

Angelina College

Policies and Procedures

INTRODUCTION

PURPOSE

The purpose of the Angelina College Policies and Procedures manual is to guide and direct the College Board of Trustees, employees, and students in fulfilling the College District mission and goals.

The policy and procedures manual is a dynamic document subject to periodic revision to meet the changing needs of students and community and reflecting changes in state and federal laws and regulations. As changes are adopted, replacement pages will be dated and distributed to all divisions and full-time faculty, but the official copy will always be kept up-to-date in the College President's office.

ORGANIZATION

The Local Policy Manual is organized according to the TACC codification system. Each policy is identified according to an alphabetical code in the upper right corner of the page. The issue date of the policy is noted in the lower left corner with a place for the adoption date for (LOCAL) policies. There are seven sections, each devoted to a separate area of College District governance:

- A – Basic District Foundations
- B – Local Governance
- C – Business and Support Services
- D – Personnel
- E – Instruction
- F – Students
- G – Community and Governmental Relations

LOCAL POLICIES

Local policies are identified by the designation (LOCAL) directly below the alphabetical code in the upper right corner of each page and again in the lower left corner.

REGULATIONS

Administrative regulations or procedures are identified by the designation (REGULATION) directly below the code in the upper right corner. Administrative regulations developed by the College District administration are not formally adopted by the Board.

EXHIBITS

Exhibits are pages with forms, notices, and more information that are used by the College District; some exhibits are promulgated by legal authority. While not formally adopted by the Board, they are included in the District's manual to assist in the implementation of policy. Exhibits have the designation (EXHIBIT) directly below the code in the upper right corner. Multiple exhibits under the same code are usually preceded by a cover page listing the various exhibits.

BOTTOM NOTES

Bottom notes indicate the adoption date of a policy, or the issuance, or review date of regulations and procedures.

Every effort has been made to maintain the practices, policies, and procedures that have contributed to the success, strength, and stability of Angelina College while only updating or adding sections to reflect current practice, adapt to changing laws and regulations, or give opportunity for future growth and development.

The complete Policy and Procedures manual was reviewed and recodified by The Board of Trustees in March, 2005.

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Angelina College
003501

DISTRICT LEGAL STATUS

AA
(LOCAL)

HISTORY

The Angelina County Junior College District was established by an election held September 24, 1966. The organization of the College District was promulgated and sponsored by the Education Committee of the Angelina County Chamber of Commerce.

At its regular meeting on December 12, 1966, the Board elected Dr. Jack W. Hudgins as the first President of Angelina College.

Construction of the original seven building campus started in November of 1967.

Angelina College opened its doors to students in the fall of 1968.

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

AC
(EXHIBIT)

THE ANGELINA COUNTY JUNIOR COLLEGE DISTRICT LEGALLY CONSTITUTED SERVICE AREA. The service area of the Angelina County Junior College District as established by The Texas Education Code 130.162-130.211, includes the territory within:

1. Angelina, Houston, Nacogdoches, Polk, Sabine, San Augustine, Trinity, and Tyler counties;
2. The Wells and Alto independent school districts, located in Cherokee County;
3. The Burkeville and Newton independent school districts, located in Newton County;
4. The Jasper Independent School District, located in Jasper County;
5. The Shepard and Coldspring-Oakhurst consolidated independent school districts, located in San Jacinto County;
6. The part of the Brookeland Independent School District that is located in Jasper and Newton Counties;
7. The part of the Colmesneil Independent School District that is located in Jasper County; and
8. The part of the Trinity Independent School District that is located in Walker County.

RATING AND
ACCREDITATION

The College District is approved by the Texas Higher Education Coordinating Board and the Texas Education Agency. The College District holds membership in the Association of Texas Colleges and Universities and is a member of the American Association of Community and Junior Colleges. The College District is accredited by the Southern Association of Colleges and Schools to award the Associate of Arts, Associate of Science, and Associate of Applied Science degrees, and certificates of completion. Credits earned at the College District may be transferred to senior colleges throughout the state and nation.

STATEMENT OF
ETHICS AND
PHILOSOPHY

It is the policy of the College District to apply the highest ethical standards to all members of the College District community including the Board, administration, staff, and faculty in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives. The College District shall include a code of ethics for Board members, administration, staff, and faculty in its Policy Manual.

The College District seeks to treat each person of the College community as a unique individual and provide a positive, encouraging, and success-oriented environment. College District policies and practices that protect the rights and development of each individual in the College community shall be enforced. Protection from unlawful discrimination, including conduct that constitutes sexual harassment, and freedom to develop as a student or College employee shall be promoted.

The College District accepts its responsibilities to its students, to its employees, and to the members of the community; the College District is committed to meet these responsibilities with balance, fairness, accountability, and ethical integrity.

STATEMENT OF
MISSION

The mission of Angelina College is to provide quality educational opportunities and services to aid students in reaching their full potential.

The College mission embodies the following seven institutional goals:

- A. **ACCESS** - Angelina College will deliver and expand educational opportunities and services. The College will provide physical, economic, and academic opportunities post-secondary education and lifelong learning.
- B. **QUALITY INSTRUCTIONAL OUTCOMES** - The College will emphasize quality instruction and success of students transferring to four-year institutions of higher education, placement in technical-occupational areas, and personal growth.
- C. **PARTNERSHIPS - QUALITY OF LIFE**
Angelina College will build community partnerships that foster economic development, promote educational opportunities through articulation with other educational institutions, and improve quality of life for East Texans.
- D. **LEARNING ENVIRONMENT**
The College will maintain a learning environment designed to enhance intellectual, social, and physical development.
- E. **RESOURCE MANAGEMENT**
Resources and fiscal matters of the College will be managed in a sound and prudent manner while enhancing educational offerings and the physical environment. Planning and evaluation will yield comparable productivity measures with state and national standards.
- F. **PERSONNEL LEADERSHIP**
The College will provide leadership for our service area through a diverse, competent, dedicated faculty and staff who reflect the educational expectations of our community.
- G. **IMAGE**
The College will succeed in projecting a positive image to its students and the community.

The College mission is realized in the statutory purpose as follows:

1. Freshman and sophomore courses in arts and sciences leading to an associate degree and/or transferring to general academic, professional and applied baccalaureate degree programs.
2. Technical programs leading to associate degrees or certificates.
3. Workforce education programs leading directly to employment.
4. Workforce development programs designed to meet local, regional, and statewide needs.
5. Academic readiness services designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
6. A continuing program of services designed to assist students in achieving their educational goals.
7. Continuing adult education programs for occupational or personal growth.
8. Literacy and other basic programs for adults.

Other purposes will be added as may be prescribed by the Texas higher Education Coordinating Board, or the District's Board, Texas Higher Education Coordinating Board, or the District's Board, Texas Education Code, 130.003(e).

The College mission is evident in the following philosophy:

Angelina College was established to fulfill an educational need of the community. The elected board subscribes to excellence in instruction, programs, and services provided to the college district and to the service area. The College will assist a diverse student population to prepare for a rapidly changing and highly technological world through quality educational programs and services. Angelina College is also committed to serving the needs of a changing community through an open enrollment policy. An active relationship between the College and the community is essential to ensure relevance and vitality in educational programs and services, and to enhance the economic, cultural, and social life of the community. This commitment is based on the idea that lifelong learning is vital to maintain and improve a democratic society and that education maximizes opportunities for all people.

DISTRICT GOALS AND OBJECTIVES

AE
(LOCAL)

ACCESS	The College will deliver and expand educational opportunities and services to all adults in the service area. The College District will insure physical, economic, and academic accessibility to post-secondary education and lifelong learning.
QUALITY INSTRUCTIONAL OUTCOMES	The College will continue to emphasize instruction and student achievement to meet the changing needs of students in transfer and technical-occupational areas. The instructional program will be supported by a comprehensive program of student support services and remediation that will enable students to meet individual goals. The College District will also provide access to a wide variety of community service classes and programs to enable adults to fully participate in the social, educational, and economic opportunities available in this area.
PARTNERSHIPS — QUALITY OF LIFE	The College will continue to build community partnerships that foster economic development, promote educational opportunities through articulation with other educational institutions, and improve the quality of life for East Texans.
LEARNING ENVIRONMENT	The College District will maintain a learning environment designed to enhance intellectual, social, and physical development. The College District will maintain and improve the physical plant and support the teaching-learning process through leadership in technology and instructional delivery systems.
RESOURCE MANAGEMENT	Resources and fiscal matters of the College District will be managed in a sound and prudent manner while enhancing educational offerings and the physical environment. Planning and evaluation will yield favorable productivity measures compared to state or national standards.
PERSONNEL LEADERSHIP	The College will provide leadership for our service area through development of a competent, dedicated faculty and staff who reflect the diversity of background, needs, and expectations of our community.
IMAGE	The College will succeed in projecting a positive image to its various clients and communities; students and ex-students, faculty and educational colleagues, public school personnel, business and industry, various accrediting agencies, and the general public. This image will be continually enhanced and measured by evaluation of the various components of institutional purpose.

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BOARD LEGAL STATUS

BA
(LOCAL)

NAME	The official name of this junior college district shall be Angelina County Junior College District. The College itself shall be known as Angelina College.
METES AND BOUNDS	The boundary lines of the Angelina County Junior College District shall be coterminous with the boundary lines of Angelina County.
GOVERNING BOARD	The official name of the governing board of this junior college district shall be the Board of Trustees, Angelina County Junior College District.

BOARD LEGAL STATUS:
POWERS, DUTIES, RESPONSIBILITIES

BAA
(LEGAL)

RESPONSIBILITIES

The Board, being composed of lay members, shall exercise the traditional and time-honored role as it has evolved in the United States and shall constitute the keystone of the governance structure. In this regard, the Board:

1. Is expected to preserve institutional independence and to defend its right to manage its own affairs through its chosen administrators and employees.
2. Shall enhance the public image of the College District under its governance.
3. Shall interpret the community to the campus and interpret the campus to the community.
4. Shall nurture the College District under its governance to the end that it achieves its full potential within its role and mission.
5. Shall insist on clarity of focus and mission of the College District under its governance.

Education Code 51.352(a)

EXTENT OF STATE
AND LOCAL
CONTROL

All authority not vested by the laws of the state in the Coordinating Board or in the Central Education Agency shall be reserved and retained locally in the College District or in the Board as provided in the laws applicable. *Education Code 130.002*

The Board shall have specific powers and duties imposed by statutes of the state. The Board has the legal power and duty to:

GOVERNANCE

1. Be governed in the establishment, management, and control of the College District by the general laws governing the establishment, management, and control of independent school districts insofar as the general law is applicable. *Education Code 130.084*

Have the exclusive power to govern and oversee the management of the College District. *Education Code 11.151(b)*

TUITION AND FEES

2. Set and collect any amount of tuition, rentals, rates, charges, or fees the Board considers necessary for the efficient operation of the College District, except that a tuition rate set under this subsection must satisfy the requirements of Section 54.051(n). The Board may set a different tuition rate for each program, course, or course level offered by the College District, including a program, course, or course level to which a provision of Section 54.051 applies, as the Board considers appropriate to reflect course costs or to promote efficiency or another rational purpose. *Education Code 130.084*

BOARD LEGAL STATUS:
POWERS, DUTIES, RESPONSIBILITIES

BAA
(LEGAL)

- | | |
|-------------------------------|---|
| PROVIDE DIRECTION | 3. Provide policy direction for the College District and adopt such rules, regulations, and bylaws as the Board deems advisable. <i>Education Code 51.352(b), 130.082(d)</i> |
| ESTABLISH GOALS | 4. Establish goals consistent with the College District's role and mission. <i>Education Code 51.352(d)</i> |
| TAX COLLECTION | 5. Levy and collect taxes and issue bonds. <i>Education Code 130.121(a), 130.122(a)</i> |
| ASSESSING AND COLLECTING | 6. Provide for assessing and collecting of taxes. <i>Education Code 130.121(a)</i> |
| ANNUAL BUDGET | 7. The Board shall approve an itemized current operating budget on or before September 1 of each year. <i>19 TAC 13.42</i> |
| ANNUAL AUDIT | 8. Have the accounts audited in accordance with the approved financial reporting system. <i>Education Code 61.065</i> |
| ANNUAL REPORT | 9. Submit the required annual reports to the governor and comptroller. <i>Gov't Code 403.013</i> |
| BEQUESTS AND GIFTS | 10. Receive bequests and donations or other monies or funds coming legally into their hands. <i>Education Code 11.151(a)</i> |
| ENDOWMENT FUND | 11. Establish an endowment fund outside the state treasury in a depository selected by the Board. <i>Education Code 130.007</i> |
| DEPOSITORY | 12. Select a depository for College District funds. <i>Education Code Ch. 45, Subch. G</i> |
| ELECTIONS | 13. Order elections as required by law. <i>Education Code 130.082(f), 130.122(b)</i> |
| EMINENT DOMAIN | 14. Exercise the right of eminent domain to acquire property. <i>Education Code 11.155, 130.084; Atty. Gen. Op. M-700 (1970)</i> |
| APPOINT COLLEGE PRESIDENT | 15. Appoint the College President, evaluate the College President, and assist the College President in the achievement of performance goals. <i>Education Code 51.352(d)</i> |
| EMPLOYMENT OF PERSONNEL | 16. Appoint or employ agents, employees, and officials as deemed necessary or advisable to carry out any power, duty, or function of the Board; employ a dean, or other administrative officer; upon the College President's recommendation, employ faculty and other employees of the College District. <i>Education Code 130.082(d)</i> |
| PASSING RESOLUTIONS OR ORDERS | 17. Proceed by and through resolutions or orders adopted or passed by the Board. The affirmative vote of a majority of all Board members shall be required to adopt or pass a resolution or order. <i>Education Code 130.082(d)</i> |

BOARD LEGAL STATUS:
POWERS, DUTIES, RESPONSIBILITIES

BAA
(LEGAL)

- | | |
|---|---|
| RENTALS, RATES,
AND CHARGES | 18. Be authorized to fix and collect rentals, rates, charges, or fees from students and others for the occupancy, use, or availability of all or any of its property, buildings, structures, activities, operations, or facilities, in such amounts and in such manner as may be determined by the Board. <i>Education Code 130.123(c)</i> |
| PROPERTY
ACQUISITION | 19. May acquire and hold real and personal property. <i>Education Code 11.151(a); Local Gov't Code 271.004</i> |
| TITLE TO PROPERTY | 20. Hold all rights and titles to the school property of the College District, whether real or personal. <i>Education Code 11.151(d)</i> |
| LEASE OF PERSONAL
PROPERTY | 21. Execute, perform, and make payments under contracts, which may include leases, lease with option(s) to purchase, or installment purchase, with any person for the use, acquisition, or purchase of any personal property, or the financing thereof. The contracts shall be on terms and conditions that are deemed appropriate by the Board in accordance with state law. <i>Local Gov't Code 271.005</i> |
| REAL ESTATE
BROKER | 22. Employ, retain, contract with, or compensate a licensed real estate broker or salesperson for assistance in the acquisition or sale of real property. <i>Education Code 11.154(c)</i> |
| LAWSUITS | 23. Sue and be sued. <i>Education Code 11.151(a)</i> |
| COMMUNICATE WITH
COORDINATING
BOARD | 24. Ensure that its formal position on matters of importance to the College District is made clear to the Coordinating Board when such matters are under consideration by the Coordinating Board. <i>Education Code 51.352(d)</i> |
| | 25. Set campus admission standards consistent with the role and mission of the College District and considering admission standards nationwide having a similar role and mission, as determined by the Coordinating Board. <i>Education Code 51.352(d)</i> |

Angelina College
03501

BOARD MEMBERS:
ELIGIBILITY/QUALIFICATIONS

BBA
(LEGAL)

GENERAL QUALIFICATIONS

To hold the office of Trustee one must:

1. Be a qualified (registered) voter. *Education Code 130.082(d);Election Code 11.002*
2. Take the official oath of office. *Education Code 130.082(d)*
3. Serve without compensation. *Education Code 130.082(d)*
4. Reside in the District. *Texas Constitution, Art. XVI, Sec. 14; Prince v. Inman, 280 S.W.2d 779 (1955); Whitmarsh v. Buckley, 324 S.W.2d 298 (1959); Education Code 130.082(d)*
5. Be a U. S. citizen. *Election Code 141.001*
6. Be at least 18 years of age. *Election Code 141.001*
7. Be of sound mind. *Election Code 141.001*
8. Not have been convicted of a felony. *Election Code 141.001*

CANDIDATES'S RESIDENCY
TERM

PREFILED CANDIDACY
WRITE-IN CANDIDACY

An individual seeking election to the office of Trustee by having his or her name placed on the ballot must have been a resident of the state for twelve months, and a resident of the District for six months, prior to the last date on which the candidate could file to be listed on the ballot. An individual seeking election to the office of Trustee by write-in vote must have been a resident of the state for twelve months, and a resident of the District for six months, prior to the day of the election.

APPOINTMENT TO OFFICE

An individual appointed to the office of Trustee must have been a resident of the state for twelve months, and a resident of the District for six months, prior to the day on which the appointment is made.

Election Code 141.001(a)(5)

"RESIDENCE" DEFINED

"Residence" shall mean domicile, one's home and fixed place of habitation to which one intends to return after any temporary absence; one does not lose one's residence status by leaving to go to another place for temporary purposes only. *Election Code 1.015*

BOARD MEMBERS:
ELECTIONS

BBB
(LOCAL)

METHOD OF ELECTION	Election of Trustees shall be by at large positions in accordance with Texas law.
FILING INFORMATION	A candidate for any position may have his or her name printed on a ballot for election to any position to be filled at each regular election by filing a written statement, signed by the candidate, with the secretary of the Board not later than 5:00 p.m. of the 62nd day before the day of the election. An application may not be filed earlier than the 30th day before the date of the filing deadline. The application must state the number of the position for which the candidate is filing or the name of the incumbent member of the Board holding the position sought. The application shall include all statutorily required information, including a statement that the candidate is aware of the nepotism law. The location on the ballot of the names of the candidates for each position shall be chosen by lot by the Board. The candidate shall be eligible to run for only one position in each election.
WRITE-IN VOTING	In a general or special election for members of the governing body of a junior college district, a write-in vote may not be counted for a person unless the person has filed a declaration of write-in candidacy with the Secretary of the Board in the manner provided for write-in candidates in the general election for state and county officers. A declaration of write-in candidacy must be filed not later than 5:00 p.m. of the fifth day after the date for a place on the ballot is required to be filed. Subchapter B, Chapter 146, Election Code, applies to write-in voting in an election for members of the governing body except to the extent of a conflict with this section.
GENERAL ELECTION DATES	Election of Trustees of the College District shall be on the second Saturday in May.
NOTICE	<p>The Board shall call the election not later than the 62nd day before election day. Notice of the election shall be posted in at least three public places in the College District and shall also be published at least once, not earlier than the 30th day or later than the tenth day before election day, in a newspaper published within the College District's boundaries or in a newspaper of general circulation in the College District if none is published within the College District's boundaries.</p> <p>The notice shall state the nature and date of the election, the location of each polling place, and the hours the polls will be open. The Board shall retain a copy of the published notice that contains the name of the newspaper and the date of publication and shall preserve that copy for 22 months after election day.</p>
POLLING PLACES	Each polling place shall be accessible to and usable by the elderly and physically disabled.

BOARD MEMBERS:
ELECTIONS

BBB
(LOCAL)

POSTING	In addition to the notice described above, the College District shall, not later than the 21st day before election day, post a copy of the notice on the bulletin board used for posting notices of the meetings of the Board. The notice must include the location of each polling place. The person posting the notice shall make a record at the time of posting stating the date and place of posting. The person shall sign the record and deliver it to the Board after the last posting is made.
BALLOT AND ELECTION OFFICIALS	The ballot shall be printed in the form required by law. The Board shall appoint election judges, set the maximum number of election clerks, and designate polling places.
RUNOFF ELECTIONS	If no candidate receives a majority of the votes cast for all candidates for a position, then the two candidates receiving the highest number of votes shall run against each other for the position. The runoff election for all positions shall be held not earlier than the 20th day or later than the 45th day after the date the final canvass of the main election is completed.
VOTING RIGHTS ACT	The Board, being subject to the provisions of the Voting Rights Act of 1965, shall submit any changes that affect elections to the U.S. Justice Department for preclearance and shall implement such changes unless the Justice Department interposes an objection within 60 days after the date of submission.

BOARD MEMBERS:
VACANCIES AND REMOVAL FROM OFFICE

BBC
(LOCAL)

VACANCY	Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by a special election ordered by the Board or by appointment by resolution or order of the Board. The person appointed to fill the unexpired term shall serve until the next regular election of members to the Board, at which time the position shall be filled by election for a term appropriately shortened to conform with what regularly would have been the length of the term for that position.
SPECIAL ELECTION	A special election shall be conducted in the same manner as the general election on the next uniform election date that will afford enough time to hold the election in the manner required by law.
RESIGNATION	To be effective, a Board member's resignation must be in writing and signed by the officer and must be delivered to the Board for acting on the resignation. The Board may not refuse to accept a resignation. If a Trustee submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the Board or on the eighth day after the date of its receipt by the Board, whichever is earlier.
NONRESIDENCE	A person elected to serve as a Board member must remain a resident of the District throughout the term of office. A Board member who ceases to reside in the District vacates his or her office.

BOARD INTERNAL ORGANIZATION:
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

OFFICERS

The Board shall elect one of its members as President of the Board. The Board President shall preside at meetings of the Board and perform other duties and functions as are prescribed by the Board. The Board President shall have a vote the same as other members.

The Board shall elect a vice president who shall preside at meetings and perform other duties and functions of the Board President in the absence of the President.

The Board shall elect a Secretary of the Board who may or may not be a member of the Board and who shall be the official custodian of the minutes, books, records, and seal of said Board, and who shall perform such other duties and functions as are prescribed by the Board. A Secretary who is not a member of the Board shall not vote or participate in Board discussions.

The Board shall be authorized to elect any other officers as deemed necessary or advisable. Officers of the Board shall be elected at the first regular meeting of the Board following the regular election of members of the Board every two years, or at any other time thereafter in order to fill a vacancy.

BOARD INTERNAL ORGANIZATION:
BOARD COMMITTEES

BCB
(LOCAL)

The Board may from time to time, as it deems necessary, create committees to facilitate the efficient operation of the Board. A committee that includes one or more Board members is subject to the Open Meetings Act when it meets to discuss public business or policy.

BOARD INTERNAL ORGANIZATION:
ADVISORY COMMITTEES

BCE
(REGULATION)

CITIZENS ADVISORY
COMMITTEES

Local citizens will be recruited to assist the College District faculty and administration with the planning and evaluating of programs and services. Business and industry participation is a vital element in offering relevant work force education programs. The primary educational outcomes are to facilitate the development of marketable skills and the transfer to senior colleges and universities in the career of their choice.

An ongoing program advisory committee must meet at least once each year and select a chairperson to serve for the academic year. A record of all minutes will be stored in the respective division director's office.

The advice given may be related to facilities and equipment, curriculum development, cooperative learning plans, professional development of instructors, and employment opportunities. A handbook will provide additional details.

BOARD MEETINGS

BD
(LOCAL)

MEETINGS

Regular meetings of the Board shall be held in the Angelina College Administration Building Board Room on the second Monday of each month at 5:30 p.m. unless otherwise provided by the Board.

An agenda shall be prepared under the direction of the College President. For an item of business to appear on the agenda, the College President must be notified no later than noon of the day the agenda and notice have to be prepared, which normally will be the fifth day preceding the regular or special meeting. All decisions regarding the preparation of the Board agenda are left to the sound discretion of the College President and of the Board President.

Written notice of the date, hour, place, and subject of each meeting of the Board shall be given as prescribed by law.

Notice will be:

1. Posted on the bulletin board in the administration building; in the established posting location.
2. Mailed or delivered to news media, including the student newspaper, requesting such notice and consenting to pay any and all expenses incurred by the college in providing special notice.
3. Posted, delivered, or given at least 72 hours prior to the hour of the meeting.
4. Posted on the internet web site.

Members of the Board shall be given notice of regular, or special meetings at least 72 hours prior to the hour of the meeting by the secretary in the office of the College President.

All meetings of the Board shall be opened in public, as prescribed by law.

A quorum for meetings of the Board will be four board members.

EMERGENCY
MEETINGS

Notice of all emergency meetings shall include the date, hour, place, and subject of the meeting.

Such notice will also express the nature of the emergency, or urgent public necessity, which requires an emergency meeting.

Such notice will be posted at least two hours before the meeting is convened.

The presiding officer or member calling such meeting shall notify all news media that have previously requested such notice.

BOARD MEETINGS

BD
(LOCAL)

CLOSED MEETINGS
OR EXECUTIVE
SESSIONS

Closed meetings or executive sessions will not be held unless the Board has first been convened in open meeting for which notice has been given. If, during the open meeting, a closed or executive session is necessary, the presiding officer of the Board shall announce that a closed or executive session will be held and identify the section, or sections, under the Texas Government Code Chapter 551 which authorizes the holding of such closed or executive sessions.

The Board will not take any final action or final vote, or make any final decisions with regard to any matter considered in a closed or executive session. Such final actions, final votes, or final decisions with regard to any matter considered in closed session will be made only in a meeting which is open to the public and for which proper notice is given.

After any and all closed or executive sessions, the Board will reconvene the public meeting or session before adjourning.

CONDUCT OF
MEETINGS

Board meetings are held to transact the business of the College District and are open to the public except when closed meetings are permitted by law. Citizens shall be allowed to address the Board during the regular monthly Board meeting by requesting a place on the agenda according to policy. The Board shall set reasonable restraints on the number, length, and frequency of presentations.

When the Board agenda contains an item entitled "open forum" or "public forum", individuals who desire to address the Board must first complete the request to address the Board card provided at the sign-in table at the Board meeting in order to be allowed to address the Board. The Board shall have exclusive authority to control the number of speakers, the length in time of each presentation, and to impose a requirement that groups and delegations select one spokesperson in order to maintain control and order over the conduct of the Board meeting.

If the Board President determines that a person has not attempted to resolve a matter administratively, the person shall be directed to the appropriate grievance policy and person for attempted resolution before bringing the matter to the Board. The Board hereby adopts Roberts' Rules of Order, Newly Revised as the standard and authority for the resolution of all questions of parliamentary procedure. Any conflict between Roberts' Rules of Order, Newly Revised and state law or Board policies and procedures of the College District shall be controlled by the state law and the policies and procedures of the College District.

BOARD MEETINGS

BD
(LOCAL)

VOTING AND
MINUTES

Voting shall be by voice or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded.

Board action shall be carefully recorded by the secretary or clerk. When approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

The official minutes of the Board, excepting certified agendas of closed meetings, shall be retained on file in the office of the College President and shall be available for examination during regular office hours.

The College District recognizes the importance of a policy and procedures manual as a dynamic and changing document subject to periodic revision to meet the changing needs of students and community and reflecting changes in state and federal laws and regulations.

Board policies and policy amendments may be proposed or identified by the College President, the Board, employees, or the external community but shall be recommended for the Board's consideration only by a Board member or the College President.

The College President should lead the executive council in periodic administrative review of policies with each administrator being responsible for identifying duplicate, extraneous, out-of-date, or missing policies or procedures in their area.

Policy and procedures content revision and development will normally include the following steps:

1. Review by executive council;
2. Review and input by appropriate faculty standing committee and educational program advisory council;
3. Organization and codification;
4. Final review by Board policy review committee, if Board policy;
5. Legal review, if necessary;
6. Board adoption, if Board policy;
7. Distribution of policy to all divisions, administrative offices, and official policy books.

In addition to Board policies the official College District catalogue and the student handbook shall be considered enforceable College District regulations unless found to be in conflict with Board policy.

The Board shall have the sole right to adopt or amend Board policies by majority vote in one reading. When action, procedures, or interpretations are urgently required in an area not covered by Board policy, the College President shall have the power to act and inform the Board of such action subject to review by the Board at its discretion.

The College President is authorized to designate an administrator to act in behalf of the College President in the event emergency circumstances prevent the College President from being available when action is required.

The Board shall designate one copy of the policy manual as the official policy manual of the district. The official copy shall be kept in the College President's office, and the College President or designee shall be responsible for its accuracy and currency. If discrepancies occur between different copies of the manual distributed throughout the district, the version contained in the official policy manual shall be regarded as authoritative.

Amendments to by-laws and policies may be made by official Board action by a majority vote of all Board members present and voting. Additions, deletions, and amendments required by statutes of the state of Texas will be made in accordance with these statutes. By-laws and policies may be amended except in instances where these rules and regulations are established by statutes of the state.

COLLEGE PRESIDENT:
QUALIFICATIONS AND DUTIES

BFA
(LOCAL)

The Board selects and employs the College President and charges the College President with the responsibility for implementing the policies and regulations as established and set forth by the Board. The College President is responsible to the Board on all matters of College District operation. Within the framework of policies and regulations adopted by the Board, the College President shall exercise broad, discretionary authority in carrying out responsibilities of the position.

In addition, the College President has primary responsibility for the organization of the College District. The College President will in turn delegate responsibility and authority to such officers and staff members as is necessary in order to effect the orderly and efficient operation of the College District. The organizational chart outlines the relationships of College District personnel and the lines of authority.

JOB DESCRIPTION

The College President will act as chief executive officer and leader of the College District, responsible for the overall operation, development, and promotion of the College District pursuant to the policies of the Board. The College President shall provide leadership in policy development, fiscal management, personnel management, educational program planning, and communication to further the public image of the College District and move the institution toward fulfilling its mission and goals. The College President will:

POLICY
DEVELOPMENT

1. Recommend to the Board changes and development of policies needed to reflect new state or federal regulations, student and community needs, or efficient operation of the College District.
2. Be informed and exert leadership toward the development of local, state, and national educational policies.

FISCAL
MANAGEMENT

3. Prepare and submit an annual budget to the Board and make recommendations to the Board for budget changes.
4. Develop and implement appropriate administrative procedures for the handling of offers of gifts to the College District and further institutional development within the overall mission and goals of the College District.

PERSONNEL
MANAGEMENT

5. Make recommendations to the Board for the appointment of all administrative, faculty, professional, and contract personnel, appoint non-contract personnel for approved positions, suspend employees with or without pay, and accept resignations from any employee.

COLLEGE PRESIDENT:
QUALIFICATIONS AND DUTIES

BFA
(LOCAL)

6. Develop, review, and implement procedures for the recruitment, selection, development, evaluation, promotion and termination of College employees.
7. Develop, review, and update job descriptions for all professional employees at the College District.
8. Provide for appropriate professional growth programs for College District employees.
9. Make recommendations to the Board for the adoption of programs of instruction and other educational and community services.
10. Review the educational program on a continuing basis and recommend changes which will improve the quality and scope of services offered by the College District.
11. Provide leadership in the development and implementation of a master plan for College District and campus development.
12. Represent the College to the community by interpreting the community College District to the public, parents, media, and to the community organizations.
13. Be responsible for the formulation of all reports required by local, state, and federal agencies.
14. Provide the Board with the flow of information regarding the College District and its needs.
15. Maintain liaison with the leadership of other educational institutions to ensure articulation between the educational programs of cooperating institutions for the benefit of students and community.
16. Maintain communication with faculty and staff and act as spokesman to the Board President for the faculty and to the faculty for the Board.
17. Perform such other duties as the Board may assign.

EDUCATIONAL
PROGRAM
PLANNING

COMMUNICATION
AND IMAGE

The Board will evaluate the performance of the College President annually at the regular meeting in which other contracts and the annual personnel plans are considered. The evaluation will focus on three areas;

1. Accomplishment of College District goals for the preceding year;
2. Performance of the College President's job description; and
3. Fulfillment of the code of ethics and leadership responsibilities of the American Association of Community Colleges.

A written summary of the evaluation will be signed by the Board President and the College President and will note any areas needing special goals for improvement. Action may be taken on the contract terms of the College President following the evaluation session.

The Board may also use this annual review session to assess their own performance of their governance and policy-making role through self-evaluation and evaluation by the College President.

The primary purpose of all administrative evaluation will be to effect improvement in administrative leadership in order to achieve the goals of the College District.

The primary function of administration is to provide effective, efficient and dynamic leadership that will insure that the mission and goals of College District are achieved. The administration is fully committed to the concept that instruction, the teaching/learning interaction between faculty and learners, is the focal point of the College District, and the primary reason for its existence.

Administrators should do everything possible to create an atmosphere in which faculty and learners can optimally function. Administrators are expected to operate in accordance with the College District policies in carrying out their responsibilities. In this setting, it is the duty and responsibility of the faculty and the learners to communicate to the administrators any obstacle in the form of policies and procedures that appears to stand in the way of the optimum teaching/learning process and to recommend the appropriate changes.

The President is the chief administrative officer of the College District, subject to the policies and action of the Board. The vice president and dean of instruction, the vice president of business services, the dean of student services, the vice president of community services, and the director of management information services are each responsible to the College President for their respective areas of operation. In the absence of the College President, the vice president and dean of instruction is in charge, the vice president of business services is next, unless otherwise designated.

At the head of each instructional division of the College District is a division director, who is responsible to the vice president and dean of instruction for the operation of that division. Individual faculty members are responsible to their division director.

The ultimate responsibility for the governing of the College District shall be vested in the College President and the Board.

The components of a shared responsibility for leadership and decision-making are as follows:

1. Executive council
2. Educational programs advisory council
3. Citizen advisory committees
4. Faculty standing committees
5. Institutional planning and evaluation council
6. College President
7. Board

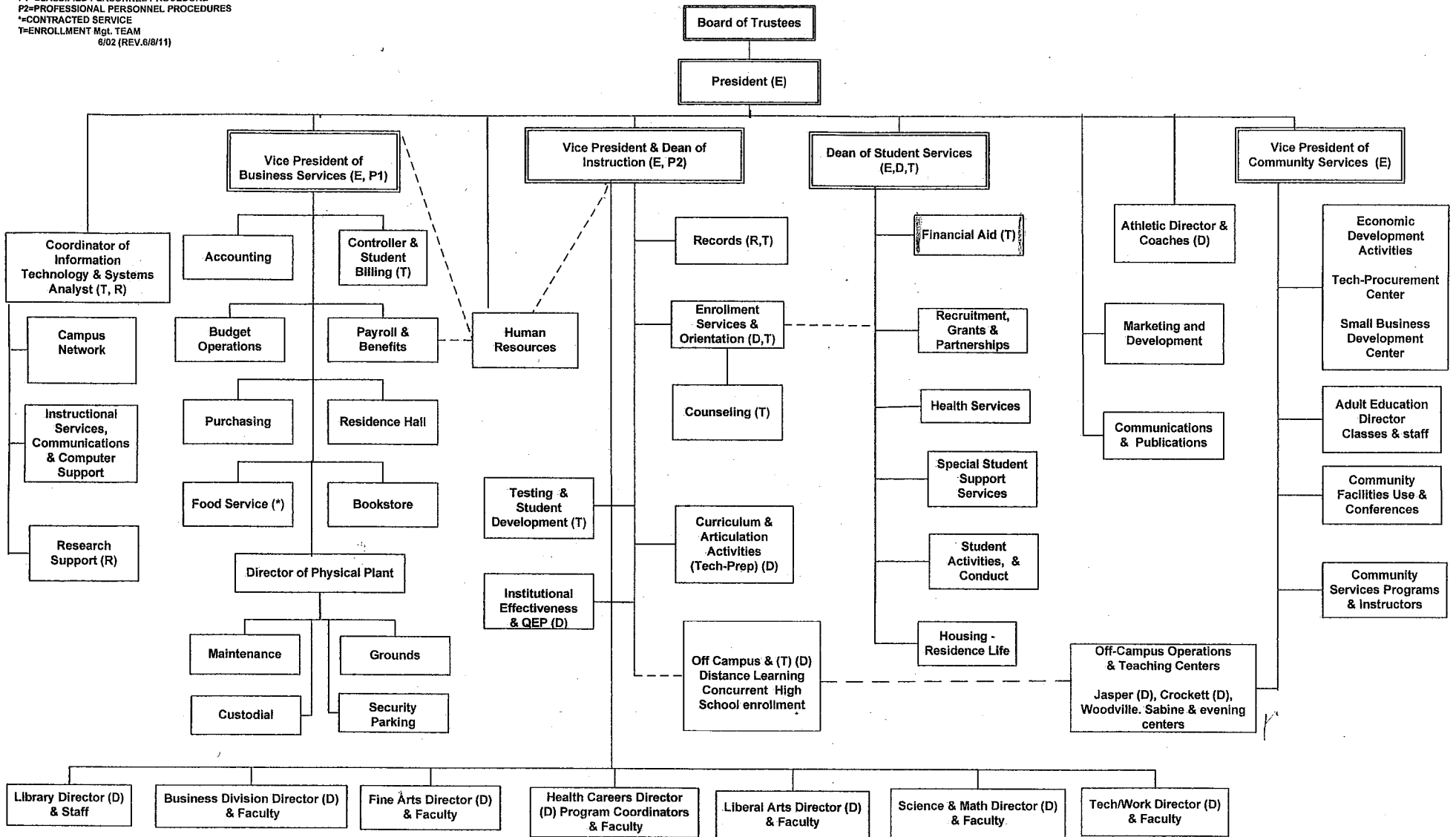
ADMINISTRATIVE ORGANIZATION PLAN

BG
(REGULATION)

Other lines of responsibility are indicated on the organizational chart. Each staff and faculty member is encouraged to follow the organizational chart.

