organization, the Board may also organize at other times. Atty. Gen. Op. MW-531 (1982)

B. Board Officers and Officials: Duties and Requirements of the Board President

The Board President shall:

1. Preside at meetings of the Board.

2. Have a vote the same as the other members.

3. Perform such other duties and functions as are prescribed by the Board.

Education Code 130.082(d)
C. Board Officers and Officials: Duties and Requirements of the Secretary

The Secretary of the Board shall:
1. Be the official custodian of the minutes, books, records, and seal of the Board.
2. Perform other duties and functions as prescribed by the Board.

*Education Code 130.082(d)*

D. Board Officers and Officials: Duties and Requirements of Chief Tax Officials

1. Appraisal

Appraisal of taxable property in the College District shall be conducted by the countywide appraisal district. *Tax Code 6.01(b)*

2. Assessment and Collection

Taxes may be assessed and/or collected by the tax assessor-collector for a county, city, taxing district, or other governmental subdivision in which all or any part of the College District is located. *Education Code 130.121(b), (c)*

3. Registration Requirements

In accordance with the Property Taxation Professional Certification Act, the following district tax officials shall be registered with the Board of Tax Professional Examiners:
   a. Tax assessor-collector.
   b. Tax collector.
   c. Chief administrator, as designated by the Board, of a district's assessment and/or collecting functions.
   d. All persons engaged in appraisals of real or personal property for ad valorem tax purposes.
   e. Other persons, as required by the chief administrator, who perform assessment or collection functions for the College District.

*Occupations Code 1151.151*

4. Selection of Assessor and Collector

The Board may, for a tax assessor or collector:
   a. Require the county to assess and collect taxes for the College District. *Tax Code 6.22(c)*
   b. Contract with another taxing unit or the countywide appraisal district(s) to assess and/or collect. *Tax Code 6.24(a)*
5. Duties

The assessor and collector shall assess, collect, or assess and collect taxes as applicable. Tax Code 6.23(b)

a. Assessor

The assessor or designated officer or employee shall calculate the effective tax rate and the rollback tax rate and submit these rates to the Board. Tax Code 26.04(c), (e)

The assessor shall:

1. Calculate the tax on each property by applying the adopted rates to the appraised value. Tax Code 26.09

2. Prepare and mail a tax bill to each person, and authorized agent, in whose name property is listed on the tax roll. Tax Code 31.01(a)

3. Perform other legal duties. Tax Code 6.23, 26.15

b. Collector

The collector shall:

1. Certify to the Board an estimate of the collection rate for the current year, the amount of debt taxes, if applicable, and other required information. Tax Code 26.04(b)

2. At the request of any person, issue a certificate showing the amount of delinquent taxes, penalties, and interest due the College District on a property according to the College District's current tax records. If the collector collects taxes for more than one taxing unit, the certificate must show the amount of delinquent taxes, penalties, and interest due to each of those taxing units. Tax Code 31.08(a)

3. At the request of a property owner, or his or her agent, issue a receipt showing the amount of taxes imposed by the College District in the year(s) for which information is requested and the amount of taxes paid. Tax Code 31.075

4. Prepare and submit to the Board each month a written report made under oath accounting for all taxes collected for the College District during the preceding month. Tax Code 31.10(a)

5. Prepare and submit to the Board by the 60th day following the last day of the fiscal year an annual report made under oath accounting for all taxes collected or delinquent on property taxed by the College District during the preceding 12-month period. Tax Code 31.10(b)

6. At least monthly, deposit in the College District's depository(ies) all taxes collected for the College District. If taxes are collected by the collector or officer of another taxing unit or the appraisal district, deposits shall be made daily, unless the Board, by official action,
provides that deposits may be made less often than daily. Tax Code 31.10(c), (d)

7. Refund overpayments or erroneous payments of taxes as provided by law. Tax Code 31.11

8. Refund duplicate payments of taxes as provided by law and inform a College District's auditor monthly of refunds made during the preceding month. Tax Code 31.111

9. Prepare a current and cumulative delinquent tax roll each year. Tax Code 33.03

10. At least once each year deliver a delinquent tax notice to each person whose name appears on the delinquent tax rolls, unless the person's address is undetermined or a tax bill was not mailed because the collector did not send a tax bill for an amount less than $15. Tax Code 31.01(f), 33.04


6. Collector's Bond

A tax collector who is a College District employee shall give bond conditioned on the faithful performance of duties. The bond shall be made payable to and be approved by the Board in an amount determined by the Board.

If the College District's taxes are collected by the collector of another taxing unit, by an officer or employee of another taxing unit or of an appraisal district, or any other person, the Board may require the person to give bond conditioned on the faithful performance of duties. The bond shall be payable to, approved by, and paid for by the Board in an amount determined by the Board.

The College District shall pay the premium for the required bond from its general fund or as provided by intergovernmental contract.

Tax Code 6.29

7. Limit on Contracting

The College District may not enter into a contract relating to the performance of an activity governed by Title 1 of the Tax Code (i.e., the Property Tax Code) with a member of the board of directors of the appraisal district or districts in which the College District participates or with a business entity in which a member of the appraisal Board has a substantial interest.

An individual has a substantial interest in a business entity if the combined ownership of the individual and the individual's spouse is at least ten percent of the voting stock or share of the business entity or the individual or the individual's spouse is a partner, limited partner, or officer of the business entity.

"Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law.

Tax Code 6.036(c), (d)
E. Board Internal Organization: Board Committees

The Board may from time to time as it deems necessary create committees to facilitate the efficient operation of the Board.

A committee that includes one or more Board members and has supervision or control over public business or public policy is subject to the Open Meetings Act when it meets to discuss that public business or policy.

A committee that includes less than a quorum of Board members is not subject to the Open Meetings Act if it serves a purely advisory function, with no power to supervise or control public business. However, should the committee actually function as something more than a merely advisory body with the result that it in fact supervises or controls public business or policy, it must comply with the Open Meetings Act to avoid depriving the public of access to the Board’s actual decision-making process.


Board of Trustees, Revised ___-___-07

Reg 004
BOARD MEMBER'S STATEMENT OF ETHICS

I. BACKGROUND and/or LEGAL REFERENCE

The Texas Appropriations Act and Texas Education Code Section 61.0815 require higher education institutions to file an ethics policy with the Texas Higher Education Coordinating Board.

II. PURPOSE

High ethical standards and compliance with the law are of critical importance to Wharton County Junior College ("WCJC" or "College"). As elected officials, WCJC board members owe a responsibility to the people of Texas in the performance of their official duties. This Statement of Ethics provides the guidelines that govern each Board member’s conduct. Board members should act fairly and honestly and avoid creating even the appearance of impropriety.

III. POLICY

A. Ethics: Conflict of Interest Disclosures

1. Substantial Interest Affidavit and Abstention

   If a local public official or a person related to a local public official in the first degree by either affinity or consanguinity has a substantial interest in a business entity or in real property, the local public official before a vote or decision on any matter involving the business entity or the real property, shall file an affidavit with the official Board record keeper stating the nature and extent of the interest and shall abstain from further participation in the matter if:

   a. In the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or

   b. In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

Local Gov't Code 171.004

2. Contracts Permitted

   A Board may contract with a business entity in which a Trustee has a substantial interest if the Trustee follows the disclosure and abstention procedure set out above. Atty. Gen. Op. JM-424 (1986)

   a. Definition of Substantial Interest

      A person has a “substantial interest” in a business entity if any of the following is the case:

      1. The person owns at least:
a. Ten percent of the voting stock or shares of the business entity, or

b. Either ten percent or $15,000 of the fair market value of the business entity.

2. Funds received by the person from the business entity exceed ten percent of the person’s gross income for the previous year.

