



BOARD OF TRUSTEES

Board Meeting

Thursday, January 15, 2026

12:30 p.m.

Community Room

Of the

Emerging Technologies and Workforce Building

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
January 15, 2026
12:30 p.m.**

AGENDA

A meeting of the Board of Trustees of Weatherford College will be held on Thursday, January 15, 2026 beginning at 12:30 p.m. in the Community Room of the Emerging Technologies and Workforce Building, located at 225 College Park Drive, Weatherford, Texas, to consider and act on the posted agenda:

1. Call to Order, Invocation and Pledge of Allegiance
2. Public Comment for Individuals Not on the Agenda
3. President's Report:
 - a. Recognitions
 - b. Employee Notices
 - c. Spring Enrollment Update
4. Consent Agenda and Financial Reports:
 - a. Approval of Minutes from the December 11, 2025 Board Meeting
 - b. Financial Reports Ending November 30, 2025
 - c. Quarterly Investment
 - d. TASB Policy Update #50
 - e. Adjunct Pay Increase for Fiscal Year 2026-27
 - f. Declaration of Half Marathon, Indoor and Outdoor Track and Field for 26-27
5. Consideration and Possible Action: Guaranteed Maximum Price for Phase 1 of the Student Union Building Project
6. Reports:
 - a. WCWC, Academics, and Student Services Update
 - b. Foundation Update
7. Announcements
8. Closed Session:
 - a. Deliberate Real Property in Accordance with Government Code 551.072
 - b. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee, in Accordance with Government Code 551.074

9. Consideration and Possible Action: Real Property

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

11. Adjourn



Weatherford College Board of Trustees

DATE: January 15, 2026

AGENDA ITEM #2

SUBJECT: Public Comment for Members of the Public

INFORMATION AND DISCUSSION:

1. In accordance with Texas Government Code Sec. 551.007 (b), the Board of Trustees shall allow each member of the public who desires to address the body regarding an item on an agenda for an open meeting of the body to address the body regarding the item at the meeting before or during the body's consideration of the item.
2. In further accordance with Texas Government Code Sec. 551.007 (c), the Board of Trustees may adopt reasonable rules regarding the public's right to address the body under this section, including rules that limit the total amount of time that a member of the public may address the body on a given item.
 - a. In Local Board Policy BDB, the Board of Trustees has adopted reasonable rules regarding public comment.
 - b. Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board. Public comment shall occur at the beginning of the meeting. Except as permitted by this policy and the Board's procedures, an individual's comments to the Board shall not exceed five minutes per meeting.

ATTACHMENTS: Public Comment Sign Up Form

SUBMITTED BY: Molly Garcia, Executive Assistant to the President



**Weatherford College Board of Trustees
President's Report**

DATE: January 15, 2026

AGENDA ITEM: #3

SUBJECT: President's Report

INFORMATION AND DISCUSSION: President Tod Allen Farmer will report to the Board of Trustees on the following items:

- a. Recognitions
 - b. Board Appreciation Month
 - c. Employee Notices
-

SUBMITTED BY: Dr. Tod Allen Farmer, President



**Weatherford College Board of Trustees
Consent Agenda**

DATE: January 15, 2026

AGENDA ITEM: #4.a.

SUBJECT: Minutes from the December 11 Board Meeting

INFORMATION AND DISCUSSION: On December 11, 2025, the Board of Trustees met in Regular Session. The attached minutes detail the actions taken by the Board, in accordance with Texas Government Code 551.021.

RECOMMENDATION: That the Board of Trustees review and approve the Minutes from the December 11 Regular Board Meeting as presented.

ATTACHMENTS: Minutes from the December 11, 2025 Regular Board Meeting.

SUBMITTED BY: Molly Garcia, Executive Assistant to the President

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
December 11, 2025**

The Weatherford College Board of Trustees met in regular session at 12:30 p.m., Thursday, December 11, in the Community Room of the Emerging Technologies and Workforce Building. **Board Chair Dan Carney called the meeting to order.** Other trustees present were Secretary Morris, Dr. Marlett, G.B. Bailey, Tom Vick, Mary Beth Dennie, and Dr. Dixon. Vice Chair Doug Dowd was absent. Brent Baker gave the invocation and the Pledge of Allegiance was recited. 1 Call to Order, Invocation and Pledge of Allegiance 857-1

There were no participants in public comment. 2 Public Comment 857-2

Recognitions-

- Congratulations to the WC volleyball team for finishing 4th in the nation at the national tournament. This is the strongest finish in program history and the 3rd consecutive finish in the top 10 at the national volleyball tournament. Go COYOTES! 3 Presidents Report 857-3
- Congratulations are also in order to Lori Boyd for being named faculty member of the year, and to Debbie Alexander for being named staff member of the year. Our employees are our greatest asset, and I am so proud to work with each of you!
- The WC women's rodeo team was recently the champion of the Vernon College Rodeo. Our awesome rodeo team is well positioned to send several athletes to the CNFR again this year.
- Last but not least, WC Trustee Tom Vick was recently named Citizen of the Year at the annual Weatherford Chamber of Commerce banquet. Additionally, Tom was recently named a distinguished alumni of Austin College last month. Congratulations Tom Vick!

Employee Notices- DMAC Local requires the college president to provide the names of contract employees that have resigned since the last board meeting.

No contract employees have resigned since the last board meeting.

Trustee Training Report

I am pleased to report that at this time, all trustees are in compliance with mandatory trustee training. Thank you again for your volunteer service to our college and community.

	4	Consent Agenda 857-4
A recommendation was made that the Board approves the minutes from the regular meeting held on November 13, 2025 Board Meeting as presented. <i>Submitted by Madeline Stoner, Assistant to the President.</i>	4.a	Approval of Minutes from the November 13, 2025 Board Meeting
A recommendation was made that the Board approves the financial reports ending October 31, 2025 as presented.	4.b	Financial Reports Ending October 31, 2025
A recommendation was made that the Board of Trustees approve the 2026-2027 Academic Calendar	4.c	Approval of 2026-2027 Academic Calendar
A recommendation was made that the Board of Trustees approves the program listed on the subject line and as presented.	4.d	Approval of advanced Skills Certificate in Human Resources within the Bachelor of Applied Arts and Sciences (BAAS) in Organizational Leadership
A recommendation was made that the Board of Trustees approve the program listed on the subject line and as presented	4.e	Approval of Associate Degree of Applied Science in Dental Hygiene
Dr. Marlett made a motion to approve the consent agenda as recommended in its entirety. Mary Beth Dennie seconded the motion. The motion was carried unanimously.		Consent Agenda Approved 857-4
	5	Consideration and Possible Action: Canyon West Golf Course Management Services #RFP-04-26 857-5
A recommendation was made that the Board approve the Committee's recommendation that Elite Golf be contracted with to provide Golf Course Management Services at Canyon West Golf Course for an initial contract of two (2) years beginning as of February 1, 2026 and ending January 31, 2028 with options to renew for three (3) additional twelve (12) month periods for a one-year base proposal of \$72,000.		
Dr. Dixon made a motion to approve the Committee's recommendation that Elite Golf be contracted with to provide Golf Course Management Services at Canyon West Golf Course for an initial contract of two (2) years beginning as of February 1, 2026 and ending January 31, 2028 with options to renew for three (3) additional twelve (12) month periods for a one-year base proposal of \$72,000. Mary Beth Dennie seconded the motion. The motion was carried unanimously.		

A recommendation was made that the Board of Trustees approve the 2024-25 Financial Audit as presented.		6	Consideration and Possible Action: 2024-25 Financial Audit 857-6
Tom Vick made a motion to approve the 2024-25 Financial Audit as presented. G.B. Bailey seconded the motion. The motion was carried unanimously.			
A recommendation was made that the Board of Trustees consider splitting the vote evenly between the presented slate of candidates for the Board of Directors of the Parker County Appraisal District Board of Directors.		7	Consideration and Possible Action: Parker County Appraisal District Directors-Ballot for Official Vote 857-7
Tom Vick made a motion to approve splitting the vote evenly between the presented slate of candidates for the Board of Directors of the Parker County Appraisal District Board of Directors. Dr. Marlett seconded the motion. The motion was carried unanimously.			
The following reports were presented to the Board: a) WCWC, Academics, and Student Services Update b) Holiday Music		8	Reports 857-8
Brent Baker Made the Following Announcements:		9	Announcements 857-9
December 11	Bi-Annual Student Art Exhibition (Texas Hall, 5:00 p.m.)		
December 13	Men's Basketball – WC vs South Plains (Graber Athletic Center, 4:00 p.m.)		
December 17	Rainey Studio Voice Recital (Alkek Fine Arts Center, 6:00 p.m.)		
December 18	Workforce Education Graduation (Alkek Fine Arts Center, 6:00 p.m.)		
Dec 22 – Jan 2	Winter Break		
January 2	Men's Basketball – WC vs Eastern Arizona (Graber Athletic Center, 6:00 p.m.)		
January 10	Women's Basketball – WC vs McLennan (Graber Athletic Center, 2:00 p.m.) Men's Basketball – WC vs McLennan (Graber Athletic Center, 4:00 p.m.)		

January 12 Ex Students Luncheon
 (Alumni House, 12:00 p.m.)

January 14 Women's Basketball – WC vs Hill
 (Grabber Athletic Center, 5:00 p.m.)

 Men's Basketball – WC vs Hill
 (Grabber Athletic Center, 7:00 p.m.)

Board of Trustees entered into Closed Session at 1:01 p.m. to deliberate real property in accordance with Government Code 551.072, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee in accordance with Government Code 551.074.	10	Closed Session 857-10
The Board of Trustees reconvened in Open Session at 1:50 p.m.		Open Session
Real Property. No action.	11	Consideration and Possible Action -Real Property 857-11
Personnel Matters. No action.	12	Consideration and Possible Action -Personnel Matters 857-12
At 1:51 p.m., Dr. Marlett made the motion to adjourn the meeting. Mary Beth Dennie seconded and the motion carried unanimously.	13	Adjourn 857-13

Dan Carney
Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees



**Weatherford College Board of Trustees
Consent Agenda**

DATE: January 15, 2026

AGENDA ITEM #4.b

SUBJECT: Financial Report Ending November 30, 2025

INFORMATION AND DISCUSSION: The cash balance as of November 30, 2025 is \$187,351,316.19. This is an increase of \$115,688,663.95 from last year at November 30, 2024. The operating statement at November 30, 2025 indicates that total revenues collected are \$42,553,121 or 45.91% of budget. Total expenditures are \$23,924,724 or 25.81% of budget.

RECOMMENDATION: That the Board approves the financial reports ending November 30, 2025 as presented.

ATTACHMENTS: Cash Balance Reports and Operating Statements at November 30, 2025.

