



BOARD OF TRUSTEES

Regular Board Meeting

Thursday, July 14, 2022

2:00 p.m.

***Community Room
Of the
Emerging Technologies and Workforce Building***

WEATHERFORD COLLEGE

BOARD OF TRUSTEES

July 14, 2022

2 p.m.

AGENDA

A meeting of the Board of Trustees of Weatherford College will be held on Thursday, July 14, 2022, beginning at 2 p.m. in the Community Room of the Emerging Technologies and Workforce Building, located at 225 College Park Drive, Weatherford, Texas, to consider and act on the posted agenda:

1. Call to Order, Invocation and Pledge of Allegiance
2. Public Comment for Individuals Not on the Agenda
3. President's Report:
 - a. Recognitions
 - b. Employee Notices
 - c. Enrollment Update
4. Consent Agenda and Financial Reports:
 - a. Approval of Minutes from the June 9, 2022 regular Board Meetings
 - b. Financial Reports Ending June 30, 2022
 - c. Request to Donate Equipment
 - d. Resolution to Authorize a Master Intergovernmental Cooperative Purchasing Agreement with Sourcewell
 - e. Renewal of Intercollegiate Athletic Insurance #RFP-06-20
 - f. Renewal of Independent Audit Services RFQ-01-18
 - g. Ratification of Emergency Purchase for Cybersecurity Incident Response Consulting Services
 - h. DIR-TSO-4288 Contract for Enhanced Cybersecurity Monitoring Service
 - i. Renewal of Canvas Learning Management System
 - j. TASB Policy Service Update #43
 - k. TASB Policy Updates to Reflect Title Changes
 - l. Associate of Applied Science Degree and Certificate Program for Automotive Technology
5. Consideration and Possible Action: Proposals on Re-Roofing Project for Betty Jo Graber Gym #RFP-13-22
6. Reports:
 - a. Academics and Student Services Update
 - b. Proposed 2022-23 Budget Update
 - c. Robotics Report
7. Future Agenda Items or Meetings:
 - a. August 9, 2022 - Board Workshop @ 2 p.m.
 - b. August 11, 2022 - Regular Meeting and Proposed Tax Rate @ 2 p.m.
 - c. August 22, 2022 - Tax Hearing @ Noon
 - d. August 30, 2022 - Called Meeting to Adopt Budget and Tax Rate @ 2 p.m.
 - e. Future Board Meeting Dates and Times, Policy BD (Local)
8. Announcements
9. 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

10. Consideration and Possible Action: Real Property

11. Consideration and Possible Action: Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee

12. Adjourn



Public Comment for
Individuals
Not on Agenda



President's Report

- Recognitions
- Employee Notices
- Enrollment Update



**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM #4. a.

SUBJECT: Minutes from the June 9, 2022 regular meeting and the June 23, 2022 called meeting.

INFORMATION AND DISCUSSION: None.

RECOMMENDATION: That the Board of Trustees reviews and approves the June 9, 2022 regular meeting minutes, and the June 23, 2022 called meeting minutes as presented.

ATTACHMENTS: Minutes from the June 9, 2022 regular board meeting; minutes from the June 23, called meeting

SUBMITTED BY: Theresa Hutchison, Executive Assistant to the President

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
June 9, 2022**

The Weatherford College Board of Trustees met in regular session at 2:00 p.m., Thursday, June 9, 2022, in the Community Room of the Emerging Technologies and Workforce Building. Board Chair Mr. Smith called the meeting to order. Other trustees present were Dan Carney, Dr. Trev Dixon, Doug Dowd. Dr. Robert Marlett, Judy McAnally and Secretary Lela Morris. None were absent. Brent Baker, vice president of institutional advancement, gave the invocation and the Pledge of Allegiance was recited.

Call to Order,
Invocation and
Pledge of Allegiance

No one spoke for Public Comment.

Public Comment

President Tod Allen Farmer submitted the following recognitions and employee notices:

President's Report

a. Recognitions –

- Weatherford College's third affordable bachelor's degree program begins this fall and is ideal for those in the health science fields to advance their careers. The Bachelor of Applied Technology in Medical and Health Services Management degree will be offered in a hybrid online/in-person format. Two additional affordable bachelor's degree programs are in the approval and planning stages.
- Congratulations were given to the Coyote tennis and golf teams. Tennis team finished the national tournament in 8th place and golf finished 17th at the national tournament. Women's basketball, baseball, and softball all made their respective regional tournaments. WC rodeo team is headed again to the College Nationals Final Rodeo (CNFR) in Casper, Wyoming for the 18th consecutive year.
- Thanks to generous supporters of the fine arts, Weatherford College is now an All-Steinway Spirio Institution, and the first community college in the world to claim the title. This prestigious designation will help WC continue to attract world class artists from around the globe.

b. Employment Notices –

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

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

- Evelyn Payne, Executive Assistant, Institutional Advancement, Retirement effective 8/31/2022
- Missy Kirchem, Retirement effective 8/31/2022
- Toni Maritn, Assistant Director of Purchasing, Resignation effective 6/16/2022

Consent Agenda

A recommendation was made that the Board of Trustees approve the May 12, 2022 regular Board of Trustees minutes. *Minutes submitted by Theresa Hutchison, executive assistant to the president.*

Minutes

The cash balance as of May 31, 2022 is \$84,418,416.48. This is an increase of \$10,898,530.99 from last year at May 31, 2021. The operating statement at May 31, 2022 indicates that total revenues collected are \$70,988,903 or 93.60% of budget. Total expenditures are \$54,049,357 or 72.01% of budget. The recommendation was made for approval of the financial reports ending May 31, 2022. *Attached are the Cash Balance Reports and Operating Statements at May 31, 2022 submitted by Dr. Andra R. Cantrell, executive vice president for financial and administrative services.*

Financial Reports

As required by Government Code 2256.005, the investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the Public Funds Investment Act. This report is submitted to the Board on a quarterly basis, within a reasonable time after the end of the period. Attached you will find a Report of Investments for the period ending May 31, 2022. The recommendation was that the Board of Trustees approve the Report of Investments at May 31, 2022. *Attached is the Report of Investments at May 31, 2022 submitted by Dr. Andra R. Cantrell, executive vice president for financial & administrative services.*

Quarterly Investment
Report

A total of one (1) vendor submitted a competitive sealed proposal for the requested Commercial Charter Bus Services. Lone Star Coaches, provided a proposal that meet our specifications and offer the best value on services requested. Funds have been allocated in the current 2021-2022 budget, as well as requested in the 2022-2023 budgets to purchase the services requested. The proposal evaluation criteria reviewed include the company's ability to accommodate transportation services, the cost to the College, qualifications, safety and experience, and past service and performance. Based on evaluation and review of the sealed proposals, Bob McKinley, Athletic Director and Basketball Coach, Keri Waller, Athletic Secretary, Toni Martin, Assistant Purchasing Director recommend Lone Star Coaches be awarded this

Commercial Charter Bus
Services
#RFP-09-22

contract. Lone Star Coaches is qualified and currently staffed to provide the expertise and services required for the commercial charter bus service requirements for the College. Pricing is based on the Athletics 2021-2022 schedule, as well as the 2022-2023 estimated schedules are not yet established. Attached is the *Request for Proposal Pricing Tabulation* submitted by Dr. Andra R. Cantrell, executive vice-president of financial & administrative affairs.

According to the Weatherford College Purchasing Policy 16.21 Means of Disbursement, items determined to be obsolete, surplus or unusable shall be disposed of in one of the following manners: Disposal through public sale/auction, sale through bid process, sale to salvage companies, placement in trash, and E-waste recycling. Authorization to dispose of items through the above means requires approval from the Board of Trustees before disposal. Attached are the lists and pictures of recommended obsolete and surplus items to be disposed of by e-waste recycling with United Electronic Recycling, LLC through our interlocal cooperative contract with the City of Plano as well as items to be placed for sale in an online auction with Lone Star Auctioneers through our interlocal cooperative with TASB Buyboard Contract #620-20. Jeanie Hobbs, Director of Purchasing, recommends disposal of the obsolete and surplus items as requested. *Attached is a list of the Weatherford College Obsolete and Surplus Items submitted by Dr. Andra R. Cantrell, executive vice-president for financial & administrative affairs.*

Disposal of Obsolete
and Surplus Items
Through E-waste
Recycling & Online
Auction

A total of two (2) vendors submitted competitive sealed proposals for the requested Landscape and Irrigation Services. Lone Star Lawn & Landscape and KC Landscape, provided a proposal that meet our specifications and offer the best value on services requested. Funds have been allocated in the current 2021-2022 budget, as well as requested in the 2022-2023 budgets to purchase the services requested. Based on evaluation and review of the sealed proposals, Paul Callahan, WCWC Facilities Manager and Toni Martin, Assistant Purchasing Director recommend KC Landscape be awarded this contract as the Primary Landscaping Company and Lone Star Landscape be awarded as a Secondary, as needed, landscape company. Both KC Landscape and Lone Star Landscape are qualified and currently staffed to provide the expertise and services required for the landscape and irrigation service requirements for the Weatherford College Wise County Campus. *Attached is the Request for Proposal Pricing Tabulation submitted by Dr. Andra R. Cantrell, Executive Vice-President of Financial & Administrative Affairs*

Landscape and Irrigation
Services
#RFP-09-22

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

Consent Agenda
797-1
Approved

In May 2021, the Board awarded the contract for depository bank services to Prosperity Bank for a period of two years from September 1, 2021 through August 31, 2023 with two optional two-year extensions. At this time, College administration is requesting formal Board authorization to open a revolving credit card account with Prosperity Bank with a combined \$150,000 credit limit. Mr. Smith made the motion to authorize the opening of a revolving credit card account with Prosperity Bank with a combined \$150,000 credit limit. Mr. Dowd seconded and the motion carried unanimously. Submitted by Dr. Andra R. Cantrell, executive vice president for financial & administrative services.

