VIRTUAL REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES
Monday, March 22, 2021 – 6:00 PM

AMENDED AGENDA

Virtual Meeting
888 475 4499 Toll-free
Meeting ID: 977 1381 5221
Passcode: 751295

The Order of Business will be as follows:

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
   signup 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, Virtual Special Called Meeting on February 5, 2021,
      and Virtual Special Called Meeting on February 10, 2021 3
   B. Consideration of Approval of the Appointment of Full-Time 15
      Professional Staff
   C. Consideration of Approval of Adjunct Faculty 16
   D. Consideration of Approval of the Texas Commission on Law 17
      Enforcement Standards and Education (TCLEOSE) Mandated Racial
      Profiling Report for 2020
   E. Consideration of Approval of the Spring 2021 Part-Time Overload 23
      Salaries for 16-Weeks and 1st 8-Weeks
   F. Consideration of Approval of Public Funds Investment Act Disclosure- 25
      2nd Quarter FY2021and the Monthly Investment Report-
      December 31, 2020-January 31, 2021
   G. Consideration of Approval of an Amendment to the FY2021 Budget to 28
      Appropriate Additional Reallocation Funds Received Under the Carl
      Perkins Basic Grant
   H. Consideration of Approval of the Following Local Policies: 30
      BBE (LOCAL)
      BE (LOCAL)
      DGBA (LOCAL)
      DMAA (LOCAL)
      DMAB (LOCAL)
I. Consideration of Approval of the Equal Employment Opportunity (EEO) Report for 2020-2021, 2nd Quarter-December 2020-February 2021

5. Consideration of Approval of Disbursements for January 2021 and February 2021

6. Student/Faculty Spotlight
   Student Spotlight
   Stephen Cooney, Orchestra Student
   Outstanding Faculty Presentation
   Dr. Alexander Corbett, Assistant Professor, Music

7. President's Report

8. Reports
   A. Faculty Council
   B. Academic Affairs and Educational Services Reports
   C. Temple College Foundation
   D. Board Committees
      1. Building/Facility Planning Committee Report
      2. Finance Committee Report
      3. Policy Committee Report

9. New Business
   A. Consideration of Affirmation of the Purchase of New Computers for the Taylor Center
   B. Consideration of Approval of the Adoption of the Tuition and Fee Schedule for the 2021-2022 Academic Year

10. Miscellaneous
11. Executive Session to Consider Personnel, Legal Matters, and Real Estate
    A. Consideration of an Appeal of a Non-Renewal of Contract for a Faculty Member
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 Nigliazzo 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
A Virtual Special Called Board Meeting of the Board of Trustees of Temple College was held Friday, February 5, 2021 beginning at 10:30 AM 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, Secretary
Dr. Alex Arroliga
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
Tracey Cooper
Shawn Dach
1. Call to Order
   Chairman Browder called the Board of Trustees meeting to order at 10:30 a.m.

2. Invocation and Pledge of Allegiance
   Lydia Santibanez offered the invocation.
   Chairman Browder recited the Pledge of Allegiance.

3. New Business
   Conduct Workshop and Consider Adoption of the Facility Master Plan for Temple College
   An overview of the Facility Master Plan was presented by Patrick Calhoun of Stantec Architecture. The following Guiding Principles were developed to set the direction of the Temple College Campus Master Plan. In order for this master plan to be considered successful, it must:
   - Help Temple College adapt to growth and change.
   - Unify Temple College.
   - Support Students – current, future and past.
   - Make Temple College the heart of the community.
   - Make visible the points of pride for Temple College.
   - Be implementable.
   The Board was asked to consider adoption of the Facility Master Plan for Temple College.

4. Executive Session to Consider Personnel, Legal Matters, and Real Estate
   There were no items for discussion and an Executive Session was not held.

5. Adjournment
   There being no further business, the Meeting of the Board of Trustees was adjourned on a motion by John Bailey, and seconded by Steve Niemeier, at 12:15 p.m.

NEXT BOARD OF TRUSTEES MEETING:

The next Virtual Regular Board Meeting of the Temple College Board of Trustees will be held Monday, February 15, 2021 at 6:00p.m., in the Louise L. Cox Board Room, located in room 916 in the Marc Nigliazzo 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
Minutes of Virtual Special Called Board Meeting

A Virtual Special Called Meeting of the Board of Trustees of Temple College was held in the Virtual Special Board Meeting located in the Marc Nigliazzo Administration Building, on Wednesday, February 10, 2021 beginning at 5:00 PM.

MEMBERS VIRTUALLY PRESENT
Bob Browder, Chairman
Harry Adams, Secretary
John Bailey
Katie Burrows
Steve Niemeier
Lydia Santibanez
Larry Wilkerson

MEMBERS NOT PRESENT
Dr. Alejandro Arroliga
Dr. Andrejs Avots-Avotins

ADMINISTRATION AND EMPLOYEES VIRTUALLY PRESENT
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
Ellen Davis, Director, Marketing and Media Relations
Dr. Robbin Ray, Center Director, EWCHEC/Hutto Center
Claudia Turner, Faculty Senate President

1. Call to Order
Chairman Browder called the Board of Trustees meeting to order at 5:08 p.m. and announced that he would begin the meeting with a call to order roll call.

Bob Browder - Present
John Bailey - Present
Harry Adams - Present
Katie Burrows - Present
Lydia Santibanez - Present
Larry Wilkerson - Present
Dr. Alex Arroliga - Absent
Dr. Andrejs Avots-Avotins - Absent
Steve Niemeier - Present

Roll call confirms that 7 members were present with 2 members absent.

2. Invocation and Pledge of Allegiance
Lydia Santibanez offered the invocation.
Chairman Browder recited the Pledge of Allegiance.

Chairman Browder asked if there were any citizens signed up to address the Board and announced that there were none.

3. New Business
A. Consideration of a Resolution Confirming Name Change of Temple College District

In 1996 the Board of Trustees (the "Board") of the District authorized renaming Temple College by removing "Junior" from such name, as authorized by Section 130.0051, Texas Education Code, and such name change has been filed with and accepted by the Texas Higher Education Coordinating Board. Since 1996, the District has acted as the "Temple College District and as the "Temple Junior College District". Pursuant to Section 130.0051, Texas Education Code, the Board desires to change and confirm the name of the District. The Board was asked to approve the resolution confirming the following directives:

Section 1. The name of the District shall be, and is confirmed to be, Temple College District Temple College's name will remain unchanged.
Section 2. All prior actions of the District, acting as Temple College District or Temple Junior College District, are hereby confirmed.
Section 3. A copy of this resolution, certified by the Secretary of the Board, shall be filed with the Texas Higher Education Coordinating Board as soon as practical after adoption.

On a motion by Lydia Santibanez, seconded by Harry Adams, and without negative vote, the Resolution Confirming Name Change of Temple College District was approved as presented.

B. Consider Authorization of an Order Calling a Bond Election for May 1, 2021; Making Provisions for Conducting the Election and Resolving Other Matters Related to Such Election

Information was presented to the Board regarding the Order for a Bond Election for May 1, 2021 in the amount of $124.9 million. The Board was asked to consider approval of the Order and other necessary documents pertaining to the election. The
needs of the college were evaluated and areas of priorities include the following proposed projects:
Health Sciences Center Expansion
Temple College Main Building
➤ University Center
➤ Workforce Training Center
➤ Student Enrollment Services
Visual Arts Center
Campus Services Center

On a motion by Larry Wilkerson, seconded by Steve Niemeier, and without negative vote, the Authorization of an Order Calling a Bond Election for May 1, 2021; Making Provisions for Conducting the Election and Resolving Other Matters Related to Such Election was approved as presented.

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

5. Adjournment
There being no further business, the Meeting of the Board of Trustees was adjourned on a motion by John Bailey, and seconded by Larry Wilkerson, at 5:26 p.m.

NEXT BOARD OF TRUSTEES MEETING:

The next Virtual Regular Board Meeting of the Temple College Board of Trustees will be held Monday, February 15, 2021, at 6:00p.m., in the Virtual Regular Board Meeting, 2600 South First Street, Temple, TX 76504.
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.

- **Susan Allamon** - Full-Time-Associate Vice President-Finance-Administrative Services-Ms. Allamon received a Bachelor of Business Administration in Accounting degree from Tarleton State University along with a Certified Public Accountant license. Susan has over ten years of experience in finance.

- **Jeremy Allamon** - Full-Time-Executive Director-Physical Plant-Administrative Services-Mr. Allamon received a high school diploma from Academy High School. Jeremy has three years of experience with technical skills, personnel and project management experience, along with over 13 years of experience with various maintenance duties.
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.

★ Rachelle Beattie, Ph.D.- Adjunct Professor-Environmental Science-Chemistry and Physical Science Department-Mathematics, Sciences and Physical Education Division-Dr. Beattie received a Doctor of Philosophy in Biological Sciences from Marquette University. Rachelle has two years of teaching experience in General Biology Laboratory for non-majors and Human Anatomy and as a teaching assistant for Experimental Microbiology and Basic Ecology.
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.
RACIAL PROFILING REPORT FOR 2020
Temple College D.P.S.

Reporting Dates: January 1, 2020-December 31, 2020

Submitted to the Texas Commission on Law Enforcement on February 1, 2021.

Honorably Submitted to President Dr. C. Ponce and to the Temple College Board of Trustees

Chief Markum
Director of Public Safety/
Chief of Police
Temple College Police Department
FULL EXEMPTION RACIAL PROFILING REPORT

Article 2.132 CCP Law Enforcement Policy on Racial Profiling

a.) In this article:

1.) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make traffic stops in the routine performance of the officers' official duties.