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

WEATHERFORD COLLEGE
CASH BALANCE REPORT
November 30, 2025

<u>Unrestricted Funds</u>	<u>Checking</u>	<u>Investments</u>	<u>Petty Cash</u>	<u>Total</u>
Beginning Balance	17,567,541.23	59,945,191.06	4,945.00	77,517,677.29
Deposits	6,349,821.98	217,883.70	-	6,567,705.68
Disbursements	(7,686,082.10)	-	-	(7,686,082.10)
Ending Balance	16,231,281.11	60,163,074.76	4,945.00	76,399,300.87

<u>Unrestricted Funds:</u>	<u>Checking Acct</u>	<u>Investments</u>	<u>Acct Balance</u>
Maintenance and Carter	16,231,281.11	60,163,074.76	76,394,355.87
Petty cash	4,945.00	-	4,945.00
Sub-total	16,236,226.11	60,163,074.76	76,399,300.87
<u>Restricted Funds:</u>			
Scholarships & Loans	2,842,118.59	2,523,150.27	5,365,268.86
Schropshire Cap. Impr.	321,617.89	-	321,617.89
Construction	1,932,567.37	98,332,799.78	100,265,367.15
Debt Service	8,217.08	2,769,218.94	2,777,436.02
Interest & Sinking	1,597,325.40	-	1,597,325.40
Contingency Reserves	-	625,000.00	625,000.00
Sub-total	6,701,846.33	104,250,168.99	110,952,015.32
Grand Total	22,938,072.44	164,413,243.75	187,351,316.19

Recap of Investments

Investments	Current Value 11/30/2025	Rate	Maturity Date
<u>Prosperity Bank</u>			
Money Market Account	5,342,786.93	1.40%	
CD	27,897,305.22	4.00%	1/20/2026
CD	1,077,861.91	4.00%	1/8/2026
CD	3,148,150.27	4.00%	1/8/2026
CD	2,769,218.94	4.00%	2/7/2026
CD	10,439,677.69	4.00%	12/28/2025
CD	15,405,443.01	3.75%	3/5/2026
TexStar/ Logic Investment Pool	98,332,799.78	4.04%	
Total Investments	<u>164,413,243.75</u>		

**WEATHERFORD COLLEGE
STATEMENT OF REVENUES
November 30, 2025**

	2024-2025			2025-2026			
	Amended Budget	Received 11/30/2024	% of Budget	Amended Budget	Received 11/30/2025	Balance	% of Budget
Operating Revenues							
Tuition							
In-District Resident	\$ 8,016,796	\$ 5,218,331	65.09%	\$ 8,221,203	\$ 5,966,231	\$ 2,254,972	72.57%
Out-of District Resident	\$ 10,048,609	\$ 6,797,882	67.65%	\$ 10,182,809	\$ 7,796,395	\$ 2,386,414	76.56%
Out-of District Resident - EC Granbury	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Out-of District Resident - Wise County	\$ 2,389,661	\$ 1,668,381	69.82%	\$ 2,421,957	\$ 1,863,656	\$ 558,301	76.95%
Non-Resident	\$ 1,947,292	\$ 1,392,612	71.52%	\$ 2,022,640	\$ 1,944,478	\$ 78,162	96.14%
Differential Tuition	\$ 1,619,400	\$ 851,304	52.57%	\$ 1,667,843	\$ 1,042,645	\$ 625,198	62.51%
State Funded Continuing Education	\$ 816,000	\$ 686,780	84.16%	\$ 919,722	\$ 619,577	\$ 300,145	67.37%
Non-State Funded Continuing Education	\$ 22,100	\$ 7,413	33.54%	\$ 20,000	\$ 8,956	\$ 11,044	44.78%
Total Tuition	\$ 24,859,858	\$ 16,622,703	66.87%	\$ 25,456,174	\$ 19,241,938	\$ 6,214,236	75.59%
Fees							
General Fee	\$ 8,226,828	\$ 4,778,041	58.08%	\$ 10,361,504	\$ 7,523,646	\$ 2,837,858	72.61%
Laboratory Fee	\$ 414,147	\$ 276,420	66.74%	\$ 412,710	\$ 306,420	\$ 106,290	74.25%
Total Fees	\$ 8,640,975	\$ 5,054,461	58.49%	\$ 10,774,214	\$ 7,830,066	\$ 2,944,148	72.67%
Allowances and Discounts							
Bad Debt Allowance	\$ (52,500)	\$ (3,530)	6.72%	\$ (100,000)	\$ -	\$ (100,000)	0.00%
Remissions and Exemptions	\$ (6,313,000)	\$ (3,004,890)	47.60%	\$ (6,996,000)	\$ (4,500,837)	\$ (2,495,163)	64.33%
Total Allowances and Discounts	\$ (6,365,500)	\$ (3,008,420)	47.26%	\$ (7,096,000)	\$ (4,500,837)	\$ (2,595,163)	63.43%
Additional Operating Revenues							
Federal Grants and Contracts (Operating)	\$ 1,324,456	\$ 185,724	14.02%	\$ 1,182,779	\$ 218,489	\$ 964,290	18.47%
State Grants and Contracts	\$ 902,356	\$ 172,223	19.09%	\$ 133,175	\$ 131,442	\$ 1,733	98.70%
Non-Governmental Grants	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Local Grants & Contracts	\$ 4,600,000	\$ 372,258	8.09%	\$ 4,600,000	\$ 348,997	\$ 4,251,003	7.59%
Sales & Services of Educational Activities	\$ 43,000	\$ 21,263	49.45%	\$ 67,500	\$ 23,753	\$ 43,747	35.19%
Investment income - Program Restricted	\$ 164,500	\$ 2,646	1.61%	\$ 170,000	\$ 960,433	\$ (790,433)	564.96%
Other Operating Revenues	\$ 773,250	\$ 212,767	27.52%	\$ 740,000	\$ 262,792	\$ 477,208	35.51%
Total Additional Operating Revenues	\$ 7,807,562	\$ 966,881	12.38%	\$ 6,893,454	\$ 1,945,905	\$ 4,947,549	28.23%
Auxiliary Income							
Bookstore	\$ 105,745	\$ 9,029	8.54%	\$ 105,000	\$ 11,328	\$ 93,672	10.79%
Cafeteria	\$ 875,000	\$ 1,086,865	124.21%	\$ 1,225,000	\$ 1,119,406	\$ 105,594	91.38%
Dormitory	\$ 1,820,344	\$ 1,667,680	91.61%	\$ 1,925,000	\$ 1,739,986	\$ 185,014	90.39%
Golf Course	\$ 1,965,898	\$ 386,321	19.65%	\$ 2,288,999	\$ 456,727	\$ 1,832,272	19.95%
Student Services	\$ 247,250	\$ 142,418	57.60%	\$ 230,000	\$ 161,628	\$ 68,372	70.27%
Carter Agricultural Center	\$ 55,000	\$ 9,762	17.75%	\$ 125,000	\$ 50,206	\$ 74,794	40.17%
Total Auxiliary Enterprises	\$ 5,069,237	\$ 3,302,076	65.14%	\$ 5,898,999	\$ 3,539,282	\$ 2,359,717	60.00%
Total Operating Revenues	\$ 40,012,132	\$ 22,937,702	57.33%	\$ 41,926,841	\$ 28,056,354	\$ 13,870,487	66.92%
Non-Operating Revenues							
State Appropriations							
Education and General State Support	\$ 10,525,438	\$ 4,991,490	47.42%	\$ 10,777,260	\$ 5,455,584	\$ 5,321,676	50.62%
State Group Insurance	\$ -	\$ 423,089	#DIV/0!	\$ -	\$ 466,399	\$ (466,399)	#DIV/0!
State Retirement Matching	\$ -	\$ 153,334	#DIV/0!	\$ -	\$ 185,239	\$ (185,239)	#DIV/0!
State Appropriations-Other	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Professional Nursing Shortage Reduction	\$ -	\$ -	#DIV/0!	\$ 98,868	\$ 6,012	\$ 92,856	6.08%
Total State Appropriations	\$ 10,525,438	\$ 5,567,912	52.90%	\$ 10,876,128	\$ 6,113,234	\$ 4,762,894	56.21%
Maintenance Ad Valorem Taxes-Parker County	\$ 27,505,413	\$ 1,784,642	6.49%	\$ 30,069,384	\$ 1,829,655	\$ 28,239,729	6.08%
Debt Service Ad Valorem Taxes	\$ -	\$ 666	#DIV/0!	\$ -	\$ 618	\$ (618)	#DIV/0!
Federal Grants and Contracts (Non-Operating)	\$ 6,830,000	\$ 4,984,111	72.97%	\$ 7,755,000	\$ 4,740,895	\$ 3,014,105	61.13%
Lost Revenue Reimbursement	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Gifts	\$ 212,832	\$ 180,782	84.94%	\$ 60,900	\$ 41,000	\$ 19,900	67.32%
Investment Income	\$ 1,000,000	\$ 821,190	82.12%	\$ 2,000,000	\$ 621,366	\$ 1,378,634	31.07%
Unrealized Gain on Mineral Rights	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Unrealized Gain on Carter Ag	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Unrealized Gain on US 180 Property	\$ -	\$ -	#DIV/0!	\$ -	\$ 1,150,000	\$ (1,150,000)	#DIV/0!
Contributions in Aid of Construction	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Total Non-Operating Revenue	\$ 46,073,683	\$ 13,339,303	28.95%	\$ 50,761,412	\$ 14,496,767	\$ 36,264,645	28.56%
Budgeted Transfers	\$ -	\$ -		\$ -	\$ -	\$ -	
TOTAL	\$ 86,085,815	\$ 36,277,004	42.14%	\$ 92,688,253	\$ 42,553,121	\$ 50,135,132	45.91%

