WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

September 20, 2011

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>
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<td>Phyllip W. Stephenson Vice-Chair</td>
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<td>Jack C. Moses Secretary</td>
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<td>Rick Davis</td>
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<td>Gerald R. Donaldson</td>
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<td>Georgia Kincer</td>
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<td>Oliver W. Kunkel, Jr.</td>
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<td>Gary P. Trochta</td>
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<td>1</td>
<td>Lloyd M. Nelson</td>
<td>May 2016</td>
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AGENDA

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

September 20, 2011

See Under Tab

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The special called public meeting held on August 16, 2011

B. The regular meeting held on August 16, 2011

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

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

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

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

These presentations are made for information purposes only. The board is required to listen to the presentations but not to discuss or act on the items presented. If the board feels the matter warrants further attention, it can be placed on the agenda for a subsequent meeting.
V. Special Items
   A. Approve the ad valorem tax rate of $0.14414 for the 2011 tax year – ($5,045,996.00 – current operating revenue)

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

VII. Student Success

VIII. Reports to the Board
   A. Financial Reports for August 2011
   B. Information Item: Management Reports
   C. Information Item: Reports from College Governance Councils
   D. Information Item: Clipping Service for the month of August 2011

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

-CONSENT AGENDA-

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

X. Matters Relating to General Administration

   A. Approve hiring a full-time grants analyst for the Resource Development Office ($55,401.00 – $30,350.00 budgeted in FY2012 for support staff position; balance of approximately $25,000.00 is available in current budget to be allocated to this position)

XI. Matters Relating to Academic Affairs

   A. Approve a $.10 raise per hour for part-time employees working for the Senior Citizen Program to start October 1, 2011

XII. Matter Relating to Administrative Services
A. Approve the resolution for Texas Department of Transportation

B. Approve the annual premium to the Property Casualty Alliance of Texas for the college's property/casualty, and equipment breakdown insurance coverage ($150,165.00 – current unrestricted operating budget for 2011-2012)

C. Approve a one year renewal of the Texas Association of School Boards insurance covering the college's general liability, director's & officer's liability, educator's liability and automobile insurance ($32,375.00 – current unrestricted operating budget for 2011-2012)

D. Approve Villasana's Landscaping & Lawn Service for grounds maintenance at the Ft. Bend Technical Center and Sugar Land campus ($28,200.00 – current unrestricted operating budget for 2011-2012)

E. Information Item:
   1. Seek sealed bids for the purchase of a computer radiographic reader for the Radiology Technology department (estimated $40,000.00 – Gulf Coast Medical Foundation grant funds for 2012)

XIII. Matters Relating to Technology and Institutional Research

A. Approve the contract with Arthur W. West (doing business as A W Consulting) to provide professional services in support of the college websites ($38,400.00 – current unrestricted operating budget for 2011-2012)

B. Approve estimated costs for upcoming hardware and software maintenance contracts ($383,939.00 – current unrestricted operating fund budget for 2011-2012)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees

B. Office of President
   1. Paid Professional Assignment for Danson R. Jones, Title V Research Coordinator ($21,175.00/yr.)
   2. Eric J. Nathan extended as temporary, full-time Title V education technologist, CA-10-10, to temporary, full-time Title V education technologist, CA-10-10, effective October 1, 2011
   3. Marybelle Perez extended as temporary, full-time Title V project director, CA-14-11, to temporary, full-time Title V project director, CA-14-11, effective October 1, 2011

C. Office of Academic Affairs
   1. Paid Professional Assignment for Jay Dune for a change in contract from 10.5 months to 12 months ($1,760.40)
2. Paid Professional Assignment for Pam Speights for a change in contract from 10.5 months to 12 months ($2,069.60)

3. Natalie M. Stavinoha reclassified as regular, full-time instructional coordinator, AA-1-13, to regular, full-time instructional retention coordinator, AA-1-13, effective September 6, 2011

4. Karen Lescure received a salary adjustment as regular, full-time instructor of English, FAC-3A-13, to regular, full-time instructor of English, FAC-4-13, effective August 22, 2011

5. Dale L. Neaderhouser received a salary adjustment as regular, full-time instructor of math, FAC-6A-17 (9 months), to regular, full-time instructor of math, FAC-6A-17 (10 1/2 months), effective August 22, 2011

6. Patricia A. Rehak received a salary adjustment as regular, full-time instructional assessment coordinator, FAC-2-23, to regular, full-time instructional assessment coordinator, FAC-3A-24, effective September 1, 2011

7. Patricia A. Korenek employed as temporary, full-time instructor of ADN, FAC-1-10, effective August 29, 2011

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

H. Information Items: Non-contract Personnel Action

1. Sara P. Antone extended as regular, full-time Title V secretary, O-8-0, to regular, full-time Title V secretary, O-8-0, effective October 1, 2011

2. Rachel Y. Bahnsen separated as regular, full-time events specialist, P-13-0, effective August 18, 2011

3. Connie M. Blackmon separated as regular, full-time residence hall supervisor, effective October 1, 2011

4. Adeline T. Garza received a salary adjustment as regular, full-time financial aid specialist, $500.00 for support staff professional growth plan (9 hrs.)

5. Lisa J. Kanak employed as regular, full-time CE program secretary, O-9-0, effective September 12, 2011

6. Luis Roldan reclassified as temporary, full-time custodian, O-1-0, to regular, full-time custodian, O-1-0, effective August 29, 2011
7. Sally A. Sanchez reclassified as regular, full-time division secretary-Tech & Business, O-9-1, to regular, full-time admin. assistant & records specialist to DVI, P-11-1, effective September 26, 2011

8. Eric Barlow reclassified as temporary, full-time security officer, O-10-0, to regular, part-time security officer, O-10-0, $11.76 hr. x 19 hrs./wk. x 52 wks. = $11,609.00/yr., effective August 15, 2011

9. Lola Beaver extended as regular, part-time ABE aide, $11.76 hr. x 36 hrs./wk. x 34 wks. = $14,394.24/yr., to regular, part-time ABE aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2011

10. Lola Beaver extended as regular, part-time ABE student records assistant, $11.76 hr. x 12 hrs./wk. x 46 wks. = $6,491.52/yr., to regular, part-time ABE student records assistant, $11.76 hr. x 12 hrs./wk. x 44 wks. = $6,209.28/yr., effective September 1, 2011

11. Amy Castillo extended as regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr.

12. Leticia Castillo extended as regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr.

13. Charlie B. Clark employed as regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 10, 2011

14. Ricky J. Cruz reclassified as temporary, part-time security, O-9-0, $11.47 hr. x 19 hrs./wk. x 8 wks. = $1,743.44/yr., to regular, part-time security, O-9-0, $11.47 hr. x 19 hrs./wk. x 52 wks. = $11,332.36/yr., effective September 1, 2011

15. Matthew Feyen employed as regular, part-time fitness center staff, $7.25 hr. x 12 hrs./wk. x 48 wks. = $4,176.00/yr., effective September 1, 2011

16. Thelma J. Greenwood separated as regular, part-time senior citizen Wharton site manager, $7.35 hr. x 19 hrs./wk. x 50 wks. = $6,982.50/yr., effective September 30, 2011

17. Refugio Herrera reclassified as temporary, part-time custodian, O-1-0, $9.16 hr. x 19 hrs./wk. x 15 wks. = $2,610.60/yr., to regular, part-time custodian, O-1-0, $9.16 hr. x 19 hrs./wk. x 52 wks. = $9,050.08/yr., effective August 29, 2011

18. Teresa Hudec extended as regular, part-time ABE aide, O-10-0, $11.76 hr. x 36 hrs./wk. x 34 wks. = $14,394.24/yr., to regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2011

19. Stacy Lynch extended as regular, part-time ABE aide, O-10-0, $11.76 hr. x 36 hrs./wk. x 34 wks. = $14,394.24/yr., to regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2011
20. Ashley Montalvo extended as regular, part-time ABE aide, O-10-0, $11.76 hr. x 36 hrs./wk. x 34 wks. = $14,394.24/yr., to regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2011

21. Shamale Q. Wilson separated as regular, part-time ABE aide, O-10-0, $11.76 hr. x 36 hrs./wk. x 34 wks. = $14,394.24/yr., effective September 7, 2011

22. Jessica R. Falcon extended as temporary, full-time Title V technical specialist, P-15-5, to temporary, full-time Title V technical specialist, P-15-5, effective October 1, 2011


24. Jane H. Bailey extended as temporary, part-time reading/writing tutor, $15.00 hr. x 19.5 hrs./wk. x 12 wks. = $3,510.00/yr., to temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective August 29, 2011

25. Jessica A. Carlile employed as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 8 wks. = $232.00/yr., effective May 15, 2011

26. Sean Collins employed as temporary, part-time math tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective September 9, 2011

27. Valerie A. Crandell extended as temporary, part-time writing/reading tutor, $10.00 hr. x 8 hrs./wk. x 5 wks. = $400.00/yr., to temporary, part-time writing/reading tutor, $10.00 hr. x 4 hrs./wk. x 5 wks. = $200.00/yr., effective September 2, 2011

28. Amanda L. Frankum extended as temporary, part-time ABE specialist, $23.00 hr. x 28 hrs./wk. x 11 wks. = $7,084.00/yr., to temporary, part-time ABE specialist, $23.00 hr. x 35 hrs./wk. x 5 wks. = $4,025.00/yr., effective July 30, 2011

29. Amanda L. Frankum extended as temporary, part-time ABE specialist, $23.00 hr. x 35 hrs./wk. x 5 wks. = $4,025.00/yr., to temporary, part-time ABE specialist, $23.00 hr. x 35 hrs./wk. x 8 wks. = $6,440.00/yr., effective September 1, 2011

30. Silvano Grosso extended as temporary, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 33.5 wks. = $4,020.00/yr., to temporary, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 40 wks. = $4,800.00/yr., effective August 29, 2011

31. Charlotte M. King extended as temporary, part-time reading/writing tutor, $15.00 hr. x 19.5 hrs./wk. x 12 wks. = $3,510.00/yr., to temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective August 29, 2011

32. Lucas B. McElroy extended as temporary, part-time math tutor, $15.00 hr. x 19.5 hrs./wk. x 16 wks. = $4,680.00/yr., to temporary, part-time math tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective August 29, 2011
33. Jesus A. Moncada separated as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective May 12, 2011

34. Telia S. Peterson extended as temporary, part-time volleyball coach assistant, $10.00 hr. x 6 hrs./wk. x 35 wks. = $2,100.00/yr., to temporary, part-time volleyball coach assistant, $10.00 x 6 hrs./wk. x 35 wks. = $2,100.00/yr., effective September 1, 2011

35. Tamara N. Rodriguez extended as temporary, part-time grant support specialist, $18.00 hr. x 12 hrs./wk. x 32 wks. = $6,912.00/yr., to temporary, part-time grant support specialist, $18.00 hr. x 24 hrs./wk. x 13 wks. = $5,616.00/yr., effective June 6, 2011

36. Tamara N. Rodriguez extended as temporary, part-time grant support specialist, $18.00 hr. x 12 hrs./wk. x 32 wks. = $6,912.00/yr., to temporary, part-time grant support specialist, $18.00 hr. x 24 hrs./wk. x 18 wks. = $7,776.00/yr., effective September 1, 2011

37. Grant A. Travis employed, as temporary, part-time library/open computer lab clerk, O-5-0, $10.32 hr. x 20 hrs./wk. x 48 wks. = $9,907.20/yr., effective September 1, 2011

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).

A. President’s Evaluation – Form, Methodology, and Timeline (mailed under separate cover)

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

XVIII. Discuss Matters Relating to Formal Policy

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

1. Regulation 005: Board Member’s Statement of Ethics

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The special called public meeting held on August 16, 2011

B. The regular meeting held on August 16, 2011
Wharton County Junior College
911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560
Office of the President Phone (979) 532-6400 Fax: (979) 532-6526 email: bettym@wcjc.cc.tx.us

MINUTES
Special Called Meeting of the
Wharton County Junior College
Board of Trustees
August 16, 2011

- The Wharton County Junior College District Board of Trustees met in special session on August 16, 2011 at 6:00 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Phil Stephenson, Vice-Chair; Mr. Gerald Donaldson; Mrs. Georgia Kincer; Mr. Oliver Kunkel; and Mr. Lloyd Nelson

Trustees Absent: Mr. Jack Moses, Secretary; Mr. Rick Davis; and Mr. Gary Trochta

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice President of Administrative Services; Ms. Pam Youngblood, Vice-President of Technology and Institutional Research; Ms. Leigh Ann Collins, Vice-President of Instruction; Mr. Dave Leenhouts, Vice-President of Student Services; Ms. Deanna Feyen, Executive Secretary to the President; Ms. Darlene Byrd; Mr. Mike Feyen; Mr. Scott Glass; Ms. Debbie Popek; Mr. William Vera; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

- The meeting was called to order at 6:00 P.M.
- Mr. Gertson welcomed everyone and announced the public hearing for the budget.

ITEM II: PUBLIC HEARING OF PROPOSED WHARTON COUNTY JUNIOR COLLEGE OPERATING BUDGET FOR 2011-2012

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

- Mr. Kocian gave an overview of the budget for 2011 – 2012. Mr. Kunkel asked what the position is for Coordinator of Student Engagement. Mr. Leenhouts explained the position.

- Mr. Donaldson asked what the position of campus clerk was at the Bay City campus. Ms. McCrohan stated that the position would replace the director’s position.

- Mr. Stephenson stated that he was proud that a raise was given to employees.

- Ms. McCrohan stated that the State of Texas Comptroller has already asked for money to be given back to the state. The amount will be $26,000.00 from July and the entire amount for August ERS.

- Mr. Donaldson asked if the college will be retaining the mineral rights on the property that is for sale. Ms. McCrohan stated that if there are any mineral rights, the college will retain them.

- Mr. Donaldson stated that he is bothered by the lack of income on investments and requested that they be researched. Ms. McCrohan stated that the college is restricted somewhat on the investments. Mr. Kocian stated that you cannot have an investment longer than five years. Mr. Kocian stated that other schools are mostly all in TexPool.
Board of Trustees
August 16, 2011
Minutes

ITEM III: ADJOURN

-The meeting adjourned at 6:30 P.M.
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
August 16, 2011

-The Wharton County Junior College District Board of Trustees met in regular session on August 16, 2011 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Phil Stephenson, Vice-Chair; Mr. Gerald Donaldson; Mrs. Georgia Kincer; Mr. Oliver Kunkel; and Mr. Lloyd Nelson

Trustees Absent: Mr. Jack Moses, Secretary; Mr. Rick Davis; and Mr. Gary Trochta

Others Present: Ms. Betty McCrohan, President; Mr. Bryce Kocian, Vice-President of Administrative Services; Ms. Pam Youngblood, Vice-President of Technology and Institutional Research; Ms. Leigh Ann Collins, Vice-President of Instruction; Mr. Dave Leenhouts, Vice-President of Student Services; Ms. Deanna Feyen, Executive Secretary to the President; Ms. Darlene Byrd; Ms. Stephanie Dees; Mr. Mike Feyen; Mr. Scott Glass; Mr. Eric Nathan; Ms. Marybelle Perez; Ms. Debbie Popek; Mr. William Vera; Mr. Gus Wessels; Mr. Robert Wolter; and Mr. Phillip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

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

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The regular meeting held on July 19, 2011

- The minutes of the regular meeting held on July 19, 2011 was approved as presented.

ITEM IV: CITIZENS’ COMMENTS

-None-

ITEM V: SPECIAL ITEMS

A. Title V Presentation
Ms. McCrohan introduced Ms. Marybelle Perez, Title V Project Director, and Dr. Eric Nathan, Title V Technologist. They gave a presentation and overview of the Title V program. Mr. Gertson thanked them for their work.

B. Approve 2011-2012 Operating Budget (under separate cover)

**BOARD ACTION:** On a motion by Mr. Kunkel and a second, the board unanimously approved the 2011-2012 operating budget as presented.

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

**ITEM VII:** STUDENT SUCCESS

- Ms. McCrohan stated that she would bring information to the board in August pertaining to Achieving the Dream.

**ITEM VIII-A:** REPORTS TO THE BOARD

A. Financial Reports

-Mr. Wessels presented the financial reports for July 2011.

**BOARD ACTION:** On a motion by Mrs. Kincer and a second, the board unanimously approved the financial reports for July 2011 as presented.

**ITEM VIII-B:** MANAGEMENT REPORTS

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

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

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

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

**ITEM VIII-C:** REPORTS FROM COLLEGE GOVERNANCE COUNCILS

A. Academic Affairs Council

-None-

B. Faculty Council

-None-

C. President's Extended Cabinet
ITEM VIII-D: CLIPPING SERVICE FOR MONTH OF JULY 2011

-News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of July 2011 and included as part of the board agenda packet for this meeting.

ITEM IX: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee: Mr. Kunkel

-None-

B. Facilities Committee: Mr. Donaldson

- Mr. Feyen presented an update on the summer physical plant projects and gave a handout of the construction meeting minutes. Mr. Stephenson stated that the Frankie Hall looked very good.

C. Legislative Committee: Mr. Nelson

-None-

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

-No Items were pulled for separate consideration.

-CONSENT AGENDA-

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

ITEM X: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM XI: MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve the renewal of WCJC Seniors Program Title III contract

B. Approve new Associate of Applied Science degree in Construction Management ($15,000.00 in part-time salaries and minimal supplies and equipment)

C. Approve the proposal submitted by Smarthinking to provide an on-line tutoring system for the college ($42,000.00 – current operating budget for 2010 – 2011)
D. Approve the printing of class schedules for the spring, summer, and fall 2012 ($71,293.41 – current unrestricted operating budget for 2011 – 2012)

ITEM XII: MATTERS RELATING TO ADMINISTRATION SERVICES

A. Approve Investment Management Plan

B. Approve the two resolutions conveying title of property to the City of Wharton

C. Approve the two resolutions conveying title of property to Just Do It Now, Inc.

D. Approve the long term disability coverage for full time employees (estimated $29,000.00 – current unrestricted operating budget for 2011-2012)

E. Approve the proposal submitted by Texas Association of School Boards for the college’s worker’s compensation insurance ($49,700.68 – current unrestricted operating budget for 2011 – 2012)

ITEM XIII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Paid Professional Assignment for Danson R. Jones for Achieving the Dream Director and Core Team Leader (12,000.00/yr.)

2. Paid Professional Assignment for Danson R. Jones for Title V Research Coordinator for September 1, 2011 – September 30, 2011 ($1,875.00)

3. Eric J. Nathan extended as temporary, full-time Title V education technologist, CA-10-10, effective September 1, 2011

4. Marybelle Perez extended as temporary, full-time Title V project director, CA-14-10, effective September 1, 2011

5. Rosemary Fulton extended as temporary, part-time institutional research associate, $31.00 hr. x 20 hrs./wk. x 52 wks. = $32,240.00/yr., to temporary, part-time institutional research associate, $31.00 hr. x 13 hrs./wk. x 50 wks. = $20,150.00/yr., effective September 1, 2011

C. Office of Academic Affairs

1. Approve overloads for Summer II 2011
2. Paid Professional Assignment for Wayne Stephens for curriculum development for H.O.T. Skid ($1,800.00)

3. Paid Professional Assignment for Kevin Dees for division chair duties for August 2011 ($5,838.89)

4. Paid Professional Assignment for Dale Neaderhouser for math department head duties ($1,000.00)

5. Paid Professional Assignment for Sharon Prince for Achieving the Dream Learning Labs Coordinator for fall 2011, spring 2012, and summer 2012 ($9,000.00/yr.)

6. Paid Professional Assignment for Robin Nealy for Achieving the Dream Developmental Ed. Coordinator for fall 2011, spring 2012, and summer 2012 ($9,000.00/yr.)

7. Paid Professional Assignment for Rebecca McElroy for Achieving the Dream Success Course Coordinator for fall 2011, spring 2012, and summer 2012 ($9,000.00/yr.)


9. Paid Professional Assignment for Donna Schilling for computer science department head duties for August 2011 ($1,800.00)

10. Paid Professional Assignment for Dr. Wendy Waters for anatomy & physiology lab coordinator for fall 2011 and spring 2011 ($2,000.00)

11. Paid Professional Assignment for Kim Raun for microbiology lab coordinator for fall 2011 and spring 2012 ($2,000.00)

12. Paid Professional Assignment for Jennifer Jeffery for general biology lab coordinator for fall 2011 and spring 2012 ($2,000.00)

13. Rickie J. Bonner received a salary adjustment as regular, full-time associate degree nursing instructor, FAC-1-19, to regular, full-time associate degree nursing, FAC-2-19, effective September 1, 2011

14. Linda F. Clark received a salary adjustment as regular, full-time criminal justice instructor, FAC-5-22, to regular, full-time criminal justice instructor, FAC-7-22, effective August 22, 2011

15. Kevin W. Dees received a salary adjustment as regular, full-time biology instructor, FAC-1-25 (9 months), to regular, full-time biology instructor, FAC-1-25 (12 months), effective September 1, 2011

16. James H. Kelley, Jr. received a salary adjustment as regular, full-time math instructor, FAC-1-26 (10.5 months), to regular, full-time math instructor, FAC-1-26, (9 months), effective August 22, 2011
17. David P. Kucera received a salary adjustment as regular, full-time electronics engineering tech instructor, FAC-1-16 (10.5 months), to regular, full-time electronics engineering tech instructor, FAC-1-16 (12 months), effective September 1, 2011

18. Donna Schilling received a salary adjustment as regular, full-time computer science instructor, FAC-1-7 (9 months), to regular, full-time computer science instructor, FAC-1-7 (10.5 months), effective August 22, 2011

19. Pam S. Speights received a salary adjustment as regular, full-time speech instructor, FAC-7-14 (10.5 months), to regular, full-time speech instructor, FAC-7-14 (12 months), effective September 1, 2011

20. Sheila L. Tyne received a salary adjustment as regular, full-time associate degree nursing instructor, FAC-1-10 (9 months), to regular, full-time associate degree nursing instructor, FAC-1-10 (10.5 months), effective August 22, 2011

21. Edward P. Pita employed as temporary, full-time Spanish instructor, FAC-7-10, effective August 22, 2011

D. Office of Administrative Services

E. Office of Student Services

1. Jenny F. Banker extended as temporary, part-time academic advisor, $25.00 hr. x 32.5 hrs./wk. x 32 wks. = $26,000.00/yr., effective September 1, 2011

2. Lillian Lockley extended as temporary, part-time academic advisor, $25.00 hr. x 500hrs./wk. x N/A wks. = $12,500.00/yr., effective September 1, 2011

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

1. David A. Dunham separated as temporary, full-time director of Bay City campus, CA-10-13, effective August 31, 2011

2. Tonya B. Davis separated, as temporary, part-time continuing education grant coordinator, $23.50 hr. x 40 hrs./wk. x 13 wks. = $12,220.00/yr., effective August 31, 2011

3. Dinez D. Esmail separated as regular, full-time associate degree nursing instructor, FAC-1-11, effective July 22, 2011

H. Information Items: Non-contract Personnel Action

1. Sara Antone extended as regular, full-time Title V secretary, O-8-0, effective September 1, 2011
2. Jane "Marla" Belasquez employed as regular, full-time assistant admissions officer, O-11-3, effective July 25, 2011

3. Gloria Crockett reclassified as temporary, full-time campus secretary – Bay City, O-10-23, to regular, full-time campus secretary – Bay City, O-10-23, effective September 1, 2011

4. Dana K. Elerick reclassified as temporary, part-time security, O-9-0, $11.47 hr. x 19 hrs./wk. x 19 wks. = $4,140.67/yr., to regular, full-time security, O-10-0, effective August 15, 2011

5. Rachel L. Molano received support staff professional growth for 9 hrs. ($500.00)

6. Barnaby S. Coronado separated as regular, part-time fitness center staff, O-5-0, $10.32 hr. x 10 hrs./wk. x 48 wks. = $4,953.60/yr., effective June 27, 2011

7. Sandra B. Holmes separated as regular, part-time senior citizens Wharton driver, $7.25 hr. x 12 hrs./wk. x 45 wks. = $3,915.00/yr., effective July 8, 2011

8. Matthew Johanson employed as regular, part-time fitness center staff, O-5-0, $7.25 hr. x 15 hrs./wk. x 9 wks. = $978.75/yr., effective August 5, 2011

9. Sonya D. Lewis employed as regular, part-time senior citizens Wharton driver, $7.25 hr. x 12 hrs./wk. x 11 wks. = $957.00/yr., effective August 3, 2011

10. Martina Tate separated as regular, part-time open computer lab monitor, O-5-0, $10.32 hr. x 20 hrs./wk. x 48 wks. = $9,907.20/yr., effective July 27, 2011

11. Eric Barlow reclassified as temporary, part-time security, O-9-0, $11.15 hr. x 19 hrs./wk. x 52 wks. = $11,016.20/yr., to temporary, full-time security, O-10-0, effective July 11, 2011

12. Jessica R. Falcon extended as temporary, full-time Title V technical specialist, P-15-4, effective September 1, 2011

13. Marty B. Haynie separated as temporary, full-time assistant baseball coach, $2,000.00, effective July 13, 2011

14. Cynthia A. Ottis received support staff professional growth plan for 9 hrs. ($500.00)

15. Ricky J. Cruz employed as temporary, part-time security, O-9-0, $11.47 hr. x 19 hrs./wk. x 8 wks. = $1,743.44/yr., effective July 11, 2011

16. Mark D. Lewis extended as temporary, part-time resident hall supervisor – Frankie Hall, $4,000.00, to temporary, part-time resident hall supervisor – Frankie Hall, $8,000.00, effective August 22, 2011

17. Crystal L. Martinez separated as temporary, part-time library/open computer lab clerk, O-5-0, $10.32 hr. x 20 hrs./wk. x 48 wks. = $9,907.20/yr., effective July 28, 2011
18. Jacob C. Romero employed as temporary, part-time open computer lab monitor, O-5-0, 
$10.32/hr. x 20 hrs./wk. x 49 wks. = $10,113.60/yr., effective August 11, 2011

-Mrs. Kincer asked about the new Construction Management program and asked if we 
have an instructor. Ms. Dees stated that part-time instructors have been hired.

