



# ***BOARD OF TRUSTEES***

***Regular Board Meeting***

***Thursday, December 9, 2021***

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

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

**WEATHERFORD COLLEGE  
BOARD OF TRUSTEES  
December 9, 2021  
2 p.m.**

**AGENDA**

A meeting of the Board of Trustees of Weatherford College will be held on Thursday December 9, 2021, beginning at 2 p.m. in the Allene Strain Community Room of the Doss Student Center, located at 225 College Park Drive, Weatherford, Texas, to consider and act on the posted agenda:

1. Call to Order, Invocation and Pledge of Allegiance
2. Public Comment for Individuals Not on the Agenda
3. President's Report:
  - a. Recognitions
  - b. Employee Notices
  - c. Policy BBD (Legal) – Board Members Orientation and Training Report
4. Consent Agenda and Financial Reports:
  - a. Approval of Minutes from the November 11, 2021 Board Meeting
  - b. Financial Reports Ending November 30, 2021
  - c. Quarterly Investment Report
  - d. Approval of 2022-2023 Academic Calendar
  - e. TASB Policy Update 41
5. Consideration and Possible Action: 2020-21 Financial Audit
6. Consideration and Possible Action: Selection of Appraisal District Directors for 2022-2023
7. Consideration and Possible Action: Grant Presidential Authority to Approve Special Usage Facilities for Alcohol Consumption
8. Reports:
  - a. Academics and Student Services Update
  - b. Ag Update, Vance Christie
9. Announcements
10. 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

11. Consideration and Possible Action: Real Property

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

13. Adjourn



Public Comment for  
Individuals  
Not on Agenda



## **President's Report**

- Recognitions
  - Employee Notices
  - Policy BBD (Legal)
- Board Members Orientation and  
Training Report



**Weatherford College Board of Trustees  
Consent Agenda**

**DATE:** December 9, 2021

**AGENDA ITEM #4.a.**

**SUBJECT:** Minutes from the November 11, 2021 regular meeting.

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**INFORMATION AND DISCUSSION:** None.

**RECOMMENDATION:** That the Board of Trustees reviews and approves the November 11, 2021 minutes as presented.

**ATTACHMENTS:** Minutes from the November 11, 2021 board meeting.

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

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

The Weatherford College Board of Trustees met in regular session at 2:00 p.m., Thursday, November 11, 2021 in the Allene Strain Community Room of the Doss Student Center. Vice Chair Sue Coody called the meeting to order in Mr. Smith's absence. Chair Mac Smith joined the meeting shortly after. 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 –

- Congratulations to Dr. Arleen Atkins, Traci McKinley, and the entire WC community on completing the most successful SACS reaffirmation visit in Weatherford College history.
- WC gave away gave away approximately \$6,000 worth of candy to an estimated 4,000 children during the recent Safe Halloween event. A special thank you goes out to the WC Police, the City of Weatherford PD, the Weatherford Fire Department, LifeCare EMS, the WC Police Academy, the FOL Organization, Phi Theta Kappa Honor Society, CBRE, and Mr. Candy Gorilla-Bob Glenn.
- Congratulations to Weatherford College on becoming one of only two colleges or universities in the state of Texas to earn a financial transparency star from the State Comptroller Glenn Hegar. Dr. Cantrell will be presenting the award later in this meeting.

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:

- Joshua Guenther, Mathematics Instructor, resignation effective 12/31/2021

- Tony Hurtt, Facilities Supervisor, resignation effective 10/26/2021
- Donnie Purvis, Director of Financial Aid, resignation effective 11/05/2021
- Kassandra Sanchez, Upward Bound Counselor, resignation effective 9/20/2021
- Faith Stiffler, Director of Student Housing, resignation effective 11/03/2021

### Consent Agenda

The recommendation was made that the Board of Trustees reviews and approves the October 14, 2021 minutes as presented. *Attached are the minutes from the October 14, 2021 board meeting submitted by Theresa Hutchison, executive assistant to the president.*

Minutes

The cash balance as of October 31, 2021 is \$58,346,215.69. This is an increase of \$21,243,211.05 from last year at October 31, 2020. The operating statement at October 31, 2021 indicates that total revenues collected are \$20,236,660 or 28.08% of budget. Total expenditures are \$14,895,157 or 20.67% of budget. *Attached are the Cash Balance Reports and Operating Statements at October 31, 2021 submitted by Dr. Andra R. Cantrell, executive vice president for financial & administrative services.*

Financial Reports

Equipment and supplies were requested for the Veterinary Technology Program. A total of two (2) vendors submitted competitive sealed bids for the requested equipment and supplies. Augustine Surgical and MWI Veterinary Supply Company have provided bids that meet our specifications and offer the best values on items requested. Funds have been allocated in the Veterinary Technology and Perkins Grant budgets for the purchase of these products. After evaluation and review of the sealed bids and to comply with state law requirements of Texas Education Code Section 44.031 for bids or proposals on all services of \$50,000.00 or more to be approved by the Board of Trustees, the Director of Veterinary Technology, Dr. Kathryn Garofalo, Purchasing Director, Mrs. Jeanie Hobbs and Assistant Director of Purchasing, Mrs. Toni Martin are requesting approval of this bid as follows: Augustine Surgical, \$2,314.00 and MWI Veterinary Supply Company, \$109,717.73 For a total estimated cost of \$112,031.73. Attached are the Tabulation on Sealed Bids for Veterinary Equipment and Supplies #SB-02-22 submitted by Dr. Andra R. Cantrell, executive vice-president of financial & administrative affairs.

Sealed Bids on  
Veterinary Equipment &  
Supplies  
#SB-02-22



Under Education Code Section 51.0032, investments made by the College shall comply with the Public Funds Investment Act as per Texas Government Code Chapter 2256.005. The Public Funds Investment Act is reviewed by the state legislature on a biannual basis. Due to the fact that no action has been taken since 2019, no changes are necessary. However, the code requires that the Board of Trustees annually review the local investment policy and strategy. At this time, there are no changes required. The recommendation was made that the Board of Trustees has reviewed and approves the investment policy and investment strategies set out in CAK Local and recommends no changes at this time. *Attached are the CAK Local Policy Appropriations and Revenue Sources-Investments submitted by: Dr. Andra R. Cantrell, executive vice-president of financial & administrative affairs.*

Annual Review of  
CAK Local Policy  
Appropriations and  
Revenue Sources-  
Investments

Ms. Coody made the motion to approve the Consent Agenda with the exception of Item #4.g., "Proposals on sale of 34.774 acres of vacant land in Aledo, TX, #RFP-06-22", which was pulled off of the Consent Agenda to be discussed further in Closed Session regarding Real Property. Ms. Morris seconded and the motion carried unanimously.

Consent Agenda  
788-1  
Approved

The following reports were submitted to the Board:

Reports

- a. Clery Act Report, submitted by Anthony Bigongiari, Chief of Police
- b. Equities in Athletics Report 2021-2022 submitted by Adam Finley, executive dean of workforce
- c. Academic and Student Services Update presented by Michael Endy, vice president of instruction and student services
- d. SACSCOC Reaffirmation of Accreditation Report and Institutional Effectiveness Overview presented by Dr. Arleen Atkins, dean of institutional effectiveness
- e. Financial Transparency Award presented by Dr. Andra Cantrell, executive vice president for financial and administrative services

President Farmer discussed the following tentative future agenda items:

Future Agenda Items

- 2020-2021 Financial Audit
- Approval of 2022-2023 Academic Calendar

Vice President Brent Baker made the following announcements:

Announcements

- Thursday, Nov. 11, Jazz Orchestra Concert, Doss Heritage and Culture Center, 7:30 p.m.
- Saturday, Nov. 13, Coyote Chase Race 5K and 1-mile Run, 9:00 a.m.
- Saturday, Nov. 13, Men's Basketball Home Game vs. Coastal Bend, 2:00 p.m.
- Tuesday, Nov. 16, Women's and Men's Basketball Home Games, Graber Athletic Center, 5:30 and 7:30 p.m.

- Thursday, Nov. 18, Opera Performance, Alkek Center, 7:30 p.m.
- Thursday, Nov. 18, Men's Basketball Home Game vs. DFW Prep, 7:00 p.m.
- Tuesday, Nov. 23, Women's and Men's Basketball Home Games vs. Western Texas, 2:00 and 4:00 p.m.
- Monday, Nov. 29, Men's Basketball Home Game vs. Loyalty College Prep, 6:00 p.m.
- Tuesday, Nov. 30, Winner's Recital, WC International Piano Competition 7:30 p.m.
- Wednesday, Dec. 1, Men's Basketball Home Game vs. Texas Wesleyan 6:00 p.m.
- Thursday, Dec. 2, Choir Concert: Masterworks and More, 7:30, Alkek Center
- Saturday, Dec. 4, Men's Basketball Home Game vs. Tribulation Prep 4:00 p.m.
- Thursday, Dec. 9, Employee Awards Dinner, the Springs Event Venue, 6:30 p.m.

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

Closed Session

The Board reconvened in Open Session at 3:15 p.m.

Open Session

A total of four proposals were submitted for the 34.774 acres of vacant land in Aledo, Texas. After review and evaluation of all proposals as well as the proposer who ranked highest based on the criteria, Dan Curlee, General Counsel and Dr. Tod Allen Farmer, President, recommend award of this proposal for purchase of this land to Sunrise Partners, LLC. Attached is the Tabulation of Vacant Land in Aledo, Texas #RFP-06-22 submitted by Dan Curlee, general counsel. Mr. Smith made the motion to authorize further negotiations by the college concerning Sunrise Partners, LLC the entity that's been selected by the college based on the criteria for determining the best proposal for the property sale. Ms. Coody seconded and the motion carried unanimously.