**WEATHERFORD COLLEGE
STATEMENT OF EXPENDITURES
November 30, 2025**

	2024-2025			2025-2026			
	Amended Budget	Expended 11/30/2024	% of Budget	Amended Budget	Expended 11/30/2025	Balance	% of Budget
Operating Expenses							
Unrestricted							
Instruction	\$ 20,672,974	\$ 5,204,263	25.17%	\$ 21,908,037	\$ 5,906,422	\$ 16,001,615	26.96%
Public Service	\$ 398,048	\$ 85,023	21.36%	\$ 389,928	\$ 94,300	\$ 295,628	24.18%
Academic Support	\$ 4,430,775	\$ 1,023,048	23.09%	\$ 4,445,979	\$ 810,101	\$ 3,635,878	18.22%
Student Services	\$ 2,891,855	\$ 586,837	20.29%	\$ 2,927,135	\$ 510,814	\$ 2,416,322	17.45%
Institutional Support	\$ 16,945,096	\$ 3,494,123	20.62%	\$ 15,007,917	\$ 3,632,248	\$ 11,375,669	24.20%
Operation & Maint. of Plant	\$ 11,294,970	\$ 1,185,007	10.49%	\$ 11,943,374	\$ 1,072,176	\$ 10,871,198	8.98%
Scholarships and Fellowships	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Staff Benefits	\$ 720,000	\$ 229,676	31.90%	\$ 770,000	\$ 318,355	\$ 451,645	41.34%
Total Unrestricted Educational Activities	\$ 57,353,718	\$ 11,807,978	20.59%	\$ 57,392,370	\$ 12,344,415	\$ 45,047,955	21.51%
Restricted							
Instruction	\$ 109,291	\$ 11,324	10.36%	\$ 197,212	\$ 34,760	\$ 162,452	17.63%
Public Service	\$ 6,000	\$ 7,010	116.84%	\$ 3,000	\$ 4,030	\$ (1,030)	134.34%
Academic Support	\$ 652,274	\$ 159,649	24.48%	\$ 72,186	\$ 130,769	\$ (58,583)	181.16%
Student Services	\$ 1,168,836	\$ 173,499	14.84%	\$ 920,287	\$ 180,190	\$ 740,097	19.58%
Institutional Support	\$ 4,738	\$ 462	9.76%	\$ 4,645	\$ 673	\$ 3,972	14.48%
Operation & Maint. of Plant	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Scholarships and Fellowships	\$ 10,818,937	\$ 6,493,905	60.02%	\$ 11,975,693	\$ 6,423,142	\$ 5,552,551	53.63%
Staff Benefits	\$ -	\$ 576,423	#DIV/0!	\$ -	\$ 651,638	\$ (651,638)	#DIV/0!
Total Restricted Educational Activities	\$ 12,760,076	\$ 7,422,272	58.17%	\$ 13,173,023	\$ 7,425,201	\$ 5,747,822	56.37%
Total Educational Activities	\$ 70,113,794	\$ 19,230,250	27.43%	\$ 70,565,393	\$ 19,769,616	\$ 50,795,777	28.02%
Auxiliary Enterprises	\$ 7,906,962	\$ 1,825,209	23.08%	\$ 8,795,958	\$ 1,900,934	\$ 6,895,024	21.61%
Depreciation Expense - Buildings and and Land Improvements	\$ 1,641,471	\$ 417,291	25.42%	\$ 1,669,164	\$ 491,293	\$ 1,177,871	29.43%
Depreciation Expense - Furniture, Machinery, Vehicles, and Other Equipment	\$ 760,440	\$ 222,664	29.28%	\$ 890,658	\$ 236,461	\$ 654,197	26.55%
Amortization Expense - Right of Use Asset and Subscription Based IT Arrangements	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Total Operating Expenses	\$ 80,422,667	\$ 21,695,415	26.98%	\$ 81,921,173	\$ 22,398,304	\$ 59,522,869	27.34%
Non-Operating Expenses							
Expenses on Capital Related Debt	\$ 1,850,893	\$ (2,943)	-0.16%	\$ 6,497,023	\$ 1,310,692	\$ 5,186,331	20.17%
Gain/Loss on Disposal of Fixed Assets	\$ (25,000)	\$ (215)	0.86%	\$ (10,000)	\$ (2,720)	\$ (7,280)	27.20%
Other non-operating expense	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Other Uses of Cash							
Principal on Capital Related Debt	\$ 2,002,922	\$ 148,515	7.41%	\$ 3,554,064	\$ 156,222	\$ 3,397,842	4.40%
Capital Outlay (Non-Construction)	\$ 1,844,511	\$ 72,848	3.95%	\$ 725,501	\$ 62,226	\$ 663,275	8.58%
TOTAL	\$ 86,095,993	\$ 21,913,620	25.45%	\$ 92,687,761	\$ 23,924,724	\$ 68,763,037	25.81%



**Weatherford College Board of Trustees
Consent Agenda**

DATE: January 15, 2026

AGENDA ITEM #4.c.

SUBJECT: Quarterly Investment Report

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, 2025.

RECOMMENDATION: That the Board of Trustees approve the Report of Investments at November 30, 2025.

ATTACHMENTS: Report of Investments at November 30, 2025.


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

**WEATHERFORD COLLEGE
REPORT OF INVESTMENTS
November 30, 2025**

	Money Market	CD's	Investment Pool	Total
Unrestricted	\$ 4,931,794.92	\$ 53,742,425.92	\$ -	\$ 58,674,220.84
Restricted	-	3,148,150.27	-	\$ 3,148,150.27
Carter Endowment	410,992.01	1,077,861.91	-	\$ 1,488,853.92
Plant Retirement Indebtedness	-	2,769,218.94	-	\$ 2,769,218.94
Construction	-	-	98,332,799.78	\$ 98,332,799.78
	<u>\$ 5,342,786.93</u>	<u>\$ 60,737,657.04</u>	<u>\$98,332,799.78</u>	<u>\$ 164,413,243.75</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
REPORT OF INVESTMENTS
11/30/2025**

Investment	Number	Closing Balance August 31, 2025	Closing Balance November 30, 2025	Changes in Current Value	Opening Date	Maturity Date	Interest Rate
Money Market Accounts							
Prosperity Bank							
Unrestricted	218082740	4,891,300.48	4,931,794.92	40,494.44	09/25/18		1.40%
Total Unrestricted		\$ 4,891,300.48	\$ 4,931,794.92	\$ 40,494.44			
Restricted	218082740	-	-	0.00	09/25/18		1.40%
Total Restricted		\$ -	\$ -	\$ -			
Carter Endowment	218082740	410,992.01	410,992.01	0.00	09/25/18		1.40%
Total Carter Endowment		\$ 410,992.01	\$ 410,992.01	\$ -			
Plant Retirement Indebtedness	218082740	-	-	0.00			
Total Plant Retirement Indebtedness		\$ -	\$ -	\$ -			
Total All Money Market Accounts		\$ 5,302,292.49	\$ 5,342,786.93	\$ 40,494.44			
Certificates of Deposit							
Prosperity Bank							
Unrestricted	2030000281	10,439,677.69	10,439,677.69	0.00	08/28/24	12/28/25	4.00%
	2030000251	27,526,266.23	27,897,305.22	371,038.99	05/20/24	01/20/26	4.00%
	2030000318	15,200,547.95	15,405,443.01	204,895.06	03/05/25	03/05/26	3.75%
Total Unrestricted		\$ 53,166,491.87	\$ 53,742,425.92	\$ 575,934.05			
Restricted	2030000346	3,085,427.34	3,148,150.27	62,722.93	12/07/23	01/08/26	4.00%
Total Restricted		\$ 3,085,427.34	\$ 3,148,150.27	\$ 62,722.93			
Carter Endowment	2030000345	1,056,386.87	1,077,861.91	21,475.04	12/07/23	01/08/26	4.00%
Total Carter Endowment		\$ 1,056,386.87	\$ 1,077,861.91	\$ 21,475.04			
Plant Retirement Indebtedness	2030000348	2,728,071.31	2,769,218.94	41,147.63	12/07/23	02/07/26	4.00%
Total Plant Retirement Indebtedness		\$ 2,728,071.31	\$ 2,769,218.94	\$ 41,147.63			
Total All Certificates of Deposit		\$ 60,036,377.39	\$ 60,737,657.04	\$ 701,279.65			
Investment Pool							
TexSTAR	1841120250	\$ -	\$ 45,138,101.76	45,138,101.76	09/17/25		3.98%
LOGIC	6002862001	\$ -	\$ 53,194,698.02	53,194,698.02	09/17/25		4.09%
Total All Investment Pool		\$ -	\$ 98,332,799.78	\$ 98,332,799.78			
TOTAL INVESTMENTS		\$ 65,338,669.88	\$ 164,413,243.75	\$ 99,074,573.87			



Weatherford College Board of Trustees

DATE: January 15, 2026

AGENDA ITEM: #4.d.

SUBJECT: TASB Policy Service Update #50

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 #50.

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

Policy Code	Action	Explanatory Note
BA (Local)	DELETE policy	COLLEGE DISTRICT GOVERNANCE Language from this policy has been moved to policy BAA to accommodate the reorganization of policies related to college district governance.
BAA (Local)	ADD policy	COLLEGE DISTRICT GOVERNANCE: BOARD LEGAL STATUS Language from policy BA has been moved to this policy to accommodate the reorganization of policies related to college district governance. Content at this policy code has been moved to policy BAAA.
BBE (Local)	REPLACE policy	BOARD MEMBERS: AUTHORITY Recommended revisions to this policy address HB 4310, which establishes a procedure for board members to access records maintained by the college while preserving the confidentiality of those records.
BD (Local)	REPLACE policy	BOARD MEETINGS Recommended revisions to this policy incorporate HB 1522, which updates the meeting notice requirements under the Open Meetings Act to require that notice of a meeting be posted three business days before the scheduled date of a meeting, at Notice to Members.

CDB (Local)	REPLACE policy	ACCOUNTING: INVENTORIES Recommended revisions address the Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges, Fiscal Year 2025, which was recently released by the Coordinating Board. The document updates the definition of <i>capital assets</i> to recommend, rather than require as in prior years, a minimum capitalization threshold of \$5,000. The revisions permit a community college to choose the threshold at which assets are capitalized. If your college would like to update the threshold for classifying capital assets, please contact the college's policy consultant.
CL (Local)	REPLACE policy	FACILITIES PLANNING Recommended revisions address SB 8 from the second special session, which requires a community college to designate certain private spaces by sex consistent with the bill's provisions.
CM (Local)	REPLACE policy	FACILITIES CONSTRUCTION Recommended revisions address SB 1173, which increases the contract value threshold at which a community college is required to utilize a statutory competitive procurement method for Construction Contracts from \$50,000 or above to \$100,000 or above.
CRB (Local)	ADD policy	TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE This new recommended local policy includes information related to AI Use by Employees and Students, including the parameters for use; compliance with privacy and data security law, policies, and regulations; and prohibitions on use of AI tools to harm, bully, or harass others.
CS (Local)	REPLACE policy	INFORMATION SECURITY Recommended revisions to this policy incorporate HB 150, which requires a college to notify affected persons of cybersecurity incidents, formerly referred to as security incidents.
DC (Local)	REPLACE policy	EMPLOYMENT PRACTICES Recommended revisions address SB 37, which requires the board to approve hiring decisions for certain positions and allows the board to overturn hiring decisions for certain positions. The titles for the employees who serve in the specified positions reflect the information submitted by the college. Language related to dismissal of noncontractual employees has been moved to policy DM to consolidate language related to at-will termination.
DGC (Local)	REPLACE policy	EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college

