



BOARD OF TRUSTEES

Regular Board Meeting

Thursday, September 12, 2019

2:00 p.m.

***Allene Strain Community Room
Of the
Doss Student Center***

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
September 12, 2019
2 p.m.**

AGENDA

A meeting of the Board of Trustees of Weatherford College will be held on Thursday, September 12, 2019 beginning at 2 p.m. in the Allene Strain Community Room of the Doss Student Center, located at 225 College Park Drive, Weatherford, Texas, to consider and act on the posted agenda:

1. Call to Order, Invocation and Pledge of Allegiance
2. Open Forum for Individuals Not on the Agenda
3. President's Report:
 - a. Recognitions
 - b. Employee Notices
 - c. Enrollment Update
4. Consent Agenda and Financial Reports:
 - a. Approval of Minutes from the August 2019 Board Meetings
 - b. Financial Reports Ending August 31, 2019
 - c. Quarterly Investment Report
5. Consideration and Possible Action: TASB Policy Update 36
6. Consideration and Possible Action: Institutional Enrichment Fees
7. Reports
 - a. Guided Pathways Update
 - b. Demand Study Update
 - c. Vet Tech Program Update
 - d. How are we doing with student success: Using numbers with heart
 - e. RBC Capital Market Update – Matt Boles
8. Future Agenda Items or Meetings:
 - a. BI (Legal) Access and Affordability Report
9. Announcements
10. Closed Session:
 - a. Consult with College Attorney, in Accordance with Government Code 551.071
 - b. Deliberate Real Property in Accordance with Government Code 551.072
 - c. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee, in Accordance with Government Code 551.074

11. Consideration and Possible Action: Real Property

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

13. Adjourn



Open Forum for
Individuals
Not on Agenda



President's Report

- Recognitions
- Employee Notices
- Enrollment Update



**Weatherford College Board of Trustees
Consent Agenda**

DATE: September 12, 2019

AGENDA ITEM #4.a.

SUBJECT: Minutes from the August Board Meetings are attached.

INFORMATION AND DISCUSSION: None

RECOMMENDATION: That the Board of Trustees approves the minutes as presented.

ATTACHMENTS: Minutes from the August 6 budget workshop, August 8 regular meeting, August 19 called meeting and public hearing, August 22 public hearing and August 29 called meeting

SUBMITTED BY: Theresa Hutchison, Executive Assistant to the President

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
BUDGET WORKSHOP**

August 6, 2019

The Weatherford College Board of Trustees met for a budget workshop meeting at 2 p.m. Tuesday, August 6, 2019, in the Conference Room of the E.W. Mince Administration Building. Vice-Chair Sue Coody called the meeting to order. Other trustees present were Dr. Trev Dixon, Judy McAnally, Dr. Robert Marlett and Lela Morris. Elaine Carter and Mac Smith were absent. President Farmer led the invocation and the Pledge of Allegiance was recited.

Call to Order

Dr. Andra Cantrell, Executive Vice President for Financial & Administrative Affairs gave the Budget Presentation and offered a time for questions.

Budget
Workshop

The Board of Trustees entered into Closed Session at 3:01 p.m. to consult with the college attorney in accordance with Government Code 551.072 and to deliberate personnel matters, in accordance with Government Code 551.074.

Closed Session

At 3:30 p.m. the Board reconvened in open session. No action was taken regarding personnel matters. Dr. Marlett made the motion to adjourn the meeting. Mrs. McAnally seconded and the motion carried unanimously.

Personnel Matters
747-1
No action

Motion to Adjourn
747-2
Approved

Mac Smith, Chair
Board of Trustees

Lela Morris, Secretary
Board of Trustees

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES**

MINUTES OF REGULAR MEETING

August 8, 2019

The Weatherford College Board of Trustees met in regular session at 2:00 p.m., Thursday, August 8, 2019 in the Allene Strain Community Room of the Doss Student Center. Vice-Chair Sue Coody called the meeting to order. Other Trustees present were Dr. Trev Dixon, Judy McAnally, Dr. Robert Marlett and Lela Morris. Chairman Mac Smith and Elaine Carter were absent. Brent Baker gave the invocation, and the Pledge of Allegiance was recited.

Call to Order,
Invocation, and
Pledge of Allegiance

No one spoke in open forum.

Open Forum

President Tod Allen Farmer gave the following recognitions, employee notices, and an enrollment report:

President's Report

a. Recognitions:

- Mr. Ralph Willingham and his assistant Tammy Peters for their exceptional work with student veterans. Mr. Willingham was recently awarded the Diana Davis Award by the Western Association of Veterans Education Specialists for his exceptional service to veterans. He has been an employee of Weatherford College for 46 years, and is a long time member of the Weatherford Optimist Club.
- Agriculture Program Director Vance Christi and the WC ag students for their recent honors at the 91st annual Texas State FFA Convention. WC was the only community college in the state that competed against universities, and the WC students defeated students from major universities. WC students Hannah Haynes, Elise Swanson, and Meghan Younger won both team and individual contests.
- Approximately 50 area high school students recently participated in the Upward Bound Summer Academy Program at Weatherford College. WC Upward Bound Program Director Jeff Kahlden and his team did a great job of exposing these students to higher education opportunities.
- Bob Glenn, Brent Baker, and the entire Weatherford College Foundation Board. Many new permanently endowed scholarships have been created over the summer. We experienced a 112% year-to-date increase in philanthropy in the first quarter of 2019, and an off the charts 225.2% year-to-date increase in philanthropy in the second quarter of 2019.

b. Policy EFCD (Local) – Annual Testing Report

Texas High School Equivalency Exams

Year	Tested	First Time	Retest/Finish	Passed	Revenue
GED					
Jan 1 - Dec 31, 2018	320	156	164	106	\$5,282.50
GED					
2018 Through June	201	96	105	64	\$3,470.00
2019 Through June	127	55	72	45	\$1,875.00
HiSet					
Jan 1 - Dec 31, 2018	35	15	30	5	\$370.00
HiSet					
2018 Through June	29	20	9	3	\$320.00
2019 Through June	9	3	6	0	\$130.00

The State Board of Texas approved HiSet as another option for the Texas High School Equivalency Exam in 2016.

We started testing HiSet on February 10, 2017.

HiSet pays for no-shows.

c. Employment Notices –

DMAC (Local) requires the College President to provide the names of contract employees that have resigned or retired since the last board meeting. In accordance with this policy, the following individuals have submitted resignations:

- Shirley Greenway, A.D.N. instructor, resigned.
- Yan Yuan, Social Sciences instructor, resigned.

d. Enrollment Report –

The college had record high enrollment in the Summer I session with a total of 1,755 students. There was also record high enrollment for the Summer II session with a total of 1,219 students. With 36 days remaining prior to the Fall 2019 census date, the preliminary enrollment projections currently indicate a 2.5% year-to-date increase in enrollment.

Consent Agenda

The minutes from the July 11, 2019 Board meeting were presented. *The July 11, 2019 minutes are attached.*

Minutes

The cash balance as of July 31, 2019 is \$36,443,797.99. This is an increase of \$1,990,930.64 from last year at July 31, 2018. The operating statement at July

Financial Reports

31, 2019 indicates that total revenues collected are \$51,934,077 or 102.78% of budget. Total expenditures are \$50,082,639 or 99.13% of budget. *Cash Balance Report and Operating Statement at July 31, 2019 are attached.*

After evaluation and review of the sealed bids, Katie Edwards, Director of Creative and Graphics Services, Jeanie Hobbs, Director of Purchasing, and Toni Martin, Purchasing Department Buyer recommend award of this sealed bid not to exceed budget funds as follows: Cockrell Enovation Printing \$490.00; Comark Direct \$223,183.00; Four Color Press \$10,540.00; Hartness Print Central \$1,104.80; Print World \$8,833.50; RR Donnelley \$325.00 for a total estimated cost of \$244,476.30. *Tabulation on Sealed Bids for Color and Web Printing for 2019-2020 are attached.*

Sealed Bids for
Color and Web Printing
#SB-04-20

NSF Grant funds have been allocated in the 2019-2020 budgets for Workforce Education to purchase the requested items. After evaluation and review of the sealed bid, Jerry Barrow, Workforce Education Coordinator, Jeanie Hobbs, Director of Purchasing, and Toni Martin, Purchasing Department Buyer recommend award of this sealed bid not to exceed budget funds as follows: Technical Laboratory Systems, Inc. for \$152,950.00. *Tabulation on Sealed Bids for NSF Grant Funded Electrical Pneumatics and Hydraulics Learning Systems #SB-05-20 are attached.*

Sealed Bids for
NSF Grant Funded
Electrical Pneumatics
and Hydraulics
Learning Systems
#SB-05-20

To comply with state law requirements for bids or proposals for all products or services of \$50,000.00 or more to be approved by the Board of Trustees, the administration is requesting approval of the FIRST RENEWAL term of our contract for Food Service Products & Supplies from the two current awarded vendors: Ben E. Keith, and Sysco North Texas, as allowed by law. Total costs for the initial and current year of the contract are below.

RENEWAL YEAR #1
of Food Service
Products & Supplies
#SB-03-19

Ben E. Keith Foods DFW, \$168,135.81; Sysco North Texas, \$78,722.56; for a total estimated cost of \$246,858.37. The proposed renewal year costs will be no more than a 2% increase on the items unit price due to the unstable markets in some food categories, rising food prices, tariffs, and food trucking costs, as agreed upon by all parties. All vendors agree to continue to meet our specifications and provide the best value on the food service products & supplies requested by Weatherford College Food Service Director. Additional items may be added at a later date during this contract when needed. Purchase of food service products & supplies is based solely on availability of current funds and actual requirements. Any or all items awarded as a result of the sealed bid process may not be purchased if budgeted funds are not available. *Attached is the Tabulation on Food Service Products & Supplies #SB-03-19.*

Policy BD (Local) states that the dates and times for regular board meetings for the succeeding fiscal year shall be approved in August of each year. Additional called or special meetings may be set with 72 hours' notice according to Education Code 551.043. Administration recommends the following dates and times for Trustees meetings for next year. All regular meetings would begin at 2:00 p.m., unless the Board directs otherwise.

Regular Board of
Trustees Meeting Dates
and Times for the Fiscal
Year 2019-20

2019	2020
September 12	January 16
October 10	February 13
November 14	March 12
December 12	April 9
	May 14
	June 11
	July 9
	August 6

Mrs. Morris made the motion to approve the Consent Agenda as presented. Dr. Marlett seconded and the motion carried unanimously.