Real Property  
Proposals on Sale of  
34.774 Acres of Vacant  
Land in Aledo, Texas  
#RFP-06-22  
787-2  
Approved

Mr. Smith made the motion to terminate a contract employee, Mr. Jeffrey Langston, pursuant to a program change based on lack of enrollment. Dr. Marlett seconded and the motion carried unanimously.

Personnel Matters  
Termination of Contract  
Employee  
787-3  
No Action

At 3:17 p.m. Dr. Marlett made the motion to adjourn the meeting. Ms. Coody seconded and the motion carried unanimously.

Motion to Adjourn  
787-4  
Approved

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Mac Smith  
Chair, Board of Trustees

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Lela Morris  
Secretary, Board of Trustees



**Weatherford College Board of Trustees  
Consent Agenda**

**DATE:** December 9, 2021

**AGENDA ITEM# 4.b.**

**SUBJECT:** Financial Reports Ending November 30, 2021

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**INFORMATION AND DISCUSSION:** The cash balance as of November 30, 2021 is \$58,728,058.28. This is an increase of \$21,496,774.22 from last year at November 30, 2020. The operating statement at November 30, 2021 indicates that total revenues collected are \$28,251,317 or 39.21% of budget. Total expenditures are \$18,630,314 or 25.86% of budget.

**ATTACHMENTS:** Cash Balance Reports and Operating Statements at November 30, 2021.

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

**WEATHERFORD COLLEGE  
CASH BALANCE REPORT  
November 30, 2021**

<u>Unrestricted Funds</u>	Checking	Investments	Payroll & Petty Cash	Total
Beginning Balance	13,425,438.69	25,474,376.12	4,045.00	38,903,859.81
Deposits	6,344,821.17	5,234.45	-	6,350,055.62
Disbursements	(4,329,492.35)	-	-	(4,329,492.35)
Ending Balance	15,440,767.51	25,479,610.57	4,045.00	40,924,423.08

Unrestricted Funds:	Checking Acct	Investments	Acct Balance
Maintenance and Carter	15,440,767.51	25,479,610.57	40,920,378.08
Payroll	-	-	-
Petty cash	4,045.00	-	4,045.00
Sub-total	15,444,812.51	25,479,610.57	40,924,423.08
Restricted Funds:			
Scholarships & Loans	\$507,044.76	\$2,817,398.11	\$3,324,442.87
Schropshire Cap. Impr.	\$321,617.89	\$0.00	\$321,617.89
Construction	\$84.83	\$0.00	\$84.83
Debt Service	\$11,538,203.31	\$1,949,756.25	\$13,487,959.56
Interest & Sinking	\$44,530.05	\$0.00	\$44,530.05
Contingency Reserves	625,000.00	\$0.00	\$625,000.00
Sub-total	13,036,480.84	4,767,154.36	17,803,635.20
<b>Grand Total</b>	<b>28,481,293.35</b>	<b>30,246,764.93</b>	<b>58,728,058.28</b>

## Recap of Investments

<b>Investments</b>	<b>Current Value 11/30/2021</b>	<b>Rate</b>
<u>Prosperity Bank</u> Money Market Account	30,246,764.93	1.40%
Total Investments	<u>30,246,764.93</u>	

**WEATHERFORD COLLEGE**  
**STATEMENT OF REVENUES**  
**November 30, 2021**

	2020-2021			2021-2022			
	Amended Budget	Received 11/30/2020	% of Budget	Amended Budget	Received 11/30/2021	Balance	% of Budget
<b>Operating Revenues</b>							
Tuition							
In-District Resident	\$ 4,439,035	\$ 2,787,984	62.81%	\$ 4,779,591	\$ 3,378,995	\$ 1,400,596	70.70%
Out-of District Resident	\$ 5,699,818	\$ 3,618,150	63.48%	\$ 6,254,122	\$ 4,710,199	\$ 1,543,923	75.31%
Out-of District Resident - EC Granbury	\$ 277,437	\$ 176,256	63.53%	\$ 302,405	\$ 150,989	\$ 151,416	49.93%
Out-of District Resident - Wise County	\$ 1,790,949	\$ 1,052,317	58.76%	\$ 1,855,016	\$ 1,376,998	\$ 478,018	74.23%
Non-Resident	\$ 668,503	\$ 505,186	75.57%	\$ 741,315	\$ 767,945	\$ (26,630)	103.59%
Differential Tuition	\$ 864,240	\$ 454,214	52.56%	\$ 867,840	\$ 648,061	\$ 840,224	74.68%
State Funded Continuing Education	\$ 779,800	\$ 267,156	34.26%	\$ 555,000	\$ 309,037	\$ 245,963	55.68%
Non-State Funded Continuing Education	\$ 27,800	\$ 14,785	53.18%	\$ 21,200	\$ 21,211	\$ (11)	100.05%
Total Tuition	<u>\$ 14,547,582</u>	<u>\$ 8,876,048</u>	61.01%	<u>\$ 15,376,489</u>	<u>\$ 11,363,435</u>	<u>\$ 4,633,499</u>	73.90%
Fees							
General Fee	\$ 1,982,011	\$ 1,224,031	61.76%	\$ 1,957,606	\$ 1,831,137	\$ 126,469	93.54%
Laboratory Fee	\$ 326,104	\$ 209,842	64.35%	\$ 349,723	\$ 248,023	\$ 101,700	70.92%
Total Fees	<u>\$ 2,308,115</u>	<u>\$ 1,433,873</u>	62.12%	<u>\$ 2,307,329</u>	<u>\$ 2,079,161</u>	<u>\$ 228,168</u>	90.11%
Allowances and Discounts							
Bad Debt Allowance	\$ (55,000)	\$ -	0.00%	\$ (52,500)	\$ -	\$ (52,500)	0.00%
Remissions and Exemptions	\$ (1,663,999)	\$ (823,153)	49.47%	\$ (1,555,000)	\$ (886,038)	\$ (668,962)	56.98%
Total Allowances and Discounts	<u>\$ (1,718,999)</u>	<u>\$ (823,153)</u>	47.89%	<u>\$ (1,607,500)</u>	<u>\$ (886,038)</u>	<u>\$ (721,462)</u>	55.12%
Additional Operating Revenues							
Federal Grants and Contracts (Operating)	\$ 6,686,445	\$ 325,370	4.87%	\$ 9,467,708	\$ 456,516	\$ 9,011,192	4.82%
State Grants and Contracts	\$ 5,524	\$ -	0.00%	\$ 27,245	\$ 19,450	\$ 7,796	71.39%
Non-Governmental Grants	\$ -	\$ -		\$ -	\$ -	\$ -	
Local Grants & Contracts	\$ 3,518,100	\$ 461,762	13.13%	\$ 3,539,000	\$ 337,443	\$ 3,201,557	9.53%
Sales & Services of Educational Activities	\$ 105,000	\$ 9,702	9.24%	\$ 45,500	\$ 4,621	\$ 40,879	10.16%
Investment income - Program Restricted	\$ 48,750	\$ 6,138	12.59%	\$ 54,750	\$ 11,124	\$ 43,626	20.32%
Other Operating Revenues	\$ 315,000	\$ 55,849	17.73%	\$ 334,000	\$ 57,866	\$ 276,134	17.33%
Total Additional Operating Revenues	<u>\$ 10,678,819</u>	<u>\$ 858,821</u>	8.04%	<u>\$ 13,468,203</u>	<u>\$ 887,020</u>	<u>\$ 12,581,183</u>	6.59%
Auxiliary Income							
Bookstore	\$ 158,733	\$ 13,332	8.40%	\$ 140,864	\$ 11,660	\$ 129,204	8.28%
Cafeteria	\$ 781,500	\$ 599,840	76.76%	\$ 650,000	\$ 685,050	\$ (35,050)	105.39%
Dormitory	\$ 1,113,340	\$ 1,029,939	92.51%	\$ 1,036,440	\$ 1,127,504	\$ (91,064)	108.79%
Intercollegiate Athletics	\$ -	\$ -		\$ -	\$ -	\$ -	#DIV/0!
Student Services	\$ 250,000	\$ 121,410	48.56%	\$ 227,988	\$ 146,007	\$ 81,981	64.04%
Carter Agricultural Center	\$ 42,500	\$ 8,365	19.68%	\$ 27,000	\$ 6,391	\$ 20,609	23.67%
Total Auxiliary Enterprises	<u>\$ 2,346,073</u>	<u>\$ 1,772,887</u>	75.57%	<u>\$ 2,082,292</u>	<u>\$ 1,976,612</u>	<u>\$ 105,680</u>	94.92%
Total Operating Revenues	<u>\$ 28,161,590</u>	<u>\$ 12,118,475</u>	43.03%	<u>\$ 31,626,813</u>	<u>\$ 15,420,190</u>	<u>\$ 16,827,068</u>	48.76%
<b>Non-Operating Revenues</b>							
State Appropriations							
Education and General State Support	\$ 9,059,678	\$ 3,034,999	33.50%	\$ 8,925,333	\$ 2,989,985	\$ 5,935,348	33.50%
State Group Insurance	\$ -	\$ 432,356		\$ -	\$ 436,428	\$ (436,428)	
State Retirement Matching	\$ -	\$ 117,469		\$ -	\$ 113,209	\$ (113,209)	
State Appropriations-Other	\$ -	\$ -		\$ -	\$ -	\$ -	
Professional Nursing Shortage Reduction	\$ 155,452	\$ 29,070	18.70%	\$ 155,452	\$ 35,066	\$ 120,386	22.56%
Total State Appropriations	<u>\$ 9,215,130</u>	<u>\$ 3,613,894</u>	39.22%	<u>\$ 9,080,785</u>	<u>\$ 3,574,687</u>	<u>\$ 5,506,098</u>	39.37%
Maintenance Ad Valorem Taxes-Parker County	\$ 17,549,994	\$ 1,242,821	7.08%	\$ 19,864,125	\$ 1,487,083	\$ 18,377,042	7.49%
Debt Service Ad Valorem Taxes	\$ 594,200	\$ 47,408	7.98%	\$ 597,400	\$ 44,524	\$ 552,876	7.45%
Federal Grants and Contracts (Non-Operating)	\$ 8,294,090	\$ 2,695,539	32.50%	\$ 10,726,594	\$ 7,259,944	\$ 3,466,650	67.68%
Lost Revenue Reimbursement	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Gifts	\$ 404,501	\$ 1,118,675	276.56%	\$ 37,000	\$ 442,574	\$ (405,574)	1196.15%
Investment Income	\$ 225,000	\$ 27,838	12.37%	\$ 125,000	\$ 22,315	\$ 102,685	17.85%
Contributions in Aid of Construction	\$ -	\$ -		\$ -	\$ -	\$ -	#DIV/0!
Total Non-Operating Revenue	<u>\$ 36,282,915</u>	<u>\$ 8,746,175</u>	24.11%	<u>\$ 40,430,904</u>	<u>\$ 12,831,127</u>	<u>\$ 27,599,777</u>	31.74%
Budgeted Transfers	\$ 1,235,229	\$ -		\$ -	\$ -	\$ -	
<b>TOTAL</b>	<u><b>\$ 65,679,734</b></u>	<u><b>\$ 20,864,651</b></u>	31.77%	<u><b>\$ 72,057,717</b></u>	<u><b>\$ 28,251,317</b></u>	<u><b>\$ 44,426,845</b></u>	39.21%