E=MEMBER OF EXECUTIVE COUNCIL
 D=EDUCATIONAL PROGRAM ADVISORY COUNCIL
 R=RESEARCH TEAM
 P1=CLASSIFIED PERSONNEL PROCEDURE
 P2=PROFESSIONAL PERSONNEL PROCEDURES
 *=CONTRACTED SERVICE
 T=ENROLLMENT Mgt. TEAM
 6/02 (REV.6/8/11)

**ORGANIZATIONAL CHART
 ANGELINA COLLEGE**



ADMINISTRATIVE ORGANIZATION PLAN:
FACULTY SENATES AND COUNCILS

BGC
(REGULATION)

COUNCILS AND
COMMITTEES

Shared responsibility and leadership are essential to accomplish the mission and goals of the College District. The administrative philosophy of the College District provides an opportunity for constituents, College District personnel, and the community to communicate their needs and to impact decisions without the restriction of only one point of access.

The committee chair shall collaborate with the designated College District administrator regarding proposed plans and activities. Additional copies of minutes and recommendations shall always be filed with the vice president and dean of instruction for use by the institutional planning and evaluation council.

EXECUTIVE COUNCIL

The executive council meets as needed and as called by the College President to review general College District issues, operations, and planning and policy guidelines. The council serves a key communication role in coordinating the major operational units of the College District so that the overall goals and mission of the College District may be achieved with maximum efficiency and effectiveness.

The executive council includes the following administrative officers:

1. Vice president and dean of instruction.
2. Vice president of business services.
3. Dean of student services.
4. Vice president of community services.
5. Director of management information systems.
6. Other personnel as designated by the College President.

EDUCATIONAL
PROGRAM ADVISORY
COUNCIL

The advisory council supports the mission of the College District by serving as a body for communications and advisory purposes. All state and national issues and policies impacting instruction will be reviewed with implementation procedures being discussed. The council may initiate questions of educational policy with the administration or act upon questions referred to it by standing committees or divisions. The issues may be related to students, faculty, instructional and support services in all teaching locations.

All directors of instructional divisions and other administrative College District personnel as designated by the vice president and dean of instruction shall be members of the advisory council, including:

1. Director of enrollment/registrar.

ADMINISTRATIVE ORGANIZATION PLAN:
FACULTY SENATES AND COUNCILS

BGC
(REGULATION)

2. Dean of student services.
3. Director of school-to-careers partnership.
4. Director of athletics.
5. Director of the business division.
6. Director of the fine arts division.
7. Director of the health careers division.
8. Director of the liberal arts division.
9. Director of the library.
10. Director of the science and mathematics division.
11. Director of the technical-workforce division.
12. Coordinator of off-campus and distance learning.

The advisory council meets monthly, normally on the Friday following the meeting of the Board. Other times may be selected by the vice president and dean of instruction.

COMMITTEE ON
COMMITTEES

The committee on committees will recommend appointments to the various committees and review the committees' functions and activities each year.

The committee on committees will consist of a number of full-time instructors at least equal to the number of standing committees.

The committee will:

1. Recommend appointments to the standing committees and to the other ad hoc committees as necessary;
2. Review annually the activities of the various committees and recommend necessary changes; and
3. Elect each April a chairman and a recorder to serve a one-year term.

One member of the committee will be appointed as a liaison to each of the standing committees.

Administrative contacts are the vice president and dean of instruction.

The vice president and dean of instruction and the College President will also receive minutes.

ADMINISTRATIVE ORGANIZATION PLAN:
FACULTY SENATES AND COUNCILS

BGC
(REGULATION)

ADMISSIONS
COMMITTEE

The admissions committee will evaluate and make recommendations concerning admission policy. The committee will also review student petitions for admission or readmission.

The committee will consist of full-time faculty. Ideally, each division, as well as one developmental program, will be represented.

The committee will evaluate admission requirements and recommend necessary changes or revisions.

Student petitions will be reviewed for possible readmission prior to registration.

A committee chairperson will be elected by the committee during the spring of each year for a one-year term.

Administrative contacts are the vice president and dean of instruction and director of enrollment/registration.

The vice president and dean of instruction will also receive minutes.

BEAUTIFICATION AND
SAFETY COMMITTEE

The beautification and safety committee will make recommendations for existing and new beautification projects for the campus. The committee will make recommendations for improved campus safety and security.

The committee will consist of full-time faculty and staff.

The committee will:

1. Elect a chairperson, vice chairperson, and secretary at the last spring meeting each year;
2. Survey the campus to identify areas for beautification and/or security; and
3. Make recommendations to correct the problems or enhance the aesthetics of the campus.

Administrative contacts are vice president of business services and director of physical plant.

The vice president and dean of instruction and the College President will also receive minutes.

COMMITTEE ON
INSTRUCTIONAL
TECHNOLOGY

The committee on instructional technology will recommend policies and will advise regarding the acquisition, expansion, and use of technology and computers for administrative or instructional purposes.

The committee will consist of faculty members, preferably one from each division, and administrative staff, including one member from MIS.

The committee will:

1. Recommend and review policies for campus-wide computer services, such as hardware and software standardization and access to computer technology;
2. Recommend and review procedures for campus-wide software and hardware acquisition policies; and
3. Recommend and review policies for campus-wide technology expansion to ensure the long-range technology needs of the College;

Each September, a chair and recorder will be elected. These fall elections allow for continuation through the summer meetings.

The administrative contact is the director of MIS.

The vice president and dean of instruction and the College President will also receive minutes.

CURRICULUM
COMMITTEE

The curriculum committee is an advisory committee whose primary responsibility is to ensure that the curriculum is consistent with the philosophy and purpose of the College. The committee has established procedures for review of proposed changes in the curriculum.

The committee shall be made up of at least one non-director full-time faculty member from each instructional division.

The committee shall act in an advisory capacity only to consider curriculum proposals in the following areas:

1. New programs leading to degrees or certificates;
2. New courses within existing programs;
3. Changes in existing degree or certificate programs including:
 - a. additional or removed courses,
 - b. changes in course sequences, and
 - c. new or changed options within the program;
4. Degree or certificate programs to be removed or inactivated; and
5. Existing courses with substantive content or name changes.

The committee need not consider catalog editing not involving content or name changes, or removal of programs under sunset laws.

FACULTY FORUM

The administrative contacts are the vice president and dean of instruction.

The vice president and dean of instruction and the College President will also receive committee minutes.

The faculty forum is a standing committee whose purpose is to facilitate communication between the faculty and the administration. The committee should present general faculty issues and viewpoints.

All members will be full-time tenured faculty. One member will be elected by each of the six instructional divisions. Two additional full-time faculty members will be selected by the general faculty.

The committee will:

1. Conduct an election for two members from the faculty at large during September of each year. The two must represent different divisions;
2. Elect a chair to serve for the year at the first meeting of the fall semester. The chair will serve for one academic year;
3. Review proposed policy revisions related to faculty; and
4. Review proposals related to faculty issues and viewpoints.

The administrative contact is the College President.

The vice president and dean of instruction will also receive the minutes.

HONORS AND
AWARDS COMMITTEE

The function of the honors and committee is to recognize all especially deserving individuals in the College District community and assist with special events.

The committee will consist of faculty members and administrative staff.

The committee will:

1. Administer the selection of the Who's Who of American Colleges, and other college-wide student awards;
2. Assist in the arrangements for the commencement ceremony and honors and awards program;
3. Assist in the dedication of new buildings and facilities; and
4. Elect new officers the first meeting of the school year.

ADMINISTRATIVE ORGANIZATION PLAN:
FACULTY SENATES AND COUNCILS

BGC
(REGULATION)

LIBRARY AND
INSTRUCTIONAL
MEDIA COMMITTEE

The administrative contacts are vice president and dean of instruction.

The vice president and dean of instruction, the College President, and the dean of student services will also receive minutes.

The purpose of the library and instructional media committee is to determine policy in consultation with the library director on matters of general library-media center policy and to integrate library-media center operations with other academic activities of the College.

The committee will consist of a number of full-time instructors at least equal to the number of instructional divisions.

The committee will:

1. Determine policy in consultation with the library director on matters of general library-media center policy and the development of library-media center resources;
2. Help the library director decide upon means to integrate the library-media center programs with other academic activities of the College District;
3. Serve as a liaison between faculty and the director of library services; and
4. Elect a chairperson at the end of each spring semester and recorder to serve a one-year term.

The administrative contact is the library director.

The vice president and dean of instruction will also receive minutes.

SCHOLARSHIP
COMMITTEE

The scholarship committee will award academic scholarships to eligible students and formulate scholarship policies. [See FE]

The committee will consist of full-time faculty, with each division represented by one or more members.

The committee will:

1. Assist the financial aid director in the selection of scholarship recipients;
2. Review the academic progress of scholarship recipients to ensure their continued eligibility;
3. Recommend policy changes to the dean of student services; and

ADMINISTRATIVE ORGANIZATION PLAN:
FACULTY SENATES AND COUNCILS

BGC
(REGULATION)

4. Elect a chairperson during the September meeting.
5. Meet to award scholarships during the months of September, January, April, and July. The chairperson will call additional meetings as necessary.

The administrative contact is the director of student financial aid.

The College President, the dean of student services, and the vice president and dean of instruction will also receive minutes.

STUDENT ACTIVITIES
AND ATHLETICS
COMMITTEE

The student activities and athletics committee will review policies, goals, and objectives and make recommendations after receiving faculty input pertaining to the five areas of:

1. Campus organizations and clubs;
2. Student conduct;
3. Intramural and intercollegiate athletics;
4. Performing arts, guest lectures, and entertainment; and
5. Publications.

The committee will consist of full-time faculty and administrative staff as recommended by the committee on committees.

The committee will:

1. Elect a chairperson and a recording secretary to serve a one year term;
2. Create subcommittees as needed;
3. Review and monitor all written policies dealing with the committee's responsibility; and
4. Advise the dean of student services, the athletic director, and the director of fine arts on matters relating to their respective areas of supervision.

The administrative contacts are the dean of student services, athletic director, and director of fine arts.

The vice president and dean of instruction, and the College President will also receive minutes.

WELLNESS
COMMITTEE

The purpose of the wellness committee is to review and make recommendations for the employee wellness program.

The committee will consist of full-time faculty and administrative staff as recommended by the committee on committees.

The committee will:

1. Plan the wellness program in consultation with the wellness program director;
2. Serve as a liaison between faculty and the wellness program director; and
3. Meet in September to elect a chairperson and a recording secretary to serve a one year term.

The administrative contact is the athletic director.

The President, vice president and dean of instruction will also receive minutes.

INSTITUTIONAL
RESEARCH,
PLANNING, AND
EVALUATION

The College District is committed to being an effective institution and accomplishing the goals and objectives identified in the mission statement. The accomplishments will be evident in the programs and services provided and the operations implemented. However, these must be responsive to internal and external forces as assessed in the planning and evaluation process. This model for planning and evaluation is designed to promote institutional effectiveness. It includes representatives of all personnel areas at the College District and offers a systematic approach to assessing, planning, implementing, and evaluating.

Although planning and evaluation is an ongoing function of every operational unit of the College District, the overall planning organization is named the institutional planning and evaluation council (I.P.E.C.) which includes six sub-committees representing the major areas of the mission statement of the College District. Those include educational programs, students services, learning resources, administrative processes, human resources, and partnership/quality of life.

The membership will include the executive council, dean's advisory council, faculty, professional staff, non-faculty, and classified staff and students as follows:

1. Executive Council – 5
2. Division Directors – 7
3. Instructors – 18
 - a. Chairs of faculty standing committees
 - b. Ten at-large faculty
4. Grant-supported – 1
5. Professional staff, non-faculty – 4
6. Classified – 6
7. Students – 6 (nominated by student association)

The executive council shall serve in an ex-officio capacity only. All others shall be voting members, each with one vote, although most items of business will be decided by consensus procedures.

When structuring the committee, the committee on committees will assign at-large faculty and staff. These members will provide new dimension and an insight which can prove beneficial to institutional effectiveness. Members are appointed for one or two year terms which may be consecutive. Provisions are made for staggered re-

placement to ensure continuity. The committee on committees will determine the rotation process and will maintain up-to-date service records for the council.

It is recommended that one council meeting be held in the spring of each year. If the need dictates, additional meetings may be called by the chairperson. The number of meetings for each sub-committee may vary. A council chairperson will preside at the council meetings and a secretary will maintain records. These officers will be elected and serve for one year.

Broadly stated, the function of this council is to compile assessment data based on research data and internal and external assessment and to evaluate the achievement of outcome measures related to College District goals. The council also revises goals, if appropriate. More specifically, these functions include:

1. Assessing the accomplishments of all functional areas, correlating these to goals and objectives and support of the mission.
2. Receiving and reviewing all needs-assessment data, which includes all proposals and suggestions.
3. Assisting in the establishment of short-term goals, which includes reviewing current long-range goals and those which were accomplished.
4. Recommending appropriate responses to all reports received.
5. Serving as a communication channel to the decision-making structure for long-range planning and budget making.

SECTION C: BUSINESS AND SUPPORT SERVICES

CA	APPROPRIATIONS AND REVENUE SOURCES
CAK	Investments - Endowment & Non-Endowment Funds
CAM	Investments - Endowment Scholarship
CB	DEPOSITORY OF FUNDS
CC	ANNUAL OPERATING BUDGET
CD	ACCOUNTING
CDD	Payroll Procedures
CF	PURCHASING AND ACQUISITION
CG	SAFETY PROGRAM
CGC	Emergency Plans
CH	SITE MANAGEMENT
CHC	Traffic and Parking Controls
CHE	Mail and Delivery
CI	EQUIPMENT AND SUPPLIES MANAGEMENT
CJ	TRANSPORTATION MANAGEMENT
CKD	HEALTH AND LIFE INSURANCE
CR	ELECTRONIC COMMUNICATION

APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

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(LOCAL)

Angelina College ("Angelina College" or the "College") shall adopt rules governing the investment of College endowment funds and said rules shall clearly specify the scope of authority of officers and employees of the Board of Trustees that are designated to invest funds.

This policy will be reviewed and adopted by resolution at least annually.

Qualified brokers authorized to engage in investment transactions with the College shall be reviewed and adopted annually by the Board of Trustees.

INVESTMENT POLICY The endowment funds investment policy shall provide guidelines for the management, investment, and expenditure of endowment funds of Angelina College so that available resources will be maximized. This policy is subject to provisions of the Uniform Management of Institutional Funds Act, Chapter 163 of the Property Code ("UMIFA"). Angelina College is an "institution of higher education", as such term is defined in UMIFA. As used herein, "endowment funds" shall have the same meaning given said term in UMIFA.

STANDARD OF CARE In the administration of the powers to appropriate appreciation, to make and retain investments, to develop and apply investment and spending policies, and to delegate investment management of institutional funds, the Board of Trustees shall exercise ordinary business care and prudence under the facts and circumstances prevailing at the time of the action or decision. The Board of Trustees shall consider both the long-term and short-term needs of the institution in carrying out its purposes, its present and anticipated financial requirements, the expected return on its investments, price level trends, and general economic conditions.

INVESTMENT OBJECTIVE The Angelina College Endowment Funds Assets are held with the intent to provide earnings to support the scholarships or other donor purposes over the long-term. Accordingly, the primary investment objectives for its assets are to:

1. Preserve the real purchasing power of the principal, and
2. Provide a stable source of perpetual financial support to scholarships in accordance with the endowment spending policy.

In regards to the investment of College endowment funds, the performance objective is to meet or exceed the aggregated return of a blended index consisting of:

APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

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(LOCAL)

35% of the S&P 500 index,
60% of the Lehman Brothers Aggregate Bond Index, and
5% of the 30-day Treasury Bill Index,
as measured for the year immediately preceding at December 31.

AUTHORIZED
INVESTMENTS

Authorized endowment investments shall include the following:

1. Cash equivalents: Treasury bills, money market funds, commercial paper, banker's acceptances, repurchase agreements, and certificates of deposit.
2. Fixed income: U.S. Government and agency securities, corporate notes and bonds, mortgage backed bonds, preferred stock, mutual funds that invest in securities allowed in this statement.
3. Equity securities: Common stocks, convertible notes and bonds, convertible preferred stocks, American depositary receipts of non-U.S. companies, and mutual funds that invest in securities allowed in this statement.

Prohibited endowment investments shall include the following:

Collateralized mortgage obligations, commodities and futures contracts, private placements, options, limited partnerships, venture-capital investments, and derivative securities.

ASSET ALLOCATION The target asset allocation and permitted ranges for the endowment's assets are as follows;

	Target Allocation	Permitted Ranges
Cash Equivalents	5%	0% to 20%
Fixed Income Investments	60%	40% to 70%
Equity Investments	35%	25% to 45%
TOTAL	100%	

The asset allocation will be reviewed semi-annually by the investment officer(s). Should the overall asset allocation fall outside the ranges established above, cash flows will be analyzed over the next quarter to determine if the portfolio can be re-balanced with contributions or disbursements. If this process fails to re-balance the portfolio, the investment officer(s) will instruct the authorized broker(s) to re-balance

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the asset allocation in accordance with the established guidelines. The investment officer(s) will report to the Board of Trustees on any such instruction to re-balance the asset allocation promptly after such instruction is given.

In situations where mutual funds owned by the endowment in its portfolio invest in prohibited investments, the authorized broker should inform the College investment officer(s) prior to making an investment in the fund.

Understanding that risk is present in all types of securities and investment styles, the Board of Trustees recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the Endowment Funds' objectives. However, the investment officer(s) authorized broker is to make reasonable efforts to control risk and ensure that the risk assumed is commensurate with the objectives.

The Board of Trustees may appropriate for expenditure, for the uses and purposes for which the endowment is established, the net appreciation, realized and unrealized, in the fair market value of the assets over the historic dollar value of the fund.

All gifts that are given with restrictions by the donor must be spent in accordance with those restrictions.

SPENDING
GUIDELINE

The long-term objective of the spending guidelines is to maintain the purchasing power of the endowment with the goal of providing a reasonable, predictable, stable, and sustainable level of income to support scholarship distributions. The designated annual spending rate is 5% as applied to a 36-month moving average of market value less current year contributions as measured at August 31 of each year.

The market price of acquired investments shall be monitored by the business office on a monthly basis.

INVESTMENT
OFFICER

The College's Vice President of Business Services or Controller shall serve as the investment officer of the College and invest the College's funds in authorized investments.

The investment officer shall possess the experience, training and capabilities necessary to perform requirements of the position, and shall comply with training requirements under the PFI.

Any investment officer of the College who has a personal business relationship with an entity seeking to sell an investment to the College

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shall file a statement disclosing that personal business interest either at the time of employment with the College or immediately at such time as the personal business relationship with an entity doing business with the College shall arise. Any investment officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the College shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the Board of Trustees of Angelina College.

A monthly investment summary report shall be prepared by the investment officer. A report shall be submitted at least quarterly to the Board of Trustees and the President of the College. The quarterly report shall:

1. Describe in detail the investment position of the College on the date of the report.
2. Be signed by each investment officer of the College.
3. Contain a summary statement of the endowment fund, prepared in compliance with generally accepted accounting principles, that states the:
 - a. beginning market value for the reporting period,
 - b. additions and changes to the market value during the period (including fully accrued interest for the reporting period), and
 - c. ending market value for the period.
4. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested.
5. State the maturity date of each separately invested asset that has a maturity date.

INVESTMENT
ADVISORS

The Board of Trustees may utilize investment advisors, in addition to the College's depository, to assist in the placement of College investments. A written copy of this investment policy shall be presented to any person acting as an investment advisor or seeking to sell to the College an authorized investment. The qualified representative of the business

APPROPRIATIONS AND REVENUE SOURCES:
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organization seeking to sell an authorized investment shall execute a written instrument substantially to the effect that the registered principal has:

1. Received and thoroughly reviewed the investment policy of the College.
2. Acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the College and the organization that are not authorized by the College's endowment investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the College's entire portfolio or requires an interpretation of subjective investment standards.

The investment officer may not buy any securities from a person who has not delivered to the College a signed certification form.

The investment advisor is responsible for making all investment decisions regarding the assets assigned to him/her. The investment advisor will comply with all applicable laws, rules and regulations, and with the terms of endowment investment policy as outlined herein.

ANNUAL AUDIT

In conjunction with the annual financial audit, the Board of Trustees will request a compliance audit of management controls on investments and adherence to the College's established endowment investment policy. Additionally, the independent auditor shall conduct a formal review of the quarterly reports and report the results to the Board of Trustees. The results of the compliance audit shall be reported to the State Auditor.

Angelina College ("Angelina College" or the "College") shall adopt rules governing the investment of college funds and said rules shall clearly specify the scope of authority of officers and employees of the Board of Trustees that are designated to invest funds.

This policy will be reviewed and adopted by resolution at least annually according to Government Code 2256.005 (e). Hereafter, Chapter 2256 of the Texas Government Code (Public Funds Investments) shall be referred to as the "PFI".

Qualified brokers authorized to engage in investment transactions with the College shall be reviewed and adopted annually by the Board of Trustees.

APPROPRIATIONS AND REVENUE SOURCES:
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INVESTMENT POLICY The funds management and investment policy of Angelina College shall be to:

1. Assure the safety of the College's funds.
2. Maintain sufficient liquidity to provide adequate and timely working funds.
3. Attain a rate of return consistent with safety and liquidity considerations.
4. Match the maturity of investment instruments to the daily cash flow requirements.
5. Diversify investments as to maturity, instruments, and financial institutions as permitted under State law.
6. Actively pursue portfolio management techniques.
7. Avoid investment for speculation.
8. The dollar amount invested in any single investment should be sufficient to assure a ready resale market if liquidation is required.

AUTHORIZED
INVESTMENTS

Authorized investments shall comply with the PFI, and shall include the following:

1. Obligations of the United States or its agencies and instrumentalities.
2. Direct obligations of this state or its agencies and instrumentalities.
3. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities. These obligations must be rated not less than A or its equivalent by at least one nationally recognized investment rating firm.
4. Corporate bonds, debentures, or similar debt obligations rated by Moody's Investors Service or Standard & Poor's Corporation in

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one of the two highest long-term rating categories, without regard to gradations within those categories. Section 2256.020(3)

5. Properly collateralized or FDIC insured Certificates of Deposit, including Certificates of Deposit authorized under Section 2256.010(b).
6. Investment pools as approved by resolution of the Board of Trustees. The pools: (1) May only invest in obligations permitted by the PFI and approved by the Board of Trustees, (2) Must provide an offering circular containing information required by the Act, (3) Must provide investment transaction confirmations, (4) Must provide a monthly report containing information required by the Act, and (5) Must have an advisory board as specified by the Act. If the pool was created to function as a money market mutual fund, it must mark its portfolio to market daily and stabilize at a \$1.00 net asset value.
7. No load money market mutual funds, registered with and regulated by the Securities and Exchange Commission, with a dollar-weighted average stated maturity of 90 days or fewer, and having as an objective the maintenance of a stable net asset value of \$1.00/share. Amounts invested shall not exceed limitations as provided by the PFI. Prior to entering into an investment with such a fund, the fund must provide the College with a prospectus and other information required by federal law. The College may not own more than 10% of the total assets of a money market mutual fund described by this clause (g).
8. Other no load mutual funds registered with the Securities and Exchange Commission, with an average weighted maturity of less than two years, invested exclusively in obligations allowed under the PFI, and continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent. The mutual funds must comply with information and reporting requirements for investment pools as described in the Act. Invested amounts must be limited to 15% of the College's monthly average fund balance, excluding bond proceeds, reserves, and debt service funds. Neither bond proceeds, reserves, nor debt service funds may be invested in mutual funds described by this clause (h). The College may not own more than 10% of the total assets of a mutual fund described by this clause (h).

APPROPRIATIONS AND REVENUE SOURCES:
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9. Commercial paper which has a stated maturity of 270 days or fewer from the date of its issuance, and is rated not less than A-1 or P-1 or an equivalent rating by at least (A) two nationally recognized credit rating agencies, or (B) one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.
10. A fully collateralized repurchase agreement which has a defined termination date; is secured by obligations described in Section 2256.009(a)(1) of the PFI; requires the securities being purchased by Angelina College to be pledged to Angelina College, held in the College's name, and deposited at the time the investment is made with Angelina College or with a third party selected and approved by Angelina College; and is placed through a financial institution doing business in Texas.

The maximum allowable stated maturity of any individual investment, pool, or mutual fund owned by the College shall be as provided for in the PFI as enacted or as it may be amended from time to time. If no maximum allowable stated maturity is provided for a particular investment owned by the College, the maximum allowable stated maturity, or average dollar-weighted maturity if applicable, for such investment shall be for a term no greater than 10 years; provided, that in connection with the purchase of investments related to the refunding of bonds, the maturity of the investments escrow will be no greater than the term of the refunded bonds.

The market price of acquired investments shall be monitored on a monthly basis by comparing the cost basis of a sample of purchased securities as stated on each month end transaction detail with prices of the same investments through a nationally recognized financial source such as Bloomberg.com.

Investments must be settled on a delivery versus payment basis with the exception of investment pools and mutual funds.

INVESTMENT
OFFICER

The College's Vice President of Business Services or Controller shall serve as the investment officer of the College and invest the College's funds in legally authorized and adequately secured investments in accordance with the PFI.

APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

CAK
(LOCAL)

The investment officer shall possess the experience, training and capabilities necessary to perform requirements of the position, and shall comply with training requirements under the PFI.

Any investment officer of the College who has a personal business relationship with an entity seeking to sell an investment to the College shall file a statement disclosing that personal business interest either at the time of employment with the College or immediately at such time as the personal business relationship with an entity doing business with the College shall arise. Any investment officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the College shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the Board of Trustees of Angelina College.

The investment officer is expected to display prudence in the selection of securities, as a way to eliminate default risk. No individual transaction shall be undertaken where there is uncertainty as to the maturity and/or rate of return of the investment.

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority:

1. Preservation and safety of principal.
2. Liquidity.
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the College's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
2. Whether the investment decision was consistent with the written investment policy and investment strategy of the College.

APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

CAK
(LOCAL)

A monthly investment summary report shall be prepared by the investment officer. A report shall be submitted at least quarterly to the Board of Trustees and the President of the College. The quarterly report shall:

1. Describe in detail the investment position of the College on the date of the report.
2. Be signed by each investment officer of the College.
3. Contain a summary statement of each pooled fund group, prepared in compliance with generally accepted accounting principles, that states the:
 - a. beginning market value for the reporting period,
 - b. additions and changes to the market value during the period (including fully accrued interest for the reporting period), and
 - c. ending market value for the period.
4. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested.
5. State the maturity date of each separately invested asset that has a maturity date.
6. State the account or fund or pooled group fund in the College for which each individual investment was acquired.
7. State the compliance of the investment portfolio of the College as it relates to the investment policy and the PFI.

INVESTMENT
ADVISORS

In accordance with the PFI, Section 2256.005(k), a written copy of this investment policy shall be presented to any person acting as an investment advisor or seeking to sell to the College an authorized investment. The qualified representative of the business organization seeking to sell an authorized investment shall execute a written instrument substantially to the effect that the registered principal has:

APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

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1. Received and thoroughly reviewed the investment policy of the College.
2. Acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the College and the organization that are not authorized by the College's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the College's entire portfolio or requires an interpretation of subjective investment standards.

The investment officer may not buy any securities from a person who has not delivered to the College a signed certification form as provided in accordance with the PFI, Section 2256.005(l).

The investment advisor is responsible for making all investment decisions regarding the assets assigned to him/her. The investment advisor will comply with all applicable laws, rules and regulations, and with the terms of investment policy as outline herein.

The Board of Trustees may utilize investment advisors, in addition to the College's depository, to assist in the placement of College investments.

Bids for Certificates of Deposit may be solicited by any combination of one or more of the following methods:

1. Oral bids;
2. Written bids; and
3. Electronic bids.

In conjunction with the annual financial audit, the Board of Trustees will request a compliance audit of management controls on investments and adherence to the College's established investment policies in accordance with the PFI, Section 2256.005(m). Additionally, the independent auditor shall conduct a formal review of the quarterly reports and report the results to the Board of Trustees. The results of the compliance audit shall be reported to the State Auditor.

INVESTMENT
STRATEGIES
CURRENT FUNDS

Investment strategies for funds are as follows:

Current Funds include educational and general funds, auxiliary funds, and restricted funds. Current funds shall be invested with the primary

APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

CAK
(LOCAL)

objective of preservation and safety of principal. Certificates of Deposit are most appropriate for these funds to insure that maturing investments are available to meet current cash demands and are suitable for achieving the strategy's objective for investing Current Funds. A liquidity base should be established to provide for known short term disbursement requirements, and remaining maturities should be selected based on return offered.

LOAN FUNDS

Loan Funds are intended to provide short term student loans for each semester. Loan Funds invested must mature to meet loan demands. Certificates of Deposit are most appropriate for these funds to insure that maturing investments are available to meet current cash demands, and are suitable for achieving the strategic objective for investing Loan Funds.

ENDOWMENT FUNDS

Endowment Funds - See "Investment Policy - Endowment Funds."

PLANT FUNDS

Plant Funds are utilized for new construction, as well as renewal and replacement of existing facilities. Plant Funds shall be invested with the primary objective of preservation and safety of principal. Certificates of Deposit are most appropriate for these funds to insure that maturing investments are available to meet current cash demands. Other short term instruments may be utilized to reduce market risk and generate superior returns. These type of investments are suitable for achieving the strategic objective for investing Plant Funds.

DEBT SERVICE
FUNDS

Angelina College shall maintain as its primary objective, the safety of principal with regard to all monies collected or allocated for debt service. Secondly, Angelina College will seek to maximize the return on such funds while insuring sufficient funds are available for timely payment of its debt obligations. In order to accomplish this, Angelina College will invest such funds in amounts and maturity dates that most likely will meet the debt service requirements of the College. Investment of moneys collected or allocated for debt service also shall be subject to covenants contained in the financing documents approved by the Board of Trustees authorizing the issuance of obligations for which debt service shall be due and owing. The investments selected for Debt Service Funds shall be suitable for achieving this strategic objective.

DEBT SERVICE
RESERVE FUND

Investments of the debt service reserve fund shall have as their primary objective the ability to generate revenue while maintaining a low degree of price volatility. Except as may be required by the financing documents specific to an individual bond issue, securities should be of high quality, with short to intermediate term maturities. A laddering strategy may be used to insure availability of funds with minimum sacrifice of yield and is

Angelina College
03501

APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

CAK
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suitable to achieving the strategic objective for investing debt service
reserve funds.

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APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

CAK

CERTIFICATION

In compliance with the Texas Government Code (Public Funds Investment Act) Sec. 2256.005 (k) - (l), _____ ("Broker/Financial Institution Representative") acknowledges that the qualified representative and all sales personnel conducting investments transactions with Angelina College ("AC") have received and have thoroughly reviewed the AC Endowment Investment Policy. Broker/Financial Institution Representative acknowledges that Broker/Financial Institution Representative has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the college and the organization that are not authorized by the college's endowment investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the college's entire portfolio or requires an interpretation of subjective investment standards.

(Firm)

(Signature of Registered Principal)

(Name)

(Title)

(Date)

APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

CAM
(LOCAL)

ENDOWMENT SCHOLARSHIP
POLICY

The purpose of the endowment is to create a corpus from which the earnings are to be distributed to support the mission and goals of the College District consistent with donor intentions.

PURPOSE

ESTABLISHING AN
ENDOWMENT

An endowment may be established with a minimum initial donation of \$5,000. An endowment may be established with less than \$5,000 initially if cumulative donations within six months of inception are expected to be at least \$5,000. If cumulative donations total less than \$5,000, the Board may combine the fund with another endowment or transfer the balance to the restricted fund to be awarded as scholarships.

A donor wishing to contribute less than \$5,000 should be encouraged to make their contribution to the Angelina College Alumni and Friends Endowment Fund.

An endowment to be funded by the receipt of memorial contributions will be restricted by the individual who establishes it initially.

An endowment may be established for any purpose which may be reasonably construed to support the mission and goals of the College District.

If a donation is received without restriction, the Board may designate that the donation be established in the form of a quasi-endowment. Donations of this nature will be treated as permanent capital, but principal as well as income may be expended upon approval of the Board.

To establish a new account, the donor should be requested to complete the summary of donor intentions (Exhibit A). The forms (exhibits) are available in the office of the President.

The summary of donor intentions and the initial donation(s) should be delivered to the business office where an appropriate account and a permanent file will be established.

APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

CAM
(LOCAL)

A formal acknowledgement and letter of appreciation will be issued from the office of the President for all donations received.

Any subsequent correspondence received regarding the endowment will be maintained in the permanent file. Subsequent donations to a particular endowment will be subject to the same restrictions as the original donation.

MANAGEMENT OF
ENDOWMENT

The endowment is to be managed by professional investment managers, professional endowment Managers, bank trust departments or a combination thereof, as designated by the Board.

Management of the funds shall be governed by the College District Endowment Investment policy or other agreements as approved by the Board.

Endowment managers shall be provided with a copy of the Board approved endowment scholarship policy and endowment investment policy, and shall sign the appropriate certification before managing College District funds.

DISTRIBUTION POLICY

The Distribution policy of the Endowment Fund (Fund 60) shall be as follows:

ENDOWMENT FUND

1. All or a portion of the principal of a quasi-endowment may be transferred to the restricted fund for distribution upon approval by the Board.
2. Refer to the Endowment Investment policy for the Spending Policy.

RESTRICTED FUND

The distribution policy of the Restricted Fund (Fund 41) shall be as follows:

1. Restricted funds must be awarded or spent according to the written intentions of the original donor who established the endowment or according to written modifications made by the donor's assignee or executor.

APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

CAM
(LOCAL)

2. Funds not awarded or spent will accumulate in the corresponding restricted account and will receive their appropriate share of interest earnings.
3. In the event that the accumulation in a restricted fund account exceeds \$5,000, the Board may authorize a transfer of the excess to the general college scholarship account or to the Angelina College Alumni and Friends Endowment.