A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of $2,500 or more.

The local public official is considered to have a substantial interest if a person related in the first degree by either affinity or consanguinity to the local public official, as determined under Texas Government Code, Chapter 573, Subchapter B [see DBE], has a substantial interest as defined above.

*Texas Local Gov’t Code 171.002*

b. Definition of Local Public Official

“Local public official” shall mean a member of the governing body or another officer, whether elected, appointed, paid, or unpaid, of any College District (including a College District), central appraisal district, or other local governmental entity who exercises responsibilities beyond those that are advisory in nature. *Local Gov’t Code 171.001(1)*

c. Definition of Business Entity

“Business entity” means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law. *Local Gov’t Code 171.001(2)*

d. Majority Conflict

If a Trustee is required to file and does file an affidavit, that Trustee shall not be required to abstain from further participation in the matter or matters requiring such an affidavit if a majority of the Trustees are likewise required to file and do file affidavits of similar interests on the same official action. *Local Gov’t Code 171.004*

e. Separate Vote on Budget

A Board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a Trustee has a substantial interest. The affected Trustee shall not participate in that separate vote, but may vote on a final budget if he or she filed the affidavit and the matter in which he or she is concerned has been resolved. *Local Gov’t Code 171.005*

f. Violations

Except as provided above, the local public official shall not knowingly:
1. Participate in a vote or decision on a matter involving a business entity or real property in which the local public official has a substantial interest if it is reasonably foreseeable that an action on the matter will have a special economic effect on the business entity or value of the property that is distinguishable from the effect on the public.

2. Act as surety for a business entity that has a contract, work, or business with a College District.

3. Act as surety on any official bond required of an officer of a College District.

**Local Gov't Code 171.003**

3. Voidable Actions

The finding by a court of a violation of Texas Local Government Code Chapter 171 does not render an action of a Board voidable unless the measure that was the subject of an action involving a conflict of interest would not have passed without the vote of the person who violated the chapter. *Local Gov't Code 171.006*

4. Conflicts Disclosure Statement

A local government officer shall file the required conflicts disclosure statement, as adopted by the Texas Ethics Commission, with respect to an applicable vendor if the vendor has contracted with the College District or the College District is considering doing business with the vendor; and the vendor has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income; or has given to the local government officer or a family member of the officer one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than $250 in the 12-month period preceding the date the officer becomes aware that such a contract has been executed; or the local governmental entity is considering doing business with the vendor.

A local government officer shall file the conflicts disclosure statement with the records administrator of the College District not later than 5:00 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement.

a. Violations

A local government officer commits a Class C misdemeanor if the officer knowingly violates this law. It is a defense to prosecution that the local government officer filed the required conflicts disclosure statement not later than the seventh business day after receiving notice of the violation. *Local Gov't Code 176.003-.004*

b. Definition of Local Government Officer

"Local government officer" means a member of the governing body of a local governmental entity; or a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity. *Local Gov't Code 176.001(4)*
c. Definition of Family Member

"Family member" shall mean a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code. Local Gov't Code 176.001(2)

d. Definition of Records Administrator

"Records administrator" means the director, superintendent or other person responsible for maintaining the records of the College District. Local Gov't Code 176.001(5)

5. Internal Posting Requirement

A College District shall provide access on the College District’s Internet Web site to the required conflicts disclosure statements and questionnaires filed with the records administrator. Local Gov't Code 176.009

6. Affidavit Disclosing Interest in Property

If a public servant has a legal or equitable interest in any property that is to be acquired with public funds, and has actual notice of the acquisition or intended acquisition of the property, the public servant shall file an affidavit as follows:

a. Filing of the Affidavit

The affidavit shall be filed with the county clerk(s) of the county or counties in which the property is located and of the county in which the public servant resides within ten days before the date on which the property is to be acquired by purchase or condemnation.

b. Elements of the Affidavit

The affidavit must:

1. State the name of the public servant and the public office title or job designation held or sought.

2. Fully describe the property.

3. Fully describe the nature, type, and amount of interest in the property, including the percentage of ownership interest and the date the interest was acquired.

4. Include a verification of the truth of the information in the affidavit.

5. Include an acknowledgment of the same type required for recording a deed in the deed records of a county.

Gov't Code 553.002, 553.003

7. Violations: Failure to File the Affidavit
A public servant who fails to file the affidavit when required is presumed to have the intent to commit an offense. An offense under this section is a Class A misdemeanor. *Gov't Code 553.003*


“Public servant” shall mean a person who is elected, appointed, employed, or designated, even if not yet qualified for or having assumed the duties of office, as:

a. A candidate for nomination or election to public office, or

b. An officer of government.

*Gov't Code 553.001*

B. Ethics: Prohibited Practices


“Public servant” shall mean a person elected, selected, appointed, employed, or otherwise designated as one of the following, even if the person has not yet qualified for office or assumed his or her duties:

a. An officer, employee, or agent of government; or

b. A candidate for nomination or election to public office.

*Texas Penal Code 1.07(a)(41)(A), (E)*

Prohibited activities are covered by, but are not limited to, the following:

a. Bribery

A public servant shall not intentionally or knowingly offer, confer, agree to confer on another, solicit, accept, or agree to accept a benefit:

1. As consideration for the public servant’s decision, opinion, recommendation, vote, or other exercise of discretion as a public servant.

2. As consideration for a violation of a duty imposed on the public servant by law.

3. That is a political contribution as defined by Title 15 of the Election Code or an expenditure made and reported as a lobbying expense in accordance with Government Code, Chapter 305, if the benefit was offered, conferred, solicited, accepted, or agreed to pursuant to an express agreement to take or withhold a specific exercise of official discretion, if such exercise of official discretion would not have been taken or withheld but for the benefit.

“Benefit” means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.
Texas Penal Code 36.01(3), 36.02

b. Illegal Gifts

A public servant who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall not solicit, accept, or agree to accept any benefit from a person the public servant knows is interested in or likely to become interested in any such transactions of a College District, unless a statutory exception applies. *Penal Code 1.07(41)(A), (E), 36.08(d), 36.10*

A public servant who receives an unsolicited benefit that the public servant is prohibited from accepting under this section may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a recognized tax exempt charitable organization formed for educational, religious, or scientific purposes. *Penal Code 36.08(i)*

c. Honoraria and Expenses

A public servant commits a class A misdemeanor offense if he or she solicits, accepts, or agrees to accept an honorarium in consideration for services that the public servant would not have been requested to provide but for his or her official position or duties. However, a public servant is not prohibited from accepting transportation and lodging expenses or meals in connection with a conference or similar event in which he or she renders services, such as addressing an audience or engaging in a seminar, to the extent those services are more than merely perfunctory. *Penal Code 36.07*

d. Abuse of Office

A public servant shall not, with intent to obtain a benefit or with intent to harm or defraud another, intentionally or knowingly violate a law relating to the office or misuse College District property, services, personnel, or any other thing of value, belonging to a College District, that has come into his or her custody by virtue of his or her office or employment. *Penal Code 39.02(a)*

"Law relating to the office" means a law that specifically applies to a person acting in the capacity of a public servant and that directly or indirectly imposes a duty on the public servant or governs the conduct of the public servant. *Penal Code 39.01(1)*

"Misuse" means to deal with property contrary to:

1. An agreement under which the public servant holds the property;
2. A contract of employment or oath of office of a public servant;
3. A law, including provisions of the General Appropriations Act specifically relating to government property, that prescribes the manner of custody or disposition of the property; or
4. A limited purpose for which the property is delivered or received.