**WEATHERFORD COLLEGE**  
**STATEMENT OF EXPENDITURES**  
**November 30, 2021**

	2020-2021			2021-2022			
	Amended Budget	Expended 11/30/2020	% of Budget	Amended Budget	Expended 11/30/2021	Balance	% of Budget
<b>Operating Expenses</b>							
Unrestricted							
Instruction	\$ 15,872,504	\$ 4,074,738	25.67%	\$ 15,358,659	\$ 3,514,900	\$ 11,843,759	22.89%
Public Service	\$ 14,860	\$ 2,888	19.43%	\$ 18,435	\$ 3,060	\$ 15,375	16.60%
Academic Support	\$ 4,130,798	\$ 1,034,557	25.04%	\$ 4,139,972	\$ 845,471	\$ 3,294,501	20.42%
Student Services	\$ 2,493,826	\$ 620,710	24.89%	\$ 2,547,430	\$ 357,213	\$ 2,190,217	14.02%
Institutional Support	\$ 9,736,444	\$ 2,178,507	22.37%	\$ 10,033,934	\$ 2,030,603	\$ 8,003,331	20.24%
Operation & Maint. of Plant	\$ 9,806,466	\$ 888,926	9.06%	\$ 7,823,845	\$ 1,052,257	\$ 6,771,588	13.45%
Scholarships and Fellowships	\$ -	\$ -		\$ -	\$ -	\$ -	
Staff Benefits	\$ 675,000	\$ 179,663	26.62%	\$ 725,000	\$ 196,731	\$ 528,269	27.14%
Total Unrestricted Educational Activities	\$ 42,729,898	\$ 8,979,990	21.02%	\$ 40,647,275	\$ 8,000,235	\$ 32,647,040	19.68%
Restricted							
Instruction	\$ 245,333	\$ 33,899	13.82%	\$ 240,929	\$ 56,769	\$ 184,160	23.56%
Public Service	\$ -	\$ -		\$ 3,000	\$ -	\$ 3,000	
Academic Support	\$ -	\$ -		\$ -	\$ 2,226	\$ (2,226)	
Student Services	\$ 4,945,662	\$ 265,523	5.37%	\$ 9,200,645	\$ 370,677	\$ 8,829,968	4.03%
Institutional Support	\$ 5,524	\$ -	0.00%	\$ 6,245	\$ -	\$ 6,245	0.00%
Operation & Maint. of Plant	\$ -	\$ -		\$ -	\$ -	\$ -	
Scholarships and Fellowships	\$ 10,452,008	\$ 3,545,037	33.92%	\$ 13,156,083	\$ 8,278,230	\$ 4,877,853	62.92%
Staff Benefits	\$ -	\$ 549,825		\$ -	\$ 549,636	\$ (549,636)	
Total Restricted Educational Activities	\$ 15,648,527	\$ 4,394,283	28.08%	\$ 22,606,902	\$ 9,257,539	\$ 13,349,363	40.95%
Total Educational Activities	\$ 58,378,425	\$ 13,374,273	22.91%	\$ 63,254,177	\$ 17,257,774	\$ 45,996,403	27.28%
Auxiliary Enterprises	\$ 3,201,039	\$ 605,881	18.93%	\$ 3,378,527	\$ 731,912	\$ 2,646,615	21.66%
Depreciation Expense - Buildings and and Land Improvements	\$ -	\$ 291,895		\$ 1,166,578	\$ 300,981	\$ 865,597	
Depreciation Expense - Furniture, Machinery, Vehicles, and Other Equipment	\$ -	\$ 165,171		\$ 660,689	\$ 168,837	\$ 491,852	
<b>Total Operating Expenses</b>	<b>\$ 61,579,464</b>	<b>\$ 14,437,220</b>	<b>23.44%</b>	<b>\$ 68,459,971</b>	<b>\$ 18,459,504</b>	<b>\$ 50,000,467</b>	<b>26.96%</b>
<b>Non-Operating Expenses</b>							
Expenses on Capital Related Debt	\$ 380,364	\$ 4,919	1.29%	\$ 1,686,108	\$ (4,091)	\$ 1,690,199	-0.24%
Gain/Loss on Disposal of Fixed Assets	\$ (10,000)	\$ (12,670)		\$ (15,000)	\$ (203,500)	\$ 188,500	
Other non-operating expense	\$ -	\$ -		\$ -	\$ -	\$ -	
<b>Other Uses of Cash</b>							
Principal on Capital Related Debt	\$ 1,349,349	\$ 120,559	8.93%	\$ 1,499,565	\$ 127,138	\$ 1,372,427	8.48%
Capital Outlay (Non-Construction)	\$ 2,285,690	\$ 62,516	2.74%	\$ 422,074	\$ 251,263	\$ 170,811	59.53%
<b>TOTAL</b>	<b>\$ 65,584,867</b>	<b>\$ 14,612,545</b>	<b>22.28%</b>	<b>\$ 72,052,718</b>	<b>\$ 18,630,314</b>	<b>\$ 53,422,404</b>	<b>25.86%</b>





**Weatherford College Board of Trustees  
Consent Agenda**

**DATE:** December 9, 2021

**AGENDA ITEM# 4.c.**

**SUBJECT:** Quarterly Investment Report

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**INFORMATION AND DISCUSSION:** 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 November 30, 2021.

**RECOMMENDATION:** That the Board of Trustees approve the Report of Investments at November 30, 2021.

**ATTACHMENTS:** Report of Investments at November 30, 2021.

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

**WEATHERFORD COLLEGE  
REPORT OF INVESTMENTS  
November 30, 2021**

Investment	Number	Closing Balance August 31, 2021	Closing Balance November 30, 2021	Changes in Current Value	Opening Date	Maturity Date	Interest Rate
<b>Money Market Accounts</b>							
<b>Prosperity Bank</b>							
Unrestricted	218082740	24,052,744.07	24,068,618.56	15,874.49	09/25/18		1.40%
Total Unrestricted		\$ 24,052,744.07	\$ 24,068,618.56	\$ 15,874.49			
Restricted	218082740	2,815,642.79	2,817,398.11	1,755.32	09/25/18		1.40%
Total Restricted		\$ 2,815,642.79	\$ 2,817,398.11	\$ 1,755.32			
Carter Endowment	218082740	1,410,992.01	1,410,992.01	0.00	09/25/18		1.40%
Total Carter Endowment		\$ 1,410,992.01	\$ 1,410,992.01	\$ -			
Plant Retirement Indebtedness	218082740	1,948,541.50	1,949,756.25	1,214.75			
Total Plant Retirement Indebtedness		\$ 1,948,541.50	\$ 1,949,756.25	\$ 1,214.75			
<b>Total All Money Market Accounts</b>		<b>\$ 30,227,920.37</b>	<b>\$ 30,246,764.93</b>	<b>\$ 18,844.56</b>			
<b>Certificates of Deposit</b>							
<b>Prosperity Bank</b>							
Unrestricted	203000085	-	-	0.00	09/28/18	03/27/20	2.00%
Total Unrestricted		\$ -	\$ -	\$ -			
Restricted	203000085	-	-	0.00	09/28/18	03/27/20	2.00%
Total Restricted		\$ -	\$ -	\$ -			
Carter Endowment	203000085	-	-	0.00	09/28/18	03/27/20	2.00%
Total Carter Endowment		\$ -	\$ -	\$ -			
Plant Retirement Indebtedness	203000085	-	-	0.00	09/28/18	03/27/20	2.00%
Total Plant Retirement Indebtedness		\$ -	\$ -	\$ -			
<b>Total All Certificates of Deposit</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>09/28/18</b>	<b>03/27/20</b>	<b>2.00%</b>
<b>TOTAL INVESTMENTS</b>		<b>\$ 30,227,920.37</b>	<b>\$ 30,246,764.93</b>	<b>\$ 18,844.56</b>			

**WEATHERFORD COLLEGE  
REPORT OF INVESTMENTS  
November 30, 2021**

	<u>Money Market</u>	<u>CD's</u>	<u>Total</u>
Unrestricted	\$ 24,068,618.56	\$ -	\$ 24,068,618.56
Restricted	2,817,398.11	-	2,817,398.11
Carter Endowment	1,410,992.01	-	1,410,992.01
Plant Retirement Indebtedness	1,949,756.25	-	1,949,756.25
	<u>30,246,764.93</u>	<u>-</u>	<u>30,246,764.93</u>

The investment of Weatherford College's funds as described above is in compliance with the investment policy and strategy of Weatherford College.

