



BOARD OF TRUSTEES

Regular Board Meeting

Thursday, April 8, 2021

2:00 p.m.

***Allene Strain Community Room
Of the
Doss Student Center***

WEATHERFORD COLLEGE
BOARD OF TRUSTEES
April 8, 2021
2 p.m.

AGENDA

A meeting of the Board of Trustees of Weatherford College will be held on Thursday, April 8, 2021 beginning at 2 p.m. in the Allene Strain Community Room of the Doss Student Center, located at 225 College Park Drive, Weatherford, Texas, to consider and act on the posted agenda:

1. Call to Order, Invocation and Pledge of Allegiance
2. Public Comment for Individuals Not on the Agenda
3. President's Report:
 - a. Recognitions
 - b. Employee Notices
4. Consent Agenda and Financial Reports:
 - a. Approval of Minutes from the March 11, 2021 Board Meeting
 - b. Financial Reports Ending March 31, 2021
 - c. Approval of Ellucian Contract on Purchase and Supplier Management Software for Purchasing Department
5. Reports:
 - a. Guided Pathways Update/Numbers with Heart/Quality Enhancement Plan (QEP)
 - b. Demand Study Update
 - c. CFO Update
6. Future Agenda Items or Meetings:
 - a. Preliminary Budget Report
 - b. Election of Board of Trustees Officers
7. Announcements
8. Closed Session:
 - a. Consult with College Attorney, in Accordance with Government Code 551.071
 - b. Deliberate Real Property in Accordance with Government Code 551.072
 - c. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee, in Accordance with Government Code 551.074
9. Consideration and Possible Action: Real Property
10. Consideration and Possible Action: Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee
11. Adjourn



Public Comment for
Individuals
Not on Agenda



President's Report

- Recognitions
- Employee Notices



**Weatherford College Board of Trustees
Consent Agenda**

DATE: April 8, 2021

AGENDA ITEM #4.a.

SUBJECT: Minutes from the March 11, 2021 Board Meeting

INFORMATION AND DISCUSSION: None

RECOMMENDATION: That the Board of Trustees reviews and approves the minutes as presented.

ATTACHMENTS: Minutes from the March 11, 2021 Board Meeting

SUBMITTED BY: Theresa Hutchison, Executive Assistant to the President

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
March 11, 2021**

The Weatherford College Board of Trustees met in regular session at 2:00 p.m., Thursday, March 11, 2021 in the Allene Strain Community Room of the Doss Student Center. Mac Smith, Board Chair, called the meeting to order. Other trustees present were: Dan Carney, Vice Chair Sue Coody, Dave Cowley, Dr. Trev Dixon, Dr. Robert Marlett, and Secretary Lela Morris. Judy McAnally was absent. Mr. Brent Baker, Vice President of Institutional Advancement, gave the invocation and the Pledge of Allegiance was recited.

Call to Order,
Invocation and
Pledge of Allegiance

No one spoke for Public Comment.

Public Comment

President Tod Allen Farmer submitted the following recognitions and employee notices in advance of the meeting:

President's Report

a. Recognitions –

- WC Phi Chapter of the Phi Theta Kappa honor society on being awarded a Reach Reward. WC's Phi Chapter inducted 225 new members in 2020, up from the 2019 induction of 185 students. PTK advisor Shantee Siebuhr was awarded the Advisor Horizon Award. Additionally, PTK students Jay Love, Jo McClendon, Crislan McFarlin, and Carey Price were recently named to the 2021 All-Texas Academic Team.
- WC cafeteria employees Carmen Mendoza and Blanca Villavicencio deserve recognition for their exemplary service during the recent winter storm. These two ladies slept on the floor of the Strain Room for several days to make sure that our students were fed hot meals. Additionally, Officer Thomas Murphey was instrumental in shutting off broken water pipes and protecting our facilities. There were many WC team members who went above and beyond the call of duty during the storm.
- The Weatherford College Honors Program for charging forward. WC honors students recently met during our new activity period to network and discuss the new honors program. The Honors Committee has done a fantastic job of launching the pilot program. A full program launch is expected for the Fall 2021 semester.
- The tuition revenue bonds for the new Workforce and Emerging Technologies Building recently sold at a 30-year fixed rate of 2.67%. This low interest rate is likely to be below the mean inflation rate over the term of the bonds. This is more exceptional financial news for WC.

b. Employment Notices –

DMAC (Local) requires the College President to provide the names of contract employees that have resigned or retired since the last

board meeting. In accordance with this policy, President Farmer reported the following:

- James Mellott, Physical Sciences instructor, retirement effective 5/8/2021
- James Messenger, Ag and Business/Communications instructor, retirement effective 5/8/2021
- Clarita Rodriguez, Food Services head cook, retirement effective 5/31/2021
- Tom Wells, Social Sciences instructor, retirement effective 5/28/2021
- Ralph Willingham, Director of Admissions, retirement effective 5/31/2021

President Farmer thanked each one for their service and wished them the very best in future endeavors.

Consent Agenda

The minutes from the February 11, 2021 board meeting were submitted in advance and reviewed. *Minutes are attached; submitted by Theresa Hutchison, Executive Assistant to the President*

Minutes

The cash balance as of February 28, 2021 is \$49,777,923.64. This is an increase of \$2,382,209.35 from last year at February 29, 2020. The operating statement at February 28, 2021 indicates that total revenues collected are \$48,626,354 or 82.53% of budget. Total expenditures are \$31,106,540 or 52.80% of budget. *Attached are the Cash Balance Reports and Operating Statements at February 28, 2021 submitted by Dr. Andra R. Cantrell, Executive Vice President for Financial & Administrative Affairs.*

Financial Reports

As required by Government Code 2256.005, the investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the Public Funds Investment Act. This report is submitted to the Board on a quarterly basis, within a reasonable time after the end of the period. Attached you will find a Report of Investments for the period ending February 28, 2021. The recommendation being made is that the Board of Trustees approve the Report of Investments at February 28, 2021. *Attached are the Report of Investments at February 28, 2021. Submitted by Dr. Andra R. Cantrell, Executive Vice President for Financial & Administrative Affairs*

Quarterly Investment Report

Weatherford College solicited Request for Offers #RFO-01-21 from Cooperative Purchasing Contract vendors for the procurement, installation, and training of a wide range of audio-visual equipment and services to support the new Workforce and Emerging Technology Building. This solicitation focused on price, installation and training plan, and warranty. Weatherford College asked for the vendors to provide a list of other equipment & supplies