		<p>campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Limitations on Content, Approval, and Common Outdoor Areas has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.</p> <p>Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Employees and employee organizations distributing materials or using college facilities must provide identification to a college representative.</p> <p>Recommended revisions provide that the Distribution of Literature by faculty and other instructional personnel as part of instruction or other classroom activities is not governed by that section.</p> <p>Additional changes have been made for clarity.</p>
DH (Local)	REPLACE policy	<p>EMPLOYEE STANDARDS OF CONDUCT</p> <p>Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law.</p> <p>Additional changes have been made for clarity.</p>
DHB (Local)	ADD policy	<p>EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING</p> <p>Recommended revisions incorporate SB 571, which requires the Reporting of instances of child abuse or neglect to a law enforcement agency within 24 hours and amends the definition of <i>law enforcement agency</i>.</p>
DJA (Local)	REPLACE policy	<p>ASSIGNMENT, WORK LOAD, AND SCHEDULES: TELEWORK</p> <p>This new recommended local policy addresses SB 2615. It permits employees to telework only under certain specified circumstances.</p>
DM (Local)	ADD policy	<p>TERMINATION OF EMPLOYMENT</p> <p>Language related to dismissal of noncontractual employees has been moved to this policy to consolidate language related to termination of At-Will Employees.</p>
EFAA (Local)	REPLACE policy	<p>INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES</p> <p>This new recommended local policy clarifies the process for the development and adoption of a Core Curriculum by the college.</p> <p>It also addresses the SB 37 requirement that the board conduct a comprehensive review of the college's general education curriculum,</p>

		<p>providing that the review must occur every five years, with more frequent reviews at the board's discretion.</p> <p>It also establishes a process for the submission of an annual update on general education curriculum changes to the board and reflects the board's choice to reserve the right to overturn decisions regarding changes to the curriculum.</p>
EFB (Local)	REPLACE policy	<p>CURRICULUM DESIGN: DEGREES AND CERTIFICATES</p> <p>Recommended revisions incorporate SB 37, requiring the college's chief executive officer to develop procedures addressing a Low-Enrollment Certificate Program Review.</p>
EGA (Local)	REPLACE policy	<p>ACADEMIC ACHIEVEMENT: GRADING AND CREDIT</p> <p>A cross reference has been added to policy code FB to incorporate provisions related to the Academic Fresh Start program.</p>
FB (Local)	REPLACE policy	<p>ADMISSIONS</p> <p>Recommended revisions address SB 37, clarifying that the board must develop admission procedures in collaboration with the college's chief executive officer.</p> <p>The recommended revisions address SB 365, permitting the college to disregard course credits and grades earned by an applicant for admission 5-10 years prior to the start of the semester if chosen by the applicant, at Academic Fresh Start. Existing law requires a college to disregard credits earned 10 years prior to the start of the semester for an applicant under the Academic Fresh Start program. The number of years prior to admission at which credits will be disregarded reflects information submitted by the college.</p> <p>A cross reference has been added to policy code EGA to incorporate provisions related to transfer of credit.</p>
FC (Local)	REPLACE policy	<p>REGISTRATION AND ATTENDANCE</p> <p>Recommended revisions to this policy address administrative procedures related to registration.</p>
FLA (Local)	REPLACE policy	<p>STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES</p> <p>Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Limitations on Content, Approval, and Common Outdoor Areas has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.</p>

		<p>Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Students and student organizations distributing materials or using college facilities must provide identification to a college representative.</p> <p>Additional changes have been made for clarity.</p>
FLB (Local)	REPLACE policy	<p>STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT</p> <p>At Behavior Targeting Others, a cross reference has been added to policy code FM to incorporate the definition of <i>antisemitism</i> required to be used in discipline for Student Code of Conduct violations, as provided by SB 326.</p>
FLBE (Local)	REPLACE policy	<p>STUDENT CONDUCT: ALCOHOL AND DRUG USE</p> <p>Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law.</p> <p>Additional changes have been made for clarity.</p>
FLD (Local)	REPLACE policy	<p>STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT COMPLAINTS</p> <p>Language has been reorganized to clarify the structure of grievance processes.</p> <p>Recommended revisions require the college to provide Notice to Students on the college's website to ensure appropriate due process.</p> <p>At Formal Process, language has been added to clarify that certain complaints must begin at the board level.</p> <p>Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow a student to make an Audio Recording of a hearing under this policy.</p> <p>A cross reference has been updated to incorporate the reorganization of policies related to security personnel.</p> <p>Additional changes have been made for clarity.</p>
GB (Local)	REPLACE policy	<p>PUBLIC COMPLAINTS AND HEARINGS</p> <p>Language has been reorganized to clarify the structure of grievance processes.</p> <p>At Formal Process, language has been added to clarify that certain complaints must begin at the board level.</p>

		<p>Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow an individual to make an Audio Recording of a hearing under this policy.</p> <p>A cross reference has been updated to incorporate the reorganization of policies related to security personnel.</p> <p>Additional changes have been made for clarity.</p>
GD (Local)		<p>COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES</p> <p>Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Approval, Designated Public Forums, and Limitations on Content has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.</p> <p>Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Community members and organizations distributing materials or using college facilities must provide identification to a college representative.</p> <p>Language related to Designated Public Forums has been added to require the board to designate common outdoor areas where community members may engage in permissible expressive activities and publish those areas on the college's website and in other publications.</p> <p>Additional changes have been made for clarity.</p>

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 #50.

ATTACHMENT: Update #50 Local Policy Comparison Packet

SUBMITTED BY: Paul Williams
Executive Director, Human Resources



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the 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; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue font: new text.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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 make formatting changes appear tracked, even though the text remains the same.

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

Contact us:

School Districts and Education Service Centers, call 800-580-7529 or email policy.service@tasb.org.

Community Colleges, call 800-580-1488 or email colleges@tasb.org.

~~BOARD LEGAL STATUS~~

~~BA~~
~~(LOCAL)~~

~~The official title of the governing body of the College District shall be the Weatherford College Board of Trustees, herein referred to as "the Board."~~

The official title of the governing body of the College District shall be the Weatherford College Board of Trustees, herein referred to as “the Board.”

Board Authority

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

**Transacting
Business**

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. The affirmative vote of a majority of all Board members shall be required to transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

**Individual Authority
for Committing the
Board**

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]

**Individual Access to
Information**

An individual Board member, acting in the member's official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, [operations](#), and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]

Limitations

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member shall not have access to [information subject to attorney-client privilege unless the attorney-client relationship upon which the privilege is based applies to the member.](#)

[An individual member shall not have access to](#) confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with ~~policies FJ(LEGAL) and law and policy FJ(LOCAL).~~

**Requests for
Records**

Individual members shall seek access to records or request copies of records from the ~~College President~~[College President](#) or other designated custodian of records. When a custodian of records other than the ~~College President~~[College President](#) provides access to records or copies of records to individual Board members, the provider shall inform the ~~College President~~[College President](#) of the records provided.

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act. [See GCA]

Requests for
Reports

No individual Board member shall direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.

Directives to the ~~College President~~College President or other College District staff regarding the preparation of reports that will, in the opinion of the ~~College President~~College President, require excessive staff time or expense shall be authorized by action of the Board.

Confidentiality

*Request to
Redact*

If requested by the Board member, information that is confidential under law shall be redacted from records provided to the Board member.

*Confidentiality
Agreement*

At the time Board members are provided access to confidential records or to reports compiled from such records, the ~~College President~~College President or other College District employee shall advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.

The Board member shall sign a confidentiality agreement requiring that the confidential information remain undisclosed, be labeled as confidential, and be kept securely. The agreement must also require that any copies of the information or related notes be appropriately disposed of or retained as confidential consistent with the agreement.

Referring
Complaints

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member may refer them to the College President or designee, who shall proceed according to appropriate Board policy. [See DGBA, FLD, and GB]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

Staff Authority

Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.

BOARD MEETINGS

BD
(LOCAL)

Meeting Place and Time

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

Regular Meetings

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

Special or
Emergency
Meetings

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

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

Agenda

Submission of
Topics

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

Preparation

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

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

Consent Agenda

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

BOARD MEETINGS

BD
(LOCAL)

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

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$10,000~~\$10,000. Major building repairs and maintenance of at least \$100,000, or that significantly extend the building's useful life, also are capitalized.

Fixed Assets

The executive vice president of financial and administrative services shall develop a system for monitoring inventories and establishing accountability for all fixed assets.

Regulations for implementing this policy shall provide for assigning responsibilities appropriately and for holding such property custodians accountable.

The purposes of the College District's fixed asset policy shall be to:

1. Comply with generally accepted accounting principles as promulgated by the Governmental Standards Board;
2. Comply with federal regulations pertaining to grant application requirements;
3. Maintain appropriate stewardship of the location and value of fixed assets;
4. Provide data necessary for maintaining preventive maintenance records and warranty information;
5. Furnish records for risk management concerns;
6. Plan for asset replacement or enhancement in the capital budgeting process; and
7. Avoid unnecessary purchases by identifying assets that can be shared or utilized by other departments.

**Authorized Fixed
Asset Officer**

The executive vice president of financial and administrative services or designee shall serve as the fixed asset coordinator of the College District. The fixed asset coordinator shall be responsible for reallocating or disposing of surplus equipment. All fixed asset transactions shall be recorded and maintained.

**Designation and Use
of Private Spaces**

The Board shall ensure that the College President, or appropriate staff as determined by the College President, designates private spaces in accordance with law. [See FG for student housing]

The College President shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in College District facilities.

Naming Facilities

The Board shall retain the authority for the naming of College District buildings, rooms, outdoor areas, and other facilities. The College District shall allow ~~fund-raising~~fundraising opportunities that support the College District and maintain the College District's rich heritage while upgrading and enhancing facilities for the betterment of students and the College District's mission.

**Foundation
Partnership**

The Weatherford College Foundation (Foundation) is an independent 501(c)(3) nonprofit corporation dedicated to raising resources to support the College District and to soliciting private funds from individuals, businesses, and other entities. The College District shall work with the Foundation in its efforts to direct ~~fund-raising-~~fundraising efforts for projects that support the College District.

**Types of Naming
Opportunities**

The Board recognizes the following two types of naming opportunities:

- Philanthropy Naming, which shall include the naming of a facility or portion of a facility after an individual, family, company, or other group that makes a significant donation to the Foundation or to the College District.
- Tribute Naming, which shall include the naming of a facility or portion of a facility after an individual, couple, family, or other group whose service, contribution, or vision over a protracted number of years has made a significant impact on the College District and its students, or after a distinguished alumnus whose contributions to society as a whole are exceptional.

**Philanthropy
Naming**

Approval

The Board shall approve naming levels for each ~~fund-raising-~~fundraising project prior to the solicitation of gifts for that project. The Foundation may recommend naming levels to the Board for specific projects. After donors indicate their participation level, the Board shall approve the naming of all facilities.