  
\_\_\_\_\_  
Dr. Tod Allen Farmer  
President

  
\_\_\_\_\_  
Dr. Andra R. Cantrell  
Executive V.P. for Financial and Administrative Affairs



**Weatherford College Board of Trustees  
Consent Agenda**

**DATE:** December 9, 2021

**AGENDA ITEM# 4.d.**

**SUBJECT:** Approval of 2022-23 Academic Calendar

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**INFORMATION AND DISCUSSION:** EA (Local) Policy issues the requirement for Board approval to the Academic Calendar. As necessary, the Board may amend the calendar.

**RECOMMENDATIONS:** That the Board of Trustees approve the 2022-23 Academic Calendar.

**ATTACHMENTS:** Policy EA (Local), 2022-23 Academic Calendar

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**SUBMITTED BY:** Kay Landrum, Executive Dean of Student Services

SCHOOL YEAR AND CALENDAR

EA  
(LOCAL)

ACADEMIC CALENDAR      Each fall, the Board shall approve the College District's academic calendar for the subsequent academic year. The calendar shall include dates for orientation, registration, holidays, final examinations, and the end of each semester and summer term. As necessary, the Board may amend the calendar.

The calendar shall be published in the College District catalog and other College District publications as appropriate.

## ACADEMIC CALENDAR 2022 – 2023

### FALL 2022 IMPORTANT DATES

March 22	Fall course schedule available in Colleague Self Service.
March 25	Priority deadline for Fall 2022 Scholarship applications.
April 5 – 8	Summer/Fall 2022 priority registration for current students with 30 or more transcribed hours.
April 12	Summer/Fall 2022 registration begins for all current and returning students.
May 18	Summer/Fall 2022 registration for transfer and new students who have attended CORE.
June 1	Final deadline for scholarship applications.
July 4	Independence Day Holiday
August 15	Return to regular office hours.
August 15-19	Employee In-service activities.
<b>August 16</b>	<b>Tuition payment deadline for Fall Term.</b>
<b>August 22</b>	<b>Classes begin for Fall 16-week and 1<sup>st</sup> 8-week session.</b>
September 5	Labor Day Holiday.
October 17	Pre-advising for Spring registration cycle and mid-term advising for students on Academic warning.
November 18	Priority deadline for Financial Aid for Spring 2023.
November 21- 25	Thanksgiving Holidays.
December 16	College offices closed to the public at noon.
December 19 – 30	Winter Break

### FALL 2022 – 16-WEEK SESSION

August 9	Application deadline for first-time in college applicants for 16-week session.
August 16	Registration ends for Fall 16-week session.
August 21	Last day for 100% refund.
<b>August 22</b>	<b>Classes begin for Fall 16-week session.</b>
September 2	Priority deadline to request ADA accommodations.
September 7	Official Day of Record (Census Date) for Fall 16-week session.
September 8	Roster Submission deadline 5:00 p.m.
September 12	Last day to receive 70% refund.
September 19	Last day to receive 25% refund.
<b>November 7</b>	<b>Last day to withdraw with a “W” for Fall 16-week session.</b>
December 8 – 14	Final Exams for Fall 16-week session.
December 14	Classes end for Fall 16-week session.
December 15	All grades due for Fall 16-week session due 9:00 a.m.

## FALL 2022 – FIRST 8-WEEK SESSION

August 9	Application Deadline for First-Time-in-College Applicants for first 8-week session.
August 16	Registrations ends for Fall First 8-Week session.
August 21	Last day for 100% refund.
<b>August 22</b>	<b>Classes Begin for Fall First 8-Week Session.</b>
August 29	Official Day of Record (Census Date) for Fall 1 <sup>st</sup> 8-week session.
August 30	Roster Submission deadline 5:00 p.m.
August 31	Last day to receive 70% refund.
September 2	Priority deadline to request ADA accommodations.
September 2	Last day to receive 25% refund.
<b>September 26</b>	<b>Last day to withdraw with a “W” for the Fall First 8-Week session.</b>
October 14	Final Exams and Classes end for Fall First 8-Week session.
October 17	All Grades Due for Fall First 8Week session at 9:00 a.m.

## FALL 2022 – SECOND 8-WEEK SESSION

October 4	Application Deadline for First-Time-in-College Applicants for second 8-week session.
October 14	Registration ends for Fall Second 8-Week session.
October 16	Last day for 100% refund.
<b>October 17</b>	<b>Classes Begin for Fall Second 8-Week Session.</b>
October 24	Official Day of Record (Census Date) for Fall Second 8-Week session.
October 24	Priority deadline to request ADA accommodations.
October 25	Roster Submission deadline 5:00 p.m.
October 26	Last day to receive 70% refund.
October 28	Last day to receive 25% refund.
<b>November 28</b>	<b>Last day to withdraw with a “W” for Fall Second 8-Week session.</b>
December 14	Final Exams and Classes end for Fall Second 8-Week session.
December 15	All grades due for Fall Second 8-Week session due at 9:00 a.m.

## SPRING 2023 – WINTER MINI

December 12	Application deadline for First-Time-in- College applicants for Winter-Mini.
December 16	Registration ends for Winter Mini.
December 16	Priority deadline to request ADA accommodations.
December 18	Last day for 100% refund.
<b>December 19</b>	<b>Classes begin for Winter Mini.</b>
December 20	Official Day of Record (Census Date) for Winter Mini.
December 21	Roster submission deadline 5:00 p.m.
December 21	Last day to receive 70% refund.
December 22	Last day to receive 25% refund.
<b>January 2</b>	<b>Last Day to withdraw with a “W” for Winter Mini.</b>
January 5	Final exams and classes end for Winter Mini.
January 6	All grades for Winter Mini due at 9:00 a.m.

## SPRING 2023 – IMPORTANT DATES

October 17	Spring 2023 course schedule available in Coyote Connect.
October 17	Academic advising for Spring 2023 begins.
November 1 – 4	Priority registration for current students with 30 transcribed hours or more for Spring 2023.
November 8	Open registration for current & returning students for Spring 2023.
November 18	Priority deadline for financial aid for Spring 2023.
November 29	New and transfer student registration for Spring 2023.
January 2	Campus reopens.
January 9 – 13	Faculty in-service activities.
January 10	Tuition payment deadline for Spring 2023.
January 16	Martin Luther King, Jr. Day – holiday.
<b>January 17</b>	<b>Classes begin for Spring 2023 16-week session.</b>
March 13 – 17	Spring Break.
March 20	Summer and Fall 2023 course schedule available in Coyote Connect.
March 20	Academic advising for Summer/Fall 2023 begins.
March 25	Priority deadline for Scholarship applications due for Fall 2023.
April 9	Good Friday holiday.
April 11- 14	Priority registration for current students with 30 or more transcribed hour for Summer/Fall.
April 17	Priority deadline for Summer 2023 financial aid.
April 18	Open registration for current & returning students for Summer/Fall 2023.
May	Commencement.
May 16	New and transfer student registration opens.

## SPRING 2023 - 16-WEEK SESSION

January 3	Application deadline for First-Time-in-College Applicants for Spring 2023- 16-week Session.
January 10	Registration ends for Spring 16-week session.
January 16	Last day for 100% refund.
<b>January 17</b>	<b>Classes begin for Spring 16-week session.</b>
January 30	Priority deadline for ADA accommodations.
February 1	Official Day of Record (Census Date) for Spring 16-week session.
February 2	Roster Submission deadline 5:00 p.m.
February 6	Last day to receive 70% refund.
February 13	Last day to receive 25% refund.
<b>April 11</b>	<b>Last day to withdraw with a “W” for Spring 16-week session.</b>
May 4- 10	Final exams for Spring 16-week session.
May 10	Classes end for Spring 16-week session.
May 11	All grades for Spring 16-week session due at 9:00 a.m.