Consent Agenda
748-1
Approved

Mrs. McAnally made the motion to propose to adopt the 2019 ad valorem tax rate of \$0.11495 (\$0.11022 maintenance and operations and \$0.00473 debt service) on August 29, 2019 and confirming the tax hearing dates and times of August 19, 2019 at 12:00 p.m. and August 22, 2019 at 5:00 p.m. Mrs. Morris seconded and the motion carried unanimously.

Proposal of the 2019 Ad
Valorem Tax Rate and
Scheduling of Public
hearings
748-2
Approved

The following reports were given:

Reports

- a. Guided Pathways Update, Dr. Andra Cantrell, Executive Vice President for Financial & Administrative Affairs
- b. Demand Study Report - Mike Endy, Vice President of Instruction and Student Affairs
- c. Vet Tech Program Update - Mike Endy, Vice President of Instruction and Student Services
- d. How we are doing with student success: Using numbers with heart – Graduation Report - Dr. Daniel O'Meara, Dean of Weatherford College Wise County

President Farmer reviewed the following tentative future agenda items:

Future Agenda Items

- a. August 19, 2019, Noon, Public Hearing #1, Mince Conference Room
- b. August 22, 2019, 5 p.m., Public Hearing #2, Allene Strain Room
- c. August 29, 2 p.m., Meeting to Adopt the Tax Rate and 2019-20 Budget, Allene Strain Room

Mr. Brent Baker made the following announcements:

Announcements

- August 9-11 Summer Shakespeare Love's Labours Lost, Friday & Saturday 7:30 p.m., Sunday 4 p.m.
- August 10-11 Children's Theater: The Princess and the Pea, Saturday, 10 a.m., Sunday 2 p.m., Alkek Theatre
- August 21 Fall Semester Begins
- August 27 Fall 150th Birthday Party
- September 2 Labor Day Holiday

The Board of Trustees declined to enter into closed session.

Closed Session

No action was taken regarding real property.

Real Property
748-3
No action

No action was taken regarding personnel matters.

Personnel Matters
748-4
No action

At 2:45 p.m. Dr. Marlett made the motion to adjourn the meeting. Dr. Dixon seconded and the motion carried unanimously.

Motion to Adjourn
748-5
Approved

Sue Coody
Vice - Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES**

MINUTES OF CALLED MEETING

August 19, 2019

The Weatherford College Board of Trustees held a called meeting at 11:00 a.m. on Monday, August 19, 2019 in the Board Room of the E.W. Mince Administration Building. Chairman Mac Smith called the meeting to order. Other Trustees present were Sue Coody, Dr. Trev Dixon, Dr. Robert Marlett, and Lela Morris. Elaine Carter and Judy McAnally were absent.

Call to Order

The Board entered into closed session at 11:04 a.m. to consult with the college attorney in accordance with Government Code 551.071 and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, in accordance with Government Code 551.074.

Closed Session to
Consult with College
Attorney and to
Deliberate Personnel
Matters

At 11:24 a.m., the Board reconvened in open session.

Open Session

Mr. Smith made the motion to approve the extension of the College President's current contract to the year 2022 with an increased yearly compensation from \$250,000 to \$270,000 with future consideration of provision for performance based incentives. Dr. Marlett seconded and the motion carried unanimously.

Contract Extension
Compensation of the
College President
749-1
Approved

At 11:25 p.m. Dr. Marlett made the motion to adjourn the meeting. Ms. Coody seconded and the motion carried unanimously.

Motion to Adjourn
749-2
Approved

Mac Smith
Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES**

MINUTES OF FIRST PUBLIC TAX HEARING

August 19, 2019

The Weatherford College Board of Trustees held the first public tax hearing at 12:00 p.m. on Monday, August 19, 2019 in the Conference Room of the E.W. Mince Administration Building. Chairman Mac Smith called the meeting to order. Other Trustees present were Sue Coody, Dr. Trev Dixon, Dr. Robert Marlett and Lela Morris. Elaine Carter and Judy McAnally were absent.

Call to Order

There were no members of the public who spoke in regards to the public tax hearing.

Public Tax Hearing on
Tax Revenue Increase as
Required by Section
26.05 of the Property
Tax Code

The date, time and place for the Meeting to Adopt the 2019 Ad Valorem Tax Rate of \$0.11945 (\$0.11022 for maintenance and operations and \$0.00473 for debt service) was announced as Thursday, August 29, 2019 at 2:00 p.m. in the Allene Strain Community Room of the Doss Student Center located at 225 College Park Drive, Weatherford, Texas.

Announce the Date,
Time, and Place for
Meeting to Adopt the
2019 Ad Valorem
Tax Rate

At 12:04 p.m. Ms. Coody made the motion to adjourn the meeting. Ms. Morris seconded and the motion carried unanimously.

Motion to Adjourn
750-1
Approved

Mac Smith
Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES**

MINUTES OF SECOND PUBLIC TAX HEARING

August 22, 2019

The Weatherford College Board of Trustees held the second public tax hearing at 5 p.m. on Thursday, August 22, 2019 in the Allene Strain Community Room of the Doss Student Center. Chairman Mac Smith called the meeting to order. Other Trustees present were Elaine Carter, Sue Coody, Dr. Trev Dixon, and Lela Morris. Dr. Robert Marlett and Judy McAnally were absent.

Call to Order

There were no members of the public who spoke in regards to the public tax hearing.

Public Tax Hearing on
Tax Revenue Increase as
Required by Section
26.05 of the Property
Tax Code

The date, time and place for the Meeting to Adopt the 2019 Ad Valorem Tax Rate of \$0.11945 (\$0.11022 for maintenance and operations and \$0.00473 for debt service) was announced as Thursday, August 29, 2019 at 2:00 p.m. in the Allene Strain Community Room of the Doss Student Center located at 225 College Park Drive, Weatherford, Texas.

Announce the Date,
Time, and Place for
Meeting to Adopt the
2019 Ad Valorem
Tax Rate

At 5:26 p.m. Ms. Coody made the motion to adjourn the meeting. Dr. Dixon seconded and the motion carried unanimously.

Motion to Adjourn
751-1
Approved

Mac Smith
Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES**

MINUTES OF CALLED MEETING

August 29, 2019

The Weatherford College Board of Trustees held a called meeting at 2 p.m. on Thursday, August 29, 2019 in the Allene Strain Community Room of the Doss Student Center. Chairman Mac Smith called the meeting to order. Other Trustees present were Elaine Carter, Sue Coody, Dr. Trev Dixon, and Lela Morris. Dr. Robert Marlett and Judy McAnally were absent. Mr. Baker gave the invocation and the Pledge of Allegiance was recited.

Call to Order

No one spoke in Open Forum.

Open Forum

Mr. Smith made the motion to adopt the proposed 2019-20 budget in the amount of \$60,269,146, the salary structure schedules for the 2019-20 fiscal year, and the employment of the contractual employees included in the proposed 2019-20 budget. Mrs. Morris seconded and the motion carried unanimously. Attached are the following documents: *(a) Weatherford College Proposed Budget 2019-20; (b) 2019-20 Faculty Hiring Schedule; (c) 2019-20 Administrative/Professional Pay Structure; (d) 2019-20 Classified Personnel Pay Structure; (e) 2019-20 Overload/Adjunct Pay Structure; (f) 2019-20 Stipend Pay Structure; and (g) the 2019-20 Contractual Employees Listing.*

Adoption of 2019-20
Budget, Salary Structure
Schedules and Approval
of Contractual
Employees
752-1
Approved

Mr. Smith made the motion to adopt the 2019 ad valorem tax rate of \$0.11495 (\$0.11022 for maintenance and operations plus \$0.00473 for debt service). Dr. Dixon seconded and the motion carried unanimously.

Adoption of the
2019 Ad Valorem
Tax Rate
752-2
Approved

At 2:06 p.m. Ms. Coody made the motion to adjourn the meeting. Dr. Dixon seconded and the motion carried unanimously.

Motion to Adjourn
752-3
Approved

Mac Smith
Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees



**Weatherford College Board of Trustees
Report**

DATE: September 12, 2019

AGENDA ITEM #4.b.

SUBJECT: Preliminary Financial Report Ending August 31, 2019

INFORMATION AND DISCUSSION: The preliminary cash balance as of August 31, 2019 is \$36,955,792.44. This is a decrease of \$33,935.79 from last year at August 31, 2018. The operating statement at August 31, 2019 indicates that total revenues collected are \$53,487,107 or 105.85% of budget. Total expenditures are \$52,358,427 or 103.63% of budget.

ATTACHMENTS: Preliminary Cash Balance Report and Operating Statement at August 31, 2019

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

**WEATHERFORD COLLEGE
PRELIMINARY CASH BALANCE REPORT
8/31/2019**

<u>Unrestricted Funds</u>	<u>Checking</u>	<u>Investments</u>	<u>Payroll & Petty Cash</u>	<u>Total</u>
Beginning Balance	1,660,377.15	28,766,044.18	8,648.89	30,435,070.22
Deposits	3,832,396.27	3,046.44	-	3,835,442.71
Disbursements	(3,423,173.97)	-	(4,273.89)	(3,427,447.86)
Ending Balance	2,069,599.45	28,769,090.62	4,375.00	30,843,065.07

<u>Unrestricted Funds:</u>	<u>Checking Acct</u>	<u>Investments</u>	<u>Acct Balance</u>
Maintenance and Carter	2,069,599.45	28,769,090.62	30,838,690.07
Payroll	-	-	-
Petty cash	4,375.00	-	4,375.00
Sub-total	2,073,974.45	28,769,090.62	30,843,065.07
<u>Restricted Funds:</u>			
Scholarships	(158,867.85)	3,045,292.81	2,886,424.96
Loan	0.86	-	0.86
Schropshire Cap. Impr.	321,617.89	-	321,617.89
Construction	-	-	-
2012 Revenue Bonds	1,584.33	578,461.46	580,045.79
2012 Revenue Bonds Int. & Sinking	31,971.94	-	31,971.94
Maintenance Tax Notes Project Fund	-	-	-
Maintenance Tax Notes Int. & Sinking	6,329.45	-	6,329.45
2007 Limited Tax Refunding Bonds	342,038.41	1,319,298.07	1,661,336.48
Contingency Reserves	625,000.00	-	625,000.00
Sub-total	1,169,675.03	4,943,052.34	6,112,727.37
Grand Total	3,243,649.48	33,712,142.96	36,955,792.44