Cooperative Contract Offer for #RFO-01-21 Workforce Audio Visual Systems

options that may be needed in the project, which was provided by each vendor. However, these options were omitted from the pricing since each vendor provided very different components and it is unknown what elements will be required for this project. A total of three (3) vendors, Advanced Connections, Data Projections and Ford AV, have submitted TipsUSA Cooperative Purchasing offers. Ford AV and Data Projections met our specifications, but Advanced Connections did not. Ford AV provided the best value for the College in price, installation and training plan as well as warranty. After evaluation and review of the proposals, Greg Shrader, Executive Director of Technology Services, Larry, Gillespie, Mason Owen, Kendall Wessel, Jessica McKee, Director of Workforce , and Toni Martin, Assistant Director of Purchasing recommend Ford AV be approved to award audio visual equipment, installation and training from RFO-01-21 for the total price of \$549,657. *Attached is the Summary Pricing Worksheet on RFO-01-21 Workforce Audio Visual Systems submitted by Dr. Andra R. Cantrell, Executive Vice-President of Financial & Administrative Affairs.*

Policy CL-Local outlines the process for naming college facilities, including proposals to name facilities in recognition of philanthropic gifts. Weatherford College Foundation Board President Bob Glenn and Vice President of Institutional Advancement Brent Baker made the recommendation that the board approve the following facility names: The Alesia Armstrong Wiggs School of Nursing, the Jerry's GMC Bullpen, the Imperial Construction Dugout and the Roger and Patty Williams Press Box.

Facility Naming

Ms. Coody made the motion to approve the Consent Agenda as presented. Dr. Marlett seconded and the motion carried unanimously.

Consent Agenda
775-1
Approved

Dr. Andra R. Cantrell, Executive Vice President for Financial & Administrative Affairs, presented the proposed Adoption of 2021-22 Tuition and Fees based upon the recommendation of the Tuition and Fees Advisory Committee, the administration is recommending an increase in tuition as well as increases in a number of fees. The administration, along with the assistance of the Tuition and Fees Advisory Committee, have researched and analyzed the current rates of Weatherford College and the other community colleges in the state of Texas. Factors reviewed during the analysis were: anticipated budget expenditures for the 2021-22 budget, anticipated 2021-22 state appropriations, and tuition and fee revenue supplements and other major revenue sources, primarily property taxes. Ms. Morris made the motion to approve the 2021-22 tuition and fees as presented. Ms. Coody seconded and the motion carried unanimously. *Changes in tuition and fees recommended by the Tuition and Fees Advisory Committee are found in the attached schedule of Proposed Tuition & Fees, Miscellaneous Charges & Course Fee Changes for Fiscal Year 2021-2022.*

Adoption of 2021-22
Tuition and Fees
775-2
Approved

Brent Baker, Vice President of Institutional Advancement, made the recommendation that the Board accept the Certification of Unopposed Candidates and cancel the May 1, 2021 Weatherford College Board of Trustees election due to no challengers. Ms. Coody made the motion to approve the recommendation as presented. Ms. Morris seconded and the motion carried unanimously. *Attachments: Certification of Unopposed Candidates and Order of Cancellation.*

Acceptance of the
Certification of
Unopposed Candidates
and Cancelling the
Election
775-3
Approved

The following reports were presented to the Board:

Reports

- a. Guided Pathways Update/Numbers with Heart/Quality Enhancement Plan (QEP) submitted by Michael Endy, Vice President for Instruction and Student Affairs, and presented by Adam Finley, Executive Dean of Student Affairs
- b. Demand Study Update submitted by Michael Endy, Vice President of Instruction and Student Affairs
- c. Presidential Annual Evaluation Report presented by Dr. Tod Allen Farmer, President.

Vice President Brent Baker made the following announcements:

Announcements

- March 13 Home softball (11 a.m. and 1 p.m.)
- March 15-19 Spring Break (campus closed)
- March 15 Home basketball (5 and 7 p.m.)
- March 17 Home baseball (2 and 5 p.m.)
- March 20 Home softball (12 and 2 p.m.)
- March 24 Home baseball (3 and 6 p.m.)
Home basketball (5 and 7 p.m.)
- March 25 Foundation scholarship application deadline
- March 27 Home softball (12 and 2 p.m.)
- March 31 Home softball (1 and 3 p.m.)
- April 2 Good Friday Holiday
- April 16 Alumni Awards Luncheon (11:30 a.m. to 1 p.m.)

The Board of Trustees entered into Closed Session at 2:27 p.m. to consult with the college attorney in accordance with Government Code 551.072, to deliberate real property in accordance with Government Code 551.072 and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee in accordance with Government Code 551.074 and to review the annual evaluation and employment contract of the college president in accordance with Government Code 551.074.

Closed Session

The Board reconvened in Open Session at 3:20 p.m.

Open Session

The Board took no action regarding Real Property.

Real Property
775-4
No Action

The Board took no action regarding Personnel Matters.

Personnel Matters
775-5
No Action

Mr. Smith made the motion to approve the annual evaluation of the college president, and the contract extension of the college president to a duration of 3 years, with an 8% increase in salary. Ms. Coody seconded and the motion carried unanimously.

Annual Evaluation and
Employment Contract of
the College President
775-6
Approved

At 3:24 p.m., Dr. Marlett made the motion to adjourn the meeting. Ms. Coody seconded and the motion carried unanimously.

Motion to Adjourn
775-7
Approved

Mac Smith
Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees



**Weatherford College Board of Trustees
Consent Agenda**

DATE: April 8, 2021

AGENDA ITEM #4.b.

SUBJECT: Financial Reports Ending March 31, 2021

INFORMATION AND DISCUSSION: The cash balance as of March 31, 2021 is \$77,525,969.99. This is an increase of \$30,166,645.78 from last year at March 31, 2020. The operating statement at March 31, 2021 indicates that total revenues collected are \$51,125,593 or 86.77% of budget. Total expenditures are \$36,371,487 or 61.74% of budget.

ATTACHMENTS: Cash Balance Reports and Operating Statements at March 31, 2021.

