



Mission

“Alvin Community College exists to improve the lives of its constituents by providing affordable, accessible, high quality and innovative academic, technical, and cultural educational opportunities for the diverse communities it serves.”

Vision

“As a premier college that provides high-quality academic, technical, and cultural programs, Alvin Community College’s focus will be to promote student success, enhance quality of life, and support economic development.”

Agenda
Board of Regents

Regular Meeting

February 27, 2020
6:00 PM

**BOARD OF REGENTS
ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, Texas 77511**

**OFFICIAL AGENDA OF REGULAR MEETING
February 27, 2020 at 6:00 PM
ROOM C227**

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1. Call to Order

- **Pledge**
- **Invocation**

A. Certification of Posting of Notice

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B. Executive Session

• Private consultation with its attorney, when seeking the advice of its attorney about pending or contemplating litigation in accordance with Section 551.071; For the purpose of deliberating the purchase, exchange, lease or value of real property in accordance with Section 551.072; To deliberate a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation in accordance with Section 551.0821.

C. Call to Order

D. Pledge

E. Invocation

F. Citizen Inquiries

In accordance with ACC Board Policy BOB (Local), time will be allotted at each regular meeting of the Board of Regents for public comment. Persons who wish to participate in the public comment portion of the meeting must sign up before the meeting begins and must indicate the topic about which they wish to speak. No presentation may exceed five minutes.

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

A person addressing the Board who has a complaint or a concern who has not previously attempted to solve a matter administratively through resolution channels established by policy shall be referred to the appropriate policy to seek resolution.

G. Board Chairman Report/Comments

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**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
FEBRUARY 27, 2020**

It is hereby certified that a notice of this meeting was posted on the 21st day of February 2020, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code* including notice of the meeting provided to the news media as required by Section 551.001, *Texas Government Code*.

Signed this 21st day of February, 2020.



Dr. Christal M. Albrecht
President

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JANUARY 9, 2020
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 9th day of January, 2020 at 6:00 p.m., with the following members, administrative personnel, and guests present:

Mike Pyburn	Chairman
'Bel Sanchez	Vice-Chair
Jody Droege	Secretary
Jim Crumm	Regent
Cheryl Knape	Regent
Kam Marvel	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Christal M. Albrecht	President, Alvin Community College
Jade Borne	Alvin Community College
Wendy Del Bello	Alvin Community College
Karen Edwards	Alvin Community College
Cynthia Griffith	Alvin Community College
Karl Stager	Alvin Community College
Stacy Ebert	Alvin Community College
Nadia Nazarenko	Alvin Community College
Jeff Parks	Alvin Community College
Jim Simpson	Alvin Community College

Amos Byington
Brian Allen
Charlie Lootens
Deborah Kraft
Gayland Capps
Hameedah Majeed
Joshua Durham

Juanita Marasckin
Kelly Klimpt
Kyle Marasckin
Laurel Joseph
Lloyd Cox
Matt Graves
Mike Brotherton

Pam Shefman
Ronny Phillips
Shirley Brothers
Sheila Olson
Karina Lovas
Tammy Giffrow

1. Call to Order

The meeting was called to order by Chair Pyburn at 6:01 p.m.

2. Certification of Posting of Notice

Certification of the posting of the notice as listed in the agenda was acknowledged. Dr. Albrecht certified that a notice of the meeting was posted in accordance with Title 5, Chapter 551, Texas Government Code.

Executive Session:

- *Private consultation with its attorney, when seeking the advice of its attorney about pending or contemplating litigation in accordance with Section 551.071; For the purpose of deliberating the purchase, exchange, lease or value of real property in accordance with Section 551.072; To deliberate a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation in accordance with Section 551.0821.*

The Executive Session ended at 7:00 p.m.

3. Call to Order

The meeting was called to order by Chair Pyburn at 7:09 p.m.

- **Pledge**
- **Invocation**
Invocation by Dr. Crumm.

Citizen Inquiries

There were no Citizen Inquiries.

Board Chairman Report/Comments

Mr. Roger Stuksa shared that he enjoyed attending the Frisbee Golf Opening at Briscoe Park.

Vice Chair 'Bel Sanchez talked about how impressed she was with the positive marketing that ACC's Radio station and Police Academy received by Channel 13 news.

Mrs. Cheryl Knape welcomed everyone back to the Spring semester and talked about how excited she was to see all the new marketing branding around town.

Mr. Andy Tacquard welcomed everyone back to the Spring semester.

Mr. Kam Marvel noted that he was happy to see how hard ACC is working to serve our community by all the diversity at the various graduation and pinning ceremonies in December.

Mrs. Droege agreed with Mr. Marvel and noted that the City of Alvin recognized Mrs. Stuksa for her dedicated attendance and support throughout the years with a very nice ceremony and seat dedication.

Dr. Jim Crumm noted that if anyone missed Mr. Pete Olson as the speaker at the Commencement ceremony, they should certainly go back and watch the recording.

Chairman Mike Pyburn welcomed everyone back and is looking forward to a great 2020.

Board Recognitions

On December 6, the college hosted a delegation of 11 educators from China to learn about the many different programs offered at ACC. The visit was part of a program to help the Nanjing teachers learn more about education in the community, the culture of education in schools and how instruction is implemented in the region. Events Coordinator Robin Dahms and Dean of Professional, Technical and Human Performance programs Jeff Parks coordinated the event to make it a success.

ACC was given the Partnership Award for Community College Engagement from the Texas Workforce Commission during the commission's annual conference. The honor recognizes ACC's work with local employers to help meet the demands of a global economy and aligning workers' skills with workforce needs. Grants coordinator Gayland Capps has worked with TWC on several grants to benefit ACC students and since 2011, he has helped generate more than \$11 million grant funds from TWC and \$18 million in grant funds overall.

Approval of Minutes

Chair Pyburn said that if there were no corrections or additions to the minutes of the Regular Board meeting of November 21, 2019 he would entertain a motion to approve. A motion to approve the minutes was made by Mrs. Knape. Seconded by Dr. Crumm. Motion passed unanimously.

President's Report

Dr. Albrecht updated the Board of Regents with the following information:

Channel 13 was on the campus Wednesday with our Law Enforcement Academy to watch firearm training with some recent graduates while also get some hands on experience in high speed pursuits. The segment aired Wednesday as part of the Channel 13 ABC Plus program. Channel 13 also did a feature segment on the KACC radio station featuring interviews from ACC Communications students.

Registration is open for the Spring semester. Classes start on January 13.

On Tuesday the faculty and staff had its Spring Convocation. Throughout the week we have had division meetings and workshops on a variety of topics including BlackBoard, Career Pathways, the Quality Enhancement Plan, professional development and more.

The 21st annual Big Band Concert will be on Saturday, February 8 here at the Nolan Ryan Center. Funds raised at the event will go directly to the Music Department and alumni scholarships.

The college will host the 4th annual Across the Curriculum Conference on February 21 at the Science/Health Science Building. The conference provides local educators with an opportunity to share their methods in the classroom while also learning about how to make improvements.

Approximately 1,300 people were treated to breakfast and approximately 450 families were nominated to receive donated food and toys during the annual Breakfast with Santa event on December 7.

In December we had several graduation ceremonies including Commencement on December 14. The Nursing program hosted its pinning ceremony on December 11 and the Police Academy graduated its 113th class on December 9.

Before the break our Lab School students had their annual Snow Day. The event is funded by an Adopt A Grant through the ACC Foundation.

The Library recently launched a new application onto their website called Ask A Librarian. The new app provides online assistance 24 hours a day with an accredited librarian.

Status Update Regarding Regular Maintenance and Renovation Projects – AGCM

Mr. Amos Byington, AGCM, presented an update regarding projects that happened over the Winter Break that included Theatre stage rigging, taking the campus offline to isolate buildings from the grid, installation of new chill water valves, underground work for chillers, replacement of some electrical switches and conductors, and that the primary construction bid went out for bid. Bid evaluations were finalized for the four bid submissions, with O'Donnell/Snider Construction being chosen, coming in approximately \$80,000 under budget. He also stated in the future, after all the work, buildings will now be able to be isolated for any work that will be needed.

Consider Approval of CSP 20-02, 2018 Maintenance Bond Campus Improvements

Motion to approve a contract with O'Donnell/Snider Construction for the 2018 Maintenance Bond Campus Improvements Construction Project. was made by Mr. Marvel. Seconded by Mrs. Knape. Motion passed unanimously.

Consider Approval of 2018 Maintenance Bond Campus Improvements Contingencies and Allowances

Motion to approve the construction contingencies and allowances to be managed by AGCM on ACC's behalf for the construction contract was made by Mrs. Droege. Seconded by Mr. Stuksa. Mr. Amos Byington spoke about the various items that would be purchased or rented during construction and that if any monies aren't spent, that money would go back into the project fund. Chair Pyburn confirmed that

the items would be brought before the staff prior to purchasing or renting and not before the Board. Chairman also had a concern about handing over the spending of such large amounts of contingencies without the Board having some form of input or the staff approving with accountability of the spending. Dr. Albrecht stated that the Board could delegate authority to her to work with AGCM on any contingencies or allowances. Mr. Byington was in agreement with any changes that the Board would like to make and that any change order made would have to be brought to the College President for approval. After all discussion concluded, a second motion was made to amend the first motion to delegate to staff the authority to give approval before any of the contingency or allowances are spent, specifically the College President, was made by Mr. Marvel. Seconded by Mr. Tacquard. Motion passed unanimously. The vote for the original motion, as amended, passed unanimously.

Consider Acceptance of the 2018-19 Audit (Annual Financial Report- AFR) Approval Annual Audit Report

Mr. Mike Brothers, Belt, Harris, and Pechacek, gave the Board of Regents a brief overview and highlights of the financial audit for 2018-2019. He stated that a clean and modified opinion of the financials and required disclosures had been issued. The motion to accept the 2018-2019 annual audit was made by Vice Chair Sanchez. Seconded by Mrs. Knape. Motion passed unanimously.

Consider Acceptance of Audited Fund Balance Available to Transfer to Institutional Reserve

Mr. Tacquard made the motion to authorize the College to make the transfer of the Unrestricted Fund Balance of \$1,142,745.22 for fiscal year ending August 31, 2019 to the Institutional Reserve. Mrs. Droege seconded the motion. Motion passed unanimously. Dr. Albrecht stated that if in the future the Board wishes to direct some of these funds to additional repair and renovation projects, not covered by the maintenance Tax Note, it may take separate action at that time.

ACC Foundation Report

Ms. Shirley Brothers, ACC Foundation President, presented the Foundation report for 2018-2019. She talked about the various events, annual gala, grants, scholarships, employee recognitions, employee giving, and their amounts given. Scott Bolton, RBC Wealth Management, also gave the annual financial report stating that the amount in the account was at an all-time high of approximately \$3.5 million dollars in December. Shirley Brothers presented a check for \$131,520 representing the support given to Alvin Community College for the 2018-19 academic year. This report was for information only.

Consider Approval of Appointment of Election Clerk

The motion was made by Mrs. Droege to approve the appointment of Mr. John Tompkins as the Election Clerk and the custodian of the election records. Seconded by Mr. Tacquard. Motion passed unanimously.

Consider Approval of Personnel Action (Replacement): Government Faculty

The motion to approve Karina Lovas as Government faculty was made by Mr. Stuksa. Seconded by Mrs. Droege. Motion passed unanimously.

Consider Approval of Jobs and Education for Texans Grant – ADN Program

Motion to approve the college's submittal of the Jobs and Education for Texans Grant – ADN Program was made by Mr. Tacquard. Seconded by Vice Chair Sanchez. Motion passed unanimously.

Consider Approval of Jobs and Education for Texans Grant – ACC-Danbury ISD Welding Programs

Motion to approve the college's submittal of the Jobs and Education for Texans Grant – ACC-Danbury ISD Welding programs was made by Mr. Tacquard. Seconded by Vice Chair Sanchez. Motion passed unanimously.

Consider Approval of May 2020 Board Meeting Date Change

Mr. Marvel made the motion to change the Board of Regents May meeting date from May 21, 2020 to May 12, 2020. Seconded by Dr. Crumm. Motion passed unanimously.

Consider Approval of Resolution for Bus Lease

The motion to approve that the Board of Regents, as represented by Chairman Mike Pyburn, sign the Authorizing Resolution, and further designate the President and Vice President, Administrative Services, to act as the authorized representatives of the College was made by Mr. Tacquard. Seconded by Mrs. Knape. After several questions about the lease were answered, the motion passed unanimously.

Consider Approval of Resale of Property

Dr. Crumm made the motion to approve the resale of property - Account # 0420-0103-130, Brazoria County Suit # 73209. Seconded by Mr. Tacquard. Vote for: Dr. Crumm, Mrs. Droege, Mr. Marvel, Mr. Tacquard, Mrs. Knape, Vice Chair Sanchez, and Mr. Stuksa. Abstained: Chairman Pyburn. Motion passed 7-1.

Financial Report Ending November 2019 and Audited Financial Report for August 2018-19

Mr. Marvel made the motion to approve the financial report for November 2019 and the Audited Financial Report for August 2018-19. Seconded by Mrs. Droege. Motion passed unanimously.

Adjournment

There being no further business before the Board, the motion to adjourn was made by Mr. Marvel. Seconded by Dr. Crumm. Motion passed unanimously. The meeting was adjourned at 8:29 p.m.

Jody Droege, Secretary

Mike Pyburn, Chairman

**ALVIN COMMUNITY COLLEGE
BOARD WORKSHOP OF JANUARY 27, 2020**

OFFICIAL MINUTES

The Board of Regents of Alvin Community College met in a Board Workshop on the 27th day of January, 2020 at 12:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Vice-Chair		
Jody Droege	Secretary		
Jim Crumm	Regent		
Patty Hertenberger	Regent		
Cheryl Knape	Regent		
Roger Stuksa	Regent		
Andy Tacquard	Regent		
Christal M. Albrecht	President, Alvin Community College		
Jade Borne	Alvin Community College		
Wendy Del Bello	Alvin Community College		
Karen Edwards	Alvin Community College		
Cindy Griffith	Alvin Community College		
Karl Stager	Alvin Community College		
Tammy Giffrow	Debbie Kraft	Hameedah Majeed	Kelly Klimpt
Kyle Marasckin	Darren Shelton	Amos Byington	Matt Graves

1. Call to Order

The meeting was called to order by Vice Chair Sanchez at 12:00 p.m., noting that a quorum was present.

2. Certification of Posting of Notice

Certification of the posting of the notice as listed in the agenda was acknowledged. Dr. Albrecht certified that a notice of the meeting was posted in accordance with Title 5, Chapter 551, Texas Government Code.

3. Citizens Inquires

None.

Presentation of President's Goal #5 – Comprehensive Program Review of Three Instructional Programs

Dr. Albrecht gave the Comprehensive Program Review as per her Goal #5. The instructional programs included in the review were: Neurodiagnostic, Paralegal and Polysomnography. The report indicated that all three programs are very high quality programs with strong positive reputations. This report is for information only.

Report on Strategic Plan Goal #4

Dr. Griffith provided an update on Strategic Plan Goal #4 including the implementation of the data driven program evaluation model to assess the effectiveness of college programs, overview of program development process, the process for examining feasibility and prioritization of potential new programs, the rotation cycle of program evaluations, the increase of grant dollar awards for workforce training and coordination with community partners to support future workforce training. This report was for information only.

Status Update Regarding Maintenance and Renovation Projects and Discussion of Method of Procurement for Civil Projects and Projects Not Funded by the Maintenance Tax Note

Mr. Amos Byington and Mr. Karl Stager talked about the cost effectiveness of procurement for certain scheduled projects through the Co-op as opposed to the general contractor. The Board will vote on the method of procurement in the Called Board Meeting immediately following the conclusion of this workshop.

Mr. Amos Byington gave an overview of the list of projects that are not funded by the Maintenance Tax Note. Mr. Karl Stager presented available account funds and the estimated earned interest on the Maintenance Tax Note dollars that could be used to fund these other projects. Discussion included the timing of construction of these projects and that it would be most beneficial to complete these additional projects while buildings would already be offline. The Board will vote on the non-funded projects at the February 27, 2020 meeting.

Proposed Reorganization of Student Services

Dr. Jade Borne presented a proposed reorganization of the Student Services area. He pointed out that this reorganization would benefit the students as well as help fulfill the requirements of the Quality Enhancement Plan requirements. This information will be brought back to the Regents for a vote at an upcoming meeting.

Review of TASB Local Policy Update #37

Dr. Albrecht provided the Regents with a copy of the Local Policy Update #37 and gave an explanation of some of the changes. The TASB Policy will be presented for vote at the February 2020 Board meeting.

Adjournment

There being no further business before the Board, the motion to adjourn was made by Mr. Tacquard. Seconded by Dr. Hertenberger. Motion passed unanimously. Meeting was adjourned at 1:40 p.m.

Jody Droege, Secretary

'Bel Sanchez, Vice Chairman

**ALVIN COMMUNITY COLLEGE
CALLED BOARD MEETING OF JANUARY 27, 2020**

OFFICIAL MINUTES

The Board of Regents of Alvin Community College met in a Called Board Meeting on the 27th day of January, 2020 at 12:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Vice-Chair		
Jody Droege	Secretary		
Jim Crumm	Regent		
Cheryl Knape	Regent		
Roger Stuksa	Regent		
Andy Tacquard	Regent		
Christal M. Albrecht	President, Alvin Community College		
Jade Borne	Alvin Community College		
Wendy Del Bello	Alvin Community College		
Karen Edwards	Alvin Community College		
Cindy Griffith	Alvin Community College		
Karl Stager	Alvin Community College		
Tammy Giffrow	Debbie Kraft	Hameedah Majeed	Kelly Klimpt
Kyle Marasckin	Darren Shelton	Amos Byington	Matt Graves

1. Call to Order

The meeting was called to order by Vice Chair Sanchez at 1:49 p.m., noting that a quorum was present.

2. Certification of Posting of Notice

Certification of the posting of the notice as listed in the agenda was acknowledged. Dr. Albrecht certified that a notice of the meeting was posted in accordance with Title 5, Chapter 551, Texas Government Code.

Call Order of Election

Mrs. Droege made the motion to approve the order to call the general election on May 2, 2020. Seconded by Dr. Crumm. Motion passed unanimously. Dr. Albrecht noted that Alvin Community College would not be an early voting site for this election.

Consider Approval of Personnel

The following personnel items were combined into one motion.

Mr. Tacquard made the motion to approve Natalie Freese as Director of Learning Commons and Amanda Smithson as Academic Advisor. Seconded by Dr. Crumm. Motion passed unanimously.

Consider Approval of Procurement Method

The motion to approve the Purchasing Cooperative method of procurement for the recommended Maintenance Tax Note Projects was made by Mrs. Knape. Seconded by Mr. Tacquard. Motion passed unanimously.

Adjournment

There being no further business before the Board, the motion to adjourn was made by Dr. Crumm. Seconded by Mrs. Droge. Meeting was adjourned at 1:52 p.m.

Jody Droege, Secretary

'Bel Sanchez, Vice Chairman



MEMORANDUM NO: 25-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: January 17, 2020
SUBJECT: Consider Action of Personnel Action (Replacement):
Shipping and Receiving Supervisor

The individual listed below has been recommended to fill the full time position of Shipping & Receiving Supervisor.