I certify it is not the policy of this agency to make traffic stops in the routine performance of the officers' official duties.

Executed by: ML Markum
Director of Public Safety/Chief of Police

Date: 02/01/2021

Submitted electronically to the

The Texas Commission on Law Enforcement
Racial Profiling Reporting Requirements for Texas

Temple College Department of Public Safety

House Bill 3389 changed several portions of the Code of Criminal Procedure. The major change that is now in the law (CCP Article 2.131 - 2.132) is that all agencies must report racial profiling data to TCLEOSE as well as their governing body.

Each agency must file an annual online report by selecting and completing the reporting option that applies to their particular situation. Reports are filed online through the TCLEOSE Department Reporting System. The reporting period for the previous year begins on January 1 of the current year and ends on March 1 of the current year.

Code of Criminal Procedure


Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.
(a) In this article:
   (1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers' official duties.
   (2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.
   (3) "Race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, Native American, or Middle Eastern descent.
(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:
   (1) clearly define acts constituting racial profiling;
(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's complaint process;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:

   (A) the race or ethnicity of the individual detained;

   (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and

   (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;

   and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

   (A) the Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and

   (B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law
enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle stops. If a law enforcement agency installs video or audio equipment as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.


With the addition of the "Sandra Bland Act" and adjustments to the racial profiling law there are new changes to reporting that go into effect beginning Jan. 1', 2018 - Dec. 31', 2018 and thereafter for each calendar year.
AGENDA ITEM 4-E

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

Staff Recommendation: Approval

The Board is asked to approve the Spring 2021 Part-Time/Overload Salaries for 16-Weeks and 1st 8-Weeks 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>
</tr>
<tr>
<td>Liberal Arts</td>
<td>$197,998.56</td>
<td>$134,389.50</td>
</tr>
<tr>
<td>Business and Career Professions</td>
<td>$78,816.59</td>
<td>$68,953.42</td>
</tr>
<tr>
<td>Math, Science &amp; Physical Education</td>
<td>$180,237.36</td>
<td>$106,310.00</td>
</tr>
<tr>
<td>Health Professions*</td>
<td>$65,858.25</td>
<td>$50,432.00</td>
</tr>
<tr>
<td>Total</td>
<td>$592,177.26</td>
<td>$449,779.92</td>
</tr>
</tbody>
</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 Quarterly Investment Report

#### 2nd Quarter FY 2021

### Interest Rate

<table>
<thead>
<tr>
<th>Cash and Cash Equivalents</th>
<th>Interest Rate</th>
<th>Book/Market Value 11/30/2020</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions Book/Market Value 2/28/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBVA Compass - Money Market</td>
<td>0.12%</td>
<td>$3,005,922</td>
<td>$2,823,271</td>
<td>$196</td>
<td>$5,809,389</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>BBVA Compass - Operating Account</td>
<td>0.00%</td>
<td>$4,740,391</td>
<td>$18,662,596</td>
<td>$0</td>
<td>$39,511,169</td>
<td>$3,891,817</td>
<td>$1,647,301</td>
</tr>
<tr>
<td>BBVA Compass - Student Refund Account</td>
<td>0.00%</td>
<td>$1,347,266</td>
<td>$2,288,697</td>
<td>$0</td>
<td>$3,026,857</td>
<td>$699,106</td>
<td>$699,106</td>
</tr>
<tr>
<td>BBVA Compass - Federal Funds Account</td>
<td>0.00%</td>
<td>$624,493</td>
<td>$7,820,703</td>
<td>$0</td>
<td>$4,100,076</td>
<td>$3,834</td>
<td>$3,834</td>
</tr>
<tr>
<td>BBVA Compass - Plant Account</td>
<td>0.00%</td>
<td>$623,155</td>
<td>$1,823,933</td>
<td>$0</td>
<td>$455,042</td>
<td>$1,992,046</td>
<td>$1,603,332</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>0.00%</td>
<td>$3,687</td>
<td>$0</td>
<td>$0</td>
<td>$95</td>
<td>$3,592</td>
<td>$3,687</td>
</tr>
<tr>
<td><strong>Subtotal Cash and Cash Equivalents</strong></td>
<td></td>
<td><strong>$10,345,414</strong></td>
<td><strong>$37,522,610</strong></td>
<td><strong>$196</strong></td>
<td><strong>$41,100,307</strong></td>
<td><strong>$6,767,913</strong></td>
<td><strong>$2,672,642</strong></td>
</tr>
</tbody>
</table>

### Cash in Investment Pools

<table>
<thead>
<tr>
<th>Cash in Investment Pools</th>
<th>Interest Rate</th>
<th>Book/Market Value 11/30/2020</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions Book/Market Value 2/28/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>TexasClass (MBIA) - Bond Reserves</td>
<td>0.11%</td>
<td>$3,671,647</td>
<td>$1,068,583</td>
<td>$1,372</td>
<td>$4,714,602</td>
<td>$0</td>
<td>$6,458,860</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Building Improvement Funds</td>
<td>0.11%</td>
<td>$6,543,736</td>
<td>$0</td>
<td>$2,124</td>
<td>$6,458,860</td>
<td>$0</td>
<td>$6,458,860</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Operating Account</td>
<td>0.11%</td>
<td>$7,291,860</td>
<td>$7,407,184</td>
<td>$2,770</td>
<td>$14,701,814</td>
<td>$0</td>
<td>$14,701,814</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Board of Trustees Fund</td>
<td>0.11%</td>
<td>$2,110,757</td>
<td>$0</td>
<td>$662</td>
<td>$2,111,419</td>
<td>$0</td>
<td>$2,111,419</td>
</tr>
<tr>
<td>Texpool - Building Improvement Funds</td>
<td>0.00%</td>
<td>$1,032</td>
<td>$0</td>
<td>$0</td>
<td>$1,032</td>
<td>$0</td>
<td>$1,032</td>
</tr>
<tr>
<td>Texpool - Operating Account</td>
<td>0.00%</td>
<td>$1,042</td>
<td>$0</td>
<td>$0</td>
<td>$1,042</td>
<td>$0</td>
<td>$1,042</td>
</tr>
<tr>
<td><strong>Subtotal Cash in Investment Pools</strong></td>
<td></td>
<td><strong>$19,620,074</strong></td>
<td><strong>$8,475,768</strong></td>
<td><strong>$6,928</strong></td>
<td><strong>$28,102,770</strong></td>
<td><strong>$23,361,168</strong></td>
<td><strong>$4,741,602</strong></td>
</tr>
</tbody>
</table>

### Subtotal Cash Invested in Certificates of Deposit

<table>
<thead>
<tr>
<th>Subtotal Cash Invested in Certificates of Deposit</th>
<th>Interest Rate</th>
<th>Book/Market Value 11/30/2020</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions Book/Market Value 2/28/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Investments in Long-Term Securities

<table>
<thead>
<tr>
<th>Investments in Long-Term Securities</th>
<th>Interest Rate</th>
<th>Book/Market Value 11/30/2020</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions Book/Market Value 2/28/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>(none)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Subtotal Operating Funds Invested in Securities

<table>
<thead>
<tr>
<th>Subtotal Operating Funds Invested in Securities</th>
<th>Interest Rate</th>
<th>Book/Market Value 11/30/2020</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions Book/Market Value 2/28/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Total Cash, Cash Equivalents and Investments

<table>
<thead>
<tr>
<th>Total Cash, Cash Equivalents and Investments</th>
<th>Interest Rate</th>
<th>Book/Market Value 11/30/2020</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions Book/Market Value 2/28/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$29,965,488</td>
<td>$45,998,377</td>
<td>$7,125</td>
<td>$41,100,307</td>
<td>$34,870,682</td>
<td>$26,033,809</td>
<td>$8,836,968</td>
<td></td>
</tr>
</tbody>
</table>

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

---

Vice President Administrative Services/CFO

25
## TEMPLE COLLEGE
### BOARD OF TRUSTEES MONTHLY INVESTMENT REPORT
### January 2021

<table>
<thead>
<tr>
<th>Cash and Cash Equivalents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interest Rate</strong></td>
<td><strong>Book/Market Value 12/31/2020</strong></td>
</tr>
<tr>
<td>BBVA Compass - Money Market</td>
<td>0.12%</td>
</tr>
<tr>
<td>BBVA Compass - Operating Account</td>
<td>0.00%</td>
</tr>
<tr>
<td>BBVA Compass - Student Refund Account</td>
<td>0.00%</td>
</tr>
<tr>
<td>BBVA Compass - Federal Funds Account</td>
<td>0.00%</td>
</tr>
<tr>
<td>BBVA Compass - Payroll Account</td>
<td>0.1%</td>
</tr>
<tr>
<td>BBVA Compass - Plant Account</td>
<td>0.00%</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

Subtotal Cash and Cash Equivalents: $11,186,397

<table>
<thead>
<tr>
<th>Cash in Investment Pools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interest Rate</strong></td>
<td><strong>Book/Market Value 12/31/2020</strong></td>
</tr>
<tr>
<td>TexasClass (MBIA) - Bond Reserves</td>
<td>0.13%</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Building Improvement Funds</td>
<td>0.13 %</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Operating Account</td>
<td>0.13 %</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Board of Trustees Fund</td>
<td>0.13 %</td>
</tr>
<tr>
<td>Texpool - Building Improvement Funds</td>
<td>0.00%</td>
</tr>
<tr>
<td>Texpool - Operating Account</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