TERMINATION OF
ENDOWMENT

In the event that distributions from an endowment's interest earnings can no longer be awarded for the original purpose (for example, the endowment was intended to provide scholarships for a major which no longer exists), the Board may authorize its combination with another endowment. If available, the original donor or his/her assignee must approve this combination.

APPROPRIATIONS AND REVENUE SOURCES:
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

CAM
(LOCAL)

GIFTS, GRANTS AND
FUND-RAISING

The College President must give prior approval for the solicitation or acceptance of all grants or gifts and must approve all external fund raising activities. Final authority for the acceptance of gifts of real property rests with the Board. External solicitations or fund raising activities must be carefully considered and pre-approved. Solicitations involving only the campus community must be approved by the dean of student services.

The following procedures should guide the acceptance of grants, monetary gifts, or gifts of property:

1. The College President should be notified of possible donations as soon as the potential donation is recognized.
2. Before accepting the donation, the potential receiving division should notify the College President regarding the donor name or company, the specifics of how the donation will be utilized, a description of the property and its condition, and any extra budgetary needs resulting from the donation.
3. Gifts of library books or materials will be subject to the library donations and acquisition policies.
4. After approval for acceptance is given by the College President, the vice president of business services will issue official documentation of goods (inventory) or money (receipt) to be forwarded to the College President for an official thank you letter. Property gifts will be treated the same as purchased property for inventory purposes. No assessed monetary value will be placed on donated property. Independent external appraisal may be required.
5. All gifts become the overall property of the College District and unless specified by grantor, may be used, transferred, disposed of, or expended in any manner authorized by statute and College District mission.
6. All gifts and grants accepted must contribute to the College District's basic mission and purpose and enhance overall College District resources without undue budgetary expenditures or constraints. The operating budget must not become dependent on grants and contracts for continuing basic support.

ANNUAL OPERATING BUDGET

CC
(LOCAL)

BUDGET PLANNING Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals are considered by each budget manager prior to submission. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

BUDGET PREPARATION The College President or designee shall supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation within the College District. The budget shall conform to Texas Higher Education Coordinating Board requirements and meet the standards of the Commission on Colleges of the Southern Association of Colleges and Schools.

The College President or designee shall have:

1. Responsibility for the preparation of a budget covering estimated receipts and proposed expenditures of the College District for the ensuing fiscal year.
2. Responsibility for ensuring that proper records are kept and that copies of all forms, budget, and other reports are filed with the proper authorities at the proper times.

The College President may designate the vice president of business services as deputy officer. The deputy budget officer shall assist in professional and technical aspects of the budget preparation.

The budget must be itemized in detail according to classification and purpose of expenditure and shall be in the format required by the "Annual Financial Reporting Requirements for Public Community and Junior Colleges in Texas," and Coordinating Board rules.

BUDGET MEETING After the proposed budget has been prepared, the Board President shall call a Board meeting, giving public notice in a manner complying with the Open Meetings Law and stating the purpose of adopting a budget for the succeeding year.

Any taxpayer of the College District may be present and participate in the hearing.

The annual public hearing on the proposed budget shall be conducted as follows:

1. The Board President shall request at the beginning of the hearing that all persons who desire to speak on the budget

give their names to the secretary. Only those who sign in with the secretary shall be heard.

2. Prior to the beginning of the hearing, the Board President may establish time limits for speakers and may determine the number of speakers for group presentations.
3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.
4. No officer or employee of the College District shall be required to respond to questions from speakers at the hearing.

AVAILABILITY OF
PROPOSED BUDGET

After it is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection during regular business hours.

BUDGET ADOPTION

An itemized budget covering the operation of the College District shall be approved on or before September 1 of each year for the fiscal year beginning on September 1 of each year.

The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the College President or designee who shall ensure that funds are expended in accordance with the adopted budget and any rules or guidelines in which the College District is serving as fiscal agent.

No public funds in the College District may be spent in any manner other than as provided for in the budget adopted by the Board.

The College District shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation.

The College District shall not grant any extra compensation, fee, or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered into and performed in whole or in part. Nor shall the College District pay or authorize the payment of any claim against the College District under any agreement or contract made without authority of law.

A contract for the acquisition, including lease, of real or personal property is a commitment of the College District's current revenue only, provided the contract contains either or both of the following provisions:

1. Retains to the Board the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.

ANNUAL OPERATING BUDGET

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2. Is conditioned on a best efforts attempt by the Board to obtain and appropriate funds for payment of the contract.

Copies of the annual operating budget shall be furnished to the Coordinating Board (two copies), the Governor's Budget and Planning Office, Legislative Budget Board, and Legislative Reference Library by December 1st of each year. Additional copies shall be delivered to the Legislators or State Offices and Officials as required.

BUDGET
AMENDMENTS

The Board shall have the authority to amend the approved budget or to adopt a supplementary emergency budget to cover necessary unforeseen expenses.

ACCOUNTING:
PAYROLL PROCEDURES

CDD
(REGULATION)

SALARY AND WAGE RATES Salary and wage rates are established by the College President subject to approval by the Board.

Changes to contracts are made only by recommendation of the College President to the Board.

Hourly rates for full time classified support personnel may be changed after the first 90 days of employment subject to satisfactory completion of the 90-day initial employment period.

Hourly rates for classified support personnel may be changed based upon formal action by the classified employee salary administration committee.

EMPLOYMENT OF PERSONNEL Full-time classified support personnel shall be employed only when PERSONNEL the following conditions have been met:

FULL-TIME

1. The College President has formally approved the job description and job specification sheet for a new position or a modified position.
2. The vice president and dean of instruction has confirmed that the hiring process is in compliance with other applicable institutional policies as well as federal and state laws.
3. The College President has made a formal offer to the potential employee after consultation with the appropriate dean or director.
4. The offer is approved by the supervisor, the vice president and dean of instruction, the College President, and the vice president of business services through written payroll authorization.
5. The employment is approved by action of the Board.

PART-TIME

Part-time classified support personnel shall be employed only when the following conditions have been met:

1. The vice president of business services has formally approved the job description and determined the appropriate wage rate on the part-time employee wage scale.
2. The vice president of business services has confirmed that the hiring process is in compliance with other applicable institutional policies as well as federal and state laws.

ACCOUNTING:
PAYROLL PROCEDURES

CDD
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3. The vice president of business services has made a formal offer to the potential employee after consultation with the College President.
4. The offer is approved by the supervisor, the vice president and dean of instruction, the College President, and the vice president of business services through a Form 8.
5. The employment is approved by action of the Board.

FACULTY,
ADMINISTRATORS,
AND OTHER
CONTRACTED
PERSONNEL

Faculty, administrators, and other contracted personnel shall be employed only when the following conditions have been met:

1. The College President has formally approved the job description and job specification sheet for a new position or a modified position.
2. The vice president and dean of instruction has confirmed that the hiring process is in compliance with other applicable institutional policies as well as federal and state laws.
3. The College President has made a formal offer to the potential employee after consultation with the appropriate dean or director.
4. The offer is approved by the supervisor, the vice president and dean of instruction, the College President, and the vice president of business services with a Form 8.
5. The employment is approved by action of the Board.

As a condition of employment, employees shall complete payroll forms as necessary to comply with federal and state laws, institutional policies, and other mandates.

PAYROLL PERIODS

All contract employees, other than part time faculty, shall be paid in 12 monthly installments made on or before the 23rd day of each month as denoted in the official payroll calendar.

Upon beginning employment, all full-time contract employees shall have their pay prorated from their hire date to the end of the academic year or contract period.

Part time faculty shall be paid in four installments per semester as denoted in the official payroll calendar.

ACCOUNTING:
PAYROLL PROCEDURES

CDD
(REGULATION)

Full-time and part time classified support personnel shall be paid bi-weekly as denoted in the official payroll calendar.

All student employees shall be paid monthly as denoted in the official payroll calendar.

Payroll checks shall not be released prior to the designated pay date and time.

OVERTIME

Employees who are exempt from provisions of the Fair Labor Standards Act shall not receive overtime pay.

Employees subject to provisions of the Fair Labor Standards Act shall be eligible to receive overtime pay, but shall work overtime hours only with approval of their supervisor, the vice president of business services, and the College President.

RESIGNATION /
RETIREMENT OF
EMPLOYEES
BI-WEEKLY

Employees who resign shall have their final pay determined as follows:

Employees hired after the academic year has started will also have salary contract amount pro-rated according to these guidelines.

Actual hours worked plus accrued vacation subject to final audit and policy limitations.

CONTRACT

12 month employees shall receive a prorated payment calculated on actual hours worked using 1,920 hours (240 days) as a basis, plus accrued vacation subject to final audit and policy limitations.

10.5 month faculty shall receive a prorated payment calculated on actual hours worked using 1,470 hours (210 days) as a basis.

10.5 month employees, other than faculty, shall receive a prorated payment calculated on actual hours worked using 1,680 hours as a basis.

9 month employees shall receive a prorated payment calculated on actual hours worked using 1,190 hours (170 days) as a basis.

Computation of "Actual Hours" will include paid holidays, but does not include Christmas Break or Spring Break.

Payment for accrued vacation hours is not subject to withholding for TRS retirement, but is subject to withholding for ORP retirement.

Final payment is calculated in the same manner as employees who resign.

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ACCOUNTING:
PAYROLL PROCEDURES

CDD
(REGULATION)

RETIREMENT

Retirees are required to enroll in the insurance program separate from active employees. If a person retires in the middle of an insurance year, he/she must re-enroll as a retiree.

All employees who retire or resign must complete a proper clearance form and obtain signatures from appropriate campus offices.

The College District will establish payroll deductions as required by federal and/or state laws, College District policy, and/or election of the individual employee.

PAYROLL
DEDUCTIONS

College District employees are exempt from FICA OASDI withholding, but are subject to the FICA Medicare withholding unless exempted by date of employment.

Anyone who is employed by the College District shall receive all compensation through the regular payroll system.

OTHER

Individuals only performing contracted services for the college are not employees, but are independent contractors subject to the provisions outlined in the purchasing section of the policy. Such contracts must be approved by the College President or vice president for business services prior to the agreement. Generally, if an individual is subject to the control or direction of another with respect to work objectives, but not with respect to the means and methods for accomplishing the objectives, he/she is considered an independent contractor and not an employee. (IRS code SEC.3401 Reg 31.3401)

W-2'S AND 1099'S

W-2's are distributed in January of each year as per IRS guidelines.

1099's are distributed in January of each year as per IRS guidelines.

STATUTORY
AUTHORITY

Attorney General Opinion DM-387 provides that Chapter 44 of the Texas Education Code, which provides for purchases and contracts of a school district, also applies to a junior college district, and regional college district.

According to Section 271.003(9), "school district" means an independent school district, common school district, community college district, junior college district or regional college district organized under the laws of this state.

Texas Education Code 44.031 (a);(b), states that all contracts, except for the purchase of produce or vehicle fuel, valued at \$25,000 or more, for each 12-month period are to be made by the method or methods that provide the best value to the district. The law enumerates several options for competitive procurement that are available to school districts. These options include:

1. Competitive bidding,
2. Competitive sealed proposals,
3. Request for proposals,
4. Catalog purchases through the General Services Commission,
5. Interlocal contracts, and
6. Design-build contracts.

Professional and nonprofessional service contracts involving federal funds are required to be let on a competitive basis (competitive proposals or bidding), under 34 CFR Section 80.36 (Code of Federal Regulations).

A district's local policy concerning competitive bidding requirements may be more restrictive than corresponding statutorily defined requirements, according to the local Board's exercise of discretion regarding fiscal management.

PROCUREMENT
METHODS

Competitive bidding is a formal process that may also be referred to as competitive sealed bidding, sealed bidding or formal bidding. The competitive bidding process required that bids be evaluated and awards made based solely upon bid specifications, terms and conditions contained in the request for bids document, and according to the bid prices offered by vendors and pertinent factors that may affect contract performance.

The competitive sealed proposal process is an alternative to competitive bidding. The terms and conditions of competitive sealed

proposals are identical to those for competitive bidding except that an important difference between competitive sealed proposals and competitive sealed bidding relates to the finality of initial offers. Under competitive sealed proposals, changes in the nature of a proposal, and in prices, may be negotiated after proposals are opened. In contrast, changes in the price of goods and services are not negotiable in the competitive bidding process.

The catalogue purchasing program of the State Purchasing and General Services Commission may be utilized for the acquisition of computer equipment, software and services only.

The College District may contract or agree with another local government, the state or a state agency, including the State Purchasing and General Services Commission, to perform governmental functions and services. Requirements for interlocal contracts include:

1. Authorization by the governing body of each party to the contract,
2. Statement of the purpose, terms, rights and duties of the contracting parties, and
3. Specifications that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

Design/build is a method of project delivery in which the school district contracts with a single entity to take responsibility for both the design and construction of a project. The use of a design/build contract must be through a request for proposals or similar competitive methodology for selection of the vendor to provide the facility and/or financing.

INSTITUTIONAL
LIMITS

Except as specifically noted within the Board approved purchasing policy, the following guidelines apply to all rentals, leases, purchases, lease-purchases and contracts:

1. Purchases costing from \$0 to \$2,999 shall require no verbal or written quotes. However, all purchases should be made from the lowest responsible vendor. Purchasers are encouraged to obtain comparable quotes.
2. Purchases costing from \$3,000 to \$9,999 shall require competitive written or FAX quotes solicited from at least three vendors. Capital equipment costing less than \$3,000 shall require competitive written or FAX quotes solicited from at least three vendors.

PURCHASING AND ACQUISITION

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(LOCAL)

3. All purchases costing \$10,000 or more shall require approval by the Board.
4. Purchases costing from \$10,000 to \$24,999 shall require sealed bids solicited from at least three vendors, a formal bid opening, and statutorily required advertising.
5. Purchases costing \$25,000 or more shall require the use of one of the procurement methods outlined above.
6. Change orders greater than 25 percent of the total cost must be bid. Change orders greater than \$25,000 require subsequent Board action.

EMERGENCY
PURCHASES

In case of emergency purchases where the cost is \$10,000 or more, the vice president of business services must be notified, in writing, immediately so the proposed purchase can be approved by the College President and the Board finance committee before any funds are obligated. Such approval will be granted if the purchase is necessary to conduct classes or other essential school activities.

ETHICAL STANDARDS

College District officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities, which may be construed to have been given to influence the purchasing process.

If a Board member or member of their immediate family has a financial interest in a business entity(s), they are required to disclose this relationship through the execution of an affidavit. Board members should abstain from voting on award of contracts to businesses in which they or their immediate family members have a financial interest.

An employee may not participate directly or indirectly in a procurement when the employee knows that:

1. The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
2. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
3. Any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

SUBSEQUENT
PURCHASES

If not provided for in the original bid contract, subsequent purchases of \$25,000 or more are to be treated as separate contracts

and must also be bid. Such purchases cannot be made from the same vendor, even at the same bid price(s), without competitive bids.

EXEMPTIONS FROM
COMPETITIVE
BIDDING

The following purchases are exempted from competitive bidding requirements.

1. Purchases of produce and motor fuel.
2. Purchases from the State Bid Contract of the General Services Commission.
3. Purchases from the Texas Department of Corrections.
4. Purchases from the Texas Industries for the Blind and Handicapped.
5. Purchases through cooperative bidding pools under inter-local agreements, wherein the administrator for the cooperative is responsible for complying with competitive bidding statutes.
6. Emergency purchases necessary to repair or replace damaged equipment that is destroyed or severely damaged, because the time delay imposed by the competitive bidding process would prevent or substantially impair the conduct of classes or other essential school activities.
7. Items available from only one source, in compliance with sole source purchasing guidelines contained within this policy.
8. Services of any licensed architect, physician, certified public accountant, land surveyor, professional engineer, fiscal agent, attorney, or construction management consultant. However, Government Code, Chapter 2254, requires a two-step negotiation process for the acquisition of architectural or engineering services. The two-step process only allows negotiation of price after an initial selection based upon demonstrated competence and qualifications of the person/firm.

SOLE SOURCE
PURCHASES

Selected purchases may be exempt from competitive procurement if they meet established criteria for a sole source purchase. Documentation must be obtained from the vendor which identifies the item or product to be purchased, and confirms that competition in providing the item or product is precluded by the existence of a patent, copyright, secret process, or monopoly.

REJECTION OF BIDS

The Board may reject any and all bids, reject all bids and readvertise for any reason, or reject all bids and decide not to rebid.

SPLIT PURCHASES

Purchases that would be considered one project under normal purchasing practices, such as paving contiguous parking lots

surrounding buildings at a campus, may not be split. The competitive bidding law applies to the aggregate purchase. Bidding requirements may not be circumvented by purchasing related items, or equivalent items from separate vendors, under separate purchase orders (component parts) that cannot serve in and of themselves the purpose and function for which the purchase is being made. Separate, sequential and component purchases are illegal.

AWARDING A
CONTRACT TO
OTHER THAN THE
LOW BIDDER

There is no requirement in state law that a contract for personal property be awarded to the lowest bidder; however, a decision to award a contract to a bidder other than the lowest bidder should reflect the exercise of sound discretion by the district. Texas Education Code 44.031 states that in determining contract awards to vendors, the College District may consider:

1. The purchase price.
2. The reputation of the vendor and of the vendor's goods and services.
3. The quality of the vendor's goods and services.
4. The extent to which the goods or services meet the district's needs.
5. The vendor's past relationship with the district.
6. The impact on the ability of the district to comply with laws and rules relating to historically under-utilized businesses.
7. The total long-term cost to the district to acquire the vendor's goods or services.
8. The vendor's response time.
9. Compatibility of goods/products purchased with those already in use in the district.

CONTRACTED
SERVICES

The College District may contract with certain individuals to perform services, including non-credit instructional services, on an "as needed" basis. The College District provides no training to these individuals to enable them to perform their function in a particular method or manner. Their services are not an integral part of the College District's operations. Work is performed on a part time, nonrecurring basis. Independent contractors are paid by the job, although disbursements may be split at the convenience of the College District. Contractors do not perform services exclusively for the College District. Contractors are not subject to dismissal for reasons other than nonperformance of contract specifications.

PURCHASING AND ACQUISITION

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Termination of their relationship with the College District prior to completion of contract requirements may subject independent contractors to a penalty.

The College District's relationship with an independent contractor is governed by the contract signed by both parties. Disbursements exceeding \$600 in any calendar year shall be reported to the contractor and the Internal Revenue Service according to information provided by the contractor on the W-9 form.

All contracts must be approved in advance by the College District President or vice president of business services, or the appropriate dean as applicable.

GENERAL

Circumstances not specifically addressed in the policy shall be governed by the applicable statutory authority as found in the Texas Education Code, Local Government Code, Texas Revised Civil Statutes, Texas Attorney General Opinions, federal regulations, and other sources.

Safety – Inclement Weather and Campus Closings

There may be occasions when weather conditions prevent the normal operations of the College District. Should this condition occur, the following procedures are in effect:

1. Class cancellations will generally be determined by 6 a.m. for day classes and 3:00 p.m. for evening classes and teaching centers. Both radio and television announcements will be made only if classes are canceled. The decision to cancel classes due to weather conditions will always be based on concern for students' safety after consultation with the Texas Department of Public Safety or Department of Transportation and other public agencies. Any cancellation announcements will also be on the web page and voicemail greeting of the main College number (936-639-1301).
2. Only the College President, or the designee, shall determine class cancellations and disseminate official announcements concerning cancellations.
3. Cancellation of classes does not automatically mean that all operations at the College District are suspended. In the event of a suspension of classes, all employees shall report for work unless weather conditions absolutely render unsafe any reasonable attempt to report. In such cases, the employees unable to report shall, as soon as possible, notify his/her immediate supervisor.
4. Should the entire College District operation be forced to come to a halt, minimum physical plant and campus security staff will be required to maintain and secure the College District.

SAFETY PROGRAMS:
EMERGENCY PLANS

CGC
(REGULATION)

SAFETY AND
EMERGENCY
PROCEDURES
GUIDELINES

Emergency procedures should be followed if any disaster occurs that could adversely affect students, employees, visitors or property of College District. Employees should familiarize themselves with the basic content of this guide and have it readily available for quick reference in times of emergency. The campus emergency number is "0" or 5280 or 9-676-2563 after 4 p.m.

REPORTING
EMERGENCIES

Any employee who is first to observe any medical emergency or life threatening event or disaster should follow the following procedures:

1. Dial 0, 5280, or 911 (or 9-676-2563 after 4:00 p.m.) and clearly report the location of the emergency or disaster.
2. Wait for the emergency dispatcher to repeat the message, so that there is no misunderstanding of the location and nature of the emergency.
3. Stay on the phone until instructed otherwise by the emergency dispatcher.

FIRE AND
EVACUATION
PROCEDURES

If a fire is detected on campus, dial 0, 5280, or 911 and proceed with the following plan:

1. Warn others and activate the nearest available emergency alarm. All employees should familiarize themselves with the location of fire alarms and extinguishers and evacuation routes posted in each classroom and lab.
2. Evacuate the building. Instructors should be familiar with and explain the building evacuation plan to their classes at the beginning of each semester.
3. Stay at least 500 feet away from the building and out of the fire department's way. Also, stay away from overhead electrical power lines.
4. Keep access roads open for emergency vehicles.
5. Do not return to the building until fire department officials declare the area safe.

The President will make the decision regarding campus or building evacuation. If the President is unavailable the VP of Business Services, then the VP of Instruction, then the Director of Physical Plant will make the decision. If evacuation of the campus is necessary, College District

SAFETY PROGRAMS:
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security personnel and the city police will provide traffic control and information on evacuation procedures. They will advise occupants of each campus building of the evacuation order and instructions for the routes to be used.

HAZARDOUS
MATERIALS

Each division maintains its own safety policy for hazardous materials. A copy of the division's policy is available in the division office. If hazardous material escapes into an area, dial 0 or 911 immediately. Notify all personnel in the building and evacuate the building as quickly as possible.

If the hazardous material is airborne, move to a safe location.

HAZARDOUS
WEATHER

When weather conditions are sufficiently hazardous to warrant limited activities at College District, students and employees will be notified by local media and given instructions about the status of College District operations.

In case of a tornado, students and employees should:

1. Remain in the building away from windows, doors, and outside walls.
2. Select the safest ground floor area within the building. Immediately go to interior space or hallways. Stay away from glassed areas. Cover head and body.
3. If caught outside a building during a tornado and with no nearby shelter, lie flat in the nearest ditch or ravine with hands shielding the head.

BOMB THREATS

Any person observing a suspicious object or potential bomb threat on campus should not handle the object, open drawers or cabinets, or turn lights on or off.

1. Any person receiving a bomb threat phone call should ask the caller:
 - a. When the bomb is going to explode.
 - b. Where the bomb is located.
 - c. What kind of bomb it is.
 - d. What the bomb looks like.
 - e. Why the bomb is there.

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2. He or she should go to a safe area and dial 0 or 5280. The switchboard operator will notify campus security and administrators.

PSYCHOLOGICAL
CRISES AND
VIOLENT OR
CRIMINAL
BEHAVIOR

A psychological crisis exists when an individual is threatening harm to himself/herself or to others. If such a crisis occurs, one should never try to handle it by yourself. If any danger exists dial 0, 5280, or campus security after 4:00 p.m. (cell 9-676-2563).

Anyone who observes a criminal act or a suspicious person on campus should dial 0 or report the incident immediately to campus security at 5280 (or cell 9-676-2563).

The following information should be provided:

1. Location of the person
2. Description of the person
3. Reasons for suspicion
4. Your name and location

After notifying Campus Security, alert your immediate supervisor and others that could be in danger.

1. If possible, secure your area to prevent entry.

Anyone who observes a gun or other weapon should dial 0 or 5280 (or cell 9-676-2563) and report the incident. Campus security will investigate these situations and notify the city police.

THREAT
ASSESSMENT
PROCESS

The college does not suggest that reactive measures are inappropriate; however, threat assessment focuses not on short term reactions but on proactive prevention.

A college employee or student witnessing a student exhibiting behavioral problems or breaches of student conduct should contact campus security at 5280 or 0. On weekends or after 4 PM, call campus security cell phone at 676-2563 or call 911. Do not hesitate to call.

Security notifies the Dean of Students and he/she responds in one of two ways:

1. If conduct is the issue, the Dean of Students addresses the issue.
2. If alleged threat or disruption represents a danger to self or others and may involve mental or physical health issues, the Dean of Students consults.

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**SAFETY PROGRAMS:
EMERGENCY PLANS**

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If the latter of the two is the issue, the Dean of Students will call a meeting with the Behavioral Intervention Team (BIT) team. This team includes the Dean, Campus Nurse, Director of Physical Plant/Security, Special Student Support Services Coordinator and a Counselor.

The team will meet with the student to assess the alleged threat/issue. If the team deems the threat/issue to be valid, the student is informed that he/she is either suspended permanently or suspended until clearance is obtained from a mental health professional regarding safety of self and others. Documentation from mental health professional must be provided by student.

If the student is already in the mental health system, student must provide the Dean of Students with a consent form to release information and communicate with the student's mental health provider and family or significant others.

PHYSICAL PLANT

Dial extension 5280 to report any problems with electrical/light fixtures, plumbing failure/flooding, gas leaks, improper ventilation, etc. On weekends or at night, call the security guard on duty to report any problems. The security guard's cell number is 9-676-2563.

NEWS MEDIA

Official comments to media during any emergency will be given by the College President or designee.

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT:
TRAFFIC AND PARKING CONTROLS

CHC
(REGULATION)

PARKING AND
TRAFFIC CONTROLS

The College District maintains rules and regulations for the safety and welfare of students, employees, and property. The College District may maintain other rules and regulations deemed necessary to provide for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control, including but not limited to the following:

1. Limiting the rate of speed.
2. Assigning parking spaces and designating parking areas and their use and assessing a charge for parking.
3. Prohibiting parking as it deems necessary.
4. Removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator.
5. Instituting a system of registration for vehicle identification, including a reasonable charge.

It shall be unlawful for any person to park a vehicle on any property under the control and jurisdiction of the College District except in the manner designated by the College District. It shall also be unlawful to block or impede traffic through any driveway of College District property. All laws regulating traffic on highways and streets shall apply to the operation of vehicles within the property of the College District.

The College District provides for the issuance and use of suitable vehicle identification insignia. The College District may bar or suspend the permit of any vehicle from driving or parking on any College District property for the violation of any rule or regulation promulgated by the College President as well as for any violations of law. Reinstatement of the privileges may be permitted and a reasonable fee assessed.

MAIL

Mail will be delivered to division offices daily from 11:00 a.m.–12:30 p.m. Division secretaries will sort mail to appropriate instructor mail boxes in the division offices. If a secretary is not available at the time of delivery, the mail will be left in the division office unless other instructions are received. Mail may also be accessed by using mail box keys.

The College District mail and delivery service should not be used for personal purposes, and it may not be used as a public forum. Personal items should not be mailed with postage having been paid by the College District.

At the time of delivery, outgoing mail will be picked up and returned to the admissions office. Mail will not be distributed in the administration building, the student center, and the physical plant.

EQUIPMENT AND SUPPLIES MANAGEMENT

CI
(REGULATION)

EQUIPMENT AND
FURNITURE

Equipment must not be removed from the campus for personal use. If there are reasons why equipment should be taken off campus by students and/or faculty for other than instructional purposes, approval should be requested in writing from the vice president of business services or College President.

Relocation of equipment from one division or room to another on the campus should be reflected on the annual physical equipment inventory.

Purchase of desks, desk chairs, and all office and institutional furniture must have prior approval by the vice president of business services in order to assure some consistency of appearance and quality.

TRANSPORTATION MANAGEMENT

CJ
(REGULATION)

VEHICLE USE AND
TRANSPORTATION

Persons who intend to drive College District vehicles must submit appropriate driver information to the physical plant office and be approved by the plant manager and the insurance carrier before operating any College District vehicles.

Drivers of College District vehicles must: (1) be at least 18 years of age, (2) have a valid Texas driver's license, (3) have completed a designated driver safety course, and (4) be approved through a background screening process. Drivers will be subject to random drug testing as required by state and federal law.

Drivers of College District vehicles will receive compensation per trip hour. Drivers must submit a completed, signed trip ticket to receive payment. For overnight travel, the College District shall provide meals and lodging for the bus driver.

Drivers of College vehicles will be responsible for requiring that passengers wear seat belts. The driver may refuse to transport noncompliant passengers.

Drivers will perform a vehicle inspection before leaving the College. The inspection shall include all lights, turn signals, gauges, horn, tires, and brakes. Damages or problems should be brought to the attention of the plant manager.

Drivers must complete a form 8 and appropriate payroll paperwork to receive compensation.

Faculty, administrators, and other exempt personnel shall be paid for driving College District vehicles at the approved rates unless the trip is part of their own scheduled assignment, duty, or professional development.

Individuals who operate a vehicle designed to transport more than 15 people (including the driver) must have a valid commercial driver's license. This license may be obtained through the Texas Department of Public Safety. The College District will reimburse College District employees who obtain this license in order to drive College District vehicles.

VEHICLE USAGE

All College District-owned vehicles shall be registered in the name of the College District, shall be identified by the appropriate College District insignia plainly legible at a distance of not less than 100 feet, and shall be licensed as tax exempt in the name of Angelina County Junior College District.

All College District vehicles shall be maintained and inspected as required by the Uniform Act Regulating Traffic on the Highways.

College District vehicles are available for use by College District employees for College District business only.

The division designated will be charged a rate per mile as identified in DEE(EXHIBIT), which includes the cost of fuel, oil, emergency repairs (if necessary), and a driver (if necessary).

College District gasoline credit cards are to be utilized for the purchase of fuel, oil, and emergency repairs to College District vehicles only. Under no circumstances should food, lodging, or other expenses unrelated to the operation of the vehicle be charged to the College District gasoline credit card.

A trip ticket must be completed each time a College vehicle is used.

Reservations may be made using the vehicle request form available through the physical plant office. Approved reservations will be made on a first-come, first-serve basis. However, the administration reserves the right to make changes to serve the best interests of the College District.

Only full-time employees may reserve vehicles and are responsible for the care of vehicles while in their possession.

Insurance information and emergency notification information shall be maintained in the glove compartment of each vehicle.

INSURANCE AND ANNUITIES MANAGEMENT:
HEALTH AND LIFE INSURANCE

CKD
(LOCAL)

The College District, through the Employee Retirement System of Texas (hereafter referred to as "ERS"), provides certain group insurance programs for full-time and other designated employees. The College District and the state may pay all or a portion of the premium for health coverage. The premiums for other optional coverages are to be paid by the employee.

Optional coverages include health, dental indemnity, dental DMO, term life, dependent life, AD&D, and short and long term disability.

Enrollment in any insurance is subject to rules and regulations of the ERS. Employees should direct any questions regarding eligibility, coverage, etc. to the business office. Insurance regulations are subject to change.

Eligible dependents may be covered subject to rules and regulations of the ERS.

Insurance benefits include a section 125 cafeteria plan also administered by the ERS. The plan provides for tax-reduction insurance premiums, and unreimbursed health and dependent care accounts. Enrollment and participation in these options is subject to the rules and regulations of the ERS. All coverages except dependent life, short-term disability, and long-term disability are included. Long-term care is available to all full-time employees and their dependents separate from the ERS benefits package.

In addition to group health and related insurance, the College District provides a Workers' Compensation Program, Unemployment Insurance, and Professional Liability Insurance at no cost to the employees.

See DF(REGULATION) for Retirement Programs.

ELECTRONIC COMMUNICATION

CR
(REGULATION)

COMPUTER AND
TECHNOLOGY
RESOURCES
GUIDELINES

Computer technology resources include all equipment controlled by a central processor(s) and software or is attached to such equipment as a unit for digital processing.

All resources are property of the College District. Any requests for changes to hardware, attachments to hardware, or software should be requested through M.I.S.

Repair and maintenance of resources should be monitored by M.I.S., and M.I.S. should budget for associated costs.

All software should be utilized according to manufacturers' license or written agreement.

Any communications, data, or material stored on or processed by computer technology resources is the property of the College District and may be monitored and reviewed by the College as necessary.

ACQUISITION OF
RESOURCES

Acquisition of computer technology resources should be planned in advance, and justification for resources should be based on the mission, goals, and objectives of the College District.

All College District employees desiring to use resources or to upgrade existing resources are encouraged to complete and submit a technology request form to their respective divisions director or supervisor.

Each form submitted should be carefully reviewed for completeness and consistency with divisional goals and objectives before it is approved and forwarded to M.I.S. by the director or supervisor.

M.I.S. should carefully review technology resources requested to determine compatibility with existing campus-wide resources before forwarding request for budget consideration and Board approval.

A list of all divisional and office technology requests should be compiled and prioritized in the following order:

1. Technology necessary for basic College District operations (e.g., budgeting, payroll, student registration and reporting, etc.).
2. Technology for special courses, that require computer-assisted instructions.
3. Technology for learning reenforcement primarily in a laboratory environment.
4. Technology for special administrative projects (e.g., federal/state reporting, research, etc.), and technology for faculty and staff support.

Time and resources saved, along with projected personnel costs and multiple vs. shared use of technology, should be considered in prioritizing requests.

All audio visual aids, including those attached to computer resources, are the responsibility of the library, and use of such aids should be requested accordingly.

Upon receiving shared audio visual aids or prior to using permanently placed aids, users should complete a thorough inspection/check of all items associated with aids and should report malfunctions immediately, to ensure timely repair or replacement.

Acquisition and use of interactive video equipment and other instructional technology should be requested through the vice president and dean of instruction and designated personnel, and coordinated with M.I.S.

CAMPUS NETWORK

All network connectivity will be governed by M.I.S. (e.g., file servers, print servers, Internet, intranet, cable, etc.).

Any device attached to the network is considered a network resource.

Access to any network/local resources by unauthorized persons is prohibited.

All authorized users must ensure that their password is kept secure.

All proposed purchases of software, hardware, and support services should be reviewed by M.I.S. to determine if it is compatible with the network and whether resources are available to support the proposed items.

All pertinent documentation necessary for installing and using items on the network must be available to M.I.S.

A current copy of all network server software, along with pertinent file and libraries, will be kept off-site as a contingency for disaster recovery. Daily file-saves will be performed by M.I.S. to limit the impact of computer disasters.

ACCEPTABLE USE OF
RESOURCES

The following guidelines apply. Users must:

1. Use computer technology resources only for authorized purposes.
2. Protect their network user I.D. and password from unauthorized use. Users are responsible for all activities associated with their user I.D. or that originate from their computer/system.

