



# ***BOARD OF TRUSTEES***

***Regular Board Meeting***

***Thursday, May 14, 2020***

***2:00 p.m.***

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

**WEATHERFORD COLLEGE  
BOARD OF TRUSTEES  
May 14, 2020  
2 p.m.**

**AGENDA**

A meeting of the Board of Trustees of Weatherford College will be held on Thursday, May 14, 2020 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 following agenda:

*Due to the safety concerns surrounding COVID-19, the administration recommends that the public consider watching the meeting on the Weatherford YouTube station rather than attend the meeting in person.*

1. Call to Order, Invocation and Pledge of Allegiance
2. Open Forum for Individuals Not on the Agenda
3. President's Report:
  - a. Recognitions
  - b. Employee Notices
  - c. Enrollment Update
4. Consent Agenda and Financial Reports:
  - a. Approval of Minutes from the April 12, 2020 Board Meeting
  - b. Financial Reports Ending April 30, 2020
  - c. Renewal of #RFQ-01-18 Independent Audit Services
  - d. Extension of #RFP-04-13 Depository Bank Services
  - e. Extension of #RFP-01-16 Facility Maintenance Services
  - f. Budget Amendment #2
5. Reports:
  - a. Guided Pathways Update/How are we doing with student success: Using numbers with heart
  - b. Demand Study Update
  - c. Vet Tech Update
  - d. Preliminary Budget Report
  - e. Master Plan Presentation
6. Consideration and Possible Action: Resolution Authorizing Reimbursement for Costs Relating to Workforce Training Facility (WC Workforce Building)
7. Consideration and Possible Action: TASB Policy Service Update 37

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: Personnel Matters
11. Adjourn



Open Forum for  
Individuals  
Not on Agenda



## President's Report

- Recognitions
- Employee Notices
- Enrollment Update



**Weatherford College Board of Trustees  
Consent Agenda**

**DATE:** May 14, 2020

**AGENDA ITEM #4.a.**

**SUBJECT:** Minutes from the April 9, 2020 Board Meeting

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**INFORMATION AND DISCUSSION:** None

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

**ATTACHMENTS:** Minutes from the April 9, 2020 Board Meeting

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**SUBMITTED BY:** Theresa Hutchison, Executive Assistant to the President

**WEATHERFORD COLLEGE  
BOARD OF TRUSTEES**

**MINUTES OF REGULAR MEETING**

**April 9, 2020**

The Weatherford College Board of Trustees met in regular session at 2:00 p.m., Thursday, April 9, 2020 in the Allene Strain Community Room of the Doss Student Center. Chairman Mac Smith called the meeting to order. Other Trustees present were, Vice-Chair Sue Coody, Dr. Trev Dixon and Secretary Lela Morris. Elaine Carter, Judy McAnally and Dr. Robert Marlett were absent. Mr. Smith gave the invocation and the pledge of allegiance was recited.

*Due to the safety concerns surrounding COVID-19, the administration recommended that the public consider watching the meeting on the Weatherford YouTube station rather than attend the meeting.*

Call to Order,  
Invocation, and  
Pledge of Allegiance

No one spoke in open forum.

Open Forum

President Tod Allen Farmer gave the following recognitions and employee notices

President's Report

a. Recognitions:

- Weatherford College faculty and staff have done an absolutely amazing job of moving all academic courses at every campus in the Weatherford College system to an online format in response to COVID-19. Over 1,000 courses were moved to a fully online format. From technology workers who worked through spring break to create new Internet hotspots and distribute technology devices, to housing team members who rapidly vacated hundreds of students from our residence halls and helped international students return home, to student services team members who have been reaching out to students electronically to help with a variety of services, it has truly been a remarkable team effort during these extraordinary times.
- Weatherford College Foundation President Bob Glenn and our many generous donors who, in just a few days, raised thousands of dollars for our student emergency fund. Many of our students have been laid off and are experiencing financial difficulties. Thank you Bob Glenn, Brent Baker, and all our donors for helping our students during their time of need.
- The 2nd Annual Weatherford College International Piano Competition has transitioned to a digital format due to COVID-19. Seventy-five applicants sent in performance videos that were judged by three preliminary judges, and 20 finalists were chosen for the final round. The pianists are from all over the country, several with homes outside

of the US, studying at colleges, universities, and conservatories all over the US. The winner will be announced on April 25th. We wish each of the 20 finalists the best of luck and thank them for sharing their talents with us.

- The Weatherford College baseball team for ranking 2nd in the nation in stolen bases. The Coyotes had 104 stolen bases in a total of 27 games. The NJCAA cancellation of spring sports last month, and the cancellation of College National Finals Rodeo yesterday was disappointing but necessary to ensure student safety. We wish all of our student athletes the best as they process this disappointment and begin to look forward to next season. Go Coyotes!

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, the following individuals have submitted resignations:

- There have been no resignations to report since the last board meeting.

### Consent Agenda

The minutes from the March 12 and March 24, 2020 Board meetings were presented. *Minutes are attached.*

Minutes

The cash balance as of March 31, 2020 is \$47,359,324.21. This is an increase of \$3,447,102.89 from last year at March 31, 2019. The operating statement at March 31, 2020 indicates that total revenues collected are \$46,968,004 or 85.53% of budget. Total expenditures are \$34,799,331 or 63.39% of budget. *Cash Balance Reports and Operating Statements at March 31, 2020.*

Financial Reports

Weatherford College is seeking to purchase a Comprehensive Chatbot System for Increased Student Success for the purpose of improving student experience through enhanced communication, after hour availability, staff augmentation, and the capacity to improve the quality of information provided to our constituents through the analysis and refinement of the data that the system collects. A Request for Proposals (RFP) was sent out to interested companies on February 25, 2020 and returned at 2:00 p.m., March 13, 2020. Three companies responded to the RFP for this system, which included AdmitHub, Inc., Ivy.ia, Inc. and Ocelot, who all met the specifications. The selection process included a review of the proposals by members of the Selection Committee: Adam Finley, Ryan Dickerson and Greg Shrader. According to Texas Education Code 44.0352, the district shall select

Comprehensive Chatbot System for Increased Student Success  
RFP#05-20



the proposal that offers the best value to the district based on the published selection criteria and on its ranking evaluation. In determining the best value for the district, the district is not restricted to considering the price alone but may consider other factors stated in the selection criteria. The specifications contained established criteria explaining how each company would be evaluated, which included: System capability and functionality – 40%, Total cost of ownership including first three years of maintenance – 25%, Conversion, implementation and training – 25%, Continuing support services and product viability – 10%. Based upon the evaluation of the criteria ranking and the justifications submitted by the selection committee, the members consider Ivy,ia, Inc. to represent the best value on the Comprehensive Chatbot System for Weatherford College due to their superior functionality as well as ability to integrate with our Colleague and Canvas systems. The recommendation was that the Board of Trustees award proposal to vendor as presented along with authorization to enter into a contract with the vendor subject to General Council review and approval.

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

Consent Agenda  
761-1  
Approved

The following reports were given in advance to the Board:

Reports

- a. Guided Pathways Update/Numbers with Heart - Michael Endy, Vice President for Instruction and Student Affairs
- b. Demand Study Update - Michael Endy, Vice President of Instruction and Student Affairs
- c. Vet Tech Program Update – Michael Endy, Vice President of Instruction and Student Affairs

President Farmer reviewed the following tentative future agenda items:

Future Agenda Items

- a. Preliminary Budget Report

The Board of Trustees entered into Closed Session at 2:08 p.m. to consult with the college attorney in accordance with Government Code 551.072, to deliberate personnel matters in accordance with Government Code 551.074 and to deliberate real property in accordance with Government Code 551.072

Closed Session

The Board reconvened in Open Session at 3:25 p.m.

Open Session

No action was taken regarding real property.

Real Property  
761-2  
No Action

No action was taken regarding personnel matters.

Personnel Matters  
761-3  
No Action

At 3:27 p.m. Dr. Dixon made the motion to adjourn the meeting. Ms. Coody seconded and the motion carried unanimously.

Motion to Adjourn  
761-4  
Approved

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Mac Smith  
Chairman, Board of Trustees

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Lela Morris  
Secretary, Board of Trustees



**Weatherford College Board of Trustees  
Report**

**DATE:** May 14, 2020

**AGENDA ITEM #4.b.**

**SUBJECT:** Financial Reports Ending April 30, 2020

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**INFORMATION AND DISCUSSION:** The cash balance as of April 30, 2020 is \$45,079,694.69. This is an increase of \$2,231,917.74 from last year at April 30, 2019. The operating statement at April 30, 2020 indicates that total revenues collected are \$49,527,198 or 90.20% of budget. Total expenditures are \$38,151,884 or 69.50% of budget.

**ATTACHMENTS:** Cash Balance Reports and Operating Statements at April 30, 2020.

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

**WEATHERFORD COLLEGE  
CASH BALANCE REPORT  
4/30/2020**

<u>Unrestricted Funds</u>	Checking	Investments	Payroll & Petty Cash	Total
Beginning Balance	12,264,526.97	27,299,575.10	4,375.00	39,568,477.07
Deposits	4,070,008.83	22,376.70	-	4,092,385.53
Disbursements	(5,809,713.73)	-	-	(5,809,713.73)
Ending Balance	<u>10,524,822.07</u>	<u>27,321,951.80</u>	<u>4,375.00</u>	<u>37,851,148.87</u>

Unrestricted Funds:	Checking Acct	Investments	Acct Balance
Maintenance and Carter	10,524,822.07	27,321,951.80	37,846,773.87
Payroll	-	-	-
Petty cash	4,375.00	-	4,375.00
Sub-total	<u>10,529,197.07</u>	<u>27,321,951.80</u>	<u>37,851,148.87</u>
Restricted Funds:			
Scholarships & Loans	510,189.73	2,800,414.82	3,310,604.55
Schropshire Cap. Impr.	321,617.89	-	321,617.89
Debt Service	994,916.89	1,938,003.12	2,932,920.01
Interest & Sinking	38,403.37	-	38,403.37
Contingency Reserves	625,000.00	-	625,000.00
Sub-total	<u>2,490,127.88</u>	<u>4,738,417.94</u>	<u>7,228,545.82</u>
<b>Grand Total</b>	<u>13,019,324.95</u>	<u>32,060,369.74</u>	<u>45,079,694.69</u>

## Recap of Investments

<u>Investments</u>	<u>Current Value 4/30/2020</u>	<u>Rate</u>
<u>Prosperity Bank</u> Money Market Account	32,060,369.74	1.40%
Total Investments	<u><u>32,060,369.74</u></u>	

