WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

September 16, 2008

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

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<td>P. D. (Danny) Gertson, III Chair</td>
<td>May 2012</td>
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<td>Rick Davis</td>
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<td>Vice-Chair</td>
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<td>Jack C. Moses</td>
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<td>Gerald R. Donaldson</td>
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<td>Georgia Krenek</td>
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<td>Oliver W. Kunkel, Jr.</td>
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<td>Phyllip W. Stephenson</td>
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<td>Gary P. Trochta</td>
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<td>Lloyd M. Nelson</td>
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AGENDA

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

September 16, 2008

See Under Tab

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

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

A. The regular meeting on August 19, 2008

B. The public hearing on August 19, 2008

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

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

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

If any speaker’s presentation contains complaints or concerns about an individual employee or
officer of the district, that presentation will be conducted in executive session with the board members unless the
employee or officer about whom the comments are made requests that the comments be made publicly.
These presentations are made for information purposes only. The board is required to listen to the presentations but not to discuss or act on the items presented. If the board feels the matter warrants further attention, it can be placed on the agenda for a subsequent meeting.

V. Special Items

VI. Presentations, Awards, and/or President’s Report
   A. Bus Charter due diligence – Philip Wuthrich
   B. QEP Implementation Team Update – Becky McElroy

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

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

-CONSENT AGENDA-

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

IX. Matters Relating to General Administration

X. Matters Relating to Academic Affairs

XI. Matters Relating to Administrative Services
   A. Approve 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 ($26,943.00 – current unrestricted operating budget for 2008-2009)
B. Approve the proposal submitted by Weatherproofing Technologies, Inc. to remove and replace the rusted downspouts and gutter system across the front of the Fort Bend Technical Center ($46,855.89 – transfer from plant repair & replacement fund for 2008-2009)

C. Approve the proposal submitted by Hunton Trans Services to replace the HVAC building control unit in the Hutchins building ($24,992.00 – transfer from plant repair & replacement fund for 2008-2009)

D. Approve the purchase of the furniture and equipment for the new building at the University of Houston Sugar Land ($700,000.00 – transfer from the plant capital equipment replacement fund)

E. Approve a secondary vendor to provide chartered bus services to the college for transportation of our volleyball and baseball teams in the fall (no additional fees-current unrestricted operating budget for 2008-2009)

XII. Matters Relating to Technology and Institutional Research

A. Approve the proposal submitted by Prime Systems of Houston to supply desktop computers and monitors as needed for the 2008-2009 school year (estimated $150,000.00 – expenses are charged to each individual department’s approved operating budget at the time of the purchase)

B. Approve the contractual agreement with Art West ($38,400.00 - funds are currently allocated in the 2008-2009 current unrestricted operating budget)

C. Approve the purchase of 24 computer systems and monitors for the Wharton Developmental Lab ($20,400.00 – transfer from the plant MIS fund for 2008-2009)

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

A. Approve the contract for the Wharton Independent School District for the 2009 Kids’ College Summer Program on the WCJC/Wharton campus ($9,000 – income)

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, received an additional assignment as director of Achieving the Dream, $1,000.00/mo. x 12 mo., effective September 1, 2008

C. Office of Academic Affairs

1. Approve paid professional assignments for fall 2008
2. Approve full-time faculty overloads for fall 2008

3. Approve part-time faculty overloads for fall 2008

3. Erma M. Hart reclassified as regular, full-time instructor of paralegal studies – 9 months, FAC-1-10, to regular, full-time instructor of paralegal studies – 10 1/2 months, FAC-1-11, effective August 18, 2008

4. Angela Kocurek received a salary adjustment as regular, full-time instructor of English, FAC-3-2, to regular, full-time instructor of English, FAC-4-2, effective August 18, 2008

5. JoAnn Lurker reclassified as regular, full-time instructor of drafting – 9 months, FAC-1-6, to regular, full-time instructor of drafting – 10 1/2 months, FAC-1-7, effective August 18, 2008

6. Barbara S. Lynn reclassified as regular, full-time instructor of early childhood development – 9 months, FAC-2-13, to regular, full-time instructor of early childhood development – 10 1/2 months, FAC-2-14, effective August 18, 2008

7. Victoria L. Schultz reclassified as regular, full-time instructor of human services – 9 months, FAC-1-16, to regular, full-time instructor of human services – 10 1/2 months, FAC-1-17, effective August 18, 2008

8. Pam S. Speights received a salary adjustment as regular, full-time instructor of speech, FAC-5A-11 to regular, full-time instructor of speech, FAC-7-12, effective August 18, 2008

10. Mary S. Wilson reclassified as regular, full-time instructor of business and technology, FAC-6A-30, to regular, full-time instructor of business and technology, FAC-6A-31, effective August 18, 2008

11. Johnnie R. Svatek extended as temporary, full-time LEAD manager, AA-1-0, to temporary, full-time LEAD manager, AA-1-1, effective September 1, 2008

D. Office of Administrative Services

E. Office of Student Services

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

1. Teodoro F. Garcia employed as regular, full-time adult basic education coordinator, GNT-1-10, effective September 2, 2008

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions
1. Pong "David" S. Sheih retired as regular, full-time instructor of chemistry, FAC-7-17, effective December 31, 2008

I. Information Items: Non-contract Personnel Action

1. Thomas C. Beavers separated as regular, full-time information technology technician, P-13-3, effective September 15, 2008

2. Jessica Douglas employed as regular, full-time continuing education specialist, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)

3. Heidi Hardy separated as regular, full-time information technology technician, P-13-32, effective July 31, 2008

4. Lisa M. Shoppa employed as regular, full-time distance learning help desk coordinator, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)

5. Jessica R. Falcon employed as regular, full-time public safety training secretary, received $1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)

6. Bonnie A. Garza employed as regular, full-time administrative assistant, received $1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)

7. Susan E. Hoelscher employed as regular, full-time transcript analyst, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)

8. Sharon Mayberry resigned as regular, full-time secretary to WT, CE & Youth Activities, O-8-1, effective August 22, 2008

9. Lisa M. Shoppa employed as regular, full-time distance learning help desk coordinator, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)

10. Kristie G. Sulak employed as regular, full-time student success coordinator, received $1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)

11. Aaron Alexander employed as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 19 hrs./wk. x 48 wks. = $8,709.60/yr., effective August 22, 2008

12. Alice J. Becerra employed as regular, part-time senior citizen program driver, $6.55 hr. x 15 hrs./wk. x 4 wks. = $393.00/yr., effective September 8, 2008

13. Michael M. Cenko separated as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 15 hrs./wk. x 48 wks. = $6,876.00/yr., effective September 3, 2008
14. Frances Gonzalez separated as regular, part-time security officer, O-9-0, $10.68 hr. x 19 hrs./wk. x 52 wks. = $10,551.84/yr., effective August 19, 2008

15. Brady J. Kubena employed as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 15 hrs./wk. x 48 wks. = $6,876.00/yr., effective September 8, 2008

16. Jason Pitz separated as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 12 hrs./wk. x 48 wks. = $5,500.80/yr., effective August 29, 2008

17. Pete Acosta separated as temporary, part-time custodian, O-1-0, $8.38 hr. x 19 hrs./wk. x 52 wks. = $8,279.44/yr., effective August 31, 2008

18. Carlton A. Doetsch separated as temporary, part-time general maintenance/summer help, O-1-0, $8.38 hr. x 40 hrs./wk. x 10 wks. = $3,352.00/yr., effective August 31, 2008

19. Tyler W. Freese separated as temporary, part-time general maintenance/summer help, O-1-0, $8.38 hr. x 40 hrs./wk. x 10 wks. = $3,352.00/yr., effective August 31, 2008

20. Silvano Grosso employed as temporary, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 33.5 wks. = $4,020.00/yr., effective September 15, 2008

21. Carol G. Hall employed as temporary, part-time math tutor, $15.00 hr. x 19.5 hrs./wk. x 15 wks. = $4,387.50/yr., effective August 23, 2008

22. Katherine A. Kunkel extended as temporary, part-time administrative clerk, O-10-6, $11.92 hr. x 19.5 hrs./wk. x 48 wks. = $11,157.12/yr., to temporary, part-time administrative clerk, O-10-6, $12.38 hr. x 30 hrs./wk. x 52 wks. = $19,312.80/yr., effective October 1, 2008

23. Hannah E. Mann employed as temporary, part-time biology lab worker, $6.55 hr. x 5 hrs./wk. x 30 wks. = $982.50/yr., effective September 8, 2008

24. Amanda D. Youngblood separated as temporary, part-time HR clerk, O-5-0, $9.54 hr. x 19 hrs./wk. x 10 wks. = $1,812.60/yr., effective August 31, 2008

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

XVII. Action on items discussed in closed session

XVIII. Matters Relating to Formal Policy

XIX. Other Business
XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The regular meeting on August 19, 2008

B. The public hearing on August 19, 2008
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
August 19, 2008

-The Wharton County Junior College District Board of Trustees met in regular session on
August 19, 2008 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

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

Trustees Absent: Mr. Rick Davis, Vice-Chair; and Mr. Gary Trocha

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; Ms. Pam Youngblood, Vice-President of Technology and Institutional Research;
Ms. Deanna Feyen, Executive Secretary to the President; Mrs. Darlene Byrd; Ms. Zina Carter; Mr.
Mike Feyen; Mr. Terrell Jessen; Mr. Mike Mills; Ms. Kandace Nasis; Mr. Gus Wessels; and Mr. Philip
Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The minutes of the regular meeting on July 15, 2008 and the budget workshop on
July 24, 2008 were approved as presented.

ITEM IV: CITIZENS' COMMENTS

-None-
Board of Trustees  
August 19, 2008  
Minutes

ITEM V:  SPECIAL ITEMS

A.  Approve 2008-2009 Operating Budget (under separate cover)

BOARD ACTION:  On a motion by Mr. Stephenson and a second, the 2008-2009 operating budget was approved as presented.

B.  Proposal to consider property tax increase and schedule public hearings

-Mr. Kocian explained the proposal to consider property tax increase and the schedule of public hearings.

BOARD ACTION:  On a motion by Mr. Moses and a second, the proposal to consider a property tax increase was approved by acclamation.  All members were for and Mr. Davis and Mr. Trochta were not present.

BOARD ACTION:  On a motion by Mrs. Krenek and a second, scheduling public hearings were approved for September 9th, 16th, and a special called board meeting on September 25th, as presented.

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

A.  The faculty and administration is commended for the graduates’ 98% pass rate on the NCLEX-PN® for the 2007 examination year

-Ms. McCrohan recognized Liz Rohan and the nursing program on their 98% pass rate on the NCLEX-PN® for the 2007 examination year.

B.  Recognition of David Johanson’s participation as a Boy Scout camp leader at the LCRA Lost Pines Summer Camp

-Ms. McCrohan asked Ms. Youngblood to recognize Mr. Johanson for his participation as a Boy Scout camp leader at the LCRA Lost Pines Summer Camp.

C.  Resolution for Dr. Kirby Lowery

D.  Resolution for Ruben Hernandez

-Dr. Pate read the resolutions of Dr. Lowery and Mr. Hernandez.

E.  SACS Focused Report

-Ms. McCrohan explained the SACS focused report.  Dr. Pate recognized Ms. Stavinooha, Ms. Collins, and Ms. Rehak for their hard work on the report.  Dr. Pate concluded that all problems were addressed.  Ms. McCrohan thanked Ms. Jones and Ms. Popek for their work.  Ms. McCrohan informed the board that the QEP would be submitted with the focused report.  Ms. McCrohan added that she felt the whole SACS process was a benefit to the college.

ITEM VII-A:  REPORTS TO THE BOARD
Board of Trustees  
August 19, 2008  
Minutes

A. Financial Reports  
   -Gus Wessels reviewed the financial reports for July 2008.

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board unanimously approved the financial reports for July 2008 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 Younghblood (Vice President of Technology and Institutional Research)
2. Financial Aid: Gus Wessels (Dean of Financial Services and Business Services)
3. Student Services: Dr. Wayne Taylor (Dean of Student Services)

ITEM VII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS  
A. Academic Affairs Council  
   -None-  
B. Administrative Council  
   -None-  
C. Faculty Council  
   -None-  
D. President’s Extended Cabinet  
   -None-

ITEM VII-D: CLIPPING SERVICE FOR MONTH OF JULY 2008  
   -News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of July 2008 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

-Mr. Nelson verified that the legislative meetings are being scheduled. Ms. McCrohan stated that Mr. Terrell will be attending a meeting this week in Austin.

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

-No items were pulled or considered separately.

-CONSENT AGENDA-

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

ITEM IX: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM X: MATTERS RELATING TO ACADEMIC AFFAIRS

ITEM XI: MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Transfer $500,000.00 from current unrestricted operating fund to plant capital equipment replacement fund

B. Approve Investment Management Plan

C. Reject all bids for “full service” chiller maintenance

-Ms. Krenek asked for an explanation of the chiller maintenance. Mr. Feyen explained the reason the bids were rejected.

D. Approve a vendor to provide chartered bus services to the college for transportation of our volleyball and baseball teams in the fall (estimated $40,000.00 – current unrestricted operating budget for 2008-2009)

-Mr. Kocian provided handouts to further explain the chartered bus service. Mr. Wuthrich explained the life expectancy of a bus and that the bus does not have to be chartered for the full fall semester. Mr. Donaldson asked for due diligence in examining the companies associated with the chartered services.

E. Reject all bids for upgrades to our X-Ray equipment (estimated $110,000.00 – Gulf Coast Medical Foundation Grant Funds)

F. Approve a subscription service for the acquisition of periodicals in the college libraries ($20,526.70 – current unrestricted operating budget for 2008-2009)
G. Approve the printing of class schedules for the spring, summer, and fall of 2009 ($102,010.65 – current unrestricted operating budget for 2008-2009)

H. Approve the long term disability coverage for full time employees ($25,000.00 – current unrestricted operating budget for 2008-2009)

I. Approve the purchase of two infrared analysis spectrometers for the chemistry department ($50,000.00 – current unrestricted operating budget for 2007-2008)

-Mr. Wuthrich explained the purchase of the two infrared analysis spectrometers for the Chemistry department.

J. Information Item:

1. Acknowledgement of all documented fees paid by the college as a result of our membership in a cooperative purchasing program ($125.00 – current unrestricted operating budget for 2007-2008)

2. Seek bids from vendors to move furniture, computers, and equipment from the current Sugar Land campus to the new Sugar Land campus on University Drive (estimated $50,000.00 – current unrestricted operating budget for 2008-2009)

3. Seek bids from vendors for the purchase of a motor coach bus and approve the transfer of the funds from the plant capital equipment replacement fund (estimated $135,000.00 – transfer from the plant capital equipment replacement fund for 2008-2009)

ITEM XII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

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

A. Approve the two year contract for the Ft. Bend Independent School District's use of school facilities for the 2009-2010 Kids' College Summer Programs ($60,240.00 – Kids' College facilities budget for 2009-2010)

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

C. Office of Academic Affairs

1. Approve paid professional assignments for summer 2008
2. Approve overloads for Summer II 2008

3. Frank Carey reclassified as regular, full-time instructor of chemistry, FAC-1-16, effective August 18, 2008

4. Samuel M. Smith employed as regular, full-time instructor of drama, FAC-4A-10, effective August 18, 2008

5. Amy C. Wall reclassified as regular, full-time instructor of associate degree nursing, FAC-1-13, effective August 18, 2008

6. Stephen D. Witzkoski employed as regular, full-time automotive instructor, FAC-1-10, effective August 18, 2008

D. Office of Administrative Services

E. Office of Student Services

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

1. Approve part-time overloads for summer 2008

2. Approve part-time faculty pay for spring 2008

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

I. Information Items: Non-contract Personnel Action

1. Michael R. Flower reclassified as regular, full-time assistant baseball coach, $7,300.00, to regular, full-time assistant baseball coach, $18,000.00, effective August 18, 2008

2. Heidi Hardy separated as regular, full-time information technology technician, P-13-32, effective July 31, 2008

3. Stephanie Witzkoski employed as regular, full-time service center clerk, O-6-0, effective August 11, 2008

4. Paul M. Cenko employed as regular, part-time fitness center staff, O-5-0, $9.55/hr. x 15 hrs./wk. x 48 wks. = $6,876.00/yr., effective August 4, 2008

5. Brian C. Vega separated as regular, part-time fitness center staff, O-5-0, $9.55/hr. x 15 hrs./wk. x 48 wks. = $6,876.00/yr., effective August 7, 2008
6. Amanda Youngblood employed as regular, part-time fitness, O-5-0, $9.55/hr. x 12 hrs./wk. x 48 wks. = $5,500.80/yr., effective August 8, 2008

7. Zach Youngblood separated as regular, part-time fitness center staff, O-5-0, $9.55/hr. x 12 hrs./wk. x 48 wks. = $9,500.80/yr., effective August 14, 2008

8. Vira R. Bhakta employed as temporary, part-time math tutor-Wharton, $5.85/hr. x 19.5 hrs./wk. x 8 wks. = $912.60/yr., effective June 30, 2008

9. Lori L. Baumgartner employed as temporary, part-time allied health secretary, O-7-0, $10.11/hr. x 35 hrs./wk. x 6 wks. = $2,123.10/yr., effective August 4, 2008

10. Meagan R. Drenner employed as temporary, part-time financial aid clerk, $9.53/hr. x 30 hrs./wk. x 22 wks. = $6,289.80/yr., effective July 10, 2008

11. Jo A. Mouton employed as temporary, part-time math tutor-Sugar Land, $15.00/hr. x 12 hrs./wk. x 5 wks. = $900.00/yr., effective July 14, 2008

12. Charlene M. Phillips separated as temporary, part-time math tutor-Sugar Land, $15.00/yr. x 19.5 hrs./wk. x 10 wks. = $2,925.00/yr., effective June 9, 2008

13. Linda K. Schilhab employed as temporary, part-time registrar’s clerk, $16.96/hr. x 24 hrs./wk. x 2 wks. = $814.08/yr., effective August 18, 2008

14. Kody B. Yurchak separated as temporary, part-time general maintenance/summer help, O-1-0, $8.38/hr. x 40 hrs./wk. x 12 wks. = $4,022.40/yr., effective July 11, 2008

**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**
A. President's Evaluation

-Mr. Gertson stated that the board was pleased to have Ms. McCrohan as the president.

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

ITEM XIX: OTHER BUSINESS

ITEM XX: ADJOURN

-The meeting adjourned at 9:00 P.M.
MINUTES
Special Called Meeting of the
Wharton County Junior College
Board of Trustees
August 19, 2008

-The Wharton County Junior College District Board of Trustees met in special session on August 19, 2008 at 6:00 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

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

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

Others Present:  Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President of Instruction; Mr. Dale Pinson, Vice President of Continuing Education, Workforce Development, and Distance Education; Mr. Bryce Kocian, Vice-President of Administrative Services; Ms. Pam Youngblood, Vice-President of Technology and Institutional Research; Ms. Deanna Feyen, Executive Secretary to the President; Mrs. Darlene Byrd; Ms. Zina Carter; Mr. Kevin Dees; Mr. John Dettling; Mr. Scott Glass; Mr. David Johanson; Ms. Judy Jones; Mr. Robbie Mathews; Mr. Mike Mills; Ms. Debbie Popek; Ms. Liz Rohan; Mr. Gus Wessels; Mr. Robert Wolter; and Mr. Philip Wuthrich

ITEM I:  DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:00 P.M.

ITEM II:  PUBLIC HEARING OF PROPOSED WHARTON COUNTY JUNIOR COLLEGE OPERATING BUDGET FOR 2008-2009

-Mr. Gertson asked for comments from the public. There were no comments.