Candidate

Recommended: William Campos

Education: Webster University
Masters, Procurement & Acquisition Management May 2012
Troy State University
Masters, Public Administration June 1995
Texas A&M University
Bachelor, Political Science May 1988

Experience: Houston Community College
Coordinator, Surplus Control August 2013 – January 2019
ManTech International
Regional Warehouse Manager May 2011 – November 2012
CACI, INC
Logistics Analyst III February 2008 – May 2011
Department of the Air Force
Equipment, Facilities & Services August 2007 – January 2008

Salary: \$38,934
Grade E / Step 6
2019-20 TSCM Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Shipping and Receiving Supervisor		
Department:	Purchasing	Reports to:	Director, Purchasing
Grade Level:	E	Job Category:	Full-Time
Salary Range:	TSCM Salary Schedule	FLSA Status:	Non-Exempt
HR Approved:	HR	Date:	10/28/19
Last Updated by:	Karl Stager	Date:	10/28/19

SUMMARY

Supervise and assist the receiving and delivering of merchandise, equipment, and supplies for ACC main campus and several Texas Department of Criminal Justice units. Maintains supply warehouse supply inventory. Responsible for maintaining the fixed assets in Colleague and the scheduling and assisting in yearly inventory of fixed assets. Assist Purchasing Director in managing the recycling program. Position incumbent is responsible for coordinating on-line auction program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Supervise the managing of the receiving log, to make sure good judgment is exercised in evaluating freight condition and possible concealed damage. If damage or shortage exists, the Shipping, and Receiving Supervisor must contact the originating party or vendor to rectify the situation.
- Supervise shipment of all returned items including packing, tracking and freight carrier pickup of items.
- Supervise the maintaining of supplies inventories in an orderly fashion, including but not limited to the custodial department, print shop, college store, business office and information technology departments
- Prepare reports of capitalized assets for the annual financial audit through the fixed assets module. Perform fixed asset inventory biennially
- Maintain an inventory of physical plant and reports all changes, additions, and deletions of room function and department to the Texas Higher Education Coordinating Board. The computer printout is used by administration and staff throughout the year
- Assist the Purchasing Director with the office paper, cardboard and aluminum cans recycle and shredding program
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

EDUCATION

- Associate's degree
- Associate's degree in Business preferred

EXPERIENCE

- At least two full years of relevant experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience with data processing, inventory and supply systems
- Basic to intermediate computer skills
- Must be able to do accurate data entry
- Strong organization skills

WORKING CONDITIONS

Position requires much physical effort including a considerable amount of walking, lifting, pushing, pulling and other physical efforts. Much of the work is outside requiring the Shipping and Receiving Supervisor to work during all types of weather conditions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This job description may be revised upon development of other duties and changes in responsibilities.

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.

	Budgeted 2019-20	February 2020	Funded Vacancies
Administrative	11	10	1
Professional	72	64	8
Faculty	114	105	9
Technical Support, Clerical & Maintenance (TSCM)	113	109	4
Total Full-Time (FT) Employees	310	288	22

Resignation/Termination Report

	Name	Department	Last Day Worked	Reason
1	John Rezek	Mechanic	2/28/2020	Resignation
2	Jim Simpson	Dean/Executive Director, CEWD	2/11/2020	Resignation
3	Tracy Jones	Academic Advisor	2/28/2020	Resignation



MEMORANDUM NO: 29-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 7, 2020
SUBJECT: President's Goal #1 – Ensure the Timely Submission of SACSCOC Decennial Report

On August 15, 2019, Alvin Community College Board of Regents approved eight goals for the President for the 2019-20 year. Goal # 1 states:

“Work with Executive Leadership Team and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) committee leads to ensure the timely submission of the SACSCOC decennial report.” [by March, 2020]

For more than two years, dozens of ACC employees have been engaged in the work of completing the decennial report and developing the Quality Enhancement Plan. Lead by Vice President, Instruction, Dr. Cynthia Griffith, and supported by the efforts of Dr. Pam Shefman, Dr. Pat Sanger, Ms. Tammy Braswell, and Mr. John Matula, fourteen teams of faculty and staff wrote narrative responses to the fourteen compliance sections and provided evidentiary documentation to support the narrative. The documents were proofed and reviewed by an editorial team and by each member of the Executive Leadership Team. The following slides provide a brief summary of the timeline of the process.

Dr. Griffith will demonstrate how the report looks in the software Compliance Assist, which is the manner in which the SACSCOC site visitors will view the documents.

In addition to the completion of the Compliance Report, several committees worked extensively over the last 15 months in the development of the Quality Enhancement Plan (QEP). Alvin Community College's QEP is called Success through Engaged Advising (SEA) and it proposes to completely change the way onboarding and advising occurs at ACC. The development of the process involved many stakeholders including Board members, students, faculty, staff, and community members.

This report is for information only.

CMA:tg



MEMORANDUM NO: 28-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 3, 2020
SUBJECT: Consider Approval of Additional Renovation Projects Outside the Bond and the Proposed Funding Sources

Mr. Amos Byington, Program Manager, AGCM, Inc., and Mr. Karl Stager will provide information on projects that were not included in the original list of Bond projects. The proposed projects are timely to undertake as buildings would be already under construction and therefore available for further renovation. The list has been prioritized by importance as well as by the construction sequence. Number one is the highest priority and number four is the lowest. All projects can be viewed on the attached spreadsheet.

There are various accounts from which money may be transferred to cover the renovation expenses. There are outlined in a second spreadsheet.

It should be noted that if any projects cost less than the estimated price, additional projects on the list with a lower priority may be able to be completed. Conversely, if any projects cost more than the estimated price, projects may have to be taken off the list.

It is recommended that the Board of Regents approve the list of additional projects and approve allocating the identified funds and amounts to those projects.

CMA:tg



MEMORANDUM NO: 31-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 6, 2020
SUBJECT: Discussion of Student Services Reorganization

Alvin Community College's Quality Enhancement Plan (QEP), Success Through Engaged Advising, will be submitted to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) on February 14, 2020. The plan would result in the development and implementation of a Case Management Advising Model paired with Faculty Mentoring, and will permit the college to successfully implement the QEP and the advising component of Career Pathways. As a result of the new direction in advising, different types of positions in the student services area, such a Pathways Success Coaches who primarily onboard new students, will be needed. An additional Pathways Advisor would be required to reduce the advisor to student ratio and a Coordinator to oversee the implementation of the QEP.

The documents that follow this memo outline the recommended changes and the estimated fiscal impact. The costs would be covered by funds in the lapsed salary accounts.

It is recommended that the Board of Regents approve the reorganization of the Student Services division as presented and authorize the president to source the positions.

CMA:tg



MEMORANDUM NO: 33-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 12, 2020

SUBJECT: Personnel Action (Replacement): Instructor, Nursing

The individual listed below has been recommended to fill the full time position of Instructor, Nursing 10.5 month, Nursing Department.

Candidate

Recommended: Azalia Kettler

Education: **The University of Texas Medical Branch - Galveston**
Master of Science in Nursing December 2019
The University of Texas Medical Branch - Galveston
Bachelor of Science in Nursing May 2012
Alvin Community College
Associate of Applied Science May 2011

Experience: **Ben Taub General Hospital**
Nursing Clinician II, Neurosurgical Intensive Care Unit March 2013 - Present
UTMB Hospital
Nurse Clinician II, Surgical Unit August 2012 – February 2013

Salary: \$58,846 / \$25,219.71 (Prorated)
Grade 10.5MA / Step 6
2019-20 10.5 Month Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Associate Degree Nursing		
Department:	Nursing Programs	Reports to:	Director, Nursing Programs
Grade Level:		Job Category:	Full-Time
Salary Range:	Faculty Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date:	3/28/2017
Last Updated by:	Human Resources	Date:	3/28/2017

SUMMARY

The instructor is responsible for working as a member of a teaching team which develops, implements, and evaluates nursing courses and student learning in accordance with the philosophy and objectives of the Associate Degree Nursing Program and Alvin Community College. Instructional settings include classroom, online, skills laboratory, simulation and clinical. Clinical times and days may vary each semester and possibly include weekend and evening hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Instruct and supervise a diverse population of students in the classroom at various times and locations.
- Possess a commitment to student engagement, student success, and instructional excellence.
- Demonstrate effective communication skills, both written and oral.
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution.
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources.
- Assist in the recruitment and retention of students.
- Advise students in academic matters or refers students to appropriate resources.
- Assess students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner.
- Engage students through posted office hours and electronic communication.
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others.
- Assist in the development, distribution and collection of assessments for courses and program objectives.
- Build positive and professional relationship with students, colleagues, college administration, and the community.
- Submit timely college reports and forms to the appropriate divisions and departments.
- Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations.
- Exhibit a commitment to lifelong learning through participation in professional development activities.

- Adhere to Alvin Community College's policies and procedures.
- Attend institutional meetings as required.
- Assist in the maintenance of the nursing skills and computer laboratories.
- Coordinate clinical experiences in assigned clinical agency and maintain good relationships with the agency.
- Provide an evaluation of the assigned clinical agency at the completion of the semester.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

EDUCATION

Master's degree in Nursing (preferred) or Bachelor's in Nursing with a Master's degree in another field with 6 graduate hours in nursing.

EXPERIENCE

- At least 3 years non-teaching work experience in the field required.
- The instructor should have two years of recent clinical experience in the area of teaching responsibility and the ability to function effectively and safely in those settings preferred.
- Prior teaching in an associate degree nursing program is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- The ADN instructor must hold a current license to practice as a registered nurse in the state of Texas.
- Instructors teaching in clinical settings must have a clear background check, clear drug screen, up-to-date immunizations, annual TB screening and hold a current American Heart Association CPR Health Care Provider certification.
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Working knowledge of Blackboard course management system preferred.
- Must be familiar with interactive teaching methods and instruction via the Internet.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This job description may be revised upon development of other duties and changes in responsibilities.

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.



MEMORANDUM NO: 34-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 12, 2020

SUBJECT: Personnel Action (Replacement): Director of Purchasing

The individual listed below has been recommended to fill the full time position for the Director, Purchasing.

Candidate

Recommended: Alan Phillips

Education: University of Houston
Master of Science, Construction Management December 1996

Experience: City of Missouri City
Purchasing and Risk Manager May 2015 - Present

City of League City
Purchasing Manager August 2013 – April 2015

Texas Southern University
Director of Materials Management January 2010 – March 2013

University of Houston
Director of Purchasing and Stores June 1998 – December 2009

University of Houston
Assistant Purchasing Agent February 1981 – May 1998

Salary: \$78,380 / \$6,531.67
Grade 7/ Step 6
2019-20 Admin./Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Director, Purchasing		
Department:		Reports to:	
Grade Level:	7	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:	Karen Edwards	Date:	11/5/2019
Last Updated by:	Karl Stager	Date:	11/4/2019

SUMMARY

The Purchasing Director will establish and direct the College's centralized purchasing and contracting processes to efficiently manage and reduce costs, improve customer satisfaction, and increase value. Responsible for college-wide procurement of goods and contractual services in a manner that ensures prudent expenditures of College fund in compliance with Federal and State laws as well as Board policies and college procedures. Responsible for college property through shipping and receiving services, inventory tracking, and surplus disposal.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage a team consisting of purchasing assistant, buyer, shipping and receiving supervisor, and student workers.
- Responsible for procurement of all College goods and services, contracts, shipping and receiving services, inventory and assets, surplus, and disposal of property.
- Develop and maintain working relationships with all department related to procurement including understanding needs, objectives, and problem resolution.
- Establish and maintain purchasing procedures to operate within state and federal laws, College policies and procedures, and other procurement-related best practices.
- Ensure federally funded purchases are in compliance with the Code of Federal Regulations (2 CFR §200).
- Control all formal and informal procurement processes (methods outlined in Texas Education Code §44.031, Texas Government Code §2254, and Texas Government Code §2269) including complex purchases such as construction, professional services, financial services, utilities, and insurance.
- Prepare agenda items and address Board of Regents at public meetings for contract approvals.
- Draft, review, and negotiate contract terms and conditions favorable to the College. Seek assistance from outside legal counsel for complex contracts.
- Assess risk and provide recommendations regarding procurements. Responsible for vendors' compliance with the College's standard insurance requirements.
- Implement and manage contract management software.
- Perform and analyze spend reports on commodities, procurement cards, purchase orders, and various other financial items using CitiBank Reporting and Ellucian Colleague ERP systems.
- Lead college-wide procurement training sessions and develop training tools.
- Maintain all files and records according to record retention laws and procedures.
- Manage external vendor relationships.
- Develop annual purchasing department operating budget and monitor expenditures.
- Coordinate college-wide services such as copier fleet, paper recycling, shredding, water delivery, office supplies, and Amazon Business account.
- Serve as College's liaison with FEMA regarding disaster recovery efforts as required.

- Ensure coordination among campus divisions such as Administration, Physical Plant, Information Technology, and contracted construction management firm.
- Participate in various committees as appointed including College Facilities and Financial & Physical Resources for reaccreditation process.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

EDUCATION

Bachelor's degree in Business Administration or business related field.

EXPERIENCE

Five (5) years' experience in procurement including three (3) years of direct public procurement experience and two (2) years of supervisory experience.

Certified Public Procurement Officer (CPPO), Certified Professional Public Buyer (CPPB), Certified Professional in Supply Management (CPSM) or other public procurement certification

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of Texas Education Code §44.031, Texas Government Code §2254, Texas Government Code §2269, Code of Federal Regulations (2 CFR §200), public procurement policies, principles, best practices and processes.
- Thorough knowledge of public procurement processes including formal solicitations, informal quotations, cooperative contracting, etc.
- Thorough knowledge of contracts including reviewing, analyzing, compliance, administration, and interpreting contract terms and conditions, laws and codes.
- High level decision making skills, which involves an intimate understanding of industry practices, products, services, and technical expertise of technology.
- Excellent oral and written communication and interpersonal skills.
- Ability to establish and maintain effective working relationships with college community.
- Effective analytical and problem solving skills.
- Proficiency in Microsoft Office applications.
- Experience with an integrated procurement and finance system

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This job description may be revised upon development of other duties and changes in responsibilities.

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.



MEMORANDUM NO: 35-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 12, 2020

SUBJECT: Personnel Action (Approved): Videographer/Photographer

The individual listed below has been recommended to fill the full time position for the Videographer/Photographer, Marketing Department.

Candidate

Recommended: Dakstone Fleming

Education: University of the Arts London
Bachelor of Arts, Digital Film Production July 2016

Experience: Stone Focus Productions
Director of Photography/ Owner January 2018 - Present

Honor Roll Entertainment and Studios
Head of Cinematography June 2018 – June 2019

MOV Digital Film Production
Owner/ Producer/ Director April 2013 – February 2018

G-NODE
Director of Photography / Personality/ Set Design November 2013 – December 2014

Poly Media
Director of Photography April 2013 – December 2014

SYMON Communications
Graphic Designer June 2005 – June 2009

Salary: \$52,534 / \$4,377.83
Grade 3/ Step 2
2019-20 Admin./Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Videographer/Photographer		
Department:	Marketing and Communications	Reports to:	Director, Marketing
Grade Level:	3	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:	Karen Edwards	Date:	08/15/2019
Last Updated by:	Lorrent Smith	Date:	08/15/2019

SUMMARY

This position serves the Marketing and Communications department as both a videographer and photographer. Videography skills will be employed to make the college brand come alive by planning, shooting, editing and preparing videos for use on our website, email, social media, campus displays and digital ad campaigns. Photography skills be utilized to capture images that support the college's brand awareness and recruitment efforts. Images may include active, candid, and staged photography of special events, campus life, and portraits, for use in college publications in print and online.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Create expertly edited videos worthy of wide audiences that showcase ACC programs, student life, extracurricular offerings and facilities, as well as video interviews with faculty, students, and alumni to increase brand awareness and support college communication and recruitment goals
- Storyboard, shoot, edit projects of varying lengths and styles for all college media platforms in a way that increases shareability for social media outreach
- Plan and schedule photo and video shoots, including creating and maintaining budgets and reserving locations, talent, and resources
- Oversee the production of videos to create a virtual campus tour
- Manage the College's YouTube channel, making sure videos are titled, keyworded, transcribed, and organized in a way to maximize views and meet accessibility standards.
- Collaborate closely with campus faculty, staff, administration, alumni, and college supporters to facilitate the creation of engaging and exciting multimedia content
- Create and manage a video library and DAM (Digital Asset Management System) and help establish new procedures as needed
- Create and maintain a video style guide, working to ensure all videos created meet the College's brand guidelines.
- Maintain, reserve, purchase and rent equipment as necessary
- Work well with a team, have a positive attitude and thrive on creative storytelling through media in a fast-paced environment
- Keep accurate, detailed notes to identify subjects in photographs and ensure every image file has proper photography/videography release forms signed
- Work flexible hours, including some evenings and weekends, as needed

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

EDUCATION

- Bachelor's degree, preferably in communications, media arts, multimedia production or related field

EXPERIENCE

- Minimum of two years of photography, videography and editing experience with proficiency in shooting high-quality, cinematic video/b-roll preferably for higher education
- Experience coordinating photo/video assignments and meeting deadlines
- Experience operating, maintaining, and troubleshooting video and photo equipment
- Experience managing digital asset systems

KNOWLEDGE, SKILLS, AND ABILITIES

- Detail oriented with strong written and verbal communication skills
- Strong post-production skills in digital video editing, still and motion graphics design, and video compression for multiple delivery platforms
- Ability to communicate in a positive, collegial manner with professional staff, students, and community partners
- Enthusiasm for a variety of video types — formal interviews, fun animations, short GIFs, etc. — and a commitment to quality work across genres.
- Ability to work quickly and under pressure with multiple deadlines
- Comprehensive, in-depth knowledge of pre-production/planning, storyboarding, studio and field production, lighting/grip, audio engineering, and video composition
- Up-to-date with industry standards, technological advances, software and equipment
- Strong working knowledge of Adobe Premiere CC, Adobe After Effects, Photoshop, Lightroom, and other relevant Creative Cloud applications
- Animation and illustration skills (preferred)
- Ability to move heavy equipment

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This job description may be revised upon development of other duties and changes in responsibilities.

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.



MEMORANDUM NO: 37-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 17, 2020

SUBJECT: Personnel Action (Approved): Assistant Director, Physical Plant

The individual listed below has been recommended to fill the full time position of Assistant Director, Physical Plant, Physical Plant Department.

Candidate

Recommended: Eduardo Gonzalez

Education:	University of Texas, El Paso Master of Science, Construction Management	May 2019
	Universidad Virtual del Estado de Guanajuato Bachelor of Science, Project Management	May 2014
Experience:	<u>Texas Construction Specialties</u> <i>Owner, Supervisor</i>	November 2008 - Present
	<u>Lake Jackson Management</u> <i>Construction and Maintenance Manager</i>	July 2003 - October 2008
	<u>Reyco Construction</u> <i>Construction Supervisor</i>	July 1999 - July 2003
	<u>A&A Electric</u> <i>Electrician</i>	October 1996 - May 1999

Salary: \$72,453
Grade 6 / Step 6
2019-20 Admin./Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	FT Assistant Director, Physical Plant	
Department:	Physical Plant	Reports to: Director, Physical Plant
Grade Level:	6	Job Category: Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status: Exempt
HR Approved:	Karen Edwards	Date: 11/15/2019
Last Updated by:		Date:

SUMMARY

The Assistant Director, Physical Plant will supervise all environmental systems personnel and oversee start-up, operation and maintenance on the following systems: interior and exterior mechanical, electrical and fire systems, generators, HVAC controls, control air compressor, hot water boilers, water chillers, pumps, motors, air handlers, ventilation equipment, cooling towers, chemical treatment equipment, water coolers, heaters and domestic water heaters. The assistant director is required to supervise and work along side the environmental systems personnel as a working manager.