**WEATHERFORD COLLEGE  
STATEMENT OF REVENUES  
April 30, 2020**

	2018-19 Budget			2019-20 Budget			
	Amended Budget	Received 4/30/2019	% of Budget	Amended Budget	Received 4/30/2020	Balance	% of Budget
<b>Operating Revenues</b>							
Tuition							
In-District Resident	\$ 4,665,265	\$ 4,494,039	96.33%	\$ 4,691,157	\$ 4,351,204	\$ 339,953	92.75%
Out-of District Resident	\$ 5,015,588	\$ 4,754,640	94.80%	\$ 5,414,304	\$ 5,187,142	\$ 227,162	95.80%
Out-of District Resident - EC Granbury	\$ 497,464	\$ 491,361	98.77%	\$ 510,199	\$ 469,616	\$ 40,583	92.05%
Out-of District Resident - Wise County	\$ 1,587,652	\$ 1,507,282	94.94%	\$ 1,661,451	\$ 1,589,997	\$ 71,454	95.70%
Non-Resident	\$ 510,653	\$ 501,534	98.21%	\$ 511,187	\$ 429,967	\$ 81,220	84.11%
Differential Tuition	\$ 490,656	\$ 429,428	87.52%	\$ 702,951	\$ 637,094	\$ 65,857	90.63%
State Funded Continuing Education	\$ 925,000	\$ 869,066	93.95%	\$ 997,967	\$ 665,963	\$ 332,004	66.73%
Non-State Funded Continuing Education	\$ 82,800	\$ 25,304	30.56%	\$ 23,093	\$ 13,719	\$ 9,374	59.41%
Total Tuition	\$ 13,775,078	\$ 13,072,654	94.90%	\$ 14,512,309	\$ 13,344,702	\$ 1,167,607	91.95%
Fees							
General Fee	\$ 442,216	\$ 408,631	92.41%	\$ 489,254	\$ 980,721	\$ (491,467)	200.45%
Laboratory Fee	\$ 352,083	\$ 338,329	96.09%	\$ 349,711	\$ 330,277	\$ 19,434	94.44%
Total Fees	\$ 794,299	\$ 746,960	94.04%	\$ 838,965	\$ 1,310,998	\$ (472,033)	156.26%
Allowances and Discounts							
Bad Debt Allowance	\$ (107,500)	\$ 1,684	-1.57%	\$ (105,000)	\$ (7,422)	\$ (97,578)	7.07%
Remissions and Exemptions	\$ (1,583,625)	\$ (1,525,693)	96.34%	\$ (1,761,000)	\$ (1,241,820)	\$ (519,180)	70.52%
Total Allowances and Discounts	\$ (1,691,125)	\$ (1,524,009)	90.12%	\$ (1,866,000)	\$ (1,249,242)	\$ (616,758)	66.95%
Additional Operating Revenues							
Federal Grants and Contracts (Operating)	\$ 1,152,981	\$ 675,456	58.58%	\$ 1,323,017	\$ 936,919	\$ 386,098	70.82%
State Grants and Contracts	\$ 39,598	\$ 27,865	70.37%	\$ 10,487	\$ 7,436	\$ 3,051	70.91%
Non-Governmental Grants	\$ -	\$ -		\$ -	\$ -	\$ -	
Local Grants & Contracts	\$ 3,284,183	\$ 3,168,156	96.47%	\$ 3,525,000	\$ 3,429,534	\$ 95,466	97.29%
Sales & Services of Educational Activities	\$ 71,750	\$ 49,231	68.61%	\$ 76,250	\$ 42,624	\$ 33,626	55.90%
Investment income - Program Restricted	\$ 57,000	\$ 52,502	92.11%	\$ 85,000	\$ 79,565	\$ 5,435	93.61%
Other Operating Revenues	\$ 299,400	\$ 183,677	61.35%	\$ 338,741	\$ 217,214	\$ 121,527	64.12%
Total Additional Operating Revenues	\$ 4,904,912	\$ 4,156,887	84.75%	\$ 5,358,495	\$ 4,713,293	\$ 645,202	87.96%
Auxiliary Income							
Bookstore	\$ 255,000	\$ 150,063	58.85%	\$ 191,227	\$ 107,458	\$ 83,769	56.19%
Cafeteria	\$ 749,000	\$ 753,763	100.64%	\$ 759,400	\$ 594,116	\$ 165,284	78.23%
Dormitory	\$ 1,198,480	\$ 1,227,632	102.43%	\$ 1,200,930	\$ 925,707	\$ 275,223	77.08%
Intercollegiate Athletics	\$ -	\$ 537		\$ -	\$ -	\$ -	
Student Services	\$ 232,758	\$ 220,289	94.64%	\$ 241,977	\$ 217,983	\$ 23,994	90.08%
Carter Agricultural Center	\$ 54,250	\$ 88,656	163.42%	\$ 61,750	\$ 41,523	\$ 20,227	67.24%
Total Auxiliary Enterprises	\$ 2,489,488	\$ 2,440,940	98.05%	\$ 2,455,284	\$ 1,886,786	\$ 568,498	76.85%
Total Operating Revenues	\$ 20,272,652	\$ 18,893,432	93.20%	\$ 21,299,053	\$ 20,006,537	\$ 1,292,516	93.93%
<b>Non-Operating Revenues</b>							
State Appropriations							
Education and General State Support	\$ 8,461,965	\$ 5,240,669	61.93%	\$ 9,059,678	\$ 5,635,749	\$ 3,423,929	62.21%
State Group Insurance	\$ -	\$ 1,095,464		\$ -	\$ 1,152,948	\$ (1,152,948)	
State Retirement Matching	\$ -	\$ 368,983		\$ -	\$ 395,743	\$ (395,743)	
Professional Nursing Shortage Reduction	\$ 371,210	\$ 257,746	69.43%	\$ 370,316	\$ 138,332	\$ 231,984	37.36%
Total State Appropriations	\$ 8,833,175	\$ 6,962,862	78.83%	\$ 9,429,994	\$ 7,322,772	\$ 2,107,222	77.65%
Maintenance Ad Valorem Taxes-Parker County	\$ 13,728,664	\$ 13,714,134	99.89%	\$ 15,435,232	\$ 15,109,524	\$ 325,708	97.89%
Debt Service Ad Valorem Taxes	\$ 586,000	\$ 659,805	112.59%	\$ 590,400	\$ 647,833	\$ (57,433)	109.73%
Federal Grants and Contracts (Non-Operating)	\$ 6,360,000	\$ 6,018,947	94.64%	\$ 6,683,000	\$ 5,613,980	\$ 1,069,020	84.00%
Gifts	\$ 39,979	\$ 44,255	110.70%	\$ 376,453	\$ 462,056	\$ (85,603)	122.74%
Investment Income	\$ 228,750	\$ 303,463	132.66%	\$ 476,000	\$ 364,496	\$ 111,504	76.57%
Contributions in Aid of Construction	\$ -	\$ -		\$ -	\$ -	\$ -	
Total Non-Operating Revenue	\$ 29,776,568	\$ 27,703,466	93.04%	\$ 32,991,079	\$ 29,520,661	\$ 3,470,418	89.48%
Budgeted Transfers	\$ 481,838	\$ -		\$ 621,090	\$ -	\$ 621,090	
<b>TOTAL</b>	<b>\$ 50,531,058</b>	<b>\$ 46,596,897</b>	<b>92.21%</b>	<b>\$ 54,911,222</b>	<b>\$ 49,527,198</b>	<b>\$ 5,384,024</b>	<b>90.20%</b>

**WEATHERFORD COLLEGE**  
**STATEMENT OF EXPENDITURES**  
**April 30, 2020**

	2018-19 Budget			2019-20 Budget			
	Amended Budget	Expended 4/30/2019	% of Budget	Amended Budget	Expended 4/30/2020	Balance	% of Budget
<b>Operating Expenses</b>							
Unrestricted							
Instruction	\$ 15,783,488	\$ 10,824,399	68.58%	\$ 15,042,942	\$ 10,320,053	\$ 4,722,889	68.60%
Public Service	\$ 29,179	\$ 15,396	52.76%	\$ 25,603	\$ 15,258	\$ 10,345	59.59%
Academic Support	\$ 1,692,509	\$ 1,154,734	68.23%	\$ 3,912,073	\$ 2,479,735	\$ 1,432,338	63.39%
Student Services	\$ 2,496,313	\$ 1,568,883	62.85%	\$ 2,343,393	\$ 1,437,772	\$ 905,621	61.35%
Institutional Support	\$ 9,020,191	\$ 5,059,082	56.09%	\$ 11,538,123	\$ 6,406,119	\$ 5,132,004	55.52%
Operation & Maint. of Plant	\$ 6,245,490	\$ 4,189,787	67.09%	\$ 5,329,049	\$ 3,253,012	\$ 2,076,037	61.04%
Scholarships and Fellowships	\$ -	\$ -		\$ -	\$ -	\$ -	
Staff Benefits	\$ 611,342	\$ 421,973	69.02%	\$ 632,500	\$ 366,333	\$ 266,167	57.92%
<b>Total Unrestricted Educational Activities</b>	<b>\$ 35,878,512</b>	<b>\$ 23,234,254</b>	<b>64.76%</b>	<b>\$ 38,823,683</b>	<b>\$ 24,278,283</b>	<b>\$ 14,545,400</b>	<b>62.53%</b>
Restricted							
Instruction	\$ 1,315,888	\$ 833,052	63.31%	\$ 438,256	\$ 194,451	\$ 243,805	44.37%
Public Service	\$ -	\$ 10,401		\$ -	\$ 8,932	\$ (8,932)	
Academic Support	\$ -	\$ -		\$ -	\$ -	\$ -	
Student Services	\$ 42,864	\$ 24,105	56.24%	\$ 895,420	\$ 556,761	\$ 338,659	62.18%
Institutional Support	\$ 6,294	\$ 1,757	27.92%	\$ 5,237	\$ -	\$ 5,237	0.00%
Operation & Maint. of Plant	\$ -	\$ -		\$ -	\$ -	\$ -	
Scholarships and Fellowships	\$ 8,219,076	\$ 7,736,017	94.12%	\$ 8,614,526	\$ 7,337,603	\$ 1,276,923	85.18%
Staff Benefits	\$ -	\$ 1,465,150		\$ -	\$ 1,548,691	\$ (1,548,691)	
<b>Total Restricted Educational Activities</b>	<b>\$ 9,584,122</b>	<b>\$ 10,070,482</b>	<b>105.07%</b>	<b>\$ 9,953,439</b>	<b>\$ 9,646,439</b>	<b>\$ 307,000</b>	<b>96.92%</b>
<b>Total Educational Activities</b>	<b>\$ 45,462,634</b>	<b>\$ 33,304,737</b>	<b>73.26%</b>	<b>\$ 48,777,122</b>	<b>\$ 33,924,722</b>	<b>\$ 14,852,400</b>	<b>69.55%</b>
Auxiliary Enterprises	\$ 2,768,192	\$ 1,873,214	67.67%	\$ 2,902,775	\$ 1,769,263	\$ 1,133,512	60.95%
Depreciation Expense - Buildings and Land Improvements	\$ -	\$ 943,825		\$ -	\$ 788,928	\$ (788,928)	
Depreciation Expense - Furniture, Machinery, Vehicles, and Other Equipment	\$ -	\$ 393,312		\$ -	\$ 426,576	\$ (426,576)	
<b>Total Operating Expenses</b>	<b>\$ 48,230,826</b>	<b>\$ 36,515,088</b>	<b>75.71%</b>	<b>\$ 51,679,897</b>	<b>\$ 36,909,489</b>	<b>\$ 14,770,408</b>	<b>71.42%</b>
<b>Non-Operating Expenses</b>							
Expenses on Capital Related Debt	\$ 454,433	\$ 220,932	48.62%	\$ 416,848	\$ 170,425	\$ 246,423	40.88%
Gain/Loss on Disposal of Fixed Assets	\$ (2,500)	\$ (50,480)		\$ (10,000)	\$ (10,375)	\$ 375	
Other non-operating expense	\$ -	\$ 4,180		\$ -	\$ -	\$ -	
<b>Other Uses of Cash</b>							
Principal on Capital Related Debt	\$ 1,201,082	\$ 221,081	18.41%	\$ 1,403,560	\$ 135,474	\$ 1,268,086	9.65%
Capital Outlay (Non-Construction)	\$ 640,810	\$ 97,809	15.26%	\$ 1,404,621	\$ 946,870	\$ 457,751	67.41%
<b>TOTAL</b>	<b>\$ 50,524,651</b>	<b>\$ 37,008,610</b>	<b>73.25%</b>	<b>\$ 54,894,926</b>	<b>\$ 38,151,884</b>	<b>\$ 16,743,042</b>	<b>69.50%</b>



**Weatherford College Board of Trustees  
Consent Agenda**

**DATE:** May 14, 2020

**AGENDA ITEM #4.c.**

**SUBJECT:** Consent Agenda: Renewal of #RFQ-01-18 Independent Audit Services

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**INFORMATION AND DISCUSSION:** In 2018, the College completed a formal Request for Qualifications to all interested CPA firms in the area for audit services. At that time, the Board approved Snow Garrett Williams, Certified Public Accountants, as the College's financial auditor for the 2017-18 fiscal year with five additional one-year renewal options ending with the 2022-23 fiscal year audit services. All work performed by the firm has met all agreed deadlines and requirements of the Texas Higher Education Coordinating Board. Based upon the past work performed and fees expended, the administration is recommending that we exercise the second year of our five-year option at an estimated cost of \$64,850 for basic auditing services for the 2019-20 fiscal year.

**RECOMMENDATION:** That the Board of Trustees approve Snow Garrett Williams, Certified Public Accountants, as financial auditors for fiscal year 2019-20.

**ATTACHMENTS:** None.

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





**Weatherford College Board of Trustees  
Consent Agenda**

**DATE:** March 14, 2020

**AGENDA ITEM #4.d.**

**SUBJECT:** Consent Agenda: Extension of #RFP-04-13 Depository Bank Services

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**INFORMATION AND DISCUSSION:** In 2013, the College completed a formal Request for Proposals to all interested bank depositories in the area. Based upon the proposed interest and fees offered, Prosperity Bank was selected as the best value to the College for the two year period ending August 31, 2015, along with two optional two-year extensions. The College exercised its two optional two-year extensions through August 31, 2019. Based upon Section 45.205 of the Texas Education Code, school districts may extend their depository contract for three additional two-year terms. In February 2019, the Board authorized a one-year extension of the depository contract due to the implementation of the new Colleague software for the new ERP system. At this time, administration is recommending that we extend the depository contract for an additional one year based upon the Colleague software being scheduled to be fully operational by fall 2021.

In addition, based upon the revenue generated and the services provided during the past seven fiscal years, the administration recommends extending the contract for depository bank services with Prosperity Bank for an additional one year beginning September 1, 2020 through August 31, 2021. The services performed by Prosperity Bank have met all agreed deadlines and requirements of the School Depository Act and Chapter 45 of the Texas Education Code.

Attached you will find a commitment from Prosperity Bank for an additional one year extension.

**RECOMMENDATION:** That the Board of Trustees approves Prosperity Bank for depository bank services for a period of one year beginning September 1, 2020 through August 31, 2021.

**ATTACHMENTS:** Letter from Prosperity Bank dated March 12, 2020.

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



# PROSPERITY BANK®

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March 12, 2020

Weatherford College  
225 College Park Dr.  
Weatherford, TX 76086

Dear Ms. Cantrell:

The Depository Services Contract between Weatherford College and Prosperity Bank has been renewed on a one year basis. The previous renewal of the contract by and between the College and the Bank was as of September 1, 2019.

By signing this letter and returning it for our files, you agree to renewal of this contract for an additional one year- September 1, 2020 through August 31, 2021. All terms will remain the same except for the following:

**NOW Accounts-** Prosperity Bank NOW sheet rate +.15%

**Money Market Accounts-** Prosperity Bank Premier Money Market sheet rate +.15%

**Certificates of Deposit-** Prosperity Bank sheet rate

We appreciate our business relationship with Weatherford College and look forward to working with you in the future. If you have any questions, please let me know. I may be reached by phone at 817-598-0045 or by email at [kim.duncan@prosperitybankusa.com](mailto:kim.duncan@prosperitybankusa.com).

Sincerely,

Kimberly Duncan,  
Vice President / Lobby Manager

**Agreed and accepted on behalf Weatherford College:**

_____	Exec Vice President	_____
Weatherford College, Andra Cantrell	Title	Date

**Agreed and accepted on behalf of Prosperity Bank:**

<u>Kimberly Duncan</u>	Vice President / Lobby Manager	3-12-20
Prosperity Bank, Kimberly Duncan	Title	Date





**Weatherford College Board of Trustees  
Consent Agenda**

**DATE:** May 14, 2020

**AGENDA ITEM #4.e.**

**SUBJECT:** Consent Agenda: Extension of #RFP-01-16 Facility Maintenance Services

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**INFORMATION AND DISCUSSION:** In 2015, the College completed a formal Request for Proposals to all interested facility maintenance firms in the area for facility maintenance services. At that time, the Board approved CBRE GWS, LLC (formerly Johnson Controls GWS, LLC) as the provider of facility maintenance services for a three-year period beginning September 1, 2015 and ending August 31, 2018 with two additional twelve month optional extension periods. All work performed by CBRE GWS, LLC has met all agreed upon specifications and deadlines. Due to the COVID-19 pandemic and the state-mandated school and college closures, the administration is recommending that the College extend the contract for facility maintenance services with CBRE GWS, LLC for one year at a cost of \$2,173,048 for the 2020-21 fiscal year.

**RECOMMENDATION:** That the Board of Trustees approve CBRE GWS, LLC as facility maintenance services for fiscal year 2020-21.