Authorization to Obtain
Credit Card Account
with Prosperity Bank
with a \$150,000 Credit
Limit
797-2
Approved

As required by the Texas Government Code 2269.056 (a), the governing body of a governmental entity that considers a construction project using a method authorized by this chapter other than competitive bidding must, before advertising, determine which other method provides the best value for the governmental entity. Ms. Morris made the motion to approve the Competitive Sealed Proposals as the method of procurement that provides the best value and delegation of authority and selection of committee to Dr. Tod Allen Farmer, President of Weatherford College, for the Betty Jo Graber Gym Re-Roofing project as presented. Dr. Marlett seconded and the motion carried unanimously. *Attached is the Resolution No. 1 Construction Procurement Method and Resolution No. 2 Delegation of Authority on Betty Jo Graber Gym Re-Roofing Project submitted by Dr. Andra R. Cantrell, executive vice-president of financial and administrative affairs.*

Resolutions Authorizing
Method of Procurement
on Construction,
Delegation of Authority
and Delegee's Selection
of Committee on Betty
Jo Graber Gym Re-
Roofing Project
797-3
Approved

As required by the Texas Government Code 2258.022(a), the Board of Trustees, when contracting for a public work awarded by a political subdivision of the state, shall determine the general prevailing rate of per diem wages in the locality in which the public work is to be performed for each craft or type of worker needed to execute the contract and the prevailing rate for legal holiday and overtime work. Subsection (1) and (2) go on to state the public body's options in fulfilling its statutory responsibility of determining prevailing wage rates as being: (1) Conducting a survey of the wages received by classes of workers employed on projects of a character similar to the contract work in the political subdivision of the state in which the public work is to be performed; or (2) Using the prevailing wage rate as determined by the United States Department of Labor in accordance with the Davis-Bacon Act (40 U.S.C. Section 276a et seq.), and its subsequent amendments. Mr. Dan Curlee, General Counsel, has recommended Texas Government Code Section 2258.022(a), Subsection (2) as its option in determining the general prevailing wage rate of per diem wages in the locality in which the public work is to be performed for each craft or type of worker needed to execute the contract and the prevailing wage rate for legal holiday and overtime work as determined by the United

Determination of
Prevailing Wage on
Construction Projects
for Balance of Fiscal
Year 2021-2022
797-4
Approved

States Department of Labor in accordance with the Davis-Bacon Act (40 U.S.C. Section 276a et seq.) and its subsequent amendments, for all the construction projects whose contracts are entered into and executed between June 10, 2022 and the end of the fiscal year on August 31, 2022. Dr. Marlett made the motion to approve Texas Government Code Section 2258.022(a), Subsection (2) as its option in determining the general prevailing wage rate of per diem wages as presented. Mr. Dowd seconded and the motion carried unanimously. *Attached is the Resolution Prevailing Wage Rate Determination for Balance of Fiscal Year 2021-2022, submitted by Dr. Andra R. Cantrell, executive vice president of financial & administrative affairs.*

The following reports were submitted to the Board:

- a. Academic and Student Services Update submitted by Michael Endy, Vice President of Instruction and Student Services
- b. Proposed 2022-23 Budget Presentation submitted by Dr. Andra R. Cantrell, executive vice-president of financial & administrative affairs
- c. WC Campus Security/Crisis Management Plan presented by Anthony Bigongiari, Chief of the Weatherford College Police Department

Reports

President Farmer discussed the following tentative future agenda items:

- a. Called Meeting, June 23, 2022, 2 p.m.
- b. Robotics Report

Future Agenda Items

Vice President Brent Baker made the following announcements:

- May 12 Taste of Parker County, Heritage Park, 5 to 8 p.m.
May 19 Commencement, Fort Worth Convention Center, 6:00 p.m.
June 3-4 "Matilda Jr., Alkek Fine Arts Center

Announcements

The Board of Trustees entered into Closed Session at 2:49 p.m. to consult with the college attorney in accordance with Government Code 551.072, to deliberate real property in accordance with Government Code 551.072, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee in accordance with Government Code 551.074, and to deliberate the Board of Trustees Self-Assessment in Accordance with Government Code 551.074.

Closed Session

The Board reconvened in Open Session at 3:40 p.m.

Open Session

June 9, 2022

No action taken regarding Real Estate.

Real Estate
797-5
No action

No action taken regarding Personnel Matters.

Personnel Matters
797-6
No Action

At 3:51 p.m., Dr. Marlett made the motion to adjourn the meeting. Mr. Carney seconded and the motion carried unanimously.

Motion to Adjourn
797-7
Approved

Mac Smith
Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees



**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM #4.b.

SUBJECT: Financial Report Ending June 30, 2022

INFORMATION AND DISCUSSION: The cash balance as of June 30, 2022 is \$82,167,586.05. This is an increase of \$15,281,088.54 from last year at June 30, 2021. The operating statement at June 30, 2022 indicates that total revenues collected are \$73,130,026 or 96.42% of budget. Total expenditures are \$58,022,423 or 77.30% of budget.

RECOMMENDATION: That the Board approves the financial reports ending June 30, 2022 as presented.

ATTACHMENTS: Cash Balance Reports and Operating Statements at June 30, 2022.

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

**WEATHERFORD COLLEGE
CASH BALANCE REPORT
June 30, 2022**

<u>Unrestricted Funds</u>	Checking	Investments	Payroll & Petty Cash	Total
Beginning Balance	9,866,467.21	45,526,377.34	3,745.00	55,396,589.55
Deposits	4,071,805.08	13,221.36	-	4,085,026.44
Disbursements	(5,966,436.20)	-	-	(5,966,436.20)
Ending Balance	7,971,836.09	45,539,598.70	3,745.00	53,515,179.79

Unrestricted Funds:	Checking Acct	Investments	Acct Balance
Maintenance and Carter	7,971,836.09	45,539,598.70	53,511,434.79
Payroll	-	-	-
Petty cash	3,745.00	-	3,745.00
Sub-total	7,975,581.09	45,539,598.70	53,515,179.79
Restricted Funds:			
Scholarships & Loans	\$107,841.52	\$2,821,943.54	\$2,929,785.06
Schropshire Cap. Impr.	\$321,617.89	\$0.00	\$321,617.89
Construction	\$2,312.40	\$0.00	\$2,312.40
Debt Service	\$22,773,751.90	\$1,952,901.86	\$24,726,653.76
Interest & Sinking	\$47,037.15	\$0.00	\$47,037.15
Contingency Reserves	625,000.00	\$0.00	\$625,000.00
Sub-total	23,877,560.86	4,774,845.40	28,652,406.26
Grand Total	31,853,141.95	50,314,444.10	82,167,586.05

Recap of Investments

Investments	Current Value 6/30/2022	Rate
<u>Prosperity Bank</u> Money Market Account	50,314,444.10	1.40%
Total Investments	<u>50,314,444.10</u>	

**WEATHERFORD COLLEGE
STATEMENT OF REVENUES
June 30, 2022**

	2020-2021			2021-2022			
	Amended Budget	Received 6/30/2021	% of Budget	Amended Budget	Received 6/30/2022	Balance	% of Budget
Operating Revenues							
Tuition							
In-District Resident	\$ 4,439,035	\$ 4,427,288	99.74%	\$ 4,779,591	\$ 4,937,217	\$ (157,626)	103.30%
Out-of District Resident	\$ 5,699,818	\$ 5,743,782	100.77%	\$ 6,254,122	\$ 6,647,334	\$ (393,212)	106.29%
Out-of District Resident - EC Granbury	\$ 277,437	\$ 245,686	88.56%	\$ 302,405	\$ 175,167	\$ 127,238	57.92%
Out-of District Resident - Wise County	\$ 1,790,949	\$ 1,692,531	94.50%	\$ 1,855,016	\$ 1,877,361	\$ (22,345)	101.20%
Non-Resident	\$ 668,503	\$ 680,316	101.77%	\$ 741,315	\$ 942,617	\$ (201,302)	127.15%
Differential Tuition	\$ 864,240	\$ 841,344	97.35%	\$ 867,840	\$ 1,058,575	\$ 840,224	121.98%
State Funded Continuing Education	\$ 779,800	\$ 556,393	71.35%	\$ 555,000	\$ 601,352	\$ (46,352)	108.35%
Non-State Funded Continuing Education	\$ 27,800	\$ 63,096	226.96%	\$ 21,200	\$ 63,998	\$ (42,798)	301.88%
Total Tuition	<u>\$ 14,547,582</u>	<u>\$ 14,250,437</u>	<u>97.96%</u>	<u>\$ 15,376,489</u>	<u>\$ 16,303,622</u>	<u>\$ 103,826</u>	<u>106.03%</u>
Fees							
General Fee	\$ 1,982,011	\$ 1,976,205	99.71%	\$ 1,957,606	\$ 2,634,288	\$ (676,682)	134.57%
Laboratory Fee	\$ 326,104	\$ 325,920	99.94%	\$ 349,723	\$ 346,585	\$ 3,138	99.10%
Total Fees	<u>\$ 2,308,115</u>	<u>\$ 2,302,125</u>	<u>99.74%</u>	<u>\$ 2,307,329</u>	<u>\$ 2,980,873</u>	<u>\$ (673,544)</u>	<u>129.19%</u>
Allowances and Discounts							
Bad Debt Allowance	\$ (55,000)	\$ -	0.00%	\$ (52,500)	\$ -	\$ (52,500)	0.00%
Remissions and Exemptions	\$ (1,663,999)	\$ (1,562,661)	93.91%	\$ (1,555,000)	\$ (1,605,646)	\$ 50,646	103.26%
Total Allowances and Discounts	<u>\$ (1,718,999)</u>	<u>\$ (1,562,661)</u>	<u>90.91%</u>	<u>\$ (1,607,500)</u>	<u>\$ (1,605,646)</u>	<u>\$ (1,854)</u>	<u>99.88%</u>
Additional Operating Revenues							
Federal Grants and Contracts (Operating)	\$ 6,686,445	\$ 2,466,048	36.88%	\$ 10,224,175	\$ 5,671,622	\$ 4,552,553	55.47%
State Grants and Contracts	\$ 5,524	\$ 25,490	461.44%	\$ 111,245	\$ 415,370	\$ (304,125)	373.38%
Non-Governmental Grants	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Local Grants & Contracts	\$ 3,518,100	\$ 3,504,653	99.62%	\$ 3,541,279	\$ 3,485,476	\$ 55,803	98.42%
Sales & Services of Educational Activities	\$ 105,000	\$ 33,400	31.81%	\$ 50,500	\$ 53,889	\$ (3,389)	106.71%
Investment income - Program Restricted	\$ 48,750	\$ 32,973	67.64%	\$ 54,750	\$ 33,489	\$ 21,261	61.17%
Other Operating Revenues	\$ 315,000	\$ 263,510	83.65%	\$ 394,000	\$ 365,295	\$ 28,705	92.71%
Total Additional Operating Revenues	<u>\$ 10,678,819</u>	<u>\$ 6,326,073</u>	<u>59.24%</u>	<u>\$ 14,375,949</u>	<u>\$ 10,025,141</u>	<u>\$ 4,350,808</u>	<u>69.74%</u>
Auxiliary Income							
Bookstore	\$ 158,733	\$ 93,327	58.79%	\$ 140,864	\$ 109,066	\$ 31,798	77.43%
Cafeteria	\$ 781,500	\$ 623,220	79.75%	\$ 650,000	\$ 769,881	\$ (119,881)	118.44%
Dormitory	\$ 1,113,340	\$ 1,056,007	94.85%	\$ 1,036,440	\$ 1,219,693	\$ (183,253)	117.68%
Intercollegiate Athletics	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Student Services	\$ 250,000	\$ 226,761	90.70%	\$ 227,988	\$ 219,470	\$ 8,518	96.26%
Carter Agricultural Center	\$ 42,500	\$ 25,528	60.07%	\$ 27,000	\$ 21,777	\$ 5,223	80.66%
Total Auxiliary Enterprises	<u>\$ 2,346,073</u>	<u>\$ 2,024,842</u>	<u>86.31%</u>	<u>\$ 2,082,292</u>	<u>\$ 2,339,887</u>	<u>\$ (257,595)</u>	<u>112.37%</u>
Total Operating Revenues	<u>\$ 28,161,590</u>	<u>\$ 23,340,816</u>	<u>82.88%</u>	<u>\$ 32,534,559</u>	<u>\$ 30,043,877</u>	<u>\$ 3,521,641</u>	<u>92.34%</u>
Non-Operating Revenues							
State Appropriations							
Education and General State Support	\$ 9,059,678	\$ 7,280,870	80.37%	\$ 8,925,333	\$ 7,229,520	\$ 1,695,813	81.00%
State Group Insurance	\$ -	\$ 1,441,185		\$ -	\$ 1,454,758	\$ (1,454,758)	100.00%
State Retirement Matching	\$ -	\$ 481,680		\$ -	\$ 497,927	\$ (497,927)	100.00%
State Appropriations-Other	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Professional Nursing Shortage Reduction	\$ 155,452	\$ 256,449	164.97%	\$ 155,452	\$ 125,650	\$ 29,802	80.83%
Total State Appropriations	<u>\$ 9,215,130</u>	<u>\$ 9,460,184</u>	<u>102.66%</u>	<u>\$ 9,080,785</u>	<u>\$ 9,307,856</u>	<u>\$ (227,071)</u>	<u>102.50%</u>
Maintenance Ad Valorem Taxes-Parker County	\$ 17,549,994	\$ 17,852,346	101.72%	\$ 19,864,125	\$ 20,243,925	\$ (379,800)	101.91%
Debt Service Ad Valorem Taxes	\$ 594,200	\$ 678,355	114.16%	\$ 597,400	\$ 589,397	\$ 8,003	98.66%
Federal Grants and Contracts (Non-Operating)	\$ 8,294,090	\$ 7,175,923	86.52%	\$ 11,987,997	\$ 11,058,768	\$ 929,229	92.25%
Lost Revenue Reimbursement	\$ -	\$ 1,325,079	#DIV/0!	\$ -	\$ 1,125,776	\$ (1,125,776)	100.00%
Gifts	\$ 404,501	\$ 1,340,603	331.42%	\$ 591,504	\$ 662,770	\$ (71,266)	112.05%
Investment Income	\$ 225,000	\$ 88,051	39.13%	\$ 125,000	\$ 97,657	\$ 27,343	78.13%
Contributions in Aid of Construction	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Total Non-Operating Revenue	<u>\$ 36,282,915</u>	<u>\$ 37,920,542</u>	<u>104.51%</u>	<u>\$ 42,246,811</u>	<u>\$ 43,086,149</u>	<u>\$ (839,338)</u>	<u>101.99%</u>
Budgeted Transfers	\$ 1,235,229	\$ -		\$ 1,064,934	\$ -	\$ 1,064,934	
TOTAL	<u>\$ 65,679,734</u>	<u>\$ 61,261,358</u>	<u>93.27%</u>	<u>\$ 75,846,304</u>	<u>\$ 73,130,026</u>	<u>\$ 3,747,237</u>	<u>96.42%</u>