*Penal Code 39.01(2)*

2. Nepotism
Except as provided by law, a public official may not appoint a person to a position that is to be directly or indirectly compensated from public funds or fees of office if:

a. The person is related to the public official by blood (consanguinity) within the third degree or by marriage (affinity) within the second degree [see below]; or

b. The public official holds the appointment or confirmation authority as a member of a local board and the person is related to another member of the Board by blood or marriage within a prohibited degree. Gov't Code 573.002, 573.041; Atty. Gen. Op. JC-184 (2000)

“Public official” shall mean:

a. An officer of this state or of a College District, county, municipality, precinct, College District, or other political subdivision of this state; or

b. An officer or member of a Board of this state or of a district, county, municipality, College District, or other political subdivision of this state.

Gov't Code 573.001(3)

The nepotism law governs the hiring of an individual, whether the individual is hired as an employee or an independent contractor. Atty. Gen. Op. DM-76 (1992)

A public official may not approve an account or draw or authorize the drawing of a warrant or order to pay the compensation of an ineligible individual if the official knows the individual is ineligible. Gov't Code 573.083


3. Former Trustee Employment

A Trustee of a College District may not accept employment with the College District until the first anniversary of the date the Trustee’s membership on the Board ends. Texas Education Code 11.063

4. Incompatibility of Office

One person may not occupy two legally incompatible offices. Offices are legally incompatible when the faithful and independent exercise of one would necessarily interfere with the faithful and independent exercise of the other. A person may not serve in one branch of government while exercising any powers properly attached to either of the other branches of government. Texas Constitution, Art. II, Sec. 1; State v. Martin, 51 S.W.2d 815 (Tex. Civ. App. 1932); Thomas v. Abernathy County Line ISD, 290 S.W. 15 (Tex. Comm. App. 1927); Turner v. Trinity ISD, 700 S.W.2d 1 (Tex. Ct. App. 1983); Atty. Gen. Op. JM-634 (1987)

5. Depository Conflict

A Trustee who is a stockholder, officer, director, or employee of a bank that has bid to become a depository for a College District shall not vote on the awarding of a depository contract to said bank. Education Code 45.204
6. **Textbook Violations – Commissions**

A Trustee commits a class B misdemeanor offense if the Trustee receives any commission or rebate on any textbooks used in the schools with which the Trustee is associated. *Education Code 31.152(a)*

7. **Textbook Violations – Conflict**

A Trustee commits a class B misdemeanor offense if the Trustee accepts a gift, favor, or service that:

a. Is given to the person or the person’s school;

b. Might reasonably tend to influence a Trustee in the selection of a textbook; and

c. Could not be lawfully purchased with funds from the state textbook fund.

“Gift, favor, or service” does not include staff development, in-service, or teacher training; or instructional materials, such as maps or worksheets, that convey information to the student or otherwise contribute to the learning process.

*Education Code 31.152(b)–(d)*

(POLICY APPROVAL: ___-___-07, Board of Trustees)

### IV. Other Items Specific to the WCJC Board of Trustees

#### A. Board Member's Code of Ethics

Board members of Wharton County Junior College shall subscribe to the following code of ethics:

As a member of the Board, I will strive to improve public education. To that end, I shall adhere to the following ethical standards. I agree to review these standards and sign a statement, promising to uphold those standards. I will:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning issues to be considered at those meetings;

2. Work with other Board members to establish effective Board policies, and to delegate authority for the administration of the College to the College president;

3. Recognize that I should endeavor to make policy decisions only after full-consideration and discussion at publicly-held Board meetings;

4. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

5. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;

6. Communicate to other Board members and the College president expressions of public reaction to Board policies and College programs;
7. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the American Association of Community and Junior Colleges, the Association of Community College Trustees, and other groups;

8. Support the employment of those persons best qualified to serve as College staff, and insist on a regular and impartial evaluation of all staff;

9. Observe and enforce all nepotism and conflict of interest laws, and avoid being placed in a position of conflict of interest. I will also refrain from using my Board position for personal or partisan gain.

10. Take no private action that will compromise the Board or administration, and respect the confidentiality of information or discussions held in executive session and/or that are privileged under applicable law;

11. Remember always that my first and greatest concern must be the educational welfare of the students attending the College;

12. Avoid engaging in or condoning any behavior by College officials, employees, and students which constitutes sexual harassment under applicable law. Sexual harassment is defined as: (1) when submission to or rejection of sexual conduct is used as a basis for employment decisions affecting an individual, and/or (2) harassing conduct which interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment; and,

13. Uphold and enforce all applicable court decisions, statutes, regulations, and Board policies, as they now exist or may be amended or modified in the future.

(POLICY APPROVAL: 7-1-82, revised 11-16-04, Board of Trustees)

Board of Trustees, 7-1-82
JJJ/BAM, 11-16-04
Board of Trustees, Revised ___-___-07

Reg 005
BOARD POLICY AND BYLAW DEVELOPMENT

I. BACKGROUND and/or LEGAL REFERENCE

The Board shall adopt such rules, regulations, and bylaws as it deems advisable and consistent with law. Education Code 130.082(d)

II. POLICY

A. Policy Development

The District shall be governed in accordance with written policies adopted by a majority of the Board. Policies and policy amendments may be initiated by the College President, or by any member of the Board. All requests for policy considerations from faculty, employees, or community citizens shall be in writing to the College President. All such requests shall be reviewed, evaluated, and presented with recommendations by the College President, for consideration by the Board.

B. Adoption

The Board shall have the sole right and discretion to adopt policies. Regulation 111, part III, section B states the following:

"Official policies governing the operation of the college must be in written form and must be approved by the Board of Trustees. Formal adoption of a policy is effected when the policy is approved by a majority of the members of the Board in attendance at a duly constituted meeting of the Board." (WCJC Regulations, Reg.111, III, B.)

C. Repeal of Previous Policies

Through the adoption of these policies, all previously adopted policies are repealed and of no force or effect. Any subsequent amendment of or addition to these policies shall repeal any policies in conflict with it.

D. Proposed Policies or Amendments

Proposed policies or amendments may be introduced and approved by the Board at one meeting or action may be delayed until a subsequent meeting. Regulation 111, part III, section C states the following:

"At the discretion of the Board, proposed College policies may be introduced and approved during the course of a single meeting or may be lodged at one meeting, with action by the Board to approve or not approve delayed until the following meeting." (WCJC Regulations, Reg.111, III, C.)

Written comments from College employees, the faculty advisory committee, or from the general public concerning all policy proposals will be received in the office of the College President for a period of fifteen calendar days following the date of the first reading of the policy proposal. The College President shall present all comments so received, together with his own recommendations, to the Board to be considered prior to the second reading of the policy proposal. The Board makes any final determinations on the creation or amendment of policy.
E. Administrative Directive

When action is urgently required in an area not covered by Board policy, the College President shall have the power to act by administrative directive. The College President shall inform the Board promptly of such action.

F. Official Policy Manual

The Board shall designate one copy of the policy manual as the official policy manual of the District. The official copy shall be kept in the College President’s office, and the President or designee shall be responsible for its accuracy and currency. If discrepancies occur between different copies of the manual distributed throughout the District, the version contained in the official policy manual shall be regarded as authoritative. Copies of the policy manual shall be available throughout the College, and to the extent possible the manual shall be placed on the College’s website.

G. Harmony with Law

No policy or regulation, nor any portion thereof, shall be operative if it is found to be in conflict with applicable law. No policy of the District shall be interpreted or applied so as to cause circumvention or negation of applicable law.