**ATTACHMENTS:** Letter from CBRE dated April 23, 2020 regarding extension of term.

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



201 S. College Street  
Suite 1700  
Charlotte, NC  
704. 376. 7979  
www.cbre.com

**Via [Email]**

Weatherford College  
225 College Park Drive  
Weatherford, Texas 76086

Attn: Dr. Andra Cantrell  
Vice President of Financial & Administrative Affairs

**Re: Extension of Term**

Dear Dr. Farmer:

Reference is made to that certain Facilities Management Services Agreement dated as of August 18, 2015, by and between CBRE, Inc., as successor-in-interest to Johnson Controls GWS LLC ("CBRE"), and Weatherford College ("Customer") (as the same may have been amended or supplemented to date, the "Agreement"). CBRE and Customer desire to extend the term of the Agreement beyond the Termination Date of August 31, 2020. Notwithstanding any provision of the Agreement to the contrary, CBRE and Customer agree that the term of the Agreement is hereby extended so that it shall expire on August 31, 2021.

In consideration for CBRE's performance of the Facilities Management Services, Customer shall pay to CBRE the applicable fee set forth on Exhibit C to the Agreement; provided, that for each contract year beginning on or after September 1, 2018, the relevant fee shall be the prior year's fee, increased by three percent (3%), payable quarterly.

Unless otherwise defined herein, all capitalized terms used in this letter agreement shall have the same respective meanings provided therefore in the Agreement. Customer and CBRE hereby ratify and confirm their respective obligations under the Agreement, as modified pursuant to this letter agreement. This letter amendment shall be binding upon Customer and CBRE and their respective successors and assigns. If any inconsistency exists or arises between the terms of the Agreement and the terms of this letter amendment, the terms of this letter amendment shall prevail.

April 23, 2020  
Re: Weatherford College Extension  
Page 2

Please indicate your agreement to the above referenced extension of the Agreement upon the terms and conditions stated herein.

Kind regards,  
CBRE, INC.



By:  
Name: Gavin Jones  
Title: LFM Division President

AGREED AND ACCEPTED:

WEATHERFORD COLLEGE

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



**Weatherford College Board of Trustees  
Consent Agenda**

**DATE:** May 14, 2020

**AGENDA ITEM #4.f.**

**SUBJECT:** Consent Agenda: Budget Amendment #2

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**INFORMATION AND DISCUSSION:** The 2019-20 budget amendment #2 is attached for review and approval by the Board of Trustees. The budget amendment includes: (1) the adjustment to spring tuition revenue to actual; (2) the transfer of Summer II budget into a single Summer budget to be in line with the Colleague system reporting; (3) the recording of the CARES Act grant for emergency financial aid to students and for institutional support to the College due to COVID-19; (4) the recording of a contribution from Texas Book Company; (5) the adjustment of salary line items to actual; (6) the transfer of Veterinary Assistance budget to the Veterinary Technology budget; (7) the transfer out of general contingency for approved non-budgeted expenditures; and (8) the recording of Student Support Services, Upward Bound and Perkins grant carryover funds.

**RECOMMENDATION:** That the Board of Trustees approves the budget amendment #2 as presented in the attached summary.

**ATTACHMENTS:** Memorandum from Dr. Andra Cantrell to Dr. Tod Allen Farmer summarizing the 2019-20 budget amendment #2.

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

**MEMORANDUM**

To: Dr. Tod Allen Farmer, President

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

Date: May 14, 2020

Subject: 2019-20 Budget Amendment #2

A summary of the budget amendment is as follows:

Item #	Department	Description	Account #	2019-20 Budget	2019-20 Budget Amendment #2	Proposed Amend 19-20 Budget
1	In District Tuition	Spring	10-10-00000-00-41120	(2,102,806)	195,179	(1,907,627)
	Out of District Tuition	Spring	10-10-00000-00-41220	(2,184,358)	16,142	(2,168,216)
	Out of District-Wise Tuition	Spring	10-10-00000-00-41320	(242,815)	(20,412)	(263,227)
	Non Resident Tuition	Spring	10-10-00000-00-41520	(231,083)	56,019	(175,064)
	Differential Tuition	Spring	10-10-00000-00-41620	(258,467)	(283)	(258,750)
	Funded Workforce	Quarter 2	10-10-00000-00-41720	(200,000)	60,142	(139,858)
	Non-Funded Workforce	Quarter 2	10-10-00000-00-41820	(6,000)	(2,900)	(8,900)
	Lab Fees	Spring	10-10-00000-00-42120	(129,766)	7,127	(122,639)
	General Fees	Spring	10-10-00000-00-42220	(45,665)	(402,603)	(448,268)
	In District Tuition	Spring	10-20-00000-00-41120	(17,660)	839	(16,821)
	Out of District Tuition	Spring	10-20-00000-00-41220	(75,837)	6,053	(69,784)
	Out of District-Wise Tuition	Spring	10-20-00000-00-41320	(425,416)	11,596	(413,820)
	Non Resident Tuition	Spring	10-20-00000-00-41520	(7,334)	4,102	(3,232)
	Differential Tuition	Spring	10-20-00000-00-41620	(31,860)	15,420	(16,440)
	Funded Workforce	Quarter 2	10-20-00000-00-41720	(30,000)	11,554	(18,446)
	Non-Funded Workforce	Quarter 2	10-20-00000-00-41820	(600)	(168)	(768)
	Lab Fees	Spring	10-20-00000-00-42120	(15,192)	1,656	(13,536)
	General Fees	Spring	10-20-00000-00-42220	-	(51,052)	(51,052)
	Out of District-Granbury Tuition	Spring	10-40-00000-00-41420	(225,599)	23,718	(201,881)
	General Institutional	Contingency	10-00-61410-00-59010	753,265	67,871	821,136
	<i>(To adjust spring tuition revenue to actual.)</i>					
2	In District Tuition	Summer II	10-10-00000-00-41140	(148,013)	148,013	-
	In District Tuition	Summer	10-10-00000-00-41130	(312,197)	(148,013)	(460,210)
	Out of District Tuition	Summer II	10-10-00000-00-41240	(129,106)	129,106	-
	Out of District Tuition	Summer	10-10-00000-00-41230	(416,132)	(129,106)	(545,238)
	Out of District-Wise Tuition	Summer II	10-10-00000-00-41340	(31,407)	31,407	-
	Out of District-Wise Tuition	Summer	10-10-00000-00-41330	(57,383)	(31,407)	(88,790)
	Non Resident Tuition	Summer II	10-10-00000-00-41540	(12,925)	12,925	-
	Non Resident Tuition	Summer	10-10-00000-00-41530	(31,092)	(12,925)	(44,017)
	Differential Tuition	Summer II	10-10-00000-00-41640	(2,400)	2,400	-
	Differential Tuition	Summer	10-10-00000-00-41630	(68,480)	(2,400)	(70,880)
	Lab Fees	Summer II	10-10-00000-00-42140	(3,386)	3,386	-
	Lab Fees	Summer	10-10-00000-00-42130	(21,321)	(3,386)	(24,707)
	General Fees	Summer II	10-10-00000-00-42240	(10,525)	10,525	-
	General Fees	Summer	10-10-00000-00-42230	(14,147)	(10,525)	(24,672)
	In District Tuition	Summer II	10-20-00000-00-41140	(6,530)	6,530	-
	In District Tuition	Summer	10-20-00000-00-41130	(7,547)	(6,530)	(14,077)
	Out of District Tuition	Summer II	10-20-00000-00-41240	(13,670)	13,670	-
	Out of District Tuition	Summer	10-20-00000-00-41230	(13,407)	(13,670)	(27,077)
	Out of District-Wise Tuition	Summer II	10-20-00000-00-41340	(28,879)	28,879	-
	Out of District-Wise Tuition	Summer	10-20-00000-00-41330	(63,471)	(28,879)	(92,350)
	Lab Fees	Summer II	10-20-00000-00-42140	(1,704)	1,704	-
	Lab Fees	Summer	10-20-00000-00-42130	(4,032)	(1,704)	(5,736)
	Out of District-Granbury Tuition	Summer II	10-40-00000-00-41440	(2,613)	2,613	-
	Out of District-Granbury Tuition	Summer	10-40-00000-00-41430	(17,815)	(2,613)	(20,428)
	<i>(To combine Summer I and Summer II revenue to a single "Summer" budget in the Colleague system.)</i>					
3	CARES Act Grant	Non-Operating Revenue	21-00-81245-00-46230	-	(1,273,648)	(1,273,648)
	CARES Act Grant	Tuition & Fee Charges	21-00-81245-00-57020	-	1,273,648	1,273,648
	<i>(To record the CARES Act Grant for emergency financial aid grants to students.)</i>					
4	CARES Act Grant	Operating Grant	22-00-59140-00-44110	-	(1,273,648)	(1,273,648)
	CARES Act Grant	Supplies	22-00-59140-00-50010	-	1,273,648	1,273,648
	<i>(To record the CARES Act Grant for institutional support due to COVID-19.)</i>					

Item				2019-20	2019-20	Proposed
#	Department	Description	Account #	Budget	Budget	Amend 19-20
					Amendment #2	Budget
5	Other Non-Operating Revenue	Contributions/Gifts	10-10-00000-00-46240	(349,453)	(50,000)	(399,453)
	General Institutional	Contingency	10-00-61410-00-59010	821,136	50,000	871,136
	<i>(To record contribution from Texas Book Company.)</i>					
6	Health Professions	Classified Salaries	10-20-13220-03-61220	(10,558)	10,558	-
	Instruction Admin	Admin/Professional Salaries	10-20-41110-00-61210	54,831	(10,558)	44,273
	Instructional Administrative	Admin/Professional Salaries	10-00-41110-00-61210	124,624	19,546	144,170
	General Counsel	Admin/Professional Salaries	10-00-61210-00-61210	112,246	16,836	129,082
	Institutional Effectiveness	Admin/Professional Salaries	10-00-61320-00-61210	151,508	2,000	153,508
	Business Office	Admin/Professional Salaries	10-00-62110-00-61210	647,989	23,227	671,216
	Institutional Advancement	Admin/Professional Salaries	10-00-63110-00-61210	116,772	18,368	135,140
	Student Affairs	Admin/Professional Salaries	10-00-51110-00-61210	132,435	3,000	135,435
	General Institutional	Contingency	10-00-61410-00-59010	871,136	(82,977)	788,159
	<i>(To adjust salary line items to actual.)</i>					
7	Veterinary Assistance	Supplies	10-10-12810-00-50010	60	(60)	-
	Veterinary Assistance	Supplies-Instructional	10-10-12810-00-50020	7,250	(7,250)	-
	Veterinary Assistance	Copier Usage	10-10-12810-00-50030	200	(200)	-
	Veterinary Assistance	Equipment (\$500-\$4999)	10-10-12810-00-50090	7,300	(7,300)	-
	Veterinary Assistance	Luncheons & Receptions	10-10-12810-00-51040	400	(400)	-
	Veterinary Assistance	Contract Instruction	10-10-12810-00-52020	3,920	(3,920)	-
	Veterinary Assistance	Communications	10-10-12810-00-53160	25	(25)	-
	Veterinary Assistance	Vehicle Mileage Allocation	10-10-12810-00-54050	100	(100)	-
	Veterinary Assistance	Travel-Faculty & Staff	10-10-12810-00-54110	1,000	(1,000)	-
	Veterinary Assistance	Faculty Salaries	10-10-12810-00-61110	134,049	(134,049)	-
	Veterinary Assistance	Overload Salaries	10-10-12810-00-61120	23,299	(23,299)	-
	Veterinary Assistance	Adjunct Salaries	10-10-12810-00-61140	6,075	(6,075)	-
	Veterinary Assistance	Stipends	10-10-12810-00-61420	1,320	(1,320)	-
	Veterinary Assistance	FICA Matching	10-10-12810-00-62110	4,191	(4,191)	-
	Veterinary Assistance	Retirement Matching	10-10-12810-00-62120	5,201	(5,201)	-
	Veterinary Assistance	Group Insurance	10-10-12810-00-62210	21,313	(21,313)	-
	Veterinary Assistance	Equipment (\$5000 and above)	10-10-12810-00-91010	37,500	(37,500)	-
	Veterinary Technology	Supplies	10-10-12820-00-50010	-	60	60
	Veterinary Technology	Supplies-Instructional	10-10-12820-00-50020	-	7,250	7,250
	Veterinary Technology	Copier Usage	10-10-12820-00-50030	-	200	200
	Veterinary Technology	Equipment (\$500-\$4999)	10-10-12820-00-50090	-	7,300	7,300
	Veterinary Technology	Luncheons & Receptions	10-10-12820-00-51040	-	400	400
	Veterinary Technology	Contract Instruction	10-10-12820-00-52020	-	3,920	3,920
	Veterinary Technology	Communications	10-10-12820-00-53160	-	25	25
	Veterinary Technology	Vehicle Mileage Allocation	10-10-12820-00-54050	-	100	100
	Veterinary Technology	Travel-Faculty & Staff	10-10-12820-00-54110	-	1,000	1,000
	Veterinary Technology	Faculty Salaries	10-10-12820-00-61110	-	134,049	134,049
	Veterinary Technology	Overload Salaries	10-10-12820-00-61120	-	23,299	23,299
	Veterinary Technology	Adjunct Salaries	10-10-12820-00-61140	-	6,075	6,075
	Veterinary Technology	Stipends	10-10-12820-00-61420	-	1,320	1,320
	Veterinary Technology	FICA Matching	10-10-12820-00-62110	-	4,191	4,191
	Veterinary Technology	Retirement Matching	10-10-12820-00-62120	-	5,201	5,201
	Veterinary Technology	Group Insurance	10-10-12820-00-62210	-	21,313	21,313
	Veterinary Technology	Equipment (\$5000 and above)	10-10-12820-00-91010	-	37,500	37,500
	<i>(To move Veterinary Assistance budget to Veterinary Technology budget.)</i>					
8	Student Counseling	Independent Contractor	10-00-53210-00-52030	650	2,125	2,775
	Student Outreach/Success	Tech Software, Lic, Sub & Ma	10-00-55110-00-53350	-	17,495	17,495
	Inst Accreditation Services	Software Licensing & Mainte	10-00-61310-00-53220	-	14,269	14,269
	Tech Services	Equipment \$500-\$4999 Non	10-00-62310-00-50090	10,999	625	11,624
	VP Institutional Advancement	Tech Software, Lic, Sub & Ma	10-00-63110-00-53350	-	1,250	1,250
	Creative Services	Supplies	10-00-63310-00-50010	12,450	73	12,523
	Creative Services	Printing & Preprinted Forms	10-00-63310-00-50040	11,300	4,592	15,892
	Creative Services	Equipment \$500-\$4999 Non	10-00-63310-00-50090	-	2,181	2,181
	Creative Services	Equipment Service Agreeme	10-00-63310-00-52150	-	259	259
	Visual Arts	Equipment \$500-\$4999 Non	10-10-11210-00-50090	-	10,272	10,272
	Music	Equipment \$500-\$4999 Non	10-10-11230-00-50090	1,000	3,633	4,633
	Music	Equipment \$5000 & Above C	10-10-11230-00-91010	384,773	15,111	399,884
	Agriculture	Advertising / Promotional	10-10-11510-00-51010	1,200	1,751	2,951
	Registered Nursing	Supplies	10-10-12110-00-50010	700	319	1,019
	Vocational Nursing	Equipment \$500-\$4999 Non	10-10-12120-00-50090	6,090	2,618	8,708
	Occupational Therapy	Supplies	10-10-12210-00-50010	500	728	1,228
	Occupational Therapy	Equipment \$500-\$4999 Non	10-10-12210-00-50090	-	845	845
	Physical Therapy	Supplies	10-10-12220-00-50010	700	728	1,428