Recap of Investments

<u>Investments</u>	<u>Maturity Date</u>	<u>Current Value</u> <u>8/31/2019</u>	<u>Rate</u>
<u>Prosperity Bank</u>			
Certificates of Deposit	03/29/20	25,151,232.88	2.40%
Certificates of Deposit	09/29/19	6,000,000.00	2.00%
Money Market Account		<u>2,560,910.08</u>	1.40%
Sub-Total		33,712,142.96	
Total Investments		<u><u>33,712,142.96</u></u>	

WEATHERFORD COLLEGE
PRELIMINARY STATEMENT OF REVENUES
August 31, 2019

	2017-18 Budget			2018-19 Budget			
	Amended Budget	Received 8/31/2018	% of Budget	Amended Budget	Received 8/31/2019	Balance	% of Budget
Operating Revenues							
Tuition							
In-District Resident	\$ 3,945,120	\$ 4,274,065	108.34%	\$ 4,665,265	\$ 4,686,997	\$ (21,732)	100.47%
Out-of District Resident	\$ 4,599,272	\$ 4,886,518	106.25%	\$ 5,015,588	\$ 5,013,848	\$ 1,740	99.97%
Out-of District Resident - EC Granbury	\$ 495,708	\$ 522,175	105.34%	\$ 497,464	\$ 506,989	\$ (9,525)	101.91%
Out-of District Resident - Wise County	\$ 1,625,716	\$ 1,645,621	101.22%	\$ 1,587,652	\$ 1,591,325	\$ (3,673)	100.23%
Non-Resident	\$ 610,393	\$ 633,758	103.83%	\$ 510,653	\$ 518,327	\$ (7,674)	101.50%
Differential Tuition	\$ 470,480	\$ 462,476	98.30%	\$ 490,656	\$ 470,984	\$ 19,672	95.99%
State Funded Continuing Education	\$ 850,000	\$ 1,069,257	125.79%	\$ 925,000	\$ 1,018,800	\$ (93,800)	110.14%
Non-State Funded Continuing Education	\$ 77,700	\$ 90,579	116.58%	\$ 82,800	\$ 56,463	\$ 26,337	68.19%
Total Tuition	<u>\$ 12,674,389</u>	<u>\$ 13,584,449</u>	107.18%	<u>\$ 13,775,078</u>	<u>\$ 13,863,733</u>	<u>\$ (88,655)</u>	100.64%
Fees							
General Fee	\$ 408,939	\$ 413,629	101.15%	\$ 442,216	\$ 455,603	\$ (13,387)	103.03%
Laboratory Fee	\$ 343,626	\$ 357,437	104.02%	\$ 352,083	\$ 351,391	\$ 692	99.80%
Total Fees	<u>\$ 752,565</u>	<u>\$ 771,066</u>	102.46%	<u>\$ 794,299</u>	<u>\$ 806,994</u>	<u>\$ (12,695)</u>	101.60%
Allowances and Discounts							
Bad Debt Allowance	\$ (106,000)	\$ (91,045)	85.89%	\$ (107,500)	\$ 1,684	\$ (109,184)	-1.57%
Remissions and Exemptions	\$ (1,201,500)	\$ (1,298,365)	108.06%	\$ (1,583,625)	\$ (1,591,818)	\$ 8,193	100.52%
Total Allowances and Discounts	<u>\$ (1,307,500)</u>	<u>\$ (1,389,410)</u>	106.26%	<u>\$ (1,691,125)</u>	<u>\$ (1,590,134)</u>	<u>\$ (100,991)</u>	94.03%
Additional Operating Revenues							
Federal Grants and Contracts (Operating)	\$ 1,041,362	\$ 981,386	94.24%	\$ 1,152,981	\$ 1,047,393	\$ 105,588	90.84%
State Grants and Contracts	\$ 103,913	\$ 59,085	56.86%	\$ 39,598	\$ 56,862	\$ (17,264)	143.60%
Non-Governmental Grants	\$ -	\$ -		\$ -	\$ -	\$ -	
Local Grants & Contracts	\$ 2,934,583	\$ 2,995,876	102.09%	\$ 3,284,183	\$ 3,290,028	\$ (5,845)	100.18%
Sales & Services of Educational Activities	\$ 72,227	\$ 70,259	97.27%	\$ 71,750	\$ 75,224	\$ (3,474)	104.84%
Investment income - Program Restricted	\$ 25,300	\$ 24,024	94.95%	\$ 57,000	\$ 101,632	\$ (44,632)	178.30%
Other Operating Revenues	\$ 325,375	\$ 1,698,942	522.15%	\$ 299,400	\$ 335,771	\$ (36,371)	112.15%
Total Additional Operating Revenues	<u>\$ 4,502,760</u>	<u>\$ 5,829,571</u>	129.47%	<u>\$ 4,904,912</u>	<u>\$ 4,906,911</u>	<u>\$ (1,999)</u>	100.04%
Auxiliary Income							
Bookstore	\$ 302,000	\$ 244,031	80.80%	\$ 255,000	\$ 229,954	\$ 25,046	90.18%
Cafeteria	\$ 697,500	\$ 747,803	107.21%	\$ 749,000	\$ 796,938	\$ (47,938)	106.40%
Dormitory	\$ 1,182,448	\$ 1,246,751	105.44%	\$ 1,198,480	\$ 1,259,210	\$ (60,730)	105.07%
Intercollegiate Athletics	\$ -	\$ 1,082		\$ -	\$ 830	\$ (830)	
Student Services	\$ 231,875	\$ 232,206	100.14%	\$ 232,758	\$ 251,286	\$ (18,528)	107.96%
Carter Agricultural Center	\$ 47,670	\$ 40,115	84.15%	\$ 54,250	\$ 111,802	\$ (57,552)	206.09%
Total Auxiliary Enterprises	<u>\$ 2,461,493</u>	<u>\$ 2,511,988</u>	102.05%	<u>\$ 2,489,488</u>	<u>\$ 2,650,019</u>	<u>\$ (160,531)</u>	106.45%
Total Operating Revenues	<u>\$ 19,083,707</u>	<u>\$ 21,307,663</u>	111.65%	<u>\$ 20,272,652</u>	<u>\$ 20,637,522</u>	<u>\$ (364,870)</u>	101.80%
Non-Operating Revenues							
State Appropriations							
Education and General State Support	\$ 8,461,965	\$ 8,462,163	100.00%	\$ 8,461,965	\$ 8,461,965	\$ -	100.00%
State Group Insurance	\$ -	\$ 1,571,555		\$ -	\$ 1,643,196	\$ (1,643,196)	
State Retirement Matching	\$ -	\$ 514,611		\$ -	\$ 589,834	\$ (589,834)	
Professional Nursing Shortage Reduction	\$ 372,197	\$ 450,214	120.96%	\$ 371,210	\$ 385,429	\$ (14,219)	103.83%
Total State Appropriations	<u>\$ 8,834,162</u>	<u>\$ 10,998,543</u>	124.50%	<u>\$ 8,833,175</u>	<u>\$ 11,080,424</u>	<u>\$ (2,247,249)</u>	125.44%
Maintenance Ad Valorem Taxes-Parker County	\$ 12,857,854	\$ 13,219,362	102.81%	\$ 13,728,664	\$ 13,998,437	\$ (269,773)	101.97%
Debt Service Ad Valorem Taxes	\$ 586,200	\$ 679,096	115.85%	\$ 586,000	\$ 673,729	\$ (87,729)	114.97%
Federal Grants and Contracts (Non-Operating)	\$ 6,360,000	\$ 6,511,578	102.38%	\$ 6,360,000	\$ 6,432,155	\$ (72,155)	101.13%
Gifts	\$ 36,110	\$ 46,730	129.41%	\$ 39,979	\$ 78,951	\$ (38,972)	197.48%
Investment Income	\$ 101,500	\$ 121,279	119.49%	\$ 228,750	\$ 585,890	\$ (357,140)	256.13%
Contributions in Aid of Construction	\$ -	\$ -		\$ -	\$ -	\$ -	
Total Non-Operating Revenue	<u>\$ 28,775,826</u>	<u>\$ 31,576,587</u>	109.73%	<u>\$ 29,776,568</u>	<u>\$ 32,849,585</u>	<u>\$ (3,073,017)</u>	110.32%
Budgeted Transfers	\$ 456,906	\$ -		\$ 481,838	\$ -	\$ 481,838	
TOTAL	<u>\$ 48,316,439</u>	<u>\$ 52,884,251</u>	109.45%	<u>\$ 50,531,058</u>	<u>\$ 53,487,107</u>	<u>\$ (2,956,049)</u>	105.85%