This is a security sensitive position and is considered "key emergency management personnel."

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Oversee the operation and maintenance of water systems, electrical systems, lighting systems, HVAC systems, pneumatic systems, monitoring/control systems, fire systems and emergency generator power systems
- Manage and conduct major preventive and emergency maintenance repairs on chillers, boilers, air handlers, air compressors, pumps, motors, and auxiliary control mechanisms
- Install and maintain condensers, relays, controllers, transducers and related electrical components both of primary and secondary voltages
- Assists and/or supervises technician(s) in performing major repairs in kitchen equipment as needed.
- Plan and perform maintenance and minor repairs on kitchen equipment
- Conduct preliminary energy audits by gathering consumption data; develops tentative conclusions by comparing consumption data with meteorological tables showing the number of heating degree days and cooling degree days in the periods under study
- Coordinate and perform routine maintenance on all fire and smoke detection systems, both analog and digital
- Adjust and repair chemical treatment equipment
- Execute routine maintenance on all high voltage transformers
- Properly check the operation of environmental systems equipment and machines
- Check the operation and calibrate, repair or replace thermostats
- Perform minor repairs on environmental systems equipment

- Assist and supervise technician(s) in the installation and maintenance of electrical, electronic, pneumatic, and electro-mechanical controls throughout the physical plant
- Change light tubes, ballasts, switches, plugs and associated wiring, as needed
- Service air handler units including the cleaning of coils, the removing and installing of filter system media, V-belt and pulley servicing, and greasing
- Maintain air conditioning and heating pumps, seals, and shafts
- Evaluate lays out and supervise construction as requested
- Perform and coordinate interior and exterior mechanical/electrical environmental systems, duties include in new construction and remodeling.
- Develop and implement an ongoing preventive maintenance program for the interior and exterior mechanical/electrical environmental systems
- Maintain an inventory on all interior and exterior mechanical/electrical environmental systems equipment, assets and supplies
- Make certain all mechanical and other working areas are kept in a neat and orderly manner
- Must be able to read blueprints and provide material estimates
- Must be knowledgeable of various HVAC, mechanical and electrical environmental systems
- Assist the Director, Physical Plant in the annual preparation of the Environmental Systems departmental budget
- Manage all expenses as not to exceed the allocated budget
- Keep apprised of all material safety data sheets (MSDS) on all products used within the division and conveys this information to each employee under his/her supervision
- Must be familiar with hazardous material management, including purchasing, use, and disposal of same
- Assist the Director, Physical Plant in establishing emergency procedures and emergency preparedness
- Assist the Director, Physical Plant in compiling records as to the use and disposal of all hazardous waste materials
- Conduct safety training sessions for Environmental Systems technicians as required
- Other duties may be assigned

WORKING CONDITIONS

- The Assistant Director, Physical Plant will be subjected to high noise levels and hazards associated with electrical work.
- Will come in contact with cleaning agents, lubricants, and other chemicals used in industry; i.e., water treatment acids
- Must be capable of restoring disrupted services under emergency conditions
- The Assistant Director, Physical Plant must exercise great care in the discharge of duties as they are normally performed in the presence of others

DEXTERITY

- The Assistant Director, Physical Plant will be exposed to heavy lifting, climbing to heights in excess of 40 ft., pushing, pulling, standing, sitting, stooping, and general physical work approximately 50% of the time
- Will be exposed to electrical hazards in the discharging of his/her normal duties

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

EDUCATION

- Bachelor's Degree in industrial, operations, facilities, engineering, construction management or related field is required
- College coursework in maintenance, facilities, construction, electrical, air conditioning, refrigeration
- North American Technician Excellence and/or HVAC Excellence Certification
- Licensed electrician
- Certified plant supervisor (CPS)
- Building systems maintenance certificate (SMC)

EXPERIENCE

- Minimum of five (5) years of maintenance, water, fire, electrical, HVAC system field experience
- At least two (2) years of supervising technicians
- Must have a valid Driver's License and current automobile insurance
- Must have an EPA Universal license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read blueprints, circuitry diagrams, and construction drawings
- Must pass a complete physical examination
- Work experience interacting with all employees levels and contractors
- Work experience involving environmental system upgrades, renovation and new construction
- Will be required to be on call on weekends and holidays
- May work in inclement weather and other unpleasant conditions; i.e., rain, mud, and cold
- May work some irregular hours to handle unforeseen situations and to support weekend or evening college activities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This job description may be revised upon development of other duties and changes in responsibilities.

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.



MEMORANDUM NO: 40-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 20, 2020

SUBJECT: Personnel Action (Replacement): Counselor, Academic Advising Department

The individual listed below has been recommended to fill the full time position for a Counselor, Academic Advising Department.

Candidate

Recommended: Lola Lilly Guu

Education: University of Houston - Victoria
Master of Education, Counseling August 2009

Experience: Danbury Middle School and Danbury High School
Professional School Counselor July 2017 - Present

Grace School
Professional School Counselor August 2013 – June 2017

The Women’s Home (Jane Cizik Garden Place)
Licensed Professional Counselor Intern June 2013 – July 2013

Morton Ranch Elementary
Professional School Counselor August 2008 – June 2013

Career & Recovery Resources, Inc.
Counseling Practicum Intern June 2008 – July 2008

Salary: \$63,416
Grade 4/ Step 6
2019-20 Admin./Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Counselor	Reports to:	Director, Advising Services
Department:	Student Services	Job Category:	Full-Time
Grade Level:	4	FLSA Status:	Exempt
Salary Range:	Professional Salary Schedule		
HR Approved:		Date:	
Last Updated by: Jade Borne		Date:	8/1/2019

SUMMARY

This professional position provides counseling and advising services for students, crisis intervention, career exploration, academic enhancement, faculty consultation academic and transfer advisement, mental health and other training for faculty and staff, and short-term personal counseling. Maintains contact with faculty and staff and provides consultation as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide crisis counseling. Serves on the Assessment and Care Team.
- Provide short-term diagnostic counseling services to students and make appropriate referrals.
- Provide a comprehensive college advising program for technical and transfer students.
- Provide test interpretation for academic, career exploration, or mental-health purposes. Participate in registration activities.
- Perform "risk-assessments" as part of student conduct or Care-team activities.
- Assist with the development and evaluation of the college all Student Services publications and events.
- Serve as a liaison to area high schools. Participate in career fairs and college information programs.
- Collaborates with the Director of Retention and Student Success on early alert interventions.
- Plan and conduct student success workshops for the college, in person and online.
- Plan and conduct a comprehensive suicide prevention program.
- Serve as a resource to faculty and staff concerning TSI, transfer, and graduation requirements.
- Develops and conducts mental health training for students, faculty, and staff.
- Periodically review and update the college web page, especially in the student services area.
- Assist in the coordination of New Student Orientation programming, presentation and materials, in person and online.
- Conduct evaluation and analysis of departmental programming, orientation, career program, and study skills programs.
- Provide small group support services for allied health students by departmental request.
- Maintain legal, ethical and professional standards as regulated by the college, state, federal and entities.
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.
- Completes other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

EDUCATION

- Requires a master's degree or higher in counseling, social-work, counseling/clinical/school psychology or other related mental health field, where a clinical or counseling practicum or internship experience was a degree requirement.

LICENSURE or LICENSURE ELGIBLE

- Texas State licensure as a Licensed Professional Counselor (LPC), Licensed Master Social Worker (LMSW), Licensed Marriage and Family Therapist (LMFT), School Psychologist LSSP, or other Texas Mental Health License required. LPC Interns and other Mental Health Interns will be considered if applicant is able to gain licensure within a pre-approved period of time. Candidates who fail to obtain a Texas Mental Health License may not be eligible for continued employment at ACC.

EXPERIENCE

- Completion of a master's degree in one of the areas listed above and a pre-degree practicum or internship experience required.
- Two years of experience in a student services setting is required.
- One year of experience in a similar role at a community college is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work effectively with colleagues in an environment that promotes innovation, teaching, learning and service to diverse student populations;
- Ability to effectively work with students from diverse backgrounds who have a wide range of skills, motivations, preparation, and academic and career goals;
- Ability and willingness to perform academic advising duties.
- Ability to participate in recruitment and articulation activities with local schools, colleges, universities; and industries;
- Ability to communicate effectively, both orally and in writing;
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.
- Professional counseling experience in an accredited educational institution.
- A background in counseling culturally diverse and nontraditional students in an educational setting.
- Knowledge of Veterans educational benefit regulations for both federal and state.
- Knowledge of federal and state student financial aid procedures.
- Experience using the internet and computer-based career guidance programs

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This job description may be revised upon development of other duties and changes in responsibilities.

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.



ALVIN COMMUNITY COLLEGE 3110 Mustang Road Alvin, Texas 77511-4898

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

MEMORANDUM NO: 32-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: February 11, 2020

SUBJECT: Report on Texas Administrative Code 202 (TAC 202)

Mr. Kelly Klimpt, Director of Information Technology, will present a report on Texas Administrative Code 202. TAC 202 is the cyber-security policy for Texas Higher Education and it provides a framework for a network security program.

This report is for information only.

CMA:tg



MEMORANDUM NO: 27-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 7, 2020
SUBJECT: Strategic Plan Update Relating to Strategic Plan Goal #5

In November 2015, the Board of Regents approved the five year (2016-2021) Strategic Plan for Alvin Community College. Mr. Karl Stager, Vice President, Administrative Services, will present an update on the status of the Strategic Plan Goal #5. This goal states that:

“Alvin Community College will maximize the acquisition of revenue, taking into consideration the interest and values of all stakeholders, and allocate them efficiently to the highest and best value for the institution.”

This report is for information only.

CMA:tg



ALVIN COMMUNITY COLLEGE 3110 Mustang Road Alvin, Texas 77511-4898

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

MEMORANDUM NO: 38-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 20, 2020
SUBJECT: Certification of Unopposed Candidates for the May 2, 2020 Board of Regents Election

Three candidates filed for positions on the ACC Board of Regents election for May 2, 2020. The candidates and their position are:

Jody Droege *Position 4*

Darren Shelton *Position 5*

Jake Starkey *Position 6*

The following document is the official certification that the candidates are unopposed for the May 2, 2020 election.

This report is for information only.

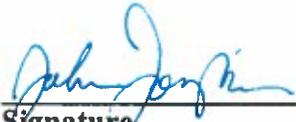
CMA:tg

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR
ALVIN COMMUNITY COLLEGE**

To: Alvin Community College Board of Regents Chair

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on Saturday, May 2, 2020:

Offices	Candidates
Position 4	Jody Droege
Position 5	Darren Shelton
Position 6	Jake Starkey



Signature

John Tompkins

Printed name

Elections Clerk

Title

2/20/20

Date of signing

seal



**CERTIFICACIÓN DE CANDIDATOS ÚNICOS PARA
ALVIN COMMUNITY COLLEGE**

Al: Presidente de la Junta de Regentes de Alvin Community College

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el Sabado, 2 de Mayo, 2020:

Cargos	Candidatos
Position 4	Jody Droege
Position 5	Darren Shelton
Position 6	Jake Starkey


Firma

John Tompkins
Nombre en letra de molde

Elections Clerk
Puesto

2/20/20
Fecha de firma

sello





MEMORANDUM NO: 39-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 20, 2020
SUBJECT: Order of Cancellation for the Alvin Community College Board of Regents Election for May 2, 2020

Three candidates will be unopposed for the ACC Board of Regents election for May 2, 2020. In accordance with Section 2.053(a) of the Texas Election Code, the board shall cancel the election due to the unopposed status of the following candidates:

Jody Droege *Position 4*
Darren Shelton *Position 5*
Jake Starkey *Position 6*

The following document is the official order of cancellation for the May 2, 2020 election for the Board of Regents.

It is recommended that the board approve the order of cancellation.

CMA:tg

ORDER OF CANCELLATION for ALVIN COMMUNITY COLLEGE

The Alvin Community College Board of Regents hereby cancels the election scheduled to be held on Saturday, May 2, 2020 in accordance with Section 2.053(a) of the Texas Election Code. The following candidates have been certified as unopposed and are hereby elected as follows:

Candidate	Office Sought
Jody Droege	Position 4
Darren Shelton	Position 5
Jake Starkey	Position 6

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

Board Chair

Board Secretary

seal

Date of adoption

ORDEN DE CANCELACIÓN DE ALVIN COMMUNITY COLLEGE

La Junta de Regentes de Alvin Community College por la presente cancela la elección que, de lo contrario, se hubiera celebrado el Sabado, 2 de Mayo, 2020 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Candidato	Cargo al que presenta candidatura
Jody Droege	Position 4
Darren Shelton	Position 5
Jake Starkey	Position 6

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.

Board Chair

Secretario

sello

Fecha de adopción



MEMORANDUM NO: 30-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 6, 2020
SUBJECT: Revisions to Board Policy FI (LOCAL)

In June 2016, the Board of Regents adopted new Board Policies created with the assistance and guidance of Texas Association of School Board's (TASB) Policy Service. As we use these Policies, we have noticed areas that require edits.

It has come to our attention that the wording of Board Policy FI (Local) needed to be updated to meet certain health standards. The proposed changes clarifies that foods sold on campus must be pre-packaged or prepared by individuals with food safety certification.

It is recommended that the Board of Regents approve the revisions to policy FI (LOCAL).

CMA:tg

SOLICITATIONS

FI
(LOCAL)

“Student Solicitation”

As used in this policy, “student solicitation” shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

Limitations on Solicitation

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

1. The sale or offer for sale of any newspaper, magazine, or other publication **only** in an area designated in advance by the vice president, administrative services for the conduct of such activity. **Students may not leave the designated area for the purpose of soliciting products being sold;**
2. The sale or offer for sale of any food or drink item **only** in an area designated in advance by the vice president, administrative services or a designated representative for the conduct of such activity;
3. **The sale of or offer for sale of only manufacturer prepackaged in-date food and/or manufacturer prepackaged in-date unopened canned or bottled sodas and water may be sold without a food handling permit. The sale of food and drinks will not be allowed within 30 feet of, or in visible sight of locations where the College sells equivalent food or drinks;**
4. **The sale of or offer for sale of prepared food sold by vendors who possess a current food handling permit. Student organizations may collaborate with the vendor on approved events and charge a fee to benefit a registered student organization;**
5. The collection of membership fees or dues by registered student organizations at meetings of such organizations scheduled in accordance with the College District’s regulations on use of facilities; [See FLAA]
6. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and are scheduled in accordance with College District regulations; or
7. The sale of raffle tickets by a registered student organization that can present to the vice president, administrative services written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3), Internal Revenue Code.

No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College

SOLICITATIONS

FI
(LOCAL)

District, except as approved by the vice president, administrative services.

A total of four food fundraising events may be approved in each of the fall and spring semesters. Exceptions to this limitation may be made by the Vice President, Administrative Services.

Time Limit

No organization shall solicit under this policy for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

Use of College District Name

Only authorized students or registered student organizations shall be allowed to sponsor and engage in solicitation and/or fund-raising activities under the name of the College District. All such activities shall be compatible with the mission and objectives of the College District and shall be approved by the vice president, administrative services in accordance with procedures developed for that purpose.

Conduct During Solicitation

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation shall not harass, embarrass, or intimidate the person or persons being solicited.

Sanctions

If a student or registered student organization is alleged to have violated this policy, the student or organization shall be subject to a reasonable investigation conducted by the vice president, administrative services.

If the vice president, administrative services determines that a solicitation is being conducted in a manner violating this policy, the vice president, administrative services may prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate.

A student determined to be in violation of this policy shall be subject to disciplinary measures as described in policies FM and FMA. In the case of a registered student organization, the vice president,

SOLICITATIONS

FI
(LOCAL)

administrative services may revoke the registered status of the organization in accordance with policy FKC.



MEMORANDUM NO: 15-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: January 13, 2020

SUBJECT: Board Policy Update 37, Affecting Local Polices (See Attached List)

In June 2016, the Board of Regents adopted new Board Policies created with the assistance and guidance of Texas Association of School Board’s (TASB) Policy Service. As a part of this service, as laws change or as needs are identified for additional local policies or changes to existing local policies, TASB Policy Services makes edits to policies and shares them with their participating member colleges.

The proposed policy changes are from TASB Update 37, several of which are not substantive. Included in the information is a list of the local policies to be revised, explanatory notes providing rationale for the updates, and the policies recommended for revision showing the annotations.

Updates to Legal Board Policies that reference relevant law and contain citations to the statutes, rules, and case law governing a particular topic may be found on the college district website. These changes are not adopted by the Board.

As a reminder to the Board, the annotations are as follows:

- *Deletions* are shown in red strike-through font: ~~deleted text~~
- *Additions* are shown in a blue, bold font: **new text**
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text’s designation from its origin: ~~moved text~~ becomes moved text
- TASB’s recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

It is recommended that the Board approve to add these updated and revised policies, as recommended by TASB policy Service, to the Alvin Community College’s Local Policy Manual.