Item				2019-20	2019-20	Proposed
#	Department	Description	Account #	Budget	Budget	Amend 19-20
					Amendment #2	Budget
	Physical Therapy	Supplies-Instructional	10-10-12220-00-50020	4,550	7,995	12,545
	Physical Therapy	Equipment \$500-\$4999 Non	10-10-12220-00-50090	-	845	845
	Fire	Repairs & Maintenance	10-10-13150-01-53210	21,200	2,100	23,300
	Industrial Workforce	Equipment \$5000 & Above C	10-10-13260-00-91010	-	15,205	15,205
	Instruction Admin-VP Instruction	Software Licensing & Mainte	10-10-41110-00-53220	-	298	298
	Instructional Support	Equipment \$500-\$4999 Non	10-10-42220-00-50090	3,300	540	3,840
	Testing	Equipment \$500-\$4999 Non	10-10-42230-00-50090	-	10,432	10,432
	Bachelor of Science Nursing	Staff Development	10-50-12115-00-51130	-	1,100	1,100
	Bachelor of Science Nursing	Accreditation Fees	10-50-12115-00-52170	2,500	8,425	10,925
	Fire	Equipment \$500-\$4999 Non	10-50-13150-00-50090	-	11,837	11,837
	Athletic Administration	Equipment \$500-\$4999 Non	15-10-91110-00-50090	2,700	2,575	5,275
	Rodeo	Supplies	15-10-91160-00-50010	7,650	2,234	9,884
	Rodeo	Equipment \$500-\$4999 Non	15-10-91160-00-50090	-	3,281	3,281
	Dormitories	Repairs & Maintenance	15-10-92110-00-53210	14,000	44,650	58,650
	General Institutional	Equipment \$5000 & Above C	10-00-61410-00-91010	400,000	(190,391)	209,609
	Information Technology	Equipment \$500-\$4999 Non	10-20-13110-00-50090	-	16,300	16,300
	Student Affairs	Supplies	10-20-51110-00-50010	1,000	299	1,299
	Student Affairs	Equipment Service Agree	10-20-51110-00-52150	-	79	79
	General Institutional	Repairs & Maintenance	10-20-61410-00-53210	-	2,770	2,770
	Instruction Admin - VP Instr	Admin/Professional Salaries	10-20-41110-00-61210	54,831	(19,448)	35,383
	<i>(To record approved contingency expenditures.)</i>					
9	Creative Services	Printing & Preprinted Forms	10-00-63310-00-50040	15,892	368	16,260
	President's Office	Printing & Preprinted Forms	10-00-61110-00-50040	1,100	(368)	732
	Registered Nursing	Equipment \$5000 & Above C	10-10-12110-00-91010	-	17,396	17,396
	Registered Nursing	Assessment & Testing Fees	10-10-12110-00-52160	167,160	(17,396)	149,764
	<i>(To record department transfers.)</i>					
10	Student Support Services	Equipment \$500-\$4999 Non	22-00-59110-00-50090	-	7,125	7,125
	Student Support Services	Luncheons & Receptions	22-00-59110-00-51040	2,000	(1,032)	968
	Student Support Services	Independent Contractor	22-00-59110-00-52030	2,500	500	3,000
	Student Support Services	Assessment & Testing Fees	22-00-59110-00-52160	-	200	200
	Student Support Services	Tech Software Lic., Sub., & M	22-00-59110-00-53350	-	3,600	3,600
	Student Support Services	Tech Equipment \$500-\$4999	22-00-59110-00-53390	-	4,000	4,000
	Student Support Services	Vehicle Mileage Allocation	22-00-59110-00-54050	3,250	(3,212)	38
	Student Support Services	Student Stipends	22-00-59110-00-57010	13,000	15,500	28,500
	Student Support Services	Indirect Costs	22-00-59110-00-57120	20,130	895	21,025
	Student Support Services	Operating Grant Federal	22-00-59110-00-44110	(284,756)	(27,576)	(312,332)
	<i>(To record SSS grant carryover funds.)</i>					
11	Upward Bound	Supplies	22-00-59130-00-50010	2,500	8,000	10,500
	Upward Bound	Mail Service/Shipping	22-00-59130-00-50060	300	500	800
	Upward Bound	Equipment \$500-\$4999 Non	22-00-59130-00-50090	-	1,000	1,000
	Upward Bound	Advertising/Promotional	22-00-59130-00-51010	-	500	500
	Upward Bound	Staff Development	22-00-59130-00-51130	-	975	975
	Upward Bound	Independent Contractor	22-00-59130-00-52030	2,500	500	3,000
	Upward Bound	Assessment & Testing Fees	22-00-59130-00-52160	100	200	300
	Upward Bound	Insurance	22-00-59130-00-53010	590	400	990
	Upward Bound	Software Licensing & Mainte	22-00-59130-00-53220	499	(499)	-
	Upward Bound	Tech Software Lic., Sub., & M	22-00-59130-00-53350	-	2,749	2,749
	Upward Bound	Travel-Faculty & Staff	22-00-59130-00-54110	4,000	1,500	5,500
	Upward Bound	Travel-Student	22-00-59130-00-54130	4,000	2,942	6,942
	Upward Bound	Student Stipends	22-00-59130-00-57010	11,000	2,500	13,500
	Upward Bound	Tuition & Fee Charges	22-00-59130-00-57020	9,000	2,500	11,500
	Upward Bound	Administrative Costs	22-00-59130-00-57110	16,523	1,892	18,415
	Upward Bound	Summer Bridge Program	22-00-59130-00-59020	28,812	5,000	33,812
	Upward Bound	Adjunct	22-00-59130-00-61140	-	15,000	15,000
	Upward Bound	Admin/Professional Salaries	22-00-59130-00-61210	151,925	(12,000)	139,925
	Upward Bound	Operating Grant-Federal	22-00-59130-00-44110	(287,537)	(33,659)	(321,196)
	Upward Bound	Dues & Sub & Licenses	10-00-59130-00-51120	400	400	800
	Upward Bound	Vehicle Mileage Allocation	10-00-59130-00-54050	2,900	500	3,400
	Upward Bound	Supplies	10-00-59130-00-50010	-	500	500
	Upward Bound	Travel-Faculty & Staff	10-00-59130-00-54110	-	492	492
	General	Reimburse Indir/Adm Cost	10-10-00000-00-47120	(74,745)	(1,892)	(76,637)
	<i>(To record Upward Bound grant carryover funds.)</i>					
12	Perkins: Updgrade Curriculum	Equipment \$500-\$4999 Non	22-00-19210-00-50090	22,144	(4,772)	17,372
	Perkins: Professional Development	Travel-Faculty & Staff	22-00-19220-00-54110	9,774	6,068	15,842
	Perkins: Special Populations	Supplies	22-00-59220-00-50010	11,900	(11,900)	-

					2019-20	Proposed
Item				2019-20	Budget	Amend 19-20
#	Department	Description	Account #	Budget	Amendment #2	Budget
	Perkins: Special Populations	Supplies-Instructional	22-00-59220-00-50020	-	11,249	11,249
	Perkins: Special Populations	Disadvantaged Child Care	22-00-59220-00-52040	26,828	11,303	38,131
	Perkins: Special Populations	Travel-Student	22-00-59220-00-54130	1,000	4,450	5,450
	Perkins: Instructional Equipment	Equipment \$5000 & Above C	22-00-19230-00-91010	123,816	5,420	129,236
	Perkins: Upgrade Curriculum	Indirect Costs	22-00-19210-00-57120	9,936	1,091	11,027
	Perkins Upgrade Curriculum	Operating Grant-Federal	22-00-19210-00-44110	(208,666)	(22,909)	(231,575)
	<i>(To record Perkins grant carryover funds.)</i>					



## Weatherford College Board of Trustees Report

**DATE:** May 14, 2020

**AGENDA ITEM #5.a.**

**SUBJECT:** Guided Pathways Update/Numbers with Heart

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### INFORMATION AND DISCUSSION

- Instructional Continuity Plan continues. Now finalizing documentation of Spring, 2020 measures.
- Over 1000 students who completed FAFSA but not college admissions contacted by WC staff to assist these individuals with enrollment.
- Created and routinely monitoring Kase student concern tracking system.
- Created Spanish language content for a variety of documents of importance to students and their families.
- CARE Act funds are being allocated under the guidance of Dr. Cantrell with the student allocation team being headed by Dr. Atkins. Mr Shrader, Dr. Lock, and Mr. Endy are reviewing college technology issues to determine how Weatherford College might use CARE Act funds to better support student learning.
- Tablets and hotspots provided all students who requested them since March 13, 2020.
- Creating online orientation program for incoming students.
- Increased online tutoring and library services for late Spring and Summer, 2020.
- Currently reviewing video conferencing options to determine what will work best for the college and our students.
- Currently reviewing testing platforms to find solutions that will serve students with technology issues such as no webcam, Chromebooks and Macs, and publisher platforms that don't work in the Respondus lockdown browser.

**ATTACHMENTS:** None.

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



**Weatherford College Board of Trustees  
Report**

**DATE:** May 14, 2020

**AGENDA ITEM #5.b.**

**SUBJECT:** Demand Study

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**INFORMATION AND DISCUSSION**

- Attention is on retention, completion, and enrollment.
- Spring 2020 retention and completion numbers: WILL PROVIDE MS. HUTCHISON FROM MR. BUTLER WHEN AVAILABLE AFTER MAY 11, 2020.
- Spring mini semester enrollment summary (7 days from start): 232 headcount current year; prior year 241.
- Summer I course migration and enrollment update (28 days from start): All transfer-intended courses moving online (includes lab sciences and advanced math). Limited resumption of f-2-f workforce program activities with focus on those who will complete programs and enter the workforce. 886 headcount current year for Summer I; prior year 983. Decrease in foreign student participation, as anticipated.

**ATTACHMENTS:** None.

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



**Weatherford College Board of Trustees  
Report**

**DATE:** May 14, 2020

**AGENDA ITEM #5.c.**

**SUBJECT:** Vet Tech

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**INFORMATION AND DISCUSSION**

Vet Tech Program Critical Issues:

- Phase one application to the AVMA for program submitted April, 2020.
- Surgical Unit under construction with completion planned for late spring to summer of 2020.
- Required modifications of the Agriculture Facility to meet AVMA standards to occur Summer 2020.
- Imaging and dental equipment included in proposed 2020-2021 budget.
- Program advertisement completed and in distribution.
- Program accepting applicants; 9 approved as of May 5, 2020.
- Program begins classes (Fall 2020).

**ATTACHMENTS:** None.

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



**Weatherford College Board of Trustees  
Report**

**DATE:** May 14, 2020

**AGENDA ITEM #5.d.**

**SUBJECT:** Preliminary 2020-21 Budget

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**INFORMATION AND DISCUSSION:** The preliminary 2020-21 budget will be forwarded to you prior to the May 14, 2020 Board meeting.

**ATTACHMENTS:** None.

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



**Weatherford College Board of Trustees  
Report**

**DATE:** May 14, 2020

**AGENDA ITEM #5.e.**

**SUBJECT:** Master Plan Presentation

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**INFORMATION AND DISCUSSION:** An update from Huckabee will be presented on the Master Plan of the Weatherford College Workforce Building.

**ATTACHMENTS:** None.

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**SUBMITTED BY:** Dan Curlee, General Counsel



## Weatherford College Board of Trustees

**DATE:** May 14, 2020

**AGENDA ITEM #6**

**SUBJECT:** Consideration and Possible Action: Resolution Authorizing Reimbursement For Costs Relating to Workforce Training Facility (WC Workforce Building)

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**INFORMATION AND DISCUSSION:** Matt Boles with RBC, Capital Markets, LLC will be present at the May 14, 2020 Board meeting to discuss the financing of the Workforce Training Facility to be constructed during this coming year. Since a final Guaranteed Maximum Price (GMP) will not be available until September (GMP), he has recommended that a Resolution authorizing reimbursement for costs relating to the Workforce Training Facility (WC Workforce Building) be passed by the Board of Trustees. The passage of this resolution will allow such payments for consultant fees, architect fees, construction managers at risk (CMAR) fees, equipment, and any other payments associated with the construction of the facility be reimbursed at such times that the Revenue Bond obligations to finance the Project is issued. Attached you will find a copy of the "Resolution Authorizing Reimbursement for Costs Relating to Workforce Training Facility. Also, you will find a "Certificate for Resolution" certifying the Board of Trustees authorization for the Resolution.

**RECOMMENDATION:** That the Board of Trustees approve the "Resolution Authorizing Reimbursement for Costs Relating to Workforce Training Facility (WC Workforce Building)" and also sign the "Certificate For Resolution".