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President for Financial & Administrative Affairs

**WEATHERFORD COLLEGE
CASH BALANCE REPORT
March 31, 2021**

<u>Unrestricted Funds</u>	Checking	Investments	Payroll & Petty Cash	Total
Beginning Balance	17,001,519.20	25,425,260.39	4,045.00	42,430,824.59
Deposits	4,320,772.84	6,478.24	-	4,327,251.08
Disbursements	(6,629,353.43)	-	-	(6,629,353.43)
Ending Balance	<u>14,692,938.61</u>	<u>25,431,738.63</u>	<u>4,045.00</u>	<u>40,128,722.24</u>

Unrestricted Funds:	Checking Acct	Investments	Acct Balance
Maintenance and Carter	14,692,938.61	25,431,738.63	40,124,677.24
Payroll	-	-	-
Petty cash	4,045.00	-	4,045.00
Sub-total	<u>14,696,983.61</u>	<u>25,431,738.63</u>	<u>40,128,722.24</u>
Restricted Funds:			
Scholarships & Loans	\$1,053,177.41	\$2,812,104.67	\$3,865,282.08
Schropshire Cap. Impr.	\$321,617.89	\$0.00	\$321,617.89
Debt Service	\$30,594,784.22	\$1,946,092.98	\$32,540,877.20
Interest & Sinking	\$44,470.58	\$0.00	\$44,470.58
Contingency Reserves	625,000.00	\$0.00	\$625,000.00
Sub-total	<u>32,639,050.10</u>	<u>4,758,197.65</u>	<u>37,397,247.75</u>
Grand Total	<u>47,336,033.71</u>	<u>30,189,936.28</u>	<u>77,525,969.99</u>

Recap of Investments

<u>Investments</u>	<u>Current Value 3/31/2021</u>	<u>Rate</u>
Prosperity Bank Money Market Account	30,189,936.28	1.40%
Total Investments	<u>30,189,936.28</u>	

**WEATHERFORD COLLEGE
STATEMENT OF REVENUES
March 31, 2021**

	2019-20 Budget			2020-2021 Budget			
	Amended Budget	Received 3/31/2020	% of Budget	Amended Budget	Received 3/31/2021	Balance	% of Budget
Operating Revenues							
Tuition							
In-District Resident	\$ 4,495,139	\$ 4,067,917	90.50%	\$ 4,642,393	\$ 3,923,555	\$ 718,838	84.52%
Out-of District Resident	\$ 5,392,109	\$ 4,848,518	89.92%	\$ 5,622,700	\$ 5,121,935	\$ 500,765	91.09%
Out-of District Resident - EC Granbury	\$ 486,481	\$ 468,032	96.21%	\$ 508,211	\$ 242,964	\$ 265,247	47.81%
Out-of District Resident - Wise County	\$ 1,670,267	\$ 1,503,207	90.00%	\$ 1,789,237	\$ 1,525,854	\$ 263,383	85.28%
Non-Resident	\$ 451,066	\$ 411,181	91.16%	\$ 430,958	\$ 616,000	\$ (185,042)	142.94%
Differential Tuition	\$ 687,814	\$ 608,414	88.46%	\$ 876,807	\$ 732,684	\$ 144,123	83.56%
State Funded Continuing Education	\$ 926,271	\$ 662,934	71.57%	\$ 779,800	\$ 458,354	\$ 321,446	58.78%
Non-State Funded Continuing Education	\$ 26,161	\$ 9,261	35.40%	\$ 27,800	\$ 23,568	\$ 4,232	84.78%
Total Tuition	\$ 14,135,308	\$ 12,579,465	88.99%	\$ 14,677,906	\$ 12,644,915	\$ 2,032,991	86.15%
Fees							
General Fee	\$ 942,909	\$ 903,486	95.82%	\$ 1,984,470	\$ 1,752,675	\$ 231,795	88.32%
Laboratory Fee	\$ 340,928	\$ 312,949	91.79%	\$ 323,874	\$ 292,096	\$ 31,778	90.19%
Total Fees	\$ 1,283,837	\$ 1,216,435	94.75%	\$ 2,308,344	\$ 2,044,771	\$ 263,573	88.58%
Allowances and Discounts							
Bad Debt Allowance	\$ (105,000)	\$ (515)	0.49%	\$ (55,000)	\$ -	\$ (55,000)	0.00%
Remissions and Exemptions	\$ (1,761,000)	\$ (1,203,543)	68.34%	\$ (1,663,999)	\$ (1,435,140)	\$ (228,859)	86.25%
Total Allowances and Discounts	\$ (1,866,000)	\$ (1,204,058)	64.53%	\$ (1,718,999)	\$ (1,435,140)	\$ (283,859)	83.49%
Additional Operating Revenues							
Federal Grants and Contracts (Operating)	\$ 2,680,809	\$ 845,336	31.53%	\$ 1,972,840	\$ 753,990	\$ 1,218,850	38.22%
State Grants and Contracts	\$ 10,487	\$ 7,811	74.48%	\$ 5,524	\$ -	\$ 5,524	0.00%
Non-Governmental Grants	\$ -	\$ -		\$ -	\$ -	\$ -	
Local Grants & Contracts	\$ 3,525,000	\$ 3,386,647	96.08%	\$ 3,518,100	\$ 3,398,069	\$ 120,031	96.59%
Sales & Services of Educational Activities	\$ 76,250	\$ 42,624	55.90%	\$ 105,000	\$ 21,878	\$ 83,122	20.84%
Investment income - Program Restricted	\$ 85,000	\$ 74,680	87.86%	\$ 48,750	\$ 15,687	\$ 33,063	32.18%
Other Operating Revenues	\$ 338,741	\$ 204,245	60.30%	\$ 315,000	\$ 189,585	\$ 125,415	60.19%
Total Additional Operating Revenues	\$ 6,716,287	\$ 4,561,343	67.91%	\$ 5,965,214	\$ 4,379,210	\$ 1,586,004	73.41%
Auxiliary Income							
Bookstore	\$ 191,227	\$ 61,404	32.11%	\$ 158,733	\$ 53,330	\$ 105,403	33.60%
Cafeteria	\$ 759,400	\$ 591,667	77.91%	\$ 781,500	\$ 595,708	\$ 185,792	76.23%
Dormitory	\$ 1,200,930	\$ 922,102	76.78%	\$ 1,113,340	\$ 1,014,752	\$ 98,588	91.14%
Intercollegiate Athletics	\$ -	\$ -		\$ -	\$ -	\$ -	#DIV/0!
Student Services	\$ 241,977	\$ 207,428	85.72%	\$ 235,000	\$ 184,038	\$ 50,962	78.31%
Carter Agricultural Center	\$ 61,750	\$ 37,797	61.21%	\$ 42,500	\$ 18,962	\$ 23,538	44.62%
Total Auxiliary Enterprises	\$ 2,455,284	\$ 1,820,399	74.14%	\$ 2,331,073	\$ 1,866,789	\$ 464,284	80.08%
Total Operating Revenues	\$ 22,724,716	\$ 18,973,584	83.49%	\$ 23,563,538	\$ 19,500,545	\$ 4,062,993	82.76%
Non-Operating Revenues							
State Appropriations							
Education and General State Support	\$ 9,059,678	\$ 4,749,148	52.42%	\$ 9,059,678	\$ 4,756,337	\$ 4,303,341	52.50%
State Group Insurance	\$ -	\$ 1,008,830		\$ -	\$ 1,008,830	\$ (1,008,830)	
State Retirement Matching	\$ -	\$ 283,856		\$ -	\$ 345,001	\$ (345,001)	
State Appropriations-Other	\$ -	\$ 24,495		\$ -	\$ -	\$ -	
Professional Nursing Shortage Reduction	\$ 370,316	\$ 123,150	33.26%	\$ 155,452	\$ 75,479	\$ 79,973	48.55%
Total State Appropriations	\$ 9,429,994	\$ 6,189,479	65.64%	\$ 9,215,130	\$ 6,185,646	\$ 3,029,484	67.12%
Maintenance Ad Valorem Taxes-Parker County	\$ 15,435,232	\$ 15,050,164	97.51%	\$ 17,549,994	\$ 17,401,331	\$ 148,663	99.15%
Debt Service Ad Valorem Taxes	\$ 590,400	\$ 645,144	109.27%	\$ 594,200	\$ 660,806	\$ (66,606)	111.21%
Federal Grants and Contracts (Non-Operating)	\$ 7,956,648	\$ 5,316,526	66.82%	\$ 7,020,442	\$ 6,187,916	\$ 832,526	88.14%
Gifts	\$ 426,453	\$ 453,372	106.31%	\$ 45,000	\$ 1,127,375	\$ (1,082,375)	2505.28%
Investment Income	\$ 476,000	\$ 339,735	71.37%	\$ 225,000	\$ 61,974	\$ 163,026	27.54%
Contributions in Aid of Construction	\$ -	\$ -		\$ -	\$ -	\$ -	#DIV/0!
Total Non-Operating Revenue	\$ 34,314,727	\$ 27,994,420	81.58%	\$ 34,649,766	\$ 31,625,049	\$ 3,024,717	91.27%
Budgeted Transfers	\$ 622,982	\$ -		\$ 704,212	\$ -	\$ 704,212	
TOTAL	\$ 57,662,425	\$ 46,968,004	81.45%	\$ 58,917,516	\$ 51,125,593	\$ 7,791,923	86.77%