WEATHERFORD COLLEGE
PRELIMINARY STATEMENT OF EXPENDITURES
August 31, 2019

	2017-18 Budget			2018-19 Budget			
	Amended Budget	Expended 8/31/2018	% of Budget	Amended Budget	Expended 8/31/2019	Balance	% of Budget
Operating Expenses							
Unrestricted							
Instruction	\$ 15,422,495	\$ 15,452,481	100.19%	\$ 15,783,488	\$ 15,660,213	\$ 123,275	99.22%
Public Service	\$ 30,174	\$ 22,804	75.57%	\$ 29,179	\$ 24,913	\$ 4,266	85.38%
Academic Support	\$ 1,644,317	\$ 1,413,922	85.99%	\$ 1,692,509	\$ 1,635,763	\$ 56,746	96.65%
Student Services	\$ 2,392,429	\$ 2,205,123	92.17%	\$ 2,496,313	\$ 2,312,011	\$ 184,302	92.62%
Institutional Support	\$ 8,044,547	\$ 7,039,740	87.51%	\$ 9,020,191	\$ 7,751,495	\$ 1,268,696	85.93%
Operation & Maint. of Plant	\$ 6,008,939	\$ 6,360,234	105.85%	\$ 6,245,490	\$ 7,052,363	\$ (806,873)	112.92%
Scholarships and Fellowships	\$ -	\$ -		\$ -	\$ -	\$ -	
Staff Benefits	\$ 595,000	\$ 528,503	88.82%	\$ 611,342	\$ 575,366	\$ 35,976	94.12%
Total Unrestricted Educational Activities	\$ 34,137,901	\$ 33,022,808	96.73%	\$ 35,878,512	\$ 35,012,124	\$ 866,388	97.59%
Restricted							
Instruction	\$ 1,192,274	\$ 1,238,331	103.86%	\$ 1,315,888	\$ 1,270,558	\$ 45,330	96.56%
Public Service	\$ -	\$ 7,916		\$ -	\$ 10,401	\$ (10,401)	
Academic Support	\$ -	\$ -		\$ -	\$ -	\$ -	
Student Services	\$ 33,194	\$ 29,561	89.06%	\$ 42,864	\$ 57,916	\$ (15,052)	135.11%
Institutional Support	\$ 9,110	\$ 2,860	31.39%	\$ 6,294	\$ 4,057	\$ 2,237	64.45%
Operation & Maint. of Plant	\$ -	\$ -		\$ -	\$ -	\$ -	
Scholarships and Fellowships	\$ 8,197,186	\$ 8,224,516	100.33%	\$ 8,219,076	\$ 8,223,965	\$ (4,889)	100.06%
Staff Benefits	\$ -	\$ 2,086,166		\$ -	\$ 2,233,030	\$ (2,233,030)	
Total Restricted Educational Activities	\$ 9,431,764	\$ 11,589,350	122.88%	\$ 9,584,122	\$ 11,799,925	\$ (2,215,803)	123.12%
Total Educational Activities	\$ 43,569,665	\$ 44,612,158	102.39%	\$ 45,462,634	\$ 46,812,050	\$ (1,349,416)	102.97%
Auxiliary Enterprises	\$ 2,595,534	\$ 2,378,476	91.64%	\$ 2,768,192	\$ 2,705,882	\$ 62,310	97.75%
Depreciation Expense - Buildings and Land Improvements	\$ -	\$ 1,648,404		\$ -	\$ 1,415,738	\$ (1,415,738)	
Depreciation Expense - Furniture, Machinery, Vehicles, and Other Equipment	\$ -	\$ 551,652		\$ -	\$ 589,967	\$ (589,967)	
Total Operating Expenses	\$ 46,165,199	\$ 49,190,689	106.55%	\$ 48,230,826	\$ 51,523,637	\$ (3,292,811)	106.83%
Non-Operating Expenses							
Expenses on Capital Related Debt	\$ 484,588	\$ 444,638	91.76%	\$ 454,433	\$ 473,791	\$ (19,358)	104.26%
Gain/Loss on Disposal of Fixed Assets	\$ (2,000)	\$ (6,380)		\$ (2,500)	\$ (50,480)	\$ 47,980	
Other non-operating expense	\$ -	\$ -		\$ -	\$ (66,592)	\$ 66,592	
Other Uses of Cash							
Principal on Capital Related Debt	\$ 1,157,317	\$ 1,157,317	100.00%	\$ 1,201,082	\$ -	\$ 1,201,082	0.00%
Capital Outlay (Non-Construction)	\$ 500,955	\$ 276,787	55.25%	\$ 640,810	\$ 478,071	\$ 162,739	74.60%
TOTAL	\$ 48,306,059	\$ 51,063,052	105.71%	\$ 50,524,651	\$ 52,358,427	\$ (1,833,776)	103.63%



**Weatherford College Board of Trustees
Report**

DATE: September 12, 2019

AGENDA ITEM #4.c.

SUBJECT: Quarterly Investment Report

INFORMATION AND DISCUSSION: As required by Government Code 2256.005, the investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the Public Funds Investment Act. This report is submitted to the Board on a quarterly basis, within a reasonable time after the end of the period. Attached you will find a Report of Investments for the period ending August 31, 2019.

RECOMMENDATION: That the Board of Trustees approve the Report of Investments at August 31, 2019.

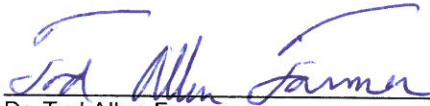
ATTACHMENTS: Report of Investments at August 31, 2019.

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


**WEATHERFORD COLLEGE
PRELIMINARY REPORT OF INVESTMENTS
August 31, 2019**

	<u>Money Market</u>	<u>CD's</u>	<u>Total</u>
Unrestricted	\$ 2,042,565.35	\$ 25,346,321.36	\$ 27,388,886.71
Restricted	508,181.13	2,537,111.68	3,045,292.81
Carter Endowment	10,163.60	1,370,040.31	1,380,203.91
2012 Revenue Bonds	-	578,461.46	578,461.46
2016 Limited Tax Refunding Bonds	-	1,319,298.07	1,319,298.07
	<u>2,560,910.08</u>	<u>31,151,232.88</u>	<u>33,712,142.96</u>

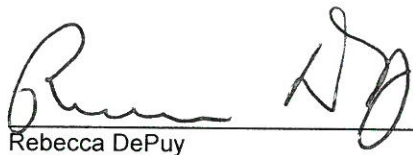
The investment of Weatherford College's funds as described above is in compliance with the investment policy and strategy of Weatherford College.



Dr. Tod Allen Farmer
President



Dr. Andra R. Cantrell
Executive V.P. for Financial and Administrative Affairs



Rebecca DePuy
Controller

**WEATHERFORD COLLEGE
PRELIMINARY REPORT OF INVESTMENTS
AUGUST 31, 2019**

Investment	Number	Closing Balance May 31, 2019	Closing Balance August 31, 2019	Changes in Current Value	Opening Date	Maturity Date	Interest Rate
Money Market Accounts							
Prosperity Bank							
Unrestricted	218082740	5,528,154.16	2,042,565.35	(3,485,588.81)	09/25/18		1.40%
Total Unrestricted		\$ 5,528,154.16	\$ 2,042,565.35	\$ (3,485,588.81)			
Restricted	218082740	505,777.50	508,181.13	2,403.63	09/25/18		1.40%
Total Restricted		\$ 505,777.50	\$ 508,181.13	\$ 2,403.63			
Carter Endowment	218082740	10,115.53	10,163.60	48.07	09/25/18		1.40%
Total Carter Endowment		\$ 10,115.53	\$ 10,163.60	\$ 48.07			
Total All Money Market Accounts		\$ 6,044,047.19	\$ 2,560,910.08	\$ (3,483,137.11)			
Certificates of Deposit							
Prosperity Bank							
Unrestricted	203000085	25,223,270.14	25,346,321.36	123,051.22	09/28/18	03/27/19	2.00%
Total Unrestricted		\$ 25,223,270.14	\$ 25,346,321.36	\$ 123,051.22			
Restricted	203000085	2,524,794.52	2,537,111.68	12,317.16	09/28/18	03/27/19	2.00%
Total Restricted		\$ 2,524,794.52	\$ 2,537,111.68	\$ 12,317.16			
Carter Endowment	203000085	1,363,389.04	1,370,040.31	6,651.27	09/28/18	03/27/19	2.00%
Total Carter Endowment		\$ 1,363,389.04	\$ 1,370,040.31	\$ 6,651.27			
2012 Revenue Bonds	203000085	575,653.15	578,461.46	2,808.31	09/28/18	03/27/19	2.00%
Total 2012 Revenue Bonds		\$ 575,653.15	\$ 578,461.46	\$ 2,808.31			
2016 Limited Tax Refunding Bonds	203000085	1,312,893.15	1,319,298.07	6,404.92	09/28/18	03/27/19	2.00%
Total 2016 Limited Tax Refund. Bonds		\$ 1,312,893.15	\$ 1,319,298.07	\$ 6,404.92			
Total All Certificates of Deposit		\$ 31,000,000.00	\$ 31,151,232.88	\$ 151,232.88	09/28/18	03/27/19	2.00%
Securities							
Carter Endowment							
Passport Money Market		-	-	0.00			
Fed Nat'l Mtg (2022)		-	-	0.00			
Total Securities		\$ -	\$ -	\$ -			
TOTAL INVESTMENTS		\$ 37,044,047.19	\$ 33,712,142.96	\$ (3,331,904.23)			



Weatherford College Board of Trustees

DATE: September 12, 2019

AGENDA ITEM: #5

SUBJECT: TASB Policy Service Update #36

INFORMATION AND DISCUSSION: Weatherford College utilizes the Texas Association of School Boards (TASB) Policy Service for legal and local policies contained in the *Weatherford College Board Policy Manual*. TASB provides ongoing updates for college districts to ensure that the *Manual* is current and reliable. The most recent update by TASB is #36.

TASB updates legal policies in the *Manual* based on changes in state or federal laws. Board of Trustees action is not permitted on legal policies since they are mandated through state or federal law. However, it is recommended that the Board review updates to the legal policies.

In addition, TASB recommends updates to “local” policies, which the Board of Trustees may approve as written, or amended, to ensure that the College’s local policies are consistent with recent changes in legislation and legal policies. Below are the Local policies included in Update #36, along with explanatory notes regarding the recommended changes:

Policy Code	Action	Explanatory Note
AB (Local)	REPLACE policy	Please review this policy to confirm that it reflects the college district's legal name. If you have revisions that you wish to submit, please contact your policy consultant for assistance with updating this policy. Additionally, a nonsubstantive change to the policy template may appear tracked, even though the text remains the same. This change has been made at no charge.
BA (Local)	REPLACE policy	Please review this policy to confirm that it reflects the college district's legal name. If you have revisions that you wish to submit, please contact your policy consultant for assistance with updating this policy. Additionally, a nonsubstantive change to the policy template may appear tracked, even though the text remains the same. This change has been made at no charge.
CIB (Local)	REPLACE policy	Recommended revisions to this policy are to clarify the methods by which the college district may dispose of unnecessary college district property that has value. The chief executive officer or designee may dispose of the property for fair market value or through a method expressly authorized by law. Alternatively, the chief executive officer or designee may propose

		a different method of disposal by the board after the board applies the gift of public funds test described by Texas Municipal League Intergovernmental Risk Pool, 74 S.W.3d 377 (Tex. 2002) and Texas Attorney General Opinion Number GA-76 (2003).
DGBA (Local)	REPLACE policy	Recommended revisions to this policy at Other Complaint Processes are to clarify complaint processes concerning the withdrawal of consent to remain on campus, described in GDA further below.
DMC (Local)	REPLACE policy	Revisions to this policy are recommended for consistency with policy style.
FLC (Local)	REPLACE policy	Provisions addressing the college district's authority to conduct searches of students and their belongings are recommended for inclusion in the college district's policy manual.
FLD (Local)	REPLACE policy	Recommended revisions to this policy at Other Complaint Processes are to clarify complaint processes concerning the withdrawal of consent to remain on campus, described in GDA further below.
GB (Local)	REPLACE policy	Recommended revisions to this policy at Other Complaint Processes are to clarify complaint processes concerning the withdrawal of consent to remain on campus, described in GDA further below.
GDA (Local)	REPLACE policy	Provisions addressing the Withdrawal of Consent to Remain on Campus are recommended for inclusion in the college district's policy manual.