CMA:tg

(LOCAL) Policy Action List

ALVIN COMMUNITY COLLEGE(020501) - Update / LDU 37

BBF(LOCAL): BOARD MEMBERS - ETHICS

BBI(LOCAL): BOARD MEMBERS - TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

BD(LOCAL): BOARD MEETINGS

BDB(LOCAL): BOARD MEETINGS - PUBLIC PARTICIPATION

CAK(LOCAL): APPROPRIATIONS AND REVENUE SOURCES - INVESTMENTS

CF(LOCAL): PURCHASING AND ACQUISITION

CGC(LOCAL): SAFETY PROGRAM - EMERGENCY PLANS AND ALERTS

CHA(LOCAL): SITE MANAGEMENT - SECURITY

CHF(LOCAL): SITE MANAGEMENT - WEAPONS

CIA(LOCAL): EQUIPMENT AND SUPPLIES MANAGEMENT - RECORDS MANAGEMENT

CS(LOCAL): INFORMATION SECURITY

DGC(LOCAL): EMPLOYEE RIGHTS AND PRIVILEGES - EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGD(LOCAL): EMPLOYEE RIGHTS AND PRIVILEGES - EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT

DHC(LOCAL): EMPLOYEE STANDARDS OF CONDUCT - CHILD ABUSE AND NEGLECT REPORTING

DIAA(LOCAL): FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION - SEX AND SEXUAL VIOLENCE

FFDA(LOCAL): FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION - SEX AND SEXUAL VIOLENCE

FKC(LOCAL): STUDENT ACTIVITIES - REGISTERED STUDENT ORGANIZATIONS

FLA(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLAA(LOCAL): STUDENT EXPRESSION - STUDENT USE OF COLLEGE DISTRICT FACILITIES

FLB(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT CONDUCT

(LOCAL) Policy Action List

ALVIN COMMUNITY COLLEGE(020501) - Update / LDU 37

GCB(LOCAL): PUBLIC INFORMATION PROGRAM - REQUESTS FOR INFORMATION

GD(LOCAL): COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GDA(LOCAL): COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES - CONDUCT
ON COLLEGE DISTRICT PREMISES

Instruction Sheet

Community College Localized Policy Manual Update 37

Alvin Community College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
A25	(INDEX)	Replace cross-index	Revised cross-index
AFA	(LEGAL)	Replace policy	Revised policy
BB	(LEGAL)	ADD policy	See explanatory note
BBA	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
BBD	(LEGAL)	Replace policy	Revised policy
BBF	(LOCAL)	Replace policy	Revised policy
BBI	(LEGAL)	Replace policy	Revised policy
BBI	(LOCAL)	Replace policy	Revised policy
BD	(LEGAL)	Replace policy	Revised policy
BD	(LOCAL)	Replace policy	Revised policy
BDB	(LEGAL)	Replace policy	Revised policy
BDB	(LOCAL)	Replace policy	Revised policy
BI	(LEGAL)	Replace policy	Revised policy
CAD	(LEGAL)	Replace policy	Revised policy
CAI	(LEGAL)	Replace policy	Revised policy
CAK	(LEGAL)	Replace policy	Revised policy
CAK	(LOCAL)	Replace policy	Revised policy
CC	(LEGAL)	Replace policy	Revised policy
CF	(LEGAL)	Replace policy	Revised policy
CF	(LOCAL)	Replace policy	Revised policy
CG	(LEGAL)	Replace policy	Revised policy
CGC	(LEGAL)	Replace policy	Revised policy
CGC	(LOCAL)	Replace policy	Revised policy
CGE	(LEGAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CHA	(LEGAL)	Replace policy	Revised policy
CHA	(LOCAL)	Replace policy	Revised policy
CHC	(LEGAL)	Replace policy	Revised policy
CHF	(LEGAL)	Replace policy	Revised policy
CHF	(LOCAL)	Replace policy	Revised policy
CIA	(LEGAL)	Replace policy	Revised policy
CIA	(LOCAL)	Replace policy	Revised policy

Instruction Sheet

Community College Localized Policy Manual Update 37

Alvin Community College

Code	Type	Action To Be Taken	Note
CJ	(LEGAL)	Replace policy	Revised policy
CK	(LEGAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
CLA	(LEGAL)	Replace policy	Revised policy
CM	(LEGAL)	Replace policy	Revised policy
CR	(LEGAL)	Replace policy	Revised policy
CRA	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
CS	(LOCAL)	Replace policy	Revised policy
CT	(LEGAL)	Replace policy	Revised policy
D	(LEGAL)	Replace table of contents	Revised table of contents
DAA	(LEGAL)	Replace policy	Revised policy
DBE	(LEGAL)	Replace policy	Revised policy
DEA	(LEGAL)	Replace policy	Revised policy
DEB	(LEGAL)	Replace policy	Revised policy
DEC	(LEGAL)	Replace policy	Revised policy
DG	(LEGAL)	Replace policy	Revised policy
DGC	(LEGAL)	ADD policy	See explanatory note
DGC	(LOCAL)	Replace policy	Revised policy
DGD	(LOCAL)	DELETE policy	See explanatory note
DH	(LEGAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DHC	(LEGAL)	Replace policy	Revised policy
DHC	(LOCAL)	ADD policy	See explanatory note
DIAA	(LEGAL)	Replace policy	Revised policy
DIAA	(LOCAL)	Replace policy	Revised policy
DJ	(LEGAL)	Replace policy	Revised policy
DK	(LEGAL)	Replace policy	Revised policy
DLA	(LEGAL)	Replace policy	Revised policy
ECC	(LEGAL)	Replace policy	Revised policy
EFAA	(LEGAL)	Replace policy	Revised policy
EFAB	(LEGAL)	Replace policy	Revised policy
EFBA	(LEGAL)	Replace policy	Revised policy
EFBC	(LEGAL)	Replace policy	Revised policy

Instruction Sheet

Community College Localized Policy Manual Update 37

Alvin Community College

Code	Type	Action To Be Taken	Note
EFCA	(LEGAL)	Replace policy	Revised policy
EG	(LEGAL)	Replace policy	Revised policy
EJA	(LEGAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents
FA	(LEGAL)	Replace policy	Revised policy
FB	(LEGAL)	Replace policy	Revised policy
FC	(LEGAL)	Replace policy	Revised policy
FD	(EXHIBIT)	Replace exhibit	Revised exhibit
FEA	(LEGAL)	Replace policy	Revised policy
FF	(LEGAL)	Replace policy	Revised policy
FFDA	(LEGAL)	Replace policy	Revised policy
FFDA	(LOCAL)	Replace policy	Revised policy
FG	(LEGAL)	Replace policy	Revised policy
FJ	(LEGAL)	Replace policy	Revised policy
FKC	(LEGAL)	Replace policy	Revised policy
FKC	(LOCAL)	Replace policy	Revised policy
FLA	(LEGAL)	Replace policy	Revised policy
FLA	(LOCAL)	Replace policy	Revised policy
FLAA	(LOCAL)	DELETE policy	See explanatory note
FLB	(LOCAL)	Replace policy	Revised policy
FLBC	(LEGAL)	Replace policy	Revised policy
FLBD	(LEGAL)	ADD policy	See explanatory note
FLBE	(LEGAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
G	(LEGAL)	Replace table of contents	Revised table of contents
GA	(LEGAL)	Replace policy	Revised policy
GC	(LEGAL)	ADD policy	See explanatory note
GCA	(LEGAL)	Replace policy	Revised policy
GCB	(LEGAL)	Replace policy	Revised policy
GCB	(LOCAL)	Replace policy	Revised policy
GD	(LEGAL)	Replace policy	Revised policy
GD	(LOCAL)	Replace policy	Revised policy
GDA	(LEGAL)	Replace policy	Revised policy
GDA	(LOCAL)	Replace policy	Revised policy

Instruction Sheet
Community College Localized Policy Manual Update 37

Alvin Community College

Code	Type	Action To Be Taken	Note
GG	(LEGAL)	Replace policy	Revised policy
GH	(LEGAL)	Replace policy	Revised policy
GI	(LEGAL)	Replace policy	Revised policy
GL	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

Community College Localized Policy Manual Update 37

Alvin Community College

ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

Changes at Update 37 are based almost exclusively on legislation from the 86th Regular Legislative Session.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 86th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

A25(INDEX) CROSS-INDEX

The cross index has been updated to incorporate information security at CS and tobacco use at FLBD.

AFA(LLEGAL) INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

HB 2110 expands upon existing requirements that each college district report Customer Service information when requested by the governor's Office of Budget and Policy (OBP) and the Legislative Budget Board (LBB). The bill also adds mobile and web applications as methods of collection.

BB(LLEGAL) BOARD MEMBERS

HB 305 requires a college district to post each elected officer on its website.

BBA(LLEGAL) BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

At Residence, effective January 1, 2020, HB 831 amends eligibility provisions related to establishing a continuous residency to address when a person may establish an intent to return to a residence after a temporary absence.

BBB(LLEGAL) BOARD MEMBERS: ELECTIONS

Several revisions have been made throughout this policy to reflect statutory changes from the 86th Regular Legislative Session:

- At Elections Generally—Publication of Election Date and Location Online and at Filing Information—Publication of Filing Information Online, HB 305 requires a college district to post certain election information on its website.
- HB 1241 requires that the Contents of an election notice include specific polling place location information.
- At Election Notice—Posting, HB 933 permits, but does not require, a college district to post the election notice if the county maintains a website. The college district must post the notice if the county does not have a website. The bill also requires the college district to provide Notice to the County Clerk and Voter Registrar of the polling place location.
- At Late Request, HB 4129 permits a candidate's name to be omitted from a ballot following an untimely withdrawal request if public notice of the test of logic and accuracy of an electronic voting machine has not yet been published.
- At Death of Candidate, HB 1067 permits election authorities to remove a deceased candidate's name from a ballot if the candidate dies on or before the filing deadline and to extend the filing deadline.
- HB 1048 requires a college district to designate a Polling Place for Early Voting that is an eligible county polling place located at the college district with limited exceptions.
- HB 1888 amends provisions addressing the hours of operation for Temporary Branch polling places.

Explanatory Notes

Community College Localized Policy Manual Update 37

Alvin Community College

- HB 4181 amends the list of individuals required to take the Oath of Office before entering office.
- Statutory citations are amended in accordance with HB 4170.

BBD(LEGAL)

BOARD MEMBERS: ORIENTATION AND TRAINING

HB 3834 requires officials of state agencies and local governments to complete Cybersecurity Training. According to the Department of Information Resources (DIR), college districts are considered state agencies for the purposes of this bill. See DIR, Security Awareness Training Certification (HB3834), dir.texas.gov/View-About-DIR/Information-Security/Pages/Content.aspx?id=154

Under HB 3834, a college district must require each board member to annually complete a certified Cybersecurity Training program.

BBF(LOCAL)

BOARD MEMBERS: ETHICS

The General Appropriations Act, HB 1, Article III, p. III–257, requires college districts, prior to expending funds appropriated by the Act, to submit an ethics policy to the Coordinating Board that is applicable to the board and specifically addresses sexual harassment. Based on this provision, recommended revisions to this local policy clarify the board's obligation to adhere to all state and federal laws and college district policies and to prohibit the board from engaging in conduct that constitutes unlawful discrimination and harassment.

BBI(LEGAL)

BOARD MEMBERS: TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

SB 944 requires a current or former officer of the college district who maintains Public Information on a Privately-Owned Device to forward or transfer the information to the college district or preserve the information in accordance with law.

BBI(LOCAL)

BOARD MEMBERS: TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

Recommended revisions to this local policy add a cross reference to GCB(LOCAL) addressing the SB 944 requirement that a board member who maintains public information on a privately-owned device must submit it to the college district or preserve it.

BD(LEGAL)

BOARD MEETINGS

Several revisions have been made throughout this policy to reflect statutory changes from the 86th Regular Legislative Session:

- SB 1640 attempts to clarify situations that constitute a Deliberation by board members to describe what constitutes a Prohibited Series of Communications.
- At Internet Posting—Generally, HB 305 requires a college district to post each meeting notice required by the OMA and the meeting minutes on its website.
- SB 494 amends the deadline for notice of an Emergency Meeting or Emergency Addition to an Agenda to one hour and adds a list of situations considered an emergency or urgent public necessity. The bill also adds a one-hour deadline for notifying the news media of the Emergency Meeting or Emergency Item.

BD(LOCAL)

BOARD MEETINGS

Recommended revisions to this local policy reflect a change to the deadline for a meeting called due to an emergency or urgent public necessity as a result of SB 494.

Explanatory Notes

Community College Localized Policy Manual Update 37

Alvin Community College

Please note: Your locally developed language addressing the submission of topics on a board meeting agenda remains unchanged.

BDB(LEGAL) BOARD MEETINGS: PUBLIC PARTICIPATION

HB 2840 requires a college district board of trustees to allow each member of the public who wants to comment on an item on the agenda of any open meeting, including the open meeting portion of a special meeting or board workshop, to address the body at the meeting before or during consideration of the item. The college district may adopt reasonable rules governing how the public may comment but may not prohibit public criticism of the college district unless the criticism is otherwise prohibited by law.

For more information on the implementation of the bill, see the Frequently Asked Questions About House Bill 2840 at <http://www.tasb.org/services/community-college-services/resources/tasb-college-elaw/documents/hb-2840-faq.pdf>.

BDB(LOCAL) BOARD MEETINGS: PUBLIC PARTICIPATION

Recommended revisions to this local policy address the HB 2840 requirement that college districts allow each member of the public who wants to comment on agenda items of an open meeting to do so prior to or at the time the items were considered. This policy limits public comment to agenda items at special meetings, permits public comments on all matters at regular board meetings, and imposes a time limit per individual.

Please contact the college district's policy consultant if the board wishes to:

- Limit public comment to agenda items only at all meetings;
- Revise the time individuals are permitted to speak at each meeting; or
- Make other adjustments to this policy.

BI(LEGAL) REPORTS

This legally referenced policy has been revised to reflect current Administrative Code rules addressing reporting on field of study curriculum.

Other changes are as follows:

- HB 2110 requires a college district to report customer service information upon request of the LBB or the governor's office.
- SB 212 requires the college district chief executive officer to certify to the Coordinating Board the college district's compliance with Title IX reporting requirements established by the bill.
- SB 38 requires a college district to report on and off campus hazing incidents to each student.

CAD(LEGAL) APPROPRIATIONS AND REVENUE SOURCES: BOND ISSUES

Several revisions have been made throughout this policy to reflect statutory changes from the 86th Regular Legislative Session:

- HB 440 prohibits a college district from issuing General Obligation Bonds to purchase one or more pieces of personal property; to improve, construct, or purchase one or more real property improvements; or both in certain circumstances. It also limits a college district's use of unspent bond proceeds. The bill requires a political subdivision to publish a sample ballot prepared for a bond election on the college district's website.
- SB 933 requires the college district to include the location of each polling place in the Notice of Election delivered to the county clerk and voter registrar.

Explanatory Notes

Community College Localized Policy Manual Update 37

Alvin Community College

- At Posting the Election Order, HB 477 amends the definition of debt obligation and the contents of the Election Order for an election to authorize a debt obligation election. The bill requires college districts with at least 250 registered voters on the day the board adopts the election order to publish a Voter Information Document. Additionally, this bill and SB 30 amend the requirements for the wording of Propositions to require more detail than in existing law. Instead of requiring a general description of the bond purpose, the ballot must include each single, specific purpose as a separate proposition.

CAI(LLEGAL)

APPROPRIATIONS AND REVENUE SOURCES: AD VALOREM TAXES

HB 1883 removes the requirement that an active duty U.S. armed services member be serving during war or a declared emergency to qualify for a postponed Delinquency Date.

At Reinvestment Zones—Tax Abatement, HB 3143 requires the college district board of trustees to provide proper notice and hold a public hearing on the proposed adoption, amendment, reauthorization, or repeal of tax abatement agreement criteria and guidelines before final action. The college district must post the current criteria and guidelines on its website. The bill also describes the contents of the notice of the meeting to approve the agreement. A tax abatement agreement in a county reinvestment zone must be approved by the college district in the same way a city authorizes an agreement in a municipal reinvestment zone.

CAK(LLEGAL)

APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS

HB 2706 amends several existing provisions of Government Code 2256 addressing authorized investments, including Repurchase Agreements and Commercial Paper, and adds provisions on Investment of Bond Proceeds and Pledged Revenue.

CAK(LOCAL)

APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS

HB 2706 allows investment of bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act and in accordance with relevant statutory provisions and the college district's local investment policy. Based on these new provisions, the policy revisions authorize investment of bond proceeds and pledged revenue to the extent allowed by law but clarify that bond proceeds may not be invested in no-load mutual funds.

Additional provisions address approved investment instruments for institutions of higher education. Agency Funds was renamed Custodial Funds in Governmental Accounting Standards Board (GASB) 84.

CC(LLEGAL)

ANNUAL OPERATING BUDGET

HB 1495 and SB 65 require a college district to include in its proposed budget a line item indicating the college district's proposed Advocacy Expenditures.

CF(LLEGAL)

PURCHASING AND ACQUISITION

Several revisions have been made throughout this policy to reflect statutory changes from the 86th Regular Legislative Session:

- Effective January 1, 2020, SB 943 establishes requirements for Contracts Valued at or Above \$1 Million regarding the preservation of contracting information by the contracting entity and provision of the information to the college district.
- HB 793 provides exceptions from contracting with Companies that Boycott Israel for small entities and contracts.
- HB 1495 and SB 65 require a business entity that contracts with a college district to submit a Disclosure of Interested Parties for contracts requiring the services of a registered lobbyist.

Explanatory Notes

Community College Localized Policy Manual Update 37

Alvin Community College

- HB 2868 adds to the definition of *Professional Services* for the purposes of the Professional Services Procurement Act services provided by a person lawfully engaged in the practice of interior design, even if the person is not a registered interior designer.
- HB 2325 permits a public safety entity, including a law enforcement agency, to purchase commodity items through the Department of Information Resources.
- At Contingent Fee Contracts for Legal Services, HB 2826 amends existing requirements for contracts entered into by a college district.
- At Recycled Products—Exception, SB 1376 permits the Texas Commission on Environmental Quality to grant college districts an exception from the requirement to give preference in purchasing products made of recycled materials.

CF(LOCAL)

PURCHASING AND ACQUISITION

Recommended revisions to this local policy clarify the roles of the college president and the board in relation to purchasing procedures and methods under state and federal law.

CG(LEGAL)

SAFETY PROGRAM

SB 11 requires a college district to follow procedures for a Safety and Security Audit developed by a person in the Texas School Safety Center (TxSSC) registry if it does not follow the procedures published by TxSSC. The report of the audit results must be signed by the college president.

CGC(LEGAL)

SAFETY PROGRAM: EMERGENCY PLANS AND ALERTS

SB 11 addresses the required contents of a college district's Emergency Operations Plan (EOP). The bill addresses the submission to the Texas School Safety Center (TxSSC) of the college district's EOP, including a random or need-based cycle established by TxSSC for review and verification of college district EOPs, and the confidentiality of the related documentation.

CGC(LOCAL)

SAFETY PROGRAM: EMERGENCY PLANS AND ALERTS

Recommended revisions to this local policy address the SB 11 requirements for the college district's emergency operations plan to include adequate communications technology and infrastructure.

CGE(LEGAL)

SAFETY PROGRAM: MEDICAL TREATMENT

At Policy Permitted, HB 476 requires a college district that adopts a policy on the use of epinephrine auto-injectors to publish the policy in the college district's student handbook or similar publication and on the college district's website. The college district must also submit a copy of the policy and any amendments to the Department of State Health Services.

CH(LEGAL)

SITE MANAGEMENT

HB 241 amends provisions addressing the Reduction of Energy Consumption to require a college district to reduce consumption by five percent each year for seven years beginning on September 1, 2019.

CHA(LEGAL)

SITE MANAGEMENT: SECURITY

In addition to changes made to more closely track statute, several revisions have been made throughout this policy to reflect statutory changes from the 86th Regular Legislative Session:

- At Apprehension of Certain Individuals, SB 1238 permits a peace officer to take certain individuals believed to have a mental illness regardless of a person's age.

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- At Diversion of Certain Individuals, HB 3540 permits a peace officer to release a person with an intellectual or developmental disability to that person's residence instead of arresting the person, if certain circumstances are met. SB 306 permits a peace officer to release a person who commits a public intoxication offense to a facility that admits the person to be supervised as the person becomes sober.
- SB 1827 permits a law enforcement agency to acquire and possess Epinephrine Auto-Injectors and permits a peace officer to possess and administer an epinephrine auto-injector.
- SB 616 requires that the security department of a college district notify the Department of Public Safety (DPS), using a prescribed form, of the security department's intent to hire an officer and to register with DPS. The security department shall also notify DPS of its contact.

CHA(LOCAL) SITE MANAGEMENT: SECURITY

Recommended revisions to this local policy clarify authority of college district peace officers, including the enforcement of college district rules and regulations.

CHC(LEGAL) SITE MANAGEMENT: TRAFFIC AND PARKING CONTROLS

Provisions from existing law addressing Speed Limits on Roads by a Campus were added to this legally referenced policy. HB 3871 amended the law to permit the county to declare lower speed limits on qualifying county roads by college districts and procedures for college districts to request a hearing or engineering and traffic investigation for a road or highway.

SB 969 regulates Personal Delivery and Mobile Carrying Devices. A college district may further regulate the devices consistent with the bill's provisions.

HB 1631 prohibits a college district from operating a Photographic Traffic Signal Enforcement System, otherwise known as a red light camera system, within the authority's jurisdiction or issuing a civil or criminal charge or citation based on an image produced by the system.