(POLICY APPROVAL: 7-24-89, Board of Trustees)

BAM, Rev. ___-___-07)

Reg 006
I. POLICY

A. Board Meetings

1. Meeting. The term “meeting” means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. "Meeting" also means a gathering:
   a. That is conducted by the Board or for which the Board is responsible;
   b. At which a quorum of members of the Board is present;
   c. That has been called by the Board; and
   d. At which the Board members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the College District, about the public business or public policy over which the Board has supervision or control.

   Texas Gov’t Code 551.001(4)

   "Deliberation" means a verbal exchange during a meeting among a quorum of the Board, or between a quorum of the Board and another person, concerning any issue within the jurisdiction of the Board or any public business. Gov’t Code 551.001(2)

2. Social Function or Convention. The term “meeting” does not include the gathering of a quorum of the Board at a social function unrelated to the public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state, or national convention or workshop, if formal action is not taken and any discussion of public business is incidental to the social function, convention, or workshop. Gov’t Code 551.001(4)

3. Legislative Committee or Agency Meeting. The attendance by a quorum of the Board at a meeting of a committee or agency of the legislature is not considered to be a meeting of the Board if the deliberations at the meeting by the Board members consist only of publicly testifying, publicly commenting, and publicly responding to a question asked by a member of the legislative committee or agency. Gov’t Code 551.0035

4. Open to Public. Every meeting of the Board shall be open to the public subject to possible entry into executive session. The Board may, however, exclude a witness from a hearing during the examination of another witness in a matter being investigated and may enter into a closed meeting, as provided by law. Gov’t Code 551.002, 551.084, Ch. 551, Subch. D, Subch. E [See BCB and BEC]

5. Recording. All or any part of an open meeting may be recorded by any person in attendance by means of a tape recorder, video camera, or any other means of oral or
visual reproduction. The Board may adopt reasonable rules to maintain order at a
meeting, including rules related to the location of recording equipment and the
manner in which the recording is conducted. These rules shall not prevent or
unreasonably impair a person from exercising the right to record a meeting that is
open to the public. Gov’t Code 551.023

6. Minutes/Tape Recorder. The Board shall prepare and keep minutes or make a tape
recording of each open meeting. The minutes shall state the subject matter of each
deliberation and indicate each vote, order, decision, or other action taken. The
minutes and tapes of open meetings are public records and shall be available for
public inspection and copying on request to the College President or designee. Gov’t
Code 551.021, 551.022

7. Notice Required. The Board shall give written notice of the date, hour, place, and
subject(s) of each meeting it holds. Gov’t Code 551.041

   a. Continued Meeting. If the Board recesses an open meeting to the following
      regular business day, the Board is not required to post notice of the continued
      meeting if the action is taken in good faith and not to circumvent Government
      Code Chapter 551. If an open meeting is continued to the following regular
      business day and, on that following day, the Board continues the meeting to
      another day, the Board body must give the required written notice of the
      meeting continued to that other day. Gov’t Code 551.0411(a)

8. Inquiry during Meeting. If a member of the public or of the Board inquires at a
meeting about a subject for which notice has not been given, the notice provisions do
not apply to a statement of specific factual information given in response to the
inquiry or a recitation of existing policy in response to the inquiry. Any deliberation of
or decision about the subject of the inquiry shall be limited to a proposal to place the
subject on the agenda of a subsequent meeting. Gov’t Code 551.042

9. Time of Notice and Accessibility. Notice of a Board meeting shall be posted on a
bulletin board at a place convenient to the public in the central administration office
for at least 72 hours before the scheduled time of the meeting. That notice or a notice
posted at another Board-designated place shall at all times be readily accessible to
the public for at least 72 hours before the scheduled time of the meeting. Gov’t Code
551.043(a), 551.051; City of San Antonio v. Fourth Court of Appeals, 820 S.W. 2d 762
(Tex. 1991)

If the College District is required to post notice of a meeting on the Internet, the College
District satisfies the requirement that the notice must be posted in a place readily accessible
to the general public at all times by making a good-faith attempt to continuously post the
notice on the Internet during the prescribed period.

The College District must still comply with the duty to physically post the notice in the
central administration office and if the College District makes a good-faith attempt to
continuously post the notice on the Internet during the prescribed period, the physically
posted notice must be readily accessible to the general public during normal business hours.

Gov’t Code 551.043(b)
10. Internet Posting. If the College District maintains an Internet Web site, in addition to the other place at which notice is required to be posted, the Board must also concurrently post notice of a meeting on the Internet Web site.

A College District that contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more must also, concurrently with the notice, post on the College District's Internet Web site the agenda for a Board meeting, if the agenda differs from the posted notice.

The validity of a posting of a College District that made a good-faith attempt to comply with the Internet posting requirements is not affected by a failure to comply that is due to a technical problem beyond the control of the College District.

_Government Code 551.056_

11. Specificity of Agenda Notice. Agendas for all meetings shall be sufficiently specific to inform the public of the subjects to be deliberated at the meeting, setting out any special or unusual matters to be considered or any matter in which the public has a particular interest. Deliberations or actions pertaining to top administrators are of particular public interest, and notice of those subjects must be worded with such clarity that the public will understand what the Board proposes to discuss or accomplish. _Cox Enterprises, Inc. v. Austin ISD_, 706 S.W.2d 956 (Tex. 1986); _Point Isabel ISD v. Hinojosa_, 797 S.W.2d 176 (Tex. App.-Corpus Christi, 1990, writ denied); _Atty. Gen. Op. M-494 (1969), H-419 (1974), H-662 (1975), H-1045 (1977)_

The terms "employee briefing" or "staff briefing" do not give adequate notice of the subject matter to be presented to the Board by employees or staff members. _Atty. Gen. Op. JC-0169 (2000)_

12. Emergency Meeting or Emergency Addition to Agenda. In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added to an agenda posted in accordance with law is sufficient if it is posted for at least two hours before the meeting is convened.

An emergency or urgent public necessity exists only if immediate action is required because of an imminent threat to public health and safety or a reasonably unforeseeable situation. The Board shall clearly identify the emergency or urgent public necessity or unforeseeable situation for each item in the notice of an emergency meeting and each item added in a supplemental notice.

_Gov't Code 551.045_

13. Catastrophe. A Board prevented from convening an open meeting that was otherwise properly posted under Government Code Section 551.041 because of a catastrophe may convene the meeting in a convenient location within 72 hours pursuant to Government Code Section 551.045 if the action is taken in good faith and not to circumvent Government Code Chapter 551. If the Board is unable to convene the open meeting within those 72 hours, the Board may subsequently convene the meeting only if the Board gives the required written notice of the meeting.

"Catastrophe" means a condition or occurrence that interferes physically with the ability of the Board to conduct a meeting, including:

a. Fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;
b. Power failure, transportation failure, or interruption of communication facilities;

c. Epidemic; or

d. Riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

Gov't Code 5541.0411(b), (c)

14. Special Notice to News Media. The College District shall provide special notice of each meeting by telephone or telegraph to any news media that has requested it and agreed to reimburse the College District for the cost of providing the special notice. When an emergency meeting is called or an emergency item added to an agenda, the Board Chairman shall notify by telephone or telegraph any news media who have previously requested special notice of all meetings. Gov't Code 551.047, 551.052

15. Quorum. A majority of the Board (e.g., four members of a seven-member Board or five members of a nine-member Board, regardless of the number of vacancies) constitutes a quorum for meetings of the Board. Gov't Code 551.001(b), 311.013(b)


17. Meeting by Conference Call. The Board may hold a meeting by telephone conference call ONLY if the meeting is a specially called meeting and immediate action is required, and the convening at one location of a quorum of the Board is difficult or impossible.