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

ITEM XVI: EXECUTIVE SESSION

-Mr. Gertson announced that the board would adjourn for Executive Session at 7:10 P.M. to 
specifically discuss the sale of properties of the Weynandt, Amman and the two Matagorda tracts.

-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

-Mr. Gertson re-adjourned at 8:10 P.M. and announced that no action was taken.

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

ITEM XIX: OTHER BUSINESS

ITEM XX: ADJOURN

-The meeting adjourned at 8:11 P.M.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM V

Special Items

A. Approve the ad valorem tax rate of $0.14414 for the 2011 tax year – ($5,045,996.00 – current operating revenue)
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: September 20, 2011
Date of this Proposal: September 12, 2011

SUBJECT:
Request to set ad valorem tax rate for the Wharton County Junior College District for the 2011 tax year.

RECOMMENDATION:
Recommend approval of the attached Resolution setting the ad valorem tax rate for Wharton County Junior College District at the rate of $0.14414 for the 2011 tax year.

BACKGROUND/RATIONALE:
The college has received the certified tax rolls from Tylene Gamble (Wharton County) and Patsy Schultz (Fort Bend County). Pat Kubala, Wharton County Tax Assessor-Collector, has prepared the Notice of Effective Tax Rate for the Wharton County Junior College District. The Notice of Effective Tax Rate was published in the Fort Bend Herald, the El Campo Leader News, and the Wharton Journal/Spectator on August 17, 2011.

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

Current Operating Revenue $5,045,996.00

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

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

9/12/11
Date

9/12/11
Date

PRESIDENT'S APPROVAL:

[Signature]
Date

9-15-11

reg 113
6-21-95
Resolution

Whereas, the Wharton County Junior College is an authorized taxing unit for property owned within the limits of the Wharton County Junior College District; and

Whereas, the 2011 Certified Appraisal Rolls have been received from the chief Appraisers as required by Sec. 26.01 of the Property Tax Code; and

Whereas, the notice of calculated rates was published on Wednesday, August 3, 2011 in the Fort Bend Herald, the El Campo Leader News, and the Wharton Journal Spectator in the format prescribed by the State Comptroller;

Therefore, be it ordered by the Board of Trustees of the Wharton County Junior College District that there be levied for the tax year 2011 on all property owned within the limits of the Wharton County Junior College District on the first day of the current year, January 1, 2011, except so much as may be exempt by the Constitution of the United States and the laws of the State of Texas, a property tax at the rate of $0.14414 per $100 valuation.

Executed, approved, and adopted, the 20th day of September, 2011.

P.D. (Danny) Gertson, III
Chairman, Board of Trustees

ATTEST:

Jack C. Moses
Secretary, Board of Trustees

(SEAL)
Reports to the Board

A. Financial Reports for August 2011
Monthly Financial Reports

Wharton County Junior College
AUGUST 31, 2011
Summary Reports
Wharton County Junior College  
Revenue-Expenditure Summary  
August 31, 2011

<table>
<thead>
<tr>
<th></th>
<th>FISCAL 2011</th>
<th></th>
<th></th>
<th>FISCAL 2010</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Y-T-D ACTUAL</td>
<td>Budget</td>
<td>% of</td>
<td>Y-T-D ACTUAL</td>
<td>Budget</td>
<td>% of</td>
<td>% OF PRIOR YR ACTUAL</td>
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<td>Month</td>
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<td>Budget</td>
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<td>Budget</td>
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<td>Fund 1000</td>
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<tr>
<td>Revenues:</td>
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</tr>
<tr>
<td>State appropriations</td>
<td>$ 801,151</td>
<td>$ 8,083,251</td>
<td>$ 7,870,501</td>
<td>102.70%</td>
<td>$ 8,325,219</td>
<td>$ 8,675,577</td>
<td>95.96%</td>
<td>97%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>3,146</td>
<td>17,651,873</td>
<td>17,541,584</td>
<td>100.63%</td>
<td>16,463,072</td>
<td>14,692,941</td>
<td>112.05%</td>
<td>107%</td>
</tr>
<tr>
<td>Advalorem Taxes</td>
<td>44,267</td>
<td>5,202,975</td>
<td>5,126,672</td>
<td>101.49%</td>
<td>5,127,156</td>
<td>5,092,400</td>
<td>100.68%</td>
<td>101%</td>
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<td>Mandatory Transfers</td>
<td>38,345</td>
<td>287,618</td>
<td>373,296</td>
<td>77.05%</td>
<td>278,941</td>
<td>2,284,184</td>
<td>12.21%</td>
<td>103%</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>14,000</td>
<td>212,509</td>
<td>213,509</td>
<td>99.53%</td>
<td>976,469</td>
<td>955,948</td>
<td>102.15%</td>
<td>22%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>50,646</td>
<td>742,100</td>
<td>636,949</td>
<td>116.51%</td>
<td>844,323</td>
<td>729,527</td>
<td>115.74%</td>
<td>88%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>951,555</td>
<td>32,180,326</td>
<td>31,762,511</td>
<td>101.32%</td>
<td>32,015,180</td>
<td>32,430,577</td>
<td>98.72%</td>
<td>101%</td>
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<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1,575,771</td>
<td>18,160,896</td>
<td>18,916,541</td>
<td>96.01%</td>
<td>17,490,875</td>
<td>17,814,289</td>
<td>98.18%</td>
<td>104%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>457,369</td>
<td>2,555,990</td>
<td>2,410,320</td>
<td>106.04%</td>
<td>2,078,890</td>
<td>2,255,469</td>
<td>92.17%</td>
<td>123%</td>
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<tr>
<td>Capital Expenditures</td>
<td>895,369</td>
<td>1,673,015</td>
<td>223,522</td>
<td>748.48%</td>
<td>1,086,852</td>
<td>960,704</td>
<td>113.13%</td>
<td>154%</td>
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<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>745,185</td>
<td>811,735</td>
<td>91.80%</td>
<td>2,014,921</td>
<td>2,194,127</td>
<td>91.83%</td>
<td>37%</td>
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<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>425,000</td>
<td>425,000</td>
<td>100.00%</td>
<td>0%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,059,133</td>
<td>8,451,391</td>
<td>9,400,411</td>
<td>89.90%</td>
<td>8,685,886</td>
<td>8,780,988</td>
<td>98.92%</td>
<td>97%</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>3,987,642</td>
<td>31,586,477</td>
<td>31,762,511</td>
<td>99.45%</td>
<td>31,782,424</td>
<td>32,430,577</td>
<td>98.00%</td>
<td>99%</td>
</tr>
<tr>
<td>Net increase/</td>
<td>$ (3,036,087)</td>
<td>$ 593,849</td>
<td></td>
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</tr>
<tr>
<td>(decrease) in net assets</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

* Note: Net student receivables in the amount of $ 4,094,348.82 are currently outstanding. Tuition and fees are subject to collection in future periods.

* THESE FIGURES ARE NOT FINAL.
### Wharton County Junior College
### Analysis of Student Receivables Outstanding
### August 31, 2011

<table>
<thead>
<tr>
<th>Receivables</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables Current:</td>
<td>$ 3,134,790.44</td>
<td>$ 3,180,265.92</td>
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<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$ 32,934.63</td>
<td>$ 28,866.17</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>29,482.22</td>
<td>31,975.55</td>
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<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>5,239.20</td>
<td>2,313.00</td>
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<tr>
<td>Installment Plan Receivable Fall 2011</td>
<td>1,089,730.53</td>
<td>874,110.90</td>
</tr>
<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Installment Plan Receivable</strong></td>
<td>$ 1,157,366.58</td>
<td>$ 937,265.62</td>
</tr>
<tr>
<td>Third Party Contracts Receivable</td>
<td>$ 56,614.10</td>
<td>$ 340,772.15</td>
</tr>
<tr>
<td>Continuing Education Receivable</td>
<td>12,992.50</td>
<td>18,276.00</td>
</tr>
<tr>
<td><strong>Allowance for Doubtful Accounts</strong></td>
<td>(267,434.80)</td>
<td>(267,765.37)</td>
</tr>
<tr>
<td><strong>Net Accounts Receivable</strong></td>
<td>$ 4,094,348.82</td>
<td>$ 4,208,814.32</td>
</tr>
</tbody>
</table>
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
## Governmental Fund Types

<table>
<thead>
<tr>
<th>Current Unrestricted</th>
<th>Restricted Funds</th>
<th>Auxiliary Enterprise</th>
<th>Current Year 2011</th>
<th>Prior Year 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS AND OTHER DUEBTS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ASSETS:</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>5,845,741</td>
<td>333,454</td>
<td>624,716</td>
<td>6,591,910</td>
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<tr>
<td>Cash Investments</td>
<td>7,792,377</td>
<td>4,359</td>
<td>296,130</td>
<td>8,090,957</td>
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<tr>
<td>Accounts Receivable</td>
<td>4,090,131</td>
<td>7,388</td>
<td>238,387</td>
<td>4,355,906</td>
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<tr>
<td>Taxes Receivable</td>
<td>422,146</td>
<td>--</td>
<td>422,146</td>
<td>422,146</td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td>73,058</td>
<td>--</td>
<td>73,058</td>
<td>494,765</td>
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<tr>
<td>Due From Other Funds</td>
<td>300,000</td>
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<td>300,000</td>
<td>588,063</td>
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<tr>
<td>Prepaid Expense</td>
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</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>--</td>
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<td>--</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER DUEBTS:</strong></td>
<td>15,449,395</td>
<td>396,258</td>
<td>969,293</td>
<td>19,813,946</td>
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<td><strong>LIABILITIES:</strong></td>
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<tr>
<td>Accounts Payable</td>
<td>877,637</td>
<td>109,315</td>
<td>8,241</td>
<td>995,193</td>
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<tr>
<td>Employee Benefits Payable</td>
<td>93,224</td>
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<td>93,224</td>
<td>265,692</td>
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<tr>
<td>Payroll Taxes Payable</td>
<td>92,828</td>
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<td>92,828</td>
<td>17,302</td>
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<td>Accrued Liabilities</td>
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<tr>
<td>Deferred Revenue</td>
<td>6,471,761</td>
<td>267,079</td>
<td>8,318,440</td>
<td>8,170,619</td>
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<tr>
<td>Long Term Debt</td>
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<tr>
<td>Deposits Payable</td>
<td>20,940</td>
<td>6,940</td>
<td>26,940</td>
<td>62,715</td>
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<tr>
<td>Due To Other Funds</td>
<td>300,000</td>
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<td>300,000</td>
<td>20,413</td>
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<tr>
<td>Scholarships-Designated Donations</td>
<td>85,437</td>
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<td>85,437</td>
<td>62,785</td>
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<tr>
<td>Scholarships-Non-designated</td>
<td>205,254</td>
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<td>205,254</td>
<td>119,447</td>
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<tr>
<td><strong>TOTAL LIABILITIES:</strong></td>
<td>9,443,190</td>
<td>1,067,086</td>
<td>71,841</td>
<td>10,582,116</td>
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<tr>
<td><strong>EQUITY AND OTHER CREDITS:</strong></td>
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<tr>
<td>Control Accounts</td>
<td>--</td>
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</tr>
<tr>
<td>Fund Balances</td>
<td>--</td>
<td>--</td>
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<td>--</td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
<td>8,407,936</td>
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<td>8,407,936</td>
<td>8,249,191</td>
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<tr>
<td>Endowment Fund-Original</td>
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<tr>
<td>Endowment Fund-Income</td>
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<td>FB Professional Development</td>
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<td>FB Salary Equity</td>
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<td>FB Capital Equipment</td>
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<td>FB Investment Gain And Loss</td>
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<td>Fund Balance Receivables</td>
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<tr>
<td>Reserved-Undesignated</td>
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<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Fund Balances:</td>
<td>Current Unrestricted</td>
<td>Restricted Funds</td>
<td>Auxiliary Enterprise</td>
<td>Current Year 2011</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----------------------</td>
<td>------------------</td>
<td>----------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td>286,233</td>
<td>-670,827</td>
<td>897,452</td>
<td>208,233</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>309,036</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve Yr Operations</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>9,505,205</td>
<td>-670,827</td>
<td>897,452</td>
<td>9,231,830</td>
</tr>
</tbody>
</table>

TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:

<p>|                      | 18,449,395             | 596,256           | 969,293              | 19,813,946        | 19,504,386      |</p>
<table>
<thead>
<tr>
<th>Assets and Other Debts:</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>16,167</td>
<td>11,962</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>102,701</td>
<td>102,559</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Assets and Other Debts:**

<table>
<thead>
<tr>
<th>Liabilities, Equity and Other Credits:</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Employees Benefits Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term Debt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits Payable</td>
<td>118,133</td>
<td>114,367</td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships-Non-Designated Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
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**Total Liabilities:**

<table>
<thead>
<tr>
<th>Equity and Other Credits:</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controllable Accounts</td>
<td>720</td>
<td>720</td>
</tr>
<tr>
<td>Endowment Fund Balances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund-Original</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund-Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Salary Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Capital Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Investment Gain and Loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance Receivables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserved-Undesignated</td>
<td></td>
<td></td>
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Wharton County Junior College
Combined Balance Sheet--All Fund Types and Account Groups
31-AUG-2011
(with comparative totals for 31-AUG-2010)
(amounts expressed in dollars)

<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Agency Funds</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
</tr>
<tr>
<td>FBTC Operating Fund Balance</td>
</tr>
<tr>
<td>Plant Fund Balance</td>
</tr>
<tr>
<td>Bond Fund Balance</td>
</tr>
<tr>
<td>Scholarship Fund</td>
</tr>
<tr>
<td>Balance-Ending Diff</td>
</tr>
<tr>
<td>Fund Balances: Reserve for Encumbrance</td>
</tr>
<tr>
<td>Fund Balance Reserve for Operations</td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
</tr>
<tr>
<td>720</td>
</tr>
<tr>
<td>TOTAL LIABILITIES,</td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
</tr>
<tr>
<td>118,868</td>
</tr>
<tr>
<td>114,551</td>
</tr>
</tbody>
</table>
Management Reports

The following management reports for the month of August 2011 are for your information:

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

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

3. Student Services: Dave Leenhouts, (Vice-President of Student Services)
The following reports and/or surveys have been completed:
- Summer II 2011 Student report to THECB
- Summer II 2011 Class report to THECB
- THECB Annual Licensure Report
- IPEDS 2011-2012 Registration
- Tuition and Fee Survey for the College Board
- Tuition and Fee Survey for Texas Guaranteed Loan

The Helpdesk/Training Coordinator held training sessions at all four campus locations for WCJC staff to help assist students with their student e-mail accounts. The open computer labs were designated as the Student e-mail Helpdesk at each campus location. As of August 31st, 2584 students have accessed their student email account.

The Network Services team have replaced or supplied the following locations with new computer systems, monitors, and/or printing devices in August, 2011.

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Fort Bend</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Communications and Fine Arts</td>
<td>1 printer</td>
<td></td>
<td>1 printer</td>
<td></td>
</tr>
<tr>
<td>Division of Technology and Business</td>
<td></td>
<td></td>
<td>1 cpu &amp; monitor</td>
<td></td>
</tr>
<tr>
<td><strong>Instructional Class Rooms</strong></td>
<td>15-LAD111F</td>
<td>14 – TC102</td>
<td></td>
<td>1 printer BC118</td>
</tr>
<tr>
<td></td>
<td>3- LAD111C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Human Resources</td>
<td>1 laptop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Institutional Effectiveness</td>
<td></td>
<td></td>
<td>1 cpu &amp; monitor @ Centraplex</td>
<td></td>
</tr>
<tr>
<td>Office of Adult Basic Education (ABE)</td>
<td>1 printer, 5 cpus &amp; 5 monitors</td>
<td>1 cpu &amp; monitor</td>
<td>1 cpu &amp; monitor</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>New Service Request for the month</td>
<td>Of the New Service Request Total Completed</td>
<td>Total Completed Service Request</td>
<td>Total Remaining Open Service Request</td>
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<tr>
<td>--------------------------</td>
<td>----------------------------------</td>
<td>------------------------------------------</td>
<td>--------------------------------</td>
<td>-------------------------------------</td>
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<tr>
<td>Account Management</td>
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<td>22</td>
<td>28</td>
<td>3</td>
</tr>
<tr>
<td>Banner Access/Security</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>16</td>
</tr>
<tr>
<td>Banner AR</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>27</td>
</tr>
<tr>
<td>Banner Finance</td>
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<td>1</td>
<td>48</td>
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<tr>
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<td>Banner HR</td>
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<td>21</td>
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<tr>
<td>Banner ID</td>
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<td>51</td>
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<tr>
<td>Banner Student</td>
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<td>5</td>
<td>7</td>
<td>156</td>
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<tr>
<td>Change of Office</td>
<td>2</td>
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<td>9</td>
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<tr>
<td>Computers – Classroom</td>
<td>34</td>
<td>28</td>
<td>42</td>
<td>50</td>
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<tr>
<td>Computers - Office</td>
<td>72</td>
<td>56</td>
<td>70</td>
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<tr>
<td>Data Projectors</td>
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<td>3</td>
<td>3</td>
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<td>Employment Changes</td>
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<td>7</td>
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<td>1</td>
<td>1</td>
<td>1</td>
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<td>2</td>
<td>3</td>
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<td>Printers</td>
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<td>13</td>
<td>18</td>
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<td>22</td>
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<td>22</td>
<td>84</td>
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<td>Software</td>
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<td>13</td>
<td>20</td>
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<td>11</td>
<td>15</td>
<td>19</td>
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<td>0</td>
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<td>Training</td>
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<td>12</td>
<td>15</td>
<td>7</td>
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<tr>
<td>Web Services</td>
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<td>264</td>
<td>265</td>
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<tr>
<td>Category</td>
<td>Last Year</td>
<td>Current Year</td>
<td>Increase/Decrease</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------</td>
<td>--------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>Number of Applicants</td>
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<td>3,192</td>
<td>200</td>
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<tr>
<td>Number of Eligible Applications</td>
<td>2,624</td>
<td>2,779</td>
<td>155</td>
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<tr>
<td>Number of Ineligible Applications</td>
<td>368</td>
<td>413</td>
<td>45</td>
<td></td>
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<tr>
<td>Number of Pell Grant Recipients</td>
<td>1,855</td>
<td>1,843</td>
<td>188</td>
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<td>Pell Grant Funds Awarded</td>
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<td>8,761,295</td>
<td>965,670</td>
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<td>College Work Study Program Funds Expended</td>
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<td>Monthly Work Study Workers</td>
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<td>0</td>
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<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
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<td>120</td>
<td>&lt;5&gt;</td>
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<td>SEOG Funds Awarded</td>
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<td>120,000</td>
<td>&lt;5,000&gt;</td>
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<tr>
<td>Number of Guaranteed Student Loan Recipients</td>
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<td>4,466</td>
<td>2,368</td>
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<tr>
<td>Guaranteed Student Loan Funds Awarded</td>
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<td>15,945,844</td>
<td>8,154,035</td>
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<td>Number of LEAP/SLEAP Recipients</td>
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<td>0</td>
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<tr>
<td>PSIG/LEAP Funds Awarded</td>
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</tr>
<tr>
<td>Number of Texas Public Education Grant Recipients</td>
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<td>403</td>
<td>86</td>
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<tr>
<td>TPEG Funds Awarded</td>
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<td>403,000</td>
<td>86,000</td>
<td></td>
</tr>
<tr>
<td>Number of Veterans Certified</td>
<td>137</td>
<td>175</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>Number of Scholarship Applicants</td>
<td>731</td>
<td>673</td>
<td>&lt;58&gt;</td>
<td></td>
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<tr>
<td>Scholarship Funds Awarded</td>
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<td>596,391</td>
<td>&lt;16,458&gt;</td>
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</tr>
<tr>
<td>TOTAL ALL FUNDS</td>
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<td>$25,826,530</td>
<td>$9,184,247</td>
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<td>ACT (Local)</td>
<td>Wharton-Man Campus</td>
<td>7</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>Sugar Land - Centplex</td>
<td>3</td>
<td>3</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>ACT (Local) - TOTAL</td>
<td>11</td>
<td>10</td>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>ACT (National)</td>
<td>Wharton-Man Campus - TOTAL</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>ASSET/Ther A - Alternative</td>
<td>Wharton-Man Campus</td>
<td>14</td>
<td>1</td>
<td>35</td>
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<tr>
<td>Sugar Land - Centplex</td>
<td>11</td>
<td>9</td>
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<td>33</td>
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<td>Fort Bend Tech Center</td>
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<td>ASSET/Ther A - TOTAL</td>
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<td>108</td>
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<td>2</td>
</tr>
<tr>
<td>Sugar Land - Centplex</td>
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<td>2</td>
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<tr>
<td>Fort Bend Tech Center</td>
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<td>2</td>
<td>4</td>
</tr>
<tr>
<td>CLEP Test - TOTAL</td>
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<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Corresponding/Proctor Tests</td>
<td>Wharton-Man Campus</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sugar Land - Centplex</td>
<td>5</td>
<td>7</td>
<td>13</td>
<td>18</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
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<td>2</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Corresponding/Proctor Test - TOTAL</td>
<td>7</td>
<td>9</td>
<td>14</td>
<td>9</td>
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<tr>
<td>GED Test</td>
<td>Wharton-Man Campus</td>
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<td>57</td>
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<tr>
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<td>72</td>
</tr>
<tr>
<td>Bay City Adult Learning Ctr</td>
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</tr>
<tr>
<td>Fort Bend County Jail</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Narcofree</td>
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<tr>
<td>Palosco ISD</td>
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<td>GED Test - TOTAL</td>
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<td>114</td>
<td>187</td>
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<td>Non-Resident Exams</td>
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<td>35</td>
<td>12</td>
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<tr>
<td>Sugar Land - Centplex</td>
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<td>36</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>0</td>
<td>52</td>
<td>71</td>
<td>72</td>
</tr>
<tr>
<td>Non-Resident Exams - TOTAL</td>
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<td>137</td>
<td>57</td>
<td>32</td>
</tr>
<tr>
<td>Nelson-Denny Test</td>
<td>Wharton-Man Campus</td>
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<td>2</td>
<td>20</td>
</tr>
<tr>
<td>Sugar Land - Centplex</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
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<td>4</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Nelson-Denny Test - TOTAL</td>
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<td>22</td>
<td>9</td>
</tr>
<tr>
<td>Pre-TASSP Reading Tests</td>
<td>Wharton-Man Campus</td>
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<td>7</td>
<td>19</td>
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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VIII-D

Clipping Service for Month of August 2011

-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 2011.
**WCJC Alumni Meeting**

Wharton County Junior College Alumni Association will host its quarterly meeting at 5:30 p.m. Thursday in the WCJC Hutchins Memorial Center Conference Room, 911 Soling Hwy. in Wharton Lot No. 3. If interested in becoming an alumni member or assisting with the efforts of the alumni association, join them. Former students and interested individuals are invited to attend. For more information, call Cheryl Machicka at 532-6322.