CHF(LEGAL) SITE MANAGEMENT: WEAPONS

At Prohibited Weapons, HB 446 provides that it is no longer an offense to possess, manufacture, transport, repair, or sell knuckles. A college district is not prohibited by the bill from regulating knuckles on campus.

At Wrongful Exclusion of Handgun License Holder, HB 1791 prohibits the college district or representative from taking any action that states or implies a handgun license holder authorized by any law to carry a concealed handgun on the college district's property is not permitted to do so, and also applies the procedure and penalty in the context of open carry.

Additional citations have been revised throughout the policy.

CHF(LOCAL) SITE MANAGEMENT: WEAPONS

In response to HB 446, which decriminalizes knuckles, this local policy adds a local prohibition on the use, possession, or display of knuckles.

CIA(LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT

HB 1962 addresses the records management requirements applicable to college districts and the functions and authority of the Texas State Library and Archives Commission (TSLAC). TSLAC's role in records management is reduced by removing certain acceptance and approval duties. A records retention schedule no longer needs to be accepted by TSLAC for filing, and also the college district and records retention officer are no longer required to submit its list of obsolete records for approval by the TSLAC director or librarian. A college district need not file a request with TSLAC before destroying a record not

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listed on a records retention schedule. Instead, the college district must notify TSLAC at least ten days before destroying the record.

A cross reference to policy GCB has been added for information on records retention provisions under the PIA as added by SB 944.

CIA(LOCAL) EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT

Based on HB 1962, recommended revisions to this local policy reflect a change in terminology addressing legal compliance of records control schedules from "declaration" to "certification."

CJ(LEGAL) TRANSPORTATION MANAGEMENT

Provisions from existing law addressing the prohibition on the Use of Wireless Devices were added to this legally referenced policy. HB 771 clarifies that the prohibition does not apply to a bus operator using a device in a way similar to using a two-way radio.

CK(LEGAL) INSURANCE AND ANNUITIES MANAGEMENT

HB 1495 requires a business entity that contracts with a college district to submit a Disclosure of Interested Parties for contracts requiring the services of a registered lobbyist.

CKE(LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: WORKERS' COMPENSATION

HB 1090 amends the definition of *first responder* at Prohibited Discrimination to include an emergency response operator or emergency services dispatcher and other emergency response personnel employed by a college district.

CLA(LEGAL) FACILITIES PLANNING: FACILITIES STANDARDS

At Prohibitions on Regulation of Building Products, Materials, or Methods, HB 2439 prohibits college districts from adopting or enforcing a regulation directly or indirectly prohibiting or limiting the installation or use of a building material or product in the alteration of a residential or commercial building if the material or product is approved for use by a recent, applicable national model code. College districts are also prohibited from establishing a standard for a material, product, or aesthetic method in the alteration of a residential or commercial building if the standard is more stringent than that in a recent, applicable national model code. Several exceptions to these prohibitions are included.

CM(LEGAL) FACILITIES CONSTRUCTION

Several revisions have been made throughout this policy to reflect statutory changes from the 86th Regular Legislative Session:

- Effective January 1, 2020, SB 943 establishes requirements for Contracts Valued at or Above \$1 Million regarding the preservation of contracting information by the contracting entity and provision of the information to the college district.
- HB 793 provides exceptions from contracting with Companies that Boycott Israel for small entities and contracts.
- HB 1495 and SB 65 require a business entity that contracts with a college district to submit a Disclosure of Interested Parties for contracts requiring the services of a registered lobbyist.

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- HB 2868 adds to the definition of *Professional Services* for the purposes of the Professional Services Procurement Act services provided by a person lawfully engaged in the practice of interior design, even if the person is not a registered interior designer.
- Under HB 985, a college district may not require, prohibit, encourage, or discourage a bidder from adhering to or entering into an agreement with a collective bargaining organization related to the project or discriminate against a person based on the person's involvement in the agreement.

CR(LLEGAL)

TECHNOLOGY RESOURCES

Provisions from existing law addressing an exception, Government Code 2054.0075, to the application of Government Code Chapter 2054 have been added to this policy. SB 64 amends Section 2054.0075 to apply those provisions necessary for participation in shared technology services.

Provisions addressing the Cybersecurity Information Sharing Act have been moved to CS.

CRA(LLEGAL)

TECHNOLOGY RESOURCES: WEBSITE POSTINGS

In addition to existing law, several revisions have been made throughout this policy to reflect statutory changes from the 86th Regular Legislative Session:

- HB 305 requires a college district to post online college district contact, election, and board member information.
- HB 440 requires a college district to post on the college district's website information about a debt obligation election.
- HB 477 requires a college district with at least 250 registered voters to post a voter information document on the college district's website.
- HB 3143 requires a college district to post the current criteria and guidelines for tax abatement on its website.
- HB 473 requires a college district to post online the college district's policy, if any, regarding epinephrine auto-injectors.
- SB 18 requires a college district to post the college district's campus expression policies online by August 1, 2020.
- SB 1702 requires a college district to post online information about the college district's liaison officer for students who are or were in foster care and information regarding support services and other resources available to the students.
- SB 38 requires a college district to post online a report on hazing committed on or off campus by an organization registered with or recognized by the college district.

CS(LLEGAL)

INFORMATION SECURITY

Provisions from existing law addressing an exception, Government Code 2054.0075, to the application of Government Code Chapter 2054 have been added to this policy. SB 64 amends Section 2054.0075 to require compliance with existing information security standards. The bill also amends Section 2054.0075 to apply those provisions necessary for participation in shared technology services. Existing Administrative Code provisions related to the following have been added to this legally referenced policy:

- Information Security Oversight;
- Information Security Officer;
- Information Security Program;

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- Online and Mobile Applications;
- Staff Responsibilities;
- Security Controls;
- Risk Management; and
- Reporting.

HB 4390 requires the disclosure by a college district of a breach of system security To Residents of Texas and Certain Other States be made without unreasonable delay and not later than the 60th day after the day it is determined the breach occurred. The bill also requires the college district to disclose the breach to the attorney general.

Provisions addressing the Cybersecurity Information Sharing Act have been moved to this policy from CR. A cross reference to policies BBD and DK has been added for information on cybersecurity training.

CS(LOCAL) INFORMATION SECURITY

Recommended revisions to this local policy address the Administrative Code requirements regarding information security now applicable to college districts as a result of SB 64.

CT(LEGAL) INTELLECTUAL PROPERTY

Under SB 241, a college district is no longer required to keep a copy of its Intellectual Property Policy on file with the Coordinating Board.

D(LEGAL) PERSONNEL

The D section table of contents has been revised to reflect the merging of DGC and DGD.

DAA(LEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY

HB 1074 addresses an existing law prohibiting Age Discrimination in admissions to or participation in Job Training Programs. The existing prohibition applies to individuals between 40 and 56 years old. The bill removes the upper age limit.

DBE(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: NEPOTISM

A reference to an attorney general opinion addressing nepotism issues in the college district context has been updated.

DEA(LEGAL) COMPENSATION AND BENEFITS: SALARIES AND WAGES

This legally referenced policy has been revised to address FLSA rules, effective January 1, 2020, related to minimum wage and overtime.

DEB(LEGAL) COMPENSATION AND BENEFITS: FRINGE BENEFITS

HB 872 requires a college district to provide Notice to the Employees Retirement System of an eligible peace officer's death for purposes of survivor benefits no later than the 30th day after the date of death.

DEC(LEGAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

SB 370 and HB 504 amend provisions prohibiting a private employer from terminating an employee for serving as a juror or grand juror. The bill amends the prohibition to apply it to college district employees.

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DG(LLEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

Language related to employee free speech has been moved to DGC.

DGC(LLEGAL) EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

This legally referenced policy addresses employee expression and use of facilities.

DGC(LOCAL) EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

Recommended revisions to this local policy address the SB 18 requirement to develop an employee expression policy.

DGD(LOCAL) EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES

This local policy addressing employee use of facilities is recommended for deletion. DGD is no longer an active code. If any of the college district's locally developed text needs to be retained at another code, please contact your policy consultant for assistance.

DH(LLEGAL) EMPLOYEE STANDARDS OF CONDUCT

HB 1325 prohibits a college district from adopting regulations that prohibit the cultivating, handling, transporting, or selling of Hemp.

HB 1518 prohibits a college district from adopting or enforcing an order, regulation, rule, ordinance, or policy governing the possession, distribution, and sale of Dextromethorphan, a cough suppressant.

SB 944 requires a current or former employee of the college district who maintains Public Information on a Privately-Owned Device to forward or transfer the information to the college district or preserve the information in accordance with law.

DH(LOCAL) EMPLOYEE STANDARDS OF CONDUCT

Recommended revisions to this local policy add a cross reference to GCB(LOCAL) addressing the SB 944 requirement that an employee who maintains public information on a privately-owned device must turn it over to the college district or preserve it. In addition, revisions prohibit the gift or sale of tobacco products or e-cigarettes by employees to a person in violation of law in accordance with SB 21. Revisions remove the definition of *e-cigarette*, replacing it with a cross reference to policy FLBD where the definition and related definitions are located. HB 1325 authorizes the cultivation, possession, transportation, or sale of hemp on college district property in certain circumstances. Finally, HB 1518 prohibits the regulation of the possession, sale, or distribution of Dextromethorphan.

DHC(LLEGAL) EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING

At Adverse Employment Action Prohibited, HB 621 prohibits a college district from taking any adverse employment action against a professional who in good faith reports child abuse or neglect or participates in an investigation or proceeding related to an allegation of child abuse or neglect.

DHC(LOCAL) EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING

Based on HB 621, this policy is recommended for inclusion in the college district's local manual to address the prohibition of adverse actions against employees who report child abuse or neglect.

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DIAA(LEGAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

SB 212 establishes a reporting structure, at Reporting Required, for an incident of sexual harassment, sexual assault, dating violence, or stalking that is alleged to have been committed by or against an enrolled student or by or against an employee. The bill amends the definitions of *Dating Violence, Sexual Assault, and Stalking*.

DIAA(LOCAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

Recommended revisions to this local policy address the SB 212 requirements related to reporting sexual harassment, assault, dating violence, and stalking.

DJ(LEGAL) ASSIGNMENT, WORK LOAD, AND SCHEDULES

SB 241 removes the requirement that a governing board of a college district report its rules and regulations regarding faculty academic workloads to the Coordinating Board.

DK(LEGAL) PROFESSIONAL DEVELOPMENT

HB 3834 requires officials of state agencies and local governments to complete Cybersecurity Training. According to the Department of Information Resources (DIR), college districts are considered state agencies for the purposes of this bill. See DIR, Security Awareness Training Certification (HB3834), dir.texas.gov/View-About-DIR/Information-Security/Pages/Content.aspx?id=154

Under HB 3834, a college district must require an employee who uses the computer for at least 25 percent of the employee's duties and each college district officer to annually complete a certified cybersecurity training program. The chief executive of the college district must verify completion of the program to DIR and periodically require internal review of compliance with the requirement.

DLA(LEGAL) EMPLOYEE PERFORMANCE: EVALUATION

HB 2410 provides that, if a nurse is unable to complete a Request for Nursing Peer Review Committee form due to immediate patient care needs, the nurse may request a committee determination by orally notifying the nurse's supervisor.

ECC(LEGAL) INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES

This legally referenced policy has been revised to reflect amendments to Administrative Code rules addressing the Limitation on the Number of Dropped Courses.

EFAA(LEGAL) INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES

This legally referenced policy has been revised to reflect amendments to Administrative Code rules addressing the Evaluation of Field of Study Curricula.

EFAB(LEGAL) INSTRUCTIONAL PROGRAMS AND COURSES: CAREER TECHNICAL/WORKFORCE COURSES

Statutory citations have been updated in accordance with HB 4170.

EFBA(LEGAL) DEGREES AND CERTIFICATES: ASSOCIATE DEGREES AND CERTIFICATES

Provisions addressing degree plans for the Multidisciplinary Studies Associate Degree Program have been moved to EFBC.

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EFBC(LLEGAL) DEGREES AND CERTIFICATES: DEGREE PLANS

SB 25 amends the Filing Requirements for student submission of degree plans by lowering the semester credit hour threshold from 45 to 30 and adjusting the filing deadlines. The bill also adds requirements specific to dual credit students.

Existing provisions addressing Multidisciplinary Studies Associate Degree Programs have been moved from EFBA and amended by SB 25.

EFCA(LLEGAL) SPECIAL PROGRAMS: STUDENTS WITH DISABILITIES

Citations have been updated in this legally referenced policy to reflect recent Administrative Code amendments.

EG(LLEGAL) ACADEMIC ACHIEVEMENT

This policy has been revised to more closely track statute.

EJA(LLEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: OTHER INSTRUCTIONAL INITIATIVES

HB 3435 designates March 1 as Texas Girls in STEM Day. The day must be regularly observed by appropriate activities, programs, and ceremonies at college districts.

F(LLEGAL) STUDENTS

The F section table of contents has been revised to reflect the merging of FLA and FLAA.

FA(LLEGAL) EQUAL EDUCATIONAL OPPORTUNITY

SB 1978 prohibits a college district from taking or threatening to take an adverse action against any person based on his or her Association with a Religious Organization.

FB(LLEGAL) ADMISSIONS

This legally referenced policy has been revised to update citations to Administrative Code rules addressing Common Admission Application Forms.

FC(LLEGAL) ATTENDANCE

This legally referenced policy has been revised to update citations to Administrative Code rules regarding policies and procedures related to Military Service.

FD(EXHIBIT) TUITION AND FEES

HB 766 makes mandatory a permissive tuition and fee exemption available to qualified peace officers who are permanently disabled. The bill also extends the exemption to fire fighters. The exemption title is amended accordingly.

FEA(LLEGAL) FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS

At Loan Debt Disclosure, SB 241 provides that college districts receiving state financial aid administered by the Coordinating Board are not required to disclose loan debt information relating to loans issued by private entities.

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FF(LLEGAL) STUDENT WELFARE

At Liaison for Students Who Are or Were in Foster Care, HB 1702 expands the role of the liaison to students who were in foster care to require that the liaison also assist students currently in foster care. A college district is required to identify students who qualify for assistance and to disseminate information about the liaison and available student-support services by January 1, 2020.

FFDA(LLEGAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

SB 212 establishes a reporting structure, at Reporting Required, for an incident of sexual harassment, sexual assault, dating violence, or stalking that is alleged to have been committed by or against an enrolled student or by or against an employee. The bill amends the definitions of *Dating Violence, Sexual Assault, and Stalking*.

FFDA(LOCAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

Recommended revisions to this local policy address the SB 212 requirements related to reporting sexual harassment, assault, dating violence, and stalking.

FG(LLEGAL) STUDENT HOUSING

At Residential Advisor Overdose Awareness and Response Training, HB 3285 requires college districts that require residential advisors or student organization officers to receive training to also train for overdose awareness and response.

This legally referenced policy has also been revised to include a reference to property code provisions addressing Residential Tenancies.

FJ(LLEGAL) STUDENT RECORDS

At Release of Academic Information, SB 25 permits college districts and school districts to release, consistent with state and federal privacy laws, information to an institution for purposes of the institution awarding course credit.

HB 449 requires a college district to add a Transcript Notation of Ineligibility to Reenroll if a student is ineligible to reenroll in the college district based on a reason that is not academic or financial.

FKC(LLEGAL) STUDENT ACTIVITIES: REGISTERED STUDENT ORGANIZATIONS

HB 3285 requires college districts that require residential advisors or student organization officers to receive training to also receive Overdose Awareness and Response Training.

FKC(LOCAL) STUDENT ACTIVITIES: REGISTERED STUDENT ORGANIZATIONS

Recommended revisions to this local policy address the SB 18 requirement to not deny the registration of a student organization based on its viewpoints.

FLA(LLEGAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

SB 18 requires a college district to permit expression on campus with some limitations. College districts are prohibited from taking action against, or denying a generally available benefit to, a student organization based on the organization's academic, political, religious, ideological, or philosophical views or the organization's expressive activities. The college district must adopt a policy consistent with the bill's requirements no later than August 1, 2020.

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FLA(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

Recommended revisions to this local policy address the SB 18 requirement to develop a student expression policy.

FLAA(LOCAL) STUDENT EXPRESSION: STUDENT USE OF COLLEGE DISTRICT FACILITIES

This local policy addressing student expression is recommended for deletion. FLAA is no longer an active code. If any of the college district's locally developed text needs to be retained at another code, please contact your policy consultant for assistance.

FLB(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT

In response to HB 446, which decriminalizes knuckles, this local policy adds a local prohibition on the use, possession, or display of knuckles. A cross reference for more information on tobacco and e-cigarettes has been added.

FLBC(LEGAL) STUDENT CONDUCT: PROHIBITED ORGANIZATIONS AND HAZING

SB 38 amends the definitions of *Hazing* and *Organization* and expands the organizations that are subject to the offense of hazing. The college district must distribute information to students about hazing on its website and at student orientation. The information must be posted online by January 1, 2020.

FLBD(LEGAL) STUDENT CONDUCT: TOBACCO USE

Existing law regarding restrictions on the purchase, sale, consumption, and possession of cigarettes, e-cigarettes, and tobacco products was included in this legally referenced policy at Possession and Use Prohibited. SB 21 modifies the law to raise the minimum age from 18 to 21. At Regulation Prohibited, a college district is prohibited from adopting or enforcing requirements related to the lawful age to sell, distribute, or use cigarettes, e-cigarettes, or other tobacco products that are more stringent than the requirements of the bill.

FLBE(LEGAL) STUDENT CONDUCT: ALCOHOL AND DRUG USE

HB 1325 prohibits a college district from adopting regulations that prohibit the cultivating, handling, transporting, or selling of Hemp.

HB 1518 prohibits a college district from adopting or enforcing an order, regulation, rule, ordinance, or policy governing the possession, distribution, and sale of Dextromethorphan, a cough suppressant.

HB 1545 amends provisions regarding Alcohol Possession and Use by Minors to replace references to "beer" with "malt beverage."

FM(LEGAL) DISCIPLINE AND PENALTIES

At Continuation of Disciplinary Procedure, under HB 449, if a student withdraws while a disciplinary matter that could result in the student being declared ineligible to reenroll is pending, the college district must complete the discipline process. The college district must add a transcript notation if a student is determined to be ineligible to reenroll.

G(LEGAL) COMMUNITY AND GOVERNMENTAL RELATIONS

The G section table of contents has been revised to reflect the updated policy title for GD.

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GA(LEGAL) ACCESS TO PROGRAMS, SERVICES, AND ACTIVITIES

SB 1978 prohibits a college district from taking or threatening to take an adverse action against any person based on his or her membership, support, or affiliation with a religious organization. A person alleging a violation of this prohibition may sue the college district. The bill defines *Person* to include a corporation, organization, government or governmental subdivision or agency, business trust, estate, trust, partnership, association, and any other legal entity.

At Right to Express Breast Milk, existing law was added regarding the right to breast feed to this legally referenced policy. HB 541 amends the provision to clarify that that the mother is also entitled to express breast milk.

GC(LEGAL) PUBLIC INFORMATION PROGRAM

HB 305 requires a college district to post its contact information on its website.