RECOMMENDATION: That the Board of Trustees add, revise, and/or delete Local policies as indicated above and as recommended by Cabinet and by TASB Policy Service Update #36.

ATTACHMENT: Update #36 Local Policy Comparison Packet

SUBMITTED BY: Ralinda Stone
Executive Director, Human Resources



(LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)

Policies recommended for deletion are not included. If you want to include the text of these policies in the information given to the Board, you may download them from *Policy On Line*.

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

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

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

Weatherford College
184501

COLLEGE DISTRICT NAME AND DEFINITIONS

AB
(LOCAL)

The corporate name of this college, as provided by law, is
~~Weatherford College~~ Weatherford College, herein referred to as
“the College District.”

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

EQUIPMENT AND SUPPLIES MANAGEMENT
DISPOSAL OF PROPERTY

CIB
(LOCAL)

**Disposal of College
District Property**

The ~~College President~~ ~~College President~~ or designee is authorized to declare College District ~~personal property, including~~ materials, equipment, ~~vehicles,~~ and supplies, to be unnecessary.

If the ~~and shall dispose of~~ unnecessary property has value, the College President or designee shall:

1. Dispose of the unnecessary property ~~materials, equipment, and supplies~~ for fair market value;
2. Dispose of the unnecessary property through a method expressly authorized by law; or
3. Recommend to the Board for approval an alternative method of disposal for less than fair market value. Before approving the disposal of the unnecessary property for less than fair market value, the Board shall determine that the conveyance is not a gift of public funds by making the following findings:
 - a. The predominant purpose of the alternative method of disposal is to accomplish a public purpose, not to benefit private parties;
 - b. The Board shall retain sufficient control over the disposed items to ensure the public purpose is accomplished and to protect the public's investment; and
 - c. The College District shall receive a return benefit.

~~If~~ the unnecessary property has no value, the ~~College President~~ ~~College President~~ or designee may dispose of such property according to administrative discretion.

Items obtained ~~with federal funds~~ or as federal surplus shall be managed according to federal regulations.

**Disposal of
Abandoned or
Unclaimed Personal
Property**

The ~~director of campus security~~ ~~director of campus security~~ is authorized to dispose of ~~a third parties'~~ abandoned and unclaimed personal property in accordance with College District regulations. These regulations shall address, but not be limited to, the following topics:

1. Notices of lost and found locations posted at appropriate places or described in College District publications and that include procedures for reclaiming lost articles and time frames for the College District to dispose of unclaimed property.
2. A range of options for locating owners of abandoned property that is not turned in to a lost and found location. These options may address such items as abandoned cars or other large items.

EQUIPMENT AND SUPPLIES MANAGEMENT
DISPOSAL OF PROPERTY

CIB
(LOCAL)

3. Disposal procedures including donations to charity or student organizations, sales, and auctions.

Any monies realized from disposal of unclaimed or abandoned personal property shall be deposited in the College District's general fund.

[For the applicability of the abandoned property procedures under Property Code Chapter 76, see CD]

Purpose	The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of employee complaints. The Board intends that, whenever feasible, complaints shall be resolved at the lowest possible administrative level.
Guiding Principles	The Board encourages employees to discuss their concerns with their supervisor or other appropriate administrator who has the authority to address the concerns.
Informal Process	Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.
Formal Process	An employee may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the College President College President or designee. Complaint forms alleging a violation of law by the College President College President may be submitted directly to the Board or designee.
Notice to Employees	The College District shall inform employees of this policy by making this policy available on the College District’s website and through the College District’s employee handbook and other appropriate College District publications.
Freedom from Retaliation	Neither the Board nor any College District employee shall unlawfully retaliate against an employee for bringing a concern or complaint or for participating as a witness or representative in the processing of a complaint. However, nothing in this policy limits or delays the College District’s right to take appropriate disciplinary action, up to and including termination, when an employee’s behavior warrants such action.
Whistleblower Complaints	Whistleblower complaints shall be filed within the time specified by law. Such complaints shall first be filed in accordance with Level Two LEVEL TWO , below. Time lines for the employee and the Col-

lege District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint. [See DG]

Complaints

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

Other Complaint Processes

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

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIAA and DIAB]
 2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIAA and DIAB]
 3. Complaints concerning retaliation relating to discrimination and harassment. [See DIAA and DIAB]
 4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
 5. Complaints concerning an employment preference for former foster children. [See DC]
 6. Complaints arising from the dismissal of term contract faculty members. [See DMAA]
 7. Complaints concerning the nonrenewal of term contract employees and those arising from the nonrenewal of term contract faculty members. [See DMAB]
1. [Complaints concerning the withdrawal of consent to remain on campus.](#) [See GDA]

General Provisions

Filing

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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Scheduling Conferences	The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee's absence.
Response	At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's email -mail address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean College District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	<p>"Representative" means any person, including an individual from an association or organization selected by the employee to be present, as long as that person, association, or organization does not claim the right to strike.</p> <p>The employee may designate a representative through written notice to the College District at any level of this process. If the employee designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.</p>
Immediate Supervisor	The term "immediate supervisor" means the administrator or other College District employee responsible for the employee's supervision and evaluation.
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits for filing complaints shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any</p>

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

point during the complaint process. The employee may appeal the dismissal by seeking review in writing within five days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. However, such appeal shall be limited to the issue of timeliness.

Costs Incurred

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

Complaint and Appeal Forms

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

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference.

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

Failure to Appear

If the grievant fails to appear at any level of the grievance without providing notification to the College District at least 24 hours prior to the scheduled conference, the grievance shall be denied, and a decision shall be rendered in favor of the College District. If the immediate supervisor or other College District representative fails to appear without providing notification to the employee at least 24 hours prior to the scheduled conference, the employee shall have a right to file an appeal to the next level. Extenuating circumstances shall be given consideration in all cases.

Withdrawal

An employee may withdraw a grievance at any time. Once withdrawn by the employee, a grievance shall not be reopened.

Resolution

When an employee is granted the resolution he or she has requested in the complaint, the grievance shall be deemed resolved. A resolved grievance shall not be eligible for an appeal to the next level of the process.

Level One

Complaint forms must be filed:

- ~~1.8.~~ Within ten days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
- ~~2.9.~~ With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees shall file Level One complaints with their immediate supervisor. If the only administrator who has authority to remedy the alleged problem is the

Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.

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

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

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

Level Two

If the employee did not receive the relief requested at Level One, he or she may request a Level Two conference by filing the appropriate form with the department of human resources within five days after receipt of the Level One decision or, if no response was received, within five days of the Level One response deadline. The College District shall appoint the appropriate administrator to conduct the Level Two conference.

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

The Level One record shall include:

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

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference date deadline may be extended upon mutual agreement of the parties. At the

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Level Two conference, the grievant and the Level One administrator or College District representative shall have the opportunity to present information regarding the grievance. However, the conference shall be limited to the issues presented by the employee at the Level One conference and identified in the Level Two appeal notice. At the Level Two conference, the employee may provide information or additional documents concerning the grievance, and the Level One administrator or the College District representative may provide information or additional documents in response to the grievance. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint. After the Level Two written response, no new documents may be submitted by the College District or the grievant.

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

Level Three

If the employee did not receive the relief requested at Level Two, the employee may request a hearing before the Board by filing a Level Three appeal on the appropriate form with the College President's office. The appeal notice must be filed within five days after receipt of a response or, if no response was received, within five days of the Level Two response deadline.

Timing

For all timely filed appeals, the Board shall inform the employee of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board. The Board shall attempt to hear all Level Three grievances within 30 days after receipt of the appeal. However, such appeals may be scheduled at a later time in the best interests of the College District.

Closed Meeting Procedures

All Level Three hearings shall be held in closed session unless the grievant requests a public hearing. If a request for a public hearing is made, the hearing shall be conducted in open session, unless the grievance is regarding a complaint against another officer or employee and that individual requests that it be held in closed session.

Records and Presentations

The Board shall consider the Level One record, the Level Two record, the written response issued at Level Two, ~~and~~ any attachments, and the oral arguments of both the grievant and the admin-

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istration. The Board may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. However, no new information that was not presented at the Level One or Level Two conferences or attached to the Level One or Level Two decisions shall be considered by the Board unless the grievant or the administration can demonstrate that the additional evidence was not available at the time of the previous hearings and/or decisions.

Board Decision

The Board may render an oral decision following the conclusion of the Level Three hearing but shall provide a written decision signed by the Board President and/or Board Secretary within ten days of the hearing. Announcement of an oral decision in the employee's presence shall constitute communication of the decision.

TERMINATION OF EMPLOYMENT
REDUCTION IN FORCE

DMC
(LOCAL)

Applicability

This policy shall apply only when a reduction in force requires the termination of a term contract employee during the contract term. [See DDA]

As determined by the College President, a necessary reduction in personnel may include the reduction of personnel employed pursuant to other employment arrangements not covered by this policy. This policy shall not apply to the termination at any time of at-will employees or the nonrenewal of a term contract employee. [See DDC and DMAB]

Definitions

Definitions used in this policy are as follows:

1. "Financial exigency" shall mean any event or occurrence that creates a need for the College District to reduce financial expenditures for personnel, including, for example, a decline in the College District's financial resources, a decline in enrollment, a reduction in funding, a decline in tax revenues, an unanticipated capital need, or an increase in expenses.
2. "Program change" shall mean any elimination, curtailment, or reorganization of a curriculum offering, or College District operation, including, for example, a change in curriculum objectives, a modification or reorganization of staffing patterns in a particular department or College ~~District-wide~~~~Districtwide~~, a redirection of financial resources to meet the educational needs of the students, a lack of student response to particular course offerings, legislative revision of programs, or a reorganization or consolidation of departments.

**General
Grounds for
Termination**

A reduction in force may take place when the College President recommends and the Board determines that a financial exigency or program change requires the termination of term contract employees during the term of the contract in accordance with this policy. A determination of financial exigency and/or a program change constitutes sufficient good cause for termination.

Scope of Reduction

When a reduction in force is to be implemented, the College President shall recommend and the Board shall determine the affected employment areas.

**Employment
Areas**

A reduction in force may be implemented in one, several, or all employment areas. Employment areas shall be defined as:

1. Administration.
2. Departments and/or colleges.
3. Associate degree programs, areas, or classes.
4. Certificate degree programs, areas, or classes.

