AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Opportunity for Citizens to Address the Board
   Citizens who desire to address the Board on any matter listed on the agenda may sign up to do so prior to this meeting. Public Comments will be received during this portion of the meeting. Please limit comments to three minutes. No discussion or final action will be taken by the Board.
4. Consideration of Approval of Consent Agenda
   A. Consideration of Approval of Minutes of Virtual Regular Meeting on January 25, 2021
   B. Consideration of Approval of the Appointment of Full-Time Professional Staff
   C. Consideration of Approval of Adjunct Faculty
   D. Consideration of Approval of the Texas Commission on Law Enforcement Standards and Education (TCLEOSE) Mandated Racial Profiling Report for 2020
   E. Consideration of Approval of the Spring 2021 Part-Time-Overload Salaries for 16-Weeks and 1st 8-weeks
   G. Consideration of Approval of an Amendment to the FY2021 Budget to Appropriately Additional Reallocation Funds Received Under the Carl Perkins Basic Grant
   H. Consideration of Approval of the Following Local Policies:
      BBE (LOCAL) BOARD MEMBERS; AUTHORITY
      BE (LOCAL) POLICY AND BYLAW DEVELOPMENT
      DGBA (LOCAL) PERSONNEL-MANAGEMENT RELATIONS
      EMPLOYEE GRIEVANCES
      DMAA (LOCAL) TERM CONTRACTS TERMINATION MID-CONTRACT
      DMAB (LOCAL) TERM CONTRACTS NONRENEWA
      EFB (LOCAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES
5. Consideration of Approval of Disbursements for January 2021
6. Faculty Spotlight
   A. Dr. Alexander Corbett-Assistant Professor, Music
7. President’s Report
8. Reports
   A. Faculty Council
   B. Academic Affairs and Educational Services Reports
   C. Administrative Services Report
   D. Temple College Foundation
   E. Board Committees
      1. Building/Facility Planning Committee Report
      2. Finance Committee Report
      3. Policy Committee Report

9. New Business
   A. Consideration of Approval of the Purchase of New Computers for the Taylor Center

10. Miscellaneous
11. Executive Session to Consider Personnel, Legal Matters, and Real Estate
12. Adjournment
A Virtual Regular Board Meeting of the Board of Trustees of Temple College was held Monday, January 25, 2021 beginning at 6:00 PM in the Louise L. Cox Board Room, Room 916, located in the Marc Nigliazzo Administration Building on the Main Campus.

MEMBERS PRESENT
Bob Browder, Chairman
John Bailey, Vice Chairman
Harry Adams
Dr. Andrejs Avots-Avotins
Katie Burrows
Steve Niemeier
Lydia Santibanez
Larry Wilkerson

ADMINISTRATION
Dr. Christy Ponce, President
Judy Dohnalik, Assistant to the President and Board of Trustees.
Dr. Susan Guzman-Treviño, Vice President, Academic Affairs
Brandon Bozon, Vice President, Administrative Services
Dr. Evelyn Waiwaiole, Vice President, Development, and Executive Director of the Foundation
Dr. Randy Baca, Associate Vice-President, Resource Management
Dr. Shelley Pearson, Associate Vice-President, Health Professions
Dr. Robbin Ray, Associate Vice President and Chief of Operations, East Williamson County Centers
Ellen Davis, Director, Marketing and Media Relations

OTHERS PRESENT
Rosa Berreles-Acosta
Shawn Dach
Dr. Paul Foutz
Stephen Phelps
Carey Rose
Sara Solis
John Stevens
Claudia Turner
Dr. John White
1. Call to Order
Chairman Browder called the Board of Trustees meeting to order at 6:01 p.m.

2. Invocation and Pledge of Allegiance
Steve Niemeier offered the invocation.
Chairman Browder recited the Pledge of Allegiance.

3. Opportunity for Citizens to Address the Board
Chairman Browder asked if there was anyone there tonight wishing to speak before the Board. There were no citizens to address the Board.

4. Consideration of Consent Agenda
Chairman Browder asked if there were any items that the members wanted to remove from the consent agenda. He stated that if there were no objections, these items would be considered. After pausing for any objections, he stated that since there were no objections, these items were ready for consideration.

On a motion by Steve Niemeier, seconded by Harry Adams, and without negative vote, the Board approved the Consent Agenda as presented

A. Consideration of Approval of Minutes of Regular Meeting on November 16, 2020

B. Consideration of Approval of the Appointment of Full-Time Faculty
The following individuals were recommended by the appropriate departmental and divisional supervisors, and by the Vice President of Academic Affairs for appointment as members of the Full-Time Faculty.
- Cynthea Andrews-Full-Time-Assistant Professor-Associate Degree Nursing (9 Month Tenure Track)-Nursing Department-Health Professions Division
- Tony Woodard-Full-Time-Assistant Professor-Associate Degree Nursing (9 Month Tenure Track)-Nursing Department-Health Professions Division

C. Consideration of Approval of the Appointment of Full-Time Professional Staff
The following individuals were recommended by the President for appointment as members of the Full-Time Professional Staff.
- David Presley-Full-Time-Master Trades Specialist III-Physical Plant-Administrative Services Division
- William Velazquez-Full-Time-Maintenance Technician Assistant-Building Maintenance-Physical Plant-Administrative Services Division

D. Consideration of Approval of the Appointment of Adjunct Faculty
The following individuals were recommended by the appropriate departmental and divisional supervisors, and by the Vice President of Academic Affairs for appointment as members of the Adjunct Faculty.
- Ellen Nelson-Adjunct Professor-Dental Hygiene-Dental Hygiene Department-Health Professions Division
- Lauren Edwards-Adjunct Professor-Sonography-Diagnostic Medical Sonography Department-Health Professions Division
- Joy Row-Adjunct Professor-Business-Business Department-Business and Career Professions.
E. Consideration of Approval of Equal Employment Opportunity (EEO) Report 2020-2021-1st Quarter-September-November 2020
Dr. Randy Baca submitted the Equal Employment Opportunity (EEO) Report as part of Temple College’s Strategic Initiative which focuses on employing a diverse, highly trained workforce. Reports are presented on a quarterly basis.