GCA(LEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION

Several revisions have been made throughout this policy to reflect statutory changes from the 86th Regular Legislative Session:

- HB 65 provides that Contracts for Lobbying Services be published online and that they are subject to disclosure.
- HB 4236 permits a viewing of images from Body-Worn Cameras by a person depicted in a recording is not considered a release of public information under the PIA.
- HB 3175 requires a college district to maintain as confidential under the PIA certain personal information regarding individuals and business entities that are Disaster Fund Recovery Recipients.
- SB 944 makes confidential Protected Health Information and Out-of-State Health-care Information provided in connection with a quality management, peer review, or best practices program.
- Effective January 1, 2020, SB 943 describes certain Contracting Information. The bill amends provisions regarding Trade Secrets and creates a new exemption for Proprietary Information under the PIA.
- HB 81 provides that information related to the expenditure or receipt of funds by a college district board of trustees for a parade, concert, or other entertainment event paid at least in part with public funds must be disclosed under the PIA, unless made expressly confidential under another law. The bill also prohibits, and voids, contract provisions related to those events that prohibit or prevent public disclosure.
- Statutory citations have been updated in accordance with HB 4173.

GCB(LEGAL) PUBLIC INFORMATION PROGRAM: REQUESTS FOR INFORMATION

Several revisions have been made throughout this policy to reflect statutory changes from the 86th Regular Legislative Session:

- SB 944 defines *temporary custodian* to the PIA to mean a current or former college district board of trustees member who creates or receives public information in the transaction of official business that has not been provided to the governmental body's public information officer or his or her agent. A temporary custodian must surrender or return public information to a governmental body no later than ten days after receiving a request for its return, and the public information officer is required to make reasonable efforts to obtain public information from a temporary custodian. The bill requires Public Information on a Privately-Owned Device by a current or former college district board of trustees member be forwarded or transferred to the college district to be preserved or preserved in its original

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form in a backup or archive on the privately-owned device for a time designated by the college district. SB 944 also clarifies existing law on how to properly submit a written request for public information.

- SB 943 adds provisions relating to Requests for Contracting Information that is not maintained by the college district but is in the custody or possession of an entity contracted to provide a college district goods and services for a stated amount of at least \$1 million or results in that expenditure. Provisions of the PIA were amended to include references to proprietary, economic development, and investment information.
- SB 494 permits a college district to suspend the applicability of PIA requirements if it is impacted by a catastrophe and complies with prescribed procedures up to two times.

GCB(LOCAL) PUBLIC INFORMATION PROGRAM: REQUESTS FOR INFORMATION

Recommended revisions to this local policy relate to the method by which public information requests must be made and address the suspension of the Texas Public Information Act during a catastrophe as permitted by SB 494.

GD(LEGAL) COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

SB 18 requires a college district to permit expression on campus with some limitations. College districts are prohibited from taking action against, or denying a generally available benefit to, a student organization based on the organization's academic, political, religious, ideological, or philosophical views or the organization's expressive activities. The college district must adopt a policy consistent with the bill's requirements no later than August 1, 2020.

Each college district must post a Report on the college district's website regarding implementation of the bill's provisions and submit that report to the named state officials no later than December 1, 2020.

GD(LOCAL) COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

Recommended revisions to this local policy address the SB 18 requirement to develop a community expression policy.

GDA(LEGAL) COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES: CONDUCT ON COLLEGE DISTRICT PREMISES

SB 21 prohibits the possession, use, and sale of Tobacco and E-cigarettes to persons under the age of 21. A college district is prohibited from adopting or enforcing requirements related to the lawful age to sell, distribute, or use cigarettes, e-cigarettes, or other tobacco products that are more stringent than the requirements of the bill.

GDA(LOCAL) COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES: CONDUCT ON COLLEGE DISTRICT PREMISES

Recommended revisions to this local policy remove the definition of *e-cigarette*. A cross reference to policy FLBD, where the *e-cigarette* definition and related definitions are reflected, has been added.

GG(LEGAL) RELATIONS WITH GOVERNMENTAL AGENCIES AND AUTHORITIES

SB 65 requires a college district to post the Disclosure and Itemization of Lobbying Expenditures on its website if it contracts with a state agency for lobbying services.

At Cybersecurity Training for Contractors, HB 3834 requires state agency contractors to complete cybersecurity training, in accordance with standards developed by DIR. According to DIR, college districts are

Statement of Ethics

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

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

DATE ISSUED:
12/16/2019~~7/19/2016~~
UPDATE 37LDU 2016.01
BBF(LOCAL)-AJC

BOARD MEMBERS
ETHICS

BBF
(LOCAL)

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

REFERENCE: derived from *National School Boards Association*

DATE ISSUED: 12/16/2019
12/16/2019
UPDATE 37LDU-2016.01
BBF(LOCAL)-AJC

ADOPTED:

2 of 2

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

Technology Resources

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

Availability of Access

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

Limited Personal Use

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

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

Acceptable Use

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

Monitored Use

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

Disclaimer of Liability

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

Records Retention

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

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	Regular meetings of the Board shall typically be held on the <u>fourth Thursday of each month at 6:00 p.m.</u> fourth Thursday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board Chairperson may change the date, time, or location of a regular meeting with proper notice.
Special or Emergency Meetings	The Board Chairperson shall call a special meeting at the Board Chairperson's discretion or on request by three members of the Board. The Board Chairperson shall call an emergency meeting when it is determined by the Board Chairperson or <u>three</u> three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.
Agenda	
Submission of Topics	The Board Chairperson may place an item on the agenda if requested in writing or by <u>email</u> mail by a Board member and the Board Chairperson concurs or if requested in writing or by <u>email</u> mail by at least three Board members. The deadline for submitting items for inclusion on the agenda is <u>the tenth working</u> the tenth working day before regular meetings and the tenth working day before special meetings.
Preparation	<u>The College President</u> The College President shall compile for review by the Board Chairperson all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the College President. The Board Chairperson and the <u>College President</u> College President shall confer regarding the proposed topics, and the Board Chairperson shall determine the topics for the official meeting agenda. The Board Chairperson shall ensure that any topic Board members have properly requested be addressed are either on the meeting agenda or scheduled for deliberation at an appropriate time in the near future. The Board Chairperson shall not refuse to assign a topic properly requested by at least three Board members to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda without the requesting Board members' specific authorization.
Notice to Members	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least <u>one hour</u> two hours 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

BOARD MEETINGS

BD
(LOCAL)

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 *Robert's Rules of Order, Newly Revised*, 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 Chairperson. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

Minutes

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 Chairperson and the Board Secretary.

The official minutes of the Board shall be retained on file in the office of the ~~College President~~ College President and shall be available for examination during regular office hours.

Discussions and Limitation

Discussions shall be addressed to the Board Chairperson and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairperson shall halt discussion that does not apply to the business before the Board.

The Board Chairperson 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 Chairperson shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Limit on
Participation

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

Public Comment
Regular Meetings

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

Special Meetings

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

Procedures

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

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

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

Meeting
Management

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

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

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

Board's Response

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

Complaints and Concerns

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

Employee complaints: DGBA

Student complaints: FLD

Public complaints: GB

Disruption

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

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Investment Authority ~~The College President~~The College President or other person designated by Board resolution shall serve as the investment officer of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CAK(LEGAL) under Authorized Investments, the Board shall permit investment of College District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
 2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
 3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
 4. A securities lending program as permitted by Government Code 2256.0115.
 5. Banker's acceptances as permitted by Government Code 2256.012.
 6. Commercial paper as permitted by Government Code 2256.013.
 7. No-load ~~money market~~ mutual funds, except for bond proceeds, and no-load money market mutual funds as permitted by Government Code 2256.014.
 8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
 9. Public funds investment pools as permitted by Government Code 2256.016.
1. Cash management and fixed income funds as permitted by Government Code 2256.020.
 2. Negotiable certificates of deposit as permitted by Government Code 2256.020.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

3. Corporate bonds, debentures, or similar debt obligations as permitted by Government Code 2256.020.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

Investment Management

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for College District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

Liquidity and Maturity

Any internally created pool fund group of the College District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the College District shall not exceed one year from the time of purchase, with the exception of certificates of deposit, which shall have a maximum allowable stated maturity of up to three years. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The College District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

Monitoring Market Prices

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

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Monitoring Rating Changes	In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.
Funds / Strategies	Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the College District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.
Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
<u>Custodial Agency</u> Funds	Investment strategies for <u>custodial agency</u> funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The College District shall retain clearly marked receipts providing proof of the College District's ownership. The College District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with College District funds by the investment pool.
Sellers of Investments	<p>Prior to handling investments on behalf of the College District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>

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APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

**Soliciting Bids for
CDs**

In order to get the best return on its investments, the College District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

Interest Rate Risk

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

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

Internal Controls

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:

~~4-10.~~ Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.

~~2-11.~~ Avoidance of collusion.

~~3-12.~~ Custodial safekeeping.

~~4-13.~~ Clear delegation of authority.

~~5-14.~~ Written confirmation of telephone transactions.

~~6-15.~~ Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.

~~7-16.~~ Avoidance of bearer-form securities.

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

Portfolio Report

~~In addition to the quarterly report required by law and signed by the College District's investment officer, a comprehensive report on the investment program and activity shall be presented annually to the Board.~~

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the College District shall perform a compliance audit of management controls on in-

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020501

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

vestments and adherence to the College District's established investment policies.

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PURCHASING AND ACQUISITION

CF
(LOCAL)

Purchasing Authority	<p>The Board delegates to the <u>College President or designee the authority</u> College President or designee the authority to determine the method of purchasing, in accordance with CF(LEGAL), and to make budgeted purchases <u>for goods and services.</u> Any purchases not included in the budget shall be taken to the Board for approval.</p>
<u>Disaster Delegation</u>	<p><u>In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President or designee the authority to contract for the replacement, construction, or repair of College District equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of College District students and employees. The College President shall inform the Board of any approved emergency contracts at the next Board meeting for ratification by the Board.</u></p>
<u>Purchasing Procedures</u>	<p><u>The College President shall develop purchasing procedures to implement the requirements of state and federal law. [See CAA, CAAB, and CH(LEGAL)]</u></p>
<u>Purchasing Method</u>	<p><u>The Board delegates to the College President or designee the authority to determine the method of purchasing in accordance with state and federal law.</u></p>
Competitive Bidding	<p>If competitive bidding is chosen as the purchasing method, the <u>College President</u>College President or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>The College District may reject any and all bids.</p>
Competitive Sealed Proposals	<p>If competitive sealed proposals are chosen as the purchasing method, the <u>College President</u>College President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p> <p>The College District may reject any and all proposals.</p>

PURCHASING AND ACQUISITION

CF
(LOCAL)

~~Disaster Delegation~~

~~In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President or designee the authority to contract for the replacement, construction, or repair of College District equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of College District students and employees. The College President shall inform the Board of any approved emergency contracts at the next Board meeting for ratification by the Board.~~

Electronic Bids or Proposals

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

Responsibility for Debts

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

Purchase Commitments

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

Personal Purchases

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

Delinquent Franchise Taxes

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

SAFETY PROGRAM
EMERGENCY PLANS AND ALERTS

CGC
(LOCAL)

**Emergency
Operations Plan**

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

**Emergency
Response and
Evacuation
Procedures**

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

**Emergency Alert
System**

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

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

**College District
Police Department**

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

Jurisdiction

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

Police Authority

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

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

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

Temporary Assignment	College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.
Limitations on Outside Employment	No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and College President or designee.
Relationship with Outside Agencies	The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the <u>College President</u> or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.
Use of Force	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
High-Speed Pursuit	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.
Video Monitoring	Video equipment shall be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.
Access to Recordings	Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.
Officer Training	All College District officers shall receive at least the minimum amount of education and training required by law.
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the <u>College President</u> or designee shall review the manual annually and make any appropriate revisions.
Racial Profiling	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace of-

Officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

Complaints

Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer **COMPLAINTS AGAINST PEACE OFFICER** at CHA(LEGAL)]

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

SITE MANAGEMENT
WEAPONS

CHF
(LOCAL)

Firearms

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

Other Weapons Prohibited

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

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

1. Fireworks of any kind, except when given prior approval by the College President for use in a display for a specific activity;
1. Incendiary devices;
2. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
3. Razors;
4. Chains; or
5. Martial arts throwing stars.

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

Violations

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

	<p>The College President <u>The College President</u> shall oversee the performance of records management functions prescribed by state and federal law:</p> <ul style="list-style-type: none">• Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CFE]• Officer for Public Information, as prescribed by Government Code 552.201–.205 [See GCB]• Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]
<p>Local Government Records Act</p> <p>Local Government Record Records Management Officer</p>	<p>The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.</p> <p>The <u>head librarian</u>head-librarian shall serve as and perform the duties of the College District’s records management officer, as prescribed by Local Government Code 203.023, and shall administer the College District’s records management program pertaining to local government records in compliance with the Local Government Records Act.</p>
<p><i>Notification</i></p>	<p>The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.</p>
<p>Records Control Schedules</p>	<p>The records management officer shall file with the TSLAC a written <u>certification</u>declaration that the College District has adopted records control schedules that comply with records retention schedules issued by the TSLAC as provided by law.</p>
<p>Website Postings</p>	<p>The College District’s records management program shall address the length of time records will be posted on the College District’s website when the law does not specify a posting period.</p>
<p>Records Destruction Practices</p>	<p>All local government records shall be considered College District property and any unauthorized destruction or removal shall be prohibited. The College District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the College District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff</p>

EQUIPMENT AND SUPPLIES MANAGEMENT
RECORDS MANAGEMENT

CIA
(LOCAL)

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

Training

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

<u>Information Security Officer</u>	<u>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.</u>
Information Security Program	<u>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.</u> <u>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 College District's information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. This program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.</u> <u>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.</u>
<u>Website and Mobile Application Security</u>	<u>The College President or designee shall adopt procedures addressing also address accessibility, privacy, and security of the College District's website and mobile applications and submit the procedures to DIR for review.</u> <u>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.</u>
Reports <u>Information Security Plan</u>	<u>The College District shall submit a biennial information security plan to DIR in accordance with law.</u>
<u>Effectiveness of Policies and Procedures</u>	<u>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.</u>

Security Incidents
By the College
District
Generally

Security Breach
Notification

The College District shall assess the significance of a security incident and report urgent incidents to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Upon discovering or receiving notification of a breach of system security, the College District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

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.

Monthly Reports

The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.

By Vendors and
Third Parties

4-5. The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

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

DGC
(LOCAL)

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

Academic Freedom

Faculty members are entitled to academic freedom in the conduct of research and teaching and are tasked with the associated responsibilities. To this end, the College District endorses the academic freedom principles set forth in the [Statement of Principles on Academic Freedom and Tenure \(PDF\)](#)¹ published by the Association of American Colleges and Universities and the American Association of University Professors.

The Board shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.

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

Distribution of Literature

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

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

Limitations on Content

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

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

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES
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DGC
(LOCAL)

**Time, Place, and
Manner Restrictions**

6. The materials infringe upon intellectual property rights of the College District [see CT].

Distribution of materials shall be conducted in a manner that:

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

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

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

Facilities Use

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

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

Requests

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

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

Approval

The vice president, administrative services or designee 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,

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES
ACADEMIC FREEDOM AND RESPONSIBILITIES

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(LOCAL)

academic viewpoint, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

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

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

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

Common
Outdoor Area
Exception

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

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

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	<p>4. <u>The use would result in damage to or defacement of property.</u></p>
<u>Announcements and Publicity</u>	<p><u>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.</u></p>
<u>Identification</u>	<p><u>Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.</u></p>
<u>Violations</u>	<p><u>Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.</u></p>
<u>Interference with Expression</u>	<p><u>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]</u></p>
<u>Appeals</u>	<p><u>Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.</u></p>
<u>Publication</u>	<p><u>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.</u></p>

¹ 1940 Statement of Principles on Academic Freedom and Tenure (PDF):
<https://www.aaup.org/file/1940%20Statement.pdf>

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

DGD
(LOCAL)

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

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

Requests

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

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

Approval

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

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

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

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

**DGD
(LOCAL)**

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

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

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

**Announcements and
Publicity**

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

Identification

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

Violations

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

Appeals

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

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 or complaints shall do so through appropriate channels. [See DGBA]

Ethical Standards The College District holds all employees to the ethical standards expressed in the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).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 and DM series]

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

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

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

Taking Attendance Each faculty member shall require students to attend class regularly and shall keep a record of attendance from the first day of classes or the first day a student's name appears on the class roster through the final examination period.

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

**Tobacco and
E-cigarettes**

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

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

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

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

Alcohol and Drugs

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

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

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

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

The College President is authorized by the Board to permit the serving and consumption of alcohol at appropriate College District functions.

Notice

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

Arrests, Indictments, Convictions, and Other Adjudications

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

Moral Turpitude

Moral turpitude includes but is not limited to:

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

Consensual Relationships

Consensual relationships between employees in positions of authority and their subordinates, between faculty and their students, or between employees in positions of authority or influence over

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Consensual Relationships That Result in Sexual Harassment

students and those students shall not be permitted by the College District.

Any employee in a position of authority and any faculty member need to be sensitive to the potential for sexual harassment, as well as conflicts of interest in personal relationships with subordinate faculty and staff members or with students.

The type of relationship addressed in this policy is one of an amorous or sexual nature. When disparities in authority are present between two individuals involved in a consensual relationship, questions about professional responsibility and sexual harassment may arise. What might appear to be consensual, even to one of the parties involved, may in fact not be so. A faculty member exercises power over his or her students, and an individual in a management/supervisory position exercises power over his or her subordinates and students through praise or criticism, performance evaluations or grades, recommendations for further studies or future employment, or conferral of other benefits; therefore, diminishing his or her student's or subordinate's actual freedom of choice.

Examples of consensual relationships that might be construed as sexual harassment may include, but are not limited to, situations where:

1. The subordinate party or student in the consensual relationship feels unwanted pressure to become involved in and/or to continue the relationship;
2. The subordinate party or student in the consensual relationship feels compelled to change behavior and/or job duties because of the consensual relationship; and
3. The consensual relationship has the purpose or effect of creating a work or academic environment in which others are negatively affected by the existence of that relationship.

In each of the above instances, the consensual relationships may be deemed sexual harassment. Consensual relationships that involve allegations of sexual harassment shall be handled according to the provisions of the sexual harassment policy. [See DIA series for employees and FFD series for students]

Other Inappropriate Consensual Relationships

A consensual relationship between a faculty member or staff member in a position of authority and his or her subordinates or students is inappropriate and shall be considered a violation of College District policy, whether or not such relationships result in sexual harassment. Such consensual relationships may not contain clear elements of sexual harassment. Nonetheless, such rela-

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

tionships can create problems including conflicts of interest, favoritism, and low morale. These relationships often carry the potential for sexual harassment. Such relationships shall be considered sanctionable behavior. Sanctions for inappropriate consensual relationships that do not contain clear elements of sexual harassment may include:

1. Instruction to the parties to terminate the relationship;
2. Transfer of one of the parties to a new department or job responsibility; or
3. Other disciplinary actions, including demotion or termination in severe cases.

Reports of inappropriate consensual relationships that do not contain clear elements of sexual harassment shall follow College District policies and procedures normally used in dealing with misconduct of faculty and staff.