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REDUCTION IN FORCE

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5. Remedial and other programs, areas, or classes.
6. Academic support programs, such as library or computer programs.
7. Counseling and other support programs.
8. Other noninstructional professional staff.
9. Other College ~~District-wide~~Districtwide programs.
10. Programs funded by state or federal grants or other dedicated funding.
11. Other contractual position(s).

Criteria for Decisions

After the Board has determined the employment area(s) to be affected, the College President shall recommend termination of employees within the affected employment area(s), based on the following criteria: ~~These criteria are listed in the order of importance; the College President shall apply them sequentially to the extent necessary to identify the employees who least satisfy the criteria and therefore are subject to the reduction in force. For example, if all necessary reductions can be accomplished by applying the first criterion, it is not necessary to apply the second criterion and so forth.~~

1. Qualifications for Current or Projected Assignment: Appropriate degree, certificate, and/or endorsement for current or projected assignment required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or the Coordinating Board and/or specialized or advanced content-specific training or skills for the current or projected assignment.
- 2.—Performance: Employee's effectiveness as reflected by the most recent written evaluations and/or other written evaluative information, including any disciplinary information, from the last 48 months. - If the College President at his or her discretion decides that the documented performance differences between two or more reduction-in-force prospects are too insubstantial to rely upon, he or she may proceed to apply the remaining criteria in the order listed below.
- ~~3.~~2. Professional Background: Professional education and work experience related to the current or projected assignment.
- ~~4.~~3. Seniority: Length of service in the College District, as measured from the employee's most recent date of hire.

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These criteria are listed in the order of importance. The College President shall apply them sequentially to the extent necessary to identify the employees who least satisfy the criteria and therefore are subject to the reduction in force. For example, if all necessary reductions can be accomplished by applying the first criterion, it is not necessary to apply the second criterion and so forth.

Board Action

After considering the College President's recommendation, the Board shall determine the employees to be proposed for termination. The College President shall provide each employee written notice of the proposed action, including a statement of the reason(s) requiring such action and notice that the employee is entitled to a hearing.

Appeals

An employee receiving notice of the proposed termination in accordance with this policy may appeal the decision by submitting a request for a hearing in accordance with DMAA(LOCAL) within seven calendar days from receipt of notice.

Exception

Appeals of ~~the~~ dismissal due to a reduction ~~in~~ force of a former foster child entitled to an employment preference ~~[see DC]~~ shall be handled through the hearing afforded under DC. [\[See DC\]](#)

**Rights of
Employees
Subject to RIF**

An employee dismissed pursuant to this policy, if subsequently re-employed by the College District, shall be credited with the amount of local sick leave that had accrued at the time of dismissal.

Reemployment

Upon written request, an employee terminated pursuant to this policy shall be notified in writing of any subsequent availability of a position in his or her subject field(s) for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the College District has been notified in writing of a change of address. A former employee so notified may apply for the position by submitting an application and otherwise complying with the College District's procedures to be considered for a particular vacancy on the same basis as all other applicants.

Searches in General

College District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and College District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

College District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to College District policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with College District policies and procedures [see FLB], students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on College District property.

Reasonable Suspicion Searches

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of College District policy and procedures, a College District official may conduct a search in accordance with law and College District regulations.

Suspicionless Searches

For purposes of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches or random drug testing.

Use of Trained Dogs

The College District reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures shall be unannounced. The dogs shall not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or an area, it may be searched by College District officials.

College District Property

College District-provided technology, storage, and similar items are the property of the College District and are provided for student use as a matter of convenience. College District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in College District property. Students shall be fully responsible for the security and contents of College District property assigned to them. Students shall not place or keep in College District-provided technology, storage, or similar item, any article or material prohibited by law or College District policy and procedures. A student shall be held responsible for any prohibited item found in College District property provided to the student.

Residence Hall Rooms

Searches of student residence hall rooms shall be conducted in accordance with administrative procedures established by the College President~~College President~~ or designee. The procedures

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INTERROGATIONS AND SEARCHES

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shall describe the situations for which a search may be conducted and distinguish searches by College District officials from law enforcement searches.

**Searches Conducted
by Law Enforcement**

Searches and interrogations shall be conducted by College District police consistent with law and police department procedures.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT COMPLAINTS

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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT COMPLAINTS

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General Provisions

Filing

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

Scheduling
Conferences

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

Response

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

Days

"Days" shall mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."

Representative

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

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

**Consolidating
Complaints**

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

Untimely Filings

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

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

Costs Incurred

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

Complaint and Appeal Forms

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

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

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

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

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

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

The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

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

Level Two

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the academic dean or dean of students to appeal the Level One decision.

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

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

The Level One record shall include:

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

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

The Level Two administrator shall provide the student a written response within ten days following the conference. The written re-

sponse shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

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

Level Three

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

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

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

The Level Two record shall include:

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

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

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

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

Level Four

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

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

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

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

The Level Three record shall include:

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

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

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

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

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

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

Guiding Principles

Informal Process

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

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

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

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

Complaints

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

Other Complaint Processes

~~This policy shall apply to all complaints~~ from the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies ~~complaints regarding a commissioned peace officer who is an employee of the College District. [See CHA]~~ The policy may require appeals to be submitted in accordance with GB after the relevant complaint process:

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

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including ~~email~~ and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic

communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

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

Response

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

Days

"Days" shall mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."

Representative

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

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

**Consolidating
Complaints**

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

Untimely Filings

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

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

complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

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

Complaint and Appeal Forms

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

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

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

Level One

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

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

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

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

Level Two

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

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

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

The Level One record shall include:

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

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

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

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

Level Three

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

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

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

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

The Level Two record shall include:

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

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

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

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

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

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

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES
CONDUCT ON COLLEGE DISTRICT PREMISES

GDA
(LOCAL)

**Withdrawal of
Consent to Remain
on Campus**

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

Hearing Procedures

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

Appeal

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

**Tobacco and
E-cigarettes**

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

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

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



**Weatherford College Board of Trustees
Report**

DATE: September 12, 2019

AGENDA ITEM #6

SUBJECT: Institutional Enrichment Fee

INFORMATION AND DISCUSSION: Pursuant to *Section 54.504* of the Education Code relating to Incidental Fees, Weatherford College Administration proposes establishing an “Institutional Enrichment Fee”. The institutional fee will assist in offsetting costs associated activities, campus event, and institutional enhancement. The fee is recommended to be charged at rate at \$10.00 per credit hour for all students beginning Spring 2020.

RECOMMENDATION: The Board of Trustees approve adoption of an “Institutional Enrichment Fee” at rate of \$10.00 per credit hour for all students.

ATTACHMENTS: Institutional Enrichment Fee Proposal, Spring 2019 Tuition and Fee Comparison,

SUBMITTED BY: Mr. Adam Finley, Executive Dean of Student Services



September 12, 2019

Subject: Institutional Enrichment Fee Consideration

Historically, Weatherford College has not charged a “student fee.” Tuitions subsidies have been built into the tuition to help cover the cost of Student Athletics, Student Activities, and Student Publications.

Tuitions subsidies for the 18-19 academic year were approximated at \$745,640.00; however, the costs of these events and activities totaled \$1,118,278.00.

To assist in cultivating student related programing and enriching the institution through campus improvements to generate student engagement, the Weatherford College administration is recommending the creation of a fee to help offset these costs. By doing so, fees collected will free tuition dollars to assist with future projects related to the tuition revenue bond.

Education Code Language on Fees:

Pursuit to Texas Education Code *Sec. 54.504* the governing board of an institution of higher education may fix the rate of incidental fees to be paid to an institution under its governance by students and prospective students and may make rules for the collection of the fees.

Table below projects expected revenue generated based on fee amount and how proposed Weatherford College fees rank against other community colleges fees. Projected revenue is based on 18-19 credit hour enrollment. Fee comparison is based on Spring 2019 data from TACC and does not reflect increases that occurred for the 19-20 academic year at other institutions. Attachment included.

	Fee Ranking	Expected Revenue
\$15.00	7 th	\$1,705,980.00
\$12.00	7 th	\$1,364,782.00
\$10.00	6 th	\$1,137,320.00
\$8.00	5 th	\$909,856.00

Based on this information, Weatherford College Administration recommends adopting a \$10.00 per credit hour for all students and titling the fee “Institutional Enrichment” with the purpose of offsetting costs associated with activities, events, and campus improvements.



**Weatherford College Board of Trustees
Report**

DATE: September 12, 2019

AGENDA ITEM #7.a.

SUBJECT: Guided Pathways Update

INFORMATION AND DISCUSSION: Mr. Endy will present information on recent college activities related to the Pathways initiative. Weatherford College has been approved for participation in round two of the Pathways Institutes beginning in November of 2019. Weatherford College is integrating existing and new programs and fields of study into the Student Affairs area of the Colleague ERP. We are also loading student learning outcomes materials into the Baseline system to more effectively integrate course assessment data with our improvement and reporting processes. Weatherford College introduced the “Culture of Caring” initiative during the college fall kick-off meeting on August 23, 2019. There will be a brief presentation highlighting materials from this event.

ATTACHMENTS: None.

SUBMITTED BY: Michael Endy, Vice President of Academics and Student Affairs



**Weatherford College Board of Trustees
Report**

DATE: September 12, 2019

AGENDA ITEM #7.b.

SUBJECT: Demand Study Update

INFORMATION AND DISCUSSION: Mr. Endy will present data and analysis focusing on fall 2019 student enrollment data and efforts to improve the efficacy of the use of college resources. Mr. Endy will also address end-of-year revenue and expense numbers for the academic division, highlighting areas of improved performance from the 2018-2019 year as well as instructional areas identified for improvement in the current budgetary cycle.

ATTACHMENT: None

SUBMITTED BY: Michael Endy, Vice President of Instruction and Student Services



Weatherford College Board of Trustees Report

DATE: September 12, 2019

AGENDA ITEM #7.c.

SUBJECT: Vet Tech Program Update

INFORMATION AND DISCUSSION:

Key Items to Date:

Dr. Garofalo began serving as Director of Veterinary Assisting and Veterinary Tech Programs at the start of the 2019-2020 academic year.

The current draft of the interlocal agreement is awaiting signatures.

The City broke ground on the new surgical building on August 23, 2019.

The Shelter has had to delay construction of the classroom building until such times as funds for this facility have been secured. The delay in the construction of the building will have some impact but will not critically impair instruction for the Vet Tech Program.