F. Consideration of Approval of Budget Revision Schedule 1st Quarter, FY 2020-2021

G. Consideration of Approval of Quarterly Investment Act Report-1st Quarter 2020-2021

H. Consideration of Approval of Local Policy Manual Revisions
The Board was asked to approve the Policy Manual Revisions DGC (LOCAL), DIAA (LOCAL), FFDA (LOCAL), and FMA (LOCAL), as submitted to the Policy Manual Review Committee as included in the Board Materials.

5. Consideration of Approval of Disbursements for November 2020 and December 2020
On a motion by Steve Niemeier, seconded by Dr. Avots-Avotins, and without negative vote, the disbursements for November and December 2020 were approved as presented.

6. Student/Faculty Spotlight
Student Spotlight: Business and Continuing Education (BCE)
Students
BCE and AEL have collaborated on the Direct Your Destiny (DYD) scholarship program for the past four years. AEL provides students participating in their programs (such as high school equivalency, ESL or Citizenship classes) a scholarship opportunity to participate in a BCE program that will help them obtain a credential that will lead them to gainful employment. The scholarship is also open to students who are not currently enrolled in AEL programs (An application and testing is required to be considered). Latasha Cross and Amy Estrada excelled in the phlebotomy program and participated through the Direct Your Destiny (DYD) Scholarship program.

Outstanding Faculty Presentation

7. President's Report
Guest speaker, Patrick Calhoun, gave a summary of progress of the college’s master plan. He covered the many opportunities in regards to increasing visibility, rethinking parking spaces, easier navigation, development of key student services areas, renovation and addition to health sciences, addressed outdated buildings, and a growth opportunity for a new Visual Arts Center.

Mike Baselice, from the Survey Company, reported on the bond survey which was
presented to community members. Results of the community point towards the possibility of a successful bond election for consideration by Temple College’s Board.

8. Reports
   A. Faculty Council
      A thank you was extended to all who serve on the college committees who are currently working on different concerns.

   B. Academic Affairs and Educational Services Reports
      The faculty went full force in March 2020 to launch into a virtual teaching environment. A full Academic Affairs and Student Services Report was included in the agenda materials.

   C. Administrative Services Report
      Dane Legg will present the results of the College’s annual audit later in the meeting.

   D. Temple College Foundation
      Temple College has received a $750,000 grant from the Texas Higher Education Coordinating Board to cover tuition and fees for adults who started college but dropped out before earning a degree or certificate. Eligible students can receive up to $2,500 per semester.
      The giving campaign for the Trustees scholarship raised $16,000 in December.
      The amount of $102,000 was raised from the golf tournament.

   E. Board Committees
      1. Building/Facility Planning Committee Report
         The Building/Facility Planning Committee has not met since the last Board meeting.
      2. Finance Committee Report
         The Finance Committee met January 25, 2021 and discussed the audit and looked at preliminary numbers regarding bond issue needs.
      3. Policy Committee Report
         The Policy Committee met on January 13 and approved four local policies, DGC (LOCAL), DIAA (LOCAL), FFDA (LOCAL), and FMA (LOCAL).

9. New Business
   A. Consideration of Approval of Annual Financial and Compliance Reports for the Year Ended August 31, 2020

      On a motion by Harry Adams, seconded by John Bailey, and without negative vote, the Annual Financial Audit and Compliance Report for FY 2020 was approved as presented.

   B. Consideration of Approval of 2021-2022 Academic Calendar
      The Board was asked to consider approval of the 2021-2022 Academic Calendar. The calendar has been reviewed by the academic departments and the leadership team.

      On a motion by Lydia Santibanez and seconded by Andrejs Avots-Avotins, and without negative vote, the 2021-2022 Academic Calendar was approved
C. Consideration of Approval of Associate of Science, Geosciences Degree

Geosciences is a wide-ranging multidisciplinary field which encompasses exciting career paths in areas such as environmental science, natural resource management, oceanography, meteorology, remote sensing, oil and gas exploration, and natural disaster containment and abatement. The Associate of Science-Geosciences will provide opportunities for students to transfer seamlessly into geological science-related programs at the university level. The college Curriculum Committee voted to approve adding this new degree on December 2, 2020.

On a motion by John Bailey, and seconded by Harry Adams, and without negative vote, the Associate of Science, Geosciences Degree was approved as presented.

D. Consideration of Approval of Associate of Science, Physical Sciences Degree

Physical Sciences is a wide-ranging multidisciplinary field requiring critical and computational thinking skills. This degree will provide opportunities for students to transfer seamlessly into physical science programs at the university level. The college Curriculum Committee voted to approve adding this new degree on December 2, 2020.

On a motion by John Bailey, and seconded by Katie Burrows, and without negative vote, the Associate of Science, Physical Sciences Degree was approved as presented.

E. Consideration of Approval of Level 1 Certificate, Cybersecurity

Cybersecurity is a high-demand field with a need for skilled applicants. Students who complete this certificate will gain foundational knowledge of the cybersecurity practices that are used in the industry. The college Curriculum Committee voted to approve adding this new certificate on December 2, 2020.

On a motion by Steve Niemeier, and seconded by Katie Burrows, and without negative vote, the Level 1 Certificate, Cybersecurity was approved as presented.

F. Consideration of Approval of Associate of Applied Science, Cybersecurity Degree

Cybersecurity is a high-demand field with a need for skilled applicants. This degree plan is designed to prepare students for entering this field with the necessary skills and knowledge. This new Associate of Applied Science in Cybersecurity also aligns well with bachelor programs that include specializations in cybersecurity at Texas A&M University-Central Texas. The college Curriculum Committee voted to approve adding this new degree on December 2, 2020.

On a motion by Steve Niemeier, and seconded by Harry Adams, and without negative vote, the Associate of Applied Science, Cybersecurity Degree was approved as presented.

G. Consideration of Approval of FY2021 Budget Amendments
The Board was asked to approve the FY2021 Budget Amendments to align the estimated grant funding with actual budgets; appropriate grant funds received in FY 2021; and create zero net-effect on the budget.

**On a motion by Lydia Santibanez, and seconded by John Bailey, and without negative vote, FY2021 Budget Amendments were approved as presented.**

10. Miscellaneous
   There were no miscellaneous items for discussion.

11. Executive Session to Consider Personnel, Legal Matters, and Real Estate
   There were no items to discuss and an Executive Session was not called.

12. Adjournment
   There being no further business, the Meeting of the Board of Trustees was adjourned on a motion by John Bailey, and seconded by Harry Adams, at 7:46 p.m.