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

Alvin Community College
020501

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHC
(LOCAL)

**Adverse
Employment Action
Prohibited**

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

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

Definitions	Solely for purposes of this policy, the term "employee" includes former employees, applicants for employment, and unpaid interns.
Statement of Nondiscrimination	The College District prohibits discrimination, including harassment, against any employee on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy.
Discrimination	Discrimination against an employee is defined as conduct directed at an employee on the basis of sex or gender that adversely affects the employee's employment.
Sexual Harassment	Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when: <ol style="list-style-type: none">1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.
Sexual Violence	Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.
Examples	Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; offensive or derogatory language directed at another person's gender identity; and other sexually motivated conduct, communication, or contact.
Retaliation	The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

	<p>An employee who intentionally makes a false claim, offers false statements, <u>participates in prohibited conduct</u>, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.</p>
Examples	<p>Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.</p>
Prohibited Conduct	<p>In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</p>
Reporting Procedures	<p>An employee who believes that he or she has experienced prohibited conduct <u>may report or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor, to the Title IX coordinator, or to the College President or designee. Additionally,</u></p> <p><u>Alternatively, the employee may report the alleged acts to one of the College District officials below or electronically through the College District's website.</u></p> <p><u>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</u></p>
<u>Reporting by Alleged Victim</u>	
<u>Reporting by Other Employees</u>	<p><u>Any employee who believes that another employee has experienced prohibited conduct shall immediately report the alleged acts to the Title IX coordinator. Additionally, the employee may report to the College President or designee.</u></p> <p><u>A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</u></p>
<u>Exceptions</u>	
<u>Disclosure at Event</u>	<p><u>A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by an employee organization affiliated with the institution is not required to report the prohibited conduct.</u></p>
<u>Employee Subject to Confidentiality Rules</u>	<p><u>Absent the employee's consent, a person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall only be required to disclose the type of incident reported. The person may not disclose information that would violate the employee's expectation of privacy.</u></p>

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

DIAA
(LOCAL)

Definition of College
District Officials

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

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

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

~~Title IX Coordinator~~

Name: Jade Borne, PhD
Position: Vice President, Student Services
Address: 3110 Mustang Rd., Alvin, TX 77511
Telephone: (281) 756-3517

Other Anti-
discrimination Laws

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

**Alternative
Reporting
Procedures**

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

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

Timely Reporting

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

Notice of Report

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

**Investigation of the
Report**

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

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

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

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

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

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

Concluding the Investigation

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

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

College District Action

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

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

Confidentiality

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

Appeal

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

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

DIAA
(LOCAL)

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

Records Retention

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

Access to Policy, Procedures, and Related Materials

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

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

**Statement of
Nondiscrimination**

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

Discrimination

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

**Sexual Harassment
By an Employee**

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

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

By Others

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

Sexual Violence

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

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical con-

tact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

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

Gender-Based Harassment

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

Examples

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

Retaliation

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

Examples

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

False Claims

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

Prohibited Conduct

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

Reporting Procedures

Responsible Employee

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

- ~~1. Who has the authority to remedy prohibited conduct;~~

	<p>2. Who has been given the duty of reporting incidents of prohibited conduct; or</p> <p>3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.</p> <p>The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.</p>
Student Report	<p>Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to <u>the Title IX coordinator or another responsible</u> employee or submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.</p>
Employee Report	<p>Any College District employee who suspects or any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the <u>Title IX coordinator</u>appropriate College District official listed in this policy and shall take any other steps required by this policy. Additionally, the An employee who does not meet the description of a responsible employee in accordance with this policy may alternatively submit the report to the College President or designee, electronically via the College District's website.</p> <p><u>A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</u></p>
Exceptions	<p><u>A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct.</u></p> <p><u>Absent the student's consent, a person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person, or a shall not be required to disclose a report of prohibited conduct without the student's consent.</u></p> <p>A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall only<u>not</u> be required to disclose <u>the type of information regarding an incident reported.</u> The person may not disclose of prohibited con-</p>

~~duct that constitutes personally identifiable information about a student or other information that would violate indicate the student's identity without the student's expectation of privacy, consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GCC].~~

Definition of College District Officials

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

Title IX Coordinator

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

Name: Jade Borne, PhD
Position: Vice President, Student Services
Address: 3110 Mustang Rd., Alvin, TX 77511
Telephone: (281) 756-3517

Other Anti-discrimination Laws

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

Alternative Reporting Procedures

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

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

Timely Reporting

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

Investigation of the Report

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

Initial Assessment

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

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

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

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

FFDA
(LOCAL)

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

Exception	The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.
Confidentiality	To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Appeal	A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.
Records Retention	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

STUDENT ACTIVITIES
REGISTERED STUDENT ORGANIZATIONS

FKC
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	<p>An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the <u>student activities coordinator</u>student activities coordinator.</p> <p>Registered student organizations shall abide by College District policies and procedures and applicable law. Registered status shall not imply that the College District endorses a student organization's opinions and activities.</p>
Registration Required	<p>An eligible group of students shall be entitled to register as a student organization. Approval for registration of an organization on any one campus or center shall be effective College District-wide.</p>
Eligibility	<p>A group shall be eligible for registration if:</p> <ol style="list-style-type: none">1. Its membership consists of three or more students.2. It does not deny membership to anyone on the basis of sex, disability, age, color, race, nationality, or religion.3. It has an adviser who is a member of the faculty or the staff.4. It is not under a disciplinary penalty prohibiting registration.5. It conducts its affairs in accordance with College District policies, procedures, rules, and regulations; as well as with local, state, and federal laws.6. Its membership is limited only to students, staff, and faculty of the College District.
Rejection of Application	<p><u>Regardless of the above criteria, the College District shall not deny an application for registration based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.</u></p> <p><u>If the student activities coordinator</u>If the student activities coordinator does not approve the application for registration, he or she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the vice president, student services.</p> <p>The vice president, student services may take one of the following actions:</p> <ol style="list-style-type: none">1. Affirm the <u>student activities coordinator</u>student activities coordinator's decision;2. Reverse the <u>student activities coordinator</u>student activities coordinator's decision; or

STUDENT ACTIVITIES
REGISTERED STUDENT ORGANIZATIONS

FKC
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3. Appoint a committee to conduct a hearing and report its findings to the applicant and the vice president, student services, who shall then take final action.

The decision of the vice president, student services may be appealed in accordance with FLD(LOCAL).

Rights and Duties

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

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

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

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

Required Submissions

Each registered student organization shall submit the following:

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

Loss of Registration

STUDENT ACTIVITIES
REGISTERED STUDENT ORGANIZATIONS

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Upon written notice, a student organization's registered status may be revoked by the student activities coordinator~~student activities coordinator~~ if it:

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

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

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

Any unused funds of a student organization whose registered status has been revoked shall be transferred to the College District's general fund for student organizations.

**Disciplinary
Violations**

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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

Distribution of Literature	<p><u>Note:</u> For expression and use of College District facilities by employees and employee organizations, see DGC. For expression and use of College District facilities by the community, including by nonstudents and organizations that are not registered student organizations, see GD.</p>
Limitations on Content	<p>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.</p> <p>The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials<u>nonschool literature</u> distributed by students or registered student organizations <u>that is not sponsored by the College District.</u></p> <p>Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.</p> <p>[For distribution of nonschool literature by nonstudents and organizations that are not registered student organizations, see GD]</p> <p><u>Materials</u>Nonschool literature shall not be distributed by students or registered student organizations on College District property if:</p> <ol style="list-style-type: none">1. The materials are obscene.2. The materials contain defamatory statements about public figures or others.3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]5. The materials constitute nonpermissible solicitation. [See FI]6. The materials infringe upon intellectual property rights of the College District. [See CT]
Time, Place, and Manner Restrictions	<p>The vice president, administrative services shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.</p>

STUDENT RIGHTS AND RESPONSIBILITIES
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Distribution of the ~~materials on school~~ literature shall be conducted in a manner that:

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

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

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

Posting of Signs

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

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

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

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

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Restrictions	<p>b. The proposed general location for posting the sign;</p> <p>c. The length of time the sign will be posted; and</p> <p>d. The signature of the student or, if a registered student organization, the signature of its authorized representative and the signature of its adviser.</p> <p>3. Place the date of posting on each sign posted.</p> <p>A sign shall not be larger than 22 inches by 28 inches, unless authorized by the <u>student activities coordinator</u>. student activities coordinator. A sign shall not be attached or posted:</p> <ol style="list-style-type: none">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; <u>or</u>8. On or between a curb and sidewalk; or <p><u>9-8.</u> In a College District building, except on a bulletin board designated for that purpose.</p>
Removal	<p>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.</p> <p>A sign posted in accordance with this section shall not be removed without permission from the <u>student activities coordinator</u> student activities coordinator, the student, or the registered student organization.</p>
Disclaimer	<p><u>Materials</u> Literature distributed by a registered student organization must include a disclaimer indicating that the <u>materials are literature</u> is not sponsored by the College District and <u>do not</u> do not represent the views of the College District or College District officials, faculty, or staff.</p>
<u>Facilities Use</u>	<p><u>The grounds and facilities of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or</u></p>

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

Requests

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

To request permission to meet in College District facilities, interested students or registered student organizations shall file a written request with the student activities coordinator 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 vice president, student services or designee shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

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

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

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<u>Common Outdoor Area Exception</u>	<u>The vice president, student services or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied.</u>
	<u>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:</u> <ol style="list-style-type: none"><u>1. The person's conduct is unlawful;</u><u>2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;</u><u>3. The use would materially or substantially disrupt or disturb the regular academic program; or</u><u>4. The use would result in damage to or defacement of property.</u>
<u>Announcements and Publicity</u>	<u>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.</u>
Identification	Students or registered student organizations distributing materials on campus <u>or using College District facilities</u> shall provide identification when requested to do so by a College District representative.
Violations of Policy	Failure to comply with this <u>the</u> policy and <u>associated</u> procedures regarding distribution of nonschool literature 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].
<u>Interference with Expression</u>	<u>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].</u>
Appeals	Decisions made by the administration in accordance with this policy may be appealed in accordance with <u>DGBA(LOCAL) or FLD(LOCAL), as applicable.</u>
<u>Publication</u>	<u>This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.</u>

Alvin Community College
020501

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~~UPDATE 37LDU-2016.04~~
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STUDENT USE OF COLLEGE DISTRICT FACILITIES~~

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	The grounds and facilities of the College District shall be made available to students or registered student organizations [see FKG] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.
Requests	To request permission to meet on College District premises, interested students or registered student organizations shall file a written request with the student activities coordinator 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 these rules.
Approval	The vice president, student services or designee shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility. Approval shall not be granted when the official has reasonable grounds to believe that: <ol style="list-style-type: none">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 FJ];4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;6. The proposed activity would disrupt or disturb the regular academic program;

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STUDENT USE OF COLLEGE DISTRICT FACILITIES~~

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

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

~~The vice president, student services or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied.~~

Announcements and Publicity

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

Identification

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

Violations

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

Appeals

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

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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

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(LOCAL)

Definitions

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

"Student"

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

"Premises"

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

"Scholastic Dishonesty"

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

"Cheating" shall include, but shall not be limited to:

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

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

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

"Disorderly Conduct"

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

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

Responsibility

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

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

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

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

Prohibited Conduct

Federal, State, and
Local Law

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

Prohibited Weapons

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, or other prohibited weapons, as described in CHF, without prior approval shall be prohibited.

Drugs and Alcohol

The following behavior regarding drugs and alcohol shall be prohibited:

1. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBE, unless under the direction of a physician;
2. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance; and
3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.

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, bullying, or dating violence, stalking, or bullying directed

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

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

Property

The following behavior regarding property shall be prohibited:

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

Directives

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

Tobacco and E-cigarettes

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

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

Misuse of
Technology

The following behavior regarding misuse of technology shall be prohibited:

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

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

Dishonesty

The following behavior regarding dishonesty shall be prohibited:

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

Gambling and Other Conduct

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

Discipline

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

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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

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

Publication

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

Suspension of
Public Information
During Catastrophe

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

1. Hand delivery;
2. U.S. mail to 3110 Mustang Rd., Alvin, TX 77511; or
3. Email at kstager@alvincollege.edu.

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

**Charging for
Personnel Time**

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

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

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.

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

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

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

Approval

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.

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

The ~~vice president, administrative services~~~~vice president, administrative services~~ shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic 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:

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

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

Common
Outdoor Area
Exception

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

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

For-Profit Use

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

Nonprofit Use

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

*Campaign-
Related Use*

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

*No Approval
Required*

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

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

<i>Written Notice Request Rejected</i>	<i>iff</i>	The vice president, administrative services The vice president, administrative services shall provide the applicant a written statement of the grounds for rejection if a request is denied.
Emergency Use		In case of emergencies or disasters, the College President College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.
Repeated Use		The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.
<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, administrative services The vice president, administrative services shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.
Use Agreement		Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.
Fees for Use		A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities. The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.
<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		Community members and organizations using College District facilities shall:

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

Distribution of Literature

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

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

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

Limitations on Content

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

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Use of College District Facilities~~USE OF COLLEGE DISTRICT FACILITIES~~, above]; or

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Time, Place, and
Manner Restrictions

6. The materials infringe upon intellectual property rights of the College District [see CT].

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

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

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

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

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

Posting of Signs

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

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

Exception

A College District support organization may post a sign in College District facilities with prior approval of the vice president, administrative services~~vice president, administrative services~~ in accordance with the procedures developed for that purpose.

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Identification	A community member or organization distributing materials on campus shall provide identification when requested to do so by a College District representative.
Violations of Policy	Failure to comply with this the policy and <u>associated</u> procedures regarding community use of College District facilities or distribution of literature shall result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation of non-conforming materials.
<u>Interference with Expression</u>	<u>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]</u>
Appeals	Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), <u>DGBA(LOCAL)</u> , and <u>FLD(LOCAL)</u> as applicable.
<u>Publication</u>	<u>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.]</u>

COMMUNITY ~~EXPRESSION AND~~ USE OF COLLEGE ~~DISTRICT~~ FACILI-
TIES
CONDUCT ON COLLEGE DISTRICT PREMISES

GDA
(LOCAL)

**Withdrawal of
Consent to Remain
on Campus**

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

Hearing Procedures

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

Appeal

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

**Tobacco and
E-cigarettes**

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

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

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

~~2.1. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.~~



MEMORANDUM NO: 36-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: February 20, 2020
SUBJECT: Recommendation to Approve a Logistics, Materials, and Supply Chain Management Program

OVERVIEW

Logistics, Materials, and Supply Chain Management as a profession is entwined with business, management, operations, purchasing, procurement, acquisitions, contracts, transportation and mobility, and retail management and distribution. These industries include warehousing and distribution centers; the shipping and receiving of goods along rail lines, by air, ship, and trucking services; management of the centers; forecasting; and customer or planning services. Employees within this industry plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. The Transportation and Warehousing sector includes industries providing transportation of passengers and cargo, warehousing and storage for goods, scenic and sightseeing transportation, and support activities related to modes of transportation. Establishments in these industries use transportation equipment or transportation related facilities as a productive asset.¹

Alvin Community College (ACC) proposes the addition of an Associate of Applied Science (AAS) degree, a Level Two Certificate, and a Level One Certificate of Technology in Logistics, Materials, and Supply Chain Management. Courses will be offered online, traditional face-to-face, and in hybrid modality.

If approved, implementation of the logistics program will begin in Fall 2021 with a projected enrollment of 15 students, and by the fifth year of the program (2025), the program cohorts are projected to grow to 48 students.

¹Texas Workforce Commission, Texas Labor Market Information, Industry Profiles (<https://texaslmi.com/EconomicProfiles/IndustryProfiles>)

DEMAND

Research demonstrates the development of a Logistics, Materials, and Supply Chain Management program at ACC would meet the needs of the growing transportation and warehousing industry and help fill the employment gap.

According to Texas Wages and Employment Projections for the Gulf Coast, including Brazoria County, the projected employment is 3,191, and a percent change of 15.87%. This includes hourly wages of \$34.36 and annual wages of \$71,466 for a managerial position.¹

According to Gulf Coast Workforce Board Regional Data, the job market of 132,528 annual average employments for 2016 will rise to 153,795 by 2026, an increase of 16%.² Labor Market & Career Information (LMCI) reports the salary statewide is \$29.80 per hour or \$61,984 annually.¹

Research and input from the advisory committee further demonstrated that the development of a Logistics, Materials, and Supply Chain Management program at ACC will meet the needs of this growing industry and help fill the employment gap.

ENTRY LEVEL JOBS

Successful completion of the Level-One Certificate of Technology will provide the student with an introduction to the Logistics, Materials, and Supply Chain Management, whereas successful completion of the AAS degree in Logistics, Materials, and Supply Chain Management would qualify the student to enter the field at a slightly-higher level.

ENROLLMENT MANAGEMENT PLAN

Articulated feeder institutions or programs include:

1. Alvin and Pearland ISDs.

The level-one Certificate of Technology could be offered for Dual Enrollment at JB Hensler College and Career Academy in Alvin ISD. This would allow the students a seamless pathway into the Logistics, Materials, and Supply Chain Management AAS degree offered by ACC. The program pathway is designed with stackable certificates within the AAS.

2. Industry partnerships include:

The advisory committee had representation from industry. They have agreed to take students on as interns, but recognized that there may not be enough companies to take all students simultaneously. There is one intern course (LMGT 2388) in the second year, second semester of the program, but an alternative course (LMGT 1340) is also available as a capstone course.

² <http://www.wrksolutions.com/for-employers/understand-the-local-labor-market/gulf-coast-regional-data>

ASSURANCE OF ADEQUATE FUNDING

FACULTY

A full-time faculty member, reallocated from funds formerly within the Court Reporting Department, will be hired for Logistics, Materials, and Supply Chain Management, and will be paid according to the 2021 Faculty Salary Schedule. Based on the current faculty salary schedule, the range for the faculty salary would begin at \$44,723 annually for 10.5-month contract. A 10.5-month salary was used in the calculations since there is a course offered during the summer semester. This salary would be dependent on education and experience, and given the high demand in this field, the college may have to consider a stipend or a higher starting salary.

9 month FT Technical Faculty:	\$38,335 annually	hired 2021-2022
10.5 month FT Technical Faculty:	\$44,723 annually	hired 2021-2022
12 month FT Technical Faculty:	\$51,113 annually	hired 2021-2022

The department chair and dean's positions already exist. They will provide oversight for the program.

FACILITIES

One faculty office with supplies

EQUIPMENT/SOFTWARE

There are no anticipated laboratories or equipment costs for the program since there are no labs. There was a recommendation from the advisory committee for specific software (i.e., Tableau) that is used within the industry. However, there is a one-year free license available for students and teachers.³

³ <https://www.tableau.com/academic/students>

FIVE-YEAR PROJECTED ENROLLMENT, COSTS, AND REVENUE

Using a projected enrollment with ~2.5% growth annually, the enrollment will begin with 15 students and growth over the five ensuing years would increase to 48 students.