3. Access only information that belongs to them, is publicly available, or to which they have been given authorized access.
4. Use only legal versions of copyrighted software in compliance with vendor license requirements or written agreement.
5. Be considerate in the use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

SECTION D: PERSONNEL

DA	EMPLOYMENT OBJECTIVES
DAA	Equal Opportunity Employment
DB	EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
DBA	Credentials and Records
DBB	Medical Examinations and Communicable Diseases
DBD	Conflict of Interest
DBE	Nepotism
DBF	Nonschool Employment
DC	HIRING PRACTICES
DD	CONTRACT AND NONCONTRACT EMPLOYMENT
DDB	Tenure
DE	COMPENSATION AND BENEFITS
DEA	Salaries
DEB	Fringe Benefits
DEC	Leaves and Absences
DED	Vacations and Holidays
DEE	Expense Reimbursement
DF	RETIREMENT PROGRAMS
DG	EMPLOYEE RIGHTS AND PRIVILEGES
DGA	Freedom of Association
DGBA	Employee Grievances
DGC	Academic Freedom and Responsibilities
DH	EMPLOYEE STANDARDS OF CONDUCT
DHA	Sexual Harassment
DI	ASSIGNMENT AND SCHEDULES
DJ	WORK LOAD
DK	PROFESSIONAL DEVELOPMENT
DL	STATUS OF EMPLOYMENT
DLA	Evaluation

SECTION D: PERSONNEL

DM	TERMINATION OF EMPLOYMENT
DMB	Tenure
DN	PERSONNEL POSITIONS
DNA	Qualifications and Duties

Angelina College
03501

EMPLOYMENT OBJECTIVES:
EQUAL EMPLOYMENT OPPORTUNITY

DAA
(LOCAL)

NOTICE OF NON-
DISCRIMINATION
STATEMENT

It is the policy of Angelina College to provide an educational and working environment that provides equal opportunity to all members of the college community. In accordance with federal and state law, the college prohibits unlawful discrimination in its programs, activities and employment opportunities on the basis of race, color, national origin, sex, disability, age, religion, creed, or veteran status. Inquiries and complaints of violation of Title VI (race, color, religion or national origin); Title IX (sex); Section 504 (disability); Title 11, ADA (disability); or Age Discrimination Act should be directed to: Dr. Patricia McKenzie, Vice President and Dean of Instruction, 3500 South First, Lufkin, TX 75904, telephone 936-633-5201. Requests for accommodation of a disability should be directed to Student Services, Special Student Support Services Coordinator 936-633-5292.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CREDENTIALS AND RECORDS

DBA
(REGULATION)

PERSONNEL
RECORDS AND
CREDENTIALS

ACCESS

Administrative and faculty personnel records are maintained in the office of the vice president and dean of instruction. Records of part-time personnel in community services are maintained in that office. Classified personnel records are maintained in the business office. These records include official transcripts of college work, an employment application, certificates of proficiency, resumes, employment recommendations and commendations.

The contents of the individual personnel file may be reviewed at any time by the employee or their designated representative upon request to the office of the vice president and dean of instruction. If the officer for records determines that information in the employee's record is exempt from disclosure, a written request shall be submitted to the state attorney general before disclosing the information. Otherwise, the information shall be released not later than ten days after the request is received.

The contents of the individual personnel file are regarded as confidential and will not be shown to a second party without the expressed written consent of the employee except that:

1. Information contained in individual personnel files may be accessed for internal salary calculations, for consideration for employment, for changes in contract appointment, for dismissals, and for terminations by the College President, the vice president and dean of instruction, and the division director appropriate to the area of employment.

Personnel files may be reviewed by an appointed screening committee when a new applicant or existing employee requests consideration for a position opening. The personnel file may be carried to meetings of the Board by the College President when employment recommendations are being made.

2. Information as collectively contained in all personnel files may be accessed by the vice president and dean of instruction to meet the legal reporting requirements of local, state, federal agencies, and regional accrediting agencies. Such reporting requirements shall not identify any individual employee.

CREDENTIALS

Instructors (full-time and part-time) shall meet or exceed the current standards of the College Delegate Assembly of the Commis-

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CREDENTIALS AND RECORDS

DBA
(REGULATION)

sion on Colleges of the Southern Association of Colleges and Schools and separate crediting agencies where applicable.

CONFIDENTIALITY

The College District shall develop and implement guidelines regarding confidentiality of AIDS- and HIV-related medical information for College District employees. The policies shall be consistent with guidelines published by the Texas Department of Health and with state and federal law and regulations.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
PHYSICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB
(LOCAL)

EMPLOYEE
EXAMINATIONS AND
DISEASES

The College District may require a medical examination (and/or inquiry) of an employee that is job-related and consistent with realistic occupational requirements and may make inquiries into the ability of an employee to perform job-related functions.

The results of an employee's medical examination shall be used only to determine the applicant's ability to perform job-related functions. Information obtained regarding the medical condition or history of the applicant shall be collected and maintained on separate forms and in separate medical files and shall be treated as confidential medical records. However, supervisors and managers may be informed regarding necessary restrictions on the employee's work or duties and necessary accommodation; first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

QUALIFIED
DISABLED PERSON

If the College President or designee determines that work restrictions, reassignment, or exclusion may be appropriate, the College President or designee shall determine whether the employee is a "disabled person." If it is determined that an employee is disabled, the College President or designee shall also determine if the employee is otherwise qualified for employment. With respect to employment, a "qualified disabled person" is a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question.

If it is determined that an employee is a "qualified disabled person," the employee must be reasonably accommodated. Accommodation is not reasonable if it poses undue financial or administrative burdens or fundamental alterations in the nature of the job.

MODIFICATIONS
OF
REASSIGNMENT

Whether an employee is disabled or not, the College President or designee, based on the medical information and the requirements of the job, shall determine what exclusion or modification in job duties or assignments are appropriate, if any.

EXCLUSION FROM
WORK

An employee may be excluded from work if the College President or designee, in accordance with this policy, determines that the employee poses a risk of contagion to other employees or students, the employee poses a threat to his or her own health by remaining on the job, or the employee's physical condition interferes with the performance of regular duties.

LEAVE OF
ABSENCE

The employee may present evidence to the College President or designee on any information relevant to the employee's fitness to continue the performance of regular duties. Employees who are excluded from work may be placed on any sick leave or temporary disability leave to which they are entitled.

TERMINATION OF
EMPLOYMENT

Employees who are excluded from the work place in accordance with this policy may have their employment terminated when any

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
PHYSICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB
(LOCAL)

sick leave or temporary disability leave to which they are entitled has expired, in accordance with appropriate policies and disability discrimination restrictions.

BACKGROUND
CHECKS AND
DRUG SCREENING

The College District may conduct pre-employment background checks and drug screening in appropriate occupational areas. Probable cause may also be used for additional post-drug testing.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CONFLICT OF INTEREST

DBD
(LOCAL)

INTELLECTUAL
PROPERTY POLICY

The College District acknowledges that discovery, reason, knowledge, and their applications may result in inventions, discoveries, trade secrets, and computer software. To the extent that those results occur, then all products developed utilizing any College District resources must be disclosed.

This policy applies to all members of the faculty, full-time and part-time, and staff (College District personnel).

Matters of policy relating to the operation of this intellectual property policy shall be handled by the College District intellectual property committee. This committee shall be composed of three members of the faculty, to be appointed from time to time by the dean's advisory council.

Administrative matters relating to the operation of this policy shall be handled by the committee. This committee shall maintain a book of records relating to these activities which will be maintained in the office of the dean of instruction.

All College District personnel who have reason to believe that they have a scientific or technological development or materials to be copyrighted shall report in writing to the committee, with a full description of the invention, discovery, computer software, trade secret, and any matters relevant to it. The committee shall finally decide how the intellectual property shall be handled using the following guidelines:

1. Any development produced without the use of materials, supplies, facilities, and services of the College District and without any use of a member of the faculty or services of the students of the College District (and not patented and licensed) shall belong to the College District personnel.
2. Any development made with more than a nominal use of materials, supplies, facilities, or services of the College District or with the use of a member of the faculty and/or the services of the students of the College District shall belong to the College District.

Any discovery made by College District personnel with funds controlled by or derived from an extra-college contract or otherwise subject to such a contract shall be subject to the contract's terms respecting ownership.

A copy of each contract calling for research, investigation, or development by College District personnel shall, before commitment by the College District or College District personnel, be submitted to the intellectual property committee for review. If this contract is thereafter executed, a copy of it as executed must be furnished to

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CONFLICT OF INTEREST

DBD
(LOCAL)

the committee. A similar procedure shall be followed on all contract amendments.

All discoveries that are patented and licensed and result in commercial use will have co-ownership by the College District and the College District personnel. Written permission is given by the College District for the College District personnel and the College District to apply jointly for a copyright. The College District reserves the right to require that materials to be copyrighted under this section shall meet high educational standards. The financial expenses (attorney, corporation to evaluate patent, license, and publisher) will be divided equally between the co-owners, as defined in the written agreement. Any royalties will be shared equally by the College District and the College District personnel.

College District personnel may participate in a business entity that utilizes technology created at the College District. The business cannot be in conflict with the mission, goals, or activities of the College District. [See DBF(LOCAL) for policy on Outside Employment]

College District personnel shall not realize a profit from materials (notes, lab outlines, non-copyright guides) sold exclusively to College District students.

All materials recommended for student purchase must be approved in accordance with the current textbook procedures.

All materials produced by faculty to sell to College District students will be available in the College District bookstore, unless special provisions have been approved by the vice president of business services and the vice president and dean of instruction.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
NEPOTISM

DBE
(LOCAL)

NEPOTISM

No person shall be employed who is related to a member of the Board by consanguinity within the third degree, or by marriage within the second degree.

When two or more members of the same family are employed by the College District, neither member of the family shall be in a position to have direct supervision over the other without prior approval of the Board. [See DC(LOCAL)]

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
NONSCHOOL EMPLOYMENT

DBF
(LOCAL)

OUTSIDE
EMPLOYMENT

Full-time employees of the College District shall not be employed in any outside activity unless a description of the nature and extent of the outside employment has been filed with the vice president and dean of instruction and the College President. Such employment, or business obligation, is acceptable if the employment is undertaken on the employee's own time, does not restrict the teaching schedule or full-time commitment to the College District and students, does not utilize College District material, facilities, or equipment, and is not a conflict of interest. The employment must not be in conflict or competition with the basic mission, goals, or programs of the College District.

HIRING PRACTICES

DC
(LOCAL)

EQUAL
OPPORTUNITY

The College District is committed to the basic right of all persons to have an equal opportunity for education and/or employment at this institution. Every effort will be made by the Board, administration, and faculty to defend this right and vigorously seek to promote its implementation in all areas of the College District.

The College District will admit any person to the general curriculum of the College District who can personally benefit from the instructional program offered. In addition, the College District will strive to meet the post-secondary education needs of its students by restructuring existing programs or establishing new programs, where such programs will be of benefit to students. It is the full intent and purpose of the College District that the employment, promotion, and retention policies of the College District apply equally to all persons based upon their professional or work qualifications without regard to color, race, national origin, sex, age, religion, or disability. Capable beginning level employees shall be eligible for promotion to positions of greater responsibility as the employee develops and matures in job-related skills and knowledge.

EQUAL EMPLOYMENT
OPPORTUNITY
OFFICER

The vice president and dean of instruction has been designated as the equal employment opportunity officer for the College District. Any inquiries concerning equal opportunity employment practices should be addressed to this officer.

The following equal employment opportunity policies are in effect at the College District:

1. An equal employment opportunity statement (e.g., "An Equal Opportunity Employer") shall be printed on the following: purchase orders, College District catalogues and brochures, applications for employment, and recruitment announcements and advertisements.
2. An equal employment opportunity statement shall be a written part of all purchasing and contractual agreements made by the College District.
3. The equal employment opportunity officer shall be notified of all existing or potential vacancies, appointments, terminations (defined as any reason for leaving the employment of the College District), and/or changes in role and responsibility, as such circumstances occur.
4. The equal employment opportunity officer will maintain copies of all publicized vacancies prior to the solicitation of applications.
5. Publication of vacancies will be active and systematic and include the following whenever possible: notification of EEO

HIRING PRACTICES

DC
(LOCAL)

Office, Office of the Governor, Austin, Texas; notification of the Texas Employment Commission; notification of college and/or agencies known for minority placement; the use of classified advertising in newspapers and professional journals, when economically feasible; campus-wide notifications and public postings.

6. The equal employment opportunity officer shall be informed of the location of all application files and employment records and have access to them.
7. An equal employment opportunity employment report will be sent to the equal employment opportunity office within five working days of employment.
8. The equal employment opportunity officer will be notified within five working days of an employee's termination or change of status.

NEPOTISM

No person shall be employed who is related to a member of the Board by consanguinity within the third degree, or by marriage within the second degree.

When two or more members of the same family are employed by the College District, neither member of the family shall be in a position to have direct supervision over the other without prior approval of the Board. [See DBE(LOCAL)]

HIRING PRACTICES

DC
(REGULATION)

SELECTION OF
FULL-TIME
PERSONNEL

The guiding principles in the selection and assignment of all personnel shall be meeting the mission and goals of the College District and emphasizing the needs of the students in the teaching-learning process.

An approved job description and position classification shall be on file in the vice president and dean of instruction office and approved by the College President before the selection process begins. All employees shall be subject to assignment or reassignment by the President at any time to meet the needs of the College District.

SCREENING
COMMITTEE

The screening committee is a part of the equal employment opportunity program and is critical to the employment process in all divisions. Screening committees should include individuals from diverse backgrounds and will include representatives from the discipline or division of the position opening.

The vice president and dean of instruction will appoint screening committees including recommendations from the division director. The chair of the committee, as appointed by the dean, will coordinate all committee activities and will collaborate with the dean's office regarding communication with the candidates.

The equal employment opportunity officer will advise and counsel the search committee chair, committee, and division director, as they plan and proceed through the search process.

DUTIES AND
RESPONSIBILITIES

The duties and responsibilities of the screening committee shall be as follows:

1. To outline selection criteria before application packets are reviewed.
2. Review and complete the qualifications matrix for all candidates according to the announcement of vacancy and the detailed job description.
3. Interview the most qualified applicants, or all qualified applicants if five or fewer apply. Utilize only questions that are permitted to explore job-related information.
4. Evaluate a 15 to 20 minute classroom presentation. Topic may be assigned to or selected by the applicant prior to the interview date.
5. Prepare recommendations and submit to the division director. Evaluate each candidate interviewed using the rating form. Candidates should be recommended according to qualifications.

HIRING PRACTICES

DC
(REGULATION)

6. The division director will review the committee's report and submit his or her recommendations to the dean of instruction.

THE COMMITTEE
INTERVIEW

The committee interview process will include the development of a standardized list of objective and job-related questions to be asked all candidates for consistency and comparable assessment.

The faculty screening committee normally will interview first.

The division director may interview either separately or with the committee.

The appropriate vice president or dean and/or the College President will normally conclude the interview process.

REFERENCE CHECKS
AND DECISIONS

The appropriate executive officer and the College President will collect reference information. The director of the division will be notified of the decision of the College President.

The College President as the selecting officer will make the employment decision after reviewing all of the following items: committee reports, division director's recommendations, executive officer's recommendations, and reference checks. The official job offer will be made by the College President or his designated executive officer. The College President's decision will be confirmed by the Board. The appropriate director and screening committee chair will then be notified.

FINAL SELECTION
AND NOTIFICATION
PROCESS

From the date of position publication, all College District vacancies will remain open for application for the minimum length of time indicated in accordance with personnel practices.

Every applicant for any College District position shall submit a dated written application to be kept on file for a minimum of two years unless the application is withdrawn by the candidate.

A written contract or appointment sheet and employment record shall be kept for every employee of the College District.

No employee will begin work until a contract or an appointment sheet has been signed by the College President.

CONTRACT AND NONCONTRACT EMPLOYMENT:
TENURE

DDB
(LOCAL)

Tenure means assurance to an experienced full-time instructor that the employee may expect to continue in a position, unless adequate cause for dismissal is demonstrated. It is also terminated by retirement and acceptance of resignation.

To be eligible for tenure, a full-time instructor with a master's degree must serve in a regular assignment for three full contract years immediately prior to being recommended for tenure. Full-time instructors in technical/work force education areas who hold bachelor's degrees and whose experience and qualifications meet the standards set by accrediting agencies shall be eligible for the same tenure. This provision, however, shall not be construed to exclude contracts between the College District and the faculty or staff on mutually acceptable terms.

The College President shall hold office under a term contract set by the Board. Other administrative personnel shall hold office under a term contract recommended by the College President and approved by the Board.

COMPENSATION AND BENEFITS:
SALARIES

DEA
(LOCAL)

The salary of the College President shall be set by the Board. Salaries of all administrators, teaching faculty, and other personnel shall be fixed upon recommendation of the College President with the approval of the Board.

Salaries shall be based upon formal academic preparation, professional experience, relationship to salary schedules, and general responsibilities and conditions of employment. It shall be the general policy of the Board to approve salary figures at the highest appropriate figure within the ability of the financial structure of the College District and competitive with state community colleges. The classified salary schedule shall be competitive with area public employees.

The College President shall fix the length of contracts in months based upon the needs of the College District. The length of the work week for classified employees shall be set based upon the needs of the position and to serve the goals of the College District.

Classified personnel may be reclassified as appropriate upon recommendation of the supervisor based upon duties and responsibilities. The College President will appoint a classified salary committee to provide classification recommendations for all new positions and consider reclassification requests.

The following general guidelines will apply to salaries:

1. Initial placement on the salary schedule will be recommended by the vice president and dean of instruction for faculty and by the vice president of business services for classified staff and will be approved by the College President based upon guidelines given on the salary schedule.
2. One year of experience at the College District will normally advance the employee one step on the salary schedule unless all salaries are frozen due to financial exigency. Experience of at least half of the budgetary or contracted year will count as a year of step experience.
3. Stipends for administrative duties or overload responsibilities may be set by the College President.
4. Administrative and non-teaching contracted salaries will be fixed according to the relationship of the position to other positions in the College District, the faculty salary schedule, similar positions at other institutions, and the needs of the College District.
5. All employees with faculty status are paid according to the uniform faculty salary schedule.

COMPENSATION AND BENEFITS:
FRINGE BENEFITS

DEB
(LOCAL)

TUITION WAIVERS

CREDIT COURSES

Full-time employees may enroll without charge in up to seven semester hours of credit courses per semester. Tuition and all other fees (except other fees charged for private music lesson, and special fees as designated) are waived for such employees. Only one of these courses may be taken during the employee's regularly scheduled work hours if it is directly job related, and is approved in writing in advance by the employee's supervisor. Employees must complete an Employee Tuition Exemption Scholarship Application (see DEB Exhibit A).

NON-CREDIT
COURSES

Full-time employees may take community service courses without charge. Only one course at a time may be taken during the employee's regularly scheduled work hours if it is directly job related, and is approved in writing in advance by the employee's supervisor. Tuition and fees are waived for all courses except Driver's Safety, and special materials, supplies, and certification fees.

DEPENDENTS
AND OTHER

Full-time employees officially retired from the College, their spouses, and current and retired Board Members may also take Community Services classes and up to seven semester hours of college credit courses without charge. Books, special materials, supplies, and certificate fees are not waived

Dependents of full-time employees are entitled to scholarships for credit courses in the amount of tuition and fees (excluding special fees) not to exceed \$500 per semester. Textbooks are not included. To be eligible, the dependent must be a spouse, an unmarried child or stepchild under age 25, or a dependent eligible to be claimed as an exemption on the employee's most recent tax return. The employee must complete the dependent tuition exemption scholarship form located at www.angelina.edu/employees.htm and submit to the Human Resources office for approval and processing (see DEB Exhibit B). Any full-time employee's dependents may take community service courses except Driver's Safety at 50 percent of tuition and fees if space is available.

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COMPENSATION AND BENEFITS:
FRINGE BENEFITS

DEB
(LOCAL)

EXHIBIT A

ANGELINA COLLEGE
EMPLOYEE TUITION EXEMPTION SCHOLARSHIP APPLICATION
To be completed by employee, approved by supervisor and returned to Human Resources
at least one week prior to the start of classes

Full-time employees may enroll without charge in up to seven semester hours of credit courses per semester. Tuition and all other fees (except other fees charged for private music lessons, and special fees as designated) are waived for such employees. Only one of these courses may be taken during the employee's regularly scheduled work hours if it is directly job related, and is approved in writing in advance by the employee's supervisor.

Employee's Name: _____ Social Security #: _____

Department/Division: _____

Address: _____

Street City State Zip

Date of Birth: _____ Semester of Enrollment: _____

Name of Course(s) for Tuition Waiver: _____

Days/Time _____

Days/Time _____

I, _____, certify that I meet the above eligibility requirements.

Employee's Name

If class is during regular work hours, how does it directly relate to your job? _____

Employee's Signature Date

Supervisor's justification: Please show support of course relationship to job duties and/or explain how the employee's work schedule will be altered: _____

Supervisor's Signature Date

Is this employee actively working full-time? Yes No

Approved Denied

Human Resources Signature

For Office Use Only: Process Date: _____

By: _____

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COMPENSATION AND BENEFITS:
FRINGE BENEFITS

DEB
(LOCAL)

EXHIBIT B

ANGELINA COLLEGE
DEPENDENT TUITION EXEMPTION SCHOLARSHIP APPLICATION
To be completed by employee and returned to Human Resources
at least one week prior to the start of classes

Dependents of full-time employees are entitled to scholarships in the amount of tuition and fees (excluding special fees) not to exceed \$500.00 per semester. Textbooks are not included. To be eligible, the dependent must be a spouse, an unmarried child or unmarried step-child under the age of 25, or a dependent eligible to be claimed as an exemption on the employee's most recent tax return.

Dependent's Name: _____ Semester of Enrollment: _____

Dependent's Relationship to Employee: Spouse Unmarried Child or Step-Child Under 25

Address: _____
Street City State Zip

Dependent's Date of Birth: _____ Student ID Number: _____

Name of Course(s) for Tuition Waiver: _____
Days/Time _____
Days/Time _____

I, _____, certify that _____ meets
Employee's Name Dependent's Name
the above eligibility requirements.

If the dependent is a child, did you claim him/her on your latest tax return? Yes No

If no, is the child under the age of 25? Yes No

Employee's Signature Date Department/Division

Is this employee actively working full-time? Yes No

 Approved Denied

Human Resources Signature

For Office Use Only: Process Date: _____
By: _____

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(LOCAL)

SICK LEAVE

Sick leave means absences caused by an illness of an employee or a member of an employee's immediate family.

DEFINITIONS

Illness includes sickness, injury, disability, or medical conditions related to pregnancy and childbirth.

Employee's immediate family means spouse, children, step children, parents, brothers, sisters, grandparents, and other family as approved.

Full-time employee means an employee who is assigned a workload equal to at least one-half of the workload normally assigned to an employee in his classification. [See DN(REGULATION)] Custodians are a special class of full-time employees to which different leave policies apply.

PROVISIONS

All full-time employees of the College District shall be entitled to sick leave with pay and such leave shall be accrued at the rate of one day for each month, or fraction of a month, of contracted employment but not to exceed the number of days specified below.

1. Unused sick leave shall accumulate and be carried forward each month, but unused accumulated days carried forward from one fiscal year to another shall never exceed 90 days.
2. Full-time employees who are employed on a nine-month contract in a fiscal year shall accrue nine days of sick leave; those employed on a ten-month contract shall accrue ten days; those employed on a ten and one-half month contract shall accrue ten and one-half days; and those employed on a 12 month contract shall accrue 12 days.
3. Notwithstanding other provisions of this policy, a faculty member employed full-time for one semester shall earn four and one-half days of sick leave; or a full-time faculty member employed to teach in either summer term shall earn one and one-half days of sick leave for each, or either, summer term.

An employee who is absent due to illness shall notify his supervisor at the earliest practicable time.

The College District reserves the right to require medical verification for any absence where sick leave is claimed and may require a release from a physician to return to work.

The employee shall complete the official absence request form in order to make sick leave absences a part of the record.

Accumulated sick leave is not a vested benefit and shall not be paid upon termination of employment.

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(LOCAL)

Sick leave accumulated as of August 31 shall be carried forward to the year beginning September 1 subject to provisions in this section.

The College President upon recommendation of the vice president of business services or the vice president and dean of instruction shall have the prerogative to approve sick leave to be taken in excess of days accumulated in cases deemed worthy and when circumstances, in the College President's opinion, justify such action. Such advancement or borrowing against future leave shall not exceed one year's accrual.

In cases where sick leave is used in excess of days accumulated, reductions in pay shall be calculated as follows:

For classified employees, hourly rate times excess hours absent.

For professional employees, hourly rate (as calculated below) times excess hours absent:

12-Month Employees—Contract Salary/1,920 hrs. (48 wks x 40 hrs) or (240 days)

10.5-Month Faculty—Contract Salary/1,470 hrs. (42 wks x 35 hrs) or (210 days)

10.5-Month Other—Contract Salary/1,680 hrs. (42 wks x 40 hrs) or (210 days)

9-Month Employees—Contract Salary/1,190 hrs. (34 wks x 35 hrs) or (170 days)

When reduction in pay is necessary, the reduction shall be withheld from ensuing salary and wage checks on an agreed basis between employee and the College District.

Sick leave will not be paid for days on which employee is not on active duty. Example: Holidays, vacation, summer months when employee does not have an assignment.

An employee who is absent from work due to an injury or illness which falls under the category of "work related" will be charged with leave as provided by the worker's compensation laws and subject to any legal limitations applicable. During the time an employee is receiving weekly workers' compensation benefits, the employee may elect to receive previously accrued sick leave benefits in an amount equal to the difference in the weekly compensation benefit and the weekly compensation the employee was receiving prior to the injury or illness resulting in the claim, with a proportionate deduction in the employee's sick leave balance. The sum of weekly workers' compensation payments and the amount of sick leave paid shall not exceed the amount of weekly compensation the employee was receiving prior to the illness or injury.

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(LOCAL)

MISCELLANEOUS
LEAVE

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall retain any compensation for this service.

Absences for court appearances related to an employee's personal business shall be deducted from the employee's sick leave or shall be taken by the employee as leave without pay.

Emergency leave due to death in employee's family shall be granted with pay but not to normally exceed three days. Any bereavement leave days will be charged against accrued sick leave or, if not available, shall be without pay.

Leave with pay for graduate studies or other reasons may be granted in demanding circumstances with the College President's approval. The employee may work extra assignments for a defined period to make up the leave time.

Leave without pay for graduate study or professional development may be granted at the convenience of the College District.

Up to two sick days per year may be used for personal leave for any circumstances, but these personal leave days may not be accumulated from one fiscal year to another.

MILITARY LEAVE

All employees of the College District who are members of the state military forces or of the reserve components of the United States armed forces shall be granted a leave of absence from their duties without loss of time, efficiency rating, vacation time, or salary on all days during which they are engaged in authorized training or duty ordered or authorized by proper authority, not to exceed 15 days in a federal fiscal year.

Such employees who are ordered to duty by proper authority shall be restored, when relieved from duty, to the position held by them when ordered to duty.

Any employee, other than a temporary employee, who leaves a position with the College District to enter active military services is entitled to be reemployed by the College District in the same position held at the time of the induction, enlistment, or order or to a position of similar seniority, status, and pay. To be entitled to reemployment, the employee must be discharged, separated, or released from active military service under honorable conditions not later than the fifth anniversary after the day of induction, enlistment, or call to active military service and must be physically and mentally qualified to perform the duties of the position.

An employee who cannot perform the duties of the position because of a disability sustained during military service is entitled to

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(LOCAL)

reemployment in the College District to a position that the employee can perform and that has like seniority, status, and pay as the former position or the nearest possible seniority, status, and pay.

To be reemployed, a veteran must apply for reemployment not later than the 90th day after the date the veteran is discharged or released from active military service. Application must be made in writing to the President and have attached to it evidence of the veteran's discharge, separation, or release from military service under honorable conditions.

A person reemployed after active military service shall not be discharged without cause before the first anniversary of the date of the re-employment.

"Military service" means serve as a member of the regular or reserve armed forces of the United States, the Texas National Guard, or the Texas State Guard.

RELIGIOUS
OBSERVANCES

The College District will reasonably accommodate an employee's request to be absent from duty in order to participate in religious observances and practices, so long as it does not cause undue hardship on the conduct of College District business. Such absence shall be charged to vacation pay, if available.

The College District shall not discriminate against or penalize in any way a faculty member who is absent from work for the observance of a religious holy day, gives proper notice of that absence, and holds a bona fide religious belief.

"Proper notice" shall consist of providing a list of religious holy days to be observed during the semester to the supervisor and providing notice of such days in advance to all students whose class would be canceled due to the faculty member's absence. This notice shall be in writing and shall be personally delivered to the supervisor before the first class day of the semester, receipt therefore being acknowledged and dated by the vice president and dean of instruction, or shall be sent by certified mail return receipt requested, addressed to the vice president and dean of instruction.

FEDERAL FAMILY
AND MEDICAL LEAVE

The College District will comply with provisions of the Family and Medical Leave Act.

All regularly employed personnel shall be covered by the Federal Family and Medical Leave Act and shall be eligible for benefits under the provisions of the act.

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(LOCAL)

The 12-month period within which employees shall be eligible for 12 weeks of family and medical leave shall be defined as the 12-month period beginning on the first duty day of the school year.

Employees shall be required to use all applicable accumulated sick leave in the order determined by this policy concurrently with family and medical leave.

If both spouses are employed by the College District, combined family and medical leave for the birth, adoption, or placement of a child may be limited to a combined total of 12 weeks as determined by the needs of the College District.

Intermittent leave shall not be permitted for the birth of the employee's child or the adoption or placement of a child with the employee.

If, at the expiration of the family and medical leave, the employee is able to return to work but chooses not to do so, the College District shall require reimbursement of the employee benefits contribution made by the College District during the period in which such leave was taken as unpaid leave.

COMPENSATION AND BENEFITS:
VACATIONS AND HOLIDAYS

DED
(LOCAL)

ANNUAL LEAVE
(VACATION)

Only full-time 12-month employees under written contract for twelve months shall be entitled to paid vacation. Twelve month teaching faculty and 10.5 month employees do not accrue vacation. Days off during the contractual year must be taken as scheduled and do not accrue and carry forward to the next year without prior written approval of the supervisor. Refer to custodial policies for leave accrual and authorized use by custodians.

Vacation entitlement shall be earned commencing on the first day of employment and ending on the last day of employment.

Continuous employment of six months is required before an employee can be granted a vacation with pay.

Vacations must be taken at times agreed upon in advance by the employee and his or her supervisor.

Vacation days earned may be taken at one time or may be taken incrementally as determined by the employee and the supervisor. Vacation days taken incrementally may not result in a long-term alteration of the employee's scheduled work days or hours.

If an employee becomes ill while on vacation, the time off is to be charged to vacation (NOT sick leave).

Vacation entitlement is earned as follows:

- Employed by the College District five years or less—10 days per 12 months or fraction of a month of employment, but not to exceed ten days per each 12 months.
- Employed on a full-time basis by the College District over five years—15 days per 12 months or fraction of a month, but not to exceed 15 days per each 12 months.

Accrued vacation carried forward to the next year shall never exceed days earned in the two years immediately preceding. Days earned in excess of those earned in the immediately preceding two years are lost and shall not be paid for by the College District. Total vacation days paid shall not exceed 30 days in any case.

COMPENSATION AND BENEFITS:
VACATIONS AND HOLIDAYS

DED
(LOCAL)

An employee who resigns, is dismissed, retires, or otherwise is separated from employment, shall be paid for accrued vacation time but not to exceed days earned in the two years immediately preceding. If the College District is closed due to an emergency while an employee is on leave or vacation, the leave will still be applied.

PAID HOLIDAYS

All employees (except students, part-time employees, and custodians) are entitled to observe holidays designated in the College District catalogue or in the payroll schedule issued annually. Custodians should refer to the custodial policy manual to determine applicable paid holidays. The College District reserves the right to change, add, or delete holidays as dictated by the best interests of the College District.

Classified or hourly employees eligible to observe holidays will be paid for these days if such employees would otherwise be listed on a payroll for that period.

An employee becomes eligible for holiday pay immediately upon reporting for duty as required by the College District, except that holiday pay for the two-week Christmas recess and one-week Spring recess will not be paid unless the employee works at least one month immediately prior and two months immediately following either recess unless the contract or job assignment is completed. The College District may, at its discretion, require employees to work on holidays and give compensating time off at a more convenient time or pay double-time for the hours worked.

The Christmas/New Year Holiday period and Spring Break are holidays for non-classified salary employees but are not computed in pro-rata salary adjustments for partial contract years (i.e., are not included in the 240 day (12 month); 210 day (10.5 month); or 170 day (9 month) salary calculations (see CDD).

No employee other than full-time faculty shall be allowed in excess of thirteen paid holidays during the Christmas recess.

The following dates are paid holidays for full-time employees:

Labor Day	September
Thanksgiving	November
Christmas and New Year	December/January
Spring Break	March
Memorial Day	May*
July 4th	July*
Martin Luther King Day	January

Angelina College
03501

COMPENSATION AND BENEFITS:
VACATIONS AND HOLIDAYS

DED
(LOCAL)

The College District reserves the right to change approved holidays if dictated by the approved College District calendar.

* In most cases either Memorial Day or July 4th, but not both, will be an approved holiday.

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

TRAVEL AND
EXPENSE
REIMBURSEMENT
POLICY

Employees may be reimbursed for work-related expenses. Where off-campus travel is required as part of an employee's normal assignment, excess mileage shall be reimbursed but not meals. Meals may be reimbursed on overnight professional travel, travel with student groups, and certain business meals. Sales tax shall not be reimbursed, except for local portion of lodging taxes. Supervisory approval is required for all travel. Lodging expenses shall be reimbursed based on actual lodging receipt.

Instructional travel is defined as travel required as part of the employee's assignment and includes, but is not limited to, clinical or practicum travel for instructors, routine recruiting travel, off-campus teaching travel, registration travel, and other travel required for the purpose of supervising students.

Professional or developmental travel includes approved travel for enhancement of knowledge and skills required by a position's job description.

All travel shall be approved in the budgeting process with an estimate of the cost.

An approved leave request should be attached to a travel reimbursement request.

All travel must be approved in advance by the supervisor, the appropriate dean or Vice President of Business Services, and the College President. Approval should be requested via AC Form 40- "Absence Request or Student Travel Request", as appropriate.

Reimbursement for such travel will be determined by approved travel reimbursement rates and guidelines. Currently approved rates and guidelines are included in DEE(EXHIBIT A).

A travel expense reimbursement form must be completed within ten working days of professional or developmental travel. The business office may set up a payroll deduction to reimburse travel advances not supported by a completed AC Form 10 within ten days of a completed trip.

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

For instructional travel, employees are encouraged to submit monthly mileage reimbursement requests, but in no case less frequently than once per semester. Mileage reimbursement requests should be supported by AC Form 10I. Processing of travel reimbursement requests may be delayed if requests are submitted during the last week of a semester. All travel reimbursement requests for a fiscal year must be submitted by the processing deadline for check requests pertaining to that fiscal year.

The cost of entertainment and/or excursions that are arranged for a conference/convention or team travel will not be reimbursed (i.e., golf tournament fees, amusement park fees, etc.).

For use of College District vehicles, see CJ(REGULATION).

Employees authorized to use a College District credit card should exercise care to keep receipts and document the use of the card on AC Form 10L. Travel expense charged to a credit card should be within allowable limits and should not additionally be claimed for reimbursement.

Employees are encouraged to seek the lowest available fare for commercial travel and for reasonable, convenient accommodations.

Lodging reservations for professional travel may be made via Internet service providers such as Expedia, Travelocity, Priceline, Hotels.com, etc. Currently, no sales tax is paid to these providers and, therefore, no sales tax exemptions may be requested from them.

However, as recommended by the State of Texas Comptroller's Office, employees should request independent quotes from the lodging facility selected to verify the Internet rate. When obtaining quotes, always request the state agency rate or lowest rate. Most facilities will offer the state rate to college employees. The quotes may be in the form of e-mails, faxes, conference registration forms, etc., and should be included with proof of payment when requesting

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

reimbursement for approved professional travel.

Refer to CJ(REGULATION) for student travel reimbursement guidelines.

Instructional travel reimbursements should only include mileage in excess of round-trip mileage from home to campus. [See DEE (EXHIBIT D)]

Commuting expenses from home to campus will not be reimbursed. According to IRS regulations, reimbursement of normal commuting expenses from home to campus is a fringe benefit that would have to be included in gross income.