**Receipt and
Dispersal of
Gifts**

In general, the Foundation shall be responsible for receiving philanthropy naming gifts. Some gifts received directly by the College District shall also be considered philanthropy naming gifts.

Most gifts to the Foundation to support new construction shall be transferred to the College District. Some gifts to the Foundation to support other projects, such as scholarships, may be treated as

FACILITIES PLANNING

CL
(LOCAL)

philanthropy naming gifts for facilities by the College District. The Board shall be responsible for approving any necessary arrangements for each project.

Level Amounts
for New
Construction

The gift threshold to name a College District facility shall be commensurate with the cost of construction or the size and scope of the facility. The Board shall approve philanthropy naming levels on a case-by-case basis since variables such as location, size, visibility, purpose, and the like differ for each facility.

Gift Payout

Monetary gifts being transferred from the Foundation to the College District may be paid out over a number of years with a signed Foundation pledge agreement. The typical payout for such a pledge shall be five years.

Types of Gifts

In addition to monetary gifts, other types of gifts may be considered for philanthropy naming, including stocks, bonds, real estate, and other items of value. The value of each gift shall be determined by its appraised value at the time of the gift. The Foundation and the Board shall have the authority to reject any non-cash gift depending on the circumstances.

Tribute Naming

Given the limited number of facilities available and the opportunity for philanthropy naming, tribute naming shall be used only in exceptional cases.

Waiting Period

In cases where the honoree is deceased, a two-year waiting period following the honoree's death shall be observed before tribute naming shall be considered. In cases where the honoree is or has been an employee of the College District, a two-year waiting period following the date the person separated from service with the College District shall be observed.

Other
Considerations

*Changes in
Facility Function*

The Board reserves the right to rename a facility if the function for that facility changes in later years. In those cases, the name of the person or group associated with the facility shall remain a part of the new name, as appropriate with a naming agreement. (For example, if the "John Doe Biology Building" becomes an allied health facility, the name may be changed to the John Doe Allied Health Center" and so on.)

When the facility's purpose and use is changed such that it must be demolished, substantially renovated, or rebuilt, the College District shall retain the facility's name or use the name in connection with another comparable facility. The Board shall approve any such changes.

*Non-Naming
Recognitions*

Donations received for equipping or furnishing a building, classroom, laboratory, ~~work-space~~workspace, and the like that do not include the cost of building or renovating the space shall be given

FACILITIES PLANNING

CL
(LOCAL)

recognition through an appropriate plaque or alternative means within or adjacent to the space, as appropriate. This practice shall not constitute the naming of the space and therefore, shall not fall under the jurisdiction of this policy. When the equipment or furnishings become outdated or are retired, the recognition shall be withdrawn.

*Removal of
Names*

Any legal impropriety or other act on the part of the named individual or group that brings dishonor to the College District shall make the naming subject to reconsideration by the Board. This provision shall only be used in extreme circumstances.

Rights and
Responsibilities

The College President, in consultation with the donor or the donor’s representative, the development officer, and other appropriate parties, shall make the final decisions related to public announcements regarding the naming of the facility, appropriate signage, care and maintenance of the facility, and other matters related to the daily operations of the College District.

The Board shall honor all documented commitments regarding the naming of facilities made prior to the approval of this policy.

FACILITIES CONSTRUCTION

CM
(LOCAL)

Compliance with Law

The College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above ~~\$50~~\$100,000. To assist the Board, the College President shall recommend the project delivery/contract award method that the ~~College President~~College President determines provides the best value to the College District. [See CM series]

For construction contracts valued at or above \$25,000, the College President shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the College President and consistent with law and policy. [See also CF]

Emergency Exception

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the ~~College President~~College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The ~~College President~~College President shall report to the Board at the next regular meeting any contract made under this authority.

Change Orders

Change orders exceeding \$5,000 or 25 percent of the project, whichever is smaller, shall be approved by the Board or its designee prior to executing any changes in the approved plans or in the actual construction of the facility.

Project Administration

All construction projects shall be administered by the College President or designee.

The College President or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The College District shall not make final payments for the construction or the supervision of construction until the work has been completed and the College District has accepted the work.

**AI Use by Employees
and Students**

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.

A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy.
[See DH, DIA series, FFD series, FFE, FLB, and the FM series]

	<p>The College President is responsible for the security of the College District’s information resources. The College President or designee shall develop procedures for ensuring the College District’s compliance with applicable law.</p>
<p>Information Security Officer</p>	<p>The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.</p>
<p>Information Security Program</p>	<p>The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.</p> <p>The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.</p>
<p>College District Website and Mobile Application Security</p>	<p>The College President or designee shall adopt procedures addressing the privacy and security of the College District’s website and mobile applications and submit the procedures to DIR for review.</p> <p>The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.</p>
<p>Covered Social Media Applications</p>	<p>The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.</p>
<p>Exception</p>	<p>The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted</p>

	use of the covered application and the documentation of those measures.
Reports	
Effectiveness of Policies, Procedures, and Practices	The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.
Biennial Information Security Plan	The College District shall submit a biennial information security plan to DIR in accordance with law.
Information Security Assessment	In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.
Security Incidents	The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.
<i>By the College District</i>	
Generally	
Security Breach and Cybersecurity Incident Notification	Upon discovering or receiving notification of a breach of system security or a security cybersecurity incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.
	The College District shall give notice by using one or more of the following methods:
	<ol style="list-style-type: none">1. Written notice.2. Electronic mail, if the College District has electronic mail addresses for the affected persons.3. Conspicuous posting on the College District's website.4. Publication through broadcast media.
<i>By Vendors and Third Parties</i>	The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

EMPLOYMENT PRACTICES

DC
(LOCAL)

Goal	The College District shall seek the highest qualified person for any positions based on knowledge, skill, ability, and other qualifications actually needed for the job.
Filling Vacancies	The College President or designee shall advertise College District employment opportunities and shall establish guidelines for posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and the pursuit of continuous quality improvement. Current employees shall be eligible to apply for any vacancy. All external positions shall be posted for 10 business days. All internal jobs shall be posted for three business days.
Reassignment and / or Promotion	<p>The internal reassignment and/or promotion of an employee shall be through the following procedures:</p> <ol style="list-style-type: none">1. The immediate supervisor shall determine if the job will be advertised internally or externally.2. An employee shall meet the minimum qualifications of the vacant position.3. The reassignment and/or promotion shall be proposed by the appropriate dean/director and vice president.4. The resulting vacant position shall be advertised.5. The College President or designee shall issue the appointment and/or contract.
Applications	<p>All applicants shall complete the application form supplied by the human resources office of the College District. Information in applications for contractual positions shall be verified before a contract is offered, and information in applications for noncontractual positions shall be verified before hiring.</p> <p>Falsification of either information or credentials shall be cause for dismissal or denial to employ.</p>
Employment Practices	The College District shall follow prudent personnel practices when recruiting, interviewing, screening, and employing all personnel.
Employment of Contractual Personnel	<p>The College President has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel, including those serving as executive vice president, vice president, associate vice president, assistant vice president, dean, executive dean, or a similar position. [See DCA]</p>

EMPLOYMENT PRACTICES

DC
(LOCAL)

**Employment of
Noncontractual
Personnel**

The Board delegates to the College President final authority to employ ~~and dismiss~~ noncontractual employees on an at-will basis.
[See DCC]

**Employment of
Certain Law
Enforcement
Personnel**

The College President or designee and the College District police department shall develop regulations, in accordance with law, for the employment of peace officers and telecommunicators. The regulations shall address:

1. The investigation of the applicant's background;
2. Medical and psychological examination and drug screening of the applicant;
3. The applicant's qualification to carry a firearm, if applicable;
4. A provisional hiring period applicable upon employment; and
5. The submission of any required forms to the Texas Commission on Law Enforcement (TCOLE).

Reemployment

Any former employee who is rehired by the College District shall:

1. Be treated as a new employee; and
2. Forfeit accumulated sick leave, credit for service during the time away from the College District, and salary increments that would have been earned during continuous employment.

In no event shall an individual who has been discharged for cause be reemployed or reinstated, except with the expressed approval of the Board.

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

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

Academic Freedom and Responsibility

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

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

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

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

The exercise of professional integrity by a faculty member includes recognition that the public will judge the profession and the institution by his or her statements both in public and in private life.

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

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

Expressive Activities

Employees and employee organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Arti-

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

Prohibited Speech
and Conduct

cle I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

The term “expressive activities” does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee’s or a peace officer’s lawful performance of a duty.
1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president of academic services in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent,

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

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(LOCAL)

as determined by the executive vice president of academic services or a law enforcement officer to:

- a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
 4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
 5. Damaging or defacing property.

Distribution of Literature

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

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

Materials distributed by faculty and other instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this section.

Limitations on Content

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

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

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

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(LOCAL)

2. The materials constitute nonpermissible solicitation [see DHC]; or
3. The materials infringe upon intellectual property rights of the College District [see CT].

**Time, Place, and
Manner Restrictions**

Distribution of materials shall be conducted in a manner that:

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

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

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

**Use of Facilities and
Grounds**

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

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

**Requests to Use
Facilities**

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

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

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

Approval

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

Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that:

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

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

Common Outdoor
Area
Exception Areas

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

- 9.—The person's conduct is unlawful;

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

~~10. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~

~~11. The use would materially or substantially disrupt or disturb the regular academic program; or~~

~~The use would result in damage to or defacement of property without prior approval, unless the activities constituted prohibited speech or conduct described above.~~

Announcements
and Publicity

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

Identification

Employees and employee organizations **distributing materials on campus or** using College District facilities must provide identification when requested to do so by a College District representative **engaging in official duties**.

Violations

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

Interference with
Expression

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

Appeals

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

Publication

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

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

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

Ethical Standards

The College District holds all employees to the ethical standards set out in this policy.

As a Citizen

An employee shall treat all persons with dignity and respect.

An employee shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of the employee's public position for private or partisan advantage.

As an Educator

An employee shall strive to help each student realize the student's full potential as a learner and as a human being.

An employee shall by example and action encourage and defend the unfettered pursuit of truth by all persons employed by the College District in the educational enterprise and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

An employee shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

As a Colleague

An employee shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor, which might damage or embarrass or violate the privacy of any other person.