FY	AAS PROJECTED HEADCOUNT WITH 2.5% GROWTH (cumulative growth)	CONTACT HOURS (CH) BASED ON GROWTH	CONTACT HOUR FUNDING (CHF)	TUITION	SALARIES	STIPENDS (\$1950 x 3 semesters)	FACULTY SUPPLIES	TOTAL REVENUE
2021-2022	15	6,480	\$20,088	\$20,700	(\$44,723)	(\$5,850)	(\$500)	(\$10,285)
2022-2023	19 (34)	12,528	\$38,837	\$93,840	(\$46,064)	(\$5,850)	(\$1000)	\$79,763
2023-2024	26 (45)	16,704	\$51,782	\$124,200	(\$47,448)	(\$5,850)	(\$1000)	\$121,684
2024-2025	32(58)	21,312	\$66,067	\$160,080	(\$48,871)	(\$5,850)	(\$1000)	\$170,426
2025-2026	40 (72)	26,496	\$82,138	\$198,720	(\$50,336)	(\$5,850)	(\$1000)	\$223,672
2026-2027	48 (88)	32,256	\$99,994	\$242,880	(\$51,847)	(\$5,850)	(\$1000)	\$284,117

**Contact Hour Revenue does not include contact hour funding for Gen Ed. The calculations are based on a full cohort of 24 students taking 880 SCH of WECM courses. However, in year one, the contact hours would be half of the complete degree (i.e., 440 contact hours).*

**CHF is calculated using standard \$3.10/CH*

**Tuition is based off current catalog In-District tuition of \$46 per SCH for all SCH hours each semester, including Gen Ed.*

**\$Instructor salary is calculated for 10.5 months since the program includes a summer semes*

RECOMMENDATION:

It is recommended that the Board of Regents approve the Logistics, Materials, and Supply Chain Management Program as a 60 semester credit hour program. Upon approval, College staff will prepare and submit a New Program Proposal to the Texas Higher Education Board for their consideration and action. Required documentation will be submitted to the Southern Association of Colleges and Schools Commission on Colleges. Approvals are expected to be complete by spring of 2021, in time to market the program for a fall 2021 start.

CMA:tg

Alvin Community College
Consolidated Statement of Net Assets

	<u>January 31, 2020</u>	<u>January 31, 2019</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
Current Assets				
Cash and cash equivalents	3,466,213	3,217,527	248,686	
Short-term investments	39,756,444	42,218,992	(2,462,548)	
Accounts receivable, net	2,785,090	1,173,552	1,611,538	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	394,203	687,977	(293,774)	
Prepays	47,382	66,486	(19,104)	Travel advances and prepaid expenses
Total Current Assets	<u>46,449,332</u>	<u>47,364,534</u>	<u>(915,202)</u>	
Noncurrent assets				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	26,458,542	27,157,972	25,458,542	
Total Assets	<u>73,907,874</u>	<u>75,522,506</u>	<u>24,543,340</u>	
Deferred Outflows of Resources				
Deferred charge on refunding	151,897	303,794	(151,897)	Bonds
Deferred outflows - pensions	4,093,008	673,306	3,419,702	TRS pension
Deferred outflows - OPEB	3,241,398	793,739	2,447,659	OPEB
Deferred tax note issuance costs	-	(5,948)	5,948	Tax Note
Total Deferred Outflows of Resources	<u>7,486,303</u>	<u>1,764,891</u>	<u>5,715,464</u>	
Liabilities				
Accounts payable & accrued liabilities	729,112	146,672	582,440	
PARS	-	327,043	(327,043)	
Net pension liability	9,552,203	5,761,791	3,790,412	
Net OPEB liability	23,714,290	28,072,470	(4,358,180)	
Funds held for others	42,846	37,562	5,284	Agency funds - groups, clubs, etc on campus
Deferred revenues	135,884	239,662	(103,778)	Grants paid in advance and fall registrations
Compensated absences	414,719	428,516	(13,797)	Entry made annually for change in liability
Bonds payable	8,081,965	10,731,486	(2,649,521)	Annual payment
Tax note payable	21,165,000	22,565,000	(1,400,000)	Annual payment
Total Liabilities	<u>63,836,019</u>	<u>68,310,202</u>	<u>(4,474,183)</u>	
Deferred Inflows of Resources				
Deferred inflows - pensions	806,580	806,996	(416)	TRS pension
Deferred inflow - OPEB	9,178,950	6,206,958	2,971,992	OPEB
Deferred inflows - premium on tax note	2,598,024	2,734,762	(136,738)	Tax Note
Total Deferred Inflows of Resources	<u>12,583,554</u>	<u>9,748,716</u>	<u>2,834,838</u>	
Net Assets				
Fund Balance - Equity	4,974,604	(771,521)	(4,774,112)	
Total Net Assets	<u>4,974,604</u>	<u>(771,521)</u>	<u>(4,774,112)</u>	

Alvin Community College
Consolidated Statement of Revenue and Expense
January 31, 2020 and January 31, 2019

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	1,885,347	5,799,119	7,195,698	(1,396,579)	80.59%	1,619,278	6,210,803	7,546,142	(1,335,339)	82.30%
Federal grants and contracts	5,332,406	-	-	-	0.00%	4,983,773	-	-	-	0.00%
State grants	232,914	-	-	-	0.00%	357,857	-	-	-	0.00%
Local grants	429,551	-	-	-	0.00%	228,857	-	-	-	0.00%
Auxiliary enterprises	1,247,464	-	-	-	0.00%	1,204,445	-	-	-	0.00%
Other operating revenues	179,509	29,895	105,000	(75,105)	28.47%	282,901	68,053	105,000	(36,947)	64.81%
Total operating revenues	9,307,191	5,829,014	7,300,698	(1,471,684)	79.84%	8,677,111	6,278,856	7,651,142	(1,372,286)	82.06%
Expenses										
Operating expenses										
Administrative	-	2,783,479	6,466,153	3,682,674	43.05%	-	2,501,389	5,811,407	3,310,018	43.04%
Institutional	-	3,063,473	6,792,057	3,728,584	45.10%	-	1,740,277	6,553,258	4,812,981	26.56%
Designated for Institutional Reserve	-	-	280,000	280,000	0.00%	-	-	150,000	150,000	0.00%
Occupational Technical Instruction	-	2,233,110	6,022,650	3,789,540	37.08%	-	2,287,617	6,111,901	3,824,284	37.43%
University Parallel Instruction	-	2,829,303	7,279,530	4,450,227	38.87%	-	2,685,142	6,991,658	4,306,516	38.40%
Student Services	-	1,727,096	4,478,128	2,751,032	38.57%	-	1,667,466	4,249,129	2,581,663	39.24%
Physical Plant	-	1,110,127	3,215,050	2,104,923	34.53%	-	1,090,412	3,054,853	1,964,441	35.69%
Unbudgeted Unrestricted	773,853	-	-	-	0.00%	927,347	-	-	-	0.00%
Continuing Ed (Fund 13)	609,586	-	-	-	0.00%	478,093	-	-	-	0.00%
Auxiliary enterprises	778,138	-	-	-	0.00%	764,316	-	-	-	0.00%
Local Grants	16,122	-	-	-	0.00%	8,297	-	-	-	0.00%
TPEG	82,508	-	-	-	0.00%	101,530	-	-	-	0.00%
Institutional Scholarships	127,674	-	-	-	0.00%	93,890	-	-	-	0.00%
State Grants	232,914	-	-	-	0.00%	357,857	-	-	-	0.00%
Federal Grants	5,332,406	-	-	-	0.00%	4,983,773	-	-	-	0.00%
Donor Scholarships	163,417	-	-	-	0.00%	128,970	-	-	-	0.00%
Unexpended Plant Fund	131,229	-	-	-	0.00%	113,876	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	178,706	-	-	-	0.00%	-	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	543,625	-	-	-	0.00%	79,581	-	-	-	0.00%
Total operating expenses	8,969,178	13,746,588	34,533,568	20,786,980	39.81%	8,037,530	11,972,303	32,922,206	20,949,903	36.37%
Operating Gain/(Loss)	338,013	(7,917,574)	(27,232,870)	(22,258,664)		639,581	(5,693,447)	(25,271,064)	(22,322,189)	
Nonoperating revenues										
State appropriations*	-	3,343,225	7,772,636	(4,429,411)	43.01%	-	3,411,289	7,930,935	(4,519,646)	43.01%
Property tax revenue - Current	1,156,241	13,742,673	19,030,234	(5,287,561)	72.21%	1,184,215	12,587,133	17,065,129	(4,477,996)	73.76%
Property tax revenue/Instit Reserve	-	-	280,000	(280,000)		-	150,000	150,000	-	
Property tax revenue - Delinquent	13,201	130,612	130,612	-	0.00%	10,046	92,454	92,454	-	0.00%
Property tax revenue - Interest & Penalties	1,873	21,581	21,581	-	0.00%	1,933	21,132	21,132	-	0.00%
Investment income	178,353	98,517	150,000	(51,483)	65.68%	233,142	132,645	125,000	7,645	106.12%
Other non-operating revenues	223,658	8,084	-	8,084	0.00%	166,887	9,600	-	9,600	0.00%
Total nonoperating revenues	1,573,326	17,344,692	27,232,870	(9,888,178)	63.69%	1,596,223	16,404,253	25,271,064	(8,866,811)	64.91%
Provided by the State										
Revenue for Insurance and Retirement	-	993,713	-	993,713	0.00%	-	831,422	-	831,422	0.00%
State Insurance Match	-	(475,465)	-	(475,465)	0.00%	-	(403,442)	-	(403,442)	0.00%
State Retirement Match	-	(274,349)	-	(274,349)	0.00%	-	(237,462)	-	(237,462)	0.00%
State Retiree Insurance	-	(243,899)	-	(243,899)	0.00%	-	(190,518)	-	(190,518)	0.00%
Increase/(decrease) in net assets	1,911,339	9,427,118	-	(32,146,842)		2,235,804	10,710,806	-	(31,189,000)	

* State Approp portion generated by CE = 94,613

135,769

* Institutional Reserve 8,210,059

6,771,294

Alvin Community College
Consolidated Statement of Revenue and Expense
 January 31, 2020 and January 31, 2019

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	9,307,191	5,829,014	7,300,698	(1,471,684)	79.84%	8,677,111	6,278,856	7,651,142	(1,372,286)	82.06%
Nonoperating revenues										
Total nonoperating revenues	1,573,326	17,344,692	27,232,870	(9,888,178)	63.69%	1,596,223	16,404,253	25,271,064	(8,866,811)	64.91%
Less Expenses										
Operating expenses										
Total operating expenses	(8,969,178)	(13,746,588)	(34,533,568)	(20,786,980)	39.81%	(8,037,530)	(11,972,303)	(32,922,206)	(20,949,903)	36.37%
Increase/(decrease) in net assets	1,911,339	9,427,118	-	(32,146,842)		2,235,804	10,710,806	-	(31,189,000)	

* State Approp portion generated by CE = 94,613 135,769

* Institutional Reserve 8,210,059 4,069,964

Alvin Community College
Consolidated Detail Expense by Type
January 31, 2020 and January 31, 2019

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget Expended	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	47,728	545,228	1,309,260	764,032	41.64%	46,355	537,205	1,303,599	766,394	41.21%
Professional Sal	459,687	1,839,079	4,920,751	3,081,672	37.37%	435,131	1,742,026	4,608,193	2,866,167	37.80%
Tech/Clerical Sal	332,986	1,859,239	4,679,950	2,820,711	39.73%	342,387	1,745,125	4,384,603	2,639,478	39.80%
Faculty Sal	246,820	4,332,059	11,291,202	6,959,143	38.37%	227,152	4,316,000	11,119,932	6,803,932	38.81%
Misc Sal	33,351	34,090	71,245	37,155	47.85%	39,270	7,972	79,195	71,223	10.07%
Reg Students Sal	20,491	47,666	214,089	166,423	22.26%	14,143	36,730	200,028	163,298	18.36%
Work Study Students Sal	37,751	-	-	-	0.00%	23,550	-	-	-	0.00%
Staff Benefits	156,577	1,395,841	3,943,717	2,547,876	35.39%	166,992	1,341,152	3,844,695	2,503,543	34.88%
Subtotal	1,335,391	10,053,202	26,430,214	16,377,012	38.04%	1,294,980	9,726,210	25,540,245	15,814,035	38.08%
Equipment	190,292	9,987	25,000	15,013	39.95%	226,854	23,853	20,000	(3,853)	119.27%
Computer Hardware	128,512	1,741	108,810	107,069	1.60%	296,484	16,262	52,460	36,198	31.00%
Capital Improvements	31,761	-	-	-	0.00%	-	-	-	-	0.00%
Designated for Instit Reserve	-	-	280,000	280,000	0.00%	-	-	1,917,000	1,917,000	0.00%
Travel/Prof Development	23,633	144,886	507,192	362,306	28.57%	47,609	147,190	479,411	332,221	30.70%
Supplies & Exp	1,203,542	2,245,383	5,009,477	2,764,094	44.82%	1,197,662	2,021,648	4,797,760	2,776,112	42.14%
Institutional Scholarships	127,674	39,639	292,000	252,361	13.58%	122,406	37,140	115,330	78,190	32.20%
Financial Aid	4,628,820	-	-	-	0.00%	4,371,208	-	-	-	0.00%
Donor Scholarships	163,417	-	-	-	0.00%	128,970	-	-	-	0.00%
Purchases (Store/Concession)	283,576	-	-	-	0.00%	235,081	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	2,400	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	178,706	-	-	-	0.00%	-	-	-	-	0.00%
Tax Maintenance Note	542,625	1,251,750	1,780,875	529,125	70.29%	-	-	-	-	0.00%
Unexpended Plant	131,229	-	-	-	0.00%	113,876	-	-	-	0.00%
	8,969,178	\$ 13,746,588	\$ 34,533,568	\$ 20,786,980	39.81%	8,037,530	\$ 11,972,303	\$ 32,922,206	\$ 20,949,903	36.37%
State Insurance Match	-	475,465	-	(475,465)	0.00%	-	403,442	-	(403,442)	0.00%
State Retirement Match	-	274,349	-	(274,349)	0.00%	-	237,462	-	(237,462)	0.00%
State Retiree Insurance	-	243,899	-	(243,899)	0.00%	-	190,518	-	(190,518)	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense (Fund 13)
January 31, 2020

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	94,613			94,613	195,048	(100,435)
Motorcycle Safety	2,975			2,975	3,239	(264)
GED	7,348			7,348	3,374	3,974
Law Enforcement	-	-		-	-	-
Academic Overlay	-	-		-	-	-
Real Estate	426			426	-	426
Dental Assistant	62,680	(3,734)		58,947	30,972	27,975
Information Technology Training	-	-		-	-	-
Phlebotomy	41,580	(2,495)		39,085	9,631	29,454
Medication Aide	36,785	(2,207)		34,578	3,391	31,187
Welding	173,523	(8,714)	(15,165)	149,644	92,369	57,275
Certified Nursing	18,520	(1,018)	(1,440)	16,062	31,423	(15,361)
Truck Driving	43,509	(1,593)		41,916	43,929	(2,013)
Center for Professional Workforce Dev	442			442	-	442
Education to Go	1,622			1,622	2,295	(673)
Concealed Handguns	-			-	33	(33)
Occupational Health & Safety	4,785	-		4,785	1,034	3,751
Community Programs	6,085	(227)		5,859	1,315	4,544
Clinical Medical Assistant	43,475	(2,232)	(6,273)	34,970	4,156	30,814
Vet Assistant	33,670	(1,980)		31,690	7,530	24,160
Yoga	3,675			3,675	1,496	2,179
Human Resource Program	-	-		-	-	-
Activity Director Program	1,040	(62)		978	74	904
Machinist Program	15,853	(951)		14,902	35,061	(20,159)
TWC Pipefitter Program	30,986	(1,859)		29,127	32,591	(3,464)
STRIVE	89,540	(4,960)		84,580	32,278	52,302
TWC INEOS/TEAM	205,362	(300)		205,062	66,557	138,505
TWC Ascend	-	-		-	38	(38)
Industrial Maintenance	-	-		-	97	(97)
TWC Building Construction Trades	50,518	(3,031)	-	47,487	11,655	35,832
Total	969,012	(35,362)	(22,878)	910,773	609,586	301,187

*2.83% of the state appropriation for FY19/20 is attributed to CE hours. This funding is used to offset administrative costs.

Departments highlighted generate the CE hours that contribute to the calculation of ACC's state appropriations.

Alvin Community College
Auxiliary Profit/(Loss) Statement as of January 31, 2020 and January 31, 2019

	Unaudited						Total	Prior Year-To-Date
	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center		
Revenue								
Sales & services	200,123		682,686	3,195	149,338	12,972	1,048,314	994,449
Student Fees		199,150					199,150	209,996
	200,123	199,150	682,686	3,195	149,338	12,972	1,247,464	1,204,445
Expenses								
Purchases & Returns			283,576				283,576	235,082
Salaries	40,474	28,151	88,796		92,604	12,142	262,167	266,878
Staff Benefits	10,077	2,929	19,488		36,650	343	69,487	82,146
Supplies & Other Operating Expenses	63,819	27,008	46,014		9,551	255	146,647	152,200
Equipment			2,115				2,115	-
Building Repairs							-	-
Bank Charges			8,375		1,238	33	9,646	10,410
Contingency							-	2,400
Scholarships		4,500					4,500	15,200
	114,370	62,588	448,364	-	140,043	12,773	778,138	764,316
Excess revenue over expenses	85,753	136,562	234,322	3,195	9,295	199	469,326	440,129
Assets:								
Cash & Petty Cash			12,013			55	12,068	12,068
Accounts Receivable			8,593				8,593	16,835
Interfund Receivables	432,935	447,472	988,289	5,946	14,037	51,338	1,940,017	1,446,976
Prepaid Expenses							-	-
Inventory			393,897	306			394,203	687,977
Total Assets	432,935	447,472	1,402,792	6,252	14,037	51,393	2,354,881	2,163,856
Liabilities:								
Accounts Payable/Gift Certificates	1,911		51,370		6,971	157	60,409	72,470
Deferred Revenue							-	-
Deposits							-	-
Total Liabilities	1,911	-	51,370	-	6,971	157	60,409	72,470
Restricted Fund Balance (includes inventories)			393,897	306			394,203	687,977
Unrestricted Fund Balance	431,024	447,472	957,525	5,946	7,066	51,236	1,900,269	1,403,409
Total Liabilities & Fund Balance	432,935	447,472	1,402,792	6,252	14,037	51,393	2,354,881	2,163,856

Alvin Community College
Auxiliary Profit/(Loss) Statement as of January 31, 2019

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	210,165		639,012	3,587	131,143	10,542	994,449
Student Fees		209,996					209,996
	210,165	209,996	639,012	3,587	131,143	10,542	1,204,445
Expenses							
Purchases & Returns			234,536	546			235,082
Salaries	36,605	30,122	100,504		87,150	12,497	266,878
Staff Benefits	9,483	8,860	30,037		33,453	313	82,146
Supplies & Other Operating Expenses	73,810	16,921	50,805	997	9,667		152,200
Equipment							-
Building Repairs							-
Bank Charges			9,394		940	76	10,410
Contingency		2,400					2,400
Scholarships		15,200					15,200
	119,898	73,503	425,276	1,543	131,210	12,886	764,316
Excess revenue over expenses	90,267	136,493	213,736	2,044	(67)	(2,344)	440,129
Assets:							
Cash & Petty Cash			12,013			55	12,068
Accounts Receivable			16,835				16,835
Interfund Receivables	343,918	333,395	711,815	2,044	6,972	48,832	1,446,976
Prepaid Expenses							-
Inventory			687,977				687,977
Total Assets	343,918	333,395	1,428,640	2,044	6,972	48,887	2,163,856
Liabilities:							
Accounts Payable/Gift Certificates	2,744	733	64,242		4,557	194	72,470
Deferred Revenue							-
Deposits							-
Total Liabilities	2,744	733	64,242	-	4,557	194	72,470
Restricted Fund Balance (includes inventories)			687,977				687,977
Unrestricted Fund Balance	341,174	332,662	676,421	2,044	2,415	48,693	1,403,409
Total Liabilities & Fund Balance	343,918	333,395	1,428,640	2,044	6,972	48,887	2,163,856