TRAVEL
REIMBURSEMENT
RATES AND
GUIDELINES

All travel reimbursement expenses should be claimed on AC Form 10- "Request for Reimbursement of Approved Travel Expenses".

All attached receipts should be legible and include name of business, date of purchase, detail of what was purchased, and how payment was made. All credit card charges should be in the name of the employee.

INSTRUCTIONS
FOR COMPLETING
AC FORM 10

Instructions for completing AC Form 10:

With the exception of required signatures, type or print information. Attach yellow copy of AC Form 10A- "Request for Travel Advance", and a copy of AC Form 40- "Absence Request" to Form 10. Submit completed AC Form 10 to your immediate supervisor.

Insert your full name.

Insert the date that the form is completed.

Insert the purpose of the trip or class(es) taught. Attach a copy of the schedule or agenda for conferences and meetings.

Insert the time and date of departure and return. Information in this section will be used by the business office to calculate allowable per diem expenses. Identify the location of the meeting. If reimbursement is for off-campus teaching travel or clinical or

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

practicum travel, attach AC Form 10I listing dates traveled.

TRANSPORTATION EXPENSES Transportation expenses

1. See DEE (EXHIBIT A) for mileage rate. Allowable mileage is different from odometer mileage. Allowable mileage should be calculated using the internet version of the State Mileage Guide found at www.window.state.tx.us/comptrol/texastra.html. Print and attach to AC Form 10.

Commuting within a city should be documented with a mileage log using odometer mileage. Include the date, starting point, destination, and purpose. Do not claim mileage reimbursement when using a College District vehicle.

2. The amount for airfare should be listed on this line. If the ticket was charged to the college through a travel agency, the name of the agency should be referenced on the blank line next to the word "PLANE". If the employee purchased the ticket, "PURCHASED PERSONALLY" should be indicated and documentation of payment should be attached. Attach documentation of ticket utilization for all air travel.
3. Other reasonable transportation expenses may be claimed if supported by valid receipts.
4. Total transportation expenses.

OTHER TRAVEL EXPENSES

Other Travel Expenses

5. Lodging and meals. Lodging must be reserved in the name of the employee. Lodging for the employee only will be reimbursed at actual cost not to exceed the currently approved rate [see DEE (EXHIBIT A)]. This amount may include local taxes, but not the Texas state sales tax. The policy encourages faculty to utilize the Texas State Travel Directory, when possible, which provides for a negotiated lower rate for state employees. In circumstances where lodging is unavailable at less than the currently approved rate, employees may claim a higher rate only if approved prior to the travel by the Vice

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

President and Dean of Instruction. Reimbursement will not be processed without the original lodging receipt which shows a detail of charges, the method of payment, and a zero balance due.

Employees are reminded to carry and use the hotel occupancy tax exemption certificate for exemption from Texas state sales tax. Certificates are available in the business office and at the reservation desk of many lodging establishments.

The amount for breakfast may be claimed if AC Form 10 indicates that the employee was traveling at 7:00 a.m. The amount for lunch may be claimed if AC Form 10 indicates that the employee was traveling at 12:00 p.m. The amount for dinner may be claimed if AC Form 10 indicates that the employee was traveling at 6:00 p.m. No meal receipts are required. Allowable meal per diem is listed in DEE (EXHIBIT A).

6. List registration fee(s) supported by actual receipt(s). If registration materials indicate that meal(s) were included, the per diem reimbursement will be reduced appropriately.
7. Other reasonable travel expenses may be claimed if supported by valid receipts. Required business calls should be documented and will be reimbursed.
8. Total other travel expenses.
9. Total incurred travel expenses.
10. List here, and attach detailed explanation for any amounts included in line 9 that were charged to, or paid directly by the College District or an organization or person other than the individual claiming reimbursement.
11. Indicate amount advanced, if any, and attach AC Form 10A.
12. If reimbursement is requested, indicate amount and attach to a completed check request.

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

13. Unused amounts should be returned to the College District. A receipt will be issued by the business office.

List account(s) to be charged, then sign and forward to supervisor. Supervisor should forward to the business office.

TRAVEL ADVANCE Instructions for completing AC Form 10A- "Request for Travel Advance":

For student travel only, it is appropriate to advance amounts for student lodging and meals to a trip sponsor who is not authorized to use a College District credit card. A trip sponsor shall be a full time employee of the college. Amounts will not be advanced directly to students. Attach approved "Student Travel Request Form".

When travel has been completed, the employee is responsible for submitting a properly documented AC Form 10 with the yellow copy of the Form 10A attached.

Travel advances not accounted for within ten working days of return from travel may be deducted from pay.

Travel reimbursement rates and guidelines shall apply to students except that meal per diem may not exceed the currently approved student daily rate. [See DEE (EXHIBIT A)]

The amount for breakfast may be claimed if the AC Form 10 indicates that the students were traveling at 7:00 a.m. The amount for lunch may be claimed if the AC Form 10 indicates that the students were traveling at 12:00 p.m. The amount for dinner may be claimed if the AC Form 10 indicates that the students were traveling at 6:00 p.m. No meal receipts are required. However, students must sign acknowledging receipt of per diem amount. Allowable meal per diem amounts are listed in DEE (EXHIBIT A).

If meals are purchased by the trip sponsor, the meal per diem

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

guidelines shall apply. Attach receipts to AC Form 10.

BUSINESS
RELATED MEALS

Business-related meals while not on overnight trips must be substantiated using the actual receipt method and may be reimbursed only when one of the following conditions are met per IRS rules:

1. The main purpose of the meal must be to meet with other non-college employees and conduct college business during the meal that results in a benefit to the college. Examples: recruiting, conducting business with representatives of high schools, other colleges, or businesses with a specific purpose or agenda that will bring students or other benefits to the college. Receipt documentation must include names and positions of others at the meal and purpose of the meal. Reimbursement will be paid from itemized receipt but should stay within meal per diem guidelines.
2. Attending a business meeting or conference of exempt organizations (chambers of commerce, business leagues, professional organizations or associations, or government agencies) in which you represent the college but the meal is not provided as part of the meeting registration. Documentation is a receipt, meeting or conference agenda or bill from the conference.
3. Traveling as a coach or sponsor with a team or group of students. Itemized receipts should be submitted with names of those eating. Individual meal per diem guidelines should be followed.

Reimbursement requests for business related meal expenditures should be submitted on Line 7 of AC Form 10 accompanied by AC form 10B.

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(EXHIBIT)

The following exhibits are used by the College District:

- Exhibit A: Travel Reimbursement Rate — 1 page
- Exhibit B: Official Mileage Guide for Travel Reimbursement — 2 pages
- Exhibit C: Miscellaneous Mileage — 2 pages
- Exhibit D: Calculate Off-Campus Teaching Mileage — 1 page
- Exhibit E: College Vehicle Usage Rates Per Mile — 1 page
- Exhibit F: Vehicle Request — 1 page
- Exhibit G: Bus/Van Driver Payment Guidelines — 1 page

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

EXHIBIT A

TRAVEL REIMBURSEMENT RATE

The travel reimbursement rates are as follows:

Description	Rate
Mileage	\$0.38/mile
Meals	\$30/day*
Student Meals	\$20/day**
Lodging	\$115/night ***

* Breakfast: \$6.00, Lunch: \$10.00, Dinner: \$14.00 while on overnight approved professional development trip.

** Breakfast: \$5.00, Lunch: \$6.00, Dinner: \$9.00

*** Actual lodging expenses not to exceed \$115/night

EXHIBIT B

OFFICIAL MILEAGE GUIDE FOR TRAVEL REIMBURSEMENT

The College District uses the Official State Mileage Guide (www.window.state.tx.us/comptrol/texastra.html) prepared by the State Comptroller of Public Accounts for computing out-of-town in-state travel reimbursement as required by state law. The following list of mileage distances is offered to assist in preparing travel claims.

Lufkin to :			
Addison–Dallas	178.9	Douglass	34.1
Alto	31.1	Eastham	69.3
Alvin	143.9	Fort Worth	197.1
Apple Springs	17.0	Galena Park–Houston	123.2
Arlington	185.0	Galveston	165.3
Athens	95.6	Gatesville	188.5
Austin	213.5	Groveton	32.9
Beaumont	107.0	Hemphill	55.7
Brenham	140.00	Henderson	59.9
Broadus	33.8	Hobby Airport	127.2
Brownwood	272.4	Houston	119.8
Camden–Champion	32.3	Hudson	8.0
Carthage	70.1	Huntington	10.3
Center	52.7	Huntsville	71.8
Central Heights	32.0	Intercontinental Airport	106.3
Cleveland	74.9	Jacksonville	56.5
Coldspring	73.9	Jasper	55.4
College Station	122.0	Kennard	29.0
Commerce	161.6	Kerrville	315.3
Conroe	97.2	Kilgore	77.4
Corpus Christi	323.2	Kingsville	349.4
Corrigan	25.1	Lamar–Beaumont University	111.0
Corsicana	126.5	Leggett	38.6
Crockett	45.4	Liberty	96.3
Dallas	167.2	Livingston	46.5
Dayton	101.3	Longview	86.3
DFW Airport	186.0	Marshall	95.8
Diboll	11.7	Moscow	30.9

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(EXHIBIT)

Mount Pleasant	134.9	San Antonio	285.7
Nacogdoches	19.8	San Augustine	43.3
Newton	71.2	Temple	170.0
Palestine	69.4	Texarkana	165.4
Paris	184.2	Trinity	52.0
Pasadena	127.2	Tyler	84.7
Pineland	52.2	Waco	155.5
Plano	178.0	Wells	17.3
Richardson	174.0	Wichita Falls	301.3
Rusk	42.7	Woden	30.8
Rusk MHMR/RSH	41.2	Woodville	50.3
Sam Houston State University	72.6	Zavalla	22.9

EXHIBIT C

MISCELLANEOUS MILEAGE

Angelina College to:			
Alabama Coushatta Reservation	60.2	Memorial Hospital Nac/UTMB, ETCHS	26.0
Angelina City/Co. Health Dept.	4.5	Moscow	30.4
Baytown	84.0	Nacogdoches Convalescent Center	28.0
Buna	89.9	Nacogdoches County EMS/Ambu- lance–Central	26.0
Computer Center/SFA/Nac/Early Childhood Lab	28.0	Nacogdoches County EMS/Ambu- lance–North	29.0
Coldspring	73.9	Nacogdoches County EMS/Ambu- lance–South	22.0
Cushing	41.2	Newton Health Dept.	72.0
Dallardsville (Big Sandy)	67.3	North Place Nursing Center/Nac	29.0
Doctors’ Offices/Lufkin	6.0	Parkwood Place/Lufkin	29.0
Doctors’ Offices/Nac. (Bell, Fearing)	26.0	Pinecrest Retirement Community/ Lufkin	3.0
Doctors’ Offices/Nac. (Haskins, Mast, McMorries, Rob- erts, Thompson)	29.0	Pinelands Hospital/Nac	29.0
Grapeland	52.9	Rock Haven Nursing Home/Nac.	20.0
Houston County Hospital/Crockett/ EMTC	47.0	Rusk State School	50.0
Hudson	8.0	Terrell Unit	51.5
Lufkin Nursing Center	6.0	Texas Medical Center (Hermann, Ben Taub, Methodist Hospitals)	130.0
Lufkin Planned Parenthood	5.9	Texas Specialist Radiology/Lufkin	4.7
Lufkin State School	13.0	UT Tyler/EMS/TDH/DOT	84.4
Medical Center/Nac	29.0	Woodland Heights Hospital/Lufkin	4.5
Memorial Hospital/Lufkin	5.5	Woodville	50.9
Chireno to:			
Hemphill	38.1		
Corrigan to:			
Crockett	46.4	Jasper	57.7
Hemphill	80.4	San Augustine	68.0

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(EXHIBIT)

Crockett to:			
Goodrich	69.9	Trinity	28.0
Grapeland	12.8		
Diboll to:			
Austin	215.8	Newton	73.2
Hemphill to:			
Chireno	38.1	San Augustine	22.6
Nacogdoches	57.3		
Jasper to:			
Burkeville	20.8	Newton	16.5
Goodrich	68.1	Pineland	23.8
Hemphill	34.8	St. Elizabeth's Hospital, Beaumont	69.0
Kirbyville	19.4	Weirgate	16.3
Livingston	60.3	Woodville	27.8
Nacogdoches	74.5		
Kirbyville to:			
Buna	15.8	Woodville	36.3
Newton	17.6		
Leggett to:			
Livingston/Woodville	40.7		
Livingston to:			
Diboll	34.8	Willis	53.1
Grapeland	74.5	Woodville	32.4
Trinity	34.0		
Nacogdoches to:			
Alto	25.9	DFW Airport	178.6
Crockett	54.0	Hemphill	57.3

EXHIBIT D

CALCULATE OFF-CAMPUS TEACHING MILEAGE

The following method should be used to calculate off-campus teaching mileage.

- A. Mileage from home to teaching center _____
- B. Mileage from home to campus _____
- Subtract (A–B) _____

If the result is a positive number, this is your excess mileage (one way) to be reported for reimbursement. If the result is negative, no reimbursement should be requested.

Examples

1. Teaching Center at Livingston and instructor lives in Nacogdoches.

Nacogdoches to Livingston = 66.2 miles
(home to teaching center)

less commute to campus

Nacogdoches to Lufkin – 19.8 miles = 46.4 miles (one way) x 2 = 92.8
(home) (commute) total reimbursable miles

2. Teaching Center in Crockett and instructor lives in Lufkin.

Lufkin to Crockett = 45.4 miles
(home to teaching center)

less commute to campus

Lufkin to Lufkin – 0 miles = 45.4 miles (one way) x 2 = 90.8
(home) (commute) total reimbursable miles

3. Teaching Center in Woodville and instructor lives in Jasper.

Jasper to Woodville = 27.8 miles
(home to teaching center)

less commute to campus

Jasper to Lufkin – 55.4 miles = 0 miles (one way) x 2 = 0
(home) (commute) total reimbursable miles

Angelina College 003501

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

DEE
(EXHIBIT)

EXHIBIT E

COLLEGE VEHICLE USAGE RATES PER MILE

COLLEGE VEHICLE USAGE RATES PER MILE

\$0.38

EXHIBIT F

VEHICLE REQUEST

Vehicle _____ Division _____ Account # _____

Purpose _____

Destination _____ Driver _____

Exact Time and Date of Departure _____

Approximate Time and Date of Return _____

Speedometer Reading When Received _____ When Returned _____

Miles Driven _____

Credit Card and Keys Issued _____ By _____

Requisitioner _____ Date _____

Approved _____ Date _____
President or dean

PREPARE IN DUPLICATE: Original to physical plant, copy to College President's office.

Business-Related Meal Form

Employee Name: _____ Date of meeting: _____

Destination: _____

Purpose: _____

Individuals present: (names & positions/company) _____

(ATTACH ORIGINAL RECEIPT BELOW)

Employee Signature

Date

Supervisor Signature

Date

RETIREMENT PROGRAMS

DF
(REGULATION)

FULL-TIME
EMPLOYEES

Except for professional personnel participation in the optional retirement program, all personnel employed on a full-time, regular basis shall be members of the Teacher Retirement System of Texas.

Eligibility for participation in the optional retirement program (ORP) shall be subject to such rules as may be prescribed by the coordinating board.

Full-time faculty whose duties include teaching or research, full-time administrators responsible for teaching and research faculty, and other professional employees such as librarians, a president, or other professional staff whose national mobility requirements are similar to those of faculty members and who fill a position that is the subject of nationwide searches in the academic community shall be eligible for participation in ORP. Classified employees shall not be eligible for participation in the ORP.

A faculty member may exercise the option to participate in the optional retirement program only once. Election to participate in the optional retirement program must be made before the 91st day after becoming eligible. A faculty member who fails to elect the ORP during the 90-day period shall remain in the Teacher Retirement System for the remainder of employment in Texas higher public education.

To ensure that all employees who become eligible to select the ORP in lieu of the TRS are provided uniform and unbiased information on which to base their decision, on or before commencement of the 90-day period allotted for such a decision, at a minimum the College District shall provide such employees with introductory information on ORP provided by the Texas Higher Education Coordinating Board.

On or before commencement of the 90-day period allotted for newly eligible employees to select the ORP in lieu of the TRS, the College District shall provide written notification to such employees that selection of ORP in lieu of TRS entails certain responsibilities for the employee, including selection and monitoring of vendors and investments. The College District shall also provide written notification that the institution has no fiduciary responsibility for the market value of participants' investments or for the financial stability of the vendors chosen by the participants.

PART-TIME
EMPLOYEES

The College District maintains a retirement plan for part-time employees as required by law.

The plan is an ERISA exempt 403(b) defined contribution plan administered by TIAA-CREF.

RETIREMENT PROGRAMS

DF
(REGULATION)

The plan requires a contribution of 7.50% of taxable wages on a tax-reduction basis. Neither the College District nor the State of Texas make any contribution to the plan.

All part time employees, except student workers, retired employees, and part time employees already participating in TRS, shall be required to participate in the plan.

TAX SHELTERED
ANNUITIES

All employees are eligible to participate in the Tax Sheltered Annuity Program.

Contributions are subject to limits as established by the Internal Revenue Service.

The business office may require completion of the maximum exclusion allowance calculation to substantiate contribution amounts.

An employee can change contributions or company anytime during the year.

CARRIERS

Only carriers approved by the Board may write ORP policies for College District employees. Approved carriers may also write TSA policies.

The College District does not endorse or recommend any carriers nor does the College District advise employees whether to choose TRS or ORP.

New employees who transfer from other colleges with ORP and/or TSA policies may retain the same carriers as long as such carriers are authorized to write such policies in Texas.

TEACHERS
RETIREMENT
SYSTEM OF TEXAS

The College District's full-time employees participate in the Teacher Retirement System of Texas or Optional Retirement Program in which the employee, the State of Texas, and the College District make contributions. The College District incurs expenses under the ORP Plan. Current contribution percentages for ORP participants are available through the vice president of business services.

The Teacher Retirement System of Texas is a multiple-employer public employee retirement system (PERS). It is a cost-sharing PERS with one exception; all risks and costs are not shared by the employer but are the liability of the State of Texas. By statute, the State of Texas contributes to the retirement system an amount equal to the current authorized rate times the aggregate annual compensation of all members of the retirement system during that fiscal year.

Employees covered are all employees of a public, state-supported educational institution in Texas who are employed for one-half or

RETIREMENT PROGRAMS

DF
(REGULATION)

more of the standard workload and who are not exempted from membership under Texas Government Code, Title 8, Subtitle C Section 822.002.

The Teacher Retirement System of Texas administers retirement and disability annuities, and death and survivor benefits to employees and beneficiaries of employees of the public junior college system of Texas. It operates primarily under the provisions of Texas Constitution, Article XVI, Section 67, and Texas Government Code, Title 8, Subtitle C.

The system also administers proportional retirement benefits under Texas Government Code, Title 8, Chapter 803.

Service retirement is as follows:

Normal	Age 65 with 5 years of service
	Age 60 with 20 years of service
	Age 55 with 30 years of service
Reduced	Age 55 with at least 5 years of service
	Any age below 55 with 30 years of service

A member is fully vested after five years of creditable service and entitled to any benefit for which eligibility requirements have been met.

The State of Texas and member contribution rates for the current and prior fiscal years are set by state statute. These rates are available through the business office.

POST-RETIREMENT
HEALTH CARE AND
LIFE INSURANCE

In addition to providing pension benefits, the College District provides certain health and life insurance benefits for retired employees who have ten or more years of creditable service as defined by the Teachers Retirement System. Those and similar benefits for active employees are provided through an insurance company whose premiums are based on benefits paid during the previous year. The State recognizes the cost of providing these benefits for retirees who retired from E & G Cost Centers paid by State appropriated funds by expending annual insurance premiums. The College District recognizes the cost of providing these benefits for retirees who retired from E & G, Grant, and Auxiliary Cost Centers by expending annual insurance premiums.

OTHER PROVISIONS

All changes to payroll must be submitted to payroll in writing and filed in the business office five working days before the scheduled payroll date.

The College District may make available to carrier representatives directory information on employees unless employees advise the

College District, in writing, that such information is not to be released.

The College District reserves the right to bar any carrier or its representative from campus for good cause.

EMPLOYEE RIGHTS AND PRIVILEGES:
FREEDOM OF ASSOCIATION

DGA
(REGULATION)

PROFESSIONAL
ORGANIZATION
MEMBERSHIP

All personnel are encouraged to be members of and participate in professional organizations that provide excellent opportunities for professional growth and development.

The College District may provide funds for institutional memberships in professional organizations, but individual memberships are generally paid by the employee. Faculty are encouraged to belong to organizations whose major concerns coincide with the faculty member's teaching fields.

PERSONNEL–MANAGEMENT RELATIONS:
EMPLOYEE COMPLAINTS

DGBA
(LOCAL)

The College District grievance policy is designed to resolve grievances in a timely and equitable manner. The policy charts the appeals process which the individual shall follow, with the understanding that every effort shall be made to redress the grievance at each level of the process and that these efforts shall occur in an amount of time deemed reasonable by the grievant and the party hearing the appeal. Reasonable time shall depend upon the complexity of the grievance but should not normally exceed ten working days. The complainant may appeal to the next level of the process if no response is received within 10 days. The complaint shall be considered concluded if the employee or the student does not appeal within the stated time limitation.

At each level of the appeals process, the grievant will make a written presentation of the grievance for hearing and discussion. The party hearing the grievance shall issue a written response to the grievant. All complaints will be treated as confidential to the extent allowed by law.

In case of non-resolution, the party hearing the grievance at the next level of the appeals process will receive a copy of the written grievance and the written response before seeing the grievant. The grievant may bring witnesses or statements from witnesses to any level of the appeals process. The party hearing the appeal may question any witness and/or require additional written statements before issuing a written response to the grievant.

Prior to filing a written grievance, the student or employee is encouraged to visit with the division director or the designated supervisor, and reasonable effort should be made to resolve the problem or complaint. If the complaint involves the supervisor or director, the grievance shall be filed directly with the following administrators: Classified personnel should file with the vice president of business services and faculty should file with the dean of instruction.

Any grievance alleging discrimination on the basis of race, color, creed, national origin, sex, qualified disability, age, or veteran status must be initially submitted, in writing, to the Title IX and 504 coordinator who will provide the grievant with a copy of the appeals process. [See DAA]

Any grievance alleging sexual harassment should follow the policy outlined in DGBA(LOCAL).

No reprisals or retaliation of any kind shall be taken at any level against an employee or a student for bringing a complaint. Complaints shall not be referred to in an employee's personnel file unless so requested by the employee.

PERSONNEL–MANAGEMENT RELATIONS:
EMPLOYEE COMPLAINTS

DGBA
(LOCAL)

STUDENT
GRIEVANCE
PROCEDURES

Follow the steps listed below for a grievance against faculty, staff, or the College District:

STEPS FOR
GRIEVANCE
AGAINST FACULTY,
STAFF, OR
COLLEGE
DISTRICT

1. Submit grievance to faculty or staff involved.
2. Submit grievance to division director or supervisor of staff member.
3. Submit grievance to dean of instruction or vice president of business services.
4. Submit grievance to College President.
5. Arrange for a hearing before the Board through the College President.

*The Board of Trustees has no authority to change student grades absent a miscalculation or a violation of student grading policy.

STEPS FOR
GRIEVANCE
AGAINST A
STUDENT

Follow the steps listed below for a grievance against a student:

1. Submit grievance to the dean of student services.
2. Submit grievance to College President.
3. Arrange for a hearing before the Board through the College President.

EMPLOYEE
GRIEVANCE
PROCEDURES

All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them. Contents of a personnel evaluation cannot be subject to the grievance procedures. Any grievant is entitled to an informal review of these procedures prior to proceeding with a formal complaint.

LEVEL ONE

An employee who has a complaint shall meet with his/her immediate supervisor within ten days of the time the employee first knew or should have known of the event or series of events causing the complaint. At this meeting, the employee shall submit the complaint in writing. The immediate supervisor shall respond in writing within ten days of the complaint conference.

LEVEL TWO

If the outcome of the complaint conference at Level One is not to the employee's satisfaction, the employee may meet with the executive officer or a designee to discuss the complaint within ten days of receiving the Level One written response. At or prior to the conference, the employee shall submit the original complaint, the supervisor's written response, and, if desired, written comments regarding the supervisor's response. The executive officer or

PERSONNEL–MANAGEMENT RELATIONS:
EMPLOYEE COMPLAINTS

DGBA
(LOCAL)

designee shall respond in writing to the employee within ten days of the complaint conference.

LEVEL THREE

If the outcome of the complaint conference at Level Two is not to the employee's satisfaction, the employee may meet with the College President to discuss the complaint within ten days of receiving the written response of the Level Two conference. At or prior to the conference, the employee shall submit the complete written documentation of the complaint and, if desired, written comments regarding the Level Two conference. The College President shall respond in writing to the employee within ten days of the complaint conference.

LEVEL FOUR

If the outcome at Level Three is not to the employee's satisfaction, the employee may submit a written request within ten calendar days after the Level Three conference to place the matter on the agenda of the next regularly scheduled Board meeting. The employee shall also submit the complete written documentation of the complaint. The College President shall inform the employee of the date, time, and place of meeting. The Board President may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take any action on the matter, unless in its sole discretion it determines some response is warranted. If no action is taken by the Board, the administrative decision at Level Three is upheld.

HEARING

Employees who are granted a hearing shall be afforded that hearing either with the Board in a meeting that includes the hearing as an item in the posted agenda or with the Board's designee. If the Board conducts the hearing, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

If the Board's designee conducts the hearing, he or she shall make a recommendation to the Board at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing. The Board shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

CLOSED MEETING

If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee, it will be heard in a closed meeting unless the employee requests it to be public. If the grievance involves complaints or charges about another employee, it will be heard in a closed meeting unless the employee complained about requests it to be heard in public.

PERSONNEL-MANAGEMENT RELATIONS:
EMPLOYEE COMPLAINTS

DGBA
(LOCAL)

Hearings regarding dismissal, suspension, or action involving student discipline will be heard in closed meetings unless the student requests it be public.

EMPLOYEE RIGHTS AND PRIVILEGES:
ACADEMIC FREEDOM AND RESPONSIBILITIES

DGC
(LOCAL)

It is essential that an instructor of an institution of higher learning be able to pursue scholarly activity without unreasonable restrictions, and be able to speak and publish free from fear that others may threaten the instructor's professional career or the material benefits accruing from it.

The concept of academic freedom shall be accompanied by an equally demanding concept of responsibility shared by the Board, administrators, instructors, and counselors.

A faculty member has a responsibility to the institution, his or her profession, his or her students, and to society at-large. The rights and privileges of faculty members extended by society and protected by governing boards and administrators through written policies and procedures on academic freedom and tenure, and as further protected by the courts, require reciprocally the assumption of certain responsibilities by faculty members. These responsibilities include:

1. Maintenance of competence in the field of specialization and the exhibition of such professional competence in the classroom, studio or laboratory, and in the public arena by such activities as discussions, lectures, consultations, publications, or participation in professional organizations and meetings.
2. The exercise of professional integrity by a faculty member includes recognition that the public will judge his or her profession and institution by his or her statements. Therefore, the faculty member should strive to be accurate, to exercise proper restraint, to be willing to listen to and show respect to others expressing different opinions, and to avoid creating the impression that the faculty member speaks or acts for the College District when speaking or acting as a private person.
3. The constitutionally protected right of the faculty member, as a citizen, to freedom of expression must be balanced with the interest of the State, as an employer, in promoting the efficiency of the educational services it performs through its employees. A faculty member's comments are protected even though they may be highly critical in tone or content, or erroneous, but such statements are not protected free speech if they either substantially impede the faculty member's performance of his or her daily duties or materially and substantially interfere with the regular operation of the institution.
4. A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to his or her subject field.

EMPLOYEE RIGHTS AND PRIVILEGES:
ACADEMIC FREEDOM AND RESPONSIBILITIES

DGC
(LOCAL)

5. A faculty member should be professional in his or her conduct in the classroom and in his or her interactions with students.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

All employees, members of the Board, and representatives of the College District will reflect the highest professional standards of ethics and integrity and always conduct official duties in accordance with the laws of Texas and the United States and goals and mission of the College District. [See AE] Employees are also encouraged to act in accordance with professional codes of ethics related to their position at the College District. All employees and members of the College District community will:

1. Be responsible for protecting confidential information.
2. Refuse to accept any gift, favor, or service that might reasonably tend to influence the discharge of official duties if such gift, favor, or service is offered with the intent to influence or control.
3. Avoid personal investments that could reasonably be expected to create a conflict of interest.
4. Be responsible for the creation of a positive and constructive environment essential for the teaching/learning process. Basic to that environment is freedom from harassment, concern for the individual student, concern for colleagues, maintenance of a drug-free and weapon-free campus and concern for the image of the institution in the community.
5. Respect human dignity and the importance of diversity in an institution of education and learning, and promote respect for all cultures and peoples.
6. Ascribe to the judicious use of power vested upon their position in the institution and exercise particular care in relationships in which they have the responsibility for control. This is true whether it is the faculty/student or the supervisor/employee relationship.
7. Obey the law with respect to discrimination and oppose any violation of fair employment practices.
8. Keep proper records of all financial transactions and reports for which they are responsible.
9. Avoid using College District property or facilities for commercial purposes and avoid solicitation of students for commercial or political purposes.
10. Interact with colleagues and the community with a collaborative spirit to enhance the College District's mission, goals, and services for a better community.
11. Practice the current code of professional ethics related to their educational field.

EMPLOYEE STANDARDS OF CONDUCT:
SEXUAL HARASSMENT

DHA
(LOCAL)

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

Harassing conduct includes (1) epithets, slurs, negative stereotyping, threatening intimidation, or hostile acts that relate to gender; and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, elsewhere on College District premises, or is circulated in the work place.

Employees shall not engage in conduct constituting sexual harassment. College District officials or their agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate disciplinary action against employees found to engage in conduct constituting sexual harassment.

An employee or student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the appropriate dean or their immediate supervisor, in accordance with the procedures in the College District's grievance policy. [See DGBA(LOCAL)] However no procedure or step in that policy shall have the effect of requiring the employee or student alleging harassment to present the matter to a person who is the subject of the complaint, nor shall a sexual harassment complaint be dismissed because it is not filed within the time lines set out in DGBA(LOCAL).

Notice of Employee Rights

What is the College District policy concerning sexual harassment?

The College District forbids employees from engaging in conduct that constitutes sexual harassment of other employees or of students.

The College District encourages employees to come forward with allegations of sexual harassment or misconduct in the workplace. Employees who report sexual harassment will not be subjected to adverse treatment for reporting the harassment.

What is sexual harassment?

“Sexual harassment” includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct constitutes sexual harassment when submission to such conduct is made a term or condition of employment or has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment. “Sexual harassment” includes same-sex harassment when the harassment constitutes discrimination because of sex.

What laws address sexual harassment?

Title VII is a federal law that prohibits discrimination on the basis of race, color, religion, sex, or national origin. The Texas Labor Code, Section 21.051, makes it an unlawful employment practice for an employer to discriminate on the basis of race, color, disability, religion, sex, national origin, or age.

Title VII does not prohibit genuine but innocuous differences in the way men and women routinely interact with members of the same sex and of the opposite sex. It forbids only behavior so objectively offensive as to alter the “conditions” of the victim’s employment.

What do I do if I believe I have been the victim of sexual harassment?

Employees are encouraged to report allegations of sexual harassment as soon as possible. Complaints may be brought to your supervisor, or the Title IX coordinator. You may make your request in writing or orally, and you are encouraged to file your complaint promptly, so that any problems may be resolved at the earliest possible time. Although the College District will not reject any such complaint because it is filed too late, employees should understand that the sooner the issue is brought to the College District’s attention, the sooner it can be resolved.

What will happen once I file a complaint?

Whether you report your problem to an appropriate administrator, your supervisor, or the Title IX coordinator, the process will be the same. If you have made your complaint orally, the supervisor will reduce it to writing and ask you to verify that it has been transcribed accurately. The supervisor will hold a conference with you as soon

as possible, but at the latest, within ten days. Following the conference, the supervisor ordinarily will have ten calendar days to offer a response, unless the investigation takes longer to resolve. You will be informed if there is a delay in the response.

What if I'm not happy with my supervisor's response?

The College District provides a three-level complaint process. If you are not satisfied with the initial outcome, you may appeal to the College President or the College President's designee. The College President or designee will hold another conference with you and attempt to resolve the situation. If you still feel that the problem has not been solved, you may appeal to the Board of Trustees.

How will the College District respond to claims of sexual harassment?

The College District will respond promptly to all allegations of sexual harassment. Prompt remedial action, reasonably calculated to end the harassment, will be taken when claims are substantiated.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

TEACHING LOADS

A full-time teaching load for faculty usually includes classes and/or labs during the standard work week—Monday through Friday. The teaching assignment may be on- or off-campus and include the evening program and distance learning as necessary. The responsibilities will involve advising, performing divisional and College District duties, participating in official College District functions, and attending general faculty meetings.

Teaching assignments and schedules will be made by the division director based on student needs and demand. All full-time faculty are expected to be able to teach all courses within their discipline and the College District will attempt to make full use of all personnel resources.

The teaching load is five classes, or 14–16 semester credit hours, each long semester with the average being 15 semester hours. The load calculations may vary and the following principles apply to equating loads for each semester:

1. Lecture courses: One hour each week equals one credit hour.
2. Lecture/laboratory* courses: Two hours lab each week equals one credit hour.

*Laboratories are scheduled at a specific time; taught and prepared by an instructor; structured with specific assignments and projects to be completed each period; and they are a continuation of the lecture.
3. Laboratory courses: Three hours lab each week equals one credit hour or may be paid by contact hour rate.
4. A practicum or co-op of approximately 20–25 students equates to three credit hours. If less than 20 students, the instructor will be paid pro rata of the course semester credit hours. (10–13 students = 1/2 credit; 5–7 students = 1/4 credit).
5. Private instruction: Three hours each week equals two credit hours as part of load. (1 hr. private = 2/3 credit) Overload hours are paid at the approved rate on the salary schedule.
6. Accompanying: Two hours equals one credit hour.
Musical accompanying: Two equated credits.
7. Instructional contracts in specialized areas may reflect different loads related to the unique discipline, laboratory area, or extremely small class size (under 10). In specialized areas contact hour loads may vary from 16–35 contact hours each week.

8. Reduced classroom teaching loads may be approved to permit other special assignments and projects, including curriculum development. However, only one 3–4 SCH overload is allowed for these individuals.
9. Overload is the teaching load above the established standard class and laboratory load . This assignment requires consideration of the full-time load, total student enrollment, contact hours, number of preparations, instructional effectiveness, and any other campus responsibilities. In general, the upper limits of a teaching assignment shall be 18–21 semester hours or equivalent. Scheduled overloads should not reduce the time required for student conferences and other campus duties.

Courses taught in community services shall also be subject to these overload guidelines. Communication for a faculty member to teach a course shall be initiated by the vice president of community services and development with the appropriate division director.

The teaching load for all part-time instructors is a maximum of seven semester credit hours each semester/session.

Part-time and overload pay will be paid at the approved rate on the salary schedule.

Summer load assignments may vary. Some are defined in contract letters with corresponding pay defined and others are dependent upon the needs of College District programs. The maximum normally allowed is seven semester credit hours; a request must be submitted and approved by the vice president and dean of instruction for additional hours.

ADMINISTRATIVE
RESPONSIBILITIES
FOR MONITORING
AND REPORTING
FACULTY
WORKLOADS

It is the responsibility of the division director to assign faculty workloads with current applicable policy.

It is the responsibility of the division director to prepare an official report of the workload according to an established calendar on the form provided.