An employee shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

	An employee shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
As a Member of the College District	<p>An employee shall make the most judicious and effective use of the College District's time and resources.</p> <p>An employee shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which the employee is not qualified nor assign tasks to unqualified persons.</p> <p>An employee shall support the goals and ideals of the College District and shall act in public affairs in such a manner as to bring credit to the College District.</p> <p>An employee shall not engage in unlawful discrimination or harassment of students or colleagues and shall adhere to the College District's policies on unlawful discrimination and harassment and other conduct.</p> <p>An employee shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.</p> <p>An employee shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.</p>

REFERENCE: derived from the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).¹

Violations	Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC, DIAA, and DM series]
Misconduct by Certain Law Enforcement Personnel	The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.
Electronic Media	Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

EMPLOYEE STANDARDS OF CONDUCT

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Record Retention	An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]
Personal Use	Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
Safety Requirements	All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.
Tobacco and E-cigarettes	<p>An employee shall not use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities, unless authorized by the College President or designee. [See FLBD]</p> <p>An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.</p>
Alcohol and Drugs	<p>A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.</p> <p>Employees shall be prohibited from using, possessing, controlling, storing, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:</p> <ol style="list-style-type: none">1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.2. Alcohol or any alcoholic beverage.3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.4. Any performance-enhancing substance, including steroids.5. Any designer drug.6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

EMPLOYEE STANDARDS OF CONDUCT

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The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

An employee need not be legally intoxicated to be considered “under the influence” of alcohol.

Exceptions

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

1. Manufactures, possesses, controls, **stores**, sells, transmits, distributes, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses ~~or possesses~~, **possesses**, or **stores** a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use;
3. Possesses **or stores** a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian;
4. Cultivates, possesses, transports, or sells hemp as authorized by law; or
5. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

The use, possession, control, **storage**, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.

Notice

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

Arrests, Indictments, Convictions, and Other Adjudications

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

Moral Turpitude

Moral turpitude includes but is not limited to:

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

EMPLOYEE STANDARDS OF CONDUCT

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any two or more acts are committed within any 12-month period; or

6. Acts constituting abuse under the Texas Family Code.

¹ Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAMwks2GGy9KoqlR/view>

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

Reporting

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

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

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within ~~48~~24 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

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

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

Making a Report

Reports may be made to any of the following:

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

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

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

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

President or another College District staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

In accordance with law, an individual must provide the individual's name and telephone number. If the individual making the report is a professional, as defined by law, the individual must also provide the individual's business address and profession.

Confidentiality

The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with law and the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

Failure to Report

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities
Regarding
Investigations**

In accordance with law, College District officials shall be prohibited from:

1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;
2. Requiring a parent or College District employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.

**Adverse
Employment Action
Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in

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good faith reports child abuse or neglect or participates in a related investigation.

Training

The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

¹ Texas Abuse Hotline Website: <https://www.txabusehotline.org>

ASSIGNMENT, WORK LOAD, AND SCHEDULES
TELEWORK

DJA
(LOCAL)

Eligible employees may be permitted to telework in accordance with procedures developed by the College President.

TERMINATION OF EMPLOYMENT

DM
(LOCAL)

At-Will Employees

The Board delegates to the College President final authority to dismiss noncontractual employees on an at-will basis. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the College District.

At-will employees who are dismissed may request review of that decision through DGBA(LOCAL) and shall receive pay through the end of the last day worked.

INSTRUCTIONAL PROGRAMS AND COURSES
ACADEMIC COURSES

EFAA
(LOCAL)

Core Curriculum	The College District is responsible for the development of its core curriculum, subject to the approval of the College President and the Board.
General Education Curriculum Review	“General education curriculum” means a core curriculum and any other curriculum or competency all undergraduate students of the College District are required to complete before receiving an undergraduate degree.
Comprehensive Review	<p>The Board shall comprehensively review the College District’s general education curriculum every five years but may review it more frequently at the Board’s discretion. The Board shall consider the potential costs the curriculum may impose on students and ensure courses in the curriculum:</p> <ol style="list-style-type: none">1. Are foundational and fundamental to a sound postsecondary education;2. Are necessary to prepare students for civic and professional life;3. Equip students for participation in the workforce and in the betterment of society;4. Ensure a breadth of knowledge in compliance with applicable accreditation standards; and5. Meet any other relevant criteria, as determined by the Board.
Review of Curriculum Changes	The College President or designee shall annually submit an update regarding any changes to the College District’s general education curriculum to the Board 45 days before submitting changes to the Coordinating Board, or July 15, whichever is earlier. The Board may overturn any decision regarding changes to the general education curriculum.
Advisory Committee	The Board may appoint a committee to assist in its review of the general education curriculum. Members of the committee may include full-time faculty, College District administrators, community leaders, industry representatives, and other individuals selected by the Board.

The Board shall determine the types of degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District and the associated recommended course sequences developed by the College District administration shall be described in the College District catalog and on the College District website.

**Low-Enrollment
Certificate Program
Review**

The College President shall develop procedures for reviewing certificate programs with low enrollment that may require consolidation or elimination. The criteria for review must require that certificate programs have specific industry data to substantiate workforce demand to avoid consideration for consolidation or elimination. The College President shall conduct a review once every five years.

The Board shall approve or deny any decision made by the College President to consolidate or eliminate a certificate program as a result of the review.

ACADEMIC ACHIEVEMENT
GRADING AND CREDIT

EGA
(LOCAL)

The Board shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. The ~~College President~~College President shall develop written procedures to implement the grading and credit provisions adopted by the Board. [For class rank calculations and honors determinations, see EGB]. For transfer of credit under the Academic Fresh Start program, see FB.]

ADMISSIONS

FB
(LOCAL)

**Admissions
Generally**

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

The Board, in collaboration with the ~~College President~~ College President, shall develop procedures for student admissions, including any additional course admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.

**Academic Fresh
Start**

A resident of Texas may apply for admission and enroll as a student under the Academic Fresh Start program pursuant to the admissions procedures.

If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, shall not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District shall disregard all course credits or grades earned during the 10 years prior to the student's enrollment and may not award any credit for those courses. [See EGA]

REGISTRATION AND ATTENDANCE

FC
(LOCAL)

The ~~College President~~ College President shall develop procedures addressing registration and attendance requirements, including procedures for all excused absences consistent with applicable law. The registration and attendance procedures shall be published in the College District catalog, official bulletins, and other appropriate publications.

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STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

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

Expressive Activities

Students and student organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.

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1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the assistant vice president of student services in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the assistant vice president of student services or a law enforcement officer, to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

**Distribution of
Literature**

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

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Limitations on
Content

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

- ~~1. The materials are obscene.~~
- ~~2. The materials contain defamatory statements about public figures or others.~~
- ~~3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.~~
- ~~4.1. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]~~ constitute prohibited speech, described above.
- ~~5.2.~~ The materials constitute nonpermissible solicitation. [See FI]
- ~~6.3.~~ The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and
Manner Restrictions

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

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

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

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

Posting of Signs

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

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

Restrictions

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the ~~assistant vice president of student services~~assistant vice president of student services. A sign shall not be attached or posted:

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

Removal

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

A sign posted in accordance with this section shall not be removed without permission from the ~~assistant vice president of student services~~assistant vice president of student services, the student, or the registered student organization.

Disclaimer

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

Use of Facilities and Grounds

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

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Requests to Use
Facilities

To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations shall file a written request with the ~~assistant vice president of student services~~ assistant vice president of student services in accordance with administrative procedures.

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

Approval

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

Approval shall not be granted when the official has reasonable grounds to believe that ~~the use would be prohibited conduct, described above, or that:~~

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

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	<p>The assistant vice president of student servicesassistant vice president of student services shall provide the applicant a written statement of the grounds for rejection if a request is denied.</p>
<p>Common Outdoor Area ExceptionAreas</p>	<p>Common outdoor areas are traditional public forums and are not subject to the approval procedures.Students and student organizations may engage in expressive activities in common outdoor areas, unless:</p> <p>9. The person's conduct is unlawful;</p> <p>10. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;</p> <p>11. The use would materially or substantially disrupt or disturb the regular academic program; or</p> <p>The use would result in damage to or defacement of property without prior approval, unless the activities constituted prohibited speech or conduct described above.</p>
<p>Announcements and Publicity</p>	<p>In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.</p>
<p>Identification</p>	<p>Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative <i>engaging in official duties</i>.</p>
<p>Violations of Policy</p>	<p>Failure to comply with <i>law or</i> this policy and associated procedures shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].</p>
<p>Interference with Expression</p>	<p>Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].</p>
<p>Appeals</p>	<p>Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.</p>
<p>Publication</p>	<p>This policy and associated procedures must be posted on the College District's website and distributed in the student and employee</p>

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handbooks and other appropriate publications. They must also be distributed to students at orientation.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

Definitions

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

Student

A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises

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

Scholastic Dishonesty

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

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

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

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

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

Disorderly Conduct

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

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

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2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

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

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

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

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(LOCAL)

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

Prohibited Conduct

Federal, State, and
Local Law

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons
and Devices

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See CHF]

Drugs and Alcohol

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts

Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

Disruptions

"Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting
Others

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, FFE, and FFEFM as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property

The following behavior regarding property shall be prohibited:

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

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

Tobacco and E-cigarettes Possession or use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]

Misuse of Technology The following behavior regarding misuse of technology shall be prohibited:

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

Dishonesty The following behavior regarding dishonesty shall be prohibited:

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

Gambling and Other Conduct	Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.
Discipline	<p>A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:</p> <ol style="list-style-type: none">1. While on College District premises;2. While attending a College District activity; or3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.
Publication	The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

STUDENT CONDUCT
ALCOHOL AND DRUG USE

FLBE
(LOCAL)

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

**Controlled
Substances**

No student shall possess, use, control, **store**, manufacture, transmit, distribute, sell, or attempt to possess, use, control, **store**, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District property, in College District vehicles, or at College District-related activities:

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

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

Exceptions

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

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

Paraphernalia

The use, possession, control, **storage**, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

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Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT COMPLAINTS

FLD
(LOCAL)

Guiding Principles	The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns.
Informal Process	Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
	Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.
Formal Process	A student may initiate the formal process described below by timely filing a written complaint form.
	Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.
	The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.
Freedom from Retaliation	Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.
Notice to Students	The College District shall inform students of this policy through appropriate College District publications.
Complaints	In this policy, the terms “complaint” and “grievance” shall have the same meaning.
Other Complaint Processes	<p>Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:</p> <ol style="list-style-type: none">1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]3. Complaints concerning disciplinary decisions. [See FMA]4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHACGF]5. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

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Notice to Students	The College District shall inform students of this policy through appropriate College District publications and on the College District's website.
Informal Process	<p>The College District encourages students to discuss their concerns with the appropriate faculty member or campus administrator who has the authority to address the concerns.</p> <p>Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.</p> <p>Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.</p>
Formal Process	<p>A student may initiate the formal process described below by filing a written complaint form within 15 business days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.</p> <p>The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem.</p> <p>If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.</p> <p>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</p>
Option to Continue Informal Process	Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.
Freedom from Retaliation	Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
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General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, [by](#) electronic communication, including email and fax, or [by](#) U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