**ATTACHMENTS:** "Resolution Authorizing Reimbursement for Costs Relating to Workforce Training Facility (WC Workforce Building)" and "Certificate For Resolution"

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



**RESOLUTION AUTHORIZING REIMBURSEMENT  
FOR COSTS RELATING TO WORKFORCE TRAINING FACILITY (WC WORKFORCE  
BUILDING)**

**WHEREAS**, the Parker County Junior College District (the "District") expects to pay expenditures in connection with the projects described on Exhibit A attached hereto (the "Project") prior to the issuance of obligations to finance the Project; and

**WHEREAS**, the District finds, considers and declares that the reimbursement of the District for the payment of such expenditures will be appropriate and consistent with the lawful objectives of the District and, as such, chooses to declare its intention, in accordance with the provisions of Section 1.150-2 of the Treasury Regulations, to reimburse itself for such payments at such time as it issues obligations to finance the Project;

**THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PARKER COUNTY JUNIOR COLLEGE DISTRICT:**

Section 1. The District reasonably expects to incur debt, as one or more separate series of various types of obligations, with an aggregate maximum principal amount not to exceed \$27,500,000 for the purpose of paying the costs of the Project.

Section 2. All costs to be reimbursed pursuant hereto will be capital expenditures. No tax-exempt obligations will be issued by the District in furtherance of this Resolution after a date which is later than 18 months after the later of (1) the date the expenditures are paid or (2) the date on which the property, with respect to which such expenditures were made, is placed in service.

Section 3. The foregoing notwithstanding, no tax-exempt obligation will be issued pursuant to this Resolution more than three years after the date any expenditure which is to be reimbursed is paid.

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**PASSED AND APPROVED THIS \_\_\_\_\_.**

\_\_\_\_\_  
President, Board of Trustees  
Parker County Junior College District

## **EXHIBIT A**

- 1) All costs related to the construction and equipment of a new facility for workforce training (WC Workforce Building); and
  
- 2) Payment of professional services in connection with any of the above, including construction manager, legal, fiscal, architect and engineering fees.

**CERTIFICATE FOR RESOLUTION**

**THE STATE OF TEXAS** §  
**COUNTY OF PARKER** §  
**PARKER COUNTY JUNIOR COLLEGE DISTRICT** §

We, the undersigned officers of the Board of Trustees of Parker County Junior College District (the "District"), hereby certify as follows:

1. The Board of Trustees of the District (the "Board") convened in a REGULAR MEETING ON THE 14TH DAY OF MAY, 2020, at the designated meeting place (the "Meeting"), and the roll was called of the duly constituted officers and members of the Board, to-wit:

- Mac Smith, Chair
- Sue Coody, Vice Chair
- Lela Morris, Secretary/Treasurer
- Elaine Carter
- Dr. Trev Dixon
- Judy McAnally
- Dr. Robert Marlett

and all of the persons were present, except the following absentees: \_\_\_\_\_, thus constituting a quorum. Whereupon, among other business, the following was transacted at the Meeting: a written

**RESOLUTION AUTHORIZING REIMBURSEMENT  
FOR COSTS RELATING TO WORKFORCE TRAINING FACILITY (WC WORKFORCE  
BUILDING)**

was duly introduced for the consideration of the Board. It was then duly moved and seconded that the Resolution be passed; and, after due discussion, said motion carrying with it the passage of the Resolution, prevailed and carried by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

2. A true, full and correct copy of the Resolution passed at the Meeting described in the above and foregoing paragraph is attached to and follows this Certificate; that the Resolution has been duly recorded in the Board's minutes of the Meeting; that the above and foregoing paragraph is a true, full and correct excerpt from the Board's minutes of the Meeting pertaining to the passage of the Resolution; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the Meeting, and that the Resolution would be introduced and considered for passage at the Meeting, and each of the officers and members consented, in advance, to the holding of the Meeting for such purpose, and that the Meeting was open to the public and public notice of the time, place and purpose of the meeting was given, all as required by Chapter 551, Government Code, as amended.

**SIGNED AND SEALED** the \_\_\_\_\_.

\_\_\_\_\_  
Secretary, Board of Trustees

\_\_\_\_\_  
President, Board of Trustees

(SEAL)



**Weatherford College Board of Trustees**

**DATE:** May 14, 2020

**AGENDA ITEM: #7**

**SUBJECT:** TASB Policy Service Update #37

**INFORMATION AND DISCUSSION:** Weatherford College utilizes the Texas Association of School Boards (TASB) Policy Service for legal and local policies contained in the *Weatherford College Board Policy Manual*. TASB provides ongoing updates for college districts to ensure that the *Manual* is current and reliable. The most recent update by TASB is #37.

TASB updates legal policies in the *Manual* based on changes in state or federal laws. Board of Trustees action is not permitted on legal policies since they are mandated through state or federal law. However, it is recommended that the Board review updates to the legal policies.

In addition, TASB recommends updates to “local” policies, which the Board of Trustees may approve as written, or amended, to ensure that the College’s local policies are consistent with recent changes in legislation and legal policies. Below are the Local policies included in Update #37, along with explanatory notes regarding the recommended changes:

Policy Code	Action	Explanatory Note
BBF (Local)	<b>REPLACE</b> policy	The General Appropriations Act, HB 1, Article III, p. III–257, requires college districts, prior to expending funds appropriated by the Act, to submit an ethics policy to the Coordinating Board that is applicable to the board and specifically addresses sexual harassment. Based on this provision, recommended revisions to this local policy clarify the board’s obligation to adhere to all state and federal laws and college district policies and to prohibit the board from engaging in conduct that constitutes unlawful discrimination and harassment.
BBI (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy add a cross reference to GCB(LOCAL) addressing the SB 944 requirement that a board member who maintains public information on a privately-owned device must submit it to the college district or preserve it.
BD (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy reflect a change to the deadline for a meeting called due to an emergency or urgent public necessity as a result of SB 494.

BDB (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy address the HB 2840 requirement that college districts allow each member of the public who wants to comment on agenda items of an open meeting to do so prior to or at the time the items were considered. This policy limits public comment to agenda items at special meetings, permits public comments on all matters at regular board meetings, and imposes a time limit per individual.
CAK (Local)	<b>REPLACE</b> policy	HB 2706 allows investment of bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act and in accordance with relevant statutory provisions and the college district's local investment policy. Based on these new provisions, the policy revisions authorize investment of bond proceeds and pledged revenue to the extent allowed by law. <b>Please note:</b> Your locally developed language remains unchanged throughout the policy.
CF (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy clarify the roles of the college president and the board in relation to purchasing procedures and methods under state and federal law.
CGC (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy address the SB 11 requirements for the college district's emergency operations plan to include adequate communications technology and infrastructure.
CHA (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy clarify authority of college district peace officers, including the enforcement of college district rules and regulations.
CHF (Local)	<b>REPLACE</b> policy	In response to HB 446, which decriminalizes knuckles, this local policy adds a local prohibition on the use, possession, or display of knuckles.
CIA (Local)	<b>REPLACE</b> policy	Based on HB 1962, recommended revisions to this local policy reflect a change in terminology addressing legal compliance of records control schedules from "declaration" to "certification."
CS (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy address the Administrative Code requirements regarding information security now applicable to college districts as a result of SB 64.
DGC (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy address the SB 18 requirement to develop an employee expression policy. <b>Cabinet recommends the references to “vice president of financial and administrative services” be updated to reflect “vice president academics and student affairs”.</b>
DGD (Local)	<b>DELETE</b> policy	This local policy addressing employee use of facilities is recommended for deletion. DGD is no longer an active code.
DH (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy add a cross reference to GCB (LOCAL) addressing the SB 944 requirement that an employee who maintains public information on a privately-owned device must turn it over to the college district or preserve it. In addition, revisions prohibit the gift or sale of tobacco products or e-cigarettes by employees to a person in

		violation of law in accordance with SB 21. Revisions remove the definition of <i>e-cigarette</i> , replacing it with a cross reference to policy FLBD where the definition and related definitions are located. HB 1325 authorizes the cultivation, possession, transportation, or sale of hemp on college district property in certain circumstances. Finally, HB 1518 prohibits the regulation of the possession, sale, or distribution of Dextromethorphan.
DHC (Local)	<b>ADD</b> policy	Based on HB 621, this policy is recommended for inclusion in the college district's local manual to address the prohibition of adverse actions against employees who report child abuse or neglect.
DIAA (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy address the SB 212 requirements related to reporting sexual harassment, assault, dating violence, and stalking.
EFCD (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy provide the board the option to charge fees related to the administration of high school equivalency tests if permitted by the Texas Education Agency and the test provider. Currently, a college district that offers the HiSET test may charge a test center fee in addition to that required by the Educational Testing Service. Texas Education Agency, Test Information at a Glance, <a href="http://tea.texas.gov/Student_Testing_and_Accountability/Certificate_of_High_School_Equivalency/Test_Information_At_A_Glance">tea.texas.gov/Student_Testing_and_Accountability/Certificate_of_High_School_Equivalency/Test_Information_At_A_Glance</a> .
FFDA (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy address the SB 212 requirements related to reporting sexual harassment, assault, dating violence, and stalking.
FKC (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy address the SB 18 requirement to not deny the registration of a student organization based on its viewpoints. <b>Cabinet recommends the references to “executive director of student development” be updated to reflect “associate dean of student development”.</b>
FLA (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy address the SB 18 requirement to develop a student expression policy.
FLAA (Local)	<b>DELETE</b> policy	This local policy addressing student expression is recommended for deletion. FLAA is no longer an active code.
FLB (Local)	<b>REPLACE</b> policy	In response to HB 446, which decriminalizes knuckles, this local policy adds a local prohibition on the use, possession, or display of knuckles. A cross reference for more information on tobacco and e-cigarettes has been added.
GCB (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy relate to the method by which public information requests must be made and address the suspension of the Texas Public Information Act during a catastrophe as permitted by SB 494.
GD (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy address the SB 18 requirement to develop a community expression policy. <b>Cabinet recommends the</b>



		references to “vice president of financial and administrative services” be updated to reflect “vice president academics and student affairs”.
GDA (Local)	<b>REPLACE</b> policy	Recommended revisions to this local policy remove the definition of <i>e-cigarette</i> . A cross reference to policy FLBD, where the <i>e-cigarette</i> definition and related definitions are reflected, has been added.

**RECOMMENDATION:** That the Board of Trustees add, revise, and/or delete Local policies as indicated above and as recommended by Cabinet and by TASB Policy Service Update #37.

**ATTACHMENT:** Update #37 Local Policy Comparison Packet

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**SUBMITTED BY:** Ralinda Stone  
Executive Director, Human Resources



## (LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)

Policies recommended for deletion are not included. If you want to include the text of these policies in the information given to the Board, you may download them from *Policy On Line*.

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

### Statement of Ethics

As a member of the Board, I will strive to improve community college education, and to that end I shall adhere to [all state and federal laws](#), [College District policies](#), and the following ethical standards:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
3. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College District to the [College President](#). ~~Chief Executive Officer.~~
4. ~~Establish and adhere to~~ ~~Work with other Board members to establish effective~~ policies and practices prohibiting unlawful discrimination, including ~~conduct that constitutes sexual harassment~~ [on the basis of sex, gender, race, color, national origin, religion, age, disability, or any other basis prohibited by law.](#)
5. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
6. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
7. 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.
8. Communicate to other Board members and the [College President](#) ~~Chief Executive Officer~~ expressions of public reaction to Board policies and [College District](#) ~~college~~ programs.
9. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Texas Association of Community Colleges, the American Association of Community Colleges, and the Association of Community College Trustees.
10. Support the employment of those persons best qualified to serve as [College District](#) ~~college~~ staff, and insist on a regular and impartial evaluation of all staff.

11. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.
12. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
13. Remember always that my first and greatest concern must be the educational welfare of the students attending the [College Districtcollege](#).

REFERENCE: derived from *National School Boards Association*

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**Note:** For employee, student, and community use of College District technology resources, see CR.

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**Technology Resources**

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

Availability of Access

Access to the College District’s technology resources, including the ~~internet~~Internet, shall be made available to Board members primarily for official duties and in accordance with administrative regulations.

*Limited Personal Use*

Limited personal use of the College District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the College District; and
2. Does not unduly burden the College District’s technology resources.

Acceptable Use

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the College District’s technology resources and shall agree in writing to allow monitoring of his or her use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

Monitored Use

Electronic mail transmissions and other use of the College District’s technology resources by a Board member shall not be considered private. ~~The College President~~The College President or designee shall be authorized to monitor the College District’s technology resources at any time to ensure appropriate use.

Disclaimer of Liability

The College District shall not be liable for a Board member’s inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, or costs incurred. The College District shall not be responsible for ensuring the availability of the College District’s technology resources or the accuracy, appropriateness, or usability of any information found on the ~~internet~~Internet.

**Records Retention**

A Board member shall retain electronic records, whether created or maintained using the College District’s technology resources or using personal technology resources, in accordance with the College District’s record management program. [See BBE, CIA, and GCB]

**Meeting Place and Time**

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

The dates and times for regular Board meetings for the succeeding fiscal year shall be approved in August of each year. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or  
Emergency  
Meetings

The Board President shall call a special meeting at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or ~~two~~ two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

**Agenda**

Submission of  
Topics

A Board member may request that a subject be included on the agenda for a meeting. The deadline for submitting items for inclusion on the agenda is ~~the third calendar~~ the third calendar day before regular meetings and the third calendar day before special meetings.

Preparation

~~The College President~~ The College President shall compile for review by the Board President all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the College President.

The Board President and the ~~College President~~ College President shall confer regarding the proposed topics, and the Board President shall determine the topics for the official meeting agenda. The Board President shall ensure that any topic the Board or individual Board members have requested be addressed are either on the meeting agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not refuse to assign a topic requested by a Board member to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda without that Board member's specific authorization.

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

<b>Notice to Members</b>	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least <del>one hour</del> <del>two hours</del> prior to the time of an emergency meeting.
<b>Closed Meeting</b>	Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]
<b>Order of Business</b>	The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.
<b>Rules of Order</b>	The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i> , except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
Voting	Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
<b>Minutes</b>	<p>Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.</p> <p>The official minutes of the Board shall be retained on file in the office of the <del>College President</del> <del>College President</del> and shall be available for examination during regular office hours.</p>
<b>Discussions and Limitation</b>	<p>Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.</p> <p>The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.</p>

**Limit on  
Participation**

Audience participation at a Board meeting is limited to the ~~public comment~~ portion of the meeting designated to receive public comment in accordance with this policy ~~for that purpose~~. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment  
Regular Meetings

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

Individuals who wish to participate during the ~~allot a~~ portion of the meeting designated for public comment ~~to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting~~ shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic ~~on about~~ which they wish to address the Board. ~~Speak.~~

Public comment ~~No presentation~~ shall occur at the beginning of the meeting.