It is the responsibility of the vice president and dean of instruction to ensure that the College District's workload policy is being implemented and accurately reported and maintained.

WORK LOAD

DJ
(REGULATION)

EMPLOYMENT
HOURS AND WORK
SCHEDULES

A comprehensive community College District mandates work schedules and assignments that are flexible in order to serve the variety of needs of the students and the community. All faculty and staff are expected to recognize student needs by maintaining appropriate office hours, teaching schedules, and work hours as assigned by supervisors in order to reasonably serve day, evening, off-campus, and special groups of students. All employees shall be subject to assignment and reassignment by the College President at any time.

General office hours for College District offices are 8:00 a.m. to 4:00 p.m. Monday–Friday unless exceptions are approved by the President. Some offices may close at 5:00 p.m. or have extended hours until 9:00 p.m.

Individual faculty and staff members may make arrangements for office hours other than the 8:00 a.m.–4:00 p.m. or 5:00 p.m. in order to better serve students as approved by the supervisor and confirmed by the College President or vice president and dean of instruction. Each full-time instructor must post office hours each semester and schedule a minimum of five hours each week for student appointments, distributed throughout the week as much as possible. Some other campus time must be posted as “available by appointment” if needed.

Full-time classified staff are scheduled by position for either 35- or 40-hour work weeks.

Full-time faculty are expected to spend a minimum of 35 hours per week on campus or at off-campus teaching stations as scheduled each semester to meet the teaching schedule, divisional duties, and student needs.

Full-time administrative, and non-teaching contracted (exempt) staff are normally scheduled for a minimum work week of 40 hours.

However, scheduled lunch time is not counted as a part of the 35 or 40 hour work week.

All faculty and staff members are expected to devote time to student activities and other College District functions, to be available for faculty meetings, and to meet as needed to further the goals of the division and the College District.

Employees accepting additional assignments or responsibilities outside their scheduled campus and teaching hours must coordinate these assignments with their division director so their overall teaching effectiveness and the needs of the College District and students will be served.

WORK LOAD

DJ
(REGULATION)

Faculty members are not required to maintain posted office hours during the summer sessions (unless on a 10.5 month contract), but student conferences should be scheduled as needed and curriculum development, faculty committees, and advising activities should be scheduled if needed.

Classified support staff overtime (exceeding 40 hours per week) should be worked only with the supervisor's prior approval. The College President or the vice president of business services must approve either compensatory time or overload pay.

The hours and days for College District activities and office operations throughout the year may be changed by the College President as needed to serve students, conserve resources, or respond to emergency situations.

WELLNESS
ACTIVITIES

The College District encourages regular wellness or fitness activities targeted to an employee's improved health. Employees are encouraged to use on-campus wellness facilities and may do so for a reasonable period of time during the scheduled workday providing it does not interfere with the employee's job duty as approved by the supervisor, does not impose a hardship upon other employees or students, and does not reduce or cut short the scheduled workday or workweek.

PROFESSIONAL
DEVELOPMENT AND
QUALIFICATIONS

The College District shall maintain a program to encourage professional growth and development. The College District provides internal activities, seminars, meetings, and classes that are for the purpose of staff development. Some of these are required while others are discretionary as determined by the individual and/or supervisor. Faculty and staff are encouraged to participate in these opportunities for professional growth and development. Many of these are arranged through the division of community services.

Instructors shall meet or exceed the current standards of the College Delegate Assembly of the Commission on Colleges of the Southern Association of Colleges and Schools.

Full-time and part-time faculty members teaching credit courses in humanities/fine arts; social/behavioral sciences, and natural sciences/mathematics must hold at least a master's degree. The master's degree may either be in a major in the teaching discipline or include at least 18 graduate hours in the teaching discipline.

Each full-time and part-time faculty member teaching courses in professional, occupational, and technical areas, must possess at least a bachelor's degree with at least three years of current and relevant work experience. The minimum academic degree for faculty teaching in professional and occupational areas with separate accreditation must be at the level required by the state and/or national accrediting organization. If students transfer in substantial numbers to a university, the instructors teaching must have a masters and 18 graduate hours in the discipline.

In exceptional cases, outstanding professional experience and demonstrated contributions to the discipline may be presented in lieu of formal academic preparation for faculty members teaching both transfer and non-transfer courses. Such exceptions will be justified on an individual basis.

Faculty members who teach in developmental programs must hold at least a bachelor's degree in a discipline related to their teaching assignment, and either classroom experience in a discipline related to their teaching assignment or graduate training in remedial education.

All laboratory assistants must have established work skills or other experiences that help them relate these skills to the professional, occupational, and technical areas.

All faculty members should have attributes and experiences that help them relate to a diverse student population.

Hours beyond the master's degree affecting salary schedule placement shall be earned in the major teaching field of the instructor or

in a supporting discipline (as approved by the vice president and dean of instruction) that shall advance teaching skill as a community College District instructor.

All full-time and part-time faculty must submit an application, official transcripts, and if appropriate, the work force educator application, official documentation of professional and work experience, technical and performance competency, licenses and certifications, and other qualifications as defined in the vacancy announcement.

Each full-time faculty member must document completion of required professional development annually on the form provided. The file is maintained in the office of the vice president and dean of instruction.

ENGLISH
PROFICIENCY

The College District shall establish a program of assessment and assistance for faculty and teaching personnel whose primary language is not English and require them to become proficient in the use of English. The College District affirms that all courses (with the exception of foreign languages) will be clearly taught in the English language. A faculty member may also use the native language of the student to provide individual assistance during course instruction. All position candidates will be notified of this requirement and all screening committees will evaluate English proficiency during the interview.

The cost of an English proficiency course shall be paid by the faculty member lacking proficiency in English. A faculty member shall take the course until deemed proficient in English by his or her supervisor.

STATUS OF EMPLOYMENT:
EVALUATION

DLA
(REGULATION)

All full-time personnel shall be formally evaluated on an annual basis. The status of an employee may necessitate more frequent evaluation. Evaluation of professional employees shall be a cooperative and continuing process with formal appraisal periodically.

The purposes of evaluation shall be as follows:

1. Improve the quality of instruction and other services.
2. Enhance the performance of employees of the College District.
3. Promote individual growth and improvement.
4. Contribute to division and College District goals.

FACULTY

The College District has a recognized need for regular evaluation of the instructional process. Evaluation is needed not only for compliance with the standards of accrediting agencies such as the Southern Association of Colleges and Schools, but also for the College District to have a regular and continuing measurement of the performance of instructors. The College District shall have defined performance standards for achieving objectives it hopes to attain in instruction. Such an evaluation plan calls for input from the instructor as the provider of instruction, from the student as the receiver of instruction and from the division director as the supervisor of groups of faculty members. The strengths and weaknesses of each instructor are identified and a prescribed plan of development for the instructor to overcome weaknesses and maintain strengths is defined. The plan should provide written detail of how and when the evaluation instruments will be administered, a timetable for summarizing the results for the instructor, a policy to be followed in the event of differences of opinion to resolve those differences, and a set of policies and procedures to be followed for the recommendations of renewal or non-renewal of both non-tenured (three-year probationary faculty members), tenured faculty members, and part-time faculty members.

Every adjunct instructor shall be evaluated during the first and second semesters and thereafter as needed at the discretion of the division director. A copy of the evaluation shall be placed in the permanent personnel file.

The complete faculty evaluation plan is distributed during full- and part-time orientation and is included in DLA(EXHIBIT).

STATUS OF EMPLOYMENT:
EVALUATION

DLA
(REGULATION)

ADMINISTRATIVE
AND NON-TEACHING

Each supervisor is responsible for an annual evaluation of all administrators and non-teaching personnel under their direct supervision. The summative written evaluation should focus on the following elements:

1. Overall performance in fulfillment of job description;
2. Professional and personal goals realized;
3. Contribution to division and College District goals;
4. Improvement goals and plans for next year.

The overall evaluation should include consideration of the employee's job performance based upon personal observation, documented goals achieved, documented behavior, input (formal and informal) from those supervised and colleagues in other divisions, and student feedback if appropriate.

Following a conference between the employee and the immediate supervisor, a dated written summary should be signed by both supervisor and employee and forwarded to the employee's personnel file before the annual recommendation for contract renewal.

CLASSIFIED
SUPPORT STAFF

Supervisors are responsible for evaluating all classified support personnel under their direct supervision. This evaluation should occur immediately after the first 90 days of initial employment in any position and then annually or as needed thereafter.

The focus of the evaluation should be the individual job description.

Following a conference between the employee and the immediate supervisor, a dated written summary of the evaluation should be signed by the supervisor and the employee and forwarded to the employee's personnel file.

The College District recognizes the need for a regular faculty evaluation of instructional processes. The evaluations are needed not only for compliance with the standards of accrediting agencies such as the Southern Association of Colleges and Schools, but also for the College District to have a regular and continued measurement of the instructional performance of the faculty. The College District should have defined standards for achieving quality instructional services and a statement of the goals and objectives it hopes to attain in instruction. The evaluation plan allows for input from the instructor as the provider of instruction, from the students as the receivers of instruction, and from the division director as the overseer of the instruction. The evaluation plan gives a sense of the strengths and weaknesses of each instructor and, if appropriate, arrives at a prescribed plan of development for the instructor to

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EVALUATION

DLA
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overcome weaknesses and maintain strengths utilizing College District resources as needed. The plan provides written detail of how and when the evaluation instruments will be administered, a timetable for summarizing the results for the instructor, a policy to be followed in resolving differences of opinion, and a set of policies and procedures governing what conditions will be followed for the recommendations of renewal and non-renewal of non-tenured, tenured, and adjunct faculty members.

PURPOSE OF
FACULTY
EVALUATION

The major purpose of the faculty evaluation process at the College District is to assist each instructor in providing quality instructional services in order to fulfill the philosophy of the College District.

GOALS AND
OBJECTIVES OF
FACULTY
EVALUATION

The goal of the evaluation of faculty is to facilitate a regular avenue for ensuring mutual communication toward ongoing improvement in instructional effectiveness.

The goal of the evaluation of instruction is to assess the conditions in which instruction is given, the teaching abilities and techniques of the instructor, and how well or poorly the instructor associates with, guides, and counsels learners to a successful educational experience.

INSTRUCTIONAL
STANDARDS
CRITERIA

Quality instructional services are defined as those which provide for the mastery of a body of knowledge and skills, along with principles of scholarship and citizenship. Instructional standards that support quality instructional services include:

- Mastery of the instructor's discipline;
- Clear instructional presentation to learners;
- Effective organization of course materials and activities;
- Clear communication that encourages learner response and thinking;
- A rapport with learners that stimulates the learning process; and
- Instructional techniques and assignments that enhance the learning process.

These instructional standards are what the evaluation process attempts to measure by providing a summary of instructional effectiveness.

DESIGN OF
INSTRUMENTS

The faculty evaluation committee of the College District, in cooperation with the vice president and dean of instruction, is responsible for creating and monitoring a faculty evaluation plan.

STATUS OF EMPLOYMENT:
EVALUATION

DLA
(REGULATION)

The first part of the evaluation system makes use of the instructor input form and the self-assessment form. These documents allow instructors to provide input into the evaluation process concerning the factors influencing their work environment, their teaching assignment, their own instructional performance, their committee assignments, their personal goals and objectives, their potential, and their outside activities. These forms will be submitted to the appropriate division director for consideration in summarizing the total evaluation of the instructor.

The second part of the evaluation process is a learner survey of instruction. The learner survey of instruction will address the learner's perception of the instructor's mastery of subject, preparation, organization, attitude toward learners, grading system, attainment of course objectives, outside-of-class assignments, testing, and assistance to learners outside of the classroom. The results of these surveys are to be used by the individual instructors to identify areas of instruction that can be improved.

The third part of the evaluation procedure is faculty evaluation by the division director. The division director may observe the faculty member and will use the instructional appraisal form to assess the following factors: achievement of lesson objectives, lesson preparation, rapport with learners, communication ability, and teaching techniques. Also, the director will complete a faculty evaluation form, for each faculty member, indicating strengths and areas needing improvements. The director will use this form to recommend rehire, formulate a developmental action plan, or recommend termination as appropriate.

EVALUATION
INSTRUMENTS

The evaluation instruments include:

- Learner survey of instruction
- Instructional appraisal form
- Faculty evaluation form
- Instructor input form
- Self-assessment form

TIMETABLE AND
METHODOLOGY OF
EVALUATIONS

Adjunct instructors should be evaluated according to the following schedule:

- with less than one year of service: each semester
- with two or three years of service: once each year
- with over three years of service: as appropriate

STATUS OF EMPLOYMENT:
EVALUATION

DLA
(REGULATION)

Non-tenured faculty members will be observed in the classroom by the division director twice each year. The faculty member may request such observation. Each observation will require the completion of an instructional appraisal form and a self-assessment form. The instructor and the division director will complete the instructional appraisal form and the instructor will complete the self-assessment form no later than December 1 for the fall semester and May 1 for the spring semester.

Tenured faculty members may be observed in the classroom at the discretion of the division director. The faculty member may request such observation. Each observation will require the completion of an instructional appraisal form by the instructor and the division director. If a faculty member is observed, the instructor and the division director should complete the instructional appraisal form by December 1. If a faculty member is not observed in the classroom in a particular year, the division director should so indicate on the faculty evaluation form.

The learner survey of instruction will be administered to students during the last three weeks of the fall and spring semesters. The learner survey of instruction may be administered to all or some of the instructor's students, but only with the approval of the appropriate division director. The completed learner survey forms for each individual class will be turned in to the appropriate director no later than the last day of the semester. After completion of the survey process, the division director will, no later than January 31 for the fall and May 31 for the spring, return the learner survey of instruction forms to the instructor.

The director (program coordinator) will confer with each faculty member by February 15 of each year to discuss the instructor's performance.

The division director will, no later than February 28, confer with the vice president and dean of instruction, and the evaluations of all division faculty members will be submitted and discussed. The vice president and dean of instruction will assist the division director in formulating any developmental action plans necessary for the faculty member(s). After the division director has completed the evaluation forms, the director will convey the results to the faculty member immediately. The faculty member and division director will sign the faculty evaluation form, with the instructor receiving the original form. The division director and vice president and dean of instruction will each retain a copy.

The vice president and dean of instruction will use the faculty evaluation form along with other information as a basis for recommending contract renewal for the ensuing academic year, to the College

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DLA
(REGULATION)

President and Board. The division director will review and record the progress of any developmental action plans that have been prescribed.

The vice president and dean of instruction will summarize the overall strengths and weaknesses of faculty instruction in a yearly report in June to the College President.

CONFIDENTIALITY OF
EVALUATION
SUMMARIES

All personnel files and evaluations will be kept confidential to the extent allowed by law.

POLICY FOR
RESOLUTION OF
DIFFERENCE OF
OPINION

Should the occasion arise where instructors disagree with the faculty evaluation summary as given in conference by the division director, the faculty member should present the objection in writing to the division director and call for a second conference with the director. If the second conference cannot resolve the disagreement, the faculty member and the division director will forward the faculty evaluation summaries and their comments about the disagreement, in writing, to the vice president and dean of instruction. The vice president and dean of instruction will review the disagreement and call a conference with the faculty member and director. The vice president and dean of instruction will attempt to resolve the disagreement and will provide to the faculty member a written statement detailing any resolution. Further due process will involve the presentation of all documents to the President for review and resolution. The College President will provide to the faculty member a written statement detailing any resolution. Any disagreement not resolved by the College President will, at the request of the faculty member, be brought for hearing and resolution to the College District Board. In no case will disagreement proceedings be used to discriminate against the faculty member in determining tenure or contract renewal.

POLICY FOR
UTILIZATION OF
EVALUATIONS FOR
TENURE AND
CONTRACT
RECOMMENDATIONS

The faculty evaluation form will indicate the faculty member's position as full-time or adjunct, tenured or non-tenured, summarize strengths and weaknesses, and prescribe developmental action plans if necessary. The form will also recommend renewal or non-renewal of contract for the ensuing academic year.

STATUS OF EMPLOYMENT:
EVALUATION

DLA
(REGULATION)

The following guidelines will govern the recommendation given:

NON-TENURED
FACULTY MEMBERS

If the summary of all evaluations for a non-tenured faculty member shows an inability to meet the instructional standards of this faculty evaluation plan, it can be a basis for non-renewal of the instructor's contract. A non-tenured faculty member shall have an opportunity after an initial unsatisfactory evaluation to improve by following a prescribed developmental action plan and by undergoing a second evaluation before a final decision on non-renewal is made.

TENURED FACULTY
MEMBERS

Evaluations of a tenured faculty member could lead to a recommendation for non-renewal if repeated evaluations give evidence of neglect, inefficiency, or incompetence in the performance of instructional duties. Neglect is defined as the deliberate refusal to perform instructional duties. Inefficiency is defined as the poor performance of instructional duties in a manner that is detrimental to accomplishment of the goals and purpose of the institution. Incompetence is defined as the incapability of performing instructional duties.

If a tenured instructor develops patterns of neglect, inefficiency, or incompetence as evidenced by a series of evaluations, the College District will first prescribe definite developmental action plans designed to overcome the problem. Progress be documented by the division director over a one-year period, at the end of which additional evaluations will be completed (faculty evaluation form and individual appraisal form). If these new evaluations indicate no improvement in instructional performance, further developmental actions will be prescribed and the instructor notified, in writing, by the vice president and dean of instruction, that if there is no improvement by the time the next annual evaluations are completed, the instructor's contract will not be renewed.

ADJUNCT FACULTY

A decision to discontinue the services of an adjunct faculty member may be reached on the basis of faculty evaluation. An unsatisfactory evaluation may result in a developmental action plan being prescribed. The division director may decide not to hire any adjunct faculty member for any future semester. All actions taken will be documented and sent to the vice president and dean of instruction and placed in the instructor's personnel file.

STATUS OF EMPLOYMENT:
EVALUATION

DLA
(EXHIBIT)

The following exhibits are used by the College District:

- Exhibit A: Faculty Evaluation — 4 pages
- Exhibit B: Faculty Instructor Input Form — 1 page
- Exhibit C: Instructor Self-Assessment Form — 1 page
- Exhibit D: Learner Survey of Instruction — 1 page
- Exhibit E: Instructional Appraisal Form — 2 pages
- Exhibit F: Faculty Evaluation Form — 2 pages
- Exhibit G: Annual Schedule for Evaluation Procedures—Non-Tenured Faculty — 1 page
- Exhibit H: Annual Schedule for Evaluation Procedures—Tenured Faculty — 1 page
- Exhibit I: Annual Schedule for Evaluation Procedures—Adjunct Faculty — 1 page

EXHIBIT A

FACULTY EVALUATION

Introduction: The College District recognizes the need for a regular faculty evaluation of instructional processes. The evaluations are needed not only for compliance with the standards of accrediting agencies such as the Southern Association of Colleges and Schools, but also for the College District to have a regular and continued measurement of the instructional performance of the faculty. The College District should have defined standards for achieving quality instructional services and a statement of the goals and objectives it hopes to attain in instruction. The evaluation plan allows for input from the instructor as the provider of instruction, from the students as the receivers of instruction, and from the division director as the overseer of the instruction. The evaluation plan gives a sense of the strengths and weaknesses of each instructor and, if appropriate, arrives at a prescribed plan of development for the instructor to overcome weaknesses and maintain strengths utilizing College District resources as needed. The plan provides written detail of how and when the evaluation instruments will be administered, a timetable for summarizing the results for the instructor, a policy to be followed in resolving differences of opinion, and a set of policies and procedures governing what conditions will be followed for the recommendations of renewal and non-renewal of non-tenured, tenured, and adjunct faculty members.

Purpose of Faculty Evaluation: The major purpose of the faculty evaluation process at the College District is to assist each instructor in providing quality instructional services in order to fulfill the philosophy of the College District.

Goals of Faculty Evaluation: The goal of the evaluation of faculty is to facilitate a regular avenue for ensuring mutual communication toward ongoing improvement in instructional effectiveness.

The goal of the evaluation of instruction is to assess the conditions in which instruction is given, the teaching abilities and techniques of the instructor, and how well or poorly the instructor associates with, guides, and counsels learners to a successful educational experience.

Instructional Standards Criteria: Quality instructional services are defined as those that provide for the mastery of a body of knowledge and skills, along with principles of scholarship and citizenship. Instructional standards that support quality instructional services include (1) mastery of the instructor's discipline, (2) clear instructional presentation to learners, (3) effective organization of course materials and activities, (4) clear communication that encourages learner response and thinking, (5) a rapport with learners that stimulates the learning process, and (6) instructional techniques and assignments that enhance the learning process. These instructional standards are those that the evaluation process attempts to measure in providing a summary of instructional effectiveness.

Design of Instruments: The Faculty Evaluation Committee of the College District, in cooperation with the vice president and dean of instruction, is responsible for creating and monitoring a faculty evaluation plan.

The first part of the evaluation system makes use of the instructor input form and the self-assessment form. These documents allow instructors to provide input into the evaluation

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process concerning the factors influencing their work environment, their teaching assignment, their own instructional performance, their committee assignments, their personal goals and objectives, their potential, and their outside activities. These forms will be submitted to the appropriate division director for consideration in summarizing the total evaluation of the instructor.

The second part of the evaluation process is a learner survey of instruction. The learner survey of instruction will address the learner's perception of the instructor's mastery of subject, preparation, organization, attitude toward learners, grading system, attainment of course objectives, outside-of-class assignments, testing, and assistance to learners outside of the classroom. The results of these surveys are to be used by the individual instructors to identify areas of instruction that can be improved.

The third part of the evaluation procedure is faculty evaluation by the division director. The division director may observe the faculty member and will use the instructional appraisal form to assess the following factors: achievement of lesson objectives, lesson preparation, rapport with learners, communication ability, and teaching techniques. Also, the director will complete a faculty evaluation form, for each faculty member, indicating strengths and areas needing improvements. The director will use this form to recommend rehire, formulate a developmental action plan, or recommend termination as appropriate.

The Evaluation Instruments:

- Learner survey of instruction
- Instructional appraisal form
- Faculty evaluation form
- Instructor input form
- Self-assessment form

Timetable and methodology of evaluations.

Adjunct instructors should be evaluated according to the following schedule:

- with less than one year of service: each semester
- with two or three years of service: once each year
- with over three years of service: as appropriate

Non-tenured faculty members will be observed in the classroom by the division director twice each year. The faculty member may request such observation. Each observation will require the completion of an instructional appraisal form and a self-assessment form. The instructor and the division director will complete the instructional appraisal form and the instructor will complete the self-assessment form no later than December 1 for the fall semester and May 1 for the spring semester.

Tenured faculty members may be observed in the classroom at the discretion of the division director. The faculty member may request such observation. Each observation will require

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the completion of an instructional appraisal form by the instructor and the division director. If a faculty member is observed, the instructor and the division director should complete the instructional appraisal form by December 1. If a faculty member is not observed in the classroom in a particular year, the division director should so indicate on the faculty evaluation form.

The learner survey of instruction will be administered to students during the last three weeks of the fall and spring semesters. The learner survey of instruction may be administered to all or some of the instructor's students, but only with the approval of the appropriate division director. The completed learner survey forms for each individual class will be turned in to the appropriate director no later than the last day of the semester. After completion of the survey process, the division director will, no later than January 31 for the fall and May 31 for the spring, return the learner survey of instruction forms to the instructor.

The director (program coordinator) will confer with each faculty member by February 15 of each year to discuss the instructor's performance.

The division director will, no later than February 28, confer with the vice president and dean of Instruction, and the evaluations of all division faculty members will be submitted and discussed. The vice president and dean of instruction will assist the division director in formulating any developmental action plans necessary for the faculty member(s). After the division director has completed the evaluation forms, the director will convey the results to the faculty member immediately. The faculty member and division director will sign the faculty evaluation form, with the instructor receiving the original form. The division director and vice president and dean of instruction will each retain a copy.

The vice president and dean of instruction will use the faculty evaluation form along with other information as a basis for recommending to the College President and Board contract renewal for the ensuing academic year. The division director will review and record the progress of any developmental action plans that have been prescribed.

The vice president and dean of instruction will summarize the overall strengths and weaknesses of faculty instruction in a yearly report in June to the College President.

Confidentiality of Evaluation Summaries: Faculty evaluation forms, instructional appraisal forms, the learner survey of instruction, instructor input forms and self-assessment forms may be seen only by the instructor, division director, program coordinator, vice president and dean of instruction, and College President. The instructor will receive the original completed faculty evaluation form and the original completed instructional appraisal form. A copy of the faculty evaluation form will be retained by the vice president and dean of instruction in the instructor's official College District personnel file. At no time shall any of these completed forms or instruments for any faculty member be made available to another faculty member, administrator, student, or any other person, except by the written consent of the faculty member.

Policy for Resolution of Differences of Opinion: Should the occasion arise where instructors disagree with the faculty evaluation summary as given in conference by the division director, the faculty member should present the objection in writing to the division director and call for a second conference with the director. If the second conference cannot resolve the dis-

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agreement, the faculty member and the division director will forward the faculty evaluation summaries and their comments about the disagreement, in writing, to the vice president and dean of instruction. The vice president and dean of instruction will review the disagreement and call a conference with the faculty member and director. The vice president and dean of instruction will attempt to resolve the disagreement and will provide to the faculty member a written statement detailing any resolution. Further due process will involve the presentation of all documents to the College President for review and resolution. The College President will provide to the faculty member a written statement detailing any resolution. Any disagreement not resolved by the College President will, at the request of the faculty member, be brought for hearing and resolution to the Board. In no case will disagreement proceedings be used to discriminate against the faculty member in determining tenure or contract renewal.

Policy for Utilization of Evaluations for Tenure and Contract Recommendations: The faculty evaluation form will indicate the faculty member's position as full-time or adjunct, tenured or non-tenured, summarize strengths and weaknesses, and prescribe developmental action plans if necessary. The form will also recommend renewal or non-renewal of contract for the ensuing academic year. The following guidelines will govern the recommendation given:

Non-Tenured Faculty Members: If the summary of all evaluations for a non-tenured faculty member shows an inability to meet the instructional standards of paragraph D of this faculty evaluation plan, it can be a basis for non-renewal of the instructor's contract. A non-tenured faculty member shall have an opportunity after an initial unsatisfactory evaluation to improve by following a prescribed developmental action plan and by undergoing a second evaluation before a final decision on non-renewal is made.

Tenured Faculty Members: Evaluations of a tenured faculty member could lead to a recommendation for non-renewal if repeated evaluations give evidence of neglect, inefficiency, or incompetence in the performance of instructional duties. Neglect is defined as the deliberate refusal to perform instructional duties. Inefficiency is defined as the poor performance of instructional duties in a manner that is detrimental to accomplishment of the goals and purpose of the institution. Incompetence is defined as the incapability of performing instructional duties.

If a tenured instructor develops patterns of neglect, inefficiency, or incompetence as evidenced by a series of evaluations, the College District will first prescribe definite developmental action plans designed to overcome the problem. Progress be documented by the division director over a one-year period, at the end of which additional evaluations will be completed (faculty evaluation form and individual appraisal form). If these new evaluations indicate no improvement in instructional performance, further developmental actions will be prescribed and the instructor notified, in writing, by the vice president and dean of instruction, that if there is no improvement by the time the next annual evaluations are completed, the instructor's contract will not be renewed.

Adjunct Faculty: A decision to discontinue the services of an adjunct faculty member may be reached on the basis of faculty evaluation. An unsatisfactory evaluation may result in a developmental action plan being prescribed. The division director may decide not to hire any adjunct faculty member for any future semester. All actions taken will be documented and sent to the vice president and dean of instruction and placed in the instructor's personnel file.

EXHIBIT D

LEARNER SURVEY OF INSTRUCTION

Course & Section _____ Semester and Year _____

I enrolled in this course (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> for a degree requirement | <input type="checkbox"/> as an elective |
| <input type="checkbox"/> for self-improvement | <input type="checkbox"/> to develop a job skill |
| <input type="checkbox"/> to satisfy a prerequisite | <input type="checkbox"/> other: explain: _____ |

I received a course outline or syllabus. Yes No

Section I. Use the scale below to indicate your agreement with the following statements. Each statement will have 5 possible responses:

4—Strongly Agree 3—Agree 2—Disagree 1—Strongly Disagree NA—Does Not Apply

- | | |
|-------|---|
| _____ | 1. The instructor was well prepared for each class. |
| _____ | 2. The instructor's grading practices were fair. |
| _____ | 3. The instructor presented material clearly. |
| _____ | 4. The instructor treated students with respect. |
| _____ | 5. The instructor returned tests and assignments within a reasonable period of time. |
| _____ | 6. The course requirements as stated in the course outline or syllabus were clear and consistently applied. |
| _____ | 7. The instructor usually held regular class meetings as scheduled for the full class period. |
| _____ | 8. The instructor was available for extra help outside regular class hours. |
| _____ | 9. The instructor was usually on time for class. |
| _____ | 10. The instructor encouraged students to ask questions during class. |

Section II. Comments: (Optional)

1. How did the instructor make this a good course?

2. How could the course be improved?

EXHIBIT E

INSTRUCTIONAL APPRAISAL FORM

A date and time for the instructional observation is to be established by the instructor and director.

Part I will be completed by the instructor and returned to the director before the observation.

Part II will be completed by the director and a copy returned to the instructor after the observation, prior to or at the evaluation conference.

Instructor _____ Division _____

Date of observation _____ Time _____

Class and section _____ Room _____

Part I: Lesson Description

1. Describe your objectives briefly.
2. Describe the method of instruction you plan to use.
3. How will the students be expected to participate?
4. Comments:

Part II: Lesson Review

1. Were the objectives achieved? [] Yes [] No [] Probably
Comments: _____

2. Was the method of instruction appropriate and effective? [] Yes [] No [] Probably
Comments: _____

3. Did the instructor appear well prepared? [] Yes [] No [] Probably
Comments: _____

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4. Did the instructor establish an appropriate rapport with the students?

Yes No Probably

Comments: _____

5. Did the learners participate as expected? Yes No Probably

Comments: _____

6. Were support materials (A-V, etc.) used appropriately and effectively (if planned)?

Yes No Probably

Comments: _____

Director's general comments: _____

Director's Signature _____ Date _____

EXHIBIT F

FACULTY EVALUATION FORM

Faculty Member _____ Division _____

The faculty member (was, was not) observed in the classroom. Date(s) _____

Rate the instructor as appropriate

Instructional Performance	Satisfactory	Unsatisfactory	Did Not Observe
Has adequate knowledge of subject			
Uses appropriate instructional techniques			
Communicates clearly with students			
Organizes course work adequately			
Makes good use of class time			
Makes appropriate assignments			
Evaluates students in a fair and effective manner			
Establishes appropriate rapport with students			

Comments: _____

Performance of Routine Faculty Duties	Satisfactory	Unsatisfactory	Did Not Observe
Organizes course work adequately			
Maintains adequate attendance and grade records			
Advises students as needed			
Posts and maintains office hours			
Functions as member of committees as necessary			
Leaves classroom/laboratory facilities in proper order			

STATUS OF EMPLOYMENT:
EVALUATION

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Attends faculty meetings			
Cooperates with others in carrying out instructional procedures as appropriate			
Makes appropriate textbook recommendations			

Comments: _____

This faculty member is: Tenured Not Tenured

My recommendation is that the faculty member

be reemployed for another year.

not be reemployed.

be reemployed with the following developmental action suggested:

Evaluator's Signature _____ Date _____

I received a copy of this Faculty Evaluation Form.

Faculty Member's Signature _____ Date _____

EXHIBIT G

ANNUAL SCHEDULE FOR EVALUATION PROCEDURES —
NON-TENURED FACULTY

ACTION	DATE
Division director observes instructor in classroom.	By November 15 in the fall and April 15 in the spring.
Instructor submits completed instructor input and self-assessment forms to division director.	By December 1.
Instructor and division director complete instructional appraisal forms.	By December 1 in the fall and May 1 in the spring.
Instructor administers learner survey of instruction to students.	During the last three weeks of the semester (fall and spring).
Instructor submits completed learner surveys to the division director.	No later than the last day of the semester (fall and spring).
Instructor submits completed learner surveys (or summaries of tabulations) to the instructor.	By January 31 for fall surveys or by May 31 for spring surveys.
Division director gives the completed faculty evaluation form to the instructor. The instructor signs all copies and will be given the original. The instructor and the division director will discuss the recommendation. Division director retains a copy of the completed and signed form.	By February 15.
Division director meets with the vice president and dean of instruction to discuss faculty evaluation forms and to formulate any needed developmental action plans for the faculty.	February 28.
The vice president and dean of instruction gives annual report of faculty strengths and weaknesses to the College President.	By June 30.
Division director observes instructor in the classroom.	By December 1.
Instructor and division director completes instructional appraisal forms.	By December 1.

EXHIBIT H

ANNUAL SCHEDULE FOR EVALUATION PROCEDURES
TENURED FACULTY

ACTION	DATE
Instructor administers learner survey of instruction to students.	During the last three weeks of the semester (fall and spring).
Instructor submits completed learner surveys to the division director (program coordinator).	No later than the last day of the semester (fall and spring).
Division Director returns completed learner surveys to the instructor.	By January 31 for fall surveys and May 31 spring surveys.
Instructor submits completed self-assessment form to division director (program coordinator).	By December 1.
Instructor submits completed instructor input form. *	By December 1.
Division director gives the completed faculty evaluation form to the instructor. The instructor signs all copies and will be given the original. The instructor and the division director will discuss the recommendation. The division director retains a copy of the signed form.	By February 15.
Division director meets with the vice president and dean of instruction to discuss faculty evaluation forms and to formulate any needed developmental actions for the faculty.	By February 28.
The vice president and dean of instruction gives annual report of faculty strengths and weaknesses to the College President.	By June 30.
*Optional at the discretion of the division director or at the request of the instructor.	

EXHIBIT I

ANNUAL SCHEDULE FOR EVALUATION PROCEDURES —
ADJUNCT FACULTY

ACTION	DATE
Division director observes instructor in the classroom. *	By November 30 in the fall and April 30 in the spring.
Division director and instructor completes instructional appraisal forms. *	By December 1 in the fall and May 1 in the spring.
Instructor administers learner survey of instruction to students.	During the last three weeks of the semester (fall and spring).
Instructor submits completed learner surveys to the division director. *	No later than the last day of the semester (fall and spring).
Division director returns completed learner surveys (or summaries of tabulations) to the instructor.	By January 31 for fall surveys or by May 31 for spring surveys.
*Division director or other qualified College District personnel.	

TERMINATION OF EMPLOYMENT:
TENURE

DMB
(LOCAL)

Notice of non-reappointment, or of intention not to reappoint, shall be given in writing to the employee with tenure in accordance with the following:

1. Notice is given during the evaluation period with a developmental plan.
2. Progress reports and conferences will document the required improvements or failure to accomplish during the designated semester. This is usually the next academic year, which begins on the first day of the fall semester.
3. Not later than February when personnel recommendations are submitted to the vice president and dean of instruction; the President is apprised immediately of recommendations not to extend contract.
4. When possible, by April 1 of each year, notice shall be given of intention to reappoint or not to reappoint such instructors.

Adequate cause for dismissal of an employee with tenure may be established for good cause.

Cases of bona fide financial exigency on the part of the institution, or the phasing out of institutional programs requiring reduction of staff, may permit exceptions to tenure regulations in unusual circumstances as follows:

1. Any employee with tenure involved in such adjustments in emergency situations shall be given opportunities for appointment in related areas provided that the individual is qualified professionally to perform in such areas, and that such positions are available.
2. Any employee with tenure who can present prima facie evidence of discriminatory treatment or infringement of academic freedom in such emergencies has the right to a fair hearing before an elected peer committee, prior to any hearing authorized under dismissal procedure for good cause.
3. Any employee with tenure involved in such a readjustment process has the right to reappointment to a previous position if it is reestablished within two years.
4. If upon written notification, the employee desires to be heard and to contest the proposed action of the College President, he or she shall follow the due process procedure. [See DGBA(LOCAL)] The hearing shall be set on a date that affords the employee reasonable time to prepare an adequate defense.