Future Items:

Development of Veterinary Tech Program marketing plan (Underway).

Installation of program information into the WC catalog (Spring 2020).

Application to the AVMA for program initiation (Spring 2020).

Adding Veterinary Tech Program into the proposed 2020-2021 budget (Spring 2020).

Veterinary Tech Program begins classes (Fall 2020).

ATTACHMENT: None

SUBMITTED BY: Michael Endy, Vice President of Instruction and Student Services



**Weatherford College Board of Trustees
Report**

DATE: September 12, 2019

AGENDA ITEM #7.d.

SUBJECT: Student Success: Using Numbers with Heart

INFORMATION AND DISCUSSION: Mr. Adam Finley will discuss summer orientations and present survey data collected focusing on the on-boarding process.

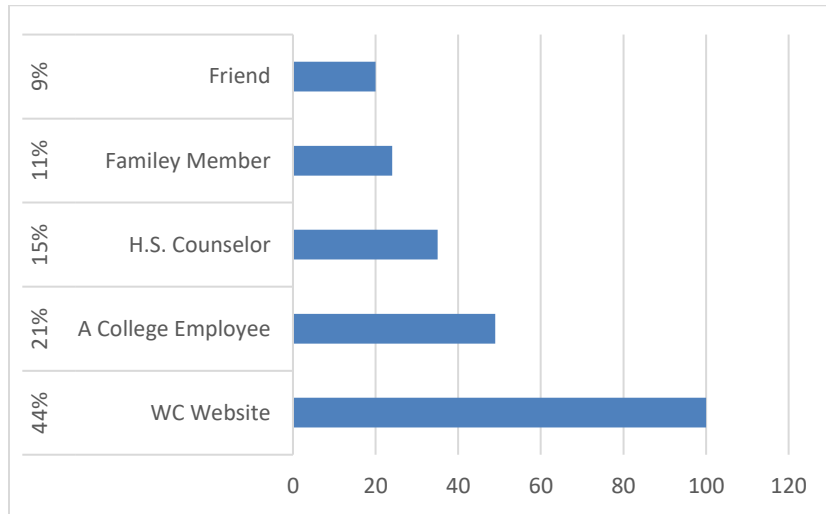
ATTACHMENTS: Summer On-boarding Surveys

SUBMITTED BY: Mr. Adam Finley, Executive Dean of Student Services

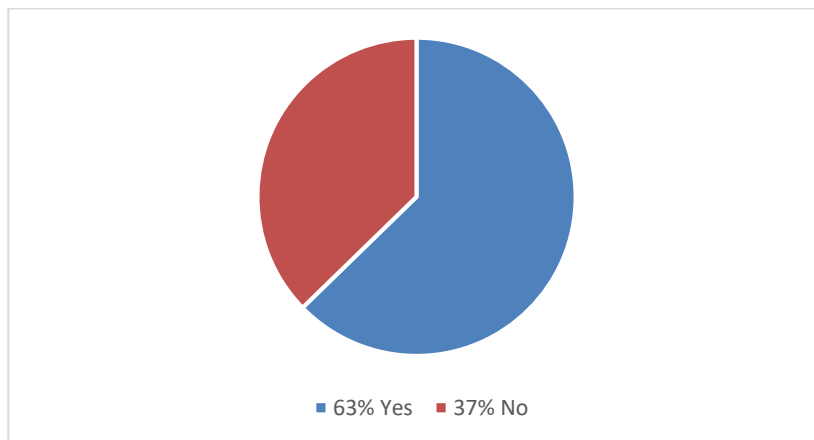
September 12, 2019

Summer On-Boarding Survey Summary:

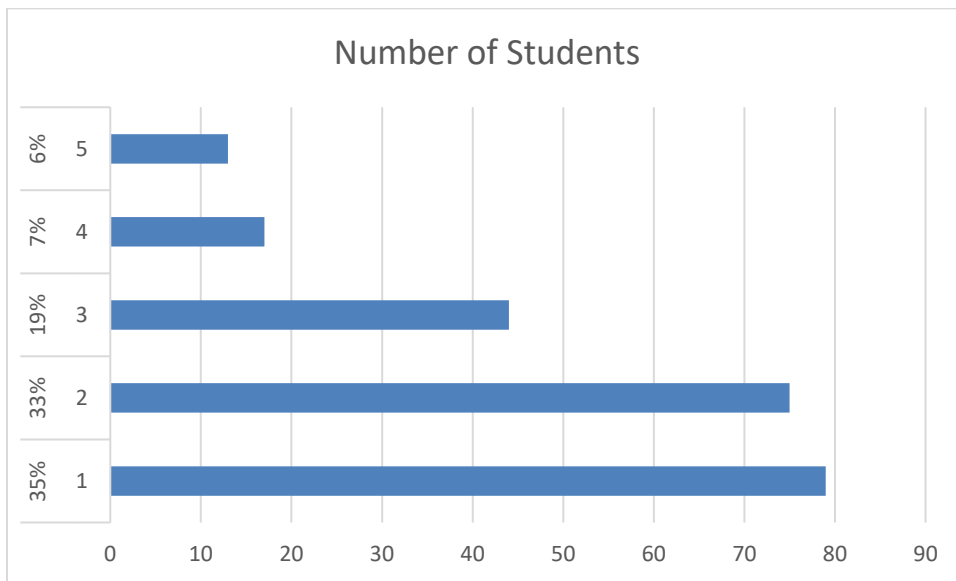
1. What resource did you utilize to learn about the enrollment Process?



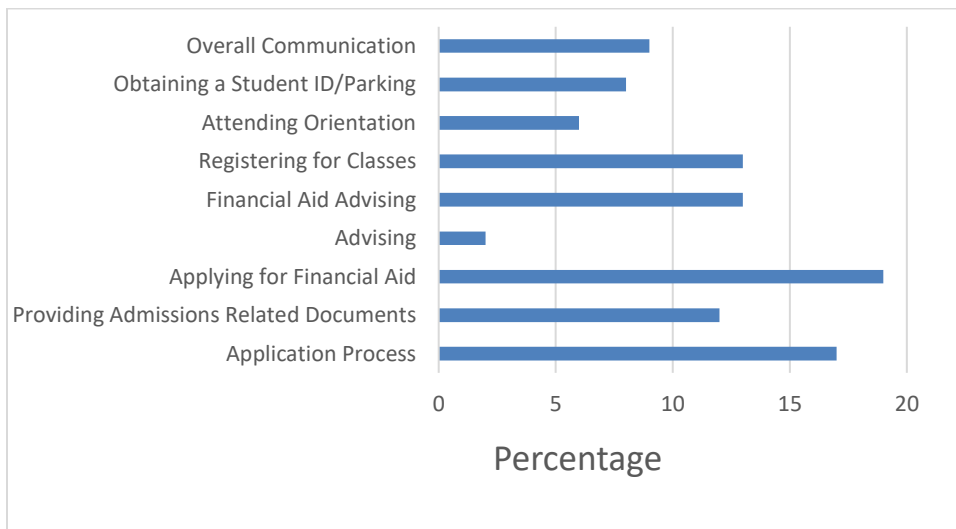
2. Did you register for courses with an advisor prior to New Student Orientation?



3. To date, how many trips have you made to campus to complete the enrollment/admission process?



4. Was there any part of the on-boarding process that was confusing or troublesome?





**Weatherford College Board of Trustees
Report**

DATE: September 12, 2019

AGENDA ITEM #7.e.

SUBJECT: Report from Matt Boles with RBC Capital Markets

INFORMATION AND DISCUSSION: Our financial advisor, Matt Boles with RBC Capital Markets, will be present to give a report to the Board discussing preliminary revenue bond scenarios for the new proposed workforce building.

ATTACHMENTS: Preliminary Revenue Bond Scenarios from RBC Capital Markets.

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

Weatherford College (Parker County Junior College District)

Preliminary Revenue Bond Scenarios

August 30, 2019

 **RBC Capital Markets**

Matthew Boles
Managing Director
Regional Director

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Preliminary Revenue Bond Scenarios

Revenue Bond Scenarios

Summary

- Weatherford College is seeking to construct and equip a new facility for workforce training and is planning to finance the facility through a revenue bond offering.
- The current estimated cost to construct and equip the building is approximately \$8.8 million.
- The College intends to commence work on the project in the summer of 2020 with a planned completion by December 2021.
- The scenarios provided assume revenue bonds would be issued during the spring of 2020.
- All financing scenarios assume the bonds will be sold based on ratings of “AA” (through bond insurance and “A+” (the College’s underlying rating)
- Assumes use of surety policy to meet Debt Service Reserve requirements.
- Assumes level debt service structure.
- Assumes 9-year optional par call as of August 1, 2029.
- Assumes Delivery Date of February 20, 2020, with the first interest payment due on February 1, 2021.
- Assumes market bank qualified rates as of August 29, 2019 plus 40 basis points (0.40%).

Financing Scenarios

- The following three scenarios are included for consideration:

Scenario 1 20-Year Amortization

- Sell Revenue Bonds in spring 2020 with 20-year level debt service amortization.

Scenario 2 25-Year Amortization

- Sell Revenue Bonds in spring 2020 with 25-year level debt service amortization.

Scenario 3 30-Year Amortization

- Sell Revenue Bonds in spring 2020 with 30-year level debt service amortization.