WEATHERFORD COLLEGE
STATEMENT OF EXPENDITURES
June 30, 2022

	2020-2021			2021-2022			
	Amended Budget	Expended 6/30/2021	% of Budget	Amended Budget	Expended 6/30/2022	Balance	% of Budget
Operating Expenses							
Unrestricted							
Instruction	\$ 15,872,504	\$ 13,237,251	83.40%	\$ 15,583,493	\$ 13,013,232	\$ 2,570,261	83.51%
Public Service	\$ 14,860	\$ 9,887	66.53%	\$ 740,869	\$ 122,149	\$ 618,720	16.49%
Academic Support	\$ 4,130,798	\$ 3,191,435	77.26%	\$ 4,153,384	\$ 3,227,244	\$ 926,140	77.70%
Student Services	\$ 2,493,826	\$ 1,983,050	79.52%	\$ 2,587,205	\$ 1,648,911	\$ 938,294	63.73%
Institutional Support	\$ 9,736,444	\$ 7,524,966	77.29%	\$ 10,119,938	\$ 7,266,966	\$ 2,852,972	71.81%
Operation & Maint. of Plant	\$ 9,806,466	\$ 6,359,647	64.85%	\$ 7,946,845	\$ 5,414,017	\$ 2,532,828	68.13%
Scholarships and Fellowships	\$ -	\$ -		\$ -	\$ -	\$ -	
Staff Benefits	\$ 675,000	\$ 462,833	68.57%	\$ 725,000	\$ 568,801	\$ 156,199	78.46%
Total Unrestricted Educational Activities	\$ 42,729,898	\$ 32,769,069	76.69%	\$ 41,856,734	\$ 31,261,321	\$ 10,595,413	74.69%
Restricted							
Instruction	\$ 245,333	\$ 298,738	121.77%	\$ 424,729	\$ 273,061	\$ 151,668	64.29%
Public Service	\$ -	\$ 2,556		\$ 3,000	\$ 5,907	\$ (2,907)	
Academic Support	\$ -	\$ -		\$ 15,529	\$ 2,226	\$ 13,303	
Student Services	\$ 4,945,662	\$ 2,191,223	44.31%	\$ 8,744,163	\$ 5,108,681	\$ 3,635,482	58.42%
Institutional Support	\$ 5,524	\$ -	0.00%	\$ 6,245	\$ 714	\$ 5,531	11.43%
Operation & Maint. of Plant	\$ -	\$ -		\$ -	\$ -	\$ -	
Scholarships and Fellowships	\$ 10,452,008	\$ 9,281,206	88.80%	\$ 14,540,466	\$ 13,484,353	\$ 1,056,113	92.74%
Staff Benefits	\$ -	\$ 1,922,865		\$ -	\$ 1,952,686	\$ (1,952,686)	
Total Restricted Educational Activities	\$ 15,648,527	\$ 13,696,587	87.53%	\$ 23,734,132	\$ 20,827,628	\$ 2,906,504	87.75%
Total Educational Activities	\$ 58,378,425	\$ 46,465,656	79.59%	\$ 65,590,866	\$ 52,088,949	\$ 13,501,917	79.41%
Auxiliary Enterprises	\$ 3,201,039	\$ 2,151,021	67.20%	\$ 3,407,989	\$ 2,473,889	\$ 934,100	72.59%
Depreciation Expense - Buildings and and Land Improvements	\$ -	\$ 972,400		\$ 1,166,578	\$ 1,003,270	\$ 163,308	
Depreciation Expense - Furniture, Machinery, Vehicles, and Other Equipment	\$ -	\$ 550,570		\$ 660,689	\$ 562,790	\$ 97,899	
Total Operating Expenses	\$ 61,579,464	\$ 50,139,647	81.42%	\$ 70,826,122	\$ 56,128,897	\$ 14,697,225	79.25%
Non-Operating Expenses							
Expenses on Capital Related Debt	\$ 380,364	\$ 909,078	239.00%	\$ 1,686,108	\$ 1,367,446	\$ 318,662	81.10%
Gain/Loss on Disposal of Fixed Assets	\$ (10,000)	\$ (21,890)		\$ (15,000)	\$ (848,926)	\$ 833,926	
Other non-operating expense	\$ -	\$ -		\$ -	\$ -	\$ -	
Other Uses of Cash							
Principal on Capital Related Debt	\$ 1,349,349	\$ 1,296,220	96.06%	\$ 1,499,565	\$ 259,564	\$ 1,240,001	17.31%
Capital Outlay (Non-Construction)	\$ 2,285,690	\$ 697,357	30.51%	\$ 1,065,108	\$ 1,115,442	\$ (50,334)	104.73%
TOTAL	\$ 65,584,867	\$ 53,020,411	80.84%	\$ 75,061,903	\$ 58,022,423	\$ 17,039,480	77.30%



**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM #4.c.

SUBJECT: Request to Donate Equipment

INFORMATION AND DISCUSSION: When the Fire Academy moved to the Main Campus from Mineral Wells, the Academy was located at the Weatherford Fire Department Station 3 located at 122 Atwood Court. During that time, a cascade air system and self-contained breathing apparatus fill station was installed in the station by the College. This system not only served the Academy, it was also used by Weatherford Fire Department Station's 3 and 2 to fill SCBA bottles. Over the years, the system has been maintained by the Academy and the Weatherford Fire Department. When the Academy relocated to the City of Hudson Oaks, the fill station remained at Station 3. The system is still used on a regular basis by the Weatherford Fire Department to fill SCBA bottles after they have been used on calls and in training. The City of Weatherford is asking that the system be donated to the Weatherford Fire Department as the equipment is no longer needed by the Workforce programs at the College.

RECOMMENDATION: That the Board of Trustees approve the donation of the cascade air system and self-contained breathing apparatus fill station to the City of Weatherford Fire Department.

ATTACHMENTS: Letter from the City of Weatherford Fire Department asking for the College to consider donating the equipment.