PERSONNEL POSITIONS

DN
(REGULATION)

FACULTY	Full-time faculty are exempt contract employees (exempt from Fair Labor Standards Act) whose primary assignment is teaching.
FULL-TIME	Combined lecture, laboratory, and office hours shall total 35 per week. Full-time faculty may be on a nine-month contract (34 weeks), a ten and one-half month contract (42 weeks), or a 12-month contract (48 weeks). Their contracted salary is reduced to a monthly amount for payroll purposes. Under appropriate conditions an hourly rate may be applicable.
PART-TIME	Part-time faculty are exempt employees whose primary assignment is teaching. Combined lecture and laboratory hours shall not exceed seven semester credit hours per week. Their salary is reduced to a monthly amount for payroll purposes. Under appropriate conditions an hourly rate may be applicable.
ADMINISTRATORS	Full-time administrators are contract employees whose primary assignment is supervision of full time employees and budget management. These employees may teach in addition to their primary duties. Full-time administrators may be on a 12-month contract (48 weeks) or a ten and one-half month contract (42 weeks).
FULL-TIME	Administrative employees are expected to spend whatever time is necessary to perform their assigned duties. There is no overtime pay allowance and no compensating time guarantee. They should be available when and where necessary to ensure proper supervision of all operations and activities, and maintain a minimum standard 40-hour work week.
PART-TIME	Part-time administrators are contract employees whose primary assignment is supervision of other employees and budget management. Part time administrators should work a schedule that does not exceed 19.5 hours per week, pursuant to their contract.
NON-TEACHING PROFESSIONALS	Non-teaching professionals are employees with professional assignments whose primary assignment is not teaching. These employees are exempt from provisions of the Fair Labor Standards Act. Their assignment is of a professional nature, but does not normally involve supervisory responsibilities of a number of full-time employees and/or broad budgetary responsibilities.
	Non-teaching employees are expected to spend whatever time is necessary to perform their assigned duties. There is no overtime pay allowance and no compensating time guarantee. They should be available when and where necessary to ensure proper comple-

PERSONNEL POSITIONS

DN
(REGULATION)

tion of all operations and activities, and normally maintain a minimum standard 40-hour work week.

CLASSIFIED
SUPPORT

Full-time classified support staff are hourly, non-contract employees who serve at-will and who maintain either a 35 or a 40 hour work week. Classified employees are subject to provisions of the Fair Labor Standards Act and must keep time records.

FULL-TIME

PART-TIME

Part-time classified support staff must not exceed 19.5 hours per week on an hourly basis.

STUDENT

FEDERAL
COLLEGE WORK
STUDY

Student employees in the federal college work study program must qualify under Federal requirements and demonstrate financial need. The maximum work schedule is normally 15 hours per week during the fall and spring semesters, and 35 hours per week during the summer. Full- and part-time students are eligible if they maintain satisfactory academic progress.

TEXAS COLLEGE
WORK STUDY

Student employees in the Texas college work study program must qualify under the TCWS program provisions. They may work only during the fall and/or spring semester, not the summer. They must have financial need. The maximum work schedule is normally 15 hours per week. Full and part time students are eligible if they maintain satisfactory academic progress.

NON-WORK STUDY

Non-work study student employees are defined the same as above, except eligibility is not based upon need.

PERSONNEL POSITIONS:
QUALIFICATIONS AND DUTIES

DNA
(REGULATION)

INSTRUCTOR JOB
DESCRIPTION

It is understood that no job description will specify every professional responsibility of the position described. When an individual accepts a full-time assignment, that person assumes the responsibilities of meeting the reasonable needs of students and of actively assisting the College District as it strives to fulfill its mission and role. These responsibilities may therefore require the faculty member to undertake professional duties or possess special capabilities for a specific position that are not specifically mentioned in the general job description.

The faculty member is generally responsible for the overall duties associated with providing quality instruction and facilitating the optimal education for students. The faculty member is directly responsible to the appropriate division director and the vice president and dean of instruction for the following:

WORKLOAD

1. Teach 14 to 16 semester hours per semester of organized courses according to the catalog description, the syllabus, and the schedule of classes, or an equivalent load considering special circumstances.
2. Assist the division director in advising students and maintaining degree plans as necessary within the division.
3. Participate and communicate as individuals and as members of faculty committees in promoting, developing, and improving the instructional and student service programs of the College District, the educational image and philosophy of the College District, and the operational practices, policies, and procedures of the College District.
4. Assist in the student registration process as recommended by the office of admissions, with the approval of the instructor's division director.

CLASSROOM

5. Create a wholesome, meaningful environment for learning in the classroom and laboratory.
6. Faculty shall not tolerate a student's behavior that causes disruptions to this learning environment. Should this type of behavior occur, the instructor has the authority to remove said student from the classroom and refer student to the instructor's immediate supervisor.
7. At the beginning of the semester, distribute appropriate course information to students in each class according to the published course information policy.
8. Emphasize to students the importance of prompt, regular, and continuous class attendance according to the College District student attendance policy.

PERSONNEL POSITIONS:
QUALIFICATIONS AND DUTIES

DNA
(REGULATION)

COMMUNICATIONS

PROFESSIONAL
DEVELOPMENT

9. Maintain accurate attendance and academic records of students enrolled in class according to College District grading policies and procedures.
10. Submit semester class rolls, final class rolls, final grades, and grade book records to the office of admissions according to the directives of the office. Public posting of final course grades is at the discretion of the instructor but permission from the students is required or a confidential posting system must be used. All other grades should be communicated to the student throughout the course in a timely manner.
11. Develop and proctor all course examinations.
12. Post and hold office hours.
13. Counsel students concerning problems related to the instructional program. Counseling for personal, disciplinary, or other type problems may, in the judgment of the instructor, be referred to the counselors in student services.
14. Aid in planning instructional programs and policies in cooperation with the appropriate instructional administrator.
15. Prepare appropriate and current course syllabi according to the syllabus preparation policy for review with the division director.
16. Cooperate with other instructors in creating, developing, and implementing instructional procedures.
17. Attend scheduled faculty meetings, division meetings, and committee meetings.
18. Present problems and recommendations involving an instructor's work to the division director for consideration.
19. Review and uphold the established policies and procedures of the College District and openly communicate with the vice president and dean of instruction, through appropriate channels, problems, grievances, or suggestions.
20. The end of the academic year, check out with the appropriate instructional administrator.
21. Assist in the recruitment of students where appropriate.
22. Serve as a good public relations agent, both in the classroom and the community.
23. Strive for continued professional growth through attendance and participation in professional meetings, subject area meetings, faculty development programs, further education, or other appropriate means.

SECTION E: INSTRUCTION

EB EBB	BRANCH CAMPUSES AND DISTANCE LEARNING Distance Learning
EC	INSTRUCTIONAL ARRANGEMENTS
ED EDAA EDD	INSTRUCTIONAL RESOURCES Libraries and Laboratories Copyrighted Materials
EF EFCB	CURRICULUM DESIGN Adult and Continuing Education
EG EGA	ACADEMIC ACHIEVEMENT Grading and Credit

BRANCH CAMPUSES AND DISTANCE LEARNING:
DISTANCE LEARNING

EBB
(REGULATION)

The office of distance learning at the College, in collaboration with instructional division directors, has a responsibility to support credit course instruction offered at off-campus teaching centers in the 12-county service area of East Texas. [See AC(LOCAL)] The office serves as a contact for the arrangement of instruction, dealing with public school officials, selection of courses, assignment of instructors, registration, and assistance to support instructors and students in the teaching/learning process. The office also works closely with the vice president of community services in supervising off-campus coordinators and night supervisors, securing facilities, and addressing problems relating to the operation of teaching centers. The vice president of community services also schedules continuing education courses and programs in the same facilities used for credit instruction and ensures the payment of building-use fees for all off-campus instruction held in high school or other facilities.

The distance learning office also supports instructors and students who utilize the Internet, TeleVideo, and Virtual College of Texas for registration, enrollment, and instruction. These means of instruction present numerous instructional opportunities for instructors and students and are all available through the College District.

VIRTUAL COLLEGE
OF TEXAS

The VCT (Virtual College of Texas) is a collaboration of Texas' 50 community college districts that functions as a service of the Texas Association of Community Colleges. Through VCT, students may take courses from colleges anywhere in Texas while receiving support services from a local college where they enroll.

TELEVIDEO

TeleVideo is an arrangement whereby various public schools can access a college class simultaneously from multiple locations and the instructor and students can see and hear each other.

Finally, the office of distance learning arranges for an extensive program of concurrent enrollment classes for high school students in school districts throughout the service area. Responsibilities of the office include the identification of schools where classes are held, enrollment of students determined eligible, recruiting instructors, and supporting the teaching/learning process.

COURSE SYLLABUS

The syllabus informs each student of the instructional aims, the course content, course requirements, instructional activities, and methods of evaluation. It is a guide to the expectations and rules to promote the teaching-learning process. It is reviewed during the first day of class.

The format for the course syllabus is distributed to all full-time faculty by the division directors. The approved syllabus will be used by all instructors to guide their preparation and presentation in the assigned class(es).

The course information distributed to the students includes, but is not limited to, the following:

1. Course number, title, description, prerequisites, credit hours, intended audience, instructor's name, office location, and office hours.
2. Course objectives and assessment criteria.
 - a. Core competencies—reading, writing, speaking, critical thinking; exemplary objectives as outlined by THECB; other specific objectives common to all sections; enabling objectives that may vary among sections.
 - b. Specific assessments for each of the core competencies and all objectives.
3. Description of instructional procedures—various strategies.
4. Requirements and policies—text(s), supplemental materials, equipment, assignments, due dates, schedules, attendance punctuality, classroom behavior, test make-up, late work.
5. Content—required topics/units.
6. Evaluation and grading of student performance—grade calculations.
7. Statement on syllabus revisions.

INSTRUCTIONAL
PROCEDURES

AUDIT, CLASS
ROLLS

Students or guests should not be allowed in class on a continuing basis unless they are on the class roll as a registered student except in the following situations:

1. The student presents a class-add form;
2. Permission to audit is received from the registrar's office; or
3. Special permission is received from the vice president and dean of instruction.

INSTRUCTIONAL ARRANGEMENTS

EC
(REGULATION)

When space is available, permission to audit a course may be obtained from the admissions office. Auditing students are not required to meet course prerequisites listed in the catalogue. Students auditing a course may not under any circumstances claim credit for the course. A student who is registered for a course may not change from audit to credit, or credit to audit after the scheduled add-drop period. Charges for auditing a course are the same as regular tuition and fees.

CLASS COVERAGE

All classes must meet as scheduled. If unable to meet a class, the faculty member must notify the division director; in the event the director is not available, notify the office of the vice president and dean of instruction. No “walks” are allowed.

When absent from campus during scheduled class, campus, or office hours, the division director should be informed.

FINAL EXAMS

All instructors should offer their final exam according to the published schedule each semester. All proposed changes to the published schedule each semester must receive approval from the vice president and dean of instruction.

GUEST SPEAKERS

As a rule, individual faculty members should use discretion, diplomacy, and common sense regarding the invitation of speakers to their classes. The division director and vice president and dean of instruction should be informed of guests in advance and grant approval for their appearance.

GUESTS AND
CHILDREN IN
CLASSROOM, ON
CAMPUS

Instructors are responsible for providing a quality instructional environment that facilitates optimal education for students. [See instructor job description, DNA] Faculty members should generally not allow a student’s guests or children to visit classes. Young children should not be left unattended or unsupervised on campus. When children are present for scheduled learning activities, the parent or guardian remains responsible for the well-being of the child.

STUDENT COURSE
SCHEDULES AND
LOAD

The normal load during a long session (fall and spring semesters) is five courses. Physical education activity courses, and other one hour courses may be added to the normal course load. However, no student will be permitted to enroll for more than 18 semester credit hours without the permission of the vice president and dean of instruction. The normal load during each summer session is seven semester hours. The maximum load for each summer session is eight semester hours.

TEXTBOOKS

Textbooks, generally, should not be changed in less than two years due to the costs to the student and the bookstore. Changes should be planned at least 60 days in advance of use according to the published dates on the calendar of activities for the Educational Programs Advisory Council. When a change is desired, the following procedure should be used:

1. Using the textbook designation form or the textbook discontinuation form as appropriate; textbooks, workbooks and any required materials must be submitted by the division director to the vice president and dean of instruction. The vice president and dean of instruction will submit the approved copy to the bookstore.
2. Book lists will be furnished to each division director. If you are planning to discontinue a text, mark through the title in red on your book list and complete discontinuation and designation forms along with estimate enrollment.
3. Edition changes only may be submitted in a memo to the bookstore with a copy to the office of vice president and dean of instruction.

INSTRUCTIONAL
SUPPLIES

The bookstore must be contacted first to requisition all supplies. Only if unavailable through the bookstore will other vendors be approved.

In no case should an instructor sell materials directly to students in a credit class without prior approval from the vice president and dean of instruction or the vice president of community services in a non-credit class.

The supply costs should be kept to a minimum for each student.

The required supplies should be listed on the syllabus.

All purchasing policies distributed from the business office must be followed. [See CF(LOCAL)]

Instructor-prepared materials (syllabus, notes, study guides, etc.) sold to the student through the bookstore must have written approval from the vice president and dean of instruction in a credit class or the vice president of community services in a non-credit class.

The library collections, including books, copies of bound and current periodicals, and audiovisual materials, shall be a sufficient size and quality to ensure effectiveness in the instructional program on- and off-campus. Provisions must be made in the annual budget to keep the collection in good repair and to provide for continual improvement to meet current educational needs and trends. The library collection shall be inventoried periodically with recognized college library lists.

Circulation records that reflect student and faculty utilization of the library facilities shall be maintained. A program of orientation for the use of the library shall be maintained for freshman students.

The physical environment of the library shall be attractive and have adequate lighting, standard library furniture, fixtures, and equipment, adequate seating capacity, and sufficient work space for the library staff.

LIBRARY POLICIES
AND PROCEDURES

BOOKS

Books from the regular collection are checked out for two to three weeks depending on the day they are checked out. Faculty members are expected to return their books on or before their date due unless special arrangements have been made to keep them for class use. Faculty are responsible for materials and equipment checked out to them. A statement will be sent for non-returned and damaged material based on replacement costs.

RESERVE BOOKS

Books that are involved in special assignments may be placed on reserve by faculty members for restricted use. These books are shelved behind the circulation desk and are restricted to library use only, overnight use, three-day reserve, or seven-day reserve, according to the wishes of the faculty member who placed them on reserve.

REFERENCE
BOOKS

Such works as dictionaries, encyclopedias, almanacs, and certain other reference books so designated are to be used in the library only.

PERIODICALS

Magazines, newspapers, journals, etc., do not circulate outside the library.

AUDIOVISUAL AND
OTHER NON-BOOK
MATERIALS

The library has a collection of recordings, both audio and video, that may be used by faculty in connection with their classes. These materials may also be borrowed for short periods of time for personal use. Again, faculty members are expected to return A-V materials as soon as they are finished with them. All film rentals and use of other A-V equipment and materials are scheduled through the library. The classroom in the library must be scheduled in advance in order to be used for production and presentation of video tapes and certain other audiovisual materials.

	<p>The library maintains a collection of clippings, pamphlets, and other ephemeral material known as the Vertical File. This material does not circulate.</p>
COLLECTION DEVELOPMENT	<p>Faculty members are expected to request relevant and current materials related to their discipline. The forms are provided in the library at the circulation desk.</p> <p>The library staff is guided by a weeding policy and should periodically identify books to be removed from the collections. Faculty members must confirm that all of the materials are no longer relevant for current or archival use. The materials may then be discarded.</p>
COMMUNITY USE	<p>Public school students and citizens of Angelina County will be permitted to use the library. However, only books may be checked out for three-day use.</p>
SUPPORT SERVICES	<p>The library provides copiers and typewriters.</p>
INTERLIBRARY LOAN	<p>This service is provided to all users within the limitations of the ALA membership.</p>
PROFESSIONAL DEVELOPMENT	<p>The faculty has a designated area for their books and periodicals related to current issues in the teaching-learning process. A faculty committee previews all materials recommended by the dean of instruction and admissions.</p>
GIFTS	<p>A gift may be accepted, the use of which is subject to the condition of supporting the mission and goals of the College District and the library. All gifts become a part of the collection and subject to the College District disposal of surplus property policy. [See CAM(LOCAL)]</p>

Employees shall comply with the provisions of the United States Copyright Law. Subject to certain specific exceptions, as stated below, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use:

1. The purpose and character of use, including whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

AGREEMENT ON GUIDELINES FOR CLASSROOM COPYING
IN NOT-FOR-PROFIT EDUCATIONAL INSTITUTIONS

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- a. A chapter from a book.
- b. An article from a periodical or newspaper.
- c. A short story, short essay, or short poem, whether or not from a collective work.
- d. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- a. The copying meets the tests of brevity and spontaneity as defined below.
- b. The copying meets the cumulative effect test as defined below.
- c. Each copy includes a notice of copyright.

Definitions

Brevity

- (i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- (ii) Prose: (a) Either a complete article, story, or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in “i” and “ii” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

- (iii) Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
- (iv) “Special” works: Certain works in poetry, prose, or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph “ii” above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text thereof, may be reproduced.

Spontaneity

- (i) The copying is at the instance and inspiration of the individual teacher, and
- (ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- (i) The copying of the material is for only one course in the school in which the copies are made.
- (ii) Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- (iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

GUIDELINES FOR EDUCATIONAL USES OF MUSIC

Permissible Uses

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
 - (a) For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per student.
 - (b) For academic purposes other than performance, a single copy of an entire performable unit (section, movement, aria, etc.) that is, (1) confirmed by the copyright proprietor to be out of print or (2) unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his or her scholarly research or in preparation to teach a class.
2. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
3. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
4. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational insti-

tution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

17 U.S.C. 107 historical note

CURRICULUM
CHANGES

Curriculum changes coming before the curriculum committee should originate with individual faculty members, College District administrators, advisory committees, or division directors. The proposal then goes to the appropriate division director for approval at that level. The division director prepares a formal proposal (occupational program changes may use the appropriate coordinating board forms as part of the proposal) which is sent simultaneously to the curriculum committee, the vice president and dean of instruction, and directors of divisions affected by the proposal.

The curriculum committee will then schedule a hearing of the proposal at the next available meeting. The initiating faculty member, the division director, and any other concerned individual may present arguments for or against the proposal to the committee. The committee then goes into closed session to consider the proposal, and then forward its recommendation to the:

1. College President.
2. Vice president and dean of instruction.
3. All division directors.

The committee may approve a proposal as presented, approve with conditions stipulated, return for revision, or reject the proposal. Final review and recommendation lies with the vice president and dean of instruction and the College President with final approval of the Board for new programs. Appropriate documents are sent to the coordinating board, if necessary, for approval.

EVALUATION
CRITERIA

When considering curriculum changes, the committee will evaluate the proposals according to the following criteria:

1. Compatibility with the purpose, philosophy, mission, and financial resources of the College District.
2. Compliance with state and federal requirements.
3. Compliance with Southern Association criteria.
4. Compliance with specific program accreditation criteria, under the advisement of the program coordinator.
5. Appropriateness to the needs and goals of College District students.
6. Appropriateness to the vocational area for AAS degree and certificates as recommended by Vocational Advisory Committee. [See BCE]
7. Transferability, if applicable.
8. Relevance to existing credit or non-credit courses.

SPECIAL PROGRAMS:
ADULT AND CONTINUING EDUCATION

EFCB
(REGULATION)

COMMUNITY
SERVICES AND
NON-CREDIT
INSTRUCTION

Continuing education and community services is a public service component of the College District that provides lifelong learning opportunities. These opportunities may be referred to as adult vocational education, workforce education, public or community service programs, or extension services. The coordinating board recognizes that in order to prepare a literate and trained workforce for economic stability and development, a true joint partnership between private and public sectors is required. Accordingly, the coordinating board encourages contractual agreements between post-secondary institutions and business, industry, and other government agencies. The coordinating board policy intends to provide institutional incentives for college districts to work with business, industry, and government in the development of an educated workforce in Texas. Responsibility for establishing instructional contracts resides with the vice president of community services with final approval by the College President.

The College District may enter into contractual arrangements with outside organizations to provide instruction. Contractual agreements for instruction with non-regionally accredited organizations shall have education as their primary purpose and be subject to the College District purchasing policy. Such courses and programs must be consistent with the educational purpose, mission, and goals of the College District. If state reimbursement is requested, such courses and programs must remain under the sole and direct control of the College District. Programs shall be operated in accordance with coordinating board regulations and subject to provisions of the Southern Association of Colleges and Schools.

Grades represent a fair and equitable assessment of the student's accomplishments of the course objectives. There should be sufficient evaluative records by mid-semester and at the close of the term. The mid-semester conference should permit a discussion of the student's progress and the final course grade should reflect an accurate evaluation of the educational outcomes.

GRADE BOOKS AND
REPORTING

Grade books are the property of the College District and must be turned in to the office of admissions and records at the end of each semester or summer term. Each instructor is responsible for the accuracy of records for each course.

The office of admissions and records also has legally required state and federal reporting responsibilities. In addition to grade books, each instructor is required to submit final class rolls and final grades at times and dates specified in the official College District catalog.

The system of grading provides only letter grades and corresponding descriptions. The divisions and/or faculty are permitted to establish the numerical ranges to correspond to the alphabet. The grade of "IP" is awarded when appropriate in developmental courses and an "I" in college-level courses. The reasons may be that the student fails to attain the maximum level of accomplishment in the developmental courses or encounters extenuating circumstances that interfere with the completion of the college-level course objectives. All assignments that must be completed in order to remove the "I" should be filed with the division director or noted in the grade book in order for the student to have accurate information.

Grade changes are initiated in the office of admissions using the form provided.

GRADE APPEAL

When a student believes that a grade does not reflect his or her level of accomplishment, the following procedure should be implemented within two weeks after the receipt of the grade:

1. Submit a written request for review to the instructor, and if the instructor's review is unacceptable;
2. Submit a written request for review to the appropriate division director, and if the division director's review is unacceptable;
3. Submit a written request for review to the dean of instruction, and if the dean's review is unacceptable;
4. Submit a written request for review to the College President.

GRADES, STUDENT
CHEATING AND
PLAGIARISM

Each succeeding level is required to investigate, provide a decision based on documentation, or refer to all lower-level reviews in accordance with their best professional judgment.

The gaining of knowledge and the practice of honesty go hand in hand. The importance of knowledge properly gained is emphasized by these rules against cheating and plagiarism.

Cheating is dishonesty of any kind on examinations/tests, quizzes, and written assignments. Cheating includes, but is not limited to, illegal possession of examination; possessing crib notes during an examination/test or quiz, whether used or not; obtaining information during the examination from another student; assisting others to cheat; and alteration of grade records. Complete honesty is required of each student in the presentation of any and all phases of course work as his/her own. This applies to unit and final examinations, quizzes, written reports, and term themes/essays.

Plagiarism is offering work of another as one's own without proper acknowledgment. This includes the ideas or materials of another writer.

Cheating or plagiarism in any degree will not be tolerated by the College District and will result in no less than a failing grade on the assignment in question. Further proceedings to have the violator suspended from class and/or from the College District may be initiated through the current policy of the College District on grievances.

Each faculty member is his/her own disciplinarian in the classroom and is authorized to correct any infraction of accepted decorum anywhere on College District property.

The instructor should maintain evidence of cheating or plagiarism on the part of the student and may file copies of such evidence with the division director and vice president and dean of instruction.

Should a student grievance result from a charge of cheating or plagiarism and the accompanying penalty, the student will follow the grievance policy.

SECTION F: STUDENTS

FA	EQUAL EDUCATIONAL OPPORTUNITIES
FB FBC	ADMISSIONS AND ATTENDANCE Attendance
FD FDAD	STUDENT WELFARE Communicable Diseases
FE	STUDENT FINANCIAL AID PROGRAM
FG	STUDENT HOUSING
FI	SOLICITATIONS
FJ	STUDENT RECORDS
FK FKA FKC	STUDENT ACTIVITIES Student Publications Registered Student Organizations
FL FLA FLB FLB FLD FLDA	STUDENT RIGHTS AND RESPONSIBILITIES Involvement in Decision-Making Student Expression Student Conduct Student Complaints Sexual Harassment

Angelina College
03501

EQUAL EDUCATIONAL
OPPORTUNITIES

FA
(LOCAL)

NOTICE OF NON-
DISCRIMINATION
STATEMENT

It is the policy of Angelina College to provide an educational and working environment that provides equal opportunity to all members of the college community. In accordance with federal and state law, the college prohibits unlawful discrimination in its programs, activities and employment opportunities on the basis of race, color, national origin, sex, disability, age, religion, creed, or veteran status. Inquiries and complaints of violation of Title VI (race, color, religion or national origin); Title IX (sex); Section 504 (disability); Title 11, ADA (disability); or Age Discrimination Act should be directed to: Dr. Patricia McKenzie, Vice President and Dean of Instruction, 3500 South First, Lufkin, TX 75904, telephone 936-633-5201. Requests for accommodation of a disability should be directed to Student Services, Special Student Support Services Coordinator 936-633-5292.

A true evaluation of the teaching-learning situation involves a correlation between attendance and progress.

It is the responsibility of the student to attend all classes and a record of attendance will be kept for all classes by the instructor.

It is the responsibility of the student to withdraw officially in the College District admissions and registrar's office from a class the student no longer desires to attend.

College District instructional standards allow the instructor to set the educational objectives and requirements for each course. The student who does not meet these requirements because of excessive absences may be dropped by the instructor on a notice to the College District admissions office using either a first or second drop slip. The position of the instructor on submitting a non-attendance drop should be stated in the course syllabus.

Excessive absences are defined as three or more consecutive absences or four or more cumulative absences from regularly scheduled class periods. The summer terms call for two or more consecutive, or three or more cumulative absences. A three-hour night class counts as two class periods.

Students will not be dropped and will be allowed to make up work for absences because of (1) College District authorized and sponsored activities, and (2) religious holy days. It is the student's responsibility to arrange for make-up work with the instructor and to complete it within a reasonable time.

In accordance with the Texas Education Code, each student is allowed to be absent from a class for the observance of a religious holy day. A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The student must notify the instructor of each class of the anticipated absence not later than the 15th calendar day after the first day of the semester. A student who is excused under this section must complete all assignments or missed examinations at the direction of the instructor.

The form for notification of absences is in the office of admissions and will include the following:

1. Student name and identification number;
2. Name of religious institution and tax code number;
3. Name and date of holy day(s);
4. Class(es) to be missed;

5. Schedule for delivery of form by student to instructor(s);
6. Conditions and deadlines for completing missed assignments;
7. Instructor's signature and date; and
8. Student's signature and date.

A student dropped because of excessive absences will be notified by mail by the College District admissions office and will be directed to obtain a readmit form and seek the approval of the instructor for admission. All students in developmental education must obtain approval of the instructor and the vice president and dean of instruction.

A student who fails to contact the College District admissions office within one week of the date the notice was mailed will be dropped permanently from the class.

All make-up work is at the discretion of the instructor.

Attendance in developmental courses is guided by the Texas Success Initiative rules and regulations and additional steps are required.

ADMISSIONS AND ATTENDANCE:
ATTENDANCE

FBD
(REGULATION)

A true evaluation of the teaching-learning situation involves a correlation between attendance and progress.

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Students will not be dropped and will be allowed to make up work for absences because of (1) College District authorized and sponsored activities, (2) religious holy days, and (3) military service (as provided by the Texas Education Code). It is the student's responsibility to arrange for make-up work with the instructor and to complete it within a reasonable time.

In accordance with the Texas Education Code, each student is allowed to be absent from a class for the observance of a religious holy day. A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. A student who is excused under this section must complete all assignments or missed examinations at the direction of the instructor.

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ADMISSIONS AND ATTENDANCE:
ATTENDANCE

FBD
(REGULATION)

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HEALTH REQUIREMENTS AND SERVICES:
COMMUNICABLE DISEASES

FDAD
(REGULATION)

HEALTH AND
WELLNESS

Health-related campus policies referring to HIV/AIDS, other communicable diseases, alcohol and substance abuse, and immunizations are available in the office of the school nurse located in the student center. The College District shall promote the health and well being of the College District community through direct medically-related services, health education and counseling, and referrals to appropriate community agencies.

COMMUNICABLE
DISEASES

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A and B, HIV/AIDS, and tuberculosis. For the purpose of this policy, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

The College District's decisions involving students who have communicable diseases shall be based upon current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, a careful weighing of the identified risks, and the available alternatives for responding to a person with a communicable disease.

The College District shall not discriminate in enrollment against any student solely on the grounds that the student has a communicable disease. Students shall not be denied access to College District facilities or campus activities solely on the grounds that they have a communicable disease, however, the College District reserves the right to exclude a student with a communicable disease from College District facilities, programs, and activities if the College District makes a medically based determination that the restriction is necessary for the welfare of the student with the disease and/or the welfare of other members of the College District community.

The College District shall comply with all pertinent statutes and regulations that protect the privacy of students with a communicable disease. The College District shall ensure that procedural safeguards are in effect in all offices of the College District in order to maintain the confidentiality of students who have HIV infection .

The College District shall maintain a comprehensive HIV infection education program and shall make its policy on HIV/AIDS available to students by including said policy in the student handbook and distributing the handbook at registration.

The College District is required to, and shall report, on the day of the recognition, all suspected or known cases of communicable diseases as described in the appropriate federal and state statutes and regulations.

IMMUNIZATIONS

The College District does not require proof of immunization for the general student population, however, immunization requirements in

HEALTH REQUIREMENTS AND SERVICES:
COMMUNICABLE DISEASES

FDAD
(REGULATION)

this policy apply to students whose course work involves direct patient contact in medical facilities regardless of:

- Number of courses taken;
- Number of hours taken;
- Classification of student.

The following immunizations are required for students whose course work involves direct patient contact in a medical setting:

- Diphtheria/Tetanus (minimum of three Td adult-type doses with last dose within last ten years.
- Poliomyelitis (at least three doses of oral vaccine, provided one or more doses have been received since the fourth birthday).
- MMR.
- Hepatitis.

ALCOHOL AND
SUBSTANCE ABUSE

In compliance with the Drug-Free Schools and Communities Act of 1989, the College District has adopted and shall prescribe to the following alcohol and drug policy:

To ensure a safe, productive working and learning environment on all property either owned or controlled by the College District, the unlawful manufacture, use, sale, dispensation, or possession of alcohol, controlled substances, drugs, or drug paraphernalia is strictly prohibited.

The College District shall strictly prohibit any member of the College District community, visitor, or contractor being on any property either owned or controlled by the College District while under the influence alcohol, drugs, or controlled substances. Anyone under the influence of alcohol, drugs, or controlled substances on property either owned or controlled by the College District will be refused entry or removed from said property.

Anyone taking a drug or other medication, whether or not prescribed by the individual's physician for a medical condition, that is known or advertised as possibly affecting or impairing judgement, coordination, or other senses, or that may adversely affect ability to perform work or studies in a safe and productive manner, shall notify his /her instructor or supervisor prior to starting work or entering the classroom.

Members of the College District community with drug or alcohol problems who voluntarily disclose their problem and enroll in an

HEALTH REQUIREMENTS AND SERVICES:
COMMUNICABLE DISEASES

FDAD
(REGULATION)

employer or student assistance or rehabilitation program will not be subject to disciplinary action when they follow recommendations made by the referral source and successfully complete the treatment program.

The complete alcohol and drug policy can be found in the Student Handbook.

SCHOLARSHIPS

There are a number of scholarships made available to College District students by individuals and organizations interested in the education of worthy students in the community. Scholarships are awarded by various divisions of the College, local industries, organizations, businesses, and the scholarship committee. All scholarship awards, regardless of the sources, are coordinated by the director of financial aid and the dean of student services.

Although primary emphasis of scholarship awards is placed on recruitment, awards may be given for the purpose of retention or when upgrading a recipient's award is deemed appropriate by the committee.

In the interests of providing adequate control over scholarships and fairness in the distribution of scholarships among students, the following policy and procedures will apply to scholarship awards with the exception of athletic and cheerleader scholarships.

SCHOLARSHIP
COMMITTEE
MEMBERSHIP AND
DUTIES

The committee shall consist of full-time faculty, with each division of the College District being represented by one or more members. [See BGC]

The committee shall award academic scholarships to eligible students, except for those scholarships awarded by the divisions. The committee shall recommend policy changes, recommend scholarship recipients to the office of student services, review the academic progress of recipients, and elect a chairperson during the September meeting.

SCHOLARSHIP
COMMITTEE
MEETING DATES

The committee shall have regularly scheduled meetings in August, January, April, and July during the academic year.

The chairperson shall call additional meetings as necessary.

COORDINATION AND
COMMUNICATION
BETWEEN THE
SCHOLARSHIP
COMMITTEE AND
DIVISIONS
AWARDING
SCHOLARSHIPS

In addition to the committee, the fine arts division, the health careers division, and the technical vocational division award scholarships. There are also several personal consultation scholarships awarded that are personally recommended by faculty.

In order to facilitate adequate control and fairness in the distribution of scholarships, the fine arts, health careers, and technical vocational divisions must provide the following information to the director of financial aid and chair of the scholarship committee immediately after the selection of award recipients: name and social security number of recipient, name of award, amount, and duration of award.

The committee shall notify the above-mentioned divisions of any awards made by the committee for the purpose of ensuring fairness in the distribution of academic scholarships.

STUDENT FINANCIAL AID PROGRAM

FE
(REGULATION)

SCHOLARSHIP
AWARDS /
LIMITATIONS

The committee shall generally award only one scholarship to a prospective recipient. However, under exceptional circumstances, the committee may deem it appropriate to award multiple scholarships.

Full-time scholarship recipients may receive awards for up to four semesters, fall and spring semesters only, provided they meet the eligibility criteria outlined in the specific award. No scholarships awarded by the committee shall be available during the summer terms.

Part-time students, enrolled in less than 12 semester hours, shall be eligible for academic scholarships that do not specifically state in the eligibility criteria that the student must be full-time. Part-time scholarship recipients may be eligible for awards in excess of four semesters. The total dollar amount shall not exceed the amount a full-time student would receive on a comparable scholarship.

DIRECTOR OF
FINANCIAL AID /
OFFICE OF STUDENT
SERVICES
RESPONSIBILITIES

The director of financial aid shall ensure that scholarship information is current in the College District catalog. The director of financial aid in conjunction with the committee, shall create and be responsible for distribution of applications, brochures, and other related documents. The director of financial aid shall provide scholarship information and applications to students at orientation sessions.

The director of financial aid shall compile a master list of all scholarship applicants and provide a list of applicants ranked by entrance exam scores, high school class rank, College District grade point average, and other pertinent information to the committee members at least three days prior to committee meetings.

The director of financial aid shall receive the current scholarship balances from the designated staff in the business office in order to determine scholarship availability. The director of financial aid shall provide the committee with a list of available scholarships, the eligibility requirements for each scholarship, and the number of awards that can be made from each scholarship.

The director of financial aid shall create and disburse letters of acceptance or rejection to scholarship applicants promptly after committee action. A master file of all acceptance letters shall be maintained.

The director of financial aid shall review the income-by-account, or summary, of all scholarship awards and shall reconcile it and make necessary corrections and initiate reimbursements when necessary.

The director of financial aid shall work with recipients in sending letters of gratitude to donors and coordinate news releases concerning scholarships.

The director of financial aid shall ensure the orderly processing of non-institutional and general criteria-driven awards and review awards prior to each semester to ensure that recipients meet the eligible criteria.

The director of financial aid shall conduct an annual orientation for new recipients.

The director of financial aid shall compile a list of all recipients awarded scholarships by the committee, including the recipient's grade point average, total number of hours taken each semester, and semesters on this scholarship. This information will be made available to the committee during the January and June meetings.

The director of financial aid shall review the list of graduates at the conclusion of each term and notify the committee of graduation status.

The dean of student services, or his designee, shall provide scholarship information and applications to prospective students at high school career days and other similar activities throughout the service area of the College District.

The dean of student services, or his designee, shall regularly communicate with principals, counselors, and other appropriate high school personnel throughout the service area of the College District regarding the availability of scholarships at the College District. Principals, counselors, and other appropriate high school personnel shall, at least annually, be provided multiple copies of the academic scholarship application form.

The dean of student services, or his designee, shall represent Angelina College at ceremonies in which College scholarships are presented to high school seniors.

The College District maintains one residence hall and rooms are reserved on a first-come, first-served basis after full scholarship recipients are housed and returning resident students have exercised their option to renew a reservation for the ensuing semester or term.

Dormitory residents are expected to obey all local, state, and federal laws in addition to all the College District regulations outlined in the code of student conduct and the residence hall agreement.

The code of student conduct shall be found in the current Student Handbook.

As used in this regulation, the word solicitation shall mean the free distribution, 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, a recognized student organization, or individuals or groups unaffiliated with the College District.

No solicitation shall be conducted in or on any property either owned or controlled by the College District except in accordance with the following provisions when they do not violate a sole source vendor contract clause:

1. The sale of any newspaper, magazine, or other publication in an area designated in advance by the dean of student services for the conduct of such an activity.
2. The sale or offer for sale of any food or drink item in an area designated in advance by the dean of student services for the conduct of such an activity.
3. The collection of membership fees or dues by recognized student organizations at meetings of such organizations scheduled in accordance with the College District's regulations on use of facilities.
4. The collection of admission fees for programs sponsored by recognized student organizations and scheduled in accordance with the College District's regulations.
5. The activities of a recognized student organization that can present to the dean of student 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 organization may solicit under this section without the approval of the activity from the dean of student services, and if approved, for no more than fourteen days, whether continuous or intermittent, during the school year.
6. Solicitations involving only the campus community must be approved by the dean of student services.

Solicitation made pursuant to the terms of this policy shall 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.

SOLICITATIONS

FI
(REGULATION)

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 will not harass, embarrass, or intimidate the person or persons being solicited.
4. If, after a reasonable investigation, the dean of student services determines that a solicitation is being conducted in a manner violating this policy, the dean may prohibit that party from soliciting on the campus.

STUDENT RECORDS

FJ
(LOCAL)

DIRECTORY
INFORMATION AND
STUDENT RECORDS

The student educational records maintained by the College District fall into two general categories: directory information and student records. The purpose of this policy is to describe various kinds of educational records and to state the permissible uses of these records. These policies and procedures are in full accord with the final regulations implementing the Family Educational Rights and Privacy Act of 1974.

CONFIDENTIALITY OF
RECORDS

That part of a student's educational record defined as directory information is public information and will be made available to the public. The Family Education Rights and Privacy Act of 1974 defines directory information. Directory information includes, but is not limited, to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Student records include all educational records except for directory information and are not public records. The College District will maintain the confidentiality of these student records.

Information in a student's educational record may be released by the College District as directed by the College President in response to a health or safety emergency.

The College President shall be the College District's officer for public records. Each department head shall be an agent of the officer for public records for the purposes of complying with the Public Information Act and the College District's policy on public records.

Students may at any time request that all directory information be withheld by completing a non-disclosure statement in the registration and admissions office.

STUDENT ACTIVITIES:
STUDENT PUBLICATIONS

FKA
(REGULATION)

College student publications shall support freedom of the press as a right guaranteed by the First Amendment of the U.S. Constitution.

Publications shall be produced by and for students in keeping with the goals and mission of the College District for the purpose of information and entertainment.

The College District newspaper and publications shall accept signed letters to the editor expressing the opinions of students and faculty in response to topics of interest to the college community. If published, the letters will be held to the same journalistic standards of fairness and accuracy as is expected in the work of the newspaper staff members.

The College District may subject student expression to prior screening under clear and reasonable regulations.

The College District's educators shall exercise editorial control over style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate pedagogical concerns.

The College District may refuse to disseminate or sponsor student speech that:

1. Would substantially interfere with the work of the school.
2. Impinges on the rights of other students.
3. Is vulgar or profane.
4. Might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order.
5. Is inappropriate for the level of maturity of the readers.
6. Does not meet the standards of the educators who supervise the production of the publication.
7. Associates the school with any position other than neutrality on matters of political controversy.

STUDENT ACTIVITIES:
REGISTERED STUDENT ORGANIZATIONS

FKC
(REGULATION)

Participation of students in student activities is based upon interests, abilities, and maintenance of satisfactory academic standing and progress. The general objectives of all student activities shall be the development of intellectual potential, to attain physical well-being, and to enrich student's social, cultural, and civic experiences.

The student activities program shall be under the supervision of the dean of student services or designee. The dean of student services in conjunction with the student activities and athletic committee, the College District student association, and the dormitory council will plan and schedule student activities.

The College District shall not discriminate on the basis of race, creed, color, sex, national origin, or disability in providing student activities to the students. The College District shall provide qualified disabled students an equal opportunity to participate in collegiate clubs, intramural sports, and other student activities.

REGISTERED
STUDENT
ORGANIZATIONS

Members of student organizations are expected to obey all local, state, and federal laws in addition to all the regulations of the College District. The standards of student conduct, including disciplinary procedures are designed to provide and conform to the basic tenets of due process.

Freedom of discussion, inquiry, and expression is fostered by the College District and the privileges of citizenship are protected. Accordingly, the College District has developed regulations pertaining to students and student organizations. Any student or organizations violating a regulation of the College District is subject to disciplinary action according to the provisions of this code.

Personal conduct of students or student organizations on the College District campus, or at College District-sponsored events is subject to College District disciplinary jurisdiction. The College District may enforce its disciplinary policy and procedure when personal conduct, regardless of where it occurs, directly, seriously, or adversely interferes with, or disrupts the overall mission, programs, or other functions of the College District.

Recognition of student groups shall not be denied on the basis of views expressed by the group. However, emphasis for recognition is placed on the activity orientation of the prospective organization and is generally related to instructional areas or recreational pursuits. Recognition may be denied if the group violates reasonable campus rules and/or does not serve an expressed mission of the College District.

FACULTY / STAFF
ADVISOR

Student organizations must have an approved faculty or staff advisor who shall ensure that the College District regulations pertaining to student organizations are fulfilled.

STUDENT ACTIVITIES:
REGISTERED STUDENT ORGANIZATIONS

FKC
(REGULATION)

The faculty/staff advisor shall provide leadership and guidance to the student organization as well as continuity from one year to the next. It is especially noted that the role of the faculty/staff advisor is not one of control but rather advisement and counsel.

RECOGNITION OF
STUDENT
ORGANIZATIONS

Student organizations may be officially recognized when formed for purposes that are consistent with the philosophy, goals, and mission of the College District. To be recognized, student groups must:

1. Have an approved faculty/staff advisor.
2. File a constitution and statement of purpose with the office of student services.
3. File an annual request with the office of student services for official recognition.
4. Conduct the activities of the organization in a manner that reflects the goals of the College District.
5. Ensure that the purpose, goals, and activities of the organization does not duplicate those of another.
6. Ensure that participation is not denied based on sex, disability, race, nationality, or religion.

ELIGIBILITY CRITERIA
FOR STUDENT
PARTICIPATION

Students participating in student organizations must maintain satisfactory academic progress as outlined in the College District Student Handbook.

Students selected as officers in student organizations will have at least a 2.00 grade point average at the time of election and post at least a 2.00 GPA during subsequent semesters. Officers shall be enrolled in a minimum of six semester hours.

RIGHTS AND DUTIES

A recognized student organization shall be entitled to invite and sponsor speakers for its group. However, organizations are not authorized to present programs to an all-College audience unless they are approved to do so by the dean of student services. An event open to an all-College audience shall generally be defined as one that is promoted as being open to persons who are not members of the sponsoring organization.

The dean of student services shall negotiate and sign contracts for all entertainment, recreational, cultural, or educational events that are being considered for an all-College District audience.

The organization inviting a speaker or performer to the campus shall be responsible for any and all damages proximately caused

STUDENT ACTIVITIES:
REGISTERED STUDENT ORGANIZATIONS

FKC
(REGULATION)

by acts of misfeasance or malfeasance on the part of the speaker/performer or those acting in concert with the speaker. The inviting organization shall hold the College District harmless from any and all damages caused by the speaker/performer or those acting in concert with the speaker.

The College District reserves the right to cancel any event deemed likely to cause an interruption in the College District's orderly activities. The president or a duly authorized representative may order an event to be terminated on grounds that it constitutes disruptive activity as defined by the Texas Education Code.

All student organizations will have their functions, whether on or off campus, approved by their official faculty/staff advisors.

State law as it regards candidates for public office and campaigning on public property and all other applicable statutes shall be observed. Political organizations inviting candidates to speak to an all-College District audience shall afford equal time to opponents seeking that political office.

POSTING
GUIDELINES

General publicity shall be defined as any method or device for disseminating informational material on the College District campus. General publicity must be approved by the office of student services before posting on College District bulletin boards.

Only events sponsored by a recognized student organization may be promoted under these guidelines.

All publicity posted on bulletin boards shall be no larger than 616 square inches, 22" x 28".

There shall be no more than one poster or announcement of a particular announcement per bulletin board.

All publicity shall contain the name of the sponsoring organization.

Recognized organizations posting publicity are responsible for removal of the material when the date for posting has expired. An expiration date shall be considered as one day following the date of the posted event. The posting period shall not exceed three weeks.

General publicity printed in a foreign language shall have the same information presented in English and shall have the name of the recognized organization presented in English.

General publicity shall be posted to bulletin boards and other designated posting areas only. No posting shall be attached to glass surfaces, indoor or outdoor walls, doors, vending machines, cars,

STUDENT ACTIVITIES:
REGISTERED STUDENT ORGANIZATIONS

FKC
(REGULATION)

trees, light posts, or other similarly unauthorized locations. Chalking of sidewalks is prohibited.

A recognized organization shall not advertise or promote events or activities in a manner that falsely suggests that the event or activity is sponsored by the College District.

FISCAL
PROCEDURES

Fund-raising activities shall be conducted in a manner that does not jeopardize support the College District receives. Fund-raising activities by recognized student organizations shall be approved by the dean of student services.

The College District business office maintains accounts for all recognized organizations. All funds earned through fund-raising activities or membership dues shall be deposited in the organization's account.

ATHLETICS

The athletic program functions in accordance with the goals and mission of the College District. The athletic program adheres to the rules and regulations set forth by the National Junior College Athletic Association and the Region 14 Athletic Conference and strives to promote a sense of community in the College District and its service area.

The intercollegiate athletic program operates under the supervision of the athletic director who reports to the College President. The student activities and athletic committee is a standing faculty committee charged with the review and recommendation of student activities and athletics regarding their contributions to the College District community. The committee's review shall include athletic department policies and input into the evaluation of the program's effectiveness.

The granting of intercollegiate athletic scholarships shall follow the regulations set forth by the National Junior College Athletic Association and the Region 14 Athletic Conference.

STUDENT RIGHTS AND RESPONSIBILITIES:
INVOLVEMENT IN DECISION-MAKING

FLA
(REGULATION)

The College District shall maintain a student association organized to deal with programs, issues, enhancement of student activities, and to provide input to the College District administration on policies, planning, and evaluation. The name of the student association shall be the Angelina College Student Association, (ACSA).

ASCA MEMBERSHIP
AND DUTIES

Membership of the association shall be representative of the various recognized student organizations active on the College District campus. Members-at-large shall be appointed by instructional divisions only when the respective division is not represented by a recognized student organization.

Members shall be elected by their respective student organizations, or, if necessary, appointed by their instructional division annually and no member shall serve more than two years.

The association shall meet on a regular schedule to discuss policy implementation, modification, or elimination, discuss the enhancement of student programs, issues, and activities, and to provide input to the faculty committee on activities and athletics and the institutional planning and evaluation council (IPEC).

The chairperson shall call additional meetings as necessary.

The association shall elect a chairperson, vice chairperson, and secretary at the September meeting.

The officers, or their appointed representatives, shall attend all scheduled meetings of the faculty committee on activities and athletics and the IPEC.

Two members of the association shall serve on the IPEC student services committee and two members shall serve on the IPEC learning resources committee. These four members shall be appointed by the association officers.

COORDINATION AND
COMMUNICATION
BETWEEN
ASSOCIATION AND
ADMINISTRATION

The dean of student services shall be responsible for providing administrative support to the association. This support shall include, but not be limited to, scheduling of meeting facilities, access to photocopying equipment, supplies, and financial support for the orderly conduct of association business.

The dean of student services shall be responsible for ensuring that open communication exists between the ACSA and the faculty committee on activities and athletics, the IPEC, and the administration's executive committee.

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT CONDUCT

FLB
(LOCAL)

Students at the College District are expected to conduct themselves and dress in a manner that preserves an appropriate atmosphere and will not disrupt the teaching and learning activities. In addition, students engaging in student activities, working for the College District, or representing the College District at special events may be held to guidelines for conduct, dress, and appearance appropriate to that activity. All local, state, and federal laws, in addition to all the regulations of the College District, shall be obeyed. The standards of student conduct, including disciplinary rules and procedures are designed to provide and conform to the basic tenets of due process.

Freedom of discussion, inquiry, and expression is fostered by the College District in which the privileges of citizenship are protected and the obligations of citizenship are understood. Accordingly, the College District has developed regulations pertaining to students and recognized student organizations. Any student or organization violating a regulation of the College District is subject to disciplinary action according to the provisions of this code.

Personal conduct of students or recognized student organizations on the College District campus, or at College District-sponsored events is subject to College District disciplinary jurisdiction. The College District may also enforce its own disciplinary policy and procedure when the personal conduct of students, regardless of where it occurs, directly, seriously, or adversely interferes with or disrupts the overall mission, programs, or other functions of the College District.

PERSONAL
CONDUCT

Examples of conduct for which disciplinary action shall be taken include, but are not limited to:

1. The possession or consumption of alcoholic beverages on any property owned or controlled by the College District.
2. Use, possession, sale, or distribution of any narcotic, drug, or other controlled substance including paraphernalia on any property owned or controlled by the College District. Students violating this policy shall be subject to immediate suspension from the College District.
3. The unauthorized possession of weapons, firearms, ammunition, fireworks, explosives, noxious materials, incendiary devices, or other dangerous objects or substances.
Notwithstanding state licensure to carry a concealed weapon, it is a violation of College policy to possess a weapon on the College premises.
4. Theft of, or damage to, property of the College District, other students, or campus visitors. Possession of property that is known to be stolen constitutes theft.

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT CONDUCT

FLB
(LOCAL)

5. Actions against persons or groups including physical abuse or threat of abuse to any person; conduct dangerous to the health or safety of any person; disorderly, indecent, or obscene conduct or expression; or harassment, including but not limited to conduct or expression intended to be derogatory to another student's race, national origin, religious beliefs, sex, or disability that could be reasonably construed as insulting, disparaging, or reasonably calculated to incite to violence.
6. Failure to meet financial responsibility to the College District. The writing of checks on accounts with insufficient funds and failure to meet financial obligations due the College District are considered irresponsibility.
7. Repeated or flagrant violations of College District parking or traffic regulations.
8. Failure to comply with the lawful directions of College District personnel.
9. Failure to respond to an official summons to an office of an administrative officer.
10. Repeated or flagrant violations of the regulations that govern student behavior in the College District residence hall.
11. Misuse or abuse of computer equipment, programs, or data including unauthorized use of computing resources; accessing or copying programs, records, or data belonging to the College District or a student without permission; or transporting copies of College District programs, records, or data to another person or computer site without authorization.
12. Knowingly furnishing false information to College District personnel in the performance of his or her official duties either verbally, or through the forgery, alteration, or unauthorized use of a College District documents, records, or identification.
13. Any act or omission that constitutes a violation of local, state or federal laws or regulations that is not otherwise covered in this code.

The College District expects all students to engage in all academic pursuits in a manner that is beyond reproach. Students shall be expected to maintain complete honesty and integrity in the academic experience both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work is subject to disciplinary action.

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT CONDUCT

FLB
(LOCAL)

The College District and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism and collusion.

Cheating includes:

1. Copying from another student's test paper, laboratory report, other report, computer files, data listings, and/or programs.
2. Using materials during a test that are not authorized by the test administrator.
3. Collaborating with another person or persons during an examination or in preparing academic work without authorization.
4. Knowingly, and without authorization, using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an unadministered test.
5. Substituting for another student, permitting any other person, or otherwise assisting any other person, to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic credit.
6. Purchasing or otherwise acquiring and submitting as one's work any research paper or writing assignment prepared by another person or firm.

Plagiarism means the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea into one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

STUDENT
GRIEVANCE POLICY

The College District grievance policy is designed to resolve grievances a student may have against College District personnel or another student. The policy charts the appeals process that the student shall follow, with the understanding that every effort shall be made to redress the grievance at each level of the process and that these efforts shall occur in an amount of time deemed reasonable by the student and the person(s) hearing the appeal. What is reasonable time shall depend upon the complexity of the grievance but should not ordinarily exceed one week. [See FLD(LOCAL)]

Procedures for discipline due to academic dishonesty shall be the same as in other disciplinary actions except that all academic

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT CONDUCT

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dishonesty actions will first be considered and reviewed by the faculty member. If, after reviewing the case, the faculty member determines that the student is guilty of the charge, the faculty member may then assess a penalty. If the faculty member believes that additional disciplinary action is necessary, as in the case of flagrant or repeated violations, the case may be referred to the dean of student services for further action. If the student does not accept the decision of the faculty member regarding the determination of guilt or the penalty imposed, the student may appeal the decision following the due process policy.

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT COMPLAINTS

FLD
(LOCAL)

The College District grievance policy is designed to resolve grievances in a timely and equitable manner. The policy charts the appeals process that the individual shall follow, with the understanding that every effort shall be made to redress the grievance at each level of the process and that these efforts shall occur in an amount of time deemed reasonable by the grievant and the party hearing the appeal. Reasonable time shall depend upon the complexity of the grievance but should not normally exceed ten working days. The complaint shall be considered concluded if the employee or the student does not appeal within the stated time limitation.

At each level of the appeals process, the grievant will make a written presentation of the grievance for hearing and discussion. The party hearing the grievance shall issue a written response to the grievant. All complaints will be handled in a confidential manner and information will not be disclosed to anyone except as needed to effectively investigate the complaint and/or respond to legal proceedings.

In case of non-resolution, the party hearing the grievance at the next level of the appeals process will receive a copy of the written grievance and the written response before seeing the grievant. The grievant may bring witnesses or statements from witnesses to any level of the appeals process. The party hearing the appeal may question any witness and/or require additional written statements before issuing a written response to the grievant.

Prior to filing a written grievance, the student or employee is encouraged to visit with the division director or the designated supervisor and make a reasonable effort to resolve the problem or complaint. If the complaint involves the supervisor or director, the grievance shall be filed directly with the following administrator:

Classified personnel should file with the vice president of business services; faculty should file with the dean of instruction.

Any grievance alleging discrimination on the basis of race, color, creed, national origin, sex, qualified disability, or veteran status must be initially submitted, in writing, to the Title IX and 504 coordinator who will provide the grievant with a copy of the appeals process. [See FA(LOCAL)]

Any grievance alleging sexual harassment should follow the policy outlined in FLDA(LOCAL).

No reprisals or retaliation of any kind shall be taken at any level against an employee or a student for bringing a complaint. Complaints shall not be referred to in an employee's personnel file unless so requested by the employee.

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT COMPLAINTS

FLD
(LOCAL)

STUDENT
GRIEVANCE
PROCEDURES

Steps for filing a grievance against faculty, staff, or the College District are listed below.

STEPS FOR
GRIEVANCE
AGAINST FACULTY,
STAFF, OR
COLLEGE
DISTRICT

1. Submit grievance to faculty or staff involved.
2. Submit grievance to division director or supervisor of staff member.
3. Submit grievance to dean of instruction or vice president of business services.
4. Submit grievance to College President.
5. Arrange for a hearing before the Board through the College President.*

*The Board of Trustees has no authority to change student grades absent a miscalculation or a violation of student grading policy.

STEPS FOR
GRIEVANCE
AGAINST A
STUDENT

Follow the steps listed below for grievance against a student.

1. Submit grievance to the dean of student services.
2. Submit grievance to College President.
3. Arrange for a hearing before the College Board through the College President.

EMPLOYEE
GRIEVANCE
PROCEDURES

All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them. Contents of a personnel evaluation cannot be subject to the grievance procedures. Any grievant is entitled to an informal review of these procedures prior to proceeding with a formal complaint.

GENERAL
PROVISIONS

LEVEL ONE

An employee who has a complaint shall meet with his/her immediate supervisor within ten days of the time the employee first knew or should have known of the event or series of events causing the complaint. At this meeting, the employee shall submit the complaint in writing. The immediate supervisor shall respond in writing within ten days of the complaint conference.

LEVEL TWO

If the outcome of the complaint conference at Level One is not to the employee's satisfaction, the employee may meet with the executive officer or a designee to discuss the complaint within ten days of receiving the Level One written response. At or prior to the conference the employee shall submit the original complaint, the supervisor's written response, and if desired, written comments regarding the supervisor's response. The executive officer or

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT COMPLAINTS

FLD
(LOCAL)

designee shall respond in writing to the employee within ten days of the complaint conference.

LEVEL THREE

If the outcome of the complaint conference at Level Two is not to the employee's satisfaction, the employee may meet with the College President to discuss the complaint within ten days of receiving the written response of the Level Two conference. At or prior to the conference the employee shall submit the complete written documentation of the complaint, and if desired, written comments regarding the Level Two conference. The College President shall respond in writing to the employee within ten days of the complaint conference.

LEVEL FOUR

If the outcome at Level Three is not to the employee's satisfaction, the employee may submit a written request within ten calendar days after the Level Three conference to place the matter on the agenda of the next regularly scheduled Board meeting. The employee shall also submit the complete written documentation of the complaint. The College President shall inform the employee of the date, time, and place of meeting. The Board President may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take any action on the matter unless in its sole discretion it determines some response is warranted. If no action is taken by the Board, the administrative decision at Level Three is upheld.

HEARING

Employees who are granted a hearing shall be afforded that hearing either with the Board in a meeting that includes the hearing as an item in the posted agenda or with the Board's designee. If the Board conducts the hearing, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

If the Board's designee conducts the hearing he or she shall make a recommendation to the Board at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing. The Board shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

CLOSED MEETING

If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee, it will be heard in a closed meeting unless the employee requests it to be public. If the grievance involves complaints or charges about another employee it will be heard in a closed meeting unless the employee complained about requests it to be heard in public.

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT COMPLAINTS

FLD
(LOCAL)

Hearings regarding dismissal, suspension, or actions on student discipline will be heard in closed meetings unless the students requests it be public.

Notice of Student Rights

What is the College District policy concerning sexual misconduct?

The College District forbids employee conduct constituting sexual harassment of students. The College District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a College District employee.

What is sexual harassment?

Sexual harassment of a student **by an employee** includes any unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment of a student **by another student** includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

What laws address sexual harassment of students?

Sexual harassment or abuse of students by College District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

What will the College District do when it learns of sexual harassment of a student?

When a college administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

What do I do if I have been sexually harassed at college?

A student who has a complaint alleging sexual harassment by other student(s) or sexual harassment by an employee may request a conference with the appropriate administrator or designee, or the College District's Title IX coordinator. The conference will be scheduled and held as soon as possible but within seven calendar days. The appropriate administrator or Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the College District's investigation.

A complaint may also be filed separately with the Office of Civil Rights:

Regional Director
Office of Civil Rights, Region VI
1999 Bryan Street, Suite 2600
Dallas, Texas 75201
Telephone: (214) 880-2459
Fax: (214) 880-3082 TDD: (214) 880-2456

Who is the Title IX coordinator and how do I contact that person?

The Title IX coordinator for the College District is:

Name: Dr. Patricia McKenzie
Position: Vice president and dean of instruction
Address: Administration Building Room 105
Telephone: (936) 633-5203

The Title IX coordinator is a College District employee who has the responsibility to assure College District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The College District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the appropriate administrator or Title IX coordinator. The student may be accompanied by an advisor throughout the complaint process.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied by the College District's resolution of my complaint?

If the student is not satisfied with the College District's initial response to the complaint, he or she has seven calendar days to request a conference with the College President or designee, who will schedule and hold a conference. Prior to or at the conference, the student must submit a written complaint that contains: a statement of the complaint; any evidence to support the complaint; the resolution sought; the student's and/or student's signature; and the date of the conference with the appropriate administrator.

If the student considers the resolution unsatisfactory, he or she may request that the complaint be heard by the Board of Trustees at its next regular meeting, in accordance with policy BD(LOCAL). The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

SECTION G: COMMUNITY AND GOVERNMENTAL RELATIONS

GA PUBLIC INFORMATION PROGRAM
GAA Public's Right to Know

GF STUDENT AND COMMUNITY USE OF DISTRICT FACILITIES

COMMUNICATIONS,
COMMUNITY, AND
GOVERNMENTAL
RELATIONS

Important factors in the overall effectiveness and image of the College District are the relationships with various community, educational, and governmental organizations.

The following guidelines are designed to enhance the image of the College District and ensure consistency in community relations:

1. The College President is the only official designated to legally obligate the College District in contractual relationships with other schools, governmental and community agencies, or accreditation agencies. This authority may be delegated only if specifically provided in the document or agreement.
2. All major news releases, articulation agreements, or community information initiatives should be approved by the College President or his designee, including the director of marketing, communications, and development, and the vice president and dean of instruction.
3. The College President or his designee should be the only official spokesperson with elected officials or government agencies.
4. All news releases and advertising material should be approved by the College President or his designee, the director of marketing, communications, and development.
5. All communication devices (phones, faxes, computers, Internet connections) are the property of the College District and should be used for College District business only. Any personal use shall be reimbursed to the College District.
6. Telephone advertising must be approved by the office of public information.
7. The public information office will send flowers, cards, and remembrances on the behalf of the College District at appropriate times.

WEB PAGE AND
PROTOCOL

The College District has created and maintains a College District Web page for public information about the College District. The public information office is charged with the responsibility for changing and maintaining the Web home pages.

The College District Web page is maintained using the following protocol:

1. The College District Web page is administered through the marketing, communication, and development office through a Webmaster and a Web page administrator.

2. The faculty technology committee will periodically review the Web page and its use.
3. Each division will submit Web page changes to the Webmaster who will approve and publish them on the Web.
4. The major goal for the Web page is to provide current information in an attractive and easily assessable format. Content information should be submitted to the Webmaster on a disk or through e-mail with a hard copy to assist the Webmaster in placing the information in the right place on the Web. Instructors and students are not permitted to create and maintain private Web pages that represent the College District or its programs and services.

Persons desiring to review documents maintained by the College District and classified as public information shall submit their request, in writing, on forms provided by the College District or in any other written manner that sets forth the required information. The application shall properly identify the document, or documents, to be inspected. Reasonable charges to provide required information shall include photocopying and personnel expenses.

The applicant's name and address must be set forth on the application. A picture identification card, such as a driver's license, may be required to verify identity.

Applications shall be handled in the order in which they are received.

Applications to review documents must be approved by the College President's office and the appropriate administrator who is custodian of the records.

In the event the requested documents are in active use or in storage and, therefore, not available at the time the application to review documents is submitted, the College President or designee shall set forth this fact in writing on the application returned to the applicant, and set a date and hour at which time the requested materials will be available for inspection.

The College District is not required to prepare or create new information requested by a member of the public. The Public Information Act does not require the College District to prepare or generate information in the specific form that may be requested by the public.

Persons inspecting documents may do so only in a designated inspection area and a College District employee shall be available for assistance.

The College President or designee may limit the number of pages that can be copied and supplied during a person's visit, if the number of copies requested is beyond the reasonable capacity of the available personnel and machines. Copies in excess of the number available during a person's visit will be made and mailed to the applicant in the order in which the request is received.

Documents may be inspected during regular business hours. Persons requesting information, in a written form, at a public meeting (Board meeting, hearing) shall be directed to follow the procedures outlined in this policy.

PUBLIC INFORMATION PROGRAM:
PUBLIC'S RIGHT TO KNOW

GAA
(LOCAL)

The College District shall apply the standard published cost for supplying copies of public information documents to the public in addition to direct personnel expenses.

The College District is not required to release information contained in its education records except in conformity with the provisions of the Family Educational Rights and Privacy Act of 1974.

STUDENT AND COMMUNITY USE OF DISTRICT FACILITIES

GF
(LOCAL)

PURPOSE	<p>A comprehensive community college recognizes the need for the use of its facilities by outside organizations. Such use is encouraged to bring visitors onto campus, to assist the community in its endeavors, and to complement the College District program and mission.</p>
USE BY COLLEGE DISTRICT GROUPS AND ORGANIZATIONS	<p>All College District organizations and outside entities wishing to schedule facilities for use, other than direct College District course instruction, shall complete a facility reservation request and contract. [See GF(EXHIBIT)]</p> <p>College District student organizations desiring to use a facility for an activity should seek approval for the activity, its location, and any form of advertising or announcement from the dean of student services. [See FKC(REGULATION)]</p>
PRIORITY OF USE	<p>College District activities have first priority. Reservations made more than four months or one semester in advance are subject to cancellation by the College District if the College District or one of its organizations must use the facility for an event that they are sponsoring or cosponsoring. The College District will offer alternative facilities in the event of a cancellation if alternate facilities are available.</p>
RESTRICTIONS	<p>All activities are scheduled subject to availability and must not supplant the regularly scheduled activities of the College District. Use may be denied groups engaging in activities that:</p> <ol style="list-style-type: none">1. Conflict with the goals and mission of the College District;2. Engage in commercial profit-making or recruiting; or3. Cause a security concern. <p>Private parties may be denied use of College District facilities. Groups that have previously received disciplinary action by the College District, have damaged College property, or have a current unpaid debt to the College District may be denied use of College District facilities. Activities that would disrupt instructional programs or conflict with College District organizations will be prohibited. Organizations that charge admission or solicit funds may be denied use of facilities or charged an additional fee by the College District. Facilities are not normally available for use during Christmas break, spring break, or holidays when the College District is closed. Facility use when the College District is closed may require the payment of additional fees.</p>

STUDENT AND COMMUNITY USE OF DISTRICT FACILITIES

GF
(LOCAL)

PROCEDURES

The community services office will handle all administrative activities associated with the reservation and use of facilities including information, requisitions, determination of rents, audiovisual or equipment needs, contracts, custodial arrangements, collection of deposits and rents, and resolution of conflicts. Ample parking is available in the College District parking lots for most evening events without restriction. Daytime events may require special parking considerations, which will be established by the community services office. The office will handle all administrative activities associated with the use of facilities including information, requisitions, determination of rents, audiovisual or equipment needs, contracts, custodial arrangements, collection of deposits and rents, and resolution of conflicts.

RESERVATION OF
SPECIAL
LARGE-GROUP
AREAS

In the case of fine arts, food service, dormitory, gymnasium, or athletic field, community services will review reservation requests from the requesting group and confirm availability of facilities and contact the appropriate College District office. Upon approval of the office, the community services office will notify the requesting party. These offices will confirm arrangements made to the community services office so that a proper facility reservation form may be issued. All reservations for facility use by outside organizations must be issued by the community services office. The office maintains a master calendar of activities to avoid conflicts of use. All forms of advertising by outside groups must be approved by the community services office.

Organizations or persons requesting to reserve these special facilities subscribe to special rules and regulations in addition to the normal requisition of facilities. Any contract issued for use may require the assignment of College District personnel to operate light and/or sound systems, scoreboards, etc., which will be billed to the reserving organization. In addition, a College District staff member will be assigned to monitor the activities and provide necessary assistance. [See GF(EXHIBIT)]

STUDENT AND COMMUNITY USE OF DISTRICT FACILITIES

GF
(EXHIBIT)

EXHIBIT A

FACILITY AND EQUIPMENT RENTAL RATES AND FEES
(EFFECTIVE 9/1/02)

- A. Facility Rental
Daily rates include up to 8 hours (8 a.m. – 5 p.m.) or one evening (5 p.m. – 10 p.m.)
1. General Purpose Classroom
 - Weekday, 7 a.m. – 5 p.m. \$40/day
 - Weekday, after 5 p.m. \$50/day
 - Weekend \$60/day
 2. Cafeteria, large lecture hall, computer or specialized classroom/laboratory, Health Careers or Science/Mathematics Lecture Hall
 - Weekday \$100/day
 - Weekend \$150/day
 3. Community Services Conference Center
\$150/day, plus operational expenses
 4. Dormitory
 - Based on availability \$15 per student per day
 - \$25 per non-student per day
 5. Hudgins Hall Auditorium
\$200/day, with \$100 deposit + actual cost of personnel and security

Angelina Center for the Arts, Temple Theater
\$1,100/day* with \$200 deposit (includes costs of personnel and security)*
 6. Gym, athletic fields, or tournament activity, unless game is cosponsored by the College District or approved by a separate agreement:
 - Gym \$150/day
 - Activity Center, Shands Gym \$850/day** — \$100 deposit (includes costs of personnel and security)**

STUDENT AND COMMUNITY USE OF DISTRICT FACILITIES

GF
(EXHIBIT)

	Baseball Field or Softball Field	\$400/day or \$500 for evening game (lights) plus cost of personnel and security
7.	Ropes Course	\$25 per person per day arranged through Community Service
8.	Teleconference Facility	\$150/day
	Interactive Phone Service	\$.15/jack/minute
	Tape Recording Service	\$50
	Program Receive Cost	Annual cost (\$50 minimum)

B. EQUIPMENT RENTAL

Computer Use	\$15/day per station
Piano Rental	\$75/day (\$75 minimum)
Power Point projector	\$75/day
Laptop Computer	\$100/day
Use of Copier	\$.10/page
TV/VCR	\$25/day

*Minimum charges required per day or evening for Angelina Center for the Arts that are included in base rental.

Required security \$20/hr

Ushers = \$85

Custodial (required) = \$250

Building supervision = \$75

Lights, sound, technical = As Needed

Extra total minimum estimated = \$500

Plus box office services provided by Angelina Arts Alliance of \$1.00 per ticket printed or 10% of the gross.

**Minimum charges required per day or evening for Activity Center, Shands Gym that are included in base rental.

Required security \$15/hour minimum = \$90

Gate personnel \$15 per game, \$25 for two games/minimum = \$60

Custodial (required) = \$250

Scorers table \$20.00 per game

Building supervision = \$75

Extra total minimum estimated = \$500

STUDENT AND COMMUNITY USE OF DISTRICT
FACILITIES

GF
(EXHIBIT)

C. OTHER FEES

1. Holidays and breaks when College is closed:
Additional utility and security fee of \$150/day added to rental.
2. Outside events that raise funds, solicit donations, charge admission, or sell items are subject to a College District charge of 10% of gross receipts.
3. College District personnel assigned as necessary to monitor or assist with events: \$75 a day.
4. College District food service for refreshments, banquets, dinners are negotiated on the basis of menu and number of persons attending.