**WEATHERFORD COLLEGE
STATEMENT OF EXPENDITURES
March 31, 2021**

	2019-20 Budget			2020-2021 Budget			
	Amended Budget	Expended 3/31/2020	% of Budget	Amended Budget	Expended 3/31/2021	Balance	% of Budget
Operating Expenses							
Unrestricted							
Instruction	\$ 15,105,600	\$ 9,164,871	60.67%	\$ 15,870,504	\$ 9,590,406	\$ 6,280,098	60.43%
Public Service	\$ 25,603	\$ 14,829	57.92%	\$ 14,860	\$ 8,916	\$ 5,944	60.00%
Academic Support	\$ 3,905,381	\$ 2,199,397	56.32%	\$ 4,134,560	\$ 2,395,541	\$ 1,739,019	57.94%
Student Services	\$ 2,368,283	\$ 1,283,212	54.18%	\$ 2,493,826	\$ 1,390,486	\$ 1,103,340	55.76%
Institutional Support	\$ 11,659,467	\$ 5,888,939	50.51%	\$ 12,686,704	\$ 5,023,205	\$ 7,663,499	39.59%
Operation & Maint. of Plant	\$ 5,329,049	\$ 3,146,127	59.04%	\$ 6,333,489	\$ 3,828,235	\$ 2,505,254	60.44%
Scholarships and Fellowships	\$ -	\$ -		\$ -	\$ -	\$ -	
Staff Benefits	\$ 632,500	\$ 286,947	45.37%	\$ 675,000	\$ 373,236	\$ 301,764	55.29%
Total Unrestricted Educational Activities	\$ 39,025,883	\$ 21,984,323	56.33%	\$ 42,208,943	\$ 22,610,027	\$ 19,598,916	53.57%
Restricted							
Instruction	\$ 439,552	\$ 161,647	36.78%	\$ 245,333	\$ 95,365	\$ 149,968	38.87%
Public Service	\$ -	\$ 8,932		\$ -	\$ 2,556	\$ (2,556)	
Academic Support	\$ -	\$ -		\$ -	\$ -	\$ -	
Student Services	\$ 2,227,818	\$ 492,208	22.09%	\$ 1,687,615	\$ 612,370	\$ 1,075,245	36.29%
Institutional Support	\$ 5,237	\$ 375	7.16%	\$ 5,524	\$ -	\$ 5,524	0.00%
Operation & Maint. of Plant	\$ -	\$ -		\$ -	\$ -	\$ -	
Scholarships and Fellowships	\$ 9,888,174	\$ 7,009,418	70.89%	\$ 9,178,360	\$ 7,860,031	\$ 1,318,329	85.64%
Staff Benefits	\$ -	\$ 1,292,686		\$ -	\$ 1,353,831	\$ (1,353,831)	
Total Restricted Educational Activities	\$ 12,560,781	\$ 8,965,267	71.38%	\$ 11,116,832	\$ 9,924,152	\$ 1,192,680	89.27%
Total Educational Activities	\$ 51,586,664	\$ 30,949,589	60.00%	\$ 53,325,775	\$ 32,534,179	\$ 20,791,596	61.01%
Auxiliary Enterprises	\$ 2,955,515	\$ 1,565,467	52.97%	\$ 3,186,039	\$ 1,527,657	\$ 1,658,382	47.95%
Depreciation Expense - Buildings and and Land Improvements	\$ -	\$ 690,312		\$ -	\$ 680,755	\$ (680,755)	
Depreciation Expense - Furniture, Machinery, Vehicles, and Other Equipment	\$ -	\$ 373,254		\$ -	\$ 385,399	\$ (385,399)	
Total Operating Expenses	\$ 54,542,179	\$ 33,578,623	61.56%	\$ 56,511,814	\$ 35,127,990	\$ 21,383,824	62.16%
Non-Operating Expenses							
Expenses on Capital Related Debt	\$ 416,848	\$ 170,425	40.88%	\$ 380,364	\$ 745,335	\$ (364,971)	195.95%
Gain/Loss on Disposal of Fixed Assets	\$ (10,000)	\$ (10,375)		\$ (10,000)	\$ (12,670)	\$ 2,670	
Other non-operating expense	\$ -	\$ -		\$ -	\$ -	\$ -	
Other Uses of Cash							
Principal on Capital Related Debt	\$ 1,403,560	\$ 114,239	8.14%	\$ 1,349,349	\$ 246,220	\$ 1,103,129	18.25%
Capital Outlay (Non-Construction)	\$ 1,289,664	\$ 946,419	73.38%	\$ 682,983	\$ 264,612	\$ 418,371	38.74%
TOTAL	\$ 57,642,251	\$ 34,799,331	60.37%	\$ 58,914,510	\$ 36,371,487	\$ 22,543,023	61.74%



**Weatherford College Board of Trustees
Consent Agenda**

DATE: April 8, 2021

AGENDA ITEM #4.c.