Except as permitted by this policy and the Board's procedures, an individual's comments to the Board shall not exceed ~~five~~ five minutes per meeting.

Meeting  
Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including:

- Adjusting when public comment will occur during the meeting;
- Reordering agenda items;
- Deferring public comment on nonagenda items; and
- Continuing agenda items to a later meeting.

However, public comment on agenda items shall not be moved after the agenda items have been heard. The presiding officer may also provide expanded opportunity for public comment, establish an overall time limit for public comment, and adjust the time allotted to each speaker. However, no individual shall be given less. ~~Delegations of more than five persons shall appoint one minute to make comments. person to present their views before the Board.~~

Board's Response



Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

**Complaints and Concerns**

The presiding officer or designee shall determine whether ~~an individual~~~~a person~~ addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the ~~Board shall hear the complaint or concern and refer the individual~~~~person shall be referred~~ to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA

Student complaints: FLD

Public complaints: GB

**Disruption**

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any ~~individual~~~~person~~ continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the ~~individual~~~~person~~ removed from the meeting.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

**Objectives**

The investment policy of the College District shall be to:

1. Ensure the safety of the invested funds of the College District;
2. Maintain sufficient liquidity to provide adequate and timely working funds;
3. Attain the highest possible rate of return while providing necessary protection of principal consistent with College District operating requirements as determined by the Board;
4. Match the maturity of investment instruments to the daily cash flow requirements;
5. Diversify investments as to maturity, instruments, and financial institutions where permitted under state law;
6. Actively pursue portfolio management techniques; and
7. Avoid investment for speculation.

**Authorized  
Investments**

Agreements

The College District's chief financial officer shall serve as the investment officer of the College District. The investment officer shall be required to obtain at least five hours of investment training within the first 12 months of assuming duties and shall be required to earn an additional five hours of investment training in every subsequent biennium. To ensure the accomplishment of the policy and the objectives listed, the investment officer of the College District shall be authorized to invest the various funds of the College District in legally authorized and adequately secured certificates of deposit and/or U.S. Treasury Bills with a maximum maturity of 12 months. [The Board shall permit the investment of bond proceeds and pledged revenue to the extent allowed by law.](#) No other investments shall be made without approval of a majority of the Board. All investment transactions except investment pool funds and mutual funds shall be executed on a delivery versus payment basis. With respect to repurchase agreements:

1. The market value of the collateral shall equal at least 102 percent of the cash value of the repurchase agreement.
2. All securities purchased under a repurchase agreement shall be held by the College District's custodial (safekeeping) agent.
3. The seller of repurchase agreement securities shall be entitled to substitute securities upon authorization by the College District.

APPROPRIATIONS AND REVENUE SOURCES  
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4. No repurchase agreement shall be entered into unless a Master Repurchase Agreement has been executed between the College District and its trading partners.

Certificates of  
Deposit

Bids for certificates of deposit may be solicited orally, in writing, electronically, or in any combination of those methods.

**Safety and  
Investment  
Management**

The investment officer shall exhibit prudence and discretion in the selection and management of securities. Skill and judgment shall be exercised in order that no individual or group of transactions undertaken would jeopardize the total capital sum of the overall portfolio. The College District shall not allow speculation (such as anticipating an appreciation of capital through changes in market interest rates) in the selection of any investments. The investment officer shall observe financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise.

**Liquidity and  
Diversity**

To meet the investment objectives of the College District, the maturity of investments shall be targeted to coincide with the cash flow needs of the College District.

Assets of the College District shall be invested in instruments whose maturities do not exceed one year at the time of purchase. Assets held in debt retirement funds may be invested in maturities exceeding one year. The investment portfolio shall be diversified to reduce the risk of loss of investment income from overconcentration of assets in a specific issue, a specific issue size, or a specific class of securities.

Nevertheless, the College District recognizes that in a diversified portfolio, occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment return. Also, it is intended that investments in all funds shall be managed in such a way that any market price losses resulting from interest rate volatility shall be offset by income received from the balance of the portfolio during a 12-month period.

**Internal Controls**

A system of internal controls shall be documented in writing. Also, they shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:

1. Control of collusion;
2. Separation of duties;

APPROPRIATIONS AND REVENUE SOURCES  
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3. Separation of transaction authority from accounting and recordkeeping;
4. Custodial safekeeping;
5. Avoidance of bearer-form securities;
6. Clear delegation of authority;
7. Specific limitations regarding securities losses;
8. Written confirmation of telephone transactions;
9. Limiting the number of authorized investment officials; and
10. Documentation of transactions and strategies.

These controls shall be reviewed by the College District's independent auditing firm.

**Safekeeping and Custody**

To protect against potential fraud and embezzlement, the cash and investments of the College District shall be secured through third-party custody and safekeeping procedures as designated by the College District. Investment officials shall be bonded.

**Sellers of Investments**

Prior to handling investments on behalf of the College District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.

Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).

**Interest Rate Risk**

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.

The College District shall monitor interest rate risk using weighted average maturity and specific identification.

**Portfolio Report**

A monthly management portfolio report shall be prepared by the investment officer relating to investments of the College District and appropriate collateral pledged for those investment instruments requiring security. A comprehensive report on the investment program and investment activity shall be presented annually to the Board. A compliance audit of management controls on investments and adherence to approved investment policies shall be performed in conjunction with the annual financial audit, along with a state agency compliance audit performed at least every two years.

APPROPRIATIONS AND REVENUE SOURCES  
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**Monitoring Market  
Prices**

Monitoring shall be done monthly and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment. The investment officer shall keep the Board informed of significant declines in the market value of the College District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds.

**Monitoring Rating  
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Investment Strategy**

The College District maintains portfolios that utilize specific investment strategy considerations designed to address the unique characteristics of the following fund groups represented in the portfolios:

1. Operating Funds. Investment strategies for operating funds and commingled pools containing operating funds have as their primary objective the assurance that anticipated cash flow are matched with adequate investment liquidity. In order to accomplish this, the College District shall maintain adequate balances in short-term investments with necessary liquidity to ensure that sufficient funds are available for the continued operations of the College District. Funds shall not be invested in securities with stated maturities that exceed the reasonable expected expenditure time period.
2. Debt Service Funds. The College District shall maintain as its primary objective, the safety of principal with regard to all monies collected or allocated for debt service. Secondly, the College District shall seek to maximize the return on such funds while ensuring sufficient funds for timely payments of its debt obligations. In order to accomplish this, the College District shall invest such funds in amounts and maturity dates that most likely will meet the debt service requirements of the College District.
3. Capital Improvement Fund. The College District shall maintain as its primary objective, the safety of principal with regard to all monies collected. The College District shall seek to maximize the return of such funds while ensuring sufficient funds for timely payments of its obligations.
4. Special Projects or Special Purpose Funds. Portfolios for these funds shall have as their primary objective the assur-

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ance that anticipated cash flows are matched with adequate investment liquidity. The stated final maturity dates of securities held should not exceed the estimated project completion date.

PURCHASING AND ACQUISITION

CF  
(LOCAL)

**Purchasing Authority**

The Board delegates to the ~~College President or designee the authority College President or designee the authority to determine the method of purchasing, in accordance with CF(LEGAL), and to~~ make budgeted purchases for goods and services. Any purchases not included in the budget shall be taken to the Board for approval.

Purchasing Procedures

The College President shall develop purchasing procedures to implement the requirements of state and federal law. [See CAA, CAAB, and CH(LEGAL)]

**Purchasing Method**

The Board delegates to the College President or designee the authority to determine the method of purchasing in accordance with state and federal law.

**Competitive Bidding**

If competitive bidding is chosen as the purchasing method, the ~~College President~~ College President or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The College District may reject any and all bids.

**Competitive Sealed Proposals**

If competitive sealed proposals are chosen as the purchasing method, the ~~College President~~ College President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The College District may reject any and all proposals.

**Electronic Bids or Proposals**

Bids or proposals that the College District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

PURCHASING AND ACQUISITION

CF  
(LOCAL)

**Responsibility for Debts**

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC]- The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase Commitments**

All purchase commitments shall be made by the ~~College President~~ College President or designee, in accordance with administrative procedures, including the College District's purchasing procedures.

**Personal Purchases**

College District employees shall not be permitted to make purchases for personal use through the College District's business office.

**Delinquent Franchise Taxes**

Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.



**Emergency  
Operations Plan**

In accordance with state requirements, the College District shall maintain a multihazard emergency operations plan that provides for appropriate employee training; [adequate communications technology and infrastructure, including employee access to emergency communication devices](#); coordination with state and local entities; and implementation of a safety and security audit.

**Emergency  
Response and  
Evacuation  
Procedures**

In accordance with federal law, the College District shall maintain effective emergency response and evacuation procedures that can be implemented on short notice and that will ensure optimum safety for students and personnel.

**Emergency Alert  
System**

In accordance with state requirements, the College District shall maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College District or its students and employees.

**College District  
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

**Jurisdiction**

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

**Police Authority**

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. [Subject to limitations in law](#), College District peace officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, [rules, and regulations](#) on College District property or at College District functions.
6. Investigate violations of College District ~~policies~~[policy](#), rules, and regulations as requested by the [College President](#)~~College President~~ and participate in ~~administrative~~ hearings concerning ~~the~~ alleged violations.
7. Carry weapons as directed by the chief of police and approved by the [College President](#)~~College President~~.
8. Carry out all other duties as directed by the chief of police or [College President](#)~~College President~~.

Temporary Assignment	College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.
<b>Limitations on Outside Employment</b>	No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and College President or designee.
<b>Relationship with Outside Agencies</b>	The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the <del>College President</del> College President or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.
<b>Use of Force</b>	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
<b>High-Speed Pursuit</b>	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.
Body-Worn Cameras	College District officers shall use body-worn cameras only when performing official law enforcement duties and in accordance with the provisions of the College District police department's body-worn camera program. Officers shall receive training on the program, including proper use and operation of cameras. Any College District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.
<b>Officer Training</b>	All College District officers shall receive at least the minimum amount of education and training as required by law.
<b>Department Regulations Manual</b>	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the <del>College President</del> College President or designee shall review the manual annually and make any appropriate revisions.

Racial Profiling

The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

**Complaints**

Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the

College District shall provide to the police officer a copy of the complaint. [See [Complaint Against Peace Officer](#) ~~COMPLAINTS AGAINST PEACE OFFICER~~ at CHA(LEGAL)]

Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.

**Firearms**

The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations.

**Other Weapons Prohibited**

The College District prohibits the use, possession, or display of any location-restricted knife, club, [knuckles](#), or prohibited weapon, as defined by law, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the [College President](#)~~College President~~ or designee.

Additionally, the following weapons are prohibited on College District property or at any College District-sponsored or -related activity:

1. Fireworks of any kind;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains; or
6. Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the [College President](#)~~College President~~ or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

**Violations**

Employees and students found to be in violation of this policy shall be subject to disciplinary action. [See DH, FM, and FMA]

~~The College President~~ ~~The College President~~ shall oversee the performance of records management functions prescribed by state and federal law:

- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CFE]
- Officer for Public Information, as prescribed by Government Code 552.201–.205 [See GCB]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

**Local Government  
Records Act**

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

“Local Government  
Record”

Records  
Management  
Officer

The ~~College President~~ ~~College President~~ shall serve as and perform the duties of the College District’s records management officer, as prescribed by Local Government Code 203.023, and shall administer the College District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

*Notification*

The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Records Control  
Schedules

The records management officer shall file with the TSLAC a written ~~certification~~ ~~declaration~~ that the College District has adopted records control schedules that comply with records retention schedules issued by the TSLAC as provided by law.

**Website Postings**

The College District’s records management program shall address the length of time records will be posted on the College District’s website when the law does not specify a posting period.

**Records Destruction  
Practices**

All local government records shall be considered College District property and any unauthorized destruction or removal shall be prohibited. The College District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the College District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff

when routine record destruction practices must be suspended and when they may be resumed.

**Training**

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable College District staff are trained on the College District's records management program, including this policy and corresponding procedures.

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

**Information Security Officer**

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

**Information Security Program**

The College President or designee ~~College President~~ shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and ~~College District's~~ information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. ~~The~~ **This** program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

**Website and Mobile Application Security**

The College President or designee shall adopt procedures addressing the ~~also address accessibility,~~ privacy, and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

**Reports**

Information Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Effectiveness of Policies and Procedures

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.



<p>Security Incidents <i>By the College District</i> Generally</p>	<p>The College District shall assess the significance of a security incident and report urgent incidents to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.</p>
<p>Security Breach Notification</p>	<p>Upon discovering or receiving notification of a breach of system security, the College District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.</p> <p>The College District shall give notice by using one or more of the following methods:</p> <ol style="list-style-type: none"><li>1. Written notice.</li><li>2. Electronic mail, if the College District has electronic mail addresses for the affected persons.</li><li>3. Conspicuous posting on the College District's website.</li><li>4. Publication through broadcast media.</li></ol>
<p>Monthly Reports  <i>By Vendors and Third Parties</i></p>	<p>The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.</p> <p><del>4.</del>5. The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.</p>

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**Note:** For expression and use of College District facilities by students and registered student organizations, see FLA. For expression and use of College District facilities by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

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### **Academic Freedom and Responsibility**

Public institutions of higher education exist for the common good. The following statements rest upon the belief that the common good depends upon a free search for truth and its free expression without intent to do personal harm.

Each faculty member is entitled to full freedom in the classroom when discussing the subject that he or she teaches. Limitations to this basic statement exist only within the bounds of common decency and good taste. Each faculty member is also entitled to speak or write as a citizen of the nation, state, or community without fear of institutional censorship or discipline.

The concept of academic freedom must be accompanied by an equally demanding concept of responsibility shared by the Board, administration, and faculty members.

The fundamental responsibilities of faculty members as teachers and scholars include the maintenance of competence in their field of specialization and the exhibition of such competence in lectures and discussions. Although publishing is not a fundamental responsibility of a faculty member, it is encouraged by the College District.