## SPRING 1<sup>st</sup> 8-WEEK SESSION

January 3	Application Deadline for First-Time-In-College applicants.
January 10	Registration end for Spring 1st 8-week session.
January 16	Last day for 100% refund.
<b>January 17</b>	<b>Classes begin for Spring 1<sup>st</sup> 8-week session.</b>
January 23	Priority deadline to request ADA accommodations for 1 <sup>st</sup> 8-week session.
January 24	Official Day of Record (Census Date) for Spring 1 <sup>st</sup> 8-week session.
January 25	Roster submission deadline 5:00 p.m.
January 26	Last day to receive 70% refund.
January 30	Last day to receive 25% refund.
<b>February 21</b>	<b>Last day to withdraw with a "W" for Spring 1<sup>st</sup> 8-week session.</b>
March 10	Final Exams and classes end for Spring 1 <sup>st</sup> 8-week session.
March 20	All grades for Spring 1 <sup>st</sup> 8-week session due at 9:00 a.m.

## SPRING 2<sup>nd</sup> 8-WEEK SESSION

March 1	Application Deadline for First-Time-In-College applicants for 2 <sup>nd</sup> 8-week session.
March 10	Registration ends for Spring 2 <sup>nd</sup> 8-week session.
March 19	Last day for 100% refund.
<b>March 20</b>	<b>Classes begin for Spring 2<sup>nd</sup> 8-week session.</b>
March 24	Priority deadline to request ADA accommodations.
March 27	Official Day of Record (Census Date) for Spring 2 <sup>nd</sup> 8-week session.
March 28	Roster submission deadline 5:00 p.m.
March 29	Last day to receive 70% refund.
March 31	Last day to receive 25% refund.
<b>April 24</b>	<b>Last day to withdraw with a "W" for Spring 2<sup>nd</sup> 8-week session.</b>
May 10	Final Exams and classes end for Spring 2 <sup>nd</sup> 8-week session.
May 11	All grades for Spring 2 <sup>nd</sup> 8 week session due at 9:00 a.m

## SUMMER 2023 IMPORTANT DATES

April 4	Summer/Fall 2023 Course schedules available in Coyote Connect
April 17	Priority deadline for Summer 2023 term Financial Aid.
May 11	Tuition payment deadline for Summer 2022.
May 15	Summer hours begin. Offices open 8 a.m. – 5:30 p.m.; closed Fridays.
May 29	Memorial Day holiday.
June 21	Priority deadline for Fall 2023 Financial Aid.
August 14	Return to regular office hours.

## SUMMER 2023 –MINI

May 8	Application deadline for First-Time-In-College applicants for mini session.
May 12	Priority deadline to request ADAS accommodations for Summer Mini.
May 12	Registration ends for Summer Mini.
May 14	Last day to receive 100% refund for Summer Mini.
<b>May 15</b>	<b>Classes begin for Summer Mini.</b>
May 16	Official day of record (Census Date) for Summer Mini.
May 17	Roster submission deadline 5:00 p.m.
May 17	Last day to receive 70% refund.
May 18	Last day to receive 25% refund.
<b>May 30</b>	<b>Last day to withdraw with a “W” for Summer Mini</b>
June 2	Final exams and classes end for Summer Mini.
June 5	All grades for Summer Mini (Maymester) due at 5:00 p.m.

## SUMMER 1<sup>st</sup> 6-WEEK SESSION

May 26	Application deadline for First-Time-In-College Applicants for Summer I.
June 2	Registration ends for Summer I.
June 4	Last day to receive 100% refund for Summer I.
<b>June 5</b>	<b>Classes begin for Summer I.</b>
June 8	Official day of record (Census Date) for Summer I.
June 8	Priority Deadline to request ADA accommodations.
June 12	Roster submission deadline at 5:00 p.m.
June 12	Last day to receive 70% refund.
June 14	Last day to receive 25% refund.
<b>June 22</b>	<b>Last day to withdraw with a “W” for Summer I.</b>
July 11	Final exams and classes end for Summer I.
July 12	All grades for Summer 1 <sup>st</sup> 5-week session due at 9 a.m.

## SUMMER 2<sup>nd</sup> 6-WEEK SESSION

July 3	Application deadline for F-T-I-C applicants.
July 10	Registration ends for Summer II.
July 11	Last day for 100% refund.
<b>July 12</b>	<b>Classes begin for Summer 2<sup>nd</sup> 6-week session.</b>
July 13	Priority deadline to request ADA accommodations.
July 18	Official day of record (Census Date) for Summer II.
July 19	Roster Submission deadline 5 p.m.
July 19	Last day to receive 70% refund.
July 24	Last day to receive 25% refund.
<b>July 31</b>	<b>Last Day to withdraw with a “W” for Summer II.</b>
August 17	Final exams and classes end for Summer 2 <sup>nd</sup> 5-week session.
August 18	All grades for Summer 2 <sup>nd</sup> 5-week session due at 9 a.m.



**Weatherford College Board of Trustees  
Consent Agenda**

**DATE:** December 9, 2021

**AGENDA ITEM# 4.b.**

**SUBJECT:** TASB Policy Update 41

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**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 #41.

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

Policy Code	Action	Explanatory Note
BBF (Local)	<b>REPLACE</b> policy	<b>BOARD MEMBERS: ETHICS</b> Recommended revisions to this local policy are to provide college-specific standards from the Association of Community College Trustees' model ethics code, Guide to Ethical Governance. Many of the revisions address concepts found in the prior version, but those provisions are significantly reworded and reorganized. However, the following provisions have been retained with little revision: <ul style="list-style-type: none"><li>• At Service, the requirement to attend board meetings, language on bringing about desired changes through legal and ethical procedures, and the statement on sexual discrimination and harassment, as required by the Texas Appropriations Act and the Coordinating Board; and</li><li>• At Roles, the concepts of delegation of administrative matters to the chief executive officer and support of college district administrative staff.</li></ul>

DEC (Local)	<b>REPLACE</b> policy	<b>COMPENSATION AND BENEFITS: LEAVES AND ABSENCES</b> <p>Recommended revisions to this policy have been made for clarity and to remove some administrative details, such as provisions on recording leave, that are not required to be in board policy but are instead addressed in the college district's regulations or the employee handbook. To support the removal of these administrative details, a new paragraph at Leave Administration directs the chief executive officer or designee to develop administrative regulations to implement the policy.</p> <p>Other changes include:</p> <ul style="list-style-type: none"> <li>• Consolidating cross-references to related policies in a note at the beginning of the policy;</li> <li>• Adding a definition of Academic Year to provide context for references to the term elsewhere in the policy;</li> <li>• Relocating provisions on concurrent use of leave and provisions on order of use addressing use of compensatory time to the sections addressing each type of leave;</li> <li>• Streamlining of Family and Medical Leave provisions;</li> <li>• Clarifying Eligibility for Development Leave; and</li> <li>• Adding a clear statement as to whether the college district permits paid leave offset in conjunction with workers' compensation benefits.</li> </ul> <p>Additional changes include:</p> <ul style="list-style-type: none"> <li>• Removing the requirement of employees being required to exhaust compensatory time prior to using sick leave; and</li> <li>• Adjusting the Years column and the explanation of vacation leave accrual in the Vacation Leave paragraph to correspond to new practices within the new ERP system.</li> </ul>
DLB (Local)	<b>NEW</b> policy	<b>EMPLOYEE PERFORMANCE: SUSPENSION</b> <p>This new local policy is recommended for inclusion in the college district's policy manual to address the suspension of at-will and term contract employees. Language, with amendments, from DMAA regarding Suspension with Pay and Suspension without Pay has been moved to this policy.</p>
DMAA (Local)	<b>REPLACE</b> policy	<b>TERM CONTRACTS: TERMINATION MID-CONTRACT</b> <p>TASB standard policy is attached. Cabinet recommends adoption of the standard version. Detailed procedures regarding the process will be</p>



		created. Language regarding Suspension without Pay has been moved to the new DLB policy.
DMAB (Local)	<b>REPLACE</b> policy	<b>TERM CONTRACTS: NONRENEWAL</b> TASB standard policy is attached. Cabinet recommends adoption of the standard version. Detailed procedures regarding the process will be created. Language regarding Suspension without Pay has been moved to the new DLB policy.
ECC (Local)	<b>REPLACE</b> policy	<b>INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES</b> Recommended revisions to this local policy are to convert the Course Load values to fill-ins for ease of editing. Please review all the Course Load values to ensure they accurately reflect current college district requirements. Cabinet recommends changing “course” load to “work” load as well as updating the title of vice president of <i>academics</i> and student services.

**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 #41.

**ATTACHMENT:** Update #41 Local Policy Comparison Packet

**ATTACHMENTS:** None at this time.

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



## (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.

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

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

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

## Statement of Ethics

As a member of the Board, I ~~shall~~**will** strive to improve community college education, and to that end I shall adhere to all state and federal laws, College District policies, and the ~~following~~ ethical standards set out in this policy.:

### Service

1. I ~~shall attend~~**Attend** all regularly scheduled Board meetings insofar as possible and ~~devote time, thought, and study~~**become informed concerning issues** to the duties and responsibilities of a Board member, so that I may render effective and creditable ~~service~~**be considered at those meetings**.
2. I ~~shall bring~~**Bring** about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
- ~~3. I shall establish~~**Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College District to the College President.**
- 4.3. ~~Establish~~ and adhere to policies and practices prohibiting unlawful discrimination, including harassment on the basis of sex, gender, race, color, national origin, religion, age, disability, or any other basis prohibited by law.