Subtotal Cash in Investment Pools: $20,503,698

<table>
<thead>
<tr>
<th>Cash Invested in Certificates of Deposit</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interest Rate</strong></td>
<td><strong>Book/Market Value 12/31/2020</strong></td>
</tr>
<tr>
<td>BBVA Compass Bank - 24 mo. CD (F 01/19/2020)</td>
<td>2.90%</td>
</tr>
<tr>
<td>Multi -Bank Securities - Inc</td>
<td>3.00%</td>
</tr>
</tbody>
</table>

Subtotal Cash Invested in Certificates of Deposit: $0

<table>
<thead>
<tr>
<th>Investments in Long-Term Securities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interest Rate</strong></td>
<td><strong>Book/Market Value 12/31/2020</strong></td>
</tr>
<tr>
<td>(none)</td>
<td>$0</td>
</tr>
</tbody>
</table>

Subtotal Operating Funds Invested in Securities: $0

<table>
<thead>
<tr>
<th>Total Cash, Cash Equivalents and Investments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book/Market Value</strong></td>
<td><strong>Receipts</strong></td>
</tr>
<tr>
<td>$31,690,095</td>
<td>$10,637,132</td>
</tr>
</tbody>
</table>

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

Signed:

Vice President Administrative Services/CFO

---

27
To: Dr. Ponce & Board of Trustees

From: Brandon Bozon

Date: February 15, 2021

Re: Approval of Amendment to the FY 2021 Budget

On February 3, 2021, Temple College received confirmation of an additional allocation of $24,578 for the Carl Perkins Basic Grant. These funds will supplement the current year allocation of $172,259. The Carl Perkins Basic Grant is used to fund career and technical education supplies and equipment. The proposed amendment is to increase grant revenue and expenditures by $24,578.

Recommendation: Approve amendment to the FY 2021 budget to appropriate additional reallocation funds received under the Carl Perkins Basic Grant.
## Texas Higher Education Coordinating Board
### Carl D. Perkins Grants for Program Year 2020-2021
#### CB-100: Budget Summary Page

### Project: 214254 - Basic Grant
### Institution: Temple College

<table>
<thead>
<tr>
<th>COST CATEGORY</th>
<th>(A) Original Budget</th>
<th>(B) Cumulative Budget Revisions Requested</th>
<th>(C) Revised Total Budget</th>
<th>(D) Actual Cumulative Expenditures Through:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salaries and Fringe Benefits (Schedule A)</td>
<td>$100,603</td>
<td>$100,603</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Travel (Schedule B)</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Capital Outlay/Equipment (Schedule C)</td>
<td>$10,750</td>
<td>$6,115</td>
<td>$16,865</td>
<td></td>
</tr>
<tr>
<td>4. Consultant and Service Contracts (Schedule D)</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Subgrants (Schedule E)</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Operating Expenses, Services, Books, and Supplies (Schedule F)</td>
<td>$52,703</td>
<td>$18,463</td>
<td>$71,166</td>
<td></td>
</tr>
<tr>
<td>7. SUBTOTAL - DIRECT (Lines 1-6)</td>
<td>$164,056</td>
<td>$24,578</td>
<td>$188,634</td>
<td></td>
</tr>
<tr>
<td>8. Administration (Schedule G)</td>
<td>$8,203</td>
<td>$8,203</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. TOTAL (Line 7 plus Line 8)</td>
<td>$172,259</td>
<td>$24,578</td>
<td>$196,837</td>
<td></td>
</tr>
</tbody>
</table>

10. LAST EXPENDITURE REIMBURSEMENT REQUEST TOTAL (Line 9 Column D on prior request)

11. TOTAL REIMBURSEMENT FOR THIS REQUEST (Line 9 minus Line 10)

<table>
<thead>
<tr>
<th>Name/Title of Chief Financial Officer</th>
<th>Signature</th>
<th>Phone/FAX/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Brandon Bozon</td>
<td></td>
<td>254-298-8601</td>
</tr>
<tr>
<td>Vice President of Administrative Services / CFO</td>
<td></td>
<td>254-298-8345 (FAX)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:brandon.bozon@templejc.edu">brandon.bozon@templejc.edu</a></td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Process</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informal Process</td>
<td>The Board encourages employees to discuss their concerns with their supervisor or other appropriate administrator who has the authority to address the concerns.</td>
</tr>
<tr>
<td></td>
<td>Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.</td>
</tr>
<tr>
<td></td>
<td>Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.</td>
</tr>
<tr>
<td>Formal Process</td>
<td>An employee may initiate the formal process described below by timely filing a written complaint.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

**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.
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.

Response

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 DMMA]
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]
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 refiled with all the required information if the re-filing 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 effect 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.
Term Contracts

Termination

An employee/faculty member may be terminated mid-contract for proper cause.

Suspension with Pay

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.

Grievance Filed Under Education Code 51.960

Faculty Member

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.

Grievance Filed Under DGBA (Local)

Non - Faculty Employee

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).
Nonrenewal

The term contract for an 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.

If an employee’s contract will not be renewed, the employee will receive written notification from the President or her designee in accordance with the offer deadline set forth in DCA (LEGAL). For the purpose of clarity, offer deadline prescribed in DCA (LEGAL) for faculty members shall pertain to all contracted employees.

Grievance Filed
Under Education Code 51.960

Faculty Member

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.

Grievance Filed
Under DGBA (Local)

Non-Faculty Employee

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.
MEMORANDUM

TO: Dr. Christina Ponce, President
FROM: Randolph P. Baca, Ed. D.
DATE: March 3, 2021
RE: Quarterly Equal Employment Opportunity (EEO) Report, 2nd Quarter

****************************************************************************************************

The attached report is part of Temple College’s Strategic Initiative which focuses on employing a diverse, highly qualified workforce. This report is for the 2nd Quarter, 2020-2021 Fiscal Year.

The information contained in this report is generated from the NeoGov software and includes the number of applicants, ethnicity, gender, and hire.
### EEO Summary Report

New hire records generated from NeoGov between 12/01/20 and 02/28/21

<table>
<thead>
<tr>
<th>Division - Academic Affairs</th>
<th>Job Number</th>
<th>Job Title</th>
<th>F</th>
<th>M</th>
<th>ND</th>
<th>Unknown</th>
<th>Veteran</th>
<th>Online Apps</th>
<th>Paper Apps</th>
<th>Total Apps</th>
<th>% Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO25-2020-0901</td>
<td>Instructional Designer, College Credit for Heroes</td>
<td>0 0 0 0 1 3</td>
<td>4 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division - Administrative Services</th>
<th>EEO Category - EEO6-Service/Maintenance</th>
<th>Job Number</th>
<th>Job Title</th>
<th>F</th>
<th>M</th>
<th>ND</th>
<th>Unknown</th>
<th>Veteran</th>
<th>Online Apps</th>
<th>Paper Apps</th>
<th>Total Apps</th>
<th>% Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLFT08-2020-061</td>
<td>Groundskeeper</td>
<td>0 0 0 0 0 0</td>
<td>0 0 0 0 0 2</td>
<td>0 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>0</td>
<td>0 2</td>
<td>0</td>
<td>2</td>
<td>100.00%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division - Business and Career Professions</th>
<th>EEO Category - EEO6-Faculty</th>
<th>Job Number</th>
<th>Job Title</th>
<th>F</th>
<th>M</th>
<th>ND</th>
<th>Unknown</th>
<th>Veteran</th>
<th>Online Apps</th>
<th>Paper Apps</th>
<th>Total Apps</th>
<th>% Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAP01-2021-010</td>
<td>Adjunct Professor, Child Dev/Early Childhood (CD)</td>
<td>0 3 0 0 8 11</td>
<td>0 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>1 0 0 0 0 0</td>
<td>0</td>
<td>0</td>
<td>13</td>
<td>0</td>
<td>13</td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division - Foundation</th>
<th>EEO Category - EEO6-Clerical &amp; Secretarial</th>
<th>Job Number</th>
<th>Job Title</th>
<th>F</th>
<th>M</th>
<th>ND</th>
<th>Unknown</th>
<th>Veteran</th>
<th>Online Apps</th>
<th>Paper Apps</th>
<th>Total Apps</th>
<th>% Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO28-2020-120</td>
<td>Office Manager II, Development &amp; Foundation</td>
<td>0 1 6 0 2 11</td>
<td>0 0 0 0 4 0</td>
<td>5 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>0</td>
<td>5</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division - Health Professions</th>
<th>EEO Category - EEO6-Faculty</th>
<th>Job Number</th>
<th>Job Title</th>
<th>F</th>
<th>M</th>
<th>ND</th>
<th>Unknown</th>
<th>Veteran</th>
<th>Online Apps</th>
<th>Paper Apps</th>
<th>Total Apps</th>
<th>% Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAPT14-2019-121</td>
<td>Adjunct Professor, Dental Hygiene</td>
<td>0 0 0 0 0 0</td>
<td>1 0 1 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>FAP00-2019-121</td>
<td>Assistant Professor, Associate Degree Nursing (9)</td>
<td>0 0 0 0 2 0</td>
<td>0 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division - Physical Plant</th>
<th>EEO Category - EEO6-Service/Maintenance</th>
<th>Job Number</th>
<th>Job Title</th>
<th>F</th>
<th>M</th>
<th>ND</th>
<th>Unknown</th>
<th>Veteran</th>
<th>Online Apps</th>
<th>Paper Apps</th>
<th>Total Apps</th>
<th>% Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLFT04-2020-022</td>
<td>Custodian</td>
<td>0 1 8 0 2 0</td>
<td>11 0 1 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>0</td>
<td>0</td>
<td>13</td>
<td>0</td>
<td>13</td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division - Student and Enrollment Services</th>
<th>EEO Category - EEO6-Clerical &amp; Secretarial</th>
<th>Job Number</th>
<th>Job Title</th>
<th>F</th>
<th>M</th>
<th>ND</th>
<th>Unknown</th>
<th>Veteran</th>
<th>Online Apps</th>
<th>Paper Apps</th>
<th>Total Apps</th>
<th>% Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLFT10-2020-072</td>
<td>Records Technician, Admissions and Records</td>
<td>0 8 2 1 10 0</td>
<td>22 0 0 2 0 0</td>
<td>4 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>0 9</td>
<td>26</td>
<td>0</td>
<td>26</td>
<td>100.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRO27-2020-120</td>
<td>Coordinator, Student and Enrollment Services (EW)</td>
<td>0 3 2 0 1 4</td>
<td>10 0 0 1 0 0</td>
<td>4 0 0 0 1 0</td>
<td>0 1 0 0 0 0</td>
<td>0 3</td>
<td>16</td>
<td>0</td>
<td>16</td>
<td>100.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLPT05-2020-060</td>
<td>Math Tutor</td>
<td>0 0 0 0 0 0</td>
<td>0 0 0 0 0 2</td>
<td>0 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>100.00%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AI</th>
<th>Native American</th>
<th>ND</th>
<th>No Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A5</td>
<td>Asian</td>
<td>TM</td>
<td>Two or More Races</td>
</tr>
<tr>
<td>B</td>
<td>Black</td>
<td>W</td>
<td>White</td>
</tr>
<tr>
<td>H</td>
<td>Hispanic</td>
<td>U</td>
<td>Unknown</td>
</tr>
</tbody>
</table>
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 re-affirmation 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 Foundatin (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