SUBJECT: Ellucian Purchase and Supplier Management Software for Purchasing Department

INFORMATION AND DISCUSSION: Weatherford College purchased a new ERP system for college-wide use that was awarded to Ellucian Company L.P. from RFP-04-18 on June 14, 2018. At the time, there wasn't a dedicated e-Procurement solution available from Ellucian. Since then, this company now offers the Ellucian Purchase and Supplier Powered by ESM Management Cloud Software Solution.

This software will assist the Purchasing Department to deliver better service and work more efficiently across the college community and provide a means to accept sealed bids and proposals electronically. Other benefits include ability to streamline processes, tracks spending, discover new ways to reduce costs, and add an online marketplace to make shopping with awarded vendors easier for users. Ellucian Purchase is fully integrated with our ERP System, Ellucian Colleague, which will be a vital part of our spend management processes and ensures that all data is accurately captured in the finance system of record to verify account numbers and confirm available funds. This software will also provide the ability to create reports that will allow access to total annual spending with vendors in order to make more compliant sourcing decisions and provide greater outcomes.

Funds have been allocated in the current Purchasing Department budget as well as requested in the 2021-2022 budget on the fees for this cloud software solution.

Ellucian Company L.P. has provided the following fees for the Purchase and Supplier Cloud Software that includes maintenance support and licenses.



PROFESSIONAL SERVICES			
Description	Hours	Rate ⁴	Fee ^{5,6}
Ethos Integration Essentials (SaaS or Managed Cloud)	18	\$250	\$4,500
Ethos Connected Partner Support	15	\$250	\$3,750
Colleague Project Management Services	4	\$250	\$1,000
Ellucian Purchase by ESM Implementation ^{3,7}	Fixed Fee ⁷	Fixed Fee ⁷	\$25,000
Ellucian Supplier Implementation ^{3,7}	Fixed Fee ⁷	Fixed Fee ⁷	\$25,000
TOTAL PROFESSIONAL SERVICES FEES:			\$59,250

RECOMMENDATION: That the Board of Trustees approve contract with Ellucian Company L.P. as presented.

ATTACHMENTS: None

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice-President of Financial & Administrative Affairs



Weatherford College Board of Trustees Report

DATE: April 8, 2021

AGENDA ITEM #5.a.

SUBJECT: Guided Pathways Update: Numbers with Heart/Quality Enhancement Plan (QEP)

INFORMATION AND DISCUSSION:

Pathways Update: Institute #3 sessions are occurring in April (5th, 12th, and 16th), with action planning sessions during the week of the 19th. This institute requires our team to explore student success in moving from WC to the workforce and baccalaureate degree completion. The institute is particularly focused on maintaining at-risk and underserved populations.

QEP Update: The proposed "WC ROOTS to Rise" QEP is evolving with the non-credit orientation course website being developed at this time. The research and writing team is completing the literature review. The graphics team has created options for the project logo, and the institutional core learning outcome (ICLO) badges students will earn throughout the project.

Numbers With Heart: The new Honors Program kicked off this term with 82 enrollments in six honors courses. The Honors Program Taskforce has recommended the College offer honors coursework in six different subject areas, with multiple sections scheduled as needed, in the upcoming academic year. Also, 1071 students earned GPAs in the fall of 2021 to establish eligibility to join the Weatherford College Phi Theta Kappa (PTK) honor society. In keeping with our Culture of Caring, Mr. Baker is working with our WC community to develop an honors student sponsorship program to facilitate PTK and Honors Program involvement for those for whom financial challenges may be a barrier to participation.

Attachments: None.

SUBMITTED BY: Michael Endy, Vice President of Academics and Student Affairs



**Weatherford College Board of Trustees
Report**

DATE: April 8, 2021

AGENDA ITEM #5.b.

SUBJECT: Demand Study

INFORMATION AND DISCUSSION:

Bachelors of Applied Technology in Medical and Health Sciences Administration Proposal and Survey Data:

Medical and Health Services Manager Median Annual Income: 2019 - \$100,980

Source: U.S. Bureau of Labor Statistics <https://www.bls.gov/ooh/management/medical-and-health-services-managers.htm>

Medical and Health Services Management Demand Projections –

Area	2020	2025	% Change	Avg. Annual Openings
Regional	2,514	3,009	17.4%	100
Area	2020	2029	% Change	Avg. Annual Openings
State	10,160	12,071	19%	1,119
National	422,300	555,500	32%	5,5550

Sources: U.S. Bureau of Labor Statistics <https://www.bls.gov/ooh/management/medical-and-health-services-managers.htm>

<https://texaslaboranalysis.com/GapAnalysis> for North Texas Region, and Dallas and Tarrant Counties

https://dfwjjobs.com/sites/default/files/documents/2021_tol_draft_-_approved_for_publishing.pdf

Student and Ex-Student Interest Survey Highlights –

Ex-students (n=46) 71% indicated interested or very interested in the BAT MHSM
70% anticipated career advancement associated with the BAT MHSM
80% indicated a preference for online coursework in the BAT MHSM

Current students (n= 108) 69% responded interested or very interested in the BAT MHSM
57% anticipated enrolling in the BAT MHSM within 2 years.

Sources: WC current and ex-student interest surveys, WC Data Warehouse

Attachment: None

SUBMITTED BY: Michael Endy, Vice President of Academics and Student Affairs



**Weatherford College Board of Trustees
Report**

DATE: April 8, 2021

AGENDA ITEM #5.c.

SUBJECT: CFO Update

INFORMATION AND DISCUSSION: Attached is the CFO Update report.

ATTACHMENTS: (1) CFO Update Report; (2) Texas Success Points Model; and (3) Job Description for the Executive Vice President for Financial & Administrative Affairs.