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

From: Jonathan Peacock [mailto:jpeacock@weatherfordtx.gov]
Sent: Wednesday, January 05, 2022 2:38 PM
To: Cantrell, Andra <acantrell@wc.edu>
Cc: Blair, Tom <tblair@wc.edu>
Subject: Weatherford Fire Department

Vice President Cantrell,

When the Weatherford College Fire Academy moved to Weatherford from Mineral Wells, the program was run from Weatherford Fire Department Station 3, located at 122 Atwood Court. During the time period that the academy operated out of the station, a cascade air system and self-contained breathing apparatus fill station was installed in the station by the college. This unit not only served the academy, it also was used by Weatherford Fire Department Station's 3 and 2 to fill SCBA bottles. The system has been maintained over the years by the academy and the fire department. When the academy relocated to the City of Hudson Oaks, the fill station remained at Station 3. The system is still used on a regular basis by the Weatherford Fire Department to fill SCBA bottles after they have been used on calls and in training. The cost of these systems as you know is very high. It would be of great benefit to the City of Weatherford if Weatherford College was able to donate this system to the Weatherford Fire Department. Keeping this system in place allows the engine company stationed at station 3 to remain in district when the need to fill SCBA bottles occurs. If the system was removed, the engine company would have to go to station 1 in order to fill SCBA bottles. This would cause delays in response times if calls happened while out of district. Please consider donating this equipment as it truly does make a difference in our daily operations.

Sincerely,

Fire Chief Jonathan Peacock











**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM #4.d.

SUBJECT: Resolution to Authorize an Interlocal Cooperative Purchasing Agreement with Sourcewell

INFORMATION AND DISCUSSION: Pursuant to the authority granted under State of Texas Government Code, Chapter 791 Interlocal Cooperation Contracts, as amended, Weatherford College desires to participate in the Cooperative Purchasing Program with Sourcewell to provide a variety of goods, products and services.

Sourcewell is a local government unit, public corporation and public agency pursuant to the Minnesota Constitution and enabling law Minn. Stat. 123A.21. Participation in Sourcewell is available at no cost, no obligation and no liability to public agencies, school districts, state colleges and universities as well as local governments. Sourcewell members are able to utilize cooperative purchasing contracts through intergovernmental cooperation or cooperative purchasing laws in their respective jurisdiction.

The purpose of the Sourcewell Cooperative Purchasing Program is to leverage members' combined buying power to command better pricing and favorable contract terms from suppliers. In addition, Sourcewell develops and administers a diverse portfolio of cooperative purchasing contracts that cover a wide range of products and services providing members with a legal and compliant exemption to the solicitation process.

Member benefits include increasing the purchasing power of education and government entities and reducing the cost of goods and services, expediting the procurement process, no fees to participate, no minimum spending requirements, no administrative expense of preparing and soliciting proposals or the cost of publishing legal notices, complies with state purchasing codes, and managed by public purchasing professionals.

RECOMMENDATION: The Board of Trustees approves the Resolution authorizing the Interlocal Cooperative Purchasing Agreement with Sourcewell as presented.

ATTACHMENTS: Resolution and Interlocal Cooperative Purchasing Agreement

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

RESOLUTION

BOARD RESOLUTION Of Weatherford College

WHEREAS, the Board of Trustees of Weatherford College of the Parker County Junior College District, Weatherford, Texas, approving the terms and conditions of an Interlocal Cooperative Purchasing Agreement to participate in the Sourcewell Cooperative Purchasing Program to provide a variety of goods, products and services; designating Dr. Andra R. Cantrell, Executive Vice-President of Financial and Administrative Affairs, as official representative of Weatherford College relating to this contract, and

WHEREAS, the Board of Trustees of Weatherford College has been presented a proposed Interlocal Cooperative Purchasing Agreement by and between Sourcewell and Weatherford College and found to be acceptable and in the best interests of Weatherford College and its citizens, are hereby in all things approved, and

WHEREAS, no fees for the Cooperative shall be paid to Sourcewell for participation in this Cooperative, and

WHEREAS, Weatherford College of Weatherford, Texas, pursuant to the authority granted under State of Texas Government Code, Chapter 791 Interlocal Cooperation Contracts, as amended, desires to participate in the described Sourcewell Cooperative Purchasing Program governed by Minnesota board members made up of local elected municipal officials and school board members and in the opinion that participation in this contract will be highly beneficial to the taxpayers through the anticipated savings to be realized by Weatherford College.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Weatherford College of the Parker County Junior College District, Weatherford, Texas:

Section I. The terms and conditions of the contract have been reviewed by the Board of Trustees of Weatherford College and found to be acceptable and in the best interests of Weatherford College and its citizens are hereby in all things approved.

Section II. Dr. Andra R. Cantrell, Executive Vice-President of Financial and Administrative Affairs of Weatherford College, under the direction of the Board of Trustees of Weatherford College, is hereby designated to act for Weatherford College in all matters relating to the Sourcewell Cooperative Purchasing Program with Minnesota board members made up of local elected municipal officials and school board members. This resolution shall become effective from and after its passage and will remain current on file until either party severs the agreement.

DULY PASSED AND APPROVED THIS THE 14th DAY OF JULY 2022. ATTEST:

Authorized Signature

Mr. Mac Smith

Weatherford College Board Chairman

Authorized Signature

Ms. Lela Morris

Weatherford College Board Secretary

SOURCEWELL AGREEMENT

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and Weatherford College (hereinafter referred to as the "Member").

Agreement

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).
2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.
3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.
4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.
5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.
6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.
7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

Member Name

By _____
Its _____
TITLE

DATE

Sourcewell

TITLE

DATE



**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM: 4.e.

SUBJECT: Renewal of Sealed Proposal for Intercollegiate Athletic Insurance #RFP-06-20

INFORMATION AND DISCUSSION: Dissinger Reed, LLC was awarded the sealed proposal for our Intercollegiate Athletic Insurance for 2020-2021 at a cost of \$50,768.00. This proposal has the option to renew the contract with this company for the standard traditional policy and catastrophic athletic injury accident plan for five (5) additional one-year terms. The first renewal proposal kept the annual premiums the same as the initial year of \$38,600.00 for the standard policy and \$12,168.00 for the catastrophic plan, even with the addition of two sports, golf and tennis.

This second renewal proposal has an increase for the standard policy to \$46,500.00 and a decrease for the catastrophic plan to \$10,526.00 for a total premium of \$57,026.00 for 2022-2023, which is an increase of \$6,258.00 from 2021-2022. This increase is due in part to two claims that struck the policy over the past two years, which saw injuries to a baseball and basketball player where expenses hit the \$25,000 medical maximum with both totaling over \$100,000.00 in billed charges. With many months still left in the two-year benefit period, both policies are projected to exceed the premium paid for each respective year and therefore the insurance carrier is required to make an adjustment to the premiums.

The same trend is being seen in other programs as athletes returned to full participation in the fall and spring of 2020 after a period of inactivity during COVID and injuries were rampant. A reduced prevalence in primary insurance plans (or their coverage) was also seen as another aspect of the program that was impacted by the pandemic. During this time, Chris Nelson, Head Athletic Trainer, has worked extremely hard to manage the athletic insurance program for Weatherford College while maintaining the high level of care for all student athletes.

Funds have been allocated in the current athletic budgets for purchase of this insurance. The standard policy will cover basketball, baseball, golf, softball, tennis as well as add volleyball. The catastrophic plan will cover basketball, baseball, golf, rodeo, softball, tennis and also add volleyball. After review of the renewal proposal, Bob McKinley, Athletic Director and Jeanie Hobbs, Director of Purchasing, recommend award of this proposal renewal not to exceed budget funds as follows:



Dissinger Reed, LLC

\$57,026.00

TOTAL ESTIMATED COST

\$57,026.00

RECOMMENDATION: The Board of Trustees approve Intercollegiate Athletic Insurance renewal proposal to Dissinger Reed, LLC as presented

ATTACHMENTS: Tabulation on Renewal Proposal for Intercollegiate Athletic Insurance

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

PROPOSAL FROM DISSINGER REED ON RENEWAL OF INTERCOLLEGIATE ATHLETIC INSURANCE FOR 2022-2023 #RFP-06-20

May 16, 2022

DESCRIPTION	DISSINGER REED
Standard Traditional Total Premium Policy Plan A	\$46,500.00
Catastrophic Athletic Injury Accident Plan	\$10,526.00
Deductible Per Specific Injury	\$2,000.00
Accidental Death and Dismemberment Benefit (AD&D)	\$10,000.00
AD&D Aggregate Maximum	\$500,000.00
Medical Benefit Plan Maximum per Injury	\$25,000.00
Catastrophic Medical Deductible per Incident	\$25,000.00
Catastrophic Accidental Medical Lifetime Benefit	\$5,000,000.00
Standard Policy Underwritten By	Hartford Life and Accident Insurance Company
Catastrophic Policy Underwritten By	Zurich American Insurance Company
Third Party Claims Administrator	Bob McCloskey Insurance (BMI)
Policy Period	8/1/22 to 7/31/23
Benefit Period from the Original Date of Injury	104 Weeks (2 Years)
Renewals Periods Remaining	Three (3) Additional One Year Terms
A.M. Best Rating of Standard Policy Underwriter	A+
A. M. Best Rating of Catastrophic Policy Underwriter	A+
TOTAL PREMIUM COST	\$57,026.00
WC VENDOR NUMBER	53656



**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM: 4.f.

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

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 2017-2018 fiscal year with five additional one-year renewal options ending with the 2023-2024 fiscal year. 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, Dr. Andra R. Cantrell, Executive Vice-President of Financial & Administrative Services, is recommending that we exercise the fourth year of our five- year option on basic auditing services for the 2022-2023 fiscal year as follows:

Snow Garrett Williams	\$68,850.00
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TOTAL ESTIMATED COST	\$68,850.00
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RECOMMENDATION: The Board of Trustees approve renewal to Snow Garrett Williams, Certified Public Accountants, as financial auditors for 2022-2023 fiscal year as presented

ATTACHMENTS: Tabulation on Renewal of Independent Audit Services #RFQ-01-18

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

TABULATION OF FEE ESTIMATES ON INDEPENDENT AUDIT SERVICES #RFQ-01-18

April 3, 2018

DESCRIPTION	CliftonLarsonAllen	Snow Garrett Williams	Weaver	Whitley Penn
2018	\$55,000	\$61,250	\$68,500	\$62,400
2019	\$57,200	\$63,000	\$69,500	\$63,600
2020	\$59,500	\$64,850	\$71,000	\$64,900
2021	\$61,875	\$66,800	\$72,500	\$66,200
\$2,022	\$64,350	\$68,850	\$74,500	\$67,500
2023	None Provided	\$71,025	None Provided	None Provided
TOTAL	\$297,925	\$395,775	\$356,000	\$324,600



**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM: 4.g.

SUBJECT: Ratification of Emergency Purchase for Cybersecurity Incident Response Consulting Services

INFORMATION AND DISCUSSION: Weatherford College Technology Services has a current contract for network security monitoring with SecureWorks, Inc. under DIR-TSO-4288 contract. In April 2022, a credible cybersecurity threat made it prudent to engage an external service for cybersecurity incident response with an appropriate degree of urgency. Although not available for procurement under the existing DIR contract, an incident response team was immediately available within the SecureWorks Inc., which could utilize and extend the network monitoring service already in place.