Response Distribution

- Administration: 10%
- Faculty: 42%
- Exempt Professional Staff: 18%
- Non-exempt Staff: 17%
- Adjunct Faculty: 11%
- Unspecified: 14%

Response Distribution by Job Category:

- Poor: 0% - 44%
- Fair to Mediocre: 55% - 64%
- Good: 65% - 74%
- Very Good to Excellent: 75% - 100%

Job Satisfaction/Support

- Overall: 73%
- Administration: 90%
- Faculty: 75%
- Exempt Professional Staff: 69%
- Non-exempt Staff: 61%
- Adjunct Faculty: 85%

Teaching Environment

- Overall: 52%
- Administration: 71%
- Faculty: 47%
- Exempt Professional Staff: 64%
- Non-exempt Staff: 30%
- Adjunct Faculty: 85%

Professional Development

- Overall: 70%
- Administration: 90%
- Faculty: 69%
- Exempt Professional Staff: 64%
- Non-exempt Staff: 61%
- Adjunct Faculty: 88%

Compensation, Benefits & Work/Life Balance

- Overall: 64%
- Administration: 85%
- Faculty: 60%
- Exempt Professional Staff: 68%
- Non-exempt Staff: 56%
- Adjunct Faculty: 82%

Facilities

- Overall: 63%
- Administration: 90%
- Faculty: 62%
- Exempt Professional Staff: 69%
- Non-exempt Staff: 47%
- Adjunct Faculty: 76%

Policies, Resources & Efficiency

- Overall: 54%
- Administration: 70%
- Faculty: 55%
- Exempt Professional Staff: 43%
- Non-exempt Staff: 45%
- Adjunct Faculty: 86%

Shared Governance

- Overall: 52%
- Administration: 87%
- Faculty: 46%
- Exempt Professional Staff: 55%
- Non-exempt Staff: 40%
- Adjunct Faculty: 79%

Pride

- Overall: 72%
- Administration: 82%
- Faculty: 73%
- Exempt Professional Staff: 72%
- Non-exempt Staff: 65%
- Adjunct Faculty: 86%

Supervisors/Department Chairs

- Overall: 74%
- Administration: 86%
- Faculty: 76%
- Exempt Professional Staff: 66%
- Non-exempt Staff: 70%
- Adjunct Faculty: 88%

Senior Leadership

- Overall: 56%
- Administration: 73%
- Faculty: 56%
- Exempt Professional Staff: 50%
- Non-exempt Staff: 51%
- Adjunct Faculty: 89%

Faculty, Administration & Staff Relations

- Overall: 52%
- Administration: 70%
- Faculty: 54%
- Exempt Professional Staff: 45%
- Non-exempt Staff: 40%
- Adjunct Faculty: 82%

Communication

- Overall: 56%
- Administration: 85%
- Faculty: 54%
- Exempt Professional Staff: 43%
- Non-exempt Staff: 45%
- Adjunct Faculty: 84%

Collaboration

- Overall: 61%
- Administration: 83%
- Faculty: 62%
- Exempt Professional Staff: 53%
- Non-exempt Staff: 49%
- Adjunct Faculty: 88%

Fairness

- Overall: 59%
- Administration: 80%
- Faculty: 60%
- Exempt Professional Staff: 43%
- Non-exempt Staff: 50%
- Adjunct Faculty: 89%

Respect & Appreciation

- Overall: 57%
- Administration: 74%
- Faculty: 58%
- Exempt Professional Staff: 54%
- Non-exempt Staff: 42%
- Adjunct Faculty: 83%

Survey Average

- Overall: 61%
- Administration: 80%
- Faculty: 61%
- Exempt Professional Staff: 56%
- Non-exempt Staff: 52%
- Adjunct Faculty: 85%

*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.

ModernThink LLC | 2 Mill Road, Suite 102 | Wilmington, DE 19806 | 888.684.4658 | www.ModernThink.com © 2020 ModernThink LLC. All rights reserved.
## 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

### Temple College Topline Survey Results - Full Data Set

<table>
<thead>
<tr>
<th>Poor (0% - 44%)</th>
<th>Warrants Attention (45% - 54%)</th>
<th>Fair to Mediocre (55% - 64%)</th>
<th>Good (65% - 74%)</th>
<th>Very Good to Excellent (75% - 100%)</th>
</tr>
</thead>
</table>

#### OVERALL
- **Job Satisfaction/Support**: 73%
- **Teaching Environment**: 52%
- **Professional Development**: 70%
- **Compensation, Benefits & Work/Life Balance**: 64%
- **Facilities**: 63%
- **Policies, Resources & Efficiency**: 54%
- **Shared Governance**: 52%
- **Pride**: 72%
- **Supervisors/Department Chairs**: 74%
- **Senior Leadership**: 56%
- **Faculty, Administration & Staff Relations**: 52%
- **Communication**: 56%
- **Collaboration**: 61%
- **Fairness**: 59%
- **Respect & Appreciation**: 57%
- **Survey Average**: 61%

#### 2020 FAS+ 2 Year
- **Overall Job Satisfaction/Support**: 81%
- **Overall Teaching Environment**: 71%
- **Overall Professional Development**: 74%
- **Overall Compensation, Benefits & Work/Life Balance**: 76%
- **Overall Facilities**: 80%
- **Overall Policies, Resources & Efficiency**: 68%
- **Overall Shared Governance**: 69%
- **Overall Pride**: 83%
- **Overall Supervisors/Department Chairs**: 79%
- **Overall Senior Leadership**: 70%
- **Overall Faculty, Administration & Staff Relations**: 68%
- **Overall Communication**: 64%
- **Overall Collaboration**: 70%
- **Overall Fairness**: 66%
- **Overall Respect & Appreciation**: 69%

*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.*
MEMORANDUM

Vice President of Academic Affairs and Student Services

To: Dr. Christina Ponce

From: Dr. Susan Guzmán-Treviño

Subject: March Academic Affairs and Student Services Report

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT

Outstanding Faculty/Student Presentation: Dr. Alexander Corbett, Assistant Professor, Music, will share his experience successfully creating virtual performances. Mr. Stephen Cooney, orchestra student, will also share his experience participating in virtual performances.

DIVISION OF LIBERAL ARTS

English Department
Sigma Kappa Delta, English Honor Society, hosted a virtual session, part of an English Faculty, Creative Writing Reading Series, on Wednesday, March 3. English faculty presented readings: Professor Tina Cabrera, Dr. Robert Hamilton, and Professor Brenda Nicholas. All faculty and staff were invited. The event was deemed a success due to the good attendance and participation.

DIVISION OF MATH, SCIENCE, AND PHYSICAL EDUCATION

Biology Department
At the 124th annual meeting of the Texas Academy of Science (TAS) held February 26-27, students Joey Moore and Jessica Konkler presented their 2020 zebra mussel research results that compared the two zebra mussel populations from Belton Lake and Stillhouse Hollow Lake. Both Joey and Jessica are former Temple College biology students and are currently attending Texas A&M University-Central Texas.

Both projects were developed in the Biological Research Methods course (Biology 2389) and supported by the Temple College Biological Research Institute (TCBRI) and a grant from the Temple Health and Bioscience District.

Additionally, Joey received an award for the best undergraduate oral presentation in the Freshwater Science section! TC student, Glenda Panzieri, received a $1,500 TAS grant for her grant proposal that was developed in the Biological Research Methods course.

The titles of the two presentations this weekend:

- "Zebra mussel size distribution in two recently-invaded central Texas reservoirs" (Konkler);
“Population density differences of the invasive zebra mussels in two central Texas lakes” (Moore)
Grant proposal title: "The link between periodontal health and anti-inflammatory diet" (Panzieri)

Dr. Felix Greco is Panzieri’s research advisor, and Dr. Jason Locklin is advising Moore and Konkler’s zebra mussel work. Panzieri will begin her project now that funding has been secured, and we plan to begin working on a second zebra mussel manuscript that will be submitted for publication consideration by the end of the year.

In addition to those students listed above, several other students in our area helped in the field and lab work that resulted in a massive data set. These students are Samuel Poster (TC), Tyler Wilson (TC), Brittany Lokcu (TC), and Alex Flory (Belton New Tech High School).

We very proud of these students! Research proposals, presentations, and publications coming out of a community college like Temple College is really unique and impressive. These students are excelling and setting themselves up for a very bright future!

eLEARNING

eLearning Operations

Campus Closure Due to Freezing Weather and Power Outages
- During the week closure of the college due to freezing temperatures, eLearning monitored and ensured high availability of the Desire to Learn (D2L) portal and integrity of the nightly batch processing. In addition, message updates were relayed and posted to the news item area of D2L. While many faculty and students experienced power outages and other life circumstances related to the storm, some students were able to access D2L and continue coursework.

- Campus operations and classes resumed on February 22; faculty and staff were notified that some students were still dealing with weather-related issues and challenges. Students were asked to communicate with each faculty member as they were prepared to provide additional supplemental supporting materials and assignments to help students learn their course material despite the missed class days. In addition, students, especially those in 1st 8-week classes, would be assigned supplemental work. In the event that students had difficulty keeping up with their coursework, they were asked to communicate with their professor(s) to find out if being assigned an Incomplete, which provides 30 days after the semester to complete, was a good option.

Ellucian Integrated Learning Platform Integrations with D2L
- Project meeting scheduled with D2L for the week of 2/22
- Hatem Akl of Ellucian to engage with counterparts to review requirements

Proctoring Testing Solutions/Methods Committee
- Reminder message sent out to divisions and departments on February 22, currently at 12 members.
- Kick off meeting schedule to occur after return from spring break

SP2021 2nd 8-Week Courses
- Schedule to start on March 22, (147) D2L course shells
Community Engagement
Bell County Youth Fair
- Christa Quigley attended Bell County Youth Fair on February 8; a number of our dual credit students were presenting livestock at this show.

Student Success
Pearson “All Inclusive” Pilot Program
- The Chemistry and Physics Department is exploring a pilot program through Pearson to lower the cost to students on course materials and get them up and running on day one of the course. This program would allow the book and other course materials to be purchased through a course fee rather than by the student.

Texas Bioscience Institute (TBI)
Dual credit staff Rosa Berreles-Acosta, Melissa Kunze, Luke Lichtenwalner, and Heidi Heilemann are hosting various virtual and in-person student orientation and information sessions for prospective TBI-Temple and TBI-Taylor students.

East Williamson County Higher Education Centers
The Hutto Center did not sustain any building damage during the recent winter storm. A minor loss of landscaping sprinklers and plants will be assessed in the spring. The Taylor Center did experience three pipe bursts in the fire suppression system, all of which were located in the front lobby. The location and quick response by Taylor ISD facilities team resulted in minimal loss for Temple College due to the water damage. Since Taylor ISD owns the facility, the district is managing the building repair.

Business and Continuing Education (BCE) health professions classes are underway at the Taylor Center. Taylor and Hutto enrollment staff have been busy assisting our local high schools with college admission and financial aid presentations. Student enrollment services continue to be offered by telephone, virtually, and in-person appointments at the Centers based on student preference.

BUSINESS AND CONTINUING EDUCATION (BCE)
Health Professions
- BCE is offering a summer Clinical Medical Assistant (CMA) program to allow more students to utilize Reskilling grant funds. Registration begins March 29.
- Certified Nurse Aide (CNA) program renewal application submitted to Texas Health and Human Services.

TWC Grants
BCE is working with the Texas Workforce Commission to provide Skills Development Grant Funds for local employers:
- Martin Marietta
- CGI
- Baylor Scott and White Health
Community Programs
BCE is collaborating with AEL to develop new IET pathways for students participating in Adult Education and Literacy’s (AEL) Direct Your Destiny scholarship programs. These programs include:

- Helpdesk Technician
- Patient Care Technician
- NCCER Core Level 1
- Paraprofessional Level III

Featured Courses
- CompTIA IT Fundamentals+ (ITF+)
- CompTIA A+
- Project Management
- Vision Board Workshop

INSTITUTIONAL EFFECTIVENESS

Adhoc Data Requests
- Taylor campus data requested by Dr. Ponce for a presentation.

Assessment
- Reminder sent to all chairs and directors of May 19 due date for wrap-up.

Committee
- CTL Committee on February 22.
- Web Advisory Committee on March 1.

Surveys
- Completed Administrative Services survey and sent results to Brandon Bozon on March 1.

Professional Development
- Presented at Texas Association for Institutional Researchers on February 24 on our Peer Review process at TC. Stephen Phelps presented his perception of our process as a faculty member. To my knowledge, this is our first time presenting at this conference. The conference ran from February 23-March 5.

STUDENT ENROLLMENT SERVICES

General Information
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. Summer 2021 registration will start March 29, 2021 for priority and April 5, 2021 for regular registration.

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, Director, Ms. Mandy Hart is
continuing to work on an Advising Orientation presentation to assist new students after they apply and are accepted to Temple College.

**Adult Education and Literacy (AEL)**

Mr. Jay Ruiz continues to fill the role of interim Director and Career Navigator for Adult Education and Literacy (AEL). The Associate Director, Mr. James Skinner is transitioning to take on more of the director roles.

The Central Texas College (CTC) AEL program is operating at expected levels and providing the contracted monthly metrics. Both CTC and TC have established partnerships with the Bell County Juvenile Services to serve that population and mitigate metrics lost due to the COVID related shutdown of teaching at the Bell County Jails.

Texas AEL enrollment averages stand at 55% over the prior year; TC AEL is approximately at 53%. TC AEL has decided to stagger enrollments to every two months to ensure the work requirements to conduct such events is warranted by the number of enrollees.

Students enrolled in healthcare career pathways completed their first two certification in the month of February, HIPPA, and Basic Life Support as part of the AEL-developed curriculum. These certifications serve as gains in our Texas Workforce Commission (TWC) required metrics, and more importantly, provide a positive discriminator for our students amongst their peers.

The creation of the partnership with Heart of Texas Goodwill has been watched by TWC as a model that could be used throughout Texas. TWC has scheduled a meeting with the TC AEL and Goodwill to evaluate its success and potential for expansion.

AEL and the Temple College testing center entered phase two of a three-phase plan to transition 90% of all AEL testing operations to the testing center. Phase two involves the testing center administering English as a Second Language (ESL) enrollment and progress testing in addition to phase one mandated HSE enrollment and progress testing.

AEL is working with TC grant writers to submit a proposal for the Accelerate Texas grant that awards up to $750k over 2 years. Completion and submission are expected in March of 2021.

**Admissions and Records**

Ms. Sarah Artus, Associate Director of Admissions and Records reports in February 2021, Admissions and Records processed 258 applications for admissions. All applicants were emailed acceptance notifications. The acceptance email notifies prospective and returning students of the necessary steps to registration, email addresses to various departments at Temple College, as well as the availability of other services.

Admissions and Records entered 2,824 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.

Admissions and Records has processed 401 applicants for the spring 2021 term with 454 degrees and/or certificates so far. There are 20 applicants for the summer 2021 term with 21 degrees and/or certificates so far.
Fourteen Peace Officer students have completed their program and have graduated with a certificate.

Admissions and Records has processed 12 course substitutions to facilitate registration and graduation.

Financial Aid
Ms. Mary Daniel, Director of Financial Aid, reports for 2020-2021, 1,938 learners at Temple College received Pell grants for a total disbursed amount of $5,657,822.81. We had 1,921 learners who received Direct Loans for a total disbursed amount of $5,956,994.00.

To date, 7,156 learners have listed Temple College on their Free Application for Federal Student Aid (FASFA) for 20-21.

For the month of January Financial Aid saw 412 students in the office. Email traffic, phone calls and chat still seem to be the way most students are communicating.

Recruitment
Mr. Michael Pilgrim, Coordinator of Recruitment Programs reports the college is not doing live campus tours due to COVID-19. For students who request a tour, recruiting has access to a simple online tour students may visit. Live campus tours will begin again when state and campus officials deem it is safe to return to school.

Recruiting has been working with Dual Credit, Financial Aid, and Admissions and Records visiting with district high school students to discuss college after graduation. Recruiting has let high schools know TC can meet them in any manner they feel comfortable, online or in person.

Temple College received 574 new applications. All prospective students have been sent reminders about their application progress and upcoming registration dates.

Students get a welcome letter automatically through Recruit when they complete their application. Students that complete their FASFA but have not completed their Temple College Application will continue to get an email with instructions on how to complete the process through registration.

Retention
Mr. Adrian Sora, Director of Student Retention, reports that there have been 453 Faculty Alert cases submitted to the Office of Student Retention. Currently, 33 professors have submitted at least one Retention Alert case. Mr. Sora ensures all cases are being handled appropriately by the Success Coaches. This is done to identify at risk behavior in the classroom so we can intervene on the students’ behalf and help them be successful.

There are currently 15 students approved for Title IX Pregnancy Services for the spring 2021 semester.

Accommodations
Ms. Misty Reid, Coordinator of Student Accommodations, reports that as of February 24, 2021 there are 241 accommodation letters to instructors for 81 accommodation students enrolled in spring 2021 classes at Temple College. Ms. Reid is still accepting new accommodation students for spring semester.
On February 2, 2021, Ms. Reid attended an F1 International student visa advising webinar. Ms. Reid is currently working with incoming internationals students who will be starting this fall 2021 at Temple College. Temple College has five international students attending in spring 2021 semester.

Ms. Reid is working with Temple ISD, Belton ISD, and Texas Workforce Commission and UMHB to have a Disability Job Fair for high school and college students in April 21, 2021 at UMHB.

On February 25, and March 2, 2021, Ms. Reid will be presenting an Accommodation Training for Belton Independent School District to all Inclusion and Resource teachers.

Testing
Ms. Shannon Bralley, Director of Testing, reports January 11, 2021, the TSIA2 launched, replacing the TSIA. This new launch required training and transition on behalf of both testing centers. The department offers remote TSIA2 testing through Zoom multiple times per week to accommodate student needs.

Before the winter weather closure, the Testing Department administered TSIA2 on campus at Holland High School on February 10, 2021 for the sophomore class. The second day of testing was delayed due to campus closure but will take place in March.

The Temple Fire Department will be giving a fire safety certification exam Friday, February 26, 2021.

The department continues to administer CLEP, CERTIPORT, GED tests, and many TEAS and HESIA2 tests regularly. National ACT date of February 6, 2021 took place in the Academic Building, staffed by TC testing staff. Classroom exams for students with disability accommodations and make-up exams for missed classes are scheduled and offered as needed at both the Hutto and Temple offices.

The Temple Testing office has begun administering CASA exams for both high school equivalency placement and English Second Language placement, in partnership with the Adult Education and Literacy department. These sessions are available Monday through Thursday at 9 am or 1 pm, Tuesday and Thursday at 5 pm. This extends department business hours to 8 pm two nights per week.

Student Life
Ms. Ruth Bridges has planned the following events for Student Life in the month of March:

- March 2 water and juice provided in the OCC
- March 4 popcorn provided in the OCC
- March 4 giant bowling in the OCC
- March 8 International Women’s Day. A video will be shown in OCC.
- March 9 bean bag toss inside the OCC
- March 11 safety tips for a safe spring break video in OCC
- March 22 National Poet Day video in OCC
- March 24 popcorn provided in OCC
- March 26 Wear purple for Epilepsy Awareness Day
- March 27 Wear a Hat Day
- March 30 National Vietnam Veterans Day. A video will be shown in OCC.
Veteran’s Affairs
Mr. Brian Williams, Veterans Affairs Coordinator, reports VA has registered 526 Veteran students for the spring 2021 semester as of this date. VA has also entered 138 class student/certifications in the VAONCE (Veterans On-Line Certification Entry system) since our January 2021 report (total of 909).

Writing Center
Dr. Wes Wellborn, Writing Center Coordinator, reports in February, the Writing Center was invited to collaborate with Lake Belton High School in the Bronco Writing Festival competition. Students who entered the contest submitted a one-page short story. The entries were read and judged by the Temple College Writing Center and other Belton ISD faculty. This was a great opportunity to join with a local high school to promote the art of creative writing.
FINANCE COMMITTEE OF THE TEMPLE JUNIOR COLLEGE DISTRICT MET ON Thursday, March 11, 2021, at 5:00 PM, via zoom with the following present: Mr. Larry Wilkerson, Mr. Bob Browder, Mr. Harry Adams, Dr. Susan Guzman-Trevino, Dr. Christy Ponce, Mr. Brandon Bozon, Mr. Gary Jackson, Mr. Brian Supak, Mr. Mark Ballard, Ms. Susan Allamon and Laura Hutchens. Missing were: Mr. Stephen Niemeier

Mr. Larry Wilkinson brought the meeting to order at 5:00 p.m.

Approval of the Finance Committee meeting minutes from January 25, 2020, motion by Mr. Wilkerson and seconded by Mr. Browder.

New Business agenda items were as follows:
- FY 2021-2022 Tuition and Fees

Upon conclusion of the presentation, the committee determined to advance the recommended change to the health science fee (an increase from $20 to $50 per hour) for the 2021-2022 academic year. The motion was made by Mr. Harry Adams and seconded by Mr. Larry Wilkerson and approved unanimously.

There being no further business, the Finance Committee was adjourned at 5:49 p.m. by Mr. Wilkerson and seconded by Mr. Harry Adams.
Academic Year 2021-2022 Tuition and Fees
Finance Committee 3-11-2021
Background Information

Tuition and Fee History:

<table>
<thead>
<tr>
<th>Rate per Hour</th>
<th>2012-15</th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$66</td>
<td>$67</td>
<td>$67</td>
<td>$75</td>
<td>$77</td>
<td>$77</td>
<td>$77</td>
</tr>
<tr>
<td>Out of District Fee</td>
<td>$66</td>
<td>$70</td>
<td>$70</td>
<td>$72</td>
<td>$73</td>
<td>$74</td>
<td>$74</td>
</tr>
<tr>
<td>Use Fee</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$9</td>
<td>$22</td>
</tr>
<tr>
<td>General Fee</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
</tr>
<tr>
<td>Total In-District</td>
<td>$88</td>
<td>$89</td>
<td>$89</td>
<td>$97</td>
<td>$99</td>
<td>$101</td>
<td>$114</td>
</tr>
<tr>
<td>Total Out of District</td>
<td>$154</td>
<td>$159</td>
<td>$159</td>
<td>$169</td>
<td>$172</td>
<td>$175</td>
<td>$188</td>
</tr>
<tr>
<td>DC In District</td>
<td>$63</td>
<td>$64</td>
<td>$64</td>
<td>$67</td>
<td>$69</td>
<td>$71</td>
<td>$71</td>
</tr>
<tr>
<td>DC Out of District</td>
<td>$129</td>
<td>$134</td>
<td>$134</td>
<td>$139</td>
<td>$112</td>
<td>$115</td>
<td>$115</td>
</tr>
<tr>
<td>Select Other Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet or Hybrid</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$0</td>
</tr>
<tr>
<td>Health Science</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
</tr>
</tbody>
</table>

Current Dual Credit Waiver per SCH: $43 In-District; $73 Out-of- District
Additional waiver for Out-of-District added in 2018-2019
Recommendation 1

Increase Health Science Fee

• Proposed increase in Health Science Fee by up to $30 per SCH ($50 total)
• Current fee of $20 per SCH has not changed since 2012
• Direct program costs exceed program revenues; net investment per SCH:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Respiratory Care</td>
<td>$64</td>
<td>$195</td>
<td>$270</td>
<td>$131</td>
<td>$170</td>
<td>$86</td>
</tr>
<tr>
<td>Nursing</td>
<td>$33</td>
<td>$49</td>
<td>$52</td>
<td>$57</td>
<td>$74</td>
<td>$58</td>
</tr>
<tr>
<td>EMS</td>
<td>$176</td>
<td>$151</td>
<td>$133</td>
<td>$195</td>
<td>$389</td>
<td>$458</td>
</tr>
</tbody>
</table>

• Each $1 increase = approximately $10,000 in additional revenue
Recommendation 1

Benefits:
• Financial stability
• Equity across programs

Drawbacks:
• Student impact
Discussion Item 1

Out-of-District Fee Strategy

• A larger differential between in and out-of-district costs may make it more appealing to joining the Temple College Taxing District

• A smaller differential increases College’s ability to compete for students in our service area, but geographically close to other community colleges
Discussion Item 2

Dual Credit Pricing Strategy

• The market for dual credit is becoming increasingly competitive
  • TSTC
  • UT On-Ramps
  • Potential legislative changes

• Approximately 16% of enrollment (by SCH) is made of dual credit students
• Community college growth across the state is predominately in dual credit
Discussion Item 3

‘Flat’ Tuition and Fee Model

• Completely flat rate for full-time
• Buy 2, get one free

Opportunity to explore pricing and marketing strategies to attract new students and convert part-time students to full-time
Discussion Item 4

Eliminate EWCHEC Use Fee

• Nearing the point of the branch campus maintenance tax supporting operations
• Reduces student burden
• Fee is already waived for dual credit students

EWCHEC Hutto—M&O Budget

<table>
<thead>
<tr>
<th>Hutto - M&amp;O</th>
<th>2018 Actuals</th>
<th>2019 Actuals</th>
<th>2020 Budget</th>
<th>2021 Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch Maintenance Tax</td>
<td>$1,375,355</td>
<td>$1,597,034</td>
<td>$1,818,181</td>
<td>$2,062,569</td>
<td>$244,384</td>
<td>13%</td>
</tr>
<tr>
<td>EWCHEC Fee</td>
<td>$91,251</td>
<td>$94,930</td>
<td>$94,930</td>
<td>$104,423</td>
<td>$9,493</td>
<td>10%</td>
</tr>
<tr>
<td>EWCHEC Fee Waiver</td>
<td>$(11,965)</td>
<td>$(15,388)</td>
<td>$(15,388)</td>
<td>$(19,869)</td>
<td>$(4,481)</td>
<td>29%</td>
</tr>
<tr>
<td>Partner Contributions</td>
<td>$39,389</td>
<td>$76,333</td>
<td>$30,000</td>
<td>-</td>
<td>$(30,000)</td>
<td>-100%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$2,720</td>
<td>$2,965</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$1,496,750</td>
<td>$1,755,895</td>
<td>$1,927,723</td>
<td>$2,147,123</td>
<td>$219,400</td>
<td>11%</td>
</tr>
<tr>
<td>Hutto Administration</td>
<td>$173,098</td>
<td>$216,383</td>
<td>$215,793</td>
<td>$236,121</td>
<td>$20,328</td>
<td>9%</td>
</tr>
<tr>
<td>Lease &amp; Facilities Maintenance</td>
<td>$1,173,659</td>
<td>$1,142,663</td>
<td>$1,153,218</td>
<td>$1,195,358</td>
<td>$42,140</td>
<td>4%</td>
</tr>
<tr>
<td>IT</td>
<td>$170,537</td>
<td>$317,286</td>
<td>$414,681</td>
<td>$444,972</td>
<td>$30,291</td>
<td>7%</td>
</tr>
<tr>
<td>Library</td>
<td>$63,747</td>
<td>$78,904</td>
<td>$105,674</td>
<td>$109,719</td>
<td>$4,045</td>
<td>4%</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>$4,584</td>
<td>$10,456</td>
<td>$12,532</td>
<td>$9,445</td>
<td>$(3,087)</td>
<td>-25%</td>
</tr>
<tr>
<td>Security</td>
<td>$58,056</td>
<td>$62,300</td>
<td>$58,700</td>
<td>$74,363</td>
<td>$15,663</td>
<td>27%</td>
</tr>
<tr>
<td>Student &amp; Enrollment Services</td>
<td>$233,479</td>
<td>$259,903</td>
<td>$281,572</td>
<td>$267,249</td>
<td>$(14,324)</td>
<td>-5%</td>
</tr>
<tr>
<td>Total Expense</td>
<td>$1,877,660</td>
<td>$2,087,770</td>
<td>$2,242,170</td>
<td>$2,337,227</td>
<td>$95,057</td>
<td>4%</td>
</tr>
<tr>
<td>Net Surplus/(Deficit)</td>
<td>$(380,810)</td>
<td>$(321,875)</td>
<td>$(314,447)</td>
<td>$(190,104)</td>
<td>$124,343</td>
<td>-</td>
</tr>
</tbody>
</table>
March 5, 2021

Finance Committee Meeting: Academic Year 2021-2022 Tuition and Fees

Purpose
The purpose of this memo is to outline potential changes to the tuition and fee schedule for the 2021-2022 academic year.

Background Information
As the College plans for the 2021-2022 academic year, consideration must be given to a number of factors including operational changes, fiscal stability, affordability and competitiveness. The recommended changes to the tuition and fee schedule for 2021-2022 attempt to balances these factors, while maintaining equity among our student population.

The College adopts its tuition and fee schedule annually. The following chart summarizes the College’s tuition and fees since the fall of 2012.

<table>
<thead>
<tr>
<th>Rate per Hour</th>
<th>2012-15</th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$66</td>
<td>$67</td>
<td>$67</td>
<td>$75</td>
<td>$77</td>
<td>$77</td>
<td>$77</td>
</tr>
<tr>
<td>Out of District Fee</td>
<td>$66</td>
<td>$70</td>
<td>$70</td>
<td>$72</td>
<td>$73</td>
<td>$74</td>
<td>$74</td>
</tr>
<tr>
<td>Use Fee</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$9</td>
<td>$22</td>
</tr>
<tr>
<td>General Fee</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
</tr>
<tr>
<td>Total In-District</td>
<td>$88</td>
<td>$89</td>
<td>$89</td>
<td>$97</td>
<td>$99</td>
<td>$101</td>
<td>$114</td>
</tr>
<tr>
<td>Total Out of District</td>
<td>$154</td>
<td>$159</td>
<td>$159</td>
<td>$169</td>
<td>$172</td>
<td>$175</td>
<td>$188</td>
</tr>
<tr>
<td>DC In District</td>
<td>$63</td>
<td>$64</td>
<td>$64</td>
<td>$67</td>
<td>$69</td>
<td>$71</td>
<td>$71</td>
</tr>
<tr>
<td>DC Out of District</td>
<td>$129</td>
<td>$134</td>
<td>$134</td>
<td>$139</td>
<td>$112</td>
<td>$115</td>
<td>$115</td>
</tr>
<tr>
<td>Select Other Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet or Hybrid</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$0</td>
</tr>
<tr>
<td>Health Science</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
</tr>
</tbody>
</table>

Recommendation 1: Increase Health Science Course Fee
This recommendation was included last year, but postponed due to the onset of COVID-19. Temple College charges $20 per semester credit hour as a health science course fee. The intention of this fee is to provide an offset of the additional personnel, capital and operating costs that are required to deliver courses in the health science fields. This fee has not been adjusted since at least the 2012-2013 academic year. In FY 2020, this fee generated $188,179 in revenue.

In 2019, the College began including a financial component to its program reviews. To date, three programs within the health science field have been reviewed: Respiratory Care, Nursing and Emergency Medical Services. When evaluating tuition, fees, and contact hour funding received from each of these programs against only the direct program costs, the College made or is budgeted to make an investment per credit hour as follows:
While not a complete list, these programs constitute a significant portion of the College’s enrollment in health science programs. As shown in the chart, the College has invested $33 to approximately $400 per semester credit hour of instruction to support these programs.

Any fee increase has the potential to reduce demand for a course. However, Temple College’s health science programs currently have demand in excess of supply. Currently, competitive selection is used to determine admittance into a number of the health science programs, and there are significant wait-lists for the most in-demand programs. An increase in the health science course fee would provide greater financial stability for the College and equity across programs, while not adversely affecting enrollment.

The position of the College staff is that the Finance Committee should consider an increase in the health science course fee by up to $30 per hour, to a total of $50 per hour for recommendation to the Board.

**Discussion Item 1: Out-of-District Fee**
Temple College charges $74 per semester credit hour to students that live outside its taxing district. Approximately 58% of the College’s enrollment comes from outside of its taxing district. In FY 2020, this fee generated $4,080,539 in revenue.

From 2012-2017, the out-of-district fee was equivalent to or exceeded tuition, so tuition (absent fees) for those students in the taxing district was half of the cost for those outside the taxing district. Beginning in 2017-2018 and continuing through 2020-2021, the out of district fee per hour dipped below tuition. In 2020-2021 those figures are $74 and $77, respectively.

The larger the separation between in-district and out-of-district, the more attractive it may be for other areas to join Temple College’s taxing district. Further, it provides a greater relative benefit to those residents already within the district’s boundaries. However, the more competitive the College remains with out-of-district fees, the more likely it is to attract students from outside its taxing district. The directives of the Finance Committee and Board of Trustees on the appropriate level for the out-of-district fee will guide rates in the coming academic year and for years beyond.

**Discussion Item 2: Increase Dual Credit Waiver**
Temple College waives $43 per semester credit hour to dual credit students within its taxing district and $73 per semester credit hour to dual credit students that live outside its taxing district. In FY 2020, $702,715 in tuition and fees were waived for dual credit students, not including those students enrolled at Taylor Legacy Early College High School.
The College continues to face pressure to reduce its tuition and fees for dual credit students. In part, this is driven by school districts looking to reduce the cost for their districts and students, but it is also driven by the continued growth of competitors. TSTC and UT-Onramps both offer dual credit courses at lower costs to high schools within the Temple College service district. While the formats differ, the lower cost has made these options appealing to our school district partners, and have created an expectation that Temple College increase its dual credit waiver to remain competitive.

**Discussion Item 3: ‘Flat’ Tuition for Full-Time Students**
The College charges tuition and fees per semester credit, and that rate is consistent for in-district and out-of-district students, regardless of the number of hours that the student has enrolled.

The goal of an entirely flat, or full-time flat rate tuition model is to encourage students to complete their degree plans on time, by providing a financial incentive for them to take more courses. The model could take numerous formats. While College staff is not ready to present models or recommendations on this plan yet, it will be a topic of discussion for future academic years.

**Discussion Item 4: Eliminate EWCHEC Fee for courses taken at the Hutto Center**
The College charges a fee of $6 per semester credit hour for courses taken at the Taylor or Hutto centers in East Williamson County. The fee is designed to offset the operational cost of the centers. As we near the point that the proceeds of the branch campus maintenance tax are sufficient to cover the operating (non-instructional) costs of the Hutto Center, it is an appropriate time to discuss the timeline for eliminating this student fee for courses taught at the Hutto Center. Based on the growth in Hutto, this point will likely be reached in 2022-2023, but may be reached during the 2021-2022 academic year. The fee would remain in place at the Taylor center to help offset the cost of those operations, which cannot be covered by the Hutto ISD branch campus maintenance tax.

### EWCHEC Hutto– M&O Budget

<table>
<thead>
<tr>
<th>Hutto - M&amp;O</th>
<th>2018 Actuals</th>
<th>2018 Actuals</th>
<th>2020 Budget</th>
<th>2021 Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch Maintenance Tax</td>
<td>$1,375,955</td>
<td>$1,597,034</td>
<td>$1,818,181</td>
<td>$2,062,569</td>
<td>$244,588</td>
<td>13%</td>
</tr>
<tr>
<td>EWCHEC Fee</td>
<td>$91,251</td>
<td>$94,930</td>
<td>$94,890</td>
<td>$104,423</td>
<td>$9,493</td>
<td>10%</td>
</tr>
<tr>
<td>EWCHEC Fee Waiver</td>
<td>$(11,985)</td>
<td>$(15,388)</td>
<td>$(15,388)</td>
<td>$(19,889)</td>
<td>$(4,481)</td>
<td>29%</td>
</tr>
<tr>
<td>Partner Contributions</td>
<td>$39,880</td>
<td>$76,338</td>
<td>$30,000</td>
<td>$-</td>
<td>$(30,000)</td>
<td>-100%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$2,726</td>
<td>$2,986</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$1,496,750</td>
<td>$1,755,895</td>
<td>$1,927,720</td>
<td>$2,147,120</td>
<td>$219,400</td>
<td>11%</td>
</tr>
<tr>
<td>Hutto Administration</td>
<td>$173,096</td>
<td>$216,638</td>
<td>$215,793</td>
<td>$236,121</td>
<td>$20,326</td>
<td>9%</td>
</tr>
<tr>
<td>Lease &amp; Facilities Maintenance</td>
<td>$1,173,659</td>
<td>$1,142,663</td>
<td>$1,153,218</td>
<td>$1,165,038</td>
<td>$42,140</td>
<td>4%</td>
</tr>
<tr>
<td>IT</td>
<td>$170,537</td>
<td>$317,286</td>
<td>$414,691</td>
<td>$444,972</td>
<td>$30,291</td>
<td>7%</td>
</tr>
<tr>
<td>Library</td>
<td>$63,747</td>
<td>$78,904</td>
<td>$105,674</td>
<td>$109,716</td>
<td>$4,045</td>
<td>4%</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>$4,534</td>
<td>$10,456</td>
<td>$12,532</td>
<td>$9,445</td>
<td>$(3,097)</td>
<td>-25%</td>
</tr>
<tr>
<td>Security</td>
<td>$58,556</td>
<td>$62,630</td>
<td>$59,700</td>
<td>$74,363</td>
<td>$15,663</td>
<td>27%</td>
</tr>
<tr>
<td>Student &amp; Enrollment Services</td>
<td>$233,478</td>
<td>$290,890</td>
<td>$261,572</td>
<td>$267,249</td>
<td>$(5,673)</td>
<td>-2%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>$1,877,860</td>
<td>$2,087,770</td>
<td>$2,242,170</td>
<td>$2,337,227</td>
<td>$95,057</td>
<td>4%</td>
</tr>
<tr>
<td><strong>Net Surplus/(Deficit)</strong></td>
<td>$(380,910)</td>
<td>$(331,875)</td>
<td>$(314,447)</td>
<td>$(190,104)</td>
<td>$124,343</td>
<td>79</td>
</tr>
</tbody>
</table>

79
MEMORANDUM
Office of the Vice President for Administrative Services

To: Dr. Ponce and Board of Trustees
From: Brandon Bozon
Date: February 10, 2021
Re: Consider the purchase of 75 all in one computers through the State of Texas DIR Cooperative from Dell Technologies.

Staff Recommendation: Approval

The Board is asked to consider the purchase of 75 all in one computers through the State of Texas DIR Cooperative from Dell Technologies.
A request to purchase 75 all in one computers through the State of Texas DIR Cooperative from Dell Technologies.

Description: Consider the purchase of 75 all in one computers through the State of Texas DIR Cooperative from Dell Technologies.

Recommendation: The Board is asked to consider the purchase of 75 all in one computers through the State of Texas DIR Cooperative from Dell Technologies.

In 2013 EWCHEC-Hutto opened its doors to the public for the first time. At that time, College staff equipped the campus with the best value technology offered. In 2018 EWCHEC-Hutto received a refresh in technology, and their computers were transferred to the EWCHEC-Taylor campus.

This purchase will allow for the replacement of the lecturer computer in every classroom along with the replacement of the two classrooms that are equipped with student use computers. The computers being replaced are approximately seven years old and no longer meet the needs of the students and faculty. The new computers will enhance the learning experience for Temple College students and are powerful enough to meet the needs of the Computer Information Systems courses that are planned to expand to the Taylor Center in August 2021.

In order to maintain consistency with the technology fleet the College has deployed, quotes were obtained from Dell Technology through the State of Texas DIR Cooperative. Purchasing through the State of Texas DIR Cooperative satisfies the competitive bidding requirement found in Texas Education Code 44.031. The quotes obtained through this method save the College substantial time and money. As the average consumer price paid for the same OptiPlex 7780 is currently $1,939.00, while the College’s cost will be $889.00 per computer.

Funds are budgeted for the EWCHEC-Taylor campus computer replacement project. The Board of Trustees is now asked to approve a purchase from Dell Technologies in the amount of $66,675.00. The Board of Trustees also is asked to approve the Vice President of Administration to approve any change orders up to the amount allowed by the Texas Education Code 44.0411.

Funds Available:

- X Budgeted Account 10-11-4-50-181000-601200
  Computer Hdw<$5000 : General Computer Labs

Approved:

Brandon Bozon

Date
March 12, 2021

**Academic Year 2021-2022 Tuition and Fees**

**Purpose**
The purpose of this memo is to outline the recommended change to the tuition and fee schedule for the 2021-2022 academic year.

**Background Information**
At the meeting of the Finance Committee on March 11, College staff recommended increasing the Health Science fee, with the aim of recovering a greater amount of the costs associated with delivering these valuable, high demand degrees. The recommended change is to increase the Health Science fee from $20 to $50 per semester credit hour.

The following chart summarizes the College’s tuition and fees since the fall of 2012.

<table>
<thead>
<tr>
<th>Rate per Hour</th>
<th>2012-15</th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$66</td>
<td>$67</td>
<td>$75</td>
<td>$77</td>
<td>$77</td>
<td>$77</td>
<td>$77</td>
</tr>
<tr>
<td>Out of District Fee</td>
<td>$66</td>
<td>$70</td>
<td>$70</td>
<td>$72</td>
<td>$73</td>
<td>$74</td>
<td>$74</td>
</tr>
<tr>
<td>Use Fee</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$9</td>
<td>$22</td>
<td></td>
</tr>
<tr>
<td>General Fee</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
</tr>
<tr>
<td><strong>Total In-District</strong></td>
<td><strong>$88</strong></td>
<td><strong>$89</strong></td>
<td><strong>$89</strong></td>
<td><strong>$97</strong></td>
<td><strong>$99</strong></td>
<td><strong>$101</strong></td>
<td><strong>$114</strong></td>
</tr>
<tr>
<td><strong>Total Out of District</strong></td>
<td><strong>$154</strong></td>
<td><strong>$159</strong></td>
<td><strong>$159</strong></td>
<td><strong>$169</strong></td>
<td><strong>$172</strong></td>
<td><strong>$175</strong></td>
<td><strong>$188</strong></td>
</tr>
<tr>
<td>DC In District</td>
<td>$63</td>
<td>$64</td>
<td>$64</td>
<td>$67</td>
<td>$69</td>
<td>$71</td>
<td>$71</td>
</tr>
<tr>
<td>DC Out of District</td>
<td>$129</td>
<td>$134</td>
<td>$134</td>
<td>$139</td>
<td>$112</td>
<td>$115</td>
<td>$115</td>
</tr>
<tr>
<td><strong>Select Other Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet or Hybrid</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$0</td>
</tr>
<tr>
<td>Health Science</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
</tr>
</tbody>
</table>

**Recommendation: Increase Health Science Course Fee**
Temple College charges $20 per semester credit hour as a health science course fee. The intention of this fee is to provide an offset of the additional personnel, capital and operating costs that are required to deliver courses in the health science fields. This fee has not been adjusted since at least the 2012-2013 academic year. In FY 2020, this fee generated $188,179 in revenue.

In 2019, the College began including a financial component to its program reviews. To date, three programs within the health science field have been reviewed: Respiratory Care, Nursing and Emergency Medical Services. When evaluating tuition, fees, and contact hour funding received from each of these programs against only the direct program costs, the College made or is budgeted to make an investment per credit hour as follows:
While not a complete list, these programs constitute a significant portion of the College’s enrollment in health science programs. As shown in the chart, the College has invested $33 to approximately $400 per semester credit hour of instruction to support these programs.

A survey was conducted in spring 2020 to gather data on differential tuition and fees charged by the health science programs of peer institutions. Some other colleges charge differential fees based on specific program, rather than division of health science, and this is something the College should consider in future years.

The following chart summarizes the data gathered:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Respiratory Care</td>
<td>$64</td>
<td>$195</td>
<td>$270</td>
<td>$131</td>
<td>$170</td>
<td>$66</td>
</tr>
<tr>
<td>Nursing</td>
<td>$33</td>
<td>$49</td>
<td>$52</td>
<td>$57</td>
<td>$74</td>
<td>$58</td>
</tr>
<tr>
<td>EMS</td>
<td>$176</td>
<td>$151</td>
<td>$133</td>
<td>$195</td>
<td>$389</td>
<td>$458</td>
</tr>
</tbody>
</table>

*ACC varies by course. Average estimated at $25 per semester credit hour.*

Any fee increase has the potential to reduce demand for a course. However, Temple College’s health science programs currently have demand in excess of supply. Currently, competitive selection is used to determine admittance into a number of the health science programs, and there are significant wait-lists for the most in-demand programs. An increase in the health science course fee would provide greater financial stability for the College and equity across programs, while not adversely affecting enrollment. College staff recommends an increase in the health science course fee by up to $30 per hour, to a total of $50 per hour. Assuming consistent enrollment, the increased health science fee will generate approximately $290,000 in additional revenue for the College.

**Recommendation**

The Finance Committee concurred with the staff recommendation, and has recommended the 2021-2022 academic year tuition and fee schedule, including the adjustment to the Health Science Fee to the Board of Trustees.