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President for Financial & Administrative Affairs

April 1, 2021

Board of Trustees
Weatherford College
225 College Park Drive
Weatherford, Texas 76086

Dear Trustees,

I have been asked by the president of Weatherford College to prepare for you a report outlining the role of the Chief Financial Officer (CFO) of Weatherford College. The purpose of this report is to inform you of the essential duties and responsibilities for the CFO of the College established in the job description of the Executive Vice President for Financial and Administrative Affairs. Attached you will find the job description for your review of the duties. As the duties expand on a daily basis in the role of a CFO, I would like to first focus on the expectations in fulfilling the responsibilities identified established first in the job description, as well as references to the effectiveness in meeting the goals of the College. There are six main goals which have been established and documented in the job description by past presidents and approved by the current president of the college:

1. Establish high standards and quality for effective financial and administrative affairs programs
2. Provide progressive, effective leadership for effective management to ensure compliance with state and federal regulations
3. Establish effective procedures and methods for implementation for the administrative areas of financial affairs, budgeting, purchasing, technology, maintenance, construction, and the auxiliary services of the cafeteria and bookstore
4. Coordinate College participation in various college or grant-sponsored programs established by The Higher Education Coordinating Board (THECB) and various grant sponsored programs
5. Participate in SACS re-accreditations relating to administration and facilities of the college
6. Assist in creating and monitoring contractual agreements between the college and other entities

In response to the goal established for effective financial and administrative affairs programs, Weatherford College is recognized by both state and local officials as having a sound financial base. There are numerous reports that the CFO is responsible for submitting to the State of Texas and the Texas Higher Education Coordinating Board that are essential to receiving state appropriations such as the Legislative Appropriation Request (LAR), annual budgets, audits, investment reports, etc. An annual report is submitted to THECB known as the CARAT which provides financial data having to do with the financial position of all two-year higher education institutions. An annual report by THECB is required by the Legislature of the State of Texas. THECB is tasked with the analyzation of this report. A draft of THECB's most recent review for

YE2020 was sent to Dr. Farmer and me for review and response. The annual report will be submitted to the legislature on May 1, 2021. Attached you will find a copy of the draft report. In this review, four core financial ratios (return on net position, operating margin, primary reserve, and viability ratios) are combined into a single metric, the composite financial index (CFI). A review of these core financial ratios are commonly used by THECB and external entities such as the Southern Association of Colleges and Schools (SACS) and bond rating agencies to measure financial health. The most recent review of the ratios by THECB indicates that the College has sound financial resources and a demonstrated financial base to support the mission of the institution and the scope of its programs and services ranking 3rd in the state. The most recent Financial Condition Analysis of Texas Public Community College Districts for fiscal year 2020, Weatherford College's CFI has continued to increase from 6.1 for FY 2019 to 7.2 FY2020. This CFI for the institution has exceeded the standard of 2.0 or greater for the last five years and currently exceeds the statewide average CFI of 3.6 by 3.6, indicating no financial stress. Weatherford College's CFI is ranked 3rd (behind Collin County and Panola tying Grayson College for the third place position) out of the 50 community colleges in the state. The continued strength in the core financial ratios and the composite financial index underscore the effectiveness of the College's strategic planning processes and established budget priorities linked to strategic planning. In addition to a Composite Financial Index of 7.2 the financial team received an award from the Texas Comptroller of Public Accounts in February 2020. The award received, the Transparency Star Award in Traditional Finances signified not only our participation in the program during a pandemic but also that we successfully implementing financial transparency. Only four other community colleges in the state have received this award. This award is due to the work of the outstanding financial team at Weatherford College.

The Office of Financial and Administrative Affairs under the CFO is responsible for coordinating efforts in developing and preparing the annual budget, including the dissemination of instructions. The CFO collaborates with each member of the President's Cabinet to ensure that all budget requests are properly developed, evaluated, and presented to the college's Board of Trustees. With a current budget of \$68,917,516, the development of the budget has become very complex in nature. Under the oversight of the budget management, the CFO with the assistance of the comptroller and other business office staff makes tuition and fee recommendations, as well as tax rate recommendation to the president of the College. Management of nine subordinate supervisors who themselves supervise a number of employees in their respective departments requires specialized management skills. Although the responsibilities of the directors are varied in nature, it is through the establishment of effective procedures and methods for the implementation of the financial budget and providing sound management in purchasing, technology, maintenance, construction, athletics, and auxiliary services. The college over the last several years has been able to provide the facilities, upgrades and support needed for expanding educational programs for the students of Weatherford College because of successful planning and sound implementations.

The annual audit of Weatherford College is conducted on an annual basis by an independent certified public accountant contracted by the college's Board of Trustees in accordance with governmental auditing standards. On December 10, 2020, Weatherford College Board of Trustees received an unqualified opinion from the independent auditor verifying that the

financial statements presented fairly the financial position, changes in financial position, and cash flows in conformity with generally accepted accounting principles. The audited Annual Financial Report for YE2020 also contained a Schedule of Expenditures of Federal Awards applied in the audit of the basic financial statements and was presented for purposes of additional analysis as required by the Office of Management and Budget Circular A-133. In response to goal #3 as to the establishment of effective procedures and methods for implementation for the administrative areas for financial affairs, budgeting, purchasing, technology, maintenance, construction, and auxiliary services, the independent auditor prepared a Report on Internal Control over Financial Reporting and on Compliance and Other Matters as a part of the audit of the Annual Financial Report. Under Government Auditing Standards, the auditor reported no findings of deficiencies in internal control and no findings of noncompliance that was required to be reported in the 2020 financial audit report. Other areas programs found to be in compliance under the supervision of the CFO include the investment of all college funds and the risk management program along with a review of all insurance policies. The year of 2019-2020 was exceptional financially increasing our net position by \$2.3 million. Snow, Garret, and Williams stated, "Overall, it was a very good year financially for the College. There were many changes, including personnel changes, a new accounting system, and a pandemic, but the College adapted and responded well to all of these changes".

In addition to a Composite Financial Index of 7.2 and an unqualified opinion from the independent auditor for FY2020, Weatherford College under the leadership of the financial team received an award from the Texas Comptroller of Public Accounts in February 2020. The award received, the Transparency Star Award in Traditional Finances, signified not only our participation in the program during a pandemic but also that we successfully implementing financial transparency. This award is due to the work of the outstanding financial team at Weatherford College.

As the CFO, I have worked to provide progressive and effective leadership in the area of Performance Based Funding by completing extensive research on the sustainability of Performance Based Funding. As a direct result of the state of Texas' adoption of performance based funding in 2013 and the need to understand both the financial implications and the value to Weatherford College, I have worked to understand and educate myself fully on the value of the three funding strategies: (1) Core Operations, (2) Student Success Points and (3) Contact Hour funding. Through my research, I soon learned that the sustainability would not come through increased funding, but through increased counseling and educational opportunities provided through the Texas Success Center. As I am sure many of the board understand core operations and contact hour funding, I will focus on Students Success Points funding. The goal of the Student Success Points Model is to reward colleges for improvement in student success and achievement. The metric system used is designed to reward achievement and progress for all students. For the least prepared student to the most college ready in both academic transfer students and workforce education students. The Student Success Points metric system was developed on the premise that it should be both (a) transparent and predictable and (b) equitable across college districts. The metrics have been developed by the Texas Association of Community College's (TACC's) taskforce. The metrics have changed and evolved since that time.