Each part of the telephone conference call meeting that is required to be open shall be audible to the public at the location specified in the notice of the meeting. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call meeting and the identification of each party to the telephone conference shall be clearly stated prior to speaking.

a. Notice. The telephone conference call meeting is subject to the notice requirements applicable to other meetings. The notice must specify as the location of the meeting, the location where meetings of the governmental body are usually held.

b. Recording. The conference call meeting shall be tape-recorded and made available to the public.

Gov't Code 551.121

18. Meeting by Videoconference Call. If a College District does not extend into three or more counties, a meeting may be held by videoconference call only if a quorum of the Board is physically present at one location of the meeting. If the College District extends into three or more counties, a meeting may be held by videoconference call if a majority of the quorum is physically present at one location of the meeting. A meeting held by videoconference call is subject to the notice requirements applicable to other meetings in addition to the notice requirements applicable to meetings by videoconference call.

Gov't Code 551.127
a. Notice of Locations. The notice of a meeting to be held by videoconference call must specify as a location of the meeting the location where a quorum of the Board will be physically present and specify the intent to have a quorum present at that location, except that the notice of a meeting to be held by videoconference call by the Board in a College District that extends into three or more counties must specify as a location of the meeting each location where a majority of the quorum of the Board will be physically present and specify the intent to have a majority of the quorum of the Board present at that location. The notice of the meeting must also specify where each participating member of the governmental body will be during the meeting.

Each portion of a meeting held by videoconference call that is required to be open to the public shall be visible and audible to the public at each location specified in the notice.

Each location specified in the notice shall have two-way communication with each other location during the entire meeting. Each participant in the videoconference call, while speaking, shall be clearly visible and audible to each other participant and, during the open portion of the meeting, to the members of the public in attendance at a location of the meeting.

b. Recording. The Board shall make at least an audio recording of the meeting. The recording shall be made available to the public.

c. Quality of Audio and Video Signals. The quality of the audio and video signals perceptible at each location of the meeting must meet or exceed standards specified by the Department of Information Resources. The quality of the audio and video signals perceptible by members of the public at each location of the meeting must:

1. Meet or exceed the quality of the audio and video signals perceptible by the Board members participating in the meeting; and

2. Be of sufficient quality so that members of the public at each location of the meeting can observe the demeanor and hear the voice of each participant in the open portion of the meeting.

d. Remote Participation. The Board may allow a member of the public to testify at a meeting from a remote location by videoconference call even if a Board member is not participating in the meeting from a remote location.

Gov't Code 551.127; 1 TAC 209.30-.33

19. Internet Broadcast. The Board may broadcast an open meeting over the Internet. If the Board broadcasts a meeting over the Internet, it shall establish an Internet site and provide access to the broadcast from that site. The Board shall provide on the Internet site the same notice of the meeting, within the time required for posting that notice, that the Board is required to post under the Open Meetings Act. Gov't Code 551.128

20. Attorney Consultation. The Board may use a telephone conference call, videoconference call, or communications over the Internet to conduct a public consultation with its attorney in an open meeting of the Board or a private consultation with its attorney in a closed meeting of the Board.
Each part of a public consultation by the Board with its attorney in an open meeting must be audible to the public at the location specified in the notice of the meeting as the location of the meeting.

   a. Exception. This section regarding conference calls does not apply to a consultation with an attorney who is an employee of the College District. An attorney who receives compensation for legal services performed, from which employment taxes are deducted by the College District, is an employee of the College District.

   *Gov't Code 551.129*

21. Passing Resolutions or Orders. The Board shall proceed by and through resolutions or orders adopted or passed by the Board. The affirmative vote of a majority of all Board members shall be required to adopt or pass a resolution or order. The Board shall adopt such rules, regulations, and bylaws as it deems advisable. *Education Code 130.082(d)*

22. Accommodations for Hearing-impaired Persons. In a proceeding before the Board in which the legal rights, duties, or privileges of a party are to be determined by the Board after an adjudicative hearing, the Board shall supply for a party who is deaf or hearing impaired an interpreter who has qualifications approved by the Texas Department of Assistive and Rehabilitative Services.

For purposes of this requirement, "deaf or hearing impaired" means having a hearing impairment, regardless of the existence of a speech impairment, that inhibits comprehension of a proceeding or inhibits communication with others.

   *Gov't Code 558.001, 558.003*

(POLICY APPROVAL: __-__-07, Board of Trustees)

B. Board Meetings: Closed Meetings

1. Exceptions for Closed Meetings. The Board may conduct a closed meeting for the purposes allowed by law or described in the following provisions.

   a. Attorney Consultation. The Board may conduct a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings. *Gov't Code 551.071*

   b. Real Property. The Board may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. *Gov't Code 551.072*

   c. Prospective Gift. The Board may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the College District if
deliberation in an open meeting would have a detrimental effect on the
Board’s position in negotiations with a third person. *Gov’t Code 551.073*

d. Personnel Matters. The Board is not required to conduct an open meeting to
deliberate the appointment, employment, evaluation, reassignment, duties,
discipline, or dismissal of a public officer or employee or to hear a complaint
or charge against an officer or employee. However, the Board may not conduct
a closed meeting for these purposes if the officer or employee who is the
subject of the deliberation or hearing requests a public hearing. *Gov’t Code
551.074*

The closed meeting exception for personnel matters does not apply when the Board
discusses an independent contractor who is not a College District employee, such as
an engineering, architectural, or consultant firm, or when the Board discusses a class
or group of employees, not a particular employee or employees. *Atty. Gen. Op. MW-

e. Employee-Employee Complaints. The Board is not required to conduct an
open meeting to deliberate in a case in which a complaint or charge is brought
against a College District employee by another employee and the complaint or
charge directly results in the need for a hearing. However, the Board may not
conduct a closed meeting for this purpose if the employee against whom the
complaint or charge is brought makes a written request for an open hearing.
*Gov’t Code 551.082*

f. Student Discipline. The Board is not required to conduct an open meeting to
deliberate in a case involving discipline of a public school child. However, the
Board may not conduct a closed meeting for this purpose if the child’s parent
or guardian makes a written request for an open hearing. *Gov’t Code 551.082*

g. Personally Identifiable Student Information. The Board is not required to
conduct an open meeting to deliberate a matter regarding a student if
personally identifiable information about the student will necessarily be
revealed by the deliberation.

Directory information about a College District student is considered to be personally
identifiable information about the student for this purpose only if a parent or
guardian of the student, or the student if the student has attained 18 years of age,
has informed the College District that the directory information should not be
released without prior consent.

This exception does not apply if an open meeting about the matter is requested in
writing by a parent or guardian of the student or by the student if the student has
attained 18 years of age.

*Gov’t Code 551.0821*

h. Medical or Psychiatric Records. A Board that administers a public insurance,
health, or retirement plan is not required to conduct an open meeting to
deliberate:

1. The medical records or psychiatric records of an individual applicant
for a benefit from the plan; or
2. A matter that includes a consideration of information in the medical
or psychiatric records of an individual applicant for a benefit from the
plan.