### Collaboration

- ~~5. Recognize that~~ I shall work with my fellow ~~should endeavor to make policy decisions only after full discussion at publicly held~~ Board members in a spirit of harmony ~~meetings~~.
- ~~6. Render all decisions based on the available facts and cooperation~~**my independent judgment and encourage** ~~refuse to surrender that judgment to individuals or special interest groups~~.
- 7.4. ~~Encourage~~ the free expression of opinion in spite of differences that arise during vigorous debates of points of issue ~~by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community~~.

I shall base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; ~~Communicate to other Board members and abide by and uphold the final majority decisions~~**College President expressions** of the Board.

### Authority

- 8.5. I shall remember at all times that as an individual I have no legal authority outside the meetings of the ~~public reaction to Board~~, and to conduct my relationships with the ~~policies and College District~~ staff, the local citizenry, and all media of the community on the basis of this fact ~~programs~~.

Roles

I shall resist every temptation and outside pressure to use my position as a Board member to benefit myself or any other individual or agency apart from the total interest of the College District.

I shall recognize that it is as important for the Board to understand and evaluate the ~~Inform myself about current~~ educational program of the College District as it is to plan for the business of College District operations.

I shall delegate the administrative matters of the College District to the College President and support the employment of qualified College District staff.

I shall welcome and encourage active cooperation by citizens, organizations, and the College District media by communicating with respect to policy on current College District operations and proposed future developments.

I shall speak with one voice as a Board member once a Board decision or policy is made.

Teamwork

~~9.6.~~ I shall support state and national organizations in their efforts to benefit Texas community colleges ~~issues by individual study and through participation in programs providing needed information, such as those sponsored by the~~ Community College Texas Association of Texas Trustees ~~Community Colleges, the Texas American Association of School Boards Community Colleges,~~ and the Association of Community College Trustees.

~~10.~~ I shall work step by step toward ideal conditions for ~~Support the most effective employment of those persons best qualified to serve as~~ College District Board service to my community, ~~staff and insist on a regular and impartial evaluation of all staff.~~

~~11.~~ ~~Avoid being placed in a~~ spirit of teamwork and devotion to public education as ~~position of conflict of interest, and refrain from using my Board position for personal or partisan gain.~~

~~12.~~ Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law.

~~13.7.~~ Remember always that my first and greatest instrument for the preservation and ~~concern must be the~~ perpetuation of our representative democracy ~~educational welfare of the students attending the College District.~~



Weatherford College  
184501

BOARD MEMBERS  
ETHICS

BBF  
(LOCAL)

REFERENCE: derived from the ~~National School Boards~~ Association of Community College Trustees Guide to Ethical Governance

DATE ISSUED: ~~12/5/19/2021~~ 2019  
UPDATE 4137  
BBF(LOCAL)-AJC

ADOPTED:

3 of 3

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

	<p><b>Note:</b> For College District contribution to employee insurance during leave, see CKD(LOCAL). <u>For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).</u></p>
<p><b>Leave Administration</b></p>	<p><u>The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.</u></p>
<p><b>Definitions</b></p>	
<p><u>Immediate</u> Family</p>	<p>The term "immediate family" is defined as:</p> <ol style="list-style-type: none"><li>1. Spouse.</li><li>2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in <i>loco parentis</i>.</li><li>3. Parent, stepparent, parent-in-law, or other individual who stands in <i>loco parentis</i> to the employee.</li><li>4. Sibling, stepsibling, and sibling-in-law.</li><li>5. Grandparent and grandchild.</li><li>6. Any person residing in the employee's household at the time of illness or death.</li></ol> <p>For purposes of the <u>Family and Medical Leave Act (FMLA)</u>, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).</p>
<p>Family Emergency</p>	<p>The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.</p>
<p>Leave Day</p>	<p>A "leave day" for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.</p>
<p><u>Academic Year</u></p>	<p><u>An "academic year" for purposes of earning, use, or recording of leave shall mean the term of an employee's annual employment as set by the College District for the employee's usual assignment, whether full-time or part-time.</u></p>
<p>Catastrophic Illness or Injury</p>	<p>A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time</p>

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

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(LOCAL)

earned by that employee and to lose compensation from the College District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

**Earning Leave**

An employee shall not earn any form of paid leave when ~~the employee~~~~he or she~~ is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

**Deductions**

**Leave Without Pay**

The College District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

**Leave Proration**

*Employed for  
Less Than Full  
Year*

If an employee separates from employment with the College District before ~~the employee's~~~~his or her~~ last scheduled workday, or begins employment after the first scheduled workday, paid leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last scheduled workday of the academic year, the employee's final paycheck shall be reduced for paid leave the employee used, but had not earned, as of the date of separation.

*Employed for Full  
Year*

If an employee uses more paid leave than he or she earned and remains employed with the College District through his or her last scheduled workday, the College District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

**Recording**

~~Leave shall be recorded as follows:~~

- ~~1. For faculty, leave shall be recorded in half-day increments, even if a substitute is not employed.~~
- ~~2. For positions for which a substitute is not normally required, leave shall be recorded on a quarter-hour basis.~~
- ~~3. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.~~

**Order of Use**

~~Earned compensatory time shall be used before any available personal or vacation leave. [See DEA]~~

~~Use of sick leave bank days shall be permitted only after all available leave has been exhausted.~~

**Concurrent Use of  
Leave**

~~When an absent employee is eligible for FMLA leave, the College District shall designate the absence as FMLA leave.~~

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**Medical Certification**

~~The College District shall require the employee to use paid leave, with the exception of compensatory time, concurrently with FMLA leave.~~

~~An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave.~~

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or College President; or;
- ~~3.~~ The employee requests FMLA leave for the employee's serious health condition; for a serious health condition or that of the employee's spouse, parent, or child; or
- ~~4.3.~~ The employee requests FMLA leave for military caregiver leave purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

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~~**Note:** For College District contribution to employee insurance during leave, see CKD(LOCAL).~~

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**Sick Leave**

~~Each full~~Full-time, benefits-eligible ~~employeeemployees~~ shall earn eight hours of paid sick leave per month in accordance with administrative regulations.

Sick leave shall accumulate to a maximum of 480 hours.

Sick leave shall only be used after any applicable compensatory time has been exhausted for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
5. Contribution to the sick leave bank.

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**Sick Leave Bank**

The College District shall establish a sick leave bank for use by eligible full-time employees.

Leave contributed to the bank shall be solely for the use of eligible employees. An eligible employee may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

~~If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.~~

The College President or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Participation in the sick leave bank;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of hours per academic year an eligible employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision~~All decisions~~ regarding the sick leave bank ~~may be appealed~~ in accordance with DGBA(LOCAL), beginning with the College President or appropriate administrator~~designee~~.

**Family and Medical Leave**

FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first workday of the fiscal year.

Combined Leave for Spouses

When~~If~~ both spouses are employed by the College District, the College District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to a combined total of 26 weeks.  
~~[See DECA(LEGAL)]~~

COMPENSATION AND BENEFITS  
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Intermittent or Reduced Schedule Leave	The College District may permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. <del>[See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]</del>						
Certification of Leave	<del>When</del> If an employee requests leave, the employee shall provide certification, <del>in accordance with as required by</del> FMLA regulations, of the need for leave. <del>[See DECA(LEGAL)]</del>						
Fitness-for-Duty Certification	<del>In accordance with administrative regulations, when</del> If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. <del>If the College District will require certification of the employee's ability to perform essential job functions, the College District shall provide a list of essential job functions to the employee with the FMLA designation notice.</del>						
<del>Failure to Return</del>	<del>If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]</del>						
Personal Leave	<del>Each full</del> Full-time, benefits-eligible <del>employee</del> employees in a 12-month <del>position</del> positions shall be permitted to use 24 hours of paid leave per academic year to conduct personal business in accordance with administrative regulations.  Personal leave shall be noncumulative.						
Request for Personal Leave	The employee shall submit a written request for use of personal leave to the <del>employee's</del> immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or College District operations.						
Vacation Leave	<del>Earned compensatory time shall be used before any available personal leave.</del>  <del>Each</del> A full-time, 12-month employee shall earn vacation leave based on the number of completed years of service <del>by September 1 of each year,</del> in accordance with the following: <table><tr><th><u>Years</u></th><th><u>Hours/Year</u></th></tr><tr><td>0-4</td><td>80 <del>hours/year</del></td></tr><tr><td>5-9</td><td>88 <del>hours/year</del></td></tr></table>	<u>Years</u>	<u>Hours/Year</u>	0-4	80 <del>hours/year</del>	5-9	88 <del>hours/year</del>
<u>Years</u>	<u>Hours/Year</u>						
0-4	80 <del>hours/year</del>						
5-9	88 <del>hours/year</del>						



COMPENSATION AND BENEFITS  
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10-14	96 <del>hours/year</del>
15-19	104 <del>hours/year</del>
20 or more years	120 <del>hours/year</del>

Accrual of earned vacation leave shall occur ~~each pay period. on the 15th of the month. Therefore, a new employee who begins on or before the 15th of a month, or an employee who terminates on or after the 15th of a month, shall accrue vacation leave for the month.~~

~~Each~~All eligible ~~employee~~employees shall begin accruing vacation hours during the initial 90-day new employee probationary period. An employee shall only take vacation leave after successful completion of the initial 90-day new employee probationary period. An employee who terminates employment prior to completion of the new employee probationary period shall not receive accrued vacation leave credit.

An employee shall be allowed to carryover no more than 120 hours of earned, but unused, vacation leave from one fiscal year to the next. No exceptions to the carryover maximum shall be allowed.