Designed as an allocation system “that compares the performance of the college district to itself” on a three year rolling average, historical funding on student success point funding has progressed is follows:

- FY 2014-2015 \$185 per point
- FY 2016-2017 \$173 per point
- FY 2018-2019 \$172 per point
- FY 2020-2021 \$203 per point
- FY 2022-2023 \$215 per point (Taskforce recommendation)

The General Appropriation Act of the 86th Legislative session included a statement of the Texas legislature’s intent to revise Success Point metrics for the 2022-23 biennium. The metrics are divided into four categories: (1) College Readiness, (2) 1st Level Course, (3) Progression, and (4) Credential/Transfer. The key to all of these areas is successful progression leading to achievements. I have attached a copy of the TACC metrics Taskforce Student Success Points Recommendations for the 87th Legislative Session.

Because of involvement with performance based funding and having the knowledge of the guided pathways work that other colleges have had with student success and achievement, the CFO spearheaded the establishment the first Guided Pathways Leadership team at Weatherford College. This student outcome initiative has grown over the last several years and has become one of the targeted areas for improvement at Weatherford College. Through expanded programs and technology infrastructure development, students are continuing to be supported to attain greater heights of achievement and student success. Increased funding through an expansion of student success points from the State of Texas since the passage of the decoupling of student success points in the 2018-2019 biennium has resulted in increased student success funding which has helped us to achieve our objectives. Through expanded scholarship in both academics, athletic programs, and other performing areas of the college, students have received the needed support for student success achievement. As of March 10, 2021, the College was notified that THECB has recommended to the State of Texas an increase of \$453,194 in additional funds for the 2022-2023 biennium, bringing the total to \$2,387,790 in success point funding.

The fourth goal listed for the CFO is to Coordinate College participation in various college or grant-sponsored programs established by The Higher Education Coordinating Board (THECB) and various grant sponsored programs. The current budget shows \$2,133,816, there will be additional dollars added in the next budget amendment for awards received. I would like to highlight the CARES Act funding awarded by the federal over the last year and under the direction of the CFO. The following amounts have been awarded to Weatherford College to date for both student and institutional funding: Institutional (\$5,967,424) and Student (\$2,547,296).

Major accomplishment of the CFO for the last year will be presented at the board meeting.

Thank you for allowing me the opportunity to highlight some of the essential job responsibilities of the CFO of Weatherford College. I have enjoyed my service to Weatherford College and to

Board of Trustees

April 1, 2021

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the community it serves. I am proud of having completed my 40th year of employment at Weatherford College in 2020. I thank you for your continued support and the privilege of serving as the CFO of Weatherford College.

Dr. Andra R. Cantrell

Executive Vice President for Financial & Administrative Affairs



Texas Success Points Model

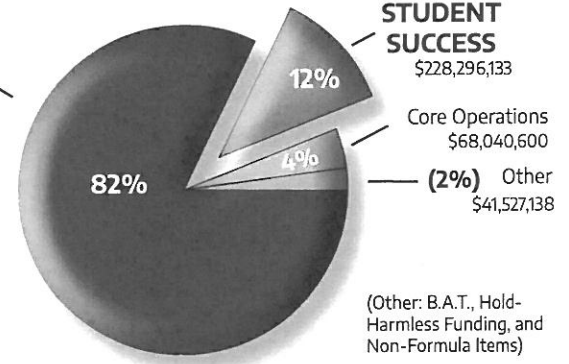
86th Legislature Revisions

COMMUNITY COLLEGE INSTRUCTIONAL APPROPRIATION 2020-21

Community colleges receive state funding for instructional support through a formula consisting of contact hour funding, core operations funding, and the outcomes-based Student Success Point model. The state also provides support for group health insurance and retirement benefits.

Source: Legislative Budget Board

Contact Hours
\$1,533,740,830



THE STUDENT SUCCESS POINT MODEL

The model rewards community colleges for completions of certain academic progression milestones achieved by students. Weighted points are attributed to each of these selected milestones. The 86th Texas Legislature provides approximately **\$203 per point** for the 2020-21 biennium. The General Appropriations Act also included a statement of the Texas Legislature's intent to revise Success Point metrics for the 2022-23 biennium. (See figure).

Current Point Values ■ ■ **FY 2022-23 Point Values Proposed in HB1**

Milestone	Current Point Value	FY 2022-23 Point Value Proposed in HB1	Description
COLLEGE READINESS	0.50	0.50	College ready in reading
	0.50	0.50	College ready in writing
	1.00	1.00	College ready in math
1ST LEVEL COURSE	0.50	0.50	Pass 1st college reading course
	0.50	0.50	Pass 1st college writing course
	1.00	1.00	Pass 1st college math course
PROGRESSION	1.00	1.00	Complete 15 semester credit hours
	1.00	1.00	Complete 30 semester credit hours
CREDENTIAL/ TRANSFER	2.00	2.75	Transfer with 15 semester credit hours*
	2.00	1.20	Degree/Certificate Awarded
	2.25	3.00	Degree/Certificate Awarded in Critical Field**

*The 86th Texas Legislature revised the transfer metric to include a transfer by a student in a structured co-enrollment program who successfully completes at least 15 semester credit hours at the community college

**The Texas Education Code defines a critical field as the fields of engineering, computer science, mathematics, physical science, allied health, nursing, and teaching certification in the field of science or mathematics. The Higher Education Coordinating Board, by rule, may designate or remove a field of study from the list of fields. The 2020-21 General Appropriations Act designated the following programs as critical fields:

- Nuclear and Industrial Radiologic Technologies/Technicians
- Physical Science Technologies/Technicians
- Heavy/Industrial Equipment Maintenance Technologies



Weatherford College Job Description

Job Title: Executive Vice President for Financial and Administrative Affairs
Category: Administrative Professional
Department: Business Services
Reports To: President
FLSA Status: Exempt
Prepared By: Dr. Andra R. Cantrell
Prepared Date: October 22, 2018
Approved By: Dr. Tod Allen Farmer
Approved Date: October 22, 2018

SUMMARY

Supervises the financial and administrative programs of Weatherford College and administers college business and administrative affairs by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Establish high standards and quality for effective financial and administrative affairs programs; provide progressive, effective leadership; establish effective procedures and methods for implementation for the administration of the areas of financial affairs, budgeting, purchasing, human relations, technology, maintenance, construction, auxiliary services, and athletics; prepare, with staff, annual improvement objectives for areas of responsibility; provide leadership for effective management of the business and administration of the college; and coordinate college participation in various statewide programs established by The Higher Education Coordinating Board; coordinate participation in various college or grant-sponsored programs; participate in SACS re-accreditations relating to the administration and facilities of the college; establishes and administers effective procedures to ensure compliance with state regulations; research and implement new initiatives cooperatively with Research and Institutional Effectiveness; create and monitor contractual agreements between the college and other entities.