Gov't Code 551.0785

i. Security Devices. The Board is not required to conduct an open meeting to
deliberate the deployment, or specific occasions for implementation, of
security personnel or devices. Gov't Code 551.076

j. Assessment Instruments. The Board shall conduct a closed meeting to discuss
or adopt individual assessment instruments or assessment instrument items.
Education Code 39.030(a)

k. Emergency Management. The Board is not required to conduct an open
meeting to deliberate information confidential under Government Code
Sections 418.175-418.182, relating to Homeland Security. However, the Board
must make a tape recording of the proceedings of a closed meeting held to
deliberate the information. Gov't Code 418.183(f)

l. Economic Development Negotiations. The Board is not required to conduct an
open meeting:

1. To discuss or deliberate regarding commercial or financial
information that the Board has received from a business prospect that
the Board seeks to have locate, stay, or expand in or near the College
District and with which the Board is conducting economic
development negotiations; or

2. To deliberate the offer of a financial or other incentive to such a
business prospect.

Gov't Code 551.087

2. Procedures for Closed Meetings. If a closed meeting is allowed, the Board shall not
conduct the closed meeting unless a quorum of the Board first convenes in an open
meeting for which proper notice has been given and the presiding officer has publicly
announced that a closed meeting will be held and has identified the section or
sections of the Open Meetings Act or other applicable law under which the closed
meeting is held. Gov't Code 551.101

3. Vote or Final Action. A final action, decision, or vote on a matter deliberated in a
closed meeting shall be made only in an open meeting for which proper notice has
been given. No votes can be taken in closed session. Gov't Code 551.102

4. Certified Agenda or Tape Recording. The Board shall either keep a certified agenda
and/or make a tape recording of the proceedings of each closed meeting, except for
private consultation with the College District's attorney. The certified agenda must
include a statement of the subject matter of each deliberation, a record of any further
action taken, and an announcement by the presiding officer at the beginning and end
of the closed meeting indicating the date and time. The presiding officer shall certify
that a certified agenda is a true and correct record of the proceedings. If a tape
recording is made, it must include announcements by the presiding officer at the
beginning and end of the meeting indicating the date and time. Gov't Code 551.103
Closed meetings may not be recorded by an individual Trustee against the wishes of a majority of the Board. Zamora v. Edgewood ISD, 592 S.W.2d 649 (Tex. App.-San Antonio, 1979)

a. Preservation. The Board shall preserve the certified agenda or tape recording of a closed meeting for at least two years after the date of the meeting. If a legal action involving the meeting is brought within that period, the Board shall preserve the certified agenda or tape recording while the action is pending. Gov't Code 551.104(a)

b. Public Access. A certified agenda or tape recording of a closed meeting is available for public inspection and copying only under a court order issued as a result of litigation involving an alleged violation of the Open Meetings Act. Gov't Code 551.104 (b)(c)

5. Prohibitions. No Board member shall participate in a closed meeting knowing that neither a certified agenda nor a tape recording of the closed meeting is being made. Gov't Code 551.145

No individual, corporation, or partnership shall without lawful authority disclose to a member of the public the certified agenda or tape recording of a meeting that was lawfully closed to the public. Gov't Code 551.146

No Board member shall knowingly call or aid in calling or organizing a closed meeting that is not permitted under the Open Meetings Act, close or aid in closing a regular meeting to the public except as permitted under the Open Meetings Act, or participate in a closed meeting that is not permitted under the Open Meetings Act. Gov't Code 551.144(a)

a. Affirmative Defense. It is an affirmative defense to prosecution under Subsection 551.144(a) that the Board member acted in reasonable reliance on a court order or a written interpretation of the open meetings law contained in an opinion of a court of record, the attorney general, or the Board's attorney. Gov't Code 551.144(c)

(POLICY APPROVAL: __-__-07, Board of Trustees)

II. Other Items Pertaining Specifically to the WCJC Board of Trustees

A. Place of Meeting

Unless otherwise determined by the Board, Board meetings shall be held at the Hutchins Memorial Board Room located in the Hutchins Memorial Building, 911 Boling Highway, Wharton, Texas.

B. Time of Meeting

Regular meetings of the Board shall be held on the third Tuesday of each month at 6:30 p.m., unless otherwise provided by the Board

C. Special or Emergency Meetings

The necessity for special and emergency meetings of the Board shall be as determined by the Board, and for purposes stipulated in the notice for the meeting.

D. Agenda Preparation
1. The agenda shall be prepared under the direction of the College President with the advice and consent of the Chairman of the Board. Any Board member may place an item on the agenda.

2. The College President must be notified of all agenda items.

E. Notice to Members

Members of the Board shall be given notice of regular and special meetings at least seventy-two (72) hours prior to the scheduled time of the meetings and at least two hours prior to the time of an emergency meeting.

F. Executive Session

Notice of all meetings shall provide for the possibility of a closed or executive session during a meeting, as provided by law.

G. Order of Business

1. The order of business for regular Board meetings shall be as follows. The order of business may be changed by consent of a quorum of the Board.

   a. Roll call, establishment of quorum, call to order.

   b. Read and approve minutes of previous meeting.

   c. Financial report.

   d. Reports to the Board shall be as determined by the Board from time to time.

   e. Reports from committees of the Board.

   f. Unfinished business.

   g. New business.

   h. Personnel considerations.

   i. Matters relating to formal policy

   j. Other business

   k. Adjournment.

2. The Board may enter executive session at any time during the meeting, as permitted under the Open Meetings Act.

H. Calling Special Meetings

The Chairman of the Board may call a special meeting at the Chairman's discretion or on request by five or more members of the Board.
I. Calling Emergency Meetings

1. The Chairman of the Board shall call an emergency meeting when the Chairman or five or more members of the Board determine that an emergency or urgent public necessity warrants the meeting.

2. Emergency meetings shall be called only for bona fide emergencies that cannot reasonably be postponed until a special or regular meeting.

J. Rules of Order

The Board shall observe the parliamentary procedures as found in Robert's Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

K. Voting

Voting shall be by voice vote or show of hands, as directed by the Chairman. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. Secret ballots are not permitted.

L. Minutes

1. Board action shall be carefully recorded by the Secretary or Assistant Secretary; when approved, these minutes shall serve as the legal records of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Chairman and the Secretary of the Board.

2. The official minutes of the Board shall be retained on file in the office of the College President and shall be available for examination during regular office hours.

M. Discussions and Limitation

1. Discussions shall be addressed to the Chairman of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairman shall halt discussion that does not apply to the business before the Board.

2. The Board Chairman shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. The Chairman may also call for a temporary adjournment of the meeting when decorum requires this action. Aside from these limitations, the Chairman shall not interfere with debate so long as members wish to address themselves to an item under consideration.

(POLICY APPROVAL: 7-24-89, Board of Trustees)

N. Public Participation

1. Citizen Participation

   a. The board shall solicit the advice and counsel of citizens in planning and
operating the District.

b. A citizen shall seek solutions to concerns, questions, and problems by following the District’s complaint procedures. [See Board Policy 012.]

O. Agenda Request

1. A citizen’s request to address the Board shall be made in writing through the College President’s office at least ten working days before the next scheduled Board meeting. The request shall be addressed to the Board as a whole and shall include the person’s name, address, phone number, and the subject matter they wish to discuss. Time limitations may be implemented by the Board on presentations at meetings.

2. Complaints and concerns for which other resolution procedures are provided shall be directed through those channels.

P. Delegations

1. Delegations of more than five persons shall appoint a spokesperson to represent their viewpoint before the Board. Each person cannot speak individually in this circumstance.

2. If a citizen’s request has been scheduled on the agenda, the Board shall make whatever response or take whatever action it deems appropriate to handle the matter. The Board is not required to make a response. Such response or action may include:

   a. Providing an immediate response or taking immediate action.

   b. Referring the matter to the College President for action or for further recommendations.

   c. Referring the matter to a later meeting for further discussion or study.

   d. Indicating that the matter will be taken under advisement.

   e. No response.

3. The Board may, by majority vote, permit persons who have not made prior written request an opportunity to address the Board. Persons not on the agenda who wish to speak to the Board shall complete a form at the beginning of the meeting stating their purpose. The Chairman may allot such speakers a reasonable length of time for their presentations, but the Board shall not take action on any item not listed in the official agenda.

4. If the matter should appropriately be handled through the complaint procedure, the citizen shall be informed of the policy. No complaint against an employee shall be heard unless complaint procedures are first followed, and the item is properly scheduled on the agenda. [See Board Policy 012.]