-Mr. Kunkel asked when the public hearing would be held for the increase in property taxes. Mr. Kocian handed out a 2008 planning calendar with the special called meeting and public hearing dates. Mr. Kocian explained the tax rates assessed for the last twelve fiscal years. Mr. Kocian explained the budget assumptions for 2008-2009.

-Mr. Gertson asked for comments from the public again.

-Mr. Dettling stated that the faculty council had made a presentation to the board and asked if the board would consider the proposal when they vote on the 2008-2009 budget.
Board of Trustees
August 19, 2008
Minutes

ITEM III: ADJOURN

- The meeting adjourned at 6:30 P.M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VI

Presentations, Awards, and/or President's Report

A. Bus Charter due diligence – Philip Wuthrich

B. QEP Implementation Team Update – Becky McElroy
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII-A

Reports to the Board

A. Financial Reports for August 2008
Monthly Financial Reports

Wharton County Junior College
AUGUST 31, 2008
Summary Reports
Wharton County Junior College
Revenue-Expenditure Summary
August 31, 2008

FISCAL 2008

| Fund 1000 | Current Month | Y-T-D Actual | Budget | % of Budget | Y-T-D Actual | Budget | % of Budget | % of Prior Ye
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</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Actual</td>
</tr>
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<td>$ 8,102,108</td>
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<td>11,862,132</td>
<td>11,577,630</td>
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<td>102%</td>
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<tr>
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<td>76,978</td>
<td>1,231,033</td>
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<td>665,803</td>
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</tr>
<tr>
<td>Total Revenues</td>
<td>1,384,706</td>
<td>26,909,746</td>
<td>27,932,675</td>
<td>96.34%</td>
<td>25,895,420</td>
<td>25,269,333</td>
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</tr>
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<td>Expenditures:</td>
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<td></td>
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<td>Salaries</td>
<td>1,418,908</td>
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<td>14,470,388</td>
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<td>160,120</td>
<td>1,752,342</td>
<td>1,764,310</td>
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<td>1,663,001</td>
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<tr>
<td>Capital Expenditures</td>
<td>285,411</td>
<td>637,209</td>
<td>549,555</td>
<td>115.95%</td>
<td>183,113</td>
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</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>988,017</td>
<td>1,032,308</td>
<td>95.71%</td>
<td>1,008,122</td>
<td>1,040,717</td>
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<td>98%</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>575,000</td>
<td>575,000</td>
<td>-</td>
<td>0.00%</td>
<td>1,500,000</td>
<td>-</td>
<td>0.00%</td>
<td>0%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>926,260</td>
<td>7,148,585</td>
<td>7,734,535</td>
<td>92.42%</td>
<td>6,347,571</td>
<td>7,419,307</td>
<td>85.55%</td>
<td>113%</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>3,366,699</td>
<td>26,669,310</td>
<td>27,388,404</td>
<td>97.45%</td>
<td>25,172,193</td>
<td>25,269,333</td>
<td>99.62%</td>
<td>106%</td>
</tr>
</tbody>
</table>

Net Increase/(decrease) in net assets | $ (1,980,993) | $ 240,436 | $ 723,227 |

* Note: Net student receivables in the amount of $2,407,946.72 are currently outstanding. Tuition and fees are subject to collection in future periods.
Wharton County Junior College  
Analysis of Student Receivables Outstanding  
As of August 31, 2008  

<table>
<thead>
<tr>
<th></th>
<th>First Close</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2008</td>
<td>2007</td>
</tr>
<tr>
<td><strong>Student Receivables Current</strong></td>
<td>$ 2,167,098.87</td>
<td>$ 1,825,737.46</td>
</tr>
<tr>
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<td>$ 0.00</td>
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<td><strong>Total Installment Plan Receivable</strong></td>
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<tr>
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<td><strong>Net Accounts Receivable</strong></td>
<td>$ 2,407,946.72</td>
<td>$ 1,924,051.24</td>
</tr>
</tbody>
</table>

A-14
<table>
<thead>
<tr>
<th></th>
<th>FISCAL 2008</th>
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<th></th>
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<th></th>
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<th>% OF PRIOR YR ACTUAL</th>
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<tr>
<td></td>
<td>Current</td>
<td>Y-T-D ACTUAL</td>
<td>Budget</td>
<td>% of Budget</td>
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COMBINED BALANCE SHEET

(Funds included: GOVERNMENTAL FUND TYPES)
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<th>Current Unrestricted</th>
<th>Restricted Funds</th>
<th>Auxiliary Enterprise</th>
<th>Current Year 2000</th>
<th>Prior Year 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSETS and OTHER DEBT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cash</strong></td>
<td>1,878,268</td>
<td>939,390</td>
<td>84,463</td>
<td>2,502,201</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>10,235,922</td>
<td>237,584</td>
<td>315,797</td>
<td>10,772,232</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>2,464,602</td>
<td>99,857</td>
<td>167,446</td>
<td>3,731,566</td>
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<tr>
<td>Taxes Receivable</td>
<td>397,446</td>
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<td>397,446</td>
<td>397,448</td>
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<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td>397,446</td>
<td>199,920</td>
<td>199,920</td>
<td>235,970</td>
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<tr>
<td>Due From Other Funds</td>
<td>16,896</td>
<td>60,700</td>
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<td>97,404</td>
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<tr>
<td>Prepaid Expense</td>
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<tr>
<td>Property, Plant &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER DEBT:</strong></td>
<td>14,502,449</td>
<td>1,157,450</td>
<td>568,125</td>
<td>16,708,531</td>
</tr>
</tbody>
</table>

| LIABILITIES, EQUITY AND OTHER CREDITS: |
|---------------------------------------|-----------------|-------------------|-----------------|----------------|
| **Accounts Payable**                  | 1,674,922       | 25,723            | 27,472          | 1,531,707      |
| **Employee Benefits Payable**         | 52,388          |                   | 52,388          | 52,388         |
| **Payroll Taxes Payable**             | 10,336          |                   | 10,336          | 12,621         |
| **Accrued Liabilities**               | 8,451,301       | 428,063           | 214,900         | 6,092,065      |
| **Deferred Revenue**                  |                 |                   | 66,355          | 54,182         |
| **Long Term Debt**                    | 30,355          |                   | 30,355          | 30,355         |
| **Deposits Payable**                  | 30,912          |                   | 30,912          | 47,808         |
| **Due To Other Funds**                |                 |                   | 216,923         | 144,571        |
| **Scholarships-Designated Donations** |                 |                   | 219,463         | 60,771         |
| **Scholarships-Non-designated**       |                 |                   | 219,463         | 60,771         |
| **Donatio**                           |                 |                   |                 |                |
| **TOTAL LIABILITIES:**                | 7,043,526       | 888,149            | 295,360         | 8,327,055      |

| EQUITY AND OTHER CREDITS: |
|--------------------------|-----------------|-------------------|-----------------|----------------|
| **Cash and Other**       |                 |                   |                 |                |
| **Fund Balances**        |                 |                   |                 |                |
| **Prior Year Fund Balance** |         |                   |                 |                |
| **Endowment Fund-Original** |         |                   |                 |                |
| **Endowment Fund-Income** |                 |                   |                 |                |
| **F
t Professional Development** |         |                   |                 |                |
| **F
t Salary equity**    |                 |                   |                 |                |
| **F
t Capital Equipment** |                 |                   |                 |                |
| **F
t Investment Gain And Loss** |         |                   |                 |                |
| **Fund Balance Receivables** |         |                   |                 |                |
| **Reserved-Undesignated** |                 |                   |                 |                |
Wharton County Junior College  
Combined Balance Sheet--All Fund Types and Account Groups  
31-AUG-2008  
(with comparative totals for 31-AUG-2007)  
(amounts expressed in dollars)

<table>
<thead>
<tr>
<th>Current Year</th>
<th>Restricted Funds</th>
<th>Auxiliary Enterprise</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>PSTC Operating Fund Balance</td>
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<tr>
<td>Plant Fund Balance</td>
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<td>--</td>
<td>1,016</td>
<td>215,829</td>
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<tr>
<td>Bond Fund Balance</td>
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<td>--</td>
<td>211,721</td>
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<tr>
<td>Scholarship</td>
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<tr>
<td>Fund Balance-Rounding Diff</td>
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<tr>
<td>Reserve for Encumbrance</td>
<td>139,809</td>
<td>10,904</td>
<td>1,016</td>
<td>215,829</td>
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<tr>
<td>Fund Balance</td>
<td>44,627</td>
<td>209,312</td>
<td>211,721</td>
<td>566,663</td>
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<tr>
<td>Reserve For Operations</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>1,157,031</td>
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<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>7,906,952</td>
<td>265,256</td>
<td>272,757</td>
<td>8,480,976</td>
</tr>
<tr>
<td>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</td>
<td>14,392,447</td>
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<td>566,129</td>
<td>16,708,951</td>
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31-AUG-2008
(With comparative totals for 31-AUG-2007 )
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<td>14,102</td>
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</tr>
<tr>
<td>Cash Investments</td>
<td>100,771</td>
<td>100,771</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>
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</table>

### Total Assets and Other Debts

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>114,872</td>
<td>114,872</td>
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### Liabilities, Equity and Other Credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td></td>
<td>1,227</td>
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<tr>
<td>Employee Benefits Payable</td>
<td></td>
<td></td>
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<tr>
<td>Payroll Taxes Payable</td>
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<tr>
<td>Accrued Liabilities</td>
<td></td>
<td></td>
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<tr>
<td>Deferred Revenue</td>
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<tr>
<td>Long Term Debt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits Payable</td>
<td></td>
<td></td>
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<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>
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<tr>
<td>Total Liabilities</td>
<td>111,541</td>
<td>109,215</td>
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### EQUITY AND OTHER CREDITS

<table>
<thead>
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<th>Description</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Accounts</td>
<td>3,331</td>
<td>3,331</td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
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</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>PS Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS Salary Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS Capital Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS Investment Gain And Loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance Receivables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reversed-Undesignated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity and Other Credits:</td>
<td>Current Year</td>
<td>Prior Year</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>PRTC Operating Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balances: Reserve for Encumbrance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Operations</td>
<td></td>
<td></td>
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<tr>
<td>Total Equity and Other Credits:</td>
<td>3,333</td>
<td>3,321</td>
</tr>
<tr>
<td>Total Liabilities, Equity and Other Credits:</td>
<td>114,872</td>
<td>114,872</td>
</tr>
</tbody>
</table>
Management Reports

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

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

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

3. Student Services: Dr. Wayne Taylor (Dean of Student Services/Director of Dual Credit Enrollment)
Technology Departments
August Highlights

The following state reports have been submitted for certification to the THECB:
- Summer I and II 2008 Student Report (CBM001)
- Summer I and II 2008 Class Report (CBM004)
- Spring 2008 Texas Success Initiative Report (CBM002)

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Fort Bend Technical Center</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Math and Physical Sciences</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Division of Life Sciences</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Process Technology Computer Lab</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>23</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>New Service Request for the month</th>
<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Management</td>
<td>18</td>
<td>17</td>
<td>17</td>
<td>2</td>
</tr>
<tr>
<td>Banner Access/Security</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Banner AR</td>
<td>12</td>
<td>8</td>
<td>13</td>
<td>17</td>
</tr>
<tr>
<td>Banner Finance</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>31</td>
</tr>
<tr>
<td>Banner Financial Aid</td>
<td>6</td>
<td>2</td>
<td>4</td>
<td>28</td>
</tr>
<tr>
<td>Banner HR</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Banner Payroll</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>17</td>
</tr>
<tr>
<td>Banner Student</td>
<td>25</td>
<td>11</td>
<td>16</td>
<td>101</td>
</tr>
<tr>
<td>Change of Office</td>
<td>4</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Computers</td>
<td>115</td>
<td>73</td>
<td>106</td>
<td>102</td>
</tr>
<tr>
<td>Data Projectors</td>
<td>6</td>
<td>3</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>Database Administration</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Employment Changes</td>
<td>7</td>
<td>6</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>HP3000/MiniSoft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Printers</td>
<td>10</td>
<td>8</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>Reporting</td>
<td>16</td>
<td>9</td>
<td>23</td>
<td>56</td>
</tr>
<tr>
<td>Telephones</td>
<td>22</td>
<td>18</td>
<td>21</td>
<td>9</td>
</tr>
<tr>
<td>TracDat</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Training</td>
<td>3</td>
<td>3</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Web Services Projects</td>
<td>79</td>
<td>79</td>
<td>80</td>
<td>2</td>
</tr>
<tr>
<td>Workstation Assessment</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>
## Wharton County Junior College

Financial Aid Office Report For Aid Awarded Through August, 2008  
(For The 2008-2009 Year)

<table>
<thead>
<tr>
<th>Category</th>
<th>Last Year</th>
<th>Current Year</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Applicants</td>
<td>2,108</td>
<td>2,175</td>
<td>67</td>
</tr>
<tr>
<td>Number of Eligible Applications</td>
<td>1,761</td>
<td>1,820</td>
<td>59</td>
</tr>
<tr>
<td>Number of Ineligible Applications</td>
<td>347</td>
<td>355</td>
<td>8</td>
</tr>
<tr>
<td>Number of Pell Grant Recipients</td>
<td>977</td>
<td>1,037</td>
<td>60</td>
</tr>
<tr>
<td>Pell Grant Funds Awarded</td>
<td>3,218,645</td>
<td>3,983,673</td>
<td>765,028</td>
</tr>
<tr>
<td>College Work Study Program Funds Expended</td>
<td>2,485</td>
<td>0</td>
<td>&lt;2,485&gt;</td>
</tr>
<tr>
<td>Monthly Work Study Workers</td>
<td>7</td>
<td>0</td>
<td>&lt;7&gt;</td>
</tr>
<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
<td>160</td>
<td>102</td>
<td>&lt;58&gt;</td>
</tr>
<tr>
<td>SEOG Funds Awarded</td>
<td>160,000</td>
<td>102,000</td>
<td>&lt;58,000&gt;</td>
</tr>
<tr>
<td>Number of Guaranteed Student Loan Recipients</td>
<td>444</td>
<td>871</td>
<td>427</td>
</tr>
<tr>
<td>Guaranteed Student Loan Funds Awarded</td>
<td>1,341,117</td>
<td>3,401,093</td>
<td>2,059,976</td>
</tr>
<tr>
<td>Number of LEAP/SLEAP Recipients</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>PSIG/LEAP Funds Awarded</td>
<td>0</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Number of Texas Public Education Grant Recipients</td>
<td>475</td>
<td>314</td>
<td>&lt;161&gt;</td>
</tr>
<tr>
<td>TPEG Funds Awarded</td>
<td>475,000</td>
<td>314,000</td>
<td>&lt;161,000&gt;</td>
</tr>
<tr>
<td>Number of Veterans Certified</td>
<td>134</td>
<td>131</td>
<td>&lt;3&gt;</td>
</tr>
<tr>
<td>Number of Scholarship Applicants</td>
<td>742</td>
<td>745</td>
<td>3</td>
</tr>
<tr>
<td>Scholarship Funds Awarded</td>
<td>616,240</td>
<td>613,077</td>
<td>&lt;3,163&gt;</td>
</tr>
<tr>
<td>TOTAL ALL FUNDS</td>
<td>$5,813,487</td>
<td>$8,414,843</td>
<td>$2,601,356</td>
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<tr>
<td>TESTS ADMINISTERED</td>
<td>SEP</td>
<td>OCT</td>
<td>NOV</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>ACT (Local)</td>
<td>Wharton-Main Campus</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Sugar Land - Centralplex</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>ACT (Local) TOTAL</td>
<td>8</td>
<td>5</td>
<td>14</td>
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<tr>
<td>ACT (National)</td>
<td>Wharton-Main Campus - TOTAL</td>
<td>0</td>
<td>0</td>
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<tr>
<td>ASSET/THEA Alternative</td>
<td>Wharton-Main Campus</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Sugar Land - Centralplex</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Fort Bend Tech Center</td>
<td>16</td>
<td>12</td>
<td>49</td>
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<tr>
<td>ASSET/THEA TOTAL</td>
<td>16</td>
<td>17</td>
<td>51</td>
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<tr>
<td>CLEP Test</td>
<td>Wharton-Main Campus</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Sugar Land - Centralplex</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
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<td>5</td>
<td>4</td>
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<tr>
<td>CLEP Test TOTAL</td>
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<td>5</td>
<td>7</td>
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<tr>
<td>Correspondence Tests</td>
<td>Wharton-Main Campus</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Sugar Land - Centralplex</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>0</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Correspondence Test TOTAL</td>
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<td>3</td>
<td>4</td>
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<tr>
<td>GED Test</td>
<td>Wharton-Main Campus</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Sugar Land - Centralplex</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>22</td>
<td>27</td>
<td>35</td>
</tr>
<tr>
<td>Bay City Adult Learning Ctr</td>
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<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Fort Bend County Jail</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Needville</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Palacios ISD</td>
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<tr>
<td>GED Test TOTAL</td>
<td>24</td>
<td>54</td>
<td>127</td>
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<tr>
<td>Investor Exams</td>
<td>Wharton-Main Campus</td>
<td>4</td>
<td>3</td>
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<tr>
<td>Sugar Land - Centralplex</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Fort Bend Tech Center</td>
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<td>21</td>
<td>18</td>
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<td>Investor Exams TOTAL</td>
<td>14</td>
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<td>36</td>
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<td>Nelson-Denny Test</td>
<td>Wharton-Main Campus</td>
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<td>2</td>
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<tr>
<td>Sugar Land - Centralplex</td>
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<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Nelson-Denny Test TOTAL</td>
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<td>6</td>
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<tr>
<td>Placement Tests</td>
<td>Wharton-Main Campus</td>
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<td>3</td>
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<tr>
<td>Sugar Land - Centralplex</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>2</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Placement Tests TOTAL</td>
<td>3</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td>QuickTHEA Exams</td>
<td>Wharton-Main Campus</td>
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<td>11</td>
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<tr>
<td>Sugar Land - Centralplex</td>
<td>0</td>
<td>0</td>
<td>25</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>13</td>
<td>30</td>
<td>52</td>
</tr>
<tr>
<td>QuickTHEA Exams TOTAL</td>
<td>16</td>
<td>41</td>
<td>109</td>
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<tr>
<td>THEA Test</td>
<td>Wharton-Main Campus - TOTAL</td>
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<td>0</td>
</tr>
<tr>
<td>VCT Test</td>
<td>Wharton-Main Campus</td>
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<td>0</td>
</tr>
<tr>
<td>Sugar Land - Centralplex</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>VCT Test TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL - ALL TESTS</td>
<td>92</td>
<td>249</td>
<td>307</td>
</tr>
</tbody>
</table>
Clipping Service for Month of August 2008

-Each month a newspaper clipping service reviews the area newspapers and clips articles related to Wharton County Junior College. These are compiled into a monthly report for the information of the Board of Trustees. The clippings are for the month of August 2008.
The Wharton County Junior College Foundation presents

The Lighter Side of Politics

Featuring political satire from the Capitol Steps

Friday, August 15, 2008

8:30 p.m.

Safari Texas Ranch & Ballroom

11627 FM 1484

Richmond, Texas

Dinner, Live & Silent Auctions, Show

Tix:

Dinner: $2500 $2000 $1500

Show:

Reserved: $3500 $2500 $1500

General: $35

Reservation or purchase tickets by August 1

872-532-6322 or www.wcj.edu

For more information including directions and charter bus from Wharton/Matagorda

Proceeds from the event benefit the Wharton County Junior College Foundation which helps ensure scholarship, facility development and academic programs.

Underwriting support provided by The Rosenberg-Richmond Auto Mile

Bay City
Tribune
Bay City, TX
Circ. 4004
From Page: 9
7/9/2008
91421
REGISTER NOW for May Mini Term and 1st & 2nd Summer Terms 2008

A PROGRAM FOR EVERYONE
- Core classes in English, Math, History, Science, Speech, Humanities, Visual Performing Arts, Government, Economics, and Social Sciences
- Associate of Arts degree
- Transfer programs to four-year universities
- One-year certification programs
- Two-year associate of applied science degrees
- Distance learning courses
- Financial aid
- Dual and concurrent enrollment - college credits in high school

A LOCATION NEAR YOU!
- Wharton
- Sugar Land
- Richmond
- Cuero City
- El Campo
- Palacios

1-800-561-WJC
www.wcjc.edu
FUTURES BEGIN HERE

REGISTRATION FOR MAY MINI TERM:
Register NOW through May 16.
Classes begin May 19.

REGISTRATION FOR SUMMER 1 TERM:
Register NOW through June 9.
Classes begin June 9.

REGISTRATION FOR SUMMER 2 TERM:
Register NOW through July 14.
Classes begin July 14.

VISIT OUR WEBSITE or CONTACT the Admissions and Registration Office for times, locations, and requirements.
WCJC Summer Terms.

Register for Wharton County Junior College summer semesters on campuses or online through Monday, July 14 for Summer II term. 800-861-9252 or 281-243-8447 for Sugar Land campus, 281-239-1500 for Richmond campus.

Seniors Bingo

The Wharton County Junior College Senior Citizen Program is holding Bingo for seniors with prizes and refreshments furnished by Avalon Nursing Home from 2-3 p.m. on Monday, July 28 in the WCJC Senior Center in the LDeu Building, 911 Boling Highway.
Fall 2008 Registration Ad also published in the following newspapers:

- Palacios Beacon: July 9
- Fort Bend Herald: July 20, July 27, August 3, August 10
- El Campo Leader: July 16, July 30, August 6, August 13
- Wharton Journal: July 17, July 30, August 6
- Bay City Tribune: August 13
- East Bernard: August 7
FALL 2008 REGISTRATION
Web Registration: July 8–August 27
Walk-In Registration: July 14–August 27
A Program for Everyone
Core classes in English, Math, History, Science, Speech, Humanities, Visual Performing Arts, Government, Kinesiology, and Social Services
Associate of Arts degree • Associate of Arts in Teaching degree
Associate of Applied Science degrees
Certificate/certification programs • Distance Learning courses
Financial Aid Counseling • Dual and concurrent enrollment

Associate of Arts Degree
Agriculture
Art
Behavioral Science
(Psychology/Sociology/Anthropology)
Biology
Business Administration
Chemistry
Computer Science
Criminal Justice
Drama
Engineering
English
General Studies
Kinesiology
Mathematics
Music
Nursing (Pre-Baccalaureate)
Physics
Social Science
(History, Geography, Government)
Speech

Associate of Arts Degree in Teaching

Associate of Applied Science Degrees & Certificates
Automotive Technology
Computer Science:
• CISCO Router Networking
• Computer Programming
• PC Technical Support
• Network Administration
Cosmetology
Dental Hygiene
Early Childhood
Electronics Technology
Emergency Medical Services
Engineering Design:
• Architectural Design Certificate
• Computer Aided Drafting Certificate
Engineer Design AAS Degree
Fire Academy
Health Information Technology

Heating, A/C, Refrigeration
Human Services
Law Enforcement
Nuclear Power Technology
Nursing:
• Associate Degree
• LVN-ADN Transition Program
• Vocational Nursing Certificate
Office Administration
Paralegal Studies
Physical Therapist Assistant
Police Academy
Process Technology
Radiologic Technology
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Wharton County Junior College
1-800-561-WCJC
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Enroll in the WCJC Cisco Networking Academy Program this fall and in only nine months, you'll complete the four courses that enable you to take internationally-recognized Cisco certification exams. Our innovative education includes classroom instruction, hands-on labs, interactive tools and performance tracking capabilities to prepare you to design, install and maintain computer and communications networks.

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Wharton County Junior College
Fort Bend Technical Center
5333 FM 1640 — Richmond

Fort Bend Herald 8/17/14
Seniors Bingo
The Wharton County Junior College Senior Citizen Program is holding Bingo for seniors with prizes and refreshments furnished by Avalon Nursing Home from 2-3 p.m. on Monday, July 28 in the WCIC Senior Center in the LiDieu Building, 911 Boling Highway.
WCJC Gala features political satire

Equipped with plenty of parodies on presidential candidates, the nationally-acclaimed Capitol Steps comedy troupe has earmarked an evening of bipartisan laughter for its August performance to benefit The Wharton County Junior College Foundation.

Capitol Steps takes the stage for “The Lighter Side of Politics” on Friday, Aug. 15 at the Safari Texas Ballroom in Richmond. The evening begins with a reception and silent auction at 6:30 p.m., followed by a dinner, live auction and show. Proceeds benefit student scholarships, faculty development, and academic programs at Wharton County Junior College.

Underwriters for the gala are The Rosenberg-Richmond Auto Mile including The Finnegan Auto Group, Fort Bend Toyota, Ernie Guzman Hyundai, Legacy Ford Lincoln Mercury, Gillman Honda Nissan and Southwest Kia.

Winners of Best Cabaret/Music Theater in the 2007 Washington, D.C. Area Music Awards, the Capitol Steps have performed for the last five presidents and millions of Americans on network television and National Public Radio. These political satirists began as a group of Senate staffers who decided to lampoon their boss, then-Sen. Charles Percy of Illinois, and his colleagues, at a 1981 Christmas party.

Today, about half the Capitol Steps performers are congressional staffers. Former Surgeon General C. Everett Koop issued this warning: “The Capitol Steps will cause your sides to split.”

The backwards talk of “Lirty Dies” is one act that prompted the surgeon general’s warning.

Explaining its trademark act, a Capitol Steps cast member called it the result of mixing your basic national scandal with word-initialization-rewriting closely following the underlying precepts of harmony, alliteration and innuendo.

“Just whip your flors and you’ll get the gang of it,” he quipped.

Tickets are now on sale for this evening of catchy tunes and fast flowing puns that promises a lighter look at the day’s headlines. Individual tickets are $85 each and are available by calling 532-6322 or 1-800-561-9252, ext. 6322.

For sponsor information and directions to Safari Texas Ballroom, located at 11627 FM 1464, visit www.wcjc.edu. For information about charter bus service from Wharton/Matagorda, email mem64@abcglobal.net.
Louis Preissler Jr.

Louis John Preissler Jr., 73, of Wharton, died Thursday, July 24, 2008 in Wharton following an extended illness. He was born Dec. 7, 1934 in Wharton, one of three children of the late Louis John Preissler Sr. and Elsie Bremser Preissler.

Mr. Preissler was raised in Hungerford and attended Hungerford and Wharton schools and was a 1952 graduate of East Bernard High School. He continued his education at Sam Houston State Teachers College and his postgraduate work at San Jose State and the University of Texas. He served as an educator starting with Boling ISD and later for both Wharton ISD and Wharton County Junior College for a total of 40 years before his retirement in 2005. He married Betty Ross Raborn on July 29, 1979 in Wharton.

Mr. Preissler was a member of the First Baptist Church of Wharton, the Caballeros, Pi Gamma Mu Fraternity and Wharton Country Club. He was also a member of SFOA and refereed football for over 40 years. He was selected by the Texas Coaches Association as back judge for the 1989 Texas All-Star Game. He was an avid golfer, hunter, fisherman and a certified Master Gardener.

Funeral services will be held at 2 p.m. today, Saturday, July 26, 2008 at the First Baptist Church with Rev. Mack Mathis officiating. Interment will follow in Evergreen Memorial Park Cemetery.

Survivors include his wife, Betty Ross Preissler of Wharton; daughter, Claire Preissler of Wharton; sons, Louis Preissler III of Wharton, David Preissler and wife, Debbie of Kingwood and Glenn Preissler and wife, Lori of Magnolia; sister, Judy Brandes and husband Robert of Austin; grandchildren, David Lynch, Sara Preissler, Rachel Preissler and Loren Preissler; and great-grandson, Logan Lynch.

Besides his parents, Mr. Preissler was preceded in death by his daughter, Glenda Preissler and brother, William Preissler.

Pallbearers will be Joe Preissler, Brian Bremser, Jack Bridwell, Wayne Waters, David Long and Philip Wuthrich.

If desired, memorials may be made to First Baptist Church, 507 N. Fulton, Wharton, TX 77488, the Alzheimer’s Association, 2246 W. Holcombe Blvd., Houston, TX 77030 or the American Heart/Stroke Association, P.O. Box 15186, Austin, TX 78761.

Funeral arrangements are under the direction of the Wharton Funeral Home.
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Fort Bend Herald and
Texas Coaster
Rosenberg, TX
Circ. 7709
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92249

WCJC Registration
Wharton County Junior College is currently registering for the fall 2008 semester. Students may register now through Aug. 27 on the Web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Fort Bend Technical Center now through Aug. 27. Registration appointments are not required. Fall classes begin Aug. 25. For more information about programs or registration, call 800.561.9252 or visit www.wcjc.edu.

WCJC Registration
Register online or in person now through Wednesday, Aug. 27 for Wharton County Junior College’s Fall 2008 semester at the Richmond campus of the Fort Bend Technical School, the Sugar Land or Wharton campuses. No appointment is necessary for the walk-ins. 800-561-9252 or www.wcjc.edu.
New model enhances process tech program

WHARTON COUNTY JUNIOR COLLEGE

Students in the process technology program at Wharton County Junior College’s Bay City campus have a new working model to help them understand how they can control pressure and temperature to impact processes within the operations of chemical and refinery plants.

Financial support for the new pressure/temperature control loop demonstration model, valued at more than $10,000, came from the program’s local advisory council members including the Bay City Community Development Corporation, Celanese, Lyondell-Basell and Oxea.

Advisory council members have helped purchase other equipment and have provided instructors for the program.

Wayne Stephens, WCJC’s process technology program director, said the new pressure/temperature control loop joins other small-scale models that help students gain practical experience in how to control flows and levels in pipes and other equipment.

“This equipment helps us teach the basic process control variables of flow, level, temperature and pressure that are referred to in just about every class. These controls, along with some other variables, literally control everything in the plants,” said Stephens.

WCJC has offered an Associate of Applied Science degree in Process Technology since 1998. Students work with simulators and small-scale equipment found in refineries, chemical and pharmaceutical plants.

The WCJC program is associated with the national Center for the Advancement of Process Technology (CAPT) and the Gulf Coast Process Technology Alliance (GCPTA).

For additional information on the WCJC Process Technology program, visit www.wcjc.edu and select Process Technology from the Educational Programs Quick Jump pull-down menu on the home page.

Interested students may also contact Wayne Stephens at 979-244-8133.

Contributed Photo

WCJC PROCESS TECHNOLOGY Program Director Wayne Stephens demonstrates the new pressure/temperature control loop to student Danielle Heger.
WCJC introduces process technology course at PHS

Wharton County Junior College

Beginning in August, Palacios High School students can explore process technology careers on their own campus as Wharton County Junior College offers Introduction to Process Technology (PTAC 1302) as a dual credit course via ITV, or interactive television.

Juniors and seniors are eligible to enroll in the class, which provides concurrent high school and college credit.

PTAC 1302 is the first course needed to earn an Associate in Applied Science (AAS) degree in Process Technology. This two-year program, housed at WCJC’s Bay City campus, follows a standardized curriculum developed and maintained by the Gulf Coast Process Technology Alliance (GCPTA).

WCJC is first among more than 50 colleges in both GCPTA and similar alliances nationwide to offer the process technology curriculum via ITV according to Harry Wood, GCPTA’s public affairs director.

WCJC’s process technology curriculum prepares students to work as process technicians in chemical plants, oil refineries, pharmaceutical plants, power generation plants and pipeline operations at annual starting salaries of approximately $48,000.

PTAC 1302 acquaints students with plant operations and the work expected of process control technicians.

The second course in the process technology program is Safety, Health & Environment (PTAC 1308). WCJC will offer it as a dual credit course at Palacios High in Spring 2009.

PHS Principal Valerie Segovia said WCJC’s new process technology courses provide a “wonderful and safe opportunity” for students to explore a potential career while in high school and do so with minimal tuition.

“They’re not so focused on what they want to do, so they are open to the possibilities available to them,” said Segovia while applauding the new career options WCJC brings to her students.

Michael VanDerSnick, plant manager of Lyondell-Basell Chemical in Bay City, hopes the courses WCJC offers at PHS will be the springboard to introduce process technology courses at other high schools in the county.

“Our challenge is to get in front of the students at an early age and let them know there are good career opportunities right here in Matagorda County,” said VanDerSnick.

Lyondell-Basell and other PTAC program supporters such as Celanese and OXEA have supported WCJC’s process technology program since it began in 1998. They will continue to do so at Palacios High, providing guest speakers and plant tours.

Wayne Stephens, WCJC process technology program director, will teach PTAC 1302 at Palacios High on Tuesdays and Thursdays from 8:55-10:10 a.m. this fall. While ITV will deliver most of the instruction, he plans some face-to-face time with students too.

Segovia encourages those students interested in the process technology course to make sure they have completed the WCJC admissions application at www.wcjc.edu. WCJC admissions counselors are available at 1.800.561.9252 or 979.532.4560 to assist with this process. Interested students may also contact Segovia or PHS Counselor Mayra Garcia for assistance.
WCJC registering for fall

Wharton County Junior College is currently registering for the Fall 2008 semester.

Students may register now through Aug. 27 on the web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus or the Fort Bend Technical Center now through Aug. 27.

Registration appointments are not required.

Fall classes begin Aug. 25.

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

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

For more information about programs or registration, call 800-561-9252 or visit www.wejc.edu.
LCRA seeking public input

As it tries to calculate the regional water needs for the next 100 years, the Lower Colorado River Authority is asking residents to weigh in.

"The good news is we have plenty of water for now," said Tom Mason, the general manager of the river authority. "But we want to be ahead of the curve because of the uncertainties of population growth."

"Nature doesn't make any more water now than it did 1,000 years ago," he said. "We want to stretch that water."

The LCRA is holding a meeting tonight in Burnet, at the community center at 401 E. Jackson St.

A meeting will be held Thursday in Wharton at the Pioneer Student Center at Wharton Junior College, 911 Boling Highway.

A meeting is scheduled in Austin on Aug. 7 at LCRA's Dalchau Service Center, 3505 Montopolis Drive.

All meetings will be from 6:30 to 9 p.m.

Residents can learn more about water supplies and fill out a survey at www.lcra.org/watersupply.

Compiled from staff reports

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Political Comedy

Deadline is Friday to purchase tickets for Wharton County Junior College Foundation's night of musical comedy revue of current political stories with the troupe, Capitol Steps, slated for 6:30 p.m. Friday, Aug. 15 at Safari Texas Ranch Ballroom, 11627 FM 1464 in Richmond. There will be live and silent auctions plus dinner. Tickets are $35 per person. Call 979-532-6322 or order online at www.wcjc.edu.
WCJC to hold registration

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Fall classes will begin on Monday, Aug. 25.

For more information about programs or registration, call 800-561-9252 or visit the Web site at www.wcjc.edu.
By CHRIS BARBEE  
cbarbee@leader-news.com

LCRA is asking the public for input about the region's future water supply through either an online survey or a "community conversation" meeting.

The Wharton County Junior College Pioneer Student Center at 911 Boling Highway is the site of the second of three meetings scheduled. The meeting format will include an open house from 6 p.m. to 6:30 p.m. and a discussion from 6:30 p.m. to 9 p.m.

Tom Mason, new general manager of the Lower Colorado River Authority, will attend the Wharton meeting.

"The presentation will include a 10-minute video. There will be no speeches or a lot of education," Robert Cullick, executive manager of corporate communications, said.

Instead, Dr. Julie Fellows will serve as a facilitator and break the audience into small groups which will have "conversations" about what their concerns are for water.

"A group of engineers will analyze the responses from those group sessions. They will decide which of the ideas might be too costly or politically risky. We don't want to go into this with our eyes closed," Cullick said.

He said water plans decided upon now are to provide water to residents 50 to 100 years from now, not necessarily today's population.

The proposal will come back for public inspection a year from now before going to the LCRA Board of Directors for approval. Linda Raun of El Campo, who owns Lowell Farms with her husband L.G., is a member of that board.

"The water we're using now was planned for 50 to 100 years ago," Cullick said.

LCRA will use input gathered at the three community meetings and from online surveys in preparing a long-range water supply plan. Besides the Wharton meeting Thursday, LCRA held a meeting in Burnet Tuesday and will hold the final meeting in Austin Aug. 7.

Those who can't make a meeting, but who would like to review information and fill out a survey, may do so at www.lcra.org/watersupply. It takes less than 10 minutes to complete the survey.

LCRA included an advertising supplement in the newspaper last week that also outlines the purposes of these meetings and the online survey.

The advertising supplement discussed how water is being used today, where water comes from, water quality, future supplies and what can be done to increase supply or decrease demand.

According to LCRA water use statistics for 2006, 63 percent of the water taken from the Colorado River was for agriculture use. Area farmers get access to this water from a series of canals built decades ago.

Cities and industries combined to use 29 percent of the water from the Colorado, and environmental uses accounted for 8 percent.

Interestingly, recreation in the Hill Country takes no water from the river. Many people think the Highland Lakes were created for boating, swimming and fishing, but these activities are a secondary benefit.
"Capitol Steps" to take stage for WCJC benefit

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Capitol Steps takes the stage for "The Lighter Side of Politics" on Friday, August 15 at Safari Texas Ballroom in Richmond, Texas. The evening begins with a reception and silent auction at 6:30 p.m., followed by a dinner, live auction and a brilliant and balanced show. Proceeds benefit student scholarships, faculty development, and academic programs at Wharton County Junior College.

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For more information about programs or registration, call 800.561.9252 or visit www.wjc.edu.
LCRA seeks input on water usage at Thursday's meeting

By CHRIS BARBEE
news@eastbernardexpress.com

LCRA is asking the public for input about the region's future water supply through either an online survey or a "community conversation" meeting.

The Wharton County Junior College Pioneer Student Center at 911 Boling Highway is the site of the second of three meetings scheduled. The meeting format will include an open house from 6 p.m. to 6:30 p.m. and a discussion from 6:30 p.m. to 9 p.m.

Tom Mason, new general manager of the Lower Colorado River Authority, will attend the Wharton meeting.

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Interestingly, recreation in the Hill Country takes no water from the river. Many people think the Highland Lakes were created for boating, swimming and fishing, but these activities are a secondary benefit.
**WCJC orientation**

Wharton County Junior College will host a new student orientation program called "College Success - YES" on Aug. 12 at the Wharton Campus Pioneer Student Center; Aug. 13 at the Fort Bend Technical Center Room 101 and Aug. 14 at the Sugarland Campus Room 204. The orientation will be held from 10 a.m. to noon at each location. Students planning to attend are required to register in advance with the contact person at the campus orientation they plan to attend. For information or to register at the Wharton Campus, contact Pat Sikora at 532-6918.

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**Senior bingo**

The Wharton County Junior College Senior Citizen Program is offering Bingo for Seniors from 2-3 p.m. on Monday, Aug. 4, at the WCJC Senior Center in the LaDieu Building at 911 Boling Highway. Prizes and refreshments furnished by Angels Care Home Health Care. If you are 60 years of age or older you are invited to attend.
WCJC senior program could suffer cuts

Joanna Schwartzkopf knows the importance of good nutrition. Surrounded by fresh food growing up on her family’s farm in Hillje and being involved in the Tafton Education Extension Club, including serving as president, she can tell you what she and her husband, Chuck, should eat.

“Food was always number one in our house. I always made sure we had good, nutritious food,” said the 77-year-old mother of four grown children who live in Houston and Austin.

Numerous food fell in priorities after Joanna suffered a stroke. Meal preparation became difficult. It also became hazardous according to Joanna’s husband of 55 years who had his hands full running the household and dealing with his scoliosis.

In January 2006, Chuck heard a radio announcement about Meals on Wheels. Retired from Wharton County Junior College, this jogged his memory about the same program offered by the WCJC Senior Citizen Program. A quick phone call and he and his wife resumed their healthy eating.

The Schwartzkopfs applaud the hot, nutritious meals delivered to their home each weekday. A temporary grant is currently adding frozen meals for their weekend enjoyment.

Nurturant, home-delivered meals and the human interaction they bring are in jeopardy of cutbacks as rapidly rising costs have non-profit organizations scrambling for additional funding.

“I’m not sure the community realizes how increasing food and gas prices are creating a hardship on our ability to provide meals and other programs for our area’s senior citizens,” Caroline Osborne, director of the WCJC Senior Citizen Program, said. “Gas prices have doubled and we’ve had a 5.5 percent increase in food.”

Federal, state and local government funding account for nearly 75 percent of the program’s revenue, but do not include automatic cost of living adjustments. In addition to Meals on Wheels, the WCJC Senior Citizen Program supplies residents 60 years and older with local transportation services so they can maintain their independence by living at home. The program also works with the Houston-Galveston Area Council Agency on Aging to provide other services, such as homemaker and respite care services, and residential repairs that provided Joanna with a wheelchair-accessible shower.

The WCJC Senior Citizen Program, founded in October 1974, is housed on the college’s Wharton campus. Other senior centers are located in El Campo, East Bernard, Eagle Lake, Weimar and Columbus. All centers provide hot meals, exercise classes, education programs and recreational activities for the elderly.

WCJC’s Senior Center in El Campo will move next month as renovations begin at the El Campo Housing Authority’s Delta Street facility shared by both programs.

In the meantime, she’s hopeful local residents will provide a boost to the senior citizen program by sending financial contributions to the WCJC Senior Citizen Program, care of WCJC, 911 Boling Highway, Wharton, TX 77488. More information is available at wcjc.edu or by calling 979-532-6430.

“At a total cost of just under $6 for each home delivered meal, a $100 gift means one senior can have hot weekday meals for an entire month,” Osborne said.
Continued

WCJC Senior Program Could Suffer Cuts

Eva Martinez of Wharton, center, makes one of her 20 stops at the home of Chuck and Joann Schwartzkopf of El Campo to deliver a hot meal Friday, plus frozen meals for the couple to last through the weekend. Meals on Wheels, a service through Wharton County Junior College, may be in for some cut backs in offering nutritious meals to seniors like the Schwartzkopfs. While the majority of funding comes from federal, state and local government, it does not account for the increase in living costs. Contributions to make up the difference are needed. If you would like to make a donation, contact the WCJC Senior Citizen Program at 979-532-6430.

Photo by Quail Mattocha
LCRA leaders urge residents to think outside the box for answers

By BARRY HALVORSON
bhalvorson@journal spectator.com

Instructed to think "outside the box" for developing water resources for the next 50 to 100 years, two of the 10 groups participating in the Lower Colorado River Authority water planning session went further Thursday night.

Among the recommendations offered was "interplanetary importation" of water. Another group recommended developing the technology to pull humidity directly from the air offering the observation that there's a lot of humidity in this part of Texas.

The meeting, held at the Wharton County Junior College Student Center, was to begin gathering public input for a new LCRA Water Resources Master Plan.

Most ideas were more conventional and included desalinization, creation of both off and on river reservoirs, harvesting rainfall, use of reclaimed or gray water and evaporation reduction. The most frequently mentioned solution was improved conservation and educating the public on the need to conserve.

LCRA Manager of Water Supply Planning James Kowis said he was impressed with the broad range of solutions offered. He added many mirrored ones received Wednesday in Burnett.

"I was pleased with the way the meeting went and the ideas the groups came up with," Kowis said. "I think it shows that the residents share a lot of similar ideas when it comes to their water resources.

"And some of the ideas were regional. In Burnett, they included dredging the lakes and running a canal from the Llano River to Lake Buchanan. At this meeting, there was more discussion of irrigation for farming and protecting the bays and estuaries. And there was the space idea here."

While open to the public, Kowis said some received specific invitations, including elected officials from Fayette, Colorado, Wharton and Matagorda counties. The county judges from all four, including Wharton County Judge John Murrile, attended as did a number of county commissioners and various city council members from across the region.

Matching the local representation were the LCRA officials attending including General Manager Tom Mason and Assistant General Manager Marcus Pridgeon.

"For a project of this nature, the best way to get things accomplished is to have the public understand the goals and buy into them," Mason said. "We understand as an organization that if we come up with a plan on our own, lay it out there and tell the public 'here it is,' they don't react well."

Mason added that while the LCRA has a lot of technical expertise in dealing with water issues, the public can offer important ideas.

"This is a very diverse river basin extending from the Highland Lakes through the urban areas and down to the coast. Each has its own needs and concerns, but we have to account for all of them. We can't take just one perspective which is why we have meetings in all of the various regions (an Austin meeting is planned for Aug. 7).

"It's important for me as the general manager and all of the senior staff to be here," Mason said. "It makes it more personal when the people can look you straight in the eye. You see that everyone shares a lot of the same values. Those being an interest in a reliable, clean water supply for their children and grandchildren that is fair to everyone."

He added that making it a 100-year time frame was also vital.

"They say the best time to plant a tree is 10 years ago," he said. "We do water planning on an on-going basis, but this is the first time we're looking at a 100-year time frame. That 100-year horizon is truly long term. A 50-year plan, you can see in the future. But 100
Continued from Page A1

years is beyond our lifetime. You truly have to include future generations."

While the water planning is for the future, Mason said this plan is expected to be completed within a year.

“We’ll take this information, combine it with our technical expertise and develop a draft plan for our board of directors,” he said. “Once we have a draft plan approved by the board, we’ll hold another set of these meetings next spring for public input."

“That period will be for about six to eight weeks with any necessary changes made and then submitted for final approval by the board next summer.”

For those unable to attend Thursday’s planning meeting, the LCRA is accepting input through personal surveys.

A survey form is available on the LCRA Web site at www.lcra.org/watersupply.

Surveys will be accepted through Aug. 21 and the results, once compiled, will be available on the same site along with video comments recorded during the meetings.
LCRA leaders urge residents to think outside the box.

Brainstorming on topics that included capturing more rain for future use, those persons attending Thursday’s Lower Colorado River Authority meeting at Wharton County Junior College were divided into discussion groups. The meeting was the second of three planned by the LCRA to gather public input as part of the preparation of a 100-year Water Resources Master Plan.
WCJC orientation for new students begins Aug. 13th

Wharton County Junior College will host a new student orientation program called College Success-YES! on Aug. 12 at the Wharton Campus Pioneer Student Center, Aug. 13 at the Fort Bend Technical Center Room 101, and Aug. 14 at the Sugar Land Campus Room 204.

The orientation will be held from 10 a.m. - noon at each location.

College Success-YES! offers new students a way to learn about WCJC, college expectations, meeting new people, receiving tips on study skills, and to hearing about student services, financial aid information, and campus activities. Students may attend orientation on any campus.

Students planning to attend are required to register in advance with the contact person at the campus orientation they plan to attend, or they may register from the link on the college Web site at www.wcjc.edu.

Orientation will be presented by WCJC counselors, advisors and special guests, and provides students a great opportunity to get a jump on college success.

For information regarding the College Success - YES! orientation program or to register for the program, contact Susan Denman or Joe Jenkins at the Sugar Land campus, 281-243-8447, Beverley Marks at the Fort Bend Technical Center, 281-239-1527, or Pat Sikora at the Wharton campus, 979-532-6918.

Registrations are required.
WCJC holding registration for fall semester

Wharton County Junior College is holding registration for the fall semester. Students may register now through Aug. 27 on the Web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus or the Fort Bend Technical Center now through Aug. 27. Registration appointments are not required.

Fall classes begin Aug. 25. Wharton County Junior College offers an associate of arts degree for those intending to transfer to a four-year institution, an associate of arts in teaching degree, associate of applied science degrees and certificate programs. Distance education courses are available through the Web, interactive TV and videocassettes.

For more information about programs or registration, call (800) 561-9252 or visit www.wcjc.edu.
WJC registration
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WJC orientation
Wharton County Junior College will host a new student orientation program called "College Success - YES" on Aug. 12 at the Wharton Campus Pioneer Student Center; Aug. 13 at the Fort Bend Technical Center Room 101 and Aug. 14 at the Sugarland Campus Room 204. The orientation will be held from 10 a.m. to noon at each location. Students planning to attend are required to register in advance with the contact person at the campus orientation they plan to attend. For information or to register at the Wharton Campus, contact Pat Sikora at 532-6918.
WCJC to host senior bingo party Monday

Wharton County Junior College's Senior Citizen Program is hosting bingo games from 2-3 p.m., Monday, Aug. 4 at the WCJC Senior Center in the LaDieu Building, 911 Boling Hwy.

Seniors ages 60 or older can enjoy playing bingo with other seniors. Prizes and refreshments will be furnished by Angels Care Home Health.

Those interested in meals should stop by the office to sign up.

For more information, call Caroline Osborne at 979-532-6430.

■ WCJC registration

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WCJC Foundation 2008 Gala
The Wharton County Junior College Foundation's 2008 Gala is Friday, Aug. 15 at 6 p.m. at the Safari Texas Ranch in Richmond. Tickets are $85 each. Sponsor tables (seating for 8) are $1,500 and $2,500. The gala features a reception, dinner, auctions and a comical performance by the Capital Steps. Tickets went on sale May 1. Call Cheryl Machacek at 979-532-6322 for information.
Program offers nutrition for seniors

Joanna Schwartzkopf knows the importance of good nutrition. Surrounded by fresh food growing up on her family’s farm in Hillje and being involved in the Taiton Education Extension Club, including serving as president, she can tell you what she and her husband, Chuck, should eat.

“Food was always number one in our house. I always made sure we had good, nutritious food,” said the 77-year-old mother of four grown children who live in Houston and Austin.

Nutritious food fell in priorities after Joanna suffered a stroke. Meal preparation became difficult. It also became hazardous according to Joanna’s husband of 55 years who had his hands full running the household and dealing with his scoliosis.

“It’s dangerous cooking in a wheelchair. There were several instances where Joanna’s lucky she didn’t get badly burned,” said 78-year-old Chuck Schwartzkopf.

In January 2006, Chuck heard a radio announcement about Meals on Wheels. Retired from Wharton County Junior College, this jogged his memory about the same program offered by the WCJC Senior Citizen Program. A quick phone call and he and his wife resumed their healthy eating.

The Schwartzkops applaud the hot, nutritious meals delivered to their home each weekday. A temporary grant is currently adding frozen meals for their weekend enjoyment.

“WCJC’s Meals on Wheels makes it possible for us to have good meals every day,” said Chuck, noting that Joanna’s meals are specially prepared for her diabetic condition.

They also appreciate the smiles and kind words from Eva Martinez who delivers their meals.

Nutritious, home delivered meals and the human interaction they bring are in jeopardy of cutbacks as rapidly rising costs have nonprofits scrambling for additional funding.

“I’m not sure the community realizes how increasing food and gas prices are creating a hardship on our ability to provide meals and other programs for our area’s senior citizens,” said Caroline Osborne, director of the WCJC Senior Citizen Program. “Gas prices have doubled and we’ve had a 5.5 percent increase in food.”

Federal, state and local government funding account for nearly 75 percent of the program’s revenue, but do not include automatic cost of living adjustments. In addition to Meals on Wheels, the WCJC Senior Citizen Program supplies residents 60 years and older with local transportation services so they can maintain their independence by living at home.

The program also works with the Houston-Galveston Area Council Agency on Aging to provide other services, such as homemaker and respite care services, and residential repairs that provided Joanna with a wheelchair accessible shower.

The WCJC Senior Citizen Program, founded in October 1974 is housed on the college’s Wharton campus. Other senior centers are located in El Campo, East Bernard, Eagle Lake, Weimar and Columbus.

All centers provide hot meals, exercise classes, education programs and recreational activities that improve the quality of life for the elderly.

WCJC’s Senior Center in El Campo will move next month as renovations begin at the El Campo Housing Authority’s Delta Street facility shared by both programs. Osborne is working to relocate the program.

In the meantime, she’s hopeful local residents will provide a boost to the senior citizen program by sending financial contributions to the WCJC Senior Citizen Program, care of WCJC, 911 Boling Highway, Wharton, TX 77488. More information is available at www.wcjc.edu or by calling (979) 532.6430.

“At a total cost of just under $5 for each home delivered meal, a $100 gift means one senior can have hot weekday meals for an entire month,” said Osborne.

These donations will definitely be the right ingredient for the Schwartzkops. In fact, as a lifelong cook, Joanna is still trying to figure out how the meat in Meals on Wheels is prepared.

“It’s just real delicious and tender. I don’t think you’d even need teeth to eat it, even though I have dentures” she said.
Registration underway for WCJC fall semester classes

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WCJC hosts new orientation

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College Success - YES! offers new students a way to learn about WCJC, college expectations, meet new people, receive tips on study skills, and to hear about student services, financial aid information, and campus activities. Students may attend orientation on any campus. Students planning to attend are required to register in advance with the contact person at the campus orientation they plan to attend, or they may register from the link on the college website at www.wcjc.edu. Orientation will be presented by WCJC counselors, advisors, and special guests, and provides students a great opportunity to get a jump on college success.

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Sooner the better when registering for classes at WCJC

By BARRY HALVORSON
bhalvorson@journal.spectator.com

While potential students have until Aug. 27 to register at Wharton County Junior College for the fall semester, the sooner the process is started the better.

That was the advice WCJC Director of Admissions and Registration Karen Preiser gave this week. She explained there is certain information the college needs on file before the registration process can be completed.

"We need a high school diploma (or a GED) with an official transcript and graduation date," she said. "If you have attended another college, we need an official transcript from that school. And you need to fill out the forms for admission.

"In addition, according to the Texas Success Initiative, you have to have qualifying scores on the TAKS test, ACT or SAT tests or a THEA exemption form prior to registering for classes. That information is needed to place your academic level."

Registration forms can be picked up in person at one of the college's four campuses - Wharton, Sugar Land, the Fort Bend Technical Center or Bay City - and are also available on the WCJC Web site. For those coming in person, there are counselors available to assist in preparing the documents at the first three campuses who can also arrange for placement testing if a student doesn't have the necessary TSI scores.

"If you're concerned about the scores, and you can get in before Aug. 22, you'll still probably be in good shape," Preiser said. "You'll still be doing things far enough in advance so there shouldn't be any problems."

Another advantage of starting early is being able to put together a class schedule that meets a student's needs, particularly those who have full or part-time employment concerns.

"Sooner is always better (for scheduling)," Preiser said. "The good classes and preferred class times, those with around 10 a.m. to 1 p.m. start times fill first. That also comes into play if you want only a Monday-Wednesday-Friday schedule or a Tuesday-Thursday schedule to accommodate a work schedule."

Living within the college's taxing district allows students to pay lower tuition and student fees. The district is made up of Wharton County and the boundaries of the Needville Independent School District.

The combined fee for a district resident per student hour is $54 as compared to $100 for out-of-district students and $132 for out-of-state students, according to the WCJC Fall credit class schedule.

For a full-time student, defined by the college as taking 12 or more hours, taking the minimum 12 hours, the total is $648 for the fall semester as opposed to $1,200 for in-state and $1,584 for out-of-state.

There are also various other fees for such things as late registration, change of schedule and credit by exam, or CLEP, testing.

Another of those potential fees is for Distance Learning, which is taking classes through the Internet as opposed to a traditional classroom setting. Among the students paying that fee are those taking dual credit courses for both high school and college credit.

Among the high schools the college has dual credit arrangements with are Wharton, El Campo, East Bernard, Louise and Needville in district and Bay City, Brazos, Clements, Columbus, Lamar, Terry, Foster, Ganado, Palacios, Rice Consolidated and Tidehaven out-of-district.

"But most of our Wharton students attend classes on campus because we're located so close to each other," Preiser said.

In addition to filling out their admission paperwork, students can also apply for financial aid with grants, scholarships, work study and loan programs available for qualifying students. While the deadline for applying for the fall semester has passed, applications for the Spring semester should be submitted before Nov. 1.

The registrar's office at the Wharton Campus is located in the Administration Building and open 8 a.m. to 4 p.m. For more general information or to arrange a meeting with a counselor at the Wharton Campus, call 979-532-6303 or visit the college's Web site at www.wcjc.edu. For students interested in financial aid, call the WCJC campus number and dial in extension 6345 or e-mail: finaid@wcjc.edu.
WCJC encouraging students to register as soon as possible

By BARRY HALVORSON
news@leader-news.com

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That was the advice of WCJC Director of Admissions and Registration Karen Preisler who gave this week. She explained there is certain information the college needs on file before the registration process can be completed.

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Another advantage of starting early is being able to put together a class schedule that meets a student's needs, particularly those who have full or part-time employment concerns.

"Sooner is always better (for scheduling)," Preisler said. "The good classes and preferred class times, those with around 10 a.m. to 1 p.m. start times fill first. That also comes into play if you want only a Monday-Wednesday-Friday schedule or a Tuesday-Thursday schedule to accommodate a work schedule."

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It's All Good
Kicked back and enjoying a break in the day, WCJC music majors, from left, Dalisha Sweeney, Meagan Drenner, Courtney Johnson, Ricky Simpson and David Delerry wait their turn for testing. With summer classes starting to wind down, WCJC is now registering students for the fall semester. Registration runs through Aug. 27.
WCJC announces registration times

Wharton County Junior College is holding registration for the fall semester. Students may register now through Aug. 27 on the Web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus or the Fort Bend Technical Center now through Aug. 27. Registration appointments are not required.

Fall classes begin Aug. 25.

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

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WCJC cowgirl makes All-Academic team

Wharton County Junior College cowgirl Lauren Cox was selected to the National Intercollegiate Rodeo Association All-Academic team. The Cotulla graduate had a 3.5 cumulative grade point average and competed at the National Finals Rodeo in June. Cox won the Southern Region in barrel racing and was a top 20 finalist at the nationals.
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**WCJC registration**

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**WCJC Orientation**

Wharton County Junior College will host a new student orientation program called "College Success - YES" on Wednesday, Aug. 13 at the Fort Bend Technical Center Room 101 and Thursday, Aug. 14 at the Sugar Land Campus Room 204. The orientation will be held from 10 a.m. to noon at each location. Students planning to attend are required to register in advance with the contact person at the campus orientation they plan to attend. For information or to register at the Wharton Campus, contact Pat Silva at 532-6918.
WCJC spiker practice underway

Lady Pioneer roster includes Wharton, Boling players

By MIKE KONVICKA
mkonvicka@journal-spectator.com

The WCJC volleyball team completes its first grueling week of practices on Thursday.
Second-year coach Brianna Florus is pleased with her players' efforts thus far.
"I've seen a lot of progression the past few days," said Florus. "I've seen a lot of leadership from the sophomores. The attitude is completely positive, and we're excited about that. The intensity is really high."
"We've had great communication, and the girls get along really well and that's important for teamwork," said Florus.

Drills in the afternoon and scrimmage in the evenings.
WCJC cranks up its season on Aug. 22 at the San Jacinto College Invitational Tournament in Pasadena.
Returning from last year's team are sophomores Christi Ellis from Wharton and Emmy Rodgers from Boling and both have high hopes.
"We have a lot of high expectations this year," said Rodgers. "We're more of a team and do a lot of bonding and get along really good."
WCJC went 10-20 last year and went 6-7 in the District M Region XIV standings.
Rodgers agreed that a season of experience is beneficial for her.
"I've learned a lot from last year," said Rodgers. "I have more knowledge of the game, and I think that we'll have a really good team this year. You have to be dedicated, and I love it."
Ellis is proud of making it to the college level of play.
"I love this sport, and I'm glad I made it this high," said Ellis, "We have big things going for our team this year."
Also back from last year is Kirsten Brotz of New Braunfels, Kadeem Brinkley of Van Vleck, and Amanda Yeager of Brenham.
Newcomers include Boling graduate MacKenzie Baker, Kayla Fullerton of Bridge City, Ashley Evins from Calhoun High School in Port Lavaca, Kaitlynn Davenport of Woodson, Beth Rodgers of Cypress Fairbanks, Kayla Dunk of Flatonia, Blair Targac of Bay City and Amanda Christoferson a transfer from San Jacinto College of Rosenberg.
WCJC spiker practice underway

Boling graduate Emmy Rodgers passes the volleyball during last week's Wharton County Junior College practice in Pioneer Gym.
WCJC fall registration under way

WHARTON — Wharton County Junior College is currently registering for the fall 2008 semester.

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New Technology, Simple Fences Enhance Security

Junior college upgrades systems

By BARRY HALVORSON
news@leader-news.com

In addition to keeping the facilities master plan moving forward, Wharton County Junior College Director of Facilities Mike Feyen and his staff also implemented some high-tech safety programs this summer.

Among the improvements was the installation of an electronic swipe card system at the various dorm entries that replaces the old touchpad system. Each student will receive a photo ID card with a bar code that will be required to open entry doors.

“It’s a safety and security issue,” Feyen said in a recent interview. “We had the touchpad codes but after the first couple of days they really weren’t very secure. Students would give out the codes to their friends and classmates so they could get in and out. With this system, they have to have the card. And with a photo on the card, you can also make sure the person with the card is the owner.”

In addition to upgrading entry security, Feyen said the college also has subscribed to an emergency alert service, Send Word Now, which will be used to distribute weather alerts, facility evacuations, class cancellations, facility closures and other general announcements.

Currently, all students, facility and staff are being asked to voluntarily supply contact information, which includes phone, cell phone and computer contact information. The information will be provided to the supplier to set up the system but otherwise will be kept confidential.

Based on an initial test, Feyen said he was pleased with how the system functioned. He said only 26 of the 379 people signed up in the spring hung up while receiving the phone message. Of those who connected, eight numbers hung up before the message could be delivered, one was rejected, one was unreachable while 93 were delivered and 210 voice messages were left. Only one of 317 e-mails bounced as undeliverable and 15 of 15 text messages were received.

“This will improve our communications system when it comes to delivering campus-wide alerts,” Feyen said. “We can get the information to the people who most need it.”

In discussing facilities improvements in general, Feyen said a total of $480,814 was spent on various projects. In terms of dollars, the greatest sum was spent in the science building where the air handler system was refurbished with more efficient equipment at a cost of $162,907. And additional $56,799 was spent on asbestos abatement.

“A lot of the buildings were constructed in the 1950s and 1960s when a lot of asbestos was used in the construction industry,” Feyen said. “As we go back and work on those buildings, asbestos abatement becomes an issue.”

An additional $158,100 was spent to refurbish the restrooms in the Fine Arts building.

“We considered that a priority project,” he said. “It is the one building with probably the most public traffic on campus because of the concert and other performances. We want to present the community and visitors with the proper image and part of that is providing quality facilities.”

The Hutchins Memorial Center got a $10,108 facelift with the installation of new glass entry doors - the original late 1950s doors had never been changed out - and the construction of a new wheelchair ramp.

Athletic department improvements included upgrading the batting cage, installing of new carpet, sanding to

(See FENCING, Page 11-A)

“We can get the information to the people who most need it.”

— Mike Feyen
WCJC director of facilities
(Continued from Page 5-A)
level the practice field and fencing around the cage and field.
"There have been times in the past when players upset with their situation have taken vehicles out on the field and turned it up," Feyen said. "You don't like to see that happen but it does. We've taken steps to prevent that from happening in the future."

Feyen said the building improvements all fit in with the college's facilities master plan adopted in 2006 and align with a maintenance program he had already established.

"For example, in 1988-94, we replaced a number of roofs and have them scheduled for replacement again in 2013-14. In 1996 we replaced one building chiller (air-conditioning system) and then replaced others in 1997 and 1998. We're doing everything we can to try and keep up with the 10-year plan as written out and making an effort to update it each year as we move ahead.

"That will allow the college to keep a handle on building maintenance costs which in turn allows the college to better budget for each year."
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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. 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 ($26,943.00 – current unrestricted operating budget for 2008-2009)

B. Approve the proposal submitted by Weatherproofing Technologies, Inc. to remove and replace the rusted downspouts and gutter system across the front of the Fort Bend Technical Center ($46,855.89 – transfer from plant repair & replacement fund for 2008-2009)

C. Approve the proposal submitted by Hunton Trane Services to replace the HVAC building control unit in the Hutchins building ($24,992.00 – transfer from plant repair & replacement fund for 2008-2009)

D. Approve the purchase of the furniture and equipment for the new building at the University of Houston Sugar Land ($700,000.00 – transfer from the plant capital equipment replacement fund)

E. Approve a secondary vendor to provide chartered bus services to the college for transportation of our volleyball and baseball teams in the fall (no additional fees-current unrestricted operating budget for 2008-2009)
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: September 16, 2008 Date of This Proposal: September 5, 2008

SUBJECT:

General Liability, Director's & Officer's Liability, Educator's Liability and Automobile Insurance.

RECOMMENDATION:

Approve the quote from the Texas Association of School Boards of $26,943.00 for the College's General Liability, Director's & Officer's Liability, Educator's Liability and Automobile Insurance.

BACKGROUND/RATIONALE:

The College has used the Texas Association of School Boards Risk Management Fund to supply the College's Liability & Automobile insurance policies since 2005. The proposal for this year is $3,276.00 less than last years premium. Under section 271.102 of the Local Government Code, districts may utilize the contracts from this purchasing cooperative in order to satisfy State bid requirements.

Estimated Cost & Budgetary Support (how will this be paid for?): $26,943.00
Current Unrestricted Operating Budget for 2008 - 2009

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

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

SIGNATURES:

Originator: ____________________________  9-5-08

Cabinet-Level Supervisor: ____________________________  9/8/08  9/9/08

PRESIDENT'S APPROVAL: ____________________________  9-8-08
Complete this form and submit it to the Office of the President by noon on Tuesday of the week before the Thursday 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: September 16, 2008  Date of This Proposal: September 5, 2008

SUBJECT:

Approve the proposal submitted by Weatherproofing Technologies, Inc. to remove and replace the rusted downspouts and gutter system across the front of the Fort Bend Technical Center at a cost of $46,855.89.

RECOMMENDATION:

Approve the proposal submitted by Weatherproofing Technologies, Inc. to remove and replace the rusted downspouts and gutter system across the front of the Fort Bend Technical Center at a cost of $46,855.89 with funds transferred from the Plant Repair and Replacement Fund.

BACKGROUND/RATIONALE:

The Director of Facilities has secured a bid from Weatherproofing Technologies, Inc. under a contract with the Texas Cooperative Procurement Network (TCPN) to replace 190 liner feet of downspouts and gutters across the front of the Fort Bend Technical Center. The gutters have rusted to the point that rainwater is running down the inside walls of the building. Using this TCPN contract satisfies all State of Texas bid requirements and allows the College to begin replacing the gutters immediately.

Estimated Cost & Budgetary Support (how will this be paid for?): $46,855.89

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

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

SIGNATURES:

Originator

Date

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Date

Reg 113
6-21-95
Complete this form and submit it to the Office of the President by noon on Tuesday of the week before the Thursday 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: September 16, 2008    Date of This Proposal: September 5, 2008

SUBJECT:

Approve the proposal submitted by Hunton Trane Services to replace the HVAC building control unit in the Hutchins Building for $24,992.00.

RECOMMENDATION:

Approve the proposal submitted by Hunton Trane Services to replace the HVAC building control unit in the Hutchins Building for $24,992.00 with funds transferred from the Plant Repair and Replacement Fund.

BACKGROUND/RATIONALE:

The Director of Facilities has secured a bid from Hunton Trane Services under a contract with the Texas Cooperative Procurement Network (TCPN) to replace the HVAC building control unit that broke in the Hutchins Building. This HVAC control unit handles the bookstore, and cafeteria areas. Repairs would be completed with funds transferred from the Plant Repair and Replacement Fund. Using this TCPN contract satisfies all State of Texas bid requirements and allows the College to begin replacing the broken parts immediately.

Estimated Cost & Budgetary Support (how will this be paid for?): $24,992.00


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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
President's Approval

Date 9-5-08

9/1/08 9/9/08

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 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: September 16, 2008
Date of This Proposal: September 5, 2008

SUBJECT:

Purchase of furniture and equipment for the new building at the University of Houston Sugar Land.

RECOMMENDATION:

Approve the purchase of the furniture and equipment needed at the new University of Houston Sugar Land campus.

BACKGROUND/RATIONALE:

The College has worked with the University of Houston in order to buy the needed contents for the new UHSL campus building. Several rooms of furniture from our existing campus will be moved to the new building. Furniture and equipment needs to be bought for the remaining rooms. The actual amount of furniture is being determined by the University of Houston and Wharton County Junior College at the time this request is being prepared. A detailed list of the items requested will be available for the Board of Trustees meeting on September 16, 2008. The University of Houston has secured each piece of furniture through vendors with State of Texas contracts that satisfy all State of Texas bid requirements.

Estimated Cost & Budgetary Support (how will this be paid for?): $700,000.00
Transfer from the Plant Capital Equipment Replacement Fund

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

Bryce D. Kocijan, Vice President of Administrative Services
Robert Wolter, Director of Sugar Land Campus
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Original
B. Kocijan
Cabinet-Level Supervisor

DATE: 9-5-08

PRESIDENT'S APPROVAL:

[Signature]
Date 9-8-08
Complete this form and submit it to the Office of the President by noon on Monday of the week before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 16, 2008  
Date of This Proposal: September 9, 2008

SUBJECT:

Approve a secondary vendor to provide chartered bus services to the College.

RECOMMENDATION:

Approve a secondary vendor to provide chartered bus services to the College for transportation of our volleyball and baseball teams in the fall.

BACKGROUND/RATIONALE:

The College has completed a review of the bus companies approved by the Board last month. Both companies listed by Stars over Texas Tours were found to be satisfactory and in compliance by both the Texas Department of Transportation and the Federal Motor Coach Safety Administration. Since both companies own a total of 4 buses, it is our desire to name a secondary provider in the event none of the 4 buses are available for use. Onyx Limousine Service was the second lowest bidder, and also was found satisfactory by the State and Federal Motor Coach Safety Administration. Approving Onyx Limousine as a backup to the awarded contractor would allow the College to quickly find alternative transportation should Stars over Texas Tours be unable to provide one of the approved buses.

Estimated Cost & Budgetary Support (how will this be paid for?): No additional fees


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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

[Signature]
Date 9-9-08

PRESIDENT'S APPROVAL:

[Signature]
Date 9-9-08
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the proposal submitted by Prime Systems of Houston to supply desktop computers and monitors as needed for the 2008-2009 school year (estimated $150,000.00 – expenses are charged to each individual department’s approved operating budget at the time of the purchase)

B. Approve the contractual agreement with Art West ($38,400.00 - funds are currently allocated in the 2008-2009 current unrestricted operating budget)

C. Approve the purchase of 24 computer systems and monitors for the Wharton Developmental Lab ($20,400.00 – transfer from the plant MIS fund for 2008-2009)
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  September 16, 2008    Date of This Proposal:  September 5, 2008

SUBJECT:

Purchase of computers for the 2008 - 2009 school year.

RECOMMENDATION:

Approve the proposal submitted by Prime Systems of Houston to supply desktop computers and monitors as needed for the 2008 – 2009 school year.

BACKGROUND/RATIONALE:

The College received two offers from vendors to provide desktop computers to the College. Both vendors currently have agreements that satisfy all State bid requirements. Hewlett Packard offered a computer package ($805.00) through the State’s Department of Information Resources (DIR) contract, while Prime Systems of Houston offered their computer package ($850) through a Texas Cooperative Procurement Network (TCPN) agreement. The College’s Information Technology Department completed an on-site review of both machines and recommended the package from Prime Systems as offering the best value in their opinion to the College. Both vendors agreed to provide a full 3 year warranty on all our computers sold to the College.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $150,000.00

Expenses are charged to each individual department’s approved operating budget at the time of the purchase.

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

Pam Youngblood, Vice President of Technology & Institutional Research
John Miller, Network Manager
Philip Wuthrich, Director of Purchasing

SIGNATURES:  

[Signatures]

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]

Date

Date

Date
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 16, 2008  Date of This Proposal: August 27, 2008

SUBJECT (item as it will appear on agenda): Contract with Art West.

RECOMMENDATION: Approve the contractual agreement with Art West.

BACKGROUND/RATIONALE: The full-time position of Web Technician has been vacant for the past two years due to unqualified applicants. The following critical projects can be accomplished with the aid of contracted services from Art West:

- Implementing a Content Management System for college websites.
- Providing training, workshops and such other support as necessary for the construction and deployment of Faculty Websites.
- Providing backup production support to the Webmaster, as needed.
- Coordinate and collaborate with Student, Financial Aid, Finance, Human Resources, Payroll and Instructional end users to plan and deliver appropriate training.
- Identify and deliver for web publication user guides for Banner Student, Employee and Faculty online services.
- Develop and update end user training documentation.

Estimated Cost and Budgetary Support (how will this be paid for?): $38,400. Funds are currently allocated in the 2008-2009 current unrestricted operating budget.

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

SIGNATURES:

Pamela J Youngblood
Originator

G. Alan McCullough
President

Date

Cabinet-Level Supervisor

Reg 113
6-21-95, 12-16-99
Professional Services Agreement

This agreement is made and entered into effective the ___th day of August, 2008 by and between Arthur W. West (doing business as AWConsulting), at 3210 Beaver Creek Drive, Brookshire, Texas 77423 and Wharton County Junior College (WCJC), 911 Boling Highway, Wharton, Texas 77488. Mr. West and WCJC agree that Mr. West shall furnish contract professional services to WCJC under the following terms and conditions.

1. Scope of Services

Mr. West agrees to render to WCJC professional services in support of college websites. This is the primary purpose of the engagement and shall include...

- Implementing a Content Management System for the colleges websites
- Providing training, workshops and such other support as necessary for the construction and deployment of Faculty Websites
- Providing backup production support to the Webmaster, as needed

Mr. West also agrees to render to WCJC professional services that represent back-filling the functions of a MIS Testing and Training Coordinator. This portion of the engagement shall include working with the end user community and the technical support group to fulfill the system training requirements relating to the Sungard Banner software implementation. Specifically...

- Coordinate and collaborate with Student, Financial Aid, Finance, Human Resources, Payroll and Instructional end users to plan and deliver appropriate training.
- Identify and deliver for web publication user guides for Banner Student, Employee and Faculty online services.
- Develop and update end user training documentation.

Actual deliverables shall be defined over the course of the engagement.

2. Term of Agreement

The term of this agreement shall commence of September 1, 2008 and continue until August 31, 2009. Work is limited to that which is actually scheduled, but can be no more than 40 hours per week for a period of 48 work weeks that exclude College Holidays, two weeks at Christmas and one week at Spring Break.

3. Compensation
Professional Services Agreement

In full and complete compensation for all of the services provided hereunder, WCJC agrees to pay or cause to be paid, an amount not to exceed $38,400, at a rate of $20.00 per hour to Mr. West. Mr. West will present monthly invoices along with detailed status reports. Payment shall be due upon receipt.

4. **Independent Contractor**

For purposes of this agreement and all services to be provided hereunder, Mr. West shall be deemed to be an independent contractor.

Mr. West shall not act, in any manner, as an agent or employee of WCJC.

Mr. West shall have no authority to make statements, representation or commitment of any kind, or take any action that shall be binding on WCJC, except as provided for herein or as authorized in writing by WCJC.

5. **Confidential Information**

Mr. West shall not use or disclose to any person any confidential information acquired in the delivery of the agreement.

WCJC agrees to respect Mr. West's intellectual property rights in so far as tools and materials that are employed in the performance of the delivery of the scope of the agreement.

Confidential information shall mean information disclosed to either party, that relates to past, present and future research, development and business activities.

6. **Security**

Mr. West agrees to comply with all WCJC building, data and software security requirements.

7. **Facilities**

WCJC shall provide to Mr. West, reasonable access to all materials, services, facilities and personnel required to successfully complete the engagement.
Professional Services Agreement

8. **Termination**

Either party, upon thirty (30) days written notice to the other party may terminate this agreement without cause.
Professional Services Agreement

9. Agreement

This instrument contains the entire agreement between the parties and it is
supersedes all prior agreements and understandings between the parties
respecting the subject matter hereof. This agreement cannot be changed or
terminated orally on behalf of either party.

Executed effective the ___th day of August, 2008

AWConsulting
By: __________________________

Wharton County Junior College
By: __________________________

Arthur W. West
Consultant

Pamela J Youngblood
Vice President of Technology &
Institutional Research
Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: ___________________ Date of This Proposal: ___________________

SUBJECT (item as it will appear on agenda): Approve the purchase of 24 computer systems and monitors for the Wharton Developmental Lab.

RECOMMENDATION: Approve the transfer from the MIS Plant Fund of $20,400 for the purchase of 24 computer systems with monitors.

BACKGROUND/RATIONALE: The 24 computer systems are to replace the existing computer systems that are over 5 years old and are unreliable.

Estimated Cost and Budgetary Support (how will this be paid for?): $ ________
Transfer from the Plant MIS Fund for 2008-2009.

RESOURCE PERSON(S) [name(s) and title(s)]:
Pamela J. Youngblood, Vice President of Technology and Institutional Research

SIGNATURES:

Originator: ___________________

Cabinet-Level Supervisor: ___________________

PRESIDENT'S APPROVAL:

__________________

Reg 113
6-21-95, 12-16-99
MATTERS RELATING TO WORKFORCE DEVELOPMENT, CONTINUING EDUCATION AND DISTANCE LEARNING

A. Approve the contract for the Wharton Independent School District for the 2009 Kids’ College Summer Program on the WCJC/Wharton campus ($9,000 – income)
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: 09-6-08
Date of this Proposal: 08-28-08

SUBJECT: Contract for the Wharton Independent School District for the 2009 Kids’ College Summer Program on the WCJC/Wharton Campus.

RECOMMENDATION: Contract to be approved.

BACKGROUND/RATIONALE: To facilitate the 2009 Kids’ College Summer Program on the WCJC/Wharton Campus. This contract will provide Kids’ College scholarships for WISD students and cover some instructional cost.

Estimated Cost and Budgetary Support (how will this be paid for): This contract will generate an income of $9,000 receivable from the Wharton Independent School District.

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

SIGNATURES:

Kandace Nasis
8-28-08
Date

Dale Pinson
Date

PRESIDENT’S APPROVAL:

Liz Malseke
9-8-08
reg 113
6-21-95
AGREEMENT

Wharton County Junior College
Continuing Education
And Wharton Independent School District

This agreement entered into this 1st day of October 2008 between Wharton Independent School District located at 2100 N. Fulton, Wharton, Texas and Wharton County Junior College District Continuing Education, 911 Boling Highway, Wharton, Texas, hereafter referred to as the College.

WITNESSETH

The College causes the following agreement with Wharton I.S.D. to be effective from January 1, 2009 through July 31, 2009 and to be governed by the following conditions and responsibilities.

I. RESPONSIBILITIES OF THE COLLEGE

1. Provide classrooms and site location for Kids’ College.
2. The WCJC Registrar’s Office will conduct all registration of students.
3. The WCJC Business Office will process receipt of all tuition.
4. Personnel records for employees of the program will be on file in the Personnel Office.
5. Checks will be issued through the WCJC Payroll Office.
6. WCJC Youth activities will be responsible for all expenses, including supplies and payroll above what is agreed to in this document.
7. The WCJC Business Office will invoice Wharton I.S.D. for the agreed amount of salaries and expenses incurred. Invoices for this will be delivered to Wharton I.S.D. no later than July 25, 2009. See #3 below for amount.
8. Publicity for the program will be coordinated through Youth Activities.
9. If Wharton I.S.D. makes scholarship funds available for the benefit of their students, the College will invoice Wharton I.S.D. for these scholarships. Invoices for scholarship funds will be delivered to the Wharton Administration Building no later than June 27, 2009 and will not exceed the total amount agreed upon unless authorized by an administrator of Wharton I.S.D.

II. RESPONSIBILITIES OF WHARTON I.S.D.

1. Will assist in the planning of courses and selecting instructors.
2. Will participate in the publicity of the program by allowing brochures to be distributed through the schools to advertise for instructors and student registrations.
3. Will provide funds of $4,160.00 for the purpose of instructor salaries, supplies, and/or T-shirts.
4. Will provide funds for $20 scholarships for 242 courses for Wharton I.S.D. enrolled students.
5. Will provide the Youth Activities office a list of current students who are eligible for scholarships by May 1, 2009

III. INDEMNIFICATION

To the extent authorized by the Constitution and laws of the State of Texas, Wharton I.S.D. agrees to hold the COLLEGE and its officers, employers, and agents harmless from and indemnify each against any and all claims, actions, damages, suits, proceedings, judgments, and liabilities for personal injury, death, or property damage resulting from, the acts of omissions of COLLEGE or the acts or omissions of others under Wharton I.S.D. supervision or control.

Only the extent permitted by the Constitution and laws of the State of Texas, COLLEGE agrees to hold Wharton I.S.D. and its officers, employees, and agents harmless from and indemnify each against any and all
claims, actions, damages, suits, proceedings, judgments, and liabilities for personal injury, death, or property
damage resulting from, the acts of omissions of COLLEGE or the acts or omissions of others under COLLEGE’s
supervisor or control. This indemnity provision does not apply to COLLEGE employees, trustees, or students.

The UNDERSIGNED PARTIES do hereby certify, (1) the responsibilities specified above are
properly within the statutory functions and programs of the parties to this agreement, (2) the parties
hereto are legally authorized to perform the required duties of this agreement, and (3) this agreement
has been duly authorized by the governing body of the local government.

WHARTON COUNTY JUNIOR COLLEGE

Betty McCrohan, President

[Signature]

(Date)

Dale Pinson, Dean of Workforce
Development, Continuing Education
And Distance Learning

[Signature]

(Date)

WHARTON INDEPENDENT SCHOOL DISTRICT

Dr. Kay Shoppa,
Director of Research and Development

[Signature]

(Date)
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, received an additional assignment as director of Achieving the Dream, $1,000.00/mo. x 12 mo., effective September 1, 2008

C. Office of Academic Affairs

1. Approve paid professional assignments for fall 2008

2. Approve full-time faculty overloads for fall 2008

3. Approve part-time faculty overloads for fall 2008

4. Erma M. Hart reclassified as regular, full-time instructor of paralegal studies – 9 months, FAC-1-10, to regular, full-time instructor of paralegal studies – 10 ½ months, FAC-1-11, effective August 18, 2008

5. Angela Kocurek received a salary adjustment as regular, full-time instructor of English, FAC-3-2, to regular, full-time instructor of English, FAC-4-2, effective August 18, 2008

6. JoAnn Lurker reclassified as regular, full-time instructor of drafting – 9 months, FAC-1-6, to regular, full-time instructor of drafting – 10 ½ months, FAC-1-7, effective August 18, 2008

7. Barbara S. Lynn reclassified as regular, full-time instructor of early childhood development – 9 months, FAC-2-13, to regular, full-time instructor of early childhood development – 10 ½ months, FAC-2-14, effective August 18, 2008

8. Victoria L. Schultz reclassified as regular, full-time instructor of human services – 9 months, FAC-1-16, to regular, full-time instructor of human services – 10 ½ months, FAC-1-17, effective August 18, 2008

9. Pam S. Speights received a salary adjustment as regular, full-time instructor of speech, FAC-5A-11 to regular, full-time instructor of speech, FAC-7-12, effective August 18, 2008

10. Mary S. Wilson reclassified as regular, full-time instructor of business and technology, FAC-6A-30, to regular, full-time instructor of business and technology, FAC-6A-31, effective August 18, 2008

11. Johnnie R. Svatek extended as temporary, full-time LEAD manager, AA-1-0, to temporary, full-time LEAD manager, AA-1-1, effective September 1, 2008
D. Office of Administrative Services

E. Office of Student Services

F. Office of Workforce Development, Continuing Education and Distance Learning
   1. Teodoro P. Garcia employed as regular, full-time adult basic education coordinator, GNT-1-10, effective September 2, 2008

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions
   1. Pong “David” S. Sheih retired as regular, full-time instructor of chemistry, FAC-7-17, effective December 31, 2008

I. Information Items: Non-contract Personnel Action
   1. Thomas C. Beavers separated as regular, full-time information technology technician, P-13-3, effective September 15, 2008
   2. Jessica Douglas employed as regular, full-time continuing education specialist, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)
   3. Heidi Hardy separated as regular, full-time information technology technician, P-13-32, effective July 31, 2008
   4. Lisa M. Shoppa employed as regular, full-time distance learning help desk coordinator, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)
   5. Jessica R. Falcon employed as regular, full-time public safety training secretary, received $1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)
   6. Bonnie A. Garza employed as regular, full-time administrative assistant, received $1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)
   7. Susan B. Hoelscher employed as regular, full-time transcript analyst, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)
   8. Sharon Mayberry resigned as regular, full-time secretary to WT, CE & Youth Activities, O-8-1, effective August 22, 2008
   9. Lisa M. Shoppa employed as regular, full-time distance learning help desk coordinator, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)
   10. Kristie G. Sulak employed as regular, full-time student success coordinator, received $1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)
   11. Aaron Alexander employed as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 19 hrs./wk. x 48 wks. = $8,709.60/yr., effective August 22, 2008
12. Alice J. Becerra employed as regular, part-time senior citizen program driver, $6.55 hr. x 15 hrs./wk. x 4 wks. = $393.00/yr., effective September 8, 2008

13. Michael M. Cenko separated as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 15 hrs./wk. x 48 wks. = $6,876.00/yr., effective September 3, 2008

14. Frances Gonzalez separated as regular, part-time security officer, O-9-0, $10.68 hr. x 19 hrs./wk. x 52 wks. = $10,551.84/yr., effective August 19, 2008

15. Brady J. Kubena employed as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 15 hrs./wk. x 48 wks. = $6,876.00/yr., effective September 8, 2008

16. Jason Pitz separated as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 12 hrs./wk. x 48 wks. = $5,500.80/yr., effective August 29, 2008

17. Pete Acosta separated as temporary, part-time custodian, O-1-0, $8.38 hr. x 19 hrs./wk. x 52 wks. = $8,279.44/yr., effective August 31, 2008

18. Carlton A. Doetch separated as temporary, part-time general maintenance/summer help, O-1-0, $8.38 hr. x 40 hrs./wk. x 10 wks. = $3,352.00/yr., effective August 31, 2008

19. Tyler W. Freese separated as temporary, part-time general maintenance/summer help, O-1-0, $8.38 hr. x 40 hrs./wk. x 10 wks. = $3,352.00/yr., effective August 31, 2008

20. Silvano Grosso employed as temporary, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 33.5 wks. = $4,020.00/yr., effective September 15, 2008

21. Carol G. Hall employed as temporary, part-time math tutor, $15.00 hr. x 19.5 hrs./wk. x 15 wks. = $4,387.50/yr., effective August 23, 2008

22. Katherine A. Kunkel extended as temporary, part-time administrative clerk, O-10-6, $11.92 hr. x 19.5 hrs./wk. x 48 wks. = $11,157.12/yr., to temporary, part-time administrative clerk, O-10-6, $12.38 hr. x 30 hrs./wk. x 52 wks. = $19,312.80/yr., effective October 1, 2008

23. Hannah E. Mann employed as temporary, part-time biology lab worker, $6.55 hr. x 5 hrs./wk. x 30 wks. = $982.50/yr., effective September 8, 2008

24. Amanda D. Youngblood separated as temporary, part-time HR clerk, O-5-0, $9.54 hr. x 19 hrs./wk. x 10 wks. = $1,812.60/yr., effective August 31, 2008
## Personnel Action Form

**Human Resources**

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<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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<tr>
<td></td>
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<td>Danson</td>
<td>R.</td>
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**Address**

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

**Part I: Check all that apply**

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

**Classification:**

- New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Retirement
- Resignation
- Separation (date: _______)
- Change in Assignment
- Additional Assignment
- Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

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<th>Job Title/Position:</th>
<th>Specialized Area:</th>
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<th>Budgeted Position?</th>
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<th>No</th>
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<th>Position No. (NBAPOSN):</th>
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**Hourly Rate: (Part-time only)**

- $____ per hr x ___ hrs/wk x ___ wks =
- $____ per year

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<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
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</table>

- At-will-employee
- Per contract
- If temporary, anticipated termination date:

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

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

**PROPOSED** Division/Unit:

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

<table>
<thead>
<tr>
<th>Director of Institutional Effectiveness/Achieving the Dream</th>
<th>President's Office</th>
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**Hourly Rate: (Part-time only)**

- $____ per hr x ___ hrs/wk x ___ wks =
- $____ per year

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- 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:**

*additional stipend for duties as Director of Achieving the Dream/paid via grant funds*

**Part III: Position/Budget Authorization**

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Date approved by Board or [ ] not applicable

Reg. 821

Revised July 29, 2004
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### Personnel Action Form

#### Part I: Classification
- **Classification:** Faculty (☑)
- **Regular** (☑)
- **Hours:** Full-Time
- **Department:** N/A
- **Salary:** $42,550
- **Position:** N/A
- **Salary Adjustment:** N/A
- **Other:** N/A
- **Other Explain:** N/A
- **Telephone:** N/A
- **Tax:** N/A
- **Social Security No.:** N/A
- **Retirement:** N/A
- **Resignation:** N/A
- **Separation:** N/A
- **Change in Assignment:** N/A
- **Additional Assignment:** N/A
- **Leave of Absence:** N/A

#### Part II: Assignment/Accounting
- **Current Division/Unit:** Division of Business and Technology
- **Current Job Title/Position:** Instructor of Paralegal Studies
- **Specialized Area:** Paralegal Studies
- **Budgeted Position:** Yes (☑)
- **Budget Number:** 1110.14810.6091.102
- **Compensation:** $42,550
- **Hourly Rate:** N/A
- **End Date:** 08/02/06
- **Part-Time:** N/A
- **Full-Time:** N/A
- **Part-Time:** N/A
- **Salary:** N/A
- **Other Explain:** N/A
- **Telephone:** N/A
- **Tax:** N/A
- **Social Security No.:** N/A
- **Retirement:** N/A
- **Resignation:** N/A
- **Separation:** N/A
- **Change in Assignment:** N/A
- **Additional Assignment:** N/A
- **Leave of Absence:** N/A

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

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

#### Part III: Position/Budget Authorization
- **Recommended by Supervisor (Department Head):** Stephanie Dey
- **Date:** 08/22/08
- **Approved by Vice President:** Betty McClaflin
- **Date:** 08/25/08
- **Reviewed by Human Resources:** Betty McClaflin
- **Date:** 08/22/08
- **Budget Approval:** N/A
- **Date:** N/A
- **Approved by Cabinet Level Supervisor:** N/A
- **Date:** N/A

Reg. 821

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

**Human Resources**

**Wharton County Junior College**

**Employee Information**

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<th>First</th>
<th>Middle Initial</th>
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<td>Angela</td>
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**Address**

**City**

**State**

**Zip**

**Part I: Check all that apply**

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

**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:**

Communications and Fine Arts

**Job Title/Position:**

Instructor of English

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

**Budget Number:**

1310.14503.6091.100

**Compensation:**

- $40,050
- [ ] Hourly
- [ ] Other (explain)

**Start Date:** 8/20/07

**End Date:**

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

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

**Part III: Position/Budget Authorization**

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

Signature: [Signature]

**Date:** 7/17/08

**Approved by Division Chair:**

Signature: [Signature]

**Date:** 7/17/08

**Budget Approval:**

Signature: [Signature]

**Date:** 7/17/08

**Apprved by Cabinet Level Supervisor:**

Signature: [Signature]

**Date:** 7/17/08

**Revised July 29, 2004**

**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
  - [ ] Other

- If temporary, anticipated termination date:

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

- N/A

**Job Vacancy No.:**

N/A

**Specialized Area:**

English

**Funded in which FY?:**

2007-08

**Position No. (NBAPOSN):**

ENG009

**Compensation:**

- $41,050
- [ ] Hourly
- [ ] Other (explain)

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

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

**Start Date:** 8/18/08

**End Date:**

N/A
### Personnel Action Form

**Human Resources**

**Social Security No.**

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**Address**

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#### Part I: Check all that apply

- New Employee
- Reorganization
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)

#### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**

Division of Business and Technology

**Job Title/Position:**

Drafting Instructor

**Budgeted Position?**

- Yes
- No

**Budget Number:**

1110.14804.6091.102

**Compensation:**

- Annual
- Hourly
- Other (explain)

**Start Date:**

08/20/01

**End Date:**

If temporary, anticipated termination date:

#### PROPOSED

**Division/Unit:**

Division of Business and Technology

**Job Title/Position:**

Drafting Instructor

**Budgeted Position?**

- Yes
- No

**Budget Number:**

1110.14804.6091.102

**Compensation:**

- Annual
- Hourly
- Other (explain)

**Start Date:**

08/18/08

**End Date:**

If temporary, anticipated termination date:

### Explanation of Action:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); 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
**Personnel Action Form**

**Human Resources**

**Social Security No.**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

---

### Part I: Check all that apply

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

**Technology and Business**

**Job Title/Position:** Instructor of Early Childhood Development

**Budgeted Position?** ☑ Yes ☐ No

**Budgeted Salary:** Funded in which FY? **FY08**

**Compensation:**

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

**Start Date:** 08/23/04

**End Date:** N/A

**Description of Hours and Salary:**

- ☐ At-will-employee
- ☐ Per contract

**Position No. (NBAPOSN):** ELC001

**Position Description:** Specialized Area: Early Childhood Development

---

### Part III: Position/Budget Authorization

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

**Approved by Vice-President:** **8-25-08**

**Approved by Division Chair:** **8-22-08**

**Reviewed by Human Resources:** **8-22-08**

**Budget Approval:** **8-26-08**

**Approved by President:** **8-27-08**

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

---

**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

---

**Vocational Science Dept.**

**Proposed Division/Unit:**

**Job Title/Position:** Instructor of Early Childhood Development

**Budgeted Position?** ☑ Yes ☐ No

**Budget Number:** 1110.14707.6091.102

**Compensation:**

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

**Start Date:** 08/18/08

**Description of Hours and Salary:**

- ☐ At-will-employee
- ☐ Per contract

**Position No. (NBAPOSN):** ELC001

**Position Description:** Specialized Area: Early Childhood Development

---

**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
Wharton County Junior College

Personnel Action Form

Human Resources

Social Security No. ___________________________ Last Name: Schultz
First Name: Victoria
Middle Initial: L.
Address ___________________________ City ___________________________ State __________ Zip __________

Part I: Check all that apply

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

New Employee
☐ Extension
☐ Reclassification
☐ Transfer
☐ Promotion
☐ Salary Adjustment
☐ Other (explain)

Retirement
☒ Resignation
☐ Separation (date: ________)
☒ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

Job Vacancy No.: (if applicable) N/A

Part II: Assignment/Accounting

CURRENT Division/Unit:
Allied Health Human Services

Job Title/Position:
Instructor of Human Services

Budgeted Position? ☒ Yes ☐ No

Budgeted Position? ☒ Yes ☐ No

Budget Number:
1110.14811.6091.102; 1210.14811.6091.102

Budget Number:
1110.14811.6091.102; 1210.14811.6091.102

Compensation:
☒ Annual
☐ Hourly
☐ Other (explain)

Compensation:
☒ Annual
☐ Hourly
☐ Other (explain)

Sched: FAC
Grade: 1
Step: 16

Sched: FAC
Grade: 1
Step: 17

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

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

Start Date: 08/20/01
End Date: ☒ At-will-employee
Per contract

Start Date: 08/18/08
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

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date Approved by Vice-President Date

Approved by Division Chair Date Reviewed by Human Resources Date

Budget Approval Date Approved by President Date

Approved by Cabinet Level Supervisor Date Date approved by Board or ☐ not applicable

Reg. 821 Revised July 29, 2009
### Personnel Action Form

#### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
<td>☐ New Employee</td>
</tr>
<tr>
<td>☒ Faculty</td>
<td>☐ Extension</td>
</tr>
<tr>
<td>☐ Support Staff</td>
<td>☐ Reclassification</td>
</tr>
<tr>
<td>☐ Temporary</td>
<td>☐ Transfer</td>
</tr>
<tr>
<td>☐ Full-Time</td>
<td>☐ Promotion</td>
</tr>
<tr>
<td>☚ Regular</td>
<td>☐ Salary Adjustment</td>
</tr>
<tr>
<td>☚ Part-Time</td>
<td>☚ Other (explain)</td>
</tr>
<tr>
<td>☐ Retirement</td>
<td>☐ Change in Assignment</td>
</tr>
<tr>
<td>☚ Resignation</td>
<td>☚ Additional Assignment</td>
</tr>
<tr>
<td>☚ Separation (date: )</td>
<td>☚ Leave of Absence</td>
</tr>
</tbody>
</table>

#### Part II: Assignment/Accounting

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

- Job Title/Position: Specialized Area:
  - Speech
- Budgeted Position? ☒ Yes ☐ No
  - Funded in which FY? 2008-09

<table>
<thead>
<tr>
<th>Budget Number:</th>
<th>Position No. (NBAPOSN):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1310.14507.6091.100</td>
<td></td>
</tr>
</tbody>
</table>

**Compensation:**

- ☒ Annual
- ☚ Hourly
- ☚ Other (explain)

<table>
<thead>
<tr>
<th>$47,550</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
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<tbody>
<tr>
<td>F</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 2000</td>
<td></td>
</tr>
</tbody>
</table>

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for less 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/ Speech

- Job Title/Position: Specialized Area:
  - Speech
- Budgeted Position? ☒ Yes ☐ No
  - Funded in which FY? 2008-09

<table>
<thead>
<tr>
<th>Budget Number:</th>
<th>Position No. (NBAPOSN):</th>
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</thead>
<tbody>
<tr>
<td>1310.14507.6091.100</td>
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</tbody>
</table>

**Compensation:**

- ☚ Annual
- ☚ Hourly
- ☚ Other (explain)

<table>
<thead>
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<th>$51,550</th>
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- Hourly Rate (Part-time only):
  - $_____ per hr x _____ hrs/wk x _____ wks = $____ per year

<table>
<thead>
<tr>
<th>Start Date:</th>
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<tbody>
<tr>
<td>8/18/08</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 less 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
- Reviewed by Business Affairs: Date
- Approved by Cabinet Level Supervisor: Date

- Date approved by Board or ☚ not applicable

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

**Human Resources**

<table>
<thead>
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<tr>
<td></td>
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<tr>
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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: Division of Business and Technology

Job Title/Position: Instructor

Budgeted Position? [ ] Yes [ ] No

Budgeted Position?: [ ] Yes [ ] No

Budget Number: 1110.14807.6091.100; 1110.14808.6091.102; 1210.14808.6091.102

Compensation:

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

Sched: FAC

Grade: 6A

Step: 30

Hourly Rate: (Part-time only)

$ N/A per hr x N/A hrs/wk x N/A wks =

$ N/A per year

Start Date: 07/29/80

End Date: ___

[ ] At-will-employee [ ] Per contract

If temporary, anticipated termination date: ___

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

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

**PROPOSED**

Division/Unit: Division of Business and Technology

Job Title/Position: Instructor

Budgeted Position? [ ] Yes [ ] No

Budgeted Position?: [ ] Yes [ ] No

Budget Number: 1110.14807.6091.100; 1110.14808.6091.102; 1210.14808.6091.102

Compensation:

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

Sched: FAC

Grade: 6A

Step: 31

Hourly Rate: (Part-time only)

$ N/A per hr x N/A hrs/wk x N/A wks =

$ N/A per year

Start Date: 08/18/08

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:

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date

Approved by Vice President Date

Approved by Division Chair Date

Approved by 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
## Personnel Action Form

**Wharton Count Junior College**

### Part I: Check all that apply

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

- **New Employee** ☐
- **Extension** ☐
- **Redetention** ☐
- **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:** Administration
- **Job Title/Position:** Lead Manager
- **Budgeted Position?:** ☑ Yes ☐ No
- **Budget Number:** 1110.14106.6093.501
- **Funded in which FY?:** FY08
- **Position No. (NBAOSN):** LED01T
- **Compensation:**
  - ☑ Annual
  - Sched AA
  - Hourly Rate: (Part-time only)
  - $N/A per hr x $N/A hrs/wk x $N/A wks = $N/A per year
- **Start Date:** 09-01-07
- **End Date:** 08-31-08
- **If temporary, anticipated termination date:** 08-31-08

#### PROPOSED

- **Division/Unit:** Administration
- **Job Title/Position:** Lead Manager
- **Budgeted Position?:** ☑ Yes ☐ No
- **Budget Number:** 1110.14106.6093.501
- **Funded in which FY?:** FY09
- **Position No. (NBAOSN):** LED01T
- **Compensation:**
  - ☑ Annual
  - Sched AA
  - Hourly Rate: (Part-time only)
  - $N/A per hr x $N/A hrs/wk x $N/A wks = $N/A per year
- **Start Date:** 09-01-08
- **End Date:** 08-31-09
- **If temporary, anticipated termination date:** 08-31-08

### Explanation of Action:

Most regular full-time teaching faculty, though employed by the college in 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:**
- **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:**

**Reg. 821**

**Revised July 29, 2004**
<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Garcia</td>
<td>Teodoro</td>
<td>F.</td>
<td></td>
</tr>
</tbody>
</table>

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

- **New Employee**
- **Extension**
- **Reclassification**
- **Transfer**
- **Promotion**
- **Salary Adjustment**
- **Other (explain):**
- **Retirement**
- **Resignation**
- **Separation (date):**
- **Change in Assignment**
- **Additional Assignment**
- **Leave of Absence**

### Part II: Assignment/Accounting

**CURRENT** Division/Unit: 

**Job Title/Position:**

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

**Budget Number:**

**Compensation:**

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

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

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

**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: Workforce Development

**Job Title/Position:** Adult Basic Education Coordinator

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

**Budget Number:** 2128.6012, 6186.10

**Compensation:**

<table>
<thead>
<tr>
<th>[x] Annual</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Hourly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Other (explain)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Start Date:**

**End Date:**

[ ] At-will-employee

[ ] Per contract

**If temporary, anticipated termination date:**

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

**Explanation of Action:**

### Part III: Position/Budget Authorization

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

**Date:** 8/13/08

**Approved by Vice President:**

**Date:** 8-12-08

**Reviewed by Human Resources:**

**Date:** 6/8/08

**Budget Approval:**

**Date:** 6/8/08

**Approved by President:**

**Date:** 8/15/08

**Date approved by Board or [ ] not applicable**

Reg. 821

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

**Human Resources**

**Social Security No.**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

**Part I: Check all that apply**

- Classification:
  - ☐ Administrative/Professional Staff
  - ☐ Faculty
  - ☐ Support Staff
  - ☐ Temporary
  - ☑ Full-Time
  - ☐ Part-Time
  - ☐ Regular
  - ☐ New Employee
  - ☐ Extension
  - ☐ Reclassification
  - ☐ Promotion
  - ☐ Salary Adjustment
  - ☐ Other (explain)

- ☐ Retirement
- ☐ Resignation
- ☐ Separation (date: 04-05-09)
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

**Job Title/Position:**

**Instructor of Chemistry**

**Specialized Area:**

Chemistry

**Budgeted Position?**  ☑ Yes  ☐ No

**Funded in which FY?**  FY09

**Budget Number:**

1310-14302-6091-100

**Position No. (NBAPOSN):**

CH0003

**Compensation:**

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

**$54,050**

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

$ N/A per hr x N/A hrs/wk x N/A wks =

$ N/A per year

**Start Date:**

08/20/01

**End Date:**

12/31/08

**If temporary, anticipated termination date:**

If temporary, anticipated termination date:

**PROPOSED Division/Unit:**

**Job Title/Position:**

**Specialized Area:**

**Budgeted Position?**  ☐ Yes  ☑ No

**Funded in which FY?**

**Budget Number:**

**Position No. (NBAPOSN):**

**Compensation:**

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

**$**

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

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

$ _____ per year

**Start Date:**

**End Date:**

**If temporary, anticipated termination date:**

**Explanation of Action:**

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

**Approved by Vice President:**

**Approved by Division Chair:**

**Reviewed by Budgetary Officer:**

**Budget Approval:**

**Approved by President:**

**Approved by Cabinet Level Supervisor:**

**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 | First | Middle Initial | Telephone
--- | --- | --- | --- | ---

Address

City | State | Zip

Part I: Check all that apply

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

New Employee
Extension
Reclassification
Transfer
Promotion
Salary Adjustment
Other (explain)

Retirement
Resignation
Separation (date: 09-15-08)
Change in Assignment
Additional Assignment
Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:
Information Technology

Job Title/Position:
Information Technology Technician

Budgeted Position? Yes No

Budgeted Position?
Yes No

Budget Number:
1110.13035.6114.6081

Compensation:
- Annual
- Hourly
- Other (explain)

Sched P
Grade 13
Step 3

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

$ _____ per year

Start Date: 01-04-06
End Date: 09-15-08

At-will-employee Per contract
If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); 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) 9-3-2006

Approved by Division Chair

Budget Approval

Approved by Cabinet Level Supervisor

Date

Date

Date

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.**

<table>
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<th>Middle Initial</th>
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<td>Jessica</td>
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**Address**

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

#### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
- [x] Full-Time
- [ ] Part-Time
- [x] 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:**
- **Specialized Area:**
- **Budgeted Position:** [ ] Yes [x] No
- **Funded in which FY?:**
- **Budget Number:**
- **Position No. (NBAPOSN):**

**Compensation:**

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<th>Sched</th>
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<td>Grade</td>
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<tr>
<td>Other (explain)</td>
<td>Step</td>
</tr>
</tbody>
</table>

**Hourly Rate:**

- (Part-time only)
- $____ per hr x ______ hrs/wk x ______ wks = $____ per year

- At-will-employee
- Per contract

**Start Date:**

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

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

**PROPOSED**

- **Division/Unit:**
- **Job Title/Position:**
- **Specialized Area:**
- **Budgeted Position:** [x] Yes [ ] No
- **Funded in which FY?:**
- **Budget Number:**
- **Position No. (NBAPOSN):**

**Compensation:**

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<td>Grade</td>
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<td>Other (explain)</td>
<td>Step</td>
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**Hourly Rate:**

- (Part-time only)
- $____ per hr x ______ hrs/wk x ______ wks = $____ per year

- At-will-employee
- Per contract

**Start Date:**

<table>
<thead>
<tr>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
</tr>
</tbody>
</table>

**Explanation of Action:**

**Professional Growth Plan Completion for FY08 (9hrs)**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
- **Approved by Vice President:**
- **Date:**
- **Reviewed by Dean:**
- **Date:**
- **Budget Approval:**
- **Approved by President:**
- **Date:**
- **Date approved by Board or [ ] not applicable**

Reg. 821

Revised July 29, 2008
Personnel Action Form

Part I: Check all that apply

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

New Employee
- ☐ Extension
- ☐ Reclassification
- ☐ Transfer
- ☐ Promotion
- ☐ Salary Adjustment
- ☐ Other (explain)

Retirement
- ☐ Resignation
- ☐ Separation (date: _____)
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:

Job Title/Position:

Budgeted Position? ☐ Yes ☐ No

Position Number (NBAPOSN):

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

Sched Grade Step

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

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other

PROPOSED Division/Unit:

Workforce Development, Continuing Education & Distance Learning

Job Title/Position:

Public Safety Training Secretary

Budgeted Position? ☒ Yes ☐ No

Position Number (NBAPOSN): SC1005

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

Sched Grade Step

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

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other

Explanation of Action:

*Professional growth payment-Completion of Support Staff Professional Growth Plan for FY08 (18 hrs)

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

Reg. 821 Revised July 29, 2004
Wharton County Junior College

Personnel Action Form
Human Resources

Social Security No. Last Name: Garza First Name: Bonnie
Address
City
State
Zip

Part I: Check all that apply

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

- [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: ____________

Job Title/Position: ____________

Budgeted Position? [ ] Yes [ ] No

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: ____________

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

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

PROPOSED Division/Unit: ____________

Workforce Development, Continuing Education & Distance Learning

Job Title/Position: Administrative Assistant

Budgeted Position? [X] Yes [ ] No

Budgeted Position? [ ] Yes [ ] No

Budget Number: 1110-14020-6180-401

Position No. (NBAPOSN): AD4001

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

Sched P
Grade 13
Step 5

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 [X] 12 months [ ] Other

Explanation of Action:

*Professional growth payment-Completion of Support Staff Professional Growth Plan for FY08 (18 hrs)

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

Social Security No.

Last Name

First

Middle Initial

Telephone

Address

City

State

Zip

Part I: Check all that apply

Classification:

☐ Administrative/Professional Staff

☐ Faculty

☐ Support Staff

☐ Temporary

☐ Full-Time

☐ Part-Time

☐ Regular

☐ Other (explain)

New Employee

Extension

Reclassification

Transfer

Promotion

Salary Adjustment

☐ Retirement

☐ Resignation

☐ Separation (date: __________)

☐ Change in Assignment

☐ Additional Assignment

☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:

Job Title/Position: Specialized Area:

Budgeted Position? ☐ Yes ☐ No

Funded in which FY?

Budget Number: Position No. (NBAPOSN):

Compensation:

☐ Annual

☐ Hourly

☐ Other (explain)

Sched

Grade

Step

Hourly Rate: (Part-time only)

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

$ ______ per year

Start Date: End Date:

☐ At-will-employee

☐ Per contract

If temporary, anticipated termination date:

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

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

PROPOSED Division/Unit:

Job Title/Position: Specialized Area:

Transcript Analyst

Admissions & Registration

Budgeted Position? ☑ Yes ☐ No

Funded in which FY? FY08

Budget Number:

1110,1310.6180.500

Position No. (NBAPOSN): AR1001

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:

N/A

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

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

Explanation of Action:

*Professional Growth Plan Payment-Completion of Support Staff Professional Growth Plan for FY08 (9 hours)

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

[Signature]

Date: 7/29/08

Approved by Vice President

Date: 7/30/08

Reviewed by Human Resources

Date: 8/4/08

Budget Approval

[Signature]

Date: 8/11/08

Approved by President

Date: 8/11/08

Approved by Cabinet Level Supervisor

Date: 8/11/08

Date approved by Badmin or ☐ not applicable

Reg. 821

Revised July 29, 2004
Personnel Action Form

Social Security No. Last Name Mayberry First Sharon Middle Initial Telephone

Address

City

State

Zip

Part I: Check all that apply

Classification:
- Administrative/Professional Staff
- Faculty
- Support Staff
- Temporary
- Regular

New Employee
- Extension
- Reclassification
- Transfer
- Promotion
- Salary Adjustment
- Other (explain)

Retirement
- Resignation
- Separation (date: 8-22-08)
- Change in Assignment
- Additional Assignment
- Leave of Absence

Job Vacancy No.: (if applicable) 0701 S 005

CURRENT Division/Unit:

Workforce Development/Youth Activities

Job Title/Position:
Secretary to WT, CE & Youth Activities

Specialized Area:
Workforce Training, CE & Youth Activities

Budgeted Position? Yes No

Funded in which FY? FY2008

Budget Number:
1110-14034-6101-401

Position No. (NBAPOSN): SC2002

Compensation:

- Annual
- Hourly
- Other (explain)

Sched 0
Grade 8
Step 1

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

$ ______ per year

Start Date: 2-19-2007
End Date: 08-22-2008

If temporary, anticipated termination date:
N/A

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

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

PROPOSED Division/Unit:

Job Vacancy No.: (if applicable)

Job Title/Position:

Specialized Area:

Budgeted Position? Yes No

Funded in which FY?

Budget Number:

Position No. (NBAPOSN):

Compensation:

- Annual
- Hourly
- Other (explain)

Sched ______
Grade ______
Step ______

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

$ ______ per year

Start Date: End Date:

If temporary, anticipated termination date:

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

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date Approved by Vice President Date

Kendra Nance 8-12-08

Approved by Division Chair Date Reviewed by Human Resources Date

Chris Uf 08/14/08

Budget Approval Date Approved by President Date

Bethie 8/13/08

Approved by Cabinet Level Supervisor Date Date approved by Beaud or Not applicable

Reg. 821

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

**Wharton County Junior College**

**Social Security No.**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budgeted Number:**

**Position No. (NBAPOSN):**

- [ ] 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

**Budgeted Number:**

**Position No. (NBAPOSN):**

**Compensation:**

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

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

- [ ] $____ per hr x ______ hrs/wk x ______ wks = $____ per year

**Start Date:**

**End Date:**

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

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

**Explanation of Action:**

Employee completion of Professional Growth Plan for FY 2008 (9hrs)

**Part III: Position/Budget Authorization**

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

**Approved by Division Chair:**

**Budget Approval:**

**Approved by Cabinet Level Supervisor:**

**Date approved by Board or [ ] not applicable**

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

Social Security No. [Blank]

Last Name: Sulak
First Name: Kristie
Middle Initial: G

Address [Blank]
City [Blank]
State [Blank]
Zip [Blank]

Part I: Check all that apply
Classification:
• Administrative/Professional Staff
• Faculty
• Support Staff


Transfer [Blank] Promotion [Blank] Salary Adjustment [Blank]
Other (explain) [Blank]
Retirement [Blank] Resignation [Blank] Separation (date:) [Blank]
Change in Assignment [Blank] Additional Assignment [Blank]
Leave of Absence [Blank]

Part II: Assignment/Accounting
CURRENT Division/Unit: [Blank]
Job Title/Position: [Blank]
Specialized Area: [Blank]
Job Vacancy No.: (if applicable) [Blank]
Budgeted Position? [ ] Yes [ ] No
Funded in which FY? [Blank]
Budget Number: [Blank]
Position No. (NBAPOSN): [Blank]
Compensation:
• Annual [Blank] Hourly [X] Sched [Blank]
Grade [Blank] Hrs/wk [Blank]
Step [Blank] Wks [Blank]
Hourly Rate: (Part-time only)
$ [Blank] per hr x [Blank] hrs/wk x [Blank] wks =
$ [Blank] per year

Start Date: [Blank] End Date: [Blank]
At-will-employee [ ] Per contract [ ]
If temporary, anticipated termination date: [Blank]

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: [Blank]
Job Title/Position: Student Success Coordinator
Specialized Area: Fort Bend Technical Center
Job Vacancy No.: (if applicable) N/A
Budgeted Position? [X] Yes [ ] No
Funded in which FY? FY09
Budget Number: 1210.111.6180.400
Position No. (NBAPOSN): PCR002
Compensation:
• Annual [Blank] Hourly [X] Sched [P]
Grade [13] Hrs/wk [Blank]
Hourly Rate: (Part-time only)
$ [N/A] per hr x [N/A] hrs/wk x [N/A] wks =
$ [N/A] per year

Start Date: [Blank] End Date: [Blank]
At-will-employee [ ] Per contract [ ]
If temporary, anticipated termination date: [Blank]

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
• 9 months [ ] 10 1/2 months [X] 12 months [ ] Other [ ]

Explanation of Action:
*Completion of support staff professional growth plan (18 hours).

Part III: Position/Budget Authorization
Recommended by Supervisor (Department Head) [Blank]
Approved by Vice President [Blank]
Date [Blank] Date [Blank]

Approved by Division Chair [Blank]
Reviewed by Human Resources [Blank]
Date [Blank] Date [Blank]

Budget Approval
Date [Blank] Approved by President [Blank]
Date [Blank]

Approved by Cabinet Level Supervisor
Date [Blank] Date approved by Board [ ] or not applicable

Revised July 29, 2004
### Personnel Action Form

**Social Security No.**

**Last Name**  
Becerra

**First Name**  
Alice

**Middle Initial**  
J.

**Telephone**

---

**Address**

---

**City**

---

**State**

---

**Zip**

---

**Part I: Check all that apply**

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

---

**2008 AUG 26**

**Part II: Assignment/Accounting**

**CURRENT**  
Division/Unit: Specialized Area:

**Job Title/Position:**

**Budgeted Position?**  
Yes  [ ]  No

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Job Vacancy No.:**

- [ ] (if applicable)

**Compensation:**

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

**Sched**

**Grade**

**Step**

**Salary:**

- [ ] Per hr x [ ] hrs/wk x [ ] wks =
- [ ] Per year

**Start Date:**

**End Date:**

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

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

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

- [ ] Other 4 weeks

**Job Vacancy No.:**

- [ ] (if applicable)

**PROPOSED**  
Division/Unit: Workforce Development, Continuing Education and Distance Learning

**Job Title/Position:**

**Specialized Area:**

- [ ] Senior Citizen Program

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budget Number:**

- [ ] 21754.6001.6126.301
- [ ] 21764.6001.6136.301

**Position No. (NBAPOSN):**

- [ ] CEWW99

**Compensation:**

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

**Sched**

**Grade**

**Step**

**Salary:**

- [ ] Per hr x [ ] hrs/wk x [ ] wks =

**Start Date:**

**End Date:**

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

**09-08-08**

**Explanation of Action:**

- [ ] Replacing Gladys Whalon

---

**Part III: Position/Budget Authorization**

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

- [ ] Date 8/14/08

**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  
Human Resources

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cenko</td>
<td>Michael</td>
<td>M.</td>
<td></td>
</tr>
</tbody>
</table>

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

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
- [ ] Full-Time
- [x] Regular
- [ ] Part-Time

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)

- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 3-Sept-08)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

- Administrative Services

**Job Title/Position:**

- Fitness Center Staff

**Specialized Area:**

- Fitness Center

**Budgeted Position?**

- [x] Yes
- [ ] No

**Budgeted Position:**

- Funded in which FY?  FY09

**Budget Number:**

- 1110-13025-6102-903

**Compensation:**

- [ ] Annual
- [x] Hourly

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

- $9.55

**Start Date:**

- 4- Aug. 08

**End Date:**

- 3 Sept. 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 48 weeks

**PROPOSED Division/Unit:**

- Job Vacancy No.: (if applicable)

**Job Title/Position:**

- Specialized Area:

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budget Number:**

- Position No. (NBAPSON): FITW99

**Compensation:**

- [ ] Annual
- [ ] Hourly

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

- $9.55 per hr x 15 hrs/wk x 48 wks = $6,876 per year

**Start Date:**

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

**End Date:**

- If temporary, anticipated termination date:

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

- [ ] Date: 9/3/08

**Approved by Vice President**

- [ ] Date: 9/3/08

**Approved by Division Chair**

- [ ] Date: 9/3/08

**Reviewed by Human Resources**

- [ ] Date: 9/3/08

**Budget Approval**

- [ ] Date: 9/4/08

**Approved by President**

- [ ] Date: 9/4/08

**Approved by Cabinet Level Supervisor**

- [ ] Date: 9/3/08

**Date approved by Board or not applicable**

- [ ] Revised July 29, 2004

Reg. 821
**Personnel Action Form**

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gonzalez</td>
<td>Frances</td>
<td></td>
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</tr>
</tbody>
</table>

**Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Administrative/Professional Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Faculty</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>[ ] Support Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Temporary</td>
<td>[ ] Full-Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Regular</td>
<td>[ ] Part-Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| | | | |
| New Employee | Extension | Reclassification | Transfer |
| Promotion | Salary Adjustment | Other (explain) | |
| Retirement | Resignation | Separation (date: 8-19-08) | |
| Change in Assignment | Additional Assignment | Leave of Absence | |

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:**

Physical Plant

**Job Title/Position:**

**Part time Security Offices**

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

**Budgeted Position:**

**Budget Number:**

1110.1192.6108.701

**Compensation:**

| | |
| ☐ Annual | ☑ Hourly | Sched | Grade | Step | Hourly Rate: (Part-time only) | $10.68 per hr x 19 hrs/wk x 52 wks = |

| ☐ Other (explain) | $10,551.84 per year |

**Start Date:** 3-07-08 **End Date:** 8-19-08

**If temporary, anticipated termination date:**

[ ] At-will-employee

[ ] Per contract

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 52 weeks

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

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

**Budget Number:**

**Compensation:**

| | |
| ☐ Annual | ☑ Hourly | Sched | Grade | Step | Hourly Rate: (Part-time only) | $ per hr x ______ hrs/wk x ______ wks = |

| ☐ Other (explain) | $ per year |

**Start Date:** **End Date:**

**If temporary, anticipated termination date:**

[ ] At-will-employee

[ ] Per contract

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. 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):** 8/27/08
- **Approved by Vice President:** 8/27/08
- **Reviewed by Human Resources:** 8-28-08
- **Budget Approval:** 8/27/08
- **Approved by President:** 8-28-08
- **Approved by Cabinet Level Supervisor:**

**Date approved by Board or [ ] not applicable**

Reg. 821

Revised July 2008
## Personnel Action Form

### Social Security No.

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</tr>
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<td>J.</td>
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### Part I: Check off that apply

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<td>Faculty</td>
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<tr>
<td>Regular</td>
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| 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 Vacancy No.: (if applicable)

<table>
<thead>
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<th>Job Title/Position:</th>
<th>Budgeted Position?</th>
<th>Budgeted Position?</th>
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<tbody>
<tr>
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<td>☐ Yes ☐ No</td>
<td>Funded in which FY?</td>
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<th>Position No. (NBAPOSN):</th>
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<tr>
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<tr>
<td>☒ Hourly</td>
<td>Grade</td>
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<td>$ _ per year</td>
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<th>If temporary, anticipated termination date:</th>
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<td>☐ At-will-employee</td>
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**PROPOSED** Division/Unit: N/A  
Job Vacancy No.: (if applicable)

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Fitness Center Staff</th>
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<tbody>
<tr>
<td>Specialized Area:</td>
<td>Fitness Center</td>
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<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>Budgeted Position?</th>
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<tbody>
<tr>
<td>☒ Yes ☐ No</td>
<td>Funded in which FY?</td>
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<table>
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<th>Budget Number:</th>
<th>Position No. (NBAPOSN):</th>
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<tbody>
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<tr>
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<td>Grade</td>
<td>$</td>
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<tr>
<td>☐ Other (explain)</td>
<td>Step</td>
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- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☒ Other 48 weeks

**Explanation of Action:**

<table>
<thead>
<tr>
<th>Part III: Position/Budget Authorization</th>
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<tbody>
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<td>☒ 9/5/08</td>
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<th>Date</th>
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<td>9/5/08</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>☒ 9-8-08</td>
<td>Date approved by Board or ☐ not applicable</td>
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Reg. 821 Revised July 29, 2004
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
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<th>First</th>
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<tr>
<td></td>
<td>Pitz</td>
<td>Jason</td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
  - [x] Full-Time
  - [ ] Part-Time
- [x] Regular

#### Part II: Assignment/Accounting

**CURRENT**

- **Division/Unit:**
- **Job Title/Position:** Fitness Center Staff
- **Budgeted Position?** [ ] Yes [x] No
- **Budgeted Number:** 1110-3025-6102-903
- **Budget Number:**
- **Compensation:**
  - [ ] Annual
  - [x] Hourly
    - Sched 0
    - Grade S
    - Step 0

<table>
<thead>
<tr>
<th>$ 9.55</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
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</thead>
<tbody>
<tr>
<td>15-Jan-08</td>
<td>29-Aug-08</td>
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</table>

**Specialized Area:** Fitness Center areas

Funded in which FY? 2008

Position No. (NBAIPOSN): FITW99

**Compensation:**

- [ ] Annual
- [x] Hourly
  - Sched
  - Grade S
  - Step 0

| $ 9.55 |

<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
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</thead>
<tbody>
<tr>
<td>$ 9.55 per hr x 12 hrs/wk x 48 wks =</td>
</tr>
<tr>
<td>$5,500.80</td>
</tr>
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Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 48 weeks

#### PROPOSED

**Division/Unit:**

**Job Title/Position:**

**Specialized Area:**

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

**Budgeted Number:**

**Compensation:**

- [ ] Annual
- [ ] Hourly
  - Sched
  - Grade S
  - Step 0

| $ |

<table>
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<tr>
<td>$ _____ per hr x _____ hrs/wk x _____ wks =</td>
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<tr>
<td>$ _____ per year</td>
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Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

**Date:** 8-14-08

**Approved by Vice President**

**Date:** 8-18-08

**Approved by Division Chair**

**Date:** 8-19-08

**Reviewed by Human Resources**

**Date:**

**Budget Approval**

**Date:** 8-18-08

**Approved by President**

**Date:** 8-19-08

**Approved by Cabinet Level Supervisor**

**Date:** 8-18-08

Date approved by Board or [ ] not applicable

Reg. 821

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

**Wharton County Junior College**

<table>
<thead>
<tr>
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<th>Telephone</th>
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<tr>
<td></td>
<td>Acosta</td>
<td>Pete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

City  
State  
Zip

**Part I: Check all that apply**

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

- New Employee  
- Extension  
- Reclassification  
- Transfer  
- Promotion  
- Salary Adjustment  
- Other (explain)

- ☐ Retirement
- ☐ Resignation
- ☐ Separation (date: 8-31-08)
- ☐ Change in Assignment
- ☐ Additional Assignment
- Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**  
Division/Unit:  
Physical Plant  
Job Title/Position:  
Custodian/Part time/Temporary  
Specialized Area:  
Custodial  
Budgeted Position?  
☒ Yes  ☐ No  
Funded in which FY?  
2007-2008

**Budget Number:**  
1110.1194.6105.703  
Position No. (NBAPOSN):  
PTMW99

**Compensation:**

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

- Hourly Rate: (Part-time only)
  - ☒ At-will-employee
  - ☐ Per contract

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☒ Other 52 weeks

- ☐ $8.38
- ☒ $8.279.44 per year

**Start Date:**  
11-19-08  
08-31-08

**End Date:**

- ☒ At-will-employee
- ☐ Per contract

- If temporary, anticipated termination date:
  - ☐ 08-31-08

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 52 weeks

**PROPOSED**  
Division/Unit:  
Job Title/Position:  
Specialized Area:  
Budgeted Position?  
☒ Yes  ☐ No  
Funded in which FY?  
Budget Number:

**Compensation:**

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

- Hourly Rate: (Part-time only)
  - ☒ at-will-employee
  - ☐ Per contract

- ☐ $8.38
- ☒ $8.279.44 per year

**Start Date:**  
End Date:

- ☒ At-will-employee
- ☐ Per contract

- If temporary, anticipated termination date:
  - ☐ 08-31-08

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

**Explanation of Action:**

Temporary replacement

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head)

Approved by Vice President

Approved by Division Chair

Reviewed by Business Manager

Budget Approval

Approved by President

Approved by Cabinet Level Supervisor

Date approved by Board or ☐ not applicable

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

## Human Resources

### Social Security No.:

### Last Name:

### First Name:

### Middle Initial:

### Telephone:

### Address:

### City:

### State:

### Zip:

### Part I: Check all that apply

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 03/31/08)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

#### CURRENT

- **Division/Unit:** Physical Plant
- **Job Title/Position:**
- **Specialized Area:** Maintenance
- **Budgeted Position:** [X] Yes  [ ] No
- **Funded in which FY?**  2007-2008
- **Budget Number:** 1110.1193.6105.702
- **Position No. (NBAPOSN):** PTM99

#### PROPOSED

- **Division/Unit:**
- **Job Title/Position:**
- **Specialized Area:**
- **Budgeted Position:** [ ] Yes  [X] No
- **Funded in which FY?**
- **Budget Number:**
- **Position No. (NBAPOSN):**

### Compensation:

- **$8.38**
- **$3352 per year**

#### Start Date:

06-02-08

#### End Date:

08-31-08

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

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

#### If temporary, anticipated termination date:

08-31-08

### Part III: Position/Budget Authorization

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

#### Date:

08/16/08

#### Approved by Vice President:

#### Date:

08/26/08

- **Approved by Division Chair:**

#### Date:

08/06/08

#### Reviewed by Human Resources:

#### Date:

08/06/08

- **Budget Approval:**

#### Date:

08/07/08

#### Approved by President:

#### Date:

08/09/08

- **Approved by Cabinet Level Supervisor:**

#### Date:

08/07/08

#### Date approved by Board or [ ] not applicable

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

**Human Resources**

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**Address**

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**Part I: Check all that apply**

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<td>Additional Assignment</td>
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<td></td>
<td>Leave of Absence</td>
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</table>

**Part II: Assignment/Accounting**

### CURRENT Division/Unit:

**Physical Plant**

- **Job Title/Position:**

- **General Maintenance/Summer Help**

- **Budgeted Position?** ☒ Yes ☐ No

- **Budgeted Position?**

- **Budget Number:**

- **Compensation:**

- **$ 8.38**

- **Start Date:** 06-02-08

- **End Date:** 08-31-08

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

- **Specialized Area:** Maintenance

- **Funded in which FY?** 2007-2008

- **Position No. (NBAOFSN):** PTMW99

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

- **$ 8.38 per hr x 40 hrs/wk x 10 wks = $ 3352, per year**

### PROPOSED Division/Unit:

- **Job Title/Position:**

- **Budgeted Position?** ☐ Yes ☒ No

- **Budgeted Position?**

- **Budget Number:**

- **Compensation:**

- **$**

- **Start Date:**

- **End Date:**

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

- **Specialized Area:**

- **Funded in which FY?**

- **Position No. (NBAOFSN):**

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

- **$**

- **If temporary, anticipated termination date:** 08-31-08

### 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 10 weeks

### Explanation of Action:

**Summer help**

**Part III: Position/Budget Authorization**

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

- **Approved by Division Chair:**

- **Budget Approval:**

- **Approved by Cabinet Level Supervisor:**

- **Date approved by Board or ☐ not applicable**

- **Reg. 821**

**Revised July 29, 2004**
### Wharton County Junior College

#### Personnel Action Form

**Social Security No.**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

#### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
</tr>
<tr>
<td>☐ Faculty</td>
</tr>
<tr>
<td>☒ Support Staff</td>
</tr>
<tr>
<td>☒ Temporary</td>
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<tr>
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<tr>
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<tr>
<td>☐ Extension</td>
</tr>
<tr>
<td>☐ Reclassification</td>
</tr>
<tr>
<td>☐ Transfer</td>
</tr>
<tr>
<td>☐ Promotion</td>
</tr>
<tr>
<td>☐ Salary Adjustment</td>
</tr>
<tr>
<td>☒ Other (explain)</td>
</tr>
</tbody>
</table>

| ☐ 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:**

**Compensation:**

| ☐ Annual |
| ☒ Hourly |
| ☒ Other (explain) |

| Sched |
| Grade |
| Step |

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

| 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 33.5 weeks |

**PROPOSED**

**Division/Unit:**

**Learning Assistance Center**

**Job Title/Position:**

**Math Tutor**

**Budgeted Position?** ☐ Yes ☒ No

**Budget Number:**

**Compensation:**

| ☐ Annual |
| ☒ Hourly |
| ☒ Other (explain) |

| Sched |
| Grade |
| Step |

| $ | Hourly Rate: (Part-time only) |
| $ | $15 per hr x 8 hrs/wk x 33.5 wks = |
| $ | $4020.00 per year |

| Start Date: | End Date: |

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

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

| ☐ 9 months |
| ☐ 10 1/2 months |
| ☐ 12 months |
| ☒ Other 33.5 weeks |

**Explanation of Action:**

**Recommended by Supervisor (Department Head)**

**Approved by Vice President**

<table>
<thead>
<tr>
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**Reviewed by Human Resources**

<table>
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**Budget Approval**

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

**Reg. 821**

**Revised July 29, 2004**

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**Wharton County Junior College**

**Human Resources**

---

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

**Approved by Division Chair**

**Approved by Vice President**

**Approved by President**

**Approved by Cabinet Level Supervisor**

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

---

**Wharton County Junior College**

**Human Resources**
### Wharton County Junior College

**Personnel Action Form**

**Human Resources**

#### Part I: Check all that apply

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

#### Part II: Assignment/Accounting

**CURRENT**

- Division/Unit: Specialized Area:
- Job Title/Position: Funded in which FY?
- Budgeted Position?: ☐ Yes ☐ No
- Budget Number:
- Position No. (NBAPOSN):
- Compensation:
  - ☐ Annual
  - ☒ Hourly
  - ☒ Other (explain)
  - Sched N/A
  - Grade N/A
  - Step N/A
  - Hourly Rate: (Part-time only)
  - $15 per hr x 19.5 hrs/wk x 15 wks = $4387.50 per year
- Start Date: 05-12-08
- End Date: 05-12-09

**PROPOSED**

- Division/Unit: Learning Assistance Center
- Job Title/Position: Learning Assistance Center - Wharton
- Budgeted Position?: ☐ Yes ☐ No
- Budget Number: 1110-1493-6094-100
- Compensation:
  - ☐ Annual
  - ☒ Hourly
  - ☒ Other (explain)
  - Sched N/A
  - Grade N/A
  - Step N/A
  - Hourly Rate: (Part-time only)
  - $15 per hr x 19.5 hrs/wk x 15 wks = $4387.50 per year
- Start Date: 08-23-08
- End Date: 05-12-09

#### 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

---

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 15 weeks

**Explanation of Action:**
# Wharton County Junior College Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kunkel</td>
<td>Katherine</td>
<td>A.</td>
<td>State</td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

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

**CURRENT Division/Unit:** Administration

**Job Title/Position:** Administrative Clerk

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

**Budget Number:** 1110.110.6102.6001

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

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
<th>Hourly Rate</th>
<th>Position No. (NBAPOSN):</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>10</td>
<td>6</td>
<td>$11.92/hr $11,157.12/yr</td>
<td></td>
</tr>
</tbody>
</table>

**Start Date:** 10/01/07

**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
- [x] 12 months
- [ ] Other

**PROPOSED Division/Unit:** Administration

**Job Title/Position:** Administrative Clerk

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

**Budget Number:** 1110.110.6102.6001

**Compensation:**
- [x] Hourly

<table>
<thead>
<tr>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
<th>Hourly Rate</th>
<th>Position No. (NBAPOSN):</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>10</td>
<td>6</td>
<td>$12.38/hr $19,312.80/yr</td>
<td></td>
</tr>
</tbody>
</table>

**Start Date:** 10/01/08

**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
- [x] 12 months
- [ ] Other

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
  - **Date:**
  - **Approved by Vice President:**
    - **Date:**

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

- **Budget Approval:**
  - **Date:**
  - **Appended by President:**
    - **Date:**

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

**Reg. 821**

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

**Wharton County Junior College**

**Human Resources**

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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mann</td>
<td>Hannah</td>
<td>E.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

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

- [ ] Job Title/Position:
- [ ] Specialized Area:
- [ ] Budgeted Position? [ ] Yes [ ] No
- [ ] Funded in which FY?
- [ ] 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:

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: Life Sciences

- [ ] Job Title/Position:
- [ ] Specialized Area:
- [ ] Biology lab worker
- [ ] Funded in which FY?: FY 09
- [ ] Budget Number: [ ] Position No. (NBAPOSN): DIVW99
- [ ] Compensation:
- [ ] Hourly Rate: (Part-time only)
  - [ ] $6.55 per hr x 5 hrs/wk x 30 wks =
  - [ ] $982.50 per year
- [ ] Start Date: 09/8/2008
- [ ] End Date: 05/15/09
- [ ] 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 30 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- [ ] Recommended by Supervisor (Department Head) Date: 9/3/08
- [ ] Approved by Vice President Date: 9/3/08
- [ ] Approved by Division Chair Date: 9/3/08
- [ ] Reviewed by Human Resources Date: 09/04/08
- [ ] Budget Approval Date: 9/3/08
- [ ] Approved by President Date: 9/3/08
- [ ] Approved by Cabinet Level Supervisor Date: 9/3/08
- [ ] Date approved by Board or [ ] not applicable

Reg. 821

Revised July 29, 2004
Personnel Action Form

Human Resources

Social Security No. | Last Name | First | Middle Initial | Telephone
--- | --- | --- | --- | ---
Youngblood | | Amanda | D. | |

Address | City | State | Zip
--- | --- | --- | ---

Part I: Check all that apply

Classification:
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [x] Temporary
- [ ] Full-Time
- [ ] Part-Time
- [ ] Regular
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 08-31-2008)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

CURRENT Division/Unit: Administration

Job Title/Position: Temporary Part-Time HR Clerk

Budgeted Position? [x] Yes [ ] No

Budgeted Area: Human Resources

Funded in which FY? FY08

Budget Number: 1110.117.6102.6002

Compensation:
- [x] Hourly
  - Sched 0
  - Grade 5
  - Step 0

Hourly Rate: (Part-time only)
- $9.54 per hr x 12 hrs/wk x 10 wks = $1096.40 per month
- $1812.60 per year

Start Date: 06-23-08

End Date: 08-31-08

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 10 weeks

If temporary, anticipated termination date: 08-31-08

PROPOSED Division/Unit: Administration

Job Title/Position: Specialized Area:

Budgeted Position? [ ] Yes [x] No

Budgeted Area: Human Resources

Funded in which FY?

Budget Number: Position No. (NBAPOSN): HRDW99

Compensation:
- [x] Hourly
  - Sched ___
  - Grade ___
  - Step ___

Hourly Rate: (Part-time only)

Start Date: End Date: [x] At-will-employee

If temporary, anticipated termination date: 08-31-08

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:
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- [ ] 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

Budget Approval Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or [ ] not applicable

Reg. 821

Revised July 29, 2004