Response

At Levels One, Two, and Three, "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's email address of record, or sent by U.S. Mail to the student's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean College District business days, [unless otherwise noted](#). In calculating ~~time lines~~[timelines](#) under this policy, the day a document is filed is "day zero." The following [business](#) day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

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When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ~~ten~~10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

~~Complaint forms must be filed:~~

~~6. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~

~~7. With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~In most circumstances, students shall file Level One complaints with the department chairperson or student services counselor. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.~~

~~If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint~~

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	<p>form was received and immediately forward the complaint form to the appropriate administrator.</p>
<p>The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten</p>	<p>Remand Record</p> <p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the student who filed the complaint, documents determined relevant by College District personnel, and the decision.</p> <p>A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>
Investigation	<p>The College District may conduct an investigation at any level in the complaint process. If the College District and the student mutually agree, all deadlines shall be suspended during an investigation.</p>
Audio Recording	<p>As provided by law, a student shall be permitted to make an audio recording of a hearing under this policy at which the substance of the student's complaint is discussed. The student shall notify all attendees present that an audio recording is taking place.</p>
Complaint Levels	<p>The appropriate administrator shall schedule a conference with the student within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.</p>
Level One	<p>Absent extenuating circumstances, the administrator shall provide the student a written response within ten10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.</p>
Level Two	<p>If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the academic dean or dean of students to appeal the Level One decision.</p> <p>The appeal notice must be filed in writing, on a form provided by the College District, within ten10 days of the date of the written Level One response or, if no response was received, within ten10 days of the Level One response deadline.</p>

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After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ~~ten~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and identified in the Level Two appeal notice. At the conference, the student may provide information concerning any documents or information relied ~~on~~upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the ~~College President~~College President or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ~~ten~~10 days of the date of the written Level Two response or, if no response was received, within ~~ten~~10 days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

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The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ~~ten~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied ~~on~~upon by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

Level Four

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the College District, within ~~ten~~10 days after receipt of the written Level Three response, or, if no response was received, within ~~ten~~10 days of the Level Three response deadline.

The ~~College President~~College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The ~~College President~~College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.

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2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the ~~administration~~Level Three administrator in reaching the Level Three decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

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Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints from the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GB after the relevant complaint process:

1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]
2. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

~~Guiding Principles~~ Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by ~~timely~~ filing a written complaint form **within 15 business days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.**

~~Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time~~The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board

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	policy, nor to require a full evidentiary hearing or “mini-trial” at any level.
Option to Continue Informal Process	Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.
Freedom from Retaliation	Neither the Board nor any College District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.
Complaints	In this policy, the terms “complaint” and “grievance” shall have the same meaning.
Other Complaint Processes	Complaints from the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GB after the relevant complaint process: 1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA] Complaints concerning the withdrawal of consent to remain on campus. [See GDA]
General Provisions	
Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the individual’s absence.
Response	At Levels One and Two, “response” shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual’s email address of record, or sent by U.S. Mail to the individual’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

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Days	<p>“Days” shall mean College District business days, unless otherwise noted. In calculating time linestimelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Representative	<p>“Representative” shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.</p> <p>The individual may designate a representative through written notice to the College District at any level of this process. If the individual designates a representative with fewer than three days’ notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel. The College District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, theycopies may be presented at the Level One conference. After the Level One conference, no new docu-</p>

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ments may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

Complaint forms must be filed:

~~2. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~

~~3. With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~If the only administrator who has authority to remedy the alleged problem is the College President or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.~~

~~The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten~~
Remand Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the individual who filed the complaint, documents determined relevant by College District personnel, and the decision.

A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Investigation

The College District may conduct an investigation at any level in the complaint process. If the College District and the complainant mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an individual shall be permitted to make an audio recording of a hearing under this policy at which the substance of the individual's complaint is discussed. The individual shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

The appropriate administrator shall schedule a conference with the individual within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

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Level Two

Absent extenuating circumstances, the administrator shall provide the individual a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information ~~the administrator believes will help resolve the complaint.~~

If the individual did not receive the relief requested at Level One or if the time for a response has expired, ~~he or she~~the individual may request a conference with the ~~College President~~College President or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ~~ten~~10 days of the date of the written Level One response or, if no response was received, within ~~ten~~10 days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ~~ten~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One ~~and identified in the Level Two appeal notice.~~ At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the individual a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any

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Level Three

other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, ~~he or she~~the individual may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the College District, within ~~ten~~10 days of the date of the written Level Two response or, if no response was received, within ~~ten~~10 days of the Level Two response deadline.

The ~~College President~~College President or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The ~~College President~~College President or designee shall provide the Board with the record of the Level Two complaint. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the ~~administration~~Level Two administrator in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or ~~his or her~~the individual's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If ~~for any reason~~ the Board ~~does not make~~fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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

Expressive Activities

Community members and community organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the executive vice president of academic services in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the executive vice president of academic services or a law enforcement officer to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.

5. Damaging or defacing property.

**Use of College
District Facilities**

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

**Requests to Use
Facilities**

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

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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(LOCAL)

Approval

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

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

Approval shall not be granted when the official has reasonable grounds to believe that ~~the use would be prohibited conduct, described above, or that:~~

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
- ~~1.—~~The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;
- ~~2.1.—~~~~The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- ~~3.—~~The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- ~~4.2.—~~~~The proposed activity would disrupt or disturb the regular academic program; or~~
- ~~5.3.~~ The ~~proposed use would result in damage to or defacement of property or the~~ applicant has previously damaged College District property.

*Common
Outdoor Area
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures.
Community Designated Public Forums

The Board shall designate common outdoor areas where community members and organizations may engage ~~in expressive activities in common outdoor areas, unless:~~

- ~~6.—~~The person's conduct is unlawful;
- ~~7.—~~The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
- ~~8.—~~The use would materially or substantially disrupt or disturb the regular academic program; or

~~The use would result in damage to or defacement of property, without prior approval, in expressive activities that do not constitute~~

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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prohibited speech or conduct. Those areas will be published on the College District website and in other appropriate publications.

<i>For-Profit Use</i>	The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.
<i>Nonprofit Use</i>	The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.
<i>Campaign-Related Use</i>	Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.
<i>No Approval Required</i>	No approval shall be required for nonschool-related recreational use of the College District's unlocked, outdoor recreational facilities, such as the track, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose.
<i>Written Notice if Request Rejected</i>	The vice president of academic services executive vice president of academic services shall provide the applicant a written statement of the grounds for rejection if a request is denied.
Emergency Use	In case of emergencies or disasters, the College President College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.
Repeated Use	The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.
<i>Exception</i>	Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.
Scheduling	Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The vice president of academic services executive vice president of academic services shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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Use Agreement	Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.
Fees for Use	<p>A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.</p> <p>The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>
<i>Exception</i>	Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.
Required Conduct	<p>Community members and organizations using College District facilities shall:</p> <ol style="list-style-type: none">1. Conduct business in an orderly manner;2. Provide identification when requested to do so by a College District representative;3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College PresidentCollege President; and5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.
Distribution of Literature	Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

	<p>The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.</p>
Limitations on Content	<p>Materials shall not be distributed by a community member or organization on College District property if:</p> <ol style="list-style-type: none">1. The materials are obscene;2. The materials contain defamatory statements about public figures or others;3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;4.1. The materials are considered prohibited harassment [see DIA series and FFD series] constitute prohibited speech, described above;5.2. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or6.3. The materials infringe upon intellectual property rights of the College District [see CT].
Time, Place, and Manner Restrictions	<p>Distribution of materials shall be conducted in a manner that:</p> <ol style="list-style-type: none">Is not materially and substantially disruptive to College District operations [see FLB];Does not impede reasonable access to College District facilities;Does not result in damage to College District property;Does not coerce, badger, or intimidate a person;Does not interfere with the rights of others; andDoes not violate local, state, or federal laws or College District policies and procedures. <p>The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.</p> <p>The vice president of academic services executive vice president of academic services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.</p>

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

<i>Posting of Signs</i>	<p>For the purposes of this policy, “sign” shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign.</p> <p>No signs may be posted on College District property by a community member or organization unless the posting qualifies as a permitted campaign-related use or is in a common outdoor area subject to administrative procedures.</p>
Exception	<p>A College District support organization may post a sign in College District facilities with prior approval of the vice president of academic services executive vice president of academic services in accordance with the procedures developed for that purpose.</p>
Identification	<p>A community member or organization distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative engaging in official duties.</p>
Violations of Policy	<p>Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, the suspension of the individual’s or organization’s use of College District facilities and the confiscation of nonconforming materials.</p>
Interference with Expression	<p>Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District’s discipline policies and procedures. [See DH, FM, and FMA]</p>
Appeals	<p>Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.</p>
Publication	<p>This policy and associated procedures must be posted on the College District’s website and distributed in the employee and student handbooks and other appropriate publications.</p>



**Weatherford College Board of Trustees
Consent Agenda**

DATE: January 15, 2026

AGENDA ITEM #4.e.

SUBJECT: Adjunct Pay Increase for Fiscal Year 2026-27

INFORMATION AND DISCUSSION: In a recent salary study conducted by the Texas Association of School Boards for Weatherford College, 14 of 50 responding Texas community colleges reported an average adjunct pay rate of \$700 per load unit, equivalent to \$2,100 for a three-credit-hour course. To strengthen the College's ability to recruit and retain qualified adjunct faculty, the administration proposes a ten percent increase to the current adjunct pay rate of \$1,018 per load unit for fiscal year 2026–27. This adjustment would increase the rate to \$1,120 per load unit, or \$3,360 for a three-credit-hour course, positioning the College competitively within the Texas community college market. Continued use of adjunct faculty in lieu of full-time faculty provides substantial labor cost savings while maintaining flexibility to align instructional staffing with fluctuations in student enrollment and course demand.

RECOMMENDATION: That the Board of Trustees approves a ten percent increase in the adjunct pay rate for fiscal year 2026-27, raising the rate from \$1,018 to \$1,120 per load unit, or \$3,360 for a three-credit-hour course.

ATTACHMENTS: None.

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



**Weatherford College Board of Trustees
Consent Agenda**

DATE: January 15, 2026

AGENDA ITEM# 4.f.

SUBJECT: Declaration of Half Marathon, Indoor and Outdoor Track and Field for 26-27

INFORMATION AND DISCUSSION: EA (Local) Policy issues the requirement for Board approval to add athletic programs

RECOMMENDATION: Approval to Declare for Women's Half Marathon, Indoor and Outdoor Track and Field

ATTACHMENTS: none

In the fall of 2026, we will be starting a Women's Cross Country program. Cross Country is a fall sport. We would like the option to enter these athletes in Track events in the springtime. These events may be Indoor or outdoor Track meets. In order to enter these events we must declare with the NJCAA that we are adding these sports. We are not requesting additional funding or scholarships at this time. The declaration allows our CC athletes to enter other meets.