Q. Consultation

None of the above restrictions shall prevent the Board from consulting with personnel or vendors who
may have information germane to the matters under consideration. Such persons shall be invited by the
Board and may include attorneys, architects, real estate professionals, professional educators,
physicians, construction professionals and the like. These individuals may attend executive sessions at
the initiation of the Board.

(POLICY APPROVAL: 7-24-89, Board of Trustees)
INTELLECTUAL PROPERTY, COPYRIGHTS, AND INVENTIONS

I. PURPOSE

Provides direction for the determination of the ownership of materials prepared by College employees and students.

II. BACKGROUND and/or LEGAL REFERENCE


Employees and students of the Wharton County Junior College District are encouraged to publish and copyright, invent and patent materials and objects of their own creation that will contribute to the advancement of knowledge. The college desires to protect the interests of its personnel and students in relation to original works and ideas that may have monetary value. The college is responsible for insuring that public funds and property are not used for personal gain. The author, creator, inventor is free to benefit from royalties and monies accruing from such publication or invention subject to the conditions specified in this regulation.

III. DEFINITION

Intellectual property is defined as inventions, discoveries, technologies, processes, methods, trade secrets, computer software, literary works, instructional materials, publications, literature, art, dramatic and musical works, and all audiovisual materials including video, film, photographs, and audio programs.

IV. POLICY

A. To protect and promote the traditional academic freedom of members of the professional staff and the students at WCJC in matters of publication, design, development, and invention and the rights of both staff members, students, and the college, the following policy shall be deemed to be a part of the contract between the college and the members of the professional staff or students. Professional staff includes, but is not limited to, academic, administrative and information technology staff.

B. Individual Ownership

All classes of intellectual property, scientific and technological developments, materials or objects created solely on the employee's own time, outside of the employee's job scope when applying to an employee and without the use of college facilities, equipment, materials, or support shall be the sole property of the creator(s). All other intellectual property, scientific and technological development materials or objects created in whole or in part by the employee or student vest in and are owned by WCJC.

C. College Ownership

Materials or objects created by employees or students at college expense or on college time or using college facilities or equipment shall be the property of the college. The college, in return
for unrestricted license to use and reproduce original work without royalty payment, shall transfer to the creator of that work full ownership of any present or subsequent copyright/patent in accordance with the following paragraph.

In the event that materials or objects are sold to entities outside the college, all income will go to the college until all developmental expenditures incurred by the college for that project, including stipends paid to the developer (over and above contract salary), prorated support-staff salaries, supplies, and other expenses related to the creation of the materials or objects, are recovered. Thereafter, all remuneration as a result of copyright publication or patented sale will go to the creator(s) of the materials or objects.

D. Equity and Participation

The college will insure equity and management on the part of the inventor or inventors in business entities that utilize technology created at the college.

E. Sales to Students

1. No college employee shall realize a profit from materials sold exclusively to WCJC students.

2. When instructional material developed by the faculty is sold in the bookstore for a profit, the publisher of the materials must be approved by the Vice-President of Academic Affairs. Senior Vice President of Instruction.

F. Disclosure

Any college employee or student who intends to create any materials or objects developed wholly or partially using college time, equipment, materials, or facilities or within the scope of employment or studies and who intends to apply for registration of copyright; or patent rights in themselves, or who otherwise merchandise intends to commercialize those materials or objects will inform the Board of Trustees through the President of the College of that intent promptly prior to the filing of any applications or commercialization and shall request a waiver of WCJC rights or other appropriate permission from WCJC. The college will initiate an institutional review of scientific and technological disclosures, including consideration of ownership and appropriate legal protection.

G. Exclusions

Personnel of divisions or units whose function is to produce educational materials may not realize a profit from the sale of those materials. In the case of any such materials produced exclusively by these units, copyright will be held by Wharton County Junior College. Materials produced under an externally funded grant will be guided by the terms of the grant.

(POLICY APPROVAL: 6-15-88, Board of Trustees)

Note: In 1995, the college board once again affirmed its policy by approving the following in relation to copyright privileges. That reaffirmation is appended here as a continuation of the policy section of this regulation.

H. Members of the professional staff or students are free to benefit from royalties and monies accruing from books written; teaching aids developed including workbooks, laboratory manuals,
transparencies, tapes, films, computer programs, and similar materials; and any equipment designed or invented provided the work to produce such creations is done on the employee's or student's own time and without the use of college facilities, equipment, materials, or support and outside the scope of their employment, if professional staff.

I. If the creation involves college time or resources, the following conditions apply:
   a. The college holds the copyright until all developmental expenditures have been recovered when college facilities, equipment, materials, or support have been used in the development of the copyrighted item. Thereafter, the college will assign the copyright to the developer.
   b. Any college employee or student who intends to create any materials for copyright or patent using wholly or partially college time, facilities, equipment or materials must inform the Board of Trustees of the intent through the President of the College.

J. No college employee or student may realize a profit from materials sold exclusively to WCJC students.

(POLICY APPROVAL: 10-25-95, Board of Trustees)

V. PROCEDURES

A. The President of the College or his/her designee administers this policy.

B. The following procedures are published here in compliance with the provisions of the Education Code:

1. Disclosure is made by any person who intends to create intellectual property and who intends to use any college resources, including time, in that creation.

2. Disclosure is made to the Board of Trustees through the college president.

3. Disclosure must occur prior to the employee or student using any college resources in the development of intellectual property. Normally, a minimum of 60 calendar days' notice is expected in order for an institutional review to be conducted.

4. Institutional review of scientific and technological disclosures, including consideration of ownership and appropriate legal protection, occurs as follows:
   a. the employee notifies his/her division chair (or, for nonfaculty non-faculty employees, his/her budgetary supervisor at a level comparable with that of division chair);
   b. the division chair (or equivalent) notifies the supervising vice-president;
   c. the supervising vice-president notifies the college president;
   d. the college president sends the disclosure to the employee's council (e.g., Faculty Council) and to President's Cabinet for review, comment, and recommendations;
the college president reviews the disclosure as well as the responses from the employee's council and President's Cabinet, formulates a disclosure notification and recommendation for the Board of Trustees, and places the matter as an item on the agenda for the next available board meeting.

the Board of Trustees has final authority in matters of intellectual property.

5. Licensing, ownership, and rights of use are the same for all materials and objects defined herein as intellectual property developed wholly or in part using college resources. That is, the college retains ownership of licenses, titles, copyrights, patents, etc., until all developmental costs incurred by the college are recovered, at which time such ownership passes to the creator(s), but the college retains the right to unrestricted use and reproduction of the original work or object without payment of royalties to the creator(s).

JC/FRV
6-15-88, 10-25-95
Combined: 3-16-99
BAM 10-23-07
TO: Holders of Regs Manual

FROM: Frank R. Vivelo

DATE: March 9, 2000

SUBJ: Additional Procedure for Reg 276: Logging Copyright Approvals

Please attach the following required procedure to your copy of Reg 276, Intellectual Property, Copyrights, and Inventions:

Wharton County Junior College is committed to full compliance with all copyright and patent laws and takes responsible steps to respect the property rights of authors, inventors, developers, and creators of protected material. (In the following paragraphs, the term "copyright" is used to mean all legal rights over such protected material, such as trademarks and patents, as well as copyrights.)

Since no employee of the college, acting as an employee of the college, may duplicate, distribute, and/or otherwise publish protected material without the written permission of the copyright holder, except under those circumstances in which use of copyrighted material qualifies under the fair-use provision of the copyright laws, therefore—

All persons wishing to copy and publish/distribute copyrighted material, including instructors wishing to use copyrighted material in their course handouts, syllabi, exams, etc., or publish such material through the Internet in online courses or otherwise transmit such material electronically or any other way, must file with the director of library services a copy of their written permission to do so from the copyright holder.