**NEXT BOARD OF TRUSTEES MEETING:**
The next Virtual Regular Board Meeting of the Temple College Board of Trustees will be held Monday, January 25, 2021, at 6:00p.m., in the Louise L. Cox Board Room, located in room 916 in the Marc Niglazzio Administration Building on the Main Campus.

Minutes recorded, transcribed & submitted by:

*Judith Dohnalik*

Judith Dohnalik, Assistant to the Board of Trustees

Minutes Approved as Submitted: ____

Date
AGENDA ITEM 4-B

Consideration of Approval of Appointment of Full-Time Professional Staff

Staff Recommendation: Approval

The following individuals are being recommended by the President for appointment as members of the Full-Time Professional Staff.

- **Carrie Svajda** - Full-Time-Office Manager II-Development and Foundation-Ms. Svajda received a Bachelor of Science degree from Texas Woman's University. Carrie has eighteen years of experience in the medical operations.

- **Jamie Reed** - Full-Time-Coordinator-Student and Enrollment Services-Ms. Reed received a Master of Education in Secondary Education degree from Texas State University. Jamie is currently an adjunct faculty member and has two years of student worker experience in an admissions office.
AGENDA ITEM 4-C

Consideration of Approval of Appointment of Adjunct Faculty

Staff Recommendation: Approval

The following individuals are being recommended by the appropriate departmental and divisional supervisors, and by the Vice President of Academic Affairs for appointment as members of the Adjunct Faculty.

★ Meredith Pruitt - Adjunct Instructor-Child Development/Early Childhood-Child Development Department-Business and Career Professions Division-Ms. Pruitt received a Master of Education in Early Childhood Education degree from Stephen F. Austin State University. Meredith works with child-care programs in the local communities and hands-on experience in licensed child-care programs with the understanding of Texas Minimum Standards, NAEYC.
AGENDA ITEM 4-D

Consideration of the Approval of the Texas Commission on Law Enforcement Standards and Education (TCLEOSE) Mandated Racial Profiling Report for 2020

Staff Recommendation: Approval

The Board is asked to review and approve the Texas Commission on Law Enforcement Standards and Education (TCLEOSE) required report as submitted by the Temple College Police Department.
AGENDA ITEM 4-E

Consideration of the Approval of the Spring 2021 16-Week and 1st 8-Week Classes Part-Time/Overload Salaries

Staff Recommendation: Approval

The Board is asked to approve the Spring 2021 16-Week and 1st 8-Week Classes Part-Time Overload Salaries as submitted by the Vice President of Academic Affairs and Student Services with any necessary corrections.
MEMORANDUM

Vice President of Academic Affairs and Student Services

To:  Dr. Christina Ponce

From: Dr. Susan Guzmán-Treviño

Date: February 15, 2021

Re: Spring 2021 Part-Time/Overload Salaries, 16 and 1st 8-Week

The Vice President of Academic Affairs and Student Services has reviewed the part-time/overload reports for the 16-week and 1st 8-week classes submitted by the academic and technical divisions and is requesting Board approval of these reports, pending any necessary adjustments.

The table below summarizes the part-time/overload salary costs by division:

<table>
<thead>
<tr>
<th>Division</th>
<th>SPR 2020</th>
<th>SPR 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts</td>
<td>$69,266.50</td>
<td>$89,245.00</td>
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<tr>
<td>Liberal Arts</td>
<td>$197,998.56</td>
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<tr>
<td>Business and Career Professions</td>
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<td>$68,953.42</td>
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<tr>
<td>Math, Science &amp; Physical Education</td>
<td>$180,237.36</td>
<td>$106,310.00</td>
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<tr>
<td>Health Professions*</td>
<td>$65,858.25</td>
<td>$50,432.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$592,177.26</strong></td>
<td><strong>$449,779.92</strong></td>
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</table>

* The Health Professions total does not include the hourly rate paid for clinical hours, which is reported on a timesheet and paid throughout the semester.
### TEMPLE COLLEGE
**BOARD OF TRUSTEES MONTHLY INVESTMENT REPORT**

January 2021

<table>
<thead>
<tr>
<th>Cash and Cash Equivalents</th>
<th>Interest Rate</th>
<th>Book/Market Value 12/31/2020</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions 1/31/2021</th>
<th>Book/Market Value 1/31/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBVA Compass - Money Market</td>
<td>012%</td>
<td>$495,326</td>
<td>$682,376</td>
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<td>$1,157,756</td>
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<tr>
<td>BBVA Compass - Operating Account</td>
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<td>BBVA Compass - Student Refund Account</td>
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<td>BBVA Compass - Federal Funds Account</td>
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<td>$622,617</td>
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<td>BBVA Compass - Payroll Account</td>
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<td>$500</td>
<td>$1,232,780</td>
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<td>$1,232,780</td>
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<td>$500</td>
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<td>Petty Cash</td>
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<td>$0</td>
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<td>$3,687</td>
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<td><strong>Subtotal Cash and Cash Equivalents</strong></td>
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<td><strong>$54</strong></td>
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<tr>
<th>Cash in Investment Pools</th>
<th>Interest Rate</th>
<th>Book/Market Value 12/31/2020</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions 1/31/2021</th>
<th>Book/Market Value 1/31/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
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</thead>
<tbody>
<tr>
<td>TexasClass (MBIA) - Bond Reserve</td>
<td>0.13%</td>
<td>$4,553,320</td>
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<td>TexasClass (MBIA) - Building Improvement Funds</td>
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<td>TexasClass (MBIA) - Board of Trustees Fund</td>
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<td>$0</td>
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<td>$0</td>
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<td>Texpool - Building Improvement Funds</td>
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<tr>
<td>Texpool - Operating Account</td>
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<td>$0</td>
<td>$0</td>
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<td><strong>Subtotal Cash in Investment Pools</strong></td>
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<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions 1/31/2021</th>
<th>Book/Market Value 1/31/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
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<tr>
<td>BBVA Compass Bank - 24 mo. CD (10/19/2020)</td>
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<td>$0</td>
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<td>$0</td>
<td>$0</td>
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<tr>
<td>Multi-Bank Secs, Inc.</td>
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<td><strong>Subtotal Cash Invested in Certificates of Deposit</strong></td>
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<td><strong>$0</strong></td>
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<td><strong>Subtotal Operating Funds Invested in Securities</strong></td>
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<table>
<thead>
<tr>
<th>Total Cash, Cash Equivalents and Investments</th>
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</thead>
<tbody>
<tr>
<td><strong>Total, Cash, Cash Equivalents and Investments</strong></td>
<td></td>
<td><strong>$31,090,095</strong></td>
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<td><strong>$33,040,283</strong></td>
<td><strong>$24,564,368</strong></td>
<td><strong>$8,475,915</strong></td>
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</table>

This schedule is in compliance with the Public Funds Investment Act and the Investment Policy of Temple College

Signed:

[Signature]

Vice President Administrative Services/CFO
Board Authority

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

Transacting Business

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. The affirmative vote of a majority of all Board members present and voting shall be required to transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

Individual Authority for Committing the Board

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board Chairperson, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]

Individual Access to Information

An individual Board member, acting in the member’s official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]

Limitations

If a Board member is not acting in the member’s official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member shall not have access to confidential student records unless the member is acting in the member’s official capacity and has a legitimate educational interest in the records in accordance with policies FJ(LEGAL) and (LOCAL).

Requests for Records

Individual members shall seek access to records or request copies of records from the College President or other designated custodian of records. When a custodian of records other than the College President provides access to records or copies of records to individual Board members, the provider shall inform the College President of the records provided.

A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act. [See GCA]
Requests for Reports

No individual Board member shall direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.

Directives to the College President or other College District staff regarding the preparation of reports that will, in the opinion of the College President, require excessive staff time or expense shall be authorized by action of the Board.

Confidentiality

At the time Board members are provided access to confidential records or to reports compiled from such records, the College President or other College District employee shall advise them of their responsibility to comply with confidentiality requirements and the College District’s information security controls.

Referring Complaints

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member shall refer them to the College President or designee, who shall proceed according to appropriate Board policy. [See DGBA, FLD, and GB]

When the concern or complaint directly pertains to the Board’s own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

Staff Authority

Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.
Within the context of current law, the College District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

**Organization**

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the College District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

At each policy code, the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

**Terms**

The terms “Trustee” and “Board member” are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for College District name terminology]

**Harmony with Law**

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

**Severability**

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application. To this end, the provisions of this policy manual are declared to be severable.

**Policy Development**

Policies and policy amendments may be initiated by the College President, Board members, College District personnel, students, or community citizens but generally shall be recommended for the Board’s consideration by the College President.

New policies and policy amendments shall be available to College District employees for a 21-day comment and review period prior to Board adoption.

While policy development can be created by emergency action of the College President, such an emergency policy must proceed as soon as possible to the Policy Manual Review Committee and the subsequent 21-day comment and review period.

**Adoption and Amendment**

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.
Local policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

Legally referenced policies are not adopted by the Board.

**Official Policy Manual**

The Board shall designate one copy of the local policy manual as the official policy manual of the College District. The official copy shall be kept in the central administration office, and the College President shall be responsible for its accuracy and integrity and shall maintain a historical record of the College District's policy manual.

**TASB Localized Updates**

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the College District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.
Guiding Principles

Informal Process
The Board encourages employees to discuss their concerns with their supervisor or other 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 employee may initiate the formal process described below by timely filing a written complaint.

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 Alleging Violations of Law
Complaints alleging a violation of law by a supervisor may be made to the College President or designee. Complaints alleging a violation of law by the College President must be submitted directly to the Board or designee.

Notice to Employees
The College District shall inform employees of this policy through 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.

Whistleblower Complaints
Whistleblower complaints shall be filed within the time specified by law. Such complaints shall first be filed in accordance with Level Three, below. Timelines for the employee and the College 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]

8. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

**General Provisions**

**Filing**

Complaints 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 postmarked 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 employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee’s absence.
At Levels One, Two, Three, and Four “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 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 timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

Representative

“Representative” means any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

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.

Consolidating Complaints

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.

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.

Untimely Filings

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

If a complaint or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any 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. 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

Complaints and appeals under this policy shall be submitted in writing.

Copies of any documents that support the complaint should be attached with the written complaint. If the employee 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 employee unless the employee did not know the documents existed before the Level One conference.

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

Level One

Complaints must be filed:

1. Within 15 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. 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, Level Three or Level Four administrator, the complaint may begin at Level Two, Level Three or Level Four, respectively, following the procedure, including deadlines, for filing the complaint at Level One.

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

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within five 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 five 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 or if the time for a response has expired, the employee may request a conference with the Level Two administrator or designee to appeal the Level One decision.

The appeal notice must be filed in writing within five days of the date of the written Level One response or, if no response was received, within five 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 employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint 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 five days after the appeal notice is filed. The conference shall be limited to the issues and documents presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee 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 employee a written response within five 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 employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may request a conference with the appropriate Vice President or designee to appeal the Level Two decision.
The appeal notice must be filed in writing within five days of the date of the written Level Two response or, if no response was received, within five 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 employee 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 five days after the appeal notice is filed. The conference shall be limited to the issues and documents presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon 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 employee a written response within five 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 record, the Level Two record, 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 employee did not receive the relief requested at Level Three or if the time for a response has expired, the employee may request a conference with the College President or designee to appeal the Level Three decision. At the option of the employee, a Grievance Committee shall be established to attend the Level Four
conference and then advise the Level Four administrator. The request for the Grievance Committee to be present must be made at the time the employee submits their appeal notice.

The appeal notice must be filed in writing within five days after receipt of a response or, if no response was received, within five days of the response deadline at Level Three.

After receiving notice of the appeal, the Level Three administrator shall prepare and forward a record of the Level Three complaint to the Level Four administrator. The employee 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 Level Three administrator in reaching the Level Three decision.

The Level Four administrator shall schedule a conference within five days after the appeal notice is filed, or as soon as practicable if the employee has requested the participation of the Grievance Committee. If requested by the employee, the members of the Grievance Committee shall attend the conference along with the employee and Level Four administrator. The conference shall be limited to the issues and documents considered at Level Three. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level Three decision. The Level Four administrator or designee may set reasonable time limits for the conference.

If a Grievance Committee is established, then following the conference, the Grievance Committee Chair shall provide a recommended response to the Level Four administrator in writing within two days following the conference. If consensus on the recommended response cannot be reached among a majority of the Grievance Committee members, then written notice to that affect shall be provided to the Level Four administrator within two days following the conference. The recommended response (or written notice) provided by the Grievance Committee Chair shall become part of the Level Four record. However, the response to the appeal shall be at the sole discretion of the Level Four administrator.
The Level Four administrator shall provide the employee a written response within five days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Four administrator may consider the Level One, the Level Two and Level Three records, information provided at the Level Three conference, and any other relevant documents or information the Level Four administrator believes will help resolve the complaint.

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

Grievance Committee

When an employee requests Grievance Committee participation in a Level Four appeal, the College President or designee shall appoint a five-member committee. Appointments shall be at the sole discretion of the College President or designee, and shall be made from panels of faculty, professional staff and classified staff, elected by the Faculty Council, President’s Cabinet and Classified Staff Committees, respectively.

The Chair of a Grievance Committee shall be elected by its appointed members.

Service as a panelist or on a Grievance Committee shall be optional. The College may set minimum standards or establish required training before an employee is appointed to serve as a member of a Grievance Committee.

Level Five

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

The appeal notice must be filed in writing within five days after receipt of a response or, if no response was received, within five days of the Level Four response deadline.

The College President or designee shall inform the employee 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 or designee shall provide the Board with a record of the Level Four complaint. The employee 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 Level Three record.

4. The written response issued at Level Four and any attachments.

5. All other documents relied upon by the Level Four administrator in reaching the Level Four 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 employee 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 employee 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 Four presentation. The Level Four presentation, including the presentation by the employee or the employee’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 shall give notice of its decision orally or in writing within sixty (60) calendar days of the presentation of Board meeting at which the complaint is presented in accordance with the procedures set out above. The Level Five decision is final.
An employee/faculty member may be terminated mid-contract for proper cause.

A term contract employee/faculty member may be suspended with pay and placed on administrative leave by the College President during an investigation of alleged misconduct or at any time the College President determines that the College District’s best interest will be served by the suspension.

The Board designates the associate vice president of resource management as the person to whom a faculty member may present a grievance under Education Code 51.960 on an issue related to the termination of his or her contract.

It is required that the faculty member file a request to present the grievance within ten business days after receiving notice of contract termination.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

The faculty member may appeal the decision of the associate vice president of resource management under DGBA beginning at the appropriate level.

A contracted, non-faculty employee may present a grievance on an issue related to the termination of his or her contract in accordance with the procedures set forth in DGBA (Local).
The employee/faculty member may be nonrenewed for any reason or no reason provided that the decision shall not be based on an employee’s exercise of rights guaranteed by law or be based unlawfully upon race, gender, gender identity and expression, disability, age, religion, national origin, genetic information, or veteran status.

The Board designates the associate vice president of resource management as the person to whom a faculty member may present a grievance under Education Code 51.960 on an issue related to the nonrenewal of his or her contract.

It is required that the faculty member file a request to present the grievance within ten business days after final action on the nonrenewal proceeding.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

The faculty member may appeal the decision of the associate vice president of resource management under DGBA beginning at the appropriate level.

A contracted, non-faculty employee may present a grievance on an issue related to the termination of his or her contract in accordance with the procedures set forth in DGBA (Local).
The Board shall determine the types of degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District and the associated recommended course sequences developed by the College District administration shall be described in the College District catalog and on the College District website.
January 2021
Faculty Council Report

It was great to welcome everyone back for the Spring, 2021 semester at the Zoom meeting on January 12th. These types of meeting experiences always give us a little more empathy for the things our students face in the online environment – internet drops, camera problems, microphone problems, and more.

We had a busy Fall semester. Thanks to everyone who helped with the SACSCOC reaffirmation process. The report of the committee will be presented and voted on in June at which time it will be official. No areas of noncompliance for either the reaffirmation or the Quality Enhancement Plan (QEP). Congratulations to everyone!

Thanks to everyone who reached out to me about issues they encountered this semester. Those concerns were shared with the appropriate people – including Dr. Guzman-Trevino. I believe all issues were addressed or in progress – if not, please contact me.

We have faculty on several college committees currently working on issues (Fall, 2020):

- **Center for Teaching & Learning:** Thanks to Kim George and Kim Clawson for all their hard work on the CTL website and professional development offerings. Thank you to those faculty who have developed and presented sessions. Thanks to those of you who have set up your accounts and are using the site. Thanks to those of you who have set up your accounts and are using Magna Commons. I want to remind everyone to check the emails sent by Kim George and Dr. Guzman Trevino about Professional Development. Get your accounts set up in the CTL and Magna Commons. Don’t forget the 2 PD sessions today and 3 tomorrow. If you have questions please email Kim George.

- **Evaluation Committee:** Thanks to those who volunteered to pilot the new evaluation process in D2L. It did bring up some issues about the evaluation and Faculty Council was asked to look at the current questions on the form and their effectiveness. If you are interested in serving on an ad hoc committee on this subject please email me.

- **Syllabi Committee:** This group is working with administrators and a company to develop a format to achieve compliance with HB 2504. This legislation requires certain information (syllabi, faculty vitas, and certain financial information) be available within three clicks of the mouse. Our upgrade from TConnect to Self-Serve requires a new solution for syllabi. Faculty council members Paul Foutz, Brian St. Amour, and Kim George are serving on this committee to represent faculty.

- **Wellness Committee:** Thanks to faculty Deidra Blankenship, Glenda Moore, Dawn Riess, and Paula Eubanks who volunteered to serve on the college wellness committee. This committee is open to anyone who is interested. If you are interested, contact Dr. Robbin Ray, chairperson. Also, don’t forget the Walk Across Texas activity planned for later this semester. Watch for emails!
- **Return to Campus Committee:** This was a new committee also this year to address issues related to Covid. Thanks to Faculty Council members Paul Foutz, Sharon Warden, Candace Behnsen, Melissa Machalek, Glenda Moore, Sara Harris Baker, Sandra Melendez, Jason Locklin, Brian St. Amour, Honey Golden, Tracey Cooper, Jeff Fritz, John McClain, Brooke Robinson, Kim Sebek, David Fry, Gail Cox, Norm Bergeron, Alicia Buck, and Felix Guzman for their work on this committee. This committee is also open to anyone who is interested. If you are interested, contact Dr. Shelley Pearson, chairperson.

- **Master Planning:** Thanks to everyone who provided information, attended meetings, and in general provide faculty input into the Master Planning Process. (I saw many of you at the public meetings as well as the employee ones). The plan was presented yesterday during the Welcome Week meeting by Patrick from SanTec. Watch for more on this!

- **Policy Committee:** Thanks to Jeff Fritz, Lesley Keeling-Olson, and Erica Perrine who represent Faculty Council on this very important committee. Jeff will be reporting on one of the policies later in the meeting. PLEASE take time to review policies that go out for 21 day review. Don’t think your comments don’t matter. The comments are shared with the committee and the group decides if changes should be made based on the comment review.

**Spring 2021: Upcoming activities**

- **Strategic Planning:** Spring 2021 should begin the Strategic Planning Process. I have asked the President to include as many faculty as possible. That said, if you have the opportunity to be on the committee, please take advantage of it. It is vitally important that we have input into planning for the next few years.

- **Barnhart Award:** Group consensus at the meeting was to continue the practice of nominating faculty in Spring semester and voting at the beginning of the next Fall semester. This will require a bylaws change. The Ways and Means Committee will work on this.

- **Elections:** Elections will be held later this semester. An email will be sent listing the officers up for election and the qualifications and duties of each office. The list of committees and functions will also be sent.

- **Faculty Development Leave Grant:** Deadline for Applications is February 1st. No applications will be taken after February 1st. The policy was read at the meeting to inform faculty about the grant and the requirements. (The policy follows this report.)

- **College Grievance Policy:** Changes to the policy (which is currently in a 21 day comment period) may require a bylaws change on electing representatives. This bylaw change will another charge to the Ways and Means Committee who is responsible for changes to our bylaws.

Welcome to our new faculty: Cynthea Andrews (Nursing), Tony Woodard (Nursing), Kat Myers (EMS) and Bryan Jackson (EMS).

Please contact me if you have issues or concerns affecting faculty on campus. Share with me the positive things going on in your department or division.

Have a GREAT Semester! Claudia
FACULTY DEVELOPMENT LEAVE GRANT

The Board of Trustees of Temple College has authorized that one annual Faculty Development Leave Grant (FDLG) be awarded in the amount of one-half the salary of the recipient. The salary distribution, according to the option of the recipient, shall be full salary for one long semester or one-half salary for two long semesters in the contract year in which the grant is awarded. The following policy shall govern the selection of the recipient and the administration of this program in accordance with law, which shall pertain. The Faculty Development Leave Grant shall not relate, in any manner, to the established leaves of absence without compensation.

I. ELIGIBILITY

To be eligible to make application for the Faculty Development Leave Grant, an individual must meet the following requirements:

A. Be a full-time faculty member who has been granted tenure by the College.
B. Agree in writing (to accompany the application) to return to Temple College for the contract year following the year for which the Grant is awarded. If the recipient does not return, he/she is bound to refund the entire grant to Temple College.
C. Submit with his/her application a recommendation from the applicant’s supervisor.
D. State in writing the purpose for which the grant application is made. Purposes for which a Grant may be made shall include the following:
   1. A precisely planned program of study, which relates to the applicant’s professional development.
   2. Course work leading to an advanced degree in the applicant’s current teaching area. If the application for the Grant is in another area of study, this must be approved by the Selection Committee and the Vice President, Educational Services.
   3. Research in his or her immediate area.
   4. Writing for publication in his or her immediate discipline.
   5. The development of curriculum or material, which would benefit the College.
E. Must not have been selected as a recipient of the FDLG during the previous seven year period. No one individual may receive the FDLG more than three times.

II. CRITERIA FOR SELECTION

Criteria which the selection committee shall use in the nomination of a recipient for the Grant shall include the following:

A. High priority shall be given to proposed programs which hold the greatest potential for the applicant and for Temple College.
B. Length of service to Temple College.
C. Degree program residency requirements for individuals pursuing a higher degree.
D. The extent to which the work proposed is a part of an organized plan designed to reach a specified standard of academic or technical excellence.

Board Approval Date: March 25, 2013
Effective Date: March 26, 2013
Final Revision Date: February 8, 2013
MEMORANDUM

Vice President of Academic Affairs and Student Services

To: Dr. Christina Ponce
From: Dr. Susan Guzmán-Treviño
Subject: February 15, 2021 Academic Affairs and Student Services Report

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT

Outstanding Faculty Presentation: Dr. Alexander Corbett, Assistant Professor, Music, will share his experience successfully creating virtual performances.

DIVISION OF HEALTH PROFESSIONS
Vaccination Efforts
The health science programs continue to support the county vaccination effort by providing student and faculty support through clinical rotations in nursing and emergency medical services, or volunteering in surgical technology. We anticipate the clinical rotations to continue through the month of April.

Diagnostic Medical Sonography Accreditation Visit
On January 11 and 12, the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) conducted a virtual accreditation site visit inspection of our program. Reviewers were very impressed with our program and with the exception of one minor area to address, had no major findings. We anticipate the vote of reaffirmation at the July meeting of the JRC-DMS Board Meeting. In other exciting news, the DMS students had 100 percent pass rate on the Vascular (DSVT) credentialing exam. DSVT is the additional credential certificate program embedded in the A.A.S. which increases our graduates’ employability. We are very proud of all of the students, especially with the obstacles over the past year!

eLEARNING
Ellucian Integrated Learning Platform (ILP) Integrations with D2L
Our target goal for integration is summer semester, and we are resuming the project with due date of April 12 to coincide with release of summer semester D2L course shells.

Proctoring Testing Solutions/Methods Committee
This effort is a “regroup and reset” opportunity for us to collaborate in revisiting the research and selection of proctored testing solutions and methodologies for our institution. Committee will also need to review and update our current proctored testing policy and identify the various methods of proctoring that we would prefer to use (perhaps by division or department), this would include face to face and online. Testing Center Director, Shannon Bralley is also engaged in this effort. A call for representatives from each division will be sent
the week of February 1, and the committee will meet virtually via Microsoft Teams in early to mid-February.

Student Success
Department Web Page Updates
eLearning is continuing to update and add new tutorials and resources to the eLearning web page to assist students with system accesses and navigation.

Community Engagement
- Texas Distance Learning Association (TxDLA) Regional Virtual Meeting University was held on January 29. The speaker was Dr. Rachel Davenport, on the subject of academic dishonesty in online learning environments.

- Communities of Practice went live on the TxDLA website. Brian St. Amour was part of the leadership to create and implement this service, which connects leaders of distance learning programs with each other across the state of Texas. Subject matter experts can connect with each other regarding information exchange about out-of-state compliance, institutional and course effectiveness, and other issues in learning.

Dual Credit
Christa Quigley, Associate Director and Brian St. Amour, Director attended the Annual Dual Credit High School Counselor Virtual Meeting on January 28. We continue to provide support to students, counselors, and the Dual Credit Department to foster student success.

Oversight and Compliance
The 2020 Texas Higher Education Coordinating Board (THECB) Institutional Distance Education and Learning Technologies Survey was submitted on January 13.

Texas Bioscience Institute (TBI)
Temple and Taylor
TBI-Temple and TBI-Taylor will have virtual Open House events on the February 10 and 24. We continue to visit area high schools to recruit potential students. Luke Lichtenwalner, TBI-Temple Coordinator visited 13 schools in the past two months with three additional visits on the schedule to complete his first series of events. Staff will conduct another round of visits in March to accomplish the goal of increasing enrollment by 10% in the fall.

Dual Credit staff will schedule various informational events throughout the coming weeks to market TBI-Taylor.

East Williamson County Higher Education Centers
- Spring classes are well underway, and staff at both Taylor and Hutto have been busy assisting our local high schools with preparations for graduating seniors seeking college admission. Most presentations and student meetings are being held virtually; however, face-to-face appointments are available at the Centers.

- Taylor Chamber of Commerce has made free COVID-19 testing available to employees of their members through the Governor’s COVID-19 Small Business Rapid Testing Program. Temple College – Taylor is a member, and employees can receive the rapid antigen test at the Taylor Chamber of Commerce and get results within 20
minutes. Any employee needing a test can contact the Taylor Center for information on test registration and scheduling.

BUSINESS AND CONTINUING EDUCATION (BCE)

Health Professions

BCE’s first cohort of CMA and Phlebotomy courses at the Taylor campus have successfully begun.

Community Programs

- BCE in partnership with Bluebonnet Trails Community Services has developed curriculum, and leadership training has begun for the Elevate Place Community Engagement Academy.

- BCE is offering a virtual yoga class to the community. The course began in January and runs through May.

Customized Training

- BCE trained 32 participants in the HSE Success Prep program for AEL.

- This training prepares individuals to begin their High School Equivalency program by providing participants with study skills, test taking strategies, time management, and digital literacy.

BCE Loaner Laptop Program

- BCE’s loaner laptop program has officially begun.

- One student in EKG and one student in CMA have been provided a laptop to complete their coursework this semester.

Featured Courses

- CompTIA IT Fundamentals+ (ITF+) begins March 22, 40 hours, 8 weeks
- CompTIA A+ begins March 23, 80 hours, 16 weeks

INSTITUTIONAL EFFECTIVENESS

Great Colleges Survey

In lieu of our traditional faculty council survey, the entire campus community was surveyed using a new instrument by 2020 Great Colleges to Work For. Results will be shared with the board on February 15. (Please see attached survey summary.)

Adhoc Data Requests

- Staff provided Adult Education and Literacy (AEL) student contact data, requested by Linda Ross to contact students and encourage them to apply to TC after their AEL program.

- Staff ran a complete list of course CIP codes used in 2020-21 for use by faculty when comparing updates published by THECB. This list should make it easier to ensure we are up-to-date internally.
A course section list and utilization rate were provided for Isaac Masoner for the 2018-19, 2019-20, and 2020-21 academic year.

Staff provided a student contact list for possible PTK members, requested by Michael Pilgrim.

Staff provided a student work-study list for Dr. John McClain. Staff worked with Mary Daniel to decide which students would be best to target. A list of 41 students was sent to Mary to investigate further.

**Grants**

- Staff ran an EMSI data pull for Stephen Phelps regarding National Science Foundation (NSF) cyber security grant and Workforce Education Course Manual (WECM) alignment.
- Staff ran Perkins Spring 2021 CTE Special Population data for Dr. Keeling-Olson.
- Staff pulled NSC data files for Reskilling grant students, imported these into Zogotech, and sorted according to eligibility requirements. This pull cut down the total number of students to be contacted for both lists. The currently enrolled student list was reduced from over 2600 to about 400. This will help with contacting students in a timely manner.

**On-going Projects**

Aspen Institute RPF Prework for cohorts from 2016 to 2018—this project was complicated by Zogotech issues but was completed by the submission deadline. IT intervened multiple times to help resolve the issue.

**Planning and Processes**

- Continue working with Zogotech to complete NSC upload. The system is having issues importing NSC data into Zogotech. Zogotech determined their system was not uploading the data with the leading zeros on the student ID.
- Staff is working with Zogotech to include the personal information field into our tables. We are getting more requests for this information for the purposes of recruitment and retention and it is much easier to pull from the Zogotech system than Informer.
- Staff worked with Finance and Accounting to resolve issues with RFOE report. Brandon Bozon and staff ran through all the CBM reports to fill out this report for the state. We have been using an older spreadsheet to calculate these totals, but the CBM reports already calculate these. Brandon has created a new spreadsheet to calculate these numbers, and this spreadsheet can now be used as a template in the future.

**Surveys**


**STUDENT ENROLLMENT SERVICES**

The Student Enrollment Services team is currently registering for 2nd 8-week spring 2021 classes. Our 2nd 8-week classes will start March 22, 2021.
Advising Center
Academic Advisors, Mr. Derrick Webb, Ms. Hattrice Freeman, Ms. Alexz Siprian, Ms. Laura Rodriguez, and Director Ms. Mandy Hart have been assisting students enroll for 2nd 8-week courses on self-service for spring 2021. Office Assistant, Ms. Kaci Robinson has been providing students with directions on adding 2nd 8-week courses to their schedule using self-service. Director, Ms. Hart has been sending emails to students with helpful links and information to help them throughout their spring 2021 semester; she is working on creating an advising orientation presentation to assist new students after they apply and are accepted to Temple College. The advising office is reviewing and completing graduation applications for spring 2021 and summer 2021.

Adult Education and Literacy (AEL)
Mr. James Skinner, Adult Education and Literacy Associate Director, reports Texas Workforce Commission rolled out the program year targets. TC AEL saw an increase in target expectations despite a statewide drop in overall enrollments of nearly half. This unexpected target increase was due to population growth in Bell and Milam counties, primarily in West Bell County.