As allowed under procedure 16.7 Emergency Purchases of \$50,000 or More, a scope of work and subsequent purchase order was issued in the amount of \$33,600. A blanket order in the amount of \$75,000 was issued at a later date for additional consulting hours.

Pursuant to the referenced procedure, the emergency purchase is being submitted to the Board of Trustees for ratification, after purchase, for a total amount of \$108,600 by Dr. Priscilla Parsons, Executive Director of Technology Services and Dr. Andra Cantrell, Executive Vice-President of Financial & Administrative Affairs.

RECOMMENDATION: The Board of Trustees approve Ratification of Emergency Purchase for Cybersecurity Incident Response Consulting Services as presented.

ATTACHMENTS: None

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



**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM: 4.h.

SUBJECT: DIR-TSO-4288 Contract for Enhanced Cybersecurity Monitoring Service

INFORMATION AND DISCUSSION: Weatherford College Technology Services has a current contract for network security monitoring with SecureWorks, Inc. under DIR-TSO-4288 contract. Monitoring desktop computers as well as servers in addition to the current service to monitor our network would strengthen the information security posture of Weatherford College, provide necessary post-incident monitoring, and allow enhanced alerting and responsiveness if a future cybersecurity incident were to occur. The enhance monitoring service is available under the existing DIR-TSO-4288 contract for an additional cost. The net cost increase for the remainder of fiscal year 2021-2022 is \$3,152.06.

Cost Summary

Initial 12-month Contract (Feb 21, 2022-Feb 20, 2023)	\$44,313.44
Additional Services Contract through August 2022	<u>\$33,468.00</u>
Total Purchase Orders Issued FY 2021-2022	\$77,781.44
Credit for remaining month of current contract	<u>(\$30,315.94)</u>
Net Cost Increase for FY 2021-2022	\$ 3,152.06

To comply with requirements for all products and services of \$50,000.00 or more to be approved by the Board of Trustees and after evaluation and review, Dr. Priscilla Parsons, Executive Director of Technology Services and Mrs. Jeanie Hobbs, Director of Purchasing, recommend approval of this purchase for the total cost of \$77,781.44.

RECOMMENDATION: The Board of Trustees approve DIR-TSO-4288 Contract for Enhanced Cybersecurity Monitoring Service as presented.

ATTACHMENTS: Price Quotation from Carahsoft Technology Corp (SecureWorks, Inc. reseller) for the period through August 31, 2022

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



**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM: 4.i.

SUBJECT: Renewal of Canvas Learning Management System

INFORMATION AND DISCUSSION: Canvas by Instructure was implemented as the college-wide Learning Management System in 2017. Canvas provides the underlying instructional technology for all online courses and is also used to augment face-to-face instruction. Canvas is delivered as a cloud-based solution, available only through Instructure, and is billed through an annual subscription.

The annual subscription is based on the Student Full Time Equivalency (FTE) as published in the Weatherford College Institutional Profile published by the National Center for Education Statistics IPEDS Data Center. Instructure offers a multi-year subscription, paid annually, that will reduce our total spend over a 5-year period as well as provide known budgetary costs for future expenses.

<u>Cost Summary</u>		
Year 1	September 2022 – August 2023	\$47,428.14
Year 2	September 2023 – August 2024	\$49,812.00
Year 3	September 2024 – August 2025	\$52,302.60
Year 4	September 2025 – August 2026	\$54,899.94
Year 5	September 2026 – August 2027	\$57,639.60

To comply with requirements for all products and services of \$50,000.00 or more to be approved by the Board of Trustees and after evaluation and review, Dr. Priscilla Parsons, Executive Director of Technology Services and Mrs. Jeanie Hobbs, Director of Purchasing, recommend approval of this purchase for the total 5-year cost of \$262,082.28.

RECOMMENDATION: The Board of Trustees approve Canvas Learning Management System renewal as presented.

ATTACHMENTS: Services Order Form from Instructure for 5-year Cloud Subscription

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



Services Order Form

Order #: Q-266276-1
Date: 2022-06-29
Offer Valid Through: 2022-08-31

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For Weatherford College

Address: 225 College Park Dr.
City: Weatherford
State/Province: Texas
Zip/Postal Code: 76086
Country: United States

Order Information

Billing Frequency: Annual Upfront
Payment Terms: Net 30

Billing Contact

Name: _____
Email: _____
Phone: _____

Primary Contact

Name: Priscilla Parsons
Email: pparsons@wc.edu
Phone: 817.598.6421

Billing Frequency Term:

Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2022-09-01	2023-08-31	FTE	3,558	USD 13.33	USD 47,428.14
Recurring Sub-Total						USD 47,428.14
Year 1 Total						USD 47,428.14

Year 2

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2023-09-01	2024-08-31	FTE	3,558	USD 14.00	USD 49,812.00
Recurring Sub-Total						USD 49,812.00
Year 2 Total						USD 49,812.00

Year 3

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2024-09-01	2025-08-31	FTE	3,558	USD 14.70	USD 52,302.60

Description	Start Date	End Date	Metric	Qty	Price	Amount
Recurring Sub-Total						USD 52,302.60
Year 3 Total						USD 52,302.60

Year 4

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2025-09-01	2026-08-31	FTE	3,558	USD 15.43	USD 54,899.94
Recurring Sub-Total						USD 54,899.94
Year 4 Total						USD 54,899.94

Year 5

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2026-09-01	2027-08-31	FTE	3,558	USD 16.20	USD 57,639.60
Recurring Sub-Total						USD 57,639.60
Year 5 Total						USD 57,639.60

Grand Total: USD 262,082.28

Metrics and Descriptions:

FTE: FTE Metric is measured by the unduplicated 12-month full-time equivalent students in accordance with the definition published by the Integrated Postsecondary Education Data System.

The FTE fees set forth above are based on typical user usage patterns ("Typical Use") for access to the Service and do not account for excess usage of the Service. To the extent the Users' usage of the SaaS Service, in the aggregate, exceeds the Typical Usage at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days' of receipt.

Product	Description
Canvas LMS Cloud Subscription	Storage included in the annual subscription fee is (i) Unlimited files and database storage, and (ii) 500 MB per (FTE/User/Enrollment/Seat) multimedia storage. Additional multimedia storage can be purchased for USD \$1.00 per 1GB per year.

Duration: The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

Miscellaneous: Instructure's support terms are available as follows:

Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>

Portfolium: <https://portfolium.com/support-terms>

MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

Terms and Conditions

This Order Form shall be governed by the Master Terms and Conditions which can be found here:

<https://www.instructure.com/policies/master-terms-and-conditions>

In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No): _____ If yes, please enter PO Number: _____	Check here if your company is exempt from US state sales tax : _____ <i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Weatherford College

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc.

Signature:	_____
Name:	_____
Title:	_____
Date:	_____



Services Order Form

Order #: Q-266276-1
Date: 2022-06-29
Offer Valid Through: 2022-08-31

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For Weatherford College

Address: 225 College Park Dr.
City: Weatherford
State/Province: Texas
Zip/Postal Code: 76086
Country: United States

Order Information

Billing Frequency: Annual Upfront
Payment Terms: Net 30

Billing Contact

Name: _____
Email: _____
Phone: _____

Primary Contact

Name: Priscilla Parsons
Email: pparsons@wc.edu
Phone: 817.598.6421

Billing Frequency Term:

Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2022-09-01	2023-08-31	FTE	3,558	USD 13.33	USD 47,428.14
Recurring Sub-Total						USD 47,428.14
Year 1 Total						USD 47,428.14

Year 2

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2023-09-01	2024-08-31	FTE	3,558	USD 14.00	USD 49,812.00
Recurring Sub-Total						USD 49,812.00
Year 2 Total						USD 49,812.00

Year 3

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2024-09-01	2025-08-31	FTE	3,558	USD 14.70	USD 52,302.60

Description	Start Date	End Date	Metric	Qty	Price	Amount
Recurring Sub-Total						USD 52,302.60
Year 3 Total						USD 52,302.60

Year 4

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2025-09-01	2026-08-31	FTE	3,558	USD 15.43	USD 54,899.94
Recurring Sub-Total						USD 54,899.94
Year 4 Total						USD 54,899.94

Year 5

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2026-09-01	2027-08-31	FTE	3,558	USD 16.20	USD 57,639.60
Recurring Sub-Total						USD 57,639.60
Year 5 Total						USD 57,639.60

Grand Total: USD 262,082.28

Metrics and Descriptions:

FTE: FTE Metric is measured by the unduplicated 12-month full-time equivalent students in accordance with the definition published by the Integrated Postsecondary Education Data System.

The FTE fees set forth above are based on typical user usage patterns ("Typical Use") for access to the Service and do not account for excess usage of the Service. To the extent the Users' usage of the SaaS Service, in the aggregate, exceeds the Typical Usage at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days' of receipt.

Product	Description
Canvas LMS Cloud Subscription	Storage included in the annual subscription fee is (i) Unlimited files and database storage, and (ii) 500 MB per (FTE/User/Enrollment/Seat) multimedia storage. Additional multimedia storage can be purchased for USD \$1.00 per 1GB per year.

Duration: The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

Miscellaneous: Instructure's support terms are available as follows:

Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>

Portfolium: <https://portfolium.com/support-terms>

MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

Terms and Conditions

This Order Form shall be governed by the Master Terms and Conditions which can be found here:

<https://www.instructure.com/policies/master-terms-and-conditions>

In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No): _____ If yes, please enter PO Number: _____	Check here if your company is exempt from US state sales tax : _____ <i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Weatherford College

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc.

Signature:	_____
Name:	_____
Title:	_____
Date:	_____



**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM: #4.j.

SUBJECT: TASB Policy Service Update #43

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 #43.