The director of library services is charged with the responsibility for maintaining these permission files.

The college does not defend or accept responsibility for any employee who does not comply with copyright law or otherwise violates the above college procedure.
ACADEMIC CALENDAR DEVELOPMENT

I. PURPOSE

Describes responsibilities and procedures for the development and approval of the college's annual academic calendar.

II. LEGAL REFERENCE

TASB Policy Manual, EA, School Year and Calendar, 2-17-95. Texas Administrative Code (TAC), Title 19, Part 1, Chapter 4, Subchapter A, Rule 4.5; Texas Higher Education Coordinating Board (THECB) Rules, Chapter 4, 4.5, 4.6

III. DEFINITIONS

A. Class recess (break): a college workday or longer period when classes are not held. A class recess (or break) is a break for students from attending classes and for teachers from teaching; it is not necessarily a "day off" (see holiday) for all college employees unless expressly designated as such; that is, college offices may well be open for business on a day when classes are not in session.

B. Holiday: a Board-approved non-work day or longer period designated as a "day off" for all employees, during which time the college is closed to the public.

IV. POLICY

A. The college shall develop an annual academic calendar to be published in the college catalog.

B. This college's academic calendar shall include the dates of all operational activities that affect students and the public (such as registration dates and holidays during which the college is closed). These dates shall include, but are not limited to, the following:

   a. registration for classes
   b. commencement ceremonies
   c. final examinations
   d. college holidays
   e. class recesses
   f. beginnings and endings of fall and spring semesters and summer sessions.

C. The academic calendar shall be approved by the college's Board of Trustees prior to publication and implementation.

(POLICY APPROVAL: 8-16-95, Board of Trustees)

V. PROCEDURES

A. The Director of Admissions and Registration prepares a detailed proposed schedule for registration, final examinations, etc., by October 15 for the following academic year and submits it to the Senior Vice President of Instruction for review.
B. The Senior Vice President of Instruction forwards a copy of the proposed calendar to the Faculty Council for review and recommendation for changes, if any are deemed advisable by the faculty.

C. The Senior Vice President of Instruction presents the proposed calendar to the President for review and revision by the President and the President's Cabinet.

D. After the calendar is reviewed and any necessary revisions have been made, the President recommends the calendar for approval to the Board of Trustees at its November meeting.

D. The approved academic calendar is published in the college catalog.

VI. GUIDELINES

The academic calendar should be of sufficient length to insure the semester to be the equivalent of fifteen weeks of instruction and one week for final examinations or a total of sixteen weeks instruction and examinations combined (not including final examination days) for all credit classes. That is, a typical three-credit lecture course must consist of at least 45 contact hours plus a final-exam period.

JC/FRV, 8-16-95
BAM, 2-20-07
BAM, 10-23-07
RECRUITMENT AND APPOINTMENT OF PART-TIME FACULTY

I. PURPOSE

Describes the responsibilities and procedures for hiring part-time credit faculty.

II. BACKGROUND and/or LEGAL REFERENCES

A. No legal reference pertinent to recruitment and appointment of part-time faculty was located in the TACC Policy Reference Manual.

C.B. WCJC's Wharton County Junior College's employment practices do not discriminate on the basis of race, color, religion, age, sex, national origin, ancestry, non-job related handicap, place of birth, marital status, political conviction, or veteran status, or disability.

III. DEFINITIONS

See Regulation 461, Salary Schedule for Part-Time Semester-Hour Faculty, 461 Salary Schedule for Part-Time Semester-Hour Faculty [4-19-95] for definitions of full-time faculty, part-time faculty, and adjunct faculty.

IV. POLICY

This regulation's authorizing policy is found in section IV.B of Regulation 821, Recruitment and Appointment of Full-Time Personnel, as follows:

Part-time temporary employees on contract may be initially appointed by the President with subsequent approval by the Board of Trustees at the earliest possible scheduled meeting of the Board.

(POLICY APPROVAL: 7-2-90, Board of Trustees)

V. PROCEDURES

A. Delegation of Hiring Authority

1. Part-time or adjunct semester-hour faculty on contract may be provisionally appointed by the Vice-President of Academic Affairs as the President’s designee, with subsequent formal approval upon recommendation of the President by the Board of Trustees at the earliest possible scheduled meeting of the Board. As the President’s designees, the Senior Vice President of Instruction and the Vice President of Workforce Development, Continuing Education, and Distance Learning may provisionally appoint part-time or adjunct faculty, with subsequent approval of the President.

   a. Nonteaching part-time employees are appointed by the supervising vice president with the approval of the President. The President will recommend the appointment of part-time or adjunct faculty to the Board of Trustees at the earliest possible scheduled meeting of the Board.
B. Responsibility

Division chairs and department heads are responsible for developing a pool of qualified part-time/adjunct faculty. From time to time, the college may hold job fairs to recruit part-time/adjunct faculty. Division chairs and department heads are expected to conduct interviews at these job fairs.

1. The Human Resources Department will recruit, receive, and forward applications of qualified faculty applicants to the proper departments.

2. In cooperation with the Human Resources Department, instructional departments are encouraged to individually recruit, develop and maintain a pool of qualified part-time and adjunct faculty.

C. Verification of Credentials

Division chairs The Senior Vice President of Instruction and the Vice President of Workforce Development, Continuing Education, and Distance Learning, or their designee are responsible for insuring that official copies of transcripts for part-time and adjunct faculty are submitted to the Personnel Office Human Resources Department and that part-time and adjunct faculty possess the minimum credentials required by the Southern Association of Colleges and Schools (SACS).

D. Administrative Process

Division chairs are responsible for completing or causing to be completed a Summary Sheet for Prospective PT/FT Faculty Member (see attached) for each applicant. The original is filed in the division office, with copies to appropriate department heads. In addition, division chairs complete and sign the Pre-Employment Checksheet (attached).

VI. GUIDELINES

A. The Vice President of Academic Affairs (VP/AA), as the President’s designee and the college’s chief academic officer, is the only college official who may approve the hiring of part-time/adjunct faculty in credit programs. Department heads and division chairs, however, are responsible for locating and recruiting appropriately qualified faculty, filing all forms and other paperwork required by the college and SACS to document credentials and qualifications, maintaining a file pool of qualified persons, and recommending to the VP/AA the hiring of any specific individuals to teach specific courses.

The Senior Vice President of Instruction and the Vice President of Workforce Development, Continuing Education, and Distance Learning, as the President’s designees in instructional areas, are the only college officials who may appoint or hire part-time faculty.

The Senior Vice President of Instruction and the Vice President of Workforce Development, Continuing Education, and Distance Learning will designate in their appropriate areas of supervision, individuals responsible for locating and individually recruiting appropriately qualified faculty, maintaining a file pool of qualified persons, recommending to their appropriate vice president the hiring of specific individuals to teach specific courses and completing all forms and other paperwork required by the college and SACS to document credentials and qualifications and ensure timely employee payment.

B. The Vice President of Workforce Development and Extension Services (VP/WDES), as the first Cabinet level supervisor of primarily vocational divisions, may screen divisions recommendations prior to forwarding them to the VP/AA and may substitute for the VP/AA in his/her absence.
C. Appointment of part-time instructors for noncredit assignments in workforce development or continuing education follow procedures determined by the VP/WDES.

D. Recruitment and appointment of part-time and adjunct faculty normally do not require the submission of an RAF (Recruitment Authorization Form) or a PAF (Personnel Action Form).

Reg 823