The exercise of professional integrity by a faculty member includes recognition that the public will judge the profession and the institution by his or her statements both in public and in private life. Therefore, he or she should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that he or she speaks or acts for his or her College District when he or she speaks or acts as a private person. A faculty member should be selective in the use of controversial material in the classroom and should introduce such material only if as it has a clear relationship to the subject field.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

### **Distribution of Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted

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on any College District premises by any employee or employee organization, except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.

Limitations on  
Content

Materials shall not be distributed by an employee or employee organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Facilities Use, below]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and  
Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive to College District operations;
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not interfere with the rights of others; and
5. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The vice president of financial and administrative services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by employees or employee organizations to employees or others in College District facilities and areas that are not considered common outdoor areas.

Facilities Use

The grounds and facilities of the College District shall be made available to employees or employee organizations when such use

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does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

Requests

To request permission to meet in College District facilities, interested employees or employee organizations shall file a written request with the vice president of financial and administrative services in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The vice president of financial and administrative services shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation;
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;

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7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The vice president of financial and administrative services shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common  
Outdoor Area  
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Employees and employee organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

Announcements  
and Publicity

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.

**Violations**

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

Interference with  
Expression

Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

**Appeals**

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.

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EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES  
~~ACADEMIC FREEDOM AND RESPONSIBILITIES~~

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**Publication**

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

~~EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES~~

DGD  
(LOCAL)

~~The grounds and facilities of the College District shall be made available to employees or employee organizations, when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.~~

~~An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.~~

**Requests**

~~To request permission to meet on College District premises, interested employees or employee organizations shall file a written request with the vice president of financial and administrative services in accordance with administrative procedures.~~

~~The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.~~

**Approval**

~~The vice president of financial and administrative services shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.~~

~~Approval shall not be granted when the official has reasonable grounds to believe that:~~

- ~~1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;~~
- ~~2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;~~
- ~~3. The proposed use includes nonpermissible solicitation;~~
- ~~4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- ~~5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;~~
- ~~6. The proposed activity would disrupt or disturb the regular academic program;~~

~~EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES~~

DGD  
(LOCAL)

~~7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or~~

~~8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.~~

~~The vice president of financial and administrative services shall provide the applicant a written statement of the grounds for rejection if a request is denied.~~

**Announcements and  
Publicity**

~~In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.~~

**Identification**

~~Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.~~

**Violations**

~~Failure to comply with the policy and procedures regarding employee use of College District facilities shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.~~

**Appeals**

~~Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL).~~



All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

**Ethical Standards**

The College District holds all employees to the ethical standards expressed in the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).<sup>1</sup>

**Violations**

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC and DM series]

**Electronic Media**

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

Record Retention

An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]

Personal Use

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

**Safety Requirements**

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**Tobacco and E-cigarettes**

An employee shall not use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities, unless authorized by the College President or designee. [See FLBD]

An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.

~~"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking. The term includes:~~

- ~~1. A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and~~
- ~~2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.~~

### **Alcohol and Drugs**

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee at the beginning of each year or upon employment.

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on College District property or at College District-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence."

#### Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; ~~or~~
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian;~~;~~
4. Cultivates, possesses, transports, or sells hemp as authorized by law; or
5. Possesses, sells, or distributes Dextromethorphan.

Notice

Each employee shall be given a copy of the College District's notice regarding a drug-free workplace. [See DI(EXHIBIT)]

**Arrests, Indictments, Convictions, and Other Adjudications**

An employee shall notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any offense involving moral turpitude.

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

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<sup>1</sup> Texas Community College Teachers Association Code of Professional Ethics (PDF): <http://www.tcccta.org/wp-content/uploads/2016/01/TCCTA-Ethics.pdf>

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE AND NEGLECT REPORTING

DHC  
(LOCAL)

**Adverse  
Employment Action  
Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.

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**Note:** This policy addresses employee complaints of sex and gender discrimination, sexual harassment, sexual violence, and retaliation. For legally referenced material relating to this subject matter, see DAA(LEGAL). For sex discrimination, sexual harassment, sexual violence, and retaliation targeting students, see FFDA.

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<b>Definitions</b>	Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.
<b>Statement of Nondiscrimination</b>	The College District prohibits discrimination, including harassment, against any employee on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy.
<b>Discrimination</b>	Discrimination against an employee is defined as conduct directed at an employee on the basis of sex or gender that adversely affects the employee’s employment.
<b>Sexual Harassment</b>	Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when: <ol style="list-style-type: none"><li>1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or</li><li>2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.</li></ol>
Sexual Violence	Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an intellectual or other disability.
Examples	Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; offensive or derogatory language directed at another person’s gender identity; and other sexually motivated conduct, communication, or contact.
<b>Retaliation</b>	The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, [participates in prohibited conduct](#), or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline up to and including termination.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting Procedures**

[Reporting by Alleged Victim](#)

An employee who believes that he or she has experienced prohibited conduct [may report](#) ~~or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report~~ the alleged acts to his or her immediate supervisor, [to the Title IX coordinator, or to the College President or designee. Additionally-](#)

~~Alternatively,~~ the employee may report ~~the alleged acts to one of the College District officials below or~~ electronically through the College District’s website.

[A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.](#)

[Reporting by Other Employees](#)

Any employee who believes that another employee has experienced prohibited conduct shall immediately report the alleged acts to the Title IX coordinator. Additionally, the employee may report to the College President or designee.

A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

*Exceptions*

[Disclosure at Event](#)

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by an employee organization affiliated with the institution is not required to report the prohibited conduct.

[Employee Subject to Confidentiality Rules](#)

Absent the employee’s consent, a person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall only be required to disclose the type of incident reported. The person may not disclose information that would violate the employee’s expectation of privacy.

Definition of College  
District Officials

For the purposes of this policy, College District officials are the Title IX coordinator and the College President.

~~Title IX Coordinator  
Definition of College  
District Officials~~

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

~~Title IX Coordinator~~

Name: Adam Finley ~~Adam Finley~~  
Position: Executive Dean, Student Services ~~Executive Dean,  
Student Services~~  
Address: 225 College Park Drive, Weatherford, TX  
76086 ~~225 College Park Drive, Weatherford, TX  
76086~~  
Telephone: (817) 599-8831 ~~(817) 599-8831~~

Other Anti-  
discrimination Laws

~~The College President~~ ~~The College President~~ or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

**Alternative  
Reporting  
Procedures**

~~An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President or designee.~~

~~A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.~~

**Timely Reporting**

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.

**Notice of Report**

~~Any College District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate College District official listed above and take any other steps required by this policy.~~

**Investigation of the  
Report**

The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District

official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

### **Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

### **College District Action**

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

### **Confidentiality**

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. However, limited or full disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

### **Appeal**



FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

DIAA  
(LOCAL)

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

The party may have a right to file a complaint with appropriate state or federal agencies in accordance with state and federal law.

**Records Retention**

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy, Procedures, and Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

An official high school equivalency testing center shall be located at one or more College District facilities designated by the Board.

**Procedures**

The ~~College President~~ ~~College President~~ or designee shall develop written procedures concerning the operation of the center and administration of the test. The procedures shall:

1. Address the selection, requisition, and storage of test materials;
2. Address the provision of a suitable place for administering the test;
3. Address test security;
4. Include a written emergency plan; and
5. Address other operational matters as appropriate.

**Testing Information**

The ~~College President~~ ~~College President~~ or designee shall publish information about the available testing opportunities on the College District's website and in appropriate College District publications.

**Fees**

If permitted by the Texas Education Agency (TEA) and the test provider, the Board may approve a fee for the administration of a test.

**Annual Report**

The ~~College President~~ ~~The College President~~ or designee shall report to the Board annually concerning the center, including the number of tests administered and the funds received for administering the test.

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**Note:** This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, and retaliation targeting students. For legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL). For sex discrimination, sexual harassment, sexual assault, and retaliation targeting employees, see DIAA.

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**Statement of  
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

**Sexual Harassment**  
By an Employee

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program.

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual na-

ture; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

**Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Retaliation**

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claims**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

**Prohibited Conduct**

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting Procedures**

~~For purposes of this policy, a "responsible employee" is an employee:~~

~~Responsible Employee~~

- ~~1. Who has the authority to remedy prohibited conduct;~~
- ~~2. Who has been given the duty of reporting incidents of prohibited conduct; or~~

~~3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.~~

~~The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.~~

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator or another ~~a responsible~~ employee or submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.

Employee Report

Any College District employee who suspects ~~or and any responsible employee who~~ receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the Title IX coordinator ~~appropriate College District official listed in this policy~~ and shall take any other steps required by this policy. ~~Additionally, the An employee who does not meet the description of a responsible employee in accordance with this policy may alternatively submit the report to the College President or designee. electronically via the College District's website.~~

A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Exceptions

Disclosure at  
Event

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct.

Employee  
Subject to  
Confidentiality  
Rules

Absent the student's consent, a person who holds a professional license requiring confidentiality, such as a counselor, ~~or~~ who is supervised by such a person, ~~or a shall not be required to disclose a report of prohibited conduct without the student's consent.~~

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall ~~only~~ not be required to disclose the type of information regarding an incident reported. The person may not disclose ~~of prohibited conduct that constitutes personally identifiable information about a student or other~~ information that would ~~violate~~ indicate the student's identity without the student's expectation of privacy. ~~consent, un-~~

~~less the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GCC].~~

**Definition of College District Officials**

For the purposes of this policy, College District officials are the Title IX coordinator and the College President.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment ~~and~~ gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Adam Finley ~~Adam Finley~~

Position: Executive Dean, Student Services ~~Executive Dean, Student Services~~

Address: 225 College Park Drive, Weatherford, TX 76086 ~~225 College Park Drive, Weatherford, TX 76086~~

Telephone: (817) 599-8831 ~~(817) 599-8831~~

Other Anti-discrimination Laws

The College President ~~The College President~~ or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

**Alternative Reporting Procedures**

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President.

A report against the College President ~~College President~~ may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

**Timely Reporting**

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

**Investigation of the Report**

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District

official shall immediately notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

- |                                |  |
|--------------------------------|--|
| Informal Resolution            | If the parties voluntarily agree to participate in informal resolution of the complaint, the College District official shall determine if informal resolution is appropriate for the complaint. If the official determines that informal resolution is appropriate, then the official may facilitate that resolution. If the official does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.   |
| Formal Resolution              | If any of the parties decline to participate in informal resolution of the complaint or the College District official finds informal resolution of the complaint to be inappropriate, the College District official shall authorize or undertake an investigation, except as provided below at Criminal Investigation.   |
| Interim Action                 | If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.  |
| College District Investigation | <p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p> |
| Criminal Investigation         | If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or  |

	<p>regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.</p>
<b>Concluding the Investigation</b>	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</p>
Notification of the Outcome	<p>The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed. The parties shall be given the opportunity to respond to the report.</p>
<b>College District Action</b>	<p>The College District shall determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using a preponderance of the evidence standard. If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. [See FM and FMA]</p>
Prohibited Conduct	
<i>Corrective Action</i>	<p>Examples of corrective action may include:</p> <ul style="list-style-type: none"><li>• Providing a training program for those involved in the complaint;</li><li>• Providing a comprehensive education program for the College District community;</li><li>• Providing counseling for the victim and the student who engaged in prohibited conduct;</li><li>• Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;</li><li>• Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;</li><li>• Involving students in efforts to identify problems and improve the College District climate;</li></ul>



FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

FFDA  
(LOCAL)

- Increasing staff monitoring of areas where prohibited conduct has occurred; and
- Reaffirming the College District's policy against discrimination and harassment.

Exception

The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

**Confidentiality**

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

**Records Retention**

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy, Procedures, and Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

STUDENT ACTIVITIES  
REGISTERED STUDENT ORGANIZATIONS

FKC  
(LOCAL)

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the ~~executive director of student development~~ ~~executive director of student development~~.

Registered student organizations shall abide by College District policies and procedures and applicable law. Registered status shall not imply that the College District endorses a student organization's opinions and activities.

**Registration  
Required**

An eligible group of students shall be entitled to register as a student organization. Approval for registration of an organization on any one campus or center shall be effective College ~~District-wide~~ ~~Districtwide~~.

**Eligibility**

A group shall be eligible for registration if:

1. Its membership consists of seven or more students.
2. It does not deny membership to anyone on the basis of sex, disability, age, color, race, nationality, or religion.
3. It has an ~~adviser~~ ~~adviser~~ who is a member of the faculty or the staff.
4. It is not under a disciplinary penalty prohibiting registration.
5. It conducts its affairs in accordance with College District policies, procedures, rules, and regulations; as well as with local, state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the College District.

Regardless of the above criteria, the College District shall not deny an application for registration based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.

**Rejection of  
Application**

If the ~~executive director of student development~~ ~~executive director of student development~~ does not approve the application for registration, he or she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the executive dean of student services.

The executive dean of student services may take one of the following actions:

1. Affirm the ~~executive director of student development~~ ~~executive director of student development~~'s decision.

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2. Reverse the ~~executive director of student development~~ ~~executive director of student development~~'s decision.
3. Appoint a committee to conduct a hearing and report its findings to the applicant and the College President, who shall then take final action.

~~The College President~~ ~~The College President~~'s decision may be appealed to the Board.

**Rights and Duties**

Each registered student organization shall adopt a written charter, constitution, or other governing document. A copy shall be filed with the College District.

A registered student organization may conduct meetings, events, performances, and similar activities in accordance with College District facilities use policies and procedures. [See ~~FLA~~ ~~FLAA~~] The organization shall not advertise, promote, or represent that an event or activity is associated with the College District unless prior approval is obtained in accordance with applicable procedures. [See FK]

A registered student organization may distribute written or printed materials or other visual or auditory materials in accordance with College District literature distribution policies and procedures. [See ~~FLA~~] The organization may not represent that visual or auditory materials are sponsored by the College District unless prior approval is obtained in accordance with applicable procedures. [See FKA]

In accordance with state law, officers of a registered student organization shall attend a risk management program provided by the College District.