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 #43, along with explanatory notes regarding the recommended changes:

Policy Code	Action	Explanatory Note
CIA (Local)	REPLACE policy	EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT Recommended revisions to this local policy update a citation and address recently revised Administrative Code provisions related to the management of Electronic Records, including language detailing requirements for procedures. As described above, TSLAC stated that the submission of a local policy based on the TASB model policy CIA(LOCAL) satisfies the requirement to submit the college district’s records management policy and any amendments to that policy.
CJ (Local)	REPLACE policy	TRANSPORTATION MANAGEMENT Recommended revisions to this local policy clarify that the existing language in this policy relates to Student Travel.
DGC (Local)	REPLACE policy	EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

		All previous content in this policy describing Employee Solicitation has been moved to the new standalone policy at DHC on Employee Solicitations. References to DHC have been added to this policy where appropriate.
DHA (Local)	ADD policy	EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING All previous content from DHB has been moved to this policy without changes to accommodate the new Employee Solicitations policy at DHC.
DHB (Local)	REPLACE policy	EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING To accommodate the new Employee Solicitations policy at DHC: <ul style="list-style-type: none"> • This policy has been renamed, and all previous content from this policy has been moved to DHA; and • All previous content from DHC has been moved to this policy. In addition, HB 3379 requires a person to report child abuse and neglect if the person has reasonable cause, instead of cause, to believe that child abuse or neglect has occurred or may occur. In response, at Reporting, references to “cause” are recommended to be revised to “reasonable cause.”
DHC (Local)	REPLACE policy	EMPLOYEE STANDARDS OF CONDUCT: EMPLOYEE SOLICITATIONS All previous content from this policy has been moved to DHB. All content describing Employee Solicitation has been moved from DGC to accommodate this new standalone policy on Employee Solicitations and has been expanded. The parameters for solicitation and conduct issues that may arise from improper solicitation are now more effectively detailed in this policy. The additional recommended language is similar to language on Student Solicitations from FI. The position approving Employee Solicitation has been auto filled with the same position from DGC. If you would like a different position to grant approval, please contact your policy consultant.
ECC (Local)	REPLACE policy	INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES Recommended revisions to this local policy incorporate references to updated Administrative Code language that addresses factors a college district must consider when determining if a disaster significantly affects the students’ ability to participate in coursework for purposes of allowing students to drop courses due to the disaster.
EDA (Local)	REPLACE policy	INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS Recommended revisions to this local policy incorporate references to course materials, reflecting the terminology found in HB 1027, and adapt your unique language regarding adoption to course materials. Additional changes were made to conform to TASB style.

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 #43.

ATTACHMENT: Update #43 Local Policy Comparison Packet

SUBMITTED BY: Paul Williams
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 (annotated in PDF; omitted in Word)

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.

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.

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.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

EQUIPMENT AND SUPPLIES MANAGEMENT
RECORDS MANAGEMENT

CIA
(LOCAL)

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

- Records ~~administrator~~ **Administrator**, as prescribed by Local Government Code 176.001 and 176.~~0065.007~~ [See BBFA, CIA, and CFE]
- Officer for ~~public information~~ **Public Information**, as prescribed by Government Code 552.201–.205. [See GCB]
- Public ~~information coordinator~~ **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 ~~the officer’s~~ **his or her** name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Electronic Records

The records management officer shall develop procedures for the management of electronic records that comply with the College District’s records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and
4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

EQUIPMENT AND SUPPLIES MANAGEMENT
RECORDS MANAGEMENT

CIA
(LOCAL)

Records Control Schedules	The records management officer shall file with the TSLAC a written certification 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.

TRANSPORTATION MANAGEMENT

CJ
(LOCAL)

Student Travel

Modes of Transportation

Modes of transportation used for student travel shall include, but not be limited to, cars, suburbans, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

All travel arrangements for student groups shall be made in accordance with the College District vehicle control/student travel policy and procedures.

All student air travel shall be in accordance with Federal Aviation Administration rules and regulations.

Driver Requirements

Only persons authorized through the office of the executive vice president of financial and administrative affairs shall be authorized to be drivers of College District vehicles. No student may drive a College District van on sponsored trips. A driver who is transporting students in College District-owned or -leased vehicles shall:

1. Hold a valid Texas driver's license.
2. Have an acceptable driving record.

Safety Standards

The College District shall implement a driver's training program through the College District Truck Driving Academy (TDA). The curriculum developed by the College District TDA shall include the proper use of fire extinguishers assigned to each vehicle.

While traveling in a College District vehicle, all faculty, staff, and students shall wear seatbelts. The number of people (faculty, staff, and students) shall be limited to nine per van.

Driver Fatigue

Drivers of College District vehicles may not drive more than eight consecutive hours in one day. Driving breaks shall be required at reasonable intervals.

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

Note: For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds 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.

**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 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

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

	<p>on any College District premises by any employee or employee organization, except in accordance with this policy.</p> <p>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.</p>
Limitations on Content	<p>Materials shall not be distributed by an employee or employee organization on College District property if:</p> <ol style="list-style-type: none">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 nonpermissible solicitation [see DHCI]; or6. The materials infringe upon intellectual property rights of the College District [see CT].
Time, Place, and Manner Restrictions	<p>Distribution of materials shall be conducted in a manner that:</p> <ol style="list-style-type: none">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; and5. Does not violate local, state, or federal laws or College District policies and procedures. <p>The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.</p> <p>The vice president of academics and student affairs 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.</p>
Use of Facilities and Grounds	<p>The facilities and grounds of the College District shall be made available to employees or employee organizations when such use</p>

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

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 or host a speaker in College District facilities, interested employees or employee organizations shall file a written request with the vice president of academics ~~and student affairs~~ 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 academics ~~and student affairs~~ 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 [see DHCI];
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 EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(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 academics ~~and student affairs~~ 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.

*Employee
Solicitation*

~~"Employee solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by an employee or employee organization. The term does not include activities engaged in to conduct College District business.~~

*Permitted
Solicitation*

~~Employee solicitation shall be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole source vendor contract clause and the solicitation is:~~

- ~~1. The sale or offer for sale of any publication, merchandise, food, or nonalcoholic beverages in an area designated for the conduct of such activity;~~
- ~~2. The collection of membership fees or dues by employee organizations at the organizations' meetings scheduled in accordance with this policy and associated procedures;~~
- ~~3. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by an employee or employee organization and scheduled in accordance with this policy and associated procedures;~~
- ~~4. The sale of raffle tickets by an employee organization that can present written evidence from the Internal Revenue Service~~

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

	<p>that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3);</p> <p>5.—The collection of donations by an employee organization; or</p> <p>6.—The sale of items by an employee organization to its members.</p> <p>Any solicitations by an employee organization must be on behalf of or for the benefit of an employee organization or an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).</p> <p>Employee solicitation must comply with law and College District policies and procedures, including procedures addressing time limits for employee solicitation. No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the vice president of academics and student affairs.</p> <p>Employees may not engage in solicitation during work hours and may not disrupt the educational environment or the work of other employees.</p>
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.
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 STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHA
(LOCAL)

**Reasonable
Suspicion Searches**

The College District reserves the right to conduct searches when the College District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The College District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on College District premises or worksites or used in College District business. Searches that reveal a violation of the College District's standards of conduct may result in disciplinary action. [See DH]

**Reasonable
Suspicion Alcohol
and Drug Testing**

The College District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of College District policy. The determination of reasonable suspicion may be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired while on duty or other relevant information. Any employee who is asked to submit to drug or alcohol screening shall be given the opportunity to provide relevant information about prescription or nonprescription medications that may affect the screening.

A College District employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion shall be subject to disciplinary action, up to and including termination.

A College District employee confirmed to have violated the College District's policy pertaining to alcohol or drugs may be subject to disciplinary action. [See DM series and DH]

Note: The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

**Federally Required
DOT Testing
Program**

In accordance with DOT rules, the College District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The College President shall designate a College District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

**Drug-related
Violations**

The following constitute drug-related violations under the DOT rules:

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHA
(LOCAL)

1. Refusing to submit to a required test for alcohol or controlled substances.
2. Providing an adulterated, diluted, or substituted specimen on an alcohol or controlled substances test.
3. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
4. Testing positive for controlled substances in a post-accident test.
5. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
6. Testing positive for controlled substances in a random test.
7. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
8. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above may be reinstated as a driver if he or she successfully completes a return-to-duty test. The employee may also be subject to follow-up tests.

Alcohol Results
Between 0.02 and
0.04

In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended from driving duties for at least 24 hours.

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at College District-Imposed Consequences, below.]

Reasonable
Suspicion DOT
Testing

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the ob-

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHA
(LOCAL)

served behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

College District-
Imposed
Consequences

In addition to the consequences established by federal law, a College District employee confirmed to have violated the College District's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, shall be subject to College District-imposed discipline, as determined by his or her supervisor(s) and the College President. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment.

In cases where a driver is also employed in a nondriving capacity by the College District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the College District may be considered.

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE ~~SEARCHES~~ AND NEGLECT REPORTING ~~ALCOHOL/DRUG~~
~~TESTING~~

DHB
(LOCAL)

Reporting

Any person who

~~Reasonable~~

~~Suspicion Searches~~

~~The College District reserves the right to conduct searches when the College District~~ has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking ~~search will uncover evidence~~ of a child.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#);
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the College

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE SEARCHES AND NEGLECT REPORTING ALCOHOL/DRUG
TESTING

DHB
(LOCAL)

	<p>President or another College District staff member. work-related misconduct. The College District shall not require an may search the employee to first report; the employee's suspicion to a personal items, work areas, lockers, and private vehicles parked on College District premises or campus administrator.</p>
Confidentiality	<p>In accordance with state law, the identity of a person making a report of suspected child abuse worksites or neglect shall be kept confidential and shall be disclosed only used in accordance with the rules of the investigating agency.</p>
Immunity	<p>A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.</p>
Failure to Report	<p>By failing to report suspicion of child abuse or neglect, an employee:</p> <ol style="list-style-type: none">1. May be placing a child at risk of continued abuse or neglect;2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment. <p>It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.</p>
Responsibilities Regarding Investigations	<p>In accordance with law, College District officials shall be prohibited from:</p> <ol style="list-style-type: none">1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect; <p>Requiring a parent or business. Searches that reveal a violation of the College District employee be present during the interview; or District's standards of conduct may result in disciplinary action. [See DH]</p> <ol style="list-style-type: none">2. Coercing someone into suppressing or failing to report child abuse or neglect. <p>College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.</p>
Adverse Employment Action Prohibited	<p>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.</p>

EMPLOYEE STANDARDS OF CONDUCT
~~CHILD ABUSE~~ ~~SEARCHES~~ AND ~~NEGLECT~~ ~~REPORTING~~ ~~ALCOHOL/DRUG~~
~~TESTING~~

DHB
(LOCAL)

Training

**The Reasonable
Suspicion Alcohol
and Drug Testing**

~~The College District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of College District policy. The determination of reasonable suspicion may be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired while on duty or other relevant information. Any employee who is asked to submit to drug or alcohol screening shall be given the opportunity to provide relevant information about prescription or nonprescription medications that may affect the screening.~~