Preliminary Revenue Bond Scenarios

\$8.8 Million Bond Sale | 20-Year Amortization

Statistics

Delivery Date	02/20/2020
All-In TIC	3.023%
Arbitrage Yield	2.364%
Average Life	12.431
First Coupon	02/02/2021
Final Maturity	08/01/2040
Call Date	08/01/2029
Total Debt Service	\$12,015,358
Maximum Annual Debt Service	\$603,200
Average Annual Debt Service	\$587,628

Sources and Uses

Par Amount	\$8,025,000.00
Premium	1,022,777.50
Sources	\$9,047,777.50
Project Fund	\$8,800,000.00
Cost of Issuance	125,000.00
Underwriter's Discount	64,200.00
AGM Insurance	36,046.07
Surety Policy	17,628.84
Additional Proceeds	4,902.59
Uses	\$9,047,777.50

Cash Flows

Date (8/31)	Principal	Coupon	Interest	Total Debt Service
2021	\$135,000	4.00%	\$464,558	\$599,558
2022	285,000	4.00%	315,600	600,600
2023	295,000	4.00%	304,200	599,200
2024	310,000	4.00%	292,400	602,400
2025	320,000	4.00%	280,000	600,000
2026	335,000	4.00%	267,200	602,200
2027	345,000	4.00%	253,800	598,800
2028	360,000	4.00%	240,000	600,000
2029	375,000	4.00%	225,600	600,600
2030	390,000	4.00%	210,600	600,600
2031	405,000	4.00%	195,000	600,000
2032	420,000	4.00%	178,800	598,800
2033	440,000	4.00%	162,000	602,000
2034	455,000	4.00%	144,400	599,400
2035	475,000	4.00%	126,200	601,200
2036	495,000	4.00%	107,200	602,200
2037	515,000	4.00%	87,400	602,400
2038	535,000	4.00%	66,800	601,800
2039	555,000	4.00%	45,400	600,400
2040	580,000	4.00%	23,200	603,200
Total	\$8,025,000		\$3,990,358	\$12,015,358

Preliminary Revenue Bond Scenarios

\$8.8 Million Bond Sale | 25-Year Amortization

Statistics

Delivery Date	02/20/2020
All-In TIC	3.232%
Arbitrage Yield	2.516%
Average Life	15.694
First Coupon	02/01/2021
Final Maturity	08/01/2045
Call Date	08/01/2029
Total Debt Service	\$13,144,053
Maximum Annual Debt Service	\$528,400
Average Annual Debt Service	\$516,522

Sources and Uses

Par Amount	\$8,075,000.00
Premium	972,193.40
Sources	\$9,047,193.40
Project Fund	\$8,800,000.00
Cost of Issuance	125,000.00
Underwriter's Discount	64,600.00
AGM Insurance	39,432.16
Surety Policy	15,495.66
Additional Proceeds	2,665.58
Uses	\$9,047,193.40

Cash Flows

Date (8/31)	Principal	Coupon	Interest	Total Debt Service
2021	\$60,000	4.00%	\$467,453	\$527,453
2022	205,000	4.00%	320,600	525,600
2023	215,000	4.00%	312,400	527,400
2024	220,000	4.00%	303,800	523,800
2025	230,000	4.00%	295,000	525,000
2026	240,000	4.00%	285,800	525,800
2027	250,000	4.00%	276,200	526,200
2028	260,000	4.00%	266,200	526,200
2029	270,000	4.00%	255,800	525,800
2030	280,000	4.00%	245,000	525,000
2031	290,000	4.00%	233,800	523,800
2032	305,000	4.00%	222,200	527,200
2033	315,000	4.00%	210,000	525,000
2034	330,000	4.00%	197,400	527,400
2035	340,000	4.00%	184,200	524,200
2036	355,000	4.00%	170,600	525,600
2037	370,000	4.00%	156,400	526,400
2038	385,000	4.00%	141,600	526,600
2039	400,000	4.00%	126,200	526,200
2040	415,000	4.00%	110,200	525,200
2041	430,000	4.00%	93,600	523,600
2042	450,000	4.00%	76,400	526,400
2043	470,000	4.00%	58,400	528,400
2044	485,000	4.00%	39,600	524,600
2045	505,000	4.00%	20,200	525,200
Total	\$8,075,000		\$5,069,053	\$13,144,053

Preliminary Revenue Bond Scenarios

\$8.8 Million Bond Sale | 30-Year Amortization

Statistics

Delivery Date	02/20/2020
All-In TIC	3.374%
Arbitrage Yield	2.632%
Average Life	19.117
First Coupon	02/01/2021
Final Maturity	08/01/2050
Call Date	08/01/2029
Total Debt Service	\$14,338,147
Maximum Annual Debt Service	\$480,347
Average Annual Debt Service	\$470,918

Sources and Uses

Par Amount	\$8,125,000.00
Premium	926,193.00
Sources	\$9,051,193.00
Project Fund	\$8,800,000.00
Cost of Issuance	125,000.00
Underwriter's Discount	65,000.00
AGM Insurance	43,014.44
Surety Policy	14,127.54
Additional Proceeds	4,051.02
Uses	\$9,051,193.00

Cash Flows

Date (8/31)	Principal	Coupon	Interest	Total Debt Service
2021	\$10,000	4.00%	\$470,347	\$480,347
2022	155,000	4.00%	324,600	479,600
2023	160,000	4.00%	318,400	478,400
2024	165,000	4.00%	312,000	477,000
2025	170,000	4.00%	305,400	475,400
2026	180,000	4.00%	298,600	478,600
2027	185,000	4.00%	291,400	476,400
2028	195,000	4.00%	284,000	479,000
2029	200,000	4.00%	276,200	476,200
2030	210,000	4.00%	268,200	478,200
2031	220,000	4.00%	259,800	479,800
2032	225,000	4.00%	251,000	476,000
2033	235,000	4.00%	242,000	477,000
2034	245,000	4.00%	232,600	477,600
2035	255,000	4.00%	222,800	477,800
2036	265,000	4.00%	212,600	477,600
2037	275,000	4.00%	202,000	477,000
2038	285,000	4.00%	191,000	476,000
2039	300,000	4.00%	179,600	479,600
2040	310,000	4.00%	167,600	477,600
2041	325,000	4.00%	155,200	480,200
2042	335,000	4.00%	142,200	477,200
2043	350,000	4.00%	128,800	478,800
2044	365,000	4.00%	114,800	479,800
2045	380,000	4.00%	100,200	480,200
2046	390,000	4.00%	85,000	475,000
2047	410,000	4.00%	69,400	479,400
2048	425,000	4.00%	53,000	478,000
2049	440,000	4.00%	36,000	476,000
2050	460,000	4.00%	18,400	478,400
Total	\$8,125,000		\$6,213,147	\$14,338,147

Preliminary Revenue Bond Scenarios



Debt Service Comparison

Debt Service Comparison of \$8.8 Million Scenarios

Date (8/31)	20-Year Scenario			25-Year Scenario			30-Year Scenario		
	Principal	Interest	Total Debt Service	Principal	Interest	Total Debt Service	Principal	Interest	Total Debt Service
2021	\$135,000	\$464,558	\$599,558	\$60,000	\$467,453	\$527,453	\$10,000	\$470,347	\$480,347
2022	285,000	315,600	600,600	205,000	320,600	525,600	155,000	324,600	479,600
2023	295,000	304,200	599,200	215,000	312,400	527,400	160,000	318,400	478,400
2024	310,000	292,400	602,400	220,000	303,800	523,800	165,000	312,000	477,000
2025	320,000	280,000	600,000	230,000	295,000	525,000	170,000	305,400	475,400
2026	335,000	267,200	602,200	240,000	285,800	525,800	180,000	298,600	478,600
2027	345,000	253,800	598,800	250,000	276,200	526,200	185,000	291,400	476,400
2028	360,000	240,000	600,000	260,000	266,200	526,200	195,000	284,000	479,000
2029	375,000	225,600	600,600	270,000	255,800	525,800	200,000	276,200	476,200
2030	390,000	210,600	600,600	280,000	245,000	525,000	210,000	268,200	478,200
2031	405,000	195,000	600,000	290,000	233,800	523,800	220,000	259,800	479,800
2032	420,000	178,800	598,800	305,000	222,200	527,200	225,000	251,000	476,000
2033	440,000	162,000	602,000	315,000	210,000	525,000	235,000	242,000	477,000
2034	455,000	144,400	599,400	330,000	197,400	527,400	245,000	232,600	477,600
2035	475,000	126,200	601,200	340,000	184,200	524,200	255,000	222,800	477,800
2036	495,000	107,200	602,200	355,000	170,600	525,600	265,000	212,600	477,600
2037	515,000	87,400	602,400	370,000	156,400	526,400	275,000	202,000	477,000
2038	535,000	66,800	601,800	385,000	141,600	526,600	285,000	191,000	476,000
2039	555,000	45,400	600,400	400,000	126,200	526,200	300,000	179,600	479,600
2040	580,000	23,200	603,200	415,000	110,200	525,200	310,000	167,600	477,600
2041				430,000	93,600	523,600	325,000	155,200	480,200
2042				450,000	76,400	526,400	335,000	142,200	477,200
2043				470,000	58,400	528,400	350,000	128,800	478,800
2044				485,000	39,600	524,600	365,000	114,800	479,800
2045				505,000	20,200	525,200	380,000	100,200	480,200
2046							390,000	85,000	475,000
2047							410,000	69,400	479,400
2048							425,000	53,000	478,000
2049							440,000	36,000	476,000
2050							460,000	18,400	478,400
Total	\$8,025,000	\$3,990,358	\$12,015,358	\$8,075,000	\$5,069,053	\$13,144,053	\$8,125,000	\$6,213,147	\$14,338,147

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Future Agenda Items:

- BIA (Legal) Access & Affordability Report



Upcoming Events

- | | |
|--------------|---|
| Sept. 13 | Presidential Luncheon
11:30 a.m., Alkek Fine Arts Center |
| Sept. 27-28 | <i>Trees a Crowd</i> Touring Theatre Show
7:30 p.m. Alkek Fine Arts Center Theatre |
| Sept. 29 | <i>Trees a Crowd</i> Touring Theatre Show
2:00 p.m. Alkek Fine Arts Theatre |
| Oct. 3 | WC Foundation Golf Tournament
9 a.m. Canyon West Golf Club |
| Oct. 4 | Guest piano recital
7:30p.m. Alkek Fine Arts Center Theatre |
| Oct. 8 and 9 | 150 th Celebration Pioneer Week activities
11 to 2 p.m. |
| Oct. 10 | Fall Jazz Concert
7:30 p.m. Alkek Fine Arts Center Theatre |



**Weatherford College Board of Trustees
Closed Session**

DATE: September 12, 2019

AGENDA ITEM 10.a.

SUBJECT: Closed Session to Consult with College Attorney, in Accordance with Government Code 551.071

INFORMATION AND DISCUSSION: The Board of Trustees will enter into closed session to consult with the College attorney.

ATTACHMENTS: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



**Weatherford College Board of Trustees
Closed Session**

DATE: September 12, 2019

AGENDA ITEM #10.b.

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

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

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



**Weatherford College Board of Trustees
Closed Session**

DATE: September 12, 2019

AGENDA ITEM #10.c.

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

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

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



Weatherford College Board of Trustees

DATE: September 12, 2019

AGENDA ITEM #11

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

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

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees



Weatherford College Board of Trustees

DATE: September 12, 2019

AGENDA ITEM #12

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

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

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Mac Smith, Chairman of the Board of Trustees