**Required Submissions**

Each registered student organization shall submit the following:

1. At the beginning of each semester, a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College District on behalf of the organization. The list shall be kept current and accurate by the organization.
2. At the beginning of each semester, an affidavit stating that the organization or group does not, and will not, accept any member who is not a student or a member of the faculty or staff of the College District.
3. A financial statement form supplied by the business office to be filed on the first workday of July and January.

**Loss of Registration**

Upon written notice, a student organization's registered status may be revoked by the ~~executive director of student development~~ ~~executive director of student development~~ if it:

1. No longer meets the eligibility requirements; or
2. Violates College District policies and procedures or local, state, or federal law.

A student organization whose registered status has been revoked may appeal to the executive dean of student services, who may take appropriate action regarding the issue. If the organization is not satisfied with the decision, it may appeal that decision to the Board.

A student organization whose registered status has been revoked shall be prohibited from reapplying for registered status for a period described in the revocation notice. The prohibition shall be for a period of not less than four months following the date of the notice and may be permanent. The revocation shall be effective College ~~District-wide~~ ~~Districtwide~~.

**Disciplinary  
Violations**

In addition to the revocation of registered status, violations of College District policies and procedures or local, state, or federal law shall subject the student organization and its individual members to disciplinary action in accordance with policies FM and FMA.

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**Note:** For expression and use of College District facilities by employees and employee organizations, see DGC. For expression and use of College District facilities by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

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**Distribution of Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any ~~materials~~ ~~nonschool literature~~ distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be ~~considered nonschool literature and shall not be~~ governed by this policy.

~~[For distribution of nonschool literature by nonstudents and organizations that are not registered student organizations, see GD]~~

**Limitations on Content**

~~Materials~~ ~~Nonschool literature~~ shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

**Time, Place, and Manner Restrictions**

~~The executive dean of student services shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.~~

Distribution of the ~~materials~~ ~~nonschool literature~~ shall be conducted in a manner that:

1. Is not disruptive; [See FLB]
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any ~~materials~~ ~~literature~~ that ~~were~~ ~~was~~ discarded or left over.

The executive dean of student services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.

#### *Posting of Signs*

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for signs that violate the ~~restrictions in this policy and administrative procedures~~ ~~limitations on content, as described above~~, a student or registered student organization may publicly post a sign on College District property in ~~common outdoor areas and in~~ areas or locations designated by the ~~executive dean of student services~~ ~~executive dean of student services~~. No object other than a sign may be posted on College District property.

~~Before publicly posting a sign, a student or registered student organization shall:~~

- ~~1. Deliver a copy, photograph, or description of the sign to be posted.~~
- ~~2. Give notice of the following information:~~
  - ~~a. The name of the student or registered student organization and, if an organization, the name of its adviser;~~

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- ~~b. The proposed general location for posting the sign;~~
- ~~c. The length of time the sign will be posted; and~~
- ~~d. The signature of the student or, if a registered student organization, the signature of its authorized representative and the signature of its adviser.~~

~~3. Place the date of posting on each sign posted.~~

Restrictions

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the [executive dean of student services](#). ~~executive dean of student services~~. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant; or

~~8. On or between a curb and sidewalk; or~~

~~9.~~8. In a College District building, except on a bulletin board designated for that purpose.

Removal

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the [executive dean of student services](#) ~~executive dean of student services~~, the student, or the registered student organization.

Disclaimer

~~Materials~~ ~~Literature~~ distributed by a registered student organization must include a disclaimer indicating that the ~~materials are~~ ~~literature is~~ not sponsored by the College District and ~~do~~ ~~does~~ not represent the views of the College District or College District officials, faculty, or staff.

**Facilities Use**

The grounds and facilities of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or

student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

*Requests*

To request permission to meet in College District facilities, interested students or registered student organizations shall file a written request with the executive dean of student services in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

*Approval*

The executive dean of student services shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.



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	<p>The executive dean of student services shall provide the applicant a written statement of the grounds for rejection if a request is denied.</p>
<p><i>Common Outdoor Area Exception</i></p>	<p>Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and student organizations may engage in expressive activities in common outdoor areas, unless:</p> <ol style="list-style-type: none"><li>1. The person's conduct is unlawful;</li><li>2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;</li><li>3. The use would materially or substantially disrupt or disturb the regular academic program; or</li><li>4. The use would result in damage to or defacement of property.</li></ol>
<p>Announcements and Publicity</p>	<p>In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.</p>
<p>Identification</p>	<p>Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative.</p>
<p>Violations of Policy</p>	<p>Failure to comply with <del>this</del>the policy and associated procedures <del>regarding distribution of nonschool literature</del> shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].</p>
<p>Interference with Expression</p>	<p>Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].</p>
<p>Appeals</p>	<p>Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.</p>
<p><b>Publication</b></p>	<p>This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.✂</p>

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~~The grounds and facilities of the College District shall be made available to students or registered student organizations [see FKG] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.~~

**Requests**

~~To request permission to meet on College District premises, interested students or registered student organizations shall file a written request with the executive dean of student services in accordance with administrative procedures.~~

~~The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.~~

**Approval**

~~The executive dean of student services shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.~~

~~Approval shall not be granted when the official has reasonable grounds to believe that:~~

- ~~1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;~~
- ~~2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;~~
- ~~3. The proposed use includes nonpermissible solicitation [see F1];~~
- ~~4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- ~~5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;~~
- ~~6. The proposed activity would disrupt or disturb the regular academic program;~~

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~~7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or~~

~~8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.~~

~~The executive dean of student services shall provide the applicant a written statement of the grounds for rejection if a request is denied.~~

**Announcements and  
Publicity**

~~In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.~~

**Identification**

~~Students or registered student organizations using College District facilities shall provide identification when requested to do so by a College District representative.~~

**Violations**

~~Failure to comply with the policy and procedures regarding student use of College District facilities shall result in appropriate administrative action, including but not limited to, suspension of a student's or a registered student organization's use of College District facilities and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].~~

**Appeals**

~~Decisions made by the administration under this policy may be appealed in accordance with FLD(LOCAL).~~

~~[For distribution of literature, see FLA]~~

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**Definitions**

Definitions of terms used in this policy shall be as follows.

**“Student”**

A “student” shall mean one who is currently enrolled in the College District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the premises of any component institution.

**“Premises”**

The “premises” of the College District is defined as all real property over which the College District has possession and control.

**“Scholastic Dishonesty”**

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but shall not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

**“Disorderly Conduct”**

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

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1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

**Responsibility**

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;

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5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

**Prohibited Conduct**

Federal, State, and Local Law	Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.
Prohibited Weapons	Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, <a href="#">knuckles</a> , or other prohibited weapons, as described in CHF, without prior approval shall be prohibited.
Drugs and Alcohol	The following behavior regarding drugs and alcohol shall be prohibited: <ol style="list-style-type: none"><li>1. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBE, unless under the direction of a physician;</li><li>2. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance; and</li><li>3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.</li></ol>
Debts	Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.
Disruptions	"Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.
Behavior Targeting Others	The following behavior targeting others shall be prohibited: <ol style="list-style-type: none"><li>1. Threatening another person, including a student or employee;</li><li>2. Intentionally, knowingly, or negligently causing physical harm to any person;</li><li>3. Engaging in conduct that constitutes harassment, <a href="#">sexual assault</a>, <del>bullying</del>, or dating violence, <a href="#">stalking</a>, or <a href="#">bullying</a> directed</li></ol>

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toward another person, including a student or employee; [See DIA series, FFD series, and FFE as appropriate]

4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property

The following behavior regarding property shall be prohibited:

1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
2. Stealing from the College District or others; and
3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

Directives

Failure to comply with directives given by College District personnel, and failure to provide identification when requested to do so by College District personnel shall be prohibited.

Tobacco and  
E-cigarettes

Possession or use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking. The term includes:

1. A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Misuse of  
Technology

The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;

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2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the ~~internet~~Internet or other electronic communications to threaten College District students, employees, or volunteers;
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using ~~email~~email or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

Dishonesty

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

Gambling and Other  
Conduct

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

**Discipline**

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or



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3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

**Publication**

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the ~~College President~~ **College President** shall be published in the student handbook.

Requests for public information shall be made to the College District by one of the following methods:

1. Hand delivery;
2. U.S. mail to 225 College Park Drive, Weatherford, TX 76086; or
3. Email at [cwoerly@wc.edu](mailto:cwoerly@wc.edu).

**Suspension of  
Public Information  
During Catastrophe**

In the event a catastrophe, as defined by law, impacts the College District, the Board shall suspend the applicability of the Texas Public Information Act to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board shall extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

**Charging for  
Personnel Time**

In addition to other labor charges permitted by, and in accordance with law, the College District shall charge a requestor for additional personnel time spent producing information for the requestor after College District personnel have collectively spent:

1. Thirty-six hours of time during the College District's fiscal year; or
2. Fifteen hours of time during a one-month period.

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**Note:** For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

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**Use of College District Facilities**

The grounds and facilities of the College District shall be made available to members of the College District community and community organizations, including College District support organizations, when such use is for educational, recreational, civic, or social activities and the use does not conflict with use by, or any of the policies and procedures of, the College District.

~~{For use by employees or employee organizations, see DGD. For use by students and registered student organizations, see FLAA.}~~

Requests

To request permission to meet ~~in~~ College District ~~facilities~~~~premises~~, interested community members or organizations shall file a written request with the ~~vice president of financial and administrative services~~~~vice president of financial and administrative services~~ in accordance with administrative procedures.

The community members or organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

Requests for community use of College District facilities shall be considered on a first-come, first-served basis.

The ~~vice president of financial and administrative services~~~~vice president of financial and administrative services~~ shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ~~ideological~~, ~~academic view-point~~, or other content of the speech likely to be associated with the community members' or organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a sanction [see ~~Violations of Policy~~~~VIOLATIONS OF POLICY~~, below] prohibiting the use of the facility;

3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program; or
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property.

*Common  
Outdoor Area  
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Community members and organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

*For-Profit Use*

The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

*Nonprofit Use*

The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.

*Campaign-  
Related Use*

Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

*No Approval  
Required*

No approval shall be required for nonschool-related recreational use of the College District's unlocked, outdoor recreational facilities.

ties, such as the track, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose.

*Written Notice if Request Rejected*

The vice president of financial and administrative services ~~The vice president of financial and administrative services~~ shall provide the applicant a written statement of the grounds for rejection if a request is denied.

Emergency Use

In case of emergencies or disasters, the College President ~~College President~~ may authorize the use of College District facilities by civil defense, health, or emergency service authorities.

Repeated Use

The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.

*Exception*

Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.

Scheduling

Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The vice president of financial and administrative services ~~The vice president of financial and administrative services~~ shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.

Use Agreement

Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.

Fees for Use

A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.

The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

*Exception*

Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.

Required Conduct

Community members and organizations using College District facilities shall:

1. Conduct business in an orderly manner;
2. Provide identification when requested to do so by a College District representative;
3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]
4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and
5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

**Distribution of Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials ~~nonschool literature~~ distributed by a community member or organization.

~~[See CHE regarding use of the College District's internal mail system and FLA regarding distribution of literature by students and registered student organizations]~~

**Limitations on Content**

Materials ~~Nonschool literature~~ shall not be distributed by a community member or organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];

5. The materials constitute unauthorized solicitation [see [Use of College District Facilities](#)~~USE OF COLLEGE DISTRICT FACILITIES~~, above]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and  
Manner Restrictions

~~The College President shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to students or others at College District facilities.~~

Distribution of ~~materials~~[the nonschool literature](#) shall be conducted in a manner that:

1. Is not disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any ~~materials~~[literature](#) that ~~were~~[was](#) discarded or left-over.

[The vice president of financial and administrative services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.](#)

*Posting of Signs*

For the purposes of this policy, “sign” shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization unless the posting qualifies as a permitted campaign-related use [or is in a common outdoor area subject to administrative procedures.](#)

Exception

COMMUNITY EXPRESSION AND USE OF COLLEGE DISTRICT FACILITIES

GD

(LOCAL)

	<p>A College District support organization may post a sign in College District facilities with prior approval of the vice president of financial and administrative services <del>vice president of financial and administrative services</del> in accordance with the procedures developed for that purpose.</p>
Identification	<p>A community member or organization distributing materials on campus shall provide identification when requested to do so by a College District representative.</p>
Violations of Policy	<p>Failure to comply with <del>this</del>the policy and associated procedures <del>regarding community use of College District facilities or distribution of literature</del> shall result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation of non-conforming materials.</p>
Interference with Expression	<p>Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]</p>
Appeals	<p>Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.</p>
Publication	<p>This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.</p>



COMMUNITY EXPRESSION AND USE OF COLLEGE DISTRICT FACILITIES  
CONDUCT ON COLLEGE DISTRICT PREMISES

GDA

(LOCAL)

**Withdrawal of  
Consent to Remain  
on Campus**

In accordance with law, during a period of disruption, the **College President**~~College President~~ or designee may notify a person that consent to remain on a College District campus or facility has been withdrawn for no longer than 14 days if there is reasonable cause to believe that the person willfully disrupted the orderly operation of the College District and that his or her presence on College District property will constitute a substantial and material threat to the orderly operation of the College District.

Hearing Procedures

A party from whom consent has been withdrawn may request a hearing on the withdrawal to be held in accordance with law.

Appeal

The person may appeal the outcome of the hearing through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

**Tobacco and  
E-cigarettes**

The College District prohibits the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities, unless authorized by the **College President or designee**. [See FLBD]~~College President or designee~~.

~~"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking. The term includes:~~

- ~~1. A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and~~
- ~~2.1. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.~~



**Weatherford College Board of Trustees  
Closed Session**

**DATE:** May 14, 2020

**AGENDA ITEM #8.a.**

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

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

**ATTACHMENTS:** None.

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



**Weatherford College Board of Trustees  
Closed Session**

**DATE:** May 14, 2020

**AGENDA ITEM #8.b.**

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

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

**RECOMMENDATION:** None.

**ATTACHMENT:** None.

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



**Weatherford College Board of Trustees  
Closed Session**

**DATE:** May 14, 2020

**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.

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**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.

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



**Weatherford College Board of Trustees**

**DATE:** May 14, 2020

**AGENDA ITEM #9**

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

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

**RECOMMENDATION:** None.

**ATTACHMENT:** None.

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



## Weatherford College Board of Trustees

**DATE:** May 14, 2020

**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.

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**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.

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