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**WCJC Gala**

Tickets are now on sale for the Wharton County Junior College Gala to be held at 6 p.m. Friday, July 29, at the Safai Texas Ballroom in Richmond. Entertaining that night will be Larry Gatlin and the Gatlin Brothers. Other activities will include a silent auction and dinner. Proceeds from the event will go to fund student scholarships, faculty development and academic programs. Tickets are $85 each and may be purchased through Friday by calling 532-6442. Sponsorships are also available for table seating of 10. For more information, go to wcjc.edu.
Larry Gatlin and the Gatlin Brothers

A magical performance awaits you as Larry Gatlin and his harmony singing brothers, Rudy and Steve, take the stage to deliver their smooth country tones and easy-going style. With 33 Top 40 hits, including four No. 1 singles, the Grammy Award-winning Gatlin Brothers are back to give you a memorable evening filled with new music, old favorites and flat-out fun.

Friday, July 29, 2011
6:00 p.m.
Safari Texas Ballroom
11627 FM 1464
Richmond, Texas

Reception • Dinner
Live & Silent Auctions • Show

Individual Tickets: $85
Sponsor Tables Available:
$5,000 • $2,500 • $1,500

To ensure proper recognition in printed materials, please purchase sponsor tables by July 1 and individual tickets by July 22 by calling 979.532.6442.

Net proceeds from this event benefit The Wharton County Junior College Foundation’s endowment which funds student scholarships, faculty development, and academic programs.

Presented by
The Wharton County Junior College
Foundation
979.532.6442 or wcjc.edu

Also published
El Campo 7/20
East Bernard 7/21
Gulf Coast Tribune 7/21
WCJC Gala

Tickets are now on sale for the Wharton County Junior College Gala to be held at 6 p.m. Friday, July 29, at the Safari Texas Ballroom in Richmond. Entertaining that night will be Larry Gatlin and the Gatlin Brothers. Other activities will include a silent auction and dinner. Proceeds from the event will go to fund student scholarships, faculty development and academic programs. Tickets are $85 each and may be purchased through July 22 by calling 532-6442. Sponsorships are also available for table seating of 10. For more information, go to wcjc.edu.
Also published:
Wharton 7/23, 30, 8/3, 18
Fort Bend Herald 7/24, 8/14, 21, 28
Palacios 7/27, 8/3, 10, 17
Bay City 7/27, 8/3, 10, 17
East Bernard 7/28, 8/4, 11, 18
Eagle Lake 7/28, 8/14, 18, 25
Gulf Coast Tribune 7/28, 8/14, 11, 18

FALL 2011 REGISTRATION
Web and Walk-In Registration Now through August 31
College is Affordable!
Let our financial aid staff show you how.

Start Smart by visiting our website to learn more about
our many certificate and associate degree programs.

Weekend classes available this fall at the Sugar Land campus.
Visit wcjc.edu for details.

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wcjc.edu

El Campo 7/30, 8/3, 18
Wallis 8/11, 18, 25
By JOHN S. MERCULIEF II
jmerculief@journal-spectator.com

"Johnny Cash Is Dead and His House Burned Down," but Larry Gatlin and the Gatlin Brothers keep on truckin'.

The brothers' latest album, "Pilgrimage," for Curb Records, features the single about Johnny. The song was born out of a conversation they had with John Carter Cash — whose father dubbed Larry Gatlin "The Pilgrim" back in the '70s — about how country music keeps evolving.

"John and June Cash meant the world to us," Rudy Gatlin said. "We do that song, and then we dedicate 'Help Me' to June Carter Cash. That's always a nice segment in the show."

The harmony-singing brothers take the stage at The Wharton County Junior College Foundation gala on Friday, July 29, at Safari Texas Ballroom on FM 1464 in north-central Fort Bend County. The benefit begins at 6 p.m., with a reception, live and silent auctions, dinner and the show.

Tickets to Larry Gatlin & The Gatlin Brothers are $85 each and may be purchased through July 22 by calling 979.532.6442. Sponsorship opportunities, with reserved seating for 10, are also available.

Additional information is available at www.wcjc.edu.

Net proceeds benefit The Wharton County Junior College Foundation's endowment which funds student scholarships, faculty development, and academic programs.

Wharton County Junior College has campuses in Wharton, Sugar Land, Richmond and Bay City, and extension centers in El Campo and Palacios.

Cash's house burned during renova-
tions after Barry Gibb bought it, but
the accidental blaze may as well herald
the changing of the guard. The Man in
Black helped define country music, and
acts such as the Gatlins helped redefine
it along the way.

"When we came along, and people
like Ronnie Milsap, Crystal Gayle,
Anne Murray and Charlie Daniels
came along, we showed there was a lot
of stuff under the big tent of country
music," Rudy said. "Then Garth and
George Strait took it to another new
level.

"Now, people like Taylor Swift, Zac
Brown and Kenny Chesney are bring-
ing it to yet another level, bringing in
the younger fans."

The Gatlins still have a place in the
country scene, even though it's a dif-
f erent world.

"A lot of the people at our shows at 15,

See RUDY, Page 2
Continued from Page One
20, 25. Our music is kind of familiar to them, but they weren't even born when we were big," Rudy said. "We haven't been on a lot of TV in the last 20 years. Back then, it was just three TV channels, and one nightly entertainment show — The Tonight Show, with Johnny Carson." If you got to do that, you were something.

Rudy notes with a laugh that not everyone is completely aware of who they are.

"We sometimes get requests for Oak Ridge Boys songs," he said. "We have a deal with them: We don't do 'Elvira,' and they don't do 'All the Gold.'"

The Academy of Country Music gave the Gatlin's Single of the Year Award in 1980 for "All the Gold in California."
"We haven’t been on a lot of TV in the last 20 years. Back then, it was just three TV channels, and one nightly entertainment show — ‘The Tonight Show, with Johnny Carson.’ If you got to do that, you were something."

— Rudy Gatlin

Among their other No. 1 hits, including “Houston (Means I’m One Day Closer to You)” and “I Just Wish You Were Someone I Loved,” Rudy especially enjoys singing “Broken Lady.”

“All the Gold,” that was a real good one,” Rudy said. “Then there’s ‘Love is Just a Game.’ ‘Midnight Choir’ was not a big hit, but I enjoyed it.” The 1979 entry from the same album that spawned the megahit “All the Gold” tells the story of visitors to a soup kitchen sitting through a sermon before getting free food and wandering into the street to sing. The chorus, presented as lyrics sung by the soup kitchen clients, goes, in part, “Do they have Mogen David in heaven? If they don’t, who the ... wants to go?”

Perhaps it’s not by accident that the Gatlins stumbled upon some friction there, given their connection to Johnny Cash, who throughout his career and his life explored the connection between the Lord, and mere mortals with their failings.

“We went through heck with that song,” Rudy said. “Some fans didn’t understand what we were singing about. There was some damage to the career.

“But it did a world of good for the union missions. In that respect, it did a lot of good.

“It only hit No. 30 on the charts. But we still get a lot of requests for it.”
WCJC announces Fall 2011 walk-in, Web registration

Wharton County Junior College is registering for the Fall 2011 semester.

Students may register now through Aug. 31 on the Web.

Walk-in registration may be completed at the Wharton, Sugar Land or Richmond campuses now through Aug. 31. Registration appointments are not required.

Fall classes begin Aug. 29.

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.wcjc.edu.
Gatlin Brothers
to perform at
WCJC concert

Larry Gatlin and the Gatlin Brothers will perform live in concert for the Wharton County Junior College Foundation July 29 at 9:00 p.m. in the Safari Texas Ballroom, 11627 FM 1464 in Richmond.

The event begins at 6 p.m. with a reception and silent auction. A welcome and dinner follow at 7:15 p.m. with the live auction to begin at 8:15 p.m.

The concert begins at 9 p.m.

Individual tickets are $85. Net proceeds from the event benefit Foundation's endowment which funds student scholarships, faculty development, and academic programs.

Sponsor tables are available for $1,500, $2,500, $5,000. Tickets may be purchased by calling 979-532-6442.
Dorothy Ganske

Dorothy May Alvina Ganske, 83, of Boling, died July 19, 2011 in Houston after a short illness. Dorothy was born the only child of Alvin and Lillian Janus Urner on Sept. 29, 1927 in Wharton.

She graduated from Wharton High School in 1946, attended WCJC, and then married her beloved Eugene Ganske in 1948. Dorothy worked at Jay’s Tots and Teens until after 18 years of trying, thankfully she had her only child. After living in Wharton, Bay City and Newgulf, they moved to the farm outside of Boling where Dorothy loved to raise all kinds of animals. Dorothy loved to dance, draw, fish, raise flowers, play dominoes and canasta. The effervescent Dorothy loved people, especially children, and she was the World’s Best Meemaw.

After teaching years of Sunday School, Dorothy became the Sunday School superintendent at St. Paul Lutheran Church in Wharton. She was a leader of the Luther League and a student of the Bible. Dorothy also was a Den Mother for the Newgulf Cub Scouts.

Survivors include her husband of 63 years, Eugene Raymond Ganske; son, Melvin Ganske and wife Sheryl Ganske of Boling; and grandchildren, Sierra Ganske and Lauren Seiler.

Pallbearers were Eric Muesge, Larry Gene Ridley, Jeffrey Mudd, Billy Bialas, Ray Albert and George Guttenberger.

If desired, memorials may be made to St. Paul Lutheran Church in Wharton, or a charity of personal choice.

Visitation was held at Wharton Funeral Home on Thursday, July 21 from 6 to 8 p.m. Funeral services were held at St. Paul Lutheran Church in Wharton on Friday, July 22 at 11 a.m.
Facts
Clute, TX
Circ. 15740
From Page:
5C
7/24/2011
91430

WHARTON
Wharton County JC names Dean's List
Wharton County Junior College has recognized a number of area students as distinguished scholars for the spring semester of 2011. The students were named to the Dean's List for earning at least a 3.5 grade-point average out of possible 4.0 in all work completed during at least 12 semester hours.
Among those recognized were Amy Elizabeth Fetting of Angleton, Tyler Kelly Pekar of Angleton, Angela Nicole Stroud of Angleton, Glenda Anita Mathews of Rosharon, Michael Vincent Rossi of Rosharon, Donna Sue Kelly of Sweeney and Jeremy Duane Mann of Sweeney.
WCJC ANNOUNCES REGISTRATION

WHARTON — Wharton County Junior College (WCJC) is currently registering for the Fall 2011 semester. Students may register now through Aug. 31 online. Walk-in registration may be completed at the Wharton, Sugar Land or Richmond campus now through Aug. 31. Registration appointments are not required. For more information about programs or registration, call (800) 561-9252 or visit www.wcjc.edu.
WCJC announces Fall 2011 walk-in and web registration

Wharton County Junior College is currently registering for the Fall 2011 semester. Students may register now through Aug. 31 on the web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Richmond campus now through Aug. 31. Registration appointments are not required.

Fall classes begin Aug. 29.

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.wcjc.edu.
WCJC offers free GED & ESL classes

Day and evening classes will be available. Orientation is required before classes begin. Orientation is scheduled for August 19 and 20, and will be held at the WCJC Wharton campus, 911 Boling Highway. August 19 & 20 Orientation is for both GED & ESL students who will attend. Classes start Tuesday, September 13. Call 979-532-6301 or visit www.wcjc.edu “Adult Basic Education” to register for orientation. Registration forms are available at all WCJC campuses.
WCJC offers free GED & ESL classes

Day and evening classes will be available. Orientation is required before classes begin. Orientation is scheduled for August 19 and 20, and will be held at the WCJC Wharton campus, 911 Boling Highway. August 19 & 20 Orientation is for both GED & ESL students who will attend. Classes start Tuesday, September 13. Call 979-532-6301 or visit www.wcjc.edu "Adult Basic Education" to register for orientation. Registration forms are available at all WCJC campuses.

Monday – Thursday between the hours of 8 am – 3:30 pm.
WCJC offers free GED and ESL classes.

Wharton County Junior College (WCJC), through their Adult Basic Education Department, will offer GED and ESL classes beginning in September. Day and evening classes will be offered.

Orientation is required before classes begin. Orientation is scheduled for Aug. 19 and 20, at the WCJC Wharton campus, 911 Boling Highway.

The orientation periods are for both GED and ESL students who will attend. Classes start Tuesday, Sept. 13.

Call 979-532-6301 or visit www.wcjc.edu “Adult Basic Education” to register for orientation.

Registration forms are available at all WCJC campuses.
McCrohans host private dinner for Muegge & guests

Wharton County Junior College President Betty McCrohan and her husband Dale recently hosted a dinner at Scheller's Cafe in Glen Flora for Betty Muegge.

The dinner package was a live auction item purchased by Muegge at The Wharton County Junior College Foundation 2010 gala and included accommodations for 10.

Guests of Muegge included Wanda and Carlos Bonnot, Karen Rees, Rob Kainer, Myra and Dr. John Wynn, and Cheri, Eric and Mason Muegge.

Just northwest of Wharton and founded in 1900, Glen Flora was once known for its fertile soil, proximity to a navigable river, newly laid railroad lines and a sugar mill.

Today, only three structures built about 1912 remain:
- The Emporium, an antique establishment;
- Another two-story brick building
- A two-story brick edifice known locally as “Scheller’s,” which was originally a pharmacy. Sometime during the 1960s, Ed Scheller turned the building into a drinking establishment and named it Scheller’s Place.

Texas author Leon Hale wrote fondly of Ed Scheller and his pet alligator in his book Turn South at the Texas Bridge. The place closed in 1981.

Emporium owners Trish and Joe King purchased the building, refurbished it and reopened Scheller’s Cafe.

The dinner package included appetizers, a steak dinner, dessert and assorted beverages. Muegge also received a copy of Turn South at the Texas Bridge.

The dinner was funded in part by Betty and Dale McCrohan, Trish and Joe King, Cindy and Danny Gertson, Jeanene Dittman Merka, and Curtis Wilkins and Aris Revelo.
Betty Muegge enjoyed a steak dinner hosted by Betty and Dale McCrohan at Scheller's Cafe in Glen Flora. Scheller's Cafe owners, Trish and Joe King, closed the restaurant for the evening for a private visit with the Wharton County Junior College president and Muegge's family and friends. Muegge bought the dinner package at the Wharton County Junior College Foundation's 2010 gala. Pictured outside Scheller's Cafe are, from left, Dale McCrohan, Betty McCrohan, Trish King, Betty Muegge and Joe King.
WCJC FALL REGISTRATION

Wharton County Junior College is registering for the Fall 2011 semester.

Students may register now through Aug. 31 on the Web.

Walk-in registration may be completed at the Wharton, Sugar Land or Richmond campuses now through Aug. 31. Registration appointments are not required. Fall classes begin Aug. 29.

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.wcjc.edu.
WCJC to offer free GED and ESL classes

Wharton County Junior College is offering free GED & ESL classes.
Orientation is required before classes begin. Orientation is scheduled for August 19 & 20 and will be held at the WCJC Wharton campus, 911 Boling Highway.
August 19 & 20 Orientation is for both GED & ESL students who will attend. Classes start Tuesday, September 13.
Call 979-532-6301 or visit www.wcjc.edu “Adult Basic Education” to register for orientation. Registration forms are available at all WCJC campuses.
The Wharton County Junior College
FOUNDA
Thank you to our generous sponsors and contributors for making the Larry Gatlin and the Gatlin Brothers Gala so successful!

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Wharton Chamber of Commerce

Net proceeds from this event benefit the Wharton County Junior College Foundation’s endowment which funds student scholarships, faculty development, and academic programs.
WCJC now registering for fall

Wharton County Junior College is registering for the Fall 2011 semester.

Students may register now through Aug. 31 on the web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus or the Richmond campus now through Aug. 31.

Registration appointments are not required.

Fall classes begin Aug. 29.
For more information, call 800-861-6292 or visit www.wcjc.edu.
Northside Center offers training

By SHANNON CRABTREE
scrabtree@leader-news.com

After 23 years of offering education and job training programs for El Campo residents, the Northside Education Center still struggles to make the community aware of its mission.

It's about offering opportunities, director Leanna Shimek said.

GEDs, computer training classes, a certified nurses aide courses, a computer lab where the general public can file job applications are just a few of their offerings.

A city-school partnership, the center receives funding from the city of El Campo, the El Campo school district, the City Development Corporation and the El Campo Economic Development Corporation in its efforts to educate and train the El Campo workforce.

Founded in 1989, the nonprofit’s first success was the opening of the El Campo Boys & Girls Club in 1990. The El Campo Branch Library followed in 1996 and the NEC’s classroom area in 2003.

Last year, 348 students received 14,536 hours of training. So far in 2011, 275 students have already received 11,863 hours of training.

Enrollment in Northside’s various programs is expected to jump with the start of the fall high school and college semesters, Shimek said.

Forty-five students have already received GEDs or ESL training this year while 61 have earned Wharton County Junior College credit.

“We continue to have to prove ourselves – that we are an asset to the community,” Shimek said. “It's a matter of getting the word out.”

The Northside Center’s strategy revolves around partnerships, she added. They’ve partnered with the city, the school, the junior college – “it’s why we’re so successful,” Shimek said.

The center rents its rooms for use for workforce training. Nonprofits like the Boy Scouts and the Casual Quilters meet there.

Providing a new start, a new hope, is a center priority, Shimek said.

“GEDs? We get four to five people a week (wanting to enter the program),” she said, adding those interested in the high school equivalency program have to wait until WCJC’s fall semester to start their minimum 60 hours of training.

“A lot of people don’t know what they can do (as they get out of high school),” she said.

The center offers three CNA classes each year.

Seventeen students are enrolled in the current class,
Shimek said, “And I have four on a waiting list,” she added.

The nurse’s aide program makes a student immediately employable upon completion, but also allows for continuing education.

“The medical field is strong,” Shimek said, adding they are looking at pharmacy tech and medical assistant programs.

More classes will be added as interest and possible positions are added in the area, Shimek said.

“WCJC does our needs analysis,” she said, adding it is another example of how their partnerships aid the public.

Computer classes range from specifics like how to use Microsoft Excel to basics.

With the current economy, Shimek said, “People in their 50s are getting back in the workforce.” And many, she added, need the computer training to be successful.

So far this year, 74 students have taken 445 hours of computer training at the center. In 2010, 130 students enrolled in computer classes for 910 total hours.

The center also partners with Experience Works, a job-training and placement program for seniors.

The center relies the community – on word of mouth – for ESL sign ups, she said.

The goal, she added, is to increase college credit offerings.

Dual credit programs remain popular since they provide high school students the opportunity to collect almost a year’s worth of college credit.

That’s just some of the offerings, Shimek said, adding the center works to remain flexible to the public’s needs.
Northside Center offers training

El Campo
Leader-News
El Campo, TX
Circ. 4994
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Ready To Help

Northside Center Director Leeanna Shimek works with Wharton County Junior College and other local entities to ensure residents have a variety of educational opportunities. The center offers everything from GEDs and nurse's aide training to computer courses.
WCJC announces Fall ‘11 semester registration

Wharton County Junior College is currently registering for the Fall 2011 semester. Students may register now through Aug. 31 on the web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Richmond campus now through Aug. 31. Registration appointments are not required.

Fall classes begin Aug. 29, 2011.

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 video-cassettes.

For more information about programs or registration, call 800.561.9252 or visit www.wcjc.edu.
WCJC announces Fall registration

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Fall classes begin Aug. 29. WCJC offers an associate of arts degree 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.

See ad on page 8 for more information.
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Wharton County Junior College 1-800-561-WCJC
wcjc.edu
Welcome

Wharton County Junior College’s Adult Basic Education Department offers free GED and ESL classes. Orientation will be available during the day and evening. Orientation will be held on Friday, Aug. 19, and Saturday, Aug. 20, at the Wharton Campus, 911 Boling Highway. Orientation is required before classes begin. Classes start Tuesday, Sept. 13. Call 532-6301 or visit wcjc.edu/adultbasic to register for orientation. Registration forms are also available at all WCJC campuses.

Fort Bend Herald and Texas Coaster
Rosenberg, TX
Circ. 7709
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92249

Free GED and ESL Classes
Orientation is Aug. 19, 9:30 a.m., for Wharton County Junior College’s free GED and English as a Second Language classes at 911 Boling Highway. Classes start Sept. 13. Call 532-6301 or visit www.wcjc.edu.
WCJC offers GED, ESL

Wharton County Junior College is offering GED and ESL day and evening classes. Orientation for GED and ESL students will be Aug. 19 and 20 at the WCJC Wharton Campus, 911 Boling Highway. Classes begin on Sept. 13. Call 979-532-6301 for more information or visit www.wcjc.edu "Adult Basic Education" to register for orientation. Registration forms are available at all WCJC campuses.
19, from 8 a.m. to 3 p.m.

**WCJC GED Orientation**

Wharton County Junior College’s Adult Basic Education Department free GED and ESL classes will be available during the day and evening. Orientation will be Friday, Aug. 19, and Saturday, Aug. 20, on the Wharton Campus, 911 Boling Highway. Orientation is required before classes begin. Classes start Tuesday, Sept. 13. Call 532-6301 or visit wcjc.edu Adult Basic Education to register for orientation. Registration forms are also available at all WCJC campuses.

---

**Free GED and ESL classes**

WCJC offers good taxpayer investment

If your investment adviser said you'd receive an 18 percent return on your investment, you'd jump at the opportunity.

That's the average rate of return on the time and money invested by Wharton County Junior College students, according to a recently released report on WCJC's economic contributions.

Independent agency Economic Modeling Specialists Inc. conducted the research behind the recently released report on the college's economic contributions.

The study indicates that the typical WCJC graduate with an associate's degree earns $9,200 more annually over his or her lifetime than someone who has only a high school diploma.

As noted in the study, this does not capture personal incidental benefits from education, including increased job satisfaction, improved health and others.

Students typically will recover the costs of their education and wages foregone while going to school within a nine-year period, say the report's authors.

From the taxpayer's perspective, the EMSI report clearly states WCJC returns more to taxpayers than it costs them.

The analysis is based on the increased tax revenues generated by the higher earnings of WCJC graduates, as well as an assortment of savings stemming from reductions in social services not required by these graduates.

"The college not only pays for itself but also provides a surplus that supports other government programs," says a portion of the report that analyzes investment effectiveness and economic growth contributed by WCJC.

"We know from our graduates — particularly those working in allied health and nuclear power — that many of them are making $60,000 to $70,000 upon graduating with an associate's degree," said WCJC President Betty McCrohan.

"Anybody who thinks a two-year degree is not a good investment should speak with our admissions counselors and instructors to learn about earnings potential of the jobs that are in high demand."

To read the complete EMSI report, visit wcjc.edu and then access the links titled About WCJC and then Economic Impact Study.
WCJC cuts ribbon at its Bay City campus for new Training Skid unit

Wharton County Junior College recently hosted a ribbon-cutting ceremony at its Bay City campus for its newly installed Hands on Training Skid unit.

The equipment provides state-of-the-art training for students enrolled in the college's process technology and nuclear power technology programs.

"Later this summer, a power-generation component will be added to the unit.

The power-generation equipment will include a gas-fired boiler, steam turbine and electrical generator.

The unit was funded through the Jobs and Education for Texans Round 3 grant and the Matagorda County Education and Training fund."

"We are very grateful for the JET grant and the contributions made to the Matagorda County Education and Training fund that supported the college and made it possible for us to purchase this impressive equipment," said WCJC President Betty Mcrohan. "Our students and employers will receive the benefits of the HOT Skid unit.

"Students will enhance their skills and local employers will reap the rewards by having a highly-trained employment pool in their community. The new training equipment will enable WCJC to deliver to our industry partners well-trained, competent and confident employees."

Consideration for the need of the HOT Skid equipment began in 2009, when WCJC conducted a gap analysis of the Process Technology program.

The study included feedback from the process technology program directors and faculty, students, and a program advisory committee.

It identified a need for enhanced simulator training, and hands-on training for its students.
Free GED and ESL classes
Wharton
Journal-
Spectator
Wharton,TX
Circ. 4277
From Page: 2
8/10/2011
91446

East Bernard
Express
East Bernard,TX
Circ. 982
From Page: 2
8/11/2011
91405

19, from 8 a.m. to 3 p.m.

**WCJC GED Orientation**
Wharton County Junior College's Adult Basic Education Department free GED and ESL classes will be available during the day and evening. Orientation will be Friday, Aug. 19, and Saturday, Aug. 20, on the Wharton Campus, 911 Boling Highway. Orientation is required before classes begin. Classes start Tuesday, Sept. 13. Call 532-6301 or visit wcjc.edu. Adult Basic Education to register for orientation. Registration forms are also available at all WCJC campuses.

**WCJC Orientations**
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Call 532-6301 or visit wcjc.edu. Adult Basic Education to register for orientation. Registration forms are also available at all WCJC campuses.
WCJC to offer free GED and ESL classes

Wharton County Junior College is offering free GED & ESL classes.

Orientation is required before classes begin. Orientation is scheduled for Aug. 19 & 20 at the WCJC Wharton campus, 911 Boling Highway.

Call 979-532-6301 or visit www.wcjc.edu "Adult Basic Education" to register for orientation.

Registration forms are available at all WCJC campuses.

Day and evening classes will be available. Orientation is required before classes begin. Orientation is scheduled for August 19 and 20, and will be held at the WCJC Wharton campus, 911 Boling Highway. August 19 & 20 Orientation is for both GED & ESL students who will attend. Classes start Tuesday, September 13. Call 979-532-6301 or visit www.wcjc.edu "Adult Basic Education" to register for orientation. Registration forms are available at all WCJC campuses.
WCJC registering for Fall 2011 semester

Wharton County Junior College is currently registering for the Fall 2011 semester. Students may register now through Aug. 31 on the web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Richmond campus now through Aug. 31. Registration appointments are not required.

Fall classes begin Aug. 29, 2011.

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 videotapes.

For more information about programs or registration, call 800.561.9252 or visit www.wcjc.edu.
Free GED classes at WCJC

Wharton County Junior College offers free GED and ESL classes at WCJC Campuses in Bay City, Wharton, Richmond, and Sugar Land. Classes are also offered at the at the Northside Center in El Campo, at the Palacios High School, at the Weimar High School, at Project LEARN sites, and at the Fort Bend ISD Education Complex.

GED and ESL orientation is required before classes begin. GED and ESL orientation is scheduled for Aug. 19 and 20 and will be held at the WCJC Wharton campus located at 911 Boling Highway. Classes begin Sept. 13.

Call 979-532-6301 or visit wcjc.edu to register for orientation.

Registration forms are available at all WCJC campuses.
Aug 19 at the American Legion Hall.

**WCJC GED Orientation**

Wharton County Junior College's Adult Basic Education Department offers free GED and ESL classes available during the day and evening. Orientation will be Friday, Aug. 19, and Saturday, Aug. 20, on the Wharton Campus, 911 Boling Highway. Orientation is required before classes begin. Classes start Tuesday, Sept. 13. Call 979-632-6301 or visit wcjc.edu/adultBasicEducation to register for orientation. Registration forms are also available at all WCJC campuses.

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**Free GED, ESL classes**

Orientation is Aug. 19-20 for Wharton County Junior College's free GED and ESL classes on campus, 911 Boling Highway. Classes will begin Sept. 13. Call 979-632-6301 or visit wcjc.edu to register.

---

County: Wharton

91446-08-13_2001.pdf
### FALL 2011 REGISTRATION

Register Now - Classes Begin Aug. 31
Weekend classes available this fall at the Sugar Land Campus. Visit wcjc.edu for details.

**A Program for Everyone**


**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 in Teaching

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<tr>
<th>Course Area</th>
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<tr>
<td>Agriculture</td>
<td>Agricultural Science</td>
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<td>Art</td>
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<td>Behavioral Sciences</td>
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<td>General Studies</td>
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<td>Social Science</td>
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#### Associate of Applied Science Degrees & Certificates

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<td>Automotive Technology</td>
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<td>Computer Science</td>
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Visit our website or contact the Admissions and Registration Office for times, locations, and requirements.

**Wharton County Junior College**

**Contact Information**

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<tr>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>1-800-561-WJC</td>
<td>wcjc.edu</td>
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</table>
WCJC announces Fall 2011 walk-in and web registration

WHARTON—Wharton County Junior College is currently registering for the Fall 2011 semester. Students may register now through August 31 on the web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Richmond campus now through August 31. Registration appointments are not required. Fall classes begin Aug. 29.

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.wcjc.edu.
WCJC registration underway for fall

Wharton County Junior College is currently registering for the Fall 2011 semester. Students may register now through Aug. 31 on the web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Richmond campus now through Aug. 31. Registration appointments are not required.

Fall classes begin Aug. 29, 2011.

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 video-cassettes.

For more information about programs or registration, call 800.561.9252 or visit www.wcjc.edu.
Wharton
Journal-
Spectator
Wharton, TX
Circ. 4277
From Page:
2
8/17/2011
91446

Fort Bend
Herald and
Texas Coaster
Rosenberg, TX
Circ. 7709
From Page:
1
8/18/2011
92249

WJC GED Orientation
Wharton County Junior College's Adult Basic Education Department will offer free GED and ESL classes during the day and evening. Orientation will be Friday, Aug. 19, and Saturday, Aug. 20, on the Wharton Campus, 911 Boling Highway. Orientation is required before classes begin. Classes start Tuesday, Sept. 13. Call 979-832-6301 or visit wcjc.edu. Adult Basic Education to register for orientation. Registration forms are also available at all WJC campuses.

Free GED, ESL classes
Orientation is Aug. 19-20 for Wharton County Junior College's free GED and ESL classes on campus, 911 Boling Highway. Classes will begin Sept. 13. Call 979-832-6301 or visit wcjc.edu to register.
WCJC offers free GED & ESL classes

Day and evening classes will be available. Orientation is required before classes begin. Orientation is scheduled for August 19 and 20, and will be held at the WCJC Wharton campus, 911 Boling Highway. August 19 & 20 Orientation is for both GED & ESL students who will attend. Classes start Tuesday, September 13. Call 979-832-8391 or visit www.wcjc.edu “Adult Basic Education” to register for orientation. Registration forms are available at all WCJC campuses.
Free GED, ESL Classes
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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM X

MATTERS RELATING TO GENERAL ADMINISTRATION

A. Approve hiring a full-time grants analyst for the Resource Development Office ($55,401.00 – $30,350.00 budgeted in FY2012 for support staff position; balance of approximately $25,000.00 is available in current budget to be allocated to this position)
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 20, 2011 Date of This Proposal: September 13, 2011

SUBJECT (item as it will appear on agenda): Approve hiring of a full-time Grants Analyst for the Resource Development Office

RECOMMENDATION: Approve hiring of a full-time Grants Analyst for the Resource Development Office. The 2011-2012 approved operating budget included a support staff position for this function, but further review indicated a need for an administrative position.

BACKGROUND/RATIONALE: With the increase in the number and complexity of grants being awarded to WCJC, there is a need for a full-time position to provide critical grants management support services to academic and administrative areas receiving these grants. Documentation of grant activities, compliance with granting agency guidelines and applicable laws, and the preparation and of complex grant reports are becoming increasingly difficult for busy faculty and staff. This position will provide much needed support and allow the Grant Writer to concentrate on seeking new grants.

Estimated Cost and Budgetary Support (how will this be paid for?): $55,401
$30,350 budgeted in FY12 for support staff position; balance of approximately $25,000 is available in current budget to be allocated to this position.

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

Danson Jones, Director of Institutional Effectiveness and Resource Development

SIGNATURES:

[Signature]
Originator

[Signature]
Date 9-13-11

Cabinet-Level Supervisor

[Signature]
Date

PRESIDENT’S APPROVAL:

[Signature]
Date 9-15-11

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

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ACADEMIC AFFAIRS

A. Approve a $.10 raise per hour for part-time employees working for the Senior Citizen Program to start October 1, 2011
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: September 21, 2011  Date of this Proposal: September 7, 2011

SUBJECT:
Consideration of approval of a $0.10 raise per hour for part-time employees working for the Senior Citizen Program. Raise to start as of October 1, 2011.

RECOMMENDATION:
Wharton County: East Bernard Site Manager, from 7.35 to 7.45/Wharton Driver, from 7.25 to 7.35/El Campo Driver, from 7.25 to 7.35.

Colorado County: Eagle Lake Site Manager, from 7.35 to 7.45, P/T Driver & Weimar Site Manager, from 7.35 to 7.45.

BACKGROUND/RATIONALE:
Senior Citizen Program traditionally gives a $0.10 raise to part-time employees that have worked with the program for a year to help with cost of living.

Estimated Cost and Budgetary Support (how will this be paid for):
Budget in Contract for FY 2011 – 2012
Non-contract employees are paid by grant funds

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

SIGNATURES:

Caroline R. Osborne  9-7-11
Originator

9-7-11
Date

Date

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

Betty A. McLeod
Reg 113
6-21-95

9-8-11
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XII

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the resolution for Texas Department of Transportation

B. Approve the annual premium to the Property Casualty Alliance of Texas for the college’s property/casualty, and equipment breakdown insurance coverage ($150,165.00 – current unrestricted operating budget for 2011-2012)

C. Approve a one year renewal of the Texas Association of School Boards insurance covering the college’s general liability, director’s & officer’s liability, educator’s liability and automobile insurance ($32,375.00 – current unrestricted operating budget for 2011-2012)

D. Approve Villasana’s Landscaping & Lawn Service for grounds maintenance at the Ft. Bend Technical Center and Sugar Land campus ($28,200.00 – current unrestricted operating budget for 2011-2012)

E. Information Item:

1. Seek sealed bids for the purchase of a computer radiographic reader for the Radiology Technology department (estimated $40,000.00 – Gulf Coast Medical Foundation grant funds for 2012)
Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: 09/20/11  Date of this Proposal: 09/08/11

SUBJECT: Resolution for Texas Department of Transportation.

RECOMMENDATION: Recommend approval of attached resolution.

BACKGROUND/RATIONALE: At the November 16, 2010 meeting of the Wharton County Junior College Board of Trustees, approval was obtained to sell 0.1066 acres to the State of Texas/Texas Department of Transportation for improvements being made to FM1640 and FM2218. President McCrohan signed the documents conveying ownership to the State of Texas on May 4, 2011. TxDOT is now requiring that the WCJC Board of Trustees approve the attached resolution giving President Betty A. McCrohan the authorization to sign the documents.

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

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

SIGNATURES:

[Signature]
Originator  9/8/11  Date

[Signature]
Cabinet-Level Supervisor  9/8/11  Date

PRESIDENT'S APPROVAL:

[Signature]  9-8-11

Reg 113
6-21-95
RESOLUTION

STATE OF TEXAS §

COUNTY OF WHARTON §

I, P.D. (Danny) Gerton, III, Chair, Board of Trustees do hereby certify that a meeting of the Wharton County Junior College, duly called and held on the 20th day of September, 2011, at the principal office which address is 911 Boling Highway, Wharton, Texas 77488 in the said county pursuant to the provisions of the Charter and by-laws of the said institution, with a quorum being present and remaining throughout, and being duly authorized to transfer business thereat, upon motion duly made, seconded, and unanimously carried, the following RESOLUTIONS WERE ADOPTED:

RESOLVED: That the Wharton County Junior College, acting by and through its authorized officer or officers be hereby authorized, empowered and directed to convey to THE STATE OF TEXAS, for the sum of $36,005.00 consideration as the proper officer(s) of this institution, in the exercise of his/her business discretion, shall agree upon with the said THE STATE OF TEXAS, all of the following described tract or parcel of land situated in Fort Bend County, Texas, to wit:

SEE ATTACHED FIELD NOTES

RESOLVED FURTHER: That in order to carry into effect the foregoing purposes, Wharton County Junior College, hereby, authorized and directs Betty A. McCrohan, President, execute on behalf of Wharton County Junior College, the deed on conveyance necessary to accomplish the transfer of said property, as well as any and all other instruments necessary or proper in connection therewith, and the Secretary of said institution or any officer of Wharton County Junior College is hereby authorized and directed to attest the execution of any and all such instruments so executed, to meet the requirements of the State of Texas, and that any of the instruments executed as aforesaid shall be the binding acts and deeds of this institution and that all of the acts and things which has heretofore done or may hereafter do in RESOLUTION connection with the aforesaid sale are hereby ratified, confirmed and approved.

I further certify that the foregoing resolution have never been revoked or cancelled and are now in full force and effect.
GIVEN UNDER MY HAND AND SEAL OF SAID Wharton County Junior College,
on this 20th day of September, 2011.

Attest: _________________________ By: ____________________________

Title: Secretary, Board of Trustees Title: Chair, Board of Trustees

ACKNOWLEDGMENT

STATE OF TEXAS §

COUNTY OF WHARTON §

BEFORE ME, a Notary Public in and for Wharton County, Texas, on this day
personally appeared P.D. (Danny) Gertson, III, Chair, Board of Trustees, of
Wharton County Junior College; and that he/she executed the same as the act of
Wharton County Junior College for the purposes, and consideration therein expressed, and in
the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____________day of
__________________, 2011.

Notary Public in and for the State of Texas
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

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

Date of Board Meeting: September 20, 2011  Date of This Proposal: September 6, 2011

SUBJECT:

Approve the annual premium of $150,165.00 to the Property Casualty Alliance of Texas for the College’s property / casualty, and equipment breakdown insurance coverage.

RECOMMENDATION:

Approve the annual premium of $150,165.00 to the Property Casualty Alliance of Texas for the College’s property / casualty, and equipment breakdown insurance coverage.

BACKGROUND/RATIONALE:

The Board of Trustees agreed in May of this year to accept a 3 year extension of our property / casualty and equipment breakdown insurance with the Property Casualty Alliance of Texas cooperative at the same rate. While the rate is the same, the College has added contents in Sugar Land, Bay City, and the Northside Center that have increased the total value insured. Since the property valuations have slightly increased, (current property values are $91,009,572.00) our premium has increased from $148,944.00 last year, to $150,165.00 for this year. We are asking that the Board of Trustees approve the insurance premium. Since this coverage is with a cooperative, last year the College received a dividend check of $11,468.00. This year’s check for $8,598.00 has just been received.

Estimated Cost & Budgetary Support (how will this be paid for?): $150,165.00

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

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

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

[Signature]
9-7-11
Date
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 20, 2011   Date of This Proposal: September 6, 2011

SUBJECT:

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

RECOMMENDATION:

Approve a one year renewal of the Texas Association of School Boards insurance covering the College's General Liability, Director's & Officer's Liability, Educator's Liability and Automobile Insurance at a cost of $32,375.00.

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. 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?): $32,375.00
Current Unrestricted Operating Budget for 2011 - 2012

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

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

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

9-7-11
Date

9/7/11 9/7/11
Date
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 20, 2011       Date of This Proposal: September 7, 2011

SUBJECT:

Approve Villasana's Landscaping & Lawn Service for grounds maintenance at the Ft. Bend Technical Center and Sugar Land Campus for the 2011-2012 school year at a cost of $28,200.00.

RECOMMENDATION:

Approve Villasana's Landscaping & Lawn Service for grounds maintenance at the Ft. Bend Technical Center and Sugar Land Campus for the 2011-2012 school year at a cost of $28,200.00.

BACKGROUND/RATIONALE:

The College's went out for bids for our Landscaping and Lawn Maintenance at the Fort Bend Technical Center and Centraplex campuses. Villasana's Lawn Service was the low bidder. Mr. Villasana has done the grounds in the past and done an excellent job. It is the recommendation of the Director of Facilities that we accept the bid from Villasana's Lawn Service.

Estimated Cost & Budgetary Support (how will this be paid for?): $28,200.00.

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

Mike Feyen, Director of Facility Management
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Originiator

[Signature]
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Signature]
Date 9-7-11

Reg 113
6-21-95
<table>
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<td>Barnes Lawn Care</td>
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<td>First Choice Maintenance</td>
<td>$1,200.00</td>
<td>$1,300.00</td>
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</table>
Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: September 20, 2011  Date of This Proposal: September 7, 2011

SUBJECT:

Information Item

RECOMMENDATION:

Seek sealed bids for the purchase of a computer radiographic reader for the Radiology Technology Department.

BACKGROUND/RATIONALE:

The Gulf Coast Medical Foundation has given a grant for this purchase. The desired unit will work seamlessly with the X-ray equipment purchased in April of this year to provide digitized images that can be used to compare with prior exams as well as expand the X-ray's diagnostic uses. The purchase of this equipment will allow our students to work "hands on" with the type of system used in many hospitals and clinics in our service area.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated $40,000.00
Gulf Coast Medical Foundation Grant Funds for 2012.

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

Bryce Kocian, Vice President of Administrative Services
Leigh Ann Collins, Vice President of Instruction
Carol Derkowski, Division Chair, Allied Health
Sharia Walker, Director of Radiology Technology
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator:  
Cabinet-Level Supervisor:  
President's Approval:  

Reg 113  
6-21-95
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XIII

MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the contract with Arthur W. West (doing business as A W Consulting) to provide professional services in support of the college websites ($38,400.00 – current unrestricted operating budget for 2011-2012)

B. Approve estimated costs for upcoming hardware and software maintenance contracts ($383,939.00 – current unrestricted operating fund budget for 2011-2012)
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 20, 2011___ Date of This Proposal: ___September 7, 2011___

SUBJECT (item as it will appear on agenda):

Approve the contract with Arthur W. West (doing business as AWConsulting) to provide professional services in support of the college websites.

RECOMMENDATION:

Approve the attached contract with Arthur W. West (doing business as AWConsulting) to provide professional services in support of the college websites.

BACKGROUND/RATIONALE:

The full-time position of Web Technician has been vacant for 4 years. The following projects can be accomplished with the services provided by Arthur W. West.

Provide assistance with the implementation of a Web Content Management System (CMS) for the WCJC Website.

Create and support webpages as needed for the SACS review.

Provide workshops and training and other support to Faculty Websites.

Provide backup production support to the Webmaster.

Estimated Cost and Budgetary Support (how will this be paid for?): $38,400.00

Current Unrestricted Operating Budget for 2011-2012

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

SIGNATURES:

Pamela J. Youngblood
Originator

Pamela J. Youngblood
Cabinet-Level Supervisor

9-7-2011
Date

9-7-2011
Date

PRESIDENT'S APPROVAL:

Date
Professional Services Agreement

This agreement is made and entered into effective the 1st day of September 2011 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...
   
   - Provide assistance with evaluation, selection and implementation of a Web Content Management System (CMS) for the WCJC Website. Plan and execute the migration of content from the current WCJC Website to the new CMS-driven site.

   - Provide support as needed for the SACS review.

   - 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 for daily maintenance of internet and intranet web pages.

   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, 2011 and continue until August 31, 2012. 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**

   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.

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

6. **Proprietary Rights**

Mr. West shall have no rights to nor interest in work products directly resulting from the delivery of items enumerated in the Scope of Services as they are "works made for hire" and WCJC is deemed to be the owner.

WCJC understands that Mr. West's ability to create these work products is heavily dependent on past experience in the industry, providing similar services to others in the past with reasonable expectation of doing so for others in the future, and the free availability of information from public channels.

In the event that "value added" work products are produced that fall outside the Scope of Services, WCJC may use and modify these work products in any way it sees fit, though no ownership is implied. Because they are derived from experience and public sources, these work products are deemed to be in the public domain.

7. **Security**

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

8. Facilities

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

9. Termination

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

This instrument contains the entire agreement between the parties and it is superseded 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 ____________, 2011

**AWConsulting**

By: ____________________________

Arthur W. West

Consultant

**Wharton County Junior College**

By: ____________________________

Pamela J Youngblood

Vice President of Technology & Institutional Research
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 20, 2011  Date of This Proposal: September 7, 2011

SUBJECT:

Approve estimated costs for upcoming hardware and software maintenance contracts.

RECOMMENDATION:

Approve estimated payment amounts for the hardware and software maintenance contracts attached.

BACKGROUND/RATIONALE:

We have maintenance contracts that will come due during fiscal year 2012. The maintenance contracts provide WCJC with access to technical support, hardware repair, and upgrades for covered software. The estimated budget amounts are based on 2011 costs and projected increases. The total amount requested is 110% of the 2011 actual costs. Any amount that would cause the total requested to exceed 110% of the projected expenses listed below will be brought back to the Board for review and approval.

Estimated Cost & Budgetary Support (how will this be paid for?): $383,939.00
Current Unrestricted Operating Fund Budget for 2011 - 2012

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

Pam Youngblood, Vice President of Information Technology
James Bullock, Computer Operations Manager
John Miller, Network Manager
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

Reg 113
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<td>Beechglen</td>
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<td>Bradmark</td>
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<td>DLT Solutions</td>
<td>Toad (Tool for Oracle Application Developers)</td>
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<td>Robelle</td>
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<td><strong>Total</strong></td>
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WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Paid Professional Assignment for Danson R. Jones, Title V Research Coordinator ($21,175.00/yr.)

2. Eric J. Nathan extended as temporary, full-time Title V education technologist, CA-10-10, to temporary, full-time Title V education technologist, CA-10-10, effective October 1, 2011

3. Marybelle Perez extended as temporary, full-time Title V project director, CA-14-11, to temporary, full-time Title V project director, CA-14-11, effective October 1, 2011

C. Office of Academic Affairs

1. Paid Professional Assignment for Jay Dune for a change in contract from 10.5 months to 12 months ($1,760.40)

2. Paid Professional Assignment for Pam Speights for a change in contract from 10.5 months to 12 months ($2,069.60)

3. Natalie M. Stavinoha reclassified as regular, full-time instructional coordinator, AA-1-13, to regular, full-time instructional retention coordinator, AA-1-13, effective September 6, 2011

4. Karen Lescure received a salary adjustment as regular, full-time instructor of English, FAC-3A-13, to regular, full-time instructor of English, FAC-4-13, effective August 22, 2011

5. Dale L. Neaderhouser received a salary adjustment as regular, full-time instructor of math, FAC-6A-17 (9 months), to regular, full-time instructor of math, FAC-6A-17 (10 ½ months), effective August 22, 2011

6. Patricia A. Rehak received a salary adjustment as regular, full-time instructional assessment coordinator, FAC-2-23, to regular, full-time instructional assessment coordinator, FAC-3A-24, effective September 1, 2011

7. Patricia A. Korenek employed as temporary, full-time instructor of ADN, FAC-1-10, effective August 29, 2011

D. Office of Administrative Services

E. Office of Student Services

F. Office of Technology and Institutional Research

G. Information Items: Contract Personnel Action

H. Information Items: Non-contract Personnel Action
1. Sara P. Antone extended as regular, full-time Title V secretary, O-8-0, to regular, full-time Title V secretary, O-8-0, effective October 1, 2011

2. Rachel Y. Bahnsen separated as regular, full-time events specialist, P-13-0, effective August 18, 2011

3. Connie M. Blackmon separated as regular, full-time residence hall supervisor, effective October 1, 2011

4. Adeline T. Garza received a salary adjustment as regular, full-time financial aid specialist, $500.00 for support staff professional growth plan (9 hrs.)

5. Lisa J. Kanak employed as regular, full-time CE program secretary, O-9-0, effective September 12, 2011

6. Luis Roldan reclassified as temporary, full-time custodian, O-1-0, to regular, full-time custodian, O-1-0, effective August 29, 2011

7. Sally A. Sanchez reclassified as regular, full-time division secretary-Tech & Business, O-9-1, to regular, full-time admin. assistant & records specialist to DVI, P-11-1, effective September 26, 2011

8. Eric Barlow reclassified as temporary, full-time security officer, O-10-0, to regular, part-time security officer, O-10-0, $11.75 hr. x 19 hrs./wk. x 52 wks. = $11,609.00/yr., effective August 15, 2011

9. Lola Beaver extended as regular, part-time ABE aide, $11.76 hr. x 36 hrs./wk. x 34 wks. = $14,394.24/yr., to regular, part-time ABE aide, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2011

10. Lola Beaver extended as regular, part-time ABE student records assistant, $11.76 hr. x 12 hrs./wk. x 46 wks. = $6,491.52/yr., to regular, part-time ABE student records assistant, $11.76 hr. x 12 hrs./wk. x 44 wks. = $6,209.28/yr., effective September 1, 2011

11. Amy Castillo extended as regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr.

12. Leticia Castillo extended as regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr.

13. Charlie B. Clark employed as regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 10, 2011

14. Ricky J. Cruz reclassified as temporary, part-time security, O-9-0, $11.47 hr. x 19 hrs./wk. x 8 wks. = $1,743.44/yr., to regular, part-time security, O-9-0, $11.47 hr. x 19 hrs./wk. x 52 wks. = $11,332.36/yr., effective September 1, 2011

15. Matthew Feyen employed as regular, part-time fitness center staff, $7.25 hr. x 12 hrs./wk. x 48 wks. = $4,176.00/yr., effective September 1, 2011

16. Theima J. Greenwood separated as regular, part-time senior citizen Wharton site manager, $7.35 hr. x 19 hrs./wk. x 50 wks. = $6,982.50/yr., effective September 30, 2011
17. Refugio Herrera reclassified as temporary, part-time custodian, O-1-0, $9.16 hr. x 19 hrs./wk. x 15 wks. = $2,610.60/yr., to regular, part-time custodian, O-1-0, $9.16 hr. x 19 hrs./wk. x 52 wks. = $9,050.08/yr., effective August 29, 2011

18. Teresa Hudec extended as regular, part-time ABE aide, O-10-0, $11.76 hr. x 36 hrs./wk. x 34 wks. = $14,394.24/yr., to regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2011

19. Stacy Lynch extended as regular, part-time ABE aide, O-10-0, $11.76 hr. x 36 hrs./wk. x 34 wks. = $14,394.24/yr., to regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2011

20. Ashley Montalvo extended as regular, part-time ABE aide, O-10-0, $11.76 hr. x 36 hrs./wk. x 34 wks. = $14,394.24/yr., to regular, part-time ABE aide, O-10-0, $11.76 hr. x 20 hrs./wk. x 34 wks. = $7,996.80/yr., effective September 1, 2011

21. Shamale Q. Wilson separated as regular, part-time ABE aide, O-10-0, $11.76 hr. x 36 hrs./wk. x 34 wks. = $14,394.24/yr., effective September 7, 2011

22. Jessica R. Falcon extended as temporary, full-time Title V technical specialist, P-15-5, to temporary, full-time Title V technical specialist, P-15-5, effective October 1, 2011


24. Jane H. Bailey extended as temporary, part-time reading/writing tutor, $15.00 hr. x 19.5 hrs./wk. x 12 wks. = $3,510.00/yr., to temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective August 29, 2011

25. Jessica A. Carline employed as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 8 wks. = $232.00/yr., effective May 15, 2011

26. Sean Collins employed as temporary, part-time math tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective September 9, 2011

27. Valerie A. Crandell extended as temporary, part-time writing/reading tutor, $10.00 hr. x 8 hrs./wk. x 5 wks. = $400.00/yr., to temporary, part-time writing/reading tutor, $10.00 hr. x 4 hrs./wk. x 5 wks. = $200.00/yr., effective September 2, 2011

28. Amanda L. Frankum extended as temporary, part-time ABE specialist, $23.00 hr. x 28 hrs./wk. x 11 wks. = $7,084.00/yr., to temporary, part-time ABE specialist, $23.00 hr. x 35 hrs./wk. x 5 wks. = $4,025.00/yr., effective July 30, 2011

29. Amanda L. Frankum extended as temporary, part-time ABE specialist, $23.00 hr. x 35 hrs./wk. x 5 wks. = $4,025.00/yr., to temporary, part-time ABE specialist, $23.00 hr. x 35 hrs./wk. x 8 wks. = $6,440.00/yr., effective September 1, 2011

30. Silvano Grosso extended as temporary, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 33.5 wks. = $4,020.00/yr., to temporary, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 40 wks. = $4,800.00/yr., effective August 29, 2011
31. Charlotte M. King extended as temporary, part-time reading/writing tutor, $15.00 hr. x 19.5 hrs./wk. x 12 wks. = $3,510.00/yr., to temporary, part-time reading/writing tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective August 29, 2011

32. Lucas B. McElroy extended as temporary, part-time math tutor, $15.00 hr. x 19.5 hrs./wk. x 16 wks. = $4,680.00/yr., to temporary, part-time math tutor, $15.00 hr. x 18 hrs./wk. x 40 wks. = $10,800.00/yr., effective August 29, 2011

33. Jesus A. Moncada separated as temporary, part-time biology lab worker, $7.25 hr. x 4 hrs./wk. x 32 wks. = $928.00/yr., effective May 12, 2011

34. Teila S. Peterson extended as temporary, part-time volleyball coach assistant, $10.00 hr. x 6 hrs./wk. x 35 wks. = $2,100.00/yr., to temporary, part-time volleyball coach assistant, $10.00 x 6 hrs./wk. x 35 wks. = $2,100.00/yr., effective September 1, 2011

35. Tamara N. Rodriguez extended as temporary, part-time grant support specialist, $18.00 hr. x 12 hrs./wk. x 32 wks. = $6,912.00/yr., to temporary, part-time grant support specialist, $18.00 hr. x 24 hrs./wk. x 13 wks. = $5,616.00/yr., effective June 6, 2011

36. Tamara N. Rodriguez extended as temporary, part-time grant support specialist, $18.00 hr. x 12 hrs./wk. x 32 wks. = $6,912.00/yr., to temporary, part-time grant support specialist, $18.00 hr. x 24 hrs./wk. x 18 wks. = $7,776.00/yr., effective September 1, 2011

37. Grant A. Travis employed, as temporary, part-time library/open computer lab clerk, O-5-0, $10.32 hr. x 20 hrs./wk. x 48 wks. = $9,907.20/yr., effective September 1, 2011
TO: Human Resources

FROM: Betty McCrohan

DIV or UNIT: Administration

SUBJ: PPA request for: Danson R. Jones

Title of PPA activity: Title V Research Coordinator

Dates (or semesters) of activity: October 1, 2011 – August 31, 2012

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

Coordinates internal and external evaluation activities for the five-year scope of the USDE Title V project, including creation of data and student tracking systems, development of data reporting systems related to project outcomes and student success measures, and the establishment of institutional baseline data. Works closely with Project Director, Brazosport College Title V Coordinator, External Evaluators and IR departments at both colleges in providing accurate quantitative and qualitative data needed for the evaluation of the project effectiveness.

B. Cost

<table>
<thead>
<tr>
<th>Type PPA</th>
<th>#PPA Pay Hours</th>
<th>PPA Salary</th>
<th>Est Avg Fringes</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CONTRACT (release time from teaching)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ON OVERLOAD (additional compensation)</td>
<td></td>
<td>$1925.00 per month</td>
<td></td>
<td>$21,175</td>
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<td>TOTAL</td>
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<td>$1925.00 per month</td>
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<td>$21,175</td>
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</table>

Budget #21160.6036.6112.400

C. Approvals

President: Betty McCrohan Date: 9-7-11
Personnel Action Form

Wharton County Junior College

Banner ID: [Redacted]
Last Name: Nathan
First Name: Eric
Middle Initial: J
Telephone: [Redacted]
Address: [Redacted]
City: [Redacted]
State: [Redacted]
Zip: [Redacted]

Part I: Check off 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: Administration
Job Title/Position: Title V Education Technologist
Budgeted Position? ☑ Yes ☐ No
Budget Number: 21160.6036.6093.400
Compensation:
☑ Annual
☐ Hourly
☐ Other (explain)
Sched CA
Grade 10
Step 10

Job Vacancy No.: (if applicable) 1011 A 017
Specialized Area:
Title V
Funded in which FY? FY11
Position No. (NBAPOSN): GNC003
Hourly Rate: (Part-time only)
S/N A per hr x NA hrs/wk x NA wks =
S NA per year
If temporary, anticipated termination date:
09/30/11

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: Administration
Job Title/Position: Title V Education Technologist
Budgeted Position? ☑ Yes ☐ No
Name of Replaced Employee: N/A
Budget Number: 21160.6036.6093.400
Compensation:
☑ Annual
☐ Hourly
☐ Other (explain)
Sched CA
Grade 10
Step 10

Job Vacancy No.: (if applicable) 1011 A 017
Specialized Area:
Title V
Funded in which FY? FY12
Position No. (NBAPOSN): GNC003
Hourly Rate: (Part-time only)
S/N A per hr x N/A hrs/wk x N/A wks =
S N/A per year
If temporary, anticipated termination date:
09/30/12

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

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date: 9-6-11
Approved by Division Chair Date: 9-6-11
Reviewed by Human Resources Date: 09/13/11
Budget Approval Date: 9/13/11
Approved by Cabinet Level Supervisor Date: 9/13/11
Date approved by Board or ☐ not applicable

Reg. 821 Revised 02/22/2011
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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<thead>
<tr>
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<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Perez</td>
<td>Marybelle</td>
<td></td>
<td></td>
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</tbody>
</table>

**Address**

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

## Part I: Check all that apply

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

## Part II: Assignment/Accounting

**CURRENT Division/Unit:** Administration

**Job Title/Position:** Project Director

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

**Budgeted Position:** Yes

**Budget Number:** 21160-6036-6186-400

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

**Sched:** CA

**Grade:** 14

**Step:** 11

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

**Start Date:** 5/1/11

**End Date:** 9/30/11

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

**Specialized Area:**

**Title V Project:**

**Funded in which FY?** FY12

**Position No. (NBAPOSN):** GND002

## PROPOSED Division/Unit:

**Administration**

**Job Title/Position:**

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

**Budgeted Position:** Yes

**Budget Number:** 21160-6036-6186-400

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

**Sched:** CA

**Grade:** 14

**Step:** 11

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

**Start Date:** 10/1/11

**End Date:** 08/31/12

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

**Specialized Area:**

**Title V Project:**

**Funded in which FY?** FY12

**Position No. (NBAPOSN):** GND002

**Name of Replaced Employee:**

**Explanation of Action:**

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

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

## Part III: Position/Budget Authorization

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

**Date:** 9-6-11

**Approved by Vice President:**

**Date:**

**Approved by Division Chair:**

**Date:**

**Reviewed by Human Resources:**

**Date:** 9/13/11

**Approve by President:**

**Date:** 9/13/11

**Budget Approval:**

**Date:**

**Approved by Cabinet Level Supervisor:**

**Date:**

Date approved by Board or [ ] not applicable

Reg. 821

Revised May 15, 2008
TO: Betty McCrohan, President
FROM: Leigh Ann Collins, Vice-President of Instruction
DIV or UNIT: Associate Degree Nursing - Allied Health

SUBJ: PPA request for: Jay Dune

Title of PPA: Change in Contract

Dates (or semesters) of activity: August 22-31, 2011

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

Contract change from 10.5 to 12 months; needs to be paid for eight days of work. 12 month contract begins September 1, 2011.

B. Cost:

<table>
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<tr>
<th>Description</th>
<th>Base Rate</th>
<th>Hourly Rate</th>
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<th>Total Cost</th>
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<td>$1,760.40</td>
<td>$1,760.40</td>
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<tr>
<td>TOTAL</td>
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<td></td>
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<td>$1,760.40</td>
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</table>

BUDGET NUMBER: 1110.14181.6092.102

C. Approvals

Supervisor: [Signature] Date: 8/16/11
VPI: [Signature] Date: 8-16-11

PPA Form (Reg 469)
Revised 9-1-2010
Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Betty McCrohan, President
FROM: Leigh Ann Collins, Vice-President of Instruction
DIV or UNIT: Communications & Fine Arts

SUBJ: PPA request for: Pam Speights
Title of PPA: Change in Contract
Dates (or semesters) of activity: August 22-31, 2011

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

Contract change from 10.5 to 12 months; needs to be paid for eight days of work. 12 month contract begins September 1, 2011.

B. Cost:

<table>
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<tr>
<th>Activity Description</th>
<th>PPA Activity</th>
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<td>ON OVERLOAD (Additional Compensation)</td>
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<td>TOTAL</td>
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<td>$2,069.60</td>
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</table>

BUDGET NUMBER: 1110.14500.6091.400

C. Approvals

Supervisor: __________________________ Date: ________________

VPI: __________________________ Date: 8-16-11

PPA Form (Reg 469)
Revised 9-1-2010
### Personnel Action Form

**Wharton County Junior College**

#### Human Resources

<table>
<thead>
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<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stavinoha</td>
<td>Natalie</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Part I: Check all that apply

- **Classification:**
  - [ ] Administrative/Professional Staff
  - [ ] Faculty
  - [x] Support Staff
  - [ ] Temporary
    - [x] Full-Time
  - [ ] Part-Time
  - [ ] Regular
  - [ ] New Employee
  - [ ] Extension
  - [x] 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:**

Vice President of Instruction

**Job Title/Position:**

Instructional Coordinator

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

**Budgeted Number:**

1110.1401.6093.400

**Compensation:**

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

**Sched** AA

**Grade** 1

**Step** 13

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

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

**Start Date:**

09/20/06

**End Date:**

N/A

**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
- [x] 12 months
- [ ] Other

**PROPOSED Division/Unit:**

Vice President of Instruction

**Job Title/Position:**

Instructional Retention Coordinator

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

**Name of Replaced Employee:** N/A

**Budget Number:**

1110.1401.6093.400

**Compensation:**

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

**Sched** AA

**Grade** 1

**Step** 13

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

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

**Start Date:**

09/06/11

**End Date:**

N/A

**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
- [x] 12 months
- [ ] Other

**Explanation of Action:**

(Job Title Change)

#### Part III: Position/Budget Authorization

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

Approved by Vice President: Date 9-1-11

**Approved by Division Chair:**

Reviewed by Human Resources: 09/01/11

**Budget Approval:**

Approved by President: 9-6-11

**Approved by Cabinet Level Supervisor:**

Date approved by Board or [ ] not applicable

A 1109 0019

Revised 02/22/2011
### Personnel Action Form

**Human Resources**

#### Banner ID #

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<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Lescure</td>
<td>Karen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Address

City State Zip

#### Part I: Check all that apply

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

#### Part II: Assignment/Accounting

<table>
<thead>
<tr>
<th>CURRENT Division/Unit:</th>
<th>Job Title/Position:</th>
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</thead>
<tbody>
<tr>
<td>Communications &amp; Fine Arts</td>
<td>Instructor of English</td>
</tr>
</tbody>
</table>

- [ ] Yes [ ] No

**Budgeted Position**: Instructor of English

**Budget Number**: 1610.14503.6091.100

**Compensation**: $49,050

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

**Sched**: FAC

**Grade**: A

**Step**: 13

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

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

**Budget Number**: 1610.14503.6091.100

**Compensation**: $49,550

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

**Sched**: FAC

**Grade**: 4

**Step**: 13

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

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

**Budget Number**: 1610.14503.6091.100

**Compensation**: $49,550

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

**Sched**: FAC

**Grade**: 4

**Step**: 13

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

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

#### Part II: Assignment/Accounting

**Position No.**: ENG013

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

0408 F 018

**Specialized Area**: English

**Funded in which FY**: FY11

**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: Communications & Fine Arts**

**Job Title/Position: Instructor of English**

**Budgeted Position**: Yes No

**Name of Replaced Employee**: N/A

**Budget Number**: 1610.14503.6091.100

**Compensation**: $49,550

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

**Sched**: FAC

**Grade**: 4

**Step**: 13

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

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

**N/A**

**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:**

Completion of 39 graduate hours toward PhD

#### Part III: Position/Budget Authorization

**Recommended by Supervisor (Department Head)**

**Date**: 8/1/11

**Approved by Vice President**: 8-15-11

**Reviewed by Human Resources**: 8-18-11

**Approved by President**: 8-18-11

**Approved by Cabinet Level Supervisor**: 8-18-11

**Date approved by Board or not applicable**: 8-18-11

**Reg. 821**

Revised 02/22/2011
Personnel Action Form

Banner ID # | Last Name | First Name | Middle Initial | Telephone |
---|---|---|---|---|
| | Neaderhouser | | L | |

Address: |

City: |
State: |
Zip: |

Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
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<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
<td>☐ New Employee</td>
<td>☐ Retirement</td>
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<tr>
<td>☒ Faculty</td>
<td>☐ Extension</td>
<td>☐ Resignation</td>
</tr>
<tr>
<td>☐ Support Staff</td>
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<td>☒ Full-Time</td>
<td>☐ Promotion</td>
<td>☐ Additional Assignment</td>
</tr>
<tr>
<td>☐ Regular</td>
<td>☐ Salary Adjustment</td>
<td>☐ Leave of Absence</td>
</tr>
</tbody>
</table>

Part II: Assignment/Accounting

**CURRENT** Division/Unit: Math & Science

Job Title/Position: Math Instructor

Budgeted Position? ☐ Yes ☐ No

Budget Number: 1310.14305.6091.100

Compensation:

| ☐ Annual | Sched FAC | Grade 5A | Hourly Rate: (Part-time only) |
| ☐ Hourly | Grade 5A | Step 17 | $ N/A per hr x N/A hrs/wk x N/A wks = |
| ☐ Other (explain) | Step 17 | | $ N/A per year |

Start Date: 01/05/04
End Date: N/A

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: Math & Science

Job Title/Position: Math Instructor

Budgeted Position? ☐ Yes ☐ No

Budget Number: 1310.14305.6091.100

Compensation:

| ☐ Annual | Sched FAC | Grade 6A | Hourly Rate: (Part-time only) |
| ☐ Hourly | Grade 6A | Step 17 | $ N/A per hr x N/A hrs/wk x N/A wks = |
| ☐ Other (explain) | Step 17 | | $ N/A per year |

Start Date: 08/22/11

If temporary, anticipated termination date: N/A

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

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date: 9-1-11

Approved by Vice President Date: 8-15-11

Approved by Division Chair Date: 8-10-2011

Reviewed by Human Resources Date: 8-15-11

Budget Approval Date: 8/15/11

Approved by President Date: 8-16-11

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

Reg. 821 Revised 02/22/2011
### Wharton County Junior College

#### Personnel Action Form

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### Part I: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT**  Division/Unit:  
Instruction

- Job Title/Position:  
  - [ ] Instructional Assessment Coordinator

- Budgeted Position?  
  - Yes  
  - No

**Budget Number:**  
1110.1405.6091.400

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

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<td>$70,067</td>
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**Start Date:** 01/08/96

**End Date:** N/A

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

**Job Vacancy No.: (if applicable)**  
0507 F 012

**Specialized Area:**  
Instructional Assessment

**Funded in which FY?**  
FY11

**Position No. (NBAPOSN):**  
INS001

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

- Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - [ ] 9 months
  - [ ] 10 1/2 months
  - [ ] 12 months
  - [ ] Other

### PROPOSED  Division/Unit:  
Instruction

- Job Title/Position:  
  - Instructional Assessment Coordinator

- Budgeted Position?  
  - Yes  
  - No

- Name of Replaced Employee: N/A

**Budget Number:**  
1110.1405.6091.400

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

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**Start Date:** 09/01/11

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

**Job Vacancy No.: (if applicable)**  
0507 F 012

**Specialized Area:**  
Instructional Assessment

**Funded in which FY?**  
FY11

**Position No. (NBAPOSN):**  
INS001

**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:

*Completed additional 18 graduate hours toward PhD*

### Part III: Position/Budget Authorization

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<th>Date</th>
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<th>Date approved by Board or [ ] not applicable</th>
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Reg. 821  
Revised May 15, 2000

[Signature]

[Signature]

F 1108 0032
## Personnel Action Form

### Part I: Check all that apply

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<td>☑ Full-Time</td>
<td>☑ New Employee</td>
<td>☑ Retirement</td>
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<tr>
<td>☑ Temporary</td>
<td>☑ Part-Time</td>
<td>☑ Extension</td>
<td>☑ Resignation</td>
</tr>
<tr>
<td>☑ Support Staff</td>
<td>☑ Regular</td>
<td>☑ Reclassification</td>
<td>☑ Separation (date: ___)</td>
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<td>☑ Administrative/Professional Staff</td>
<td>☑ Promotion</td>
<td>☑ Change in Assignment</td>
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<tr>
<td>☑ New Employee</td>
<td>☑ Salary Adjustment</td>
<td>☑ Additional Assignment</td>
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</tr>
<tr>
<td>☑ Extension</td>
<td>☑ Other (explain)</td>
<td>☑ Leave of Absence</td>
<td></td>
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### 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:  
$ 
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

**PROPOSED** Division/Unit:  
Job Title/Position: Specialized Area:  
Temporary Instructor of ADN  
ADN  
Budgeted Position? ☐ Yes ☐ No  
Name of Replaced Employee: Dinez Esmail  
Funded in which FY?: FY12  
Budget Number: Position No. (NBAPOSN): ADN08T  
Compensation:  
$ 52,558  
Start Date... 08/29/11  
End Date... If temporary, anticipated termination date: 08/08/12

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

### Explanation of Action:

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
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<th>Date</th>
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<tr>
<td>☑ John Doe</td>
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Reg. 821  
Revised May 15, 2009
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<td>Antone</td>
<td>Sara</td>
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Part I: Check all that apply

Classification:
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary
- [x] Full-Time
- [x] Regular
- [ ] Part-Time
- [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: Title V

Job Title/Position: Title V Secretary

Budgeted Position? [x] Yes [ ] No

Budget Number: 21160-6036-6101-400

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

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Hourly Rate: (Part-time only)

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

Start Date: 5/2/11

End Date: N/A

Position No. (NBAPOSN): GNS002

If temporary, anticipated termination date: 9/30/11

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: Title V

Job Title/Position: Title V Secretary

Budgeted Position? [x] Yes [ ] No

Name of Replaced Employee: NA

Budget Number: 21160-6036-6101-400

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

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Hourly Rate: (Part-time only)

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

Start Date: 10/01/11

End Date: N/A

Position No. (NBAPOSN): GNS002

If temporary, anticipated termination date: 09/30/12

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head):

[Signature] [Date]

Approved by Division Chair:

[Signature] [Date]

Reviewed by Human Resources:

[Signature] [Date]

Budget Approval:

[Signature] [Date]

Approved by President:

[Signature] [Date]

Approved by Cabinet Level Supervisor:

[Signature] [Date]

Date approved by Board or [ ] not applicable

Reg. 821 Revised 02/22/2011
Banner ID #  
Last Name  
Bahnson  
First  
Rachel  
Middle Initial  
Y.  
Telephone  

Part I: Check all that apply
Classification:
- ☐ Administrative/Professional Staff  
- ☐ Faculty  
- ☒ Support Staff  
- ☐ Temporary  
- ☒ Full-Time  
- ☐ Part-Time  
- ☐ New Employee  
- ☐ Extension  
- ☐ Reclassification  
- ☐ Transfer  
- ☐ Promotion  
- ☐ Salary Adjustment  
- ☐ Other (explain)  
- ☐ Retirement  
- ☐ Resignation  
- ☐ Separation (date: 08/18/11)  
- ☐ Change in Assignment  
- ☐ Additional Assignment  
- ☐ Leave of Absence  

Part II: Assignment/Accounting
CURRENT Division/Unit:  
Administration  
Job Title/Position:  
Events Specialist  
Budgeted Position? ☒ Yes ☐ No  
Budget Number:  
1110.114.6101.6010  
Compensation:  
- ☒ Annual  
- ☐ Hourly  
- ☐ Other (explain)  
Sched 2  
Grade 13  
Step 0  
Hourly Rate: (Part-time only)  
$ per hr x ______ hrs/wk x ______ wks = $ per year  
Start Date: 06-07-10  
End Date: 08-18-11  
At-will-employee ☒  Per contract ☐  
If temporary, anticipated termination date:  
Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:  
- ☐ 9 months  
- ☐ 10 1/2 months  
- ☒ 12 months  
- ☐ Other  
PROPOSED Division/Unit:  
Job Title/Position:  
Budgeted Position? ☐ Yes ☒ No  
Name of Replaced Employee:  
Budget Number:  
Compensation:  
- ☐ Annual  
- ☐ Hourly  
- ☐ Other (explain)  
Sched  
Grade  
Step 0  
Hourly Rate: (Part-time only)  
$ per hr x ______ hrs/wk x ______ wks = $ per year  
Start 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)  
[Signature] 08-16-11  
Approved by Division Chair  
[Signature]  
Reviewed by Human Resources  
[Signature] 8-18-11  
Budget Approval  
[Signature] 8/18/11  
Approved by Cabinet Level Supervisor  
[Signature] 8-18-11  
Date approved by Board or ☐ not applicable  
Reg. 821  
Revised May 15, 2009
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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**Part II: Assignment/Accounting**

**CURRENT** Division/Unit: Student Services

Job Title/Position: Residence Hall Supervisor

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

Specialized Area: Resident Halls

Budgeted Position? ☐ Yes ☑ No

Funded in which FY? FY12

Budget Number: 3912.14103,6101.501

Position No. (NBAPOSN): RES001

Compensation: $17,129

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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: Student Services

Job Title/Position: Residence Hall Supervisor

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

Specialized Area: Resident Halls

Budgeted Position? ☐ Yes ☑ No

Funded in which FY? FY12

Budget Number: 3912.14103,6101.501

Position No. (NBAPOSN): RES001

Compensation: $17,129

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<th>☐ Hourly</th>
<th>☐ Other (explain)</th>
<th>☐ At-will-employee</th>
<th>☐ Per contract</th>
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<td>Grade N/A</td>
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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): [Signature]

Date: [Date]

Approved by Vice President: [Signature]

Date: [Date]

Approved by Division Chair: [Signature]

Date: [Date]

Reviewed by Human Resources: [Signature]

Date: [Date]

Budget Approval: [Signature]

Date: [Date]

Approved by President: [Signature]

Date: 9-7-11

Approved by Cabinet Level Supervisor: [Signature]

Date: [Date]

Date approved by Board: [Signature]

Date: [Date]

Reg. 821

Revised May 15, 2009

[Signature]
**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

- **Job Title/Position:**
- **Budgeted Position:** [ ] Yes [ ] No
- **Budget Number:**
- **Compensation:**
  - [ ] Annual
  - [X] Hourly
  - [ ] Other (explain)
  - Sched __________
  - Grade __________
  - Step __________
  - Hourly Rate: (Part-time only)
    - $ ______ per hr x ______ hrs/wk x ______ wks =
    - $ ______ per year
- **Start Date:** ______/_____/_____
- **End Date:** ______/_____/_____
- [ ] 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:

- **Student Services**
- **Job Title/Position:** Financial Aid Specialist
- **Budgeted Position:** [X] Yes [ ] No
- **Name of Replaced Employee:** N/A
- **Budget Number:** 1110.13024.6180.501
- **Compensation:**
  - [ ] Annual
  - [X] Hourly
  - [ ] Other (explain)
  - Sched N/A
  - Grade N/A
  - Step N/A
  - Hourly Rate: (Part-time only)
    - $ N/A per hr x N/A hrs/wk x N/A wks =
    - $ N/A per year
- **Start Date:** N/A
- **End Date:** N/A
- [ ] 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:**

*Completion of Support Staff Professional Growth Plan (9 credit hours)*

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
- **Approved by Vice President:**
- **Approved by Division Chair:**
- **Reviewed by Human Resources:**
- **Budget Approval:**
- **Approved by President:**
- **Approved by Cabinet Level Supervisor:**
- **Date approved by Board or [ ] not applicable**

Reg. 821 Revised 02/22/2011
Wharton County Junior College

Personnel Action Form
Human Resources

Banner ID: #

Last Name: Kanak
First Name: Lisa
Middle Initial: J
Telephone:

Address:
City:
State:
Zip:

Classification:
- New Employee
- Retiree
- Remission
- Separation (Date:
- Change in Assignment
- Additional Assignment
- Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:

Job Title/Position:

Budgeted Position? Yes No

Budget Number:

Compensation:
- Annual Sched
- Hourly Grade
- Other (explain) Step

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

Start Date: 09/26/11

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:

PROPOSED Division/Unit:

Job Title/Position:

CE Program Secretary

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

Budget Number: 1110,14034.6101.401

Compensation:
- Annual Sched
- Hourly Grade
- Other (explain) Step

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

Start Date: 09/26/11

At-will employee
Per contract

If temporary, anticipated termination date:
N/A

Explaination of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head):

Approved by Division Chair:

Approved by Cabinet-Level Supervisor:

Budget Approval:

Approved by Vice President:

Reviewed by Human Resources:

Approved by President:

Date approved by Board or not applicable:

Date:

Revised 02/22/2011
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Part II: Assignment/Accounting

**CURRENT** Division/Unit:

Physical Plant | Job Vacancy No.: (if applicable) 1104 S 019

Job Title/Position:

Custodian/Temporary fulltime

Budgeted Position? ☑ Yes ☐ No

Budget Number: 1110.1194.6104.703

Compensation:

$19,050

Start Date: 4-11-18

End Date: 8-26-11

If temporary, anticipated termination date: 8-26-11

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:

Physical Plant | Job Vacancy No.: (if applicable) 1108 S 051

Job Title/Position:

Custodian/Fulltime

Budgeted Position? ☑ Yes ☐ No

Budget Number: 1110.1194.6104.703

Compensation:

$19,050

Start Date: 8-29-11

If temporary, anticipated termination date:

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

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date: 5/3/11

Approved by Vice President Date: 8/1/11

Approved by Division Chair Date: Reviewed by Human Resources Date: 8/16/11

Budget Approval Date: Approved by President Date: 8/1/11

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

Reg. 821

S 1108 00380

Revised May 15, 2009
Personnel Action Form

Human Resources

Wharton County Junior College

Banner ID # ____________________________ Last Name ____________________________ First Name ____________________________ Middle Initial A

Address ____________________________ City ____________________________ State __________ Zip __________

Part I: Check all that apply

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

Part II: Assignment/Accounting

CURRENT
Division/Unit:
Vocational Instruction

Job Title/Position:
Division Secretary-Tech & Business

Budgeted Position? ☑ Yes ☐ No

Budgeted Position?
1110.14800.6101.400

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

Sched: Q
Grade: 9
Step: 1
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

PROPOSED
Division/Unit:
Instruction

Job Title/Position:
Admin Assistant & Records Specialist to DVI

Budgeted Position?
N/A

Budgeted Position?
1110.1409.6101.400

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

Sched: P
Grade: 11
Step: 1
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

Explaination of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Date: ____________________________ Approved by Vice President

Date: 9-8-11

Approved by Division Chair

Date: ____________________________ Reviewed by Human Resources

Date: 9-8-11

Budget Approval

Date: ____________________________ Approved by President

Date: 9-8-11

Approved by Cabinet Level Supervisor

Date: ____________________________ Date approved by Board or ☐ not applicable

Reg. 821

Revised 02/22/2011
### Personnel Action Form

**Department:** Human Resources

**Personnel ID #**

**Last Name:** Barlow
**First Name:** Eric

**Address**

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<td>Other (explain)</td>
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<tr>
<td>Part-Time</td>
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**Part I: Check all that apply**

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

**CURRENT Division/Unit:**

**Physical Plant**

**Job Title/Position:**

Security officer/temporary full time

**Budgeted Position?** Yes No

**Budget Number:**

1110.1192.6107.701

**Compensation:**

- $11.75
- Hourly (Part-time only)
- $ per hr x hrs/wk x wks = $ per year

**Start Date:** 7-11-11
**End Date:** 8-31-11
**If temporary, anticipated termination date:**

**PROPOSED Division/Unit:**

**Physical Plant**

**Job Title/Position:**

Security/Regular part time

**Budgeted Position?** Yes No

**Name of Replaced Employee:** Dana Elerick

**Budget Number:**

1110.1192.6108.701

**Compensation:**

- $11.75
- Hourly (Part-time only)
- $ per hr x hrs/wk x wks = $ per year

**Start Date:** 8-15-11
**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 52 weeks

**Explanation of Action:**

**Recommended by Supervisor (Department Head)**

**Approved by Division Chair**

**Budget Approval**

**Approved by Cabinet Level Supervisor**

**Reg. 821**

Revised May 15, 2009
# Personnel Action Form

**Banner ID #**

**Last Name**

**First Name**

**Middle Initial**

**Telephone**

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

### Part I: Check all that apply

- **Classification:**
  - ☐ Administrative/Professional Staff
  - ☐ Faculty
  - ☒ Support Staff
  - ☐ 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:** 21290.6012.6129.1012

**Compensation:**

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**Start Date:** 9/1/10

**End Date:** N/A

- ☒ At-will-employee
- ☐ Per contract

**Hourly Rate:** Part-time only

- $11.76 per hr x 36 hrs/wk x 34 wks = $14,394.24 per year

**Position No. (NBAPOSN):** GNTC99

**Funded in which FY?** FY11

**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 46 weeks

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?** ☒ Yes ☐ No

**Budget Number:** 22182.6005.6129.1012

**Compensation:**

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<td>Grade 10</td>
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**Start Date:** 9/01/11

**End Date:** N/A

- ☒ At-will-employee
- ☐ Per contract

**Hourly Rate:** Part-time only

- $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year

**Position No. (NBAPOSN):** GNTC99

**Funded in which FY?** FY12

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

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☒ Other 34 weeks

### Explanation of Action:

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<tr>
<td>Brandi Dougherty</td>
<td>8/10/11</td>
<td>Lec</td>
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<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
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Reg. 821

Revised May 15, 2009

1108 0092
**Wharton County Junior College**

**Personnel Action Form**

**Banner ID #**

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**Part I: Check all that apply**

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**Part II: Assignment/Accounting**

**CURRENT**

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**Job Title/Position:**

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**Budgeted Position?** ☒ Yes ☐ No

**Budget Number:**

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**Compensation:**

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

| $11.76 per hr x 12 hrs/wk x 46 wks = $6,491.52 per year |

**Start Date:** 01/31/11

**End Date:** N/A

**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 46 weeks

**PROPOSED**

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<tr>
<th>Division/Unit:</th>
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**Job Title/Position:**

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<tr>
<th>Part-Time ABE Student Records Assistant</th>
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**Budgeted Position?** ☒ Yes ☐ No

**Name of Replaced Employee:** N/A

**Budget Number:**

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**Compensation:**

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

| $11.76 per hr x 12 hrs/wk x 44 wks = $6,209.28 per year |

**Start Date:** 09/01/11

**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 44 weeks

**Explanation of Action:**

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

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**Approved by Division Chair:**

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**Reg. 821**

**S11080091**

**Revised May 15, 2009**
**Personnel Action Form**

**Human Resources**

**Wharton County Junior College**

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**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

**Adult Basic Education**

**Job Title/Position:**

**ABE Aide**

**Budgeted Position?** ☒ Yes ☐ No

**Budgeted Position: Funded in which FY?**

**FY11**

**Budget Number:**

**21290.6012.6129.1012**

**Compensation:**

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<th>☐ Other (explain)</th>
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**Hourly Rate:**

**$11.76**

$11.76 per hr x 26 hrs/wk x 34 wks = $14,394.24 per year

**Start Date:** 09/01/10

**End Date:** N/A

**Position No. (NBAPOSN):**

**GNTC99**

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

| ☐ 9 months | ☐ 10 1/2 months | ☐ 12 months | ☐ Other 34 weeks |

**PROPOSED Division/Unit:**

**Adult Basic Education**

**Job Title/Position:**

**ABE Aide**

**Budgeted Position?** ☒ Yes ☐ No

**Budgeted Position:**

**Name of Replaced Employee:**

**N/A**

**Budget Number:**

**21291.6012.6129.1012**

**Compensation:**

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<td>Step 0</td>
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**Hourly Rate:**

**$11.76**

$11.76 per hr x 26 hrs/wk x 34 wks = $7,996.80 per year

**Start Date:** 09/01/11

**End Date:** N/A

**Position No. (NBAPOSN):**

**GNTC99**

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

| ☐ 9 months | ☐ 10 1/2 months | ☐ 12 months | ☐ Other 34 weeks |

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

**Brandi Dougherty**

**Date:** 8/10/11

**Approved by Vice President:**

**Date:**

**Reviewed by Human Resources:**

**Date:**

**Budget Approval:**

**Date:**

**Approved by President:**

**Date:**

**Approved by Cabinet Level Supervisor:**

**Date:**

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

**Reg. 821**

**S11080093**

**Revised May 15, 2009**
### Personnel Action Form

**Wharton County Junior College**

**Banner ID #**

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**Address**

City | State | Zip
--- | --- | ---

**Part I: Check all that apply**

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<td>☐ Reclassification</td>
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<td>☒ Part-Time</td>
<td>☐ Other (explain)</td>
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| ☐ Retirement | ☐ Resignation |
| ☐ Separation (date: ) | ☐ Change in Assignment |
| ☐ Additional Assignment | ☐ Leave of Absence |

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

N/A

**Current Division/Unit:**

Adult Basic Education

**Job Title/Position:**

ABE Aide

**Budgeted Position?**

☒ Yes ☐ No

Funded in which FY?

FY11

**Budget Number:**

21290.6012.6129.1012

**Compensation:**

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<td>Step 0</td>
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**Hourly Rate:**

$11.76 per hr x 26 hrs/wk x 24 wks = $14394.24 per year

**Start Date:**

09/01/10

**End Date:**

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 34 weeks

**Proposed Division/Unit:**

Adult Basic Education

**Job Title/Position:**

ABE Aide

**Budgeted Position?**

☒ Yes ☐ No

Name of Replaced Employee: N/A

**Budget Number:**

21291.6012.6129.1012

**Compensation:**

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**Hourly Rate:**

$11.76 per hr x 20 hrs/wk x 34 wks = $996.80 per year

**Start Date:**

09/01/11

**End Date:**

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 34 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head)**

Brandi Dougherty 8/10/11

**Approved by Division Chair**

Date

**Approved by Vice President**

Date

**Reviewed by Human Resources**

Date

**Budget Approval**

Date

**Approved by President**

Date

**Approved by Cabinet Level Supervisor**

Date

Date approved by Board or ☐ not applicable

Reg. 821 S11080095

Revised May 15, 2009
## Wharton County Junior College

### Personnel Action Form

**Human Resources**

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**Address**

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### Part I: Check all that apply

- [ ] New Employee
- [ ] Reassignment
- [ ] Promotion
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ___)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Other (explain)

### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**

Job Vacancy No.: (if applicable)

**Job Title/Position:**

Specialized Area:

Budgeted Position? [ ] Yes [ ] No

Funded in which FY?

Budget Number:

Position No. (NBAPOSN): 

**Compensation:**

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

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Hourly Rate: (Part-time only)

- $________ per hr x ______ hours/week x ______ weeks = $________ per year

**Start Date:**

**End Date:**

**At-will-employee**

If temporary, anticipated termination date:

If permanent, anticipated termination date:

If temporary, anticipated termination date:

If permanent, anticipated termination date:

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

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

### PROPOSED

**Division/Unit:**

**Job Title/Position:**

Specialized Area:

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

**Name of Replaced Employee:** N/A

**Funded in which FY?**

**FY12**

**Budget Number:**

**Position No. (NBAPOSN):**

**Compensation:**

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

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Hourly Rate: (Part-time only)

- $11.76 per hr x 20 hours/week x 34 weeks = $7,996.80 per year

**Start Date:** 09/10/2011

**At-will-employee**

If temporary, anticipated termination date:

If permanent, 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 34 weeks

### Explanation of Action:

**Part III: Position/Budget Authorization**

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

**Date:** 9/11/11

**Approved by Vice President:**

**Date:** 9/211

**Approved by Division Chair:**

**Date:** 9/7/11

**Reviewed by Human Resources:**

**Date:** 9-7-11

**Budget Approval:**

**Date:** 9/7/11

**Approved by President:**

**Date:** 9-7-11

**Approved by Cabinet Level Supervisor:**

**Date:**

Date approved by Board or [ ] not applicable

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Reg 821

Revised May 15, 1991

S 1109 0107
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:**

- Physical Plant

**Job Title/Position:**

- Job Vacancy No.: (if applicable)
  - 1107 S 042

**Security/Part time temporary**

- Specialized Area:
  - Security

**Budgeted Position?**

- Yes [ ]
- No [ ]

- Funded in which FY?
  - 2010-2011

**Budget Number:**

- 1110.1192.6108.701

**Compensation:**

- $11.47
- Hourly [ ]
- Other (explain) [ ]

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

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

- Hourly Rate: (Part-time only)
  - $11.47 per hr x 12 hrs/wk x 8 wks = $1,743.36 per year

**Start Date:** 7-11-11

**End Date:** 8-31-11

**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
- [ ] 8 weeks

**PROPOSED**

**Division/Unit:**

- Physical Plant

**Job Title/Position:**

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

**Security/Part time**

- Specialized Area:
  - Security

**Budgeted Position?**

- Yes [ ]
- No [ ]

- Name of Replaced Employee: N/A

**Budget Number:**

- 1110.1192.6108.701

**Compensation:**

- $11.47
- Hourly [ ]
- Other (explain) [ ]

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

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

- Hourly Rate: (Part-time only)
  - $11.47 per hr x 19 hrs/wk x 52 wks = $11,332.36 per year

**Start Date:** 9-01-11

**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
- [ ] 52 weeks

- Date approved by Board or [ ] not applicable

---

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

- [Date]

**Approved by Division Chair:**

- [Date]

**Reviewed by Human Resources:**

- [Date]

**Budget Approval:**

- [Date]

**Approved by President:**

- [Date]

**Reg. 821**

**Revised May 15, 2009**
### Personnel Action Form

**Wharton County Junior College**

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**Part I: Check all that apply**

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

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

Job Title/Position:

Budgeted Position? [ ] Yes [ ] No

Budget Number:

Compensation:

- Annual
- Hourly
- Other (explain):

Start Date: __________ End Date: __________

- At-will-employee
- Per contract

Job Vacancy No.: (if applicable) 1108 S 057

Specialized Area:

Position No. (NBAPOSN): FITTW99

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**

Name of Replaced Employee: Barnaby Cornado

**Budget Number:**

**Compensation:**

- Annual
- Hourly
- Other (explain):

Start Date: 09/01/11

- At-will-employee
- Per contract

Job Vacancy No.: (if applicable)

Specialized Area:

Position No. (NBAPOSN): FITTW99

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

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

**Explanation of Action:**

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date

Approved by Division Chair Date

Reviewed by Human Resources Date

Budget Approval Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or [ ] not applicable

**Personnel Action Form**

**Human Resources**

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<th>First Name</th>
<th>Middle Initial</th>
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| 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: 09/30/11  
  - [ ] Change in Assignment  
  - [ ] Additional Assignment  
  - [ ] Leave of Absence

**Part II: Assignment/Accouting**

**CURRENT Division/Unit:**  
**Instruction/Senior Citizens**

**Job Title/Position:**  
Wharton Site Manager

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

**Budget Number:**  
21767.6001.6118.301

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

**Start Date:**  
09/24/97

**End Date:**  
09/30/11

**At-will-employee**  
[ ] Yes  
[ ] No

**Per contract**  
[ ] Yes  
[ ] No

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 50 weeks

**PROPOSED Division/Unit:**  
**Instruction/Senior Citizens**

**Job Title/Position:**  
Wharton Site Manager

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

**Name of Replaced Employee:**

**Budget Number:**  
21767.6001.6118.301

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

**Start Date:**  
09/24/97

**At-will-employee**  
[ ] Yes  
[ ] No

**Per contract**  
[ ] Yes  
[ ] No

**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):**  
[Signature]

**Date:**  
9-1-11

**Approved by Vice President:**  
Lau

**Date:**  
9-7-11

**Approved by Division Chair:**  
[Signature]

**Date:**  
Reviewed by Human Resources

**Date:**  
9-7-11

**Budget Approval:**  
[Signature]

**Date:**  
9-7-11

**Approved by Cabinet Level Supervisor:**  
[Signature]

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

**Reg. 821**  
S11090114

**Revised May 15, 2009**

**Dr.**
## Personnel Action Form

**Wharton County Junior College**

**Department**: Human Resources

### Banner ID #: Herrera Refugio

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

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

#### CURRENT Division/Unit:

- **Physical Plant**
- **Job Title/Position:** Custodian/Part time/Temporary
- **Budgeted Position?:** ☑ Yes ☐ No
- **Budget Number:** 1110.1194.6105.703

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
<th>Hourly Rate: (Part-time only)</th>
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</thead>
<tbody>
<tr>
<td>☑ Annual</td>
<td>☑ Hourly</td>
<td>0</td>
<td>1</td>
<td>$ 9.16 per hr x 19 hrs/wk x 15 wks = $2,610.60 year</td>
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<tr>
<td>☑ Other (explain)</td>
<td></td>
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<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>☑ At-will-employee</th>
<th>☑ Per contract</th>
<th>If temporary, anticipated termination date:</th>
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<td>05/18/11</td>
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</table>

#### PROPOSED Division/Unit:

- **Physical Plant**
- **Job Title/Position:** Custodian/Part time
- **Budgeted Position?:** ☑ Yes ☐ No
- **Budget Number:** 1110.1194.6105.703

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Annual</td>
<td>☑ Hourly</td>
<td>0</td>
<td>1</td>
<td>$ 9.16 per hr x 19 hrs/wk x 52 wks = $9,050.08 year</td>
</tr>
<tr>
<td>☑ Other (explain)</td>
<td></td>
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<table>
<thead>
<tr>
<th>Start Date:</th>
<th>☑ At-will-employee</th>
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<tbody>
<tr>
<td>8-29-11</td>
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<td>8-29-11</td>
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</table>

**Explanation of Action:**

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

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

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

**Reviewed by Human Resources:**

**Budget Approval:**

**Approved by Cabinet Level Supervisor:**

**Reg. 821**: $11080079

**Revised May 15, 2009**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
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<th>Last Name</th>
<th>First</th>
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<tbody>
<tr>
<td></td>
<td>Hudec</td>
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</tbody>
</table>

### Part I: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**
- Adult Basic Education

**Job Title/Position:**
- ABE Aide

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

**Budget Number:**
- 21290.6012.6129.1012

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

**Start Date:**
- 09/01/10

**End Date:**
- N/A

**Hourly Rate (Part-time only):**
- $11.76 per hr x 36 hrs/wk x 34 wks = $14,394.24 per year

**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 34 weeks

**PROPOSED**

**Division/Unit:**
- Adult Basic Education

**Job Title/Position:**
- ABE Aide

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

**Name of Replaced Employee:**
- N/A

**Budget Number:**
- 21291.6012.6129.1012

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

**Hourly Rate (Part-time only):**
- $11.76 per hr x 20 hrs/wk x 34 wks = $7,996.80 per year

**Start Date:**
- 09/01/11

**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 34 weeks

### Explanation of Action:

**Recommended by Supervisor (Department Head):**
- [Signature] with date: 8/10/11

**Approved by Division Chair:**
- [Signature] with date: 8/13/11

**Budget Approval:**
- [Signature] with date: 8/31/11

**Approved by Cabinet Level Supervisor:**
- [Signature] with date: 8/31/11

**Reviewed by Human Resources:**
- [Signature] with date: 6-15-11

**Reviewed by President:**
- [Signature] with date: 6-30-11

**Date approved by Board or [not applicable]:**
- [Signature] with date: 9-11-11

**Reg: 821**

**Revised May 15, 2000**
Wharton County Junior College

Personnel Action Form

Human Resources

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Address

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Part I: Check all that apply

- [ ] Classification:
  - [ ] 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

Part II: Assignment/Accounting

**CURRENT**

Division/Unit: Adult Basic Education

Job Title/Position: ABE Aide

Budgeted Position? [ ] Yes [ ] No

Funded in which FY? [ ] FY11

Budget Number: 21290.6012.6129.1012

Compensation:

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

- Sched [ ] 0
- Grade [ ] 10
- Step [ ] 0

Hourly Rate (Part-time only): $11.76 per hr x 36 hrs/wk x 34 wks = $14,394.24 per year

Start Date: 01/05/11

End Date: 09/01/11

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

Position No. (NBAPOSN): GNTC99

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 34 weeks

**PROPOSED**

Division/Unit: Adult Basic Education

Job Title/Position: ABE Aide

Budgeted Position? [ ] Yes [ ] No

Funded in which FY? [ ] FY12

Budget Number: 21291.6012.6129.1012

Compensation:

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

- Sched [ ] 0
- Grade [ ] 10
- Step [ ] 0

Hourly Rate (Part-time only): $11.76 per hr x 20 hrs/wk x 24 wks = $7,996.80 per year

Start Date: 09/01/11

End Date: N/A

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

Position No. (NBAPOSN): GNTC99

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 34 weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head):

Brandi Dougherty

Date: 8/10/11

Approved by Vice President:

Date: 8/15/11

Approved by Division Chair:

Date: 5-30-11

Reviewed by Human Resources:

Date: 5-30-11

Budget Approval:

Date: 8/30/11

Approved by President:

Date: 9-6-11

Approved by Cabinet Level Supervisor:

Date: 9-6-11

Date approved by Board or [ ] not applicable

Reg. 821

Revised May 16, 2009

S11080097
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<th>Change in Assignment</th>
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Part II: Assignment/Accounting

**CURRENT Division/Unit:**
Adult Basic Education  
Job Title/Position: ABE Aide  
Budgeted Position? ☑ Yes ☐ No  
Funded in which FY? FY11  
Budget Number: 21290.6012.6129.1012  
Job Vacancy No.: (if applicable) N/A  
Position No. (NBAPOSN): GNTC99  
Compensation: $11.76  
Hourly Rate: (Part-time only) $11.76/hr x 36 hrs/wk x 34 wks = $14,394.72 per year  
Start Date: 09/01/10  
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:

[Checkboxes for 9 months, 10 1/2 months, 12 months, or Other 34 weeks]

**PROPOSED Division/Unit:**
Adult Basic Education  
Job Title/Position: ABE Aide  
Budgeted Position? ☑ Yes ☐ No  
Funded in which FY? FY12  
Budget Number: 21291.6012.6129.1012  
Job Vacancy No.: (if applicable) N/A  
Position No. (NBAPOSN): GNTC99  
Compensation: $11.76  
Hourly Rate: (Part-time only) $11.76/hr x 20 hrs/wk x 34 wks = $7,996.80 per year  
Start Date: 09/01/11  
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:

[Checkboxes for 9 months, 10 1/2 months, 12 months, or Other 34 weeks]

Explanation of Action:

Recommended by Supervisor (Department Head): Brandi Dougherty, 8/10/11  
Approved by Division Chair: ☑  
Reviewed by Human Resources: Jeff Jones, 8-30-11  
Approved by President: Betty J. McLachlan, 9-6-11  
Approved by Cabinet Level Supervisor: ☑  
Date approved by Board or ☐ not applicable

Reg. 821 S11080094 Revised May 4, 2009
**Part I: Classification**

- Administrative/Professional Staff
- Faculty
- Support Staff

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

**Part II: Assignment/Accounting**

**CURRENT**
- Division/Unit: N/A
- Instruction: N/A
- Job Title/Position: N/A
- ABE Aide
- Specialized Area: Adult Basic Education
- Funded in which FY?: FY12
- Budgeted Position?: Yes
- Budgeted Position? No
- Name of Replaced Employee: N/A
- Budget Number: 22181.6005.6.129.1112
- Position No. (NBAPOSN): N/A
- Compensations:
  - $11.76
  - Hourly
  - Rate: (Part-time only)
  - $11.76 per hr x 26 hrs/wk x 34 wks = $14,394.24 per year

**PROPOSED**
- Division/Unit: N/A
- Instruction: N/A
- Job Title/Position: N/A
- Specialized Area: N/A
- Funded in which FY?: N/A
- Budgeted Position?: Yes
- Budgeted Position? No
- Name of Replaced Employee: N/A
- Budget Number: N/A
- Position No. (NBAPOSN): N/A
- Compensations:
  - $11.76
  - Hourly
  - Rate: (Part-time only)
  - $11.76 per hr x 26 hrs/wk x 34 wks = $14,394.24 per year

**Part III: Position/Budget Authorization**

- Recommended by Supervisor (Department Head): Brandi Dougherty
- Reviewed by Human Resources: N/A
- Approved by Division Chair: N/A
- Approved by President: N/A
- Budget Approval: N/A
- Approved by Cabinet Level Supervisor: N/A

- Date: 9/7/11
- Date: 9/7/11
- Date: N/A

**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 34
### Personnel Action Form

**Human Resources**

<table>
<thead>
<tr>
<th>Banner ID #</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Falcon</td>
<td>Jessica</td>
<td>R</td>
<td></td>
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</table>

**Address**

City | State | Zip

### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [x] Temporary
  - [x] 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: **Title V**
  - Job Title/Position: **Title V Technical Specialist**
  - Budgeted Position? [x] Yes [ ] No
  - Budgeted Position: **21160-0036-6113-400**
  - **Job Vacancy No.:** (if applicable) 1102 S 007
  - **Specialized Area:** Title V Project
  - **Funded in which FY?** FY11
  - **Position No. (NBAPOSN):** GNISP02

#### Compensation:

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

#### Start Date:

- **5/2/11**

#### End Date:

- **[x] At-will-employee**

### PROPOSED

- **Division/Unit:** **Title V**
- **Job Title/Position:** **Title V Technical Specialist**
- **Budgeted Position? [x] Yes [ ] No**
- **Name of Replaced Employee:** NA
- **Budget Number:** **21160-0036-6113-400**
- **Job Vacancy No.:** (if applicable) 1102 S 007
- **Specialized Area:** Title V Project
- **Funded in which FY?** FY12
- **Position No. (NBAPOSN):** GNISP02

#### Compensation:

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

#### Start Date:

- **10/01/11**

#### End Date:

- **[x] At-will-employee**

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):** [Signature]
  - **Date:** 9-4-11
- **Reviewed by Division Chair:** [Signature]
  - **Date:** 9-6-11
- **Reviewed by Human Resources:** [Signature]
  - **Date:** 09/13/11
- **Recommended by President:** [Signature]
  - **Date:** 9-13-11
- **Approved by Cabinet Level Supervisor:** [Signature]
  - **Date:** 9-13-11
- **Date approved by Board or [ ] not applicable**

Reg. 821

Revised May 15, 2009
**Wharton County Junior College**  
**Personnel Action Form**  
**Human Resources**

**Banner ID #**  
**Last Name**: Otis  
**First Name**: Cynthia  
**Middle Initial**: A  
**Telephone**:  

**Address**

**Part I: Check all that apply**

- Classification:
  - [ ] Administrative/Professional Staff  
  - [ ] Faculty  
  - [x] Support Staff
  - [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**: Vocational Science  
- **Job Title/Position**: Temporary Full Time Division Secretary-BC Nuclear Power Technology  
- **Budgeted Position?**: Yes [x] No  
- **Budgeted Number**: 1510.120.6101.400 50%, 1510.14310.6101.102 50%

**Compensation**:  
- [x] Annual  
- [ ] Hourly  
- [ ] Other (explain):  
- [ ] Sched O  
- [ ] Grade 9  
- [ ] Step 1  
- [x] At-will-employee  
- [ ] Per contract

**Start Date**: 03/01/10  
**End Date**: N/A  

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

- **Budget Number**: 1510.120.6101.400 50%, 1510.14310.6101.102 50%

**PROPOSED**

- **Division/Unit**: Vocational Science  
- **Job Title/Position**: Full Time Division Secretary-BC Nuclear Power Technology - Temporary  
- **Budgeted Position?**: Yes [x] No  
- **Name of Replaced Employee**: N/A  
- **Budgeted Number**: 1510.120.6101.400 50%, 1510.14310.6101.102 50%

**Compensation**:  
- [x] Annual  
- [ ] Hourly  
- [ ] Other (explain):  
- [ ] Sched O  
- [ ] Grade 2  
- [ ] Step 1  
- [x] At-will-employee  
- [ ] Per contract

**Start Date**: 09/01/11  
**End Date**: N/A

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

- **Budget Number**: 1510.120.6101.400 50%, 1510.14310.6101.102 50%

**Explanation of Action**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head)**
  - **Date**: 8/1/11
  - **Approved by Vice President**: 8/8/11

- **Approved by Division Chair**: 8/1/11

- **Budget Approval**: 8/15/11

- **Approved by Campus Level Supervisor**: 8/3/11

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

**S110800088**
**Personnel Action Form**

**Human Resources**

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**Part I: Check all that apply**

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**Part II: Assignment/Accounting**

**CURRENT**

Division/Unit: Learning Assistance Center

Job Title/Position: Reading/writing tutor

Budgeted Position? ☒ Yes ☐ No

Budget Number: 1110.1493.6094.100

Compensation: ☒ Hourly

$15.00 ☒ Hourly | ☐ Other (explain)

Start Date: 02/11/08 | End Date: 05/15/08

- Hourly Rate: (Part-time only) $15 per hr \* 19.3 hrs/wk \* 12 wks = $3,510 per year

- If temporary, anticipated termination date: 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 12 weeks

**PROPOSED**

Division/Unit: Learning Assistance Center

Job Title/Position: Reading /Writing Tutor

Budgeted Position? ☒ Yes ☐ No

Budget Number: 1110.1493-6094-100

Compensation: ☒ Hourly

$15.00 ☒ Hourly | ☐ Other (explain)

Start Date: 8/29/11 | End Date: 8/12/2012

- Hourly Rate: (Part-time only) $15 per hr \* 18 hrs/wk \* 40 wks = $10,800 per year

- If temporary, anticipated termination date: 8/12/2012

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

- ☐ 9 months  ☐ 10 1/2 months  ☐ 12 months  ☐ Other 40 weeks

Explanation of Action:

**Part III: Position/Budget Authorization**

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

Approved by Division Chair Date Reviewed by Human Resources Date

Budget Approval Date Approved by President Date

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

Reg. 821

C. 34

S11090112

Revised July 29, 2004
Personnel Action Form

Wharton County Junior College

Banner ID #

Part I: Check all that apply

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

City

Telephone

State

Zip

Retirement
- Resignation
- Separation (date: 05/15/2011)
- Change in Assignment
- Additional Assignment
- Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:

Life Sciences

Job Title/Position:
Biology lab worker

Budgeted Position? ☑ Yes ☐ No

Funded in which FY? FY 11

Budget Number:
1210.14301.6102.100

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

$ 7.25

Sched N/A

Grade N/A

Step N/A

Hourly Rate: (Part-time only)
$ 7.25 per hr x 4 hrs/wk x 8 wks = $ 232 per year

Start Date: 03/10/2011

End Date: 05/15/2011

At-will-employee
If temporary, anticipated termination date: 05/15/2011

Proposed Division/Unit:

Job Title/Position:

Budgeted Position? ☐ Yes ☐ No

Name of Replaced Employee:

Funded in which FY?

Budget Number:

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

$ 

Sched

Grade

Step

Hourly Rate: (Part-time only)

Start Date: 03/10/2011

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

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

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other 8 weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) 8-1-11

Approved by Vice President 8-18-11

Approved by Division Chair 8/1/2011

Reviewed by Human Resources 08/10/11

Budget Approval 8/1/2011

Approved by President 8-11-11

Approved by Cabinet Level Supervisor 8-11-11

Date approved by Board or ☐ not applicable

Reg. 821 511080086

Revised May 15, 2009
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

### Part I: Check all that apply

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### Part II: Assignment/Accounting

**CURRENT**

- **Division/Unit:** 
- **Job Vacancy No.: (if applicable):** 1107 S: 047
- **Specialized Area:** LAC—Wharton

- **Job Title/Position:** 
- **Funded in which FY?:** 2011-2012

- **Budgeted Position?:** ☑ Yes ☐ No
- **Position No. (NBAPOSN):** TUTW99

- **Budget Number:** 1110-1493-6094-100

- **Compensation:**
  - ☑ Hourly
  - **Sched:** ⚫
  - **Grade:** ⚫
  - **Step:** ⚫
  - **Hourly Rate: (Part-time only):** $15 per hr x 16 hrs/wk x 40 wks = $10,800 per year

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**PROPOSED**

- **Division/Unit:** Learning Assistance Center
- **Job Vacancy No.: (if applicable):**
- **Specialized Area:**
- **Job Title/Position:** Math tutor
- **Funded in which FY?:**

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

- **Budget Number:**

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- **Explanation of Action:**

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
- **Approved by Vice President:** 9-1-11

- **Approved by Division Chair:**
- **Reviewed by Human Resources:**

- **Budget Approval:**
- **Approved by President:** 9-7-11

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

Reg. 821

Revised March 16, 2009
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

**Rm#**

**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: ___)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

---

**Part II: Assignment/Accounting**

**CURRENT Division/Unit:**

Learning Assistance Center - Sugar Land

Job Vacancy No.: (if applicable) 1105 S 034

Specialized Area: LAC-Sugar Land

Funded in which FY? FY 11

Job Title/Position: Temporary Part Time Writing/Reading Tutor

Budgeted Position? [x] Yes [ ] No

Budget Number: 1610.1493.6094.100

TUTS99

**Compensation:**

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

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

$ 10.00

Hourly Rate: (Part-time only)

$ 10.00/hr x 8 hrs/wk x 5 wks = $ 400 per year

Start Date: 6/6/11

End Date: 7/7/11

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 5 weeks

**PROPOSED Division/Unit:**

Learning Assistance Center-Sugar Land

Job Vacancy No.: (if applicable) 1105 S 034

Specialized Area: LAC-Sugar Land

Funded in which FY? FY 11

Job Title/Position: Temporary Part Time Writing/Reading Tutor

Budgeted Position? [x] Yes [ ] No

Name of Replaced Employee: NA

Budget Number: 1610.1493.6094.100

TUTS99

**Compensation:**

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

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

$ 10.00

Hourly Rate: (Part-time only)

$ 10.00/hr x 4 1/2 hrs/wk x 5 3/4 wks = $ 200 per year

Start Date: 9/2/11

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 5 weeks

---

**Explanation of Action:**

---

**Part III: Position/Budget Authorization**

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

8/1/11

Approved by Vice President:

9/1/11

Approved by Division Chair:

8/30/11

Reviewed by Human Resources:

8/1/11

Budget Approval:

9/1/11

Approved by President:

9/6/11

Approved by Cabinet Level Supervisor:

Date approved by Board or [ ] not applicable

Reg. 821

S 11090106

Revised May 15, 2009
### Wharton County Junior College

**Personnel Action Form**

**Human Resources**

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### Part I: Check all that apply

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

### Part II: Assignment/Accounting

**CURRENT Division/Unit:**

**Vocational Instruction**

**Job Title/Position:**
- Temporary ABE Specialist
- Adult Basic Education

**Budgeted Position?** ☑ Yes ☐ No

**Budget Number:** 21290.6012.6184.1012 and 22181.6005.6184.1012

**Compensation:**
- ☑ Hourly
  - Grade: N/A
  - Step: N/A
  - $23.00 per hr x 28 hrs/wk x 11 wks = $7084.00 per year

**Start Date:** 5/16/11

**End Date:** N/A

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**
- ☑ 9 months
- ☑ 10 1/2 months
- ☑ 12 months
- ☑ Other 11 weeks

**PROPOSED Division/Unit:**

**Vocational Instruction**

**Job Title/Position:**
- Temporary ABE Specialist
- Adult Basic Education

**Budgeted Position?** ☑ Yes ☐ No

**Budget Number:** 21291.6012.6184.1012

**Compensation:**
- ☑ Hourly
  - Grade: N/A
  - Step: N/A
  - $23.00 per hr x 35 hrs/wk x 5 wks = $4025.00 per year

**Start Date:** 7/30/11

**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 5 additional weeks

**Explaination of Action:**

### Part III: Position/Budget Authorization

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

**Date:** 8/24/11

**Approved by Vice President:**

**Date:** 8/29/11

**Reviewed by Human Resources:**

**Date:** 8/30/11

**Budget Approval:**

**Date:** 8/30/11

**Approved by Cabinet Level Supervisor:**

**Date:** 9/6/11

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

**S1108 0102**
Personnel Action Form

Human Resources

Banner ID #

Last Name
Frankum

First
Amanda

Middle Initial
L

Telephone

Address

City

State

Zip

Part I: Check all that apply

Classification:
☐ Administrative/Professional Staff
☒ Support Staff

☐ New Employee
☒ Extension

☐ Reclassification
☐ Transfer

☐ Promotion
☐ Salary Adjustment

☐ Other (explain)

☐ Retirement
☐ Resignation

☐ Separation (date:____)
☐ Change in Assignment

☐ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:

Vocational Instruction

Job Title/Position:
Temporary ABE Specialist

Budgeted Position? ☒ Yes ☐ No

Budget Number:
21291.6012.6184.1012

Compensation:
☐ Annual
☒ Hourly
☐ Other (explain)

Sched N/A
Grade N/A
Step N/A

Hourly Rate (Part-time only)
$23.00 per hr x 35 hrs/wk x 8 wks =
$4025.00 per year

Start Date: 7/30/11 End Date: 08/31/11

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 5 weeks

PROPOSED Division/Unit:

Vocational Instruction

Job Title/Position:
Temporary ABE Specialist

Budgeted Position? ☒ Yes ☐ No

Budget Number:
21291.6012.6184.1012

Compensation:
☐ Annual
☒ Hourly
☐ Other (explain)

Sched N/A
Grade N/A
Step N/A

Hourly Rate (Part-time only)
$23.00 per hr x 35 hrs/wk x 8 wks =
$6,440.00 per year

Start Date: 9/1/2011 End Date: 10/28/11

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 8 additional weeks

Explanations of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date

Brandi Dougherty 8/24/11

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

S1108 0101
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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City  | State  | Zip  |
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### Part I: Check all that apply

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<td>☐ Part-Time</td>
<td>☐ Other (explain)</td>
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### Part II: Assignment/Accounting

**CURRENT Division/Unit:** Learning Assistance Center

**Job Title/Position:** Math Tutor

**Specialized Area:** LAC-SL

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

**Budgeted Position?** ☑ Yes ☐ No

**Budget Number:** 1310.1493.6094.100

**Compensation:**

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

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**Hourly Rate:** $15 per hr x 8 hrs/wk x 33.5 wks = $4020.00 per year

**Start Date:** 09/15/08  
**End Date:** 05/15/09  
**At-will-employee**  
**If temporary, anticipated termination date:**

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

- ☐ 9 months  
- ☐ 10 1/2 months  
- ☐ 12 months  
- ☐ Other 33.5 weeks

**PROPOSED Division/Unit:** Learning Assistance Center

**Job Title/Position:** Math Tutor

**Specialized Area:** Learning Assistance Center - Sugar L

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

**Budgeted Position?** ☑ Yes ☐ No

**Budget Number:** 1610-1493-6094-100

**Compensation:**

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

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**Hourly Rate:** (Part-time only) $15 per hr x 8 hrs/wk x 40 wks = $5040 per year

**Start Date:** 8/29/2011  
**End Date:** 8/12/2012  
**At-will-employee**  
**If temporary, anticipated termination date:** 8/12/2012

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

- ☐ 9 months  
- ☐ 10 1/2 months  
- ☐ 12 months  
- ☐ Other 40 weeks

**Explanation of Action:**

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

**Reviewed by Human Resources**  
**Approved by President**

**Budget Approval**  
**Approved by Cabinet Level Supervisor**

Date: 8/30/11  
Date: 9/1/11

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

#### Human Resources

**Social Security No.**

**Last Name** King

**First Name** Charlotte

**Middle Initial** M.

**Address**

**City**

**State**

**Zip**

#### 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

**Job Title/Position:** Learning Assistance Center

**Reading/Writing Tutor**

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

**Budgeted Number:** 1210.1493-6094.100

**Compensation:**

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

**Hourly Rate:**

- [ ] Annual
- [ ] Sched NA
- [ ] Step NA
- [ ] Other (explain)

**Start Date:** 02/11/08

**End Date:** 05/15/08

**Funded in which FY?** FY08

**Position No. (NBAPOSN):** TUTTF99

**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 12 weeks

**PROPOSED Division/Unit:**

**Learning Assistance Center**

**Job Title/Position:**

**Reading/Writing Tutor**

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

**Budgeted Number:** 1210-1493-6094-100

**Compensation:**

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

**Hourly Rate:**

- [ ] Annual
- [ ] Sched NA
- [ ] Step NA
- [ ] Other (explain)

**Start Date:** 8/29/2011

**End Date:** 8/12/2012

**Funded in which FY?** 2011-2012

**Position No. (NBAPOSN):** TUTTF99

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

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 40 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

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

**Date:** 8/29/11

**Approved by Vice President:**

**Date:** 9-1-11

**Approved by Division Chair:**

**Date:** 8/30/11

**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, 2000**
Wharton County Junior College

Personnel Action Form

Human Resources

Social Security No.  
Last Name McElroy  
First Lucas  
Middle Initial B  
Telephone  
Address  
City  
State  
Zip  

Part I: Check all that apply

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

Job Vacancy No.: (if applicable)  
0901 S 001  

Part II: Assignment/Accounting

CURRENT Division/Unit:  
Learning Assistance Center  
Job Title/Position:  
Math Tutor  
Specialized Area:  
LAC-FBTC  
Budgeted Position?  ☑ Yes  ☐ No  
Funded in which FY?  
FY09  
Budget Number:  
1210.1493-6094  
Position No. (NBAPOSN):  
TUTF99  
Compensation:  
☐ Annual  
☐ Hourly  
☐ Other (explain)  
Sched NA  
Grade NA  
Step NA  
Hourly Rate: (Part-time only) $15 per hr x 19.5 hrs/wk x 16 wks = $4,680 per year  
Start Date:  
01/12/09  
End Date:  
05/15/09  
At-will-employee ☐  
If temporary, anticipated termination date:

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

☐ 9 months  ☐ 10 1/2 months  ☐ 12 months  ☐ Other 16 weeks

PROPOSED Division/Unit:  
Learning Assistance Center--FBTC  
Job Title/Position:  
Tutor  
Specialized Area:  
Math  
Budgeted Position?  ☑ Yes  ☐ No  
Funded in which FY?  
FY12  
Budget Number:  
1210.1493.6094.100  
Position No. (NBAPOSN):  
TUTF99  
Compensation:  
☐ Annual  
☐ Hourly  
☐ Other (explain)  
Sched N/A  
Grade N/A  
Step N/A  
Hourly Rate: (Part-time only) $15 per hr x 18 hrs/wk x 40 wks = $10,800 per year  
Start Date:  
8/29/2011  
End Date:  
8/12/2012  
At-will-employee ☐  
If temporary, anticipated termination date:

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

☐ 9 months  ☐ 10 1/2 months  ☐ 12 months  ☐ Other 40 weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)  
Date  
8/29/11  
Approved by Vice President  
Date  
9/1/11  

Approved by Division Chair  
Date  
8/30/11  
Reviewed by Human Resources  
Date  
9/7/11  

Budget Approval  
Date  
9/1/11  
Approved by President  
Date  
9/7/11  

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

Reg. 821

S 11090109

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

**Banner ID #**

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**Address**

<table>
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<tr>
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<th>State</th>
<th>Zip</th>
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</thead>
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**Part I: Check all that apply**

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 05/12/2011)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

- **Division/Unit:** Life Sciences
- **Job Title/Position:** Biology lab worker
- **Budgeted Position?** Yes [x] No [ ]
- **Funded in which FY?** FY 11
- **Budget Number:** 1110.14301.6201.100
- **Position No. (NBAPOSN):** DIVW99

**Compensation:**

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

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

<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
</tr>
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<tbody>
<tr>
<td>$ 7.25 per hr x 4 hrs/wk x 32 wks = $ 928 per year</td>
</tr>
</tbody>
</table>

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

**Start Date:** 09/06/2010

**End Date:**

**If temporary, anticipated termination date:** 05/12/2011

**PROPOSED**

- **Division/Unit:**
- **Job Title/Position:**
- **Budgeted Position?** [ ] Yes [ ] No
- **Name of Replaced Employee:**
- **Funded in which FY?**
- **Budget Number:**
- **Position No. (NBAPOSN):**

**Compensation:**

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

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

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

**Start Date:**

**If temporary, anticipated termination date:**

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):**
- **Date:** 8-1-11
- **Approved by Vice President:**
- **Date:** 8-8-11

- **Reviewed by Human Resources:**
- **Date:** 8-11-11

- **Approved by President:**
- **Date:** 8-11-11

- **Approved by Cabinet Level Supervisor:**
- **Date:** 8-12-11

**Date approved by Board:**

**Reg. 821**

**S11080085**

**Revised May 15, 2006**
# Wharton County Junior College

## Personnel Action Form

**Human Resources**

### Banner ID #

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### Address

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### Part I: Check all that apply

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

### Part II: Assignment/Accounting

#### CURRENT Division/Unit:

- **Athletics**

**Job Title/Position:** Volleyball Coach Assistant

**Budgeted Position?:** Yes  No

**Budgeted Position?:** Yes  No

**Position No. (NBAPOSN):** AVC01T

**Compensation:**

<table>
<thead>
<tr>
<th>Annual</th>
<th>Sched</th>
<th>n/a</th>
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</thead>
<tbody>
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**Hourly Rate (Part-time only):**

\[ \text{Hourly Rate} = \text{10 per hr} \times \text{6 hrs/wk} \times \text{35 wks} = \text{2100 per year} \]

#### Proposed Division/Unit:

- **Athletics**

**Job Title/Position:** Volleyball Coach Assistant

**Budgeted Position?:** Yes  No

**Budgeted Position?:** Yes  No

**Position No. (NBAPOSN):** AVC01T

**Compensation:**

<table>
<thead>
<tr>
<th>Annual</th>
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**Hourly Rate (Part-time only):**

\[ \text{Hourly Rate} = \text{10 per hr} \times \text{6 hrs/wk} \times \text{35 wks} = \text{2100 per year} \]

### 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 35 weeks

### Explanation of Action:

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

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<th>Name</th>
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**Approved by Vice President:**

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<th>Date</th>
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**Reviewed by Human Resources:**

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**Budget Approval:**

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<td>9-6-11</td>
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**Date approved by Board or □ not applicable:**

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Revised May 15, 2000
### Personnel Action Form

**Banner ID #**

**Last Name**

Rodriguez

**First Name**

Tamara

**Middle Initial**

N

**Telephone**


**Address**


**City**


**State**


**Zip**


### Part I: Check all that apply

- **Classification:**
  - ☐ 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**

### Part II: Assignment/Accounting

#### CURRENT Division/Unit:

Continuing Education Department

**Job Title/Position:**

Temporary Part-Time Grant Support Specialist

**Budgeted Position?**

☐ Yes ☑ No

**Budget Number:**

(50%) 2224-6031-6102-1020  (50%) 2225-6035-6102-1020

**Compensation:**

☐ Annual

☒ Hourly

☐ Other (explain)

- **Sched ** N/A
- **Grade** N/A
- **Step** N/A

**Hourly Rate:**

$18.00 per hr x 12 hrs/wk x 32 wks = $6,912.00 per year

**Funded in which FY?**

FY11

**Position No. (NBAPOS):**

GNTC99

**Start Date:**

09/01/10

**End Date:**

06/05/11

### PROPOSED Division/Unit:

Continuing Education Department

**Job Title/Position:**

Temporary Part-Time Grant Support Specialist

**Budgeted Position?**

☑ Yes ☐ No

**Name of Replaced Employee:**

N/A

**Budget Number:**

2225-6035-6094-102. 2225-6035-6102-1020

**Compensation:**

☐ Annual

☒ Hourly

☐ Other (explain)

- **Sched** N/A
- **Grade** N/A
- **Step** N/A

**Hourly Rate:**

$18.00 per hr x 24 hrs/wk x 13 wks = $5,616.00 per year

**Funded in which FY?**

FY11

**Position No. (NBAPOS):**

GNTC99

**Start Date:**

06/06/11

**End Date:**

If temporary, anticipated termination date:

08/31/11

### 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 13 weeks

### Part III: Position/Budget Authorization

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

8/23/11

**Date**

8/30/11

**Approved by Vice President**

**Date**

**Reviewed by Human Resources**

8/30/11

**Budget Approval**

8/30/11

**Approved by President**

9/6/11

**Approved by Cabinet Level Supervisor**

8/30/11

**Date**

Date approved by Board or ☐ not applicable

Reg. 821

S11080100

Revised May 15, 2009

C4
Wharton County Junior College

Personnel Action Form

Human Resources

Name: Rodriguez Tamara N

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
- Other (explain)

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

Part II: Assignment/Accounting

CURRENT Division/Unit:
Continuing Education Department

Job Title/Position:
Temporary Part-Time Grant Support Specialist

Budgeted Position?  Yes  No

Budgeted Position?

Job Vacancy No.: (if applicable)
1010 S 056

Specialized Area:
Continuing Education

Funded in which FY?  FY11

Position No. (NBAPOSN): GNTC99

Budget Number:
(50%) 2224-6031-6102-1020 (50%) 2225-6035-6094-102

Compensation:
- Annual
- Hourly

$18.00

Start Date: 06/06/11
End Date: 08/31/11

N/A

At-will-employee

If temporary, anticipated termination date:

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

PROPOSED Division/Unit:
Continuing Education Department

Job Title/Position:
Temporary Part-Time Grant Support Specialist

Budgeted Position?  Yes  No

Budgeted Position?

Job Vacancy No.: (if applicable)
1010 S 056

Specialized Area:
Continuing Education

Funded in which FY?  FY11

Position No. (NBAPOSN): GNTC99

Budget Number:
(100%) 2225.6035.6094.102

Compensation:
- Annual
- Hourly

$18.00

Start Date: 09/01/11
End Date: 12/30/11

N/A

At-will-employee

If temporary, anticipated termination date:

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Approved by Vice President

Date

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 11/09/0108

Revised May 15, 2009
**Wharton County Junior College**

**Personnel Action Form**

**Human Resources**

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</table>

**Part I: Check all that apply**

- [x] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [x] Temporary
- [ ] Full-Time
- [ ] Part-Time
- [ ] Regular
- [x] 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?** [x] Yes [ ] No
- **Budget Number:** [ ]
- **Compensation:**
  - [ ] Annual
  - [x] Hourly
  - [ ] Other (explain)
- **S:**
- **Start Date:** [x] At-will/employee
- **End Date:** [ ] 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:*  
- [x] 9 months  
- [ ] 10 1/2 months  
- [ ] 12 months  
- [ ] Other

**PROPOSED Division/Unit:**

- **Administrative Services**
- **Job Title/Position:** Temporary Library/Open Computer Lab Clerk
- **Budgeted Position?** [x] Yes [ ] No
- **Budget Number:** 1210.1494.6102.102
- **Compensation:**
  - [x] Other (explain)
  - [ ] At-will/employee
  - [ ] Per contract
- **Start Date:** 09/01/11

*Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:*  
- [x] 9 months  
- [ ] 10 1/2 months  
- [ ] 12 months  
- [x] Other 48 weeks

**Explanation of Action:**

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):** [ ]
- **Date:** 8/15/11
- **Approved by Division Chair:** [ ]
- **Date:** [ ]
- **Budget Approval:** [ ]
- **Date:** 8/16/11
- **Approved by Cabinet Level Supervisor:** [ ]
- **Date:** 8/14/11
- **Approved by President:** [ ]
- **Date:** 8/16/11
- **Reviewed by Human Resources:** [ ]
- **Date:** 09/06/11
- **Approved by Vice President:** [ ]
- **Date:** 8/16/11
- **Date approved by Board or not applicable:** [ ]

**Reg. 821 Revised May 15, 2009**

**S 1108 0090**
A. President’s Evaluation – Form, Methodology, and Timeline (mailed under separate cover)
MATTERS RELATING TO FORMAL POLICY

A. Approval of the following regulations: Regulations have been reviewed through governance structure and recommended changes were made (policy change requires board approval)
   Note that attorney’s recommended changes are in blue and administrations recommended changes are in red.

   1. Regulation 005: Board Member’s Statement of Ethics
BOARD MEMBER'S STATEMENT OF ETHICS

I. BACKGROUND and/or LEGAL REFERENCE

The Texas Appropriations Act and Texas Education Code Section 61.0815 require higher education institutions to file an ethics policy with the Texas Higher Education Coordinating Board.

II. PURPOSE

High ethical standards and compliance with the law are of critical importance to Wharton County Junior College ("WCJC" or "College"). As elected officials, WCJC board members owe a responsibility to the people of Texas in the performance of their official duties. This Statement of Ethics provides the guidelines that govern each Board member’s conduct. Board members should act fairly and honestly and avoid creating even the appearance of impropriety.

III. POLICY

A. Ethics: Conflict of Interest Disclosures

1. Substantial Interest Affidavit and Abstention

If a local public official or a person related to a local public official in the first degree by either affinity or consanguinity has a substantial interest in a business entity or in real property, the local public official before a vote or decision on any matter involving the business entity or the real property, shall file an affidavit with the official Board record keeper stating the nature and extent of the interest and shall abstain from further participation in the matter if:

   a. In the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or

   b. In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

   Local Gov’t Code 171.004

2. Contracts Permitted

A Board may contract with a business entity in which a Trustee has a substantial interest if the Trustee follows the disclosure and abstention procedure set out above. Atty. Gen. Op. JM-424 (1986)

   a. Definition of Substantial Interest

   A person has a “substantial interest” in a business entity if any of the following is the case:

   1. The person owns at least:

   a. Ten percent of the voting stock or shares of the business entity, or
b. Either ten percent or $15,000 of the fair market value of the business entity.

2. Funds received by the person from the business entity exceed ten percent of the person’s gross income for the previous year.

A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of $2,500 or more.

The local public official is considered to have a substantial interest if a person related in the first degree by either affinity or consanguinity to the local public official, as determined under Texas Government Code, Chapter 573, Subchapter B [see DBE], has a substantial interest as defined above.

_Texas Local Gov't Code 171.002_

b. Definition of Local Public Official

“Local public official” shall mean a member of the governing body or another officer, whether elected, appointed, paid, or unpaid, of any College District (including a College District), central appraisal district, or other local governmental entity who exercises responsibilities beyond those that are advisory in nature. _Local Gov't Code 171.001(1)_

c. Definition of Business Entity

“Business entity” means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law. _Local Gov't Code 171.001(2)_

d. Majority Conflict

If a Trustee is required to file and does file an affidavit, that Trustee shall not be required to abstain from further participation in the matter or matters requiring such an affidavit if a majority of the Trustees are likewise required to file and do file affidavits of similar interests on the same official action. _Local Gov't Code 171.004_

e. Separate Vote on Budget

A Board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a Trustee has a substantial interest. The affected Trustee shall not participate in that separate vote, but may vote on a final budget if he or she filed the affidavit and the matter in which he or she is concerned has been resolved. _Local Gov't Code 171.005_

f. Violations

Except as provided above, the local public official shall not knowingly:

1. Participate in a vote or decision on a matter involving a business entity or real property in which the local public official has a substantial interest if it is reasonably foreseeable that an action on the matter will have a special economic effect on the business entity or value of the property that is distinguishable from the effect on the public.
2. Act as surety for a business entity that has a contract, work, or business with a College District.

3. Act as surety on any official bond required of an officer of a College District.

_Local Gov't Code 171.003_

3. Voidable Actions

The finding by a court of a violation of Texas Local Government Code Chapter 171 does not render an action of a Board voidable unless the measure that was the subject of an action involving a conflict of interest would not have passed without the vote of the person who violated the chapter. _Local Gov't Code 171.006_

4. Conflicts Disclosure Statement

A local government officer shall file the required conflicts disclosure statement, as adopted by the Texas Ethics Commission, with respect to an applicable vendor if the vendor has contracted with the College District or the College District is considering doing business with the vendor; and the vendor has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income; or has given to the local government officer or a family member of the officer one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than $250 in the 12-month period preceding the date the officer becomes aware that such a contract has been executed; or the local governmental entity is considering doing business with the vendor.

A local government officer shall file the conflicts disclosure statement with the records administrator of the College District not later than 5:00 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement.

a. Violations

A local government officer commits a Class C misdemeanor if the officer knowingly violates this law. It is a defense to prosecution that the local government officer filed the required conflicts disclosure statement not later than the seventh business day after receiving notice of the violation. _Local Gov't Code 176.003-.004_

b. Definition of Local Government Officer

"Local government officer" means a member of the governing body of a local governmental entity; or a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity. _Local Gov't Code 176.001(4)_

c. Definition of Family Member

"Family member" shall mean a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code. _Local Gov't Code 176.001(2)_

d. Definition of Records Administrator

"Records administrator" means the director, superintendent or other person responsible for maintaining the records of the College District. _Local Gov't Code 176.001(5)_
5. Internal Posting Requirement

A College District shall provide access on the College District's Internet Web site to the required conflicts disclosure statements and questionnaires filed with the records administrator. Local Gov't Code 176.009

6. Affidavit Disclosing Interest in Property

If a public servant has a legal or equitable interest in any property that is to be acquired with public funds, and has actual notice of the acquisition or intended acquisition of the property, the public servant shall file an affidavit as follows:

a. Filing of the Affidavit

The affidavit shall be filed with the county clerk(s) of the county or counties in which the property is located and of the county in which the public servant resides within ten days before the date on which the property is to be acquired by purchase or condemnation.

b. Elements of the Affidavit

The affidavit must:

1. State the name of the public servant and the public office title or job designation held or sought.

2. Fully describe the property.

3. Fully describe the nature, type, and amount of interest in the property, including the percentage of ownership interest and the date the interest was acquired.

4. Include a verification of the truth of the information in the affidavit.

5. Include an acknowledgment of the same type required for recording a deed in the deed records of a county.

Gov't Code 553.002, 553.003

7. Violations: Failure to File the Affidavit

A public servant who fails to file the affidavit when required is presumed to have the intent to commit an offense. An offense under this section is a Class A misdemeanor. Gov't Code 553.003


"Public servant" shall mean a person who is elected, appointed, employed, or designated, even if not yet qualified for or having assumed the duties of office, as:

a. A candidate for nomination or election to public office, or

b. An officer of government.

Gov't Code 553.001

B. Ethics: Prohibited Practices

“Public servant” shall mean a person elected, selected, appointed, employed, or otherwise designated as one of the following, even if the person has not yet qualified for office or assumed his or her duties:

a. An officer, employee, or agent of government; or

b. A candidate for nomination or election to public office.

*Texas Penal Code 1.07(a)(41)(A), (E)*

Prohibited activities are covered by, but are not limited to, the following:

a. Bribery

A public servant shall not intentionally or knowingly offer, confer, agree to confer on another, solicit, accept, or agree to accept a benefit:

1. As consideration for the public servant’s decision, opinion, recommendation, vote, or other exercise of discretion as a public servant.

2. As consideration for a violation of a duty imposed on the public servant by law.

3. That is a political contribution as defined by Title 15 of the Election Code or an expenditure made and reported as a lobbying expense in accordance with Government Code, Chapter 305, if the benefit was offered, conferred, solicited, accepted, or agreed to pursuant to an express agreement to take or withhold a specific exercise of official discretion, if such exercise of official discretion would not have been taken or withheld but for the benefit.

“Benefit” means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

*Texas Penal Code 36.01(3), 36.02*

b. Illegal Gifts

A public servant who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall not solicit, accept, or agree to accept any benefit from a person the public servant knows is interested in or likely to become interested in any such transactions of a College District, unless a statutory exception applies. *Penal Code 1.07(41)(A), (E), 36.08(4), 36.10*

A public servant who receives an unsolicited benefit that the public servant is prohibited from accepting under this section may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a recognized tax exempt charitable organization formed for educational, religious, or scientific purposes. *Penal Code 36.08(4)*

c. Honoraria and Expenses

A public servant commits a class A misdemeanor offense if he or she solicits, accepts, or agrees to accept an honorarium in consideration for services that the public servant would not have been requested to provide but for his or her official position or duties. However, a public servant is not
prohibited from accepting transportation and lodging expenses or meals in connection with a conference or similar event in which he or she renders services, such as addressing an audience or engaging in a seminar, to the extent those services are more than merely perfunctory. *Penal Code 36.07*

d. Abuse of Office

A public servant shall not, with intent to obtain a benefit or with intent to harm or defraud another, intentionally or knowingly violate a law relating to the office or misuse College District property, services, personnel, or any other thing of value, belonging to a College District, that has come into his or her custody by virtue of his or her office or employment. *Penal Code 39.02(a)*

“Law relating to the office” means a law that specifically applies to a person acting in the capacity of a public servant and that directly or indirectly imposes a duty on the public servant or governs the conduct of the public servant. *Penal Code 39.01(1)*

“Misuse” means to deal with property contrary to:

1. An agreement under which the public servant holds the property;
2. A contract of employment or oath of office of a public servant;
3. A law, including provisions of the General Appropriations Act specifically relating to government property, that prescribes the manner of custody or disposition of the property; or
4. A limited purpose for which the property is delivered or received.

*Penal Code 39.01(2)*

2. Nepotism

Except as provided by law, a public official may not appoint a person to a position that is to be directly or indirectly compensated from public funds or fees of office if:

a. The person is related to the public official by blood (consanguinity) within the third degree or by marriage (affinity) within the second degree [see below]; or

b. The public official holds the appointment or confirmation authority as a member of a local board and the person is related to another member of the Board by blood or marriage within a prohibited degree. *Gov’t Code 573.002, 573.041; Atty. Gen. Op. JC-184 (2000)*

“Public official” shall mean:

a. An officer of this state or of a College District, county, municipality, precinct, College District, or other political subdivision of this state; or

b. An officer or member of a Board of this state or of a district, county, municipality, College District, or other political subdivision of this state.

*Gov’t Code 573.001(3)*
The nepotism law governs the hiring of an individual, whether the individual is hired as an employee or an independent contractor. *Att'y Gen. Op. DM-76 (1992)*

A public official may not approve an account or draw or authorize the drawing of a warrant or order to pay the compensation of an ineligible individual if the official knows the individual is ineligible. *Gov't Code 573.083*

A Trustee of a Board that has delegated to a college president final authority for personnel selection remains subject to the nepotism provisions. *Att'y Gen. Op. GA-415 (2006)*

3. Former Trustee Employment

A Trustee of a College District may not accept employment with the College District until the first anniversary of the date the Trustee’s membership on the Board ends. *Texas Education Code 44.063130.089*

4. Incompatibility of Office

One person may not occupy two legally incompatible offices. Offices are legally incompatible when the faithful and independent exercise of one would necessarily interfere with the faithful and independent exercise of the other. A person may not serve in one branch of government while exercising any powers properly attached to either of the other branches of government. *Texas Constitution, Art. II, Sec. 1; State v. Martin, 51 S.W.2d 815 (Tex. Civ. App. 1932); Thomas v. Abernathy County Line ISD, 290 S.W. 15 (Tex. Comm. App. 1927); Turner v. Trinity ISD, 700 S.W.2d 1 (Tex. Ct. App. 1983); Att'y Gen. Op. JM-634 (1987)*

5. Depository Conflict

A Trustee who is a stockholder, officer, director, or employee of a bank that has bid to become a depository for a College District shall not vote on the awarding of a depository contract to said bank. *Education Code 45.204*

6. Textbook Violations – Commissions

A Trustee commits a class B misdemeanor offense if the Trustee receives any commission or rebate on any textbooks used in the schools with which the Trustee is associated. *Education Code 31.152(a)*

7. Textbook Violations – Conflict

A Trustee commits a class B misdemeanor offense if the Trustee accepts a gift, favor, or service that:

a. Is given to the person or the person’s school;

b. Might reasonably tend to influence a Trustee in the selection of a textbook; and

c. Could not be lawfully purchased with funds from the state textbook fund.

“Gift, favor, or service” does not include staff development, in-service, or teacher training; or instructional materials, such as maps or worksheets, that convey information to the student or otherwise contribute to the learning process.

*Education Code 31.152(b)–(d)*

(POLICY APPROVAL: __-__-07, Board of Trustees)
IV. Other Items Specific to the WCJC Board of Trustees

A. Board Member’s Code of Ethics

Board members of Wharton County Junior College shall subscribe to the following code of ethics:

As a member of the Board, I will strive to improve public education. To that end, I shall adhere to the following ethical standards. I agree to review these standards and sign a statement, promising to uphold those standards. I will:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning issues to be considered at those meetings;

2. Work with other Board members to establish effective Board policies, and to delegate authority for the administration of the College to the College president;

3. Recognize that I should endeavor to make policy decisions only after full-consideration and discussion at publicly-held Board meetings;

4. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

5. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;

6. Communicate to other Board members and the College president expressions of public reaction to Board policies and College programs;

7. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the American Association of Community and Junior Colleges, the Association of Community College Trustees, and other groups;

8. Support the employment of those persons best qualified to serve as College staff, and insist on a regular and impartial evaluation of all staff;

9. Observe and enforce all nepotism and conflict of interest laws, and avoid being placed in a position of conflict of interest. I will also refrain from using my Board position for personal or partisan gain.

10. Take no private action that will compromise the Board or administration, and respect the confidentiality of information or discussions held in executive session and/or that are privileged under applicable law;

11. Remember always that my first and greatest concern must be the educational welfare of the students attending the College;

12. Avoid engaging in or condoning any behavior by College officials, employees, and students which constitutes sexual harassment under applicable law. Sexual harassment is defined as: (1) when submission to or rejection of sexual conduct is used as a basis for employment decisions affecting an individual, and/or (2) harassing conduct which interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment; and;

13. Uphold and enforce all applicable court decisions, statutes, regulations, and Board policies, as they now exist or may be amended or modified in the future; and.
14. Report all incidents of actual or perceived improprieties or illegal acts to the College President unless he/she is the subject of the accusation. In which case, the incident should be reported to the Chairman of the Wharton County Junior College Board of Trustees.

(POLICY APPROVAL: 7-1-82, revised 11-16-04, Board of Trustees)