~~A College District shall provide training employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion shall be subject to disciplinary action, up to and including termination.~~

~~A College District employee confirmed to have violated the College District's policy pertaining to alcohol or drugs may be subject to disciplinary action. [See DM series and DH]~~

Note: ~~The following provisions apply to employees as required- who are covered by law. Training the federal Department of Transportation (DOT) rules.~~

**Federally Required
DOT Testing
Program**

~~In accordance with DOT rules, the College District shall address reporting requirements establish an alcohol and techniques controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.~~

~~The College President shall designate a College District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.~~

**Drug-related
Violations**

~~The following constitute drug-related violations under the DOT rules:~~

- ~~1. Refusing to submit to a required test for alcohol or controlled substances.~~
- ~~2. Providing an adulterated, diluted, or substituted specimen on an alcohol or controlled substances test.~~

EMPLOYEE STANDARDS OF CONDUCT
~~CHILD ABUSE~~ ~~SEARCHES~~ AND ~~NEGLECT REPORTING~~ ~~ALCOHOL/DRUG~~
~~TESTING~~

DHB
(LOCAL)

- ~~3. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.~~
- ~~4. Testing positive for controlled substances in a post-accident test.~~
- ~~5. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.~~
- ~~6. Testing positive for controlled substances in a random test.~~
- ~~7. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.~~
- ~~8. Testing positive for controlled substances in a reasonable suspicion test.~~

~~An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above may be reinstated as a driver if he or she successfully completes a return to duty test. The employee may also be subject to follow-up tests.~~

~~Alcohol Results~~
~~Between 0.02 and~~
~~recognize sexual~~
~~abuse,~~
~~trafficking, 0.04~~

~~In accordance with DOT rules, a driver tested under this policy and all other maltreatment of children found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended from driving duties for at least 24 hours.~~

~~[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at College District Imposed Consequences, below.]~~

~~Reasonable~~
~~Suspicion DOT~~
~~Testing~~

~~Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.~~

~~The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.~~

~~College District-~~
~~Imposed~~
~~Consequences~~

~~In addition to the consequences established by federal law, a College District employee confirmed to have violated the College Dis-~~

EMPLOYEE STANDARDS OF CONDUCT

CHILD ABUSE SEARCHES AND NEGLECT REPORTING ALCOHOL/DRUG
TESTING

DHB
(LOCAL)

~~trict's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, shall be subject to College District-imposed discipline, as determined by his or her supervisor(s) and the College President. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment.~~

~~In cases where a driver is also employed in a nondriving capacity by the College District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the College District may be considered.~~

ⁱ Texas Abuse Hotline Website: <https://www.txabusehotline.org>

EMPLOYEE STANDARDS OF CONDUCT
EMPLOYEE SOLICITATIONS CHILD ABUSE AND NEGLECT REPORTING

DHC
(LOCAL)

Employee
Solicitation

“Employee
solicitation” shall
mean Reporting

~~Any person who has cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the sale or offer suspected abuse or neglect to an appropriate authority.~~

~~As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.~~

~~A professional who has cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect. A “professional” is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for sale of which the individual is licensed or certified.~~

~~A person is required to make a report if the person has cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.~~

Making a Report

~~Reports may be made to any property or service, whether of the following:~~

- ~~1. A state or local law enforcement agency;~~
- ~~2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the Texas Abuse Hotline Website[†];~~
- ~~3. A local CPS office; or~~
- ~~4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.~~

~~However, if the suspected abuse or neglect involves a person responsible for immediate or future delivery, and the receipt of or request for any gift or contribution by an employee or employee organization. The term the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.~~

EMPLOYEE STANDARDS OF CONDUCT
EMPLOYEE SOLICITATIONS~~CHILD ABUSE AND NEGLECT REPORTING~~

DHC
(LOCAL)

Permitted
Solicitation

The collection of membership fees or dues by employee organizations at the organizations' meetings scheduled in Confidentiality

~~An individual does not include activities engaged in to conduct fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the College President or another College District business staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.~~

Employee solicitation shall be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any publication, merchandise, food, or nonalcoholic beverages in an area designated for the conduct of such activity;

2. ~~In~~ in accordance with this policy and associated procedures;

The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by an employee or employee organization and scheduled state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with this policy and associated procedures; the rules of the investigating agency.

3. The sale of raffle tickets by an employee organization that can present written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3);

4. The collection of donations by an employee organization; or

5. The sale of items by an employee organization to its members.

Any solicitations by an employee organization must be on behalf of or for the benefit of an employee organization or an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).

Employee solicitation must comply with law and College District policies and procedures, including procedures addressing time limits for employee solicitation. No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the vice president of academics and student affairs services.

Time Limit

No employee or employee organization shall solicit under this policy for more than the time limit established by administrative regulations for each fiscal year.

EMPLOYEE STANDARDS OF CONDUCT
EMPLOYEE SOLICITATIONS~~CHILD ABUSE AND NEGLECT REPORTING~~

DHC
(LOCAL)

<u>Exception</u>	<u>If approved by the vice president of academics and student affairs services, solicitation intended to raise funds to respond to a declared disaster or emergency is not subject to the established time limit.</u>
<u>Use of Immunity</u>	A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.
<u>Failure to Report</u>	By failing to report suspicion of child abuse or neglect, an employee: 1. May be placing a child at risk of continued abuse or neglect; 2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and 3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment. It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.
Responsibilities Regarding Investigations	In accordance with law, College District officials shall be prohibited from: 1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect; 2.6. Requiring a parent or College District Name employee be present during the interview; or <u>Only authorized employees or authorized employee organizations shall be allowed to sponsor and engage in solicitation and/or fund-raising activities under the name of the College District. All such activities shall be compatible with the mission and objectives of the College District and shall be approved by the vice president of academics and student affairs services in accordance with procedures developed for that purpose.</u>
<u>Conduct During Solicitation</u>	<u>Solicitation made pursuant to the terms of this policy must be conducted according to the following:</u> <u>1. The solicitation may not occur during the employee's work hours.</u> 3. The solicitation shall not disrupt or disturb the regular academic <u>Coercing someone into suppressing or failing to report child abuse or neglect.</u>

EMPLOYEE STANDARDS OF CONDUCT
EMPLOYEE SOLICITATIONS CHILD ABUSE AND NEGLECT REPORTING

DHC
(LOCAL)

	<p>College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.</p>
Adverse Employment Action Prohibited	<p>The College District prohibits any adverse employment action, including termination or institutional programs being conducted in buildings discrimination, against any employee who in good faith reports child abuse or on property owned neglect or controlled by the participates in a related investigation.</p>
Training	<p>2. The College District or the work of shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other employees.</p> <p>3. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.</p> <p>4. The solicitation shall not harass, threaten, or intimidate the person or persons being solicited.</p>
<u>Sanctions</u>	<p>If an employee or employee organization is alleged to have violated this policy, the employee or organization shall be subject to a reasonable investigation conducted by the vice president of academics and student affairs services.</p> <p>If the vice president of academics and student affairs services determines that a solicitation is being conducted in a manner violating this policy, the vice president of academics and student affairs services may prohibit the offending employee or employee organization from soliciting on the campus for such period or periods of time determined to be appropriate.</p> <p>An employee determined to be in violation of this policy shall be subject to disciplinary measures as described in policy DH and the employee handbook. maltreatment of children.</p>
	<hr/> <p>⁴ Texas Abuse Hotline Website: https://www.txabusehotline.org</p>

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

Work Load

The normal work load for the fall or spring semester shall be 15 semester hours. Work loads in excess of 16 semester hours shall require approval by the vice president of academics ~~and student~~ services. The maximum work load shall be no more than 21 semester hours.

The normal work load for the summer session shall be six semester hours for each six-week term or 12 semester hours for a full summer semester. Work loads in excess of six semester hours per term or 12 semester hours per summer semester shall require approval by the vice president of academics ~~and student~~ services. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer semester.

**Limitation on
Number of Dropped
Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

**Exceptions for
Good Cause**

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student;

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

	<ol style="list-style-type: none">7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or8. A disaster declared by the governor that prevents or limits in-person course attendance for a period <u>determined by the College District, in accordance with law, to that</u> significantly <u>af-</u> <u>fect</u>affects the student's ability to participate in coursework.
Exception for Reenrolled Students	A qualifying reenrolled student may drop a seventh course in accordance with law.
Exception for COVID-19 Pandemic	A course dropped by a student during the 2020 spring or summer semester or the 2020–21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.
Procedures	The College President shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.

**Selection of Course
Materials**

Textbook Adoption

All sections of a single course shall use the same **course materials**, including ~~textbooks~~**textbook**. Exceptions shall require the approval of the department chair and the dean. Where multiple instructors teach a course, those instructors shall act as the **course materials**~~textbook~~ selection committee for the course.

It is entirely appropriate to use the best available textbook for any given course, regardless of whether the textbook is authored by the faculty member teaching the class. Such adoption, however, must be able to stand the test of being reviewed by a group of peers. This policy is designed to ensure that proper professional consideration has been given to the use of a particular book and that such use will stand the test of professional judgment. Potential for financial gain shall not enter into any such decision.

A faculty member's choice of **course materials**~~textbooks~~ shall be governed by the following guidelines:

1. A faculty member may use in a course a textbook of which **the faculty member**~~he or she~~ is an author, as long as the **text-book**~~book~~ was peer-reviewed, was published by a publishing house at its own expense, and is intended for adoption and use by other institutions of higher education.
2. A faculty member may not receive any commission or royalty for **the faculty member's**~~his or her~~ published **course materials**, including books and/or notes, used in classes that do not meet the conditions of item 1, above. **Course materials**~~Notes and text material~~ reproduced **anywhere**~~by~~ other than commercial publishing houses shall not be eligible for royalty payments. When such **course materials**~~notes and text material~~ are required in courses, the department shall provide copies for students, or the faculty member shall make a circulating copy available to any student who wishes to make copies at **the student's**~~his or her own~~ expense.
3. A faculty member developing **course**~~text or instructional~~ materials sold in the College District bookstore shall receive written approval from the College President, using the appropriate form, in accordance with DBD(LOCAL) on conflict of interest.

This policy shall not apply to **web**~~Web~~-based **course**~~instructional~~ materials.



Weatherford College Board of Trustees

DATE: July 14, 2022

AGENDA ITEM: #4.k.