After receiving approval to hold a face-to-face session, TC AEL conducted the first on-campus iteration of its recently implemented Digital Literacy and Academic Skills course. The class was attended by 20 new students and 9 returning students. The strictest COVID-19 prevention measures were employed. Mr. Skinner, the Associate Director, and Edgar Juarez, Coordinator of Enrollment Management, served as compliance officers.

Admissions and Records
In January 2021, Admissions and Records has processed 479 applications for admissions. All applicants were emailed acceptance notifications. The acceptance email notifies prospective and returning students of the necessary steps to registration, provides them with email addresses to various departments at Temple College as well as the availability of other services.

Admissions and Records entered 2,901 transcripts in students’ records. Admissions and Records uses information from external transcripts for testing and course evaluations so that students can register for classes, receive an accurate degree plan, and apply for graduation.

Admission and Records has 229 applicants for the spring 2021 term with 272 degrees and/or certificates so far. Fourteen peace officer applicants will graduate when their grades are received. Twenty-three course substitutions were entered to facilitate registration and graduation. The department has received 131 reverse transfer transcripts from other schools. If students qualify, they will automatically graduate with an associate degree.

During the month of January, Admissions and Records assisted 315 people in person in addition to answering phone calls, email, and the school’s chat system.

Financial Aid
Ms. Mary Daniel, Director of Financial Aid, reports for 2020-2021, 1,693 learners at Temple College received Pell grants for a total disbursed amount of $3,633,414.78; 1,061 learners received Direct Loans for a total disbursed amount of $3,670,032.00. To date, 7,082 learners have listed Temple College on their Free Application for Federal Student Aid (FASFA) for 20-21.
Math Tutoring Lab
The Math Lab is currently staffed during college hours and offers walk in and online tutoring sessions for any student needing assistance with their math classes. With the beginning of the term, six students have received math tutoring in the last week.

Office of Student Retention
Mr. Adrian Sora, Director of Student Retention reports there are 87 students who received an academic suspension waiver/returned from a previous suspension/entered Temple College on probation from another institution. The students are required to meet with Mr. Sora, or they will be dropped from all classes.

Mr. Sora reports that there have been 145 faculty alert cases submitted to the Office of Student Retention. Mr. Sora reviews that all cases are being handled appropriately by the Success Coaches. Mr. Sora also reports that the Spring 2021 has rolled out, a “end of the first week” check in email went out on Friday January 21, 2021.

The first email for probation students will go out on Monday February 1, 2021.

There are currently 10 students approved for Title IX Pregnancy Services for the spring 2021 semester.

Student Accommodations
As of January 27, 2021, Ms. Misty Reid, Student Accommodations/International Advising/Foster Care Liaison has emailed 228 accommodation letters to instructors for 76 accommodation students enrolled in spring 2021 classes at Temple College.

Ms. Reid is currently working with Temple ISD, Belton ISD, Texas Workforce Commission and UMHB to plan our 2nd annual “Possibilities Job Fair” for high school and college age students with disabilities in April 2021. This year’s location will be at UMHB and possibly will be remote via Zoom due to COVID concerns.

Ms. Reid is currently working with incoming internationals students who will be starting this fall 2021 at Temple College. Temple College currently has five international students attending in spring 2021 semester.

On January 27, 2021, Ms. Reid reached out to Foster Care students attending Temple College to give them resource information regarding Education and Training Vouchers that can give the students up to $5,000 to help with college, books and living expenses. Ms. Reid is planning an Education and Training Voucher application session for students to attend virtually this spring so they can apply for fall 2021 scholarship money.

Student Life
Ms. Ruth Bridges, Director of Student Life is planning for spring activities via Zoom and in person to support the student clubs while ensuring social distancing. In the month of February, Student Life will be celebrating Black History Month with displays and videos. The following events are planned for the month of February:

- February 5 National wear red day for National Heart Association.
- February 5 Bubble gum day - Student Life will hand out bubble gum.
- February 7 Team jersey day – Wear your favorite jersey.
- February 8 National kite flying day outside OCC from 10-1.
- February 14 Valentine’s day - Make your own Valentine card.
- February 16 Mardi Gras - Mardi mask and king cake will be provided in OCC.
- February 17 Display of African American Poets & Educators Video in OCC from 10-1.
- February 24 Display of African American Hair Care and Cloths Video in OCC 10-1.
- February 25 Handout popcorn in OCC from 10-1.

Writing Center
Dr. Wes Wellborn, Writing Center Coordinator reports the Writing Center is in full swing for the spring semester, offering face-to-face consultations and serving students via zoom. Dr. Wellborn shares the following note sent from a student in Hutto.

Hi, my experience of the writing center was delightful and quite helpful. Everyone who was there was always wanting to help me and was willing to answer all my questions. Sue, specifically was great as she was quick to respond to my emails and answer all my questions and give me a review on the basics of English grammar. The writing center was helpful and would recommend to others if they need help with any writing such as reports, essays and even simple response questions. – Enrique
### Temple College

**ModernThink Higher Education Insight Survey 2020**

**Topline Results by Job Category - Full Data Set**

<table>
<thead>
<tr>
<th>Response Distribution</th>
<th>Administration</th>
<th>Faculty</th>
<th>Exempt Professional Staff</th>
<th>Non-exempt Staff</th>
<th>Adjunct Faculty</th>
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<tr>
<td>Overall Response</td>
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<td>Job Satisfaction/Support</td>
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<td>56%</td>
<td>52%</td>
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*Job Category response distributions have been rounded and may not total 100%. Please also note that data will not populate where there are fewer than five respondents.*
## Temple College
ModernThink Higher Education Insight Survey 2020
Topline Survey Results - Full Data Set

### Response Rate
- 29.6% Response Rate
- 423 Surveys Sent
- 125 Total Respondents

### Results

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Poor</th>
<th>Warrants Attention</th>
<th>Fair to Mediocre</th>
<th>Good</th>
<th>Very Good to Excellent</th>
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*Results in the first one or two columns (two if you participated in the program last year) of the table reflect your institution’s average percent positive for each survey dimension, that is, the percentage of your faculty and staff that responded “Strongly Agree” or “Agree” to the statements comprising each dimension. The “2020 FAS+” benchmark comprises the average percent positive for institutions that oversampled survey respondents beyond the minimum required for the program.*