Request for  
Vacation Leave

To schedule vacation leave, an employee shall submit a written request to ~~the employee's~~his or her immediate supervisor or designee at least two weeks in advance in accordance with administrative regulations. Supervisors shall allow employees to request vacation up to one year in advance on a first-come basis. In deciding whether to approve or deny vacation leave, the supervisor or designee shall consider the effect of the employee's absence on the educational program or College District operations.

Special Vacation  
Circumstances

Earned compensatory time shall be used before any available vacation leave.

The following special vacation circumstances shall apply:

1. Employees paid by grant funds: In the event a grant is not renewed or a grant employee is terminated toward the end of a grant year, the payment of unused earned vacation leave shall be contingent upon available funds.
2. Maintenance, food services, and dorm personnel vacations: Supervisors shall preschedule employees around Christmas and spring breaks to ensure that work scheduling and tasks may be accomplished without negatively impacting operational requirements and planning.

COMPENSATION AND BENEFITS  
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Payment Upon Separation of Employment	<p>An employee who separates from employment with the College District shall be eligible for payment of unused accrued vacation leave under the following conditions:</p> <ol style="list-style-type: none"><li>1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or nonrenewed.</li><li>2. The employee provides two weeks' advance written notice of intent to separate from employment.</li></ol>
Development Leave	<p>A faculty member [see definition at DEC(LEGAL) <u>Development Leaves of Absence</u> <del>DEVELOPMENT LEAVES OF ABSENCE</del>] may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose. <del>The leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary, unless the faculty member has held an administrative position at the College District for more than four years. In that case, the Board may grant development leave at the faculty member's full, regular salary for one year.</del></p>
Eligibility	<p>To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor. The work need not include teaching. <del>The applicant must also agree to return to the College District following the conclusion of the development leave to serve for a period of time equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.</del></p> <p><u>Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.</u></p>
Application	<p>To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by the first Monday in December in the year preceding the academic year in which the leave is requested on a signed and dated form created by the administration. The application shall contain:</p> <ol style="list-style-type: none"><li>1. The requested effective date and duration of leave.</li><li>2. A description of the specific purpose for which the leave is requested.</li></ol>



COMPENSATION AND BENEFITS  
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(LOCAL)

3. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.
4. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period ~~of time~~ equal to the amount of time the faculty member received for development leave, if approved, and that, if the faculty member does not return, the employee shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.
5. Any other information deemed appropriate by the College President.

Approval Procedure

A development leave committee shall be elected annually from the general faculty membership on a date determined by the College President to be no later than the application deadline. The committee shall be composed of ten members and shall elect a chair during the first meeting. The chair shall be responsible for scheduling and presiding over each meeting of the committee.

After reviewing the applications for development leave, the committee chair shall forward the committee's recommendation to the College President. After review of the committee's recommendation, the College President shall make a recommendation as to which applications should be granted for consideration at a Board meeting to occur before the end of the spring semester. No more than six percent of the College District's faculty members may be on development leave at any one time.

The College President shall inform the applicants of the final determination by the Board.

Duration and Compensation

Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.

Exception

If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.

Outside Employment

A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work

The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any

COMPENSATION AND BENEFITS  
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Report	<p><u>benefits paid to or on behalf of the faculty member during the leave period.</u></p> <p>Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.</p>
Workers' Compensation	<p><b>Note:</b> Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance. <del>[See CKD(LOCAL) regarding payment of insurance contribution during employee absences.]</del></p>
<u>No Paid Leave Offset</u>	<p>An absence due to a work-related injury or illness shall be designated as FMLA leave.</p> <p><del>The College District shall not permit the option</del>An employee eligible for <u>paid leave offset in conjunction with</u> workers' compensation income benefits <del>may elect in writing to use paid leave.</del></p>
Court Appearances	<p>Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.</p>
Unpaid Leave of Absence	<p>An employee may apply for a leave of absence without pay or benefits for a duration of no more than one calendar year to pursue academic interests including paid association with another academic institution, a foundation, or a commercial or business entity. An employee granted a leave of absence shall have the expectation of at least a one-year contract at the same level and under the same conditions as that of the contract held at the beginning of the leave at the College District. An employee who decides not to return to the College District at the end of the leave of absence shall give at least 90 days' notice. An employee requesting a leave of absence shall follow the same procedures as one who applies for development leave.</p>

EMPLOYEE PERFORMANCE  
SUSPENSION

DLB  
(LOCAL)

**At-Will Employees**

An at-will employee may be suspended by the College President or designee during an investigation of alleged misconduct by the employee or at any time the College District determines that the College District's best interest will be served by the suspension.

An at-will employee shall not be paid while serving a suspension unless required by law.

**Term Contract  
Employees**

Suspension with  
Pay

A term contract employee may be suspended with pay and placed on administrative leave by the College President or designee during an investigation of alleged misconduct by the employee or at any time the College President or designee determines that the College District's best interest will be served by the suspension.

Suspension without  
Pay

A term contract employee may, for good cause, be suspended without pay for a definite period of time set by the Board, provided that the employee has been given written notice of the allegations constituting good cause for suspension. Before the suspension is imposed, the employee shall be afforded the opportunity for a hearing that complies with the timelines and procedural requirements applicable to the mid-contract termination of an employee [see DMAA(LEGAL)].

An employee may be terminated mid-contract for good cause as determined by the Board following a hearing held for that purpose in accordance with law.

**Appeals**

Appeals related to this policy may be submitted through DGBA(LOCAL) beginning at the appropriate level.

**Faculty Members**

Alternatively, a faculty member, as defined by Education Code 51.960, may first present a grievance under Section 51.960 to the [C position hearing dismissal] on an issue related to the faculty member's dismissal. It is recommended that the faculty member file a request to present the grievance within ten business days after final action on the dismissal proceeding.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

The faculty member may appeal the decision of the [C position hearing dismissal] in accordance with DGBA(LOCAL) beginning at the appropriate level.

**Nonrenewal**

An employee may be nonrenewed by the Board at the end of the employee's contract term on the recommendation of the [G head of district/college/ESC, initial upper case]. The employee may be non-renewed for any reason or no reason provided that the decision shall not be based on the employee's exercise of rights guaranteed by law or be based unlawfully on the employee's race, color, religion, sex, national origin, disability, or age.

The employee may request an appearance before the Board providing that a request for such appearance is made in writing to the [G head of district/college/ESC, initial upper case] within ten days of the employee's receipt of the letter of nonrenewal. The [G head of district/college/ESC, initial upper case] shall notify the employee of the date of the appearance and the procedures to be followed. Notice shall be given at least ten days prior to the scheduled appearance.

**Appeals**

Appeals related to this policy may be submitted through DGBA(LOCAL) beginning at the appropriate level.

**Faculty Members**

Alternatively, a faculty member, as defined by Education Code 51.960, may first present a grievance under Section 51.960 to the [C position hearing nonrenewal] on an issue related to the faculty member's nonrenewal.

It is recommended that the faculty member file a request to present the grievance within ten business days after final action on the nonrenewal proceeding.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

The faculty member may appeal the decision of the [C position hearing nonrenewal] in accordance with DGBA(LOCAL) beginning at the appropriate level.

INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

ECC  
(LOCAL)

**Course Work Load**

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

The normal **course 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. **Course 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 **instruction 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; or

INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

ECC  
(LOCAL)

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.

Exception for  
Reenrolled  
Students

A qualifying reenrolled student may drop a seventh course in accordance with law.

Procedures

The College President shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.



**Weatherford College Board of Trustees**

**DATE:** December 9, 2021

**AGENDA ITEM #5**

**SUBJECT:** Consideration and Possible Action: 2020-21 Financial Audit

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**INFORMATION AND DISCUSSION:** Snow Garrett Williams completed the financial audit for the fiscal year ending August 31, 2021. A copy of the Annual Financial and Compliance Report for the year ended August 31, 2021 will be sent to the Board prior to the Board meeting. Representatives from Snow Garrett Williams will be at the Board meeting to present the audit and to answer any questions.

**RECOMMENDATION:** That the Board of Trustees approve the 2020-21 Financial Audit as presented.

**ATTACHMENTS:** None at this time.

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





## Weatherford College Board of Trustees

**DATE:** December 9, 2021

**AGENDA ITEM #6**

**SUBJECT:** Consideration and Possible Action: Parker County Appraisal District Directors – Ballot for Official Vote

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**INFORMATION AND DISCUSSION:** Section 6.03 of the Texas Property Tax Code requires each voting tax unit to vote in an open meeting, record its vote by written resolution, and submit the resolution to the Chief Appraiser by December 15, 2021. A taxing unit may cast its votes from one candidate or distribute the votes among any number of candidates.

A voting tax unit may only cast votes for persons nominated and named on the ballot. There is no provision for write-in candidates. The Chief Appraiser may not count votes cast for a name not listed on the official ballot. The five candidates receiving the highest number of votes will be declared the winners. This action is to be completed by December 15, 2021.

**RECOMMENDATION:** That the Board of Trustees consider splitting the vote evenly between the slate of candidates for the Board of Directors of the Parker County Appraisal District for 2022-2023.

