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.
“It is impossible that all things should be precisely set down in writing; for enactments must be universal, but actions are concerned with particulars.”

- Aristotle
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SECTION A: BASIC DISTRICT FOUNDATIONS

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AC  GEOGRAPHIC BOUNDARIES AND SERVICE AREAS
AE  DISTRICT GOALS AND OBJECTIVES
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.
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.
STATEMENT OF MISSION

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

The College mission embodies the following seven institutional goals:

I – ACCESS: Angelina College will promote, deliver, and expand accessible and affordable educational opportunities and services both in the classroom and through distance learning modalities. The college will provide physical, economic and academic opportunities for post-secondary education and for lifelong learning.

II – QUALITY INSTRUCTIONAL OUTCOMES: Angelina College will emphasize quality instruction, rate of students transferring to four-year institutions, degree and certificate completion, job placement and personal growth through value added to student lives.

III – PARTNERSHIPS, QUALITY OF LIFE: Angelina College will build community partnerships that improve economic development, promote educational opportunities through articulation with other educational institutions, and provide opportunities for educational and cultural experiences to enrich the lives of individuals and improve quality of life for East Texans through lifelong learning.

IV – LEARNING ENVIRONMENT: Angelina College will maintain a learning environment designed to enhance intellectual, social and physical development.

V – RESOURCE MANAGEMENT: Resources and fiscal matters of Angelina College will be managed in a sound and prudent manner while enhancing educational offerings and the physical environment to meet student and community needs.

VI – PERSONNEL LEADERSHIP: Angelina College will provide leadership for our service area through a diverse, competent, dedicated faculty and staff who reflect the educational expectations of our community.

VII – IMAGE: Angelina College will project a positive image to its students and the community at large.

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.
DISTRICT GOALS AND OBJECTIVES

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 Educational 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 through the traditional classroom and through distance education. 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 through lifelong learning opportunities. This commitment is based on the ideas that lifelong learning is vital to maintaining and improving a democratic society, and that education maximizes opportunities for all people.

VISION

Angelina College will be the first choice in value and quality education leading to diverse career pathways throughout its service area.

CORE VALUES

Angelina College is accountable throughout the community for the core values of:

1. Integrity — Honesty, respect, fairness, and ethical conduct;
2. Diversity — Individual differences and cultural acknowledgement in the learning and working environment;
3. Excellence and Success — Lifelong learning through quality teaching and service experiences for personal, social, and economic development;

4. Collaboration and Partnerships — Communication which leads to shared goal attainment and connections within the institution and throughout the service area;

5. Institutional Vigor — Fiscal accountability, personnel development, and improvement in programs and services;

6. Innovation — Exploration, inquiry, and risk-taking for all relevant programs and services.
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BFD   Evaluation

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BI    INSTITUTIONAL EFFECTIVENESS
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<td>GOVERNING BOARD</td>
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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*

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*

**PROVIDE DIRECTION**

3. Provide policy direction for the College District and adopt such rules, regulations, and bylaws as the Board deems advisable. *Education Code 51.352(b), 130.082(d)*

**ESTABLISH GOALS**

4. Establish goals consistent with the College District’s role and mission. *Education Code 51.352(d)*

**TAX RATE**

5. Adopt a tax rate each fiscal year as required by Tax Code 26.05. *Education Code 130.121*

**TAX COLLECTION**

6. Levy and collect taxes and issue bonds. *Education Code 130.121(a), 130.122(a)*

**ASSESSING AND COLLECTING**

7. Provide for assessing and collecting of taxes. *Education Code 130.121(a)*

**ANNUAL BUDGET**

8. The Board shall approve an itemized current operating budget on or before September 1 of each year. *19 TAC 13.42*

**ANNUAL AUDIT**

9. Have the accounts audited in accordance with the approved financial reporting system. *Education Code 61.065*

**ANNUAL REPORT**

10. Submit the required annual reports to the governor and comptroller. *Gov’t Code 403.013*

**BEQUESTS AND GIFTS**

11. Receive bequests and donations or other monies or funds coming legally into their hands. *Education Code 11.151(a)*

**ENDOWMENT FUND**

12. Establish an endowment fund outside the state treasury in a depository selected by the Board. *Education Code 130.007*
DEPOSITORY

13. Select a depository for College District funds. Education Code Ch. 45, Subch. G

ELECTIONS

14. Order elections as required by law. Education Code 130.082(f), 130.122(b)

EMINENT DOMAIN


APPOINT COLLEGE PRESIDENT

16. Appoint the College President, evaluate the College President, and assist the College President in the achievement of performance goals. Education Code 51.352(d)

EMPLOYMENT OF PERSONNEL

17. 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. Education Code 130.082(d)

PASSING RESOLUTIONS OR ORDERS

18. 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. Education Code 130.082(d)

RENTALS, RATES, AND CHARGES

19. 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. Education Code 130.123(c)

PROPERTY ACQUISITION

20. May acquire and hold real and personal property. Education Code 11.151(a); Local Gov't Code 271.004

LEASE OF PERSONAL PROPERTY

21. Execute, perform, and make payments under contracts, which may include leases, lease with
<table>
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<tr>
<th>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. <strong>LOCAL GOV'T CODE 271.005</strong></th>
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<td><strong>LAWSUITS</strong></td>
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<td><strong>22.</strong> Sue and be sued. <strong>Education Code 11.151(a)</strong></td>
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<td><strong>24.</strong> 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. <strong>Education Code 51.352(d)</strong></td>
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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)*


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

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.

PREFILED CANDIDACY

WRITE-IN CANDIDACY

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*
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
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.

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.
Each polling place shall be accessible to and usable by the elderly and physically disabled.

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.

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.

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.

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.
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.

REMOVAL FROM OFFICE
A Board member may be involuntarily removed from office for cause by due process. It requires a petition in the county district court as provided by Section BBC of TASB, Texas Community College Policy Reference Manual, and Government Code 87.015. Reasons for removal may include the following:

1. “Incompetency” which means gross ignorance or carelessness in the discharge of official duties or unfitness or inability to perform such duties.

2. “Official Misconduct” which means intentional, unlawful behavior relating to official duties.

3. “Conviction.” The conviction by a petit jury for any felony or a misdemeanor involving official misconduct operates as an immediate removal from office.

4. “Non-Attendance.” If a member is absent from more than half of the regularly scheduled board meetings for which the member is eligible to attend during a calendar year, not counting absences excused by a majority vote of the board, the member is subject to petition for removal.
5. A member who is convicted of a purchasing offense is considered to have committed official misconduct and is subject to removal.
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.
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.
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.
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.


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.

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.

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.

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.
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 bulletin 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.

In the absence of a specific local policy, the Board will follow the policy guidelines in the current “Policy Reference Manual for Texas Community Colleges” of the Texas Association of School Boards (TASB) and the appropriate part of the Texas Education Code, Election Code, or state Constitution referenced by the manual.

This will apply specifically to the following sections:

- BBC – Board Vacancies and Removal from Office
- BBD – Orientation and Training
- BBF – Ethics and Conflict of Interest
- BBG – Compensation and Expenses
- BD – Voting and Meetings
VOTING AND MINUTES

Voting shall be by voice or show or 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 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:

<table>
<thead>
<tr>
<th>POLICY DEVELOPMENT</th>
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<tr>
<td>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.</td>
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<td>2. Be informed and exert leadership toward the development of local, state, and national educational policies.</td>
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<th>FISCAL MANAGEMENT</th>
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<td>3. Prepare and submit an annual budget to the Board and make recommendations to the Board for budget changes.</td>
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<td>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.</td>
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<th>PERSONNEL MANAGEMENT</th>
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<td>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.</td>
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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.
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

Other lines of responsibility are indicated on the organizational chart. Each staff and faculty member is encouraged to follow the organizational chart.
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. 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. Dean of student services.
2. Director of the business division.
3. Director of the fine arts division.
4. Director of the health careers division.
5. Director of the liberal arts division.
6. Director of the library.
7. Director of the science and mathematics division.
8. Director of the technical-workforce division.
9. Coordinator of off-campus and distance learning (Directors of off-campus sites).
10. Coordinator of Institutional Effectiveness and Research.
11. Associate Dean of Academic Support Services.

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.

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.
Angelina College
003501

ADMINISTRATIVE ORGANIZATION PLAN: FACULTY SENATES AND COUNCILS

BG
C
(REGULATION)

ADMISSIONS COMMITTEE

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.

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 Office of Records and Reports.

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.

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 Information Technology.

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 Information Technology.

The Vice President and Dean of Instruction and the College President will also receive minutes.

The curriculum committee is an advisory committee whose primary responsibility is to ensure that the curriculum is consistent with the statement of mission 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 fulltime 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 bulletin editing not involving content or name changes, or removal of programs under sunset laws.

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.

**HONORS AND AWARDS COMMITTEE**

The Vice President and Dean of Instruction will also receive the minutes. 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.

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.

**LIBRARY AND INSTRUCTIONAL MEDIA COMMITTEE**

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

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.

ELEARNING COMMITTEE

The ELearning Committee is an advisory committee whose primary responsibilities are to ensure that distance education and outreach technology are relevant and that communication supports effectiveness of teaching and learning.

The Committee will:

1. Maintain the Faculty Handbook and the Student Handbook to reflect best practices and compliance with state, federal and regional policies/guidelines;

2. Advise on issues such as curriculum, development, implementation, delivery and management;

3. Regularly evaluate distance learning activities and monitor course effectiveness, student achievement, authentication of student identification, protection of student privacy, and communication strategies between faculty teaching online and with the general faculty;

4. Maintain effective communication with all off-campus locations;

5. Acknowledge the chair as the Distance Education Instruction Specialist; recorder will be elected at first meeting of the school year;

6. Maintain effective communication to the Educational Programs Advisory Council via the Coordinator/Instructor of Off-Campus Distance Learning Activities.

The administrative contact is the Vice President and Dean of Instruction. All minutes will be submitted to the Office of the Vice President and Dean of Instruction.
INSTITUTIONAL RESEARCH COMMITTEE

The Institutional Research Committee will promote and facilitate a culture of evidence and inquiry at the College. It is responsible for the coordination, communication and oversight of research and assessment functions including data management, security and analysis.

The Committee will:

1. Provide relevant data to the Institutional Planning and Evaluation Council (IPEC);

2. Maintain the annual data calendar to identify when information is available;

3. Evaluate the Data Request forms from administrators, faculty and staff and prioritize work for the College related to the areas of enrollment management, academic program areas, performance and outcomes assessment, accreditation and organizational development;

4. Comply with the annual planning model;

5. Respond to meeting notices received from the Coordinator of Institutional Effectiveness and Research;

6. Elect a recorder at the beginning of each year.

The administrative contacts include the Executive Council (President, Vice President and Dean of Instruction, and Vice President of Business Services). All minutes are submitted to the Office of the Vice President and Dean of Instruction.
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 replacement 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 Funds
CAM  Investments

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

CP  ENVIRONMENTAL POLICY

CR  ELECTRONIC COMMUNICATION
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 Prudent Management of Institutional Funds Act, Chapter 163 of the Property Code ("UPMIFA"). Angelina College is an "institution of higher education", as such term is defined in UPMIFA. As used herein, "endowment funds" shall have the same meaning given said term in UPMIFA.

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 following indexes depending on the type of investment:

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003501

APPROPRIATIONS AND REVENUE SOURCES: CAK
INVESTMENTS – ENDOWMENT FUNDS (LOCAL)

- Equity Investments - S&P 500 index,
- Fixed Income Investments - Lehman Brothers Aggregate Bond Index, and
- Cash Equivalents - 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:

<table>
<thead>
<tr>
<th></th>
<th>Target Allocation</th>
<th>Permitted Ranges</th>
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</thead>
<tbody>
<tr>
<td>Cash Equivalents</td>
<td>5%</td>
<td>0% to 20%</td>
</tr>
<tr>
<td>Fixed Income Investments</td>
<td>50%</td>
<td>30% to 70%</td>
</tr>
<tr>
<td>Equity Investments</td>
<td>45%</td>
<td>25% to 55%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td></td>
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</tbody>
</table>

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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 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.

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.

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 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.

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 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.
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 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).

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.

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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.

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

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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.

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.

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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:

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 outlined 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

Investment strategies for funds are as follows:

CURRENT FUNDS

Current Funds include educational and general funds, auxiliary funds, and restricted funds. Current funds shall be invested with the primary objective of preservation and safety of principal. Certificates of Deposit are most appropriate for these funds to insures 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 insures 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.”

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APPROPRIATIONS AND REVENUE SOURCES: CAK
INVESTMENTS – NON-ENDOWMENT FUNDS (LOCAL)

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 types 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 suitable to achieving the strategic objective for investing debt service reserve funds.
Angelina College
003501

APPROPRIATIONS AND REVENUE SOURCES:
INVESTMENTS

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)

APPROVED: 05/15
ENDOWMENT POLICY

PURPOSE

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 including scholarships consistent with donor intentions.

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.
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.

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.

The Distribution policy of the Endowment Fund and Restricted Funds (Fund 41, 45 and 60) shall be as follows:

1. Restricted funds must be awarded or spent according to the written intentions of the original donor who established the account or in accordance with subsequent written modifications made by the donor’s assignee or executor.

2. The Endowment Investment policy references the Endowment Spending Policy.

3. Funds not awarded or spent will accumulate in the account’s corresponding restricted account. Only funds associated with an endowment or from a previously approved restricted account will receive applicable interest earnings. Any earning on other restricted funds will be available for student scholarships.
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.

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 College President will issue 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.
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.

7. The College may disburse any remaining funds from non-endowed scholarship, club and other third party accounts that have been inactive for three or more years with no future distributions anticipated in a manner similar to the original intent of the account or for general scholarships, unless otherwise instructed by donor.
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 Southern Association of Colleges and Schools Commission on Colleges.

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.

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.
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.

Pay grades for classified support personnel may be adjusted based upon recommendation by the classified employee salary administration committee and approval by the President.

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

Full-time classified support 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 or his designee has made a formal offer to the potential employee after consultation with the appropriate dean or director.
4. The offer is approved through written payroll authorization with appropriate signatures.
5. The employment is approved by action of the Board.

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

1. The President has formally approved the job description and determined the appropriate wage rate on the part-time employee wage scale.
2. The Human Resources Coordinator has confirmed that the hiring process is in compliance with other applicable institutional policies as well as federal and state laws.
Angelina College
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ACCOUNTING: PAYROLL PROCEDURES
CDD (REGULATION)

FACULTY, ADMINISTRATORS, AND OTHER CONTRACTED PERSONNEL

3. The supervisor or Coordinator of Human Resources has made a formal offer to the potential employee after consultation with the College President.

4. The offer is approved through a Form 8 with appropriate signatures.

5. The employment is approved by action of the Board.

PAYROLL PERIODS

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 with a Form 8 with appropriate signatures.

5. The employment is approved by action of the Board.

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 (see “Contract Period”).

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

Part-Time Community Services (non-credit) teachers shall be paid at the completion of their course or service or more frequently in longer courses if approved by the Vice President of Community Services.

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 and the College President.

CONTRACT PERIOD AND PRO-RATED PAY

Employees hired after the academic year has started or who resign, retire, or leave after the year has started, will have salary contract amount pro-rated to actual hours worked according to the following guidelines.

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 (210 days) 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 Worked" 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.

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 $50,000 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 for services other than construction services,
   4. An interlocal contract,
   5. The reverse auction procedure as defined by Government Code 2155.062(d), and
   6. The formation of a political subdivision corporation under Local Government Code 304.001.

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.

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.

PROCUREMENT METHODS

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 a minimum of three comparable quotes.
2. Purchases costing from $3,000 to $14,999 shall require competitive written quotes solicited from at least three vendors.

3. Purchases costing from $15,000 to $24,999 shall require either one of the methods described in Texas Education Code 44.031 or three written quotations. Vice President of Business Services may determine that it is in the best interest of the college to conduct a sealed competitive bid process.

4. Purchases costing $25,000 or more must use either formal sealed request for quotation (RFQ), formal sealed request for proposal (RFP), Interlocal Agreement or Sole Source. At least three vendors must be solicited, a formal bid opening conducted, and statutorily required advertising performed.

5. All purchases costing $25,000 or more require approval by the Board.

6. If originally bid, 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 $25,000 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.


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.
PURCHASING AND ACQUISITION

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. 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 college
district’s needs.

5. The vendor’s past relationship with the college district.

6. The impact on the ability of the college district to comply with laws relating to historically underutilized businesses.

7. The total long-term cost to the college district to acquire the goods or services.

8. Any other relevant factor specifically listed in the request for bids or proposals.

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.

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 PROGRAM

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 student’s 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 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.
The College President and the Director of Physical Plant shall be responsible for establishing procedures to respond to campus emergencies in coordination with local authorities. These procedures shall always place reasonable emphasis on the safety of students and staff; observe federal, state, and local laws; and be periodically reviewed by the campus safety committee.

emergency procedures should be followed if any disaster, crisis or threat occurs that could adversely affect students, employees, visitors or property of the 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 936-676-2563 after 4 p.m.

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

1. Dial 0 or 5280 (or 936-676-2563 after 4:00 p.m.) and clearly report the location of the emergency, disaster or threat. 911 may also be contacted if the threat or crisis seems particularly severe or imminent.

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.

The switchboard or Physical Plant will immediately notify the President (or his administrative designee if the President is not on campus) who will activate the appropriate notification systems as follows:

1. In the event of an emergency, the telephone notification system allows the President or the Physical Plant Director to call and communicate with all buildings or divisions on campus at the same time. This system has the capability to accommodate 20 persons simultaneously. Instructions will be given to the Director's Office or appropriate contact in each building regarding lock-down, evacuation or other procedures.

2. The College maintains an alert system to send email messages and/or text messages with directions to faculty, staff, and students
during an emergency. Employees and students may sign up for email and/or text messages by visiting the Emergency Alert System link located on the College home page. It is important for faculty and staff to encourage students to register in this system every semester.

3. The Physical Plant Office will have a plan to immediately use their radios to dispatch an employee to each building or parking lot to assist in warning or closing areas of campus.

4. In a crisis situation the police or fire department will be contacted immediately if appropriate.

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. The Director of the Physical Plant will ensure that each building has appropriate evacuation routes posted, has access to first aid kits and appropriately marked exits. The faculty should inform the students on the first day of class of the plan and the location of the exit diagram.

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 Vice President of Business Services, then the Vice President and Dean of Instruction, then the Director of Physical Plant will make the decision. If evacuation of the campus is necessary, College District 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 WEATHER

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

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. The object should be reported at once to campus security, extension 5280 or dial 0.

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.

2. He or she should go to a safe area and dial 0 or 5280. The switchboard operator will dial 911 to report the threat and 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 alone. If any danger exists dial 0, 5280, or campus security after 4:00 p.m. (cell 936-676–2563).

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 (cell 936-676–2563).
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.
2. Also report to 911 if a weapon is visible.

Anyone who observes a gun or other weapon should dial 0 or 5280 (or cell 936-676-2563) and report the incident. Campus security will immediately investigate these situations and notify the city police.

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

The 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 p.m. call campus security cell at 936-676-2563 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 with the Behavioral Intervention Team.

If the latter of the two is the issue, the Dean of Students will call a meeting with the Behavioral Intervention Team (BIT). This team includes the Dean, Campus Nurse or designee, 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
SAFETY PROGRAM: EMERGENCY PLANS

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 the mental health professional must be provided by student.

If the student is already in the mental health system, the 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 of 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 936-676-2563.

MEDIA

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

COMPLIANCE

The College District complies with Title II of the Crime Awareness and Campus Security Act of 1990, which requires that information on campus security and crime statistics be distributed to all current and prospective students and employees and that campus crime is reported to the Uniform Crime Report (UCR) on a scheduled basis. The Director of Physical Plant/Security is charged with this responsibility.
PROPERTY AND PHYSICAL PLANT

All building alterations such as painting or altering drapes, carpets, etc. are prohibited without written, advance approval by the College President.

RECYCLING

The College District shall establish a program for the separation and collection of recyclable materials generated by the College District’s operations.

KEYS

Keys are issued to employees by the director of physical plant upon the direction of the proper authority. Each employee is responsible for the key issued. If the key is lost or misplaced, it should be reported to the business office immediately. The loss of a key destroys the security of a building or office and can result in the rekeying of the entire facility. An employee who loses a key resulting in loss of assets or costs due to rekeying may be held monetarily liable. The financial responsibility of a College District employee shall be limited to a maximum of $50 in the case of the loss of one or more College District keys by that employee.
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 9:30 a.m. – 12:00 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.

All external mail should be at the mailroom in the administration building by 8:30 a.m. Any mail to be delivered to an off-campus facility should be placed in their appropriate boxes in the records office by 9:00 a.m. prior to the off-campus’ delivery day.
EQUIPMENT AND SUPPLIES MANAGEMENT

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.
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.

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 and College approved rental vehicles. 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.
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.
Angelina College
03501

ENVIRONMENTAL POLICY

EMS REPRESENTATIVE
Coordinator of Environmental Projects (CEP)

EMS DIRECTOR
Director of Physical Plant

EMS TEAM
Vice President of Business Services
Director of Physical Plant
Coordinator of Environmental Projects
Mathematics and Science Associate Dean / Division Director
Technology / Workforce Associate Dean / Division Director
Stage Operations Manager
Beautification / Safety Committee Representative

EMS BOUNDARY
Shall be defined within the confines of the property owned and/or managed by Angelina College of Lufkin, Texas. The main campus lies in a north-westerly direction from the intersection of US Highway 59 South (3500 South First Street) and FM 819 (College Drive). The approximate area of the main campus is 205 acres. Also included will be remote facilities that are managed by AC.

POLICY PURPOSE
To ensure that all Angelina College (AC) Facilities are in compliance with applicable state and federal environmental regulations, in order to reduce the possibility of regulatory citations and fines. To minimize AC’s impact on the local environment, by reducing pollution and generated waste.

POLICY STATEMENT
Angelina College is committed to achieving and sustaining environmental awareness and protection while striving to educate responsible people.

ENVIRONMENTAL INITIATIVES
Angelina College will:
- Comply with all pertinent environmental regulations mandated by the Environmental Protection Agency, Texas Commission on Environmental Quality, Angelina County and the City of Lufkin.
- Strive to reduce AC’s impact on the natural environment.
- Reduce the use of toxic substances and the generation of hazardous wastes.
- Promote awareness and understanding of environmental issues among faculty, staff and students.
- Maintain regulatory status as a Conditionally Exempt Small Quantity Generator (CESQG) of Universal and Hazardous Waste.
- Strive to reduce energy and water consumption.
DEFINITIONS
Environmental Management System – A set of management processes and procedures that allow Angelina College to analyse, control, monitor and reduce the environmental impact of its activities.

EMS CHARACTERISTICS
- A continual improvement process of Plan-Do-Check-Act
- Primary focus is on regulatory compliance
- Format is based on the ISO 14001 EMS Platform
- Will not be certified to the ISO standard
- Defines roles and responsibilities of the EMS
- Identify and prioritize environmental impacts
- Set measurable objectives and targets
- Develop programs to achieve objectives and targets
- Monitor and measure progress
- Communicate results
- Establish boundaries

SUMMARY
Angelina College will consider full compliance with the law to be the minimally acceptable standard and will exercise whatever control is reasonable and necessary to avoid harm to the public health and environment, whether or not such control is required by regulations.
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 IT.

Repair and maintenance of resources should be monitored by IT, and IT 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 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 acquire resources or to upgrade existing resources must complete and submit a technology request form to their respective division’s director or supervisor. Printer cartridges and routine keyboard and mouse replacements must be ordered through the Bookstore.

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

IT 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 reinforcement 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 IT.

Small items such as a computer keyboard or mouse can be purchased directly from the College Bookstore.

CAMPUS NETWORK

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

Any unauthorized resource found connected to the College’s network will be confiscated by I.T. Such property will need a letter of ownership and explanation of why it was on the network to get it returned.

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 IT 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 IT.

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 IT to limit the impact of computer disasters.

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.
6. No food or drinks in computer labs.
7. Anyone with disabilities or handicaps that prevent them from using computer resources normally should seek advice or help from the office of Special Student Support Services.
8. Use of the College’s wireless connection is entirely at the risk of the user, and Angelina College is not responsible for any loss of any information that may arise from the use of the wireless connection, nor is AC responsible for any loss, injury, or damages resulting from the use of the wireless connection.
9. Anyone using the AC wireless network is forewarned that there can be no expectation of privacy when on the wireless network.

10. Use of access points of Angelina College's wireless network is governed by the Angelina College Computer Use Policy. All users are expected to use the wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users should not violate federal, Texas, or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

11. The web page (angelina.edu) and any Angelina College social media sites should be managed by the Office of Communications and Publications and reflect the mission, goals, and values of the college. Employees, students, and student organizations launching social media sites identified with Angelina College or intended primarily for use by A.C. students should receive prior approval from their supervisors (for employees) or Dean of Students (students).
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

DI  ASSIGNMENT AND SCHEDULES

DJ  WORK LOAD

DK  PROFESSIONAL DEVELOPMENT

DL  STATUS OF EMPLOYMENT
DLA  Evaluation

DM  TERMINATION OF EMPLOYMENT
DMB  Tenure

DN  PERSONNEL POSITIONS
DNA  Qualifications and Duties

DOA  EMPLOYEE STANDARDS OF CONDUCT
DOA  Sexual Harassment
EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY

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.
Administrative and faculty active 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 Human Resources 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 for a decision shall be submitted to the state attorney general before disclosing the information. Otherwise, the information shall be released not later than ten business 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.

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.

Instructors (full-time and part-time) shall meet or exceed the current standards of the Board of Trustees of the Commission of Colleges and Schools and separate accrediting agencies where applicable.
CONFIDENTIALITY

The College District will observe the guidelines regarding confidentiality of AIDS- and HIV-related medical information, including testing, for College District employees. The guidelines shall be consistent with those published by the Texas Department of Health and with state and federal law and regulations.
EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:

PHYSICAL EXAMINATIONS AND COMMUNICABLE DISEASES

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 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-employment testing.
Angelina College  
03501  

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:  
INTELLECTUAL PROPERTY MANAGEMENT  

CONFLICT OF INTEREST: INTELLECTUAL PROPERTY  
The purpose of this policy is to provide guidelines regarding the ownership of various forms of intellectual property developed by employees and students of Angelina College. The intent of this policy is to protect the interests of the College, the employees and the students of Angelina College. This policy is specifically designed to enhance the academic standards of the institution and to foster an environment in which faculty, staff, students, and student employees are free to pursue interests in publication and discovery by protecting the interests of all parties involved.

This policy applies to all full-time and part-time faculty, staff, students and student employees of Angelina College.

Matters of policy relating to intellectual property will be handled by the Angelina College Intellectual Property Committee. This committee will be composed of three members of the faculty, to be appointed from time to time by the Vice President and Dean of Instruction. Committee records will be maintained in the office of the Vice President and Dean of Instruction.

This policy applies to any publication, discovery, patentable product, or copyrightable work* developed with significant use of institutional facilities, equipment or time, or sold for profit to Angelina College students to the monetary gain of the author(s).

This policy does not apply to any publication, discovery, patentable product, or copyrightable work developed without significant use of institutional facilities, equipment or time unless otherwise stated in the conditions of this policy.

Any publication, discovery, patentable product, or copyrightable work developed as a result of the direct employment responsibility of the author(s) shall belong to Angelina College.

* The phrase “publication, discovery, patentable product, or copyrightable work” shall be referred to as “development” for the remainder of this policy.

ESTABLISHMENT OF OWNERSHIP  
A written description of any potential development must be submitted to the Vice President and Dean of Instruction and members of the Intellectual Property Committee to determine if the development applies to this policy by definition of the above guidelines.

ADOPTED: 06/15  
1 of 3
Prior to the creation of any development or supplementary course material ownership must be agreed upon by Angelina College and the applicable author(s), according to the guidelines in this policy. In such a case, the Intellectual Property Committee will call a special session to determine ownership and any potential for conflict of interest and co-ownership distribution of royalties or sales. Members of this meeting will include the Vice President and Dean of Instruction, standing members of the Intellectual Property Committee, two randomly selected faculty members outside of the applicable department, and the author(s).

Any development created prior to the approval of this policy shall not be subject to its revised tenets, and the current ownership shall remain unchanged for the duration of the development’s application at Angelina College.

Any development directly funded by Angelina College, or indirectly funded through salaried compensation as a product of work relating to the employment responsibilities of the author(s), shall belong to Angelina College.

Developments resulting from “employment responsibilities” include course notes, PowerPoint presentations, handouts, exams, practical exams, course syllabi, recordings of lectures, and grade books.

Developments not resulting from “employment responsibilities” include textbooks, lab manuals, musical compositions, artwork, screenplays, and any other work whose application may be employed at institutions other than Angelina College.

Any development created from external funding, including “work for hire” and scientific publication resulting from outside sources of money, shall belong to the author(s) unless the development has direct application to the employment responsibility of the author(s). If the development has direct application to the employment responsibility of the author(s), the royalties must be agreed upon.

Any “extra-employment” developments shall belong to the author(s) unless substantial use of space, hardware, software, equipment or time of The College was included in its creation. In this case, the development is subject to joint ownership.
Any development resulting from employment responsibilities shall not be sold for profit to Angelina College students.

Any development recommended for student purchase must be approved in accordance with the current textbook procedures.

Any development jointly owned by The College and the author(s) may be sold to Angelina College students for profit through the bookstore, however, royalty/profit distribution shall adhere to the agreed upon guidelines.

Any development not owned in total or part by Angelina College may be sold to Angelina College students for profit through the bookstore, however, ownership and any potential for conflict of interest must be established prior to the sale of any author-owned development on campus.
Angelina College
03501

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: NEPOTISM

NEPOTISM

No person shall be employed or hired as an independent contractor who is related to a member of the Board by consanguinity within the third degree, or by marriage within the second degree as defined by state law.

Exceptions may be made for continuous previous employment as provided by state law.

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.
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. The employee will make a reasonable effort to assure that his/her outside employment is not identified with Angelina College.
HIRING PRACTICES

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. All employees shall be subject to assignment or reassignment by the president at any time to meet the needs of the College District.

A job description and position classification approved by the president shall be on file in the Human Resources office before the selection process begins.

From the date of position publication, all College District vacancies will remain open for application for the minimum length of time in accordance with personnel practices. In order to be considered for employment, an 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.

The executive officer for the college branch to which the position is assigned, in conjunction with the Human Resources office, is responsible for ensuring the search process is conducted legally and appropriately.

SEARCH PROCESS AND SCREENING COMMITTEE

The executive officer will appoint a screening committee, which is a part of the equal employment opportunity program and is critical to the employment of full-time personnel. The executive officer will make a good faith effort to ensure screening committees include individuals from diverse backgrounds and include representatives from the discipline, division, office, or branch of the position opening. The executive officer will also consider recommendations for screening committee appointments from the position’s direct supervisor. Screening committees for full-time classified personnel and for part-time personnel shall consist of the immediate supervisor and other appropriate personnel from the office or work area.

The chair of the screening committee, as appointed by the executive officer, will coordinate all committee activities and will collaborate with the Human Resources office to communicate with the candidates.

The Human Resources office will conduct an orientation for screening committees to ensure the chairs and members understand their responsibilities, including compliance with college policies and regulations.
HIRING PRACTICES

DUTIES AND RESPONSIBILITIES

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

1. Outline screening criteria based on the approved position description before initiating review of application packets.

2. Review application packets and complete the qualifications matrix form for all candidates using the screening criteria. The screening committee should disqualify any candidate who does not meet minimum qualifications for the position at this point in the process and document on the qualifications matrix form which qualification(s) the disqualified candidate(s) failed to meet.

3. Determine how many candidates the screening committee will interview, develop a list of appropriate interview questions to ascertain job-related information, and conduct interviews in collaboration with the Human Resources office. All candidates for a particular position must be asked the same questions. The committee should interview at least five qualified candidates or all candidates if fewer than five apply.

   The Human Resources office will communicate with all candidates to schedule the interviews. When candidates are interviewed on campus, the position supervisor and/or the executive officer may interview them one-on-one, with the screening committee, or may participate during any other portion of the interview process. Each employee who interviews the candidates should document the interview using the interview rating form.

4. When screening for an instructor vacancy, the interview process should include a 10 to 15 minute classroom presentation. The topic of the presentation should be selected by the screening committee and communicated to the candidates by the Human Resources office prior to the interview date. If a professional position requires public speaking, the screening committee may require the candidates to give a 10 to 15 minute presentation on a relevant topic during the interview.

5. Using the interview rating forms and a consensus process with the committee members, the screening committee chair should prepare a single list of strengths and weaknesses for each finalist candidate and submit it with all documentation for the screening process to the position supervisor.
HIRING PRACTICES
(SELECTION AND NOTIFICATION PROCESS)

6. The position supervisor will meet with the executive officer, review the screening committee documentation, and submit his or her hiring recommendation.

7. The executive officer or designee will conduct reference checks for the strongest candidate(s) and document the information gathered using the approved form. A minimum of three references for the strongest candidate(s) should be documented. Reference checks should include a recent or current direct supervisor for the candidate(s).

8. Once references are documented for the strongest candidate(s), the executive officer will meet with the president, review the search process, and make a hiring recommendation.

9. The College President, as the selecting officer, will make the employment decision after reviewing all of the following items: screening committee documentation, direct supervisor’s recommendation, executive officer’s recommendation, and reference checks documentation. The official job offer will be made by the president or his/her designated executive officer. The president’s selection decision will be presented to the Board of Trustees at the next regular Board meeting to finalize the appointment. The executive officer, direct supervisor, and screening committee chair will be notified when the Human Resources office receives a signed offer letter from the successful candidate.

10. Each professional staff member and instructor who verbally accepts an offer of employment from the President or his/her designee shall receive a written offer letter from the Office of the President. No professional staff member or instructor should begin working without having returned a signed copy of the offer letter to the Office of the President.

11. The executive officer is responsible for ensuring all documentation for the search process, including the screening committee’s documentation, is sent to the Human Resources office at the conclusion of the search process.

12. Prior to the new employee’s first day of work, the executive officer will coordinate with the Human Resources office to ensure the employee receives the new hire orientation on his/her first day of work.
The College District performs a background check on applicants considered for employment. If any violation is found, a hold will be placed on the hiring until it has been reviewed closely and determined the circumstances of the conviction, and its level of severity in relation to the anticipated job function.

The Human Resources office shall keep an employment record and personnel file for every employee of the College District. The Chief Academic Officer shall maintain credential files for all instructors.
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.

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, genetic information, veteran status 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.

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.

Equal Employment Opportunity Policies

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 bulletins 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 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 [See DBE(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.
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 Coordinator of Human Resources 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
COMPENSATION AND BENEFITS:  
SALARIES

- DEA (LOCAL)

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>TUITION WAIVERS</td>
<td>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).</td>
</tr>
<tr>
<td>CREDIT COURSES</td>
<td>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.</td>
</tr>
<tr>
<td>NON-CREDIT COURSES</td>
<td>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.</td>
</tr>
<tr>
<td>DEPENDENTS AND OTHER</td>
<td>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 $750 per semester or $750 for both summer semesters. 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 on the Human Resources page at <a href="http://www.angelina.edu/Employees/DependentTuitionExemptionForm.pdf">www.angelina.edu/Employees/DependentTuitionExemptionForm.pdf</a> 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 not to exceed $750 for any semester.</td>
</tr>
</tbody>
</table>
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:______________________________
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 $750.00 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 the above eligibility requirements.

Employee’s Name  Dependent’s Name

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: ____________________________
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 regularly assigned a workload greater than one-half of the workload normally assigned to an employee in a classification. [See DN(REGULATION)] Custodians are a special class of full-time employees to which different work schedules and calendars may 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 active 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 shall accrue nine days of sick leave during a fiscal year; 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. Full-time classified employees shall accrue days at the rate of one day per month worked.

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

The College President upon consultation with 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 an employee does not have an assignment.

Although some employees may be able to partially perform part of their job duties while on leave, generally leave must be approved based upon the prorated share of the standard 35 or 40 hour work week that the employee is not present at the workplace. Adjusted leave may be approved by the College President for essential duties pre-approved and performed from a distance while absent from the workplace.
Virtual hours of continuing work will be calculated as a prorate share of sick leave.

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. Employees can voluntarily opt to use sick leave in lieu of worker’s compensation. 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.

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 personal 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, leave time, or salary on all days during which they are engaged in authorized training, duty ordered or authorized by proper authority, not to exceed 15 work 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 no 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 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 no 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.

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 MEDICAL LEAVE**

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

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.

Interruption of leave shall not be permitted for the birth of the employee’s healthy child or the adoption or placement of a healthy child.

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.

All FMLA leave time runs concurrent with short-term and long-term disability and worker’s compensation or any qualifying event.
ANNUAL LEAVE (VACATION) Only full-time 12-month employees 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 manual 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 active 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.

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 designated physical plant employees) are entitled to observe holidays designated in the College District bulletin or in the payroll schedule issued annually. Full-time designated physical plant employees should refer to the annual schedule 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
The College District reserves the right to change approved holidays if dictated by the approved College District calendar.

* Memorial Day and July 4th may be an approved holiday as defined in the annual school calendar.
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.
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 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 B)]

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.

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:

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 practicum travel, attach AC Form 10I listing dates traveled.
Angelina College
03501

COMPENSATION AND BENEFITS: DEE
EXPENSE REIMBURSEMENT (REGULATION)

TRANSPORTATION EXPENSES

Transportation expenses

1. See DEE (EXHIBIT A) for mileage rate. Allowable mileage is different from odometer mileage. Allowable mileage should be as allowed using Exhibit C or calculated using the Internet version of Mapquest. A copy of the Mapquest calculation should be attached to the employees reimbursement request, AC Form 10. Exhibit C is only used for travel from the main campus. All other locations must be Mapquest.

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. Original boarding passes should be attached.

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 President and Dean of Instruction or Vice President of Business Services. 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. It is the employee’s responsibility to obtain a receipt and submit for reimbursement even if the reservation was made and paid by Angelina College.

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). Actual expenses may not be reimbursed for overnight travel unless required by grant travel.

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. List the original registration fee(s) even if paid by Angelina College.

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.


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.

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

TRAVEL ADVANCE

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

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).
COMPENSATION AND BENEFITS: EXPENSE REIMBURSEMENT (REGULATION)

BUSINESS RELATED MEALS

If meals are purchased by the trip sponsor, the meal per diem guidelines shall apply. Attach receipts to AC Form 10.

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.
The following exhibits are used by the College District:

Exhibit A: Travel Reimbursement Rate — 1 page
Exhibit B: Calculate Off-Campus Teaching Mileage — 1 page
Exhibit C: Official Mileage Guide for Travel Reimbursement — 2 pages
Exhibit D: Vehicle Request — 1 page
EXHIBIT A

TRAVEL REIMBURSEMENT RATE

The travel reimbursement rates are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>$0.40/mile</td>
</tr>
<tr>
<td>Meals</td>
<td>$30/day*</td>
</tr>
<tr>
<td>Student Meals</td>
<td>$20/day**</td>
</tr>
<tr>
<td>Lodging</td>
<td>$115/night ***</td>
</tr>
</tbody>
</table>

* 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 without prior written approval from the Vice President of Business Services.

The College is exempt from paying state (not local) sales tax. The employee must provide a “Hotel Occupancy Tax Exemption Certificate” to the hotel to avoid state hotel sales tax. Any hotel sales tax paid is the responsibility of the employee.
EXHIBIT B

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
EXHIBIT C

OFFICIAL MILEAGE GUIDE FOR TRAVEL REIMBURSEMENT

Angelina College (Lufkin) Main Campus to:

<table>
<thead>
<tr>
<th>Location</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crockett Center 1505 S. 4th St.</td>
<td>51.21</td>
</tr>
<tr>
<td>Crockett Nursing Center 1100 E Loop 304</td>
<td>49.42</td>
</tr>
<tr>
<td>Jasper Center</td>
<td>56.84</td>
</tr>
<tr>
<td>Nacogdoches Center 302 Hughes St.</td>
<td>25.71</td>
</tr>
<tr>
<td>Sabine Area Career Center Pineland, TX</td>
<td>58.81</td>
</tr>
<tr>
<td>Stephen F. Austin State University</td>
<td>26.39</td>
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<tr>
<td>George Bush Intercontinental Airport</td>
<td>103.38</td>
</tr>
<tr>
<td>Central High School</td>
<td>13.21</td>
</tr>
<tr>
<td>Corrigan High School</td>
<td>21.79</td>
</tr>
<tr>
<td>Diboll High School</td>
<td>7.43</td>
</tr>
<tr>
<td>Hemphill High School</td>
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<td>San Augustine High School</td>
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<tr>
<td>Wells High School</td>
<td>21.55</td>
</tr>
<tr>
<td>Woodville High School</td>
<td>49.66</td>
</tr>
</tbody>
</table>

MapQuest to calculate the mileage distances for reimbursement for locations not listed.
EXHIBIT D

VEHICLE REQUEST

Vehicle __________________ Division _________________ Account #________________________

Purpose ____________________________________________________________

__________________________________________________________________________

Destination __________________________________________________________

Driver __________________________

Exact Time and Approximate Time and
Date of Departure________________________ Date of Return________________________

Speedometer Reading When Received ______ When Returned ______ Miles Driven ______

Credit Card and Keys Issued _____________ By ______________________________________
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, fulltime 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.

An eligible employee 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 and is irrevocable. An eligible employee 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.

The plan requires a contribution of 7.50% of gross 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 TRS or ORP retirees 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 and are authorized to conduct business with the College.

TEACHERS RETIREMENT SYSTEM

All eligible personnel, except faculty members in the optional retirement program, employed on a full-time, regular basis shall be members of the Teacher Retirement System of Texas.

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.
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.
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 immediate supervisor or director, the grievance shall be filed according to the levels in the following grievance procedures.

Any grievance alleging discrimination on the basis of race, color, creed, national origin, sex, qualified disability, age, veteran status, genetic information or religion 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 also see DOA.

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 GRIEVANCE PROCEDURES

Follow the steps listed below for a grievance against faculty, staff, or the 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 the supervising dean or vice president.
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 FACULTY, STAFF, OR COLLEGE DISTRICT

### 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.

### GENERAL PROVISIONS

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 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.

BOARD HEARING PROCEDURES
Employees or students 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.

Hearings regarding dismissal, suspension, or action involving student discipline will be heard in closed meetings unless the student requests it be public.
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.
5. A faculty member should be professional in his or her conduct in the classroom and in his or her interactions with students.
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. Care must be taken to maintain professional boundaries in any student interactions.

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. This includes use of social media and electronic communication guidelines for the profession.

An employee shall notify the College President within three (3) calendar days of any arrest, investigation, law enforcement report, indictment, conviction, no contest or guilty plea, disposition or other adjudication involving the employee in any way for a felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

Crimes involving moral turpitude (including misdemeanor offenses), which include:

- Dishonesty; fraud; deceit; theft; misrepresentation; deliberate violence; felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; act constituting public intoxication, operating a motor vehicle while under the influence of alcohol or drugs or disorderly conduct; acts constituting family violence abuse under the Texas Family Code.

FAILURE TO TIMELY REPORT ANY MATTER REQUIRED TO BE REPORTED UNDER THIS POLICY MAY RESULT IN ADVERSE EMPLOYMENT ACTION.

Adverse employment action may be taken for failure to meet the College’s standards of professional conduct or for any other activity, work-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, and community, impairs or diminishes the employee’s effective performance of assigned job duties.
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 (i.e. hybrid and Internet) 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. Virtual hours are equivalent for workload based on semester credit hours.

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 with the appropriate Division Director.

The teaching load for all part-time instructors is a maximum of two courses or eight semester credit hours.

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 two courses or eight semester credit hours; a request must be submitted and approved by the Vice President and Dean of Instruction for additional hours.

10. Oversized classes require prior documentation of need and approval.
It is the responsibility of the Division Director to assign faculty work-loads 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.
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.

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 as needed.

Classified support staff overtime (exceeding 40 hours per week) should be worked only with the supervisor’s prior approval. The College President 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.

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.
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 Southern Association of Colleges and Schools Commission on Colleges.

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, 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.

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.
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.

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 Commission on Colleges, 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 nontenured (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).
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.

Supervisors are responsible for evaluating all classified support personnel under their direct supervision.

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 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.

The goal of the evaluation of faculty is to facilitate a regular avenue for ensuring mutual communication toward ongoing improvement in instructional effectiveness.
INSTRUCTIONAL STANDARDS CRITERIA

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.

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.

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.

The evaluation instruments include:
- Learner survey of instruction
- Instructional appraisal form
- Faculty evaluation form
- Instructor input form
- Self-assessment form

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 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 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.

All personnel files and evaluations will be kept confidential to the extent allowed by law.
STATUS OF EMPLOYMENT: EVALUATION

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 nonrenewal 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 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.

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.
The following exhibits are used by the College District:

Exhibit A: Faculty Evaluation — 5 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
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 Commission on Colleges, 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 nonrenewal 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 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 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 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 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 B

FACULTY INSTRUCTOR INPUT FORM

Instructions: In the appropriate spaces below, enter any information that you think needs to be considered in the evaluation process. This information should be designed to remind the evaluators of anything out of the ordinary that should be considered in the process. Examples include number of preparations, number of learners in classes, new courses, major revisions of courses, committee work, and other activities that take an uncommon amount of time.

1. Describe your teaching load for both the fall and spring semesters. You may include the total number of semester hours, courses and laboratories taught, the number of learners in each, the total number of learners, the number of preparations, and what portion was considered overload, if any.

2. Describe your committee work. Include an approximation of the time you spent on this work.

3. List any other activities you wish to be considered in your evaluation.
EXHIBIT C

INSTRUCTOR SELF-ASSESSMENT FORM

Name _____________________________________________________ Date ___________

Please respond to the questions below. Attach additional pages if more space is needed.

1. What do you consider to be your most significant accomplishments this year?

2. What factors inhibited the attainment of your goals and objectives during this year?

3. List below those duties and responsibilities that you believe you should give more concerted attention during the coming year.

Signature _______________________________________________________________
EXHIBIT D

LEARNER SURVEY OF INSTRUCTION

PLEASE WRITE: COURSE NUMBER AND SECTION ON THE TOP RIGHT CORNER OF SCANTRON FORM

PLEASE DO NOT WRITE YOUR NAME ON ANY OF THE MATERIALS

Section I. Use the scale below to indicate your agreement with the following statements. Each statement will have 5 possible responses:

A—Strongly Agree  B—Agree  C—Neutral  D—Disagree  E—Strongly Disagree

1. The instructor was well prepared for each class.
   _______ 1. The instructor was well prepared for each class.

2. The instructor's grading practices were consistent.
   _______ 2. The instructor's grading practices were consistent.

3. The instructor presented material clearly.
   _______ 3. The instructor presented material clearly.

4. The instructor treated students with respect.
   _______ 4. The instructor treated students with respect.

5. The instructor made assessment results available within a reasonable period of time.
   _______ 5. The instructor made assessment results available within a reasonable period of time.

6. The course requirements as stated in the course outline or syllabus were clearly and consistently applied.
   _______ 6. The course requirements as stated in the course outline or syllabus were clearly and consistently applied.

7. The instructor usually followed the class schedule.
   _______ 7. The instructor usually followed the class schedule.

8. The instructor was available to me on matters pertaining to the course.
   _______ 8. The instructor was available to me on matters pertaining to the course.

9. The instructor encourages me to develop Critical Thinking skills.
   _______ 9. The instructor encourages me to develop Critical Thinking skills.

10. The instructor creates an atmosphere in which ideas can be exchanged freely.
    _______ 10. The instructor creates an atmosphere in which ideas can be exchanged freely.

PLEASE WRITE ANSWERS TO THE “COMMENTS” QUESTIONS ON THE BOTTOM RIGHT CORNER OF SCANTRON FORM.

Section II. Comments: (Optional)

1. What are the strengths of this course?
2. What suggestions do you have for the course to be improved?

PLEASE DO NOT WRITE ON THIS SHEET. WRITE RESPONSES ON THE RIGHT SIDE OF SCANTRON FORM.

REVISED: 06/12
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: _________________________________________________________
   _________________________________

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 ____________________
FACULTY EVALUATION FORM

Faculty Member ___________________________ Division ___________________

The faculty member (was, was not) observed in the classroom. Date(s)______________

Rate the instructor as appropriate

<table>
<thead>
<tr>
<th>Instructional Performance</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Did Not Observe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has adequate knowledge of subject</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses appropriate instructional techniques</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicates clearly with students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizes course work adequately</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makes good use of class time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makes appropriate assignments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluated students in a fair and effective manner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishes appropriate rapport with students</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: _________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Performance of Routine Faculty Duties | Satisfactory | Unsatisfactory | Did Not Observe |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizes course work adequately</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains adequate attendance and grade records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advises students as needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Posts and maintains office hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Functions as member of committees as necessary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leaves classroom/laboratory facilities in proper order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attends faculty meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 of 2
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

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Director observes instructor in classroom.</td>
<td>By November 15 in the fall and April 15 in the spring.</td>
</tr>
<tr>
<td>Instructor submits completed instructor input and self-assessment forms to division director.</td>
<td>By December 1.</td>
</tr>
<tr>
<td>Instructor and division director complete instructional appraisal forms.</td>
<td>By December 1 in the fall and May 1 in the Spring.</td>
</tr>
<tr>
<td>Instructor administers learner survey of instruction to students.</td>
<td>During the last three weeks of the semester (fall and spring).</td>
</tr>
<tr>
<td>Instructor submits completed learner surveys to the division director.</td>
<td>No later than the last day of the semester (fall and spring).</td>
</tr>
<tr>
<td>Instructor submits completed learner surveys (or summaries of tabulations) to the instructor.</td>
<td>By January 31 for fall surveys or by May 31 for spring surveys.</td>
</tr>
<tr>
<td>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.</td>
<td>By February 15.</td>
</tr>
<tr>
<td>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.</td>
<td>February 28.</td>
</tr>
<tr>
<td>The Vice President and Dean of Instruction gives annual report of faculty strengths and weaknesses to the College President.</td>
<td>By June 30.</td>
</tr>
<tr>
<td>Division Director observes instructor in the classroom.</td>
<td>By December 1.</td>
</tr>
<tr>
<td>Instructor and Division Director completes instructional appraisal forms.</td>
<td>By December 1.</td>
</tr>
</tbody>
</table>
### ANNUAL SCHEDULE FOR EVALUATION PROCEDURES

**TENURED FACULTY**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor administers learner survey of instruction to students.</td>
<td>During the last three weeks of the semester (fall and spring).</td>
</tr>
<tr>
<td>Instructor submits completed learner surveys to the division director (program coordinator).</td>
<td>No later than the last day of the semester (fall and spring).</td>
</tr>
<tr>
<td>Division Director returns completed learner surveys to the instructor.</td>
<td>By January 31 for fall surveys and May 31 spring surveys.</td>
</tr>
<tr>
<td>Instructor submits completed self-assessment form to division director (program coordinator).</td>
<td>By December 1.</td>
</tr>
<tr>
<td>Instructor submits completed instructor input form. *</td>
<td>By December 1.</td>
</tr>
<tr>
<td>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.</td>
<td>By February 15.</td>
</tr>
<tr>
<td>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.</td>
<td>By February 28.</td>
</tr>
<tr>
<td>The Vice President and Dean of Instruction gives annual report of faculty strengths and weaknesses to the College President.</td>
<td>By June 30.</td>
</tr>
</tbody>
</table>

*Optional at the discretion of the division director or at the request of the instructor.*
EXHIBIT I

ANNUAL SCHEDULE FOR EVALUATION PROCEDURES —
ADJUNCT FACULTY

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division director observes instructor in the classroom. *</td>
<td>By November 30 in the fall and April 30 in the spring.</td>
</tr>
<tr>
<td>Division director and instructor completes instructional appraisal forms. *</td>
<td>By December 1 in the fall and May 1 in the spring.</td>
</tr>
<tr>
<td>Instructor administers learner survey of instruction to students.</td>
<td>During the last three weeks of the semester (fall and spring).</td>
</tr>
<tr>
<td>Instructor submits completed learner surveys to the division director. *</td>
<td>No later than the last day of the semester (fall and spring).</td>
</tr>
<tr>
<td>Division director returns completed learner surveys (or summaries of tabulations) to the instructor.</td>
<td>By January 31 for fall surveys or by May 31 for spring surveys.</td>
</tr>
</tbody>
</table>

*Division director or other qualified College District personnel.
TERMINATION OF EMPLOYMENT: TENURE

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...
TERMINATION OF EMPLOYMENT: TENURE

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.
Angelina College
003501

PERSONNEL POSITIONS

DN
(REGULATION)

FACULTY

FULL-TIME

Full-time faculty are exempt contract employees (exempt from Fair Labor Standards Act) whose primary assignment is teaching. 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

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).

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 fulltime 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 completion of all operations and activities, and normally maintain a minimum standard 40-hour work week.
<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Classified Support Staff</td>
<td>Hourly, non-contract employees who serve at-will and maintain either a 35 or 40 hour work week. Classified employees are subject to provisions of the Fair Labor Standards Act and must keep time records.</td>
</tr>
<tr>
<td>Part-time Classified Support Staff</td>
<td>Must not exceed 19.5 hours per week on an hourly basis.</td>
</tr>
<tr>
<td>Federal College Work Study</td>
<td>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.</td>
</tr>
<tr>
<td>Texas College Work Study</td>
<td>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.</td>
</tr>
<tr>
<td>Non-work Study</td>
<td>Non-work study student employees are defined the same as above, except eligibility is not based upon need.</td>
</tr>
</tbody>
</table>
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 bulletin 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.

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. Confer with the appropriate instructional administrator at the end of the academic year.

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.
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).

It is the policy of the College to provide a work environment free from oppression, harassment and hostility.
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.
SECTION E: INSTRUCTION

EB    BRANCH CAMPUSES AND DISTANCE LEARNING
EBB   Distance Learning

EC    INSTRUCTIONAL ARRANGEMENTS

ED    INSTRUCTIONAL RESOURCES
EDAA  Libraries and Laboratories
EDD   Copyrighted Materials

EF    CURRICULUM DESIGN
EFCB  Adult and Continuing Education

EG    ACADEMIC ACHIEVEMENT
EGA   Grading and Credit
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.
INSTRUCTIONAL ARRANGEMENTS

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.


7. Statement on syllabus revisions.

INSTRUCTIONAL PROCEDURES  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:
AUDIT, CLASS ROLLS

1. The student presents a class-add form;

2. Permission to audit is received from the Records office; or

3. Special permission is received from the Vice President and Dean of Instruction.

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 bulletin. 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

The normal load during a long session (fall and spring semesters) is five courses. Physical education activity courses, and other one hour courses
LOAD 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.
INSTRUCTIONAL MATERIALS: LIBRARIES AND LABORATORIES

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.
The library maintains a collection of clippings, pamphlets, and other ephemeral material known as the Vertical File. This material does not circulate.

**COLLECTION DEVELOPMENT**

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.

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.

**COMMUNITY USE**

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.

**SUPPORT SERVICES**

The library provides copiers and typewriters.

**INTERLIBRARY LOAN**

This service is provided to all users within the limitations of the ALA membership.

**PROFESSIONAL DEVELOPMENT**

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.

**GIFTS**

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)]
Employees and students 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. This policy applies to all full-time and part-time faculty, staff, students and student employees of Angelina College.

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:

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 institution 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 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.

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 of Colleges and Schools Commission on Colleges 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.
Based on SACSCOC Policy Title: Substantive Change for SACSCOC Accredited Institutions [http://www.sacscoc.org](http://www.sacscoc.org)

**Purpose**

Angelina College (AC) will work to ensure that all incidences of substantive changes be reported in a timely manner. AC will establish a process for adherence to the policies and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) related to institutional change. In accordance with SACSCOC policies, Angelina College will notify the Commission on Colleges of substantive changes and will seek approval prior to the initiation of changes when appropriate. The Southern Association of Colleges and Schools Commission on Colleges requires all substantive changes that occur after an institution’s decennial review to be submitted in the next Compliance Certification. The last reaffirmation visit was February 6 – 8, 2006 and the College was reaffirmed on June 22, 2006.

**Definitions**

The following are examples of types of institutional changes that might be considered substantive changes. For a complete list see the SACSCOC Website: [http://www.sacscoc.org](http://www.sacscoc.org)

A. Substantive changes that are likely to apply to Angelina College (AC):

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Category</th>
<th>Required College Action</th>
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<tbody>
<tr>
<td>Initiating a certificate program</td>
<td>using existing approved courses</td>
<td>no action required</td>
</tr>
<tr>
<td></td>
<td>at a new off-campus site (previously approved program)</td>
<td>• prior approval required&lt;br&gt;• submit a modified prospectus prior to implementation</td>
</tr>
<tr>
<td></td>
<td>that is a significant departure from previously approved programs</td>
<td>• prior notification and approval required&lt;br&gt;• submit a modified prospectus 6 months prior to implementation</td>
</tr>
<tr>
<td>Expanding program offerings at previously approved off-campus sites</td>
<td>that are NOT significantly different from current programs at the site</td>
<td>no action required</td>
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<tr>
<td>changing from clock hours to credit hours</td>
<td><strong>• prior approval required</strong>&lt;br&gt;<strong>• justify reasons for change,</strong>&lt;br&gt;<strong>indicate calculation of equivalency, and other pertinent information</strong></td>
<td></td>
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<tr>
<td>altering significantly length of a program</td>
<td><strong>• prior approval required</strong>&lt;br&gt;<strong>• prospectus required</strong></td>
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<tr>
<th>Initiating off-campus sites (including Early College High School and Dual Credit programs offered at the high school)</th>
<th>when a student can obtain 24 percent or less of the credits for a program</th>
<th>no action required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>• prior notification required</strong>&lt;br&gt;<strong>• submit a letter of notification prior to implementation</strong></td>
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<tr>
<td>when a student can obtain 25-49 percent of the credits for a program (for AC 15-29 SCHs)</td>
<td><strong>• prior approval required</strong>&lt;br&gt;<strong>• submit a prospectus prior to implementation</strong></td>
<td></td>
</tr>
<tr>
<td>when a student can obtain 50 percent or more of the credits for a program (for AC 30+ SCHs)</td>
<td><strong>• prior notification required</strong>&lt;br&gt;<strong>• submit a prospectus 6 months in advance of implementation</strong></td>
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</tbody>
</table>

| Expanding at current degree level (offering a new program that is a significant departure from current programs) | **• prior notification required**<br>**• submit a prospectus 6 months in advance of implementation** |
## CURRICULUM DESIGN

### (LOCAL)

| Initiating a branch campus | • prior notification and approval required  
<table>
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<tr>
<th></th>
<th>• submit a prospectus 6 months in advance of implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiating distance learning</td>
<td>offering 24% or less</td>
</tr>
</tbody>
</table>
|                           | offering 25 – 49% (for AC 15 – 29 SCHs) | • prior notification required  
|                           |                                         | • submit a letter of notification prior to implementation |
|                           | 50% or more of a program for the first time (for AC 30+SCHs) | • prior approval required  
|                           |                                         | • prospectus required |
| Initiating a certificate program at employer’s request and on short notice | using existing approved courses | no action required |
|                           | a new off-campus site (previously approved program) | • prior approval required  
|                           |                                         | • modified prospectus prior to implementation |
|                           | significant departure from previously approved programs | • prior notification required  
|                           |                                         | • prior approval required  
|                           |                                         | • modified prospectus prior to implementation |

**B. Substantive changes that are less likely to apply to AC, but are a part of the SACSCOC policy:**
- Initiating joint or dual degrees with another institution
- Initiating program courses offered through contractual agreement or consortium
- Moving an off-campus instructional site (serving the same geographic area)

**C. Substantive changes that are unlikely to apply to AC, but are a part of the SACSCOC policy:**
- Initiating coursework or programs at a more advanced level than currently approved
- Altering significantly the educational mission of the institution
- Initiating a merger/consolidation with another institution
- Relocating a main or branch campus
CURRICULUM DESIGN

- Changing governance, ownership, control, or legal status of an institution
- Closing an institution

Persons Responsible
- The Substantive Change Monitoring Committee will be the Education Programs Advisory Council which is an established part of Academic Affairs and chaired by the Vice President and Dean of Instruction (Accreditation Liaison). The members include Division Directors of Business, Fine Arts, Health Careers, Liberal Arts, Science and Mathematics, and Technology & Workforce divisions; Coordinator of Off-Campus and Distance Learning Activities; Directors of three off-campus Teaching Centers (Crockett, Jasper, Livingston-Polk County); Dean of Student Services; Associate Dean of Academic Support Services; Coordinator of Institutional Effectiveness and Research. The first meeting of each semester will include “Substantive Change Alert using SACSCOC Frequently Asked Questions.”
- President, Vice Presidents, and academic leaders (Division Directors and Coordinators) – report first campus considerations or stakeholder discussions of proposed institutional changes to accreditation liaison.
- Accreditation liaison – monitors all institutional changes reported and provides training on substantive change as needed.

Process
- Twice each semester (August & October and January & March), the accreditation liaison will send a check sheet to vice presidents and academic leaders requesting information on any campus considerations or stakeholder discussions of proposed changes which may be in their areas since the last report.
- The accreditation liaison, appropriate vice president and the President will review the campus considerations or stakeholder discussions of proposed changes identified on the check sheets to determine which proposed changes are defined as substantive.
- For each proposed change identified as substantive, the supervising vice president will assign responsibility to appropriate divisional personnel to work with the accreditation liaison to complete the required materials for submission (e.g., prospectus and letters).
- The institutional documentation and submission must comply with the current “Substantive Change for SACSCOC Accredited Institutions” policy for all prior notifications, contact time and/or prior approval.
- The President will send completed substantive change documents to SACSCOC according to their reporting timeline.

ADOPTED: 03/15
4 of 6
Campus Considerations and Stakeholder Discussions of Possible Institutional Changes

1. Initiating a certificate program
2. Expanding program offerings at previously approved off-campus sites
3. Initiating off-campus sites (including Dual Credit programs offered at the high school)
4. Expanding at current degree level (significant departure from current programs)
5. Initiating a branch campus
6. Initiating joint degrees with another institution
7. Initiating program/courses offered through contractual agreement or consortium
8. Relocating an off-campus instructional site
9. Altering significantly the length of a program
10. Initiating coursework or programs at a more advanced level than currently approved
11. Altering significantly the educational mission of the institution
12. Initiating a merger/consolidation with another institution
13. Relocating a main or branch campus
14. Changing governance, ownership, control, or legal status of an institution
15. Closing an institution

Timeline Alert: Guidelines for any Proposed Changes to the Accreditation Liaison

1. Substantive Changes for a Fall implementation must be proposed in January and a Spring implementation must be proposed in June.
2. Some dates are designated for specific types of changes by SACSCOC.
   Due dates: April 8 or September 15 for the following:
   a. Initiating course work or programs at a different level than currently approved;
   b. Initiating a direct assessment competency-based program;
   c. Initiating a merger/consolidation with another institution;
   d. Changing governance, ownership, control, or legal status of an institution.
Deadline Alerts: for Fall must submit proposal in January; for Spring, must submit proposal in June.

Type of proposed change (from list above): ______________________________________________

Description of proposed change in your area: ____________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Name:___________________________________________

Date:_________________________________________
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 postsecondary 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 Commission on Colleges.
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 are the property of the College District and must be turned in to the Records office at the end of each semester or summer term. Each instructor is responsible for the accuracy of records for each course.

The Records office 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 bulletin.

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.

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;
ACADEMIC ACHIEVEMENT:

GRADING AND CREDIT (REGULATION)

4. Submit a written request for review to the College President. 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.

GRADES, STUDENT CHEATING AND PLAGIARISM

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.

CREDIT HOUR

The credit hour is the unit by which course work is measured. The number of hours assigned to a course is a measure of the outcomes expected, the mode of instruction and the amount of time spent in class. The standard contact hour is 50 minutes of instruction. The semester
hour unit of credit is equal to a minimum of three hours of student work per week for 15 weeks and one week for exam for a total of 16 weeks.

The College’s credit hour reflects the US Department of Education’s definition in 34 CFR 600.2. The application to courses conforms to the Texas Higher Education Coordinating Board (THECB) Rules in the Lower Division Academic Course Guide Manual and the Texas Administrative Code, Title 19, Part 1, Chapter 9, Rule 4.6. The program length conforms to the revised THECB Rule in Texas Administrative Code, Title 19, Part 1, Chapter 9, Subchapter J, Rule §9.183. The types of learning are described in the Guidelines for Instructional Programs in Workforce Education (GIPWE) is also published by the Texas Higher Education Coordinating Board. The College uses the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services to determine acceptance of transfer credit. The College assigns academic credit based on the rules and policies of the Texas Higher Education Coordinating Board (THECB). All online courses and summer course contain sufficient content to meet THECB requirements for contact hours.
SECTION F: STUDENTS

FA  EQUAL EDUCATIONAL OPPORTUNITIES

FB  ADMISSIONS AND ATTENDANCE
    FBD  Attendance

FD  STUDENT WELFARE
    FDAD  Communicable Diseases
    FDE  Sexual Harassment

FE  STUDENT FINANCIAL AID PROGRAM

FG  STUDENT HOUSING

FI  SOLICITATIONS

FJ  STUDENT RECORDS

FK  STUDENT ACTIVITIES
    FKA  Student Publications
    FKC  Registered Student Organizations

FL  STUDENT RIGHTS AND RESPONSIBILITIES
    FLA  Involvement in Decision–Making
    FLB  Student Conduct
    FLD  Student Complaints
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 and/or non-participation will be dropped by the instructor after notifying the student through the Records office. 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. Virtual classes must document equivalent participation. 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 (including early college high school) 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:
ADMISSIONS AND ATTENDANCE: ATTENDANCE (REGULATION)

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 the Records office and will follow the stated procedure on a readmission form if reinstatement is desired. All students in developmental education must obtain readmission approval of the instructor and the Vice President and Dean of Instruction.

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.
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, except proof of bacterial meningitis immunization for most new students as required by state law.

Immunizations are required for students whose course work involves direct patient contact in a medical or clinical setting. These requirements are distributed with the information packets admission materials for each program involving clinical coursework.

**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 of 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 judgment, 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 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.
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.
Angelina College
03501

STUDENT COMPLAINTS:
SEXUAL HARASSMENT

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.
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 administered by the Scholarship Coordinator 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 interest 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

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 and elect a chairperson during the September meeting.

SCHOLARSHIP COMMITTEE MEETING DATES

The committee shall have regularly scheduled meetings in August, December, March and July during the academic year.

The chairperson shall call additional meetings as necessary.

COORDINATION AND COMMUNICATION BETWEEN THE SCHOLARSHIP COMMITTEE AND DIVISIONS AWARDED SCHOLARSHIPS

In addition to the committee, the Fine Arts Division, the Health Careers Division and the Technology/Workforce 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 Technology/Workforce Divisions must provide the following information to the Scholarship Coordinator and chair of the scholarship committee immediately after the selection of award recipients: name
and student identification 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.

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/SCHOLARSHIP COORDINATOR/Office OF STUDENTS SERVICES RESPONSIBILITIES

The Director of Financial Aid and Scholarship Coordinator shall ensure that scholarship information is current in the College District bulletin. The Scholarship Coordinator shall create and be responsible for distribution of applications, brochures and other related documents. The Scholarship Coordinator shall provide scholarship information and applications to students at orientation sessions.

The Scholarship Coordinator 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 Scholarship Coordinator shall receive the current scholarship balances from the designated staff in the business office in order to determine scholarship availability. The Scholarship Coordinator 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 Scholarship Coordinator 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 Scholarship Coordinator 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 Scholarship Coordinator shall work with recipients in sending letters of gratitude to donors and coordinate news releases concerning scholarships.

The Scholarship Coordinator 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 Scholarship Coordinator 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 Scholarship Coordinator 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:
SOLICITATIONS (REGULATION)

1. The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.

2. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.

3. The solicitation 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.
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.

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

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.
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 wellbeing, 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.

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
### 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.

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 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.

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, 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

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.
STUDENT RIGHTS AND RESPONSIBILITIES: INVOLVEMENT IN DECISION-MAKING

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 AND DISCIPLINE PROGRAM

INTENT

It is the intent of the Student Conduct and Discipline Program to provide an educational and developmental response to student misconduct while maintaining and protecting a safe and appropriate teaching and learning environment.

In keeping with the educational intent of the Student Conduct and Discipline Program, the College engages in progressive discipline to help students understand and behave in accordance with the College’s conduct standards. The progressive discipline process includes (a) selecting a proportional response to a student’s misbehavior, and (b) increasing the level of response if the student subsequently misbehaves.

In a progressive discipline environment, the discipline the College administers for the first occurrence of serious misconduct may be expulsion.

PERSONAL CONDUCT

The personal conduct of students (a) on the grounds of any site or campus, in any facility, or in any vehicle owned by or controlled by Angelina College; (b) participating in or attending college functions; or (c) as members of recognized student organizations, participants in college-sponsored groups, or members of intercollegiate athletic teams is subject to College disciplinary jurisdiction. The College 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.

The Dean of Student Services or designee shall have primary authority and responsibility for administering the Student Conduct and Discipline Program. The President may take immediate interim disciplinary action, including suspension, pending a hearing for student violation of College policy. Such interim disciplinary action, including suspension, may occur in drug-related cases or when the continuing presence of the accused student poses a danger to person or property or is an ongoing threat of disruption to the scholastic process. When such interim disciplinary action occurs, the President shall communicate the disciplinary action in writing and, if possible, meet with the student to discuss reasons for the interim disciplinary action and to allow the student a rebuttal pending a full hearing.

Students are expected to obey all local, state, and federal laws and ordinances, in addition to all the policies and regulations of the College. Students are expected to conduct themselves and dress in a manner that preserves an appropriate atmosphere and will not disrupt teaching and learning activities. In addition, students engaging in student activities,
working for the College, or representing the College at special events may be held to guidelines for conduct, dress, and appearance appropriate to that activity.

1. **Academic Integrity**
   It is the aim of Angelina College faculty to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present, as his or her own, any work that he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and is prohibited.

**Cheating:** Complete honesty is required of the student in the presentation of any and all phases of course work. Dishonesty of any kind on examinations, quizzes, or assignments is considered cheating and is prohibited. Common examples of cheating include the following:

- Copying from another student’s test paper, laboratory report, other report, or computer files, data listings, and/or programs;
- Using materials during a test that are not authorized by the test administrator;
- Collaborating with another person or persons during an examination or in preparing academic work without authorization;
- Knowingly and without authorization, using, buying, selling, stealing, soliciting, copying, or possessing in whole or in part, the contents of an administered test;
- 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; and
- Purchasing or otherwise acquiring or submitting as one’s work any research paper or writing assignment prepared by another individual or firm.

**Plagiarism:** Plagiarism means the appropriation of another’s work or idea and the unacknowledged incorporation of that work or idea in one’s own written work offered for credit. Plagiarism is prohibited.

2. **Alcoholic Beverages**
   Student possession or consumption of alcoholic beverages is prohibited on College property. Violations subject to disciplinary action include the possession, consumption, or being under the influence of alcoholic beverages on the college campus or while representing the College during an off-campus activity.

3. **Illegal Substances**
   The possession, distribution, or use of any illegal substance on campus or at any College related function on or off campus is prohibited.
4. **Tobacco**  
   Angelina College is a *Tobacco Free* campus. The use of tobacco products is prohibited on all College property.

5. **Vapor and e-cigarettes**  
   The College prohibits use of vapor and e-cigarettes on all College property.

6. **Housing and Residence Life**  
   Violations or breaches of the Angelina College Residential Contract by students living in College housing is prohibited.

7. **Animals on Campus**  
   Pets and other privately-owned animals are prohibited in any College building unless the Vice President and Dean of Instruction makes a specific exception for academic purposes. Animals on campus must be on a leash or be otherwise under the direct and positive control of the owner. Service animals assisting individuals with disabilities are permitted in all College facilities, programs, and events. Students with disabilities should contact the Office of the Dean of Student Services to obtain guidelines and regulations related to service animals.

8. **Children in the Classroom**  
   Students bringing children to class without prior consent from the instructor is prohibited.

9. **Discrimination and Harassment**  
   Discrimination and Harassment on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, or any other characteristic protected by institutional policy or state, local, or federal law are prohibited. Further information regarding discrimination and procedures for students who believe they have been subjected to discrimination can be found in the Student Rights and Responsibilities section of the Angelina College Policy and Procedures Manual.

   **Title IX:** Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq., protects individuals from discrimination and harassment based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when such conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment.
Angelina College is committed to providing an environment of academic study and employment free from harassment or discrimination to all segments of its community; its faculty, staff, students, guests and vendors; and will promptly address all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws.

To report a violation of Title IX or ask questions regarding Title IX, contact Dr. Patricia McKenzie, the Vice President and Dean of Instruction/Title IX Coordinator. Her office address is A105, her telephone number is 936-633-5203, and her email address is mckenzie@angelina.edu. Students may also contact the U.S. Department of Education, Office for Civil Rights (800-421-3481) to complain of sex discrimination or sexual harassment including sexual violence.

**Title IX Grievance Procedure**: The College is committed to prompt and equitable resolution of student complaints of sexual discrimination, including sexual violence, by fellow students through the Discipline Program Procedure. The Title IX Coordinator will monitor the administration of the Discipline Program Procedure to ensure prompt and equitable resolution of the complaint. Other complaints of sexual discrimination (i.e., complaints against College employees) will be investigated and resolved by trained administrators with oversight by the Title IX Coordinator. In addition to the resolution procedures, when a student alleges sexual harassment or assault, the Title IX Coordinator will promptly meet with the student to explain:

- the investigation process, including the importance of treating both parties equitably, and that the complainant and alleged perpetrator will receive written notice of the outcome of the complaint;
- assurance that the College will take steps to prevent recurrence of any sexual violence and remedy discriminatory effects on the complainant and others, if appropriate;
- the College’s resolution procedures, making clear that students are not required to work out issues directly with each other and that mediation is not used in sexual assault cases;
- counseling services available either on or off campus;
- possible academic accommodations; and
- that the College prohibits and will protect complainants from retaliation.

In sexual assault cases, the Title IX Coordinator will urge the student to seek medical attention. The Coordinator will also advise the student of the right to file a criminal complaint as well as to use the College’s Student Conduct and Discipline Program. In addition, the Coordinator will explain any legal requirement or school policy to notify police of the alleged assault.

The College has a duty to investigate even if the complainant asks that it not do so. If the complainant requests anonymity, the Title IX Coordinator
will remind the complainant that he or she will be protected from retaliation, and explain that anonymity may limit the College’s ability to respond. Furthermore, the Coordinator will assure the complainant that the investigation will be discreet and only disclosed on a “need to know” basis. In deciding how to proceed, the Title IX Coordinator will weigh the complainant’s anonymity request against the alleged perpetrator’s potential danger to other students. In addition, the Coordinator will determine whether interim protective actions are necessary, such as issuing a “no contact” directive. The Coordinator will follow the initial meeting with a letter to the student reviewing the options and resources and requesting a signed acknowledgment of receipt as well as a written statement indicating the course of action the student wishes to pursue.

10. Disruptions
The use of force, violence, tactics, or behavior that causes obstruction or disruption of teaching, administration, disciplinary procedures, or other college authorized activities on college premises is prohibited. This includes use of language or behavior that disrupts the College learning environment.

11. Distribution of Literature, Advertising, Selling or Solicitation
Selling and soliciting are only permitted on the College’s campus and sites with official authorization. Solicitation of students, faculty, or staff members by personal contact or through the distribution of advertising leaflets or handbills to promote sales without prior approval of Dean of Student Services is prohibited on any College property or in any buildings.

12. False Reports
False reporting of incidents including intentional activation of fire alarms or fire suppression systems on campus when a threat is not imminent is prohibited.

13. Falsification of Records
Knowingly furnishing false information to the College by forging or altering a document, record, or identification is prohibited.

14. Financial Responsibilities
Failure to promptly address all financial responsibilities owed Angelina College is prohibited. This includes any student unpaid debts, returned checks, overdue borrowed books, and other cases of financial irresponsibility.

15. Firearms, Fireworks, and Explosives
The unauthorized possession or use of firearms, fireworks, explosives, or unauthorized hazardous chemicals of any description on College grounds or property, including residence halls, is prohibited.
16. Food and Drinks
Possession and consumption of food and drinks is prohibited in the computer labs, classrooms, laboratories, shops, theatre, library, and other designated areas on campus without prior college approval.

17. Gambling
Gambling in any form is prohibited on College grounds and property, including College residence halls.

18. Lewd, Indecent or Obscene Conduct
Lewd, vulgar, indecent, or obscene conduct/expression infringing upon the rights of others and/or disrupting the campus learning environment is prohibited. This includes all Angelina College activities conducted on and off campus property.

19. Misuse of Student Identification Card
The use of a student identification card by anyone other than the person to whom it is issued, and the failure to present or relinquish a student identification card to a member of the faculty, staff, or administration upon request is prohibited.

20. Official Directives
Failure to comply with the lawful directives of all College officials acting within the scope of their responsibilities is prohibited.

21. Stalking
Attempting to control or intimidate another student through behavior or threats is prohibited. A stalker can be anyone, including an unknown person, an acquaintance, or a former intimate partner. A stalker may follow a victim off and on for a period of days, weeks, or even years. A stalking victim feels reasonable fear of bodily injury or death to self or to a family or household member or damage to property. Stalking can be perpetrated by the stalker or by someone acting on her/his behalf. Stalking can take the form of verbal threats or threats conveyed by the stalker's conduct, threatening mail, property damage, surveillance of the victim, or by following the victim.

22. Student Dress
Classroom instructors and College staff in charge of College events have the right to refuse entrance to students dressed in inappropriate attire.

23. Terroristic and Bomb Threats
Terroristic behavior such as sending threatening letters or electronic mail, communicating threats through telephone calls or text messages, and bomb threats are prohibited.

24. Unauthorized Entry
The unauthorized entry or use of College buildings, offices, or facilities is prohibited.
25. **Unauthorized Possession of Keys**
   The possession by students of keys to College buildings or facilities that have not been issued by an authorized College official is prohibited.

26. **Vandalism**
   The willful malicious destruction, damage, or defacing of property whether it belongs to the College or another student constitutes an act of vandalism and is prohibited.

27. **Violent Behavior**
   The use or threat of physical violence against another person on College property or at College-sponsored events is prohibited.

28. **Violation of Local, State or Federal Law**
   Any action, event, or group of events that provides grounds for a charge or violation of local, state, or federal laws is prohibited.

   **SPECIAL PROCESS PROVISIONS**

   **Attempted Violations**
   In most circumstances, the College will treat attempt to commit any violations of Student Conduct as if that attempt had been completed.

   **College as Complainant**
   As necessary, Angelina College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

   **Immunity for Victims and Witnesses**
   At the sole discretion of the Dean of Student Services, the College may choose to not issue charges nor to administer punishment for violations of the Student Code to victims and witnesses of serious criminal activity, including sexual harassment and sexual misconduct.

   **Bystander Engagement**
   At the sole discretion of the Dean of Student Services, the College may choose to not issue charges nor to administer punishment for violations of the Student Code when students report a dangerous situation to a College official or seek emergency assistance for themselves or other students.

   **Parental Notification**
   The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, related to alcohol and/or drug violations. The College may also notify parents/guardians of not-dependent students under age 21 of alcohol and/or drug policy violations. Where a student is not-dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which college
officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

**Notification of Outcomes**
The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release pursuant to the Family Educational Rights and Privacy Act (FERPA). However, the College observes the legal exceptions as follows:
- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
- The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction.

Penalties for misconduct include, but are not limited to the following:

**Warning or Reprimand**
Warning or Reprimand may include, but is not limited to, counseling with or writing a letter to the student. These actions are cumulative and are considered official college actions that are recorded in the Office of the Dean of Student Services.

**Restriction**
Restriction involves specifically prohibiting a student from attending campus activities, occupying campus facilities, or using campus equipment or services.

**Community Service**
Community service is an assignment of unpaid work on campus or in the community with a restorative intent.

**Disciplinary Probation**
Disciplinary probation is applied for a stated period with or without specified restrictive conditions. Restrictive conditions may include but are not limited to:
- removing the right of the student to receive any college award, scholarships, or financial aid;
- removing the right to occupy any position of leadership in any college or student organization or activity.

Disciplinary probation will become a part of the student’s permanent academic record.
Removal from College Housing
In certain instances, the college may remove a student from College housing and allow him/her to continue attending classes.

Course Grade Reduction
Faculty members may reduce a student’s course grade in response to student behaviors that violate standards set forth in the course syllabus and/or prohibited in the student code.

Administrative Course Withdrawal
Administrative course withdrawal results in a “W” grade. Angelina College reserves the right to withdraw students from a class or all classes if, in the judgment of the appropriate college official, such withdrawals are in the best interests of students and the college. Students may be withdrawn for reasons of lack of attendance, irresponsible financial conduct, personal misconduct, academic integrity violations, unlawful compliance of a college official, or other academic infractions.

Disciplinary Suspension
Suspension is for a stated period, but never less than the remainder of the semester in which the offense is committed. During suspension, the student shall not attend classes, participate in any college related activity, or be on campus for any reason except application for readmission. Readmission on probation may be granted at the end of the suspension period. Disciplinary suspension will become a part of the student’s permanent academic record.

Expulsion
Expulsion is the permanent removal from Angelina College with no opportunity for readmission. Expulsion will become a part of the student’s permanent academic record.

The Office of the Dean of Student Services shall administer the Angelina College Student Conduct and Discipline Program.

Rules of Evidence and Burden of Proof
Disciplinary decisions will be based on the preponderance of evidence. Meaning, it is more likely than not an alleged incident occurred. A totality of all available and relevant evidence will be used to establish this preponderance. The burden and responsibility for gathering and evaluating evidence rests with the College. Accused students may elect to not self-incriminate and should be active in presenting relevant evidence to support their position. Witness statements that are unsigned and/or undated will not be considered in discipline process; however, if an investigation stemming from an unsigned and/or undated statement results in the discovery of evidence that misconduct may have occurred, the student responsible for that misconduct may be subject to disciplinary action.
Steps in the Student Conduct Process
1. Dean of Student Services or designee (hereinafter "College Official") will investigate alleged student misconduct.

2. If the College Official finds sufficient evidence of misconduct, the College Official will issue a letter to the student to schedule a hearing. The letter will include a description of the charge(s) and evidence.

3. College Official will conduct a hearing during which he/she explains the student’s right to due process, reviews the Student Conduct Process including appeal procedures, lists the charge(s), and presents all evidence collected during his/her investigation. The student may present evidence, call witnesses, and/or address witness statements and evidence presented. Complainants and victims may present witnesses and other evidence during the hearing. The outcomes of the hearing will be one of the following:
   a. The student admits misconduct in writing. The College Official will assign appropriate discipline in writing to the student. The student may appeal the assigned discipline to the Student Conduct Panel in writing to the Dean of Student Services within five (5) business days of receiving documentation from the College Official.
   b. The College Official finds the student presents a preponderance of evidence that he/she is not responsible for the alleged misconduct. The College Official will dismiss the charge(s) against the student in writing.
   c. After considering all evidence provided by the student, the College Official finds the preponderance of evidence supports the charge(s). The College Official will assign appropriate discipline in writing to the student. The student may appeal the finding of the College Official and/or the assigned discipline to the Student Conduct Panel in writing to the Dean of Student Services within five (5) business days of receiving documentation from the College Official.

4. When a student appeal is received, the Student Conduct Panel will conduct a hearing. During the hearing, the College Official will present the charge(s) and all evidence collected during his/her investigation. Complainants and victims will also be afforded the opportunity to present witnesses and other evidence during the hearing. The accused student may present evidence, call witnesses, and/or address witness statements and evidence presented. The outcomes of the hearing may be one of the following:
   a. The Student Conduct Panel finds the preponderance of evidence supports the charge(s) and assigns appropriate discipline in writing.
   b. The Student Conduct Panel finds the preponderance of evidences does not support the charge(s) and dismisses the charge(s) in writing.

5. A student or complainant may appeal the Student Conduct Panel's findings or discipline assignment in writing to the Angelina College President within five (5) business days of receiving documentation.
from the Student Conduct Panel. The only grounds for appeal are as follows:

a. A procedural error occurred that significantly impacted the outcome of the hearing(s) (e.g. substantiated bias, failure to document findings, material deviation from established procedures, etc.);

b. New evidence unavailable during the original hearing or investigation that could substantially impact the original finding or discipline assignment is found. A summary of this new evidence must be included in the written appeal;

c. The discipline assigned is materially disproportionate to the severity of the violation.

6. The President will review the charge(s), the written findings of the Case Official and the Discipline Panel, and the written appeal from the student to decide the merits of the student’s appeal. At his/her sole discretion, the President may meet with the student during his/her deliberation of the appeal. Pursuant to authority delegated to the President by the Angelina College Board of Trustees, the decision of the President is final.

Student Conduct Panel
Each year, the Dean of Student Services shall request the Angelina College Committee on Committees assign not less than three (3) faculty members and three (3) professional staff members to the Student Conduct Panel to serve one year terms. A faculty or professional staff member may serve additional one year terms at his/her request if the Dean of Student Services approves. The Dean of Student Services will recruit and appoint not less than three (3) currently enrolled students to serve on the Student Conduct Panel during each semester. The Dean of Student Services or designee shall conduct thorough, appropriate training with the Student Conduct Panel each semester. If a panelist cannot complete his/her term for any reason, the Dean of Student Services shall appoint and train a panelist from the exiting panelist’s group (i.e., faculty, professional staff, student) who will serve the remainder of the exiting panelist’s term. The Student Conduct Panel shall elect a Chief Panelist each semester by majority vote.

When the Student Conduct Panel receives a student appeal, the Chief Panelist will assign three current panelists, including at least one (1) student but not more than two (2) students, to conduct the hearing and render findings. At the hearing, the findings of the investigation will be admitted, but are not binding on panelists. The goal of the hearing is to provide an appropriate resolution via an equitable process.

**APPEALS**
All sanctions imposed by the College Official or Student Conduct Panel will be in effect during any appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to his/her prior status, recognizing that some opportunities lost may be irretrievable in the short term.
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:

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

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 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
STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT COMPLAINTS

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.

Hearings regarding dismissal, suspension, or actions on student discipline will be heard in closed meetings unless the students requests it be public.
## SECTION G: COMMUNITY AND GOVERNMENTAL RELATIONS

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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 Coordinator of Marketing 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 Coordinator of Marketing 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 Communications and Publications 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 Communications and Publications Office is charged with the responsibility for changing and maintaining the Web pages.

The College District Web page is maintained using the following protocol:
1. The College District Web page is administered through the Coordinator of Communications and Publications and a Web page administrator.

2. The faculty technology committee will periodically review the Web page and its use.

3. Each division will be responsible for its own web content subject to approval by the Coordinator of Communications and Publications.

4. Instructors and students are not permitted to create and maintain private Web pages or social media sites 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.
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

PURPOSE

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.

USE BY COLLEGE DISTRICT GROUPS AND ORGANIZATIONS

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)]

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)]

PRIORITY OF USE

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.

REstrictions

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:

1. Conflict with the goals and mission of the College District;
2. Engage in commercial profit-making or recruiting; or
3. Cause a security concern.

Private parties or individuals 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 organizations will be prohibited. Organizations that charge admission or solicit funds may be denied use of facilities or charged an additional fee. Facilities are not normally available for use during Christmas break, spring break, or holidays when the College is closed. Facility use when the College is closed may require the payment of additional fees.
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 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)]

Off-campus facilities owned or operated by The College may have different restrictions, limitations, or rental-use fees subject to an operations agreement, a deed, or a rental agreement for that property.
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
STUDENT AND COMMUNITY USE OF DISTRICT FACILITIES

GF (EXHIBIT)

Activity Center, Shands Gym  $850/day** — $100 deposit (includes costs of personnel and security)**
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 $0.15/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 $0.10/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

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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 per event (evening or ½ day).

4. College District food service for refreshments, banquets, dinners are negotiated on the basis of menu and number of persons attending.
In addition to criminal penalties as allowed by law, any student who refuses to identify himself or herself fully may be subject to discipline, including suspension.

**WEAPONS PROHIBITED**

The College District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined in FLB, on all College District property at all times.

**EXCEPTIONS**

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a College District-approved activity supervised by proper authorities.

**TOBACCO USE**

The College District is a tobacco-free institution committed to providing its students and employees a safe and healthy environment. The use of all tobacco products shall be prohibited on all property owned or operated by the College District. This shall include buildings, grounds, sidewalks, and streets. This policy shall also apply to vehicles owned or operated by the College District.

Smoking and Tobacco use are permitted only inside the confines of private vehicles.

E-Cigarettes are prohibited in classrooms, labs, and activity areas in which they would be a potential hazard or distraction.