SUBJECT: TASB Policy Updates to Reflect Title Changes

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*. Below are local policies that have been updated to include title changes and assignment of duties due to a divisional reorganization along with explanatory notes regarding the recommended changes:

Policy Code	Action	Explanatory Note
CAM (Local)	REPLACE policy	APPROPRIATIONS AND REVENUE SOURCES GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES Due to a title change, the title of vice president for financial and administrative services has been replaced with executive vice president of financial and administrative services.
CDB (Local)	REPLACE policy	ACCOUNTING INVENTORIES Due to a title change, the title of vice president of financial and administrative affairs has been replaced with executive vice president of financial and administrative services.
CJ (Local)	REPLACE policy	TRANSPORTATION MANAGEMENT Due to a title change, the title of vice president of financial and administrative affairs has been replaced with executive vice president of financial and administrative services.
DBA (Local)	REPLACE policy	EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CREDENTIALS AND RECORDS Due to a title change, the title of vice president of instruction has been replaced with vice president of academic services.
DIAA (Local)	REPLACE policy	FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION SEX AND SEXUAL VIOLENCE Due to a title change, the title of executive dean of student services has been replaced with executive dean of enrollment management and registrar.
FFDA (Local)	REPLACE policy	FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION SEX AND SEXUAL VIOLENCE

		<p>Due to a title change, the title of executive dean of student services has been replaced with executive dean of enrollment management and registrar.</p> <p>Additionally, due to a divisional reorganization, the title of vice president of academics and student affairs has been replaced with assistant vice president of student services.</p>
FFE (Local)	REPLACE policy	<p>STUDENT WELFARE FREEDOM FROM BULLYING</p> <p>Due to a title change, the title of executive dean of student services has been replaced with executive dean of enrollment management and registrar.</p>
FI (Local)	REPLACE policy	<p>STUDENT SOLICITATIONS</p> <p>Due to a divisional reorganization, the title of executive dean of student services has been replaced with assistant vice president of student services.</p>
FKC (Local)	REPLACE policy	<p>STUDENT ACTIVITIES REGISTERED STUDENT ORGANIZATIONS</p> <p>Due to a divisional reorganization, the title of executive dean of student services has been replaced with assistant vice president of student services.</p>
FLA (Local)	REPLACE policy	<p>STUDENT RIGHTS AND RESPONSIBILITIES STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES</p> <p>Due to a divisional reorganization, the title of executive dean of student services has been replaced with assistant vice president of student services.</p>
FMA (Local)	REPLACE policy	<p>DISCIPLINE AND PENALTIES DISCIPLINE PROCEDURES</p> <p>Due to a divisional reorganization, the title of vice president of instruction and student services has been replaced with assistant vice president of student services.</p>
GD (Local)	REPLACE policy	<p>COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES</p> <p>Due to a title change, the title of vice president of academics and student affairs has been replaced with vice president of academic services.</p>

RECOMMENDATION: That the Board of Trustees revise Local policies as indicated above and as recommended by Cabinet.

ATTACHMENT: Local Policy Comparison Packet

SUBMITTED BY: Paul Williams
Executive Director, Human Resources



**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM# 4.I

SUBJECT: Authorization to Proceed with Proposal of New Associate of Applied Science Degree Program in Automotive Technology to the Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges and Schools (SACS)

INFORMATION AND DISCUSSION: The Board of Trustees is asked to authorize the administration to proceed with a proposal to the Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges and Schools (SACS) for a new Associate of Applied Science Degree Program in Automotive Technologies. The proposed program will be offered in partnership with the Gilchrest Automotive Group, using equipment and facilities at one or more of the Gilchrest sites.

RECOMMENDATION: The Board of Trustees authorizes the administration to proceed with a proposal to the Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges and Schools (SACS) for a new Associate of Applied Science Degree Program in Automotive Technologies.

ATTACHMENTS: None

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



Weatherford College Board of Trustees

DATE: July 14, 2022

AGENDA ITEM #5

SUBJECT: Consideration and Possible Action: Proposals on Betty Jo Graber Gym Re-Roofing Project #RFP-13-22

INFORMATION AND DISCUSSION: On June 28, 2022, Weatherford College received three proposals from contractors on the requested Betty Jo Graber Gym Re-Roofing Project. Castro Roofing of Texas LLC, Texas Fifth Wall Roofing Systems Inc. and Wrangler Roofing Inc. all provided proposals that meet our specifications as prepared by Hahnfeld Hoffer Stanford architects.

The proposals have been reviewed and are being evaluated based on the established criteria and relative weights by Dr. Andra Cantrell, Executive Vice-President of Financial & Administrative Affairs; Jon Stark, Facilities Manager with CBRE and Eric Hahnfeld, Architect with Hahnfeld Hoffer Stanford.

RECOMMENDATION: A recommendation will be forthcoming to you by the board meeting.

ATTACHMENTS: Forthcoming of the July 14, 2022 Board Meeting

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



**Weatherford College Board of Trustees
Consent Agenda**

DATE: July 14, 2022

AGENDA ITEM# 6.a.

SUBJECT: Academic and Student Services Update

INFORMATION AND DISCUSSION:

Unit Updates:

The Academic and Student Services Division structure has been revised effective June 2022, creating separate divisions of Academic Services and Student Services. This structure is more common in higher education, allowing each area to focus on its unique demands.

The Center for Research and Writing has relocated to the Student Services Building. It is now linked to the Academic Success Center. This migration concentrates academic support services for our students at the center of the Weatherford Campus. The Coyote Clinic has relocated to the office cluster on the ground floor of the Liberal Arts Building. This move will make the Clinic accessible to those with mobility concerns, expand the physical plant available to serve students, and free a much-needed student housing unit.

Pathways Update:

Weatherford College will partner with Odessa College to explore options for offering more eight-week courses. Odessa College has experienced remarkable success in student enrollments, successes, and completions while moving most of its general education courses to the eight-week format. A team from O.C. will provide insights to W.C. in the *Implementing and Scaling 8-Week Courses* partnership.

Weatherford College In-Service for Fall 2022 will feature several pathways-related sessions including:

- Social Media Please Do's and Don'ts
- Programmatic Assessment Training
- Excellence in Online Instruction
- Implementing and Scaling 8-Week Courses
- Investing in Student Success

The college-wide in-service meeting will be held on Wednesday, August 17, 2022, at the Alkek Fine Arts Center, with break-out sessions scheduled throughout the remainder of the week.,

Numbers with Heart:

All five of the scheduled face-to-face C.O.R.E. orientation sessions remaining for this summer are full and closed. Online C.O.R.E. remains open and is also generating participation.

Total C.O.R.E. participation for 2022 to date:



Location	Date	Student	Parent	Total Attendance
Weatherford	May 13	49	38	87
Weatherford	June 7	54	51	105
Wise County	June 14	33	35	68
Online	June 2022	18	0	18
TOTALS		154	124	278

Projected C.O.R.E. participation for remaining sessions:

Location	Date	Student	Parent	Total Attendance
Weatherford	July 7	65	35	100
Weatherford	July 16	67	35	102
Wise County	July 20	38	32	70
Weatherford	July 22	65	35	100
Weatherford	August 4	65	35	100
TOTALS		300	172	472

Grand Totals	454	296	750
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Weatherford College Board of Trustees Report

DATE: July 14, 2022

AGENDA ITEM #6. b.

SUBJECT: Proposed 2022-23 Budget Update

INFORMATION AND DISCUSSION: No material changes have been made to the proposed 2022-23 budget since the June 9, 2022 Board meeting. Final adjustments to the proposed 2022-23 budget will be made in late July before the Board workshop in August. We are waiting for final information from Parker and Wise County taxing authorities and for final salary adjustments on hiring replacement positions for the 2022-23 academic year.

ATTACHMENTS: None.

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



**Weatherford College Board of Trustees
Report**

DATE: July 14, 2022

AGENDA ITEM # 6.c.

SUBJECT: Industrial and Automation Technology

Update

INFORMATION AND DISCUSSION:

- Industrial Maintenance & Automation Technology (IMAT)
 - History
 - Why it is important
 - Positioned to excel

ATTACHMENTS:

None, but a PowerPoint will be presented

SUBMITTED BY: Bill Alexander, Ph.D., Program Director, Industrial & Automation, Weatherford College Workforce Education



Future Agenda Items or Meetings:

- August 9, 2022 - Board Workshop @ 2 p.m.
- August 11, 2022 - Regular Meeting and Proposed Tax Rate @ 2 p.m.
- August 22, 2022 - Tax Hearing @ Noon
- August 30, 2022 - Called Meeting to Adopt Budget and Tax Rate @ 2 p.m.
- Future Board Meeting Dates and Times, Policy BD (Local)



Upcoming Events

July 23 and 24	Children's Summer Stage Production-Alkek Fine Arts Theatre
July 30 and 31	<i>Little Red Ridinghood</i> Saturdays 11 a.m., Sundays 2 p.m.
July 29	WC International Piano Competition-Alkek Fine Arts Theatre Junior Division Final Round 8:00 a.m. - 2:30 p.m. Final Round Performance 3:00 p.m. - 5:00 p.m. Award Ceremony & Masterclass 7:00 p.m. Dr. Steven Spooner Piano Recital
July 30	WC International Piano Competition-Alkek Fine Arts Theatre Young Artist Division Final Round 8:00 a.m. - 4:00 p.m. Final Round Performance 4:30 p.m. - 6:30 p.m. Award Ceremony & Masterclass
August 12-14	Summer Stage Production-Alkek Fine Arts Theatre
August 19-21	<i>Bye Bye Birdie</i> 7:30 p.m., Sundays 2 p.m.
August 22	Fall semester begins



**Weatherford College Board of Trustees
Closed Session**

DATE: July 14, 2022

AGENDA ITEM #9.a.

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

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

ATTACHMENTS: None.

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



**Weatherford College Board of Trustees
Closed Session**

DATE: July 14, 2022

AGENDA ITEM #9.b.

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

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

RECOMMENDATION: None.

ATTACHMENT: None.

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



**Weatherford College Board of Trustees
Closed Session**

DATE: July 14, 2022

AGENDA ITEM #9.c.

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

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

RECOMMENDATION: None at this time.

ATTACHMENT: None.

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



Weatherford College Board of Trustees

DATE: July 14, 2022

AGENDA ITEM #10

SUBJECT: Consideration and Possible Action: Deliberation of Real Property in Accordance with Government Code 551.072.

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

RECOMMENDATION: None.

ATTACHMENT: None.

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



Weatherford College Board of Trustees

DATE: July 14, 2022

AGENDA ITEM #11

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

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

RECOMMENDATION: None at this time.

ATTACHMENT: None.

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