**ATTACHMENTS:** Notification letter from Rick Armstrong, Chief Appraiser of the Parker County Appraisal District; Voting Entitlement, Official Ballot, Resolution Electing Candidates for the Parker County Appraisal District Board of Directors

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**SUBMITTED BY:** Brent Baker, Vice President of Institutional Advancement

**PARKER COUNTY APPRAISAL DISTRICT**

**1108 Santa Fe Drive  
Weatherford, Texas 76086**

**TELEPHONE: 817-596-0077**

**FAX: 817-613-8096**

**EMAIL: [parkercad@parkercad.org](mailto:parkercad@parkercad.org)**

October 29, 2021

TO: Taxing Unit Presiding Officers & Administrators  
SUBJECT: Selection of Appraisal District Directors for 2022-2023

Nominations for the Parker County Appraisal District Directors is completed and closed. All nominations have been submitted by written resolution and the nominee's names are included on the enclosed ballot.

The next step in the selection process is for voting units to cast their votes for the nominees. Section 6.03 (k) of the Texas Property Tax Code, except as provided by Subsection (k-1)\* requires each voting tax unit to vote in an open meeting, record its vote by written resolution, and submit the resolution to the Chief Appraiser by **December 15, 2021, unless the taxing unit is entitled to at least five percent of the total votes.**

*\*Section 6.03 (k-1) of the Texas Property Tax Code requires taxing units entitled to at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting after the Chief Appraiser delivers the ballot.*

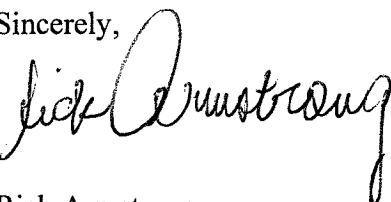
**Special procedural requirements (Section 6.03 (k-1)) apply to the following taxing units:**

- |                  |                       |
|------------------|-----------------------|
| • ALEDO ISD      | • WEATHERFORD ISD     |
| • AZLE ISD       | • PARKER COUNTY       |
| • SPRINGTOWN ISD | • WEATHERFORD COLLEGE |

A taxing unit may cast its votes for one candidate or distribute the votes among any number of candidates. A voting tax unit may only cast votes for persons nominated and named on the ballot. There is no provision for write-in candidates. The Chief Appraiser may not count votes cast for a name not listed on the official ballot. The five candidates receiving the highest number of votes will be declared the winners.

Enclosed is the official ballot, the number of votes allocated to each taxing unit, and a sample resolution for recording the votes.

**Please add this important action to your first or second open meeting agenda.**

Sincerely,  


Rick Armstrong  
Chief Appraiser

# **PARKER COUNTY APPRAISAL DISTRICT**

## **SELECTION OF THE BOARD OF DIRECTORS**

**2022-2023**

### **VOTING ENTITLEMENT**

<b><u>Taxing Unit</u></b>	<b><u>Number of Votes</u></b>
Aledo ISD	995
Azle ISD	290
Brock ISD	210
Garner ISD	40
Granbury ISD	20
Lipan ISD	15
Millsap ISD	110
Mineral Wells ISD	5
Peaster ISD	105
Perrin-Whitt ISD	15
Poolville ISD	35
Springtown ISD	280
Weatherford ISD	1190
City of Aledo	30
City of Azle	25
City of Fort Worth	25
City of Millsap	0
City of Mineral Wells	10
City of Reno	15
City of Sanctuary	0
City of Springtown	20
City of Weatherford	245
City of Willow Park	55
Parker County	945
Weatherford College	320

# **PARKER COUNTY APPRAISAL DISTRICT**

## **SELECTION OF THE BOARD OF DIRECTORS**

**2022-2023**

### **OFFICIAL BALLOT**

#### **CANDIDATES**

RICHARD BARRET

JERRY DURANT

STEVE HARRIS

JOHN HINTON

CODY LANE

STERLING NARON

## RESOLUTION

### RESOLUTION ELECTING CANDIDATES FOR THE PARKER COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

**WHEREAS**, an election is to be held whereby all taxing units of Parker County, Texas entitled to vote will cast ballots for the election of the Board of Directors for the Parker County Appraisal District of Parker County, Texas for a period of two years beginning January 1, 2022; and

**WHEREAS**, the \_\_\_\_\_ of Parker County is a taxing unit in said county and is entitled to cast votes in said election; and

**NOW THEREFORE, BE IT RESOLVED** by the \_\_\_\_\_ that the votes of said taxing unit be cast as follows:

CANDIDATE	VOTES CAST

**BE IT HEREBY FURTHER RESOLVED**, that the vote as stated above be certified to the Chief Appraiser of the Parker County Appraisal District, Parker County, Texas.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_

ATTEST:

\_\_\_\_\_



**Weatherford College Board of Trustees**

**DATE:** December 9, 2021

**AGENDA ITEM #7**

**SUBJECT:** Consideration and Possible Action: Grant Presidential Authority to Approve Special Usage Facilities for Alcohol Consumption

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**INFORMATION AND DISCUSSION:** A policy regarding approval for special usage facilities for alcohol consumption is being formulated and will be sent to the Board prior to the Board meeting.

**RECOMMENDATION:** None at this time.

**ATTACHMENTS:** None at this time.

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



**Weatherford College Board of Trustees  
Consent Agenda**

**DATE:** December 9, 2021

**AGENDA ITEM# 8.a.**

**SUBJECT:** Academic and Student Services Update

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**INFORMATION AND DISCUSSION:**

**Pathways:**

***New Taskforce –***

Name: Student Scholarship Application Taskforce

Purpose: To increase the number and variety of students applying for scholarships.

Deliverables: The task force will deliver workshops designed to facilitate students' completions of WC scholarship applications and recommend ways to promote scholarship application among various populations.

***Ongoing Taskforce Activity –***

Inclusive Access – This project is in process with our Campus Bookstore and the provider vendors. IA will require Weatherford College Board of Trustees' approval before adoption.

**BAAS ECE T Proposal Update:**

***BAAS ECE T*** – The proposal has been completed. It will be submitted as soon as the College acquires the required articulation agreements. We anticipate having two teach-out institutions as well as two partners for EPP completion.

**Grant Applications:**

***Accelerating Credentials Grant*** – Consortial proposal with Grayson from Workforce submitted on November 12, 2021.

**Legislative Compliance Activities:**

***SB 25*** – Degree plans submitted before the THECB deadline.

***Numbers with Heart:***

***Honors at Heart – WC students currently participating in honors organizations.***

The National Society of Leadership and Success added **181** members in the Fall of 2021.

Phi Theta Kappa Honor Society added **219** members in the Spring and Fall of 2021.

The Weatherford College Honors Program (pilot with open enrollment) in the Spring of 2021:

- **67** students enrolled
- **5** courses offered
  - **3** students from the pilot continued into the honors program for Fall 2021



Fall 2021 (Restricted participation based on qualifications and applications)

- **28** students enrolled
- **5** courses offered
- **10** students are enrolled in more than one honors course
- **10** students are participating in honors contracts for non-honors courses

Spring 2022

- **3** new students (applications open through December 22, 2021)
- **30** students enrolled
- **5** courses offered

***ROOTS Greenhouse*** - **26 x 10 x 7** greenhouse donated by the American Conservation Coalition to house our ROOTS saplings for the winter. The structure will be assembled on 12/16/2021.





**Weatherford College Board of Trustees  
Report**

**DATE:** December 9, 2021

**AGENDA ITEM #8.b.**

**SUBJECT:** Ag Update

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**INFORMATION AND DISCUSSION:** Mr. Christie will give an update on the most recent Ag activities, including the Sixth Annual Weatherford College FFA Leadership Development Event, held Friday, November 5, 2021 on the Weatherford College campus.

**ATTACHMENTS:** None.

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**SUBMITTED BY:** Vance Christie, Department Chair of Agriculture, Business and Communications



## Upcoming Events

- |         |  |
|---------|--|
| Dec. 9  | Employee Awards Dinner The Springs Event Center 6:30 p.m.          |
| Dec. 10 | WC Chamber Ensemble Alkek Fine Arts Center 7:30 p.m.               |
| Dec. 11 | Home basketball game (men, 2:00 p.m.)                              |
| Dec. 13 | Nan and Bob Kingsley Building Grand Opening 4 p.m.                 |
| Dec. 13 | WC Jazz Orchestra Holiday Special Alkek Fine Arts Center 7:30 p.m. |
| Dec. 17 | College closes at noon for the holidays (re-opening Jan. 3)        |
| Jan. 8  | Home basketball games (women 2:00 p.m., men 4:00 p.m.)             |
| Jan. 10 | Home basketball game (women 4 p.m.)                                |
| Jan. 11 | Home basketball game (women 12:00 p.m.)                            |
| Jan. 12 | Home basketball games (women 5 p.m., men 7 p.m.)                   |



**Weatherford College Board of Trustees  
Closed Session**

**DATE:** December 9, 2021

**AGENDA ITEM #10.a.**

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

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

**ATTACHMENTS:** None.

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



**Weatherford College Board of Trustees  
Closed Session**

**DATE:** December 9, 2021

**AGENDA ITEM #10.b.**

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

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

**RECOMMENDATION:** None.

**ATTACHMENT:** None.

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



**Weatherford College Board of Trustees  
Closed Session**

**DATE:** December 9, 2021

**AGENDA ITEM #10.c.**

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

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

**RECOMMENDATION:** None.

**ATTACHMENT:** None.

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



**Weatherford College Board of Trustees**

**DATE:** December 9, 2021

**AGENDA ITEM #11**

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

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

**RECOMMENDATION:** None.

**ATTACHMENT:** None.

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



**Weatherford College Board of Trustees**

**DATE:** December 9, 2021

**AGENDA ITEM #12**

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

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

**RECOMMENDATION:** None at this time.

**ATTACHMENT:** None.

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