Responsibilities also include advising the president in the investment of college funds and serves as the investment officer for the college; assisting the President, with the aid of the Budget Management Coordinators, in formulating an annual budget for presentation to the Board of Trustees; directs control of budget upon its approval by the Board, including collection, custody, investment, disbursement, accounting, and auditing of all college funds; directs distribution of operational expenditures; directs and coordinates the activities of Human Resources, Business Services, Budget Management, Purchasing, Information Technology, Maintenance, Construction, Bookstore, Food Services, and Athletics; recruits, supervises, and oversees training of Human Resources, Business Services, Budget Management, Purchasing, Information Technology, Maintenance, Construction, Bookstore, Food Services, and Athletics; formulates, with the Vice President of Instruction and Student Affairs, policies and procedures governing

financial relations with students, dormitories, cafeteria, bookstore, recreational and parking facilities; audits financial status of student organization accounts, food service, housing, and bookstore; administers financial aspects of student loans, scholarships, and student credit; negotiates any and all debt instruments of the college; keeps official college financial records and oversees the preparation of the annual financial report; negotiates with industry representatives on costs and materials for building construction; develops policies and procedures for procurement of goods and services for the college; serves on the President's Cabinet and various other committees; may serve as chief administrative officer in the absence of the President at the President's request; and other duties as may be assigned by the President.

SUPERVISORY RESPONSIBILITIES include

Managing ten subordinate supervisors who supervise the employees in their respective departments. Supervisors include the Controller, Human Resources Director, Budget Management Coordinators, Purchasing Director, Maintenance Director, Information Technology Director, Food Services Director, Bookstore Manager and Athletic Director. Also is responsible for the overall direction, coordination, and evaluation of these units; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A minimum of five to ten years full-time employment in a postsecondary educational institution in the areas of financial and administrative affairs. A minimum of a Master's degree required; doctorate desirable. Degrees must be earned from an institution accredited by a regional accrediting agency recognized by the U.S. Department of Education.

COMMUNITY RELATIONS

Represent the college on community, civic and state leadership organizations. Participate in college and community events.

HUMAN RELATIONS

Analyze staffing needs and make recommendations; supervise employment searches and make hiring recommendations or decisions; evaluate personnel under direct supervision and ensure effective evaluation procedures for staff within the division; ensure effective evaluations per

policy and procedures; and make recommendations regarding employment of probationary employees.

ORGANIZATIONAL LEADERSHIP

Provide leadership to achieve the college mission; serve on the President's cabinet; serve as college representative on various local, state and national groups; represent the college through membership in professional organizations; propose policies and procedures to improve financial and administrative affairs; perform all other administrative duties as directed by the President.

SKILLS

Leadership in participative decision making and consensus building; general management skills; communication skills; oral, written and interpersonal; decision making skills; ability to gather, analyze and synthesize information; ability and willingness to decide based on data-based, reasoned thinking; willingness to address and decide issues when there is no agreement among affected parties; conflict resolution skills; demonstrated ability and willingness to resolve conflict among personnel; time management; quantitative and statistical skills; evidence of data-based decision making skills; use of computing and information technologies; planning and budget development management; relegation of responsibility and accountability expectations.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be bonded.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Weatherford College does not allow the use of tobacco products in any of its buildings.

I have reviewed my job description with my supervisor. I (do) (do not) require any special job accommodations to perform the tasks found within this job description.

Name ANDRA R. CANTRELL

Signature Andra R Cantrell



Future Agenda Items

- Preliminary Budget Report
- Election of Board of Trustees
Officers



Upcoming Events

- | | |
|---------------|--|
| Apr. 14 | Home baseball games (1 and 4 p.m.) |
| Apr. 15 to 17 | Theater production "All I Really Need to Know I Learned in Kindergarten" (Alkek Theatre 7:30 p.m.) |
| Apr. 16 | Alumni Awards Luncheon
(Doss Heritage and Culture Center 11:30 a.m.) |
| Apr. 17 | Home softball games (noon and 3:00 p.m.) |
| Apr. 17 | Choir Concert "Love is in the Air" (Alkek Theater 5 p.m.) |
| Apr. 19 | Tribute to Jazz Legends (Alkek Theater 7:30 p.m.) |
| Apr. 22-24 | WC Rodeo at Tarleton State University |
| Apr. 25 | Phi Theta Kappa Spring Induction Ceremony
(Alkek Theatre 2 p.m.) |
| Apr. 28 | Piano Concert featuring Chaeun Lee
(Alkek Theatre 7:30 p.m.) |
| Apr. 30 | Student Art Show and Reception (Texas Hall 5 to 7 p.m.) |
| Apr. 30 | "It's All About the Music" concert (Alkek Theatre 7:30 p.m.) |
| May 7 | WC Chamber Orchestra featuring pianist Dr. Hyeyoung Song
(Alkek Theatre 7:30 p.m.) |
| May 8 | WC Commencement Ceremony (Kangaroo Stadium 9:00 a.m.) |
| May 20 | Taste of Parker County (Heritage Park 5 to 8 p.m.) |



**Weatherford College Board of Trustees
Closed Session**

DATE: April 8, 2021

AGENDA ITEM #8.a.

SUBJECT: Closed Session to Consult with College Attorney, in Accordance with Government Code 551.071

INFORMATION AND DISCUSSION: The Board of Trustees will enter into closed session to consult with the College attorney.

ATTACHMENTS: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



**Weatherford College Board of Trustees
Closed Session**

DATE: April 8, 2021

AGENDA ITEM #8.b.

SUBJECT: Deliberation of Real Property in Accordance with Government Code 551.072.

INFORMATION AND DISCUSSION: The Board may deliberate items regarding real property in accordance with Government Code 551.072.

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



**Weatherford College Board of Trustees
Closed Session**

DATE: April 8, 2021

AGENDA ITEM #8.c.

SUBJECT: Deliberation of Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee in accordance with Government Code 551.074.

INFORMATION AND DISCUSSION: The Board may deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



Weatherford College Board of Trustees

DATE: April 8, 2021

AGENDA ITEM #9

SUBJECT: Deliberation of Real Property in Accordance with Government Code 551.072.

INFORMATION AND DISCUSSION: The Board may decide to act on items that include real property.

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



Weatherford College Board of Trustees

DATE: April 8, 2021

AGENDA ITEM #10

SUBJECT: Deliberation of Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee in accordance with Government Code 551.074.

INFORMATION AND DISCUSSION: The Board may decide to act on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees