



## **POLICIES & PROCEDURES MANUAL**

### **PURPOSE**

The Angelina College Policies and Procedures Manual contains the policies and regulations governing College District operations. The Board of Trustees and the administration make every effort to maintain policies, regulations, and procedures contributing to the success, strength, and stability of Angelina College. New policies and procedures and changes to existing policies and procedures are adopted to accommodate current best practices and continuous improvement; to comply with changes in laws, regulations, or accreditation standards; or to respond to operational issues.

### **ORGANIZATION**

As adoptions or changes occur, two identical versions of the Manual will be maintained. The official copy will be in the College President's office, and an electronic copy will be available for day-to-day use on the College District's website.

Each policy and regulation is identified according to an alphabetical code in the upper right corner of the page. The issue date of the policy or regulation is noted in the lower left corner with a place for the adoption date for 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 govern the College District and meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) governance requirements. Only the Board of Trustees may adopt or amend a Local Policy. Local policies are identified by the designation "LOCAL" directly below the alphabetical code in the upper right corner of each page.

### **LEGAL POLICIES**

The legally referenced policies track the language of the U.S. and Texas Constitutions, federal statutes, the Texas Education Code and other Texas law, Attorney General opinions, Texas Higher Education Coordinating Board rules, the Texas Administrative Code, and other sources of authority defining governance of public community college districts in the state of Texas. Policy statements that cite court cases or Attorney General opinions stand only for the specific statements in the policy and do not otherwise implicate the entire opinion. Such citations are provided only for reference; no other meaning is implied or intended. All legally referenced policies have the designation "LEGAL" in the upper right corner of each page directly below the

alphabetical code.

## **REGULATIONS**

The Board of Trustees delegates to the College President the express authority to adopt regulations and procedures for the operation and administration of the College District. Regulations and procedures are not formally adopted by the Board of Trustees. Administrative regulations or procedures are identified by the designation “REGULATION” directly below the alphabetical code in the upper right corner of each page.

## **EXHIBITS**

Exhibits are pages with forms, notices, and more information that are used by the College District; some exhibits are promulgated by legal authority. Although not formally adopted by the Board, exhibits are included in the College District’s manual to assist in the implementation of policy and regulations. 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. The complete Policy and Procedures manual was reviewed and recoded by The Board of Trustees in March 2005.

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## **VACANCIES AND REMOVAL FROM OFFICE**

### **SECTION ONE: VACANCIES AND REMOVAL FROM OFFICE**

#### **1.01 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.

#### **1.02 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.

#### **1.03 Resignation**

To be effective, a Trustee's resignation must be in writing and signed by the Trustee 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.

#### **1.04 Non-residence**

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.

#### **1.05 Holdover Doctrine**

A Trustee shall continue to perform the duties of his/her office until his/her successor shall be duly qualified through the administration of the oath of office. Until the vacancy created by a Trustee's resignation is filled by a successor, the Trustee continues to serve and have the duties and powers of office and continues to be subject to the nepotism provision. A holdover Trustee may not vote on the appointment of the Trustee's successor.

## **1.06 Removal from Office**

A Trustee may be involuntarily removed from office for cause by due process. It requires a petition in the county district court as provided by *Government Code 87.015*. Reasons for removal may include the following:

### **1.06.1 Incompetency**

“Incompetency” means (a) gross ignorance of official duties, (b) gross carelessness in the discharge of those duties, or (c) unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of the Trustee’s election.

### **1.06.2 Official Misconduct**

“Official misconduct” means intentional, unlawful behavior relating to official duties by a Trustee. The term includes an intentional or corrupt failure, refusal, or neglect of a Trustee to perform a duty imposed on the Trustee by law. A member who is convicted of a purchasing offense is considered to have committed official misconduct and is subject to removal.

### **1.06.3 Conviction**

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

### **1.06.4 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.

## **SECTION TWO: APPOINTMENT PROCEDURE**

**2.01** At a public meeting of the Board when an impending or actual vacancy is officially recognized, the Board President shall invite the Trustees to nominate candidates for consideration to fill the vacancy.

**2.02** At the same meeting, the Board President shall appoint a committee comprising no more than three Trustees to (a) consider the qualifications of each nominee and (b) develop a resolution recommending a nominee for appointment to the Board. The committee may request relevant documentation and information from nominees, and the College President may assign a College employee to support the work of the committee.

- 2.03** A member of the committee shall present the resolution to fill the vacancy at the next regular meeting. The committee will invite the nominee it plans to recommend to fill the vacancy to attend the Board meeting. The committee may present whatever information it deems necessary and prudent for the Board to consider its resolution.
- 2.04** An affirmative vote by a majority of all Board members is required to appoint a Trustee. In which case, the Board President will administer the oath of office to the appointed Trustee, and he or she will immediately assume the Trustee position.
- 2.05** If a majority of all Board members votes in the negative on the resolution, the Board President may invite a resolution from any Trustee to fill the position immediately with a qualified candidate, or may invite additional nominations from Trustees for the committee to consider.

## BOARD MEMBERS - INVOLUNTARY REMOVAL OF A TRUSTEE FROM OFFICE

### SECTION ONE: PURPOSE AND ALIGNMENT OF POLICY

#### 1.01 Purpose

The purpose of this local policy is the following:

- 1.01.1 Protect the interests of the College District while safeguarding each individual Trustee's ability to exercise their responsibilities without fear of retaliation, such as arbitrary or capricious removal from office; and
- 1.01.2 Acknowledge that the removal of a member of the Board of Trustees from office is governed through a legal process established in *Texas Local Gov't Code 87.015-87.032*.

#### 1.02 Alignment

In order for the Board of Trustees to perform its governance functions effectively, it is necessary for Trustees to exercise their responsibilities without fear of retaliation, including arbitrary or capricious removal from office. Concurrently, eligible stakeholders must have the ability to petition for the removal of an elected Trustee for misconduct or incompetency.

### SECTION TWO: GENERAL PROVISIONS

- 2.01 Pursuant to policy *BBC (Legal)*, *Tex. Const. Art. V, Sec. 24*; *Local Gov't Code 87.011(2)–(3), .013, .031*; *Education Code 130.0845*, a Trustee may be removed from office for the following:

- 2.01.1 Incompetency. "Incompetency" means (a) gross ignorance of official duties, (b) gross carelessness in the discharge of those duties; or (c) unfitness or inability to discharge official duties promptly and properly because of a serious physical or mental defect that did not exist at the time of the officer's election;
- 2.01.2 Official misconduct. "Official misconduct" means intentional, unlawful behavior relating to official duties by an officer entrusted with the administration of justice or the execution of the law. The term includes an intentional or corrupt failure, refusal, or neglect of an officer to perform a duty imposed on the officer by law. A board member who is convicted of a purchasing offense under *Education Code 44.032* is considered to have committed official misconduct;
- 2.01.3 Intoxication. Intoxication on or off duty is caused by drinking an alcoholic beverage. Intoxication is not grounds for removal if it appears at the trial that the intoxication was caused by drinking an alcoholic beverage on the direction

and prescription of a licensed physician practicing in this state;

**2.01.4** The conviction of a board member by a jury for any felony or for misdemeanor official misconduct: the conviction of a public officer by a petit jury for any felony or for a misdemeanor involving official misconduct operates as an immediate removal from office of that officer; and

**2.01.5** Nonattendance of board meetings: if the member is absent from more than half of the regularly scheduled board meetings that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the board.

**2.02 Alignment with Texas State Law**

If circumstances were to result in the initiation of the process to involuntarily remove a Trustee at a time when the laws governing the process had changed and College District policies had not been updated, BBC Legal and BBC Local shall automatically align with Texas State law.

**2.03 Adoption of General Provisions in *BBC (Legal)***

For the purpose of this local policy, the College District shall apply the general provisions in *BBC (Legal)* § 3.

*Texas Local Gov't Code 87.015-87.032* provides the processes and procedures related to the involuntary removal of a Trustee from office.

**SECTION THREE: IMPLEMENTATION AND REVIEW**

**3.01 Responsible Person**

The College President is responsible for the implementation of this policy in terms of responding to inquiries about the process and ensuring the prompt response to any related court order or legal process.

**3.02 Communication to Constituents**

The College District shall publish all policies and regulations in the *Angelina College Policy & Procedure Manual*, which the College makes available on its website with a hyperlink on the homepage.

The College President or designee will ensure the College Marketing Office provides a hyperlink to all new or revised policies and regulations in the *Angelina College Policy & Procedure Manual* in the “Weekly Update” email message sent to all employees.

The Office of the President conducts an orientation for each newly-elected Trustee prior to the first regular Board meeting of the Trustee’s first term of office. One aspect of the orientation is a review of the policies and regulations of the College District, which includes a review of this policy.

**3.03 Timeline for Completion of Procedures**

Except for the communication protocols described in *Section 3.02* of this policy, all processes and procedures related to the involuntary removal of a Trustee from office are established by the laws of the State of Texas.

**3.04 Methodology for Monitoring Compliance and Reporting Results**

The College President shall monitor compliance with this policy and report results to the Board of Trustees whenever the legal process for the involuntary removal of a Trustee from office is initiated.

**3.05 Schedule for Review**

The College President or his designee will review this policy by monitoring changes in state law through the legislative process, relevant court decisions, or opinions published by the Texas Attorney General.

**SECTION FOUR: IMPLEMENTATION**

**4.01** The College President is responsible for adopting procedures as necessary to implement this policy.

**4.02** Compliance with the adopted procedures is mandatory.



## **BOARD INTERNAL ORGANIZATION - BOARD OFFICERS AND OFFICIALS**

### **SECTION ONE: OFFICERS**

#### **1.01 Election of Board Officers**

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 Board Officer vacancy.

#### **1.02 Board President**

The Board shall elect one of its members as Board President. 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.

#### **1.03 Board Vice President**

The Board shall elect one of its members as Board Vice President who shall preside at meetings and perform other duties and functions of the Board President in the absence of the Board President.

#### **1.04 Board Secretary**

The Board shall elect one of its members as Board Secretary who shall be the official custodian of the minutes, books, records, and seal of the Board, and who shall perform such other duties and functions as are prescribed by the Board.

The College President shall designate a College employee to serve as a clerk for the Board. The clerk shall not be a member of the Board. The clerk shall be responsible for creating, organizing, and distributing document packets for regular and special meetings of the Board; posting public notice of Board meetings as required by law; creating meeting minutes for all public meetings of the Board for review by the Board Secretary and approval by the Board; maintaining all records and files for the Board; and other duties related to the functioning of the Board as directed by the College President.

#### **1.05 Other Board Officers and Officials**

The Board shall be authorized to elect any other officers or official as deemed necessary or advisable.

**ETHICS: PROHIBITED PRACTICES**

**EXHIBIT A:**

**AFFIDAVIT DISCLOSING SUBSTANTIAL INTEREST IN A BUSINESS ENTITY OR  
REAL PROPERTY**

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ name), as a local public official of the \_\_\_\_\_  
College District, make this affidavit and on my oath state the following:

1. I, or a person(s) related to me in the first degree, have a substantial interest as defined in  
Local Government Code 171.002 in:

- ☐ a business entity, as defined in Local Government Code 171.001, that would experience  
a special economic effect distinguishable from its effect on the public by a vote or  
decision of the board or;
- ☐ real property for which it is reasonably foreseeable that the board's action or my action  
will have a special economic effect on the value of the property distinguishable from its  
effect on the public.

2. The business entity or real property is:

\_\_\_\_\_  
(name/address of business or description of property)

\_\_\_\_\_ ("I" or name of relative and relationship) (have)(has) a  
substantial interest in this business entity or real property as follows: (Check all that apply)

- ☐ Ownership of ten percent or more of the voting stock or shares of the business entity.
  - ☐ Ownership of ten percent or more of the fair market value of the business entity.
  - ☐ Ownership of \$15,000 or more of the fair market value of the business entity.
  - ☐ Funds received from the business entity exceed ten percent of \_\_\_\_\_ (my, her, his)  
gross income for the previous year.
  - ☐ Real property is involved and \_\_\_\_\_ (I, she, he) (have)(has) an equitable or legal  
ownership with a fair market value of at least \$2,500.
3. The statements in this affidavit are based on my personal knowledge and are true and  
correct.

**BBFA**  
**(EXHIBIT A)**

Upon the filing of this affidavit with the board's official record keeper, I affirm that I shall abstain from participation in any decision involving this business entity or real property, unless permitted according to Local Government Code 171.004(c).

Signature of official: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_, Notary Public, State of Texas.

## ETHICS: PROHIBITED PRACTICES

### EXHIBIT B:

#### AFFIDAVIT DISCLOSING INTEREST IN PROPERTY

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ (name of affiant), (check one of the following:)

- ☐ as an officer of, or
- ☐ as a board candidate for,

\_\_\_\_\_ College District make this affidavit and on my oath  
state the following:

1. I have a legal or equitable interest in property to be acquired with public funds, either by purchase or condemnation. The property is fully described as follows:  
\_\_\_\_\_.
2. The nature, type, and amount of interest, including percentage of ownership, I have in the property is:  
\_\_\_\_\_.
3. I acquired my interest in the property on \_\_\_\_\_ (date).
4. The information stated in this affidavit is personally known by me to be correct and contains the information required by *Government Code 553.002*

Signature of affiant: \_\_\_\_\_

Office or public title: \_\_\_\_\_

Date: \_\_\_\_\_

Note: This affidavit must be filed with the county clerk(s) of the county or counties in which the property is located and of the county in which the public servant or candidate resides within ten days before the date on which the property is to be acquired by purchase or condemnation.

## **BOARD MEMBER'S CONFLICT OF INTEREST**

### **SECTION ONE: PURPOSE AND ALIGNMENT OF POLICY**

#### **1.01 Purpose**

The purpose of this local policy is to adopt the provisions of BBFA LEGAL for the College District's Board of Trustees, individual Trustees, and College Officers and to establish how the Board and Trustees and College District will manage potential conflicts of interest and avoid the appearance of any inappropriate influence as the Board, Trustees, and College Officers carry out their respective duties.

#### **1.02 Alignment**

As the Board of Trustees performs its governance functions and College Officers perform their official functions, it is necessary for the Board, individual Trustees, and College Officers to protect the integrity and reputation of the College District by ensuring they are free of inappropriate influence and the appearance of any conflict of interest.

### **SECTION TWO: GENERAL PROVISIONS**

#### **2.01 Filing Requirements**

If a Trustee or College Officer has a substantial interest in a business entity or in real property, the Trustee or College Officer shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest with the College President and shall abstain from further participation in the matter if:

**2.01.1** In the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or

**2.01.2** In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

#### **2.02 Definitions of Terms**

For the purpose of this local policy, the College District shall use the definitions of terms in *BBFA (Legal) §§ 1.03 and 2.07*.

#### **2.03 Adoption of General Provisions in *BBFA (legal)***

For the purpose of this local policy, the College District shall apply the general provisions in *BBFA (Legal) § 2*.

### **SECTION THREE: IMPLEMENTATION AND REVIEW**

#### **3.01 Responsible Personnel**

The Board President shall be responsible for implementing this policy for individual Trustees and the College President. The College President shall be responsible for implementing this policy for all other College Officers.

**3.02 Official Record Keeper of the College District**

The Board of Trustees hereby designates the College President as the official record keeper of the College District pursuant to *Texas Local Gov't Code 171.004*. The College President or designee shall ensure the Angelina College website provides access to the statements and questionnaires required to be filed pursuant to *Texas Local Gov't Code 176*.

**3.03 Filings by the College President**

If the College President is required to file an affidavit, statement, or questionnaire pursuant to this Local policy, he/she shall file the documentation with the Board President. Any such filing from the College President shall be forwarded to the Office of the President. The Office of the President shall retain and publish such filings in the same manner applied to filings from Trustees and other College Officers.

**3.04 Communication to Constituents**

The College District shall publish all policies and regulations in the *Angelina College Policy & Procedure Manual*, which the College makes available on its website with a hyperlink on the homepage.

The College President or designee will ensure the College Marketing Office provides a hyperlink to all new or revised policies and regulations in the *Angelina College Policy & Procedure Manual* in the "Weekly Update" email message sent to all employees.

The Office of the President conducts an orientation for each newly-elected Trustee prior to the first regular Board meeting of the Trustee's first term of office. One aspect of the orientation is a review of the policies and regulations of the College District, which includes a review of this policy and any attendant procedures.

Each agenda for regular meetings of the Board of Trustees shall include the following statement:

As Trustees and College Officers exercise their authority, they are reminded of BBFA Legal and Local policies, which define and address the management of conflicts of interest.

**3.05 Timeline for Completion of Procedures**

The Board President and College President shall adopt procedures for implementing this policy for Trustees and the College President and for College Officers respectively. Such procedures shall be adopted and published by December 2023, and communicated to institutional constituents pursuant to *Subsection 3.04* of this policy by January 31, 2024.

**3.06 Monitoring Compliance**

The Board President and the College President shall jointly monitor compliance with this policy and report the results to the Board of Trustees annually during a regular Board meeting.

**3.07 Review of Policy and Procedures**

The Board of Trustees shall review the effectiveness of this policy and its attendant procedures annually during the Board retreat.

## **SECTION FOUR: PROCEDURES**

### **4.01 Process for Procedure Development, Approval, and Amendment**

The Board President and the College President are responsible for developing, approving, and amending procedures as necessary to implement this policy for Trustees and the College President and College Officers, respectively.

### **4.02 Compliance**

Compliance with approved procedures is mandatory.

## **BOARD COMMITTEES**

### **SECTION ONE: TYPES OF COMMITTEES**

#### **1.01 Committee of the Whole**

Except as hereinafter provided, the work of the Board shall be done by the members of the Board sitting as a committee of the whole. The Board may meet as a committee of the whole in compliance with the Open Meetings Act at such times and places as the Board President may elect to consider any business relating to the College.

#### **1.02 Standing Committees**

Standing committees comprising members of the Board may be created for specific functions. When so created, such committees shall continue until terminated by a vote of the Board. The committees shall meet in compliance with the Open Meetings Act at such times and places as committee members may choose to consider any business relating to the charge of the committee. Trustees shall be appointed to standing committees by the Board President. The Board has established the following Standing Committees:

**a. Policy Review Committee.**

The function of the Policy Review Committee is to review and consider existing and proposed local policies prior to consideration and adoption of local policies by the Board. The committee may also provide guidance and advice to the College President regarding College regulations.

**b. Long-Range Planning Committee.**

The function of the Long-Range Planning Committee is to consider strategic priorities for the long term direction and development of the College. The College President presents the College's proposed five-year strategic plan to the Long-Range Planning Committee for input and feedback prior to adoption of the plan by the Board.

**c. Finance Committee.**

The function of the Finance Committee is, prior to approval or adoption by the Board, (a) to provide advice and guidance to the administration during the annual budget development process, (b) to review initiatives or projects that potentially involve material financial outcomes for the College, (c) to review the annual financial audit, and (d) to review and consider the College's investment and endowment policies and the qualified investment broker of the College.



**d. Student Affairs & Athletics Committee.**

The function of the Student Affairs & Athletics Committee is to consider governance-level matters and policies relating to student programs, activities, and intercollegiate athletics as well as to advise the College President on the strategic direction of co-curricular and extracurricular programs and services to enhance the academic and personal growth and development of individuals attending Angelina College.

**1.03 Special Committees**

Special committees may be created by the Board for specific assignments. Special committee membership may include Board members, employees of the College, or community stakeholders appointed by the Board. When so created, such committees shall be terminated upon completing their assignments or by a vote of the Board.

**SECTION TWO: COMMITTEE AUTHORITY**

- 2.01** Committees may transact business binding on the College only within authority specifically granted to them and in compliance with the Open Meetings Act. To be continuously binding, all such business thus transacted shall be reported at the next regular meeting of the Board for approval and for entry into the minutes of the Board as a public record

## **ADVISORY COMMITTEES**

- 1.01** Business and industry participation is a vital element in offering relevant workforce education programs. Local citizens will be recruited to assist the College faculty and administration with the planning and evaluating of workforce education programs and services. The advice given may be related to facilities and equipment, curriculum development and renewal, cooperative learning plans, professional development of instructors, and employment opportunities.
- 1.02** Associate Deans of Instruction are responsible for ensuring advisory committees are formed, and for guiding the committee chair to ensure the committee conducts its activities in compliance with rules published in the Guidelines for Instructional Programs in Workforce Education (GIPWE), which were adopted by the Texas Higher Education Coordinating Board. A record of all committee meeting minutes will be stored in the respective Associate Dean of Instruction's office.

## **BOARD MEETINGS**

### **SECTION ONE: MEETINGS**

- 1.01** 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.
- 1.02** 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.
- 1.03** 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:
- a.** Posted on the bulletin board in the administration building; in the established posting location.
  - b.** 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.
  - c.** Posted, delivered, or given at least 72 hours prior to the hour of the meeting.
  - d.** Posted on the internet web site.
- 1.04** 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.
- 1.05** All meetings of the Board shall be opened in public, as prescribed by law.
- 1.06** A quorum for meetings of the Board will be four board members.

### **SECTION TWO: EMERGENCY MEETINGS**

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

- 2.02** Such notice will also express the nature of the emergency, or urgent public necessity, which requires an emergency meeting.
- 2.03** Such notice will be posted at least two hours before the meeting is convened.
- 2.04** The presiding officer or member calling such a meeting shall notify all news media that have previously requested such notice.

### **SECTION THREE: CLOSED MEETINGS OR EXECUTIVE SESSIONS**

- 3.01** Closed meetings or executive sessions will not be held unless the Board has first been convened in an 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.
- 3.02** 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 that is open to the public and for which proper notice is given.
- 3.03** After any and all closed or executive sessions, the Board will reconvene the public meeting or session before adjourning.

### **SECTION FOUR: CONDUCT OF MEETINGS**

- 4.01** 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.
- 4.02** 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.

- 4.03** 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.

## **SECTION FIVE: VOTING AND MINUTES**

- 5.01** 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.
- 5.02** 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.
- 5.03** 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.

## **POLICY AND BYLAW DEVELOPMENT**

- 1.01** The College District recognizes the importance of a policies 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.
- 1.02** 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.
- 1.03** 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.
- 1.04** Policy and procedures content revision and development will normally include the following steps:
  - 1.04.1** Review by executive council;
  - 1.04.2** Review and input by appropriate faculty standing committee and educational program advisory council;
  - 1.04.3** Organization and codification;
  - 1.04.4** Final review by Board policy review committee, if Board policy;
  - 1.04.5** Legal review, if necessary;
  - 1.04.6** Board adoption, if Board policy;
  - 1.04.7** Distribution of policy to all divisions, administrative offices, and official policy books.
- 1.05** 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.
- 1.06** 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.
- 1.07** 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.
- 1.08** 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.

**1.10** 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.

**1.11** 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.

**1.12** 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

**GUIDELINES AND CRITERIA FOR THE ANGELINA COLLEGE  
CHAPTER 381 COMMUNITY & ECONOMIC DEVELOPMENT  
INCENTIVE AND CHAPTER 312 TAX ABATEMENT PROGRAM**

WHEREAS, Chapter 381 of the Texas Local Government Code authorizes the College to develop, administer, and participate in projects for local economic development and to encourage commercial activity in the County; and

WHEREAS, Chapter 312 of the Texas Tax Code authorizes local taxing entities, like community colleges, to enter into agreements with property owners for certain tax abatements;

WHEREAS, Angelina College desires to provide financial incentives to select private businesses that contribute to economic development; and

WHEREAS, to be eligible to receive such financial incentives, a business must meet all of the criteria established by these Guidelines now and as they may be amended in the future in the sole discretion and determination of the College; and

WHEREAS, Angelina College desires to provide such incentives to projects whose properties are subject to Angelina College ad valorem taxes; and

WHEREAS, the Commissioner's Court of Angelina County, Texas has adopted Guidelines and Criteria for such Chapter 381 Community and Economic Development projects, which Guidelines and Criteria the Board of Trustees desires to adopt and incorporate into its own Guidelines and Criteria.

WHEREAS, Chapter 381 can be used in conjunction with tax abatements provided for under Chapter 312 of the Texas Tax Code or separately as a Chapter 381 Economic Development Agreement; and

WHEREAS, these guidelines and criteria shall not be construed to obligate Angelina College to provide an incentive under Chapter 381 to any applicant; and all applicants, requests, and/or projects shall be considered on a case-by-case basis; and



NOW THEREFORE, the Angelina College Board of Trustees does adopt these standards to define the Chapter 312 tax abatement and establish guidelines and criteria consistent with the Guidelines adopted by Angelina County, Texas, as follows:

**SECTION TWO: GENERAL CRITERIA:**

Angelina College may provide Chapter 312 economic development incentives as tax abatements for a business or commercial development project ("Project") if that project:

1. Will enhance the economic vitality of Angelina County and the Angelina College service area;
2. Will result in a net increase or retention of jobs in the County or add to the tax base or will otherwise improve or enhance the economic welfare of the residents or businesses of the County; or
3. Demonstrates the potential to generate revenues to the County which outweigh costs associated with incentives.

In addition, the following criteria must be satisfied:

The Project MUST:

1. Show a clear demonstration of economic benefit through advancement of the County's and the College's economic goals which include expanding the tax base, creating quality jobs, increasing private capital investment in the community, spurring development in the targeted county locations, or encouraging development of targeted businesses or clusters desirable to enhance the county's economy,
2. Provide evidence that demonstrates the business' financial stability and capacity to complete the project; and
3. Be in compliance with all local, state, and federal laws.

In order to receive any Chapter 312 tax abatement from Angelina College, credible information must be made available by the applicant, including but not limited to capital investment and employment projections, to enable Angelina College to conduct an appropriate analysis of the proposed project at initiation and throughout the life cycle of the Chapter 381 agreement.

The decision to provide any Chapter 381 economic development incentives and Chapter 312 tax abatement will be considered on a case by case basis, in accordance with the criteria set forth in this document, and then at the discretion of the Angelina College Board of Trustees.

**SECTION THREE: QUALIFICATION CRITERIA**

In order to be eligible for Chapter 381 incentives and for Chapter 312 tax abatement, a project must meet the following qualifying criteria:

- The project must meet or exceed the qualifying criteria established by the Commissioner's Court of Angelina County, Texas; and
- The applicant must make sincere and documented effort to hire local employees and contractors and must purchase products and materials used in construction from vendors in Angelina County, Texas to the extent available and providing best value.

Projects qualifying under these General and Qualification Criteria will be eligible for Chapter 381 economic development incentives and Chapter 312 tax abatements, the terms for which will be at the sole discretion of the Angelina College Board of Trustees.

#### **SECTION FOUR: APPLICATION/PROPOSAL PROCESS**

Applicants seeking a Chapter 312 tax abatement/economic development agreement with Angelina College may do so by submitting a written proposal to Angelina College.

The written proposal shall consist of a project description, general improvements to be undertaken; a general descriptive list of the improvements for which an incentive is requested; a list of the kind, number, and location of all proposed improvements of the property; a map and location of all proposed improvements of the property; a map and property description; and a time schedule for undertaking and completing the proposed improvements.

In the case of modernization, a statement of the assessed value of the facility separately stated for real and personal property shall be given for the tax year immediately preceding the proposal. The proposal may require such financial and other information as the participating municipality or County deems appropriate for evaluating the financial capacity and other factors related to the applicant.

#### **SECTION FIVE: FOR CHAPTER 381 AGREEMENTS**

A complete review of the Project and proposal will be conducted by Angelina College and/or its representatives. Depending on the nature of the Project, the form of tax abatement provided via Chapter 312 Agreement will be determined.

After approval and the giving of requested notice, Angelina College shall formally pass a resolution and execute an agreement with the owner of the Project, which shall include the following:

**BEA  
(REGULATION)**

- Project description
- Percent of value to discount
- Terms of agreement
- Project milestones and deadlines for investment and job creation and retention
- Assignment provisions
- Recapture provisions with interest provided.

In all other respects, Angelina College adopts the criteria and requirements adopted by Angelina County.

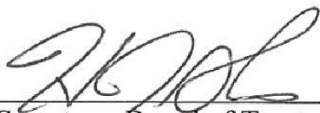
An Agreement shall be effective on the January 1st valuation date immediately following the execution of the Chapter 312 Agreement and will be conditioned on the completion of the specific improvements to real property, job creation, and any other factors deemed appropriate by the College.

Adopted this the 19<sup>th</sup> day of October, 2020.



\_\_\_\_\_  
President, Board of Trustees  
Angelina College

Attest:



\_\_\_\_\_  
Secretary, Board of Trustees  
Angelina College

## **APPLICATION FOR TAX ABATEMENT**

### **1.01 Written Application**

Any current or potential owner or lessee of taxable property in the College District may request tax abatement by filing a written application with the College, through The President's office. The physical location and mailing instructions for the submission of the application are as follows:

Attn: Dr. Michael J. Simon  
Angelina College  
President's Office—Administration Building  
1500 First St.  
Lufkin, TX 75902

### **1.02 Annual Submission Deadline**

To be considered for approval in the then-present year, an application must be submitted by October 31<sup>st</sup>. Failure to submit by the deadline may result in the application being considered in the following calendar year.

### **1.03 Contents**

The application shall be signed by the owner or lessee, as applicable, and accompanied by:

- 1.03.1** A general description of the proposed use and the general nature and extent of the modernization, expansion, or new improvements to be undertaken;
- 1.03.2** An application fee of \$500, payable to Angelina College (fee is non-refundable);
- 1.03.3** A descriptive list of the improvements that will be a part of the facility;
- 1.03.4** An estimate of the cost of the improvements;
- 1.03.5** An estimate of the number of employees during construction and thereafter to operate the facility;
- 1.03.6** A map and metes and bounds of the property;
- 1.03.7** A legal description of the property;
- 1.03.8** A time schedule for undertaking and completing the proposed improvements;

**BEB  
(REGULATION)**

- 1.03.9** A proposed program for the recruitment of local employees in the construction and operation of the facility together with a statement affirming the Applicant's commitment to equal employment opportunity and hiring, at all levels, including a plan to implement and ensure such equal employment opportunity;
- 1.03.10** A certification prepared by the appropriate county Tax Assessor-Collector stating that all of Applicant's tax accounts within the College District are paid on a current basis;
- 1.03.11** Financial and other information the College deems necessary for evaluating the financial capacity of the Applicant;
- 1.03.12** Information pertaining to the reasons that the requested tax abatement is necessary to ensure the proposed project is built in the College District (i.e., documentation supporting the assertion that *"but for"* a tax abatement, the stated project could not be constructed in the College District);
- 1.03.13** For a leased facility, the Applicant shall provide with the application the name and address of the lessor and a draft copy of the proposed lease or option to contract. In the event a lease or options contract has already been executed with the owner of the site, the document must include a provision whereby the abatement applicant may terminate such contract without penalty or loss of earnest money in the event the College does not grant a tax abatement;
- 1.03.14** A narrative addressing the points raised in the description of the narrative accompanying the Application for Tax Abatement form;
- 1.03.15** Applicant shall include its history of environmental compliance;
- 1.03.16** Confirmation on whether the property is located within a reinvestment zone established under the Tax Increment Financing Act (TIFA), and if so, then the Applicant shall also provide a list of the members of the board of directors for the TIFA reinvestment zone, detailing their positions on the board, and, at minimum, contact information for the chair of the board and the secretary of the board; and
- 1.03.17** For abatement of property located within a municipality, Applicant shall provide a true and complete copy of the respective city ordinance or ordinances designating the reinvestment zone, including any amendments to the city ordinance or ordinances designating the reinvestment zone. For abatement of

property located within a municipality and located within an enterprise zone, the Applicant shall provide a true and complete copy of the ordinance or ordinances designating the enterprise zone, including any amendments to the respective designation ordinance or ordinances, or when applicable, documentation from the Governor's Office showing the enterprise zone is active. Such ordinances or documentation shall show that the reinvestment zone or enterprise zone remains active at the time of the submission of the Applicant's application.

Applicant further acknowledges and agrees that the respective zone must also still be active at the time of full execution of the Agreement on the date of the last Party executing thereto.

- 1.03.18** For abatement of property located within a county, Applicant shall provide a true and complete copy of the respective county ordinance or ordinances designating the reinvestment zone, including any amendments to the county ordinance or ordinances designating the reinvestment zone. For abatement of property located within a county and located within an enterprise zone, the Applicant shall provide a true and complete copy of the ordinance or ordinances designating the enterprise zone, including any amendments to the respective designation ordinance or ordinances, or when applicable, documentation from the Governor's Office showing the enterprise zone is active. Such ordinances or ordinances or documentation shall show that the reinvestment zone or enterprise zone remains active at the time of the submission of the Applicant's application. Applicant further acknowledges and agrees that the respective zone must also still be active at the time of full execution of the Agreement on the date of the last Party executing thereto.

#### **1.04 Modernization**

In the case of modernization, the Applicant shall include a statement of the assessed value of the facility separately stated for real and personal property shall be given for the tax year immediately preceding the proposal. The proposal may require such financial and other information as the College deems appropriate for evaluating the financial capacity and other factors related to the applicant.

#### **1.05 Job Retention**

In the case of an application based on job retention, the Applicant shall include a statement and sufficient information to verify the potential of job loss that would occur without the abatement.

#### **1.06 Review by College Administration**

**BEB  
(REGULATION)**

Upon receipt of a complete application, the College Administration shall make an initial determination of whether the project qualifies for tax abatement under these Guidelines and Criteria established by the Angelina College Board of Trustees and issue their recommendation as to whether the proposed project qualifies under these Guidelines and Criteria to the Board, including requesting authorization from the Board regarding negotiating the tax abatement agreement. If an Agreement is subsequently approved by the Board, then the College shall provide a fully executed copy of the Agreement to the appropriate Tax Assessor-Collector with jurisdiction over the property outlined in the Agreement.

## **COLLEGE PRESIDENT: QUALIFICATIONS AND DUTIES**

### **SECTION ONE: COLLEGE PRESIDENT QUALIFICATIONS AND DUTIES**

**1.01** The Board selects and employs the College President and delegates express authority to the College President to adopt administrative regulations and procedures for the operation and administration of the College District. While the College President is delegated express authority by the Board of Trustees to adopt administrative regulations and procedures, the College President remains responsible to the Board on all matters of College District operation. Within the framework of policies adopted by the Board, the College President shall exercise broad, discretionary authority in carrying out the responsibilities of the position.

**1.02** 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 affect the orderly and efficient operation of the College District. The organizational chart outlines the relationships of College District personnel and the lines of authority.

#### **1.03 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:

- 1.03.1** 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.
- 1.03.2** Adopt administrative regulations and procedures for the operation and administration of the College District.
- 1.03.3** Be informed and exert leadership toward the development of local, state, and national educational policies.
- 1.03.4** Prepare and submit an annual budget to the Board, make recommendations to the Board for budget changes, and implement the College budget as approved and amended.



- 1.03.5** 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.
- 1.03.6** 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.
- 1.03.7** Maintains the orderly functioning of the College and takes appropriate action, within the limits of Board policy, as may be necessary to prevent any interference with such orderly operation of the College.
- 1.03.8** Develop, review, and implement procedures for the recruitment, selection, development, evaluation, promotion and termination of College employees.
- 1.03.9** Develop, review, and update job descriptions for all professional employees at the College District.
- 1.03.10** Provide for appropriate professional growth programs for College District employees.
- 1.03.11** Make recommendations to the Board for the adoption of programs of instruction and other educational and community services.
- 1.03.12** 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.
- 1.03.13** Provide leadership in the development and implementation of a master plan for College District and campus development.
- 1.03.14** Represent the College to the community by interpreting the College District to the public, parents, media, and to the community organizations.
- 1.03.15** Be responsible for the formulation of all reports required by local, state, and federal agencies.
- 1.03.16** Provide the Board with the flow of information regarding the College District and its needs.
- 1.03.17** 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.

- 1.03.18** Maintain communication with faculty and staff and act as spokesman to the Board President for the faculty and to the faculty for the Board.
- 1.03.19** Prepares agenda materials, with the approval of the Board officers, for board meetings and maintains a record of the proceedings.
- 1.03.20** Perform such other duties as the Board may assign.

## **COLLEGE PRESIDENT COMPENSATION AND EVALUATION**

### **SECTION ONE: GENERAL PRINCIPLES**

- 1.01** The Board of Trustees appoints the College President (hereinafter “President”) to serve as the chief executive officer of the Angelina County Junior College District pursuant to *Texas Government Code § 659.026(a)(2)*.
- 1.02** 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.
- 1.03** 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.
- 1.04** The primary purpose of all administrative evaluations will be to effect improvement in administrative leadership in order to achieve the goals of the College District.

### **SECTION TWO: PERFORMANCE EVALUATION OF THE COLLEGE PRESIDENT**

- 2.01** On or before the third Monday of April of each year of the contract, the President shall deliver to the Board of Trustees a written self-assessment of his/her performance of the duties and responsibilities of the presidency during the previous calendar year. The President’s self-assessment may also include information about the organizational and institutional performance of the College District during the previous calendar year.
- 2.02** On or before the third Monday of July of each year, the Board President shall provide to the President a written evaluation of the President’s performance of the duties and responsibilities of the Presidency. The Board President will solicit input for the performance evaluation from all current Trustees. The Board President will discuss the written performance evaluation with the President to facilitate understanding.
- 2.03** The President may provide to the Board a written response to the annual performance evaluation for any reason, including if the President believes the assessment of his/her performance is inaccurate or is based on misunderstood or erroneous information.

- 2.04** The Board of Trustees may provide formal or informal performance feedback or suggestions to the President at any time. With the knowledge of the Board President, individual Trustees may also provide job performance feedback and/or suggestions to the President at any time.
- 2.05** Concurrently with the performance evaluation process, the Board will annually consider extending the President's contract by one year effective at the end of the current year. The Board may extend the President's contract during a regular meeting of the Board as long as the contract term does not exceed three years (*Texas Education Code §1.948(b)(1)*).

### **SECTION THREE: ANNUAL COMPENSATION REVIEW**

- 3.01** The Board of Trustees may decide to adjust the President's compensation at any point subject to the terms of the President's contract. The Board President will consider the President's compensation annually during the performance evaluation process described in Section Two of this policy.
- 3.02** The Board President and President will annually review the President's compensation when they discuss the written evaluation of the President's performance described in Section 2.02 of this policy.
- 3.03** The President may provide to the Board available data about college CEO compensation from the Texas Higher Education Coordinating Board, the Texas Legislative Budget Board, the Texas Association of Community Colleges, or other credible sources to inform the annual compensation review.

## **ADMINISTRATIVE ORGANIZATION PLAN**

### **SECTION ONE: PURPOSE AND ALIGNMENT OF POLICY**

- 1.01** Purpose: The purpose of this regulation is to establish shared governance between the CEO, administration, faculty, and staff of Angelina College.
- 1.02** Alignment: This regulation aligns with standards 4.2.b and 10.4 set forth by SACSCOC regarding shared governance.

### **SECTION TWO: FUNCTION OF ADMINISTRATION**

- 2.01** The primary function of administration is to provide effective, efficient, and dynamic leadership that will ensure that the College District fulfills its mission and achieves its goals. 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.
- 2.02** 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 policies and procedures that appear to stand in the way of the optimum teaching/learning process and to recommend appropriate changes.

### **SECTION THREE: ADMINISTRATION ORGANIZATION**

- 3.01** The ultimate responsibility for the governing of the College District shall be vested in the College President and the Board of Trustees. The President is the chief administrative officer of the College District, subject to the policies and actions of the Board. The Vice President of Academic Affairs, the Vice President of Business Affairs and Internal Counsel, the Associate Vice President of Student Services, and the Executive Director of Institutional Advancement and Community Development, In the absence of the College President, the Vice President of Academic Affairs and the Vice President of Business Affairs and Internal Counsel are authorized to perform necessary functions and take necessary decisions normally taken by the College President.
- 3.02** At the head of each instructional school of the College District is a dean, who is responsible to the Vice President of Academic Affairs for the operation of that school. Each full-time faculty member reports to a dean. Adjunct instructors report to a Dean, Department Chair, or program director as appropriate

### **SECTION FOUR: SHARED GOVERNANCE STRUCTURE**

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

#### **4.01.1 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.
- Executive Council, which comprises the College President, Vice President of Academic Affairs, Vice President of Business Affairs and Internal Counsel, Associate Vice President of Student Services, Executive Director of Institutional Advancement and Community Development, Executive Director of Institutional Effectiveness, Executive Director of Advancement, and Special Assistant to the President.

#### **4.01.2 Standing Committees**

- The College District's Standing Committees, which form a framework for shared governance; strategic planning and execution; assessment and continuous improvement; and compliance with THECB regulations and state and federal laws. Each Standing Committee includes one faculty member from each of the four schools of the College: Arts and Education, Business and Technology, Health Careers, and Science and Mathematics.
- The Executive Council annually appoints the chair and members of each Standing Committee and monitors committee work through meeting minutes and reports.
- Shared responsibility and leadership are essential to accomplish the mission and goals of Angelina College. The following standing committees form a framework for shared governance; strategic planning and execution; assessment and continuous improvement; and compliance with SACSCOC accreditation standards, THECB regulations, and state and federal laws.
- Standing committees develop recommendations and take decisions as necessary to foster a culture of evidence, of shared governance, and continuous improvement within the college. The committees define the adequacy of resources as appropriate to the college and identify and address potential compliance and/or documentation issues. Standing committees may form subcommittees to address highly specialized topics; however, the subcommittees' function is to make recommendations to the primary committee, and they are not to make decisions independently.
- The Executive Council appoints the chair and members of each Standing Committee annually and monitors committee work through meeting minutes and reports.

**4.01.3 Curriculum Committee**

- The Curriculum Committee reviews and approves all changes to the curriculum, including the addition of new courses and programs and revisions of existing courses and programs. Committee membership is limited to faculty representing the four schools of the College. Lead faculty within each school initiate curriculum change proposals and forward them to the school dean for approval. After the dean has approved a proposal, it is sent to the curriculum committee for final review and approval. After the dean and vice president have approved a proposal, it is sent to the curriculum committee for final review and approval.

**4.01.4 Academic Affairs Council**

- Academic Affairs Council. Chaired by the Vice President of Academic Affairs, the Academic Affairs Council meets monthly to discuss topics related to the operation of the Academic Affairs branch. The Academic Affairs Council comprises:
  - a. Vice President of Academic Affairs;
  - b. Assistant Vice President of Academic Affairs;
  - c. All Academic Deans; and
  - d. Dean of eLearning.

**4.01.5 Faculty Forum**

- 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 faculty. One member will be elected by each of the four instructional schools and one representative will be elected from the Continuing Education Division. Elected members serve three-year terms.

**4.01.6 Working Committees and Councils**

- Each member of the executive council may form and charge working committees to facilitate the operation of his/her branch of the College District.
  - a. College President
  - b. Board of Trustees

**4.02** Other lines of responsibility are indicated on the organizational chart. Each staff and faculty member is encouraged to follow the organizational chart to communicate concerns about any policy, procedure, action, or decision that appears to stand in the way of the optimum teaching/learning process and to recommend appropriate changes.

## **SECTION FIVE: IMPLEMENTATION AND REVIEW**

### **5.01 Responsible Person**

The College President is responsible for the implementation of this policy. The College President may delegate authority to create and administer procedures related to the implementation of this policy.

### **5.02 Communication to Constituents**

The College shall publish all LOCAL policies and REGULATIONS in the *Angelina College Policy & Procedure Manual* and the TASB Board Policy Manual, both of which the College makes available online.

The College Marketing Office provides a hyperlink to all new or revised policies and regulations in the *Angelina College Policies & Procedures Manual* in the Weekly Update email to all employees.

### **5.03 Timeline for Completion of Procedures**

The College President will approve and publish procedures for this policy within 30 days of its adoption and/or amendment by the Board of Trustees.

### **5.04 Methodology for Monitoring Compliance and Reporting Results**

The Office of the President, the Vice President of Academic Affairs, Vice President of Business Affairs and Internal Counsel, and the Associate Vice President of Student Services shall address any instances of noncompliance with this policy.

### **5.05 Schedule for Review**

As part of its cyber security protocols, the College will review this policy and its attendant procedure every three years to monitor effectiveness and currency.



## **COLLEGE PRESIDENT SUCCESSION**

### **1.01 PURPOSE**

The purpose of this policy is to establish a process for transitioning leadership of the college when necessary and to delegate the responsibilities and authority of the presidency in the event of a resignation, an unplanned departure, or a brief temporary incapacitation of the current president.

### **1.02 EMPLOYMENT CONTRACT**

Nothing in this policy supersedes the terms of the Employment Contract between the Angelina County Junior College District and the president. The Employment Contract includes provisions addressing a disability of any type during which the president is unable to perform job duties for any period greater than 90 days. The current Employment Contract shall be on file in the Angelina College Office of Human Resources.

### **1.03 INCAPACITATION LESS THAN 90 DAYS**

The president shall authorize college personnel in writing as necessary to ensure continuity of operations and leadership for any anticipated incapacitation lasting less than 90 days (e.g., medical procedure, travel in area without communication services, etc.). In the event the president is incapacitated unexpectedly but the incapacitation is expected to last for less than 90 days, each Executive Council member shall ensure the continuity of services and programs within the scope of his/her delegated authority during the period of incapacitation.

In the event an urgent issue that requires decisions or actions outside the delegated authority of any Executive Council member arises during the president's incapacitation under this section, the vice president of Business Affairs and the vice president of Academic Affairs shall jointly exercise the authority to (a) agree on the best course of action and take the required decision or action, and (b) as soon as practicable inform the president and the President of the Board about the circumstances and their decision or action.

### **1.04 PLANNED RESIGNATION**

Pursuant to the employment contract, the college president shall provide written notice of a planned resignation from the presidency to the President of the Board of Trustees at least 60 days prior to the college president's last day of service, not including use of accrued vacation leave. At the next regular meeting of the Board of Trustees after the college president submits a resignation notice, the Board will select a qualified member of the Executive Council to serve as the interim president.

The selected interim president's appointment will commence at 5 p.m. on the last day of service of the current president and last until 7:59 a.m. the day the new president takes office. Selection of a qualified interim president will be based solely on the discretion of the Board of Trustees. The current president will inform and brief the selected interim president on any current or anticipated issues or substantive decisions taken during the sixty-day notice period.

### **1.05 UNPLANNED DEPARTURE**

If the current president's departure from the presidency is unplanned, the Board of Trustees will act to appoint an interim president from among the qualified Executive Council members as soon as practicable pursuant to the Texas Open Meetings Act. During the period after the president's unplanned departure from the presidency and the Board's appointment of an interim president, the provisions of Section III of this policy addressing continuity of operations shall apply. The Board will appoint the interim president to serve until 7:59 a.m. the day the new president takes office. Selection of a qualified interim president will be based solely on the discretion of the Board of Trustees.

### **1.06 SCOPE OF INTERIM PRESIDENT**

The interim president will have the responsibilities and exercise the authority of the presidency during the interim term. The interim president will perform all duties and functions of the presidency as required by law, as generally accepted in higher education practice, and as noted in Board policies. The interim president or designee will take appropriate steps to communicate to employees, students, and external stakeholders the status of the presidency and appropriate details about the Board's search process for a new president.

### **1.07 INABILITY TO CONTINUE INTERIM APPOINTMENT**

In the event that the interim president is unable to continue to serve as interim president for any reason before the regular appointment of a new president, the interim president will notify the President of the Board of Trustees in writing and provide a reasonable date when he/she will resign from the interim presidency. As soon as practicable pursuant to the Texas Open Meetings Act, the Board will appoint a new interim president from the other qualified Executive Council members or appoint a qualified interim president from outside of the Angelina College employee group.

### **1.08 OPERATION OF THE OFFICE OF THE PRESIDENT**

The president shall ensure the Office of the President operates in a manner that ensures the Executive Council members and the Manager of the President's Office are knowledgeable and current on (a) current issues or projects of the President, (b) any reporting and compliance requirements of the presidency, and (c) the current internal and external operating environment of the College. In addition, the Manager of the President's Office shall be made aware of and have access to supporting documentation and the requirements of recurring actions/reports that are generally handled by the president.