SUBMITTED BY: Jeff Lightfoot, Director of Athletics



Weatherford College Board of Trustees

DATE: January 15, 2026

AGENDA ITEM #5

SUBJECT: Consideration and Possible Action: Guaranteed Maximum Price for Phase 1 of the Student Union Building Project

INFORMATION AND DISCUSSION: Over the past several months, Imperial Construction, the Construction Manager at Risk for the Student Union Building project and related parking, has worked closely with management and the project architects to secure bids for the proposed work. To expedite the project schedule, construction is being delivered in two phases.

Phase 1 will include the civil work for the Student Union Building and the Student Overflow Parking. Bids for Phase 1 will be received on January 9, 2026, and evaluated to establish a Phase 1 Guaranteed Maximum Price (GMP). The Phase 1 GMP will be presented for Board approval at the January Board meeting and will be emailed to Board members for review prior to the **January 15, 2026** meeting.

Phase 2 will include the construction of the Student Union Building itself and will be presented to the Board at the **March 12, 2026** Board meeting.

A representative from Imperial Construction will be present at the Board meeting to respond to any questions from Board members.

RECOMMENDATION: That the Board of Trustees approve the Guaranteed Maximum Price (GMP) for Phase 1 of the Student Union Building project.

ATTACHMENTS: None.

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



Weatherford College Board of Trustees

DATE: January 15, 2026

AGEND ITEM# 6.a.

SUBJECT: Wise County, Academics, and Student Services Update

INFORMATION AND DISCUSSION:

- Spring enrollment is strong with a higher enrollment for this year as compared to last spring.
- Tracy Butler, WCWC Workforce Education Manager, was recognized at the WC Employee Awards dinner as a staff employee of the semester nominee.
- Malissa Mathis, WCWC Cosmetology Program Director, was recognized at the WC Employee Awards dinner as a faculty member of the semester nominee.



Malissa Mathis is pictured second from left and Tracy Butler is third from the left.

- The WCWC cosmetology students and faculty visited the local nursing home to visit with the residents and provide manicures. They brought good cheer to the residents during the holidays.





Academics (Office of the Executive Vice-President):

- Weatherford College had a team attend the SACSCOC conference in Nashville, Tennessee in preparation for the 2027 5th year report.
- North Central Texas Workforce Solutions has reaffirmed the childcare grant for the next cycle in the amount of \$665,000 serving our parenting students. We are thankful for this ongoing partnership.
- Dr. Ydoyaga visited Capernaum Studios on December 20th to tour the facilities and discuss further internship opportunities for WC students in the robotics and cosmetology program areas.
- December was full of pinning ceremonies and celebrations in the month of December.
- Weatherford College in partnership with Hill College was awarded an \$800,000 TRUE Cyber Security grant to provide hands-on internships for students in the cybersecurity space. For award information visit: <https://www.highered.texas.gov/theeb-awards-more-than-9-million-in-grants-for-high-demand-job-training/> Congratulations to Dr. Mike Saylor!
- All Faculty returned on January 12th for Connections Week. A special thank you to our committee and hard work in creating a week around UDOIT and Watermark training sessions under the Chair's leadership, Dr. Dana Byrd and Professional Development Technology Trainer, Julie Moeller.
- Welcome to Connections Week the week of January 12th! Here is the link to the events: <https://weatherfordcollege.sharepoint.com/sites/WeatherfordCollegeInServiceSchedule>
- On January 7th, Colonel (Retired, USA) Lisa Winegar presented at the Amelia Airhart luncheon for Zonta describing her exceptional journey as a first generation college student, army recruit, retirement, and joining WC through the Skill Bridge Program. We are fortunate to have her leadership at Weatherford College.
- On January 7th, the Academic Department Chairs, Program Directors, Deans, and Vice Presidents met to review the 2021-2026 Strategic Plan and to prepare for the 2027-2031 WC Strategic Plan as the executive leadership team embarks upon this journey.

Academics

Life and Physical Sciences



· Geology Instructor Teresa lafelice has made some amazing discoveries related to the Columbian Mammoth that was excavated some years ago. Instructor lafelice extracted a specimen from the tusk and had it radiocarbon dated. It was dated 17,770 years ago. Of particular significance, a stone artifact was recovered during the excavation of the mammoth remains, providing compelling evidence of human presence at or near the site contemporaneous with the animal. This association substantially increases the archaeological and paleoenvironmental importance of the specimen and suggests probable interaction between late Pleistocene humans (often referred to as pre-Clovis populations) and megafauna in this region. Only two archaeological sites in Texas have produced evidence of pre-Clovis human occupation: the Gault Site and the Buttermilk Creek Complex, which are located just north of Austin. These sites indicate human presence in the region between approximately 13,200 and 15,500 years BP, with some evidence suggesting occupation as early as ~20,000 years BP. The association of a stone artifact with this mammoth specimen may therefore represent an important contribution to our understanding of early human activity in Texas.

Fine and Performing Arts

- WC Piano Student Recital
- WC Jazz Orchestra—Hope for the Holidays
- Messiah· Seasonal Songs: Fall Choir Concert
- Fall 2025 Hogue Student Voice Recital
- WC Bi-Annual Student Art Exhibition
- Rainey Studio Voice Recital

· Messiah had a packed house!

· WC student, Jana Golightly, placed 2nd in the state for the TCCBDA (Texas Community College Band Directors' Association) honor band (playing flute) and will perform at the

TMEA (Texas Music Educators' Association) conference in February, under the instruction of Adjunct Instructor Gina Dexter.

Emerging Technology and Workforce

· Thank you to Brandy Grotts for leading the CLNA process under the Carl D. Perkins grant. This Comprehensive Local Needs Assessment allows for stakeholders to provide details related to funding initiatives for the ongoing grant.

Business and Computer Sciences

· Weatherford College in partnership with Hill College was awarded an \$800,000 TRUE Cyber Security grant to provide hands-on internships for students in the cybersecurity space. The project is underway for the Business and Computer Science areas.



Public Safety

· The Law Enforcement Academy graduated 27 cadets in December (Fall Semester). All Cadets were employed by the end of the Academy. We have four additional Law Enforcement Agencies choose Weatherford College Academy as their designated training facility for their agency hired cadets. Currently, there are 26 cadets enrolled in the Spring 2026 Academy.

· The EMS Programs – 5 EMT's graduated and were 100% successful on the National Registry. There are 8 students enrolled in the EMR (prerequisite) course for the Summer EMT Program.

Graduated 20 paramedic students in December, 18 have passed the National Registry, 50% of these students are hired. Currently, there are 23 students enrolled in the Spring 2026 Paramedic Program.

· The Fire Academy graduated 22 cadets in December (Fall Semester). Currently, there are 30 students enrolled in the Spring 2026 Academy.

· Fire Administration and Fire Technology AAS Degrees, 5 graduated in December with an Associate Degree in one of these areas.

· Emergency Management Services AAS Degree, 10 graduated in December with this associate degree.

Health and Human Services

· The Associate Degree in Nursing pinning ceremony was held in the Alkek on December 16th celebrating our day and evening cohorts on both campuses. Congratulations on another successful year.

Library and Academic Support

· Kathy Renken's last day was officially January 9th after 11 years of service with Weatherford College. She has left her mark and will be missed.

Student Services & Athletics

Enrollment Management

- 1025 applications processed for Spring 2026
- 807 applications processed for Fall 2026

Financial Aid



- For Spring 2026 \$16,754,597.34 in aid has been applied to 4333 student accounts

Student Life

- In December, Coyote Clinic saw 17 Physician visits with 9 walk-ins/phone calls within 2 weeks and projecting increase in students/staff seeking care in the spring due to rise in flu cases.

Testing Center

- The Testing Center saw 232 students in December 2025.



Upcoming Events

January 21	Women's and Men's Basketball – WC vs Temple College (Graber Athletic Center, 5:00 and 7:00 p.m.)
January 24	Women's and Men's Basketball – WC vs Grayson College (Graber Athletic Center, 2:00 and 4:00 p.m.)
January 29	Jazz Orchestra Concert: "Synesthesia" (Alkek Fine Arts Center, 7:00 p.m.)
January 30	Baseball – WC vs Blinn College (Williams Ballpark, 2:00 and 5:00 p.m.)
January 31	Baseball – WC vs Blinn College (Williams Ballpark, 1:00 p.m.)
February 2	Baseball – WC vs Dallas College Eastfield (Williams Ballpark, 2:00 p.m.)
February 4	Softball – WC vs Howard College (Stuart Field, 1:00 p.m.) Softball – WC vs Trinity Valley Community College (Stuart Field, 3:00 p.m.)
February 5	Baseball – WC vs El Paso Community College (Williams Ballpark, 2:00 p.m.)
February 6	Softball – WC vs Northern Oklahoma College Enid (Stuart Field, 1:00 p.m., 3:00 p.m.)

February 6	Baseball – WC vs Wabash Valley College (Williams Ballpark, 5:00 p.m.)
February 7	Softball – WC vs Tyler Junior College (Stuart Field, 1:00 p.m., 3:00 p.m.) Women's and Men's Basketball – WC vs Collin College (Graber Athletic Center, 2:00 and 4:00 p.m.)
February 9	Ex-Students Luncheon (Alumni House, 12:00 p.m.)
February 11	Baseball – WC vs Northeast Texas Community College (Williams Ballpark, 1:00 p.m. doubleheader) Softball – WC vs Northeast Texas Community College (Stuart Field, 1:00 p.m. doubleheader) Weatherford College Chamber Music Ensemble (Alkek Fine Arts Center, 7:00 p.m.)
February 12	Interdisciplinary Academic Conference (Emerging Technologies and Workforce Building)



**Weatherford College Board of Trustees
Closed Session**

DATE: January 15, 2026

AGENDA ITEM: #8.a.

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

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

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Dan Carney, Chair of the Board of Trustees



**Weatherford College Board of Trustees
Closed Session**

DATE: January 15, 2026

AGENDA ITEM: #8.b.

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

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

RECOMMENDATION: None at this time.

ATTACHMENT: None.

SUBMITTED BY: Dan Carney, Chair of the Board of Trustees



Weatherford College Board of Trustees

DATE: January 15, 2026

AGENDA ITEM: #9

SUBJECT: Consideration and Possible Action: Real Property

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

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Dan Carney, Chair of the Board of Trustees



Weatherford College Board of Trustees

DATE: January 15, 2026

AGENDA ITEM: #10

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

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

RECOMMENDATION: None at this time.

ATTACHMENT: None.

SUBMITTED BY: Dan Carney, Chair of the Board of Trustees



Adjourn